

CITY OF LOWELL
CITY COUNCIL AGENDA
TUESDAY, JANUARY 19, 2016, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PRECEDING REGULAR AND/OR SPECIAL MEETINGS
 - a. January 4, 2016 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Strategic Goals Report
 - b. Pending Council Projects Report
 - c. Council Training and Information Schedule
 - d. Equipment Purchase (tabled)
 - e. Discussion of Continuing Personnel Issues (tabled)
 - f.
7. NEW BUSINESS
 - a. Mowing Bids
 - b. Plow Truck Replacement
 - c. Brewery Ordinance
 - d. Big Boiler Brewing Company Job Creation Grant
 - e. Strategic Plan Overview
 - f.
8. MONTHLY REPORTS
9. BOARD/COMMISSION REPORTS
10. APPOINTMENTS TO COMMISSIONS AND BOARDS
 - a. Councilmember Appointments
 - b. Citizen Appointments
11. MANAGER'S REPORT
12. COUNCIL COMMENTS
13. 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 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 **Tuesday**, January 19, 2016

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES FROM THE PRECEDING REGULAR AND/OR SPECIAL MEETINGS(S)
 - a. January 4, 2016 – Regular Session Meeting
4. ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION 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.

c. Council Training and Information Schedule

An updated schedule is attached for your review. I have been working with staff and others to schedule the next few presentations. Please let me know if there are items to add or if there is something you would like to see moved up the list.

d. Equipment Purchase (tabled)

This item was added to your previous meeting agenda then tabled after some discussion.

Since that time we have discussed and reaffirmed that our recommended priorities for equipment replacement are outlined in the current plan adopted by the city council.

In the meantime, I have reviewed the past several years of service records on the current skid steer and there does not appear to be any significant major overhaul that has been required. Records show that the annual costs for maintenance and repair (including parts and labor) have been:

• 2009	\$ 1,445.57
• 2010	\$ 2,360.38
• 2011	\$ 1,529.58
• 2012	\$ 1,713.61
• 2013	\$ 1,340.89
• 2014	\$ 1,158.84
• 2015	\$ 875.74

Trade-in value of the equipment has been quoted at \$3,500 as-is or \$4,000 with the door replaced. This does not necessarily reflect the value in a private action which we have used with some success in the past.

The door has arrived with some installation hardware expected Monday, the day before your council meeting. Our annual staff review of the equipment replacement plan will occur within the next month during which time we can reassess priorities and update the plan for your consideration. My recommendation is that you allow me to continue to work with the staff to update our long-term plan for equipment replacement.

e. Discussion of Continuing Personnel Issues (tabled)

This item was added to your previous meeting agenda then tabled.

7. NEW BUSINESS

a. Mowing Bids

We have secured bids for mowing parks and other public areas within the city for the next three years. There were three responses to our request for bids.

• Manszewski Landscaping, Lowell	\$28,800 per year
• Green Thumb Lawn and Landscape, Saranac	\$39,312 per year
• Zach's Lawn Care, Lowell	\$39,600 per year

Our current contract has been with Zach's Lawn Care for a total of \$26,520 per year. Staff went through a process of reviewing areas to be mowed and added some areas to the current bid. We have had previous experience with Manszewski which has been positive and are recommending approval of the low-bid.

Recommended Motion: That the Lowell City Council approve the bid from Manszewski Landscaping for \$28,800 per year for three years and authorize the execution of the appropriate agreements.

b. Plow Truck Replacement

Staff have been researching and preparing for the replacement of a plow truck as that is the next priority on the Equipment Replacement Plan. Attached is a memo from Interim DPW Director Ron Woods providing background information on the issue.

Recommended Motion: That the Lowell City Council approve the purchase of a plow truck and related equipment at a cost of \$168,935.

c. Brewery Ordinance

The Planning Commission has held a public hearing and is recommending an amendment to the Zoning Ordinance that would define a Brewery/Winery, allow a Restaurant to include a Brewery/Winery as an accessory use, and allow a Brewery/Winery as a Special Land Use in the C-3 General Business District and as a Use Permitted by Right in the I – Industrial District.

Recommended Motion: That the Lowell City Council adopt Ordinance 16-01.

d. Big Boiler Brewing Company Job Creation Grant

The Michigan Economic Development Corporation (MEDC) has issued a letter of interest to the City of Lowell for a Job Creation Grant in the amount of \$210,000 for the Big Boiler Brewing Company project, to be located in the former Superior Furniture building. The total project is currently estimated at \$1.026 million.

The Job Creation Grant is required to flow through the City of Lowell and will require that we take a number of steps throughout the process. It will also require a local commitment of 5 to 10 percent of the project. That local commitment can be in the form of local grants (such as a historic commission façade grant), commercial tax abatements, or payment by the Downtown Development Authority (DDA) of eligible expenses through Tax Increment Finance (TIF) capture. We are planning to discuss these options with the Historic District Commission and the Downtown Development Authority at their next meetings.

I have been working with the MEDC on the initial paperwork and grant application packet that will be required in order to receive the grant. If the application is approved, a grant agreement will be drafted and presented to you for consideration and adoption. At this point, I would like to have formal approval to proceed with the grant application authorizing appropriate signatures on the application and other required paperwork.

Recommended Motion: That the Lowell City Council authorizes the City Manager to prepare a Job Creation Grant application for the Big Boiler Brewing Company project and authorizes appropriate signatures on the application and other related paperwork.

e. Strategic Plan Overview

This will be a presentation for information and discussion on the Strategic Plan.

8. MONTHLY REPORTS

9. BOARD/COMMISSION REPORTS

10. APPOINTMENTS TO COMMISSIONS AND BOARDS

a. Councilmember Appointments

Arbor Board

Vacancy – (Councilmember), term expires upon expiration of council term

Downtown Development Authority

Vacancy - (Liaison), term expires 1/1/2018

Historic District Commission

Vacancy – (Liaison), term expires 1/1/2018

LCTV Endowment Board

Vacancy – (Councilmember), term expires upon expiration of council term

Light & Power Board

Vacancy – (Liaison), term expires 1/1/2018

Lowell Area Recreation Authority

Vacancy – (Councilmember), term expires 11/15/2016

b. Citizen Appointments

LCTV Endowment Board

Vacancy 12/31/2016

Planning Commission

Vacancy 06/30/2017

Look Memorial Fund Committee

Vacancy – City Rep. – Community-At-Large

11. MANAGER'S REPORT

The report is attached for your review.

12. COUNCIL COMMENTS

13. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, JANUARY 4, 2016, 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 City Clerk Susan Ullery.

Present: Councilmembers Jeff Altoft, Mike Devore, Jim Hodges and Alan Teelander.

Absent: Councilmember Jeff Phillips.

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 ABSENCE.**

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the absence of Councilmember PHILLIPS.

YES: 4. NO: 0. ABSENT: 1 MOTION CARRIED.

3. **ELECTION OF OFFICERS AND ORGANIZATION.**

A. **Mayor**

IT WAS MOVED BY TEELANDER and seconded by DEVORE to nominate Jeff Altoft as Mayor.

Nominations were closed.

IT WAS MOVED BY DEVORE seconded by TEELANDER to elect Jeff Altoft as Mayor.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

At this time the meeting was turned over to Mayor Altoft.

B. **Mayor Pro Tem**

IT WAS MOVED BY TEELANDER and seconded by HODGES to nominate Mike DeVore as Mayor Pro Tem.

Nominations were closed.

IT WAS MOVED BY TEELANDER and seconded by ALTFOT to elect Mike DeVore as Mayor Pro Tem.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

C. Review and Adoption of the Council Rules of Procedure.

IT WAS MOVED BY DEVORE and seconded TEELANDER by to adopt the Council Rules of Procedure with the changes.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

4. APPROVAL OF THE AGENDA.

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

Mayor Altoft asked to modify the New Business section of the agenda by adding two additional items, which will precede all of the other items within the section; 8(a) will now be about retaining special legal counsel to handle a matter in which the council has an interest pursuant to the Lowell City Charter 7.7, and 8(b) will be a discussion about continuing personnel issues.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the agenda as revised by Mayor Altoft.

YES: 3. NO: 1 (Hodges). ABSENT: 1. MOTION CARRIED.

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

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the regular minutes of the December 21, 2015 meeting as written.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

IT WAS MOVED BY HODGES and seconded by TEELANDER to approve the Council Training with Peter Letzmann minutes of the December 21, 2015 meeting as written.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

6. APPROVAL OF THE ACCOUNTS PAYABLE.

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

Councilmember Teelander questioned long distance phone charges and asked if the current amount of \$583 was an average amount.

