

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, MARCH 7, 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. February 16, 2016 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. Strategic Goals Report – (tabled)
  - b. Pending Council Projects Report
  - c. Council Training and Information Schedule
  - d. Strategic Plan Overview (tabled)
  - e.
7. NEW BUSINESS
  - a. Michigan Municipal League – Executive Search Proposal
  - b. Striking of Delinquent Taxes
  - c. Kent Intermediate School District – Summer Tax Collection – 2016
  - d. Big Boiler Brewing, LLC - Establish Public Hearing for an Industrial Facilities Exemption Certificate (P.A. 198) (3/21)
  - e. Election of Zoning Board of Appeals Chair
  - f. ZBA - Public Hearing – Variance – 119, 121, 125 and 127 Monroe Street
  - g.
8. BOARD/COMMISSION REPORTS
9. APPOINTMENTS TO COMMISSIONS AND BOARDS
  - a. Citizen Appointments – Planning Commission
  - b. DDA Representative – Council/Interim City Manager
  - c. GVMC – Council/Interim City Manager
  - d. Building Authority - Council/Interim City Manager
  - e.
10. MANAGER'S REPORT
11. COUNCIL COMMENTS
12. ADJOURNMENT

NOTE: Any person who wishes to speak on an item included on the printed meeting agenda may do so. Speakers will be recognized by the Chair, at which time they will be 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  
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## MEMORANDUM

TO: Lowell City Council

FROM: David Pasquale, Interim City Manager

RE: Council Agenda for Monday, March 7, 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. February 16, 2016 – Regular Session Meeting
4. ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS

a. Strategic Goals Report (tabled)

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. City staff has been working together and with 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. Strategic Plan Overview

This item was tabled from the last meeting.

## 7. NEW BUSINESS

### a. Michigan Municipal League – Executive Search Proposal

The City council needs to initiate the City Manager search process. To this end, the City should engage the Michigan Municipal League in this process. As noted in the proposal, the League would be involved from developing recruitment files, screening resumes to the interview and recruitment selection process. The cost is \$10,000.

In addition, the League is recommending a more involved process which facilitates involvement of community leaders. The cost is \$5,000. Kathie Grinzinger from the MML will be present to explain the program.

Recommended Motion: That the City Council approve a contract with the Michigan Municipal League for the City Manager search process at a cost of \$15,000.

### b. Striking of Delinquent Taxes

Each year City Treasurer Suzanne Olin reviews delinquent personal property taxes that cannot be collected and recommends that the council approve striking them from the rolls.

The attached memo provides additional information on the request to strike \$118.72 from the personal property tax rolls.

Recommended Motion: That the Lowell City Council approve striking \$118.72 from the personal property tax rolls due from Riverbend Salon.

### c. Kent Intermediate School District – Summer Tax Collection - 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 KISD property taxes at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

Recommended Motion: That the Lowell City Council 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.

- d. Big Boiler Brewing, LLC – Set a Public Hearing Date to Establish an Industrial Facilities Development (P.A. 198)

Big Broiler Brewing, LLC has requested that the property located at 318 East Main Street be designated as an Industrial Development District under Public Act 198. This would enable the business to secure property tax abatement. A public hearing should be established for this purpose.

Recommended Motion: The City Council establish March 21, 2016 for a public hearing to consider an Industrial Development District under Public Act 198 for purposes of property tax abatement at 318 East Main Street.

- e. Election of Zoning Board of Appeals Chair

The City Council acting as the Zoning Board of Appeals needs to elect a Chair in the conducting of their meetings.

Recommended Motion: To elect \_\_\_\_\_ as Chair of the Zoning Board of Appeals.

- f. ZBA – Public Hearing – Variance – 119, 121, 125 and 127 Monroe Street

As noted in the February 29, 2016 memo prepared by Williams and Works, the City of Lowell is seeking a variance regarding the construction of a parking lot at South Monroe Street. As a special use within the Central Business District, no parking any closer than a minimum of 20 feet of the Monroe Street right-of-way is permitted. This would result in losing 8-10 parking spaces. Thus, a variance was requested.

Recommended Motion: The City Council acting as the Zoning Board of Appeals approve the parking lot variance at 119, 121, 125 and 127 South Monroe. The Planning Commission will consider the special use at its March 14 meeting.

## 8. BOARD/COMMISSION REPORTS

## 9. APPOINTMENTS TO COMMISSIONS AND BOARDS

- a. Citizen Appointments

Planning Commission

Vacancy

06/30/2017

Vacancy

06/30/2018

- b. Council/Interim City Manager Appointments

DDA Representative

GVMC Representative

Building Authority

## 10. MANAGER'S REPORT

As mentioned to you previously, the Michigan Municipal League will hold its Capital Conference in Lansing on Wednesday, March 23. This gives elected officials the opportunity to hear issues which affect municipalities. Are you interested in attending?

Several communities, including Portland have expressed an interest in a Mayor Exchange this summer. This gives elected and appointed officials a chance to interact with those of another community. Are you interested?

11. COUNCIL COMMENTS

12. ADJOURNMENT

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

Absent: None.

Also Present: City Clerk Susan Ullery, City Treasurer Sue Olin, Interim DPW Director Ron Woods, Light & Power Director Greg Pierce and Police Sergeant Chris Hurst.

2. **APPROVAL OF THE AGENDA.**

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

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

3. **APPROVAL OF THE MINUTES FROM THE PRECEDING REGULAR MEETING.**

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the regular minutes of the February 1, 2016 meeting as written.

