

CITY OF LOWELL  
CITY COUNCIL AGENDA  
OCTOBER 5, 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. September 21, 2015 – Regular Meeting
  - b. September 28, 2015 – Special 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. Council Appointment Timeline
  - b. Grand Valley Metropolitan Council – Amendment No. 39 and Resolution 16-15
  - c. Dixon Engineering Agreement
  - d. Well #1 Rehabilitation Bids
  - e. Review Redevelopment Liquor License Process
  - f.
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, October 5, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. September 21, 2015 – Regular Session Meeting
  - b. September 28, 2015 – Special 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. Council Appointment Timeline  
  
Enclosed is a recommended timeline for filling the council vacancy created by the passing of Councilmember Jim Hall. We are looking for your input and a consensus before moving forward.
  - b. Grand Valley Metropolitan Council – Amendment No. 39 and Resolution 16-15

The Grand Valley Metropolitan Council has asked that you adopt a Resolution amending the Articles of Incorporation to add Nelson Township and the Village of Sparta as member communities.

Recommended Motion: That the Lowell City Council adopt Resolution 16-15.

c. Dixon Engineering Agreement

Public Works is requesting approval of an agreement with Dixon Engineering to provide inspection and technical services relating to the city's 500,000 gallon water tank. The agreement is for \$1,900 with other services being provided an additional cost on an as needed basis.

Recommended Motion: That the Lowell City Council approve an agreement with Dixon Engineering for water tank inspection services and authorize the signatures of the Mayor and Clerk.

d. Well #1 Rehabilitation Bids

We have received the following three bids for rehabilitation of Well #1.

- Peerless-Midwest                \$24,720
- Layne                                \$25,535
- Northern Pump & Well    \$29,676

This item was included in our capital plan for the current fiscal year. We are recommending you accept the low bid from Peerless-Midwest.

Recommended Motion: That the Lowell City Council accept the bid from Peerless-Midwest for \$24,720 for rehabilitation of Well #1.

e. Review Redevelopment Liquor License Process

We have developed our internal process for reviewing requests for Redevelopment Liquor Licenses. The document outlining this process is presented for your review and input. While no formal action by the council is required on this internal process, we are asking for your review and input as our process ultimately leads to council action to recommend or not recommend licenses to the Michigan Liquor Control Commission.

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, SEPTEMBER 21, 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 and Mayor Jim Hodges.

Absent: Councilmembers Jim Hall and Matt Mayer.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, Police Chief Steve Bukala, Interim DPW Director Ron Woods and Lowell Light and Power General Manager Greg Pierce.

**2. EXCUSE OF ABSENCE.**

IT WAS MOVED BY ELLISON and seconded by ALTOFT to excuse the absence of Councilmembers Hall and Mayer.

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

**3. APPROVAL OF THE AGENDA.**

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

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

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

IT WAS MOVED BY ELLISON and seconded by ALTOFT to approve the regular minutes of the September 8, 2015 meeting be approved as written.

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

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

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

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

ABSENT: Councilmembers Hall and Mayer. MOTION CARRIED.

**BILLS AND ACCOUNTS PAYABLE (09/21/2015)**

General Fund	\$27,817.40
Major Street Fund	\$452.71
Local Street Fund	\$1,059.68
Downtown Development Fund	\$7,389.91

Airport Fund	\$1,875.50
Wastewater Fund	\$6,830.47
Water Fund	\$492.80
Data Processing Fund	\$3,261.40
Equipment Fund	\$1,324.84
Current Tax Collected	\$1,787,042.75

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 Street Asset Management Plan has been completed and the five year plan has been adopted. We are beginning the process of updating this looking at a new five year street plan from 2016 to 2020.

LARA has met with the city's Parks and Recreation Commission to outline the results of its study and preferred trail route for the Downtown Trail Connector.

- b. **Pending Council Projects Report.** Howe stated the company that was expected to remove the downtown tower has since gone out of business. SyncWave is considering another crane company and has set a tentative date in October.

8. **NEW BUSINESS**

- a. **Cell Tower Ordinance – 15-06.**

The City of Lowell Planning Commission has recommended modifications to the cell tower portion of the City of Lowell Zoning Ordinance. A public hearing was held and the ordinance was forwarded to the Council at the June 15, 2015 meeting. Following the meeting there seemed to be some policy issues that needed to be discussed at the Planning Commission level. No action on the ordinance amendment was taken in order to allow continued discussion.

