

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

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. June 15, 2015 – Regular Meeting
 - b. June 1, 2015 – Closed Session Meeting
 - c. June 15, 2015 – Closed Session Meeting
 - d. June 22, 2015 – Work Session Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Strategic Goals Report
 - b. Pending Council Projects Report
7. NEW BUSINESS
 - a. KDL Annual Report
 - b. Lowell Youth Football Park Agreement
 - c. Tree Removal – 726 Lafayette
 - d.
8. COUNCIL COMMENTS
9. MANAGER'S REPORT
10. APPOINTMENTS
11. ADJOURNMENT

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



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MEMORANDUM

TO: Lowell City Council

FROM: Mark Howe, City Manager

RE: Council Agenda for Monday, July 6, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
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 - a. June 15, 2015 – Regular Meeting
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 - d. June 22, 2015 – Work Session Meeting
4. ACCOUNTS PAYABLE
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Strategic Goals Report

The report is attached for your review.
 - b. Pending Council Projects Report

The report is attached for your review.
7. NEW BUSINESS
 - a. KDL Annual Report

A delegation will present the Kent District Library 2015 Annual Report to you.

b. Lowell Youth Football Park Agreement

We have negotiated a Park Use Agreement with Lowell Youth Football to use Burch Field for its fall football program. The term of the agreement is through December 31, 2016, which now completes the alignment of all of our sports agreements to expire at the end of 2016. In addition, the rate is set at \$10 per participant which also aligns with the rest of the youth sports agreements.

Recommended Motion: That the Lowell City Council approve the Park Use Agreement with Lowell Youth Football through December 31, 2016, and authorize appropriate signatures.

c. Tree Removal – 726 Lafayette

We have had a request from a resident to remove a tree in the street right-of-way at 726 Lafayette Street. The neighbor across the street supports the request to remove the tree. Both attended a recent meeting of the Arbor Board which has recommended removal as well. It is estimated that the cost to remove the tree will be approximately \$2,000. There will be sidewalk repair of approximately \$300 as well.

Recommended Motion: That the Lowell City Council support the removal of the tree at 726 Lafayette Street.

8. COUNCIL COMMENTS

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

9. MANAGER'S REPORT

The report is attached for your review.

10. APPOINTMENT(S)

11. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, JUNE 15, 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, Suzanne Olin and Police Chief Steve Bukala.

3. **APPROVAL OF THE AGENDA.**

Councilmember Hall suggested Item 7 (f) be deleted from the agenda.

IT WAS MOVED BY HALL and seconded by MAYER to delete Item 7 (f) from the agenda.

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

IT WAS MOVED BY HALL and seconded by MAYER to approve the agenda as modified.

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 HALL to approve the regular minutes of the June 1, 2015 meeting as written.

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

5. **APPROVAL OF THE ACCOUNTS PAYABLE.**

Councilmember Ellison questioned the bill from Model Coverall. City Treasurer Suzanne Olin stated the payment is for the mats at the library.

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 (06/15/2015)
General Fund \$26,570.70

Major Street Fund	\$1,228.61
Local Street Fund	\$1,115.01
Downtown Development Fund	\$1,284.55
Designated Contributions	239.08
Airport Fund	\$1,100.25
Wastewater Fund	\$18,249.58
Water Fund	\$60,451.12
Data Processing Fund	\$716.00
Equipment Fund	\$3,596.00

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

No comments were received.

7. **OLD BUSINESS.**

- a. **Strategic Goals Report.** City Manager Howe stated the City began mapping the “community” streets and will put together a priority list of potential street projects for Council review.

The flow monitors and groundwater monitors are being pulled this week and Prein & Newhof will begin compiling the data and present a report.

- b. **Pending Council Projects Report.** Howe stated the downtown tower removal will be discussed further into the agenda. The City has settled with GroAmerica and made a final payment to the company of \$40,000 which reflects the total due minus the City’s expenses. This project is now closed and completed.

8. **NEW BUSINESS**

- a. **Public Hearing – Truth and Taxation.**

The City has posted the notice for the Council 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. The Council 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.”

The City is 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.

No public comments were received.

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

IT WAS MOVED BY ELLISON and seconded by HALL to approve resolution 08-15 approving City Operating Millage Rate Levy for Fiscal Year.

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

- b. Fireworks For Fiverwalk. 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. The City is grateful to have Laurels of Kent sponsoring the fireworks once again.

IT WAS MOVED BY ELLISON and seconded by HALL to approve the request from the Lowell Area Chamber of Commerce for a fireworks display on Saturday, July 11, 2015.

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

- 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. This is primarily for the car show.

IT WAS MOVED BY ELLISON and seconded by HALL to 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.

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

- d. FOIA Policy Review and Approval. A procedures and guidelines document was presented to the Council for this review. City Manager Howe explained this would put us in compliance with changes to the Michigan Freedom of Information Act. A draft was provided at the previous meeting with the only update being that the actual cost of making copies and has been calculated and inserted into the new document.

IT WAS MOVED BY HALL and seconded by MAYER to adopt the Freedom of Information Act Procedures and Guidelines as presented.

