

CITY OF LOWELL
CITY COUNCIL AGENDA
NOVEMBER 16, 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. November 2, 2015 – Regular 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. 2014-15 Fiscal Year Audit Presentation
 - b. City Attorney Agreement
 - c. Purchasing Policy
 - d. Wastewater Treatment Plant ditch cleaning
 - e. DPW Utility Trailer
 - f. DPW Truck, Interfund Loan
 - g.
8. MONTHLY REPORTS
9. COUNCIL COMMENTS
10. MANAGER'S REPORT
11. APPOINTMENTS
12. 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 16, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. November 2, 2015 – Regular Session Meeting
4. ACCOUNTS PAYABLE
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS

a. Strategic Goals Report

The report is attached for your review.

b. Pending Council Projects Report

The report is attached for your review.

7. NEW BUSINESS

a. 2014 – 15 Fiscal Year Audit Presentation

The auditors will present their 2014-15 Fiscal Year audit findings to you and answer any questions you have.

Recommended Motion: That the Lowell City Council receives for filing the 2014-15 Fiscal Year audit.

b. City Attorney Agreement

Attached are copies of the agreement, and amendments, for Dickinson Wright to provide legal services for the City of Lowell. We allowed the agreement to expire in 2012 as its only purpose was to set the rates for these services. The rates have gone unchanged and would only be modified with council approval.

In the meantime, the city attorney is appointed by charter for an indefinite period and serves at the pleasure of the council. A copy of that section of the charter is also included for your information.

c. Purchasing Policy

Copies of the purchasing policies for the city and light & power are attached. The city policy and ordinance were amended in 2012.

d. Wastewater Treatment Plant Ditch Cleaning

We have been cleaning and repairing the eastern oxidation ditch at the wastewater treatment plant. Unfortunately, when the ditch was drained we found larger than normal amounts of sand and gravel in the bottom of the ditch.

Interim Public Works Director Ron Woods has provided the attached memo with more detail and photographs.

We received the following three bids for removal of the material and are recommending the low qualified bidder:

• Plummer's Environmental Services	\$31,740
• Kerkstra Environmental Services	\$28,203
• United Water Environmental Services	\$25,404

During your meeting I will be reviewing the current budget for the wastewater fund to show how this expenditure will be covered.

Recommended Motion: That the Lowell City Council approve the bid from United Water Environmental Services for the removal of material from the eastern oxidation ditch at a cost of \$25,404.

e. DPW Utility Trailer

As you have been presented with the final audit for last year, we know that the General Fund ended with the addition of more than \$100,000 to fund balance. That leaves our beginning fund balance for the current fiscal year well above the requirements of our fund balance policy (\$500,000 or 15% of annual expenditures).

I have asked public works staff to identify the most immediate needs for equipment replacement with a one-time allocation of \$15,000. A utility trailer was identified as one of those needs.

We have worked with AIS Construction Equipment to identify a trailer that meets our specifications at a MiDEAL price of \$9,437. MiDEAL is the state bidding process that provides pricing that is available to local units of government. The state runs the bid process on various items which typically provide local units of government the best price while meeting requirements for competitive bidding.

During your meeting I will be reviewing the equipment replacement plan to show you how this expenditure will be covered.

Recommended Motion: That the Lowell City Council approve the purchase of a utility trailer at the MiDEAL price of \$9,437 from AIS Construction Equipment.

f. DPW Truck, Interfund Loan

We have purchased a new public works pickup truck as outlined in the equipment replacement plan at a cost of \$37,067.40. It was anticipated that the purchase would be financed through an interfund loan from the wastewater fund.

Attached is a resolution that approves the interfund loan.

Recommended Motion: That the Lowell City Council approve resolution 17-15.

8. MONTHLY REPORTS

9. COUNCIL COMMENTS

Mike DeVore

Alan Teeland

Jeff Phillips

Jeff Altoft

Jim Hodges

10. MANAGER'S REPORT

The report is attached for your review.

11. APPOINTMENTS

- a. Mayor Pro Tem
- b. Fire Authority

Vacancy

Vacancy

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, NOVEMBER 2, 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 MAYER to approve the regular minutes of the October 19, 2015 meeting as written.

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

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

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 (11/02/2015)

General Fund	\$23,857.42
Major Street Fund	\$6,467.26
Local Street Fund	\$15,369.24
Historical District	6,416.00
Downtown Development Fund	\$3,386.40
Airport Fund	\$125.42
Wastewater Fund	\$5,209.63
Water Fund	\$9,366.92
Data Processing Fund	\$6,036.74
Equipment Fund	\$3,341.23
Current Tax Collected	\$45,420.05

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

None.

6. **OLD BUSINESS.**

- a. **Strategic Goals Report.** Prein & Newhoff has completed a draft report and will be getting it to the City for review in the near future. In the meantime, Howe asked that they prepare 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.
- b. **Pending Council Projects Report.** Nothing new to report.

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. Light & Power General Manager Greg Pierce provided a memo outlining the proposed increase.

IT WAS MOVED BY ELLISON and seconded by MAYER to approve the Flexible E benefit option for the Light & Power Division of MERS with a 2016 COLA increase of one percent.

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

NO: 1. (Councilmember Altoft) ABSENT: 0. MOTION CARRIED.

8. **COUNCIL COMMENTS.**

Councilmember Mayer introduced his fiancé Kelli Carney and her two daughters. Mayer also went on to state this was his last meeting. He thanked those who have encouraged and supported him. He provided advice for the future council. He chose not to run for Council again after seeing deceit and deception that goes on with the city government; he wants no part of it.

Councilmember Altoft attended the Fire Authority meeting. There will be many changes in the agreement. Because this is such an important meeting to attend, there should be an alternate councilmember assigned to the Fire Authority board. Altoft wished all the candidates well in the upcoming election.

Councilmember Ellison stated she was unable to attend the Historic District Commission meeting. She was sorry regarding Mayer's comments. City Council is a hard position to serve on and it is not for everyone.

Mayor Hodges commented on the November newsletter. He also noted the new City Council candidates will be sworn into office on November 9, 2015 at 8 p.m. Hodges wished everyone well in the upcoming election.

9. **CITY MANAGER REPORT.**

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 the next council meeting.
4. Howe thanked Mayer for his service to the City of Lowell.

10. **APPOINTMENTS.** No appointments were made.

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 7:14 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	KENT COUNTY YOUTH FAIR	SALE OF MADVAC	1,668.33	67037
101-000-040.000	ACCOUNTS RECEIVABLE	LOWELL AREA SCHOOLS	SALE OF MADVAC	1,668.33	67041
101-000-084.015	DUE FROM FIRE AUTHORITY	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	15.98	67022
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	TRAILER FEES JULY-SEPT	132.50	67002
101-000-225.000	DUE TO SCHOOL-TRAILER FEE	LOWELL AREA SCHOOLS	TRAILER FEES	527.00	67008
101-000-264.002	HEALTH INSURANCE PAYABLE	MML WORKERS' COMP FUND	PAYROLL AUDIT 2014-2015	1,339.00	67046
101-000-285.000	DEPOSITS	SYNCWAVE LLC	DEPOSIT TOWER REMOVAL	4,000.00	66991
Total For Dept 000				9,351.14	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	CHRISTMAS CREATIONS	CHRISTMAS GARLAND	195.00	67028
Total For Dept 101 COUNCI				195.00	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	LAPONSIE, MARYALENE	WEBSITE	200.00	67006
Total For Dept 172 MANAGE				200.00	
Dept 191 ELECTIONS					
101-191-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCOUNT	89.25	67009
Total For Dept 191 ELECTI				89.25	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESING EXPENSES OCT 201	100.63	67014
101-209-900.000	PRINTING	KCI	PERSONAL PROPERT STATEMEN	1,398.21	67001
101-209-900.000	PRINTING	KCI	ASSESSMENT NOTICE	1,038.48	67001
101-209-955.000	MISCELLANEOUS EXPENSE	IAAO	MEMBERSHIP DUES 2016	175.00	67000
101-209-955.000	MISCELLANEOUS EXPENSE	STATE OF MICHIGAN	ASSESSOR CERTIFICATION 20	175.00	67055
Total For Dept 209 ASSESS				2,887.32	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	402.50	66996
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	134.30	66996
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	245.00	66996
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	245.00	66996
Total For Dept 210 ATTORN				1,026.80	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCOUNT	138.91	67009
101-215-955.000	MISCELLANEOUS EXPENSE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	199.00	67027
Total For Dept 215 CLERK				337.91	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	STRATEGIC ACCOUNTING & TA	ACCOUNT SERVICES OCT 2015	227.50	67057
Total For Dept 253 TREASU				227.50	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	66.38	67058
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	72.12	67058
101-265-740.000	OPERATING SUPPLIES	MUNDT, THERESA	CLEANING SUPPLIES	17.66	66990
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 11/6/2015	38.05	66994
101-265-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	6.79	67054
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE	55.00	67015
101-265-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	42.00	67053
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	2,438.85	67010
Total For Dept 265 CITY H				2,736.85	
Dept 276 CEMETERY					
101-276-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	12.61	67058
101-276-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	39.97	67022
101-276-740.000	OPERATING SUPPLIES	EQUIPMENT SOLUTIONS	BOBCAT WITH LOADER	133.75	67031
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	2.79	67054
101-276-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	TOP SOIL & CRUSHED ASPHAL	112.71	67060

