

CITY OF LOWELL
CITY COUNCIL AGENDA
DECEMBER 7, 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 16, 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. 2016 City Council Meeting Dates
 - b. Light & Power Budget Amendment
 - c. MuniCode Update
 - d. Discussion: Council 101 and Future Council Training
 - e.
8. COUNCIL COMMENTS
9. MANAGER'S REPORT
10. APPOINTMENTS
11. ADJOURNMENT

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



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MEMORANDUM

TO: Lowell City Council

FROM: Mark Howe, City Manager

RE: Council Agenda for Monday, December 7, 2015

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 - a. November 16, 2015 – Regular Session Meeting
4. ACCOUNTS PAYABLE
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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. 2016 City Council Meeting Dates
Proposed dates for your 2016 city council meetings are attached.

Recommended Motion: That the Lowell City Council set the attached regular meeting dates for 2016.
 - b. Light & Power Budget Amendment

Attached is a memo from Greg Pierce requesting an amendment to the Lowell Light & Power budget to include the capital budget.

Recommended Motion: That the Lowell City Council approve the Lowell Light & Power budget amendment.

c. MuniCode Update

The Code of Ordinances is stored online through a partnership with MuniCode. The code requires periodic "supplementation" that updates the code with ordinances adopted during a specific period.

The current code was last updated September 28, 2012, with a number of ordinance updates that have occurred since then. We are seeking your authorization to create a supplement, or update, to the code that will incorporate ordinances adopted since September 28, 2012, and through 2015. Cost of the supplement is \$4,045 which is included in the budget for the Data Processing Fund, although we have a credit with MuniCode which means our net cost will be \$2,895.

Recommended Motion: That the Lowell City Council authorizes the supplementation of the Lowell City Code of Ordinances.

d. Discussion: Council 101 and Future Council Training

We have scheduled Peter Letzmann for a Council 101 training on December 21 following your regular council meeting. Mr. Letzmann has provided similar, as well as in-depth, training for the City of Lowell for several years. He is a former municipal attorney and is currently working with the Michigan Municipal League to publish an educational article on municipal government.

Mr. Letzmann's training will give you the basics on roles and responsibilities of the council and running effective meetings that comply with the open meetings act. Beyond that, we provide on-going education to the council to give you the basics on city operations as well as update you on upcoming policy discussion and direction that will need to occur in order to keep city government moving forward.

During your meeting I hope to have a discussion with you about how you would like to conduct these training sessions and to create a schedule for on-going council education.

8. COUNCIL COMMENTS

Mike DeVore

Alan Teelander

Jeff Phillips

Jeff Altoft

Jim Hodges

9. MANAGER'S REPORT

The report is attached for your review.

10. APPOINTMENTS

Airport Board

Vacancy – (David Pasquale currently serving) 01/01/2016

Vacancy – (Eric Nelson currently serving) 01/01/2016

Building Authority

Vacancy – (Suzanne Olin currently serving) 01/01/2016

Downtown Development Authority

Vacancy – (Dean Lonick currently serving) 01/01/2016

Vacancy – (Rita Werden appointment) 01/01/2016

Downtown Historic District

Vacancy – (Brian McLane currently serving) 01/01/2016

LCTV Endowment Board

Vacancy – (Barbara Zandstra currently serving) 12/31/2015

Fire Authority

Vacancy – (David Pasquale currently serving) 01/01/2016

Look Memorial Committee

Vacancy – (Tim Van Laan – appointment) 12/07/2016

Lowell Area Recreation Authority

Vacancy – (Perry Beachum currently serving) 01/01/2016

Parks and Recreation Commission

Vacancy – (Perry Beachum currently serving) 01/01/2016

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, NOVEMBER 16, 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, Mike Devore, Jeff Phillips, Alan Teelander and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, City Treasurer Suzanne Olin, Police Chief Steve Bukala, DPW Director Ron Woods and L&P Greg Pierce.

2. APPROVAL OF THE AGENDA.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the agenda as presented.

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

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

IT WAS MOVED BY ALTOFT and seconded by TEELANDER to approve the regular minutes of the November 2, 2015 meeting as written.

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

4. APPROVAL OF THE ACCOUNTS PAYABLE.

Councilmember Altoft questioned the amount paid to Maryalene LaPonsie. City Manager Mark Howe stated she is doing some writing for the City.

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

YES: Councilmembers Altoft, Devore, Phillips, Teelander and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (11/16/2015)

General Fund	\$36,237.95
Major Street Fund	\$110,135.80
Local Street Fund	\$99,865.24
Downtown Development Fund	\$2,172.07
Designated Contribution Fund	\$124.20
General Debt Service Fund	\$63,822.51
Airport Fund	\$2,869.74

Wastewater Fund	\$23,014.10
Water Fund	\$109,879.31
Data Processing Fund	\$5,608.72
Equipment Fund	\$39,755.01
Current Tax Collected	\$3,944.07

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

Perry Beachum of 924 Riverside Drive welcomed the new council and invited them all to attend the Parks and Recreation Commission meeting on November 17, at 6 p.m. as well as the Lowell Area Recreation Authority (LARA) meeting on December 2nd. A council member will need to be appointed to these boards.

