

CITY OF LOWELL
CITY COUNCIL AGENDA
JUNE 15, 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. June 1, 2015 – Regular 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
7. NEW BUSINESS
 - a. Public Hearing – Truth and Taxation
 - i) Resolution 08-15 – Approving City Operating Millage Rate Levy for Fiscal Year 2015-16
 - b. Fireworks for Riverwalk
 - c. Riverwalk Festival Street Closure Request
 - d. FOIA Policy Review and Approval
 - e. Ordinance Amendment – Site Plan Review
 - f. Ordinance Amendment – Commercial Wireless Communication Towers
 - g. Ordinance Amendment – Rezoning of Properties
 - h. Police Vehicle Replacement
 - i. Cell Tower Removal
 - j. Letter of Agreement – 318 Lincoln Lake
 - k. Budget Amendment
 - l. City Clerk Appointment
8. MONTHLY REPORTS
9. COUNCIL COMMENTS
10. MANAGER'S REPORT
11. APPOINTMENTS
12. CLOSED SESSION
 - a. City Manager Evaluation MCL 15.268(a)
13. 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, June 15, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. June 1, 2015 – Regular 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.
7. NEW BUSINESS
 - a. Public Hearing – Truth and Taxation

We have posted the notice for you to hold a Truth-in-Taxation hearing which may be required each year based on calculations performed by the Kent County Equalization Department relating to the “Headlee” provisions of the state’s constitution. You will need to open the public hearing and take citizen comments before closing the hearing and moving on to the next portion of this agenda item.

The state law that outlines the notice to hold a Truth-in-Taxation hearing requires that we use language such as “notice of public hearing on increasing property taxes” and “proposed additional millage.”

We are not proposing a property tax increase or a millage rate increase.

The city’s charter authorizes the council to allocate up to 20 mills, however, Headlee rollbacks have reduced that amount to 17.4597 mills. The council has allocated a millage rate of 15.70 mills, more than 10 percent below the amount authorized. Headlee rollbacks are typically triggered by increases in taxable value that exceed the rate of inflation, although that is a simplistic way of describing a much more complicated formula.

During the past several years, the formula has not triggered a Truth-in-Taxation hearing although when the hearings are required they can be held in conjunction with the budget hearing with a note in the budget hearing notice that the proposed millage rate will be a subject of the hearing. We did not include that language in our budget hearing notice and only found out after the notice had been published that a Truth-in-Taxation hearing is required.

- i) Resolution 08-15 – Approving City Operating Millage Rate Levy for Fiscal Year 2015-16.

Recommended Motion: That the City Council approve Resolution 08-15 approving City Operating Millage Rate Levy for Fiscal Year.

b. Fireworks For Riverwalk

The Lowell Area Chamber of Commerce is requesting approval of a permit for a fireworks display on Saturday, July 11, 2015. This will be part of the annual Riverwalk Festival and, as in recent years, the fireworks will be launched from Stoney Lakeside Park.

Recommended Motion: That the Lowell City Council approves the request from the Lowell Area Chamber of Commerce for a fireworks display on Saturday, July 11, 2015.

c. Riverwalk Festival Street Closure Request

The Lowell Area Chamber of Commerce is requesting several street closures relating to events that are part of the annual Riverwalk Festival.

Recommended Motion: That the Lowell City Council approve the request from the Lowell Area Chamber of Commerce to close Avery Street, west of Monroe Street, beginning on Thursday, July 11, 2015, at 6 a.m. through Saturday, July 11, 2015, ending at 6 p.m.; and to close Avery Street, from Monroe Street to Washington Street and to close Washington Street, from Main Street north to the Lowell Area Schools Parking Lot, on Saturday, July 11, 2015, from 6 a.m. to 4 p.m.

d. FOIA Policy Review and Approval

Attached for your review and approval is a procedures and guidelines document that will put us in compliance with changes to the Michigan Freedom of Information Act. A draft was provided to you at the previous meeting with the only update being that we have calculated the actual cost of making copies and have inserted that into the new document.

Recommended Motion: That the Lowell City Council adopts the Freedom of Information Act Procedures and Guidelines.

e. Ordinance Amendment – Site Plan Review

The City of Lowell Planning Commission has held a public hearing and has recommended the attached amendment to the City of Lowell Zoning Ordinance. This amendment will allow administrative approval of changes in use when the use is allowed by right.

This amendment is part of our continued efforts to streamline the process to make the City of Lowell business and development friendly. A more detailed description of the amendment is outlined in a memo from planning consultant Andy Moore of Williams & Works.

Recommended Motion: That the Lowell City Council adopt Ordinance 15-03.

f. Ordinance Amendment – Commercial Wireless Communication Towers

The City of Lowell Planning Commission has held a public hearing and has recommended the attached amendment to the City of Lowell Zoning Ordinance. This amendment makes several modifications to the zoning standards regarding commercial wireless communication towers. A more detailed description of the amendment is outlined in a memo from planning consultant Andy Moore of Williams & Works.

Recommended Motion: That the Lowell City Council adopt Ordinance 15-04.

g. Ordinance Amendment – Rezoning of Properties

The City of Lowell Planning Commission has held a public hearing and has recommended the attached amendment to the City of Lowell Zoning Ordinance. This amendment modifies the zone district classification for certain properties. These were requested by the respective property owners. A more detailed description of the amendment is outlined in a memo from planning consultant Andy Moore of Williams & Works.

Recommended Motion: That the Lowell City Council adopt Ordinance 15-05.

h. Police Vehicle Replacement

It is time to move forward with the third of our four-year police vehicle replacement plan by putting in our order under the state bid. You may recall that we received a grant from the

Lowell Area Community Fund that covered approximately 100 percent of the cost of vehicle replacement the first year, 50 percent the second year and 25 percent the third year with a commitment that we pay for 100 percent of a vehicle in the fourth year. This was included in the 2015-16 budget that you have adopted.

We continue to use the state bid process to keep our administrative costs and time at a minimum and meet our bid requirements. The bid price for the base vehicle is the same this year as it was last year. We also purchase the ready for road package which includes wiring harnesses, lighting, LED spot light, and siren package as we have purchased in prior years. Total cost of the base package is \$29,576. There will be additional equipment such as radio, cage, light bar and computer installation as well as the biohazard rear seat. This equipment and setup is coordinated through Mid-Michigan Emergency Equipment and is also included in the budget.

Recommended Motion: That the Lowell City Council authorize the purchase for the 2015-16 fiscal year of a 2016 Ford Interceptor through the state bid at \$29,576.

i. Cell Tower Removal

We have received a single bid from SyncWave, LLC, based in Scottville, Michigan, for removal of the downtown tower located at the old cable building. Under the bid, SyncWave will remove the tower and keep it for its own use at no cost to the city. We recommend approval.

Recommended Motion: That the Lowell City Council approve the bid from SyncWave, LLC, of Scottville, Michigan, to remove the downtown city tower.

j. Letter of Agreement – 318 Lincoln Lake

Attached for your review and approval is a Letter of Agreement with Olin Excavating for the removal of structures and vehicles at 318 Lincoln Lake. You may recall that we have had previous discussion regarding this property that was destroyed by fire last year.

We have been taking the necessary steps to require the property owners to bring this unsafe structure into compliance with current code. This Letter of Agreement will allow us to take the necessary steps to demolish the structures and bring the property into compliance if the property owners refuse to do so. We have already received payment from Bank of America, the mortgage holder on the property, to cover the cost of executing this letter of agreement.

Recommended Motion: That the Lowell City Council approve the Letter of Agreement with Olin Excavating and authorize the signatures of the Mayor and City Clerk.

k. Budget Amendment

We monitor revenue and expenses from the various city funds on a regular basis and it appears as though everything is tracking according to the current fiscal year 2014-15 budget that you have adopted.

One exception is the Cable TV Fund which, as you may recall from our 2013-14 audit, requires adoption of an annual budget because it is considered a special revenue fund. As a reminder, state law requires adoption of an annual budget for the general and all special revenue funds. A copy of the note from our most recent audit is included for your review.

Adoption of a budget for the Cable TV Fund does not impact previous decisions relating to distribution of the funds or the grant processes and policies you have in place. It simply puts us in compliance with state law.

Recommended Motion: That the Lowell City Council adopt Resolution 09-15.

1. City Clerk Appointment

City Clerk Betty Morlock has announced her retirement from the City of Lowell after many years serving the residents here. Her last working day will be July 31, 2015. She will certainly be missed.

Deputy City Clerk Sue Ullery has served in the capacity of deputy clerk for 17 years and performed all of the duties of city clerk for more than a year while Ms. Morlock was on a leave of absence. The city charter requires that the appointment of city clerk be approved by the city council. I recommend that you appoint Sue Ullery as City Clerk effective August 1, 2015.

Recommended Motion: That the Lowell City Council approve the appointment of Sue Ullery as City Clerk effective August 1, 2015.

8. MONTHLY REPORTS

The reports are attached for your review.

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)

Airport Board

Appoint Jeff Ostrander for a term expiring 01/01/2017

Board of Review

Reappoint Nancy Wood for a term expiring 06/30/2018

Light and Power Board

Reappoint Greg Canfield for a term expiring 06/30/2018

Local Officers Compensation Commission

Reappoint Roger LaWarre for a term expiring 06/30/2020

Planning Commission

Reappoint Kelli Carney for a term expiring 06/30/2018

Reappoint Jim Salzwedel for a term expiring 06/30/2018

12. CLOSED SESSION

- a. City Manager Evaluation MCL 15.268 (a)

13. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, JUNE 1, 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, Police Chief Steve Bukala, and City Attorney Richard Wendt.

3. **APPROVAL OF THE AGENDA.**

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

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

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

IT WAS MOVED BY ELLISON and seconded by MAYER to approve the regular minutes of the May 18, 2015 meeting as written.

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

IT WAS MOVED BY HALL and seconded by ALTOFT to approve the closed session minutes of the May 18, 2015 meeting as written.

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

IT WAS MOVED BY HALL and seconded by ELLISON to approve the worksession minutes of the May 26, 2015 meeting as written.

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

5. **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 (06/01/2015)

General Fund	\$15,808.04
Major Street Fund	\$12.65
Local Street Fund	\$12.65
Historical District Fund	\$9,200.00
Downtown Development Fund	\$224.82
Airport Fund	\$72.60
Wastewater Fund	\$42,695.09
Water Fund	\$1,568.92
Data Processing Fund	\$2,393.50
Equipment Fund	\$75.81

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

Tony Ellison of 407 N. Division questioned why Councilmember Altoft voted “no” on the budget at the last meeting. Mayor Hodges explained this is a time for comments not questions. Councilmember Altoft does not need to respond.

Vergennes Township resident Jim Sowle, stated he supports the City Council, who has served with integrity and faithfully represents the majority of the City citizens. The Council has been noble servants. Sowle also went on to state he supports the City Manager. He believes the City hired the best applicant for the job of the City Manager. Since taking the job, Howe has eliminated the projected \$500,000 deficit. He has saved the City more than \$800,000 by refinancing the previous debt. During his tenure as City Manager he has nearly doubled the general fund balance. These are significant achievements. Unfortunately, Howe was caught in the position of employees organizing a union and negotiating its first contract. With all the great work, Howe found himself immersed in the contentious atmosphere with most union negotiations. He believed Howe should be offered a contract extension with a substantial raise as a thank you for his excellent work.

Water Treatment Plant Superintendent Brian VanVeelen presented the “Taste Off” award from the AWWA. The Water Treatment Plant has won this award three times. He also thanked employees Ralph Brecken, Todd Phillips and Jeff VanSetters who also work in the water department.

7. **OLD BUSINESS.**

- A. **Strategic Goals Report.** City Manager Howe explained this report will turn into Tier 1, Tier 2 and Tier 3 goals for the new fiscal year.
- B. **Pending Council Projects Report.** Howe reported one bid for the downtown tower was received. A recommendation will be made at the June 15, 2015 meeting.
- C. **Library HVAC System.** Howe provided information that was gathered by Interim DPW Director Ron Woods regarding the HVAC System at the Library. Woods is not convinced that an entire redesign of the system is warranted at this time. The main compressing unit and cooling coil has failed after 15 years. The upgrades include replacement of the entire system of the unit with more efficient indoor and outdoor components. However it should also be noted there are some future changes to the system that will need to be looked at additionally. The other two items mentioned for replacement are the thermostats and circulation pump and valving changes to the passive baseboard heating system.

Three bids were received. It is recommended to accept the low bid of \$18,000 from Seaman’s Mechanical.

IT WAS MOVED BY ELLISON and seconded by MAYER to accept the bid from Seaman's Mechanical for \$18,000.

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

NO: None. ABSENT: None. MOTION CARRIED.

8. NEW BUSINESS

- A. Zoning Board of Appeals – Variance Application – O'Reilly Auto Parts – 1427 W. Main Street. The meeting was turned over to the Zoning Board of Appeals.

Williams and Works Planner Andy Moore explained O'Reilly Auto Parts is seeking a variance to increase the wall sign that is on their building at 1427 W. Main Street. Currently, the zoning ordinance prescribes a maximum area of 50 square feet. The applicant is requesting an area of approximately 100 square feet. In order for the variance to be approved, all of the standards must be met.

Hodges opened the public hearing.

O'Reilly Auto Parts General Manager Ron Conner believed the business had a unique setback from the road. The building is also shaded by large trees in the front. The sign out by the road is low to the ground and the sign on the front of the building is small. They wish to increase the visibility so there are no sudden stops when trying to enter their drive.

Deputy City Clerk Susan Ullery read a letter into record from Showboat Automotive Supply indicating they were against this variance request.

Conner believed the beauty of their business was to create competition and to be an option for the consumers.

Zoning Boardmember Altoft noted the sign ordinance was rewritten in 2013. He asked if this part of the ordinance was changed. Moore explained in August 2013 the amendment to the zoning ordinance was approved. It was a fairly comprehensive revision to the entire chapter pertaining to signs. With regard to this specific request, there was a change to this standard that refers to the maximum area of a wall sign in the C3 district. Under the terms of the old ordinance, the standard was the maximum area could be 20 percent of the wall area. Under the new standard, it is 20 percent or 50 square feet whichever is less.

Zoning Boardmember Mayer stated Ace Hardware has wanted to change their sign for years but did not want to request a variance. He did not believe it would make much of a difference. Mayer indicated he would not be in favor of granting this request.

Zoning Boardmember Ellison stated there is an ordinance in place. This does not meet the criteria.

IT WAS MOVED BY ELLISON to deny the variance.

City Attorney Richard Wendt advised the board to receive the full report from Moore prior to a motion being made. Ellison withdrew her motion.

Moore stated he provided a memo to the Zoning Board of Appeals dated May 22, 2015 that summarizes the request and the standards that need to be met. Moore stated O'Reilly's first came to the City in 2011. However, the building was never constructed. Therefore, the site plan was no longer valid. Then in 2013 the sign ordinance was changed. In 2014, O'Reilly's submitted a new site plan which was approved. Throughout the summer and fall of 2014, several different applications were reviewed. Ultimately, a 48 square foot ground sign was approved and a wall sign just under 50 square feet. In 2015 O'Reilly's asked to move the location of a couple of trees which they believed were blocking the ground sign. They were permitted to do this administratively and replaced these with landscaping elsewhere.

The Zoning Ordinance requires that in order to approve a variance, the Zoning Board of Appeals must find that all of the standards presented in Section 21.04, B, 1-6 are met. The following presents each of those standards and remarks from Moore.

- 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. Moore stated a brief review was done of other commercial properties in the area. There are several other parcels of similar dimensions. Moore did not believe this standard was met.
- 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. 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. Moore stated if the board feels the sign should be larger, then the ZBA should ask the Planning Commission to review these standards. Moore did not believe this standard was met.
- That such a 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. Moore stated everyone in the C-3 district has the same standards. Moore did not believe this standard was met.
- The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood. Moore believed this standard was met.
- The variance will not impair the intent and purpose of this ordinance. Moore believed if this variance was granted, anyone else who wanted a bigger sign should also be awarded a variance. In this case the ordinance should then be amended. Moore did not believe this standard was met.
- That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant. Moore stated O'Reilly's indicated in the application that because their building was required to be 90 feet off the road, that a larger sign was needed. Moore found nothing from the City that required them to place their building 90 feet from the road. It could have been constructed 30 feet from the road. Moore did not believe this standard was met.

Moore summarized that in order for a variance to be granted, all of these standards need to be met. Therefore, he recommended the Zoning Board of Appeals deny the request.

IT WAS MOVED BY ELLISON and seconded by MAYER to deny the O'Reilly's variance request at 1427 West Main Street.

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

Zoning Boardmember Altoft thanked the Planning Commission for the time spent working on the updated sign ordinance.

The Zoning Board of Appeals closed the hearing and the meeting was turned back over to the City Council.

- B. Updated FOIA Procedures and Buidelines – Draft Review. City Manager Howe provided a draft procedures and guidelines document for review that will keep the City in compliance with recent amendments to the Michigan Freedom of Information Act. This needs to be adopted before July 1, 2015. The Police Chief has been designated as the FOIA coordinator.