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - CEMET	75.00	67004
101-276-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE	30.00	67015
101-276-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCOUNT	42.00	67009
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	75.42	67010
101-276-930.000	REPAIR & MAINTENANCE	SCHOLTEN LANDSCAPE MAINTENANCE	ANNUAL FERTILIZER PROGRAM	105.00	67053
Total For Dept 276 CEMETE				629.25	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	HOPE NETWORK WEST MICHIGAN	STATEMENT FOR OCT 2015	320.00	67035
Total For Dept 294 UNALLO				320.00	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	RICHMOND, KAREN	REFUND FINGERPRINTS	50.00	67021
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	LIVE SCAN OCT 2015	626.50	67056
101-301-740.000	OPERATING SUPPLIES	MUNDT, THERESA	CLEANING SUPPLIES	28.76	66990
101-301-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 11/6/2015	4.00	66994
101-301-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	14.48	67022
101-301-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	ACCOUNT STATEMENT OCT 201	3.70	67047
101-301-742.000	INVESTIGATIVE EXPENSE	MLIVE MEDIA GROUP	POLICE INVESTIGATIONS	108.34	67045
101-301-744.000	UNIFORMS	VANSOLKEMA, SCOT	LPD FOOTWARE - VANSOLKEMA	84.79	67019
101-301-744.000	UNIFORMS	HOOPER PRINTING	LPD ID BADGE	26.76	67034
101-301-744.000	UNIFORMS	REYNOLDS & SONS	POLICE UNIFORMS	268.29	67050
101-301-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	LPD CONTRACT - COPIER	80.83	67030
101-301-930.000	R & M EQUIPMENT	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	106.03	67027
101-301-931.000	R & M POLICE CARS	PETTY CASH	PETTY CASH 11/6/2015	30.02	66994
101-301-931.000	R & M POLICE CARS	BIERI AUTO BODY INC.	LPD CHEVY 2010 #839 REPAIR	2,407.46	67023
101-301-931.000	R & M POLICE CARS	GRAND AUTO FAMILY	LPD CHEVY 2010	2,827.52	67032
101-301-931.000	R & M POLICE CARS	MID MICHIGAN EMERGENCY EQ	POLICE - VEHICLES AND R&M	167.63	67011
101-301-955.000	MISCELLANEOUS EXPENSE	ROBERT FORD	COMMUNITY DUMPSTERS	96.00	67051
101-301-980.000	OFFICE EQUIPMENT	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	3.98	67022
101-301-981.000	POLICE VEHICLES	MID MICHIGAN EMERGENCY EQ	POLICE - VEHICLES AND R&M	6,124.00	67011
Total For Dept 301 POLICE				13,059.09	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	0.80	67022
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE	115.00	67015
101-441-802.000	CONTRACTUAL	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM DRIVERS FE	420.00	67044
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	266.03	67010
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	846.88	67010
Total For Dept 441 DEPART				1,648.71	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	97.83	67010
Total For Dept 747 CHAMBE				97.83	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	88.27	67022
101-751-740.000	OPERATING SUPPLIES	EQUIPMENT SOLUTIONS	BOBCAT WITH LOADER	133.75	67031
101-751-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCOUNT	29.98	67061
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	STONEY LAKE WATER TESTING	110.00	67013
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	673.10	67010
101-751-930.000	REPAIR & MAINTENANCE	TIP TOP GRAVEL CO.	TOP SOIL & CRUSHED ASPHAL	199.81	67060
Total For Dept 751 PARKS				1,234.91	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	44.58	67010
Total For Dept 757 SHOWBO				44.58	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE	50.00	67015
101-790-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINTENANCE	ANNUAL FERTILIZER PROGRAM	72.00	67053

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 790 LIBRARY					
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	1,117.98	67010
101-790-930.000	REPAIR & MAINTENANCE	MCMI	LIBRARY MAINTENANCE	595.00	67042
Total For Dept 790 LIBRAR				1,834.98	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	29.00	67053
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	253.46	67010
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	34.37	67007
Total For Dept 804 MUSEUM				316.83	
Total For Fund 101 GENERA				36,237.95	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	388.50	67064
202-450-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	RESURFACING STREET PROJEC	108,355.76	67029
Total For Dept 450 CAPITA				108,744.26	
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	33.33	67022
202-463-740.000	OPERATING SUPPLIES	EQUIPMENT SOLUTIONS	BOBCAT WITH LOADER	133.75	67031
202-463-740.000	OPERATING SUPPLIES	VERMEER OF MICHIGAN, INC.	BRUSH CHIPPER	500.00	67062
202-463-930.000	REPAIR & MAINTENANCE	CALEDONIA RENT-ALL & SALE	BRUSH CHIPPER	137.50	67025
Total For Dept 463 MAINT				804.58	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	TOP SOIL & CRUSHED ASPHAL	586.96	67060
Total For Dept 478 WINTER				586.96	
Total For Fund 202 MAJOR				110,135.80	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	RESURFACING STREET PROJEC	22,024.10	67029
203-450-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	GROVE & HIGH STREET PROJE	76,442.60	67029
Total For Dept 450 CAPITA				98,466.70	
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	33.33	67022
203-463-740.000	OPERATING SUPPLIES	EQUIPMENT SOLUTIONS	BOBCAT WITH LOADER	133.75	67031
203-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCOUNT	7.00	67061
203-463-740.000	OPERATING SUPPLIES	VERMEER OF MICHIGAN, INC.	BRUSH CHIPPER	500.00	67062
203-463-930.000	REPAIR & MAINTENANCE	CALEDONIA RENT-ALL & SALE	BRUSH CHIPPER	137.50	67025
Total For Dept 463 MAINT				811.58	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	TOP SOIL & CRUSHED ASPHAL	586.96	67060
Total For Dept 478 WINTER				586.96	
Total For Fund 203 LOCAL				99,865.24	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	HOOPER PRINTING	DDA SIGNS	698.17	67034
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	708.08	67010
248-463-930.000	REPAIR & MAINTENANCE	HARBOR FREIGHT	JACKS STANDS FOR KAYAK DO	99.90	66989
248-463-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	4.99	67022
248-463-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	DDA PARKING LOT REPAIRS	367.95	67026
248-463-930.000	REPAIR & MAINTENANCE	SCHOLTEN LANDSCAPE MAINT	ANNUAL FERTILIZER PROGRAM	84.00	67053
Total For Dept 463 MAINT				1,963.09	
Dept 483 ADMINISTRATION					
248-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE PA	122.00	67064
Total For Dept 483 ADMINI				122.00	

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	BC PIZZA	DDA LUNCH 11/5/15	75.03	66992
248-740-880.000	COMMUNITY PROMOTION	PETTY CASH	PETTY CASH 11/6/2015	11.95	66994
Total For Dept 740 COMMUN				86.98	
Total For Fund 248 DOWNTOWN				2,172.07	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	49.20	67010
260-758-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATING	DOG PARK WINTERIZING	75.00	67026
Total For Dept 758 DOG PARK				124.20	
Total For Fund 260 DESIGN				124.20	
Fund 351 GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Dept 906 DEBT SERVICE					
351-906-995.000	INTEREST	THE BANK OF NEW YORK MELLON	BLDG AUTHORITY 2012 RFDG	63,822.51	67059
Total For Dept 906 DEBT S				63,822.51	
Total For Fund 351 GENERAL				63,822.51	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	848.32	67027
581-000-801.000	PROFESSIONAL SERVICES	WILLIAMS AIR POWER INC.	FBO AGREEMENT JUNE & JULY	2,000.00	67020
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT STREET LIGHT	21.42	66995
Total For Dept 000				2,869.74	
Total For Fund 581 AIRPORT				2,869.74	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	6,507.85	67010
590-000-276.000	Sewer Inside 5/8"	LANE, MIKE & LISA	UB refund for account: 3-	7.54	67040
590-000-276.000	Sewer	WARNERS, KELLIE	UB refund for account: 3-	6.06	67063
Total For Dept 000				6,521.45	
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	HACH COMPANY	WWTP - R & M	1,918.99	67033
590-550-930.000	REPAIR & MAINTENANCE	METTLER TOLEDO, INC.	WTP - REPAIR & MAINT	336.75	67043
590-550-930.000	REPAIR & MAINTENANCE	RS TECHNICAL SERVICES, INC.	WWTP REPAIR & MAINT	1,104.73	67052
Total For Dept 550 TREATM				3,360.47	
Dept 551 COLLECTION					
590-551-744.000	UNIFORMS	PEP TALK	UNIFORM EMBROIDERY	16.00	67048
590-551-744.000	UNIFORMS	PEP TALK	UNIFORM HATS/EMBROIDERY	20.00	67048
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SVCS - SAW GRANT	2,619.72	67049
590-551-930.000	REPAIR & MAINTENANCE	LASCO LASER & INSTRUMENT	TRANSIT CALIBRATED	67.77	67018
590-551-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	RESURFACING STREET PROJEC	10,310.19	67029
Total For Dept 551 COLLEC				13,033.68	
Dept 552 CUSTOMER ACCOUNTS					
590-552-740.000	OPERATING SUPPLIES	PEACHTREE DATA	CASS CERTIFICATION W/S	37.50	67012
Total For Dept 552 CUSTOM				37.50	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE PA	61.00	67064
Total For Dept 553 ADMINI				61.00	
Total For Fund 590 WASTEW				23,014.10	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	LANE, MIKE & LISA	UB refund for account: 3-	7.62	67040
591-000-276.000	Water	WARNERS, KELLIE	UB refund for account: 3-	4.31	67063
Total For Dept 000				11.93	

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	56.66	67058
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WTP SUPPLIES	78.60	67017
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	18.36	67022
591-570-740.000	OPERATING SUPPLIES	KENT RUBBER	WTP HOSE	350.00	67038
591-570-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	ACCOUNT STATEMENT OCT 201	126.14	67047
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	4,256.70	67010
591-570-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	47.31	67054
591-570-955.000	MISCELLANEOUS EXPENSE	STATE OF MICHIGAN	DEQ ANNUAL FEE	1,197.26	67016
Total For Dept 570 TREATM				6,131.03	
Dept 571 DISTRIBUTION					
591-571-744.000	UNIFORMS	PEP TALK	UNIFORM EMBROIDERY	16.00	67048
591-571-744.000	UNIFORMS	PEP TALK	UNIFORM HATS/EMBROIDERY	20.00	67048
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION OCT 2015	815.00	66999
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES 9/17- 10	1,315.53	67010
591-571-930.000	REPAIR & MAINTENANCE	LASCO LASER & INSTRUMENT	TRANSIT CALIBRATED	67.78	67018
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	105.70	67022
591-571-930.000	REPAIR & MAINTENANCE	X-CEL CHEMICAL SPECIALTIE	HYDRANT PAINT	228.00	67066
591-571-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	RESURFACING STREET PROJEC	101,069.84	67029
Total For Dept 571 DISTRI				103,637.85	
Dept 572 CUSTOMER ACCOUNTS					
591-572-740.000	OPERATING SUPPLIES	PEACHTREE DATA	CASS CERTIFICATION W/S	37.50	67012
Total For Dept 572 CUSTOM				37.50	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - MONROE PA	61.00	67064
Total For Dept 573 ADMINI				61.00	
Total For Fund 591 WATER				109,879.31	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	KORE/HI COM, INC.	DATA PROCESSING	1,307.72	67039
636-000-802.000	CONTRACTUAL	BS&A SOFTWARE	SOFTWARE ANNUAL SERVICES	4,281.00	67024
636-000-802.000	CONTRACTUAL	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	20.00	67027
Total For Dept 000				5,608.72	
Total For Fund 636 DATA P				5,608.72	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GTW	EQUIPMENT FUND EXPENSES	45.56	66998
661-895-740.000	OPERATING SUPPLIES	INTERSTATE BILLING SERVIC	WINDOW REPAIR - BACKHOE	785.36	67036
661-895-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	ACCOUNT STATEMENT OCT 201	5.27	67047
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	649.95	67022
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT OCT 201	1,152.30	67047
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EUIPMENT R & M	49.17	67065
661-895-981.000	EQUIPMENT	BERGER CHEVROLET	DPW - 2016 CHEBY SILVERAD	37,067.40	66993
Total For Dept 895 FLEET				39,755.01	
Total For Fund 661 EQUIPM				39,755.01	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	607.20	67002
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	1,094.75	67008
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	838.49	67002
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	679.56	67003
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	253.43	66997
703-000-275.000	DUE TO TAXPAYERS	KUNDANAM SHWETHA	Sum Tax Refund 41-20-03-3	470.64	67005
Total For Dept 000				3,944.07	

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund 703 CURRENT TAX COLLECTION FUND

Total For Fund 703 CURREN

3,944.07

11/12/2015 03:49 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/02/2015 - 11/12/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 7/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 101	GENERAL FUND	36,237.95
Fund 202	MAJOR STREET FUN	110,135.80
Fund 203	LOCAL STREET FUN	99,865.24
Fund 248	DOWNTOWN DEVELOP	2,172.07
Fund 260	DESIGNATED CONTR	124.20
Fund 351	GENERAL DEBT SER	63,822.51
Fund 581	AIRPORT FUND	2,869.74
Fund 590	WASTEWATER FUND	23,014.10
Fund 591	WATER FUND	109,879.31
Fund 636	DATA PROCESSING	5,608.72
Fund 661	EQUIPMENT FUND	39,755.01
Fund 703	CURRENT TAX COLL	3,944.07

497,428.72



STRATEGIC GOALS REPORT

NOVEMBER 16, 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 would like councilmembers to attend their December 2, 2015, meeting so that their plan and recommended route can be presented. (11-16-15)

✓ **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: There was discussion with the Downtown Development Authority about the concept of hiring a full-time economic development staff person. There seemed to be a consensus on the concept so our next step will be to bring a proposed job description and other details back to the DDA for further consideration. (11-16-15)

CITY OF LOWELL STRATEGIC GOALS REPORT

TIER TWO

1) Promote Accomplishments: We have been more active with our Facebook page and are preparing an updated city logo that can be used with our newsletter and other marketing materials. I have also created an account with NextDoor, a progressive app that may give us the ability to adopt greater online connectivity and announcements to the public. Check out NextDoor. (11-16-15)

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 16, 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.