Following that, it was recommended that the council adopt a moratorium on the placement of cell towers to allow the Planning Commission time to complete its work. The moratorium was adopted on August 17, 2015.

It is recommended the Council adopt this ordinance and then lift the moratorium.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to adopt the cell tower ordinance 15-06.

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

ABSENT: Councilmembers Hall and Mayer. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to lift the moratorium on cell towers, effective the date of ordinance 15-06.

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

ABSENT: Councilmembers Hall and Mayer. MOTION CARRIED.

b. Utility Easement Agreement with First Baptist Church of Lowell – Resolution 15-15.

Lowell Light and Power is requesting approval of a utility easement agreement with First Baptist Church of Lowell.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to adopt Resolution 15-15.

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

ABSENT: Councilmembers Hall and Mayer. MOTION CARRIED.

9. MONTHLY REPORTS. No comments were received.

10. COUNCIL COMMENTS.

Councilmember Altoft stated the Lowell Airport had a successful “Fly In” event. Forty-nine planes participated. A pancake breakfast was also held. Altoft also commented on the new driveway recently sealed and coated from the fairgrounds to the fire department. A couple spots were missed. Altoft noted the Parks and Recreation Commission held a meeting. He also attended the Fire Authority meeting. There was discussion about sealing the parking lot in order to prolong the life of it. The Parks and Recreation Commission decided the same should be done to the parking lots within the parks. A recommendation was made to apply for a grant in order to crack seal and pave part of Creekside parking lot. Also, the routes for the trail were shown, indicating it will be brought through the fairgrounds and under the bridge.

Councilmember Ellison stated the Arbor Board did not meet. They are waiting to see if any grant requests were received. The LCTV Board has not met. The Historic District Commission will meet on September 22, 2015. Ellison also noted she attended an event at Senior Neighbors and Schneider Manor for “Meet the Candidates” for City Council. The senior citizens felt “out of the loop”. For many, it is difficult to get information from the city’s website. Ellison recommended an occasional “Coffee with Council” at their facility.

Mayor Hodges stated Senior Neighbors has indicated they would be willing to host “Coffee with Council” for November 7<sup>th</sup>. The October “Coffee with Council” will still be at the Lowell Chamber of Commerce from 8 to 10 a.m. Hodges also noted he attended an event to recognize POW/MIA day on September 18, 2015 at the Veterans Home. It was an honor to attend. The Planning Commission recently discussed the cell tower ordinance, South Monroe parking lot (approved administratively), community facilities, five year street plan and work on North Washington Street. The Planning Commission is also having a joint meeting with Vergennes and Lowell townships on September 28, 2015 at 7:00 p.m. at Vergennes Township Hall. The Lowell Light and Power Board recently met. A recommendation was made for an easement from Lowell Baptist Church. The MMEA fall conference will be held at the Crown Plaza on October 7 through 9<sup>th</sup>. The bio-digester continues to improve. There is still much work that needs to be done. Work continues on the installation of the natural gas fired turbine. The project has begun to analyze various operations toward natural gas supply and the possibility of Lowell Light and Power becoming a supplier of natural gas for the community. Lowell Light and Power is in communications with Lowell Arts regarding a mural on the back of one of their buildings. There is also a community solar program being discussed and could have implications to long term power. The Lowell Light and Power Board toured St. Mary’s school as a possible relocation for its offices. Hodges also noted last month there were six extra days in the billing cycle if one is wondering why their bill is so high. Last week Justin Amash held a town hall meeting in the Council Chambers. Approximately 65 people attended the meeting.

11. **CITY MANAGER REPORT.**

1. The city had an opportunity to work with the contractor that won the North Grove/High Streets project bid to improve North Washington from Fremont to the city limits by crushing and shaping the asphalt to turn it into a crushed asphalt surface. Extensive public input was sought on this before making a decision. A separate memo on this has been forwarded to Council.
2. A sign was installed announcing the South Monroe parking lot to be completed in the spring of 2016 and also distributed laminated 8½ x 11 copies to the businesses for them to display in their windows.
3. The Downtown Development Authority provided input into a written process we are developing for processing Redevelopment Liquor Licenses. While this is an administrative process that leads to a council recommendation to the Michigan Liquor Control commission, Howe would like to maximize transparency and public input about the process and will be providing a draft for Council review.
4. The City had an opportunity to review the pavement marking plans prepared by MDOT for the M-21 project next year. Plans are in place to work with MDOT to implement the Downtown Placemaking Plan recommendations by painting the proposed bump-outs and adding parking on both sides of Main Street from Monroe to the east. This will narrow the travel lanes and the parking spots to the narrowest standards.
5. Work will begin September 21 on the Washington/Jefferson/Jackson Streets project and September 28 on the North Grove/High Streets project. Notice and information to area businesses and residents are being provided.
6. Howe posted a picture of the new motorcycle being used by the Lowell Police Department. Chief Bukala stated this is part of the federal government 1033 surplus program. This is equipment that the federal government will no longer be using. It is one of two bikes received. It is in very good condition. Councilmember Ellison questioned which officer will be riding the bike. Bukala stated Detective Lauren will be rotating back to the road and will complete the motor officer training and will be the primary rider with Bukala being the secondary.