The procedures and guidelines have been prepared by City Attorney Richard Wendt. This is a great document and creates more transparency by letting the public know exactly what the process is for Freedom of Information Act requests.

Howe noted the document will be in its final form for approval at the June 15, 2015 meeting.

- C. Cascade Inspection Services Agreement. The City has prepared a new agreement with Cascade Township to provide building inspection services for an additional three-year period. The transition to Cascade Township three years ago has been met with positive comments from contractors and homeowners.

IT WAS MOVED BY ALTOFT and seconded by MAYER to approve a three-year agreement with Cascade Township for building inspection services and authorize the signatures of the Mayor and City Clerk.

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

NO: None. ABSENT: None. MOTION CARRIED.

9. COUNCIL COMMENTS

Councilmember Altoft stated the detour route is moving better.

Councilmember Hall noted the Summer Concert Series is getting ready to begin.

Mayor Hodges stated Lowell Light and Power will meet on Thursday, June 11, 2015. The Chamber of Commerce Board of Directors will also be meeting. Look Memorial Fund met for the distribution of funds. There was a limited amount available but chose to give \$3,600 to the library toward the repair of the HVAC system and \$3,600 to FROM for improving their security system.

At the June 15, 2015 meeting during “Closed Session” the annual City Manager review will be completed. Hodges asked the Councilmembers to return their review forms to city hall or his home prior to the meeting.

10. CITY MANAGER REPORT.

1. A Truth-in-Taxation hearing notice will appear in this week’s ledger announcing a hearing that you will need to hold during your next council meeting. The state law that outlines the notice to hold a Truth-

in-Taxation hearing requires that we use language such as “notice of public hearing on increasing property taxes” and “proposed additional millage.”

We are not proposing a property tax increase or a millage rate increase.

These hearings may be required each year based on calculations performed by the Kent County Equalization Department relating to the “Headlee” provisions of the state’s constitution. The city’s charter authorizes the council to allocate up to 20 mills, however, Headlee rollbacks have reduced that amount to 17.4597 mills. The council has allocated a millage rate of 15.70 mills, more than 10 percent below the amount authorized. Headlee rollbacks are typically triggered by increases in taxable value that exceed the rate of inflation, although that is a simplistic way of describing a much more complicated formula.

During the past several years, the formula has not triggered a Truth-in-Taxation hearing although when the hearings are required they can be held in conjunction with the budget hearing with a note in the budget hearing notice that the proposed millage rate will be a subject of the hearing. We did not include that language in our budget hearing notice and only found out after the notice had been published that a Truth-in-Taxation hearing is required.

2. The Hudson Street bridge over the Grand River was closed on May 21 by the Kent County Road Commission in order to begin the resurfacing project. It is expected to take until July 2. Traffic was backed up more than a mile up to 7 p.m. the first evening the bridge was closed. We were in contact with the Kent County Road Commission to ask them to reconsider their detour plan and they responded by installing a four-way stop at the intersection of Main and Jackson Streets. We continue to work with the road commission to monitor traffic and encourage all drivers to remain patient during this temporary situation.
3. Photos of Donna Drive were presented prior to and after the repaving was completed. Donna was the worst rated street in the city. Water had been settling in certain areas. It is a very flat street and difficult to get enough drainage to pull the water off the street. Another issue involved the various widths of the street. In fixing this, it created a situation where the mailboxes were too far away from the curb. The City will take on the expense of having the contractor move these mailboxes.
4. Each of the Councilmembers received a letter from City Clerk Betty Morlock announcing her retirement from the City of Lowell. Her last working day will be July 31, 2015. Howe will take the opportunity at future meetings to talk about all the wonderful things that Betty has done over her 25 plus years of service to the City of Lowell. She will be greatly missed. She has been a wonderful asset to the City staff. She has a great knowledge of the history and has been a fantastic City Clerk.
5. There will be many items on the agenda for the next meeting. A draft agenda will be emailed to the Councilmembers on Monday, one week before.

11. **APPOINTMENTS.**

Mayor Hodges stated appointments will be made at the June 15, 2015 meeting for various boards and commissions.

12. **CLOSED SESSION.**

- A. Pending Litigation – MCL 15.268(e)

IT WAS MOVED BY ELLISON and seconded by HALL to move to closed session at 7:54 p.m. as allowed under the Open Meetings Act MCL 15.268(e) to discuss pending litigation.

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

NO: None. ABSENT: None. MOTION CARRIED.

Council returned to open session at 8:00 p.m.

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 8:01 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

06/11/2015 01:34 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/29/2015 - 06/11/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LIGHT & POWER	DELINQ ELEC 604 E MAIN	258.75	66296
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	70 TRAILER FEES	35.00	66327
101-000-225.000	DUE TO SCHOOL-TRAILER FEE	LOWELL AREA SCHOOLS	70 TRAILER FEES MAY 2015	140.00	66331
101-000-285.004	CREEKSIDE DEPOSIT	WOLFE, RAY	CREEKSIDE PARK REFUND	50.00	66316
Total For Dept 000				483.75	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	RIVERWALK CORPORATE DUCK	125.00	66295
Total For Dept 101 COUNCI				125.00	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING EXPENSES	46.58	66301
101-209-900.000	PRINTING	RIVER CITY REPRODUCTIONS	TAX MAPS	103.10	66304
Total For Dept 209 ASSESS				149.68	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - MINING	1,067.50	66284
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,680.00	66284
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,167.50	66284
Total For Dept 210 ATTORN				3,915.00	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	ACCT STATEMENT MAY 2015	543.60	66332
101-215-900.000	PRINTING	MLIVE MEDIA GROUP	PUBLIC NOTICES	1,576.33	66336
Total For Dept 215 CLERK				2,119.93	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	STRATEGIC ACCOUNTING & TA	ACCOUNTING SERVICES MAY 2	487.50	66346
Total For Dept 253 TREASU				487.50	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	97.57	66348
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	69.90	66348
101-265-740.000	OPERATING SUPPLIES	PERSONNEL CONCEPTS	ANNUAL COMPLIANCE SUBSCRI	19.00	66338
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	47.99	66348
101-265-802.000	CONTRACTUAL	STATE OF MICHIGAN	BOILER INSPECTION & CERTI	130.00	66272
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE JUNE 2015	55.00	66302
101-265-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINTNE	FETILIZER PROGRAM	42.00	66343
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	645.60	66283
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	2,602.03	66296
101-265-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	117.00	66311
101-265-930.000	REPAIR & MAINTENANCE	NAPA	ACCOUNT STATEMENT MAY 201	27.30	66337
Total For Dept 265 CITY H				3,853.39	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	CENTEC CAST METAL PRODUCT	CEMETERY VETERAN MARKERS	90.81	66281
101-276-740.000	OPERATING SUPPLIES	FLAGS UNLIMITED LTD	CEMETERY FLAGS	308.16	66287
101-276-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	15.99	66318
101-276-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	PREMIUM WOOD CHIPS	26.00	66349
101-276-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE JUNE 2015	30.00	66302
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - CEMET	75.00	66328
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	92.03	66296
101-276-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	39.00	66311
101-276-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	19.50	66311
101-276-930.000	REPAIR & MAINTENANCE	RICKERT ELECTRIC INC	R&M LIGHT ON FLAG POLE AT	600.00	66341
101-276-930.000	REPAIR & MAINTENANCE	SCHOLTEN LANDSCAPE MAINTNE	FETILIZER PROGRAM	105.00	66343
101-276-971.000	REPURCHASE GRAVES	GUEVARA, ROSE	REPURCHASE OF GRAVE1, LOT	100.00	66290
101-276-971.000	REPURCHASE GRAVES	ROSENWARNE, PHILIP	CEMETERY LOT 350, III, GR	100.00	66307
Total For Dept 276 CEMETE				1,601.49	
Dept 301 POLICE DEPARTMENT					
101-301-624.000	SALVAGE INSPECTION FEES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT MAY	789.69	66319

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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	FINGERPRINTS MAY 2015	358.00	66345
101-301-626.001	PBT TEST	JANKOWSKI, DAVID	PBT REFUND	10.00	66326
101-301-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	9.97	66318
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING	PRINTING LPD ID BADGES	31.76	66324
101-301-743.000	AMMUNITION	MICHIGAN POLICE EQUIPMENT	POLICE SUPPLIES	57.60	66335
101-301-744.000	UNIFORMS	CURTIS CLEANERS	LPD DRYCLEANING MAY 2015	131.60	66321
101-301-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	SERVICE CONTRACT - LPD CO	25.81	66285
101-301-930.000	R & M EQUIPMENT	XTREME TOWING LLC	TOWING - POLICE CAR	30.00	66273
101-301-930.000	R & M EQUIPMENT	NAPA	ACCOUNT STATEMENT MAY 201	6.56	66337
101-301-931.000	R & M POLICE CARS	GRAND AUTO FAMILY	POLICE VEHICLES R & M	590.46	66288
101-301-931.000	R & M POLICE CARS	HAROLD ZEIGLER FORD, INC.	POLICE VEHICLES R & M	115.43	66292
101-301-931.000	R & M POLICE CARS	RHD TIRE	POLICE VEHICLES R & M	146.08	66303
101-301-984.000	EQUIPMENT	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	3.98	66318
Total For Dept 301 POLICE				2,306.94	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	83.48	66348
101-441-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	DPW HAND TOWELS	97.54	66276
101-441-740.000	OPERATING SUPPLIES	HAMMERSMITH EQUIPMENT COM	OPERATING SUPPLIES	15.90	66291
101-441-740.000	OPERATING SUPPLIES	LINCOLN NURSERIES, INC.	LIBRARY/DPW PLANTS	27.50	66329
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE JUNE 2015	115.00	66302
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	XFINITY TV JUNE 2015	27.95	66282
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	174.12	66283
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	480.80	66296
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	846.88	66296
101-441-927.000	REPAIR & MAINT. STREET LI	LITES PLUS, INC.	STREET LIGHT LAMPS	622.80	66330
101-441-927.000	REPAIR & MAINT. STREET LI	LITES PLUS, INC.	LITES/LED R & M	775.00	66330
101-441-927.000	REPAIR & MAINT. STREET LI	LOWELL LIGHT & POWER	STREET LIGHT MAINTENANCE	45.60	66333
101-441-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	39.00	66311
Total For Dept 441 DEPART				3,351.57	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	1249 BLUE BAGS @ 1.75 AND	3,616.75	66274
Total For Dept 523 TRASH				3,616.75	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	133.70	66296
Total For Dept 747 CHAMBE				133.70	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	21.98	66318
101-751-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	47.99	66348
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	PARKS - BATHROOM DEODORIZ	76.50	66352
101-751-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE JUNE 2015	205.00	66302
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	CREEKSIDE PARK - RESTROOM	145.00	66328
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	REC PARK RESTROOM	145.00	66328
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	PARK - STONEY LAKE SAMPLE	220.00	66340
101-751-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	27.62	66283
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	616.22	66296
101-751-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	PARK SUPPLIES	30.50	66344
Total For Dept 751 PARKS				1,535.81	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	40.41	66296
Total For Dept 757 SHOWBO				40.41	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE JUNE 2015	50.00	66302
101-790-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FETILIZER PROGRAM	72.00	66343
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	237.97	66283

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Fund 101 GENERAL FUND					
Dept 790 LIBRARY					
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	1,253.01	66296
101-790-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	LIBRARY R & M - COMPRESSO	135.00	66279
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	LIBRARY RUGS MAY 2015	322.35	66299
101-790-930.000	REPAIR & MAINTENANCE	RJ RAVEN	LIBRARY WINDOW PANES FINA	238.33	66305
101-790-930.000	REPAIR & MAINTENANCE	LINCOLN NURSERIES, INC.	LIBRARY/DPW PLANTS	8.50	66329
101-790-930.000	REPAIR & MAINTENANCE	LINCOLN NURSERIES, INC.	LANDSCAPE PLANTS	134.00	66329
101-790-930.000	REPAIR & MAINTENANCE	RIVER CITY REPRODUCTIONS	LIBRARY R & M	40.80	66342
Total For Dept 790 LIBRAR				2,491.96	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	19.50	66311
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SCHOLTEN LANDSCAPE MAINT	FETILIZER PROGRAM	29.00	66343
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	130.54	66283
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	178.78	66296
Total For Dept 804 MUSEUM				357.82	
Total For Fund 101 GENERA				26,570.70	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	HAMMERSMITH EQUIPMENT COM	OPERATING SUPPLIES	113.62	66291
202-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT PURCHASED	508.12	66308
202-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT SUPPLIES	606.87	66347
Total For Dept 463 MAINT				1,228.61	
Total For Fund 202 MAJOR				1,228.61	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT PURCHASED	508.13	66308
203-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT SUPPLIES	606.88	66347
Total For Dept 463 MAINT				1,115.01	
Total For Fund 203 LOCAL				1,115.01	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	4.47	66318
248-463-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	STATE FLAGS - SHOWBOAT	98.55	66323
248-463-740.000	OPERATING SUPPLIES	LINCOLN NURSERIES, INC.	LANDSCAPE PLANTS	40.50	66329
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	PREMIUM WOOD CHIPS	52.00	66349
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	708.03	66296
248-463-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	39.00	66311
248-463-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	78.00	66311
248-463-930.000	REPAIR & MAINTENANCE	SCHOLTEN LANDSCAPE MAINT	FETILIZER PROGRAM	84.00	66343
Total For Dept 463 MAINT				1,104.55	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - BOAT	180.00	66294
Total For Dept 740 COMMUN				180.00	
Total For Fund 248 DOWNT				1,284.55	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-740.000	OPERATING SUPPLIES	CAREY, JAMES	DOG PARK FLOWERS & PAINT	156.09	66280
260-758-740.000	OPERATING SUPPLIES	HOOPER PRINTING	DOG PARK PRINTING FEES	38.48	66324
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	44.51	66296
Total For Dept 758 DOG PA				239.08	
Total For Fund 260 DESIGN				239.08	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-801.000	PROFESSIONAL SERVICES	WILLIAMS AIR POWER INC.	FBO SERVICES MAY 2015	1,000.00	66315

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Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	79.21	66283
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT LIGHT ENERGY MAY	21.04	66320
Total For Dept 000				1,100.25	
Total For Fund 581 AIRPOR				1,100.25	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	6,783.20	66296
590-000-276.000	Sewer Inside 5/8"	BRADFORD, ROBBIE	UB refund for account: 3-	103.90	66277
590-000-276.000	Sewer	BRANDT, DAVID V	UB refund for account: 5-	3.71	66278
590-000-276.000	Sewer	DROOGER, RAEANNE	UB refund for account: 3-	9.05	66286
590-000-276.000	Sewer	MOSELER, DAN	UB refund for account: 3-	6.90	66300
590-000-276.000	Sewer Inside 5/8"	ROBSON, RANDY	UB refund for account: 3-	65.15	66306
590-000-276.000	Sewer	TIEMEYER, JUSTIN	UB refund for account: 6-	25.33	66312
Total For Dept 000				6,997.24	
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	MICHIGAN METER TECHNOLOGY	WATER DEPT SUPPLIES	4,497.50	66334
590-551-930.000	REPAIR & MAINTENANCE	POLLUTION CONTROL SERVICE	SEWER CLEANIN & TV - DONN	3,889.37	66339
590-551-970.000	CAPITAL OUTLAY	MICHIGAN METER TECHNOLOGY	WATER DEPT METERS	1,734.74	66334
Total For Dept 551 COLLEC				10,121.61	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	W/S BILLING POSTAGE	203.23	66271
Total For Dept 552 CUSTOM				203.23	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - SEWER	927.50	66284
Total For Dept 553 ADMINI				927.50	
Total For Fund 590 WASTEW				18,249.58	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	BRADFORD, ROBBIE	UB refund for account: 3-	62.13	66277
591-000-276.000	Water Inside 5/8"	BRANDT, DAVID V	UB refund for account: 5-	2.01	66278
591-000-276.000	Water Inside 5/8"	DROOGER, RAEANNE	UB refund for account: 3-	6.75	66286
591-000-276.000	Water	KEHOE, PAT	UB refund for account: 5-	188.37	66293
591-000-276.000	Water Inside 5/8"	MOSELER, DAN	UB refund for account: 3-	5.78	66300
591-000-276.000	Water Inside 5/8"	ROBSON, RANDY	UB refund for account: 3-	64.75	66306
591-000-276.000	Water Inside 5/8"	TIEMEYER, JUSTIN	UB refund for account: 6-	19.18	66312
Total For Dept 000				348.97	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	57.81	66318
591-570-743.000	CHEMICALS	GRAYMONT CAPITAL INC.	WTP CHEMICALS	5,850.72	66322
591-570-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - LIMES/WA	1,068.70	66284
591-570-850.000	COMMUNICATIONS	AT&T	WTP - UVERSE INTERNET4/26	11.67	66317
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	168.87	66283
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	4,367.73	66296
591-570-970.000	CAPITAL OUTLAY	GROAMERICA	LIME SLUDGE REMOVAL	40,000.00	66275
Total For Dept 570 TREATM				51,525.50	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	HAMMERSMITH EQUIPMENT COM	OPERATING SUPPLIES	19.73	66291
591-571-740.000	OPERATING SUPPLIES	MICHIGAN METER TECHNOLOGY	WATER DEPT SUPPLIES	4,497.50	66334
591-571-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY	ACCOUNT STATEMENT MAY 201	98.83	66350
591-571-801.000	CROSS CONNECTIONS	HYDROCOP	CROSS CONNECTION PROGRAM	815.00	66325
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/21 - 5/2	39.13	66270
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES 4/23 - 5/2	73.69	66283
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 4/17	1,094.81	66296