Jim Salzwedel of 505 N. Jefferson congratulated the new council members. He spoke about leadership and discussed how over the next 40 days they will have some difficult decisions to make regarding who is going to be leading the council. He passed out information packets to each board member regarding what it takes to be a leader.

Peggy Covert of 982 N. Washington thanked Matt Mayer and Sharon Ellison for their service and also congratulated the three new council members. She noted it is important to work together as a community.

6. **OLD BUSINESS.**

- a. **Strategic Goals Report.** City Manager Howe gave a brief explanation to the new councilmembers of what the Strategic Goals Report is. Howe reported on the following items from the report:
- Tier One, #1, Street Asset Management Plan: a five-year street plan has been adopted.
 - Tier One, #4, Wastewater Inflow & Infiltration: Prein & Newhoff have completed a draft report and the City staff is currently reviewing it. They hope to have a completed report done soon and then plan to have Prein & Newhoff come to a future council meeting to discuss the analysis and everything leading up to that.
 - Tier One, #5, Downtown Trail Connector: Council members were asked to attend the December 2 LARA meeting so that their plan and recommended route can be presented.
 - Tier One, #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 to the concept, so our next step will be to bring a proposed job description and other details to them for further consideration.
 - Tier Two, #1, Promote Accomplishments: We've been more active with our Facebook page and we're preparing an update to the City logo that can be used with the Newsletter and other marketing materials. A "Next Door" account has been created, which is a progressive application that may give us the ability to adapt to greater online connectivity and announcements with City residents. Howe then presented the updated logo.
- b. **Pending Council Projects Report.** Nothing new to report.

7. **NEW BUSINESS**

- a. **2014-2015 Fiscal Year Audit Presentation.** Peter Haefner of Vredevelt Haefner presented the City's and Light and Power's audit. He discussed that there was a new accounting standard implemented throughout the country for the June 30 year end. This new standard requires additional reporting on

pension plans. He then presented the Independent Auditors' Report for the City of Lowell and his opinion on the report. The financial statements referred to in the report present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Lowell, Michigan, as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

He then presented the Independent Auditors' Report for the Lowell Light & Power and his opinion on the report. In his opinion, the financial statements referred to in the Report present fairly, in all material respects, the financial position of Lowell Light & Power (an enterprise fund of the City of Lowell, Michigan), as of June 30, 2105, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

City Manager Howe introduced and thanked Chris Brown from Strategic Accounting and Tax Solutions and explained that he helped the City remove the material weakness that existed in prior audits by helping out with the fixed assets schedule and other issues.

- b. City Attorney Agreement. Howe explained the agreement was allowed to expire in 2012 and its only purpose was to set the rates for these services. The rates have gone unchanged and would only be modified with Council approval. Rates are currently \$145/hour for assigned work and \$90/hour for ordinance enforcement matters.
- c. Purchasing Policy. Howe went through the process to amend the ordinance and develop the current policy. We amended the ordinance and then brought to the Council a policy which was approved on November 19, 2012, and that policy actually is quite an improvement over the ordinance. That policy is still in place. The Light and Power policy currently states that there is a \$10,000 limit.
- d. Wastewater Treatment Plant Ditch Cleaning. The City has been cleaning and repairing the eastern oxidation ditch at the wastewater treatment plant. Unfortunately, when the ditch was drained, larger than normal amounts of sand and gravel was found in the bottom of the ditch. It is believed much of the sand and gravel came into the plant during the April 2013 flood. The City began a process of trying to remove 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, but this is 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, the City decided to seek bids to have a contractor physically remove the material from the ditch. Three bids were received and it is recommended that the City 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.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to accept the bid from United Water Environmental Services for \$25,404.00 for removal of the sand and gravel in the eastern oxidation ditch.

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

- e. DPW Utility Trailer. Howe discussed the need for a new trailer for the DPW. They went to AIS Construction Equipment to identify a trailer that would meet their needs at a MiDeal price. MiDeal is the state bidding process that proves pricing that is available to local units of government. The state

then runs the bid process on various items which typically provide local units of government the best price while meeting requirements for competitive bidding. Through this process, it is recommended that the Council approve the purchase of a utility trailer at a price of \$9,437. Howe also reviewed the Equipment Replacement Plan with the Council.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the purchase of a utility trailer at the MiDeal price of \$9,437 from AIS Construction Equipment.

