

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL**

For the Regular Meeting of Monday, **JANUARY 5, 2004**

Deputy City Clerk Susan Ullery swore in newly elected Councilmember Jim Hodges as well as current Councilmembers Al Mathews and Charles Myers who were elected into office.

The Meeting was called to order at 7:30 p.m. by City Manager Pasquale and the Deputy City Clerk called Roll.

Present: Councilmembers Hodges, Mathews, Myers, Pfaller and Shores.

Absent: None.

Also Present: City Manager Dave Pasquale, Deputy City Clerk Susan Ullery, Police Chief Jim Valentine, Public Works Director Dan DesJarden and Lowell Light and Power/Cable TV General Manager Tom Richards.

IT WAS MOVED BY MYERS and seconded by PFALLER to nominate C. Jeanne Shores as Mayor of the City of Lowell.

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

Mayor Shores thanked her fellow Councilmembers as well as City Manager Pasquale, City Clerk Betty Morlock and staff. There have been many challenges as well as accomplishments the past two years. Shores noted the Council works well as a team.

IT WAS MOVED BY HODGES and seconded by MATHEWS to nominate Charles Myers as Mayor Pro Tem of the City of Lowell.

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

IT WAS MOVED BY PFALLER and seconded by MYERS to approve the December 15, 2003 meeting minutes as corrected.

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

IT WAS MOVED BY MYERS and seconded by HODGES to approve the December 15, 2003 closed session meeting minutes as written.

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

Councilmember Pfaller questioned the Home Depot bill from the accounts payable list. He asked every effort be made to purchase good through local tax paying business before seeking outside businesses. Public Works Director Dan DesJarden stated this is generally practiced. However,

there was a need to purchase a table saw, which was on sale.

IT WAS MOVED BY PFALLER and seconded by MATHEWS that the bills and accounts payable be allowed and the warrants issued.

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

<u>BILLS AND ACCOUNTS PAYABLE (01/05/04)</u>	
GENERAL FUND	\$89,078.91
MAJOR STREET FUND	1,804.37
LOCAL STREET FUND	150.53
HISTORIC DISTRICT FUND	15,542.00
DDA FUND	4,175.27
CITY HALL CONSTRUCTION FUND	1,000.00
AIRPORT FUND	58.32
WASTEWATER FUND	7,537.47
WATER FUND	12,308.58
EQUIPMENT FUND	907.42
CURRENT TAX FUND	114,412.92

Item #1. **ANNUAL AUTHORIZATION OF SIGNATURES FOR CITY BANK ACCOUNTS AND DESIGNATION OF DEPOSITORY BANKS; REVIEW AND ADOPTION OF CITY COUNCIL RULES OF PROCEDURE.** There is a need for the City to annually designate its depository banks and authorize signatures for the coming year. The following designations are recommended:

a. Authorized signatures:

Mayor C. Jeanne Shores	City Manager David Pasquale
Mayor Pro Tem Charles Myers	City Treasurer Suzanne Olin
	Police Chief James Valentine
	Deputy City Treasurer Vickie Videan

b. Safety Deposit Box:

Betty Morlock  
Susan Ullery  
Luanne Wisniewski  
Brenda Angelo

c. 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)

Ionia County National Bank (Lowell)  
Mercantile Bank of West Michigan (Wyoming)

IT WAS MOVED BY HODGES and seconded by PFALLER to approve the Depository Banks and authorization of signatures.

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

Mayor Shores stated every year the Council must review the document "City Council Rules of Procedure". Councilmember Hodges suggested changing the wording on page 3 B.4. Quorum from "elected and sworn" to "sworn". There may be a need for a Councilmember to resign and therefore another individual appointed before an election.

IT WAS MOVED BY HODGES and seconded by PFALLER to approve the City Council Rules of Procedure as amended.

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

Item #2. **GRAND RAPIDS COMMUNITY COLLEGE – COLLECTION OF SUMMER PROPERTY TAXES FOR 2004.** As recently carried out for the Kent County Intermediate School District, Grand Rapids Community College has requested that the City collect the summer property taxes for the district. As part of a continuing resolution, the City collects the GRCC's property taxes at no fee but is able to keep the interest earned during the bank deposit before distributing these monies.

City Manager Pasquale recommended the current policy for collecting GRCC summer property taxes are maintained and a resolution is passed.