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

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

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

YES: Councilmember Teelander, Mayor Altoft, Councilmember DeVore, Councilmember Hodges and

Councilmember Phillips. NO: None. ABSENT: None. MOTION CARRIED.

**BILLS AND ACCOUNTS PAYABLE (2/16/2016)**

General Fund	\$18,101.86
Historic District Fund	\$1,893.00
Downtown Development Fund	\$579.86
Airport Fund	\$1,807.58
Wastewater Fund	\$33,218.40
Water Fund	\$157,513.51
Data Processing Fund	\$9,644.23
Equipment Fund	\$1,319.02
Current Tax Collected	\$50,030.64

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

Chris Becker introduced himself and noted he is running for Kent County Prosecutor.

Citizens Jeff Dickeman, Perry Beachum, Jim Salzwedal and Shawn Bowne all spoke regarding various concerns.

6. **OLD BUSINESS.**

a. **Strategic Goals Report.**

This item was tabled.

b. **Pending Council Project Report.**

The Council reviewed the report.

c. **Council Training and Information Schedule.**

City staff has been working together and with others to schedule the next few presentations. Pasquale asked the Councilmembers to let him know if there is something in particular that they would like to see moved up on the list.

d. **Equipment Purchase.**

Ron Woods recommended that they move forward and replace the door on the skid steer.

IT WAS MOVED BY HODGES and seconded by DEVORE to move forward with the door replacement.

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

e. **Strategic Plan Overview.**

Nothing new to report.

7. **NEW BUSINESS.**

a. **Fireworks for Riverwalk.**

The Lowell Area Chamber of Commerce is requesting approval of a permit for a fireworks display on Saturday, July 9, 2016. This will be part of the annual Riverwalk Festival and, as in recent years, the fireworks will be launched from Stoney Lakeside Park. The fireworks are sponsored by and paid for in full by the Laurels of Kent.

IT WAS MOVED BY DEVORE and seconded by PHILLIPS to approve the request from the Lowell Area Chamber of Commerce for a fireworks display on Saturday, July 9, 2016.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips, Councilmember

Teelander and Mayor Altoft. NO: None. ABSENT: None. MOTION CARRIED.

b. Riverwalk Festival Street Closure Request.

The Lowell Area Chamber of Commerce is requesting several street closures relating to events that are part of the annual Riverwalk Festival.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the request from the Lowell Area Chamber of Commerce to close Avery Street, west of Monroe Street, beginning on Thursday, July 7, 2016, at 6 a.m. through Saturday, July 9, 2016 ending at 6 p.m.; and to close Avery Street, east of Monroe to the Nazarene Church Parking Lot and Washington Street, north of Main to the Lowell Area Schools Parking Lot, on Saturday, July 9, 2016, from 6 a.m. to 4 p.m.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, Mayor Altoft and Councilmember DeVore. NO: None. ABSENT: None. MOTION CARRIED.

c. Big Boiler Brewing, LLC – Resolution 01-16.

Brent Slagell of Big Broiler Brewing, LLC and City Attorney Dick Wendt spoke regarding the status of the brewery project at the Superior Furniture building. They asked for approval of Resolution 01-16 to the Michigan Liquor Control Commission.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve Resolution 01-16 for Big Boiler Brewing, LLC.

YES: Councilmember Phillips, Councilmember Teelander, Mayor Altoft, Councilmember DeVore and Councilmember Hodges. NO: None. ABSENT: None. MOTION CARRIED.

d. New Union Brewery – Resolution 04-16.

Tyler Velting from New Union Brewery stated that their site plan had been approved last week and stated that the last thing that the State of Michigan needed in order for them to continue moving forward was the Council approval for the brewery to come into Lowell.

IT WAS MOVED BY DEVORE and seconded by HODGES to approve Resolution 04-16 for New Union Brewery.

YES: Councilmember Teelander, Mayor Altoft, Councilmember DeVore, Councilmember Hodges and Councilmember Phillips. NO: None. ABSENT: None. MOTION CARRIED.

e. Interim City Manager Contract Agreement.

An agreement was presented that outlined the terms of employment for David Pasquale who is serving as the Interim City Manager.



IT WAS MOVED BY ALTOFT and seconded by HODGES to approve the Interim City Manager Contract Agreement.

YES: Mayor Altoft, Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and Councilmember Teelander. NO: None. ABSENT: None. MOTION CARRIED.

f. Interim City Manager Resolution 02-16.

Resolution 02-16 was presented that states the Council's agreement to employ David Pasquale as Interim City Manager and Pasquale's acceptance of the position.

IT WAS MOVED BY HODGES and seconded by ALTOFT to approve the Interim City Manager Resolution 02-16.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips, Councilmember Teelander and Mayor Altoft. NO: None. ABSENT: None. MOTION CARRIED.

g. Wastewater Inflow & Infiltration – Presentation by Prein & Newhoff.

Brian Vilmont of Prein & Newhoff presented a schedule of recommended projects regarding the wastewater inflow and infiltration project. The projects include the main lift station replacement, the Valley Vista lift station and replacing the sanitary sewer river closing and reconstructing the sanitary sewer by King Milling.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the wastewater inflow and infiltration.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, Mayor Altoft and Councilmember DeVore. NO: None. ABSENT: None. MOTION CARRIED.

h. Assessors Agreement.