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

ABSENT: Councilmember Phillips. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (1/4/2016)

General Fund	\$12,194.75
Major Street Fund	\$296.41
Local Street Fund	\$296.41

Airport Fund	\$542.50
Wastewater Fund	\$36,562.40
Water Fund	\$4,881.44
Data Processing Fund	\$2,998.45
Current Tax Collected	\$177,714.52

7. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** Peggy Covert of 982 N. Washington thanked the council for having good discussion at the last council meeting. She also expressed health concerns regarding the smart meters and discussed issues she had when going to Lowell Light and Power to discuss them.
8. **OLD BUSINESS.** Mayor Altoft opened with discussion stating that City Manager Mark Howe had said a few months prior that the budget had a surplus of \$100,000. That being said, the Department of Public Works (DPW) received additional funds to purchase needed equipment. Mayor Altoft then stated that a week or so ago, he contacted Howe to inquire about the piece of equipment they had down there and why they would spend \$3,000 for a new door on it when the equipment itself is only worth around \$3,000. Mayor Altoft wanted to make a motion to take the remainder of the money and purchase a new Bobcat Skid Steer for the DPW. DPW Director Ron Woods stated that the Mi Deal pricing for this piece of machinery is \$42,075.36. He also stated that their current snow blower burnt itself up, so he requested pricing for a replacement that would fit on the front of the Bobcat from Mi Deal which was \$4,073.60. City Manager Howe stated he met with staff to find out the status of the backorder on the door. He also responded about the budget surplus and allocations of such. He has asked Woods to discuss and prioritize their needs to reevaluate. Woods stated he asked the DPW employees regarding their priorities and the plow truck was, in their opinion, what needs to be replaced first, followed by the wheel loader, which is a 1983 Clark Wheel Loader and they can no longer get parts for that. The bucket has been reinforced this last fall, but if it breaks down, it will become scrap metal.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to table this discussion and move it to Old Business for the next council meeting to allow members to become more educated on the topic and reprioritize.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

- a. Strategic Goals Report. Nothing new to report.
- b. Pending Council Projects Report. Nothing new to report.
- c. Boards and Commissions. Nothing new to report.

9. **NEW BUSINESS.**

- a. Retain Attorney.

IT WAS MOVED BY ALTOFT and seconded by TEELANDER to retain special legal counsel to handle a matter in which the City has an interest pursuant to the Lowell City Charter, Section 7.7. The Council upon its own initiative may retain special legal counsel to handle any matter in which the City has interest. In order to ensure we are properly handling our discussion of continuing personnel issues, Attorney Katherine Henry has been asked here tonight. Specifically, Altoft moved to hire her as special legal counsel to advise the Council in their discussion to continue personnel issue at her usually hour rate of \$200/hour.

Councilmember Hodges asked Mayor Altoft for discussion on the matter as no prior information had been given as to what personnel matters were at issue. Altoft responded by stating that it was concerning City Manager Howe's performance. Hodges suggested tabling the issue until they can receive information on what is going on, as well as giving City Manager Howe the right to have discussion in a closed session. Teelander agreed with Mayor Altoft and wanted to proceed. Councilmember DeVore agreed with Hodges and said he needed further information in order to vote and that the meeting has gotten too personal and continues to go off topic.

YES: Councilmembers Teelander and Mayor Altoft. NO: Councilmembers DeVore and Hodges.

ABSENT: Councilmember Phillips. MOTION FAILED.

b. Discussion of Continuing Personnel Issues.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to table this discussion for the next council meeting.

YES: Councilmembers DeVore, Hodges, Teelander and Mayor Altoft. NO: 0.

ABSENT: Councilmember Phillips. MOTION CARRIED.

c. Authorization of Signatures for City Bank Accounts and Designation of Depository Banks. The Council needs to authorize the signatures on the checks and the people who can access the safety deposit box.

The following designations are recommended:

Authorized signatures:

Mayor
Mayor Pro Tem

City Manager Mark Howe
City Treasurer Suzanne Olin
Police Chief Steve Bukala
Deputy City Treasurer Lori Gerard

Safety Deposit Box:

Susan Ullery
Trisha Dunham
Luanne Wisniewski

Depository Banks:

Comerica Bank-Grand Rapids
Huntington Banks
PNC Bank
Fifth Third Bank
Macatawa Bank
Bank of America
Mercantile Bank of Michigan

(Grand Rapids)
(Lowell)
(Grand Rapids)
(Lowell, Ada, Grand Rapids)
(Grand Rapids)
(Grand Rapids)
(Lowell, Grand Rapids)

IT WAS MOVED BY DEVORE and seconded by HODGES to approve the authorization of signatures for City Bank Accounts and designation of depository banks as proposed.

YES: Councilmembers DeVore, Hodges, Teelander and Mayor Altoft. NO: 0.

ABSENT: Councilmember Phillips. MOTION CARRIED.

- d. Adoption of Budget Calendar. Council is required to annually adopt a budget calendar that outlines a process and dates by which a budget for the ensuing fiscal year will be prepared and adopted. A proposed calendar was presented for Council review and adoption.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the adoption of the Fiscal Year 2016-2017 Budget Calendar.

YES: Councilmembers DeVore, Hodges, Teelander and Mayor Altoft. NO: 0.

ABSENT: Councilmember Phillips. MOTION CARRIED.

- e. Grand Rapids Community College – Collection of Summer Property Taxes for 2016. As in previous years, the Grand Rapids Community College has requested that the City collect the 2016 summer property taxes for the district. The City collects the Grand Rapids Community College property taxes at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the request from the Grand Rapids Community College to collect the 2016 summer property taxes for the district at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

YES: Councilmembers DeVore, Hodges, Teelander and Mayor Altoft. NO: 0.

ABSENT: Councilmember Phillips. MOTION CARRIED.

- f. Kent Intermediate School District – Collection of Summer Property Taxes for 2016. As in previous years, the Kent Intermediate School District has requested that the City collect the 2016 summer property taxes for the district. The City collects the Kent Intermediate School District property taxes at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the request from the Kent Intermediate School District to collect the 2016 summer property taxes for the district at no fee in exchange for retaining earned interest while the monies are deposited in city accounts

YES: Councilmembers DeVore, Hodges, Teelander and Mayor Altoft. NO: 0.

ABSENT: Councilmember Phillips. MOTION CARRIED.

- g. Discussion: Council Training and Information Schedule. City Manager Howe provided a draft schedule to the Council for future council training and information. The training and information will take the place of prior workshops held on the fourth Monday of each month. This is a working document that should perhaps be reviewed and updated at each meeting in order to ensure that the council receives

enough information and training prior to decisions that will need to be made and also so that staff has enough time to prepare and gather information to present to the council.

10. **COUNCIL COMMENTS.**

Councilmember Hodges congratulated Mayor Altoft on his new appointment and offered to answer any questions or assist in any way if so needed. He also commented on the newsletter which features Deputy City Clerk Trisha Dunham. She is doing very well.

Councilmember Teelander stated he watched the Light and Power meeting and asked if the Strategic Plan was recorded. He would like all meetings recorded.

Mayor Altoft stated he had the tree cleaned up in his front yard. He also commented on how the ice and snow in some intersections are so compacted that you can't get to it with a shovel and asked about the City assisting residents with that. It is also important to stay on top of warning residents about upcoming snow.

11. **CITY MANAGER'S REPORT.**

1. The City recently added a new file server to the computer network and in the course of the installation the hard drives on the existing server began to fail. Both hard drives have been replaced and we are also purchasing some backup components to minimize down time if there are any failures in the future.
2. Latest estimates on the cost of replacing a plow truck, which is the next priority on the equipment replacement plan, are higher than anticipated (a total of \$168,935). Replacement of the loader is scheduled this year (the current plan estimates this at \$134,000). Howe plans to meet with staff in the near future to review the plan so that priorities can be recommended and discussed in more detail with you.
3. The walk-behind snow thrower (a 1974 model) caught on fire recently and will need to be replaced.
4. Howe is in the process of putting together new agreements with the various sports teams to use park fields for the next two years. These agreements will be coming to the Council for review and approval at a future meeting.

12. **APPOINTMENTS.**

IT WAS MOVED BY TEELANDER and seconded by DEVORE to table the appointment section of the agenda until the next meeting when Councilmember Phillips will be present.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

13. **ADJOURNMENT.**

IT WAS MOVED BY DEVORE and seconded by TEELANDER to adjourn at 9:38 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk

01/14/2016 02:53 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 01/04/2016 - 01/14/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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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	63RD DISTRICT COURT	BOND BRIAN HAYBARKER	1,000.00	67267
101-000-040.000	ACCOUNTS RECEIVABLE	CHILDRENS ASSESSMENT CENT	BLUE JEAN MONEY DONATION	175.00	67269
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND MALIK TUCKER	100.00	67291
101-000-040.000	ACCOUNTS RECEIVABLE	BOWNE TOWNSHIP	KING MILLING 41-24-04-200	1,152.02	67294
101-000-084.015	DUE FROM FIRE AUTHORITY	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	19.95	67293
101-000-084.015	DUE FROM FIRE AUTHORITY	NAPA AUTO PARTS	STATEMENT OF ACCOUNT	47.32	67314
101-000-085.000	DUE FROM LIGHT & POWER- B	LOWELL LIGHT & POWER	TAX DISBURSEMENT = DELINQ	510.32	67279
Total For Dept 000				3,004.61	
Dept 101 COUNCIL					
101-101-727.000	OFFICE SUPPLIES	FANDANGLED CUSTOM APPAREL	DESK BAR/NAME PLATE - HOD	96.70	67302
101-101-880.000	COMMUNITY PROMOTION	PETTY CASH	PETTY CASH 1/12.2016	14.17	67290
Total For Dept 101 COUNCI				110.87	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	PETER LETZMANN ASSOCIATES	STRATEGIES FOR CITY COUNC	697.00	67284
Total For Dept 172 MANAGE				697.00	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING EXPENSE REPORT	29.90	67285
Total For Dept 209 ASSESS				29.90	
Dept 215 CLERK					
101-215-860.000	TRAVEL EXPENSES	PETTY CASH	PETTY CASH 1/12.2016	44.28	67290
101-215-864.000	CONFERENCES & CONVENTIONS	MAMC	CLERKS INSTITUTE YR 2 - U	600.00	67312
101-215-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCOUNT	261.75	67311
101-215-955.000	MISCELLANEOUS EXPENSE	MAMC	MEMBERSHIP ULLERY & DUNHA	120.00	67313
Total For Dept 215 CLERK				1,026.03	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	299.10	67322
101-253-801.000	PROFESSIONAL SERVICES	STRATEGIC ACCOUNTING & TA	DECEMBER ACCOUNTING SERVI	487.50	67288
Total For Dept 253 TREASU				786.60	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	157.58	67322
101-265-730.000	POSTAGE	CARDMEMBER SERVICE	STATEMENT OF ACCOUNT	1,131.00	67298
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 1/12.2016	22.03	67290
101-265-740.000	OPERATING SUPPLIES	HOOPER PRINTING	SUPPLIES - STAMP	30.85	67307
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	109.16	67322
101-265-802.000	CONTRACTUAL	RED CREEK	JANUARY 2016 TRASH SERVIC	56.01	67286
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	CABLE STATEMENT	149.85	67299
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	2,138.90	67279
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	1,196.24	67300
Total For Dept 265 CITY H				4,991.62	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	STATEMENT OF ACCOUNT	15.50	67314
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	17.97	67318
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	134.97	67279
101-276-971.000	REPURCHASE GRAVES	CAROL FLETCHER	11 ADDITION LOT 118 GRAVE	200.00	67268
Total For Dept 276 CEMETE				368.44	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	HOPE NETWORK WEST MICHIGA	DECEMBER 2015	480.00	67308
Total For Dept 294 UNALLO				480.00	
Dept 301 POLICE DEPARTMENT					
101-301-727.000	OFFICE SUPPLIES	PETTY CASH	PETTY CASH 1/12.2016	4.23	67290
101-301-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 1/12.2016	40.00	67290
101-301-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	6.17	67318
101-301-742.000	INVESTIGATIVE EXPENSE	TRANSUNION RISK AND ALTER	INVESTIGATIONS	2.75	67326

01/14/2016 02:53 PM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
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BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-744.000	UNIFORMS	CURTIS CLEANERS	DRY CLEANING STATEMENT	332.20	67271
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	POLICE UNIFORMS	18.00	67315
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - LAUREN	51.50	67315
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - LAUREN	49.50	67315
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - LAUREN	53.25	67315
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - BROWN	47.50	67315
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - HURST	55.00	67315
101-301-931.000	R & M POLICE CARS	GRAND AUTO	POLICE R&M - CASH WASH	49.00	67305
101-301-955.000	MISCELLANEOUS EXPENSE	LERMA INC.	MEMBERSHIP DUES - HEFFRON	45.00	67310
101-301-957.000	TRAINING	CALIBRE PRESS	POLICE TRAINING	185.00	67297
Total For Dept 301 POLICE				939.10	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	534.00	67289
Total For Dept 400 PLANNI				534.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	37.22	67318
101-441-802.000	CONTRACTUAL	RED CREEK	JANUARY 2016 TRASH SERVIC	116.01	67286
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	249.93	67279
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	608.90	67300
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC CHARGES	846.88	67279
Total For Dept 441 DEPART				1,858.94	
Dept 442 SIDEWALK					
101-442-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	21.99	67318
101-442-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCOUNT	24.99	67325
Total For Dept 442 SIDEWA				46.98	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	134.60	67279
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	67.06	67300
Total For Dept 747 CHAMBE				201.66	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	26.50	67318
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	520.00	67279
Total For Dept 751 PARKS				546.50	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	40.80	67279
Total For Dept 757 SHOWBO				40.80	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	9.98	67293
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	21.72	67322
101-790-802.000	CONTRACTUAL	RED CREEK	JANUARY 2016 TRASH SERVIC	27.02	67286
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	1,051.08	67279
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	607.87	67300
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICES FOR CITY BUI	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	RUG SERVICE	64.47	67282
101-790-930.000	REPAIR & MAINTENANCE	RICKERT ELECTRIC INC	LIBRARY HAND DRYER	85.00	67317
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67320
Total For Dept 790 LIBRAR				2,358.43	

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Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67320
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	180.68	67279
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	431.57	67300
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	86.91	67277
Total For Dept 804 MUSEUM				739.16	
Total For Fund 101 GENERA				18,760.64	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	21.95 TONS GROUND ASPHALT	307.30	67324
Total For Dept 463 MAINTEN				307.30	
Dept 906 DEBT SERVICE					
203-906-995.000	INTEREST	THE BANK OF NEW YORK MELL	TRANS FUND 2002 SERIES	2,137.50	67323
203-906-995.000	INTEREST	THE BANK OF NEW YORK MELL	LOWELL 2005 TRAN FUND IMP	2,068.75	67323
Total For Dept 906 DEBT S				4,206.25	
Total For Fund 203 LOCAL				4,513.55	
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
238-000-880.000	COMMUNITY PROMOTION	LOWELL AREA ARTS COUNCIL	HDC GRANT - ROOF C OF A 6	11,347.00	67276
238-000-880.000	COMMUNITY PROMOTION	MAIN STREET DEVELOPMENT O	HDC GRANT FOR GLASS/STONE	1,754.00	67281
Total For Dept 000				13,101.00	
Total For Fund 238 HISTOR				13,101.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	22.20	67289
Total For Dept 450 CAPITA				22.20	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	243.32	67318
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	2,251.50	67279
Total For Dept 463 MAINTEN				2,494.82	
Total For Fund 248 DOWNTO				2,517.02	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	54.00	67279
Total For Dept 758 DOG PA				54.00	
Total For Fund 260 DESIGN				54.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BROWN, CASEY	AIRPORT SUPPLIES	64.18	67295
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	89.85	67300
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	730 LINCOLN LAKE 41-16-35	2,441.63	67329
Total For Dept 000				2,595.66	
Total For Fund 581 AIRPOR				2,595.66	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC CHARGES	6,207.53	67279
Total For Dept 000				6,207.53	
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	SUEZ WATER, INC.	AERATION BAFFLE REPAIRS	4,300.00	67321
Total For Dept 550 TREATM				4,300.00	
Total For Fund 590 WASTEW				10,507.53	
Fund 591 WATER FUND					
Dept 570 TREATMENT					

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Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	18.26	67293
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	4,356.64	67279
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	192.48	67300
591-570-930.000	REPAIR & MAINTENANCE	BUIST ELECTRIC, INC	WTP ELECTRICAL WORK	4,715.00	67296
591-570-970.000	CAPITAL OUTLAY	PEERLESS MIDWEST	PUMP & MOTOR INSPECTION &	24,720.00	67316
Total For Dept 570 TREATM				34,002.38	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	50.72	67293
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION PROGRAM	815.00	67309
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC CHARGES	1,490.11	67279
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	110.69	67300
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	304.45	67293
591-571-955.000	MISCELLANEOUS EXPENSE	CARDMEMBER SERVICE	STATEMENT OF ACCOUNT	95.00	67298
591-571-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	990 N WASHINGTON 41-16-35	177.34	67329
Total For Dept 571 DISTRI				3,043.31	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	22.20	67289
Total For Dept 573 ADMINI				22.20	
Total For Fund 591 WATER				37,067.89	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	VANBELKUM VOICE & DATA SE	DICTATION HEADSET	38.95	67328
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	293.81	67292
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	DATA PROCESSING SERVICES	120.00	67292
636-000-801.000	PROFESSIONAL SERVICES	VANBELKUM VOICE & DATA SE	DICTATION REPAIRS	40.00	67328
636-000-801.000	PROFESSIONAL SERVICES	VANBELKUM VOICE & DATA SE	TRANSCRIPTION EQUIP SERVI	30.00	67328
636-000-802.000	CONTRACTUAL	CARDMEMBER SERVICE	STATEMENT OF ACCOUNT	40.00	67298
636-000-986.000	COMPUTER DATA PROCESSING	DELL MARKETING L P	COMPUTER EQUIP	6,876.33	67301
636-000-986.000	COMPUTER DATA PROCESSING	DELL MARKETING L P	COMPUTER EQUIP	400.96	67301
Total For Dept 000				7,840.05	
Total For Fund 636 DATA P				7,840.05	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GTW	EQUIP FUND SUPPLIES	45.56	67306
661-895-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	STATEMENT OF ACCOUNT	42.38	67314
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	14.75	67293
661-895-930.000	REPAIR & MAINTENANCE	GR CENTRAL IRON & STEEL I	EQUIP FUND - CASTERS	64.00	67303
661-895-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	EQUIP R & M	62.46	67304
661-895-930.000	REPAIR & MAINTENANCE	GRAND AUTO	EQUIP R & M - HINGES	156.36	67305
661-895-930.000	REPAIR & MAINTENANCE	GRAND AUTO	EQU R & M	62.25	67305
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	STATEMENT OF ACCOUNT	1,482.27	67314
661-895-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	STATEMENT OF ACCOUNT	7.16	67318
661-895-930.000	REPAIR & MAINTENANCE	SHOWBOAT AUTOMOTIVE SUPPL	EQU R & M	82.24	67319
661-895-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCOUNT	44.91	67325
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP R & M	82.18	67327
661-895-930.000	REPAIR & MAINTENANCE	VESCO OIL CORPORATION	EQUIP R & M	1,867.80	67330
661-895-930.000	REPAIR & MAINTENANCE	WELLER TRUCK PARTS	EQUIP R & M	324.67	67331
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	R & M SUPPLIES	211.07	67332
Total For Dept 895 FLEET				4,550.06	
Total For Fund 661 EQUIPM				4,550.06	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	35,049.05	67273
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	41,365.60	67274