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

- e. Ordinance Amendment – Site Plan Review. The City of Lowell Planning Commission has held a public hearing and has recommended an 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.

IT WAS MOVED BY HALL and seconded by ELLISON to adopt Ordinance 15-03.

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

NO: None. ABSENT: None. MOTION CARRIED.

- f. Ordinance Amendment – Rezoning of Properties. The City of Lowell Planning Commission has held a public hearing and has recommended an 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 was outline in a memo from planning consultant Andy Moore of Williams & Works.

IT WAS MOVED BY HALL and seconded by MAYER to adopt Ordinance 15-05.

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

NO: None. ABSENT: None. MOTION CARRIED.

- g. Police Vehicle Replacement. It is time to move forward with the third of the four-year police vehicle replacement plan by putting in our order under the state bid. A grant was received from the Lowell Area Community Fund that covered approximately 100 percent of the third year with a commitment that the City pays for 100 percent of a vehicle in the fourth year. This was included in the 2015–16 budget that has been adopted.

The City continues to use the state bid process to keep administrative costs and time at a minimum and meet the bid requirements. The bid price for the base vehicle is the same this year as it was last year. The ready for road package was also purchased 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 set up is coordinated through Mid-Michigan Emergency Equipment and is also included in the budget.

Councilmember Altoft wanted it noted he would vote “yes” on this because there was a grant for this prior to him taking office. Otherwise, he would vote “no”. He did not think the department should have bought four new vehicles in a row.

IT WAS MOVED BY ALTOFT and seconded by ELLISON 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.

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

- h. Cell Tower Removal. The City 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.

IT WAS MOVED BY ELLISON and seconded by HALL that the Lowell City Council approve the bid from SyncWave, LLC, of Scottville, Michigan, to remove the downtown city tower.

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

- i. Letter of Agreement – 318 Lincoln Lake. A Letter of Agreement with Olin Excavating for the removal of structures and vehicles at 318 Lincoln Lake was provided. The Council has had previous discussion regarding this property that was destroyed by fire last year.

The City has taken the necessary steps to require the property owners to bring this unsafe structure into compliance with current code. This Letter of Agreement will allow the City to take the necessary steps to demolish the structures and bring the property into compliance if the property owners refuse to do so. Payment has already been received from Bank of America, the mortgage holder on the property, to cover the cost of executing this Letter of Agreement.

There is a local church that is talking about the idea of reseeded the area once the building is removed.

IT WAS MOVED BY ELLISON and seconded by HALL to approve the Letter of Agreement with Olin Excavating and authorize the signature of the Mayor and City Clerk.

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

- j. Budget Amendment. The City monitors 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 was 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 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 that are in place. It simply puts the City in compliance with the state law.

IT WAS MOVED BY ELLISON and seconded by ALTOFT that the City Council adopt Resolution 09-15.

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

NO: None. ABSENT: None. MOTION CARRIED.

- k. City Clerk Appointment. City Clerk Betty Morlock has announced her retirement from the City of Lowell after many years serving the residents. 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. Howe recommended that the City Council appoint Sue Ullery as City Clerk effective August 1, 2015.

Councilmember Altoft liked the idea of promoting from within.

IT WAS MOVED BY ALTOFT and seconded by HALL that the Lowell City Council approve the appointment of Sue Ullery as City Clerk effective August 1, 2015.

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

8. **MONTHLY REPORTS.** No comments were received.

9. **COUNCIL COMMENTS.**

Councilmember Mayer stated the fire department recently sold a 1946 fire truck. It was sold to a gentleman who does the hose testing for the department. The sale is more of a swap in labor. The purchaser gets the truck and the department gets three years of hose testing free. Mayer congratulated Sue Ullery.

Councilmember Altoft stated an Airport Board meeting was held. Everything seems to be going well.

Councilmember Hall thanked the Council for approving everything the Planning Commission has been working on. LARA has been discussing the trails. Spring maintenance has been completed by a "friends group". Also, the pavilion off Foreman looks very nice. He appreciates everyone that works with the "friends group" including the former police chief.

Councilmember Ellison stated the Arbor Board met. A few citizens were also present discussing the overgrown tree on Lafayette. Recommendations will be forwarded to the City Council. Ellison congratulated Sue Ullery.

Mayor Hodges stated Lowell Light and Power met on Thursday, June 11, 2015. Valerie Braider of Michigan Energy Agency will be in Lowell and have lunch with the Lowell Rotary and the Chamber of Commerce on July 15, 2015. She will also be touring the bio-digester. The American Public Power Association had their 2015 Lineman's Rodeo in which Lowell Light and Power participated in. Also, at this conference Lowell Light and Power received a distinguished award in the top category as a diamond recipient as well as first place safety award for the category. The bio-digester continues to struggle getting over the hump of 50% capacity. Minor modifications are still being made. Lowell Light and Power recently approved updates to their personnel handbook. Also, they have volunteered to facilitate as a drop off point for the Food Fight. The Chamber of Commerce Board met briefly last week and discussed the summer concerts and the Riverwalk celebration. There was also a short discussion about the traffic rerouting. Cliff Yankovich mentioned Ella's received more customers than usual because of this.

