

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

For the Regular Meeting of TUESDAY, **FEBRUARY 17, 2004**

The Meeting was called to order at 7:30 p.m. by Mayor Shores and the City Clerk called Roll.

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

Absent: None.

Also Present: City Manager Dave Pasquale, City Clerk Betty Morlock, Police Chief Jim Valentine, Public Works Director Dan DesJarden, Lowell Light and Power/Cable TV General Manager Tom Richards, Planning Commission Chairman Clarke Jahnke and Intern Student Justin Peterson.

IT WAS MOVED BY PFALLER and seconded by HODGES that the minutes of the February 2, 2004 regular meeting be approved as corrected.

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

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

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

BILLS AND ACCOUNTS PAYABLE (02/17/04)

GENERAL FUND	\$116,442.18
MAJOR STREET FUND	9,829.84
LOCAL STREET FUND	1,616.80
DDA FUND	3,025.02
CITY HALL CONSTRUCTION FUND	1,000.00
AIRPORT FUND	71.93
WASTEWATER FUND	33,458.21
WATER FUND	16,284.53
DATA PROCESSING FUND	1,550.01
EQUIPMENT FUND	4,576.62
CURRENT TAX FUND	100,385.80
LEE FUND	300.00

Item #1. **PRESENTATION OF NEW AND EXISTING BUSINESS INFORMATION PACKETS**. As a result of the October 28, 2003 meeting between the City leaders and merchants, a packet has now been assembled where new and existing businesses can easily receive information regarding the City. A flow chart on the building permit and historic district processes is included. Explanation of various City Boards and Commissions has also been provided.

A committee composed of DPW Director Dan DesJarden, City Clerk Betty Morlock, Chamber Director Liz Baker, Carolyn Price (Dream Pieces), Mike Larkin (Larkin's) and City Manager Pasquale worked on the project.

Councilmember Pfaller inquired if the packet is being produced by the City. Pasquale explained the City is producing the packet with the exception of the maps, which were prepared through the firm of Langworthy LaBlanc. Pfaller questioned who would update the packet. Public Works Director DesJarden explained the packet will be fairly easy to update. The City may acquire a computer disc which will allow the zoning map to be updated.

Mayor Shores thanked all involved.

Item #2. **STREETS IMPROVEMENTS PLAN PROPOSAL - DISCUSSION**. Over the past several months, there has been much discussion concerning street improvements. One of the major concerns when reviewing street improvements involves the local streets. There are several which are considered Major streets under State Act 51. For instance, Foreman and Bowes are Major streets and receive much funding from the State in comparison to the Local streets. The City has been reviewing a means of updating the Local streets which have curb and gutter with milling and repaving. This would extend the life of the road.

After reviewing the streets plan DesJarden identified 35 sections. The City could mill and repave several sections on a year to year basis, by utilizing Local Street Funds through Local Street Act 51 Funds and Community Development Block Grant Dollars.

Pasquale noted Major streets are more likely to qualify for federal funding. The City is in the process of reconstructing Foreman and a portion of Gee Drive. This would be completed through Federal Grants and Major Street funds.

The City is also in the process of placing Bowes Road on the Federal Urban Aid system, which will utilize Federal transportation funds.

Councilmember Mathews questioned Grindle from the bottom of the hill to Shepard Drive. He asked if sections could be done one at a time. Pasquale explained Grindle is a candidate for reconstruction. An overlay would deteriorate quickly without curb and gutter.

Mayor Shores believed a major problem would occur if roads are not kept up each year.

Councilmember Pfaller stated this is what he has been looking for and would endorse moving forward.

By general consensus, the Council agreed to move forward with the program.

Item #3. **CITY CONTRACTED SERVICES – CONTINUED REVIEW**. As requested by Council, a listing of contracted services with expiration dates and when bids or RFPs was provided:

Councilmember Myers believed such contracts should be reviewed periodically. Myers ranked the following contracts in terms of which contracts should be reviewed first:

- (1) City Attorney Richard Wendt – contract was last reviewed on January 2, 1996. Because there is not a specific date with which a contract would end, it may be worthwhile to begin with this contract.
- (2) Imperial Municipal Services.
- (3) City of Walker (off hours Police dispatch) – Myers questioned if there is a feasible alternative. Police Chief Jim Valentine stated Sparta Police Department recently contracted with the Sheriff's Department for dispatch services for approximately \$40,000 a year. Cedar Springs recently renewed their contract with the Sheriff's Department at approximately \$39,000.
- (4) Myers suggested deleting Horizon Lawn Service from the list. – This service goes out for a bid on a regular basis.
- (5) Jim Marfia – City Assessor – Pasquale explained he is a City employee under contract and is an appointment of the City Manager.
- (6) Rehman – Robson - Auditor – three year contract approved July 1, 2002.
- (7) Earth Tech - Operation of Wastewater Treatment Plant – Pasquale noted the service began in 1989. Pfaller explained Mark Mundt had been interviewing with the City as a City employee to operate the plant. The Council chose to contract with Earth Tech. Pfaller believe this should be evaluated in 2005. He questioned the possibility of hiring him as well as a few other employees.
- (8) Waste Management – Pitsch awarded three-year solid waste, yard waste and recycling contract. Current contract expires October 15, 2005.

Pfaller questioned the process of reviewing legal services without a request of proposals from law firms. Myers suggested contacting the Michigan Municipal League. Pasquale noted Wendt has an enormous amount of experience. Myers believed it was necessary to review these services based upon spending taxpayer dollars.

Pasquale stated he would contact Michigan Municipal League in terms of numbers of firms and evaluations. Shores also wanted to know what firms require retainers.

Item #4. **MONTHLY REPORTS**. Councilmember Myers appreciated the time spent producing the monthly reports. He noted last year the Police Department made 2791 traffic stops. Of those, 41 percent were not cited. The Police assisted 224 roadside motorists within the last year. On an average, there are 200 fire volunteer man hours a month who responded to these fire calls. Myers noted the fire department has also purchased new equipment. The most recent involves the purchase of a thermal imaging device, which enable the volunteers to go into a smoke filled room and rescue an individual. Myers noted the year-end fire report indicates of the 221 fire calls last year only 31 percent, less than a third of those calls, were in the City of Lowell. The other 70 percent of those calls were in Lowell Township and Vergennes Townships, with a few assists to other townships.

Myers also noted 15 million gallons of water was treated last month.

The Streets Department has plowed over 2,000 miles of roadways in January.

Myers stated Cemetery Sexton Don DeJong's time is spent between the cemetery, City Hall and Police Station. He also spends a fair amount of time at the library as well as helping the DDA.

Myers appreciated the time spent preparing the monthly reports and the amount of effort it takes to keep the City running on a regular basis.

Item #5. **CITIZEN COMMENTS**. No comments were received.

Item #6. **COUNCIL COMMENTS**. Mayor Shores noted the skating rink is still being enjoyed.

Councilmember Pfaller stated the Parks Commission approved up to a \$3000 expenditure from the Parks budget for the trapping of geese this summer at Stoney Lakeside Park as a preventative measure. If this does not work, there is still the option of a controlled hunt. Pfaller noted the trapping would occur in June when the geese are molting.

Another issue discussed was the size of the skating rink at Richards Park. As soon as the weather breaks, the Commission will evaluate the area to see if the rink can be enlarged as well as the possibility of building a permanent structure with benches.

Item #7. **MANAGER'S REPORT**. City Manager Dave Pasquale reported on the following:

1. The following Boards and Commissions meetings minutes are provided for your information:
  - Airport Board meeting of January 6, 2004
  - Chamber of Commerce meeting of January 16, 2004
  - Lowell Area Trails meeting of January 14, 2004
2. A draft document for the Lowell Area Trail Agreement between the City, Lowell and Vergennes Townships was provided for initial review and comments. Representatives from the City and Townships have been meeting on a monthly basis concerning walking trails which will be established. Ultimately, there will be a joint agreement where issues such as maintenance of trails and sharing of costs will be provided.

Meetings are held on the second Wednesday of the month at 4:00 at the Lowell High School.

3. Pasquale noted the presence of intern Lowell High School Senior Justin Peterson. He is involved with the School to Work Program. Peterson will be job shadowing and attending various meetings through late April.

Item #8. **APPOINTMENTS**. Mayor Shores asked for consensus of the following:

- appointment of Jim Maatman to the Lowell Light and Power/Cable TV Boardmember with a term expiring June 30, 2004.

By general consensus, the Council agreed.

IT WAS MOVED BY MYERS to adjourn at 8:16 p.m.

DATE:

APPROVED:

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C. Jeanne Shores, Mayor

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Betty R. Morlock, Clerk