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Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENTS	234,310.32	67278
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	2,152.54	67273
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	1,718.55	67275
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	640.90	67272
703-000-275.000	DUE TO TAXPAYERS	Corelogic Real Estate	Win Tax Refund 41-20-02-1	493.11	67270
703-000-275.000	DUE TO TAXPAYERS	Service Link, LLC	Win Tax Refund 41-20-02-1	76.89	67287
Total For Dept 000				315,806.96	
Total For Fund 703 CURREN				315,806.96	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:					
			Fund 101 GENERAL FUND	18,760.64	
			Fund 203 LOCAL STREET FUN	4,513.55	
			Fund 238 HISTORICAL DISTR	13,101.00	
			Fund 248 DOWNTOWN DEVELOP	2,517.02	
			Fund 260 DESIGNATED CONTR	54.00	
			Fund 581 AIRPORT FUND	2,595.66	
			Fund 590 WASTEWATER FUND	10,507.53	
			Fund 591 WATER FUND	37,067.89	
			Fund 636 DATA PROCESSING	7,840.05	
			Fund 661 EQUIPMENT FUND	4,550.06	
			Fund 703 CURRENT TAX COLL	315,806.96	
				<hr/>	
				417,314.36	



STRATEGIC GOALS REPORT

JANUARY 19, 2016

TIER ONE

1) Street Asset Management Plan: Ron Woods has prepared a draft plan which we are reviewing and hope to bring to you in the future. (12-21-15)

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 launched our Twitter account and are posting tweets about city and community events. (12-21-15)

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

January 19, 2016

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.

2016 Council Training and Information Schedule

January 19 (Tuesday, MLK Holiday)

- **Strategic Planning Overview**

February 1

- **Light & Power**
- **Equipment Replacement Plan**

February 16 (Tuesday, President's Day)

- **Water and Wastewater Systems**
- **Street Plan and Asset Management**
- **Strategic Planning, Finalize Overall Priorities**

March 7

- **City Finances and Fund Accounting**
- **LCTV Fund, Look Memorial, Carr Funds, Lee Fund**
- **Sidewalk Repair and Replacement**
- **Community Facilities**

March 21

- **Preliminary Budget Recommendations**
- **Arbor Board and Urban Forest Initiative**
- **Parks & Recreation, LARA, Trails**

April 4 (Spring Break week)

-

April 18

- **City Manager's Budget Recommendation**

May 2

- **Budget Review and Discussion**

May 16

- **Public Hearing and Adoption of Final Budget**
- **Planning & Zoning**

June 6

- **Downtown Development Authority**
- **Historic District Commission**

June 20

-

July 5 (Tuesday, Fourth of July week)

-

July 18

-

August 1

-

August 15

-

September 6 (Tuesday, Labor Day week)

-

September 19

-

October 3

-

October 17

-

November 7

-

November 21 (Thanksgiving week)

-

December 5

-

December 19 (Christmas week)

-

To: Mark Howe, City Manager
From: Ron Woods, Interim Public Works Director
Date: January 15, 2016
Subject: Plow Truck #15 Replacement

In accordance with the City of Lowell 2015-16 Fiscal Year Budget, Equipment Replacement Plan (page 96), city Plow Truck Number 15 was scheduled for replacement. The existing truck is a 1991 International and is in need of replacement. City staff has spent considerable time researching and determining specifications. In addition, we have met with other area road agencies to find components that will fit our needs for many years to come. We are trying to standardize on engine, body, underbody scraper, wing blade and other components wherever possible to minimize repair part inventory and diagnostic equipment when repairs are needed.

We have determined that 2017 JX Peterbilt 348 cab and chassis equipped with a Cummins diesel engine will best fit our needs. We are proposing to piggyback on a recent 2015 City of Kenwood competitive bid for the purchase of the cab and chassis. Peterbilt of Grand Rapids located at 4800 Clyde Park Avenue has committed to hold their bid price for the City of Lowell. In addition, we have obtained MiDeal pricing for the other components from Truck and Trailer Specialties, Inc. located at 6726 Hanna Lake Road. The other components include a stainless steel dump body, Monroe underbody scraper, Monroe wing blade, Monroe front plow, hydraulics, lighting, etc. As you may recall, we recently purchased a Monroe underbody scraper and wing blade for plow truck number 12.

The total cost of the truck is as follows:

Peterbilt Cab and Chassis	\$95,564.00
Truck and Trailer	<u>\$73,371.00</u>
Total	\$168,935.00

All area manufacturers are extremely busy and they have told us that it will take approximately one year from the time of purchasing approval to delivery of the completed truck. We would like to place this order as soon as possible to secure our place in line for obtaining this needed piece of equipment. Source of funds in DPW Equipment Fund.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 16-01

AN ORDINANCE TO AMEND SECTION 2.03, "DEFINITIONS-B," AND SECTION 2.18, "DEFINITIONS-R," OF CHAPTER 2, "DEFINITIONS," SECTION 12.03, "SPECIAL LAND USES," OF CHAPTER 12, "C-3 GENERAL BUSINESS DISTRICT," SECTION 13.02, "USES PERMITTED BY RIGHT," OF CHAPTER 13, "I-INDUSTRIAL DISTRICT," AND SECTION 17.04, "SITE DESIGN STANDARDS," OF CHAPTER 17, "SPECIAL LAND USES" OF APPENDIX A, "ZONING," OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to Section 2.03 of Chapter 2. Section 2.03, "Definitions-B," of Chapter 2, "Definitions," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by adding the following definition in alphabetical order:

Brewery/Winery. A facility that engages in the production of beers, meads, wine, ciders, distilled spirits and similar beverages for off-premise consumption. A brewery/winery may include retail sale of beer, wine, spirits, and similar products made on-site and related items, but shall not include a restaurant.

Section 2. Amendment to Section 2.18 of Chapter 2. Section 2.18, "Definitions-R," of Chapter 2, "Definitions," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended by adding the following definition in alphabetical order:

Restaurant. A retail establishment selling food and drink primarily for consumption on the premises, and including establishments selling prepared foods and drinks for immediate on-site consumption or for take-out. A restaurant may also include a brewery/winery as an accessory use.

Section 3. Amendment to Section 12.03 of Chapter 12. Section 12.03, "Special land uses," of Chapter 12, "C-3 General Business District," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection Q, which reads as follows:

Q. *Brewery/Winery*

Section 4. Amendment of Section 13.02. Section 13.02, "Uses permitted by right," of Chapter 13, "I- Industrial District," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection N, which reads as follows:

N. *Brewery/Winery*

Section 5. Amendment to Section 17.04 of Chapter 17. Section 17.04, "Site design standards," of Chapter 17, "Special Land Uses," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection DD, which reads as follows:

DD. *Brewery/Winery*

1. Shall be located on a parcel at least two hundred (200) feet from any residentially zoned property.
2. Shall be designed and operated to minimize potential negative impacts on adjacent properties, such as odors, vibration, smoke, dust, fumes, and similar potential impacts.
3. All trucks and delivery vehicles shall be provided with adequate maneuvering areas within the lot where the brewery/winery is located. Maneuvering shall not be permitted on adjacent property or in a public right-of-way.
4. Approval may include a limitation on hours of operation.
5. Shall obtain and maintain all applicable federal, state, and local permits and upon request, furnish copies of applicable permits to the City.
6. Adequate parking and loading areas shall be provided within the lot where the brewery/winery is located.

Section 5. Publication. After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

Section 6. 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 the *Lowell Ledger*, a newspaper of general circulation in the City.

YES: Councilmembers _____

NO: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: January 19, 2016

Susan Ullery
City Clerk

CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), 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 on January 19, 2016, 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 and its effective date, was published in the *Lowell Ledger*, on _____, 2016. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2016, and was effective _____, 2016, ten (10) days after publication.

