

CITY OF LOWELL
CITY COUNCIL AGENDA
NOVEMBER 2, 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. October 19, 2015 – Regular Meeting
 - b.
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. Light & Power Retiree COLA
 - b.
8. COUNCIL COMMENTS
9. MANAGER'S REPORT
10. APPOINTMENTS
 - a.
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.



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

MEMORANDUM

TO: Lowell City Council

FROM: Mark Howe, City Manager

RE: Council Agenda for Monday, November 2, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
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. Light & Power Retiree COLA

The Lowell Light & Power Board has recommended a cost of living increase for retirees of Lowell Light & Power. A memo outlining the proposed increase from Light & Power General Manager Greg Pierce is enclosed.

Recommended Motion: That the Lowell City Council approve the Flexible E benefit option for the Light & Power Division of MERS with a 2016 COLA increase of one (1) percent.

8. COUNCIL COMMENTS

Matt Mayer Lowell Area Fire and Emergency Services Authority

Jeff Altoft Airport Board
Park and Recreation Commission
Downtown Development 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, OCTOBER 19, 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, Matt Mayer and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, Police Chief Steve Bukala and City Treasurer Suzanne Olin.

2. **APPROVAL OF THE AGENDA.**

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

YES: 4. NO: 0. ABSENT: 0. MOTION CARRIED

3. **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 October 5, 2015 meeting as written.

YES: 4. NO: 0. ABSENT: 0. MOTION CARRIED.

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

Councilmember Mayer questioned the check payable to the "State of Michigan" referencing "IFT". City Treasurer Suzanne Olin stated this is industrial facility tax.

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

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

ABSENT: None. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (10/19/2015)

General Fund	\$51,218.09
Major Street Fund	\$923.47
Local Street Fund	\$2,121.80
Downtown Development Fund	\$1,194.63
Designated Contributions	\$8.39
Airport Fund	\$4,396.48
Wastewater Fund	\$12,099.44
Water Fund	\$19,029.64
Data Processing Fund	\$2,812.68

Equipment Fund	\$1,693.72
Current Tax Collected	\$33,410.67
Look Fund	\$3,601.44

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

Chief Bukala introduced the department's newest part-time police officer, Sharon Braun.

Mayor Hodges introduced Jordan Meyer from Lowell High School. He is researching city government for school and is present to witness these proceedings.

Roger LaWarre of 681 Birchwood Court and also co-chairman of the Compensation Commission presented their report to the Council. The Council is greatly appreciated and they are doing a great job.

Katherine Henry introduced herself. She is running for the 86th House of Representatives.

Tony Ellison of 407 N. Division responded to comments made from Councilmember Mayer over the last several council comments.

6. **OLD BUSINESS.**

- a. Strategic Goals Report. No new information was provided.
- b. Pending Council Projects Report. The downtown tower removal was completed on October 12th and 13th. By general consensus, the Council agreed this item could be removed.

7. **NEW BUSINESS**

- a. Grand River Revitalization Project Presentation. Wendy Ogilvie, Director of the Environmental Programs for the Grand Valley Metro Council, presented background information and an update on the work being done in Grand Rapids to "restore the rapids" in the downtown area.
- b. Downtown Clock Repairs and Upgrades. A quote was received from The Verdin Company to repair and upgrade the clock mechanisms and covers of the downtown clock located at the corner of Main and Water Streets. If approved Verdin would install a new two-way pulse timepiece, new sets of hands and two new lexan covers for \$4,580. A price was also received to convert the current lighting to LED lights. However, this is not recommended at this time. Verdin is the sole source provider for this work.

The City plans to ask the Downtown Development Authority to fund this project when they meet in November but we would like to have Verdin schedule the repair and have it completed as soon as possible. That would mean a commitment to fund it through the General Fund, which could be necessary if the DDA does not approve the funding. The expense can be covered in the General Fund with budgeted contingencies.

Councilmember Ellison noted the clock is almost 20 years old and this is the first time we have had to do any type of repair. She wanted to see the DDA fund this expense if at all possible. She would be in favor of using General Fund dollars if the DDA was unable to help.

IT WAS MOVED BY ELLISON and seconded by ALTOFT that the Lowell City Council approve the repair of the downtown clock with The Verdin Company at a cost of \$4,580.