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Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-970.000	CAPITAL OUTLAY	MICHIGAN METER TECHNOLOGY	WATER DEPT METERS	1,734.74	66334
		Total For Dept 571 DISTRI		8,373.43	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	W/S BILLING POSTAGE	203.22	66271
		Total For Dept 572 CUSTOM		203.22	
		Total For Fund 591 WATER		60,451.12	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	TELECOM SOLUTIONS LLC	PHONE SYSTEM	598.00	66309
636-000-802.000	CONTRACTUAL	CARDMEMBER SERVICE	CREDIT CARD STATEMENT MAY	118.00	66319
		Total For Dept 000		716.00	
		Total For Fund 636 DATA P		716.00	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GREENVILLE TRUCK & WELDIN	EQUIP FUND SUPPLIES	45.56	66289
661-895-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY	ACCOUNT STATEMENT MAY 201	164.99	66350
661-895-802.000	CONTRACTUAL	WEST MICHIGAN INTERNATION	EQUIP FUND OUTSIDE CONTRA	1,614.61	66314
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R & M	76.28	66310
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R & M	172.60	66310
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R & M	13.26	66310
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP FUND R & M	318.68	66313
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN INTERNATION	EQUIP FUND R & M	343.56	66314
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN INTERNATION	EQUIP FUND R & M	8.74	66314
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	33.49	66318
661-895-930.000	REPAIR & MAINTENANCE	NAPA	ACCOUNT STATEMENT MAY 201	634.35	66337
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQUIP FUND R & M	169.88	66351
		Total For Dept 895 FLEET		3,596.00	
		Total For Fund 661 EQUIPM		3,596.00	

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Fund Totals:

Fund 101	GENERAL FUND	26,570.70
Fund 202	MAJOR STREET FUN	1,228.61
Fund 203	LOCAL STREET FUN	1,115.01
Fund 248	DOWNTOWN DEVELOP	1,284.55
Fund 260	DESIGNATED CONTR	239.08
Fund 581	AIRPORT FUND	1,100.25
Fund 590	WASTEWATER FUND	18,249.58
Fund 591	WATER FUND	60,451.12
Fund 636	DATA PROCESSING	716.00
Fund 661	EQUIPMENT FUND	3,596.00

114,550.90



STRATEGIC GOALS REPORT

JUNE 15, 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 started mapping the "community" streets and will put together a priority list of potential street projects for your review. (6/15/15)

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 and groundwater monitors are being pulled this week and Prein & Newhof will begin compiling the data and present a report to us. (6/15/15)

✓ **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)

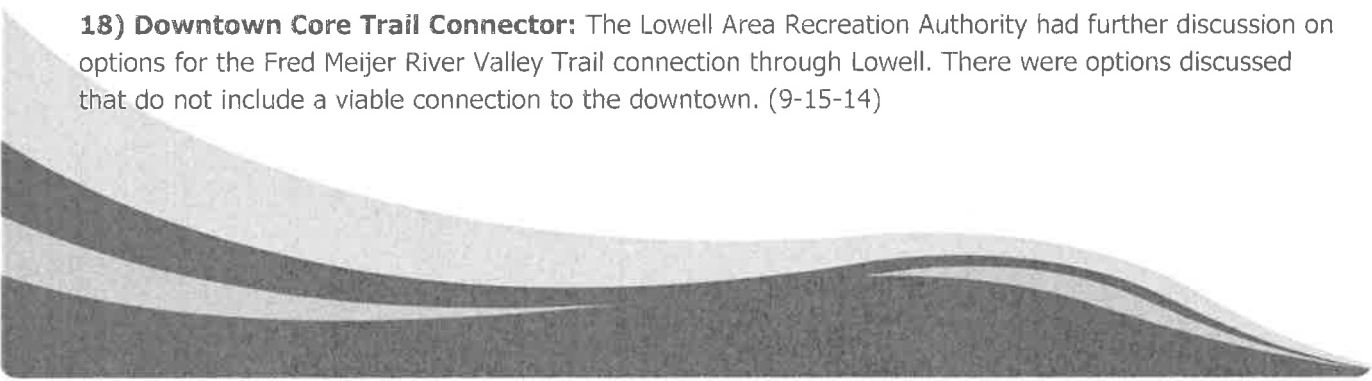
15) Business Recruitment: This project will begin this summer. (3/17/14)

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

June 15, 2015

UPDATES

Downtown Tower Removal – This is an item on your agenda.

Lime Disposal – We have settled with GroAmerica and made a final payment to the company of \$40,000 which reflects the total due minus our expenses. This project is now closed and completed.

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

Downtown Tower Removal

(5-18-15) Removal of the tower has been put out for bid. We hope to receive responses and bring them to you at a future council meeting.

(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.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 08 -15

**RESOLUTION APPROVING CITY OPERATING MILLAGE RATE
LEVY FOR FISCAL YEAR 2015-2016**

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following resolution:

WHEREAS, the City has levied for its 2014-2015 fiscal year a total operating millage of 15.9424 mills (15.700 mills general operating and 0.2424 mills extra voted museum operating); and

WHEREAS, the City has determined to levy the same millage, i.e. 15.9424 mills (15.700 mills general operating and 0.2424 mills extra voted museum operating), for its 2015-2016 fiscal year ("FY 15-16"); and

WHEREAS, the General Property Tax Act, Act 206 of the Public Acts of 1893, as amended, at Section 24e, MCL 211.24e, requires that the City Council hold a public hearing after providing the required notice before approving the levy for FY15-16; and

WHEREAS, a public hearing was held by the City Council this date, June 15, 2015, after the giving of the required notice and during which an opportunity was given for public comment.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City shall levy for operating purposes 15.9424 mills (15.700 mills general operating and 0.2424 mills extra voted museum operating) for FY15-16 on taxable real and personal property in the City.

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

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: June 15, 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 June 15, 2015, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

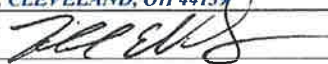
Dated: June 15, 2015

Susan Ullery
Deputy City Clerk

APPLICATION FOR FIREWORKS DISPLAY PERMIT
Michigan Department of Energy, Labor, & Economic Growth
Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

2015

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
---	--

<input checked="" type="checkbox"/> PUBLIC DISPLAY		<input type="checkbox"/> AGRICULTURAL PEST CONTROL		Date of Application <i>05/27/15</i>	
Name of Applicant <i>MELROSE PYROTECHNICS, INC.</i>		Address <i>P.O. BOX 302, KINGSBURY, IN 46345</i>		Age (18 or over)	
If a Corporation, Name of President <i>MICHAEL CARTOLANO</i>		Address <i>P.O. BOX 302, KINGSBURY, IN 46345</i>			
If a Non-resident Applicant: Name of MI Attorney or Resident Agent <i>MIKE VAN LOO</i>		Address <i>P.O. BOX 123; 9019 W. BELDING RD, SUITE 3., BELDING, MI 48809</i>		Phone No. <i>(616) 794-0205</i>	
Name of Pyrotechnic Operator <i>RANDY LOVELAND</i>		Address <i>P.O. BOX 123, BELDING, MI 48809</i>		Age (18 or over) <i>61</i>	
No. Years Experience No. Displays <i>18 YEARS 260+</i>		Where <i>MICHIGAN, ILLINOIS, INDIANA</i>			
Name of Assistant: <i>BRIAN LOPER</i>		Address <i>P.O. BOX 123, BELDING, MI 48809</i>		Age <i>48</i>	
Name of Other Assistant: <i>DAVE ENBODY</i>		Address <i>P.O. BOX 123, BELDING, MI 48809</i>		Age <i>41</i>	
Exact Location of Proposed Display <i>STONE LAKESIDE PARK, 1200 BOWES ROAD, LOWELL, MI</i>					
Date of Proposed Display <i>July 11, 2015</i>			Time of Proposed Display <i>Dusk</i>		
No. Of Fireworks		Kind of Fireworks to be Displayed			
<i>Approximately 500</i>		<i>Aerial display shells ranging in size from 2.5 inches to 6 inches in diameter.</i>			
Manner & Place of Storage Prior to Display (Subject to Approval of Local Fire Authorities) <i>NO STORAGE NECESSARY, DELIVERED ON DATE OF DISPLAY</i>					
Amount of Bond of Insurance (to be set by local gov't) <i>\$5,000,000.00</i>			Name of Bonding Corporation or Insurance Company <i>BRITTON-GALLAGHER & ASSOCIATES</i>		
Address of Bonding Corporation or Insurance Company <i>6240 SOM CENTER RD., CLEVELAND, OH 44139</i>					
Signature of Applicant 					
<i>For Melrose Pyrotechnics, Inc.</i>					

SEE OTHER SIDE FOR INSTRUCTIONS

FIREWORKS DISPLAY PERMIT
Michigan Department of Energy, Labor, & Economic Growth
Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

2015

Authority: 1988 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.

☒ PUBLIC DISPLAY

☐ AGRICULTURAL PEST CONTROL

Issued To MELROSE PYROTECHNICS, INC.		Age (18 or over)
Address P. O. BOX 123; 9019 W. BELDING RD, SUITE 3, BELDING, MI 48809		
Name of Organization, Group, Firm, or Corporation Lowell Area Chamber of Commerce		
Address 113 Riverwalk, Lowell, Michigan		
Number and Types of Fireworks Approximately 500 aerial display shells ranging in size from 2.5 inches to 6 inches in diameter.		
Exact Location of Display Stoney Lakeside Park, 1200 Bowes Road		
City, Village, Township Lowell, MI	Date July 11, 2015	Time Dusk
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Amount \$5,000,000.00

Issued by action of the ☐ council ☐ commission ☐ board of the

☐ city ☐ village ☐ township of _____
(Name of City, Village, Township)

on the _____ day of _____,

(Signature and Title of Council/Commission/Board Representative)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C No. Ext): 216-658-7100 E-MAIL ADDRESS: FAX (A/C No.):														
INSURED Melrose Pyrotechnics, Inc. Kingsbury Industrial Parkway Heinold Complex Kingsbury IN 46345	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Everest Indemnity Insurance Co.</td><td>10851</td></tr><tr><td>INSURER B: Everest National Insurance Company</td><td>10120</td></tr><tr><td>INSURER C: Travelers Indemnity Co</td><td>25658</td></tr><tr><td>INSURER D: Maxum Indemnity Company</td><td>26743</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Everest Indemnity Insurance Co.	10851	INSURER B: Everest National Insurance Company	10120	INSURER C: Travelers Indemnity Co	25658	INSURER D: Maxum Indemnity Company	26743	INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: 842847360

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y		SI8ML00042-151	1/15/2015	1/15/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS			SI8CA00025-151	1/15/2015	1/15/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$			EXC8017975	1/15/2015	1/15/2016	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0323N491 (MI)	4/1/2015	4/1/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DISPLAY DATE: July 11, 2015

LOCATION: Stoney Lakeside Park - Lowell, Michigan

ADDITIONAL INSURED: Lowell Area Chamber of Commerce; Liz Baker; City of Lowell, Michigan; The Laurels of Kent

CERTIFICATE HOLDER**CANCELLATION**

Lowell Area Chamber of Commerce
Liz Baker
113 Riverwalk Plaza
Lowell MI 49331

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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LOWELL

LOWELL AREA CHAMBER OF COMMERCE

June 9, 2015

Mayor Hodges and Members of the City Council

2015 21st Annual Riverwalk Festival - Thursday July 9, Friday July 10 & Saturday July 11

This three-day event includes many activities for you and your family to enjoy. Thursday and Friday live concerts and Saturday Open Mic Day, Pig Roast, River Valley Credit Union Arts & Crafts & Re-found Treasures show, Saturday From the Heart Parade, Riverwalk Cruise-in and Rumble the Riverwalk (classic cars), Pink Arrow Kidz Zone, kayak and canoe race, kayak fun, food booths, Englehardt Library used book sale, downtown shopping, street entertainers, \$1500 State Farm Duck Raffle, Laurels of Kent fireworks and much more!

FESTIVAL HOURS:

Thursday– 5 pm to 9 pm

Live entertainment on the Stage begins at 7 pm, featuring the Bronk Bros (Country Rockin' Hillbilly & Honky-Tonk)

Friday – 5 pm to 9 pm

Live entertainment on the Stage begins at 7 pm, featuring Alive and Well (Classic Rock)

Saturday – 10 am to 4 pm.

Open Mic Day from 10 am to 4 pm, featuring local musicians

Rejoin us for our wonderful fireworks, which shoot off at 10:15 pm

We are requesting street closure for the following streets and times:

- Request permission to close Avery Street, west of Monroe, Thurs, July 9 beginning at 6 am through Saturday, July 11, 6:00 pm for concessions.
- Request permission to close Avery Street, east of Monroe to the Nazarene Church Parking Lot and Washington Street, north of Main to the Lowell Area Schools Parking Lot, Saturday, July 11 beginning at 6:00 am to 4:00 pm for the Car Cruise-in

Sincerely,

Liz Baker

Executive Director

Lowell Area Chamber of Commerce

CITY OF LOWELL FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES

Section 1: General Administration

1.1. Purpose. These Procedures and Guidelines provide for the administration of the Michigan Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.* (the "FOIA"), within the City of Lowell.

1.2. FOIA Coordinator and Designees. The Police Chief is the FOIA Coordinator for the City. The FOIA Coordinator may designate other City staff to respond to FOIA requests from time to time. When used in the remainder of these Procedures and Guidelines, the term "FOIA Coordinator," includes all authorized designees.

1.3. Administrative Rules and Forms. The FOIA Coordinator may implement additional administrative rules and promulgate forms to be used by the City in processing FOIA requests, provided those rules and forms are consistent with the FOIA and these Procedures and Guidelines. In accordance with the FOIA, the FOIA Coordinator shall promulgate: (1) a Detailed Itemization of Costs Form to be used whenever the City charges FOIA fees, and (2) a Public Summary of these Procedures and Guidelines.

1.4. Public Inspection. Reasonable facilities and opportunities will be provided for examination and inspection of public records during normal business hours. The FOIA Coordinator may promulgate rules regulating the inspection of records so as to protect against loss, alteration, mutilation, or destruction and to avoid excessive interference with City operations.

1.5. Records Retention. The FOIA Coordinator shall ensure that City departments follow appropriate records retention policies, in compliance with applicable state requirements. Further, the FOIA Coordinator shall keep a copy of all written requests for public records received by the City for a period of at least one year.

1.6. Availability of Policies and Forms. The following documents are posted on the City's website and available in all City offices: (1) these Procedures and Guidelines; (2) the Detailed Itemization of Costs Form; and (3) the Public Summary of these Procedures and Guidelines.

Section 2: Requests for Public Records

2.1. Requests in Writing. A person making a request pursuant to the FOIA to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City must do so in writing. The request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record. There is no required form for submitting requests.

2.2. Method of Submission. To ensure proper receipt, the City prefers that FOIA requests be made by one of the following methods:

Mail / Hand Delivery	Email	Facsimile
Lowell Police Department Attn: --FOIA Coordinator 111 N. Monroe Lowell, MI 49331	foia@ci.lowell.mi.us	(616) 897-4074

However, requests may be submitted in person or by mail to any City office, and shall be forwarded to the FOIA Coordinator or appropriate designee.

2.3. Receipt of Emails and Facsimiles. If the City receives a request for a public record by facsimile or email, the request is deemed to have been received on the following business day. If a

request is sent by email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request. The FOIA Coordinator shall review his or her spam and junk-mail folders on a regular basis, no less than once a week.

2.4. Requesting Non-Paper Disclosure. A person may request that public records be provided by email or on non-paper physical media. The City will comply with the requests for the use of non-paper physical media only if it has the technological capacity to do so, without acquiring additional hardware. Subscriptions to Public Records. A person may request to subscribe to future public records that are created, issued, or disseminated by the City on a regular basis (e.g. agendas, minutes, and other periodic reports). A subscription is valid for up to 6 months and may be renewed by the subscriber.

2.5. Incarcerated Persons. The City is not obligated under the FOIA to respond to records requests from persons serving a sentence of imprisonment in a local, state or federal correctional facility. However, in the interest of transparency, the City may choose to respond to requests from incarcerated persons if there are compelling reasons to do so. An incarcerated person who receives a response from the City is not entitled to the appeal rights or legal causes of action provided in the FOIA.