Dated: January 19, 2016

Susan Ullery
City Clerk

GRAPIDS 60857-871 394937v1

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

Complaint Book Total	146	306	500	724	903	1117	1300	1501	1676	1866	2046	2231	
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	23	20	307
Alcohol (MIP/Open Intox)	0	2	1	0	0	1	3	3	12	3	0	0	25
Drug Law Violations	3	0	2	6	5	6	3	6	4	11	4	7	57
Drunk Driving	1	1	0	2	1	0	2	3	3	1	1	4	19
Suspended License	2	2	3	3	0	2	2	1	6	1	2	5	29
Warrant Arrest	11	6	6	9	12	13	5	8	14	7	8	3	102
Other Arrests	7	4	5	5	7	10	9	5	7	7	8	1	75
Assault	1	1	0	0	3	2	0	3	1	1	0	3	15
Assault (Civil)	2	2	3	3	2	5	2	2	1	0	1	2	25
Assault (Domestic)	4	3	1	6	4	3	5	3	3	3	4	1	40
Assist from Other Agency	11	8	10	6	9	12	5	17	9	8	8	7	110
Assist to Other Agency	19	16	12	18	12	19	9	17	13	16	16	16	183
Assist to Citizen	21	15	24	18	15	25	25	22	30	26	15	21	257
Breaking & Entering	0	0	1	0	1	1	1	2	0	2	0	0	8
Disorderly Conduct	1	2	3	4	0	5	2	8	2	1	4	6	38
Dog Complaints	1	2	1	3	5	5	5	5	2	3	4	2	38
Larceny	8	4	7	2	3	10	5	18	5	7	10	2	81
Malicious Destruction	2	1	2	0	6	1	4	2	4	1	4	2	29
Motorist Assist	12	10	15	14	11	7	9	11	7	13	11	8	128
Ordinance Violations	1	25	20	59	12	25	7	9	7	1	7	6	179
Accident Total	12	13	9	10	13	13	7	13	11	18	5	9	133
{Property Damage}	12	10	8	7	13	13	7	12	11	17	4	8	122
{Personal Injury}	0	3	1	3	0	0	0	1	0	1	1	1	11
Citations Issued	18	19	28	29	22	27	32	37	39	42	36		329
Traffic Stops: Warned	94	86	108	105	123	98	124	87	98	117	111		1151
Total # of Traffic Stops	103	97	122	115	124	105	142	94	109	136	123		1270

AGENCIES ASSISTING LOWELL PD

DECEMBER 2015

COMPLAINT #	DATE	NATURE OF INCIDENT	DEPARTMENT	STATUS
15-2055	12/2/2015	Domestic Assault	KCSD	Back-up
15-2063	12/3/2015	Noise Complaint	KCSD	Back-up
15-2107	12/9/2015	Neighbor Dispute	KCSD	Back-up
15-2129	12/13/2015	Suspicious Subject	KCSD	Back-up
15-2147	12/16/2015	Suicidal Subject	KCSD	Back-up
15-2172	12/20/2015	Use of Marijuana	KCSD	Back-up
15-2193	12/23/2015	Disorderly Subject	KCSD	Back-up

LOWELL PD ASSISTING OTHER AGENCIES

DECEMBER 2015

COMPLAINT #	DATE	NATURE OF INCIDENT	DEPARTMENT	STATUS	VENUE
15-2062	12/2/2015	Warrant Arrest & Use of Marijuana	KCSD	Back-up	Lowell
15-2067	12/4/2015	Alarm	KCSD	Back-up	Lowell
15-2085	12/6/2015	Suspicious Vehicle	KCSD	Back-up	Lowell
15-2093	12/8/2015	Felonious Assault	KCSD	Back-up	Bowne
15-2137	12/15/2015	Assist (unk what original call was)	KCSD	Back-up	Lowell
15-2159	12/18/2015	PD Accident	KCSD	Assist	Lowell
15-2170	12/20/2015	Medical	KCSD	Back-up	Lowell
15-2187	12/23/2015	CPS Investigation	CPS & KCSD	Assist	Lowell
15-2192	12/23/2015	Suspicious Situation	KCSD	Back-up	Lowell
15-2200	12/24/2015	PI Accident	KCSD	Assist	Lowell
15-2203	12/25/2015	Disorderly Subject	KCSD	Back-up	Lowell
15-2205	12/27/2015	Disorderly Subject	KCSD	Back-up	Lowell
15-2206	12/27/2015	Stand-by	KCSD	Back-up	Vergennes
15-2210	12/29/2015	Suicidal Threats	KCSD	Back-up	Lowell
15-2218	12/29/2015	Home Invasion	KCSD	Back-up	Lowell
15/2219	12/30/2015	Domestic Assault	KCSD	Back-up	Lowell

**MONTHLY COMPARISON TOTALS
DECEMBER 2014 AND 2015**

ACTIVITY	DECEMBER	2014 YEAR-TO-DATE	DECEMBER	2015 YEAR-TO-DATE
Total Arrests	30	390	20	307
Alcohol (MIP/Open Intox)	12	36	0	25
Drug Law Violations	6	62	7	57
Drunk Driving	2	24	4	19
Suspended License	3	52	5	29
Warrant Arrest	5	115	3	102
Other Arrests	2	101	1	75
Assault	1	16	3	15
Assault (Civil)	4	40	2	25
Assault (Domestic)	4	33	1	40
Assist from Other Agency	13	97	7	110
Assist to Other Agency	16	156	16	183
Assist to Citizen	14	254	21	257
Breaking & Entering	1	16	0	8
Disorderly Conduct	2	36	6	38
Dog Complaints	2	50	2	38
Larceny	7	85	2	81
Malicious Destruction	2	38	2	29
Motorist Assist	14	154	8	128
Ordinance Violations	5	283	6	179
Accident Total	10	140	9	133
{Property Damage}	9	126	8	122
{Personal Injury}	1	14	1	11
Citations Issued	27	435	34	329
Traffic Stops: Warned	82	1568	93	1151
# of Traffic Stops Made	84	234	112	1270
TOTAL COMPLAINTS	152	2413	185	2231

Lowell Area Fire Dept.

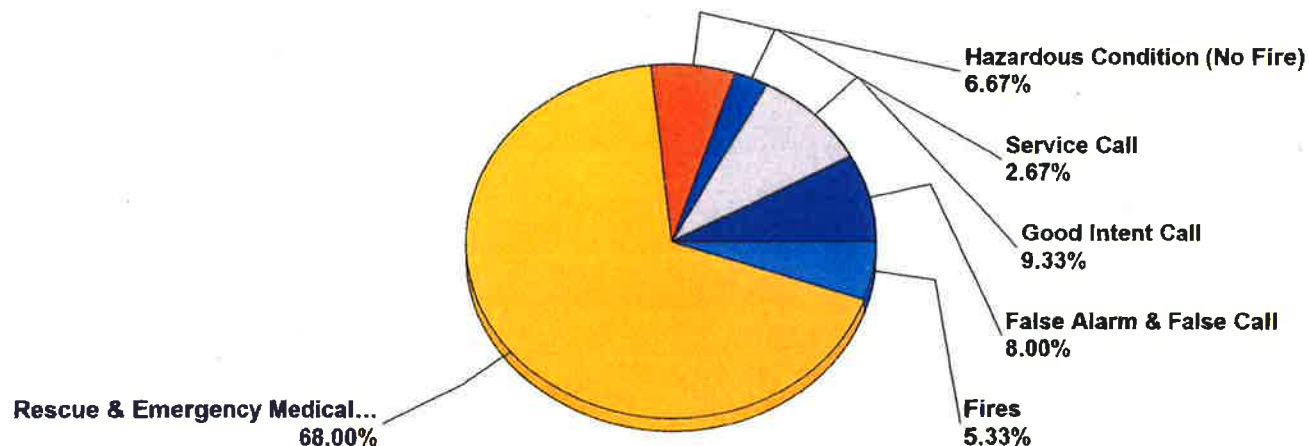
Lowell, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2015 | End Date: 12/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	5.33%
Rescue & Emergency Medical Service	51	68.00%
Hazardous Condition (No Fire)	5	6.67%
Service Call	2	2.67%
Good Intent Call	7	9.33%
False Alarm & False Call	6	8.00%
TOTAL	75	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



**EMERGENCY
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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
114 - Chimney or flue fire, confined to chimney or flue	1	1.33%
130 - Mobile property (vehicle) fire, other	1	1.33%
154 - Dumpster or other outside trash receptacle fire	1	1.33%
160 - Special outside fire, other	1	1.33%
311 - Medical assist, assist EMS crew	20	26.67%
321 - EMS call, excluding vehicle accident with injury	26	34.67%
322 - Motor vehicle accident with injuries	4	5.33%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.33%
412 - Gas leak (natural gas or LPG)	2	2.67%
444 - Power line down	3	4.00%
550 - Public service assistance, other	1	1.33%
561 - Unauthorized burning	1	1.33%
600 - Good intent call, other	1	1.33%
611 - Dispatched & cancelled en route	6	8.00%
700 - False alarm or false call, other	2	2.67%
710 - Malicious, mischievous false call, other	1	1.33%
730 - System malfunction, other	1	1.33%
735 - Alarm system sounded due to malfunction	2	2.67%
TOTAL INCIDENTS:	75	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

CITY OF LOWELL
REPORT FOR : DECEMBER
FOR: Mark Howe

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 14.74238 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: DECEMBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 230.42 HOURS, WHICH RESULTED IN
256.25 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 172.83

ELECTRICAL COST PER MILLION GALLONS: \$ 294.34

TOTAL COST PER MILLION GALLONS: \$ 467.16

WATER PRODUCTION

DAILY AVERAGE: 0.476

DAILY MAXIMUM: 0.585

DAILY MINIMUM: 0.000

THE AVERAGE PLANT OPERATION TIME WAS 7.4328 HOURS PER DAY.