THIRD RENEWAL AGREEMENT FOR LEGAL SERVICES

THIS THIRD RENEWAL AGREEMENT FOR LEGAL SERVICES (the "Third Renewal Agreement") is entered into as of December 19, 2011, between the **CITY OF LOWELL**, a Michigan municipal corporation (the "City") and **DICKINSON WRIGHT PLLC**, a professional limited liability company ("Dickinson Wright").

RECITALS

A. The City and Dickinson Wright have entered into an Agreement for Legal Services dated as of October 1, 2006, for period ending September 30, 2008, and a Renewal Agreement for Legal Services dated as of August 18, 2008, for a period ending September 30, 2010, and a Second Renewal Agreement for Legal Services dated September 8, 2010, for a period ending December 31, 2011 (collectively, the "Agreement").

B. The City and Dickinson Wright have agreed to renew the Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Renewal.** The Agreement is renewed for a term ending December 31, 2012.
2. **Ratification.** The Agreement is hereby otherwise ratified and confirmed.
3. **IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date and year first written above.

CITY OF LOWELL

By: _____

James Hodges
Mayor

Attest: _____

Betty R. Morlock
City Clerk

DICKINSON WRIGHT PLLC

By: _____

Richard A. Wendt, Member

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT FOR LEGAL SERVICES (the "Agreement") entered into as of October 1, 2006, between the **CITY OF LOWELL**, a Michigan municipal corporation (the "City"), and **DICKINSON WRIGHT PLLC** ("Dickinson Wright").

RECITALS

A. The City is required by the City Charter to engage the services of an attorney to serve as general counsel to the City.

B. The City desires to continue to engage the services of Richard A. Wendt ("Wendt"), a member of Dickinson Wright, to serve as legal counsel to the City, i.e., City Attorney.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Scope of Services.** Dickinson Wright agrees to provide the following legal services through and under the general direction of Wendt who shall serve as the City Attorney:

- a. Provide legal advice, counsel, services, training and opinions to the City Manager, City Council and City boards and commissions on a wide variety of civil assignments, including, but not limited to, land use planning, labor laws, construction of public works, condemnation, purchasing and procurement, leasing, purchase and sale of property, public disclosure issues, financing options (bonding) and tort law. Such advice includes methods to avoid civil litigation as well as avoiding costly legal proceedings.
- b. Furnish legal representation to City Council business meetings and other meetings as requested.
- c. Appear before courts and administrative agencies, as needed, to represent the City's interest.
- d. Prepare and review ordinances, resolutions, contracts and other documents for legal correctness and acceptability within the restrictions of the City Charter and State of Michigan law.
- e. Work in cooperation with the Kent County Prosecutor and other legal counsel retained by the City or the City's insurance carriers for special projects.

- f. Coordinate with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
- g. Assist City officials and employees to maintain awareness of ethical standards, fairness standards, and the avoidance of potential conflict of interest, prohibited transactions and the appearance of prohibited transactions.
- h. Assist City officials and employees to understand the legal roles and duties of their offices and interrelationships with others.
- i. Provide the Mayor, City Council, City Manager and Lowell Light and Power and Cable TV Boards and General Manager with guidance as to meeting procedures and other matters relating to the Open Meetings Act, City Council meetings and other board meetings to include, but not limited to, Lowell Light and Power, Lowell Cable Television, Planning Commission, Lowell Airport Board and Lowell Downtown Development Authority Board.
- j. Prepare legal opinions at the request of the City Council, City Manager, and Lowell Light and Power Board and its General Manager.
- k. Provide the City Manager, City Council and City boards and commissions a legal perspective and advice on various governmental issues.
- l. Perform other legal services as assigned by the City Manager, City Council and Lowell Light and Power Board and Lowell Television Board General Manager.

2. Compensation. Dickinson Wright shall be compensated at the rate of One Hundred Forty and 00/100 Dollars (\$140.00) per hour from October 1, 2006, through September 30, 2007; and One Hundred Forty-Five and 00/100 Dollars (\$145.00) per hour from October 1, 2007, through September 30, 2008, for regularly assigned work; Eighty Five and 00/100 Dollars (\$85.00) per hour from October 1, 2006, through September 30, 2007; and Ninety and 00/100 Dollars (\$90.00) per hour from October 1, 2007, through September 30, 2008, for ordinance enforcement matters; and for an agreed negotiated fee for bond counsel work.

3. Method of Payment. Dickinson Wright shall submit statements for legal services rendered, which statements shall:

- a. be submitted monthly;
- b. be separate and itemized for each matter or project;
- c. show the hours and the work performed for each matter or project; and
- d. itemize any reimbursable expenses included therein.

Payments shall be made to Dickinson Wright by the City upon submission of the statements described above after approval by the City Council.

4. Reimbursement for Expenses. Reimbursement shall be made to Dickinson Wright for out-of-pocket expenses and any special consulting services specifically requested by the City in the performance of services under this Agreement.

5. Non-Discrimination. Dickinson Wright agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his/her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his/her race, color, religion, national origin, age, sex, height, weight or marital status. Breach of this covenant may be regarded as material breach of this Agreement as provided for in the Michigan Civil Rights Act, Act 453 of the Public Acts of Michigan of 1976, as amended.

6. Time of Performance. Services provided by Dickinson Wright for the City on or after October 1, 2006, are included under the terms and conditions of this Agreement. Dickinson Wright shall undertake and complete assignments hereunder in a professional manner in such a sequence as to assure their expeditious completion.

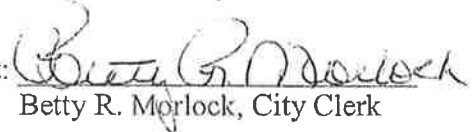
7. Duration of Agreement. This Agreement shall be in full force and effect from October 1, 2006, until September 30, 2008, provided, however, that either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party, provided further, the City may terminate this Agreement at any time if Wendt should not be available to serve as City Attorney. Upon mutual agreement, the term of this Agreement may be renewed for

an additional two-year term. Further, the City Manager and City Council shall review the services provided on each anniversary date and after the end of four years any further extension of this Agreement shall require a complete review of its terms and approval by formal action of the City Council.

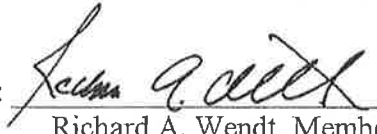
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first written above.

CITY OF LOWELL

By: 
Charles R. Myers, Mayor

Attest: 
Betty R. Morlock, City Clerk

DICKINSON WRIGHT PLLC

By: 
Richard A. Wendt, Member

RENEWAL AGREEMENT FOR LEGAL SERVICES

THIS RENEWAL AGREEMENT FOR LEGAL SERVICES (the "Renewal Agreement") is entered into as of August 18, 2008, between the **CITY OF LOWELL**, a Michigan municipal corporation (the "City") and **DICKINSON WRIGHT PLLC**, a professional limited liability company ("Dickinson Wright").

RECITALS

A. The City and Dickinson Wright have entered into an Agreement for Legal Services dated as of October 1, 2006 (the "Agreement"), for period ending September 30, 2008.

B. The Agreement provides that upon mutual agreement the City and Dickinson Wright may renew the Agreement for an additional two-year term.

C. The City and Dickinson Wright have agreed to renew the Agreement for an additional two-year term.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

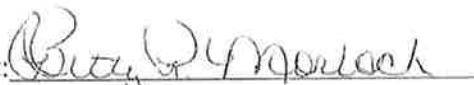
1. **Renewal.** The Agreement is renewed for an additional two-year term ending September 30, 2010.

2. **Ratification.** The Agreement is hereby otherwise ratified and confirmed.

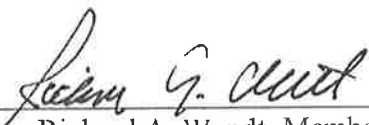
3. **IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date and year first written above.

CITY OF LOWELL

By: 
James Hodges
Mayor Pro Tem

Attest: 
Betty R. Morlock
City Clerk

DICKINSON WRIGHT PLLC

By: 
Richard A. Wendt, Member

CITY OF LOWELL
KENT COUNTY, MICHIGAN

ORDINANCE NO. 12-05

AN ORDINANCE TO AMEND SECTION 2-71, "BIDDING AND PURCHASING PROCEDURE," AND SECTION 2-72, "EMERGENCY DIRECT PURCHASE PROCEDURE," OF DIVISION 2, "PURCHASING," OF ARTICLE II, "FINANCE," OF CHAPTER 2, "ADMINISTRATION," OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL

Councilmember Schrauben, supported by Councilmember Valentine, moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to Section 2-71 of Division 2 of Article II of Chapter 2.
Section 2-71, "Bidding and purchasing procedure," of Division 2, "Purchasing," of Article II, "Finance," of Chapter 2, "Administration," of the Code of Ordinances of the City of Lowell is amended in its entirety to read as follows:

Sec. 2-71. Bidding and purchasing procedure.

All purchases of materials, supplies or services shall be conducted in accordance with a bidding and purchasing policy developed by the city manager and approved by the city council as may be amended from time to time in the same manner as originally developed and approved.

Section 2. Amendment of Section 2-72 of Division 2 of Article II of Chapter 2.
Section 2-72, "Emergency direct purchase procedure," of Division 2, "Purchasing," of Article II, "Finance," of Chapter 2, "Administration," of the Code of Ordinances of the City of Lowell is amended in its entirety to read as follows:

Sec. 2-72. Emergency purchase procedure.