Jeff and Debra Rashid have been the City's assessors since April, 2010. The agreement adjusts compensation from \$36,000 to \$45,000 a year, effective March 1, 2016. No additional fringe benefits would be included and no additional monies would be paid for a contracted duration of two years. There has been no increase in the past six years.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the Assessors Agreement.

YES: Councilmember Phillips, Councilmember Teelander, Mayor Altoft, Councilmember DeVore and Councilmember Hodges. NO: None. ABSENT: None. MOTION CARRIED.

i. Assessors Resolution 03-16.

This is a resolution approving and authorizing the execution of the property tax assessor employment agreement between the City and Jeffrey and Debra Rashid.

IT WAS MOVED BY DEVORE and seconded by PHILLIPS to approve the Assessors Resolution 03-16.

YES: Councilmember Teelander, Mayor Altoft, Councilmember DeVore, Councilmember Hodges and Councilmember Phillips. NO: None. ABSENT: None. MOTION CARRIED.

8. MONTHLY REPORTS.

No comments.

9. BOARD/COMMISSIONS REPORTS.

Councilmember Hodges updated everyone on the three Boards he serves on.

At the latest Arbor Board meeting, there was discussion about various trees in the community, specifically one on Lafayette Street. They will be revisiting the issue at their meeting in March.

The LOOK Committee will be meeting in May. Proposals to the LOOK Committee are due April 29.

LCTV Endowment Board will begin its meetings on March 3.

Councilmember Teelander updated everyone on the latest Planning Commission meeting. They discussed the Union Brewery which they believe is a good thing to be coming into the City. They also discussed the overlay for the floodplain which has been adjusted. It was also noted the Planning Commission has two vacancies.

Councilmember Phillips stated the next Historical Meeting will be on the February 23.

Councilmember DeVore discussed the last Parks and Recreation meeting and stated they are discussing what to name the Boy Scout cabin on the North Washington property. They are working on new pamphlets and booklets as well as a couple of grants for the parking lots at Stoney Creekside Park. Next meeting is March 15.

Mayor Altoft updated everyone on the Airport Board's last meeting and said they are in the process of hiring a new fixed base operator. They are expecting many new planes.

Mayor Altoft went to his first Vision meeting. Many good ideas were presented.

10. APPOINTMENTS TO COMMISSIONS AND BOARDS.

a. Citizen Appointments.

There are currently two positions available on the Planning Commission.

Mike DeVore will be sitting on the LARA Board.

11. **MANAGER'S REPORT.**

1. A question was raised regarding the City participating in the Rental Rehabilitation Program. We have provided a copy of Resolution 06-14 in which the Council approved the termination of participation in the Urban County CDBG program with Kent County at its May 5, 2015 City Council meeting.
2. We were asked to provide a copy of Ordinance 11-06. This is an ordinance to add Article 111, "Sidewalk Inspection and Compliance upon Sale or Transfer of Abutting Property," to Chapter 19, "Street, Sidewalks and Other Public Places," of the Code of Ordinances of the City of Lowell. This was approved at its May 2, 2011 City Council meeting and went into effect on May 14, 2011, ten days after publication.
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 Luanne at City Hall at 897-8457 or by email at [lwisniewski@ci.lowell.mi.us](mailto:lwisniewski@ci.lowell.mi.us).

12. **COUNCIL COMMENTS.**

Councilmember Teelander thanked everyone for coming and stated that he welcomes all comments and invited anyone to call him and he'd be happy to talk.

Mayor Altoft discussed the sidewalks and stated that the Council is going to work with Pasquale and the staff to get a new policy in place.

The remaining councilmembers had no further comments.

13. **CLOSED SESSION.**

- a. Consideration of request made for confidential agreement – closed session pursuant to MCL 15.268(h).

IT WAS MOVED BY MAYOR ALTOFT to go into closed session, but no second was received.

No closed session was held.

Discussion commenced regarding the contract settlement for Mark Howe.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the contract settlement for Mark Howe as presented on this date with the exception of deleting paragraph 15.

YES: Mayor Altoft, Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teeland.

NO: None.

ABSENT: None.

MOTION CARRIED.

14. ADJOURNMENT.

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 8:34 p.m.

DATE:

APPROVED:

---

Jeff Altoft, Mayor

---

Susan Ullery, City Clerk



**Local Government Approval**  
(Authorized by MCL 436.1501)

Res # 04-16

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the City council/board  
(regular or special) (township, city, village)  
called to order by Mayor Altoft on February 16 at 7:00 p.m.  
the following resolution was offered: (date) (time)  
Moved by DEVORE and supported by HODGES  
that the application from Union Estates, LLC  
(name of applicant)

for the following license(s): New Microbrewer and New Small Winemaker licenses  
(list specific licenses requested)

to be located at: 400 W Main, Lowell, MI 49331, Kent County

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 5  
Nays: 0  
Absent: 0

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City  
council/board at a Regular meeting held on February 16 (township, city, village)  
(regular or special) (date)

Susan Ullorey  
Print Name of Clerk

Susan Ullorey  
Signature of Clerk

2.17.16  
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

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

**RESOLUTION NO. 03 - 16**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION  
OF PROPERTY TAX ASSESSOR EMPLOYMENT AGREEMENT  
BETWEEN THE CITY AND JEFFREY AND DEBRA RASHID**

Councilmember DeVore, supported by Councilmember Phillips, moved the adoption of the following resolution:

**WHEREAS**, the City needs to assess real and personal property within the City and therefore needs the services of a qualified assessor; and

**WHEREAS**, Jeffrey and Debra Rashid ("Rashids") are qualified to provide such services to the City and is available to provide such services as a part-time employee of the City; and

**WHEREAS**, the City desires to enter into an employment agreement with the Rashids to provide property assessment services to the City for the 2015--2016 (remaining), 2016-2017 and 2017-2018 fiscal years.

