

CITY OF LOWELL
CITY COUNCIL AGENDA
SEPTEMBER 8, 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. August 17, 2015 – Regular Meeting
 - b. August 24, 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. Larkin's Restaurant – Chili Cook-Off Special Event Permit
 - b. MERS Delegates
 - c. Community Facilities Report
 - d. Five-Year Street Plan
 - e. Washington/Jefferson/Jackson Street Project
 - f. Grove/High Street Project
 - g. Equipment Purchases
 - h. LCTV Distribution
 - i. WTP Valve Replacement
 - j.
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 **Tuesday**, September 8, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
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 - a. August 17, 2015 – Regular Session Meeting
 - b. August 24, 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. Larkin's Restaurant – Chili Cook-Off Special Event Permit

Larkin's Restaurant is requesting the use of city property for a special event on October 10, 2015 for the 14th Annual Chili Cook Off. We have reviewed the permit and are recommending approval.

Recommended Motion: That the Lowell City Council approve the Special Event Permit for Larkin's Restaurant to close Broadway Street from south of the Post Office to Main Street on October 10, 2015, from 7 a.m. to 7 p.m.

b. MERS Annual Meeting Officer Delegate

The 2015 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on October 8 – 9, 2015 at the Amway Grand Hotel, Grand Rapids. Council needs to appoint an Employer Delegate and Alternate to the Annual Meeting. Ballots were distributed to the employees and they selected Donald DeJong as their delegate and Megan Keyser as their alternate to represent the City of Lowell Employees.

Recommended Motion: That the Lowell City Council appoint Mark Howe as the Employer Delegate and Greg Pierce as the Employer Alternate for the 2015 MERS Annual Meeting.

c. City of Lowell Community Facilities Report

Earlier this year you requested that we develop a City of Lowell Community Facilities Report outlining the facilities owned and operated by the City of Lowell for the benefit of the greater community.

The report has been completed and is presented for your information. I will give a short presentation during your meeting.

d. Five-Year Street Plan

We have completed a Five-Year Street Plan which is presented for your consideration and approval. The plan is a working document which will need to be reviewed on a regular basis as new information is gathered.

In developing the plan and prioritizing projects, the following criteria are considered:

- Current surface condition and the most economic means of extending the useful life.
- Whether the street serves community facilities such as manufacturers, businesses, churches, schools and other public buildings or spaces (such as parks).
- Whether the street serves as a primary residential connector to major streets or highways.
- Current or future plans for water and/or sewer improvements.

The plan also provides very rough estimates which total more than \$1.5 million over the next five years. Estimates in the plan are very broad in nature and become more focused as we get closer to pre-design, design and finally bidding the project. These initial estimates do not include any curb and gutter work that may be needed, additional storm water drainage, or utility improvements such as water or sewer lines.

Recommended Motion: That the Lowell City Council adopt the Five-Year Street Plan for 2015-2019.

e. Washington/Jefferson/Jackson Streets Project

We have received four bids for the Washington/Jefferson/Jackson Streets Project. The project includes pavement removal and resurfacing of the single blocks of Washington, Jefferson and Jackson Streets between Main and Avery Streets. It also includes sewer repair work at the intersection of Jefferson and Avery and on Jackson Street. In addition, it includes new water main on Jackson Street from Main to Avery Streets.

Bids are as follows:

- CL Trucking & Excavating \$ 236,696.00
- Wyoming Excavators \$ 252,083.00
- Olin Excavating \$ 266,614.00
- Crawford Contracting \$ 274,779.75

We are recommending that you approve the bid from CL Trucking and Excavating. The company has completed several successful projects for the City of Lowell, the most recent being the street and utility work on North Center and Heffron in 2011.

Recommended Motion: That the Lowell City Council accept the bid from CL Truck & Excavating for the Washington/Jefferson/Jackson Streets project in the amount of \$236,696.

f. Grove/High Streets Project

We have received four bids for the Grove/High Streets Project. The project includes milling and installing new asphalt on North Grove to High Street, then High Street to James Street.

Bids are as follows:

- CL Trucking & Excavating \$ 68,059.00
- Olin Excavating \$ 81,116.00
- Wyoming Excavators \$ 95,940.00
- Michigan Paving \$ 97,450.00

We are recommending that you approve the bid from CL Trucking and Excavating. The company has completed several successful projects for the City of Lowell, the most recent being the street and utility work on North Center and Heffron in 2011.

Recommended Motion: That the Lowell City Council approve the bid from CL Trucking and Excavating for the Grove/High Streets Project in the amount of \$68,059.

g. Equipment Purchases

We are ready to move forward with equipment purchases based on our plan for the current fiscal year. Enclosed is a memo from Interim Director of Public Works Ron Woods outlining the current requests.

Recommended Motion: That the Lowell City Council authorize the purchase of a Side Wing Blade, Pickup Truck and Underbody Scraper using the MiDEAL pricing.

h. LCTV Distribution

At the request of the LCTV Fund advisory committee you have committed to giving them prior notice of the amount that will be available for distribution. I recommend that you make all of the spendable balance in the fund available to the committee so that you can receive their recommendations for the 2015-16 fiscal year.

Recommended Motion: That the Lowell City Council authorize all of the spendable balance of the LCTV Fund for the 2015-16 fiscal year to be available for recommendations from the LCTV Fund advisory committee.

i. WTP Valve Replacement

Enclosed is a memo from Interim Director of Public Works Ron Woods outlining the need to replace a backwash valve at the Water Treatment Plant. We have obtained three quotes for the valve replacement but since this there is not enough budgeted for this repair we are bringing it to you for approval.

Quotes received are:

- Galloup \$ 6,278.00
- Oudbier Instrument Co. \$ 7,065.00
- Harper Industrial Construction \$ 10,970.00

For reasons explained in the memo, we are recommending your approval of the quote from Oudbier Instrument Company.

Recommended Motion: That the Lowell City Council approve the quote from Oudbier Instrument Company for valve replacement at the Water Treatment Plant in the amount of \$7,065.

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. APPOINTMENTS

11. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, AUGUST 17, 2015, 7:00 P.M.**

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

The Meeting was called to order at 7:00 p.m. by Mayor Hodges and roll was called by City 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, City Clerk Susan Ullery, Police Chief Steve Bukala and Interim DPW Director Ron Woods.

2. **APPROVAL OF THE AGENDA.**

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

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

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

IT WAS MOVED BY HALL and seconded by ELLISON to approve the regular minutes of the August 3, 2015 meeting as presented.

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

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

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

YES: Councilmembers Altoft, Hall, Ellison, Mayer and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (08/17/2015)

General Fund	\$114,046.15
Major Street Fund	\$50.74
Local Street Fund	\$10.78
Downtown Development Fund	\$779.89
Airport Fund	21.78
Wastewater Fund	\$43,274.61
Water Fund	\$1,929.05
Data Processing Fund	\$2,112.00
Equipment Fund	\$2,526.69
Current Tax Collected	\$127,043.07

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

.....thanked Mayor Hodges and the City of Lowell for hosting the Elk Horn Retreat. The concert that was held at the Showboat/Riverwalk was on July 25, 2015. Many positive comments have been received.

6. **OLD BUSINESS.**

- a. **Strategic Goals Report.** City Manager Howe stated he recently attended a meeting LARA arranged with MDOT and the DNR to review its recommended route to connect the Fred Meijer River Valley Rail Trails through the City of Lowell. A joint meeting with the Parks Commission may be upcoming.
- b. **Pending Council Projects Report.** No further updates were provided.

7. **NEW BUSINESS**

- a. **Resolution Proclaiming, Friday, September 11, 2015 as Pink Arrow Pride Day – Arrow Force VIII.**
For the eighth straight year the Lowell High School sports teams have initiated the cancer awareness and fund raising event called Pink Arrow Pride Day to be held on Friday, September 11th, 2015. The players will wear pink jerseys in games being held that day. Funds are being raised for Gilda's Club of Lowell and Lowell Community Wellness for Pink Arrow Family Support.

IT WAS MOVED BY HALL and seconded by ELLISON to adopt Resolution 12-15 proclaiming Friday, September 11, 2015 as Pink Arrow Pride Day – Arrow Force VIII in the City of Lowell.

YES: Councilmember Altoft, Ellison, Hall, Mayer and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

- b. **Resolution Proclaiming Friday, September 18, 2015 as Prisoner of War/Missing in Action Recognition Day.**

The Michael J. Bost Chapter 18 of the Vietnam Veterans of America will observe Prisoner of War/Missing in Action Recognition Day on Friday, September 18, 2015. A brief ceremony will be held at 2:00 p.m. in the chapel of the Michigan Home for Veterans in Grand Rapids.