YES: 4. NO: 0. ABSENT: 0. MOTION CARRIED.

Councilmember Altoft asked if this was the only company to repair such clocks. Howe responded yes. Verdin is the sole source provided for these clocks.

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

9. **COUNCIL COMMENTS.**

Councilmember Mayer stated the Fire Authority is waiting for updated pricing from the county changing the cad specs for the software. Grants will also be sought for some new equipment. The authority hired Attorney Peter Letzmann on an on call capacity to advise the board on legal issues and future concerns. The next meeting will be on November 9th, 2015.

Councilmember Altoft attended the Airport Board meeting. The fixed base operator gave his 6 month resignation. A special meeting will be held on October 21, 2015 regarding this.

Councilmember Ellison stated the Arbor Board met. The fall tree planting project will include approximately 9 trees to be planted near Pebble Beach Apartments. The board also adopted tree planting guidelines that will be shared with the Planning Commission. Discussion was held regarding planting of trees on the city's portion of property that is located behind Walgreens. Coordination will be made with the township as well.

Mayor Hodges attended the Planning Commission meeting on October 12, 2015. It was an unofficial meeting as there was no quorum. There was discussion regarding the redevelopment liquor license process, and potential zoning and ordinance changes. Hodges noted the Chamber of Commerce met last week. Je added Girls Night Out was a success. The board announced that February 25, 2016 will be the annual dinner at The Grand Volute. Rotary will be sponsoring a "Candidates Debate" on October 22, 2015 at 7 p.m. at the school administration building. Lowell Light and Power Board met on October 15, 2015. Peter Heafner gave an update on the audit. High praises were received. A tribute to Jim Hall was also received. Hodges noted he attended the MMEA legislative lunch on September 16th, 2015. The bio-digester continues to improve. Light and Power staff was involved with the Harvest Festival. The Look Committee will receive grant requests until October 30th, 2015 at 4:00 p.m. November 18th, 2015 will be Dr. Gerard's and Barb Brown's last meeting serving on the Look Committee. Tim Van Laan will be appointed to the committee and Chris Godbold will serve as chair. The upcoming "Coffee with Council" will be at the Lowell Senior Neighbors Center at 314 S. Hudson on November 7th, 2015 from 8 a.m. to 10 a.m.

10. **CITY MANAGER REPORT.**

1. The Washington/Jefferson/Jackson streets project is wrapping up. We have been fortunate that the weather has cooperated allowing the project to be completed ahead of schedule. In addition, the North Grove/High streets project is also near completion.
2. The crush and shape on North Washington has been completed. As it turns out, the original asphalt varied from an inch to three inches which means that the milling machine was often picking up gravel base along with the asphalt.

3. Ron Woods took our public works crew to the annual snow plow rodeo held this past week. Joe Baker and Ralph Brecken participated in the driving course. There was also a lot of great information that was shared and brought back to Lowell to help improve our operations.
4. The Fixed Base Operator at the Lowell Airport has given us a six-month notice that he will be terminating the contract with us. The airport manager and airport board are working on this issue and will be developing recommendations.
5. The fire hydrant painting project cost approximately \$21.34 per hydrant compared to \$100 per hydrant the last time they were painted. Thanks to Jeff VanSetters for sprucing up the town and saving money at the same time. Fast fact: there are 277 fire hydrants in the city.
6. The Police Department received a grant from the Lowell Area Community Fund of more than \$8,000 to update the Livescan fingerprinting equipment and to purchase new Tasers. The Livescan update is a cooperative project with Lowell Area Schools.
7. City Clerk Sue Ullery has been working with a team to conduct interviews for the open Deputy Clerk position. Two rounds of interviews have been completed. A candidate has been selected and will be working on November 16.
8. The Community Clean Up will be held on October 24, 2015 from 9 a.m. to 12 p.m. This is a community collaboration that makes this successful.
9. A work shop was held with Attorney Peter Letzmann. He recommended that all of the boards and commission adopt "Rules and Procedures".
10. Since no topics have brought forward for the October 26 workshop, Howe suggested this be canceled. By general consensus, Council agreed.
11. **APPOINTMENTS.** Mayor Hodges stated there is a vacancy on the Council with the passing of Councilmember Hall. Three individuals applied as follows; Don Green, David Pasquale and Alan Teelander.