In case of an emergency, a department head may purchase materials, supplies or services without meeting the requirements of the bidding and purchasing policy established pursuant to Section 2-71 with the prior approval of

the city manager. Emergency purchases shall be reported by the city manager to the city council at its next regular meeting.

Section 3. Publication. After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with the date of its adoption, in the *Lowell Ledger* at least ten (10) days before its effective date.

Section 4. Effective Date. This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in a newspaper of general circulation in the City.

YEAS: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

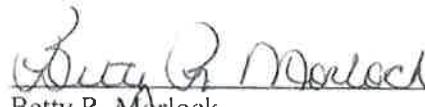
NAYS: Councilmembers none.

ABSTAIN: Councilmembers none.

ABSENT: Councilmembers none.

ORDINANCE DECLARED ADOPTED.


Dated: November 19, 2012


Betty R. Morlock
City Clerk

CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan, certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held November 19, 2012, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents, was published in the *Lowell Ledger*, on November 21, 2012. I further certify that the above ordinance was entered into the Ordinance Book of the City on November 19, 2012, and was effective December 1, 2012, ten (10) days after publication.

Dated: November 19, 2012


Betty R. Morlock
City Clerk

CITY OF LOWELL
BIDDING AND PURCHASING POLICY

- a) All purchases of materials, supplies or services in an amount of more than ten thousand dollars (\$10,000.00) must be competitively bid with sealed bids and submitted to the City Council for approval. Notification of competitive bids shall be published in a local and/or area newspaper or on the home page of the City website. Purchases of materials, supplies or services shall not be separated so as to avoid the competitive bidding process. In the event no bids are received or all bids are rejected, the City Council may, after stating the reasons therefor, direct the City Manager to make the purchase in the open market without bids.
- b) All purchases of budgeted materials, supplies or services in amounts between five thousand dollars (\$5,000.00) and ten thousand dollars (\$10,000.00) may be made without competitive bids, but shall be made upon (i) obtaining at least three (3) vendor quotes and (ii) approval of the City Manager. If at least three (3) vendor quotes cannot be secured, a written explanation shall be filed with the City Treasurer along with the invoice for payment.
- c) All purchases of budgeted materials, supplies or services in amounts between two thousand dollars (\$2,000.00) and five thousand dollars (\$5,000.00) may be made without competitive bids, but shall be made upon (i) obtaining at least three (3) vendor quotes and (ii) approval of an appointed department head. If at least three (3) vendor quotes cannot be secured, a written explanation shall be forwarded to the City Manager and filed with the City Treasurer along with the invoice for payment.
- d) All purchases of budgeted materials, supplies or services in amounts less than two thousand dollars (\$2,000.00) may be made without competitive bids or quotes upon approval of an appointed department head, however, every effort must be made to obtain the best price.
- e) All purchases of unbudgeted materials, supplies or services may be made by the City Manager upon approval of the City Council. At least three (3) vendor quotes shall be obtained for amounts between two thousand dollars (\$2,000.00) and ten thousand dollars (\$10,000.00). If at least three (3) vendors quotes cannot be secured, a written explanation shall be forwarded to the City Manager and the City Council and filed with the City Treasurer.
- f) If two (2) or more qualified local vendors are located in the City or the surrounding area, the requirement of obtaining competitive bids or quotations may be limited to such local vendors upon prior approval of the City Manager.
- g) The City reserves the right at any time to accept, reject or modify all or portions of competitive bids or quotes or to select a vendor other than the vendor providing the lowest bid, quote or price when it deems it would otherwise be in the best interest of the City.
- h) The competitive bidding or quotation requirements of this policy may be waived by majority vote of the City Council where there is a sole supplier or other conditions exist which inhibit the bidding or quotation process.

Approved by the Lowell City Council
on November 19, 2012

Lowell Light and Power

Customer Account, Billing and Administrative Policies

Policy 5-15

Subject: Procurement

Policy:

The General Manager shall ensure that the methods and process used in procuring goods and services shall be open, competitive, timely, fair, efficient, and conducted in a cost effective manner.

The process of selecting and purchasing supplies, equipment and services shall be conducted using appropriate methods to ensure that the utility will receive the best value considering:

- A.** highest quality goods and services
- B.** suitability to the need
- C.** total acquisition cost
- D.** completion/delivery time requirements
- E.** required quantities

The Manager shall not fail to use appropriate methods including soliciting and considering alternative products and services from alternative qualified competitive vendors except in circumstances when seeking competitive quotes, proposals or bids is impractical or unjustifiable due to:

- A.** The limitation of qualified vendors serving the market or products meeting the specific requirements.
- B.** Reasonable uncertainty that competitive vendors can be relied upon to meet the required delivery or project schedules.
- C.** Known or perceived disparities in the skill, knowledge, integrity, experience, judgment or performance of specific vendors.
- D.** The existence of specialized requirements, including fit, function, size, weight, specification, durability or compatibility for the intended purpose.
- E.** Known and meaningful material differences in quality, performance, repair history, reputation, warranty, contract terms, reliability, customer support or compatibility of the product or service.
- F.** The additional administrative time and related costs (for the comparative/ competitive process) would be unjustified and foreseeably exceed any material savings that may be gained.

Lowell Light and Power

The purchase of any product or service with a cost in excess of \$10,000 shall be considered and approved by the Board of Light and Power unless obtaining such board approval will cause an unacceptable delay and a failure to comply with the time requirement for delivery or project completion. The manager shall inform the board chair in advance of any approving such urgent purchases without board approval.

Preference shall be given to vendors located within the Lowell Light & Power service area whenever possible. When there are justifiable price differences, however, bids from vendors located outside the Lowell Light and Power service area may be selected over a bidder within.

Revised June 4, 2009

Revised January 8, 2015



LOWELL LIGHT AND POWER

equipment and to the leasing of property not necessary for the operation of the Utility, or to the exchange of property or easements for other needed property or easements.

Section 2-15 Procurement

The procurement of goods and services is an integral part of Utility's operations. It is the Utility's practice that such procurement shall take place in accordance with applicable legal requirements in a fair, competitive and inclusive manner to maximize the benefit to the Utility's ratepayers and the economic development of the community.





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

To: Mark Howe, City Manager

From: Ron Woods, Interim Public Works Director

Date: November 5, 2015

Subject: Wastewater Treatment Plant – Oxidation Ditch Cleaning

The Eastern most oxidation ditch (1 of 2) at the City of Lowell Wastewater Treatment Plant was taken out of service and drained in June for cleaning. This ditch was constructed in the late 1980's and we do not believe that this ditch has ever been cleaned. When the water was drained, we found large amounts of sand and gravel in the bottom of the ditch as may be seen in the attached pictures. We believe that a lot of the sand and gravel came into the plant during the April 2013 flood.

Staff at the plant has been removing the sand and gravel by flushing the material back to the head of the plant where the majority of the material is removed in the grit chamber. About half of the material has been removed by this process and the removed material is the lighter more organic material while the remaining material is more sand and gravel. This has been a very slow and tedious process and they have overwhelmed the capacity of the grit chamber several times. Rather than trying to continue with this process, which is also causing additional wear on all of the mechanical components, we decided to seek bids to have a contractor physically remove the material from the ditch. We received the following three quotes from qualified area contractors for removal of the remaining material:

Plummer's Environmental Services	\$31,740.00
Kerkstra Environmental Services	\$28,203.00
United Water Environmental Services	\$25,404.00

I am recommending that we enter into a contract with the low qualified bidder, United Water Environmental Services, at a cost not to exceed \$25,404.00. Source of funds is from the sewer enterprise fund.





590- Wastewater Fund		FY 2012-13 Activity	FY 2013-14 Activity	Budget	FY 2014-15 Activity As of 3/31/15	Projections	Proposed	Difference	FY 2015-16			16-17				17-18	18-19	19-20
									Proposed	Adopted	Difference	Target	Target	Target	Target	Target	Target	
REVENUE	CHARGES FOR SERVICES	919,452	1,089,670	1,026,000	804,027	1,072,892	1,040,000	14,000	1,048,000	1,048,000	22,000	1,068,960	1,090,339	1,112,146	1,134,389			
	FEDERAL GRANTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	FINES AND FORFEITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	INTEREST AND RENTS	10,784	11,287	2,000	1,028	2,000	2,000	-	2,000	2,000	-	9,570	9,639	9,681	9,696			
	LICENSES AND PERMITS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	LOCAL CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	OTHER REVENUE	205	31,872	-	5,310	5,342	-	-	-	-	-	-	-	-	-	-	-	
	STATE GRANTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	TAXES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	TRANSFERS IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL	930,441	1,132,829	1,028,000	810,365	1,080,234	1,042,000	14,000	1,050,000	1,050,000	22,000	1,078,530	1,099,978	1,121,827	1,144,085			
	EXPENSE	TREATMENT	490,788	511,086	510,700	393,120	522,719	510,730	30	476,800	476,800	(33,900)	486,400	496,200	506,200	516,400		
COLLECTION		123,733	63,865	88,100	64,419	99,600	75,200	(12,900)	90,150	90,150	2,050	92,000	93,900	95,800	97,800			
CUSTOMER ACCOUNTS		69,874	71,842	82,200	57,485	83,100	79,100	(3,100)	85,800	85,800	3,600	87,600	89,400	91,200	93,100			
ADMINISTRATION		334,918	149,209	144,800	1,758	146,400	139,300	(5,500)	155,300	155,300	10,500	158,500	171,670	181,982	192,463			
DEBT SERVICE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TRANSFERS OUT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL		1,019,313	796,002	825,800	516,782	851,819	804,330	(21,470)	808,050	808,050	(17,750)	824,500	851,170	875,182	899,763			
NET INCOME (LOSS)		(88,872)	336,827	202,200	293,583	228,415	237,670		241,950	241,950		254,030	248,808	246,645	244,322			
CASH FLOW		Net from Operating	94,202	352,748	236,200	-	271,670	-	275,950	275,950	-	262,894	257,529	252,135	246,571			
		Net used in Non-Capital Financing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Net used in Capital/Financing	-	-	(120,000)	-	(100,000)	-	(250,000)	(250,000)	-	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)		
		Net provided in Investing	10,783	11,288	2,000	-	2,000	2,000	-	2,000	2,000	-	6,300	6,300	6,300	6,300		
	NET CHANGE	104,985	364,036	118,200	-	173,670		27,950	27,950		19,194	13,829	8,435	2,871				
Beginning Cash & Equivalents	1,224,179	1,329,164	1,693,200	-	1,693,200	1,866,870	1,866,870	1,894,820	1,866,870	1,894,820	1,894,820	1,914,014	1,927,843	1,936,278	1,939,150			
Ending Cash & Equivalents	1,329,164	1,693,200	1,811,400	-	1,866,870													