12. **APPOINTMENTS.** At this time all appointments are filled.

IT WAS MOVED BY ELLISON and seconded by HODGES to adjourn at 7:36 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Susan Ullery, City Clerk



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

**RESOLUTION NO. 15-15**

**RESOLUTION APPROVING AND AUTHORIZING  
EXECUTION OF A UTILITY EASEMENT AGREEMENT  
WITH THE FIRST BAPTIST CHURCH OF LOWELL**

Councilmember Ellison, supported by Councilmember Altoft, moved the adoption of the following resolution:

**WHEREAS**, the City, through its Department of Light and Power ("LL&P") is extending lines for the transmission and distribution of electric energy and communication signals which will be wholly owned and operated by the City through LL&P (the "Improvements"); and

**WHEREAS**, it is necessary that the City obtain an easement over a portion of property owned by the First Baptist Church of Lowell ("FBCL") for the Improvements; and

**WHEREAS**, FBCL is willing to provide said easement pursuant and subject to the terms and conditions of the Utility Easement Agreement (the "Agreement") between it and the City.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the Agreement in the form presented at this meeting is approved with such modifications not materially adverse to the City approved as to content by the Manager of LL&P and as to form by the City Attorney.

2. That the Mayor and City Clerk are authorized and directed to execute the approved Agreement for and on behalf of the City.

3. That once the Agreement is executed by the authorized representative(s) of the City and FBCL, the City Clerk shall cause the fully executed Agreement to be recorded with the Kent County Register of Deeds.

4. That all resolutions or parts of resolutions, to the extent of any conflict herewith, are hereby rescinded.

YES: Councilmembers Altoft, Ellison and Mayor Hodges

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers Hall and Mayer

**RESOLUTION DECLARED ADOPTED.**

Dated: September 21, 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 September 21, 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: September 21, 2015

  
Susan Ullery, City Clerk

PROCEEDINGS OF THE  
CITY COUNCIL SPECIAL MEETING  
OF THE CITY OF LOWELL  
MONDAY, SEPTEMBER 28, 2015

Mayor Hodges stated this special meeting of the City Council as called by Councilmembers Altoft and Mayer.

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

The Meeting was called to order at 5:00 p.m. and City Clerk Susan Ullery called roll.

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

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, Police Chief Steve Bukala and City Attorney Richard Wendt.

Mayor Hodges explained the purpose of the meeting is to clarify the process for filing a vacancy on the Council and the terms of office for Councilmembers.

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

Barb Barber of 318 King read a letter into record from an individual with Henry Law PC, 806 Wildlife Trail, Belding, Michigan, 48809. They were sorry they could not attend, but applauded the Council for holding a special meeting. Prayers go out to the family of Jim Hall as well as the Councilmembers as they go through a process of finding a replacement.

Tony Ellison of 407 N. Division had an issue with the meeting as two VOICE members and Councilmembers have demanded this meeting, which is their right to do. However, he finds it odd that the meeting had to be held with virtually no chance for the public to be notified. This meeting along with VOICE's closed meeting at Schneider Manor, for only certain people being invited or even allowed to speak, gives him reservations of what they consider openness.

Peggy Covert of 982 N. Washington stated the VOICE has not been involved in this nor has it been involved for a couple of years. There will be a letter to the editor. Covert is attending this meeting because she is interested in what is going on. The meeting at Schneider Manor was not a closed meeting. It was for the seniors to meet the new candidates. Covert stated she is interested because she has Lowell Light and Power.

Barb Zandstra of 423 King stated she was attending this meeting to see what the rules are and how they are to be followed.

