

PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL

For the Regular Meeting of Tuesday, January 3, 2012.

The Meeting was called to order at 7:30 p.m. by City Clerk Betty Morlock and the Pledge of Allegiance was recited.

City Clerk Betty Morlock swore in Sharon Ellison, Jim Hall and Jim Valentine as Councilmembers.

Present: Councilmembers Sharon Ellison, Jim Hall, Jim Hodges, Andrew Schrauben and Jim Valentine.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Betty Morlock, Chief of Police Barry Getzen, DPW Director Dan DesJarden, Light and Power General Manager Greg Pierce, Lowell Light and Power Boardmembers Greg Canfield, Perry Beachum and Andy Johnston, Lowell Light Employee Tom Russo.

Item #1. **ELECTION OF OFFICERS AND ORGANIZATION.**

A. Mayor

IT WAS MOVED BY ELLISON and seconded by SCHRAUBEN to nominate Jim Hodges for Mayor of the City of Lowell.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

The meeting was turned over to Mayor Hodges.

B. Mayor Pro Tem

IT WAS MOVED BY HALL and seconded by VALENTINE to nominate Sharon Ellison as Mayor Pro Tem for the City of Lowell.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

C. Councilmember Appointments

- Arbor Board - Sharon Ellison
- Chamber of Commerce - Jim Hodges
- Downtown Development Authority – Sharon Ellison
- Lowell Light and Power Board - Jim Hodges
- Lowell Area Fire and Emergency Authority – Jim Valentine
- Lowell Area Recreation Authority – Andrew Schrauben
- Planning Commission Representative – Jim Hall
- Downtown Historic District Commission – Jim Hall
- LCTV Board – Sharon Ellison

By general consensus, the Council agreed. Hodges noted these terms are not to exceed their elected terms.

D. Review and Adoption of Council Rules and Procedure

City Manager Howe explained a number of the suggested changes are either typographical or involve language cleanup.

By general consensus, the Council agreed to change the meeting time to 7:00 p.m.

IT WAS MOVED BY SCHRUBEN and seconded by ELLISON to adjust the City Council meeting time from 7:30 p.m. to 7:00 p.m. within the Council procedures.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY VALENTINE and seconded by HALL to adopt the rules and procedures as amended.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

Item #2. **APPROVAL OF THE AGENDA.** City Manager Mark Howe noted that item 2c, Councilmember Appointment of LCTV Endowment Board vacancy (Sharon Ellison is currently serving) and item 11, Appointments, Lowell Light and Power Board, Perry Beachum need to be added to the appointments section.

IT WAS MOVED BY ELLISON and seconded by HALL to approve the agenda as presented.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

Item #3. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 19, 2011.**

IT WAS MOVED BY ELLISON and seconded by SCHRAUBEN to approve the minutes of the December 19, 2011 meeting as corrected.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

Item #4. **APPROVAL OF THE ACCOUNTS PAYABLES.**

IT WAS MOVED BY ELLISON and seconded by SCHRAUBEN that the bills and accounts payables be allowed and the warrants issued.

YEA: Councilmembers Hall, Schrauben, Valentine, Mayor Pro Tem Ellison and Mayor Hodges.

NAY: None. ABSENT: None. MOTION CARRIED.

<u>BILLS AND ACCOUNTS PAYABLE (01/03/12)</u>	
GENERAL FUND	\$7,326.35
MAJOR STREET FUND	16.44
LOCAL STREET FUND	16,855.04
DOWNTOWN DEVELOPMENT FUND	871.30
WASTEWATER FUND	180,018.41
WATER FUND	2,607.01
EQUIPMENT FUND	857.78
CURRENT TAX FUND	162,720.02

Item #5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** No comments were received.

Item #6. **OLD BUSINESS**

- A. **PENDING COUNCIL PROJECTS UPDATE.** City Manager Howe stated the City received confirmation from the State that the City is being recommended for \$300,000 regarding the Riverbank Renovations. This will provide \$450,000 toward the project. Legislative approval is still required however, this seems promising as well.

Howe pulled together a list of names for a working group to begin reviewing details on the project and putting together what the design may look like. The City will then go through the process of hiring a firm to do the design such as Williams and Works. The team being pulled together includes Mayor Pro Tem Ellison and Councilmember Hall. Also, DPW Director Dan DesJarden, Parks Supervisor Scott Fosburg, DDA Chair Jim Reagan, Chamber of Commerce Director Liz Baker as well as an individual from LARA.

- B. **PUBLIC HEARING – REQUEST TO EXPAND THE INDUSTRIAL – DEVELOPMENT DISTRICT FOR KING MILLING COMPANY TO INCLUDE PARCELS 41-20-02-453-030 AND 41-20-02-451-005.** Mayor Hodges noted his wife works for King Milling and he would abstain from discussion. The meeting was turned over to Mayor Pro Tem Ellison.

Ellison opened the public hearing. No comments were received.

IT WAS MOVED BY VALENTINE and seconded by HALL to approve the expansion of the PA 198 District.

YEA: 4. NAY: 0. ABSTAIN: 1. (Hodges) ABSENT: 0. MOTION CARRIED.

Mayor Hodges returned to the meeting.