IT WAS MOVED BY ALTOFT and seconded by MAYER to nominate Allen Teelander.

YES: 2. (Councilmembers Altoft and Mayer)

NO: 2. (Councilmember Ellison and Mayor Hodges).

ABSENT: 0. MOTION FAILED.

IT WAS MOVED BY ELLISON and seconded by HODGES to nominate David Pasquale.

YES: 2. (Councilmember Ellison and Mayor Hodges)

NO: 2. (Councilmembers Altoft and Mayer)

ABSENT: 0. MOTION FAILED.

IT WAS MOVED BY ELLISON and seconded by HODGES to nominate Don Green.

YES: 2. (Councilmember Ellison and Mayor Hodges)

NO: 2. (Councilmembers Altoft and Mayer)

ABSENT: 0. MOTION FAILED.

City Attorney Richard Wendt explained the Council is not complying with the City Charter and the position should remain vacant.

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 8:05 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	SUPPLYGEEKS	OFFICE SUPPLIES	186.99	66981
101-000-264.003	WORKERS COMP INSURANCE PA	MML WORKERS' COMP FUND	WORKERS COMP 2015-2017	5,365.00	66970
Total For Dept 000				5,551.99	
Dept 191 ELECTIONS					
101-191-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	80.00	66967
Total For Dept 191 ELECTI				80.00	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSOR EXPENSE REPORT	67.85	66975
101-209-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY BUREAU OF EQU	LAND VALUE MAP	35.00	66928
101-209-955.000	MISCELLANEOUS EXPENSE	KIRWIN, DAVID	AMAR TRAINING	150.00	66931
Total For Dept 209 ASSESS				252.85	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	112.00	66967
Total For Dept 215 CLERK				112.00	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	EARLE PRESS INC.	ACCOUNTS PAYABLE CHECKS	249.13	66950
101-253-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY TREASURER	TAX REFUNDS JULY BOARD OF	70.53	66963
Total For Dept 253 TREASU				319.66	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	89.62	66981
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	54.99	66981
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE METER	297.96	66974
101-265-740.000	OPERATING SUPPLIES	ACTION CHEMICAL	VAC BAGS	20.00	66939
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	155.18	66981
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	600.00	66934
101-265-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL SEPT 2015	50.00	66979
101-265-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	1,852.54	66940
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE CHARG	155.52	66941
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	528.82	66948
101-265-930.000	REPAIR & MAINTENANCE	TELECOM SOLUTIONS LLC	PHONE INSTALL & PROGRAMIN	247.00	66984
Total For Dept 265 CITY H				4,051.63	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	THE VERDIN COMPANY	DDA CLOCK REPAIRS	2,290.00	66936
Total For Dept 294 UNALLO				2,290.00	
Dept 301 POLICE DEPARTMENT					
101-301-624.000	SALVAGE INSPECTION FEES	TASER INTERNATIONAL	POLICE SUPPLIES	830.96	66983
101-301-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	46.22	66981
101-301-744.000	UNIFORMS	VANSOLKEMA, SCOT	LPD FOOTWARE - VANSOLKEMA	84.79	66923
101-301-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	1,357.84	66940
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE CHARG	121.92	66941
101-301-850.000	COMMUNICATIONS	HURST, CHRIS	LPD OTTERBOX - HURST	55.64	66960
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	715.49	66978
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	LPD CELL PHONES	158.07	66987
101-301-931.000	R & M POLICE CARS	BMW OF GRAND RAPIDS	LPD VEHICLES R & M	30.02	66943
101-301-931.000	R & M POLICE CARS	GRAND AUTO FAMILY	LPD VEHICLE REPAIRS	63.96	66954
101-301-931.000	R & M POLICE CARS	GRAND AUTO FAMILY	LPD VEHICLE REPAIRS	237.66	66954
101-301-931.000	R & M POLICE CARS	MARK'S BODY SHOP	LPD CAR GRAPHICS	135.00	66969
101-301-955.000	MISCELLANEOUS EXPENSE	LOWELL FAMILY MEDICAL	LPD MEDICAL EXP - BRAUN	70.00	66966
101-301-957.000	TRAINING	CALIBRE PRESS	LPD TACTICS IN TRAFFIC -	139.00	66945
101-301-957.000	TRAINING	CALIBRE PRESS	LPD TACTICS IN TRAFFIC -	139.00	66945
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	STATE OF MICHIGAN	CHILD ABUSE WORKSHOP	25.00	66919