Roger LaWarre of 681 Birchwood Ct. wished there would have been an agenda item at the meeting to honor a citizen who has served through this Council very faithfully and with much passion. He hoped there was not going to be a hidden agenda. Councilmembers Altoft and Mayer have been very open and direct about the fact that the style of government you seem to represent would be a style that would have heads roll rather than deal with systems and all that are involved with those systems. He hoped there would be a celebration by the Council of the leadership that has been here. This is not about disagreement with leadership. This is a total system that needs to be worked on and not just talking about getting rid of or adding people for hidden agendas. The clarification of this would be very helpful to the citizens.

3. **CLARIFY THE PROCESS FOR FILING A VACANCY ON THE COUNCIL AND THE TERMS OF OFFICE FOR COUNCILMEMBERS.** Councilmember Altoft explained a special meeting was called after being invited to a meeting with the City Manager and Mayor on Friday. There was confusion as to the length of terms for the Councilmembers.

City Attorney Richard Wendt explained how a vacancy is filled that exists on the Council because of Councilmember Hall's death. He also explained the current terms of office of those now serving and what will the terms of office be for those who will be elected as of November, 2015.

As a Council, you are required within 30 days of Councilmember Hall's death to appoint a replacement to serve the remainder of his term. His term was one of those up for election in November, 2015. The remainder of his term runs to 8:00 p.m. on the Monday after the election.

Councilmember Ellison questioned what would happen if Councilmember Hall received the most votes. Wendt explained there would be another vacancy that would occur immediately. As Council, you would appoint someone to serve the remainder of that person's term.

Wendt also explained the terms of office. He noted in 2013 there was a Charter amendment that was approved. The purpose of this amendment was to have new council persons take office at the first meeting of the following calendar year.

Perry Beachum of 924 Riverside Drive questioned what would happen if the City Council could not come to a consensus of who to appoint. Wendt stated the seat would remain unfilled. There is no procedure that provides an alternative.

Ralph Brecken questioned Section 4 of the Charter, which states if an elected officer is found guilty of an act violating the charter that person may be removed from their position. Brecken asked if this would apply since it is in the City Charter. Wendt responded the provision does not apply.

4. **COUNCIL COMMENTS.**

Councilmember Mayer questioned if a public notice was necessary to fill the vacancy. Mayor Hodges stated in the past, the Mayor and the Clerk put together a plan to fill the vacancy which is then shared with the Council and adopted.

Councilmember Altoft stated he was going to miss Councilmember Hall. He also explained when a special meeting is held, the Council cannot discuss anything else but this.

Mayor Hodges stated Councilmember Hall will be missed. There will be a tribute at the October 5, 2015 meeting.

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 5:35 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Susan S. Ullery, City Clerk