The attached resolution proclaiming Prisoner of War/Missing in Action Day will be presented by Mayor Hodges during the above mentioned ceremony.

IT WAS MOVED BY MAYER and seconded by ALTOFT to adopt Resolution 13-15 proclaiming Friday, September 18, 2015 as Prisoner of War/Missing in Action Recognition Day.

YES: Councilmember Altoft, Ellison, Hall, Mayer and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

c. Cell Tower Moratorium Resolution

The Planning Commission is in the process of reviewing changes to the zoning ordinance relating to wireless communication towers. In the meantime, the City is in the process of removing the downtown tower as part of the downtown beautification efforts.

During this transition period, the city is recommending that the Council adopt a moratorium on new towers being constructed in the City to give the Planning Commission an opportunity to complete its work.

IT WAS MOVED BY ELLISON and seconded by HALL that the Lowell City Council adopt Resolution 14-15.

YES: Councilmember Altoft, Ellison, Hall, Mayer and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

d. Library Deck Project

A deck on the northwest corner of the library was included in the stage/showboat plans that were completed more than a year ago. That process involved coordination with planners and a landscape architect and input from a number of community members and stakeholders. Several plans were discussed and narrowed to a single plan that included the deck as a feature that would overlook a water fountain to the north.

The City was approached by Rotary, first, to construct the reading garden that was included in the plans but after further review it was discovered that construction of the garden will require major changes to the parking and street. The City is not yet in a position to take on those projects. The focus then shifted to the proposed deck and a committee was formed to begin working out the details. During the course of this process it was proposed to move the deck to the west side of the building. There were some challenges in doing this as the committee wanted the deck to be as large as possible while not encroaching on a ten-foot space needed during the riverwalk festival.

A plan was formulated and brought to the City's Parks & Recreation Commission to review whether or not there was support to move the deck from the northwest corner to the west side of the building. The Commission concurred and recommended that the City Council support the project.

In the meantime, Howe requested that the committee review the altered plans with the landscape architect who was originally involved in the stage/showboat plans. Each piece of the plan (deck, water fountain, reading garden, stage, seating area, etc.) was strategically placed to fit together. One of the original purposes of the deck was to be a viewing area for the water feature. The landscape architect reviewed the proposed deck with the committee and proposed some modifications. Howe understood the committee has accepted some of these modifications and rejected some.

Councilmember Ellison stated this is just the cost for construction. Is the City responsible for the maintenance/repairs afterwards? Howe stated it is not part of the budget right now. The City would have to plan for these costs.

John Sterly explained the material used on the deck will be composite, which requires very little general maintenance. There will be one section of railing on the ramp. The only part that would require

maintenance would be the grounds around the deck. As a Rotarian, Sterly would lead the project. He hopes to have the plans completed by spring and presented to Council early summer. The only expense to the City would be to provide stamped architectural drawings, concrete sidewalk and landscaping.

IT WAS MOVED BY ELLISON and seconded by HALL to support the library deck project.

YES: Councilmember Altoft, Ellison, Hall, Mayer and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

8. **MONTHLY REPORTS.**

No comments were received.

9. **COUNCIL COMMENTS.**

Councilmember Mayer stated the Fire Authority met last week. They are looking at purchasing some new equipment and software for the trucks. The Fire Authority will purchase the airpaks. Of the \$71,000 that is needed, each municipality will be asked to provide \$20,000. The Fire Authority will pick up the remaining \$11,000. The next meeting will be held on September 14, 2015 at 3:30 p.m.

Councilmember Altoft stated the Airport Board met last week. They are preparing to have a fly in and pancake breakfast on September 20, 2015.

Councilmember Hall stated the Planning Commission discussed the cell tower ordinance. LARA discussed meeting with the Parks Commission.

Councilmember Ellison stated the Arbor Board discussed trees in the right of way and when and if these trees are taken down. The board is waiting for the next round of grants to see what is available for the fall plantings.

Mayor Hodges stated Lowell Light and Power met last week. There was discussion about them hosting the annual Michigan Municipal Electric Association Conference which will be held October 7 – 9, 2015. Councilmembers are welcome to attend. Also, the Council has been invited to attend any of the conferences concerning public power. Valerie Brader from the Governor's Task Force on Energy attended a recent Lowell Rotary Club meeting. The bio-digester continues to improve its process. Work continues on the royals royce turbines. Lowell Light and Power received a resolution from the City of Portland for helping out after the tornado hit their city. They also received recognition for working with Traverse City after their storms. The Chamber of Commerce Board of Directors met last week. They discussed the Showboat and took some leadership on some of the repair work as well as working with other groups and committees as to what the future holds. Girls Night Out will be held on October 15, 2015. Look Memorial Fund will meet in November.

10. **CITY MANAGER REPORT.**

1. The City removed the concrete block garage building in the proposed parking area behind the old Moose building. There are plans to construct temporary parking until moving forward with a full parking project in the spring. The Downtown Development Authority has authorized funding for the temporary parking as well as funding for the permanent parking. The City has plans in place for the

new parking lot as well as utility improvements that are needed in this area. Discussion was held with the business owners to discuss the plans and timeline and there was a consensus to wait until spring to complete the final project.

2. The City is considering adding a fourth street sweeping to the schedule this year given the amount of rainfall and the condition of the streets. The total cost will be about \$9,000 which would come from the Major and Local Streets Funds.
 3. Last week it was reported that Tuesday was a record day for the Kent County Youth Fair held in the City of Lowell.
 4. Reminder, there is a council workshop for Monday, August 24, at 6 p.m.
 5. Lowell Area Community Fund Grants are due August 21, 2015. The City will be submitting grants for trees, historic district, live scan and possibly additional expenses for the library deck.
 6. Howe introduced Heather Wood-Gramza as the new Executive Director for the Englehardt Public Library. Gramza thanked everyone and noted she was very excited to be here.
11. **APPOINTMENTS.** At this time all appointments are filled.

IT WAS MOVED BY ELLISON and seconded by HALL to adjourn at 7:44 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk

PROCEEDINGS OF THE
CITY COUNCIL WORKSESSION
OF THE CITY OF LOWELL
MONDAY, AUGUST 24, 2015

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

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

Present: Councilmembers Jeff Altoft (arrived at 6:09), Sharon Ellison, Jim Hall and Mayor Jim Hodges.

Absent: Councilmember Matt Mayer.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, City Treasurer Suzanne Olin, Interim DPW Director Ron Woods, Police Chief Steve Bukala, LCTV Boardmembers Dennis Kent, Barb Zandstra and Patty Sellner.

2. **APPROVAL OF THE AGENDA**

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

YES: 2. NO: 0. ABSENT: 1. MOTION CARRIED.

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

No public comments were received.

4. **COMMUNITY FACILITIES REPORT**. City Manager Howe presented a report regarding community facilities. He pointed out these facilities cost City of Lowell taxpayers \$300,348 during the 2014/15 fiscal year (unaudited). This amount is equivalent of 3.3977 mills of the 15.9424 total collected for the city's General Fund (including the museum special millage).

Howe noted these facilities serve more than 15,000 residents of the greater Lowell area.

Englehardt Public Library

The library opened in February, 1997. It is an 8,800 square-foot facility, costing \$1.3 million to construct. The City of Lowell maintains the building and grounds, including janitorial and maintenance, supplies for cleaning and public restroom, public utilities such as gas, electric, water and sewer and insurance. All expenses are paid by City of Lowell taxpayers through the city's General Fund. The Kent District Library provides payment in the amount of \$1.50 per square foot to offset the cost of building and grounds maintenance. (Englehardt Public Library Net General Fund Expense – FY 2014/15 (unaudited) \$52,066.)

Museum (Graham Building)

The City of Lowell owns the Graham Building at the corner of Main and Hudson streets which now houses the Lowell Area Historical Society through a lease agreement which expires April 24, 2021. Under the lease agreement the historical society pays \$200 per month toward operating expenses of the building. The City of Lowell maintains the building and grounds, including supplies, public utilities and insurance, through the General Fund. (Museum (Graham Building) Net General Fund Expense (not including operational millage) – FY 2014/15 (unaudited) \$16,535.)

Riverwalk Building

The City of Lowell owns the Riverwalk Building which currently houses the Lowell Area Chamber of Commerce through a lease which expires May 1, 2020. Under the lease, the chamber pays for operating expenses on the building at a rate of \$200 per month. The City of Lowell pays for the insurance and utilities through the General Fund. (Riverwalk Building Net General Fund Expense – FY 2014/15 (unaudited) \$845.)

