

CITY OF LOWELL
CITY COUNCIL AGENDA
MAY 4, 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. April 20, 2015 – Regular Meeting
 - b. April 27, 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. Budget Discussion
 - d.
7. NEW BUSINESS
 - a. Wellhead Protection Plan Update Agreement
 - b. Seasonal Workers Discussion
 - c.
8. COUNCIL COMMENTS
9. MANAGER'S REPORT
10. APPOINTMENTS
11. 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.



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MEMORANDUM

TO: Lowell City Council
FROM: Mark Howe, City Manager
RE: Council Agenda for Monday, May 4, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
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 - a. April 20, 2015 – Regular Session Meeting
 - b. April 27, 2015 – Work Session Meeting
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.
 - c. Budget Discussion

We reviewed the budget recommendations during your previous meeting and during the April workshop. Please let me know if you have any questions or need additional information on any budget item.
7. NEW BUSINESS
 - a. Wellhead Protection Plan Update

We are working with the Michigan Rural Water Association (MRWA) to submit a grant and assist the City of Lowell in updating its Wellhead Protection Program. In order to complete the grant process we need to sign an agreement with the MRWA authorizing the submission of the grant and securing the services of MRWA in grant administration and updating the plan. If we receive the grant, it will pay for 50 percent of the \$8,000 estimate cost of updating the plan and administering the grant.

Recommended Motion: That the Lowell City Council authorize the agreement with Michigan Rural Water Association for Wellhead Protection Plan update and grant administration services and authorize the signatures of the Mayor and Clerk.

b. Seasonal Workers

We had some discussion during your most recent workshop about our plan to hire two additional seasonal workers to assist with street and park maintenance. This was included in the budget recommendations for next year and will be included in the proposed budget amendment for the current fiscal year.

Formal council approval is not required, however, we are asking for your input and consensus to move forward with posting the seasonal positions.

8. 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

9. MANAGER'S REPORT

The report is attached for your review.

10. APPOINTMENT(S)

Board of Review
Alternate Vacancy –

11. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, APRIL 20, 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 Deputy City Clerk Susan Ullery.

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

Absent: None.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, DPW Director Dan DesJarden, City Treasurer Suzanne Olin, Police Chief Steve Bukala, Light and Power General Manager Greg Pierce and City Attorney Richard Wendt.

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY ELLISON and seconded by HALL to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

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

IT WAS MOVED BY HALL and seconded by MAYER to approve the regular minutes of the April 6, 2015 meeting as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

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

IT WAS MOVED BY HALL and seconded by ALTOFT to approve the accounts payable as presented.

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

NO: None.

ABSENT: 1. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (04/20/2015)

General Fund	\$15,326.98
Major Street Fund	\$478.75
Local Street Fund	\$478.75
Downtown Development	\$1,989.84
Designated Contributions	\$49.86
Airport Fund	\$1,963.53

Wastewater Fund	\$53,794.21
Water Fund	\$9,448.89
Data Processing Fund	\$4,994.04
Equipment Fund	\$13,052.97
Look Fund	\$2,500.00

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

Perry Beachum of 924 Riverside Drive and Boardmember of Lowell Light and Power has adopted part of "Showboat Highway". They will be participating in a "clean up" Wednesday, April 22, 2015. The group will meet at Lowell Township Hall at 5:15 p.m. All are invited.

6. **OLD BUSINESS.**

A. Strategic Goals Report. No further updates were provided.

A. Pending Council Projects Report. No further updates were provided.

7. **NEW BUSINESS**

A. Presentation from LoWellness. Jody Seese serves as the Program Director for LoWellness. She provided a presentation regarding the program and how it may benefit the residents of Lowell.

B. Arbor Day Proclamation. Mayor Hodges read a proclamation into record establishing the last Friday in April as Arbor Day. This year Arbor Day will be April 24.

IT WAS MOVED BY ELLISON and seconded by MAYER to concur with the Mayoral proclamation establishing the last Friday in April of each year as Arbor Day in the City of Lowell.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

Councilmember Ellison stated there will be a tree planting on April 24, 2015 at noon at Lowell Family Chiropractic, 1425 W. Main Street.