10. **CITY MANAGER REPORT.**

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. Progress is being made 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. There was 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. The City was 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. A workshop meeting is scheduled for June 22 at 6 p.m.
6. A draft copy of the Strategic Plan was presented.

11. **APPOINTMENTS.** By general consensus, the Council agreed with the following appointments:

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)

IT WAS MOVED BY ELLISON and seconded by HALL to move to closed session at 7:57 p.m. as allowed under the Open Meetings Act MCL 15.268(a) to discuss City Manager Evaluation.

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

NO: None. ABSENT: None. MOTION CARRIED.

Council returned to open session at 9:04 p.m.

IT WAS MOVED BY HALL and seconded by ELLISON to increase City Manager Mark Howe's salary by 2%, consistent with other city employees.

YES: 3. (Councilmembers Ellison, Hall and Mayor Hodges)

NO: 2. (Councilmembers Altoft and Mayer) ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by HALL to adjourn at 9:05 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 08 -15

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

Councilmember Ellison, seconded by Councilmember HALL 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.

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

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

**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 Hall, seconded by Councilmember Ellison, 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.

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

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 June 17, 2015. I further certify that the above ordinance was entered into the Ordinance Book of the City on June 27, 2015, and was effective June 27, 2015, ten (10) days after publication.

Dated: June 15, 2015


Susan Ullery
Deputy City Clerk

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**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 HALL, seconded by Councilmember MAYER, 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.

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

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 June 17, 2015. I further certify that the above ordinance was entered into the Ordinance Book of the City on June 27, 2015, and was effective June 27, 2015, ten (10) days after publication.

Dated: June 15, 2015


Susan Ullery
Deputy City Clerk

**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 ELLISON, seconded by Councilmember ALTOFT, 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.

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: June 15, 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 June 15, 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: June 15, 2015


Sue Ullery, Deputy Clerk

PROCEEDINGS OF THE
CITY COUNCIL WORKSESSION
OF THE CITY OF LOWELL
MONDAY, JUNE 22, 2015

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

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

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

Absent: Councilmembers Sharon Ellison and Matt Mayer.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, Interim DPW Director Ron Woods and LCTV Boardmember Dennis Kent.

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY HALL and seconded by ALTOFT to excuse the absences of Councilmembers Ellison and Mayer.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY HALL and seconded by ALTOFT to approve the agenda as amended.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

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

No public comments were received.

5. **STREET PLANS.** City Manager Howe presented a spreadsheet he is developing which prioritizes the need for street repair throughout the City. Streets can be repaired in a number of ways which include chip/seal, mill/fill, crack/seal and edge/mill. The Council should discuss the next street project at its August work shop meeting.

Howe and the Council discussed several streets in need of repair.

Mayor Hodges asked if cleaning of the sewer system could be done at the same time as street maintenance. Howe stated Water Distribution Supervisor Jeff VanSetters is beginning an aggressive program to clean the sewer system as well as videotaping.

6. **DISCUSSION ABOUT COMMUNITY BUILDINGS.** City Manager Howe stated there are a number of city owned buildings that the entire community uses. Such facilities include the

museum, Showboat, Parks, Cemetery and the Riverwalk Building. Howe suggested putting together a report in order for the public to provide input.

Dennis Kent commented on the LCTV Resolution. Maybe this needs to be modified.

Mayor Hodges suggested the facts of each facility be known and then there can be more discussion. Areas to note include the school district/student use of each facility, millage toward museum and the museum budget.

7. **OPEN DISCUSSION**. Councilmember Altoft questioned Water Infiltration and asked if the meters were installed. City Manager Howe was unsure but will check.

Altoft noted trash is being thrown in the river again.

Altoft also suggested funds be set aside to maintain the parking lots throughout the city parks.

Councilmember Hall asked for a status report on what the future plans are for the 4H Fair. City Manager Howe noted a grant was received for a feasibility study to be completed.

Mayor Hodges thanked everyone involved in getting the bridge open.

Hodges questioned when Main Street BBQ is planning on opening. Howe responded August. He noted Dave Austin from Williams and Works and Interim DWP Director Ron Woods are working on the utilities behind the building.

