CITY OF LOWELL
CITY COUNCIL AGENDA
APRIL 6, 2015, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
   a. March 16, 2015 – Regular Meeting
   b. March 16, 2015 - Closed Session Meeting
   b. March 23, 2015 – Work Session Meeting

4. APPROVAL OF ACCOUNTS PAYABLE

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

6. OLD BUSINESS
   a. Strategic Goals Report
   b. Pending Council Projects Report
   c.

7. NEW BUSINESS
   a. Public Hearing – Zoning Board of Appeals – 1580 Carol Lynne Drive
   b.

8. COUNCIL COMMENTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. CLOSED SESSION

12. ADJOURNMENT

NOTE: Any person who wishes to speak on an item included on the printed meeting agenda may do so. Speakers will be recognized by the Chair, at which time they will be required to state their name and will be allowed five (5) minutes maximum to address the Council. A speaker representing a subdivision association or group will be allowed ten (10) minutes to address the Council.

301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Mark Howe, City Manager

RE: Council Agenda for Monday, April 6, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

   a. March 16, 2015 – Regular Session Meeting
   b. March 16, 2015 – Closed Session Meeting
   c. March 23, 2015 – Work Session Meeting
   d.

4. ACCOUNTS PAYABLE

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

6. OLD BUSINESS

   a. Strategic Goals Report

      The report is attached for your review.

   b. Pending Council Projects Report

      The report is attached for your review.

7. NEW BUSINESS

   a. Public Hearing – Zoning Board of Appeals – 1580 Carol Lynne Drive

      You will need to open a meeting of the Zoning Board of Appeals then close the meeting when this agenda item has been completed.

      Brian Darling has submitted a request for a front yard setback variance in connection with a proposed attached garage addition onto his existing residence at 1580 Carol Lynne Drive.

Andy Moore from Williams and Works provided a memo outlining his thoughts on the standards that must be met from Section 21.04 B, of the zoning ordinance.

The Board of Zoning Appeals should contemplate the circumstances behind the application and determine whether the request meets each of the standards in Section 21.04 B. If it determines that the conditions are met, the Board may approve the variance with or without conditions. The memo provided may be cited as a basis for the decision.

Recommended Motion: To approve the variance application at 1580 Carol Lynne Drive.

9. COUNCIL COMMENTS

Matt Mayer	Lowell Area Fire and Emergency Services Authority
Jeff Altoft	Airport Board Park and Recreation Commission Downtown Development Authority
Jim Hall	Planning Commission Lowell Area Recreation Authority
Sharon Ellison	Arbor Board LCTV Endowment Board Downtown Historic District Commission
Jim Hodges	Lowell Light and Power Chamber of Commerce Board of Directors Look Memorial Fund

10. MANAGER'S REPORT

The report is attached for your review.

11. APPOINTMENT(S)

Board of Review
Alternate Vacancy –

Construction Board of Appeals
Vacancy –

12. CLOSED SESSION

13. ADJOURNMENT

PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, MARCH 16, 2015, 7:00 P.M.

1. **CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL.**

The Meeting was called to order at 7:00 p.m. by Mayor Hodges and roll was called by City Treasurer Suzanne Olin.

Present: Councilmembers Jeff Altoft, Sharon Ellison, Jim Hall, Matt Mayer and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Treasurer Suzanne Olin, and Police Chief Steve Bukala.

2. **APPROVAL OF THE AGENDA.**

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

YES: Councilmembers Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: None.

ABSENT: None. MOTION CARRIED.

3. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S).**

IT WAS MOVED BY HALL and seconded by ELLISON to approve the regular minutes of the March 2, 2015 meeting as written.

YES: Councilmembers Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: None.

ABSENT: None. MOTION CARRIED.

4. **APPROVAL OF THE ACCOUNTS PAYABLE.**

IT WAS MOVED BY ELLISON and seconded by MAYER to approve the accounts payable as presented.

YES: Councilmember Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: None.

ABSENT: None. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (03/16/2015)

General Fund	$30,362.85
Major Street Fund	$760.59
Local Street Fund	$760.61
Downtown Development	$884.95
Designated Contributions	$489.57
Airport Fund	$3,377.66
Wastewater Fund	$47,294.44
Water Fund	$24,920.03
Data Processing Fund	$3,614.97
Equipment Fund	$2,758.75
Current Tax Fund	$475,003.09

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.**

Laura Brower, expressed concerns on behalf of her parents that reside at 310 Lincoln Lake, next to the house that burned down over a year ago. She questioned the City's plan for the demolition. Police Chief Bukala stated Bank of America has been paid by the insurance company and should be making plans to tear down the house. He mentioned he put another call into the bank today to check the status of the project.

Mayor Hodges noted there are legal channels that must be followed.

6. **OLD BUSINESS.**

A. Strategic Goals Report. City Manager Howe mentioned the flow monitors have been installed and quotes are needed to clean the lines. He mentioned Dan DesJarden is in the midst of getting prices. By general consensus, the City Council agreed to consider the quotes at a special meeting on Monday, March 23, 2015 prior to its worksession.

The Downtown Development Plan has been presented to the DDA.

B. Pending Council Projects Report. A lime disposal update will be coming soon. A memo has been drafted.

7. **NEW BUSINESS**

a. 2015-2016 Comprehensive Tree Plan. James Reagan, Chairman of the Arbor Board, mentioned he came to the Council in February 2007 to investigate a study committee to maintain trees on public right of way. He added in order to become a "Tree City" four things are needed: including establishing an Arbor Board, a tree ordinance, a budget of $2.00 per capita and to observe Arbor Day. He mentioned this year, Arbor Day will be observed on April 24, with the planting of a tree at the Lowell Family Chiropractic office. To date, Reagan said the Arbor Board has planted 501 and 200 pine seedlings throughout the community with financial assistance from the City of Lowell, Lowell Light and Power, LCTV, Look Fund and the Lowell Community Fund. Highlights of the Arbor Board projects include planting trees on the Riverwalk Plaza, Bowes Rd, Ridgeview and Sibley and the Boy Scout cabin. He mentioned for 2015 a proposed project is the bio digester pipeline, extending from Lighthouse, and planting trees along the path. Reagan reported the budget for the upcoming year is $10,000. He thanked DPW Director Dan DesJarden for all his assistance in carrying out projects. Reagan also thanked the Council for their support.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to adopt the 2015-2016 Comprehensive Tree Plan as presented by the Arbor Board.