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

- f. DPW Truck, Interfund Loan. Howe stated the City has 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. However, Howe stated he does not feel this is now necessary.

8. **MONTHLY REPORTS.**

No comments.

9. **COUNCIL COMMENTS.**

Councilmember DeVore had no additional comments.

Councilmember Teelander discussed comments he received from senior citizens. Some had mentioned that it is difficult to hear the councilmembers speak when watching the video, so Councilmember Teelander suggested speaking closer to the microphone. They would also like the meetings to be put back on Comcast channel 25. City Manager Howe responded it is no longer possible. Teelander suggested finding another way to make the meetings more accessible to seniors and said he would assist in doing so. He also stated that coffee with the seniors would work much better for them if it was done the hour before lunch during the week. They would also like to see future agendas to list and itemize all unfinished business until it is completed. Seniors would also appreciate it if there was an icon at the bottom of our webpage that could connect them to the latest council meeting video. Another senior comment was suggesting that councilmembers stay attentive to how people manage the trash in their yards. Councilmember Teelander then thanked the voters and the audience for coming.

Councilmember Phillips stated that was all nicely put and had no further comments.

Councilmember Altoft attended the Airport Board meeting and noted Dan Williams will be leaving. He also attended the Fire Authority Meeting where the rules and procedures were reviewed. They had a demo of a brush fire rescue vehicle. The Board considered this purchase. However, it is not in the budget and he wanted to bring it to the Council. He suggested it be placed in the budget and then apply for a grant. He also welcomed the new councilmembers.

Mayor Hodges thanked and welcomed the new councilmembers. He passed out an interest sheet that they will go over and organize during the January meeting that outlined the various boards and commissions within the community. There are over 62 people who serve the community. Coffee with Council will be held on December 5 at Senior Neighbors from 8:00 – 10:00 a.m. Coffee with Council will not be held on January 2 due to the holidays. Light and Power had a meeting a week ago and all is going well. The biodigester continues to improve in its process. New equipment has been installed to improve the operating system. They are planning to declare full commercial operations in December. Work continues

on the Rolls Royce turbine and they are on track to have it running in 2016. The Chamber of Commerce meeting was last week and talked about dues and fees of various members, including usage and rentals by members and groups. An Economic Director position was again proposed for the DDA, with the townships possibly involved. He added the showboat future is a concern. The Chamber is taking the lead at forecasting repair and/or the design of a newer boat. A forensic engineer is being sought to evaluate the structure and repair needs of the current boat. Christmas through Lowell will be held this coming weekend. Merchants meeting is the first Tuesday of each month, but they will be taking December off. The next meeting will be January 5 at 5:00 p.m. at the Chamber building. Annual dinner of the Chamber of Commerce is February 25 at the Grand Valute and City Council is encouraged to attend. The Lowell Expo will be Saturday, March 26. The next Chamber meeting will be December 8.

10. **CITY MANAGER REPORT.**

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. The City plans on having MuniCode update the Code of Ordinances to incorporate amendments and changes made since the previous update in 2012. Howe walked the Council through the MuniCode site and discussed its features and 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 was 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 the City as our new Deputy City Clerk. The City looks forward to having Trisha join the team.
5. During the swearing-in ceremony for the new councilmembers you received an updated version of the council handbook. Howe spent a few minutes going through the handbook.

11. **APPOINTMENTS.**

IT WAS MOVED BY TEELANDER and seconded by DEVORE to appoint Jeff Altoft as the Mayor Pro Tem.

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

IT WAS MOVED BY DEVORE and seconded by TEELANDER to appoint Jeff Altoft as the designated Councilmember onto the Fire Authority Board.