IT WAS MOVED BY HALL and seconded by ALTOFT to adjourn at 8:14 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	LINCOLN LAKE TOWING, LLC	POLICE CAR IMPOUND	125.00	66401
101-000-040.000	ACCOUNTS RECEIVABLE	63-2 DISTRICT CT	BOND JASON SEELEY	500.00	66430
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE	5.62	66388
101-000-123.000	PREPAID EXPENSES	LERMA INC.	CONFERENCE FOR HEFFRON	75.00	66370
101-000-123.000	PREPAID EXPENSES	IIMC	MEMBERSHIP 2015 - ULLERY	155.00	66418
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	DELINQ TAXES COLECTED	21.34	66366
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	DELINQ TAXES COLLECTED	4.86	66367
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	DELINQ TAXES COLLECTED	53.20	66372
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	DELINQ TAXES COLLECTED	22.80	66366
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	DELINQ TAXES COLLECTED	17.82	66368
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY	DELINQ TAXES COLLECTED	6.78	66363
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	DELINQ TAXES COLLECTED	0.92	66371
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY	DELINQ TAXES COLLECTED	0.68	66363
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	DELINQ TAXES COLLECTED	2.28	66366
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	DELINQ TAXES COLECTED	1.83	66366
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	DELINQ TAXES COLLECTED	0.19	66367
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	DELINQ TAXES COLLECTED	1.78	66368
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	DELINQ TAXES COLLECTED	0.10	66371
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	DELINQ TAXES COLLECTED	3.72	66372
101-000-285.000	DEPOSITS	JENNIFER WILCZEWSKI	CREEKSID PARK DEPOSIT	50.00	66398
101-000-285.001	DEPOSITS/RECYCLE CONTAIN	BARB BARBER	RETURNED RECYCLE BIN	5.00	66422
101-000-285.004	CREEKSID DEPOSIT	BROWER, LAURA	CREEKSID PARK DEPOSIT	50.00	66358
101-000-285.004	CREEKSID DEPOSIT	ROZEMA, KAYLA	CREEKSID PARK DEPOSIT	50.00	66376
Total For Dept 000				1,153.92	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	PINK ARROW PRIDE	PINK ARROW BANNER	100.00	66420
Total For Dept 101 COUNCI				100.00	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	SMS COMMUNICATIONS	NEWSLETTER DESIGN & WRITE	1,200.00	66410
101-172-850.000	COMMUNICATIONS	MARK HOWE	JAN - JUNE 2015 EXPENSES	240.00	66403
101-172-860.000	TRAVEL EXPENSES	MARK HOWE	JAN - JUNE 2015 EXPENSES	588.74	66403
101-172-955.000	MISCELLANEOUS EXPENSE	LOWELL ROTARY CLUB	ROTARY DUES MARK HOWE	550.00	66419
Total For Dept 172 MANAG				2,578.74	
Dept 191 ELECTIONS					
101-191-860.000	TRAVEL EXPENSES	PETTY CASH	MISC EXPENSES	57.96	66427
Total For Dept 191 ELECTI				57.96	
Dept 210 ATTORNEY					
101-210-802.000	LABOR RELATIONS ATTORNEY	ABBOTT, NICHOLSON, QUILTE	LEGAL SERVICES	320.00	66355
Total For Dept 210 ATTORN				320.00	
Dept 215 CLERK					
101-215-730.000	POSTAGE	PURCHASE POWER	PITNEY BOWES POSTAGE	50.69	66374
101-215-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES5/10 - 6/9/1	57.90	66411
101-215-955.000	MISCELLANEOUS EXPENSE	KCCA	SUMMER PICNIC - ULLERY	12.00	66432
Total For Dept 215 CLERK				120.59	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	HOOPER PRINTING	TAX BILL PAPER	232.00	66397
101-253-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WINDOW ENVELOPES #25 PERM	142.42	66425
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	MAY ADMIN	49.50	66394
101-253-801.000	PROFESSIONAL SERVICES	POSTMASTER	JULY W/S BILLS & SUMMER T	543.54	66428
Total For Dept 253 TREASU				967.46	
Dept 265 CITY HALL					
101-265-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	POSTAGE	144.00	66406
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	43.57	66412
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	MISC EXPENSES	13.93	66427