YES: Councilmembers Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: None. ABSENT: None. MOTION CARRIED.

b. Fund Balance Policy. Howe explained under the Government Accounting Standard Board (GASB) guidelines, they require Cities to have 5 components of fund balance including non-spendable, restricted, committed, assigned and unassigned. Howe mentioned the main component is item D whereby the City would establish a fund balance of $500,000 or 15 percent of expenditures. Howe mentioned bond agencies like to see liquid cash; it makes the bondholders more confident that we have cash available to make payments. Howe suggested the City establish a policy for the general fund balance of $500,000 or 15 percent of expenditures.

IT WAS MOVED BY ELLISON and seconded by HALL to adopt the Fund Balance Policy as presented.

YES: Councilmembers Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: None. ABSENT: None. MOTION CARRIED.

c. United Water Agreement. At a previous meeting, the Council authorized Howe to negotiate a successor agreement with United Water for operation of the Wastewater Treatment Plant. The highlight of the new agreement is a term of 5 years, with the rate for the first year frozen at the current level. Future increases will be based on increases in the Consumer Price Index. Howe further mentioned a $22,000 repayment to United Water will also be eliminated. Councilmember Altoft questioned what the average computer price index has been. Howe responded approximately 2.2%. Councilmember Ellison questioned why five years? Howe responded he felt 5 years was best for the City.

IT WAS MOVED BY HALL and seconded by ELLISON to adopt Resolution 06-15 to approve the United Water agreement as presented.

YES: Councilmembers Ellison, Hall, Mayer and Mayor Hodges.

NO: Altoft. ABSENT: None. MOTION CARRIED.

8. MONTHLY REPORTS

No comments were received.

9. COUNCIL COMMENTS

Councilmember Mayer stated the Fire Authority had not met, and will hopefully meet next month.

Councilmember Altoft stated the Airport Board had a good meeting last week and there are lots of plans to clean up the airport. He mentioned a possible idea of the Airport contracting with homeowners to trim trees. He added this will help with their goal of obtaining general utility status.

Councilmember Hall said he had nothing to report from the Planning Commission. LARA will present their presentations at the Community Expo on March 28, 2015.

Councilmember Ellison thanked the Arbor Board for their work.

Mayor Hodges said the LL&P line workers rodeo will be held in Sacramento California and Lowell Light and Power will be sending out a representative. He added Tom Russo and Greg Pierce will be making a presentation during the distributive generation sessions. He added the bio digester is about two weeks behind deadline and a public open house will be held in April. Light and Power has been working on policies and procedures and a draft budget will be coming to Council shortly. He mentioned Sharon Morris at Light and Power had an update on the 2014 energy optimization program. He added Light and Power's next meeting will be held on April 19, 2015. Hodges also reported the Lowell Area Chamber of Commerce met last week and a presentation was held on a community currency program. The Lowell Expo will be held on March 28, 2015. Hodges reported the Helen Look Fund applications will be due April 24 with distributions made in May. He thanked Mayor Pro Tem Ellison for hosting the Laugh Fest for him recently under short notice.

10. **CITY MANAGER REPORT**.

1. The City has unscrewed the bulbs on every other light downtown and is seeking public input. This has given us an opportunity to test the idea of removing every other light and extending the downtown lighting to the railroad tracks to the west and Jackson Street to the east. This was an idea that came out of our stakeholder meetings and included in the Downtown Placemaking Plan.

2. The Downtown Development Authority has approved funding to assist with the Avery Street project this year. The design work will begin soon and look forward to completing this project.

3. City Manager Howe reported there is a workshop scheduled for Monday, March 23, 6 p.m. at City Hall. The group "Flat River Connect" would like to come to the work session to discuss possible leasing of office space in the old cable building.

11. **APPOINTMENTS.**

Mayor Hodges reported on the following appointments

Board of Review
Alternate Vacancy -

Construction Board of Appeals
Vacancy –

12. **CLOSED SESSION**

A. Pending Litigation

IT WAS MOVED BY ELLISON and seconded by HALL to move to closed session at 7:29 p.m. as allowed under the Open Meetings Act MCL 15.268(c) to discuss pending litigation.

YES: Councilmembers Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by HALL to return to open session at 7:51 p.m.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to adjourn at 7:52 p.m.

DATE: APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

CITY OF LOWELL
FUND BALANCE POLICY

1. PURPOSE

A. To establish a policy for managing fund balance in the City's *governmental funds* in a manner consistent with Governmental Accounting Standards Board (GASB) Statement No. 54, which substantially altered the focus and terminology used for fund balance reporting.

2. DEFINITIONS

Fund Balance: Fund Balance is created from excess revenues over expenditures in a fund. It is the fund's net assets, mostly made up of cash and investments and, unless restricted, is available for spending.

Governmental Funds: Governmental Funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental Funds focus on near-term inflows and outflows of spendable resources as well as on balances of spendable resources available at the end of the fiscal year. Governmental Funds do not include Proprietary Funds (Enterprise) or Fiduciary Funds.

3. GENERAL POLICY STATEMENTS

A. There are five components of fund balance:

1. Non-spendable Fund Balance: This portion of fund balance is non-spendable because of its form, for example inventory or non-financial assets, or because of legal or contractual requirements.

2. Restricted Fund Balance: This portion of fund balance is restricted due to external limitations placed on the use of the funds. The restriction typically comes from outside the local government as a condition of the revenue source.

3. Committed Fund Balance: Fund balance is committed if a limitation is set in place by formal action of the City Council prior to the end of the fiscal year. The limitation remains binding until the City Council takes formal action to remove it.

4. Assigned Fund Balance: These are funds intended to be used for specific purposes and may be assigned by the City Council or the City Manager. In governmental funds other than the General Fund, Assigned Fund Balance includes all residual amounts not restricted or committed because the fund is created and maintained to support a specific purpose.

5. Unassigned Fund Balance: The General Fund, and no other governmental fund, may have resources that cannot be classified in one of the other four categories described above. Only the General Fund can report a surplus as unassigned fund balance.

B. When multiple classifications are available and appropriate for particular expenditures, fund balance will be utilized first from the most restrictive category working toward unassigned fund balance. Relative "restrictiveness" of fund balance shall proceed from the most to least in order of the five classifications listed in this policy, from one to five above.

C. Many factors should be considered to determine an appropriate level of fund balance for the General Fund. Factors such as unanticipated infrastructure emergencies, operating a minimum number of months during crisis, responding to cuts in state aid, matching grant opportunities, being credit worthy by rating agencies and responding to downturns in the economy.