Equipment Replacement Plan

		FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Projected General Fund Transfer		Actual	Budget	Budget	Target	Target	Target	Target	Target	Target	Target	Target	Target
		\$ 30,000	\$ 40,000	\$ 35,000	\$ 40,000	\$ 50,000	\$ 60,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 70,000
Major Equipment													
	Amount	Rate	Term										
Backhoe	\$ 96,600	2.55%	10	\$ 10,264	\$ 11,631	\$ 11,390	\$ 11,149	\$ 10,907	\$ 10,666	\$ 10,425	\$ 10,184	\$ 9,942	\$ 9,701
# 13 Plow Truck	\$ 180,000	4.00%	10							\$ 22,200	\$ 22,200	\$ 22,200	\$ 22,200
#15 Plow Truck	\$ 150,000	4.00%	10			\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500
#9 Pickup (Scott, Dan Takes #9)	\$ 37,100	2.55%	4			\$ 9,865	\$ 9,865	\$ 9,865	\$ 9,620				
# 10 Pickup (runner)	\$ -	0.00%	-										
#11 Pickup (asphalt)	\$ 34,000	4.00%	4				\$ 9,400	\$ 9,400	\$ 9,400				
#14 Pickup (Don)	\$ 50,000	4.00%	5						\$ 11,300				\$ 11,300
#17 Pickup (Dan, old #9)	\$ -	0.00%	-										
#31 loader	\$ 134,000	4.00%	10			\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
#37 Skid Steer	\$ 35,000	4.00%	6				\$ 6,700	\$ 6,700	\$ 6,700				
Subtotal	\$ 10,264			\$ 11,631	\$ 56,255	\$ 65,414	\$ 71,872	\$ 71,386	\$ 95,025	\$ 85,384	\$ 85,142	\$ 84,901	\$ 68,500
Other Equipment (\$5,000 or more)													
Arens Push Mowers (P-50 and P50-1)							\$ 2,000						
Kubota Trailer				\$ 9,450	\$ -								
Side Wing Blade				\$ 10,500									
Underbody scraper				\$ 10,525	\$ 5,000								
New Forks for #32													
C-50-2 Cemetery Mower									\$ 12,000				
C-50-3 Cemetery Mower													
C-50-4 Cemetery Mower										\$ 12,000			
Flail mower for replacement of #56-1					\$ -								
P-73 Scag						\$ 12,000	\$ 12,000						
P-72 Scag													
Subtotal	\$ -			\$ 30,475	\$ 5,000	\$ 14,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -
Net Gain/Loss on Sale													
Backhoe	\$ 6,500												
#6 Tanker Truck (Old Fire Truck)	\$ 1,400								\$ 14,000				
#13 Plow Truck													
#15 Plow Truck						\$ 9,000							
#9 Pickup Truck	\$ 2,500												
#10 DPW Truck													
#11 Asphalt Truck						\$ 2,500							
#17 Pickup Truck													
#14 Pickup Truck					\$ 2,500				\$ 5,000				
#17 Pickup Truck					\$ 10,000								
#31 Loader													
#37 Skidsteer						\$ 4,500							
MedVac Sweeper	\$ 1,666												
Mowers													
Kubota trailer				\$ 700						\$ 3,000			
C-50-2													
C-50-3													
#56-1	\$ -									\$ 3,000			
P-72 Scag						\$ 2,500							
P-73 Scag						\$ 2,500							
Net Gain/Loss on Sales	\$ 6,500			\$ 5,566	\$ 13,200	\$ 14,000	\$ 7,000	\$ -	\$ 22,000	\$ 3,000	\$ -	\$ -	\$ -
Cash Reserve Balance													
Cash Reserve Balance	\$ 100,000			\$ 126,236	\$ 129,696	\$ 116,641	\$ 91,227	\$ 64,355	\$ 52,969	\$ 37,944	\$ 18,560	\$ 8,418	\$ (1,483)
Audit Adjustment	\$ -										\$ 18,560	\$ 8,418	\$ (1,483)
Cash Reserve Balance	\$ 126,236			\$ 129,696	\$ 116,641	\$ 91,227	\$ 64,355	\$ 52,969	\$ 37,944	\$ 18,560	\$ 8,418	\$ (1,483)	\$ 5,017

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 17-15

**RESOLUTION APPROVING THE FINANCING OF THE ACQUISITION
OF A PICKUP TRUCK THROUGH AN INTER-FUND LOAN**

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

WHEREAS, the City Council approved the purchase of a 2016 Chevy Silverado pickup (the "Truck") for the Department of Public Works on September 8, 2015; and

WHEREAS, the city desires to finance the acquisition through an inter-fund loan from the City's Wastewater Fund to the Equipment Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the City shall finance the acquisition of the Truck by the City's Wastewater Fund (No. 590) providing an inter-fund loan to the City's Equipment Fund in the amount of \$37,067.40 at an interest rate of 2.55% per annum (the same interest rate as charged in a recent Installment Purchase Agreement for a new backhoe) over a four-year term with principal and interest payments to be credited from the Equipment Fund to the Wastewater Fund in such amounts and at such times as indicated below:

Date	Payment	Principal	Interest
12/1/2016	\$9,865.05	\$8,919.83	\$945.22
12/1/2017	\$9,865.05	\$9,147.29	\$717.76
12/1/2018	\$9,865.05	\$9,380.54	\$484.51
12/1/2019	\$9,619.74	\$9,374.44	\$245.30

2. That the City Treasurer and City Manager are authorized and directed to take all action necessary to accomplish the action authorized in paragraph 1 above.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: November 16, 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 at a regular meeting held on November 16, 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: November 16, 2015

Susan Ullery, City Clerk

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

Complaint Book Total													
	146	306	500	724	903	1117	1300	1501	1676	1866			
Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year Total
Total Arrests	24	15	17	25	25	32	24	26	46	30			264
Alcohol (MIP/Open Intox)	0	2	1	0	0	1	3	3	12	3			25
Drug Law Violations	3	0	2	6	5	6	3	6	4	11			46
Drunk Driving	1	1	0	2	1	0	2	3	3	1			14
Suspended License	2	2	3	3	0	2	2	1	6	1			22
Warrant Arrest	11	6	6	9	12	13	5	8	14	7			91
Other Arrests	7	4	5	5	7	10	9	5	7	7			66
Assault	1	1	0	0	3	2	0	3	1	1			12
Assault (Civil)	2	2	3	3	2	5	2	2	1	0			22
Assault (Domestic)	4	3	1	6	4	3	5	3	3	3			35
Assist from Other Agency	11	8	10	6	9	12	5	17	9	8			95
Assist to Other Agency	19	16	12	18	12	19	9	17	13	16			151
Assist to Citizen	21	15	24	18	15	25	25	22	30	26			221
Breaking & Entering	0	0	1	0	1	1	1	2	0	2			8
Disorderly Conduct	1	2	3	4	0	5	2	8	2	1			28
Dog Complaints	1	2	1	3	5	5	5	5	2	3			32
Larceny	8	4	7	2	3	10	5	18	5	7			69
Malicious Destruction	2	1	2	0	6	1	4	2	4	1			23
Motorist Assist	12	10	15	14	11	7	9	11	7	13			109
Ordinance Violations	1	25	20	59	12	25	7	9	7	1			166
Accident Total	12	13	9	10	13	13	7	13	11	18			119
{Property Damage}	12	10	8	7	13	13	7	12	11	17			110
{Personal Injury}	0	3	1	3	0	0	0	1	0	1			9
Citations Issued	18	19	28	29	22	27	32	37	39	42			293
Traffic Stops: Warned	94	86	108	105	123	98	124	87	98	117			1040
Total # of Traffic Stops	103	97	122	115	124	105	142	94	109	136			1147

**MONTHLY COMPARISON TOTALS
OCTOBER 2014 AND 2015**

ACTIVITY	OCTOBER	2014 YEAR-TO-DATE	OCTOBER	2015 YEAR-TO-DATE
Total Arrests	28	327	30	264
Alcohol (MIP/Open Intox)	1	22	3	25
Drug Law Violations	6	52	11	46
Drunk Driving	0	18	1	14
Suspended License	4	43	1	22
Warrant Arrest	7	100	7	91
Other Arrests	10	92	7	66
Assault	1	14	1	12
Assault (Civil)	3	34	0	22
Assault (Domestic)	0	24	3	35
Assist from Other Agency	6	74	8	95
Assist to Other Agency	8	133	16	151
Assist to Citizen	28	226	26	221
Breaking & Entering	1	13	2	8
Disorderly Conduct	4	33	1	28
Dog Complaints	5	46	3	32
Larceny	4	76	7	69
Malicious Destruction	2	35	1	23
Motorist Assist	7	124	13	109
Ordinance Violations	27	275	1	166
Accident Total	16	117	18	119
{Property Damage}	14	104	17	110
{Personal Injury}	2	13	1	9
Citations Issued	35	385	42	293
Traffic Stops: Warned	129	1337	117	1040
# of Traffic Stops Made	N/A	N/A	136	1147
TOTAL COMPLAINTS	206	2116	190	1866

**AGENCIES ASSISTING
LOWELL POLICE DEPARTMENT
OCTOBER 2015**

<u>Comp #</u>	<u>Date</u>	<u>Nature of Incident</u>	<u>Department</u>	<u>Status</u>
15-1698	10/5/2015	Stand-By	KCSD	Back-up
15-1738	10/10/2015	Hit & Run Accident	GRPD	Assisted
15-1740	10/11/2015	Use of Marijuana	KCSD	Back-up
15-1772	10/15/2015	Domestic Assault	KCSD	Back-up
15-1800	10/20/2015	Domestic Assault	KCSD	Back-up
15-1852	10/30/2015	Suspicious Subject	KCSD	Back-up
15-1858	10/30/2015	Warrant Arrest	MECOSTA CO	Assisted
15-1860	10/31/2015	Drunk & Disorderly	KCSD	Back-up

**LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES**

OCTOBER 2015

15-1682	10/1/2015	Traffic assist	KCSD	Assisted	Vergennes
15-1683	10/1/2015	Suspicious Situation	IONIA CO	Assisted	City of Lowell
15-1690	10/2/2015	PI Accident	KCSD	Assisted	Vergennes
15-1695	10/4/2015	Suspicious Situation	KCSD	Assisted	Lowell
15-1710	10/7/2015	Missing 10 year old	KCSD	Assisted	Lowell
15-1711	10/7/2015	Home Invasion	KCSD	Back-up	Lowell
15-1712	10/7/2015	Retail Fraud	KCSD	Back-up	Lowell
15-1717	10/8/2015	Lockout (city resident & handicapped)	KCSD	Handled call	Lowell
15-1731	10/10/2015	Unknown accident	KCSD	Back-up	Lowell
15-1736	10/10/2015	Drunk driving	KCSD	Assisted	Lowell
15-1739	10/10/2015	Assault	KCSD	Assisted	City of Lowell
15-1767	10/14/2015	Domestic Assault	MSP IONIA	Back-up	Lowell
15-1778	10/16/2015	Armed Robbery	HASTINGS PD	Assisted	City of Lowell
15-1782	10/17/2015	Took drug info & gave to KCSD	KCSD	Assisted	Sparta
15-1806	10/21/2015	Domestic Assault	KCSD	Back-up	Lowell
15-1830	10/26/2015	Runaway	KCSD	Assisted	City of Lowell