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
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BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 CITY HALL					
101-265-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL MAY 2015	50.00	66378
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES JUNE 20	600.00	66408
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	DPW INTERNET JULY 2015	147.85	66361
101-265-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES 6/16 - 7/15	1,564.74	66387
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	137.48	66388
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	291.56	66417
Total For Dept 265 CITY H				2,993.13	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	PEP TALK	DEJONG -T-SHIRTS	172.50	66405
101-276-860.000	TRAVEL EXPENSES	LUANNE WISNIEWSKI	CEMETERY TRAINING CONF 6/	184.00	66373
Total For Dept 276 CEMETE				356.50	
Dept 301 POLICE DEPARTMENT					
101-301-803.000	DISPATCHING SERVICES	KENT COUNTY SHERIFF'S DEP	DISPATCH SERVICES 1/1-6/3	16,612.78	66399
101-301-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES 6/16 - 7/15	1,243.03	66387
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	138.68	66388
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES5/10 - 6/9/1	298.55	66411
101-301-984.000	EQUIPMENT	DIGITAL OFFICE MACHINES,	POLICE COPY MACHINE	500.00	66391
Total For Dept 301 POLICE				18,793.04	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	783.00	66384
Total For Dept 400 PLANNI				783.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	FANDANGLED CUSTOM APPAREL	NAME PLAQUE - WOODS	68.40	66393
101-441-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	CLEANING CHEMICALS	65.00	66415
101-441-740.000	OPERATING SUPPLIES	LITES PLUS, INC.	DPW - LAMPS	100.00	66426
101-441-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES 6/16 - 7/15	556.16	66387
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	54.84	66388
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	55.98	66417
Total For Dept 441 DEPART				900.38	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	TRASH BAG SALES MAY 2015	3,171.90	66354
Total For Dept 523 TRASH				3,171.90	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	17.30	66417
Total For Dept 747 CHAMBE				17.30	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	CLEANING CHEMICALS	68.00	66415
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	RESTROOM REC FIELD	190.00	66369
101-751-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	MAY 2015 INVOICE	3,900.00	66385
101-751-930.000	REPAIR & MAINTENANCE	RISNER'S ROOFING & HOME I	CREEKSIDE PARK PAVILION	2,790.00	66375
101-751-930.000	REPAIR & MAINTENANCE	SUPERIOR ASPHALT, INC.	STREETS - SUPPLIES - R&M	192.50	66379
101-751-930.000	REPAIR & MAINTENANCE	SANISWEEP, INC.	STORAGE BARN SWEEP	130.00	66409
Total For Dept 751 PARKS				7,270.50	
Dept 757 SHOWBOAT					
101-757-651.000	SHOWBOAT FEES	RHONDA GREENMAN-BATT	SHOWBOAT DEPOSIT REFUND	20.00	66407
Total For Dept 757 SHOWBO				20.00	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES JUNE 20	360.00	66408
101-790-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES 6/16 - 7/15	176.32	66387
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	96.82	66417
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL MAY 2015	40.00	66378
Total For Dept 790 LIBRAR				673.14	
Dept 804 MUSEUM					

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL MAY 2015	40.00	66378
101-804-887.000	CONTRIBUTIONS & MAINTENAN	MIDWEST AIR FILTER, INC.	AIR FILTERS- MUSEUM	61.26	66404
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	20.06	66417
Total For Dept 804 MUSEUM				121.32	
Total For Fund 101 GENERA				40,398.88	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	STREETS - SUPPLIES - R&M	192.77	66379
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES5/10 - 6/9/1	12.65	66411
Total For Dept 463 MAINTENANCE				205.42	
Total For Fund 202 MAJOR				205.42	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	STREETS - SUPPLIES - R&M	192.78	66379
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES5/10 - 6/9/1	12.65	66411
Total For Dept 463 MAINTENANCE				205.43	
Dept 483 ADMINISTRATION					
203-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - DONNA STR	3,736.95	66384
Total For Dept 483 ADMINISTRATION				3,736.95	
Total For Fund 203 LOCAL				3,942.38	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	BRITTEN BANNERS INC	BANNERS & BRACKETS	3,744.94	66423
Total For Dept 450 CAPITAL OUTLAY				3,744.94	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	WILLIAM BOS GREENHOUSE	DDA FLOWERS	4.48	66383
248-463-740.000	OPERATING SUPPLIES	KERKSTRA PORTABLE, INC.	RESTROOM AT BOAT LAUNCH	180.00	66400
Total For Dept 463 MAINTENANCE				184.48	
Dept 483 ADMINISTRATION					
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE AL	160.95	66384
Total For Dept 483 ADMINISTRATION				160.95	
Total For Fund 248 DOWNTOWN				4,090.37	
Fund 468 RIVERFRONT DEVELOPMENT					
Dept 000					
468-000-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	AMPHITHEATER PARK EXT PRO	8,531.70	66384
Total For Dept 000				8,531.70	
Total For Fund 468 RIVERFRONT				8,531.70	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BOURGETTE, BOB	REIMBURSEMENT OF GAS & MI	78.62	66357
581-000-740.000	OPERATING SUPPLIES	BROWN, CASEY	REIMBURSEMENT FOR GAS & S	80.66	66359
581-000-740.000	OPERATING SUPPLIES	GRIMM, TOM	REIMBURSE FOR GAS	16.06	66364
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	34.86	66417
581-000-930.000	REPAIR & MAINTENANCE	SHADOW ENTERPRISES	AIRPORT -R & M	142.02	66377
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET JULY 201	49.99	66382
Total For Dept 000				402.21	
Total For Fund 581 AIRPORT				402.21	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE	64.78	66388
590-000-276.000	Sewer	HART, CONNIE	UB refund for account: 2-	85.83	66431
Total For Dept 000				150.61	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	WOODS, RON	MILEAGE/SEWER MAIN BREAK	55.85	66414
590-551-864.000	CONFERENCES & CONVENTIONS	APWA, MICHIGAN CHAPTER -	MPSI BASIC YEAR 1 - VANSE	325.00	66433
590-551-930.000	REPAIR & MAINTENANCE	EJ USA, INC.	SEWER R & M	408.90	66362
590-551-930.000	REPAIR & MAINTENANCE	EJ USA, INC.	SEWER R & M	20.00	66392
590-551-930.000	REPAIR & MAINTENANCE	WOODS, RON	MILEAGE/SEWER MAIN BREAK	24.15	66414
590-551-930.000	REPAIR & MAINTENANCE	RYAN'S MODERN SEWER/CLEAN	VACTOR - CLEAN UP	1,020.00	66429
Total For Dept 551 COLLEC				1,853.90	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	JULY W/S BILLS & SUMMER T	207.55	66428
590-552-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER BILL PAPER	116.35	66425
590-552-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WINDOW ENVELOPES #25 PERM	142.43	66425
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	29.33	66389
Total For Dept 552 CUSTOM				495.66	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE AL	80.48	66384
Total For Dept 553 ADMINI				80.48	
Total For Fund 590 WASTE				2,580.65	
Fund 591 WATER FUND					
Dept 000					
591-000-123.000	PREPAID EXPENSES	ADT SECURITY SYSTEMS, INC	WPT SECURITY	98.07	66386
591-000-276.000	Water	HART, CONNIE	UB refund for account: 2-	72.21	66431
Total For Dept 000				170.28	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP CHEMICALS	133.96	66396
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP CHEMICALS	291.62	66396
591-570-802.000	CONTRACTUAL	TRUGREEN	WTP LAWN SERVICE	105.00	66381
591-570-802.000	CONTRACTUAL	TRUGREEN	WPT LAWN SERVICE	315.00	66381
591-570-802.000	CONTRACTUAL	TRUGREEN	STONEY LAKESIDE PARK LAWN	121.50	66381
591-570-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	MAY 2015 INVOICE	280.00	66385
591-570-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES 6/16 - 7/15	60.33	66387
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	0.85	66388
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	177.79	66417
591-570-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL MAY 2015	40.00	66378
591-570-930.000	REPAIR & MAINTENANCE	SUPERIOR ASPHALT, INC.	STREETS - SUPPLIES - R&M	192.50	66379
Total For Dept 570 TREATM				1,718.55	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	63.39	66412
591-571-744.000	UNIFORMS	PEP TALK	WATER DEPT T-SHIRTS	237.50	66405
591-571-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	MAY 2015 INVOICE	240.00	66385
591-571-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES 5/10 - 6/9/1	31.09	66411
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	WIRELESS 5/13 - 6/12/15	40.07	66413
591-571-864.000	CONFERENCES & CONVENTIONS	APWA, MICHIGAN CHAPTER -	MPSI BASIC YEAR 1 - VANSE	325.00	66433
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	GAS EXPENSE 5/21 - 6/19/1	13.87	66390
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	43.36	66417
Total For Dept 571 DISTRI				994.28	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	JULY W/S BILLS & SUMMER T	207.54	66428
591-572-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER BILL PAPER	116.35	66425
591-572-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WINDOW ENVELOPES #25 PERM	142.42	66425
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	29.32	66389
Total For Dept 572 CUSTOM				495.63	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE AL	80.47	66384