Showboat and Riverwalk

The City of Lowell acquired the Lowell Showboat on May 21, 2001, through an agreement with the Lowell Area Chamber of Commerce and the Lowell Showboat Corporation II. The agreement provides that the City of Lowell shall maintain the showboat and provide insurance. It gives the chamber primary responsibility for scheduling and coordinating events and provides that rental proceeds shall be shared equally among the city and chamber. (Showboat Net General Fund Expense – FY 2014/15 (unaudited) \$1,099.)

Community Parks

The City of Lowell owns and maintains several community and neighborhood parks including Recreation Park, Creekside Park, Stoney Lakeside Park, North Washington and other parks, trails and open spaces. (Parks Net General Fund Expense – FY 2014/15 (unaudited) \$124,963.)

Councilmember Ellison requested a breakdown of expenses for each park. She suggested an addendum be added.

Howe noted the Parks and Recreation Commission is close to putting together a Master Plan for Recreation Park.

Oakwood Cemetery

The City of Lowell operates Oakwood Cemetery. The General Fund covers the cost of care and maintenance such as grass mowing and trimming, snow plowing and conducting burials. (Oakwood Cemetery Net General Fund Expense – FY 2014/15 (unaudited) \$84,152.)

Ellison questioned how this compared to other cities with regards to maintenance and care. Are other cemeteries charging annual fees?

5. **POLICE DEPARTMENT BUDGET**. Police Chief Steve Bukala presented a power point presentation regarding the police budget from 1995 to present. In 1995 the department consisted of the Chief of Police, Sergeant, Patrol Investigator (Detective) and three full time patrol officers. At that time the department's budget was \$503,145. In 1997, the department received a grant and added a full time officer and a permanent part time officer at 32 hours a week. From 1997 through 2007 the department consisted of the Chief of Police, Sergeant, Detective, four full time patrol officers, two permanent part time officers and approximately 10 part time officers. In 2007 budget cuts began. Bukala stated today's budget of \$770,230 (\$105,000 of this is zoning/code enforcement) is comparable to the budget in 1995.

Bukala also presented charts from the 2012 Census showing the City of Lowell has an estimated 3883 citizens and 647 citizens to one officer.

6. **STREETS PROJECTS**. City Manager Howe presented a five year street plan that identifies current and future street projects for consideration and planning purposes. The plan will be reviewed regularly by staff and city council after gathering input from the general public, business owners, school officials and other stakeholders.

Crack Sealing will be completed every three years, once a road has been milled and resurfaced.

It has been determined there are many utilities located along Monroe and it is best to not rush this project but rather take time to review carefully and complete the project in the Spring.

Interim DPW Director Ron Woods explained "crush and shape" is a very good alternative when there is no curb and gutter on a street. It is less expensive than "mill and fill" because the material does not have to be taken away.

City Manager Howe stated the five year street plan will be presented at the next City Council meeting. It will also be posted to the website, facebook and newsletter.

7. **LCTV FUND DISCUSSION**. The Council as well as members of the LCTV Board discussed the distribution of funds from the LCTV Fund. Councilmember Ellison wished the entire LCTV Board was present. As a councilmember she consistently hears citizens complain about the streets.

LCTV Boardmember Dennis Kent stated the board has always raised concern about using the funds for street repair. The board did not like the way the Council handled the distribution of funds last year. He suggested 50 % be used for street repair and 50% be used for "softer" projects.

Boardmember Zandstra agreed with Kent regarding the way the Council handled the distribution of funds last year. Zandstra noted she was not aware of the need to repair underground infrastructure. Maybe the LCTV Board needs to consider a recommendation of 50% to streets for a period of time.

Boardmember Sellner agreed with the Zandstra and Kent. The Council did not handle their recommendation appropriately. She was frustrated that she did not know the exact amount of the fund. Sellner believed the LCTV Fund could make a huge difference for smaller projects.

City of Lowell resident Dave Austin brought up the idea of 50% of the funds going toward community buildings such as the library.

Mayor Hodges was not in favor of rushing a resolution. City Manager Howe noted the Council committed to the LCTV Board that a decision would be made by September 1.

Hodges proposed 50% of the funds go toward streets and 50% be made available to other applicants.

Councilmember Hall proposed 100% be granted for streets in this next round.

Councilmember Altoft suggested the LCTV board recommend where 100% of the funds should go. He also suggested a resolution be brought forward so that the grants could be used for operating expenses.

Councilmember Ellison proposed 100% of the funds go toward street repair.

Altoft did not believe a resolution had to be presented at the September 8, 2015 meeting and could hold off until September 21, 2015.

Ellison suggested blanks be on the resolution, which would allow the Council to fill in at the September 8, 2015 meeting.

8. **ECONOMIC DEVELOPMENT STAFF**. City Manager Howe questioned the development of this. Should staff be hired?
9. **PROMOTE ACCOMPLISHMENTS**. City Manager Howe questioned how this should be handled.
10. **TRASH ORDINANCE UPDATE**. City Manager Howe questioned if this ordinance should be reconstructed.
11. **PROACTIVE CODE ENFORCEMENT**. City Manager Howe questioned how this should be handled.
12. **OTHER ITEMS**. No other items were added.
13. **COUNCIL COMMENTS**. No comments were received.

THE MEETING WAS ADJOURNED at 9:39 p.m.

DATE:

James W. Hodges, Mayor

APPROVED:

Susan S. Ullery, City Clerk

**CITY COUNCIL
CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 12 - 15

**RESOLUTION PROCLAIMING FRIDAY, SEPTEMBER 11th, 2015
AS PINK ARROW PRIDE DAY - ARROW FORCE VIII
IN THE CITY OF LOWELL**

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

WHEREAS, *many have been afflicted and battling cancer and breast cancer in particular; and*

WHEREAS, *the Lowell High School football team, girls outdoor volleyball team, and boys soccer team, will once again compete against this disease with each player wearing pink for games on Friday, September 11th, 2015; and*

WHEREAS, *the Lowell community is encouraged to buy and wear Pink Arrow Force VIII t-shirts to support Gilda's Club of Lowell, Lowell Community Wellness for Pink Arrow Family Support, the Dr. Don Gerard Medical Scholarship and the Kathy Talus Scholarship.*

NOW, THEREFORE, BE IT RESOLVED, *that the Lowell City Council recognize Friday, September 11, 2015 as 'Pink Arrow Pride Day Arrow Force VIII and further to encourage all Lowell Community residents to participate in this event by purchasing pink T-shirts and attending the game.*

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: August 17, 2015



Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Lowell, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on August 17, 2015, the original of which is on file in my office and 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.

IN WITNESS WHEREOF, *I have affixed my official signature the 17th day of August, 2015.*



Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 13 -15

**RESOLUTION TO PROVIDE FOR THE DESIGNATION OF
SEPTEMBER 18, 2015, AS
"PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY"**

Councilmember MAYER supported by Councilmember ALTOFT moved the adoption of the following resolution:

WHEREAS, the United States has fought in many wars, one of the longest was the Vietnamese Conflict; and,

WHEREAS, Friday, September 18, 2015 is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and,

WHEREAS, although cooperation has increased within the past few years, there are still nearly 1700 American servicemen and civilians including 49 from the State of Michigan missing and unaccounted for in Indochina. The uncertainty surrounding their fates has caused their families to suffer great hardship; and,

WHEREAS, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Lowell, that **Friday, September 18, 2015** shall be designated as:

"PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY"

We urge all of our citizens to take note of this important issue and remember those servicemen and civilians who were prisoners of war and those that are still missing and to commemorate the day with appropriate activities.

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None


RESOLUTION DECLARED ADOPTED.

Dated: August 17, 2015


Susan Ullery, City 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 of the City at a regular meeting held on August 17, 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.