Item #7. **NEW BUSINESS.**

A. **Annual Authorization of signatures for City Bank Account.**

Authorized signatures:

Mayor Hodges  
Mayor Pro Tem Ellison

City Manager Mark Howe  
City Treasurer Suzanne Olin  
Police Chief Barry Getzen  
Deputy City Treasurer Lori Gerard

Safety Deposit Box:

Betty Morlock  
Susan Ullery  
Luanne Wisniewski

Depository Banks:

Comerica Bank-Grand Rapids	(Grand Rapids)
Huntington Banks	(Lowell)
National City Bank	(Grand Rapids)
Fifth Third Bank	(Lowell, Ada, Grand Rapids)
Bank One-Grand Rapids	(Ada, Grand Rapids)
Standard Federal Bank	(Ada, Grand Rapids)
Firstbank	(Lowell)
Mercantile Bank of West Michigan	(Wyoming)

IT WAS MOVED BY SCHRAUBEN and seconded by HALL to adopt the annual authorization of signatures for City Bank Accounts and Designation of Depository Banks.

YEA: 5.      NAY:            0.      ABSENT:      0.                    MOTION CARRIED.

- B. **Grand Rapids Community College – Collection of Summer Property Taxes for 2012.** As in previous years, Grand Rapids Community College has requested the City collect the summer property taxes for the district. The City collects the property taxes at no fee but is able to keep the interest earned during the bank deposit before distributing these monies.

IT WAS MOVED BY ELLISON and seconded by HALL to collect the summer property taxes for 2012 for Grand Rapids Community College.

YEA: 5.      NAY:            0.      ABSENT:      0.                    MOTION CARRIED.

- C. **Kent Intermediate School District – Collection of Summer Property Taxes for 2012.** The Kent Intermediate School District also requests the City collect summery property taxes for the district. The City collects the KISD property taxes at no fee but is able to keep the interest earned during the bank deposit before distributing these monies.

IT WAS MOVED BY ELLISON and seconded by HALL to collect the summer property taxes for 2012 for Kent Intermediate School District.

YEA: 5.      NAY:            0.      ABSENT:      0.                    MOTION CARRIED.

D. **Budget Calendar.** No concerns were noted. Mayor Hodges appreciated the calendar.

IT WAS MOVED SCHRAUBEN and seconded by VALENTINE to adopt the budget calendar as presented.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

Item #8. **COUNCIL REPORTS AND COMMENTS.** Councilmember Valentine stated he is excited to serve on the City Council. He appreciated the support of the community.

Councilmember Hall stated he was happy to be serving on the City Council. He appreciated his wife and daughter being present at the meeting. He also thanked the community for its support.

Councilmember Schrauben stated the Park and Recreation Commission meeting will be held on January 17, 2012. At the last meeting, discussion was held regarding the LCTV Fund application for the ball field dugouts. Also, the dog park now has lights. LARA Board meetings will be moved to the third Thursday of each month. The time and location will remain the same. A rough schedule will be completed in terms of what needs to be done for Phase 2 of the trail. Discussion continues regarding a pedestrian type pavilion along the trail to recognize the donors and to provide a nice trail head location. The Airport Board will meet in February. Schrauben also welcomed Hall and Valentine to the City Council.

Mayor Pro Tem Ellison was thankful for the reappointments. She also welcomed Hall and Valentine. Ellison noted her excitement regarding the Riverwalk project.

Mayor Hodges stated the Lowell Light and Power Board will meet next week as well as the Chamber of Commerce Board of Directors. A holiday breakfast was held at Impact Church. Liz Baker of the Chamber of Commerce sent out a memo regarding Person of the Year. Nominations are taking place. Look Memorial Fund will meet at some point in the future.

Item #9. **CITY MANAGER'S REPORT.**

1. It has been relatively quiet through the holidays. Many of the city staff are working on various year-end reports and such.
2. The Grand Valley Metropolitan Council will be hiring a new Executive Director. An announcement on the final candidate should be coming soon.
3. There will be a Council workshop meeting held on January 9, 2012 at 6:00 p.m.
4. Howe welcomed Councilmember Hall and Valentine and congratulated Mayor Pro Tem Ellison. He looks forward to continued work together.

Item #10. **APPOINTMENTS.** The following board or commission positions were appointed:

Airport Board	Term Expires
Jim Myaard	01/01/2015

Building Authority Mark Howe	06/30/2012
Downtown Development Authority Dean Lonick Shelley Catlin	01/01/2016 01/01/2016
Downtown Historic District Commission Judy Straub Stephen Doyle	01/01/2015 01/01/2015
LCTV Endowment Board Patty Sellner Dennis Kent	12/31/2013 12/31/2014
Light and Power Board Maryalene LaPonise Tina Cadwallader Perry Beachum	06/30/2013 06/30/2013 06/30/2014
Lowell Area Recreation Authority Perry Beachum	11/15/2013
Parks and Recreation Commission Susan Pomper Chris Schwab Nancy Anderson	01/01/2015 01/01/2014 01/01/2015
Planning Commission Maryalene LaPonsie	06/30/2012

By general consensus, the Council agreed to the noted appointments.

IT WAS MOVED BY ELLISON and seconded by VALENTINE to move to closed session for a personnel matter pursuant to the Open Meeting Act Section 8C at 8:04 p.m.

YEA: Councilmember Hall, Schrauben, Valentine, Mayor Pro Tem Ellison and Mayor Hodges.

IT WAS MOVED BY HALL seconded by ELLISON to return to open session at 8:57 p.m.

IT WAS MOVED BY HALL to adjourn at 8:58 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Betty R. Morlock, City Clerk