09/30/2015 04:37 PM  
User: LORI  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 09/21/2015 - 09/30/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	1.70	66804
101-000-222.002	DUE TO COUNTY-DOG LICENSE	KENT COUNTY ANIMAL SHELTER	DOG LICENSES APR-JUNE 201	722.80	66808
101-000-285.001	DEPOSITS/RECYCLE CONTAINER	KRBEZ, JOSHUA	RECYCLE BIN RETURN	10.00	66810
101-000-285.001	DEPOSITS/RECYCLE CONTAINER	JOYCE GRILLEY	RECYCLE BIN RETURN	10.00	66833
101-000-285.004	CREEKSIDE DEPOSIT	JULIE STEWART	CREEKSIDE PARK DEPOSIT	50.00	66834
101-000-285.004	CREEKSIDE DEPOSIT	MICHELLE CRONK	CREEKSIDE PARK DEPOSIT	50.00	66839
Total For Dept 000				844.50	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES JULY 2015	437.50	66829
101-210-802.000	LABOR RELATIONS ATTORNEY	ABBOTT, NICHOLSON, QUILTE	LEGAL SERVICES	224.00	66802
Total For Dept 210 ATTORNEY				661.50	
Dept 215 CLERK					
101-215-727.000	OFFICE SUPPLIES	FANDANGLED CUSTOM APPAREL	NAME PLATES	61.90	66790
101-215-864.000	CONFERENCES & CONVENTIONS	WMRCA	WORK SHOP - SUE ULLERY	10.00	66799
101-215-955.000	MISCELLANEOUS EXPENSE	MICHIGAN MUNICIPAL LEAGUE	CLASSIFIED AD - DEPUTY CL	132.10	66812
Total For Dept 215 CLERK				204.00	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	STRATEGIC ACCOUNTING & TAX	AUGUST 2015 ACCOUNTING SE	1,413.75	66817
101-253-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH 9/21/2015	0.99	66789
Total For Dept 253 TREASURER				1,414.74	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	PETTY CASH	PETTY CASH 9/21/2015	30.00	66789
101-265-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	JUNE - SEPT 2015 CHARGES	144.00	66814
101-265-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIES	SAFETY RED PAINT	42.00	66826
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	13.60	66842
101-265-802.000	CONTRACTUAL	OTIS ELEVATOR COMPANY	SERVICE CONTRACT	768.27	66813
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING 8/27 - 9/23/15	600.00	66815
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	122.39	66804
101-265-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	1,780.65	66828
101-265-930.000	REPAIR & MAINTENANCE	MUSKEGON AWNING	AWNINGS	1,720.00	66795
Total For Dept 265 CITY HALL				5,220.91	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	LUDEMA AND BOYINK	BLUEGRASS SOD	29.40	66793
101-276-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	52.00	66818
Total For Dept 276 CEMETERY				81.40	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	FINGER PRINTING	179.00	66797
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	213.07	66804
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	298.95	66816
101-301-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	1,378.95	66828
101-301-864.000	CONFERENCES & CONVENTIONS	HEFFRON, LESLIE	LERMA CONFERENCE MACKINAC	525.91	66827
101-301-931.000	R & M POLICE CARS	GRAND RAPIDS HARLEY DAVID	BRAKE PADS	120.82	66791
101-301-931.000	R & M POLICE CARS	EXTREME GRAFFIX	2015 EXPLORER POLICE CAR	331.88	66830
101-301-958.000	MI CRIMINAL JUSTICE TRAIN.	WMCJTC	SPRING 2015 - MCOLES	236.40	66824
101-301-984.000	EQUIPMENT	VANBELKUM VOICE & DATA SE	LPD DICTATION SERVICE CAL	60.00	66821
Total For Dept 301 POLICE				3,344.98	
Dept 336 FIRE					
101-336-975.000	AMBULANCE BLDG IMPROVEMENT	HARDING ENTERPRISES	ASPHALT WORK	3,241.00	66832
Total For Dept 336 FIRE				3,241.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM REC PAR	115.00	66809
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	78.45	66804
101-441-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	657.76	66828