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EXP CHECK RUN DATES 06/15/2015 - 07/02/2015

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Fund 591 WATER FUND
Dept 573 ADMINISTRATION

Total For Dept 573 ADMINI	80.47	
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Total For Fund 591 WATER	3,459.21	
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Fund 636 DATA PROCESSING FUND
Dept 000

636-000-740.000 OPERATING SUPPLIES	LOWELL AREA SCHOOLS	COPY CENTER EXPENSES	271.50	66402
636-000-801.000 PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	POLICE DEPT - DATA PROCES	699.45	66356
636-000-801.000 PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	DPW DATA PROCESSING	309.86	66356
636-000-801.000 PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROF SERVICES	883.75	66416
636-000-801.000 PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROF SERVICES	168.75	66416
636-000-801.000 PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	STATEMENT - PROF SERVICES	1,043.75	66421
636-000-801.000 PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	STATEMENT APRIL - PROF SE	904.49	66421
636-000-802.000 CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE	386.85	66365

Total For Dept 000	4,668.40	
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Total For Fund 636 DATA P	4,668.40	
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Fund 661 EQUIPMENT FUND

Dept 895 FLEET MAINT. & REPLACEMENT

661-895-930.000 REPAIR & MAINTENANCE	CALEDONIA RENT-ALL & SALE	EQUIP FUND - CUTTER BLADE	214.20	66360
661-895-930.000 REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R&M	136.14	66380
661-895-930.000 REPAIR & MAINTENANCE	GRAND AUTO FAMILY	EQUIP R & M	258.67	66395
661-895-930.000 REPAIR & MAINTENANCE	GRAND AUTO FAMILY	EQUIP R & M	12.77	66395
661-895-930.000 REPAIR & MAINTENANCE	GRAND AUTO FAMILY	EQUIP R & M	13.99	66395
661-895-930.000 REPAIR & MAINTENANCE	GRAND AUTO FAMILY	EQUIP R & M	79.95	66395
661-895-930.000 REPAIR & MAINTENANCE	GRAND EQUIPMENT	R&M ROADSIDE MOWER	978.33	66424