October 2015

	Current Month		Last Year
Type of Call:	October 2015	Type of Call:	October-14
Runs This Month	17	Runs This Month	21
Number Responding	155	Number Responding	291
Structure Fire	2	Structure Fire	3
Vehicle Fire	0	Vehicle Fire	2
Miscellaneous Fire	6	Miscellaneous Fire	12
False Alarms	4	False Alarms	1
P.I. Accident	5	P.I. Accident	3
Medical Calls	41	Medical Calls	51
Number Responding	249	Number Responding	312
Grass & Brush Fires	0	Grass & Brush Fires	0
Gallons of Water Used	200	Gallons of Water Used	6000
Equipment Used:	October 2015	Equipment Used:	October-14
Thermal Camera	3	Thermal Camera	4
Ladders	2	Ladders	2
Air Paks	12	Air Paks	22
Generators	2	Generators	3
Lights (Flood)	6	Lights (Flood)	6
TNT Tool	2	Hurst Tool	1
Air Bags	0	Air Bags	0
Shovels	0	Shovels	2
Brooms	0	Brooms	2
Smoke Ejectors	1	Smoke Ejectors	3
Fire Extinguishers	2	Fire Extinguishers	2
Pry Bars & Poles	2	Pry Bars & Poles	6
Miscellaneous	2	Miscellaneous	6
Hose Used	200	Hose Used	1200
Co Monitor	3	Co Monitor	6
Hand Lights	26	Hand Lights	22
Cascade System	2	Cascade System	0
Location of Fire Calls:	October 2015	Location of Medical Calls:	October 2015
City of Lowell	7	City of Lowell	17
Lowell Township	6	Lowell Township	15
Vergennes Township	4	Vergennes Township	9
Others	0	Others	0

2015 YTD Total Fire Calls	
Number of Calls	224
Number of Responders	2541
2015 YTD Total Medical Calls	
Number of Calls	416
Number of Responders	2521

CITY OF LOWELL
REPORT FOR : OCTOBER
FOR: Mark Howe

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 15.88437 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: OCTOBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 249.33 HOURS, WHICH RESULTED IN
283.75 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 172.02

ELECTRICAL COST PER MILLION GALLONS: \$ 221.20

TOTAL COST PER MILLION GALLONS: \$ 393.22

WATER PRODUCTION

DAILY AVERAGE: 0.512

DAILY MAXIMUM: 0.627

DAILY MINIMUM: 0.392

THE AVERAGE PLANT OPERATION TIME WAS 8.043 HOURS PER DAY.

Month of october

Monthly Report
Water Distribution

Customer Complaints	Water Quality	0
	High Water Usage	0
	Low Pressure	0
Fire Hydrants	Flushed During Construction	0
	Painted	13
Meters	Final Reads	17
	Re-Reads	38
	Meters Upgraded To Radio Read	2
	New Home Meter Installs	
Water Services	Shut off	5
MISS DIGS	Marking of Water mains and Services, Storm Mains, and Sanitary Mains	49
Stob Box	Stob Box Repairs	1
	Stop Box Location Cards Made	0
Valve Box	Valve box Repairs	0
New Construction	On Site Construction Inspection (Days)	7
R.O.W	Permit review	0

STREETS DEPARTMENT

OCTOBER 2015

Major & Local Streets

Snow and Ice Control

Pot holes:

2 Tons - pot holes filled with cold patch
16 Tons - of hot mix put down

Storm drains and ditches:

Cleaned leaves off from catch basins
Cleaned leaves out of ditch line on James Street

Parking Lots

Weekly trash pickup D.D.A.

Public Works:

Airport:

Sidewalks:

Trees, bushes, shrubs trimming and removal:

Traffic & Signs:

Trimmed trees throughout the City

Misc:

Picked up trash weekly downtown
Worked on road at the old landfill
Cleaned up dead-end on N. Washington

PARKS

OCTOBER 2015

Creekside Park

Picked up trash every day
Cleaned picnic area
Worked on sprinkler system

Stoney Lakeside Park

Picked up trash every day
Worked on path around the lake

Recreation Park

Rec Ballfield - Ground maintenance under contract
Burch football field – ground maintenance under contract
Picked up trash barrels for the season at Burch field

Richard Park

Ground maintenance under contract
Weekly trash pick up

McMahon Park

Ground maintenance under contract

Upper Bridge Park

DPW – Fire Station – Fairgrounds

Mowed and trimmed
Cleaned back parking lot of D.P.W.

Misc.

Set up City Hall weekly
Took out kayak dock for the season
Weekly trash pickup down Riverwalk and D.D.A. areas

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI. 49331

Phone - 616-897-5929 Fax -

Posted Totals by Invoice #

Report Date: 11/06/2015

Period From: 10/01/2015 To: 10/31/2015

Invoice Number	Date	Name	Total	Charge Sales!
000929	10/06/2015	Police Dept.	883.69	0.00
000930	10/06/2015	Street Dept.	451.11	0.00
000931	10/23/2015	Police Dept.	53.33	0.00
000932	10/27/2015	Street Dept.	718.69	0.00
000933	10/27/2015	D.P.W.	13.72	0.00
Grand Totals:			\$2,120.54	\$0.00
Number of Invoices:		5	* - Indicates a Counter Sale ! - Indicates amount charged at time of posting	

% Time in each Department

19% Water 49 % Maintenance dept. (equipment) 17 % DPW 15 % Other

Public Works: 31 hrs.

Street Maintenance: 16.5 hrs.

DDA: 2 hrs.

Water Plant: 28.75 hrs. 4.25 hrs. Overtime

Water Dist: 1 hr.

Equipment Maintenance: 73.75 hrs. 12.5 hrs. Overtime

Holiday: 8 hrs.

Total Hours for October: 177.75 hrs.

A low number of invoiced repairs are due to considerable number of hours spent updating equipment fund records, multiple hours worked on projects that will be concluded next month and travel time acquiring equipment from Wisconsin (Ft. McCoy)

October 2015 Sexton's Report

Total of Burials: 7 of those were: full: 3 cremations: 4 Year to date 24

Oakwood: Spent 222.5 hrs

- Mowed and chewed leaves as they fell
- Started whipping for the last time.
- Emptied the trash barrels again.
- Rotated my brown gold piles to create space for this years supply of chewed up leaves..
- Routine maint. on mowers
- Showed grave sites to a family for their son.
- Scott and Joe hauled to the dump my pile of debris..

CITY Hall – LPD: Spent 19.5 hr's chewing up leaves, and weeding MER'S conf..
getting copy paper and trimming bushes lowered flags too

Englehardt Library: Spent 22 hr's doing the following:

- Filled soap dispensers in both bathrooms.
- Changed bulbs in a hanging fixture.
- Mowed and chewed up leaves.

D.P.W. Spent 3.5 hr's chewing up leaves and hauling them to my compost pile.
Mowed south sign one time..

D.D.A. Spent 51.25 hr's doing the following:

- Chewed a lot of leaves and hauled them away.
- Cleaned up more of the planting beds, weeds still needing to be pulled.

Museum: Spent 2 hr's mowing, trimming and weeding

Loc. Maint. 29.25 hr's chewing along curbs and lent Bruce to help Scott

Parks: .5 hr chewing leaves

11/04/2015

OCT

CITY OF LOWELL - PERMIT LIST

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB15901158	604 E MAIN ST SE	10/01/2015	41-20-02-433-001	WOOD DECK	150.00	2,300
PB15901155	1011 N HUDSON ST SE	10/06/2015	41-20-02-126-031	DEMOLITION OF DETAC	50.00	1,500
PB15901156	1011 N HUDSON ST SE	10/06/2015	41-20-02-126-031	DETACHED ACCESSORY	150.00	15,000
PB15901217	221 W MAIN ST SE	10/12/2015	41-20-02-402-018	RE ROOF	257.00	53,482
PB15901221	724 RIVERSIDE DR SE	10/19/2015	41-20-02-183-001	NEW ROOF STRUCTURE	150.00	5,000
PB15901284	517 SPRING ST SE	10/26/2015	41-20-02-328-006	ADDITION TO RESIDENC	287.00	63,398
PB15901293	726 LAFAYETTE ST SE	10/26/2015	41-20-02-208-006	FRONT PORCH	150.00	1,000
PB15901294	171 S WEST AVE SE	10/27/2015	41-20-02-354-026	EMERGENCY ESCAPE &	100.00	4,000
PB15901317	1400 FOREMAN ST SE	10/29/2015	41-20-03-276-008	INTERIOR REMODEL - LI	305.00	70,000
PB15901275	1340 HIGHLAND HILLS DR	10/30/2015	41-20-01-178-010	RESIDENCE	631.00	217,699

Total Permits:

10

Total Fee Amount:

2,230.00

Total Const. Value:

433,379

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PE15901491	1155 OE BIERI IND DR SE	10/02/2015	41-16-34-451-001	New Industrial	0.00	0
PE15901509	1300 W MAIN ST SE	10/06/2015	41-20-03-478-010	Install 30 amp, 240 vac cord	55.00	0
PE15901541	171 S WEST AVE SE	10/12/2015	41-20-02-354-026		60.00	0
PE15901585	315 ALDEN NASH AVE SE	10/21/2015	41-20-03-301-028		160.00	0
PE15901620	1070 N HUDSON ST	10/26/2015	41-20-02-126-052	MONUMENT SIGN	60.00	0

Total Permits:

5

Total Fee Amount:

335.00

Total Const. Value:

0

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PM15902290	209 PINE ST SE	10/05/2015	41-20-02-209-009		80.00	0
PM15902340	1155 OE BIERI IND DR SE	10/09/2015	41-16-34-451-001		0.00	0
PM15902370	1126 E MAIN	10/13/2015	41-20-01-326-017		55.00	0

11/04/2015

OCT

CITY OF LOWELL - PERMIT LIST

PM15902451	315 ALDEN NASH AVE SE	10/20/2015	41-20-03-301-028	Gas line from house to barn.	120.00	0
PM15902466	315 ALDEN NASH AVE SE	10/21/2015	41-20-03-301-028		120.00	0
PM15902567	2275 W MAIN ST SE	10/29/2015	41-20-03-326-022	OUTREACH BUILDING	165.00	0
Total Permits: 6						
Total Fee Amount: 540.00						
Total Const. Value: 0						
PP15901039	1400 FOREMAN ST SE	10/05/2015	41-20-03-276-008		70.00	0
PP15901060	315 ALDEN NASH AVE SE	10/09/2015	41-20-03-301-028	Underground only for pole l	63.00	0
Total Permits: 2						
Total Fee Amount: 133.00						
Total Const. Value: 0						
Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB15901223	171 S WEST AVE SE	10/12/2015	41-20-02-354-026	RE ROOF	65.00	5,000
Total Permits: 1						
Total Fee Amount: 65.00						
Total Const. Value: 5,000						

Grand Total Permits:**24****Grand Total Permit Fee:****3,303.00****Grand Total Const. Value:****\$438,379**

11/04/2015

CITY OF LOWELL CATEGORY REPORT YTD

Category	Estimated Cost	Permit Fee	Number of Permits
Antenna	\$10,000	\$140.00	1
Commercial, Add/Alter/Repair	\$293,500	\$1,547.00	6
Commercial, New Building	\$2,126,927	\$6,076.00	1
Deck	\$16,300	\$300.00	2
Demolish	\$24,750	\$200.00	4
Garage, attached	\$28,137	\$182.00	1
Garage, detached	\$40,972	\$323.00	2
Inground Pool	\$96,391	\$450.00	3
Pole Barn	\$105,746	\$606.00	3
Res. Add/Alter/Repair	\$290,415	\$1,502.00	9
Res. Modular Home	\$2,350	\$50.00	1
Res. Single Family	\$1,932,206	\$5,430.00	8
Res. Utility Building	\$46,380	\$236.00	1
Roofing/Siding	\$97,570	\$733.00	5
Sign	\$22,750	\$265.00	3
Sunroom	\$53,000	\$158.00	1

Totals

\$5,187,394

\$18,198.00

51

Permit Date Issued Between <Prompt For Value> AND
 <Prompt For Value> AND
 Permit Number Starts With PB159

Manager's Report November 2015

A. MPPA/MMEA/APPA Update:

MPPA /MMEA: Monthly Board meetings for both MPPA and MMEA will occur next week, so I will report any new information at that time.