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

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to adjourn at 8:28 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2015 - 12/03/2015
BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	SUPPLYGEEKS	OFFICE SUPPLIES	36.53	67133
101-000-084.015	DUE FROM FIRE AUTHORITY	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	20.00	67087
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE PHONE PLAN	9.48	67088
101-000-085.000	DUE FROM LIGHT & POWER	POSTMASTER	ANNUAL PERMIT FEE	112.50	67124
101-000-285.000	DEPOSITS	CHRIS FERGUSON	RECYCLE BIN REFUND	10.00	67092
Total For Dept 000				188.51	
Dept 101 COUNCIL					
101-101-727.000	OFFICE SUPPLIES	FANDANGLED CUSTOM APPAREL	COUNCIL & PLANNING NAME P	215.21	67099
Total For Dept 101 COUNCI				215.21	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	MORLOCK, BETTY	REIMBURSE FOR ELECTION ME	37.90	67117
101-191-860.000	TRAVEL EXPENSES	MORLOCK, BETTY	REIMBURSE FOR ELECTION ME	52.90	67117
Total For Dept 191 ELECTI				90.80	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,067.50	67097
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	420.00	67097
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	227.50	67097
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	332.50	67097
Total For Dept 210 ATTORN				2,047.50	
Dept 215 CLERK					
101-215-730.000	POSTAGE	PURCHASE POWER	POSTAGE MACHINE	35.21	67127
Total For Dept 215 CLERK				35.21	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	OCTOBER ADMIN FEES	45.00	67101
Total For Dept 253 TREASU				45.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	HOOPER PRINTING	BUSINESS CARDS - DUNHAM	35.00	67108
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	657.56	67133
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE EXTINGUISHER TESTING	291.00	67100
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	CITY HALL FIRE EXTINGUISH	435.00	67100
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	LPD FIRE EXTINGUISHERS IN	45.00	67100
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	55.00	67128
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE PLAN	99.08	67088
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	864.77	67095
101-265-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	POLICE DEPT DRAIN CLEANIN	195.00	67091
Total For Dept 265 CITY H				2,677.41	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS	75.00	67111
101-276-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	30.00	67128
Total For Dept 276 CEMETE				105.00	
Dept 301 POLICE DEPARTMENT					
101-301-727.000	OFFICE SUPPLIES	HOOPER PRINTING	LETTERHEAD - ZONING	93.90	67108
101-301-740.000	OPERATING SUPPLIES	CINTAS CORPORATION	MEDICAL SUPPLIES - LPD	89.10	67093
101-301-742.000	INVESTIGATIVE EXPENSE	PAAM	PACC SUBSCRIPTION 2016 -	100.00	67121
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	LPD UNIFORMS	22.00	67119
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	LPD UNIFORMS	58.50	67119
101-301-802.000	CONTRACTUAL	FIRE PROS INC.	LPD FIRE EXTINGUISHER TES	145.50	67100
101-301-802.000	CONTRACTUAL	WEST SHORE SERVICES, INC.	ANNUAL INSPECTION SIREN	879.68	67139
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE PLAN	166.33	67088
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	111.64	67130
101-301-957.000	TRAINING	TRI-TOWN CONSERVATION CLU	FIRE ARMS TRAINING - LPD	1,000.00	67135
Total For Dept 301 POLICE				2,666.65	
Dept 305 CODE ENFORCEMENT					

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 305 CODE ENFORCEMENT					
101-305-727.000	OFFICE SUPPLIES	HOOPER PRINTING	LETTERHEAD - ZONING	100.00	67108
	Total For Dept 305 CODE E			100.00	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	762.53	67140
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	470.00	67140
101-400-801.000	PROFESSIONAL SERVICES	HEALTHY HORIZONS	ESCROW REFUND FOR SITE PL	350.00	67106
101-400-801.000	PROFESSIONAL SERVICES	MAIN STREET DEVELOPMENT O	ESCROW REFUND - SITE PLAN	350.00	67114
	Total For Dept 400 PLANNI			1,932.53	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-727.000	OFFICE SUPPLIES	FANDANGLED CUSTOM APPAREL	COUNCIL & PLANNING NAME P	16.39	67099
101-441-802.000	CONTRACTUAL	FIRE PROS INC.	DPW FIRE EXTINGUISHER TES	215.50	67100
101-441-802.000	CONTRACTUAL	FIRE PROS INC.	DPW FIRE EXTINGUISHERS IN	81.00	67100
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	115.00	67128
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE PLAN	12.64	67088
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	CABLE TV DPW	27.95	67094
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	333.18	67095
101-441-927.000	REPAIR & MAINT. STREET LI	LOWELL LIGHT & POWER	STREET LIGHT MAINT	663.18	67113
	Total For Dept 441 DEPART			1,464.84	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	45.61	67095
	Total For Dept 747 CHAMBE			45.61	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	PRODUCTION TOOL SUPPLY	SUPPLIES - SAW BLADE	11.48	67126
101-751-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	SEPT 2015 LAWN MAINTENANC	3,900.00	67141
	Total For Dept 751 PARKS			3,911.48	
Dept 774 RECREATION CONTRIBUTIONS					
101-774-886.000	RECREATION CONTRIBUTIONS	LOWELL AREA RECREATION AU	ANNUAL O&M PAYMENT	2,000.00	67112
	Total For Dept 774 RECREA			2,000.00	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	45.39	67133
101-790-802.000	CONTRACTUAL	FIRE PROS INC.	LIBRARY FIRE EXTINGUISHER	50.00	67100
101-790-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	25.00	67128
101-790-802.000	CONTRACTUAL	RIVERSIDE INTEGRATED SYST	ANNUAL LIBRARY MONITORING	300.00	67129
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	491.34	67095
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	LIBRARY RUGS	580.23	67116
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67131
	Total For Dept 790 LIBRAR			1,531.96	
Dept 803 HISTORICAL DISTRICT COMMISSION					
101-803-955.000	MISCELLANEOUS EXPENSE	NATIONAL TRUST FOR HISTOR	MEMBERSHIP RENEWAL	15.00	67118
	Total For Dept 803 HISTOR			15.00	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67131
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	287.45	67095
	Total For Dept 804 MUSEUM			327.45	
	Total For Fund 101 GENERA			19,400.16	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	PRODUCTION TOOL SUPPLY	SUPPLIES - SAW BLADE	11.49	67126
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.66	67130
	Total For Dept 463 MAINTE			24.15	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT SUPPLIES	478.75	67132
	Total For Dept 478 WINTER			478.75	