C. Donna Drive Resurfacing Project. City Manager Howe explained Donna Drive is eligible for CDBG funding. The City would receive approximately \$28,000 for the project. This will be the end of the City's eligibility for CDBG funding due to pulling out of the urban county program with Kent County. This gives the City a deadline of June 30, 2015 to not only complete the project but also the paperwork. This is a reimbursement grant.

Howe noted the condition of the road was much worse than originally thought. Therefore, the project will cost more than anticipated. However, he is confident that the General Fund can transfer funds to the Local Street Fund in order to cover this project for its completion by June 30, 2015.

Three bids were received and it is recommended the City Council accept the low bid from Olin Excavating for \$79,875.

Councilmember Ellison questioned if the contract referenced any kind of contingency if the deadline cannot be met. Williams and Works Engineer Dave Austin explained as standard with other contracts, there is not a date for the deadline. However, they do have 21 calendar days from the time they issue

notice to proceed. They anticipate that they will be able to issue this notice soon and that the construction can be completed within that time. As mentioned the federal paperwork has to be completed and turned in prior to the end of the fiscal year. If the contractor cannot complete the job in 21 days then the City could request liquidated damages.

Austin noted the project was just approved by the CDBG staff. The nature of the project is a little different than what has been done in the past. The street does not have curb and gutter for its entire length. The staff took a lot of time reviewing the project with HUD to make sure that it did qualify. The City did not receive authorization to proceed with getting bids until the last minute. The county is aware of this and the preconstruction meeting has already been established. They are aware of the urgency.

IT WAS MOVED BY ELLISON and seconded by HALL to award the bid for the Donna Drive Resurfacing Project to Olin Excavation for \$79,875.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

- D. Resolution for taser grant. The Lowell Police Department has completed a grant application to the Michigan ParPlan, insurance pool, for the replacement of (3) X26 TASERS with (3) new X2 Tasers. Our current X26 TASERS are coming to the end of their lifecycle and are becoming unreliable.

The total cost of the project is \$6,444.54 and the grant request is for \$5,000. The remainder will be covered within the police department budget.

IT WAS MOVED BY HALL and seconded by ALTOFT to authorize the grant application for the replacement of tasers for the Lowell Police Department.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

- E. Budget Recommendation. City Manager Howe gave a brief power point recommendation regarding the 2015/2016 fiscal year budget. The Council adopted a strategic plan that serves as the framework through which these recommendations have been developed. The budget reflects the Council's leadership and the direction that is given to Howe toward the vision of making the City of Lowell the "Vibrant Core of a Thriving Community". Within the strategic plan there are focus areas that revolve around community collaboration, government efficiency and effectiveness, quality neighborhoods, economic vitality and sustainability, and diverse recreational and cultural opportunities.

During the last few years the City has used the strategic plan to weather a financial recession, working from recovery to stability. A number of major accomplishments have moved the City toward stability. About four years ago we eliminated the projected \$500,000 deficit across all funds. The City saved more than \$800,000 by refinancing debt. A big part of this was the City Hall debt as well as a water bond. During this time the City has also nearly doubled the fund balance in the General Fund. It is also significant to note the City of Lowell recently received an A+ on the Standard & Poors' rating system. The Equipment Fund was managed out of a negative position. More than one mile of sidewalks has been replaced. Also, during these last few years we have increased our General Fund contribution to streets with many projects being completed. This year's budget recommendations are taking the City from stability to progress.

Howe was hopeful and confident for the future that the City can start to move forward. City finances are extremely complicated and it includes Federal and State funding sources. Howe reminded the Council, "what unites us is greater than what divides us".

Howe noted a copy of the budget is available at City, library and on the website.

He also reminded the Council that a work session will be held on April 27, 2015 at 6:00 p.m.

8. **MONTHLY REPORTS**

No comments were received.