D. For the General Fund, the budget shall be prepared and activities managed to result in an ending Unassigned Fund Balance of at least the greater of $500,000 or 15% of General Fund expenses, except in the case of emergency or financial distress. Circumstances of emergency or financial distress shall be reported to the City Council at the earliest practical time.

CITY OF LOWELL
KENT COUNTY, MICHIGAN

RESOLUTION NO. 06-15

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AN AMENDED AND RESTATED OPERATION AND MAINTENANCE AGREEMENT FOR WASTEWATER TREATMENT FACILITIES WITH UNITED WATER ENVIRONMENTAL SERVICES, INC.

Councilmember HALL supported by Councilmember ELLISON moved the adoption of the following resolution:

WHEREAS, the City previously entered into an Operation and Maintenance Agreement for Wastewater Treatment Facilities dated as of June 6, 2005 (the "Agreement"), with Earth Tech, Inc. ("Earth Tech") for maintenance and operation of the City's wastewater plant including sanitary sewer lift stations within the City (the "Facilities"); and

WHEREAS, United Water Environment Services, Inc. ("United Water") is the successor in interest of Earth Tech with respect to the Agreement; and

WHEREAS, the term of the Agreement is 10 years expiring June 30, 2015; and

WHEREAS, the City and United Water have agreed to enter into an Amended and Restated Operation and Maintenance Agreement for Wastewater Treatment Facilities (the "Amended and Restated Agreement") related to the City's Facilities for a term of 5 years commencing July 1, 2015.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Amended and Restated Agreement with United Water in the form presented at this meeting is approved and the Mayor and Deputy City Clerk are authorized and directed to execute the Amended and Restated Agreement for an on behalf of the City.

2. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of such conflict.

YEAS: Councilmembers Ellison, Hall, Mayer and Mayor Hodges

NAYS: Councilmembers Altoft

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: March 16, 2015

Susan Ullery
Deputy City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a meeting held March 16, 2015, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: March 16, 2015

Susan Ullery
Deputy City Clerk

PROCEEDINGS OF THE
CITY COUNCIL WORKSESSION
OF THE CITY OF LOWELL
MONDAY, MARCH 23, 2015

1. **CALL TO ORDER; ROLL CALL**

The Meeting was called to order at 6:00 p.m. and Deputy City Clerk Susan Ullery called roll.

Present: Councilmembers Jeff Altoft, Sharron Ellison, Jim Hall and Mayor Jim Hodges.

Absent: Councilmember Matt Mayer.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, DPW Director Dan DesJarden, City Treasurer Suzanne Olin and Police Chief Steve Bukala.

2. **CITIZEN COMMNETS FOR ITEMS NOT ON THE AGENDA**

Pinky McPherson, Rick Seese and David Powell were present to discuss a potential "resource business center" in the old DPW building. This would provide businesses and individuals with offices and meeting spaces as well as opportunities for professional interaction and networking.

By general consensus, the Council favored the idea as long as it did not cost the City any money.

3. **PRELIMINARY BUDGET RECOMMENDATION**. City Manager Howe presented a presentation regarding the preliminary budget recommendations for the City of Lowell.

He discussed the various departments and upcoming projects.

Howe reviewed the "Street Project Planning Tool".

Howe noted there is a railroad easement on South Monroe that needs to be removed before there is a sale of any property.

It was also noted that Lowell Cable TV Endowment Board will be invited to the next worksession meeting held on April 27, 2015.

The meeting was adjourned at 7:41 p.m.