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BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
		Total For Fund 202 MAJOR		502.90	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - STREET PRO	6,082.21	67140
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - GROVE & H	625.27	67140
		Total For Dept 450 CAPITA		6,707.48	
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	PRODUCTION TOOL SUPPLY	SUPPLIES - SAW BLADE	11.49	67126
203-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT SUPPLIES	1,053.75	67132
203-463-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT SUPPLIES	1,433.30	67132
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.66	67130
		Total For Dept 463 MAINT		2,511.20	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT SUPPLIES	478.75	67132
		Total For Dept 478 WINTER		478.75	
		Total For Fund 203 LOCAL		9,697.43	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	HOMETOWN DECORATION AND D	HOLIDAY DECORATIONS	4,736.00	67107
		Total For Dept 740 COMMUN		4,736.00	
		Total For Fund 248 DOWNT		4,736.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	60.94	67095
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	REIMBURSE AIRPORT SUPPLIE	20.21	67090
		Total For Dept 000		81.15	
		Total For Fund 581 AIRPOR		81.15	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE PHONE PLAN	17.22	67088
		Total For Dept 000		17.22	
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	UNITED WATER, INC.	OCTOBER 2015 PROF SERVICE	35,925.00	67137
		Total For Dept 550 TREATM		35,925.00	
Dept 551 COLLECTION					
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES -SAW GRANT	2,437.00	67125
590-551-802.000	CONTRACTUAL	POLLUTION CONTROL SERVICE	TELEVIST SEWER LINES	6,177.45	67123
		Total For Dept 551 COLLEC		8,614.45	
Dept 552 CUSTOMER ACCOUNTS					
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE NOV 2015	30.15	67089
590-552-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	ANNUAL PERMIT FEE	56.25	67124
		Total For Dept 552 CUSTOM		86.40	
		Total For Fund 590 WASTE		44,643.07	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WPT SUPPLIES	825.77	67104
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	25.79	67104
591-570-801.000	PROFESSIONAL SERVICES	METTLER TOLEDO, INC.	WTP PROF SERVICES	336.75	67115
591-570-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	30.00	67128
591-570-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	SEPT 2015 LAWN MAINTENANC	280.00	67141
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE PHONE PLAN	1.63	67088
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	341.27	67095
591-570-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67131

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DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2015 - 12/03/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 570 TREATMENT					
		Total For Dept 570 TREATM		1,881.21	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION NOVEMBER	815.00	67109
591-571-802.000	CONTRACTUAL	ZACH'S CLEAN CUT LAWN CAR	SEPT 2015 LAWN MAINTENANC	240.00	67141
591-571-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	51.71	67130
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	WIRELESS CARD	40.01	67138
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	29.05	67095
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	92.40	67095
591-571-970.000	CAPITAL OUTLAY	EJ USA, INC.	WATER DEPT	1,553.34	67098
		Total For Dept 571 DISTRI		2,821.51	
Dept 572 CUSTOMER ACCOUNTS					
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE NOV 2015	30.15	67089
		Total For Dept 572 CUSTOM		30.15	
Dept 573 ADMINISTRATION					
591-573-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	ANNUAL PERMIT FEE	56.25	67124
		Total For Dept 573 ADMINI		56.25	
		Total For Fund 591 WATER		4,789.12	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	772.27	67087
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	260.00	67087
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	525.00	67087
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	300.00	67087
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	CEMETERY DATA PROCESSING	441.00	67087
636-000-801.000	PROFESSIONAL SERVICES	I2 INTEGRATION	WEBSITE SUPPORT	210.00	67110
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE CONTRACT	354.78	67105
636-000-986.000	COMPUTER DATA PROCESSING	DELL MARKETING L P	COMPUTER EQUIPMENT	575.07	67096
		Total For Dept 000		3,438.12	
		Total For Fund 636 DATA P		3,438.12	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES				
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP SUPPLIES	80.00	67136
661-895-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	EQUIP R & M	159.76	67102
661-895-930.000	REPAIR & MAINTENANCE	GRAND AUTO FAMILY	EQUIP R & M - 2008 CHEVY	424.17	67103
661-895-930.000	REPAIR & MAINTENANCE	O'LEARY PAINT	EQUIP R & M	47.99	67120
661-895-930.000	REPAIR & MAINTENANCE	TIREMAXX	EQUIP R & M	218.00	67134
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP R & M	1,449.00	67136
661-895-981.000	EQUIPMENT	PERFORMANCE DIESEL & GAS	INJECTION UPGRADE TRUCK #	3,304.60	67122
		Total For Dept 895 FLEET		5,683.52	
		Total For Fund 661 EQUIPM		5,683.52	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2015 - 12/03/2015
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BOTH OPEN AND PAID