House and Senate Energy bills continue to evolve. There is a possibility that bills may come out of committee in the next week or two. We are still focusing on "local control" and trying to stay out of having to be subject to the MPSC since we have our own governing boards in our communities. The major issues at stake are Energy Optimization, Renewable Portfolio Standards, and a mandated Integrated Resource Plan (IRP).

APPA: Tom recently attended the fall RP3 meetings for APPA and Sharon attended the APPA Customer Connections Conference.

B. System/Generation Upgrade Progress: The bio-digester continues to improve its processes. New equipment has been installed to improve the operating system. The "tweeks" seem to be improving the operations and last week there were days when the system operated at above 70% with no odors. Greg Northrup has indicated they plan to "declare" full commercial operations in December.

Work continues on the installation of the Rolls Royce turbine. We are on track to have it running in 2016 as indicated in our Action Item discussion.

Most of our late summer/fall system projects are complete including the East Substation reconfiguration, Lowell Baptist Church extension, and Envision. We are now looking at our tree trimming schedule for late fall and winter.

C. LLP Long Term Natural Gas Supply : Nothing new at this time.

D. LLP Lineshack Mural Painting: Nothing new at this time.

E. Lowell Schools: Nothing new at this time.

G. LLP PILOT: The Charter simply indicates a payment will be made to the City and is to be negotiated by the Board and Council. A committee consisting of Greg Canfield, Greg Pierce, Mark Howe and Mayor Hodges have discussed the Pilot and were charged with looking at some wording changes to the past City Resolutions. The intent would be to allow discussion to occur if a situation arose at LLP whereby a payment of the full 4.5% would pose a financial hardship on the utility for the current period. Based on a thorough review of the most recent Resolutions, I believe no adjustment to the wording are required for this purpose. Copies of the Resolutions are attached for your information.

I. Strategic Planning: We will spend a short time on Strategic Planning in a work session immediately following the regular meeting.

J. Advanced Metering Infrastructure (AMI): Discussed as an action item.

L. Payables: October payables are available for your review if you would like them.

GL NUMBER	DESCRIPTION	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
CHARGES	CHARGES FOR SERVICES	387,100.00	29,439.00	6,936.60	7.61
FINES	FINES AND FOREFEITURES	9,550.00	4,184.08	217.50	43.81
INTEREST	INTEREST AND RENTS	2,600.00	0.00	0.00	0.00
LICPER	LICENSES AND PERMITS	38,200.00	11,280.89	930.00	29.53
LOCAL	LOCAL CONTRIBUTIONS	14,600.00	3,127.63	224.75	21.42
OTHER	OTHER REVENUE	28,104.00	39,711.21	7,871.75	141.30
STATE	STATE GRANTS	366,250.00	76,010.71	72,616.11	20.75
TAXES	TAXES	1,892,400.00	1,497,746.50	35,563.76	79.15
TRANSIN	TRANSFERS IN	144,850.00	0.00	144,850.00	0.00
TOTAL Revenues		2,883,654.00	1,661,500.02	124,360.47	57.62
Expenditures					
101	COUNCIL	17,940.00	3,187.83	2,933.16	17.77
172	MANAGER	112,900.00	33,125.60	12,053.35	29.34
191	ELECTIONS	8,500.00	139.70	105.85	1.64
209	ASSESSOR	44,200.00	13,706.37	4,805.81	31.01
210	ATTORNEY	30,000.00	3,419.50	127.50	11.40
215	CLERK	136,100.00	31,372.68	8,069.79	23.05
253	TREASURER	219,850.00	61,221.67	27,681.04	27.85
265	CITY HALL	123,900.00	51,446.52	10,748.19	41.52
276	CEMETERY	101,750.00	45,663.10	16,645.67	44.88
294	UNALLOCATED MISCELLANEOUS	45,014.00	5,907.00	2,626.00	13.12
301	POLICE DEPARTMENT	666,600.00	256,759.79	91,714.32	38.52
305	CODE ENFORCEMENT	103,400.00	24,633.20	8,140.39	23.82
336	FIRE	142,000.00	63,719.62	30,239.31	44.87
400	PLANNING & ZONING	51,800.00	7,357.39	2,712.62	14.20
441	DEPARTMENT OF PUBLIC WORKS	224,850.00	69,650.74	21,699.21	30.98
442	SIDEWALK	5,600.00	151.77	45.20	2.71
523	TRASH	45,000.00	13,146.80	3,676.00	29.22
728	ECONOMIC DEVELOPMENT	24,000.00	6,294.38	2,315.88	26.23
747	CHAMBER/RIVERWALK	3,500.00	770.19	199.67	22.01
751	PARKS	146,000.00	49,996.60	16,183.90	34.24
757	SHOWBOAT	1,600.00	975.88	46.71	60.99
774	RECREATION CONTRIBUTIONS	3,000.00	0.00	0.00	0.00
790	LIBRARY	72,300.00	41,403.34	6,352.97	57.27
803	HISTORICAL DISTRICT COMMISSION	250.00	150.00	150.00	60.00
804	MUSEUM	35,900.00	24,646.26	882.26	68.65
965	TRANSFERS OUT	517,700.00	0.00	0.00	0.00
TOTAL Expenditures		2,883,654.00	808,845.93	270,154.80	28.05
TOTAL REVENUES		2,883,654.00	1,661,500.02	124,360.47	57.62
TOTAL EXPENDITURES		2,883,654.00	808,845.93	270,154.80	28.05
NET OF REVENUES & EXPENDITURES		0.00	852,654.09	(145,794.33)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
INT	INTEREST AND RENTS	150.00	0.00	0.00	150.00	0.00
OTHER	OTHER REVENUE	189,400.00	38,054.21	18,565.76	151,345.79	20.09
TRANSIN	TRANSFERS IN	236,000.00	0.00	0.00	236,000.00	0.00
TOTAL Revenues		425,550.00	38,054.21	18,565.76	387,495.79	8.94
Expenditures						
450	CAPITAL OUTLAY	340,000.00	7,452.05	0.00	332,547.95	2.19
463	MAINTENANCE	39,250.00	10,507.58	7,623.07	28,742.42	26.77
474	TRAFFIC	8,000.00	1,531.26	292.52	6,468.74	19.14
478	WINTER MAINTENANCE	42,100.00	1,313.71	659.10	40,786.29	3.12
483	ADMINISTRATION	46,000.00	902.50	902.50	45,097.50	1.96
TOTAL Expenditures		475,350.00	21,707.10	9,477.19	453,642.90	4.57
TOTAL REVENUES		425,550.00	38,054.21	18,565.76	387,495.79	8.94
TOTAL EXPENDITURES		475,350.00	21,707.10	9,477.19	453,642.90	4.57
NET OF REVENUES & EXPENDITURES		(49,800.00)	16,347.11	9,088.57	(66,147.11)	32.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDC USED
Fund 203 - LOCAL STREET FUND						
Revenues						
INT	INTEREST AND RENTS	150.00	0.00	0.00	150.00	0.00
OTHER	OTHER REVENUE	70,700.00	13,846.97	6,410.61	56,853.03	19.59
TRANSIN	TRANSFERS IN	180,000.00	0.00	0.00	180,000.00	0.00
TOTAL Revenues		250,850.00	13,846.97	6,410.61	237,003.03	5.52
Expenditures						
450	CAPITAL OUTLAY	5,000.00	13,490.78	11,078.83	(8,490.78)	269.82
463	MAINTENANCE	64,600.00	25,178.56	13,758.12	39,421.44	38.98
474	TRAFFIC	8,100.00	2,512.06	295.44	5,587.94	31.01
478	WINTER MAINTENANCE	61,200.00	3,359.63	2,020.10	57,840.37	5.49
483	ADMINISTRATION	27,800.00	1,908.40	1,908.40	25,891.60	6.86
906	DEBT SERVICE	76,600.00	72,178.75	0.00	4,421.25	94.23
TOTAL Expenditures		243,300.00	118,628.18	29,060.89	124,671.82	48.76
TOTAL REVENUES		250,850.00	13,846.97	6,410.61	237,003.03	5.52
TOTAL EXPENDITURES		243,300.00	118,628.18	29,060.89	124,671.82	48.76
NET OF REVENUES & EXPENDITURES		7,550.00	(104,781.21)	(22,650.28)	112,331.21	1,387.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	200.00	0.00	0.00	200.00	0.00
OTHER	OTHER REVENUE	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL Revenues		50,200.00	0.00	0.00	50,200.00	0.00
Expenditures						
000		50,000.00	10,323.00	6,416.00	39,677.00	20.65
TOTAL Expenditures		50,000.00	10,323.00	6,416.00	39,677.00	20.65
TOTAL REVENUES		50,200.00	0.00	0.00	50,200.00	0.00
TOTAL EXPENDITURES		50,000.00	10,323.00	6,416.00	39,677.00	20.65
NET OF REVENUES & EXPENDITURES		200.00	(10,323.00)	(6,416.00)	10,523.00	5,161.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