Susan Ullery, City Clerk

Dated: August 17, 2015

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 14-15

**A RESOLUTION TO IMPOSE A TEMPORARY MORATORIUM ON
THE ISSUANCE OF SPECIAL USE PERMITS FOR COMMERCIAL
WIRELESS COMMUNICATION TOWERS WITH THE CITY OF
LOWELL**

Councilmember ELLISON, supported by Councilmember HALL,

WHEREAS, the City Council is considering amendments to the City's Zoning Ordinance to implement new standards and procedures for the issuance of special use permits for commercial wireless communications towers; and

WHEREAS, in adhering to the City's goal of fostering orderly and beneficial land use, the City Council wishes to review the proposed amendments with input from staff, consultants, the public, and other appropriate sources of information; and

WHEREAS, the City Council determines that it is desirable to temporarily suspend the issuance of special use permits for commercial wireless communications until an amendment to the City's Zoning Ordinance becomes effective and appropriate standards are established.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. For the reasons stated above, the City Council hereby imposes a moratorium on the issuance of special use permits for the siting of commercial wireless communication towers for a period of 6 months.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: August 17, 2015


Susan Ullery, 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 regular meeting held on August 17, 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: August 17, 2015


Susan Ullery, City Clerk

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	SAMS CLUB	CITY HALL MEMBERSHIP DUES	180.00	66672
101-000-040.000	ACCOUNTS RECEIVABLE	SUPPLYGEEKS	OFFICE SUPPLIES	17.36	66716
101-000-040.000	ACCOUNTS RECEIVABLE	ZACH'S CLEAN CUT LAWN	CAR MOWING 1351 BOWES RD	100.00	66730
101-000-040.000	ACCOUNTS RECEIVABLE	ZACH'S CLEAN CUT LAWN	CAR MOWING 901 GRINDLE	65.00	66730
101-000-040.000	ACCOUNTS RECEIVABLE	ZACH'S CLEAN CUT LAWN	CAR MOWING 400 W MAIN	150.00	66730
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE JULY 2015	4.80	66676
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LIGHT & POWER	DELINQUENT ELECTIC ON TAX	112.07	66656
101-000-085.000	DUE FROM LIGHT & POWER	MERS ANNUAL MEETING	MERS CONFERENCE OCT 8-9,	350.00	66658
101-000-285.004	CREEKSIDE DEPOSIT	CHRIS KENYON	CREEKSIDE DEPOSIT	50.00	66681
101-000-285.004	CREEKSIDE DEPOSIT	CHRISTEN LIFE CENTER	CREEKSIDE PARK DEPOSIT	50.00	66682
Total For Dept 000				1,079.23	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	FANDANGLED CUSTOM APPAREL	NAME PLATE FOR BETTY MORL	27.90	66644
Total For Dept 101 COUNCI				27.90	
Dept 172 MANAGER					
101-172-864.000	CONFERENCES & CONVENTIONS	MERS ANNUAL MEETING	MERS CONFERENCE OCT 8-9,	175.00	66658
101-172-955.000	MISCELLANEOUS EXPENSE	ICMA MEMBERSHIP RENEWALS	MEMBERSHIP RENEWAL - HOWE	823.18	66649
Total For Dept 172 MANAGE				998.18	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	45.90	66663
Total For Dept 209 ASSESS				45.90	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES 7/10 - 8/9/	57.98	66661
Total For Dept 215 CLERK				57.98	
Dept 253 TREASURER					
101-253-864.000	CONFERENCES & CONVENTIONS	GERARD, LORI	BS&A USER GROUP 8/7 & 8/1	64.40	66627
Total For Dept 253 TREASU				64.40	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	201.31	66663
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	38.92	66716
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	285.75	66716
101-265-730.000	POSTAGE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	2,236.20	66625
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE	520.99	66709
101-265-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	FLAGS	376.50	66647
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	122.77	66663
101-265-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	BLACK TRASH BAGS	429.00	66697
101-265-740.000	OPERATING SUPPLIES	WEST MICHIGAN OFFICE INTE	OFFICE FURNITURE	198.00	66726
101-265-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	BATHROOM DEODORIZERS	23.50	66729
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL AND PO	840.00	66669
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	CONTRACTUAL - FIRE EXTING	45.00	66689
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE SEPT 2015	55.00	66710
101-265-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	42.00	66711
101-265-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL JULY 2015	50.00	66713
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	CABLE CHARGES	147.85	66640
101-265-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	1,844.83	66675
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE JULY 2015	148.32	66676
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	2,406.28	66628
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	214.24	66684
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	3,029.78	66702
101-265-930.000	REPAIR & MAINTENANCE	ENERTEMP INC.	CITY HALL R & M	48.47	66626
101-265-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	SHEPARD DR TOWER R&M	600.00	66691
Total For Dept 265 CITY H				13,904.71	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	39.00	66718

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Fund 101 GENERAL FUND					
Dept 276 CEMETERY					
101-276-864.000	CONFERENCES & CONVENTIONS	MERS ANNUAL MEETING	MERS CONFERENCE OCT 8-9,	175.00	66658
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	52.25	66628
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	60.55	66702
101-276-930.000	REPAIR & MAINTENANCE	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	105.00	66711
Total For Dept 276 CEMETE				431.80	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-910.000	UNALLOCATED INSURANCE	BERENDS HENDRICKS STUIT	INCREASED ZONING COVERAGE	1,000.00	66677
Total For Dept 294 UNALLO				1,000.00	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	SOR FEE	60.00	66662
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	FINGERPRINTS	537.00	66662
101-301-727.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	37.50	66625
101-301-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	21.82	66663
101-301-727.000	OFFICE SUPPLIES	HOOPER PRINTING	POLICE SUPPLIES	53.00	66695
101-301-742.000	INVESTIGATIVE EXPENSE	TRANSUNION RISK AND ALTER	POLICE INVESTIGATIVE EXP	20.75	66721
101-301-742.000	INVESTIGATIVE EXPENSE	TRANSUNION RISK AND ALTER	POLICE - INVESTIGATIVE EX	20.75	66721
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	POLICE UNIFORMS	40.00	66705
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	POLICE UNIFORMS	34.50	66705
101-301-802.000	CONTRACTUAL	CORE TECHNOLOGY CORP	LPD SOFTWARE SUPPORT	795.00	66685
101-301-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	MONTHLY SERVICE CHARGE AU	79.00	66688
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES 7/10 - 8/9/	305.06	66661
101-301-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	1,400.00	66675
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE JULY 2015	143.07	66676
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	LPD PHONE CHARGES 7/11 -	158.07	66725
101-301-860.000	TRAVEL EXPENSES	PENNSYLVANIA TURNPIKE COM	TOLLS PICKING UP LPD MOTO	71.70	66706
101-301-955.000	MISCELLANEOUS EXPENSE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	59.94	66625
101-301-955.000	MISCELLANEOUS EXPENSE	BUKALA, STEVE	TRAVEL EXPENSES	94.13	66678
101-301-955.000	MISCELLANEOUS EXPENSE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	87.98	66625
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	MCOLES FOR FALL 2014	241.91	66634
101-301-981.000	POLICE VEHICLES	SIGNATURE FORD L-M	2016 FORD UTILITY VIN 1FM	29,576.00	66668
101-301-984.000	EQUIPMENT	APPLIED CONCEPTS, INC.	POLICE DEPT EQUIPMENT	1,995.00	66674
Total For Dept 301 POLICE				35,832.18	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	BLACK TRASH BAGS	429.00	66697
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE SEPT 2015	115.00	66710
101-441-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	654.68	66675
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE JULY 2015	59.96	66676
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	XFINITY TV	74.92	66683
101-441-850.000	COMMUNICATIONS	FIRST TELECOMMUNICATIONS	PHONE REPAIRS AT DPW	400.00	66690
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	472.12	66628
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	44.04	66684
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	479.79	66702
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	846.88	66628
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	846.88	66702
101-441-927.000	REPAIR & MAINT. STREET LI	LOWELL LIGHT & POWER	STATEMENT FOR LIGHT	91.20	66628
Total For Dept 441 DEPART				4,514.47	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	BAG SALES JULY 2015	3,546.00	66632
Total For Dept 523 TRASH				3,546.00	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	118.71	66628
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	15.39	66684
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	131.56	66702
Total For Dept 747 CHAMBE				265.66	