09/30/2015 04:37 PM  
User: LORI  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 09/21/2015 - 09/30/2015  
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Page: 2/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
		Total For Dept 441 DEPART		851.21	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	1580 TRASH BAGS - 611 LEA	3,864.80	66796
		Total For Dept 523 TRASH		3,864.80	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SAFETY RED PAINT	42.00	66826
		Total For Dept 751 PARKS		42.00	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	45.39	66842
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING 8/27 - 9/23/15	540.00	66815
101-790-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	179.17	66828
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	MATS AT THE LIBRARY	580.23	66794
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL AUG 2015	40.00	66841
		Total For Dept 790 LIBRAR		1,384.79	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL AUG 2015	40.00	66841
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	62.68	66837
		Total For Dept 804 MUSEUM		102.68	
		Total For Fund 101 GENERA		21,258.51	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.69	66816
		Total For Dept 463 MAINTEN		12.69	
		Total For Fund 202 MAJOR		12.69	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.69	66816
		Total For Dept 463 MAINTEN		12.69	
		Total For Fund 203 LOCAL		12.69	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	UNITED SIGN CO. L.L.C.	MONROE PARKING LOT SIGN	87.00	66798
		Total For Dept 450 CAPITA		87.00	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 9/21/2015	25.63	66789
		Total For Dept 463 MAINTEN		25.63	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	PETTY CASH	PETTY CASH 9/21/2015	28.36	66789
		Total For Dept 740 COMMUN		28.36	
		Total For Fund 248 DOWNTOWN		140.99	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	11.96	66804
		Total For Dept 000		11.96	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	WWTP SURCHARGES AUGUST 20	574.57	66843
590-550-802.000	CONTRACTUAL	UNITED WATER, INC.	WWTP PROFESSIONAL SERVICE	35,925.00	66843
		Total For Dept 550 TREATM		36,499.57	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS POSTAGE	209.33	66840
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	32.49	66805
		Total For Dept 552 CUSTOM		241.82	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 09/21/2015 - 09/30/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 3/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES JULY 2015	358.75	66829
	Total For Dept 553 ADMINI			358.75	
	Total For Fund 590 WASTE			37,112.10	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	CHEMICALS	167.45	66792
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	PLATE COUNTY AGAR TUBES	78.85	66792
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	SECURITY SYSTEM WTP	103.26	66803
591-570-802.000	CONTRACTUAL	TRUGREEN	WTP LAWN SERVICE	105.00	66819
591-570-802.000	CONTRACTUAL	UNDER-PRESSURE STEAM & CL	WATER TANK CLEANING	995.00	66820
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	5.24	66804
591-570-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	73.19	66828
591-570-864.000	CONFERENCES & CONVENTIONS	BRECKEN, RALPH	AWWA WATER CONFERENCE	106.22	66806
591-570-864.000	CONFERENCES & CONVENTIONS	VANVEELEN, BRIAN	AWWA WATER CONFERENCE	430.28	66822
591-570-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL AUG 2015	40.00	66841
591-570-955.000	MISCELLANEOUS EXPENSE	4 IMPRINT, INC.	WTP CLOTHING	136.27	66801
	Total For Dept 570 TREATM			2,240.76	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	12.99	66842
591-571-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	31.12	66816
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	WIRELESS CHARGES 8/13 - 9	40.01	66823
591-571-864.000	CONFERENCES & CONVENTIONS	CARDMEMBER SERVICE	PAINT SPRAYER AND JEFF. V	601.02	66800
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT 2311 GEE	12.50	66807
591-571-930.000	REPAIR & MAINTENANCE	CARDMEMBER SERVICE	PAINT SPRAYER AND JEFF. V	1,179.60	66800
	Total For Dept 571 DISTRI			1,877.24	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS POSTAGE	209.33	66840
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	32.49	66805
	Total For Dept 572 CUSTOM			241.82	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES JULY 2015	358.75	66829
	Total For Dept 573 ADMINI			358.75	
	Total For Fund 591 WATER			4,718.57	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	LOWELL AREA SCHOOLS	COPY PAPER	258.68	66811
	Total For Dept 000			258.68	
	Total For Fund 636 DATA P			258.68	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	MULCH BLADES	158.90	66825
	Total For Dept 895 FLEET			158.90	
	Total For Fund 661 EQUIPM			158.90	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	9,040.60	66835
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	16,228.54	66838
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	12,654.88	66835
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	11,125.08	66836
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	3,348.76	66831
	Total For Dept 000			52,397.86	
	Total For Fund 703 CURREN			52,397.86	



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Page: 4/5

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Page: 5/5

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

Fund 101	GENERAL FUND	21,258.51
Fund 202	MAJOR STREET FUN	12.69
Fund 203	LOCAL STREET FUN	12.69
Fund 248	DOWNTOWN DEVELOP	140.99
Fund 590	WASTEWATER FUND	37,112.10
Fund 591	WATER FUND	4,718.57
Fund 636	DATA PROCESSING	258.68
Fund 661	EQUIPMENT FUND	158.90
Fund 703	CURRENT TAX COLL	52,397.86

116,070.99



# STRATEGIC GOALS REPORT

OCTOBER 5, 2015

## **TIER ONE**

- 1) Street Asset Management Plan:** A five-year street plan has been adopted. (9-21-15)
- 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:** LARA has met with the city's Parks & Recreation Commission to outline the results of its study and preferred trail route. (9-21-15)
- ✓ 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)
- 2) Ordinance Review:** Next step on this goal will be to create a calendar and assignments to keep us on task.

# CITY OF LOWELL STRATEGIC GOALS REPORT

**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)

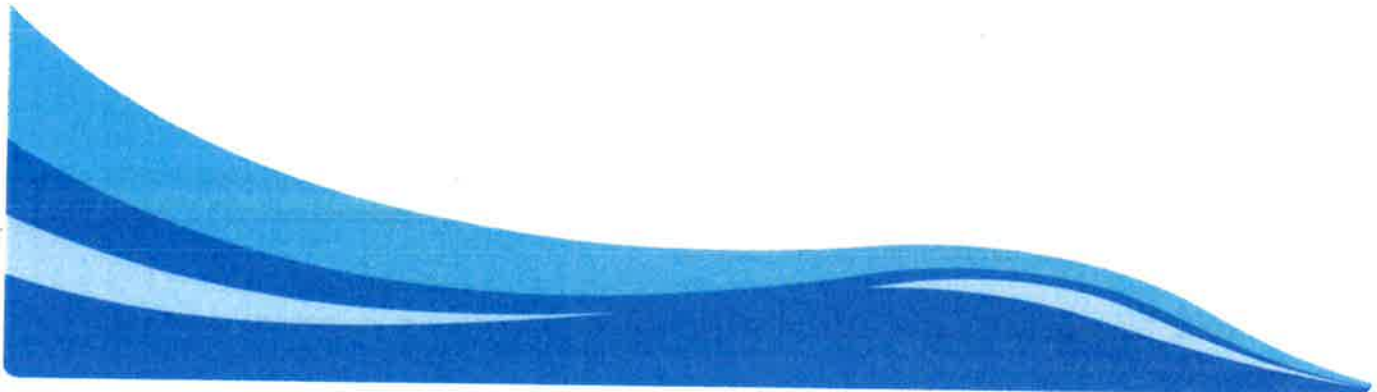
**5) Business Development Packet:** I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