IT WAS MOVED BY MYERS and seconded by MATHEWS to approve the collection of the summer property taxes for 2004 for Grand Rapids Community College.

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

Item #3. **CONSIDERATION OF LETTER OF UNDERSTANDING WITH CONVENIENT CONSTRUCTION SERVICES, INC. REGARDING IMPROVEMENTS TO SOUTH CENTER AND CLARKE STREETS AND ADOPTION OF RESOLUTION – TABLED FROM THE PREVIOUS MEETING.**

As requested during the last Council meeting, Engineer Dave Austin provided a letter to clarify issues regarding improvements to South Center and Clarke Streets. City Manager Pasquale stated a concern had been raised concerning the cost per square foot and ensuring the developer follows the City standards for road construction.

Austin explained the original cost estimate was larger than in the current memo because the estimate took into account a new storm sewer on Center Street. However, the City indicated there is already storm sewer present. Austin noted roads would be the same width. It was also stated there may be potential conflicts with existing utilities such as telephone and natural gas. Austin mentioned the developer will have to cut slightly into Bowes Road in order to tie into the existing water, sewer and storm. Clarke will be a new street.

Austin's memo indicated an approximate cost of \$175 per lineal foot for Center Street improvements, while \$166 per square foot for Clarke Street. However, he did not want the Council to get in the habit of comparing this on a per foot basis.

Austin noted the Clarke Street project would have curb and gutter and comply with City standard.

Pasquale noted "duplex" has been incorporated into the resolution.

Pfaller suggested the sidewalks be built as the properties are being developed.

He also suggested the line concerning sidewalks under "City Share" be removed and the statement under "Development Share" should read "responsible to install new sidewalk with own forces in front of all residences on Clarke and Center Street as they are constructed".

IT WAS MOVED BY PFALLER and seconded by HODGES to approve the letter of understanding with Convenient Construction Services, Inc. regarding improvements to South Center and Clarke Streets and Adoption of Resolution as amended.

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

Item #4. **CONSIDERATION OF APPROVING AN AMENDMENT UPDATING THE MPPA POWER POOL SUPPLY AND PURCHASE AGREEMENT.** Lowell Light and Power and Cable TV General Manager Tom Richards reminded the Council concerning the interest within the Michigan Public Power Association and the Power Pool to allow the City of Wyandotte to join both organizations. Since the Power Pool was founded several years ago, numerous procedural and operational changes have been added to the way the organization works. The original agreement has never been formally updated. It is believed the City of Wyandotte needs and deserves clarity in the agreement in which the jurisdiction can join these organizations. Therefore, the effort is to update all the agreements which would create one document concerning how the organization works.

The MPPA Articles of Incorporation was approved by the Council in a previous meeting. Since this time, Richards has incorporated all changes and updates to the original agreement for the Power Pool. The Board of Light and Power has recently approved this agreement at its December 29, 2003 meeting as well as City Attorney Richard Wendt believing it is appropriate for approval by both the Board and Council.

IT WAS MOVED BY MYERS and seconded by PFALLER to accept the amendment updating the MPPA Power Pool Supply and Purchase Agreement.

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

Item #5. **COMMUNITY DEVELOPMENT BLOCK GRANTS – 2004 – 2005 ALLOCATION OF FUNDS – SET PUBLIC HEARING DATE (1/20).** Kent County has informed the City that an

estimated \$49,199 in Federal Community Development Block Grant funds is available for various community projects beginning July 1, 2004.

As a first priority, City Manager Pasquale recommended funds be allocated to complete the sidewalk construction project on the south side of Foreman by Litehouse, Inc. to Gee Drive by the Creekside Park entrance. If funds were available, these would be allocated to extend Gee Drive street improvements.

Again, monies should be provided to North Kent Transit. In addition, Rockford Ambulance has requested a \$2,000 contribution to install Automatic Vehicle Locators in their truck. Other jurisdictions within their service area have also requested a CDBG contribution for the \$30,000 locators.