101-301-984.000	EQUIPMENT	ALAN PAUL BREDE	5 FLASHLIGHTS	75.00	66921
Total For Dept 301 POLICE				4,285.57	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	857.50	66938
Total For Dept 400 PLANNI				857.50	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	DPW PAPER TOWELS	97.54	66944
101-441-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	658.27	66940
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE CHARG	50.56	66941
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE CHARGES	27.95	66947
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	100.84	66948
Total For Dept 441 DEPART				935.16	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	1468 TRASH & 615 LEAF BAG	3,676.00	66922
Total For Dept 523 TRASH				3,676.00	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	21.85	66948
Total For Dept 747 CHAMBE				21.85	
Dept 751 PARKS					
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS	115.00	66964
Total For Dept 751 PARKS				115.00	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	ACTION CHEMICAL	VAC BAGS	20.00	66939
101-790-740.000	OPERATING SUPPLIES	ACTION CHEMICAL	LIBRARY VAC HOSE	44.00	66939
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	40.79	66981
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	56.37	66981
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	390.00	66934
101-790-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	178.99	66940
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	312.14	66948
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL SEPT 2015	40.00	66979
Total For Dept 790 LIBRAR				1,082.29	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	CONSUMERS ENERGY	ENERGY CHARGES	137.32	66948
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL SEPT 2015	40.00	66979
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	48.60	66932
Total For Dept 804 MUSEUM				225.92	
Total For Fund 101 GENERA				23,857.42	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	2,828.00	66976
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING M-21	800.00	66976
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING DEBRIS	2,826.60	66976
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.66	66978
Total For Dept 463 MAINTEN				6,467.26	
Total For Fund 202 MAJOR				6,467.26	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	2,828.00	66976
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.66	66978
203-463-930.000	REPAIR & MAINTENANCE	SUPERIOR ASPHALT, INC.	ASPHALT	443.85	66980
Total For Dept 463 MAINTEN				3,284.51	
Dept 483 ADMINISTRATION					
203-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES STREET PROJ	11,078.83	66938
203-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - GROVE & H	1,005.90	66938
Total For Dept 483 ADMINI				12,084.73	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 203 LOCAL STREET FUND					
Total For Fund 203 LOCAL				15,369.24	
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
238-000-880.000	COMMUNITY PROMOTION	CITY OF LOWELL	HDC GRANT AWNING REPLACEM	516.00	66946
238-000-880.000	COMMUNITY PROMOTION	LOWELL MAIN STEET CONDO A	HDC GRANT FOR PAINTING	5,000.00	66968
238-000-880.000	COMMUNITY PROMOTION	PIXLEY, SUE	HDC GRANT FOR PAINTING	900.00	66972
Total For Dept 000				6,416.00	
Total For Fund 238 HISTOR				6,416.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-930.000	REPAIR & MAINTENANCE	UNITED SIGN CO. L.L.C.	DDA LIGHT POLE BRACKETS &	850.00	66986
Total For Dept 463 MAINTEN				850.00	
Dept 483 ADMINISTRATION					
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE PA	2,536.40	66938
Total For Dept 483 ADMINI				2,536.40	
Total For Fund 248 DOWNTO				3,386.40	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BOURGETTE, BOB	AIRPORT MOWING GAS	12.00	66925
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	63.43	66948
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	66937
Total For Dept 000				125.42	
Total For Fund 581 AIRPOR				125.42	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE PHONE CHARG	37.08	66941
Total For Dept 000				37.08	
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	CUMMINS BRIDGEWAY, LLC	2ND YR SERVICE GENERATOR	1,991.10	66949
