

PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL

For the Regular Meeting of MONDAY, SEPTEMBER 20, 2010.

The Meeting was called to order at 7:30 p.m. by Mayor Jim Hodges and City Clerk Betty Morlock called the roll.

Present: Councilmembers Jeff Altoft, Maryalene LaPonsie, Mayor Pro Tem Sharon Ellison and Mayor Jim Hodges.

Absent: Councilmember Schrauben.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, Police Chief James Hinton, DPW Director Dan DesJarden, Light and Power Boardmember, Planning Commissioner and Parks and Recreation Commissioner Jim Hall, Deputy City Treasurer Lori Gerard and Lowell Light and Power Manager Greg Pierce.

IT WAS MOVED BY LAPONSIE and seconded by ALTOFT to excuse the absence of Councilmember Schrauben.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #1. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY ELLISON and supported by LAPONSIE to approve the agenda as presented.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 7, 2010.**

IT WAS MOVED BY ELLISON and supported by LAPONSIE to approve the regular meeting minutes of September 7, 2010 as corrected.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #3. **APPROVAL OF THE ACCOUNTS PAYABLES.**

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

YEA: Councilmembers Altoft, LaPonsie, Mayor Pro Tem Ellison and Mayor Hodges.

NAY: 0. ABSENT: Councilmember Schrauben. MOTION CARRIED.

<u>BILLS AND ACCOUNTS PAYABLE (09/20/10)</u>	
GENERAL FUND	\$23,445.44
MAJOR STREET FUND	1,877.50
LOCAL STREET FUND	1,529.33
DDA FUND	2,522.84
AIRPORT FUND	422.85
WASTEWATER FUND	5,458.55
WATER FUND	10,724.33
DATA PROCESSING	683.25
EQUIPMENT FUND	2,124.92

Item #4. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** No comments were received.

Item #5. **INTRODUCTION OF KRISTIN MEYER, NEW BRANCH MANAGER OF THE ENGLEHARDT PUBLIC LIBRARY.** On September 7, 2010, Kristin Meyer became the new Branch Manager at the Englehardt Public Library.

Meyer has a Bachelor's Degree from Grand Valley State University and a Master's Degree in Library and Information Science from Wayne State University. She has worked for Kent District Library for the past eight years, most recently at the Wyoming Branch as Youth Librarian. She is passionate about library programming and outreach and has spoken at many professional conferences on these subjects. Her family includes, Chad, who is a teacher, and two children, Thomas and Mackenzie. They currently live in Allendale, although a future move to Lowell or its surrounding area is a possibility.

Meyer thanked the Council for having her at the meeting. She has enjoyed her first two weeks in Lowell. It is a fantastic community.

Item #6. **LOWELL AREA CHAMBER OF COMMERCE REQUEST TO CLOSE DOWNTOWN MAIN STREET FOR HARVEST CELEBRATION AND BRIDGE DEDICATION ON SATURDAY, OCTOBER 9.** Liz Baker, Executive Director of the Lowell Area Chamber of Commerce, has requested that Main Street from Water Street to the west entrance of the King Milling parking lot be closed on Saturday, October 9 from 10 a.m. to 6 p.m. for the Harvest

Celebration and the Bridge dedication. This event is being coordinated with the Police and Public Works departments as well as the Michigan Department of Transportation and Kent County Road Commission.

The bridge dedication is planned for 2 p.m. on October 9. The Michigan Department of Transportation will hold a ribbon cutting of the bridge on Thursday, October 7 at 9:30 – 10 a.m. MDOT Director Kirk Steudle will be present.

IT WAS MOVED BY LAPONSIE and seconded by ELLISON to close Main Street on October 9, 2010 from 10 a.m. to 6 p.m. for the Harvest Festival.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #7. **ACCESS EASEMENT FOR FOUR C COMPANY (LITEHOUSE, INC.)** As part of a building addition to Litehouse, Inc. at 1400 Foreman Road, an access road is being proposed to the west of the factory to better accommodate truck traffic. A small portion of this access at the turn is through City property is needed as an easement. This does not interfere with City operation and the Planning Commission gave its approval.

City Manager Pasquale recommended approval.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to approve the access easement for Four C Company (Litehouse, Inc.) as proposed.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #8. **SOLID WASTE, YARD WASTE AND RECYCLING CONTRACT – BIDS.** On September 13, bids were received for solid waste, yard waste and recycling services involving one and two residential structures. Three companies provided bids (one submitted a letter of noting not to bid).

DPW Director Dan DesJarden, City Clerk Betty Morlock and City Manager Pasquale reviewed each of these competitive bids, Red Creek, Duncan Disposal Service and Allied Waste Services. It is City staff's recommendation to award a three year contract (from December 1, 2010 to November 30, 2010) to Red Creek Waste Services of Ada.

The primary reason to contract with Red Creek is their proposal does not charge for recycling on a biweekly basis. This gets the City of out of the recycling business and eliminates a significant cost (currently, 526 bins at \$4.34 per month equals \$2,287.18 monthly). The refuse and yard waste charges are handled through the cost of bags. Red Creek already has accounts in the City.