Page: 5/5

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

Fund 101 GENERAL FUND	19,400.16
Fund 202 MAJOR STREET FUN	502.90
Fund 203 LOCAL STREET FUN	9,697.43
Fund 248 DOWNTOWN DEVELOP	4,736.00
Fund 581 AIRPORT FUND	81.15
Fund 590 WASTEWATER FUND	44,643.07
Fund 591 WATER FUND	4,789.12
Fund 636 DATA PROCESSING	3,438.12
Fund 661 EQUIPMENT FUND	5,683.52
	<hr/>
	92,971.47



STRATEGIC GOALS REPORT

DECEMBER 7, 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: A final report has been completed by Prein & Newhoff. They are prepared 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. (12-7-15)

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

December 7, 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.



301 East Main Street
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Phone (616) 897-8457
Fax (616) 897-4085

**“PROPOSED”
2016 CITY COUNCIL MEETING DATES
CITY COUNCIL CHAMBERS
SECOND FLOOR**

JANUARY	4 19 (TUESDAY) Martin Luther King Day	JULY	5 (TUESDAY) Independence Day 18
FEBRUARY	1 16 (TUESDAY (President’s Day)	AUGUST	1 15
MARCH	7 21	SEPTEMBER	6 (TUESDAY) Labor Day) 19
APRIL	4 18	OCTOBER	3 17
MAY	2 16	NOVEMBER	7 21
JUNE	6 20	DECEMBER	5 19

Lowell Light and Power FY 2016 Operating Budget

Type	FY 2016 Budget
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OPERATING REVENUE

Sales

Residential Sales	2,135,000.00
Residential Renewable Energy Charge	82,500.00
RS: Energy Optimization	28,000.00
Total Residential Sales	2,245,500.00
Commercial Sales (GS)	1,195,000.00
Commercial Sales (GSD)	1,820,000.00
Commercial GS/GSD Renewable Energy Charge	50,500.00
GS/GSD Energy Optimization	30,750.00
Commercial Sales (GSDTO)	2,490,000.00
Commercial Sales (GSDPM)	675,000.00
Commercial GSDTO/GSDPM Renewable Energy Charge	13,464.00
GSDTO/GSDPM Energy Optimization	26,136.00
Total Commercial Sales	6,300,850.00
Security/Standby Light Energy Sales	6,400.00

Total Sales Revenue	8,552,750.00
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Service

Customer Late Charges	68,000.00
Reconnect/Disconnect Fees	2,750.00
Pole Attachment Fees	5,293.00
Meter Charges	7,000.00
Miscellaneous Fees	1,000.00
Miscellaneous Service Revenue	25,000.00
New Account/Account Relocation Fee	8,000.00

Total Service Revenue	117,043.00
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Miscellaneous

Chatham Street Lease	62,025.00
Other Revenue	40,000.00

Total Miscellaneous Revenue	102,025.00
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Total Operating Revenue	<u><u>8,771,818.00</u></u>
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OPERATING EXPENSES

Generation

Fuel	75,000.00
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Lowell Light and Power FY 2016 Operating Budget

Type	FY 2016 Budget
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Generation Expenses	85,000.00
Maintenance: Generating & Electrical Equipment	12,000.00
Maintenance: Other Power Generation	10,000.00
Maintenance: Structures	15,000.00
Maintenance: Supervision & Engineering	1,000.00
Miscellaneous Other Power Generation Expenses	35,000.00
Operating Supervision/Engineering	20,000.00
Safety and Training Expense	2,500.00
Tools	2,000.00

Total Generation Expenses	257,500.00
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Purchased Power

AMP Ohio Energy Project	47,500.00
Belle River Project	1,150,000.00
Bio-Digestion Purchased Power Costs	449,703.36
Campbell Number 3 Project	2,075,000.00
Deficiency Capacity Charge	32,000.00
Deficiency Energy Charge	450,000.00
Energy Services Project	175,000.00
Energy Services Project/Deficiency Energy Charge	625,000.00
Granger Energy Project	585,000.00
MMPA Transmission Project	58,000.00
Surplus Energy Credit	(275,000.00)
Transmission Charge	(50,000.00)
Kalkaska: CT Project	365,000.00
MMPA Service Supply Committee Expense	42,500.00

Total Purchased Power Expenses	5,104,703.36
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Distribution