Section 3: Responding to a Request

3.1. No Obligation to Create New Records. The FOIA does not require the City to create a new public record, make a compilation or summary of information which does not already exist, or answer questions contained in requests for public records. The City's response obligations are as described in this Section.

3.2. Time Period for Responding. Unless otherwise agreed to in writing by the person making the request, the FOIA Coordinator will either: (1) issue a response to a FOIA request within 5 business days of receipt, or (2) issue a notice indicating that, due to the nature of the request, the City needs an additional 10 business days to respond. The City's normal procedure is to respond within 5 days, and to issue a 10-day extension only in unusual circumstances such as when the FOIA Coordinator is unavailable, or when legal counsel is required to determine whether requested information is exempt from disclosure.

3.3. Form of Response. A response granting a FOIA request may be delivered in any form acceptable to or specified by the requester. A response denying a FOIA request shall be delivered in writing and signed by the FOIA Coordinator. The FOIA Coordinator shall deliver a copy of these Procedures and Guidelines and the City's Public Summary thereof simultaneously with all responses or, if responding by email, shall include a link to those documents on the City's website.

3.4. Options for Disposition. The City will respond to a request by:

- A. Granting the request;
- B. Issuing a written notice denying the request;
- C. Granting the request in part and issuing a written notice denying the request in part; or
- D. Issuing a written notice indicating that the public record requested is available at no charge on the City's website.

3.5. Delivery or Inspection of Records After Grant. A response granting a request in whole or in part shall do one of the following: (1) provide the requested records; (2) provide information as to

when and how the requester can inspect the requested record in a City facility, if the requestor asked for an opportunity for inspection; (3) inform the requester that payment of applicable fees is required before the City will provide the requested records; or (4) inform the requester that the City is requiring a fee deposit before searching for the requested records and separating exempt material. Certified copies of public records shall be provided at no additional cost upon request.

3.6. Contents of Denial Notice. If request is denied or denied in part, the FOIA Coordinator will issue a denial notice which shall provide, as applicable:

- A. An explanation as to why the record (or material redacted from the record) is exempt from disclosure; or
- B. A certification stating that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; and
- C. A description of any material redacted from the record; and
- D. An explanation of the person's right to submit an appeal of the denial to the City Manager, or to seek judicial review in the Kent County Circuit Court; and
- E. An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.

3.7. Denial of Deficient Requests. If a request does not sufficiently describe a public record, the FOIA Coordinator may issue a denial notice seeking clarification. The requester's clarification will be considered a new request subject to the timelines described in this Section.

3.8. Receipt of Requests by Non-Designated Employees. Any employee receiving a written communication that conveys a request for information shall forward the communication to the FOIA Coordinator. City employees are not generally obligated to respond to verbal requests for information, but if the employee knows that requested information is available on the City's website, the employee shall inform a verbal requester of that fact.

Section 4: Fee Calculations

4.1. Fee Categories. Subject to the terms and conditions in this Section, the City may charge for the following costs associated with processing a FOIA request:

- A. Labor costs directly associated with searching for, locating and examining a requested public record (only when failure to charge a fee would result in unreasonably high costs).
- B. Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed (only when failure to charge a fee would result in unreasonably high costs).
- C. The actual cost of computer discs, computer tapes or other similar non-paper media.
- D. The cost of the duplication, not including labor, of paper copies of public records.
- E. The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means.
- F. The actual cost of mailing or sending a public record.

4.2. Labor Fees. Fees for labor costs will be calculated in accordance with the following:

- A. All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
- B. Labor costs for employees will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- C. If using contract or outside labor to separate and delete exempt material from non-exempt material, the public body must clearly note the name of person or firm who does the work and total labor fee for the work may not exceed an amount 6 times the state minimum hourly wage. No fee shall be charged for contract or outside laborers performing any function other than those specified in this paragraph.
- D. Labor costs may be charged to cover or partially cover the cost of fringe benefits for employees. The City may add up to 50% to the applicable labor charge to cover or partially cover the cost of fringe benefits, but the charge shall not exceed the actual cost of fringe benefits.
- E. Overtime wages may not be included in labor costs unless agreed to by the requestor. Overtime costs will not be used to calculate the fringe benefit cost.

4.3. "Unreasonably High Cost" Requirement. When charging a fee for the categories of labor described in 4.1.A and 4.1.B above, the FOIA Coordinator shall specifically identify why the failure to charge a fee would result in unreasonably high costs to the City, which are costs greater than those incurred in the typical or usual request received by the City. The following factors may be relevant:

- A. The volume of the public record requested
- B. The amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- C. Whether public records from more than one City department or various City offices is necessary to respond to the request.
- D. The available staffing to respond to the request.
- E. Other similar factors identified by the FOIA Coordinator.

4.4. Non-Paper Media Fees. Fees for providing records on non-paper physical media are calculated based on the actual cost of procuring the non-paper physical media used. In order to ensure the integrity and security of the City's technology infrastructure, the City will procure the requested non-paper media and will not accept non-paper media from the requestor. The City will procure the needed non-paper media at the most reasonably economical cost.

4.5. Copying Fees. The fee for black and white paper copies made on standard letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper is \$.07 per sheet. *Copies for nonstandard sized sheets of paper* will reflect the actual cost of reproduction. The City may provide records using double-sided printing, if cost-saving and available.

4.6. Mailing Fees. Fees for mailing records to the requestor are based on the actual cost of mailing, using a reasonably economical and justified means. The City may charge for the least expensive form of postal delivery confirmation, but shall not charge for expedited shipping or insurance unless requested.

4.7. Fee Reductions. The FOIA Coordinator shall reduce the amount of the applicable fee for labor costs by 5% for each day the City exceeds the applicable deadline for responding to a FOIA

request, up to a maximum reduction of 50% of such fee, if any of the following applies:

- A. The late response was willful and intentional;
- B. The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information; or
- C. The written request included the words, characters, or abbreviations for "freedom of information," "information" "FOIA," "copy," or a recognizable misspelling of such, or legal code reference to MCL 15. 231 *et seq.* or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.

The FOIA Coordinator shall fully note any fee reduction in the Detailed Itemization of Costs Form.

Section 5: Fee Deposits

5.1. Good Faith Deposit. If, based on a good faith calculation by the City, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the City will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

5.2. Deposits Due to High Estimated Fees. If a deposit is charged because the fee estimate is expected to exceed \$50.00, the deposit shall not exceed one half of the total estimated fee.

5.3. Deposits Due to Prior Non-Payment. If a deposit is charged because the requester has not fully paid the City for copies of public records made in fulfillment of a request, a deposit of 100% of the estimated processing fee may be charged if:

- A. The prior request was made within the last 365 days;
- B. The final fee for the prior request is not more than 105% of the estimated fee;
- C. The public records made available contained the information sought in the prior request and remain in the City's possession;
- D. The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- E. 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- F. The individual is unable to show proof of prior payment to the City; and
- G. The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

Section 6: Fee Waivers

6.1. Public Interest Waiver. The FOIA Coordinator may, in his or her sole discretion, waive or reduce FOIA fees upon determining that the request is in the public interest.

6.2. Indigency Waiver. The FOIA Coordinator shall generally waive the first \$20.00 of a FOIA fee

if the requester submits a sworn affidavit stating that the requester is indigent and receiving specific public assistance, or otherwise demonstrating an inability to pay because of indigence. However, fees shall not be waived if:

- A. The requestor has previously received discounted copies of public records from the City two times during the calendar year; or
- B. The requestor requests information in connection with other persons who are offering or providing payment to make the request.

6.3. Waiver for Certain Nonprofit Organizations. The FOIA Coordinator shall waive the first \$20.00 of a FOIA fee if the requester is a nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request is:

- A. Made directly on behalf of the organization or its clients;
- B. Made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and
- C. Accompanied by documentation of its designation by the State.

Section 7: Appeals

7.1. Appeals to City Manager. A requester may appeal a decision of the FOIA Coordinator on the grounds that: (1) all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure; or (2) the fee charged to process a FOIA request exceeds the amount permitted by state law. Appeals shall be filed with the City Manager, who is the administrative head of the City pursuant to the City Charter. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. If no appeal is taken within the applicable timeframe, the decision of the FOIA Coordinator shall be deemed to be the final decision of the City.

7.2. Decision on Nondisclosure Appeals. Within 10 business days of receiving an appeal asserting that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, the City Manager will respond in writing by:

- A. Reversing the disclosure denial;
- B. Upholding the disclosure denial; or
- C. Reversing the disclosure denial in part and upholding the disclosure denial in part.

Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the City Manager may issue not more than 1 notice of extension for not more than 10 business days to respond to the appeal.

7.3. Decision on Fee Appeals. Within 10 business days after receiving an appeal asserting that the fee charged to process a FOIA request exceeds the amount permitted by state law, the City Manager will respond in writing by:

- A. Waive the fee;
- B. Reduce the fee and issue a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the City Manager that the

statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;

- C. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the City Manager that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- D. Issue a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Manager will respond to the written appeal.

7.4. Deadline for Circuit Court Actions. The requestor may file a civil action in Kent County Circuit Court to challenge the City's response to a FOIA request within: (1) 180 days after the City's final decision, if challenging nondisclosure; or (2) 45 days after the City's final decision, if challenging a requested fee. Notably, a requestor may challenge a determination of the FOIA coordinator in civil action in without first appealing to the City Manager, if the challenge is based on nondisclosure.

7.5. Circuit Court Remedies in Nondisclosure Cases. If a court determines that a public record is not exempt from disclosure, it will award the appellant reasonable attorneys' fees, costs, and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements. If the court determines that the City arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it will award the appellant punitive damages in the amount of \$1,000.

7.6. Circuit Court Remedies in Fee Cases. If the court determines that the City required a fee that exceeds the amount permitted, it shall reduce the fee to a permissible amount. If the appellant in the civil action prevails by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that City has acted arbitrarily and capriciously by charging an excessive fee, the court will also award the appellant punitive damages in the amount of \$500.

Section 8: Miscellaneous

8.1. Effective Date. These Procedures and Guidelines shall take effect on July 1, 2015.

8.2. Repealer. As of their effective date, these Procedures and Guidelines repeal and supersede all previous FOIA policies promulgated by City Council or City staff.

8.3. Modifications by FOIA Coordinator. If any provision of these Procedures and Guidelines is found to be in conflict with any State statute, or if the FOIA is amended in a manner that creates a conflict, the FOIA Coordinator is authorized to modify the affected provisions of these Procedures and Guidelines. The FOIA Coordinator shall inform the City Council of any change.

MEMORANDUM

TO: City of Lowell Planning Commission

FROM: Andy Moore, AICP
Nathan Mehmed

DATE: May 5, 2015

RE: Site Plan Review Revisions – Administrative Review

The purpose of this memorandum is to discuss our recommendation for a text amendment to the site plan review zoning language in Chapter 18 of the City of Lowell Zoning Ordinance. These potential changes were brought to our attention by several recent site plan review requests where the only change to the building or property that affects zoning is that the use is changing.

The current language requires that a site plan review be submitted to the Planning Commission prior to the “creation of a use”. For example, if a property owner buys a vacant building and wants to move his/her business to the City, a site plan is required to be submitted to the Planning Commission for review, even if no proposed physical, dimensional or façade changes to the outside of the building are proposed. This is a somewhat cumbersome and time-consuming approach, and it is likely that many businesses have been established in the City without contacting the City or receiving any site plan approval anyways.

As discussed previously, the best way to approach this amendment would be to authorize the Zoning Enforcement Officer to be the reviewing body for site plans where (1) the proposed use is permitted by right in the applicable zoning district, and (2) where no additions, alterations or exterior changes are proposed to any part of the site.

This would be best accomplished with an amendment to Section 18.03 of the Zoning Ordinance. We have attached a draft Ordinance that would accomplish this objective for your review. Prior to recommending adoption to the City Council, the Planning Commission must hold a public hearing. This can be scheduled for the June or July meeting, depending on the agenda.

As always, please feel free to contact me with questions or comments.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 15-03

**AN ORDINANCE TO AMEND SECTION 18.03, "EXCEPTIONS," OF
CHAPTER 18, "SITE PLAN REVIEW," OF APPENDIX A, "ZONING,"
OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL**

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to Section 18.03 of Chapter 18. Section 18.03, "Exceptions," of Chapter 18, "Site Plan Review," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended in its entirety to read as follows:

Section 18.03. – Exceptions.

- A. A site plan shall not be required for a single- or two-family dwelling, state licensed residential, family care facilities, family day care homes and home occupations.
- B. The zoning enforcement officer shall review site plans meeting the following conditions:
 - 1. the proposed use is permitted by right in the zoning district; and
 - 2. no additions, alterations or exterior changes will be made to the existing building(s) and structure(s).
- C. Where the conditions of subsection B. above are met, the zoning enforcement officer shall have the authority to:
 - 1. establish conditions of approval to ensure compliance with this ordinance;
 - 2. request additional information to assist in determining if the site plan meets the requirements of this ordinance; and
 - 3. where it is not clear if a site plan meets the conditions of this section, refer the site plan to the planning commission for review and action pursuant to the requirements of this chapter.

Section 2. Publication. After its adoption, the Deputy City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

Section 3. Effective Date. This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: June 15, 2015

Susan Ullery
Deputy City Clerk

CERTIFICATION

I, the undersigned Deputy City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on June 15, 2015, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on _____, 2015. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2015, and was effective _____, 2015, ten (10) days after publication.

Dated: _____, 2015

Susan Ullery
Deputy City Clerk

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MEMORANDUM

TO: City of Lowell Planning Commission

FROM: Andy Moore, AICP

DATE: May 5, 2015

RE: Commercial Wireless Communication Towers

Over the last few weeks we have been reviewing the City of Lowell's zoning standards regarding Commercial Wireless Communication towers. Generally, we found that the existing standards are somewhat brief and do not contain many of the provisions that are included in modern ordinances regulating commercial wireless communication towers.

Working with City staff, we reviewed and modernized the City's zoning regulations for your review. Significant changes to the Ordinance include the following:

1. We added a purpose and intent statement.
2. We allowed for administrative approval of colocations and small networks that would be installed on existing infrastructure.
3. We added language requiring additional information that must be submitted as part of an application prior to consideration by the Planning Commission.
4. We added language that permits a commercial wireless communication tower to meet minimum lot area standards for the district in which it is located.
5. We added language that requires the Planning Commission make a decision on a proposed tower within 90 days, else it is deemed approved. This is to comply with a recent Michigan amendment to the Michigan Zoning Enabling Act.
6. The maximum height has been limited to 199 feet. Anything 200 feet or taller requires FAA notification and lighting.
7. The fall zone area has been increased to be at least equivalence to the height of the tower, unless other justification is provided by a registered engineer.
8. We added language that requires a ½ mile isolation radius between towers, except for towers that are located on City property and used for municipal services.
9. Language has been added to allow for removal of towers, performance bonds, and nonconforming towers.

City of Lowell Planning Commission
May 5, 2015
Page 2

Please review the draft Ordinance in advance of our next meeting on May 11. Before making a recommendation of adoption to the City Council, the Planning Commission must hold a public hearing on the proposed amendments. At the May 11 meeting, the Planning Commission may schedule this hearing or make further revisions to be reviewed at the June meeting.

As always, please feel free to contact me with questions or comments.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 15-04

AN ORDINANCE TO AMEND SUBSECTION BB, "COMMERCIAL WIRELESS TOWERS," OF SECTION 17.04, "SITE DESIGN STANDARDS," OF CHAPTER 17, "SPECIAL LAND USES," OF APPENDIX A, "ZONING," OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to subsection BB of Section 17.04 of Chapter 17. Subsection BB, "Commercial wireless communication towers," of Section 17.04, "Site design standards," of Chapter 17, "Special Land Uses," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended in its entirety to read as follows:

BB. Commercial wireless communication towers.

In addition to the standards of section 17.03, the planning commission shall find that a proposed commercial wireless communication tower meets the following specific special land use standards.

1. Purpose and intent. The Telecommunication Act of 1996, as amended, sets forth provisions concerning placement, location and construction of towers and related facilities for communication. The purpose of this section is to establish general guidelines for the siting of commercial wireless communication towers, which include antenna structures. In order that such towers not cause visual pollution or create a safety hazard on adjacent properties, reasonable regulations for the location, use of existing structures (e.g., water towers, school and church steeples, tall buildings), and design of structures and towers, is appropriate. Commercial wireless communication towers are specifically determined to not be essential services as defined in this ordinance. The intent of these provisions is to encourage users of towers to:

- a. Protect land uses from potential adverse impacts of towers.
- b. Place the location of new towers in appropriately zoned areas.

- c. Minimize the total number of towers in the city.
- d. Strongly encourage the joint use of new and existing tower sites as a primary option rather than the erection of additional single-use towers.
- e. Locate and configure towers in a way that minimized the adverse visual impact of towers and antennas through careful design, siting, landscape screening and innovative camouflaging techniques.
- f. Enhance the ability of the providers of telecommunications services to provide such services to the community quickly, effectively and efficiently.
- g. Consider the public health and safety of personal wireless service facilities.
- h. Avoid potential damage to adjacent properties from tower failure through engineering and careful siting of tower structures.