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Fund 101 GENERAL FUND					
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	BLACK TRASH BAGS	1,081.60	66697
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	BATHROOM DEODORIZERS	23.50	66729
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS	190.00	66653
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	STONEY LAKE SAMPES	440.00	66659
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS	190.00	66698
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	WATER SAMPLE FEES	110.00	66708
101-751-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE SEPT 2015	205.00	66710
101-751-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	MOWING AUGUST 2015	3,900.00	66730
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	614.99	66628
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	767.19	66702
101-751-930.000	REPAIR & MAINTENANCE	TIP TOP GRAVEL CO.	ROAD GRAVEL	89.85	66719
Total For Dept 751 PARKS				7,612.13	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	53.12	66628
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	50.10	66702
101-757-930.000	REPAIR & MAINTENANCE	LOWELL AREA CHAMBER	LAMPS	780.00	66701
Total For Dept 757 SHOWBO				883.22	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	FLAGS	40.00	66647
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	47.99	66663
101-790-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	BLACK TRASH BAGS	429.00	66697
101-790-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	34.00	66718
101-790-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	BATHROOM DEODORIZERS	23.50	66729
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL AND PO	600.00	66669
101-790-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE SEPT 2015	25.00	66710
101-790-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	72.00	66711
101-790-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	179.16	66675
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	1,094.59	66628
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	29.28	66684
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	1,431.17	66702
101-790-930.000	REPAIR & MAINTENANCE	MCM	REPAIR & MAINT	62.50	66657
101-790-930.000	REPAIR & MAINTENANCE	D'AGOSTINO BUILDERS, INC.	LIBRARY R&M	125.00	66687
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL JULY 2015	40.00	66713
Total For Dept 790 LIBRAR				4,233.19	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	29.00	66711
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL JULY 2015	40.00	66713
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	189.74	66628
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	12.50	66684
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	321.17	66702
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	1,906.30	66654
Total For Dept 804 MUSEUM				2,498.71	
Total For Fund 101 GENERA				76,995.66	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVC - STREET PROJECT	3,142.80	66727
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVC - AVERY ST	4,309.25	66727
Total For Dept 450 CAPITA				7,452.05	
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT	557.50	66715
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES 7/10 - 8/9/	12.69	66661
Total For Dept 463 MAINT				570.19	
Total For Fund 202 MAJOR				8,022.24	

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Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVCS- DONNA ST	688.20	66727
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVC - GROVE & HIGH R	1,723.75	66727
Total For Dept 450 CAPITA				2,411.95	
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT	557.50	66715
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES 7/10 - 8/9/	12.69	66661
Total For Dept 463 MAINTEN				570.19	
Total For Fund 203 LOCAL				2,982.14	
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
238-000-880.000	COMMUNITY PROMOTION	MAIN STREET DEVELOPMENT O	HDC GRANT FOR 50% PAINTIN	3,750.00	66704
Total For Dept 000				3,750.00	
Total For Fund 238 HISTOR				3,750.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	WILLIAM BOS GREENHOUSE	DDA PLANTS	7.20	66633
248-463-740.000	OPERATING SUPPLIES	WILLIAM BOS GREENHOUSE	DDA PLANTS	10.50	66633
248-463-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	FLAGS	167.50	66647
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	632.11	66628
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	696.71	66702
248-463-930.000	REPAIR & MAINTENANCE	SCHOLTEN LANDSCAPE MAINTEN	ANNUAL FERTILIZER PROGRAM	84.00	66711
Total For Dept 463 MAINTEN				1,598.02	
Dept 483 ADMINISTRATION					
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,037.87	66727
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVC - S MONROE	634.15	66727
Total For Dept 483 ADMINI				1,672.02	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS-RIVERW	180.00	66698
Total For Dept 740 COMMUN				180.00	
Total For Fund 248 DOWNTOW				3,450.04	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-740.000	OPERATING SUPPLIES	HOOPER PRINTING	DOG PARK PRINTING	20.97	66695
Total For Dept 758 DOG PA				20.97	
Total For Fund 260 DESIGN				20.97	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BROWN, CASEY	REIMBURSE FOR SUPPLIES	135.02	66637
581-000-740.000	OPERATING SUPPLIES	ERIC NELSON	REIMBURSE FOR MOWING AT A	66.72	66642
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	59.99	66684
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	INTERNET AT AIRPORT	49.99	66665
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	AIRPORT SUMMER TAX - 41-1	4,421.83	66724
Total For Dept 000				4,733.55	
Total For Fund 581 AIRPOR				4,733.55	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	5,479.15	66628
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE JULY 2015	15.20	66676
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	5,880.54	66702
590-000-276.000	Sewer Inside 5/8"	GIANFREDI, DAVID	UB refund for account: 3-	55.31	66692
590-000-276.000	Sewer	MADDEN, SHANE	UB refund for account: 2-	58.04	66703
590-000-276.000	Sewer Inside 5/8"	STROUD, MELISA	UB refund for account: 3-	57.64	66714

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Fund 590 WASTEWATER FUND					
Dept 000					
		Total For Dept 000		11,545.88	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	JULY 2015 SURCHARGE	1,290.37	66723
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	PROF SERVICES AUG 2015	35,925.00	66723
		Total For Dept 550 TREATM		37,215.37	
Dept 551 COLLECTION					
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES 4/26 - 5/30	10,951.55	66631
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES - SEWER	2,407.93	66708
590-551-802.000	CONTRACTUAL	POLLUTION CONTROL SERVICE	SAW GRANT - CONTRACTUAL	17,908.55	66707
590-551-930.000	REPAIR & MAINTENANCE	GREAT LAKES PAVING	N WASHINGTON ST PATCHING	1,750.00	66693
		Total For Dept 551 COLLEC		33,018.03	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	208.13	66671
590-552-860.000	TRAVEL EXPENSES	GERARD, LORI	BS&A USER GROUP 8/7 & 8/1	32.20	66627
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS A	35.94	66636
		Total For Dept 552 CUSTOM		276.27	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	518.94	66727
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVC - S MONROE	317.08	66727
		Total For Dept 553 ADMINI		836.02	
		Total For Fund 590 WASTEW		82,891.57	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	BUTLER, JOANNA	UB refund for account: 3-	157.47	66679
591-000-276.000	Water Inside 5/8"	GIANFREDI, DAVID	UB refund for account: 3-	46.09	66692
591-000-276.000	Water	MADDEN, SHANE	UB refund for account: 2-	48.99	66703
591-000-276.000	Water Inside 5/8"	STROUD, MELISA	UB refund for account: 3-	49.57	66714
		Total For Dept 000		302.12	
Dept 570 TREATMENT					
591-570-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	43.99	66663
591-570-740.000	OPERATING SUPPLIES	GRAINGER INDUSTRIAL SUPPL	WTP SUPPLIES	115.29	66645
591-570-740.000	OPERATING SUPPLIES	KENT RUBBER	WTP SUPPLIES	83.84	66652
591-570-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	59.97	66716
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	1,332.50	66635
591-570-801.000	PROFESSIONAL SERVICES	STATE OF MICHIGAN	WTP WATER TESTING	801.00	66712
591-570-802.000	CONTRACTUAL	TRUGREEN	LAWN SERVICES AT WTP	105.00	66664
591-570-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE SEPT 2015	30.00	66710
591-570-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	MOWING AUGUST 2015	280.00	66730
591-570-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	83.46	66675
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE JULY 2015	5.86	66676
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	4,707.94	66628
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	168.17	66684
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	5,091.79	66702
591-570-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL JULY 2015	40.00	66713
		Total For Dept 570 TREATM		12,948.81	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION AUGUST 2	815.00	66696
591-571-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	MOWING AUGUST 2015	240.00	66730
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	MOBILE CHARGES 7/13 - 8/1	40.01	66666
591-571-864.000	CONFERENCES & CONVENTIONS	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	120.20	66625
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS AUG 2	1,366.23	66628
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	NATURAL GAS 7/24 - 8/20/1	28.60	66684
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 7/15-8/1	1,901.23	66702
591-571-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	DPW REPAIR AT 225 ELIZABE	145.00	66639

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 08/18/2015 - 09/03/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	WATER DEPT R & M	138.77	66643
591-571-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	SUMMER TAX 41-16-35-426-6	321.20	66724
Total For Dept 571 DISTRI				5,116.24	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	208.13	66671
591-572-860.000	TRAVEL EXPENSES	GERARD, LORI	BS&A USER GROUP 8/7 & 8/1	32.20	66627
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS A	35.94	66636
Total For Dept 572 CUSTOM				276.27	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	518.93	66727
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SVC - S MONROE	317.07	66727
Total For Dept 573 ADMINI				836.00	
Total For Fund 591 WATER				19,479.44	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	684.99	66625
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	570.89	66673
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	1,012.50	66673
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROF SERVICES	472.99	66673
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE CONTRACT	262.09	66648
636-000-986.000	COMPUTER DATA PROCESSING	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	40.00	66625
636-000-986.000	COMPUTER DATA PROCESSING	BS&A SOFTWARE	TIMESHEET SET UP/TRAINING	2,125.00	66638
636-000-986.000	COMPUTER DATA PROCESSING	DELL MARKETING L P	COMPUTER EQUIPMENT	2,590.92	66641
Total For Dept 000				7,759.38	
Total For Fund 636 DATA P				7,759.38	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	RONDA AUTO CENTERS	EQUIP R&M	330.60	66660
661-895-930.000	REPAIR & MAINTENANCE	RONDA AUTO CENTERS	TIRE DISPOSAL	30.00	66660
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQUIP FUND R & M	35.36	66667
661-895-930.000	REPAIR & MAINTENANCE	BLUNDY-HOPPE	2 TRACTOR TIRES	250.00	66670
661-895-930.000	REPAIR & MAINTENANCE	CALEDONIA RENT-ALL & SALE	EQUIP R & M	57.98	66680
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP R & M	36.18	66717
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP R&M	86.36	66722
Total For Dept 895 FLEET				826.48	
Total For Fund 661 EQUIPM				826.48	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	18,994.13	66650
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	156,518.66	66655
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	84,905.14	66650
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	77,214.82	66651
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	3,795.91	66646
703-000-275.000	DUE TO TAXPAYERS	Corelogic	Sum Tax Refund 41-20-01-1	485.67	66686
703-000-275.000	DUE TO TAXPAYERS	HBI Title Services, Inc	Sum Tax Refund 41-20-02-4	247.01	66694
703-000-275.000	DUE TO TAXPAYERS	LERETA	Sum Tax Refund 41-20-01-1	2,802.40	66699
703-000-275.000	DUE TO TAXPAYERS	LERETA LLC	Sum Tax Refund 41-20-01-1	2,328.75	66700
703-000-275.000	DUE TO TAXPAYERS	Transnation Title Agency	Sum Tax Refund 41-20-03-4	1,542.24	66720
Total For Dept 000				348,834.73	
Total For Fund 703 CURREN				348,834.73	