9. **COUNCIL COMMENTS**

Councilmember Mayer stated the Fire Authority met on Monday April 13, 2015. They were asked unanimously to look at what it would cost the authority to be independent from the City of Lowell with its administrative duties. The authority has decided to consider the idea.

Councilmember Altoft commented on all the street lights being turned back on. City Manager Howe stated he received a few comments. It seems the general consensus is to leave the lights on. Altoft questioned the life span of the light bulbs. DWP Director responded five years. Altoft brought up the idea of a lower wattage.

Commissioner Hall mentioned there are several broken windows at the Riverside School property. The entire property is run down.

Councilmember Ellison stated she appreciated Howe's leadership and strategic plan.

Mayor Hodges stated Light and Power Board met last week. He noted 2015 is the year where they have to submit a new two year renewable energy plan to the State of Michigan under Public Act 295. The MPPA is working on this with the City and the numbers show that Light and Power has exceeded the 10% mandate and will be close to 20% renewable energies by the time the bio-digester is fully operational. This would put us at one of the highest percentages in the State of Michigan.

The upcoming annual APPA Lineworkers Rodeo/Operations and Technical Conference will be May 15 – 17th.

The bio-digester continues to move closer to full operation. Bio gas is being produced and is running on a more regular basis. Light and Power is in the process of completing the final fill of the reflow portion of the digester and are making deliveries of waste from Swisslane daily.

Work continues on the installation of the Rolls Royce turbine and they keep moving forward as funds allow.

Next month Light and Power will begin looking at the Personnel Policy Handbook. There are some revisions necessary due to the IBEW contract ratification and probably some other areas that need updating. Staff will provide a draft to review by the next Board meeting.

The Employee Volunteer Policy will be reviewed. A number of organizations are being looked at that to allow employees to volunteer their time and contribute back to the community.

The Lowell Chamber of Commerce has had some very successful events including "Girls Night Out". Coming up on May 20th will be the annual gathering of the Chamber of Commerce. The event will honor "Person of the Year" to Rick Seese, "Business Appreciation" to Keiser Kitchen, "Best Business to Watch" is River Edge Bed and Breakfast and Gathering Place, "Most Promising New Business" is Red Barn Market, "Non Profit Spot Light" is the Lowell Womens Club and "Brick Award" goes to J & H Mobile and Timpson Transportation. The event will take place at River Edge Bed and Breakfast and Gathering Place.

Look Memorial Fund will meet on May 20th for the distribution of funds that are available.

Hodges stated this is a terrific community to live in and thanked City Manager Howe for his leadership.

10. **CITY MANAGER REPORT.**

- A. A workshop is scheduled for Monday, April 27, at 6 p.m. to go over budget recommendations in detail.
- B. Ron Woods is the interim Director of Public Works. Ron comes to the City as the retired Public Works Director from the City of Kentwood. He will be fantastic for the transition. The City can take a very deliberate process to hire the next DPW Director.
- C. The new sign for the Farmers Market is at the corner of N. Monroe and Avery. This will be a great new location. The lot will be closed for parking on Thursdays beginning very earlier in the morning and ending by 6 p.m.
- D. Grants have been submitted for the portions of the Fred Meijer River Trails from Lowell to Greenville and then from Lowell to Saranac.
- E. The City is continuing to work through the process regarding the burned down house on Lincoln Lake.
- F. Howe wished Mayor Hodges a Happy Birthday.

11. **APPOINTMENTS.**

Mayor Hodges recommended Mark Mundt be appointed to the Construction Board of Appeals. By general consensus, the Council agreed.

Board of Review
Alternate Vacancy -

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 8:11 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

PROCEEDINGS OF THE
CITY COUNCIL WORKSESSION
OF THE CITY OF LOWELL
MONDAY, APRIL 27, 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, Police Chief Steve Bukala and LCTV Boardmembers Bill Thompson and Barb Zandstra.

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

No public comments were received.

3. **PRELIMINARY BUDGET RECOMMENDATION.** City Manager Howe discussed the preliminary budget recommendations for the City of Lowell. Some of the highlights included an increase in tax revenue property taxes, operating expenses remaining stable, health insurance increase, pension increase and electricity increases.