Total For Dept 895 FLEET	1,694.05	
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Total For Fund 661 EQUIPM	1,694.05	
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07/02/2015 12:01 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 06/15/2015 - 07/02/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101	GENERAL FUND	40,398.88
Fund 202	MAJOR STREET FUN	205.42
Fund 203	LOCAL STREET FUN	3,942.38
Fund 248	DOWNTOWN DEVELOP	4,090.37
Fund 468	RIVERFRONT DEVEL	8,531.70
Fund 581	AIRPORT FUND	402.21
Fund 590	WASTEWATER FUND	2,580.65
Fund 591	WATER FUND	3,459.21
Fund 636	DATA PROCESSING	4,668.40
Fund 661	EQUIPMENT FUND	1,694.05

69,973.27



STRATEGIC GOALS REPORT

JULY 6, 2015

TIER ONE

1) Street Asset Management Plan: We had further discussion on the street plan at your most recently workshop. We are in the process of identifying community and high priority streets for repair in the next five years. (7-6-15)

2) Look/Lee Fund Investment Options: We have completed the transfer of a portion of the assets of the Look Memorial Fund to the Grand Rapids Foundation for investment purposes. We are still exploring a similar investment structure for the Lee Fund. (7-6-15)

3) Banners Downtown: We expect that the new banners will be installed following the Riverwalk Festival. (7-6-15)

4) Wastewater Inflow & Infiltration: Data that was collected from ground water and flow monitors is being evaluated and we hope to have a report in the near future from Prein & Newhoff. (7-6-15)

5) Downtown Trail Connector: LARA has completed its work with a recommended route to connect the Fred Meijer River Valley Rail Trails through the City of Lowell. A meeting with MDOT and the DNR is being scheduled and the City Manager is being invited to attend. (7-6-15)

✓ 6) Secure City Funding for Arbor Board: This has been completed with the adoption of the FY 2015-16 budget. (7-6-15)

7) Rental Rehabilitation Program: As of July 1, 2015, we have become eligible to receive CDBG grants through the State of Michigan. We will formulate a work plan to begin the process. In the meantime, we are working with a building owner who is currently pursuing CDBG funds through the MEDC. (7-6-15)

8) Economic Development Staff: We will need to have further discussion on this item at a future workshop. (7-6-15)

TIER TWO

1) Promote Accomplishments: This will be an ongoing task. We should discuss specific outcomes for this goal at a future workshop. In the meantime, during your last meeting I presented you with a list of 2014-15 accomplishments for the organization. (7-6-15)

CITY OF LOWELL STRATEGIC GOALS REPORT

2) Ordinance Review: Next step on this goal will be to create a calendar and assignments to keep us on task.

a) Buried Utility Lines: We will need to work with Light & Power to review the current ordinance and review our goals before drafting language. (7-6-15)

b) Right-of-Way: Public Works and City Hall staff are already discussing our internal process for reviewing building and zoning applications including a discussion on how to create a sign-off process when projects impact the right-of-way. I expect that ordinance/policy issues will arise from this discussion. (7-6-15)

c) Trash: We have a draft for discussion which can be reviewed at a future workshop. (7-6-15)

3) College Intern Program: We have advertised with the Michigan Municipal League for college interns and have had some inquiries. (7-6-15)

4) Proactive Code Enforcement: This item will require further discussion at a future workshop to identify outcomes for this goal. (7-6-15)

5) Business Development Packet: The Downtown Development Authority has approved funding for this project. Next step will be to work with the Lowell Area Chamber of Commerce and The Right Place, Inc., to define the scope and vendor. (7-6-15)

TIER THREE

1) Review Investment Strategy: We will need to develop a work plan for this goal as well as develop specific outcomes that identify when the goal is met. (7-6-15)

2) Master Plan for Recreation Park: With the upcoming discussion on the river valley trail connector, we will need to engage with the users of Recreation Park to identify a specific trail route through the park. This will likely begin our discussion on an overall master plan for the park. (7-6-15)

3) North Washington Park Name & Signage: We will begin a discussion with the Parks & Recreation Commission on this goal. (7-6-15)





301 East Main Street
Lowell, Michigan 49331
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PENDING COUNCIL PROJECTS REPORT July 6, 2015

UPDATES

Downtown Tower Removal – You approved a bid at your previous meeting to have the tower removed. We will keep you updated.

Lime Disposal – This project is now closed and completed. With your consent I would like to remove this item from the report.

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.

(6-15-15) 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

(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.

PUBLIC PARK USE AGREEMENT

THIS PUBLIC PARK USE AGREEMENT (the "Agreement") dated as of _____, 2015, by and between **LOWELL YOUTH FOOTBALL**, a Michigan non-profit corporation (the "User"), of Post Office Box 162 , Lowell, Michigan, and the **CITY OF LOWELL**, a Michigan municipal corporation (the "City"), of 301 Main Street, Lowell, Michigan.

RECITALS

- A. The City owns Burch Field, a public park (the "Park"), within the limits of the City.
- B. The User has requested permission to use the Park for the purpose of youth football games and related activities (the "Use").
- C. The City is willing to permit the User to use the Park for the Use subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the respective representations, covenants and agreements contained herein, the parties hereto agree as follows:

1. Use of Park. The City agrees, pursuant to the terms and conditions of this Agreement, to permit the User to use the Park for the Use.