2015-16

AMENDED
BUDGET

YTD BALANCE
10/31/2015

ACTIVITY FOR
MONTH
10/31/2015

AVAILABLE
BALANCE

% BDGT
USED

GL NUMBER DESCRIPTION

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

INT

INTEREST AND RENTS

1,000.00

0.00

0.00

1,000.00

0.00

TAXES

625,000.00

578,972.80

76,772.80

46,027.20

92.64

TOTAL Revenues

626,000.00

578,972.80

76,772.80

47,027.20

92.49

Expenditures

450 CAPITAL OUTLAY

150,000.00

6,766.19

0.00

143,233.81

4.51

463 MAINTENANCE

82,200.00

26,505.65

6,737.04

55,694.35

32.25

483 ADMINISTRATION

36,800.00

8,548.02

3,874.34

28,251.98

23.23

740 COMMUNITY PROMOTIONS

70,000.00

736.82

247.35

69,263.18

1.05

965 TRANSFERS OUT

143,850.00

0.00

0.00

143,850.00

0.00

TOTAL Expenditures

482,850.00

42,556.68

10,858.73

440,293.32

8.81

TOTAL REVENUES

626,000.00

578,972.80

76,772.80

47,027.20

92.49

TOTAL EXPENDITURES

482,850.00

42,556.68

10,858.73

440,293.32

8.81

NET OF REVENUES & EXPENDITURES

143,150.00

536,416.12

65,914.07

(393,266.12)

374.72

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDC % USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
INT	INTEREST AND RENTS	4,300.00	500.00	0.00	3,800.00	11.63
LOCAL	LOCAL CONTRIBUTIONS	10,000.00	0.00	0.00	10,000.00	0.00
OTHER	OTHER REVENUE	20,000.00	0.00	0.00	20,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	4,000.00	4,000.00	(4,000.00)	100.00
TOTAL Revenues		34,300.00	4,500.00	4,000.00	29,800.00	13.12
Expenditures						
443	ARBOR BOARD	20,000.00	0.00	0.00	20,000.00	0.00
751	PARKS	10,000.00	0.00	0.00	10,000.00	0.00
758	DOG PARK	4,000.00	176.12	33.39	3,823.88	4.40
759	COMMUNITY GARDEN	300.00	0.00	0.00	300.00	0.00
TOTAL Expenditures		34,300.00	176.12	33.39	34,123.88	0.51
TOTAL REVENUES		34,300.00	4,500.00	4,000.00	29,800.00	13.12
TOTAL EXPENDITURES		34,300.00	176.12	33.39	34,123.88	0.51
NET OF REVENUES & EXPENDITURES		0.00	4,323.88	3,966.61	(4,323.88)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)						
Expenditures						
906	DEBT SERVICE	0.00	200.00	0.00	(200.00)	100.00
TOTAL Expenditures		0.00	200.00	0.00	(200.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	200.00	0.00	(200.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(200.00)	0.00	200.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	120.00	0.00	0.00	120.00	0.00
INT	INTEREST AND RENTS	37,370.00	5,760.00	1,440.00	31,610.00	15.41
OTHER	OTHER REVENUE	0.00	622.00	622.00	(622.00)	100.00
TOTAL Revenues		37,490.00	6,382.00	2,062.00	31,108.00	17.02
Expenditures						
000		46,200.00	15,674.83	4,521.90	30,525.17	33.93
TOTAL Expenditures		46,200.00	15,674.83	4,521.90	30,525.17	33.93
TOTAL REVENUES		37,490.00	6,382.00	2,062.00	31,108.00	17.02
TOTAL EXPENDITURES		46,200.00	15,674.83	4,521.90	30,525.17	33.93
NET OF REVENUES & EXPENDITURES		(8,710.00)	(9,292.83)	(2,459.90)	582.83	106.69

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

		2015-16		ACTIVITY FOR		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 10/31/2015	MONTH 10/31/2015	AVAILABLE BALANCE	% BDC USED
Fund 590 - WASTEWATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,048,000.00	329,037.80	176,501.93	718,962.20	31.40
INT	INTEREST AND RENTS	2,000.00	0.00	0.00	2,000.00	0.00
OTHER	OTHER REVENUE	0.00	73.79	0.00	(73.79)	100.00
TOTAL Revenues		1,050,000.00	329,111.59	176,501.93	720,888.41	31.34
Expenditures						
550	TREATMENT	476,800.00	135,476.87	9,881.46	341,323.13	28.41
551	COLLECTION	90,150.00	37,222.49	5,424.22	52,927.51	41.29
552	CUSTOMER ACCOUNTS	85,800.00	18,315.24	5,462.72	67,484.76	21.35
553	ADMINISTRATION	155,300.00	1,194.77	0.00	154,105.23	0.77
TOTAL Expenditures		808,050.00	192,209.37	20,768.40	615,840.63	23.79
TOTAL REVENUES		1,050,000.00	329,111.59	176,501.93	720,888.41	31.34
TOTAL EXPENDITURES		808,050.00	192,209.37	20,768.40	615,840.63	23.79
NET OF REVENUES & EXPENDITURES		241,950.00	136,902.22	155,733.53	105,047.78	56.58

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	993,950.00	340,041.84	178,474.76	653,908.16	34.21
INT	INTEREST AND RENTS	6,320.00	1,655.00	410.00	4,665.00	26.19
OTHER	OTHER REVENUE	1,000.00	8,138.91	1,167.50	(7,138.91)	813.89
TOTAL Revenues		1,001,270.00	349,835.75	180,052.26	651,434.25	34.94
Expenditures						
570	TREATMENT	317,000.00	115,755.44	40,619.63	201,244.56	36.52
571	DISTRIBUTION	216,890.00	50,215.05	17,049.75	166,674.95	23.15
572	CUSTOMER ACCOUNTS	89,400.00	18,347.91	5,471.26	71,052.09	20.52
573	ADMINISTRATION	266,456.00	15,137.25	0.00	251,318.75	5.68
TOTAL Expenditures		889,746.00	199,455.65	63,140.64	690,290.35	22.42
TOTAL REVENUES		- ,001,270.00	349,835.75	180,052.26	651,434.25	34.94
TOTAL EXPENDITURES		889,746.00	199,455.65	63,140.64	690,290.35	22.42
NET OF REVENUES & EXPENDITURES		111,524.00	150,380.10	116,911.62	(38,856.10)	134.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	77,700.00	0.00	0.00	77,700.00	0.00
OTHER	OTHER REVENUE	1,300.00	0.00	0.00	1,300.00	0.00
TOTAL Revenues		79,000.00	0.00	0.00	79,000.00	0.00
Expenditures						
000		79,000.00	23,929.88	8,849.42	55,070.12	30.29
TOTAL Expenditures		79,000.00	23,929.88	8,849.42	55,070.12	30.29
TOTAL REVENUES		79,000.00	0.00	0.00	79,000.00	0.00
TOTAL EXPENDITURES		79,000.00	23,929.88	8,849.42	55,070.12	30.29
NET OF REVENUES & EXPENDITURES		0.00	(23,929.88)	(8,849.42)	23,929.88	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

DB: Lowell

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET		10/31/2015		MONTH 10/31/2015			
Fund 661 - EQUIPMENT FUND									
Revenues									
CHARGES	CHARGES FOR SERVICES	18,000.00		2,397.52	937.02	15,602.48	13.32		
INT	INTEREST AND RENTS	121,900.00		74.28	0.00	121,825.72	0.06		
OTHER	OTHER REVENUE	100.00		2,206.95	0.00	(2,106.95)	2,206.95		
TOTAL Revenues		140,000.00		4,678.75	937.02	135,321.25	3.34		
Expenditures									
895	FLEET MAINT. & REPLACEMENT	143,469.14		38,555.57	11,035.30	104,913.57	26.87		
TOTAL Expenditures		143,469.14		38,555.57	11,035.30	104,913.57	26.87		
TOTAL REVENUES		140,000.00		4,678.75	937.02	135,321.25	3.34		
TOTAL EXPENDITURES		143,469.14		38,555.57	11,035.30	104,913.57	26.87		
NET OF REVENUES & EXPENDITURES		(3,469.14)		(33,876.82)	(10,098.28)	30,407.68	976.52		

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

2015-16
 AMENDED
 BUDGET

YTD BALANCE
 10/31/2015

ACTIVITY FOR
 MONTH
 10/31/2015

AVAILABLE
 BALANCE

% BDGT
 USED

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
-----------	-------------	------------------------------	---------------------------	-------------------------------------	----------------------	----------------

Fund 711 - CEMETERY FUND

Revenues

CHARGES

CHARGES FOR SERVICES

0.00

5,500.00

500.00

(5,500.00)

100.00

TOTAL Revenues

0.00

5,500.00

500.00

(5,500.00)

100.00

TOTAL REVENUES

0.00

5,500.00

500.00

(5,500.00)

100.00

TOTAL EXPENDITURES

0.00

0.00

0.00

0.00

0.00

NET OF REVENUES & EXPENDITURES

0.00

5,500.00

500.00

(5,500.00)

100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDC USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	10,000.00	1,986.66	3.24	8,013.34	19.87
TOTAL Revenues		10,000.00	1,986.66	3.24	8,013.34	19.87
Expenditures						
000		10,000.00	0.00	0.00	10,000.00	0.00
TOTAL Expenditures		10,000.00	0.00	0.00	10,000.00	0.00
TOTAL REVENUES		10,000.00	1,986.66	3.24	8,013.34	19.87
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,986.66	3.24	(1,986.66)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 10/31/2015

DB: Lowell

		2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	25,000.00	5,164.58	(8,262.70)	19,835.42	20.66
TOTAL Revenues		25,000.00	5,164.58	(8,262.70)	19,835.42	20.66
Expenditures						
000		25,000.00	3,601.44	3,601.44	21,398.56	14.41
TOTAL Expenditures		25,000.00	3,601.44	3,601.44	21,398.56	14.41
TOTAL REVENUES						
TOTAL EXPENDITURES		25,000.00	5,164.58	(8,262.70)	19,835.42	20.66
NET OF REVENUES & EXPENDITURES		0.00	1,563.14	(11,864.14)	(1,563.14)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		6,613,314.00	2,999,533.33	581,903.39	3,613,780.67	45.36
NET OF REVENUES & EXPENDITURES		6,170,919.14	1,475,863.75	437,918.10	4,695,055.39	23.92
		442,394.86	1,523,669.58	143,985.29	(1,081,274.72)	344.41




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

CITY MANAGER'S REPORT
November 16, 2015

1. Welcome Councilmembers Mike DeVore, Alan Teelander and Jeff Phillips. On behalf of the staff, we look forward to working with you as you shape the vision for the future of the City of Lowell.
2. We plan on having MuniCode update the Code of Ordinances to incorporate amendments and changes made since the previous update in 2012. During your meeting I plan to walk through the MuniCode site on the big screen and talk with you about its features and other potential uses.
3. The Michigan Department of Transportation is gearing up for a mill and resurface project of M-21 from Valley Vista east to the county line in 2016. As part of that project, they have agreed to incorporate portions of the Downtown Placemaking Plan that we recently completed. One highlight of that plan was to create bump-outs at several crossings as well as narrow the lanes to provide more parking along M-21 from Monroe east to Division.
4. City Clerk Susan Ullery is announcing that Trisha Dunham will be joining us this week as our new Deputy City Clerk. We are looking forward to having Trisha join the team at the City of Lowell.
5. During the swearing-in ceremony for the new councilmembers we distributed an updated version of the council handbook. I plan on spending a few minutes going through the handbook and can answer any questions that you have.

Respectfully submitted,


Mark Howe, City Manager