He reviewed the expenditures from the General Fund.

Howe explained the LCTV Funds are not included in the budget for the next fiscal year. He also noted the funds received from the LCTV Board in early 2015 will not be used prior to June 30, 2015 fiscal year end. The project is scheduled to begin this fall.

A Draft Street Project Planning Tool was provided to the Council for review.

Mayor Hodges opened up discussion regarding the LCTV funds. The Councilmembers as well as LCTV Boardmembers Bill Thompson and Barb Zandstra expressed their concerns. There was a suggested possibility of using these funds toward buildings such as the library or museum. These are buildings that the entire community uses that city taxpayers bear the entire cost. Howe reminded the Council they need to let the LCTV Board know their thoughts for this fund by September 1st of each year. Portions of each Council work session throughout May, June and August will include discussion regarding the LCTV Fund.

Howe reviewed the remainder of the budget recommendations.

The meeting was adjourned at 8:38 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE MARCH 2015	7.10	66123
101-000-084.015	DUE FROM FIRE AUTHORITY	SUPPLYGEEKS	OFFICE SUPPLIES	117.99	66170
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DISBURSEMENT 4/1 - 4/	174.64	66135
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	TAX DISBURSEMENT 4/1 - 4/	95.74	66136
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT 4/1 - 4/	645.40	66140
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	TAX DISBURSEMENT 4/1 - 4/	104.40	66135
101-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT 4/1 - 4/	81.60	66137
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT 4/1 - 4/	31.07	66131
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT 3/16 - 3	0.25	66139
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT 4/1 - 4/	4.21	66139
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT 4/1 - 4/	2.44	66131
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT 4/1 - 4/	7.83	66135
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT 4/1 - 4/	8.20	66135
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	TAX DISBURSEMENT 4/1 - 4/	1.88	66136
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT 4/1 - 4/	6.41	66137
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT 3/16 - 3	0.05	66139
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT 4/1 - 4/	0.34	66139
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT 4/1 - 4/	19.85	66140
101-000-285.000	DEPOSITS	PAM KRAUSE	RETURN OF RECYCLE BIN #64	5.00	66163
Total For Dept 000				1,314.40	
Dept 172 MANAGER					
101-172-955.000	MISCELLANEOUS EXPENSE	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	10.00	66127
Total For Dept 172 MANAGE				10.00	
Dept 191 ELECTIONS					
101-191-802.000	CONTRACTUAL	ELECTION SYSTEMS & SOFTWA	ELECTION EQUP MAINTENANCE	261.20	66129
101-191-860.000	TRAVEL EXPENSES	PETTY CASH	PETTY CASH 4/23/2015	10.93	66148
Total For Dept 191 ELECTI				272.13	
Dept 209 ASSESSOR					
101-209-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY ASSESSORS ASS	MEMBERSHIP DUES - JEFF RA	75.00	66162
Total For Dept 209 ASSESS				75.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES APRIL 2015	57.90	66167
101-215-860.000	TRAVEL EXPENSES	PETTY CASH	PETTY CASH 4/23/2015	20.13	66148
101-215-864.000	CONFERENCES & CONVENTIONS	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	382.50	66127
101-215-864.000	CONFERENCES & CONVENTIONS	ULLERY, SUSAN	MILEAGE FOR CLERK INSTITU	107.63	66157
Total For Dept 215 CLERK				568.16	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	125.97	66170
101-265-730.000	POSTAGE	PETTY CASH	PETTY CASH 4/23/2015	8.95	66148
101-265-740.000	OPERATING SUPPLIES	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	65.80	66127
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 4/23/2015	6.24	66148
101-265-740.000	OPERATING SUPPLIES	MUNDT, THERESA	REIMBURSE FOR CITY HALL S	101.82	66152
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL, LPD &	540.00	66154
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE MARCH 2015	133.53	66123
101-265-850.000	COMMUNICATIONS	AT&T	PHONE BILL APRIL 2015	1,572.56	66149
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	1,028.80	66160
101-265-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	CITY HALL BLDG R & M	187.00	66126
Total For Dept 265 CITY H				3,770.67	
Dept 276 CEMETERY					
101-276-971.000	REPURCHASE GRAVES	MIDDLETON, DOUGLAS	GRAVE BUY BACK LOT 350, I	100.00	66151
101-276-971.000	REPURCHASE GRAVES	ROSENWARNE, PHILIP	BUY BACK LOT 350, III, 5	100.00	66153
Total For Dept 276 CEMETE				200.00	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	MSP SOR REGISTRATION MARC	240.00	66169