2. Usage Fees. The User shall pay the City the following user fees:

A. Participant Fee. A fee of \$10.00 per participant participating in the User's regular Use activities at the Park (the "Participant Fee"). Such fee shall be first due and payable for the 2015 calendar year and every year thereafter during the term of this Agreement. The fee shall be paid by the User to the City within 30 days of the date the User's regular Use activities are scheduled pursuant to paragraph 3 hereof. The City will generally rely on the User's signed written statement of the total number of participants to which the Participant Fee applies, *provided, however*, the User shall provide documentation of such participants upon request of the City.

B. User Fee. The User shall pay the City an additional user fee equal to 10% of gross revenues from (i) concession operations, if any, conducted at the Park by User during activities not related to regular league play and (ii) tournaments, all-star games and playoffs or other special activities of the User held at the Park that generate income to the User. The User shall pay the City the User Fee within 30 days after the date it receives gross revenues from operations or special activities subject to the User Fee. The City will generally rely on the User's signed written statement of the calculation of such User Fee, *provided, however*, the User shall provide documentation supporting such calculation upon request of the City.

3. Scheduling of Activities. The City shall be responsible for co-ordinating the scheduling of all regular and special activities of the User and other users at the Park. Annually, before the beginning of regular activities of the User and other users of the Park, the City and all such users shall meet to review the scheduling requirements of all users. The City shall determine the final schedule of activities giving priority, in the event of a conflict, to the activity which will have the greatest number of participants.

4. Maintenance. During the time it has activities at the Park, the User will be responsible for keeping those portions of the park it is using including any restrooms clean of litter and other debris and in an orderly condition.

5. Utilities. To the extent determinable by the City, the User shall be responsible for the timely payment of the cost of utilities, i.e., water, sanitary sewer, electric, etc., directly related to facilities it is using at the Park. The City and the User shall mutually agree on the method of measuring utility usage and the cost thereof.

6. General Maintenance. The City will mow the athletic fields at the Park used by the User once per week as needed during the time such fields are being used by the User and provide routine cleaning and maintenance of the Park's restrooms and other facilities. In addition, the City will be responsible for providing one application per year of fertilizer and weed control to the athletic fields used by User. The User shall be responsible, under the City's supervision, for repairing or restoring any damage or deterioration of such athletic fields caused by the Users abnormal use.

7. Concession Permits. If the User operates a concession business during its use of the Park, it shall be responsible for obtaining and keeping current any licenses and permits required by the Kent County Department of Public Health or other governmental body or agency.

8. Indemnification and Insurance. The User shall indemnify and hold harmless the City and its officers, councilmembers, agents and employees from and against any and all losses, expenses (including attorney fees), claims and demands sustained by reason of the negligence of the User and its members, volunteers, participants, guests and invitees while using the Park. The User shall obtain and continuously maintain in effect during the term of this Agreement a policy of general liability insurance in the amount of \$2,000,000 per occurrence and in the annual aggregate with an insurance company licensed to do business in the State of Michigan. The City shall be named an additional insured on the policy and the policy shall provide at least 30 days written notice to the City of any cancellation, termination or material modification of the policy. The User shall provide the City a current copy of the policy or a certificate of insurance.

9. Term. The term of this Agreement shall begin in April 1, 2015, and end on December 31, 2016.

10. Annual Review. The User and City agree to meet annually each year be to review this Agreement and the use of the Park by User during the prior calendar year.

11. Early Termination. This Agreement may be terminated by either party upon written notice to the other party of failure to comply with the terms of this Agreement and continued non-compliance for 30 days after such notice is given. In addition, this Agreement may be terminated at any time with or without cause upon 180 days advance written notice by one party to the other party. Any notice given to the City shall be by first class mail or personal delivery to 301 East Main Street, Lowell, Michigan 49331, Attention: City Manager and to the User by first mail at P.O. Box 162, Lowell, Michigan 49331, Attention: Matt Smith. Either party may notify the other of a change in the notice address by written notice in accordance with this paragraph.

12. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto related to the subject matter hereof and there are no other representations, promises or agreements, oral or written, expressed or implied between the parties hereto.

13. Amendment and Assignment. This Agreement may not be amended or assigned without the prior written consent of both parties hereto.

IN WITNESS WHEREOF, the City and the User have caused these presents by their respective authorized officer(s), all as of the day and year first written above.

LOWELL YOUTH FOOTBALL

By: _____
Its: Matt Smith, President

CITY OF LOWELL

By: _____
James W. Hodges, Mayor

Attest: _____
Betty R. Morlock, City Clerk




301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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CITY MANAGER'S REPORT
July 6, 2015

1. We were not able to bring our steering committee together as planned to review the draft downtown parking analysis. With vacation schedules of the committee members, I don't anticipate that we will be able to schedule a meeting until late July or early August.
2. Removal of the house at 318 Lincoln Lake should be completed by your council meeting.
3. Just a reminder that the annual Riverwalk Festival will be held this week.

Respectfully submitted,


Mark Howe, City Manager