For the advertisement of a public hearing, Pasquale recommended the following projects:

- Foreman Road (south side) Gee Drive to Creekside Park entrance sidewalk improvements CDBG: \$43,199
  - North Kent Transit assistance for senior citizens and Handicapped riders CDBG: 4,000
  - Rockford Ambulance – Automatic Vehicle Locators CDBG: \$2,000
- \$49,199

Matt McConnon, Operations Manager for Rockford Lowell Ambulance explained they have started their own dispatch center which incorporates a mapping program. With this, Rockford - Lowell, wishes to add an AVL System into the ambulances. This would allow the dispatch center to monitor the location of the trucks and indicate which vehicle should respond to the next call.

Councilmember Myers questioned if the distribution of the cost between the townships was based upon the number of calls made within certain areas. McConnon responded no. He noted Rockford – Lowell Ambulance would contribute between \$5,000 to \$7,000.

Myers inquired if there was one ambulance unit in Lowell at all times. McConnon stated yes and noted once a truck response to a call, another truck is routed to cover the area.

Councilmember Pfaller remembered having to boost the amount to North Kent Transit half way through the year. He asked if the amount could reflect what was spent as opposed to just \$4,000. Pasquale noted the City has been fortunate that the County has contributed funds to provide for the difference.

Myers explained North Kent Transit Service provides rides while the City gives subsidies for those rides to senior citizens and handicapped individuals.

Myers commented on how the City has seen the use of the service continue to increase. He questioned if additional funds were approved, would the City not receive as much from the County.

Pasquale stated he wanted to maintain as much money as possible for sidewalk projects. From previous experience, the City has been able to receive necessary funds for North Kent Transit.

Pfaller stated he would wish to see an extension of Gee Drive as opposed to the installation of a sidewalk leading to the Creekside Park driveway.

Pasquale explained future improvements along Gee Drive include a walkway along the south side and would provide a connection from Gee Drive, Foreman and Hudson.

IT WAS MOVED BY HODGES and seconded by MATHEWS to set a public hearing for January 20, 2004 regarding Community Development Block Grants for 2004 – 2005.

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

Item #6. **CITIZEN COMMENTS**. Six Alto Cub Scouts were present at the meeting. Each were working toward receiving their "Citizenship Activity Badge". Once the badge has been received, the Scouts would be eligible to receive an "Arrow of Light Award" during the month of February. This is the highest honor one can receive. Mayor Shores thanked the Scouts for attending the meeting.

Item #7. **COUNCIL COMMENTS**. Councilmember Hodges stated it was good to be back serving on the City Council.

Mayor Shores thanked the Councilmembers for their confidence in electing her Mayor for another two years.

Shores also gave her condolences to the Christoff family concerning the loss of their mother Dorothy.

Shores suggested Lowell Light and Power/Cable TV and the City Council hold a worksession to discuss any issues or concerns. By general consensus, the Boards agreed to meet on Monday, February 9<sup>th</sup>, 2004 from 7 to 9 p.m. Shores noted agenda items should be submitted to City Manager Pasquale.

By general consensus, the Council agreed to discuss City Manager Pasquale's goals during a closed session meeting held on January 20, 2004.

Item #8. **MANAGER'S REPORT**. City Manager Pasquale reported on the following:

1. The following boards and commissions meetings minutes are provided:

- Lowell Area Chamber of Commerce meeting of November 26, 2003

City Manager Pasquale stated Chamber Boardmember Jim DeCenzo (who was present) would be in attendance at the City Council meeting to represent the Chamber of Commerce.

2. The Year 2003 has been busy, full of accomplishments. The following are the major projects:
- named the newest park, immediately east of the Division Street bridge, Upper Bridge Park in a contest won by Clara Blazo
  - a new Airport entrance sign installed
  - adopted various zoning ordinance amendments including the open space preservation ordinance
  - initiated the wellhead protection program for the Water Treatment Plan
  - completion of the sidewalk project for sections of North Hudson and Foreman Road
  - completion of the City Hall-Police Station project on time and within budget
  - initiated engineering for the Foreman-Gee and South Center streets improvements projects
  - purchased the Barton property at the fairgrounds
  - in cooperation with the Chamber of Commerce, developed a merchant information packet
3. The next scheduled Council meeting is Tuesday, January 20.

Item #9. **APPOINTMENTS**. Mayor Shores noted there are several reappointments which need to be made. Anyone interested in serving on a board should contact City Hall.

IT WAS MOVED BY MYERS to adjourn at 8:15 p.m.

DATE:

APPROVED:

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C. Jeanne Shores, Mayor

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Betty R. Morlock, Clerk