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

Fund 101	GENERAL FUND	76,995.66
Fund 202	MAJOR STREET FUN	8,022.24
Fund 203	LOCAL STREET FUN	2,982.14
Fund 238	HISTORICAL DISTR	3,750.00
Fund 248	DOWNTOWN DEVELOP	3,450.04
Fund 260	DESIGNATED CONTR	20.97
Fund 581	AIRPORT FUND	4,733.55
Fund 590	WASTEWATER FUND	82,891.57
Fund 591	WATER FUND	19,479.44
Fund 636	DATA PROCESSING	7,759.38
Fund 661	EQUIPMENT FUND	826.48
Fund 703	CURRENT TAX COLL	348,834.73

559,746.20



STRATEGIC GOALS REPORT

SEPTEMBER 8, 2015

TIER ONE

1) Street Asset Management Plan: A five-year street plan has been presented for consideration and adoption. Once adopted, this goal will be completed. (9-8-15)

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: New banners have been installed downtown and our banner program is up and running. This project is completed. (7-20-15)

4) Wastewater Inflow & Infiltration: Prein & Newhoff met with staff recently to go over the data that was collected. A report will be issued in the near future with a presentation to the council. (9-8-15)

5) Downtown Trail Connector: I recently attended a meeting LARA arranged with MDOT and the DNR to review its recommended route to connect the Fred Meijer River Valley Rail Trails through the City of Lowell. (8-17-15)

✓ 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: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

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
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

PENDING COUNCIL PROJECTS REPORT

September 8, 2015

UPDATES

Downtown Tower Removal – No further update.

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

Downtown Tower Removal

(8-3-15) SyncWave LLC had completed the tower prep by removing the power, cables, and several antennas in preparation for the crane. They are trying to coordinate for a Monday within the next 4 weeks. The transport crew was here last week taking measurements and he will be coordinating with the crane. We expect the tower to be gone by Labor Day Weekend. The FAA and Lowell Airport have been notified that the lighting has been removed in preparation of the tower removal.

(7-6-15) You approved a bid at your previous meeting to have the tower removed. We will keep you updated.

(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.

Underground Electrical Lines

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

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

Trash Ordinance Update

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

Right of Way Ordinance

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



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

City of Lowell

Special Events

Permit Application

Applicant Name: Larkin's Restaurant

Address: 301 WEST MAIN

Telephone Number: 897-5977

Public way affected by event: YES N. BROADWAY

Description of special event activity: CHILI COOK OFF 14th Annual

Description of anticipated participants in special event activity: white Black yellow
Tan and Beige

Date(s) of special event activity: OCT 10, 2015

Start and End Time of special event activity: 8 AM - 7 PM

Set up and break down times and date(s) for special event activity: 7 AM - 7 PM

Anticipated number of persons attending and participating in the special event: 500

Proposed parking, security, crowd control, traffic direction, refuse disposal, utility service, restrooms, private property protection and restoration, noise control, staging areas and other areas, plans, personnel and equipment which is or may reasonably be necessary. Security Restrooms
etc by Larkin's

The type, nature, and amount of any rate, fee, charge, or donation to be paid by anyone participating in or attending the activity, event or use: Entry Fee \$50 ; Tasting Fee
for \$8.00

The type, nature, source, price and purveyors of any food, beverages, souvenirs or other goods to be sold or distributed at the activity, event or use: chili

The use of any amounts paid for participation in, attending or purchasing goods at the activity, event or use: _____

Copies of insurance policies naming the city and any property owners abutted by the public way as named or additional insured's in the amount of \$2,000,000.00

Certification that the statements in the application are true, accurate and complete.

Signed: 

Date: Sep 1, 2015

This year's charity is
Neighbor to Neighbor



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2015 Officer and Employee Delegate Certification Form

MERS 69th Annual Conference | October 8-9, 2015 | Amway Grand Hotel, Grand Rapids

Please print clearly • Retain a copy for your records

IMPORTANT: A **voting delegate** registered to attend the **MERS Annual Conference** is **NOT** confirmed to have voting rights until this form has been received by MERS.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

If you are not attending MERS Annual Conference, you do not need to submit this form.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Mark Howe

Officer Alternate name

Greg Pierce

Officer delegate and alternate listed above were appointed to serve at the 2015 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on September 8, 2015.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Donald DeJong

Employee Alternate name

Megan Keyser

Employee delegate and alternate listed above were elected to serve at the 2015 MERS Annual Conference by secret ballot election conducted by an authorized officer on August 17, 2015.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court, and municipality number provided in space at the bottom of certification box.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for employee delegate and alternate are true and correct.

Employer/municipality name*

City of Lowell

Municipality number*

410401

Email address

lgerard@ci.lowell.mi.us

Employer address

301 E Main

Employer city

Lowell

Employer state

MI

Employer zip code

49331

Signature of authorized authority*

Printed name

Mark Howe

Title of authorized authority*

City Manager

Date

8/17/2015

* Required field

City of Lowell Community Facilities

This report provides information on the various community facilities owned and operated by the City of Lowell for the benefit of the greater community. Its purpose is to provide policymakers and the general public with information that can be used in a community dialog about the current and future use and operation of these facilities.

The City of Lowell has constructed, operates and maintains a number of facilities that are used by the greater Lowell community. These include:

- Englehardt Public Library which circulates more than 150,000 materials per year
- Graham Building which houses the Lowell Area Historical Society
- Riverwalk Building which houses the Lowell Area Chamber of Commerce
- Lowell Showboat and Riverwalk which is home to the annual Riverwalk Festival, Sizzlin' Summer Concerts, Santa visits and other community gatherings
- Community Parks including:
 - Recreation Park which houses the Kent County Youth Fair and sports teams from the YMCA and Lowell Youth Football
 - Creekside Park which houses sports teams from the YMCA and Lowell Little League
 - Stoney Lakeside Park which serves as a public beach, picnic area and includes a skate park and dog park.
 - North Washington property which is the location of the Boy Scout Cabin
- Oakwood Cemetery

These facilities serve the more than 15,000 residents of the greater Lowell area (estimated school district population). Following are the census 2010 populations for each of the three major municipalities:

• City of Lowell	3,785
• Lowell Charter Township	5,949
• Vergennes Township	4,189
TOTAL	13,923

Together these community facilities cost City of Lowell taxpayers \$300,348 during the 2014/15 fiscal year (unaudited). This amount is the equivalent of 3.3977 mills of the 15.9424 total collected for the city's General Fund (including the museum special millage).

• Englehardt Public Library	\$ 52,066
• Graham Building	\$ 16,535
○ Millage for Museum Operations	\$ 20,688
• Riverwalk Building	\$ 845
• Showboat and Riverwalk	\$ 1,099
• Community Parks	\$ 124,963
• Oakwood Cemetery	\$ 84,152

Englehardt Public Library

The Harold and Mildred Englehardt Public Library opened in February, 1997. It is an 8,800 square-foot facility which cost \$1.3 million to construct. It was made possible through donations from the Lowell Area Community Fund, the Look Memorial Fund, and a \$770,000 bond paid by citizens of the City of Lowell through the General Fund over a ten-year period. Total cost of the bond, including principal and interest, was \$915,705.