Customer Complaints	Water Quality	0
	High Water Usage	0
	Low Pressure	0
Meters	Final Reads	16
	Re-Reads	18
	Meters Upgraded To Radio Read	5
	New Home Meter Installs	1
Water Services	Shut off	7
	Turn ons	7
MISS DIGS	Marking of Water mains and Services, Storm Mains, and Sanitary Mains	37
Stob Box	Stob Box Repairs	0
	Stop Box Location Cards Made	0
Valve Box	Valve box Repairs	0
New Construction	On Site Construction Inspection (Days)	4

STREETS DEPARTMENT

DECEMBER 2015

Major & Local Streets

Snow and Ice Control

159 miles – 14.5 hrs #12
121 miles – 13.5 hrs #13
12.5 hrs #60
7.5 hrs #32

Pot holes:

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

Storm drains and ditches:

Cleaned leaves out of ditch line on James St. hill

Parking Lots

Weekly trash pickup D.D.A.
Plowed parking lots

Public Works:

Airport:

Sidewalks:

Removed snow

Trees, bushes, shrubs trimming and removal:

Cut down low hanging branch on High St.
Cut up dead trees near Creekside Park

Traffic & Signs:

Fixed street sign on Sibley and Jane Ellen

Misc:

Picked up trash weekly downtown
Put up garland on showboat and chamber building
Worked on plow truck's underbody at D.P.W
Graded road in fairground's for Christmas parade
Put up barricades for Christmas Parade

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI. 49331

Phone - 616-897-5929 Fax -

Posted Totals by Invoice #

Report Date: 12/31/2015

Period From: 12/01/2015 To: 12/31/2015

Invoice Number	Date	Name	Total	Charge Sales!
000941	12/01/2015	Police	72.40	0.00
000942	12/02/2015	Street Dept.	758.86	0.00
000943	12/04/2015	Street Dept.	1,676.16	0.00
000944	12/04/2015	Police	69.27	0.00
000945	12/07/2015	Street Dept.	692.16	0.00
000946	12/07/2015	Street Dept.	59.39	0.00
000947	12/07/2015	Street Dept.	59.39	0.00
000948	12/07/2015	D.P.W.	59.39	0.00
000949	12/07/2015	Water Dept.	59.39	0.00
000950	12/07/2015	Street Dept.	59.39	0.00
000951	12/10/2015	Water Dept.	116.75	0.00
000952	12/10/2015	Cemetery	59.39	0.00
000953	12/15/2015	Street Dept.	1,512.85	0.00
000954	12/15/2015	Street Dept.	12,542.71	0.00
000955	12/18/2015	Street Dept.	180.26	0.00
000956	12/18/2015	Street Dept.	180.26	0.00
000957	12/18/2015	Cemetary, organization	63.00	0.00
000958	12/21/2015	Cemetery	593.25	-132.03
000959	12/21/2015	Cemetery	704.39	0.00
000960	12/28/2015	Parks	63.86	0.00
000961	12/28/2015	Cemetery	75.33	0.00
000962	12/28/2015	Street Dept.	114.22	0.00
000963	12/28/2015	Cemetery	479.18	0.00

Grand Totals:**\$20,251.25 -\$132.03****Number of Invoices: 23**

* - Indicates a Counter Sale

! - Indicates amount charged at time of posting

Averages:**880.49 -5.74**

% Time in each Department

4% Water 64% Maintenance dept. (equipment) 15% DPW 5% Snow Plowing 12% Other

Public Works: 28 hrs.

Library: 2 hrs.

Snow Plowing: 9 hrs.

DDA: .5 hrs.

Water Plant: 8 hrs.

Equipment Maintenance: 119 hrs.

Holiday: 16 hrs.

Sick time: 3hrs.

Total Hours for December: 185.5 hrs.

December 2015 Sexton's Report

Total of Burials: 2 of those were: full: 1 cremations: 1 Year to date 31

Oakwood: Spent 67.25 hrs

- Helped LuAnn with cemetery questions.
- Finished chewing up leaves and pushing my pile of leaves with the backhoe.
- Up dated my computer records, 3 ring notebooks and wall chart with all the burials from this year.
- Since I now have internet I helped a man from England with information of someone in Oakwood who he was looking for.
- Picked up a lot of branches and sticks.
- Did other paper work too.
- Did some clean up on mowers in DPW getting them ready for storage.

CITY Hall – LPD: Spent 10.25 hr's

- Removed leaves, sweeping berries off walkways.
- Changed a few light bulbs.
- Lowered flags and replaced the bad ones when I raised them.
- Snow removal

Englehardt Library: Spent 10 hr's doing the following:

- Chewing leaves for the last time.
- Needed to fill soap dispensers again.
- Had Progressive replace a heat pump.
- Snow removal

D.D.A. Spent 42.25 hr doing the following:

- Removing pockets of leaves.
- Cut back grasses in Vet. Lot and the end of river walk.
- Pulled dead annual flowers.
- Tried to make a protection wall with burlap behind the Christmas tree, but wind from north made it look bad so took it down.
- Began work in lot next to the Shell putting 6x6 timbers along the sidewalk to improve appearance and hold wood chips in better.
- Snow removal.

Parks spent 14 hr's chewing leaves, removing branches

DPW spent 16 hr's chewing leaves..

Major Winter:.. lent Bruce to do 2 hr's cold patch work.

Loc. Winter: lent Bruce to help 5 hr's cold patch

Fire Barn .25 moving snow

Water Plant 1.25 moving snow

01/05/2016

DEC

CITY OF LOWELL - PERMIT LIST

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB15901451	322 N WASHINGTON ST SE	12/14/2015	41-20-02-261-009	ADDITION TO RESIDENC	227.00	43,737
PB15901506	424 ELM ST SE	12/16/2015	41-20-02-337-001	INTERIOR REMODEL - FI	150.00	30,000
PB15901502	612 N MONROE ST SE	12/18/2015	41-20-02-252-014	RE ROOF	65.00	15,460
Total Permits:	3					
Total Fee Amount:	442.00					
Total Const. Value:	89,197					
Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PE15901804	1400 FOREMAN ST SE	12/01/2015	41-20-03-276-008	Misc. Electrical Work	106.00	0
PE15901814	2275 W MAIN ST SE	12/02/2015	41-20-03-326-022	OUTREACH BUILDING	70.00	0
PE15901838	1596 BOWES ST SE	12/07/2015	41-20-10-200-028	Run power for heaters in Pu	106.00	0
PE15901846	1340 HIGHLAND HILLS DR	12/07/2015	41-20-01-178-010	RESIDENCE	247.00	0
PE15901852	1580 CAROL L YNNE DR SE	12/08/2015	41-20-03-416-009	ATTACHED GARAGE	66.00	0
PE15901863	424 ELM ST SE	12/09/2015	41-20-02-337-001		290.00	0
PE15901880	322 N WASHINGTON ST SE	12/14/2015	41-20-02-261-009	ADDITION TO RESIDENC	136.00	0
PE15901941	517 SPRING ST SE	12/21/2015	41-20-02-328-006	ADDITION TO RESIDENC	148.00	0
PE15901960	210 E MAIN ST SE	12/29/2015	41-20-02-413-021		55.00	0
Total Permits:	9					
Total Fee Amount:	1,224.00					
Total Const. Value:	0					
Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PM15902855	210 E MAIN ST SE	12/01/2015	41-20-02-413-021	BLOWER AND EXHAUST	55.00	0
PM15902903	2275 W MAIN ST SE	12/07/2015	41-20-03-326-022	OUTREACH BUILDING	90.00	0
PM15903021	1400 FOREMAN ST SE	12/18/2015	41-20-03-276-008	INTERIOR REMODELLIG	120.00	0
Total Permits:	3					
Total Fee Amount:	265.00					

01/05/2016

DEC

CITY OF LOWELL - PERMIT LIST

Total Const. Value: 0

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PP15901338	1400 FOREMAN ST SE	12/21/2015	41-20-03-276-008	INTERIOR REMODELLIG	90.00	0
PP15901364	517 SPRING ST SE	12/29/2015	41-20-02-328-006	ADDITION TO RESIDENC	123.00	0
Total Permits:		2				
Total Fee Amount:		213.00				
Total Const. Value:		0				

Grand Total Permits: 17

Grand Total Permit Fee: 2,144.00

Grand Total Const. Value: \$89,197

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE 12/31/2015	ACTIVITY FOR		AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET		MONTH 12/31/2015			

Fund 101 - GENERAL FUND

Revenues							
CHARGES	CHARGES FOR SERVICES	387,100.00	42,191.95	4,132.87	344,908.05	10.90	
FINES	FINES AND FORFEITURES	9,550.00	4,775.08	235.00	4,774.92	50.00	
INT	INTEREST AND RENTS	2,600.00	0.00	0.00	2,600.00	0.00	
LICPER	LICENSES AND PERMITS	38,200.00	20,968.89	175.00	17,231.11	54.89	
LOCAL	LOCAL CONTRIBUTIONS	14,600.00	6,030.51	2,902.88	8,569.49	41.30	
OTHER	OTHER REVENUE	28,104.00	45,980.63	6,055.42	(17,876.63)	163.61	
STATE	STATE GRANTS	366,250.00	137,043.71	61,033.00	229,206.29	37.42	
TAXES	TAXES	1,892,400.00	1,592,433.44	60,957.24	299,966.56	84.15	
TRANSIN	TRANSFERS IN	144,850.00	0.00	0.00	144,850.00	0.00	

TOTAL Revenues		2,883,654.00	1,849,424.21	135,491.41	1,034,229.79	64.13	
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Expenditures