590-550-930.000	REPAIR & MAINTENANCE	LIBERTY PROCESS EQUIPMENT	WTP REPAIR & MAINT	2,943.29	66965
Total For Dept 550 TREATM				4,934.39	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	POSTAGE FOR W/S BILLS	209.41	66973
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	28.75	66942
Total For Dept 552 CUSTOM				238.16	
Total For Fund 590 WASTEW				5,209.63	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	IDEXX DISTRIBUTION CORP.	WTP LAB SUPPLIES	158.01	66961
591-570-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INCORPOR	SUPPLIES	102.38	66962
591-570-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	112.38	66981
591-570-743.000	CHEMICALS	HACH COMPANY	WTP CHEMICALS	315.54	66957
591-570-801.000	PROFESSIONAL SERVICES	ENVIRONMENTAL RESOURCE AS	WTP PROF SERVICES	294.24	66951
591-570-802.000	CONTRACTUAL	SAWYER ENGINE & COMPRESSO	WTP PROF SERVICES	305.08	66977
591-570-802.000	CONTRACTUAL	TRUGREEN	WTP LAWN MAINT	105.00	66985
591-570-850.000	COMMUNICATIONS	AT&T	PHONE CHARGES	70.62	66940
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE CHARG	8.31	66941
591-570-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	31.10	66978
591-570-850.000	COMMUNICATIONS	VERIZON WIRELESS	PHONE CHARGES 9/13-/10/12	40.01	66987
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	79.18	66948
591-570-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	WATER DEPT - FIRE HYDRANT	205.20	66953
591-570-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL SEPT 2015	40.00	66979
591-570-970.000	CAPITAL OUTLAY	OUBBIER INSTRUMENT CO.	WTP EQUIPMENT	7,190.00	66971
Total For Dept 570 TREATM				9,057.05	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	58.55	66948
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT 9/19/101	13.17	66948
Total For Dept 571 DISTRI				71.72	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	POSTAGE FOR W/S BILLS	209.40	66973
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	28.75	66942
Total For Dept 572 CUSTOM				238.15	
Total For Fund 591 WATER				9,366.92	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	1,820.00	66924
636-000-802.000	CONTRACTUAL	GRAND VALLEY METRO COUNCI	REGIS DUE 10/1/15 TO 3/31	3,901.50	66955
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	CITY HALL COPY MACHINE	315.24	66959
Total For Dept 000				6,036.74	
Total For Fund 636 DATA P				6,036.74	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	8.99	66981
661-895-741.000	FUEL	BRECKEN, RALPH	EXPENSES FOR PICKING UP G	187.04	66926
661-895-860.000	TRAVEL EXPENSES	BRECKEN, RALPH	EXPENSES FOR PICKING UP G	170.09	66926
661-895-930.000	REPAIR & MAINTENANCE	GR CENTRAL IRON & STEEL I	EQUIP REPAIR & MAINTENANCE	1,680.30	66952
661-895-930.000	REPAIR & MAINTENANCE	GREENMARK EQUIPMENT	EQUIP REPAIR & MAINT	1,165.72	66956
661-895-930.000	REPAIR & MAINTENANCE	HAMMERSMITH EQUIPMENT COM	EQUIP - ROLLER	54.29	66958
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EQUIP REPAIR & MAINT	74.80	66988
Total For Dept 895 FLEET				3,341.23	
Total For Fund 661 EQUIPM				3,341.23	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	858.97	66929
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	1,663.52	66933
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	1,204.08	66929
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	961.27	66930
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	358.50	66927
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	GRAND RAPIDS COMMUNITY CO	SUMMER 2015 IFT TAX	307.44	66927
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	KENT COUNTY TREASURER	IFT TAX 2015	736.62	66929
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	KENT INTERMEDIATE SCHOOL	SUMMER 2015 IFT TAX	17,533.96	66930
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	LOWELL AREA HISTORICAL MU	SUMMER 2015 IFT TAX	41.70	66932
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	LOWELL AREA SCHOOLS	SUMMER IFT TAX	14,641.20	66933
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	STATE OF MICHIGAN	IFT TAX 2015	7,112.79	66935
Total For Dept 000				45,420.05	
Total For Fund 703 CURREN				45,420.05	