The City of Lowell maintains the building and grounds, including janitorial and maintenance, supplies for cleaning and public restrooms, public utilities such as gas, electric, water and sewer and insurance. All expenses are paid by City of Lowell taxpayers through the city's General Fund.

The Kent District Library provides payment in the amount of \$1.50 per square foot (increased from \$1.00 per square foot in 2015) to offset the cost of building and grounds maintenance. The estimated total for the 2015/16 fiscal year is \$11,600.

There are over 100,000 visits per year to the Englehardt branch of the Kent District Library system with more than 150,000 total items checked out (166,826 in 2014). Of the total items checked out in 2014 a large majority were by non-city residents. The breakdown is as follows:

• City of Lowell	44,225	26.5%
• Lowell Township	40,928	24.5%
• Vergennes Township	33,588	20.2%
• Other	48,085	28.8%

More residents of the City of Lowell are KDL cardholders than any other municipality in Kent County at 84 percent, second only to East Grand Rapids at 83 percent. Most other municipalities are in the 50 to 60 percent range.

Englehardt Public Library Net General Fund Expense

• FY 2007/08	\$ 50,387
• FY 2008/09	\$ 42,812
• FY 2009/10	\$ 48,100
• FY 2010/11	\$ 58,230
• FY 2011/12	\$ 49,243
• FY 2012/13	\$ 61,670
• FY 2013/14	\$ 70,399
• FY 2014/15 (unaudited)	\$ 52,066
• FY 2015/16 (budgeted)	\$ 60,700

Museum (Graham Building)

The City of Lowell owns the Graham Building at the corner of Main and Hudson streets which now houses the Lowell Area Historical Society through a lease agreement which expires April 24, 2021. Under the lease agreement the historical society pays \$200 per month toward operating expenses of the building. This amount may be reviewed on an annual basis under the terms of the lease.

The City of Lowell maintains the building and grounds, including supplies, public utilities and insurance, through its General Fund.

In addition, City of Lowell taxpayers pay 0.2424 mills per year toward museum operations. The millage rate was approved by voters at the November 5, 2002 election and renewed at the November 8, 2011 election.

During the 2015 tax year the millage generated \$20,688 in additional revenue for the museum.

Museum (Graham Building) Net General Fund Expense (not including operational millage)

• FY 2007/08	\$ 10,161
• FY 2008/09	\$ 12,957
• FY 2009/10	\$ 12,828
• FY 2010/11	\$ 12,483
• FY 2011/12	\$ 11,707
• FY 2012/13	\$ 9,899
• FY 2013/14	\$ 13,387
• FY 2014/15 (unaudited)	\$16,535
• FY 2015/16 (budgeted)	\$ 13,000

Riverwalk Building

The City of Lowell owns the Riverwalk Building which currently houses the Lowell Area Chamber of Commerce through a lease which expires May 1, 2020. Under the lease, the chamber pays for operating expenses on the building at a rate of \$200 per month. This amount is to be reviewed on an annual basis.

Riverwalk Building Net General Fund Expense

• FY 2011/12	\$ (1,279)
• FY 2012/13	\$ (1,696)
• FY 2013/14	\$ 1,054
• FY 2014/15 (<i>unaudited</i>)	\$ 845
• FY 2015/16 (<i>budgeted</i>)	\$ 1,100

Showboat and Riverwalk

The City of Lowell acquired the Lowell Showboat on May 21, 2001, through an agreement with the Lowell Area Chamber of Commerce and the Lowell Showboat Corporation II. The agreement provides that the City of Lowell shall maintain the showboat and provide insurance. It gives the chamber primary responsibility for scheduling and coordinating events and provides that rental proceeds shall be shared equally among the city and chamber.

The Riverwalk has been improved several times over the years with major improvements occurring in the early 2000's and in 2013. These improvements were funded primarily by the Downtown Development Authority which captures a portion of General Fund revenue from the City of Lowell for improvements in the DDA district. Maintenance of the Riverwalk is performed by city crews and paid by the DDA.

Showboat Net General Fund Expense

• FY 2007/08	\$ 1,318
• FY 2008/09	\$ 2,435
• FY 2009/10	\$ 2,178
• FY 2010/11	\$ 1,155
• FY 2011/12	\$ 1,359
• FY 2012/13	\$ 1,602
• FY 2013/14	\$ 998
• FY 2014/15 (unaudited)	\$ 1,099
• FY 2015/16 (budgeted)	\$ 1,400

Community Parks

The City of Lowell owns and maintains several community and neighborhood parks. Following is a summary of the community and neighborhood parks. A more complete description can be found in the City of Lowell Recreation Plan (copies are available at city hall).

- Recreation Park: Located along Hudson Street at the confluence of the Flat River and the Grand River, it's facilities include:
 - The King Memorial Building and the Foreman Building, plus several buildings owned and used by the Kent County Youth Fair which leases most of the park year-round for the annual fair and other activities. The lease is dated November 5, 2007 and expires on December 31, 2016.
 - Football field with lights (Burch Field) which is leased each fall by the Lowell Youth Football.
 - Baseball/Softball field with lights which is leased each year by the YMCA.
 - Camping (rustic) which is coordinated by the Kent County Youth Fair in accordance with the lease agreement.
 - Boat & Air Boat launch on the Grand River
- Creekside Park: Located on the west side of the city on Gee Drive, it's facilities include:
 - Little league baseball/softball fields which are leased by the Lowell Little League and Backyard Dreams.
 - One large and two small soccer fields which are leased by the YMCA.
 - Creekside Kingdom playground and other amenities
- Stoney Lakeside Park: Located on Bowes Road surrounding Stoney Lake and along the edge of the Grand River. Facilities include:
 - Beach and restroom
 - Dog Park and Skate Park
- North Washington: Located at the north end of Washington Street, this park is home to the Boy Scout cabin.
- Other Parks, Trails and open spaces:
 - Richard's Park: A neighborhood park located on Hudson Street.
 - Moose/Roger's property: This property border's the Grand River to the north and is located between the Flat River and Jackson Street. The North Country Trail runs through this property.
 - Ridgeview Trail: A paved trail connecting the LARA trail on Gee Drive to Main Street.

Parks Net General Fund Expense

• FY 2007/08	\$ 172,063
• FY 2008/09	\$ 143,043
• FY 2009/10	\$ 181,489
• FY 2010/11	\$ 148,645
• FY 2011/12	\$ 147,633
• FY 2012/13	\$ 115,927
• FY 2013/14	\$ 101,567
• FY 2014/15 (unaudited)	\$ 124,963
• FY 2015/16 (budgeted)	\$ 133,500

Oakwood Cemetery

The City of Lowell operates Oakwood Cemetery. The General Fund covers the cost of care and maintenance such as grass mowing and trimming, snow plowing and conducting burials.

Oakwood Cemetery Net General Fund Expense

• FY 2007/08	\$ 61,880
• FY 2008/09	\$ 55,372
• FY 2009/10	\$ 68,113
• FY 2010/11	\$ 61,503
• FY 2011/12	\$ 72,976
• FY 2012/13	\$ 71,923
• FY 2013/14	\$ 72,501
• FY 2014/15 (<i>unaudited</i>)	\$ 84,152
• FY 2015/16 (<i>budgeted</i>)	\$ 92,750

City of Lowell Five-Year Street Plan Summary (2015-2019)

The City of Lowell Five-Year Street Plan Summary is a working document that identifies current and future street projects for consideration and planning purposes. This five-year street plan will be reviewed regularly by staff and city council after gathering input from the general public, business owners, school officials and other stakeholders.

When planning future street projects, the following is taken into consideration:

- Current surface condition and the most economic means of extending the useful life.
- Whether the street serves community facilities such as manufacturers, businesses, churches, schools and other public buildings or spaces (such as parks).
- Whether the street serves as a primary residential connector to major streets or highways.
- Current or future plans for water and/or sewer improvements.