101	COUNCIL	17,940.00	11,250.58	7,738.17	6,689.42	62.71	
172	MANAGER	112,900.00	48,682.95	8,546.22	64,217.05	43.12	
191	ELECTIONS	8,500.00	2,424.13	1,070.17	6,075.87	28.52	
209	ASSESSOR	44,200.00	22,859.03	3,262.70	21,340.97	51.72	
210	ATTORNEY	30,000.00	8,016.30	3,570.00	21,983.70	26.72	
215	CLERK	136,100.00	48,517.12	9,633.10	87,582.88	35.65	
253	TREASURER	219,850.00	85,483.38	12,060.93	134,366.62	38.88	
265	CITY HALL	124,100.00	71,220.54	12,486.47	52,879.46	57.39	
276	CEMETERY	102,050.00	64,437.34	5,866.07	37,612.66	63.14	
294	UNALLOCATED MISCELLANEOUS	41,914.00	6,547.00	320.00	35,367.00	15.62	
301	POLICE DEPARTMENT	667,800.00	371,296.51	56,310.83	296,503.49	55.60	
305	CODE ENFORCEMENT	103,400.00	38,290.91	7,855.30	65,109.09	37.03	
336	FIRE	142,000.00	81,195.32	17,365.66	60,804.68	57.18	
400	PLANNING & ZONING	51,800.00	14,552.28	5,803.80	37,247.72	28.09	
441	DEPARTMENT OF PUBLIC WORKS	225,250.00	100,943.14	18,104.27	124,306.86	44.81	
442	SIDEWALK	5,600.00	249.93	26.52	5,350.07	4.46	
523	TRASH	45,000.00	19,697.00	2,950.20	25,303.00	43.77	
728	ECONOMIC DEVELOPMENT	24,000.00	9,438.14	1,571.88	14,561.86	39.33	
747	CHAMBER/RIVERWALK	3,500.00	1,127.92	214.42	2,372.08	32.23	
751	PARKS	146,500.00	63,049.29	7,520.12	83,450.71	43.04	
757	SHOWBOAT	1,600.00	1,061.38	40.92	538.62	66.34	
774	RECREATION CONTRIBUTIONS	3,000.00	2,000.00	2,000.00	1,000.00	66.67	
790	LIBRARY	72,500.00	50,394.75	5,392.63	22,105.25	69.51	
803	HISTORICAL DISTRICT COMMISSION	250.00	165.00	15.00	85.00	66.00	
804	MUSEUM	36,200.00	26,492.45	1,224.95	9,707.55	73.18	
965	TRANSFERS OUT	517,700.00	0.00	0.00	517,700.00	0.00	

TOTAL Expenditures		2,883,654.00	1,149,392.39	190,950.33	1,734,261.61	39.86	
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TOTAL REVENUES	2,883,654.00	1,849,424.21	135,491.41	1,034,229.79	64.13	
TOTAL EXPENDITURES	2,883,654.00	1,149,392.39	190,950.33	1,734,261.61	39.86	
NET OF REVENUES & EXPENDITURES	0.00	700,031.82	(55,458.92)	(700,031.82)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 12/31/2015	ACTIVITY FOR		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	BUDGET		MONTH 12/31/2015			

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		75,867.53	16,521.01		113,532.47	40.06
TRANSIN	TRANSFERS IN	236,000.00		0.00	0.00		236,000.00	0.00

TOTAL Revenues

425,550.00	75,867.53	16,521.01	349,682.47	17.83
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Expenditures

450	CAPITAL OUTLAY	340,000.00	116,196.31	0.00	223,803.69	34.18
463	MAINTENANCE	39,250.00	16,749.73	4,600.50	22,500.27	42.67
474	TRAFFIC	8,000.00	1,862.44	267.03	6,137.56	23.28
478	WINTER MAINTENANCE	42,100.00	7,208.61	4,865.35	34,891.39	17.12
483	ADMINISTRATION	46,000.00	902.50	0.00	45,097.50	1.96

TOTAL Expenditures

475,350.00	142,919.59	9,732.88	332,430.41	30.07
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TOTAL REVENUES

425,550.00	75,867.53	16,521.01	349,682.47	17.83
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TOTAL EXPENDITURES

475,350.00	142,919.59	9,732.88	332,430.41	30.07
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NET OF REVENUES & EXPENDITURES

(49,800.00)	(67,052.06)	6,788.13	17,252.06	134.64
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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

2015-16
 AMENDED
 BUDGET

YTD BALANCE
 12/31/2015

ACTIVITY FOR
 MONTH
 12/31/2015

AVAILABLE
 BALANCE

% BDGT
 USED

Fund 203 - LOCAL STREET FUND

Revenues

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDGT USED
INT	INTEREST AND RENTS	150.00	0.00	0.00	150.00	0.00
OTHER	OTHER REVENUE	70,700.00	31,474.04	6,304.02	39,225.96	44.52
TRANSIN	TRANSFERS IN	180,000.00	0.00	0.00	180,000.00	0.00

TOTAL Revenues		250,850.00	31,474.04	6,304.02	219,375.96	12.55
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Expenditures

450	CAPITAL OUTLAY	5,000.00	120,095.86	6,707.48	(115,095.86)	2,401.92
463	MAINTENANCE	64,600.00	40,811.16	8,063.49	23,788.84	63.18
474	TRAFFIC	8,100.00	3,296.87	173.83	4,803.13	40.70
478	WINTER MAINTENANCE	61,200.00	11,147.64	5,727.89	50,052.36	18.22
483	ADMINISTRATION	27,800.00	902.50	0.00	26,897.50	3.25
906	DEBT SERVICE	76,600.00	72,178.75	0.00	4,421.25	94.23

TOTAL Expenditures		243,300.00	248,432.78	20,672.69	(5,132.78)	102.11
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TOTAL REVENUES		250,850.00	31,474.04	6,304.02	219,375.96	12.55
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TOTAL EXPENDITURES		243,300.00	248,432.78	20,672.69	(5,132.78)	102.11
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NET OF REVENUES & EXPENDITURES		7,550.00	(216,958.74)	(14,368.67)	224,508.74	2,873.63
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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

DB: Lowell

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	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	50,000.00	0.00	0.00	100.00
TOTAL Revenues		50,200.00	50,000.00	0.00	200.00	99.60
Expenditures						
000		50,000.00	10,323.00	0.00	39,677.00	20.65
TOTAL Expenditures		50,000.00	10,323.00	0.00	39,677.00	20.65
TOTAL REVENUES		50,200.00	50,000.00	0.00	200.00	99.60
TOTAL EXPENDITURES		50,000.00	10,323.00	0.00	39,677.00	20.65
NET OF REVENUES & EXPENDITURES		200.00	39,677.00	0.00	(39,477.00)	19,838.5

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
INT	INTEREST AND RENTS	1,000.00	0.00	0.00	1,000.00	0.00
OTHER	OTHER REVENUE	0.00	19.92	0.00	(19.92)	100.00
TAXES	TAXES	625,000.00	615,972.80	37,000.00	9,027.20	98.56
TOTAL Revenues		626,000.00	615,992.72	37,000.00	10,007.28	98.40
Expenditures						
450	CAPITAL OUTLAY	150,000.00	11,096.61	4,330.42	138,903.39	7.40
463	MAINTENANCE	82,200.00	35,985.44	3,634.53	46,214.56	43.78
483	ADMINISTRATION	36,800.00	6,642.06	(3,133.08)	30,157.94	18.05
740	COMMUNITY PROMOTIONS	70,000.00	36,759.80	35,936.00	33,240.20	52.51
965	TRANSFERS OUT	143,850.00	0.00	0.00	143,850.00	0.00
TOTAL Expenditures		482,850.00	90,483.91	40,767.87	392,366.09	18.74
TOTAL REVENUES						
TOTAL EXPENDITURES		626,000.00	615,992.72	37,000.00	10,007.28	98.40
TOTAL EXPENDITURES		482,850.00	90,483.91	40,767.87	392,366.09	18.74
NET OF REVENUES & EXPENDITURES		143,150.00	525,508.81	(3,767.87)	(382,358.81)	367.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDC USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
INT	INTEREST AND RENTS	4,300.00	515.00	0.00	3,785.00	11.98
LOCAL	LOCAL CONTRIBUTIONS	10,000.00	0.00	0.00	10,000.00	0.00
OTHER	OTHER REVENUE	20,000.00	12,590.00	0.00	7,410.00	62.95
TRANSIN	TRANSFERS IN	0.00	4,000.00	0.00	(4,000.00)	100.00
TOTAL Revenues		34,300.00	17,105.00	0.00	17,195.00	49.87
Expenditures						
301	POLICE DEPARTMENT	0.00	2,272.50	2,272.50	(2,272.50)	100.00
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	396.87	73.67	3,603.13	9.92
759	COMMUNITY GARDEN	300.00	0.00	0.00	300.00	0.00
TOTAL Expenditures		34,300.00	2,669.37	2,346.17	31,630.63	7.78
TOTAL REVENUES		34,300.00	17,105.00	0.00	17,195.00	49.87
TOTAL EXPENDITURES		34,300.00	2,669.37	2,346.17	31,630.63	7.78
NET OF REVENUES & EXPENDITURES		0.00	14,435.63	(2,346.17)	(14,435.63)	100.00

PERIOD ENDING 12/31/2015

2015-16
 AMENDED
 BUDGET

YTD BALANCE
 12/31/2015

ACTIVITY FOR
 MONTH
 12/31/2015

AVAILABLE
 BALANCE

% BDC
 USED

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDC USED
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Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)