Customer Installation Expense	15,000.00
Load Dispatching	150.00
Maintenance: Line Transformers	10,000.00
Maintenance: Meters	3,500.00
Maintenance: Overhead Lines	22,500.00
Maintenance: Street Lighting	4,000.00
Maintenance: Structures	20,000.00
Maintenance: Substations	20,000.00
Maintenance: Underground Lines	9,000.00
Meter Expenses	1,000.00
Miscellaneous Distribution Expense	37,500.00
Operation Supervision/Engineering	60,000.00
Operation Supervision/Xsmission System	9,000.00
Overhead Line Expenses	10,000.00
Street Lighting Expenses	250.00

Lowell Light and Power FY 2016 Operating Budget

Type	FY 2016 Budget
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Substation Expenses	20,000.00
Safety and Training Expense	19,000.00
Tools	13,500.00
Trucks and Transportation Expense	45,000.00
Tree Trimming Expense	35,000.00
Underground Line Expenses	3,500.00

Total Distribution Expenses	357,900.00
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Customer Accounting

Customer Accounts: Supervision	14,750.00
Customer Assistance Expense	27,000.00
Customer Records/Collections Expense	67,500.00
Customer Service Training	4,000.00
Uncollectible Account Expense	7,500.00
Meter Reading Expense	27,500.00
Miscellaneous Customer Accounts Expense	25,000.00
EOC Program Portfolio	
Residential Program Portfolio	39,174.00
Comm/Indust. Program Portfolio	63,000.00
Portfolio-Level Costs (Admin)	23,000.00
Total EOC Program Portfolio	125,174.00

Total Customer Accounting Expense	298,424.00
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Marketing and Advertising

Advertising Expense	16,500.00
Demonstrating and Selling Expense	8,500.00

Total Marketing and Advertising Expense	25,000.00
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Admin./General/Outside Services

Administrative and General Salaries	165,000.00
Board Conferences and Training	4,500.00
Board Meeting and Related Expense	22,500.00
O/S: Accounting, Legal, Engineering & Consultant	40,000.00

Total Admin/General/Outside Services Expense	232,000.00
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Office, Insurance, & Maintenance

Injuries, Damages, & Safety Expenses	24,000.00
Maintenance: Office Building	12,000.00
Office Supplies, Fees, Dues, Phone, Maintenance	100,000.00
Property/Liability Insurance	30,000.00

Total Office, Insurance, & Maintenance	166,000.00
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Lowell Light and Power FY 2016 Operating Budget

Type	FY 2016 Budget
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Employee Benefits & Other Compensation

Compensated Absences	120,000.00
Employee Pensions & Benefits	390,000.00
OPEB	91,000.00
Other Compensation	42,000.00
Taxes: Social Security & Medicare	70,000.00
Retiree Medical Insurance Coverage	40,000.00

Total Employee Benefits & Other Compensation	753,000.00
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Miscellaneous

Conference/Seminar Expense	55,000.00
Property Tax - Chatham	6,570.00
Miscellaneous General Expenses	8,000.00

Total Miscellaneous Expenses	69,570.00
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Depreciation Expenses

Depreciation Expense	548,000.00
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Total Depreciation Expenses	548,000.00
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Total Operating Expenses	<u>7,812,097.36</u>
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Operating Income (Loss)	<u>959,720.64</u>
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NON-OPERATING REVENUE (EXPENSE)

Interest Income

Interest and Dividend	14,000.00
Interest Income Series 2002	200.00
Interest Income Zero Coupon	0.00
MPPA Trust Fund Change	0.00
MPPA Working Capital Interest	500.00
Fifth Third Investments FMV Change	6,500.00

Total Interest Income	21,200.00
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Interest Expense

Interest Expense on Customer Deposits	75.00
Interest Expense Installment Purchase Loan(s)	770.00
Interest Expense Series 2012 Bonds	84,587.50

Lowell Light and Power FY 2016 Operating Budget

Type	FY 2016 Budget
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Total Interest Expense	85,432.50
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Gain/Loss on Sale of Property/Investment

Gain on Property Disposal	0.00
Gain on Sale of Investments	0.00
Loss on Property Disposal	0.00
Loss on Sale of Investments	0.00

Total Gain/Loss on Sale of Property/Investments	0.00
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Transfers

PILOT - City of Lowell	374,073.75
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Total Transfers	374,073.75
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TOTAL NON-OPERATING REVENUE (EXPENSE)	<u><u>(438,306.25)</u></u>
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Net Income (Loss)	<u><u>521,414.39</u></u>
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Cash Generated from Operating Activities

Net Income	\$521,414.39
Depreciation (add back b/c it's a non-cash item)	\$548,000.00
OPEB (add back b/c it's a non-cash item)	\$91,000.00
Bond Principal Transfers (deduct b/c doesn't hit statement)	(\$230,000.00)