2015 Projects	Type	Funding
Washington/Jefferson/Jackson (Main to Avery)	Mill & Resurface	Streets/LCTV/DDA *
North Grove	Crush & Shape	Streets
High Street (Grove to James)	Crush & Shape	Streets
Bowes Road (part)	Crack Sealing	Streets
Foreman Street	Crack Sealing	Streets
Gee Drive	Crack Sealing	Streets
Grindle Drive	Crack Sealing	Streets
North Center Street	Crack Sealing	Streets
South Pleasant Street	Crack Sealing	Streets
South West Avenue	Crack Sealing	Streets
Sibley Street (part)	Crack Sealing	Streets
Estimated Total (Streets Only)	\$220,000	

2016 Projects	Type	Funding
Monroe (Main to Avery)	Mill & Resurface	Streets/LCTV/DDA *
Avery (Monroe to Washington)	Mill & Resurface	Streets/LCTV/DDA *
Jefferson (Avery to Fremont)	Mill & Resurface	Streets *
Clark Street	Crack Sealing	Streets
High Street	Crack Sealing	Streets
South Center Street	Crack Sealing	Streets
Estimated Total (Streets Only)	\$365,000	

* Water and Sewer work may also be required

City of Lowell Five-Year Street Plan Summary (2015-2019)

2017 Projects	Type	Funding
Monroe (Avery to North)	Mill & Resurface	Streets *
North Broadway (Main to Chatham)	Mill & Resurface	Streets *
Bowes Road (part)	Crack Sealing	Streets
Chatham Street	Crack Sealing	Streets
Grindle Drive (part)	Crush & Shape	Streets *
Hillside Court	Crack Sealing	Streets
North Division	Crack Sealing	Streets
South Broadway	Crack Sealing	Streets
Sibley Street (part)	Crack Sealing	Streets

Estimated Total (Streets Only) \$ 325,000

2018 Projects	Type	Funding
Monroe (North to Fremont)	Mill & Resurface	Streets *
Suffolk Street	Mill & Resurface	Streets *
Howard Street	Mill & Resurface	Streets *
Bowes Road (part)	Crack Sealing	Streets
Donna Drive	Crack Sealing	Streets
Foreman Street (part)	Crack Sealing	Streets
Gee Drive	Crack Sealing	Streets
High Street (part)	Crack Sealing	Streets
North Grove	Crack Sealing	Streets
Washington/Jefferson/Jackson (Main to Avery)	Crack Sealing	Streets

Estimated Total (Streets Only) \$ 390,000

2019 Projects	Type	Funding
South Valley Vista Drive	Mill & Resurface	Streets *
James Street (Grindle to High)	Crush and Shape	Streets
South Center Street	Chip Seal	Streets
Jefferson Street	Crack Sealing	Streets
Monroe Street	Crack Sealing	Streets
High Street	Crack Sealing	Streets
Clark Street	Chip Seal	Streets
Avery (Monroe to Washington)	Crack Sealing	Streets

Estimated Total (Streets Only) \$ 270,000

* Water and Sewer work may also be required

Williams & Works

engineers . planners . surveyors *a tradition of service*

September 3, 2015

Mr. Mark Howe, Manager
City of Lowell
301 E. Main Street
Lowell, MI 49331-1798

RE: 2015 Street Resurfacing & Watermain Improvements - Bid Summary

Dear Mr. Howe:

Bids were received on September 3, 2015 at 11 a.m. for the 2015 Street Resurfacing & Watermain Improvements project. A total of 4 bids were received and the results of the reviewed bid amounts are presented below. A copy of the complete bid tab is attached.

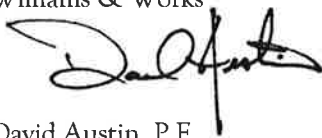
	As Read	As Corrected
• CL Trucking & Excavating	\$ 236,696.00	n/a
• Wyoming Excavators	\$ 252,083.00	\$ 252,283.00
• Olin Excavating	\$ 266,614.00	\$ 266,615.49
• Crawford Contracting	\$ 274,779.75	\$ 274,829.75

The low bidder, CL Trucking & Excavating has completed several successful projects for the City of Lowell, the most recent being the street and utility work on North Center and Heffron in 2011. They are also the as-read low on the Grove and High Street Resurfacing project that bid at this time as well.

Please feel free to contact should you have any questions regarding this bid summary.

Respectfully,

Williams & Works



David Austin, P.E.

attach.

cc: Ron Woods - City of Lowell

Williams & Works

engineers . planners . surveyors *a tradition of service*

September 3, 2015

Mr. Mark Howe, Manager
City of Lowell
301 E. Main Street
Lowell, MI 49331-1798

RE: 2015 Grove & High Streets Resurfacing - Bid Summary

Dear Mr. Howe:

Bids were received on September 3, 2015 at 10:30 a.m. for the 2015 Grove & High Streets Resurfacing project. A total of 4 bids were received and the results of the reviewed bid amounts are presented below. A copy of the complete bid tab is attached.

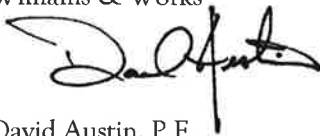
	As Read	As Corrected
• CL Trucking & Excavating	\$ 68,059.00	n/a
• Olin Excavating	\$ 83,216.00	\$ \$81,116.00
• Wyoming Excavators	\$ 95,940.00	n/a
• Michigan Paving	\$ 97,450.00	n/a

The low bidder, CL Trucking & Excavating has completed several successful projects for the City of Lowell, the most recent being the street and utility work on North Center and Heffron in 2011. They are also the as-read low on the 2015 Street Resurfacing & Watermain Improvements project that bid at this time as well.

Please feel free to contact should you have any questions regarding this bid summary.

Respectfully,

Williams & Works



David Austin, P.E.

attach.

cc: Ron Woods - City of Lowell

To: Mark Howe, City Manager

From: Ron Woods, Interim Director of Public Works

Subject: Equipment Purchases

The 2015/2016 Equipment Replacement budget includes the purchase of the following pieces of equipment and estimated purchase price:

- New Plow Truck \$126,000.00
- Pickup Truck \$34,000.00
- New Plow Truck Underbody Scraper \$12,000.00

We are in the process of putting the specifications together for the new plow truck and anticipate that we will be ready to bid this truck in the near future. However, in discussion with area vendors we have been told that they are extremely busy and orders placed now will be filled one year from now. Apparently, many municipalities have been postponing these purchases for a long period of time and are now making truck purchases causing the delay in delivery. In lieu of this purchase this year, Department of Public Works personnel are proposing to purchase a side wing plow blade and have it installed on one of our existing trucks. I have attached a picture of a side wing blade for your reference and deliberation. As you may note, this blade may be raised or lowered depending on road width and need for clearing. In the lowered position this blade reduces the number of passes up and down a typical residential street from four to two passes. These blades are being used by most area municipalities and the Kent County Road Commission and have been found to significantly improve efficiency.

The Pickup truck, underbody scraper, and the side wing blade are all listed on the MiDEAL State of Michigan competitive bidding process. The MiDEAL prices for each are as follows:

- Side Wing Blade \$10,525.00 (installed)
- New Pickup Truck \$37,067.40
- New Underbody Scraper \$10,525.00 (installed)

Respectfully request approval of the above purchases using MIDEAL pricing. Source of funds is the DPW Equipment Fund.





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

To: Mark Howe, City Manager

From: Ron Woods, Interim Director of Public Works

Subject: Water Treatment Plant Backwash Valve Replacement

The existing City of Lowell Water Treatment Plant filter 12" backwash valve and actuator has failed and is in need of immediate replacement. We solicited quotes from area mechanical contractors with water system experience and received the following quotes:

- Galloup \$6,278.00
- Oudbier Instrument Co. \$7,065.00
- Harper Industrial Construction \$10,970.00

Both Oudbier and Harper industries quoted the installation of Rotork actuators while Galloup proposes installation of a Japanese, Koei Industries actuator that I nor staff have ever heard of and have no experience with the company. While we did not specify Rotork actuators, I and staff have experience with the product and based on the information and specifications provided by the above contractors believe the bid provided by Oudbier is the best value for the City.

Respectfully request approval to enter into a contract with Oudbier Instrument Co, for replacement of the valve and actuator. Source of funds is the Water Fund.



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

CITY MANAGER'S REPORT
September 8, 2015

1. The temporary parking lot off South Monroe has been completed. We have removed the cement block building, graded the base and installed asphalt millings. Special thanks to the public works crew for making this a priority and getting the job done.
2. We did in fact schedule another street sweeping which was completed last week. Moving forward I think we will need to continue to budget for at least four sweepings per year.
3. We have spent a lot of time during the past few weeks finalizing the financial reports for the 2014-15 fiscal year in preparation for the auditors. They were here last week doing field work.
4. The consultants are moving forward with the final recommendations on the downtown parking analysis that was commissioned by the downtown development authority. We hope to have a final report this fall.
5. We have scheduled a special board/commission workshop for September 29, 2015, at 6 p.m. in the council chambers. The workshop will focus on open meetings' act requirements, parliamentary procedure and other basic public meeting topics. We have invited all of the members of the city's boards and commissions as well as board and commission members from Lowell and Vergennes townships.

Respectfully submitted,


Mark Howe, City Manager