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

1. The Property Tax Assessor Employment Agreement between the Rashids and the City attached hereto is approved, and the Mayor and City Clerk are authorized and directed to execute and deliver it for and on behalf of the City.

2. All resolutions or parts of resolutions to the extent they are in conflict with this resolution are hereby rescinded.

YES: Councilmembers Teelander, Mayor Altoft, DeVore, Hodges, Phillips

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION DECLARED ADOPTED.**

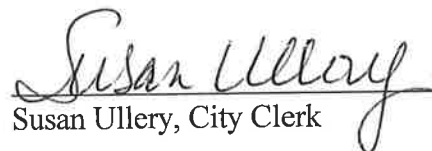
Dated: February 16, 2016

  
Susan Ullery, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on February 16, 2016, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

**IN WITNESS WHEREOF**, I have affixed my official signature this 16<sup>th</sup> day of February, 2016.

  
Susan Ullery, City Clerk

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

**RESOLUTION NO. 02-16**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF  
CITY MANAGER EMPLOYMENT AGREEMENT WITH DAVID M.  
PASQUALE**

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

**WHEREAS**, the City desires to employ the services of David M. Pasquale ("Pasquale") as interim City Manager of the City; and

**WHEREAS**, Pasquale has agreed to be employed as interim City Manager of the City; and

**WHEREAS**, such employment shall be in accordance with the terms and conditions of a City Manager Employment Agreement (the "Agreement").

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

1. That the Agreement in the form presented at this meeting between the City and Pasquale is approved and the Mayor and City Clerk are authorized and directed to execute the Agreement for and on behalf of the City.

2. That all resolutions or parts of resolutions to the extent they are in conflict with this resolution are hereby rescinded.

YES: Councilmembers DeVore, Hodges, Phillips, Teelander and Mayor Altoft

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION DECLARED ADOPTED.**

Dated: February 16, 2016


  
\_\_\_\_\_  
Susan Ullery, City Clerk



### **CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on February 16, 2016, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

**IN WITNESS WHEREOF**, I have affixed my official signature this 16th day of February, 2016.

  
Susan Ullery, City Clerk



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

Res# 01-16

**Instructions for Applicants:**

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

**Instructions for Local Legislative Body:**

- Complete this resolution, or provide a resolution, a letter of certification from the clerk, or minutes from the meeting at which this request was considered.

At a Regular meeting of the City council/board  
(regular or special) (township, city, village)  
called to order by Mayor Altoft on 2/16/2016 at 7:00 p.m.  
the following resolution was offered: (date) (time)

Moved by Hodges and supported by DeVore  
that the application from Big Boiler Brewing LLC  
(name of applicant)  
for the following license(s): New Class C License issued under provisions of MCL 436.1521a(1)(b)  
(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: ☐ Dance Permit ☒ Entertainment Permit ☐ Topless Activity Permit

☐ Extended Hours Dance Permit Hours Required: \_\_\_\_\_

☐ Extended Hours Entertainment Permit Hours Required: \_\_\_\_\_

to be located at 318 E. Main Street

be considered for Approval  
(approval or disapproval)

**Approval**

Yeas: 5

Nays: 0

Absent: 0

**Disapproval**

Yeas: 0

Nays: 0

Absent: 0

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City  
council/board at a Regular meeting held on 2/16/16.  
(regular or special) (township, city, village) (date)

Name and title of authorized officer (please print):

Signature and date of authorized clerk:

Phone number and e-mail of authorized officer:

Susan Ullery  
Susan Ullery 2/16/16  
416-897-8457 SUllery@ci.lowell.mi.us

03/03/2016 02:45 PM  
User: LORI  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 02/12/2016 - 03/03/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND DANIEL SEPANIK	1,000.00	67510
101-000-040.000	ACCOUNTS RECEIVABLE	DATAWORKS PLUS LLC	LIVESCAN FINGER PRINT SYS	3,158.75	67517
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE	0.36	67458
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DISBURSEMENT	49.82	67467
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	35.12	67468
101-000-224.000	DUE TO MUSEUM CIVIL WAR B	LOWELL GRANITE CO. INC.	GRAVE STONE - HOOKER	302.47	67473
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	267.58	67472
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	TAX DISBURSEMENTE	7.56	67467
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	5.91	67469
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	2.25	67463
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.31	67471
101-000-264.003	WORKERS COMP INSURANCE PA	MICHIGAN MUNICIPAL WC FUN	WC POLICY PREMIUM 7/1/201	5,365.00	67524
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	0.67	67463
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENTE	2.26	67467
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT	12.28	67467
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	8.43	67468
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	1.77	67469
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.09	67471
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	64.72	67472
101-000-285.001	DEPOSITS/RECYCLE CONTAIN	JENNIFER THIEL	RECYCLE BIN REFUND	10.00	67466
Total For Dept 000				10,295.35	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	PRINTING SYSTEMS	VOTER ID CARDS	193.76	67529
Total For Dept 191 ELECTI				193.76	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	EXPENSE REPORT	20.52	67531
Total For Dept 209 ASSESS				20.52	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	752.50	67486
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	52.50	67486
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	52.50	67486
101-210-801.000	PROFESSIONAL SERVICES	HENRY LAW, PC	LEGAL SERVICES JAN & FEB	6,300.00	67520
Total For Dept 210 ATTORN				7,157.50	
Dept 215 CLERK					
101-215-864.000	CONFERENCES & CONVENTIONS	FAIRFIELD INN	MAMC CONF MAR 20-25, 206-	382.50	67487
Total For Dept 215 CLERK				382.50	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	JANUARY 2016 ADMIN FEE	48.50	67462
101-253-801.000	PROFESSIONAL SERVICES	STRATEGIC ACCOUNTING & TA	PROF SERVICES	130.00	67534
Total For Dept 253 TREASU				178.50	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	DES MOINES STAMP MFG. CO.	DATE STAMP	138.00	67461
101-265-727.000	OFFICE SUPPLIES	HOOPER PRINTING	SIGNATURE STAMP	51.09	67490
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	26.00	67502
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	84.54	67536
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE METER	555.90	67530
101-265-740.000	OPERATING SUPPLIES	MIDWEST AIR FILTER, INC.	CITY HALL SUPPLIES	94.04	67495
101-265-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	47.00	67541
101-265-802.000	CONTRACTUAL	RIVERSIDE INTEGRATED SYST	ANNUAL LPD MONITORING FEE	251.04	67497
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CONTRACT	630.00	67498
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE	55.55	67532
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	235.45	67458
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	CITY HALL CABLE TV	149.85	67460
101-265-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	1,974.82	67482