It is not the intent to regulate ham radio antennae under this subsection.

2. Administratively approved uses. The following uses may be approved by the zoning enforcement officer after conducting an administrative review:
 - a. Antennas on existing structures: Compact platform-type, omni directional or singular-type antenna which is not attached to a new commercial wireless communication tower may be approved by the zoning administrator as a co-location or as an accessory use to any commercial, industrial, profession, institutional, or multi-family structure, provided:
 - i. the antenna does not extend more than ten (10) feet above the highest point of the structure;
 - ii. the antenna complies with all applicable federal regulations;
 - iii. the equipment building for such co-located equipment is incorporated into an existing structure or cabinet; and
 - iv. the antenna complies with all applicable building codes.
 - b. Microcell networks: Installing a cable microcell network through the use of multiple low-powered transmitters/receivers attached to existing wireline systems, such as conventional cable or telephone wires, or similar technology that does not require the use of towers.
3. Additional information required for review. In addition to the other requirements of Chapter 17, commercial wireless communication tower applications shall include:
 - a. Name and address of the proposed operator of the site.

- b. Name and address, including phone number of the person responsible for determining feasibility of co-location as provided in this subsection.
 - c. Preliminary design of all proposed structures, including elevations and renderings showing the proposed facility from four vantage points located not less than 200 feet nor more than 500 feet from the proposed tower location.
 - d. A registered engineer's certification from an engineer licensed to practice in Michigan of the design and safety of the proposed tower to withstand winds of 85 miles per hour. Such certification shall set forth the fall zone area for the proposed tower. If such fall zone area is less than that of a circle whose radius is equivalent to the height of the proposed tower, such certification shall provide structural calculations and detail sufficient to demonstrate the accuracy of such lesser fall zone area determination.
 - e. Method of fencing, the finished color and, if applicable, the method of camouflage and illumination.
 - f. A statement signed by the applicant indicating the number and type of additional antennae the proposed tower will accommodate through co-location.
 - g. An inventory of existing towers, tall structures, antennas or sites approved for towers or antennas that are either within the city or within one mile of the border thereof, including specific information about the location, height and design of each tower, antenna and tall structure.
 - h. The separation distance from other towers described in the inventory of existing sites shall be shown on an updated site plan or map. The applicant shall also identify the types of construction of the existing tower(s) and the owner/operator of the existing tower(s), if known. The applicant shall also demonstrate the reasons such existing towers or tall structures cannot be used in lieu of the proposed communication tower.
4. Planning commission review. Once all required materials are submitted, the planning commission shall review the application in accordance with the standards of chapter 17 and shall either approve, approve with conditions, or deny the application within 60 days of receipt of all required information, as determined by the zoning enforcement officer. If the planning commission does not approve, approve with conditions or deny the application within 60 days, the application shall be considered approved and the planning commission shall be considered to have made any determination required for approval.
5. Availability of suitable existing towers, other structures or alternative technology. No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the planning commission that no existing tower, structure or alternative

technology that does not require the use of towers or structures can accommodate the applicant's proposed antenna.

6. General provisions. Commercial wireless communication towers, including their accessory equipment, may be permitted, subject to the following provisions:
- a. A commercial wireless communication tower is permitted only in the PF – Public Facilities District and I – Industrial District zoning districts. Such towers shall be placed on parcels (whether the land is owned or leased by the tower owner) which have an area no less than the minimum parcel area and width for the zoning district.
 - b. All setbacks for the zoning district shall be met and, in addition, no tower shall be placed closer to any property line than the radius of the certified fall zone as provided in this subsection, and in no case less than 200 feet from any residence or 200 feet from a zoning district which does not permit commercial wireless communication towers as a special use.
 - c. All proposed towers of more than 35 feet in height shall be submitted to the Michigan Aeronautics Commission and Federal Aviation Administration (the "FAA") for review and approval prior to the approval by the city. All towers must meet or exceed current federal and State standards and regulations. If such standards and regulations are revised, then the owners of the towers and antennas governed by this ordinance shall bring such towers and antennas into compliance with such revised standards and regulations within 6 months of the effective date of such standards and regulations, unless a different compliance schedule is mandated by the controlling State or federal agency. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal of the tower or antenna at the owner's expense.
 - d. The service building shall be aesthetically and architecturally compatible with buildings within 300 feet of the property on which it is located.
 - e. All connecting wires from towers to accessory buildings and all electrical and other service wires to the facility shall be underground.
 - f. Monopole tower design shall be required and guyed towers are prohibited.
 - g. The planning commission may require landscape screening of the service building and fencing.
 - h. Strobe lights shall not be allowed excepted as required by FAA or other federal or State agency.
 - i. No signs shall be allowed on an antenna or tower, except for one sign of not more than 2 square feet, listing the name, address and contact telephone

number of the operator and not more than 2 signs not to exceed 2 square feet signaling "danger" or "no trespassing."

- j. Towers shall be enclosed by a locked gate and security fencing 6 feet in height, and shall be equipped with an appropriate anti-climbing device.
 - k. The applicant shall certify its intent to lease excess space on the proposed tower for co-located antennae of other operators. Such certification shall include a commitment to respond to any request for information from another potential shared use applicant; to negotiate in good faith and allow for leased shared use if an applicant demonstrates that it is technically practicable; and to make no more than a reasonable charge for a shared use lease.
 - l. Notwithstanding the provisions of this subsection, the maximum height for a commercial wireless communication tower in the city shall be 199 feet.
 - m. Proposed towers shall be at least one-half mile from existing towers except for towers dedicated to essential municipal services.
7. Removal of abandoned antennas and towers. A tower that is unused for a period of 12 months shall be removed. The applicant or owner is responsible for the removal of an unused tower. Failure to do so after notice to remove shall be sufficient cause for the city to cause the removal of the tower at the owner's expense.
8. Bonds. The owner of a tower including related equipment and accessory buildings, shall post an unconditional and irrevocable letter of credit or bond acceptable to the city attorney with the city to cover the reasonable estimated costs and expenses of dismantling and removing the tower. The amount of the letter of credit or bond shall be established by the planning commission and may be adjusted from time to time to reflect changing costs and expenses of dismantling and removing the tower.
9. Nonconforming uses.
- a. Pre-existing towers that do not meet the requirements of this subsection shall be permitted to continue in use as they presently exist. Routine maintenance shall be permitted on such pre-existing towers. New construction, other than routine maintenance on a pre-existing tower shall comply with the requirements of this ordinance. Modifications to height and type of construction of pre-existing towers shall not be permitted, except in conformance with this subsection.
 - b. Nonconforming towers that are damaged or destroyed may not be rebuilt except in conformance with the requirements of this subsection.

Section 2. Publication. After its adoption, the Deputy City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the

Lowell Ledger, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

Section 3. Effective Date. This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: June 15, 2015

Susan Ullery
Deputy City Clerk

CERTIFICATION

I, the undersigned Deputy City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on June 15, 2015, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on _____, 2015. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2015, and was effective _____, 2015, ten (10) days after publication.

Dated: _____, 2015

Susan Ullery
Deputy City Clerk

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MEMORANDUM

TO: City of Lowell Planning Commission

FROM: Andy Moore, AICP
Nathan Mehmed

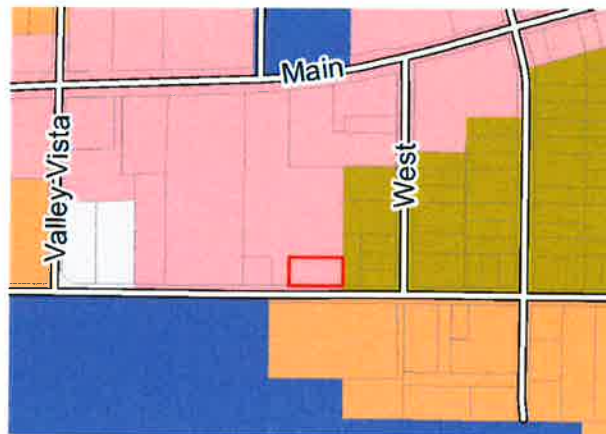
DATE: June 2, 2015

RE: Rezoning Requests

The purpose of this memorandum is to discuss our recommendation for several amendments to the City of Lowell Zoning Map. Public hearings are scheduled for both proposed amendments on June 8, 2015. This memorandum summarizes each request and provides the Planning Commission with a recommended course of action.

1111 Bowes Road

The first request is for a property located at 1111 Bowes Road. The property owner has requested that the property be rezoned from C-3 General Business to R-2 Residential District. If granted, this request would allow the property to be sold to another person as a residence. The rezoning would remove the nonconforming status that currently applies to the property since single-family residences are not permitted in the C-3 district.



Background. The property is currently within the C-3 General Business District. Section 12.01 of the Zoning Ordinance states that the C-3 District "is intended to accommodate uses which can provide office, personal services, and commercial goods for visitors to and residents of the City of Lowell, including auto-related uses which would ordinarily be incompatible with the character of residential districts. These uses are principally intended to serve the community and M-21 traffic. Areas proposed for this district will be reviewed with consideration toward traffic, impact on

adjacent areas, size and access to the lot, and whether or not the proposed area helps prevent strip commercial development.”

Section 7.01 of the Zoning Ordinance includes the description and purpose statement for the R-2 Residential District, stating that it “is intended for residential uses, and related non-residential uses. The overall purpose of this district is to provide additional housing opportunities by providing a variety of housing options, including single- and two-family dwellings.”

The subject parcel is bounded on the west by properties zoned C-3 and on the east by properties zoned R-3. To the south, across Bowes Road, properties are zoned R-3.

Section 22.04 of the Zoning Ordinance governs adoption and amendments, including zoning changes. However, it does not include standards to evaluate a rezoning request; it only outlines the process. Nevertheless, good planning practice typically addresses the following topics, which are listed here along with our remarks:

1. **Is the proposed rezoning consistent with the Master Plan?** The 2007 City of Lowell Master Plan is the policy document that the Planning Commission reviews in contemplating any rezoning request. The Master Plan is intended to guide the Planning Commission’s decisions and serve as the basis for zoning in the community. Consequently, the Master Plan’s guidelines and recommendations should be taken into account in evaluation of this request.

According to the Plan’s Future Land Use Map, the subject property falls within the Mixed Use future land use designation, which is intended to “permit a mixture of residential, office, and commercial land uses but not necessarily in a downtown style building.” No new construction is planned for the parcel. An existing single-family structure exists on the property, and that use would continue if rezoned. While the property itself is not mixed use, we find that rezoning from C-3 to R-2 is consistent with the Plan when one considers the purpose of a mixed use area within a larger context. Residential uses are contemplated in the Mixed Use Future Land Use designation. Considering that the parcel has no frontage or access to Main Street, we find the request is consistent with the City of Lowell Master Plan.

2. **Are any of the potential land uses incompatible with the surrounding neighborhood?** When contemplating this request, it is important to note that the change in zoning will allow, by right or by special land use, any use that is permitted in the R-2 Residential District. The R-2 District permits primarily residential uses which are generally less intense than the commercial uses permitted in the C-3 District. By in large, commercial uses are not permitted in R-2 with the exception of home occupations, day care homes, and other state licensed residential care facilities. There will likely be no significant change to the character of the area given the potential permitted and special land uses of R-2 and because the property would continue to be used for residential purposes. We believe that the proposed zoning district to be more appropriate than the existing C-3 zoning. Thus, the

Planning Commission may find that the proposed rezoning would not result in any potential land uses that are inappropriate for the area when compared with current zoning.

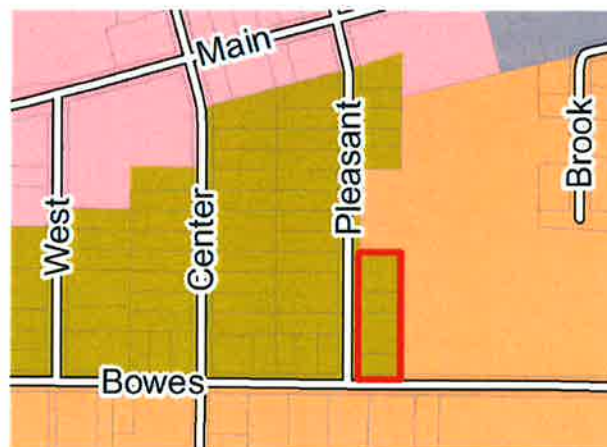
3. **Would the rezoning result in any negative impact to the surrounding area?** The subject property is bordered by an existing R-2 zoned district to the east, C-3 district to the north and west, and an R-3 district to the south. The subject parcel falls within the Mixed Use future land use designation and is directly adjacent to the Single Family 2 future land use designation which is intended to “correspond to the existing R-2 Zoning District, and permits up to 4.5 dwelling units per acre.” The rezoning reflects the current use of an existing single family home on the property and is a logical extension of the residential neighborhood along West Street. The Planning Commission may find that the proposed rezoning would unlikely result in any detrimental impacts on the surrounding area.

Schneider Manor

The second rezoning request is for a group of parcels that are adjacent to Schneider Manor, and the rezoning would allow Schneider Manor to expand their development onto the subject properties. The properties in question and their proposed zoning changes include the following:

Property Address	Permanent Parcel Number	Existing Zoning	Proposed Zoning
199 South Pleasant Street	41-20-02-356-011	R2 Residential	R3 Residential
203 South Pleasant Street	41-20-02-356-012	R2 Residential	R3 Residential
205 South Pleasant Street	41-20-02-356-013	R2 Residential	R3 Residential
725 Bowes Road	41-20-01-382-011	R2/R3 Residential	R3 Residential

Note that the majority of 725 Bowes Road is already zoned R-3, except for a small portion on the west side of Pleasant Street directly north of the other three parcels that are the subject of the request. We are not sure if this is an error in the map or not, so this amendment clarifies that the entire parcel will be zoned R-3.



Background. The properties in question currently fall, wholly or partly, within the R-2 Residential District. Section 7.01 of the Zoning Ordinance provides the description and purpose of the R-2 District and states that it “is intended for residential uses, and related non-residential uses. The overall purpose of this district is to provide additional housing opportunities by providing a variety of housing options, including single- and two-family dwellings.”

Section 8.01 of the Zoning Ordinance includes the description and purpose statement for the R-3 Residential District, stating that it “is intended for residential uses, and related non-residential uses. The overall purpose of this district is to provide additional housing opportunities by providing a variety of housing options, including single- and two-family dwellings.”

Schneider Manor is a non-profit independent living complex for senior citizens. The development currently consists of a dozen or so multi-unit apartment buildings that are connected with sidewalks and vehicular access drives. The applicant has indicated that they desired to construct additional buildings that would be similar to the existing buildings on the subject properties.

The predominant zoning in the area surrounding the property includes R-2 and R-3 and the properties are adjacent to existing R-2 and R-3 districts. The 2007 City of Lowell Master Plan future land use designation for the southern 3 properties is Single Family 2 while the northern property, which is a part of an overall larger property, is Master Planned for Multiple Family Residential.

Section 22.04 of the Zoning Ordinance governs adoption and amendments, including zoning changes. However, it does not include standards to evaluate the proposed request; it only outlines the process. Nevertheless, good planning practice typically addresses the following topics, which are listed here along with our remarks:

1. **Is the proposed rezoning consistent with the Master Plan?** According to the City of Lowell Master Plan, last updated in 2007, three of the subject properties fall within the Single Family 2 future land use designation, which is intended to “correspond to the existing R-2 Zoning District, and permits up to 4.5 dwelling units per acre. Appropriate land uses in Single Family 2 areas are detached single family residential dwelling units and uses that may be compatible with single family dwelling units such as schools, churches, and municipal and civic buildings.”

One of the subject properties (725 Bowes) falls in the Multiple Family Residential future land use designation, which is intended to “correspond with the existing R-3 Zoning District, which permits 10 dwellings units per acre.” While the southern three properties in question are located in the Single Family 2 future land use designation, they are separated from the remaining Single Family 2 future land use designation by South Pleasant Street and may be considered transitional in nature. Thus, we believe the intent of the Single Family 2 future land use designation may remain intact if the properties were rezoned from R-2 to R-3. The Planning Commission may find that this rezone request is consistent with the City of Lowell Master Plan.

2. **Are any of the potential land uses incompatible with the surrounding neighborhood?**
When reviewing a request for rezoning, it is important to note that the change in zoning will allow, by right or by special land use, any use that is permitted in the R-3 Residential District. The R-3 District permits primarily residential and multiple-family residential uses which are by comparison more intense than the R-2 District. The intended use will be an expansion of Schneider Manor which is directly adjacent to the properties in question. The Planning Commission may find that this rezone request would not result in any potential land uses that are inappropriate for the area when compared with current zoning.
3. **Would the rezoning result in any negative impact to the surrounding area?** The subject property is bordered by an existing R-3 zoned district to the north, south, and east, and R-2 District to the west. Schneider Manor is directly adjacent to and included in one of the properties in question to the north and east. The expansion of Schneider Manor would not likely result in any detrimental impacts or significant changes to the character of the neighborhood.