NOTE:	Current cost:	refuse	\$1.43 per bag (charge \$1.50 per bag)
		Yard Waste	\$1.79 per bag (charge \$2 per bag)

Mayor Pro Tem Ellison inquired regarding a Spring Clean up. Eric Shellhaus of Red Creek Waste Services explained this was not included in the bid process. Ellison asked if he would be open to setting a Spring clean up day, billing homeowners if there were larger items to dispose of. Shellhouse responded yes, this would not be an issue.

It was noted the phone number to Red Creek Waste Services is (616) 682-2806.

City Clerk Morlock said a calendar indicating the schedule for pickup of trash, recycling and yard waste will be mailed out with the electric bills.

IT WAS MOVED BY LAPONSIE and ELLSION to approve the contract with Red Creek for Solid Waste, Yard Waste and Recycling from December 1, 2010 to November 30, 2013.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #9. **JOINT UTILITY BILLING – STATUS REPORT**. As requested by Council, Greg Pierce, General Manager of Lowell Light and Power provided a status report regarding utility billing (water, sewer and electric).

Pierce explained the concept is simple but it is difficult to join the two billing systems with two different software packages. The biggest challenge involves the different ways water and sewer is billed to customers versus the way electric is billed to customers. There are apartment complexes who receive one water/sewer bill whereas Light and Power bill each individual customer. Another example involves the water bill going to the landlord and the electric bill goes to the tenant. The two departments are in the process of getting a third iteration back from Daffron.

In addition, Deputy City Treasurer Lori Gerard submitted a report documenting City efforts.

Mayor Pro Tem Ellison commented the City should review the software to insure the two billings are compatible and can be patched together prior to another update.

Item #10. **SITE PREPARATION FOR NEW PARKING LOT AND SKATEBOARD PARK AT STONEY LAKESIDE PARK**. DPW Director Dan DesJarden explained the Skateboard Park will be relocated at Stoney Lakeside Park. He recommended Roth Construction, which provided the low bid of \$8,610 be awarded the project.

Mayor Pro Tem Ellison questioned when the park would be completed. DesJarden responded if approved tonight, contact will be made with the contractor who will be able to move in this week, weather permitting.

IT WAS MOVED BY LAPONSIE and seconded by ALTOFT to approve the bid from Roth Construction in the amount of \$8,610 regarding site preparation for the skateboard park and parking lot at Stoney Lakeside Park.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #11. **990 N. WASHINGTON STREET BRICK PUMP HOUSE – RULING FROM VERGENNES TOWNSHIP BUILDING INSPECTOR AND DEMOLITION BID.** At its September 7 meeting, the City Council allowed the brick pump house to remain until March 31, 2011 so that Gary Dietzel and Sandy Bartlett could obtain necessary funding to make repairs to the structure. It was found to undertake the necessary work to upgrade the building would be \$16,000 to \$17,000.

This decision was subject to the ruling of Mark Fleet, Vergennes Township Building Inspector, on whether the building could remain that long. Fleet provided a letter to DPW Director DesJarden which stated additional time could not be granted. The building has no roof, has major structural problems and the brick is falling off the south wall. It is imperative to repair or demolish the building within the next two weeks. The residents of 990 N. Washington and the general public who have access to the surrounding park land deserve to be safe guarded against this hazard. It has been in the state of disrepair for several years and repair or demolition needs to be address as soon as possible.

IT WAS MOVED BY LAPONSIE and seconded by ELLISON to approve the bid from Earthworm Dozing and Excavating, Inc. at a cost of \$1,900 to demolish the brick pump house at 990 N. Washington.

Ellison wanted to ensure the company would be respectful of the surrounding area and make sure everything is properly disposed of.

DesJarden noted trees growing along the side of the building will need to be removed. Ellison suggested the Arbor Board be contacted regarding replacement of the trees.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #12. **MONTHLY REPORTS.** No comments were received.

Item #13. **COUNCIL COMMENTS.** Councilmember Altoft was excited to see the bridge work coming to an end. He also noted the Harvest Festival and recommended all attend.

Councilmember LaPonsie agreed with Altoft. She then excused herself from the meeting because of a personal matter.

Item #14. **CITY MANAGER'S REPORT.** City Manager Pasquale reported on the following:

1. The following boards and commissions meetings minutes were provided:
  - Arbor Board meeting of April 12, 2010
  - Fire and Emergency Services Authority Board meeting of June 28, 2010
  - Chamber of Commerce meeting of August 10, 2010
  - Airport Board meeting of August 3, 2010
2. The Fallasburg Fall Festival is planned for Saturday, September 25 and Sunday, September 26.

Police Chief James Hinton noted the Homecoming Parade will be held on Friday, September 24, 2010 at 6:00 p.m. Also, the City of Lowell will observe Halloween on Sunday, October 31, 2010 from 5 p.m. – 8 p.m.

Item #15. **APPOINTMENTS.** No appointments were made at this time, but the City does have vacancies on the City Planning Commission, Board of Review and Airport Board. Anyone interested should contact City Clerk Morlock or Mayor Hodges.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to adjourn to closed session at 7:59 p.m. concerning personnel matters.

YEA: Councilmember Altoft, Mayor Pro Tem Ellison and Mayor Hodges.

NAY: 0. ABSENT: Councilmembers LaPonsie and Schrauben. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to return to open session at 8:20 p.m.

YEA: 3. NAY: 0. ABSENT: 2. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to adjourn at 8:21 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Betty R. Morlock, City Clerk