DATE: APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

Vendor Code	Vendor Name / Invoice	Description	Amount
01818	63-2 DISTRICT CT		
	03232015	BOND THOMAS LEE	231.00
TOTAL FOR: 63-2 DISTRICT CT			231.00
01878	ACTION CHEMICAL		
	313443	CITY HALL R & M	166.00
TOTAL FOR: ACTION CHEMICAL			166.00
01513	ADDORIO TECHNOLOGIES, LLC		
	5601	PROFESSIONAL SERVICES	1,056.25
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			1,056.25
00007	ADT SECURITY SYSTEMS, INC.		
	543110790	ALARM MONITORING 4/1 - 6/30/15	98.07
TOTAL FOR: ADT SECURITY SYSTEMS, INC.			98.07
10177	AT&T		
	3/16-4/15/15	PHONE SERVICES 3/16 - 4/15/2015	3,453.19
TOTAL FOR: AT&T			3,453.19
02449	AT&T LONG DISTANCE		
	FEB 2015	LONG DISTANCE PHONE BILL FEB 2015	370.64
TOTAL FOR: AT&T LONG DISTANCE			370.64
10327	AUTOMATED BUSINESS EQUIPMENT		
	17096	SERVICE CONTRACT 5/2015-5/2016	800.00
TOTAL FOR: AUTOMATED BUSINESS EQUIPMENT			800.00
10271	AWWA		
	SPRING 2015	REGIONAL MEETING - VANVEELEN & BRECKEN	250.00
TOTAL FOR: AWWA			250.00
00045	BARTLETT, SANDY		
	MARCH	METER READER MILEAGE MARCH 2015	61.53
TOTAL FOR: BARTLETT, SANDY			61.53
10351	BFG SUPPLY COMPANY LLC		
	385822-00	OPERATING SUPPLIES	1,398.68
	385931-00	OPERATING SUPPLIES	55.79
TOTAL FOR: BFG SUPPLY COMPANY LLC			1,454.47
10508	BP		
	03302015	MARCH FUEL POLICE DEPARTMENT	828.59
TOTAL FOR: BP			828.59
REFUND UB	BRUCE, TIM		
	04/01/2015	UB refund for account: 3-00780-3	6.44
TOTAL FOR: BRUCE, TIM			6.44
00084	CANFIELD PLUMBING & HEATING IN		
	46164	CITY HALL THERMOSTAT- R&M	115.00
	46165	CITY HALL BOILER - R&M	195.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			310.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 03/20/2015 - 04/01/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63-2 DISTRICT CT	BOND THOMAS LEE	231.00	66015
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	2.00	66018
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	TRAILER FEES FEB 2015 - 6	34.50	66045
101-000-225.000	DUE TO SCHOOL-TRAILER FEE	LOWELL AREA SCHOOLS	TRAILER FEES FEB 2015 - 6	138.00	66047
		Total For Dept 000		405.50	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	JEFFREY RASHID	ASSESSING EXPENSES	59.80	66003
		Total For Dept 209 ASSESS		59.80	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES JAN 2015	437.50	65997
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,820.00	65997
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	227.50	65997
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	192.50	65997
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,218.00	65997
		Total For Dept 210 ATTORN		3,895.50	
Dept 215 CLERK					
101-215-727.000	OFFICE SUPPLIES	HOOPER PRINTING	WINDOW ENVELOPES	198.61	66002
101-215-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	58.43	66013
101-215-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	LEASING CONTRACT	144.00	66007
101-215-730.000	POSTAGE	PURCHASE POWER	POSTAGE METER REFILL	448.70	66009
101-215-850.000	COMMUNICATIONS	SPRINT	CELL PHONE BILL 2/10 - 3/	57.86	66056
101-215-900.000	PRINTING	LOWELL WOMEN'S CLUB	LWC YEARBOOK AD 2014-15	30.00	66048
		Total For Dept 215 CLERK		937.60	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	EARLE PRESS INC.	PAYROLL CHECKS	88.20	65999
101-253-801.000	PROFESSIONAL SERVICES	PUBLIC FINANCIAL MANAGEME	PROFESSIONAL FEE	500.00	66027
		Total For Dept 253 TREASU		588.20	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	96.72	66058
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	POLICE -CONTRACTUAL	75.00	66020
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	MARCH 2015 CLEANING SERVI	600.00	66055
101-265-850.000	COMMUNICATIONS	AT&T	PHONE SERVICES 3/16 - 4/1	1,495.35	66017
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	191.02	66018
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	1,748.42	66041
101-265-930.000	REPAIR & MAINTENANCE	RAYNOR OVERHEAD DOOR OF G	CITY HALL BUILDING MAINT	315.00	66010
101-265-930.000	REPAIR & MAINTENANCE	ACTION CHEMICAL	CITY HALL R & M	166.00	66034
101-265-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	CITY HALL THERMOSTAT- R&M	115.00	66039
101-265-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	CITY HALL BOILER - R&M	195.00	66039
		Total For Dept 265 CITY H		4,997.51	
Dept 276 CEMETERY					
101-276-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	6.29	66058
101-276-740.000	OPERATING SUPPLIES	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	914.86	66037
101-276-740.000	OPERATING SUPPLIES	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	14.07	66037
		Total For Dept 276 CEMETE		935.22	
Dept 301 POLICE DEPARTMENT					
101-301-741.000	FUEL	BP	MARCH FUEL POLICE DEPARTM	828.59	66033
101-301-744.000	UNIFORMS	LES ENTREPRISES DUCKBILL	POLICE UNIFORM SUPPLIES	367.00	66005
101-301-850.000	COMMUNICATIONS	AT&T	PHONE SERVICES 3/16 - 4/1	1,115.49	66017
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	104.80	66018
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	CELL PHONES 2/13 - 3/12/1	158.13	66031
101-301-850.000	COMMUNICATIONS	SPRINT	CELL PHONE BILL 2/10 - 3/	132.35	66056
101-301-930.000	R & M EQUIPMENT	RON STECH	PAINTING MOTORCYLE PARTS	400.00	66016
101-301-930.000	R & M EQUIPMENT	WEST MICHIGAN POWDER COAT	POWDER COAT BIKE RACK / L	75.00	66030
101-301-930.000	R & M EQUIPMENT	LES ENTREPRISES DUCKBILL	POLICE DEPT R&M	312.00	66046

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-931.000	R & M POLICE CARS	GRAND COLLISION - LOWELL	POLICE R & M - 2010 CHEVY	781.38	66000
101-301-984.000	EQUIPMENT	NYE UNIFORM COMPANY	POLICE EQUIPMENT	48.50	66053
		Total For Dept 301 POLICE		4,323.24	
Dept 305 CODE ENFORCEMENT					
101-305-727.000	OFFICE SUPPLIES	HOOPER PRINTING	POLICE BUSINESS CARDS	48.00	66044
		Total For Dept 305 CODE E		48.00	
Dept 400 PLANNING & ZONING					
101-400-611.000	SITE PLAN REVIEW RETAINER	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	150.00	66061
101-400-611.000	SITE PLAN REVIEW RETAINER	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	150.00	66061
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	467.49	66061
101-400-864.000	CONFERENCES & CONVENTIONS	MAP	ZBA SEMINAR - HALL	140.00	66006
		Total For Dept 400 PLANNI		907.49	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	292.24	66037
101-441-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	DPW MULTIFOLD TOWELS	31.35	66063
101-441-850.000	COMMUNICATIONS	AT&T	PHONE SERVICES 3/16 - 4/1	607.09	66017
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	52.20	66018
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE APRIL 2015	27.95	66040
101-441-850.000	COMMUNICATIONS	SPRINT	CELL PHONE BILL 2/10 - 3/	56.87	66056
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	757.63	66041
		Total For Dept 441 DEPART		1,825.33	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	GARBAGE BAG SALES - 50 BA	87.50	66011
		Total For Dept 523 TRASH		87.50	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	83.04	66041
		Total For Dept 747 CHAMBE		83.04	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	5.53	66037
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	47.99	66058
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	MARCH 2015 CLEANING SERVI	360.00	66055
101-790-850.000	COMMUNICATIONS	AT&T	PHONE SERVICES 3/16 - 4/1	176.21	66017
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	913.62	66041
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	66012
		Total For Dept 790 LIBRAR		1,543.35	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	66012
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	512.03	66041
		Total For Dept 804 MUSEUM		552.03	
		Total For Fund 101 GENERA		21,189.31	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	140.00	66061
		Total For Dept 450 CAPITA		140.00	
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	SPRINT	CELL PHONE BILL 2/10 - 3/	12.63	66056
		Total For Dept 463 MAINTE		12.63	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT 8.23 TON	514.37	66057
		Total For Dept 478 WINTER		514.37	
Dept 483 ADMINISTRATION					
202-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	625.67	66061