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Fund 101 GENERAL FUND					
Dept 265 CITY HALL					
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	2,257.45	67474
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	1,601.75	67516
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	2,580.13	67523
101-265-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	67478
101-265-930.000	REPAIR & MAINTENANCE	LITES PLUS, INC.	CITY HALL LIGHTS	123.75	67491
101-265-930.000	REPAIR & MAINTENANCE	WOODS, RON	REIMBURSE FOR COPIES & MI	153.00	67544
Total For Dept 265 CITY H				11,059.36	
Dept 276 CEMETERY					
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	192.38	67474
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	237.83	67523
Total For Dept 276 CEMETE				430.21	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	HOPE NETWORK WEST MICHIGA	JANUARY 2016 STATEMENT	320.00	67464
101-294-955.000	UNALLOCATED MISCELLANEOUS	GREATER LOWELL CHAMBER FO	2015 COMMUNITY CLEAN UP	1,000.00	67489
Total For Dept 294 UNALLO				1,320.00	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	JAN 2016 SOR	60.00	67533
101-301-727.000	OFFICE SUPPLIES	CINTAS CORPORATION	SUPPLIES	36.61	67484
101-301-727.000	OFFICE SUPPLIES	HOOPER PRINTING	LPD VEHICLE INVENTORY RECO	98.19	67521
101-301-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	42.63	67536
101-301-740.000	OPERATING SUPPLIES	MICHIGAN POLICE EQUIPMENT	POLICE SUPPLIES	106.00	67494
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - HURST	14.00	67496
101-301-744.000	UNIFORMS	CMP	POLICE DEPT UNIFORM SUPPL	4,522.00	67514
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	POLICE UNIFORMS	16.00	67528
101-301-802.000	CONTRACTUAL	STATE OF MICHIGAN	USER FEE 10/1/15 - 9/30/1	1,300.00	67477
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	141.07	67458
101-301-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	1,477.59	67482
101-301-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCT	312.15	67500
101-301-860.000	TRAVEL EXPENSES	MUNDT, THERESA	CAR SEAT EVENT MILEAGE	19.44	67475
101-301-930.000	R & M EQUIPMENT	NORTHSTAR MEDICAL EQUIPME	HEART START PADS	47.60	67527
101-301-931.000	R & M POLICE CARS	HURST, CHRIS	ANTI FREEZE FOR LPD CAR	10.38	67465
101-301-955.000	MISCELLANEOUS EXPENSE	GR CITY TREASURER	PARKING	26.00	67488
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	NTOA	SUPERVISING PATROL CRITIC	284.00	67506
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	KRAV MAG INSTRUCTOR SERIE	200.00	67509
101-301-960.000	SALVAGE EXPENSES	DATAWORKS PLUS LLC	LIVESCAN FINGER PRINT SYS	3,222.00	67517
Total For Dept 301 POLICE				11,935.66	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	1,123.50	67538
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVCIES	1,091.00	67538
Total For Dept 400 PLANNI				2,214.50	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	UNIVERSAL HANDLING EQUIPM	6 YARD SLANT DUMPSTER	231.34	67511
101-441-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	23.50	67541
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICE	117.78	67532
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	37.45	67458
101-441-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	718.40	67482
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW XFINITY TV	29.97	67515
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	258.98	67474
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	824.03	67516
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	304.81	67523
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	846.88	67474
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	846.88	67523
101-441-927.000	REPAIR & MAINT. STREET LI	LOWELL LIGHT & POWER	STREET LIGHT MAINTENANCE	383.40	67492
Total For Dept 441 DEPART				4,623.42	