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	22.99	66127
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING	POLICE ID BADGES	149.68	66134
101-301-740.000	OPERATING SUPPLIES	MUNDT, THERESA	REIMBURSE FOR CITY HALL S	61.79	66152
101-301-740.000	OPERATING SUPPLIES	STATE OF MICHIGAN	MOTORCYCLE PLATES 2015	13.00	66168
101-301-741.000	FUEL	PETTY CASH	PETTY CASH 4/23/2015	49.00	66148
101-301-742.000	INVESTIGATIVE EXPENSE	TRANSUNION RISK AND ALTER	INVESTIGATION EXPENSE	16.75	66146
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE MARCH 2015	75.71	66123
101-301-850.000	COMMUNICATIONS	AT&T	PHONE BILL APRIL 2015	1,145.06	66149
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES APRIL 2015	438.55	66167
101-301-955.000	MISCELLANEOUS EXPENSE	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	72.12	66127
Total For Dept 301 POLICE				2,284.65	
Dept 305 CODE ENFORCEMENT					
101-305-740.000	OPERATING SUPPLIES	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	161.85	66127
Total For Dept 305 CODE E				161.85	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	26.19	66170
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE MARCH 2015	34.26	66123
101-441-850.000	COMMUNICATIONS	AT&T	PHONE BILL APRIL 2015	632.04	66149
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE MAY 2015	27.95	66159
101-441-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES APRIL 2015	56.91	66167
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	487.79	66160
Total For Dept 441 DEPART				1,265.14	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	TRASH AND LEAF BAG SALES	4,903.00	66142
Total For Dept 523 TRASH				4,903.00	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	52.10	66160
Total For Dept 747 CHAMBE				52.10	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	40.79	66170
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL, LPD &	330.00	66154
101-790-850.000	COMMUNICATIONS	AT&T	PHONE BILL APRIL 2015	172.08	66149
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	562.55	66160
Total For Dept 790 LIBRAR				1,105.42	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	316.96	66160
Total For Dept 804 MUSEUM				316.96	
Total For Fund 101 GENERA				16,299.48	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	6,464.00	66166
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES APRIL 2015	12.65	66167
Total For Dept 463 MAINTEN				6,476.65	
Total For Fund 202 MAJOR				6,476.65	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES APRIL 2015	12.65	66167
Total For Dept 463 MAINTEN				12.65	
Total For Fund 203 LOCAL				12.65	
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
238-000-880.000	COMMUNITY PROMOTION	CW PALS INC.	HDC GRANT - C OF A 1/6/20	9,700.00	66161