Total Cash Generated from Operating Activities	\$930,414.39
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Proposed Capital Budget	\$935,000.00
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Net Change in Cash Flow	(\$4,585.61)
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Memorandum

To: Lowell City Council

From: Greg Pierce

Date: November 30, 2015

Re: 2015-16 Budget Amendment



Attached is a requested budget amendment for Lowell Light and Power's 2015-2016 Annual Operating Budget. It was recently brought to our attention that the Budget document City Council approved last spring for fiscal year 2015-2016 (including the Lowell Light and Power budget) did not include our Capital Expense budgeting data. The attached Budget Amendment simply reflects the inclusion of that inadvertently omitted information. The budgeted Capital Expense amount of \$935,000 was approved by the Lowell Light and Power Board as part of its budget approval process in May of 2015. Again, the Lowell Light and Power Capital Expense budget data was inadvertently not included in the information forwarded to the City for the final City Budget document.

Lowell Light and Power has been investing back into the system over the last several years primarily to insure the infrastructure remains robust, up to date, and poised to meet the growing needs of our community. Secondly, it has been our goal to meet or exceed the continuing regulatory demands for renewable energy and system reliability, while maintaining a rate structure that results in value to our community. Some of those areas where we have invested and continue to invest capital dollars include,

- Voltage upgrades from the new Bowes Road Substation.
- Removal of lower voltage substations around the community.
- Updated peaking and local renewable generation.
- Updated metering technology including the customer's ability to access billing, usage, and outage information.
- Vehicle Maintenance/Replacement

The Lowell Light and Power Board respectfully requests approval of this 2015-2016 Budget Amendment.



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

CITY MANAGER'S REPORT
December 7, 2015

1. Frank Martin has announced that he will retire as Fire Chief from the Lowell Area Fire Department early next year. Chief Martin has had a distinguished career with the department lasting more than 42 years.
2. We are getting ready to launch our Twitter account that will connect with our Facebook page and web site to provide more information and greater transparency in city government operations. Be sure to follow us on Twitter and like us on Facebook.
3. I plan to take some extended time off around the holidays to spend time with family and friends.

Respectfully submitted,


Mark Howe, City Manager

10. APPOINTMENTS

Airport Board	
Vacancy – (David Pasquale currently serving)	01/01/2016
Vacancy – (Eric Nelson currently serving)	01/01/2016
Building Authority	
Vacancy – (Suzanne Olin currently serving)	01/01/2016
Downtown Development Authority	
Vacancy – (Dean Lonick currently serving)	01/01/2016
Vacancy – (Rita Werden appointment)	01/01/2016
Downtown Historic District	
Vacancy – (Brian McLane currently serving)	01/01/2016
LCTV Endowment Board	
Vacancy – (Barbara Zandstra currently serving)	12/31/2015
Fire Authority	
Vacancy – (David Pasquale currently serving)	01/01/2016
Look Memorial Committee	
Vacancy – (Tim Van Laan – appointment)	12/07/2016
Lowell Area Recreation Authority	
Vacancy – (Perry Beachum currently serving)	01/01/2016
Parks and Recreation Commission	
Vacancy – (Perry Beachum currently serving)	01/01/2016

CITY OF LOWELL

Application for Board or Commission Appointment

Name: Timothy VanLaan
Address: 429 N. Washington St. Lowell, MI 49331
Telephone Numbers: Home _____ Cell 616-485-3301
Email: tim@grandmg.com
Board or Commission Position Desired: Look Committee Member

Please give a brief resume of your qualifications for the desired position (you may attach additional information): _____

Tim VanLaan

Signature

Please return application to:

City of Lowell
Attn: City Clerk
301 East Main Street
Lowell, MI 49331

Or by email to:

lmorlock@ci.lowell.mi.us

Tim VanLaan's Application for Board and Commission Appointment:

I am a resident of the City of Lowell. I moved into the city limits about 14 months ago. I have long been a resident of Lowell. I grew up in Lowell and attended and graduated from Lowell High School. I have also been very involved in the community. I coached football for many years and am currently a coach for my kids that are involved in football and baseball. The Look committee is something that I got involved in because my grandpa, Dr. Donald Gerard, was looking for someone to replace him on the committee. I feel that I am qualified to be on this committee because of my background. I feel that there are two important things that qualify me for the committee. The first is to know the City of Lowell and what would benefit the community the most. Since I live inside the City of Lowell and am involved in many activities, it helps me understand what the city's needs are. This helps me to make the best decisions when it comes to approving the different grants that come up for approval. The other item I feel that helps me is my financial background. I am a business owner of an accounting and tax business. I know finances and this helps in making decisions regarding the grant requests.

I feel I am very qualified for this committee and am excited to be able to serve the City of Lowell in this manner.