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
Dept 483 ADMINISTRATION					
		Total For Dept 483 ADMINI		625.67	
		Total For Fund 202 MAJOR		1,292.67	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	CELL PHONE BILL 2/10 - 3/	12.64	66056
		Total For Dept 463 MAINTE		12.64	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT 8.23 TON	514.38	66057
		Total For Dept 478 WINTER		514.38	
Dept 483 ADMINISTRATION					
203-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	625.68	66061
		Total For Dept 483 ADMINI		625.68	
		Total For Fund 203 LOCAL		1,152.70	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	191.58	66037
248-463-740.000	OPERATING SUPPLIES	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	36.19	66037
248-463-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN POWDER COAT	POWDER COAT BIKE RACK / L	125.00	66030
		Total For Dept 463 MAINTE		352.77	
Dept 483 ADMINISTRATION					
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	DOWNTOWN DEVELOPMENT PLAN	4,322.53	66029
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	DOWNTOWN DEVELOPMENT PLAN	1,201.05	66029
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	27.75	66061
		Total For Dept 483 ADMINI		5,551.33	
		Total For Fund 248 DOWNTO		5,904.10	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - AIRPORT	612.50	65997
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	127.93	66041
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INERNET	49.99	66014
		Total For Dept 000		790.42	
		Total For Fund 581 AIRPOR		790.42	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	18.09	66018
590-000-276.000	Sewer Inside 5/8"	BRUCE, TIM	UB refund for account: 3-	3.23	66038
590-000-276.000	Sewer Only	MOORE, SUSAN	UB refund for account: 5-	12.00	66050
590-000-276.000	Sewer Inside 5/8"	NATIONSTAR MORTGAGE	UB refund for account: 2-	22.60	66051
590-000-276.000	Sewer	ROSE, MARLO	UB refund for account: 3-	53.89	66054
		Total For Dept 000		109.81	
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	METER READER R900 MAINTE	452.50	66025
		Total For Dept 550 TREATM		452.50	
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	GRAND VALLEY METRO COUNCI	UTILITY MAP BOOKS	178.50	66022
590-551-740.000	OPERATING SUPPLIES	GRAINGER INDUSTRIAL SUPPL	SEWER DEPT SUPPLIES	72.14	66043
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSESSIONAL SERVICES	125.00	66026
590-551-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	70.25	66061
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSESSIONAL SERVICES	375.00	66026
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER REPAIR & MAINT	1,748.90	66008
590-551-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	METER READER R900 MAINTE	452.50	66025
590-551-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER DEPT METERS/SUPPLIE	187.82	66049
590-551-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER DEPT SUPPLIES	15.78	66049

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 551 COLLECTION					
		Total For Dept 551 COLLEC		3,225.89	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	MARCH 2015 MAILING WATER	201.37	66032
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READER MILEAGE MARC	30.77	65996
		Total For Dept 552 CUSTOM		232.14	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	13.88	66061
		Total For Dept 553 ADMINI		13.88	
		Total For Fund 590 WASTEW		4,034.22	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	BRUCE, TIM	UB refund for account: 3-	3.21	66038
591-000-276.000	FLAT PENALTY	MOORE, SUSAN	UB refund for account: 5-	0.80	66050
591-000-276.000	Water Inside 5/8"	NATIONSTAR MORTGAGE	UB refund for account: 2-	57.46	66051
591-000-276.000	Water	NULF, ERIN	UB refund for account: 7-	11.24	66052
591-000-276.000	Water	ROSE, MARLO	UB refund for account: 3-	44.93	66054
		Total For Dept 000		117.64	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WATER DEPT SUPPLIES	45.15	66060
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WATER DEPT SUPPLIES	105.94	66060
591-570-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - LIME	192.50	65997
591-570-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	1,256.35	66061
591-570-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	55.50	66061
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	ALARM MONITORING 4/1 - 6/	98.07	65995
591-570-802.000	CONTRACTUAL	RS TECHNICAL SERVICES, IN	WTP CONTRACTUAL	1,382.59	66028
591-570-850.000	COMMUNICATIONS	AT&T	PHONE SERVICES 3/16 - 4/1	59.05	66017
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	2.53	66018
591-570-864.000	CONFERENCES & CONVENTIONS	AWWA	REGIONAL MEETING - VANVEE	250.00	66019
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	526.95	66041
		Total For Dept 570 TREATM		3,974.63	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	GRAND VALLEY METRO COUNCI	UTILITY MAP BOOKS	178.50	66022
591-571-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	70.25	66061
591-571-802.000	CONTRACTUAL	EJ USA, INC.	WATER MAIN BREAK	238.50	66042
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	CELL PHONES 2/13 - 3/12/1	40.01	66031
591-571-850.000	COMMUNICATIONS	SPRINT	CELL PHONE BILL 2/10 - 3/	84.50	66056
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 2/19-3/19/15	314.35	66041
591-571-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER DEPT METERS/SUPPLIE	187.82	66049
591-571-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER DEPT SUPPLIES	15.79	66049
591-571-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	WATER DEPT - SHEPARD DR P	217.33	66021
		Total For Dept 571 DISTRI		1,347.05	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	MARCH 2015 MAILING WATER	201.37	66032
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READER MILEAGE MARC	30.76	65996
		Total For Dept 572 CUSTOM		232.13	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	13.87	66061
591-573-996.000	PAYING AGENT FEES	THE BANK OF NY MELLONG CO	WATER SYSTEM BOND MAR 201	200.00	66059
		Total For Dept 573 ADMINI		213.87	
		Total For Fund 591 WATER		5,885.32	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	KORE/HI COM, INC.	COMPUTER SUPPLIES	270.00	66024

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	1,056.25	66035
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE - CONTRACTUA	320.36	66001
636-000-802.000	CONTRACTUAL	AUTOMATED BUSINESS EQUIPM	SERVICE CONTRACT 5/2015-5	800.00	66036
		Total For Dept 000		2,446.61	
		Total For Fund 636 DATA P		2,446.61	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - BACKHOE	865.00	65997
661-895-930.000	REPAIR & MAINTENANCE	INTERSTATE BILLING SERVIC	EQUIP R & M	203.86	66023
		Total For Dept 895 FLEET		1,068.86	
		Total For Fund 661 EQUIPM		1,068.86	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	KENT INTERMEDIATE SCHOOL	IFT TAX 7/1/14 - 3/1/15	19,898.38	66004
		Total For Dept 000		19,898.38	
		Total For Fund 703 CURREN		19,898.38	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	21,189.31	
			Fund 202 MAJOR STREET FUN	1,292.67	
			Fund 203 LOCAL STREET FUN	1,152.70	
			Fund 248 DOWNTOWN DEVELOP	5,904.10	
			Fund 581 AIRPORT FUND	790.42	
			Fund 590 WASTEWATER FUND	4,034.22	
			Fund 591 WATER FUND	5,885.32	
			Fund 636 DATA PROCESSING	2,446.61	
			Fund 661 EQUIPMENT FUND	1,068.86	
			Fund 703 CURRENT TAX COLL	19,898.38	
				63,662.59	

STRATEGIC GOALS REPORT

APRIL 6, 2015

COMMUNITY COLLABORATION

1) Encourage Public Participation: We are currently developing a poll to gather public input on our web site. (3/17/14)