## 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)





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Fax (616) 897-4085  
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## **PENDING COUNCIL PROJECTS REPORT**

**October 5, 2015**

### **UPDATES**

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**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**

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#### **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.



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Below is a proposed timeline for the council appointment:

- Notice will be placed in the October 3<sup>rd</sup> Buyers Guide and the October 7<sup>th</sup> Ledger
- Applications due by 12:00 p.m. on Thursday, October 15<sup>th</sup>
- All applications to Council Members in the packet for the October 19<sup>th</sup> City Council meeting
- Council Appointment will be provided as an agenda item

Please note: Filling the vacancy at the October 19<sup>th</sup> City Council meeting meets the 30 day requirement per City Charter.



GRAND VALLEY METROPOLITAN COUNCIL

ADA TOWNSHIP • ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BELDING • BYRON TOWNSHIP • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP • CEDAR SPRINGS  
COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE • GREENVILLE • HASTINGS  
HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • LOWELL TOWNSHIP • MIDDLEVILLE • OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD  
SAND LAKE • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

August 7, 2015

To: Clerks of all Local  
Governmental Members of  
Grand Valley Metropolitan Council

As you may know, on August 6, 2015, the Grand Valley Metropolitan Council approved a motion to add Nelson Township and the Village of Sparta as member communities. Amendment No. 39 to the Articles of Incorporation is required to officially add them as GVMC members.

Amendments in the Articles must be approved by **all** of the local governmental units that have representatives on Metro Council. **Please submit this amendment, as soon as possible, to the members of your legislative body for their vote of approval.**

Enclosed for your convenience is a descriptive narrative of Amendment No. 39 for your Board to review and a sample form resolution for your Board to adopt.

After your legislative body has taken action on the amendment, please arrange for the resolution to be signed and returned to me showing the date of adoption.

If I can assist you in any way, please let me know.

Thank you.

Yours Truly,

A handwritten signature in dark ink, appearing to read "Gayle L. McCrath", is written over the typed name.

Gayle L. McCrath  
Director of Administration  
And Human Resources  
Grand Valley Metropolitan Council

encls.



## AMENDMENT NO. 39

### To Add Nelson Township and Village of Sparta as Members

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

#### ARTICLES OF INCORPORATION GRAND VALLEY METROPOLITAN COUNCIL

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, City of Hastings, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, Jamestown Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, the Village of Sand Lake, Lowell Township, Nelson Township and the Village of Sparta for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").

**RESOLUTION TO APPROVE AMENDMENT NO. 39 IN  
THE ARTICLES OF INCORPORATION OF  
GRAND VALLEY METROPOLITAN COUNCIL**

WHEREAS, the members of Grand Valley Metropolitan Council ("Metro Council") have by majority vote approved Amendment No. 39 (Addition of Nelson Township and the Village of Sparta) in the Articles of Incorporation of Grand Valley Metropolitan Council; and

WHEREAS, the amendments have now been submitted for approval by the legislative bodies of the local governmental units that belong to Metro Council; and

WHEREAS, the \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ has considered Amendment No. 39 in the Articles of  
Incorporation of Metro Council.

NOW, THEREFORE, RESOLVED:

1. Amendment No. 39 in the Articles of Incorporation of Grand Valley Metropolitan Council is hereby APPROVED.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by the  
\_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, by a  
vote of \_\_\_\_\_ members voting in favor thereof and \_\_\_\_\_ members voting against.

\_\_\_\_\_

09/28/2015

Brian VanVeelen-Superintendent  
City of Lowell Water Treatment  
1596 Bowes Rd.