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Fund 101 GENERAL FUND					
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	BAG SALES	4,322.50	67476
		Total For Dept 523 TRASH		4,322.50	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	152.85	67474
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	85.45	67516
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	230.91	67523
		Total For Dept 747 CHAMBE		469.21	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	UNIVERSAL HANDLING EQUIPM	6 YARD SLANT DUMPSTER	231.33	67511
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	596.79	67474
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	780.25	67523
		Total For Dept 751 PARKS		1,608.37	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	39.67	67474
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	39.16	67523
		Total For Dept 757 SHOWBO		78.83	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	47.00	67541
101-790-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	314.62	67482
101-790-850.000	COMMUNICATIONS	RED CREEK	TRASH SERVICE	50.93	67532
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	1,230.14	67474
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	766.10	67516
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	1,342.56	67523
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67478
101-790-930.000	REPAIR & MAINTENANCE	MIDWEST AIR FILTER, INC.	LIBRARY R & M	62.98	67495
101-790-930.000	REPAIR & MAINTENANCE	RUESINK, KATHIE	CLEANING CONTRACT	360.00	67498
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	STATEMENT - LIBRARY	562.63	67525
		Total For Dept 790 LIBRAR		4,776.96	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67478
101-804-887.000	CONTRIBUTIONS & MAINTENAN	MIDWEST AIR FILTER, INC.	MUSEUM R & M	47.26	67495
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	213.04	67474
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	475.95	67516
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	255.47	67523
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	117.79	67471
		Total For Dept 804 MUSEUM		1,149.51	
		Total For Fund 101 GENERA		62,216.66	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCT	12.71	67500
202-463-930.000	REPAIR & MAINTENANCE	LITES PLUS, INC.	STREETS R & M	189.50	67491
		Total For Dept 463 MAINTEN		202.21	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	WINTER MAINTENANCE	1,852.98	67485
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	SUPPLIES	371.87	67501
		Total For Dept 478 WINTER		2,224.85	
		Total For Fund 202 MAJOR		2,427.06	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - STREET PR	1,611.00	67538
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	355.20	67538
		Total For Dept 450 CAPITA		1,966.20	
Dept 463 MAINTENANCE					

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Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCT	12.71	67500
	Total For Dept 463 MAINTENANCE			12.71	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	WINTER MAINTENANCE	1,852.98	67485
203-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	SUPPLIES	371.88	67501
	Total For Dept 478 WINTER			2,224.86	
	Total For Fund 203 LOCAL			4,203.77	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - S MONROE	1,860.70	67538
	Total For Dept 450 CAPITAL			1,860.70	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	UNIVERSAL HANDLING EQUIPMENT	6 YARD SLANT DUMPSTER	231.33	67511
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	1,866.36	67474
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	STREET LIGHT MAINTENANCE	168.00	67492
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	1,060.73	67523
	Total For Dept 463 MAINTENANCE			3,326.42	
	Total For Fund 248 DOWNTOWN			5,187.12	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 301 POLICE DEPARTMENT					
260-301-740.000	OPERATING SUPPLIES	DATAWORKS PLUS LLC	LIVESCAN FINGER PRINT SYS	3,511.85	67517
	Total For Dept 301 POLICE			3,511.85	
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	54.39	67474
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	52.92	67523
	Total For Dept 758 DOG PARK			107.31	
	Total For Fund 260 DESIGNATED			3,619.16	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	1,505.00	67486
581-000-801.000	PROFESSIONAL SERVICES	WILLIAMS AIR POWER INC.	FBO AGREEMENT - OCT 2015	1,000.00	67539
581-000-802.000	CONTRACTUAL	SCENIC EXPRESSIONS LLC	AIRPORT PLOWING CONTRACT	1,500.00	67499
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	67.17	67516
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	67543
	Total For Dept 000			4,122.16	
	Total For Fund 581 AIRPORT			4,122.16	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE	37.74	67458
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	6,120.96	67474
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	6,561.62	67523
	Total For Dept 000			12,720.32	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	JANUARY PROF SERVICES	1,462.16	67535
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	FEBRUARY PROF SERVICES	35,925.00	67535
590-550-930.000	REPAIR & MAINTENANCE	KENTWOOD PLBG & HTG, INC	WWTP REPAIR & MAINT	6,494.92	67470
	Total For Dept 550 TREATMENT			43,882.08	
Dept 551 COLLECTION					
590-551-744.000	UNIFORMS	ARROW UNIFORM	VANSETTERS UNIFORM	176.82	67457
	Total For Dept 551 COLLECTION			176.82	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	211.31	67507