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
		Total For Dept 000		9,700.00	
		Total For Fund 238 HISTOR		9,700.00	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-975.000	BUILDING IMPROVEMENTS	S.A. MORMAN & CO.	CREEKSIDE BATHROOM DIVIDE	8,400.00	66165
		Total For Dept 751 PARKS		8,400.00	
		Total For Fund 260 DESIGN		8,400.00	
Fund 351 GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Dept 906 DEBT SERVICE					
351-906-991.000	PRINCIPAL	THE BANK OF NEW YORK MELL	BUILDING AUTH BOND 2012	155,000.00	66171
351-906-995.000	INTEREST	THE BANK OF NEW YORK MELL	BUILDING AUTH BOND 2012	65,372.51	66171
		Total For Dept 906 DEBT S		220,372.51	
		Total For Fund 351 GENERA		220,372.51	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	68.39	66160
581-000-930.000	REPAIR & MAINTENANCE	SHADOW ENTERPRISES	ELECTRICAL WORK AT AIRPOR	70.00	66145
		Total For Dept 000		138.39	
		Total For Fund 581 AIRPOR		138.39	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE MARCH 2015	12.36	66123
		Total For Dept 000		12.36	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	SURCHARGES JAN 2015	4,128.09	66155
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	WWTP CONTRACT APRIL 2015	37,550.78	66172
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	WWTP SURCHARGES MARCH 201	4,930.65	66172
590-550-930.000	REPAIR & MAINTENANCE	W.W. WILLIAMS	WWTP REPAIR & MAINT	1,045.42	66175
590-550-930.000	REPAIR & MAINTENANCE	W.W. WILLIAMS	WWTP REPAIR & MAINT	1,100.00	66175
		Total For Dept 550 TREATM		48,754.94	
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	BEHRENS LIMITED, LCC	SEWER DEPT SUPPLIES	189.85	66150
		Total For Dept 551 COLLEC		189.85	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	POSTAGE FOR WATER BILLS M	203.77	66164
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE REIMBURSEMENT APR	29.90	66124
		Total For Dept 552 CUSTOM		233.67	
		Total For Fund 590 WASTEW		49,190.82	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BATTERIES PLUS - 444	WTP SUPPLIES	52.18	66125
591-570-740.000	OPERATING SUPPLIES	LITES PLUS, INC.	WTP LAMPS	52.00	66138
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WTP SUPPLIES	283.73	66147
591-570-801.000	PROFESSIONAL SERVICES	ENVIRONMENTAL RESOURCE AS	WTP - PROF SERVICES	294.24	66130
591-570-802.000	CONTRACTUAL	SAWYER ENGINE & COMPRESSO	WTP CONTRAUCTAL	569.27	66144
591-570-850.000	COMMUNICATIONS	AT&T	PHONE BILL APRIL 2015	61.70	66149
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	99.08	66160
591-570-930.000	REPAIR & MAINTENANCE	RS TECHNICAL SERVICES, IN	WTP REPAIR & MAINTENANCE	736.75	66143
591-570-940.000	RENTALS	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	212.29	66127
591-570-955.000	MISCELLANEOUS EXPENSE	AMERICAN WATER WORKS	MEMBERSHIP DUE 7/1/15-6/3	178.00	66158
		Total For Dept 570 TREATM		2,539.24	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WATER DEPT SUPPLIES	737.49	66173

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES APRIL 2015	85.49	66167
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	WIRELESS CHARGES 3/13 - 4	40.01	66174
591-571-864.000	CONFERENCES & CONVENTIONS	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	1,188.00	66127
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS INVOICES 3/20 - 4/2/2	93.11	66160
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS CHARGES 3/24-4/22/15	150.69	66160
591-571-930.000	REPAIR & MAINTENANCE	GROUNDHAWG EXCAVATING & L	SIDEWALK REPLACEMENT - JE	600.00	66132
Total For Dept 571 DISTRI				2,894.79	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	POSTAGE FOR WATER BILLS M	203.77	66164
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE REIMBURSEMENT APR	29.90	66124
Total For Dept 572 CUSTOM				233.67	
Total For Fund 591 WATER				5,667.70	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	20.00	66127
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPIER CONTRACT 3/17 - 4/	364.16	66133
636-000-986.000	COMPUTER DATA PROCESSING	CDW GOVERNMENT, INC.	COMPUTER PROGRAM & PRINTE	1,227.36	66128
Total For Dept 000				1,611.52	
Total For Fund 636 DATA P				1,611.52	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN INTERNATION	EQUP REPAIR & MAINT	101.10	66156
661-895-957.000	TRAINING	CARDMEMBER SERVICE	VISA CHARGES MARCH 2015	253.98	66127
Total For Dept 895 FLEET				355.08	
Total For Fund 661 EQUIPM				355.08	
Fund 714 LEE FUND					
Dept 000					
714-000-970.000	PARK IMPROVEMENTS	LOWELL LACROSSE	ICE SKATING SEASON 2014-2	1,500.00	66141
Total For Dept 000				1,500.00	
Total For Fund 714 LEE FU				1,500.00	