Well #1 cleaning and redevelopment: Three bids returned

PEERLESS-MIDWEST:	Well Rehab	\$8,325.00
	Motor & Pump Repair	\$16,395.00
	<b>Total</b>	<b><u>\$24,720.00</u></b>
LAYNE:	Well Rehab	\$5,600.00
	Motor & Pump Repair	\$19,935.00
	<b>Total</b>	<b><u>\$25,535.00</u></b>
NORTHERN PUMP & WELL:	Well Rehab	\$9,100.00
	Motor & Pump Repair	\$20,576.00
	<b>Total</b>	<b><u>\$29,676.00</u></b>

It is my recommendation that Peerless-Midwest be awarded the project for Well #1 cleaning and redevelopment.

## **City of Lowell**

### **Redevelopment Liquor License Approval Process**

1. Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (Form LCC-3011, Example 1), Police Investigation Recommendation (Form LC-1800, Example 2) and relevant fees are submitted to the Lowell Police Department. The application must contain the legal entity's name and clearly indicate all licenses and permits for which application is being made. (Police Department)
2. Application (Form LCC-3011) is forwarded by the Police Department to the City Clerk. (Police Department)
3. Determine if applicant meets LCC submittal requirements and document on City of Lowell Liquor License Checklist (City Clerk):
  - a. Located within the Downtown Development Authority district.
  - b. Expended or will expend at least \$75,000 for rehabilitation/restoration of the building.
  - c. The business will have a seating capacity of not less than 25 persons.
4. Determine if applicant meets City of Lowell guidelines and document on City of Lowell Liquor License Checklist:
  - a. The request is a use permitted by right and the application meets all the requirements under the City of Lowell Zoning Ordinance. (City Clerk)
  - b. The request is supported by the City of Lowell Master Plan, DDA Development Plan, or other development guides applicable to the development district. (City Clerk)
  - c. The applicant does not have any current or outstanding code violations. (City Clerk verifies with Building Official and Police Department)
  - d. The applicant does not have any outstanding City taxes or other City fees. (City Clerk verifies with City Treasurer)
5. Notification to the members of the Downtown Development Authority and Planning Commission. (Clerk)
6. Notification to Police Department to proceed with investigation recommendations. (City Clerk)
7. Notification to current liquor license holders operating in the City of Lowell. (Police Department)
8. Local Government Approval form (LCC-1305) is drafted. (City Clerk)
9. Affidavit of Public and Private Investment is prepared. (City Assessor)

10. Affidavit A attesting to the following is prepared to include: (City Clerk)
  - a. That the City of Lowell has created a Downtown Development Authority District (include the date).
  - b. That the proposed location of the applicant is located within the DDA District.
  - c. That the City Clerk has received the Affidavit of Public and Private Investment and certifies that the information is correct.
11. Application and supporting documentation are forwarded to the City Manager to be included on a future City Council agenda (City Clerk). Supporting documentation includes:
  - a. Police Investigation Recommendations (LC-1800)
  - b. City of Lowell Liquor License Checklist
  - c. Local Government Approval Form (LCC-1305)
  - d. Affidavit A from the City Clerk
  - e. For first time applications:
    - i. Certified copy of the resolution establishing the Downtown Development Authority District.
    - ii. Map of the Downtown Development Authority District.
  - f. Affidavit of Public and Private Investment.
12. Applicant is advised of the date of the City Council meeting when the item will be on the agenda for approval. (City Clerk)
13. City Council reviews and recommends or does not recommend the application to be considered by the Liquor Control Commission. (City Council)
14. Local Government Approval form is completed. (City Clerk)
15. Applicant is informed that the completed application and supporting documentation is available to be picked up. Copies are kept on file with the City Clerk. (City Clerk)



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**CITY MANAGER'S REPORT**  
**October 5, 2015**

1. Most of the utility work on Jefferson and Jackson Streets is nearly completed and we hope to see the first course of paving soon. Also, the Grove/High Streets project will also get underway soon, as well as the Washington Street project from Fremont north to the city limits.
2. You may have noticed that some of the fire hydrants are undergoing a facelift. We have hired a part-time employee to prep and paint several hydrants before winter arrives.
3. The Flat River Connect group met again and keeps moving forward with the idea of converting a portion of the old cable building into a business center. You will recall they attended a council workshop months ago to discuss the concept with you, receive your input and ask for a consensus to keep moving forward.
4. If you have topics you would like covered at your October 26 workshop please let me know.

Respectfully submitted,

  
Mark Howe, City Manager