2) Promote Accomplishments: The Lowell Police Department participated in the UpTV "UpLiftSomeone" campaign. I will be showing the video during your council meeting. This project has caught the attention of region and national media. Congratulations to our team members at the police department and our new friends at UpTV. (12/15/14)

3) Engage Boards/Commissions: The Planning Commission and Parks & Recreation Commission have completed the Roles/Responsibilities exercise. (3/17/14)

GOVERNMENT EFFICIENCY AND EFFECTIVENESS

4) Street Asset Management Plan: We have completed the mix of fixes and received estimates of the costs of each from Williams & Works. Also, the Grand Valley Metro Council has created a database of our streets and will begin working on the draft models for our consideration. (11-17-14)

5) Wastewater System Asset Management Plan: We were not awarded the SAW Grant for 2014 and were chosen in the lottery at 372 of 573 grant proposals submitted. Our engineers have calculated that we could be eligible in 2016 if the Legislature appropriates funds for the grant program. We are optimistic about our chances; however, this goal may need to be put on hold until 2016. (3/17/14)

6) Inflow & Infiltration Mitigation: The flow monitors you approved at the previous meeting have been installed and data will be collected for the next two months. You may recall this process has the dual benefit of collecting data to evaluate and size the new lift station while giving us more information to assess areas for eliminating inflow and infiltration. (3-16-15)

√ 7) Facility Improvement Plans: Completed. The submitted plans have been incorporated into the budget document. (12/1/14)

√ 8) Utility Improvement Plans: Completed. These plans have been updated and are incorporated into the budget recommendations presented to you. (5/5/14)

CITY OF LOWELL STRATEGIC GOALS REPORT

QUALITY NEIGHBORHOODS

√ **9) Community Clean-Up Project:** Completed. We worked with the townships, the school district and the chamber on a community clean-up day during the harvest festival. This goal has been completed. (11-17-14)

√ **10) Pilot Leaf Disposal Project:** You discussed this item at your September 17 workshop with a consensus that we have explored this sufficiently but that this is not a project we are able to accomplish. This item is completed. (10-6-14)

11) Code Compliance Process and Reporting: As of the end of October we are at 86% compliance for all zoning and code enforcement complaints we have taken during the calendar year. Of the 14% that are still open, one is a foreclosure home awaiting a sheriff sale and three are vacant buildings awaiting the sale of the property. (11-17-14)

12) Rental Rehabilitation Program: We were recently informed by Kent County that the end of our three-year cycle is in 2015, even though the Department of Housing and Urban Development required us to notify them of our intent to terminate our participation in the Urban County Program by May of this year. (7/7/14)

ECONOMIC VITALITY AND SUSTAINABILITY

13) Community Development Director: At this point, we are monitoring and following the work of the Greater Lowell Community Alliance. (3/17/14)

√ **14) Downtown Development Plan:** The final report has been presented to the Downtown Development Authority. (3/2/15)

15) Business Recruitment: This project will begin this summer. (3/17/14)

DIVERSE RECREATIONAL AND CULTURAL OPPORTUNITIES

16) Recreation Plan Update: We have presented a first draft to the Parks & Recreation Commission for review. Next step will be to take their input and incorporate that into the next draft. (6-2-14)

√ **17) Riverwalk Stage/Showboat Plan:** The final plan was presented to you at your June 16, 2014, council meeting. This project is completed. (7-7-14)

18) Downtown Core Trail Connector: The Lowell Area Recreation Authority had further discussion on options for the Fred Meijer River Valley Trail connection through Lowell. There were options discussed that do not include a viable connection to the downtown. (9-15-14)

301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

PENDING COUNCIL PROJECTS REPORT
April 6, 2015

UPDATES

Downtown Tower Removal – Chief Bukala has been working on the request for proposals to have the tower removed this year.

Lime Disposal – No further update.

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

Downtown Tower Removal

(11-3-14) We received no bids on this project. Our timeline was mentioned as one potential obstacle. We are reevaluating and may proceed later this year or early next year.

(10/6/14) We have issued a Request for Proposals to have the downtown tower removed and sold. The deadline for submitting proposals is October 17. We hope to bring a recommendation to you at your October 20 meeting and expect to have the tower removed by the end of November.

Lime Disposal

(10/6/14) Our engineering firm has been in contact with the DEQ and has been informed that lime application on agricultural land is being handled by the Department of Agriculture effective September 16. We are working with both departments to determine how to proceed.

(1/20/15) I will be forwarding to you a copy of a letter and report that we have submitted to the DEQ.

(2-17-15) The cover letter and report issued to the DEQ has been forwarded to you.

Underground Electrical Lines

(11-3-14) You discussed this item at your previous council meeting. A report was presented by Light & Power General Manager Greg Pierce and questions were asked and answered.

(10/6/14) During your early September workshop you asked that I convey to Light & Power that you would like to have a report back to the council by your second meeting in October. Greg Pierce responded to my email stating that he would have something prepared for your October 20 council meeting.

Trash Ordinance Update

(10/6/14) We have completed drafts to make improvements to the trash ordinance and have also developed rules to go along with the ordinance. This will be an agenda item at a future workshop.

Right of Way Ordinance

(10/6/14) You have asked that I contact the city attorney to begin a discussion about a right-of-way ordinance.