Recommendation. At the June 8 public hearing, the Planning Commission should carefully consider comments from the public, the applicant, and others as appropriate in reaching its decision.

We recommend that the Planning Commission recommend approval of the proposed rezoning of 1111 Bowes Road from C-3 General Business to R-2 Residential District to the City Council. The motion recommending approval should refer to the consistency with the Master Plan and future land use map and should cite this memo as part of the rationale for the decision.

We also recommend that the Planning Commission recommend approval of the proposed rezoning of 199 South Pleasant Street, 203 South Pleasant Street, 205 South Pleasant Street, and 725 Bowes Road from R-2 Residential District to R-3 Residential District to the City Council. The motion recommending approval should refer to the consistency with the Master Plan and future land use map and should cite this memo as part of the rationale for the decision.

As always, please feel free to contact me with questions or comments.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 15-05

**AN ORDINANCE TO AMEND SECTION 3.02, "DISTRICT
BOUNDARIES," OF CHAPTER 3, "ZONING DISTRICTS – GENERAL,"
OF APPENDIX A, "ZONING," OF THE CODE OF ORDINANCES OF
THE CITY OF LOWELL**

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to Section 3.02 of Chapter 3. Section 3.02, "District boundaries," of Chapter 3, "Zoning Districts - General," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended to amend the zone district classification of the real properties identified below from their current zone district classifications to their new zone district classifications.

Street Address	Permanent Parcel No.	Current Zone District Classification	New Zone District Classification
725 Bowes Road	41-20-01-382-011	R-2/R-3 Residential	R-3 Residential
199 South Pleasant Street	41-20-02-356-011	R-2 Residential	R-3 Residential
203 South Pleasant Street	41-20-02-356-012	R-2 Residential	R-3 Residential
205 South Pleasant Street	41-20-02-356-013	R-2 Residential	R-3 Residential
1111 Bowes Road	41-20-03-478-045	C-3 General Commercial	R-2 Residential

Section 2. Publication. After its adoption, the Deputy City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

Section 3. Effective Date. This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: June 15, 2015

Susan Ullery
Deputy City Clerk

CERTIFICATION

I, the undersigned Deputy City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on June 15, 2015, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on _____, 2015. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2015, and was effective _____, 2015, ten (10) days after publication.

Dated: _____, 2015

Susan Ullery
Deputy City Clerk

Bid Proposal for the City of Lowell

Removal of a 165 foot municipal tower

May 28, 2015

SyncWave, LLC, based in Scottville, Michigan, makes the following proposal to remove the 165 foot Lowell municipal tower. SyncWave, LLC will remove the tower and all wiring at no cost to SyncWave, LLC. SyncWave, LLC will weather seal any openings created during the dismantling of the tower at our expense. SyncWave, LLC will retain the tower sections free of charge and transport them at our expense. We hope that this proposal answers the questions put forth in your minimum qualifications section of the RFP.

- SyncWave, LLC owns/operates a significant number of tower sites in Western Michigan. We climb our towers, equip our towers and do all tower maintenance internally. Our towers range in height from 100 to 500 feet. Some are self-supporting and others are guy-wire design. We have constructed 100 ft., 150 ft., and 330 ft. towers. We have disassembled towers routinely. We work with Tye Signs (Dave Tykoski) for all our lift and lowering requirements. Tye Signs has equipment that can lift to and lower from 175 feet. They have been in business for over 30 years. Both SyncWave, LLC and Tye Signs (also listed under Safety Decals) operate web sites that contain many pictures and references to tower and lifting work. Our old website which is currently being replaced has dozens of pictures and references to tower work. We can provide other documentation if necessary. <http://www.syncwave.net:81/archive.asp>
- SyncWave, LLC will remove wires from the tower to the adjacent building prior to tower removal. SyncWave, LLC will use roofing or sealing compounds to "plug" any holes to a typical weather tight status. SyncWave, LLC does not plan to remove brackets or attachments that are integral to the adjacent structure. Removal of these brackets/attachments may cause more structural damage and are most likely already sealed against the elements. SyncWave, LLC will make sure that these areas are sealed and weather protected.
- Please feel free to check our website for pictures, descriptions and testimonials for a number of tower projects. The Ford Lake tower is a 330 foot guy-wire tower constructed during the winter of 2013/2014. This tower was constructed entirely in-house by SyncWave, LLC. Many pictures of tower construction and employees performing the work exist on our website. We constructed a 140 foot self-supporting tower in the

Village of Freesoil. We constructed a 120 foot self-supporting tower at the Kibby Creek Campground facility in Mason County. We climb, equip, repair and maintain well over a dozen towers ranging from 100 to 500 feet in Mason, Oceana and Manistee counties. As mentioned earlier, our website has a wealth of information concerning our tower building and maintenance activities. There are many references that can be contacted for further information concerning our work and working relationships. They include but are not limited to: Mason County Zoning & Planning groups, The City Of Hart (Stan Rickard, city manager), Pere Marquette Township, The Village of Freesoil, Synergy Broadcast Group (Richard Young), Dave Tykoski, Tye Signs (heavy lifting specialist), Larry Thompson (Mason County resident and retired military tower builder both in the U.S. and abroad).

- Proof of general liability and automobile liability declaration pages is included in this proposal. Proof of workers compensation insurance is included in this package. Both also list the City of Lowell as an additional insured through the successful tower dismantle time frame.
- Should SyncWave, LLC be awarded this bid, a check for \$4000 made out to the City of Lowell will be delivered before the tower dismantling project were to begin. Since SyncWave, LLC will take possession of the tower free of charge after dismantling and agreed upon grounds restoration, the check for \$4000 will be returned to SyncWave, LLC in its entirety.

BID FORM
(Please Print or Type)

COMPANY NAME Sync Wave, LLC

TOTAL BID: A: \$0

(Please describe and itemize below. Attach additional sheets if necessary.)

\$ _____

\$ _____

SUBMITTED BY (PRINT NAME) Russell Manning

SIGNATURE Rll M

DATE 5-29-2015



SYNCH-1

OP ID: RC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Magee Insurance Group 5965 E. Ludington Ave. Ludington, MI 49431 Kraig Anderson	CONTACT NAME: Kraig Anderson		
	PHONE (A/C, No, Ext): 231-845-5000	FAX (A/C, No): 231-845-9928	
INSURED Syncwave LLC PO Box 313 Ludington, MI 49431	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hastings Mutual Insurance Co.		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		CPP 9946277	12/14/2014	12/14/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ACV 9946290	12/14/2014	12/14/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		ULC 9946296	12/14/2014	12/14/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	N/A	WC 9953289	03/16/2015	03/16/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Lowell is named as additional insured on the above liability policies.

CERTIFICATE HOLDER

CANCELLATION

CITLOWE City of Lowell 301 E. Main Street Lowell, MI 49331	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Kraig Anderson

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NEW INFORMATION PAGE * * EFFECTIVE 03/16/15
N 00

POLICY NUMBER	POLICY PERIOD		AGENCY	P
	FROM	TO		
WC 9953289	03/16/15	03/16/16	0001740	00
NAMED INSURED AND ADDRESS			AGENCY	ACCT#649946277
ITEM 1. SYNCWAVE LLC PO BOX 313 LUDINGTON MI 49431			TEL. NO. 231-845-5000 MAGEE INSURANCE GROUP INC 5965 E LUDINGTON AVE LUDINGTON MI 49431	
INSURED SINCE: 03/2015 THIS POLICY IS BILLED BY THE COMPANY				
FEIN # 271112781 RISK ID #				

ENTITY OF INSURED - LTD LIABILITY COMPANY
SEE ATTACHED LOCATIONS OF OPERATIONS SCHEDULE

ITEM 2.
POLICY INCEPTION 12:01 A.M. STANDARD TIME AT THE NAMED INSURED'S ADDRESS
STATED ABOVE.

- ITEM 3.
- A. WORKERS COMPENSATION INSURANCE: PART ONE OF THE POLICY APPLIES TO THE
WORKERS COMPENSATION LAW OF THE STATES LISTED HERE: MI
 - B. EMPLOYERS LIABILITY INSURANCE: PART TWO OF THE POLICY APPLIES TO WORK IN EACH
STATE LISTED IN ITEM 3A. THE LIMITS OF OUR LIABILITY UNDER PART TWO ARE:

BODILY INJURY BY ACCIDENT	\$100,000	EACH ACCIDENT
BODILY INJURY BY DISEASE	\$100,000	EACH EMPLOYEE
BODILY INJURY BY DISEASE	\$500,000	POLICY LIMIT
 - C. OTHER STATES INSURANCE: PART THREE OF THE POLICY DOES NOT APPLY TO ANY
STATES.
 - D. SEE ATTACHED SCHEDULE FOR LIST OF ENDORSEMENTS FORMING A PART OF THIS
POLICY.

ITEM 4.
THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES,
CLASSIFICATIONS, RATES, AND RATING PLANS. ALL INFORMATION REQUIRED BELOW
IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT. PREMIUM ADJUSTMENT SHALL
BE MADE ANNUALLY.

			EST
			ANNUAL
			PREMIUM
SEE EXTENSION OF INFORMATION PAGE			1,296
MINIMUM PREMIUM	\$378	EXPENSE CONSTANT:	\$225
		TERRORISM PREMIUM:	\$44
		ESTIMATED ANNUAL PREMIUM:	\$1,565
		DEPOSIT PREMIUM:	\$1,565

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT dated June 16, 2015 (the "LOU"), is entered into by the **CITY OF LOWELL**, a Michigan municipal corporation (the "City"), of 301 E. Main Street, Lowell, Michigan 49331, and **OLIN EXCAVATING, INC.**, a Michigan corporation ("OEI"), of 10091 Vergennes Street, Lowell, Michigan 49331 related to property located at 318 Lincoln Lake Avenue, S.E. (Permanent Parcel No. 41-20-02-332-004) in the City (the "Property").

It is agreed that \$10,500 will be paid to OEI by the City upon satisfactory completion of the Work in accordance with this LOU as determined by the City.

Subject to the terms of this LOU, OEI agrees to demolish all structures located at the Property and remove all vehicles from the Property (collectively, the "Work"). The Work shall be undertaken and completed by OEI in accordance with the following:

1. All buildings and structures shall be demolished and all remnants of the buildings and structures including slabs, footings, foundations, etc. shall be removed from the Property and either properly stored for reuse or disposed of at a landfill licensed to receive such material.

2. Water and sanitary sewer service leads shall be cut and capped at the property line and shall be inspected and approved by Lowell Department of Public Works staff before backfilling begins.

3. All depressions in the Property as a result of demolition shall be backfilled to three inches below surrounding grade with MDOT Class 2 (or better) sand placed in not greater than 2 foot lifts with each lift compressed to no less than 80% Modified Proctor density as witnessed by Lowell Department of Public Works personnel at the time of placement of each successive lift.

4. The Property shall be graded with a topsoil cap and seeded by City personnel as necessary to provide a vegetative cover. Topsoil and seed will be provided by the City; however, OEI will be responsible for final grading.

5. All vehicles shall be removed from the Property and either properly stored or disposed of at a facility licensed to receive such vehicles.

6. During demolition and removal, a secure fence at least six feet in height shall be erected around the Property to prevent trespassing on the Property.

7. During demolition and removal, OEI shall maintain a policy of general liability insurance insuring against injury or death to persons and damage to property in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate which policy shall name the City as an additional insured. Before beginning the Work, OEI shall provide the City with documentation satisfactory to the City evidencing such insurance coverage.

8. OEI shall obtain all required approvals and permits for demolition, removal and disposal.
9. The work shall be completed no later than _____, 2015.

CITY OF LOWELL

By: _____
James W. Hodges, Mayor

Attest: _____
Susan Ullery, Deputy City Clerk

OLIN EXCAVATING, INC.

By: _____
Douglas Olin, President

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 09 - 15

**RESOLUTION ADOPTING AN AMENDMENT TO THE
CITY OF LOWELL ANNUAL BUDGET FOR FISCAL
YEAR 2014-15.**

Councilmember _____, supported by Councilmember _____, moved the adoption of the following resolution:

WHEREAS, the City Manager has prepared and presented to the City Council at its meeting on June 15, 2015, a proposed amended budget for the 2014-15 fiscal year of the City (the "budget") in accordance with the City Charter, applicable State of Michigan law and applicable federal law and regulations, if any; and

WHEREAS, the City Charter allows that after the budget has been adopted the council may make adjustments as it deems necessary.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the amended budget as presented at this meeting, including modifications, if any, made at the time of the meeting and noted in the budget document, is hereby adopted.

2. That in accordance with the FY 14-15 Budget which is adopted and amended at the fund level, the following are the estimated City revenues and expenses for the 2014-15 fiscal year of the City:

	<u>Revenues</u>	<u>Appropriations</u>
Cable TV Fund	\$ 110,000	\$ 110,000

3. That it has been determined that there is sufficient fund balance when budgeted revenues are less than budgeted appropriations.

4. That pursuant to the provisions of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of Michigan 1968 as amended ("Act 2") the City Manager is hereby authorized to make budgetary transfers within an identified fund in the budget or between identified activities within a fund. All other budgetary transfers in the budget shall be in accordance with Act 2 when City Council approval is required.

5. That the City Manager or his designee(s) is authorized to make expenditures budgeted in the budget in accordance with applicable law, ordinances, rules, regulations and policies.

6. That all resolution and parts of resolution to the extent of any conflict herewith are rescinded.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: _____, 2015

Sue Ullery, Deputy Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Lowell, Michigan (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, at a meeting held on _____, 2015, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____, 2015

Sue Ullery, Deputy Clerk

CITY OF LOWELL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2014

2. STATUTORY COMPLIANCE

Excess of expenditures over appropriations in budgetary funds

Michigan law provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the City's actual expenditures and budgeted expenditures for the budgeted funds have been shown on a functional basis. The approved budgets of the City for these budgeted funds were adopted at the fund level.

* During the year ended June 30, 2014, the City did not budget for the LCTV endowment special revenue fund. Expenditures in this fund exceeded appropriations as follows:

	Final Expenditure Budget	Actual Expenditures	Variance (Unfavorable)
LCTV endowment fund	\$ -	\$101,813	\$(101,813)

3. CASH AND INVESTMENTS

The captions on the financial statements relating to cash and pooled investments and investments are as follows:

	Primary Government	Component Units	Fiduciary Funds	Total
Cash and pooled investments	\$4,740,677	\$256,344	\$58	\$4,997,079
Investments	1,944,376	-	-	1,944,376
Restricted cash and pooled investments	520,463	-	-	520,463
Restricted investments	18,183	-	-	18,183
	<u>\$7,223,699</u>	<u>\$256,344</u>	<u>\$58</u>	<u>\$7,480,101</u>

The cash and investments making up the above balances are as follows:

Deposits	\$5,214,579
Investments	2,265,022
Petty cash	500
Total	<u>\$7,480,101</u>

The deposits are in financial institutions in varying amounts. All accounts are in the name of the City and a specific fund or common account. They are recorded in City records at fair value. Interest is recorded when earned.

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned. State law does not require, and the City does not have, a policy for deposit custodial credit risk. As of year-end, \$4,226,242 of the City's bank balance of \$5,279,394 was exposed to custodial credit risk because the balance was uninsured and uncollateralized.