Expenditures

906 DEBT SERVICE

TOTAL Expenditures		0.00	64,022.51	0.00	(64,022.51)	100.00
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TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES		0.00	64,022.51	0.00	(64,022.51)	100.00
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NET OF REVENUES & EXPENDITURES		0.00	(64,022.51)	0.00	64,022.51	100.00
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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

DB: Lowell		2015-16		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC	
GL NUMBER		DESCRIPTION		AMENDED BUDGET		MONTH 12/31/2015		BALANCE		USED	
Fund 581 - AIRPORT FUND											
Revenues											
CHARGES		CHARGES FOR SERVICES		120.00		0.00		0.00		0.00	
INT		INTEREST AND RENTS		37,370.00		7,600.00		400.00		29,770.00 20.34	
OTHER		OTHER REVENUE		0.00		622.00		0.00		(622.00) 100.00	
TOTAL Revenues				37,490.00		8,222.00		400.00		29,268.00 21.93	
Expenditures											
000				46,200.00		17,492.87		948.30		28,707.13 37.86	
TOTAL Expenditures				46,200.00		17,492.87		948.30		28,707.13 37.86	
TOTAL REVENUES				37,490.00		8,222.00		400.00		29,268.00 21.93	
TOTAL EXPENDITURES				46,200.00		17,492.87		948.30		28,707.13 37.86	
NET OF REVENUES & EXPENDITURES				(8,710.00)		(9,270.87)		(548.30)		560.87 106.44	

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	%
		AMENDED BUDGET	12/31/2015	MONTH 12/31/2015	BALANCE	BDGT USED

Fund 590 - WASTEWATER FUND

Revenues						
CHARGES	CHARGES FOR SERVICES	1,048,000.00	2,451,783.03	2,040,177.26	(1,403,783.03)	233.95
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	2,451,856.82	2,040,177.26	(1,401,856.82)	233.51
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Expenditures						
550	TREATMENT	476,800.00	247,701.94	108,864.60	229,098.06	51.95
551	COLLECTION	90,150.00	65,231.46	11,624.43	24,918.54	72.36
552	CUSTOMER ACCOUNTS	85,800.00	26,841.10	4,357.42	58,958.90	31.28
553	ADMINISTRATION	155,300.00	1,255.77	0.00	154,044.23	0.81

TOTAL Expenditures		808,050.00	341,030.27	124,846.45	467,019.73	42.20
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TOTAL REVENUES		1,050,000.00	2,451,856.82	2,040,177.26	(1,401,856.82)	233.51
TOTAL EXPENDITURES		808,050.00	341,030.27	124,846.45	467,019.73	42.20
NET OF REVENUES & EXPENDITURES		241,950.00	2,110,826.55	1,915,330.81	(1,868,876.55)	872.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	993,950.00	1,603,640.67	1,179,710.75	(609,690.67)	161.34
INT	INTEREST AND RENTS	6,320.00	2,475.00	410.00	3,845.00	39.16
OTHER	OTHER REVENUE	1,000.00	8,290.91	127.00	(7,290.91)	829.09
TOTAL Revenues		1,001,270.00	1,614,406.58	1,180,247.75	(613,136.58)	161.24
Expenditures						
570	TREATMENT	317,000.00	159,813.88	24,761.36	157,186.12	50.41
571	DISTRIBUTION	216,890.00	175,702.04	14,385.46	41,187.96	81.01
572	CUSTOMER ACCOUNTS	89,400.00	26,827.41	4,306.87	62,572.59	30.01
573	ADMINISTRATION	266,456.00	15,254.50	56.25	251,201.50	5.72
TOTAL Expenditures		889,746.00	377,597.83	43,509.94	512,148.17	42.44
TOTAL REVENUES		1,001,270.00	1,614,406.58	1,180,247.75	(613,136.58)	161.24
TOTAL EXPENDITURES		889,746.00	377,597.83	43,509.94	512,148.17	42.44
NET OF REVENUES & EXPENDITURES		111,524.00	1,236,808.75	1,136,737.81	(1,125,284.75)	1,109.01

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

2015-16

AMENDED

BUDGET

YTD BALANCE

12/31/2015

ACTIVITY FOR

MONTH

12/31/2015

AVAILABLE

BALANCE

% BDGT
USED

DESCRIPTION

Fund 636 - DATA PROCESSING FUND

Revenues

INT INTEREST AND RENTS

OTHER OTHER REVENUE

TOTAL Revenues

Expenditures
000

TOTAL Expenditures

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

77,700.00	0.00	0.00	77,700.00	0.00
1,300.00	0.00	0.00	1,300.00	0.00
79,000.00	0.00	0.00	79,000.00	0.00
79,000.00	36,750.56	7,211.96	42,249.44	46.52
79,000.00	0.00	0.00	79,000.00	0.00
79,000.00	36,750.56	7,211.96	42,249.44	46.52
0.00	(36,750.56)	(7,211.96)	36,750.56	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

Page: 12/15

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	18,000.00	2,861.36	317.81	15,138.64	15.90
INT	INTEREST AND RENTS	121,900.00	74.28	0.00	121,825.72	0.06
OTHER	OTHER REVENUE	100.00	3,875.29	0.00	(3,775.29)	3,875.29
TOTAL Revenues		140,000.00	6,810.93	317.81	133,189.07	4.86
Expenditures						
895	FLEET MAINT. & REPLACEMENT	143,469.14	112,522.53	17,677.29	30,946.61	78.43
TOTAL Expenditures		143,469.14	112,522.53	17,677.29	30,946.61	78.43
TOTAL REVENUES		140,000.00	6,810.93	317.81	133,189.07	4.86
TOTAL EXPENDITURES		143,469.14	112,522.53	17,677.29	30,946.61	78.43
NET OF REVENUES & EXPENDITURES		(3,469.14)	(105,711.60)	(17,359.48)	102,242.46	3,047.20

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015	ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	7,000.00	0.00	(7,000.00)	100.00
TOTAL Revenues		0.00	7,000.00	0.00	(7,000.00)	100.00
TOTAL REVENUES		0.00	7,000.00	0.00	(7,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	7,000.00	0.00	(7,000.00)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 12/31/2015

2015-16

GL NUMBER

AMENDED
BUDGET

YTD BALANCE
12/31/2015

ACTIVITY FOR
MONTH
12/31/2015

AVAILABLE
BALANCE

% BDGT
USED

Fund 714 - LEE FUND

Revenues

10,000.00

1,682.11

(222.35)

8,317.89

16.82

TOTAL Revenues

10,000.00

1,682.11

(222.35)

8,317.89

16.82

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

1,682.11

(222.35)

8,317.89

16.82

TOTAL EXPENDITURES

10,000.00

0.00

0.00

10,000.00

0.00

NET OF REVENUES & EXPENDITURES

0.00

1,682.11

(222.35)

(1,682.11)

100.00

PERIOD ENDING 12/31/2015

2015-16

AMENDED
BUDGET

YTD BALANCE
12/31/2015

ACTIVITY FOR
MONTH
12/31/2015

AVAILABLE
BALANCE

% BDC
USED

Fund 715 - LOOK FUND

Revenues

INT INTEREST AND RENTS

25,000.00

(3,334.75)

(16,181.65)

28,334.75

(13.34)

TOTAL Revenues

25,000.00

(3,334.75)

(16,181.65)

28,334.75

(13.34)

Expenditures
000

25,000.00

3,601.44

0.00

21,398.56

14.41

TOTAL Expenditures

25,000.00

3,601.44

0.00

21,398.56

14.41

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

25,000.00
25,000.00

(3,334.75)
3,601.44

(16,181.65)
0.00

28,334.75
21,398.56

13.34
14.41

0.00

(6,936.19)

(16,181.65)

6,936.19

100.00

TOTAL REVENUES - ALL FUNDS

TOTAL EXPENDITURES - ALL FUNDS

NET OF REVENUES & EXPENDITURES

6,613,314.00
6,170,919.14

6,726,507.19
2,597,239.05

3,400,055.26
458,663.88

(113,193.19)
3,573,680.09

101.71
42.09

442,394.86

4,129,268.14

2,941,391.38

(3,686,873.28)

933.39



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

CITY MANAGER'S REPORT
January 19, 2016

1. We are working with the engineer to finalize the bid packet for the South Monroe Parking Project. The project will include moving utilities, as well as creating a water loop that is part of our Water System Reliability Study and General Plan. In short, the water loop will create more flow for fire suppression for the buildings on the 200 block of Main Street (south side). One section of the parking lot may need to be phased if we cannot acquire that parcel of property prior to commencing construction.
2. We are also preparing the final bid package for the Monroe Street Project which includes utility work and mill/resurface of Monroe from Main to Avery. This will be combined with the South Monroe Parking Project above to take advantage of economies of scale and perhaps save some money.
3. We are conducting an internal staff review of our Cemetery Rules. Once we have completed our internal review, we will bring any recommended changes to you for consideration. We want to get the word out that we are reviewing the rules and looking for public input and feedback prior to our recommendation to you. Please help us spread the word that we are going through this process and that we welcome any comments or suggestions. People can contact me at City Hall at 897-8457 or by email at mhowe@ci.lowell.mi.us.

Respectfully submitted,


Mark Howe, City Manager