301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

CITY OF LOWELL

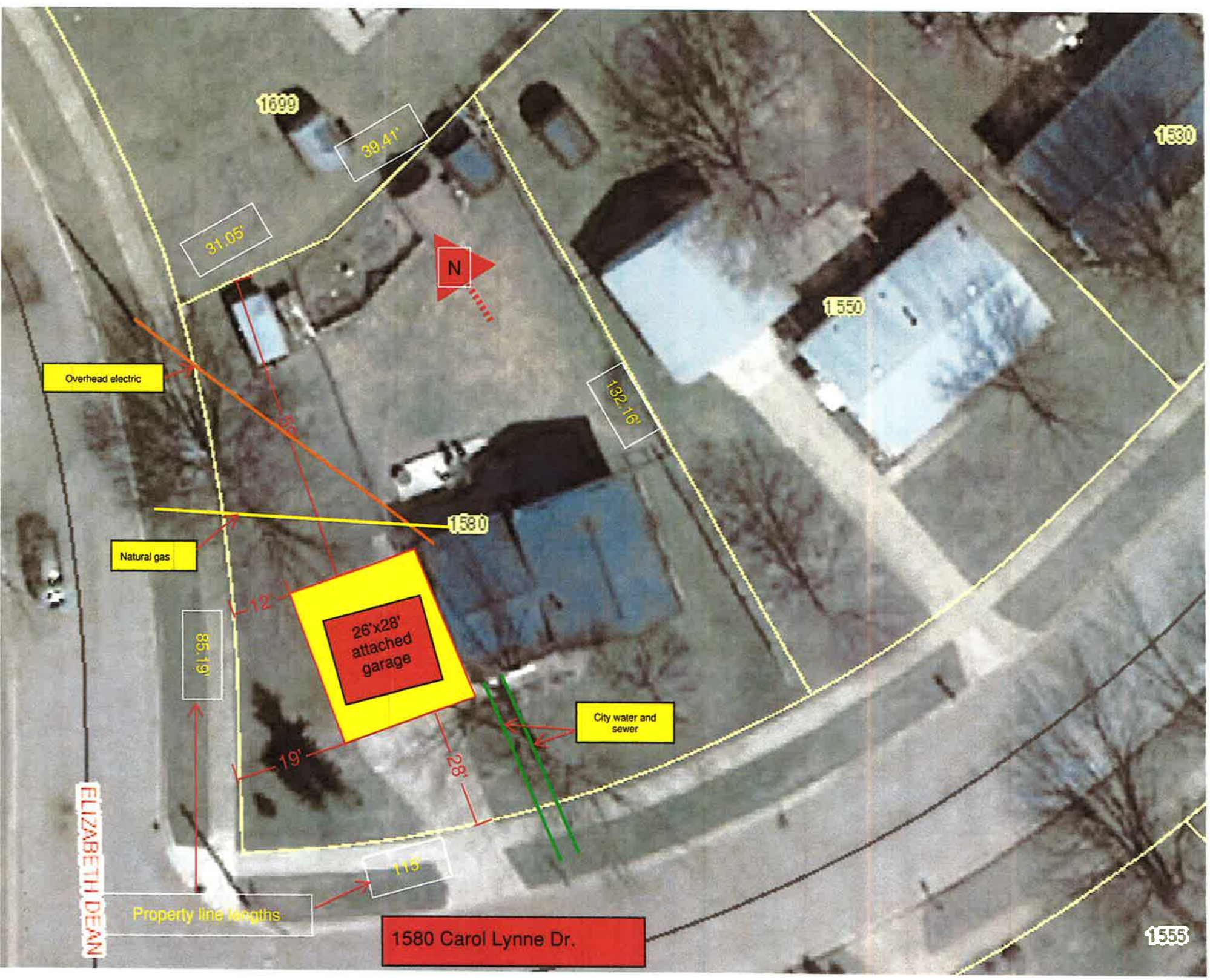
PUBLIC NOTICE

The Lowell City Council, sitting as the Zoning Board of Appeals, will hold a public hearing at a regularly scheduled meeting on Monday, April 6, 2015 at 7:00 p.m. in the City Council Chambers, Second Floor, 301 East Main Street, Lowell, Michigan 49331 to consider the following variance request:

> 1580 Carol Lynne Drive – Brian Darling wishes to construct an attached garage to the side of his home located at 1580 Carol Lynne Drive. The proposed attached garage would be 12 feet away from the principal front lot line. Within the R-2 District, there must be a 30 foot front yard setback, thus a variance of 18 feet was requested.

Information regarding this request and the Zoning Ordinance are available for public viewing at City Hall, 301 E. Main Street, Lowell, Michigan, during regular business hours. Written comments will be received until the time of the hearing.

Susan Ullery
Deputy City Clerk


1699
39.41'
31.05'
N
1530
1550
Overhead electric
132.16'
1580
Natural gas
12'
26'x28' attached garage
85.19'
City water and sewer
19'
28'
ELIZABETH DEAN
115'
Property line lengths
1580 Carol Lynne Dr.
1555

301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

APPLICATION FOR VARIANCES(S) AND/OR APPEAL OF ADMINISTRATIVE DECISION

Variance Number: _____ Filing Fee: _____

1. Street Address and/or Location of Request: 1580 Carol Lynne Dr, Lowell MI

2. Applicant's Name: Brian C. Darling

   Address: 1580 Carol Lynne Dr (Street) Lowell (City of Lowell) MI (State) 49331 (Zip)

   Daytime Phone Number: 616-822-9530

   Are You: X Property Owner; ___ Owner's Agent; ___ Contract Purchaser; ___ Option Holder

3. Applicant is being represented by: Self

   Address: _____

   Phone Number: _____

4. Legal Description of the Property: See Attached

   or just attach if it is too long.

5. Parcel Identification Number (Tax I.D. No.): #41-20- 03 416 009 401 41170

6. Current Zoning of Parcel: Residential

7. Present Use of the Parcel: Residential

8. Check Below For The Item Which A Variance Is Being Requested:

Lot Coverage		Lot Size		Sign	
Lot Width		Parking		Setbacks	X
Fence		Landscaping		Other	
Height Requirements					
Area Requirements					
Nonconforming Residential Use					
Nonconforming Commercial Use					
Accessory Building Use					

9. Your Request is: (check only one)

_____ An Appeal of an Administrative Decision
_____ A Temporary Use
___X___ A Variance from Zoning Ordinance Requirements

10. If an appeal is being requested, state the administrative decision being appealed:_____

_____

_____

10(a). If a variance is being requested, state the reason(s) for the request and your intended uses:
I intend to build a 26'x28' attached garage where my driveway is now.
In doing so, it will infringe on the city's setbacks. (see attached photo

The following provisions of the City of Lowell Zoning Ordinance (Section 21.04 B) must be met in total before a variance can be granted. Respond to each of the six criteria as it pertains to the request.

A. That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district:

Exceptional or extraordinary circumstances include: exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in questions, the literal enforcement of the requirements of this Ordinance would involve practical difficulties;

Because my West property line is longer, it is considered my front yard. With the curve in the road, I could only build a single stall garage. Many others in the neighborhood have 2 stall garages

B. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.

If allowed,the garage will not infringe on any neighbors setbacks, just the city rightaway. It will be 12' from the sidewalk
If placed anywhere else on the property, it will infringe on other setbacks or utilities

C. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

Many other (most) homes in the city are allowed to have garages. Due to the curve in Elizabeth Dean, the size of my lot, and because my side yard is considered my front (Longer property line, I am unable to build my garage as planned.