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

Fund 101	GENERAL FUND			23,857.42	
Fund 202	MAJOR STREET FUN			6,467.26	
Fund 203	LOCAL STREET FUN			15,369.24	
Fund 238	HISTORICAL DISTR			6,416.00	
Fund 248	DOWNTOWN DEVELOP			3,386.40	
Fund 581	AIRPORT FUND			125.42	
Fund 590	WASTEWATER FUND			5,209.63	
Fund 591	WATER FUND			9,366.92	
Fund 636	DATA PROCESSING			6,036.74	
Fund 661	EQUIPMENT FUND			3,341.23	
Fund 703	CURRENT TAX COLL			45,420.05	

124,996.31



STRATEGIC GOALS REPORT

NOVEMBER 2, 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 has completed a draft report and will be getting it to us for review in the near future. In the meantime, I have asked that they be prepare to make a presentation to the council giving some history on the analysis leading up to obtaining the DEQ SAW Grant and the decision to move the wastewater lift station. (11-2-15)
- 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)

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)

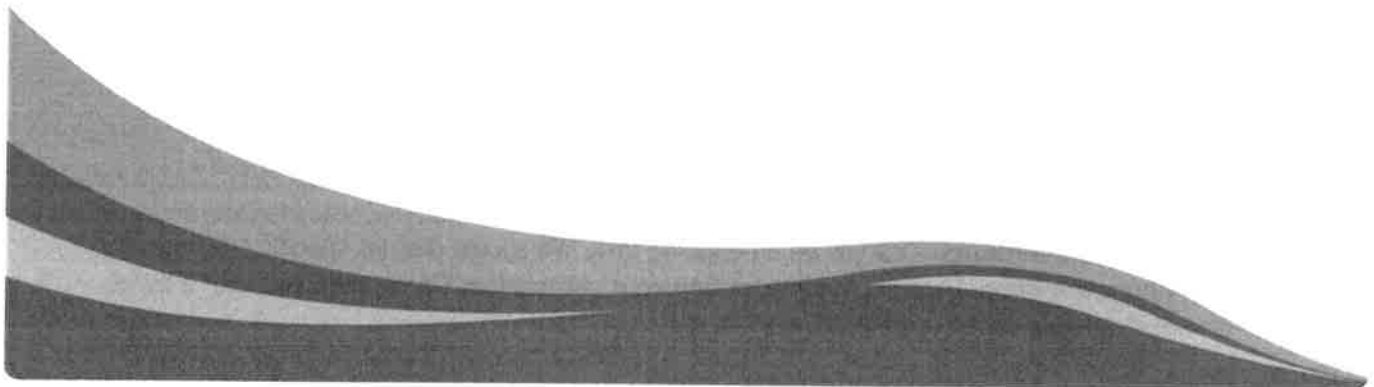
5) Business Development Packet: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

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
November 2, 2015

UPDATES

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

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.

Memorandum

To: Lowell Light and Power Board
From: Steve Donkersloot *S.D.*
Date: September 30, 2015
Re: MERS Retiree COLA for 2016

At the August board meeting, the Board decided to have a valuation performed to determine the cost of providing LL&P retirees with a 1.00% Cost of Living Adjustment (COLA) for annual year 2016. The results of the valuation came back with a cash requirement of \$23,241.

I recommend the Board adopt the Flexible E benefit option for retirees with a 2016 COLA increase of 1.00% (\$23,241). If the Board approves the recommendation, the 2016 retiree COLA increase of 1.00% would be scheduled to appear on an upcoming City Council agenda for final approval.




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CITY MANAGER'S REPORT
November 2, 2015

1. We have received a letter of interest from the Michigan Economic Development Corporation to secure over \$200,000 in a CDBG grant for the proposed Big Boiler Brewing Company. The brewing company will be located in the eastern portion of the old Superior Furniture building. We will continue to work with the MEDC and developer and look forward to yet another successful downtown business.
2. The annual Community Clean-up was again a success. The clean-up is sponsored by the Lowell Area Vision group consisting of the City of Lowell, Lowell Township, Vergennes Township, Lowell Area Schools and the Lowell Area Chamber of Commerce.
3. The annual audit for the 2014-15 fiscal year is complete and copies will be distributed later this week. The auditors will present the audit and answer questions at your next council meeting.

Respectfully submitted,


Mark Howe, City Manager