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund Totals:

Fund 101	GENERAL FUND	16,299.48
Fund 202	MAJOR STREET FUN	6,476.65
Fund 203	LOCAL STREET FUN	12.65
Fund 238	HISTORICAL DISTR	9,700.00
Fund 260	DESIGNATED CONTR	8,400.00
Fund 351	GENERAL DEBT SER	220,372.51
Fund 581	AIRPORT FUND	138.39
Fund 590	WASTEWATER FUND	49,190.82
Fund 591	WATER FUND	5,667.70
Fund 636	DATA PROCESSING	1,611.52
Fund 661	EQUIPMENT FUND	355.08
Fund 714	LEE FUND	1,500.00

319,724.80



STRATEGIC GOALS REPORT

MAY 4, 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 been working on updating the worksheets and included a long-term financial planning tool in the recommended budget. (5-4-15)

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)

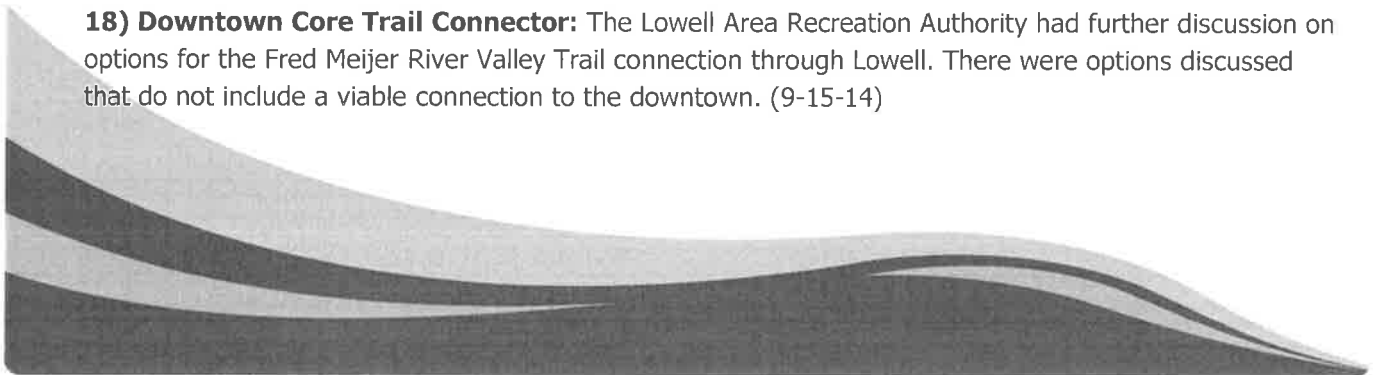
15) Business Recruitment: This project will begin this summer. (3/17/14)

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)





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PENDING COUNCIL PROJECTS REPORT May 4, 2015

UPDATES

Downtown Tower Removal – No further update.

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

(4-6-15) Chief Bukala has been working on the request for proposals to have the tower removed this year.

(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.



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CITY MANAGER'S REPORT

May 4, 2015

1. We held a pre-construction meeting on the Donna Drive project and the Notice to Proceed should be issued to the contractor soon.
2. The Kent County Road Commission will be closing the Hudson Street bridge over the Grand River from approximately May 18 through July 2. Traffic will be routed over the Jackson Street bridge.
3. We were recently informed that our fuel supplier will be removing their tanks so we will be purchasing fuel through Pacific Pride, just west of town.
4. I will be meeting with Cascade Township to discuss a renewal of the Building Inspection Services Agreement. If you have any questions or concerns, please let me know. I hope to bring a new agreement to you in June.
5. The fourth Monday in May falls on Memorial Day which means our work session should be scheduled for Tuesday, May 26, at 6 p.m. We are also planning a work session on June 22 at 6 p.m. and no work session in July.

Respectfully submitted,


Mark Howe, City Manager