D. The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

This variance would not affect anyone's property other than the setback to the City's right of way

E. The variance will not impair the intent and purpose of this Ordinance.

It will not. I believe that it is just because my side yard is considered my front yard due to it's length. My "true" front yard is on Carol Lynne and will have more than addiquate distance for the zoning rules.

F. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

It was not. I would just like to have a garage like so many others do. If the garage is placed anywhere else on the property, it will infringe on neighbors lines or utilities will have to be relocated.

The facts presented above are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Type or Print Your Name Here: Brian C. Darling

Williams & Works
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MEMORANDUM

TO: City of Lowell Board of Zoning Appeals

FROM: Andy Moore, AICP
Nathan Mehmed

DATE: March 6, 2015

RE: Variance Application - 1580 Carol Lynne Drive

Mr. Brian Darling has submitted a request for a front yard setback variance in connection with a proposed attached garage addition onto his existing residence at 1580 Carol Lynne Drive. For the variance request to be approved, the Board of Zoning Appeals must find that the proposed variance meets the standards of Section 21.04,B of the Zoning Ordinance. This report summarizes the variance request and reviews the standards of Section 21.04,B for the Board's consideration.

Background. The applicant's dwelling is currently without an attached or detached garage. The applicant is seeking to build a 26' by 28' attached garage located where a portion of the driveway is currently located. The subject property is a corner lot and thus has two front lot lines: a principal front lot line and a secondary front lot line. Section 2.13 of the Zoning Ordinance states that "the principal front lot line shall be the shorter of the two lot lines." This means that, despite the orientation of the dwelling, the applicant's principal front lot line is along Elizabeth Dean Drive and the applicant's secondary front lot line is along Carol Lynne Drive.

The subject parcel is within the R-2 Residential zoning district, where the minimum required front yard is 30 feet. Section 2.13, B, 1, requires that the secondary front lot setback be one-half of the principal front lot setback. Therefore the setbacks required setback along Carol Lynne Drive is 15 feet and the required setback from Elizabeth Dean Drive is 30 feet.

According to the application form, the applicant is requesting an 18 foot variance from this required 30 foot setback. This would result in the proposed garage being located 12 foot from the principal front lot line. The proposed attached garage will not encroach upon the secondary front lot setback.

Section 21.04, B. To approve a variance, the Board of Zoning Appeals must find that *all* of the standards presented in Section 21.04, B. are met. Following presents each of those standards and our comments on each.

1. That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district;

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Exceptional or extraordinary circumstances include: exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in question, the literal enforcement of this requirements of this ordinance would involve practical difficulties.

Comment: The applicant indicates on the application form that the orientation of his corner lot, the curvature of the roadway, and the definition of the principal front lot line constitute an extraordinary circumstance. The applicant mentions that he could only construct a single stall garage while many other dwellings in the neighborhood have 2 stall garages. The shape of the property, along with the required setbacks, make the construction of an attached garage highly impractical, if not impossible.

2. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.

   Comment: There may be other properties within the City, particularly in the R-2 Zoning District, where a corner lot and two front lot line setbacks prohibit the addition of an attached garage on dwellings existing without one.

   The Board of Zoning Appeals should determine whether this type of application is recurrent enough to warrant an amendment to the Zoning Ordinance. If this is a recurrent condition, then the City should amend the Zoning Ordinance to address the issue rather than grant a variance. If the Board finds that this is not a recurrent condition, they may find that this standard is met.

3. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

   Comment: The applicant has stated on the application form that there are many other homes in the city that are permitted to have garages. Aerial photography indicates that there are several garages nearby that also appear to encroach upon the front lot line setbacks. However, it is not clear from the information provided whether the Board issued variances for those other garages.

   Past variance decisions pertaining to similar requests should be contemplated. A precedent is set each time a variance is granted, because granting a variance effectively amends the Zoning Ordinance not only for the applicant, but also for every future applicant under the same circumstances. The Board's decision on this request should be consistent with past decisions concerning similar applications.

4. The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

Comment: It is not likely that the requested principal front yard 18-foot variance to construct an attached garage would be significantly detrimental to adjacent property. The Zoning Board of Appeals may solicit public comment in this regard.

5. The variance will not impair the intent and purpose of this ordinance.

   Comment: The applicant states on the application form that the variance request does not impair the intent of the ordinance because his side yard is considered his front yard due to its existence as a corner lot.

   Moreover, the purpose statement for the R-2 district, as described in Section 7.01, should be contemplated. It states that the district is "intended for residential uses, and related non-residential uses" and provided to accommodate "additional housing opportunities." The proposed variance relates to an improvement to a permitted residential use and is not likely to undermine the overall purpose of said district.

   The purpose of the Zoning Ordinance overall is summarized in Section 1.02, which states that the ordinance "is intended to insure that uses of land shall be situated in appropriate locations and relationships; to limit the inappropriate overcrowding of land and congestion of population and transportation systems and other public facilities; to facilitate adequate and efficient provision of transportation systems, sewage disposal, water, energy, education, recreation, and other public service and facility needs; and to promote public health, safety, and welfare." One purpose of implementing minimum setback standards is to limit the inappropriate overcrowding of land. The Board should determine whether the variance request impairs this intent as listed in Section 1.02.

6. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

   Comment: The existing dwelling on the site meets the standards of the Zoning Ordinance, and we are not aware of any actions by the applicant that necessitate the requested variance. We do not believe there is another reasonable location on the site where the garage could be located. The Board of Zoning Appeals may find that this standard is met.

The Board of Zoning Appeals should contemplate the circumstances behind the application and determine whether the request meets each of the standards in Section 21.04, B. If it determines that the conditions are met, the Board may approve the variance with or without conditions. The discussion in this memorandum and in the meeting minutes may be cited as a basis for the decision.

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CITY MANAGER'S REPORT
April 6, 2015

1. We will have an individual beginning as Interim DPW Director on April 20. Ron Woods comes to us as the recently-retired director from the City of Kentwood. Ron has extensive experience in the water/wastewater fields both in Kentwood and working for the State of Michigan. The plan is to have him here six months to a year giving us time to run a thorough search for a new director.

2. We are continuing work on two street projects this year: Donna Street and Avery Street from Monroe to Jackson including the sections of Monroe, Washington, Jefferson and Jackson between Avery and Main. We anticipate Donna will be a late spring/early summer project and the Avery project will be done in September.

3. We have initiated the process of declaring the house and property at 813 Lincoln Lake to be unsafe and plan to move forward with having the house demolished and the property cleaned up. Bank of America has committed to paying, up front, the expense of the contractor.

Respectfully submitted,

Mark Howe

Mark Howe, City Manager