



## Regular Meeting Minutes February 20, 2018

Present: Hale, Benedict, Burt, Anderson, Blough, Thompson

Absent: Vanderziel

Also in attendance – Dan Fredricks, Land & Resource

Supervisor Jerry Hale called the meeting to order in the Lowell Township Hall, 2910 Alden Nash SE, Lowell, MI at 7:00 pm.

**AGENDA APPROVAL** – Thompson made a motion, seconded by Anderson to approve the agenda as presented. Motion carried.

**MINUTES** – Thompson made a motion, seconded by Anderson to approve the minutes of the regular meeting for January 15, 2018, as presented. Motion carried.

**TREASURER'S REPORT** – Thompson made a motion, seconded by Blough to accept the Treasurer's report as presented. Motion carried.

**ACCOUNTS PAYABLE - PAYROLL** – Thompson made a motion, seconded by Anderson to approve payment of accounts payable checks 12064-12103, totaling \$126,093.81; and payroll checks 2154-2175, totaling \$17,120.38. Motion carried.

**REPORTS** - The Ordinance Enforcement Officer submitted a written report. Blough reported for the Lowell Area Fire Authority. Lisa Plank, Executive Director of the Lowell Area Historical Museum, was present to give an annual report for the Museum.

**PUBLIC HEARING** – 2018/2019 Proposed Budget – Hale made a motion, seconded by Blough to open the public hearing on the proposed budget for Fiscal Year 2018/2019. Motion carried. No public comments. Burt made a motion, seconded by Thompson to close the public hearing. Motion carried

**CORRESPONDENCE** – None

**PUBLIC COMMENTS** – None

### OLD BUSINESS

Payment Application Approval – Burt made a motion, seconded by Thompson to approve Payment Application No. 5, for the North Riverfront Park - Phase III for \$36,335.61 to Groundhawk Excavating, LLC. Motion carried.

Proposal Approval – To Extend Sewer, Water, and Electric to the Learning Center – Anderson made a motion, seconded by Thompson to approve the proposal from Groundhawk Excavating

to extend the sewer, water, and electric to the North Riverfront Park learning center project for \$8,500. Motion carried

## **NEW BUSINESS**

First Reading of Consumers Energy Franchise Ordinance 01-2018 – Thompson made a motion, seconded by Benedict to approve the first reading of the Consumers Energy Franchise Ordinance 01-2018. Motion carried.

2018/2019 Proposed Budget – Hale made a motion, seconded by Thompson to adopt Resolution 2018-01 for approval of the Fiscal Year 2018/2019 Budget.  
Roll call vote: Ayes: Blough, Anderson, Benedict, Hale, Thompson, Burttt  
Nays: None  
Motion carried.

Proposal for BSA Software for Cash Receipting Module – Thompson stated that the cash receipting module software would provide an improved process for deposit reporting and receipting process to the general ledger. Benedict expressed that she needs time to do more research on the value of using this module and the pros and cons. Thompson proposed that the item is placed on the May agenda for more discussion.

Resolution 2018-02 for Construction Board of Appeals Agreement with Cascade Township – Thompson made a motion, seconded by Anderson to adopt Resolution 2018-02 for contracting with Cascade Township to provide Construction Board of Appeals service for Lowell Charter Township. Motion carried.

Ordinance Enforcement Officer Vacation Pay – Hale stated that the policy was updated in 2014 to allow a part-time employee to receive an annual paid vacation equal to the average number of hours worked per week, during the previous calendar year. The current Ordinance Enforcement Officer has not received any vacation pay since the policy changed. Hale made a motion, seconded by Thompson to approve vacation pay, retroactive to 2014, for Marc Larabel, Ordinance Enforcement Officer. Motion carried.

Approve Cost Addendum to the Infrastructure Contract – Thompson made a motion, Anderson seconded to approve the revised cost addendum proposal contract with Infrastructure Alternatives. Motion carried.

LARA Recreation Plan Update – Mark Anderson, LARA representative, stated that he would like to encourage the public to provide input to the recreation plans (available at the township) and to attend the LARA public hearing on MDNR grants at City Hall on March 5, 2018.

Lowell Area Recreation Authority Annual Operation & Maintenance Contribution Increase - Anderson recommended raising the annual operation and maintenance contribution to the Lowell Area Recreation Authority agreement to help with building up the fund balance for future expenses. Anderson made a motion, seconded by Thompson to approve the increase to the LARA annual agreement from \$2,000 to \$5,000 beginning with the 2017 agreement. Motion carried.

**ADJOURNMENT** – Thompson made a motion, seconded by Anderson to adjourn the meeting at 7:50 p.m. Motion carried.

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Monica Burttt, Clerk

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Jerry Hale, Supervisor