**LOWELL POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
CALENDAR YEAR 2015**

Complaint Book Total														146	306	500	724	903						
Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year Total											
Total Arrests	24	15	17	25	25								106											
Alcohol (MIP/Open Intox)	0	2	1	0	0								3											
Drug Law Violations	3	0	2	6	5								16											
Drunk Driving	1	1	0	2	1								5											
Suspended License	2	2	3	3	0								10											
Warrant Arrest	11	6	6	9	12								44											
Other Arrests	7	4	5	5	7								28											
Assault	1	1	0	0	3								5											
Assault (Civil)	2	2	3	3	2								12											
Assault (Domestic)	4	3	1	6	4								18											
Assist from Other Agency	11	8	10	6	9								44											
Assist to Other Agency	19	16	12	18	12								77											
Assist to Citizen	21	15	24	18	15								93											
Breaking & Entering	0	0	1	0	1								2											
Disorderly Conduct	1	2	3	4	0								10											
Dog Complaints	1	2	1	3	5								12											
Larceny	8	4	7	2	3								24											
Malicious Destruction	2	1	2	0	6								11											
Motorist Assist	12	10	15	14	11								62											
Ordinance Violations	1	25	20	59	12								117											
Accident Total	12	13	9	10	13								57											
{Property Damage}	12	10	8	7	13								50											
{Personal Injury}	0	3	1	3	0								7											
Citations Issued	18	19	28	29	22								116											
Traffic Stops: Warned	94	86	108	105	123								516											
Total # of Traffic Stops	103	97	122	115	124								561											

**MONTHLY COMPARISON TOTALS
MAY 2014 AND 2015**

ACTIVITY	MAY	2014 YEAR-TO-DATE	MAY	2015 YEAR-TO-DATE
Total Arrests	48	168	25	106
Alcohol (MIP/Open Intox)	8	13	0	3
Drug Law Violations	8	31	5	16
Drunk Driving	1	8	1	5
Suspended License	8	25	0	10
Warrant Arrest	11	58	12	44
Other Arrests	12	33	7	28
Assault	1	7	3	5
Assault (Civil)	2	11	2	12
Assault (Domestic)	6	11	4	18
Assist from Other Agency	9	35	9	44
Assist to Other Agency	18	70	12	77
Assist to Citizen	30	104	15	93
Breaking & Entering	0	4	1	2
Disorderly Conduct	3	15	0	10
Dog Complaints	6	27	5	12
Larceny	8	36	3	24
Malicious Destruction	5	16	6	11
Motorist Assist	13	74	11	62
Ordinance Violations	15	133	12	117
Accident Total	15	56	13	57
{Property Damage}	13	53	13	50
{Personal Injury}	2	3	0	7
Citations Issued	57	188	22	116
Traffic Stops: Warned	164	687	123	516
# of Traffic Stops Made			124	561
TOTAL COMPLAINTS	238	1044	179	903

AGENCIES CALLED TO ASSIST

LOWELL PD

MAY 2015

Comp. #	Date	Nature of Incident	Department	Status
15-0732	5/2/2015	Parenting Issues	KCSD	Back-up
15-0738	5/2/2015	Domestic	KCSD	Back-up
15-0748	5/4/2015	MDOP	KCSD	Back-up
15-0773	5/8/2015	Suicidal Subject	KCSD	Back-up
15-0780	5/10/2015	Suicidal Subject	KCSD	Back-up
15-0782	5/10/2015	Warrant Arrest	KCSD	Back-up
15-0863	5/26/2015	Domestic	KCSD	Back-up
15-0864	5/27/2015	Suspicious Situation	KCSD	Assisted
15-0874	5/28/2015	Warrant Arrest	KCSD	Assisted

LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES

MAY 2015

Comp. #	Date	Nature of Incident	Department	Status	Venue
15-0753	5/5/2015	Property Damage Accident	KCSD	Assisted	Lowell
15-0761	5/6/2015	Runaway	KCSD	Back-up	City of Lowell
15-0764	5/7/2015	Alarm	KCSD	Back-up	Lowell
15-0790	5/12/2015	Suicidal Subject	KCSD	Back-up	Vergennes
15-0801	5/15/2015	Domestic	KCSD	Back-up	Vergennes
15-0807	5/15/2015	Welfare Check	KCSD	Back-up	Lowell
15-0811	5/16/2015	Assault	KCSD	Back-up	Lowell
15-0819	5/17/2015	Warrant Pick-up	KCSD	Assisted	Lowell
15-0832	5/19/2015	Family Interview	CHILD PROTECTIVE SERVICES	Assisted	City of Lowell
15-0843	5/21/2015	Bow Fishing	KCSD	Back-up	Vergennes
15-0870	5/27/2015	Attempt to locate assault suspect	KCSD	Assisted	City of Lowell
15-0885	5/28/2015	Threatening phone calls	KCSD	Assisted	City of Lowell

May 2015

Type of Call:	Current Month May 2015	Type of Call:	Last Year May-14
Runs This Month	13	Runs This Month	25
Number Responding	141	Number Responding	306
Structure Fire	3	Structure Fire	0
Vehicle Fire	1	Vehicle Fire	1
Miscellaneous Fire	5	Miscellaneous Fire	9
False Alarms	2	False Alarms	6
P.I. Accident	2	P.I. Accident	8
Medical Calls	36	Medical Calls	39
Number Responding	212	Number Responding	238
Grass & Brush Fires	0	Grass & Brush Fires	1
Gallons of Water Used	3000	Gallons of Water Used	1200
Equipment Used:	May 2015	Equipment Used:	May-14
Thermal Camera	3	Thermal Camera	2
Ladders	0	Ladders	1
Air Paks	12	Air Paks	6
Generators	1	Generators	1
Lights (Flood)	0	Lights (Flood)	2
TNT Tool	1	Hurst Tool	1
Air Bags	0	Air Bags	0
Shovels	1	Shovels	2
Brooms	1	Brooms	6
Smoke Ejectors	0	Smoke Ejectors	0
Fire Extinguishers	1	Fire Extinguishers	1
Pry Bars & Poles	2	Pry Bars & Poles	2
Miscellaneous	12	Miscellaneous	2
Hose Used	1000	Hose Used	600
Co Monitor	2	Co Monitor	2
Hand Lights	12	Hand Lights	6
Cascade System	1	Cascade System	0
Location of Fire Calls:	May 2015	Location of Medical Calls:	May 2015
City of Lowell	5	City of Lowell	14
Lowell Township	2	Lowell Township	13
Vergennes Township	4	Vergennes Township	9
Others	2	Others	0

2015 YTD Total Fire Calls	
Number of Calls	107
Number of Responders	1156
2015 YTD Total Medical Calls	
Number of Calls	217
Number of Responders	1293

Customer Complaints	Water Quality	0
	High Water Usage	0
	Low Pressure	0
Fire Hydrants	Flushed During Construction	0
	Painted	0
	Repaired	0
	Pool Fills	1
Meters	Final Reads	14
	No Read/Re-Reads	14
	Re-Reads	13
	Meters Upgraded To Radio Read	2
	New Home Meter Installs	1
Water Services	Shut off	13
	Turn ons	19
MISS DIGS	Marking of Water mains and Services, Storm Mains, and Sanitary Mains	34
Stob Box	Stob Box Repairs	0
	Stop Box Location Cards Made	0
Valve Box	Valve box Repairs	3
New Construction	On Site Construction Inspection (Days)	6
Fill Station	# Contractor Permits	3
	How Many Times used	18
	Gallons Used	97,700
Directional Flushing	Hydrants Flushed	10
	Valves operated	11
	Total Ft. Flushed for month	17,200
	Total in Miles	3.25 Miles

CITY OF LOWELL
REPORT FOR : MAY
FOR: Mark Howe

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 17.29156 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: MAY TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 265.58 HOURS, WHICH RESULTED IN
330.25 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 160.19

ELECTRICAL COST PER MILLION GALLONS: \$ 214.30

TOTAL COST PER MILLION GALLONS: \$ 374.49

WATER PRODUCTION

DAILY AVERAGE: 0.558

DAILY MAXIMUM: 0.672

DAILY MINIMUM: 0.366

THE AVERAGE PLANT OPERATION TIME WAS 8.5672 HOURS PER DAY.

06/04/2015

MAY

CITY OF LOWELL - PERMIT LIST

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB15900427	210 E MAIN ST SE	05/12/2015	41-20-02-413-021	INTERIOR REMODEL - C.	395.00	100,000
PB15900468	1320 HIGHLAND HILL DR SE	05/15/2015	41-20-01-178-013	RESIDENCE	631.00	217,648
PB15900543	835 W MAIN ST SE	05/28/2015	41-20-02-352-003	EXTERIOR HANDICAP R.	150.00	2,000
Total Permits:		3				
Total Fee Amount:		1,176.00				
Total Const. Value:		319,648				

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PE15900578	2475 GEE DR SE	05/06/2015	41-20-03-151-029	New in-ground pool	105.00	0
PE15900614	1800 W MAIN ST SE	05/08/2015	41-20-03-451-001	REMODEL MODULAR HC	205.00	0
PE15900697	423 SUFFOLK ST SE	05/26/2015	41-20-02-178-003		141.00	0
Total Permits:		3				
Total Fee Amount:		451.00				
Total Const. Value:		0				

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PM15901050	1030 HUNT ST SE	05/20/2015	41-20-02-101-070	Install direct vent wall furnace	135.00	0
PM15901056	2475 GEE DR SE	05/20/2015	41-20-03-151-029		85.00	0
PM15901096	1800 W MAIN ST SE	05/26/2015	41-20-03-451-001	REMODEL MODULAR HC	80.00	0
Total Permits:		3				
Total Fee Amount:		300.00				
Total Const. Value:		0				

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PP15900492	835 W MAIN ST SE	05/26/2015	41-20-02-352-003	INTERIOR REMODEL GRG	120.00	0
PP15900493	1800 W MAIN ST SE	05/26/2015	41-20-03-451-001	REMODEL MODULAR HC	162.00	0

06/04/2015

MAY

CITY OF LOWELL - PERMIT LIST

Total Permits: 2

Total Fee Amount: 282.00

Total Const. Value: 0

Grand Total Permits: 11

Grand Total Permit Fee: 2,209.00

Grand Total Const. Value: \$319,648

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI. 49331

Phone - 616-897-5929 Fax -

Posted Totals by Invoice #

Report Date: 06/01/2015

Period From: 05/01/2015 To: 05/31/2015

Invoice Number	Date	Name	Total	Charge Sales!
000878	05/04/2015	Street Dept.	135.08	0.00
000879	05/04/2015	D.P.W.	47.25	0.00
000880	05/07/2015	Fire Dept.	238.31	0.00
000881	05/11/2015	Police Dept.	252.00	0.00
000882	05/15/2015	Police Dept.	15.75	0.00
000883	05/20/2015	Police Dept.	859.92	0.00
000884	05/20/2015	Parks	159.49	0.00
000885	05/21/2015	Police Dept.	231.25	0.00
Grand Totals:			\$2,039.05	\$0.00

% Time in each Department

25% Water 46% Maintenance dept. (equipment) 14% DPW 15 % Other

City Hall: 2 hrs.

Public Works: 25.25 hrs.

DDA: 2.5 hrs.

Water Plant: 30.75 hrs. 14.75 hr. Overtime

Standby: 6 hrs.

Equipment Maintenance: 82.75 hrs. Over time: 1 hrs.

Vacation: 8 hrs.

Holiday: 8

Total Hours for May: 181 hrs.

PERIOD ENDING 05/31/2015

GL NUMBER

DESCRIPTION

2014-15
AMENDED
BUDGET

YTD BALANCE
05/31/2015

ACTIVITY FOR
MONTH
05/31/2015

AVAILABLE
BALANCE

% BDGT
USED

Fund 101 - GENERAL FUND

Revenues	CHARGES FOR SERVICES	367,500.00	104,837.00	8,740.11	262,663.00	28.53
CHARGES	FINES AND FOREFEITURES	7,200.00	11,252.06	715.00	(4,052.06)	156.28
FINES	INTEREST AND RENTS	2,600.00	1,374.13	239.21	1,225.87	52.85
INT	LICENSES AND PERMITS	33,500.00	30,431.38	9,547.97	3,068.62	90.84
LICPER	LOCAL CONTRIBUTIONS	10,750.00	6,773.38	0.00	3,976.62	63.01
LOCAL	OTHER REVENUE	42,596.00	47,352.67	930.06	(4,756.67)	111.17
OTHER	STATE GRANTS	357,000.00	238,891.18	0.00	118,108.82	66.92
STATE	TAXES	1,805,700.00	1,773,424.03	84,241.80	32,275.97	98.21
TRANSIN	TRANSFERS IN	143,900.00	142,900.00	0.00	1,000.00	99.31

TOTAL Revenues

2,770,746.00 2,357,235.83 104,414.15 413,510.17 85.08

Expenditures

101	COUNCIL	17,940.00	14,969.05	194.43	2,970.95	83.44
172	MANAGER	112,900.00	88,942.57	10,646.45	23,957.43	78.78
191	ELECTIONS	8,800.00	6,652.04	2,077.39	2,147.96	75.59
209	ASSESSOR	43,550.00	39,895.27	4,590.31	3,654.73	91.61
210	ATTORNEY	50,000.00	45,828.80	1,610.00	4,171.20	91.66
215	CLERK	115,200.00	78,597.72	13,269.79	36,602.28	68.23
253	TREASURER	195,350.00	163,023.36	17,837.78	32,326.64	83.45
265	CITY HALL	113,600.00	125,338.91	9,319.38	(11,738.91)	110.33
276	CEMETERY	86,850.00	78,636.04	10,961.84	8,213.96	90.54
294	UNALLOCATED MISCELLANEOUS	22,200.00	6,966.31	(7,018.32)	15,233.69	31.38
301	POLICE DEPARTMENT	656,700.00	618,123.41	64,190.36	38,576.59	94.13
305	CODE ENFORCEMENT	108,600.00	64,086.66	8,279.03	44,513.34	59.01
336	FIRE	164,112.00	135,444.74	0.00	28,667.26	82.53
400	PLANNING & ZONING	38,900.00	35,013.48	4,503.00	3,886.52	90.01
426	EMERGENCY MANAGEMENT	0.00	(0.07)	0.00	0.07	100.00
441	DEPARTMENT OF PUBLIC WORKS	198,650.00	198,869.88	27,854.66	(219.88)	100.11
442	SIDEWALK	5,600.00	9,537.71	714.92	(3,937.71)	170.32
523	TRASH	52,000.00	32,840.55	3,616.75	19,159.45	63.15
728	ECONOMIC DEVELOPMENT	23,500.00	14,062.67	1,521.00	9,437.33	59.84
747	CHAMBER/RIVERWALK	2,900.00	3,043.70	236.36	(143.70)	104.96
751	PARKS	156,400.00	111,643.89	14,013.44	44,756.11	71.38
757	SHOWBOAT	1,450.00	1,319.20	39.78	130.80	90.98
774	RECREATION CONTRIBUTIONS	3,000.00	2,000.00	0.00	1,000.00	66.67
790	LIBRARY	70,300.00	55,324.17	4,527.03	14,975.83	78.70
803	HISTORICAL DISTRICT COMMISSION	300.00	62.27	62.27	237.73	20.76
804	MUSEUM	15,400.00	36,315.94	2,062.86	(20,915.94)	235.82
965	TRANSFERS OUT	505,800.00	285,800.00	285,800.00	220,000.00	56.50

TOTAL Expenditures

2,770,002.00 2,252,338.27 480,910.51 517,663.73 81.31

TOTAL REVENUES

2,770,746.00 2,357,235.83 104,414.15 413,510.17 85.08

TOTAL EXPENDITURES

2,770,002.00 2,252,338.27 480,910.51 517,663.73 81.31

NET OF REVENUES & EXPENDITURES

744.00 104,897.56 (376,496.36) (104,153.56) 14,099.1

06/11/2015 01:22 PM
User: SUE
DB: Lowell1

PERIOD ENDING 05/31/2015

2014-15

AMENDED

BUDGET

YTD BALANCE

05/31/2015

ACTIVITY FOR

MONTH

05/31/2015

AVAILABLE

BALANCE

% BDGT

USED

GL NUMBER DESCRIPTION

Fund 202 - MAJOR STREET FUND

Revenues

INT INTEREST AND RENTS

OTHER OTHER REVENUE

TRANSIN TRANSFERS IN

TOTAL Revenues

242,150.00

155,503.96

18,457.58

86,646.04

64.22

Expenditures

450 CAPITAL OUTLAY

463 MAINTENANCE

474 TRAFFIC

478 WINTER MAINTENANCE

483 ADMINISTRATION

965 TRANSFERS OUT

TOTAL Expenditures

261,550.00

77,169.02

8,094.52

184,380.98

29.50

TOTAL REVENUES

242,150.00

155,503.96

18,457.58

86,646.04

64.22

TOTAL EXPENDITURES

261,550.00

77,169.02

8,094.52

184,380.98

29.50

NET OF REVENUES & EXPENDITURES

(19,400.00)

78,334.94

10,363.06

(97,734.94)

403.79

PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDGT
 USED

GL NUMBER DESCRIPTION

Fund 203 - LOCAL STREET FUND

Revenues

INT

INTEREST AND RENTS

150.00

0.00

0.00

150.00

0.00

OTHER

OTHER REVENUE

68,000.00

66,649.19

8,789.60

1,350.81

98.01

TRANSIN

TRANSFERS IN

180,000.00

0.00

0.00

180,000.00

0.00

TOTAL Revenues

248,150.00

66,649.19

8,789.60

181,500.81

26.86

Expenditures

450

CAPITAL OUTLAY

10,000.00

8,750.00

0.00

1,250.00

87.50

463

MAINTENANCE

57,500.00

36,656.91

5,266.73

20,843.09

63.75

474

TRAFFIC

11,600.00

4,693.10

182.43

6,906.90

40.46

478

WINTER MAINTENANCE

57,500.00

42,243.34

974.08

15,256.66

73.47

483

ADMINISTRATION

30,000.00

6,926.39

3,367.10

23,073.61

23.09

906

DEBT SERVICE

80,500.00

79,192.50

0.00

1,307.50

98.38

TOTAL Expenditures

247,100.00

178,462.24

9,790.34

68,637.76

72.22

TOTAL REVENUES

248,150.00

66,649.19

8,789.60

181,500.81

26.86

TOTAL EXPENDITURES

247,100.00

178,462.24

9,790.34

68,637.76

72.22

NET OF REVENUES & EXPENDITURES

1,050.00

(111,813.05)

(1,000.74)

112,863.05

10,648.8

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	%
		AMENDED BUDGET	05/31/2015	MONTH 05/31/2015	BALANCE	BUDGET USED

Fund 238 - HISTORICAL DISTRICT FUND

Revenues

INT	INTEREST AND RENTS	200.00	40.06	9.01	159.94	20.03
OTHER	OTHER REVENUE	50,000.00	0.00	0.00	50,000.00	0.00

TOTAL Revenues		50,200.00	40.06	9.01	50,159.94	0.08
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Expenditures						
000		50,000.00	22,723.00	9,200.00	27,277.00	45.45

TOTAL Expenditures		50,000.00	22,723.00	9,200.00	27,277.00	45.45
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TOTAL REVENUES		50,200.00	40.06	9.01	50,159.94	0.08
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TOTAL EXPENDITURES		50,000.00	22,723.00	9,200.00	27,277.00	45.45
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NET OF REVENUES & EXPENDITURES		200.00	(22,682.94)	(9,190.99)	22,882.94	11,341.4
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PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDGT
 USED

GL NUMBER DESCRIPTION

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

INT

OTHER

TAXES

TOTAL Revenues

Expenditures

CAPITAL OUTLAY

MAINTENANCE

ADMINISTRATION

COMMUNITY PROMOTIONS

TRANSFERS OUT

TOTAL Expenditures

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

1,000.00	292.38	96.34	707.62	29.24
0.00	2,575.90	0.00	(2,575.90)	100.00
450,000.00	494,570.42	0.00	(44,570.42)	109.90
451,000.00	497,438.70	96.34	(46,438.70)	110.30
120,000.00	0.00	0.00	120,000.00	0.00
76,400.00	74,153.75	8,072.23	2,246.25	97.06
56,200.00	48,680.09	2,435.56	7,519.91	86.62
55,000.00	48,963.92	6,028.66	6,036.08	89.03
142,900.00	142,900.00	0.00	0.00	100.00
450,500.00	314,697.76	16,536.45	135,802.24	69.86
451,000.00	497,438.70	96.34	(46,438.70)	110.30
450,500.00	314,697.76	16,536.45	135,802.24	69.86
500.00	182,740.94	(16,440.11)	(182,240.94)	36,548.1

PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDGT
 USED

GL NUMBER DESCRIPTION

Fund 260 - DESIGNATED CONTRIBUTIONS

Revenues

INT	INTEREST AND RENTS	4,300.00	367.00	0.00	3,933.00	8.53
LOCAL	LOCAL CONTRIBUTIONS	10,000.00	0.00	0.00	10,000.00	0.00
OTHER	OTHER REVENUE	20,000.00	10,000.00	0.00	10,000.00	50.00
TRANSIN	TRANSFERS IN	0.00	10,000.00	10,000.00	(10,000.00)	100.00

TOTAL Revenues		34,300.00	20,367.00	10,000.00	13,933.00	59.38
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Expenditures

276	CEMETERY	0.00	12,614.25	0.00	(12,614.25)	100.00
443	ARBOR BOARD	20,000.00	3,550.00	380.00	16,450.00	17.75
751	PARKS	10,000.00	9,125.00	0.00	875.00	91.25
758	DOG PARK	4,000.00	1,241.69	47.19	2,758.31	31.04
759	COMMUNITY GARDEN	300.00	0.00	0.00	300.00	0.00

TOTAL Expenditures		34,300.00	26,530.94	427.19	7,769.06	77.35
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TOTAL REVENUES		34,300.00	20,367.00	10,000.00	13,933.00	59.38
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TOTAL EXPENDITURES		34,300.00	26,530.94	427.19	7,769.06	77.35
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NET OF REVENUES & EXPENDITURES		0.00	(6,163.94)	9,572.81	6,163.94	100.00
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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

		PERIOD ENDING 05/31/2015		ACTIVITY FOR			
		2014-15		YTD BALANCE		MONTH	
		AMENDED		05/31/2015		05/31/2015	
GL NUMBER	DESCRIPTION	BUDGET				AVAILBLE	% BDC
						BALANCE	USED
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)							
Revenues	TRANSFERS IN	0.00	285,800.00	285,800.00	(285,800.00)	100.00	
TOTAL Revenues		0.00	285,800.00	285,800.00	(285,800.00)	100.00	
Expenditures	DEBT SERVICE	0.00	285,945.02	0.00	(285,945.02)	100.00	
906							
TOTAL Expenditures		0.00	285,945.02	0.00	(285,945.02)	100.00	
TOTAL REVENUES		0.00	285,800.00	285,800.00	(285,800.00)	100.00	
TOTAL EXPENDITURES		0.00	285,945.02	0.00	(285,945.02)	100.00	
NET OF REVENUES & EXPENDITURES		0.00	(145.02)	285,800.00	145.02	100.00	

PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDT
 USED

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 468 - RIVERFRONT DEVELOPMENT						
Revenues						
STATE	STATE GRANTS	0.00	(1,011.17)	0.00	1,011.17	100.00
TOTAL Revenues		0.00	(1,011.17)	0.00	1,011.17	100.00
TOTAL REVENUES		0.00	(1,011.17)	0.00	1,011.17	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(1,011.17)	0.00	1,011.17	100.00

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	3,500.00	291.00	0.00	3,209.00	8.31
INT	INTEREST AND RENTS	40,050.00	46,195.10	1,515.65	(6,145.10)	115.34
OTHER	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
TOTAL Revenues		44,550.00	46,486.10	1,515.65	(1,936.10)	104.35
Expenditures						
000		28,700.00	35,609.67	1,124.07	(6,909.67)	124.08
TOTAL Expenditures		28,700.00	35,609.67	1,124.07	(6,909.67)	124.08
TOTAL REVENUES		44,550.00	46,486.10	1,515.65	(1,936.10)	104.35
TOTAL EXPENDITURES		28,700.00	35,609.67	1,124.07	(6,909.67)	124.08
NET OF REVENUES & EXPENDITURES		15,850.00	10,876.43	391.58	4,973.57	68.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDC
 USED

GL NUMBER DESCRIPTION

Fund 590 - WASTEWATER FUND

Revenues

CHARGES

CHARGES FOR SERVICES

INT INTEREST AND RENTS

OTHER OTHER REVENUE

TOTAL Revenues

Expenditures

TREATMENT

550 COLLECTION

551 CUSTOMER ACCOUNTS

552 ADMINISTRATION

TOTAL Expenditures

TOTAL REVENUES
 TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

1,026,000.00	996,977.68	99,422.54	29,022.32	97.17
2,000.00	1,490.75	463.09	509.25	74.54
0.00	5,310.32	0.00	(5,310.32)	100.00
1,028,000.00	1,003,778.75	99,885.63	24,221.25	97.64
510,700.00	527,408.44	43,826.13	(16,708.44)	103.27
88,100.00	79,472.32	7,166.11	8,627.68	90.21
82,200.00	71,686.74	7,812.84	10,513.26	87.21
144,800.00	4,838.52	2,979.40	139,961.48	3.34
825,800.00	683,406.02	61,784.48	142,393.98	82.76
1,028,000.00	1,003,778.75	99,885.63	24,221.25	97.64
825,800.00	683,406.02	61,784.48	142,393.98	82.76
202,200.00	320,372.73	38,101.15	(118,172.73)	158.44

GL NUMBER	DESCRIPTION					
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Fund 591 - WATER FUND						
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Revenues						
CHARGES	CHARGES FOR SERVICES	989,550.00	860,241.57	84,697.69	129,308.43	86.93
INT	INTEREST AND RENTS	6,320.00	5,194.26	625.70	1,125.74	82.19
OTHER	OTHER REVENUE	1,000.00	8,742.86	1,241.70	(7,742.86)	874.29

TOTAL Revenues		996,870.00	874,178.69	86,565.09	122,691.31	87.69
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Expenditures						
570	TREATMENT	317,200.00	281,224.23	28,625.95	35,975.77	88.66
571	DISTRIBUTION	188,825.00	177,231.11	10,646.66	11,593.89	93.86
572	CUSTOMER ACCOUNTS	82,100.00	72,147.06	7,822.84	9,952.94	87.88
573	ADMINISTRATION	255,619.00	185,315.05	1,820.92	70,303.95	72.50

TOTAL Expenditures		843,744.00	715,917.45	48,916.37	127,826.55	84.85
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TOTAL REVENUES		996,870.00	874,178.69	86,565.09	122,691.31	87.69
TOTAL EXPENDITURES		843,744.00	715,917.45	48,916.37	127,826.55	84.85
NET OF REVENUES & EXPENDITURES		153,126.00	158,261.24	37,648.72	(5,135.24)	103.35

GL NUMBER	DESCRIPTION	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 636 - DATA PROCESSING FUND					
Revenues					
INT	INTEREST AND RENTS	58,800.00	29,370.35	29,429.65	49.95
OTHER	OTHER REVENUE	900.00	3,084.90	(2,184.90)	342.77
TOTAL Revenues		59,700.00	32,455.25	27,244.75	54.36
Expenditures					
000		60,000.00	66,342.87	(6,342.87)	110.57
TOTAL Expenditures		60,000.00	66,342.87	(6,342.87)	110.57
TOTAL REVENUES		59,700.00	32,455.25	27,244.75	54.36
TOTAL EXPENDITURES		60,000.00	66,342.87	(6,342.87)	110.57
NET OF REVENUES & EXPENDITURES		(300.00)	(33,887.62)	33,587.62	11,295.8

GL NUMBER	DESCRIPTION	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 661 - EQUIPMENT FUND					
Revenues					
CHARGES	CHARGES FOR SERVICES	17,000.00	18,594.75	(1,594.75)	109.38
INT	INTEREST AND RENTS	117,400.00	83,557.90	33,842.10	71.17
OTHER	OTHER REVENUE	100.00	10,911.50	(10,811.50)	10,911.5
TRANSIN	TRANSFERS IN	30,000.00	0.00	30,000.00	0.00
TOTAL Revenues		164,500.00	113,064.15	51,435.85	68.73
Expenditures					
895	FLEET MAINT. & REPLACEMENT	141,600.00	113,911.12	27,688.88	80.45
TOTAL Expenditures		141,600.00	113,911.12	27,688.88	80.45
TOTAL REVENUES		164,500.00	113,064.15	51,435.85	68.73
TOTAL EXPENDITURES		141,600.00	113,911.12	27,688.88	80.45
NET OF REVENUES & EXPENDITURES		22,900.00	(846.97)	23,746.97	3.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

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PERIOD ENDING 05/31/2015

2014-15

AMENDED

BUDGET

YTD BALANCE
05/31/2015ACTIVITY FOR
MONTH
05/31/2015AVAILABLE
BALANCE% BDT
USED

GL NUMBER DESCRIPTION

Fund 711 - CEMETERY FUND

Revenues

CHARGES

INT

CHARGES FOR SERVICES
INTEREST AND RENTS0.00 9,745.00
0.00 267.45500.00
79.62(9,745.00)
(267.45)100.00
100.00

TOTAL Revenues

0.00 10,012.45

579.62

(10,012.45)

100.00

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

0.00 10,012.45
0.00 0.00
0.00 10,012.45579.62
0.00
579.62(10,012.45)
0.00
(10,012.45)100.00
0.00
100.00

PERIOD ENDING 05/31/2015

2014-15

AMENDED

BUDGET

YTD BALANCE

05/31/2015

ACTIVITY FOR

MONTH

05/31/2015

AVAILABLE

BALANCE

% BDGT

USED

GL NUMBER	DESCRIPTION							
Fund 714 - LEE FUND								
Revenues	INTEREST AND RENTS							
INT		10,000.00	3,937.92	66.47	6,062.08	39.38		
TOTAL Revenues		10,000.00	3,937.92	66.47	6,062.08	39.38		
Expenditures								
000		10,000.00	1,500.00	0.00	8,500.00	15.00		
TOTAL Expenditures		10,000.00	1,500.00	0.00	8,500.00	15.00		
TOTAL REVENUES		10,000.00	3,937.92	66.47	6,062.08	39.38		
TOTAL EXPENDITURES		10,000.00	1,500.00	0.00	8,500.00	15.00		
NET OF REVENUES & EXPENDITURES		0.00	2,437.92	66.47	(2,437.92)	100.00		

PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDT
 USED

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 715 - LOOK FUND						
Revenues	INTEREST AND RENTS	10,000.00	27,307.70	(319.80)	(17,307.70)	273.08
TOTAL Revenues		10,000.00	27,307.70	(319.80)	(17,307.70)	273.08
Expenditures		10,000.00	274,500.00	0.00	(264,500.00)	2,745.00
TOTAL Expenditures		10,000.00	274,500.00	0.00	(264,500.00)	2,745.00
TOTAL REVENUES		10,000.00	27,307.70	(319.80)	(17,307.70)	273.08
TOTAL EXPENDITURES		10,000.00	274,500.00	0.00	(264,500.00)	2,745.00
NET OF REVENUES & EXPENDITURES		0.00	(247,192.30)	(319.80)	247,192.30	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 05/31/2015

2014-15
 AMENDED
 BUDGET

YTD BALANCE
 05/31/2015

ACTIVITY FOR
 MONTH
 05/31/2015

AVAILABLE
 BALANCE

% BDC
 USED

GL NUMBER DESCRIPTION

Fund 716 - CARR FUND

Revenues

INT INTEREST AND RENTS

0.00

15.61

4.63

(15.61)

100.00

TOTAL Revenues

0.00

15.61

4.63

(15.61)

100.00

Expenditures

000

0.00

328.00

0.00

(328.00)

100.00

TOTAL Expenditures

0.00

328.00

0.00

(328.00)

100.00

TOTAL REVENUES

0.00

15.61

4.63

(15.61)

100.00

TOTAL EXPENDITURES

0.00

328.00

0.00

(328.00)

100.00

NET OF REVENUES & EXPENDITURES

0.00

(312.39)

4.63

312.39

100.00

PERIOD ENDING 05/31/2015

2014-15

AMENDED

BUDGET

ACTIVITY FOR

MONTH

05/31/2015

AVAILABLE

BALANCE

% BDT

USED

GL NUMBER DESCRIPTION

Fund 717 - TRAILWAY

Expenditures

000

TOTAL Expenditures

0.00

47.99

0.00

(47.99)

100.00

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

0.00

0.00

0.00

0.00

0.00

0.00

47.99

0.00

(47.99)

100.00

0.00

(47.99)

0.00

47.99

100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 05/31/2015

2014-15

AMENDED

BUDGET

YTD BALANCE

05/31/2015

ACTIVITY FOR

MONTH

05/31/2015

AVAILABLE

BALANCE

% BDC

USED

GL NUMBER DESCRIPTION

Fund 718 - CARR FUND II

Revenues

INT INTEREST AND RENTS

TOTAL Revenues

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

TOTAL REVENUES - ALL FUNDS
 TOTAL EXPENDITURES - ALL FUNDS
 NET OF REVENUES & EXPENDITURES

0.00	53.75	16.13	(53.75)	100.00
0.00	53.75	16.13	(53.75)	100.00
0.00	53.75	16.13	(53.75)	100.00
0.00	53.75	16.13	(53.75)	100.00
0.00	53.75	16.13	(53.75)	100.00
6,110,166.00	5,493,313.94	625,413.90	616,852.06	89.90
5,733,296.00	5,049,429.37	646,327.36	683,866.63	88.07
376,870.00	443,884.57	(20,913.46)	(67,014.57)	117.78




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

CITY MANAGER'S REPORT
June 15, 2015

1. The Kent County Road Commission reports that the Hudson Street bridge project is on schedule, which means the bridge should be open by July 2. In the meantime, we are thinking about contingency planning for the riverwalk festival in case they don't meet this schedule.
2. We are making progress on the project to turn the log from the old Maple tree in front of the library into something that can be displayed for the community to enjoy. We have a cross-section of the log, then it had to be divided lengthways in order to run it through a saw mill to be turned into boards.
3. We were awarded a \$15,000 grant from the Lowell Area Community Fund for heating/cooling system replacement and upgrades at the Englehardt Public Library.
4. The Lowell Area Fire Authority was awarded a \$40,000 grant from the Lowell Area Community Fund for replacement of SCBA gear.
5. Just a reminder that we have a workshop scheduled for June 22 at 6 p.m.

Respectfully submitted,


Mark Howe, City Manager

CITY OF LOWELL

Application for Board or Commission Appointment

Name: Jeff Ostrander
Address: 12936 Vergennes Ave.
Telephone Numbers: Home _____ Cell 616 514 8880
Email: Jeff@flyMajesticAir.com
Board or Commission Position Desired: Airport

Please give a brief resume of your qualifications for the desired position (you may attach additional information):

Pilot ratings: ATP, CFI, CFI-IASEL, AMEL, ASES,
Part 137, Instrument, Tailwheel, High Perf, Complex

Proprietor & Flight Instructor for Majestic Air,
based at Lowell City Airport.

FAA Gold Seal flight instructor

I love the Lowell Airport!

Jeff Ostrander
Signature

Please return application to:

City of Lowell
Attn: City Clerk
301 East Main Street
Lowell, MI 49331

Or by email to:

bmorlock@ci.lowell.mi.us