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Fund 590 WASTEWATER FUND					
Dept 552 CUSTOMER ACCOUNTS					
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR FEB 2016 WATE	28.62	67459
	Total For Dept 552 CUSTOM			239.93	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - S MONROE	1,860.70	67538
	Total For Dept 553 ADMINI			1,860.70	
	Total For Fund 590 WASTEW			58,879.85	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	WILL, BARBARA	UB refund for account: 5-	38.12	67508
591-000-627.000	WATER METERS	TIM BRUCE	REFUND FOR HOOK UP FEES	400.00	67503
591-000-633.000	CAPITAL CONNECTION CHARGE	TIM BRUCE	REFUND FOR HOOK UP FEES	543.00	67503
	Total For Dept 000			981.12	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	GRAINGER INDUSTRIAL SUPPL	WTP SUPPLIES	974.70	67518
591-570-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	56.53	67536
591-570-743.000	CHEMICALS	GRAYMONT CAPITAL INC.	WTP CHEMICALS	6,364.80	67519
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE	0.64	67458
591-570-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	507.08	67482
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	5,225.24	67474
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	425.61	67516
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	5,536.16	67523
	Total For Dept 570 TREATM			19,090.76	
Dept 571 DISTRIBUTION					
591-571-744.000	UNIFORMS	ARROW UNIFORM	VANSETTERS UNIFORM	176.82	67457
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	FEB 2016 CROSS CONNECTION	815.00	67522
591-571-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCT	51.80	67500
591-571-864.000	CONFERENCES & CONVENTIONS	MRWA	MRWA CONFERENCE 03/16-03/	520.00	67455
591-571-864.000	CONFERENCES & CONVENTIONS	SUMMIT VILLAGE SHANTY CRE	2 GUEST ROOMS JEFF VANSET	1,012.32	67456
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC ACCOUNTS	1,458.29	67474
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	184.76	67516
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	STATEMENT OF ACCOUNT	176.19	67516
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS DUE MARCH	1,653.44	67523
	Total For Dept 571 DISTRI			6,048.62	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	211.31	67507
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR FEB 2016 WATE	28.62	67459
	Total For Dept 572 CUSTOM			239.93	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - S MONROE	1,860.70	67538
	Total For Dept 573 ADMINI			1,860.70	
	Total For Fund 591 WATER			28,221.13	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROF SERVICES	740.00	67481
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	80.00	67512
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROF SERVICES	340.00	67512
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	DPW PROF SERVICES	300.00	67512
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPIER CONTRACTUAL	307.94	67542
636-000-986.000	COMPUTER DATA PROCESSING	MUNICIPAL CODE CORP.	CODE OF ORD SUPPLEMENTS	2,234.10	67526
	Total For Dept 000			4,002.04	
	Total For Fund 636 DATA P			4,002.04	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					

03/03/2016 02:45 PM  
User: LORI  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 02/12/2016 - 03/03/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 6/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	BURNIPS EQUIPMENT CO., IN	EQUIP R & M	2,741.40	67483
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EQUIP R & M	329.20	67505
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EQUIP R & M	55.86	67505
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R & M	128.82	67537
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R & M	288.64	67537
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EQUIP FUND	41.02	67540
Total For Dept 895 FLEET				3,584.94	
Total For Fund 661 EQUIPM				3,584.94	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	38,001.11	67467
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	34,170.63	67468
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	253,945.18	67472
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENTE	2,931.03	67467
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	2,340.05	67469
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	872.69	67463
703-000-275.000	DUE TO TAXPAYERS	WITTENBACH STEPHEN J	Win Tax Refund 41-20-02-3	2.00	67480
703-000-275.000	DUE TO TAXPAYERS	BUCKNER ROBERT & TERESA	Sum Tax Refund 41-20-11-1	1.42	67513
Total For Dept 000				332,264.11	
Total For Fund 703 CURREN				332,264.11	



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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
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BOTH OPEN AND PAID

Page: 7/7

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

Fund 101	GENERAL FUND	62,216.66
Fund 202	MAJOR STREET FUN	2,427.06
Fund 203	LOCAL STREET FUN	4,203.77
Fund 248	DOWNTOWN DEVELOP	5,187.12
Fund 260	DESIGNATED CONTR	3,619.16
Fund 581	AIRPORT FUND	4,122.16
Fund 590	WASTEWATER FUND	58,879.85
Fund 591	WATER FUND	28,221.13
Fund 636	DATA PROCESSING	4,002.04
Fund 661	EQUIPMENT FUND	3,584.94
Fund 703	CURRENT TAX COLL	332,264.11

508,728.00



# STRATEGIC GOALS REPORT

MARCH 7, 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](http://www.ci.lowell.mi.us)

## PENDING COUNCIL PROJECTS REPORT March 7, 2016

### UPDATES

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**Underground Electrical Lines** – No further update.

**Trash Ordinance Update** – No further update.

**Right of Way Ordinance** – No further update.

### UPDATES

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#### **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 – not completed**

### **February 1**

- **Light & Power - completed**
- **Equipment Replacement Plan – not completed**

### **February 16 (Tuesday, President's Day)**

- **Water and Wastewater Systems – not completed**
- **Street Plan and Asset Management – not completed**
- **Strategic Planning, Finalize Overall Priorities – not completed**

### **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)

-



# EXECUTIVE SEARCH PROPOSAL

City of Lowell



February 2016

Prepared by the Michigan Municipal League

Colleen Layton

Director, Policy Development

1675 Green Road, Ann Arbor, MI 48105

734.669.6325

[clayton@mml.org](mailto:clayton@mml.org)



Mayor Jeff Altoft  
301 East Main Street  
Lowell, MI 49331



michigan municipal league

February 26, 2016

Mayor Altoft and Council,

The Michigan Municipal League is pleased to offer the City of Lowell our assistance in selecting your next City Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with communities to provide the tools needed to effectively manage and develop. This close relationship gives the League a deep understanding of a community's needs and challenges and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing the community a highly qualified leader who will add tremendous value. To that end, we are dedicated to serving the needs of member communities before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, half of which are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with the community to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

We provide a high level of customized service in order to produce a quality match for the community. In order to ensure a quality outcome and match, a typical search includes with the following services and requires 120 days to complete. The timeline varies depending on timing of ad placement, availability of candidates and city officials, and the needs of the community.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,

Colleen Layton



# PROPOSAL FOR EXECUTIVE SEARCH

## City of Lowell

### ► SERVICE SUMMARY

Our executive search service typically includes the following activities, which are accomplished over the course of up to **four** personal visits with the search facilitator. The following activities would be done for each position:

- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure
- Outreach meetings and public forums
- Featured placement in the League's classifieds which receive 5,000+ hits per week
- Advanced marketing, including an exclusive direct email to Michigan municipal managers and others as appropriate, as well as the League's social media (more than 5,000 followers)
- Direct recruitment of passive candidates
- Thorough application analysis and personal pre-screening of viable applicants
- Reference checks, social media check, and in-depth background investigation done by a third party
- Customized interview questions and selection format/process, including second or final interviews as needed
- Public engagement session and/or non-traditional, social meeting
- Development of the conditional offer of employment

### ► SEARCH PROCESS

#### Develop Recruitment Profiles

In the first meeting, the search facilitator will facilitate a work session to develop a comprehensive recruitment profile. The search facilitator will spur the development of an ideal recruitment profile that the City can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position. The recruitment profile has two components:

1. **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection.
2. **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, services provided, etc.), and the community itself. This component is an excellent opportunity to highlight the quality of life aspects of your City or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths and cultural or



entertainment opportunities.)

These profiles are used to develop a professionally designed recruitment brochure which is featured on the MML website in its entirety and directly emailed to targeted Michigan municipal professionals.

## **Develop and Administer Recruitment and Outreach Campaign**

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to the widest and most appropriate audience. To accomplish this, we will develop an outreach and advertising campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought. Our advertising strategy will include both written and electronic publications:

- Featured placement on the League's Classified Ads (website, features complete recruitment brochure)
- ICMA Website
- League social media outlets
- Other professional associations as appropriate (i.e. MGFOA, MAP, etc.)
- Regional public administration associations
- Public administration master's programs' career placement offices
- Other municipal associations as appropriate (i.e., MTA, MAC, etc.)

The full recruitment brochure will be featured on the League's web site which receives an average of 5,000 hits per week. League searches are always listed first with special graphics to highlight your position. This is an excellent opportunity to promote the position and your community to a wide range of prospective candidates.

In addition to advertising the position, we will utilize our extensive network of contacts to identify professionals in transition and managers who may have an interest in the opportunity. We focus the recruiting effort on attracting the most qualified candidates, including passive candidates, to ensure an outstanding candidate pool. Following the closing date for receipt of resumes, we will proceed with resume review and interviews.

## **Screen Resumes and Narrow Field of Applicants**

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. We also conduct initial prescreening and online searches.

At the conclusion of this initial screening process, we present a confidential summary of the applicants and their qualifications which serves as the basis for a suggested "short-list" of candidates for further consideration. After discussion and consideration, the municipality will determine whom to invite for personal interviews.

Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers or application materials of confidential applicants who are not viable candidates. We only lift confidentiality for viable candidates who agree to participate in the interview process.



## Preliminary Reference Review

As the field of applicants is narrowed, we will conduct preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style. Interview and Selection Process

## Interview and Selection Process

Once a list of final candidates has been developed, we will assist in coordinating and scheduling interviews. As well, we will develop interview questions that focus on the priorities outlined within the candidate profile.

Further, we will offer guidance and advice concerning appropriate interview topics as well as those that should be avoided. While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.

A search facilitator will attend and facilitate the interviews with each of the final candidates. There will be one or two rounds of interviews, depending on the community's preference. At the conclusion of the interview process, we will facilitate discussion and evaluation of each candidate. For Lowell, we can also facilitate an informal open house meeting between the community and candidates.

Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.

## Search Close-out

After the community has chosen a candidate, the search facilitator will be able to assist in contract negotiations of the conditional and final offer. At this stage, the League will initiate a thorough background search handled by a contracted third party that specializes in employment investigation.

Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.



## Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. A sample timeline is provided below.

<b>WEEK 1</b>	Initial Meeting: Create Profiles, Recruitment Strategy, Ad Language
<b>WEEK 2-3</b>	Place ads
<b>WEEK 3-5</b>	Direct Recruitment, Active Solicitation of Candidates
<b>WEEK 3-6</b>	Application Screening, Initial Reference Checks
<b>WEEK 6-7</b>	Prepare Short List, Meet and Review Candidates
<b>WEEK 7-8</b>	Conduct First Interviews/Open House
<b>WEEK 8-9</b>	Second Interviews (if necessary)
<b>WEEK 9-10</b>	Extend Conditional Offer
<b>WEEK 10</b>	Background Checks
<b>WEEK 11-12</b>	Close Out Activities





## Our Search Facilitators



### **KATHIE S. GRINZINGER**

Our lead executive recruiter is Kathie S. Grinzinger. Ms. Grinzinger has an extensive background in human resources including organizational and employee development; job description analysis; selection processes; and evaluation. She served as the assistant city manager and then city manager for the City of Mt. Pleasant for 25 years before her recent retirement. Grinzinger has served as the President of the Michigan Local Government Managers Association, served on the Michigan Municipal League Board of Trustees and multiple League policy committees. She is a retired member of the International City/County Managers Association, and has served with distinction on many other boards.



### **JOYCE A. PARKER**

Joyce A. Parker is an ICMA credentialed manager and has worked in city management in several communities in the State of Michigan and Illinois. She has worked as City Manager, Assistant City Manager or Township Manager for Jackson, Saginaw, Inkster, Buena Vista Charter Township, and Elgin, Illinois. In this capacity, Ms. Parker developed and managed budgets up to \$250 million and organizations of 800 employees. Under her leadership, and with the cooperation of City government and the community, these suburban and urban cities have experienced rapid growth and development. Joyce Parker is currently the President and CEO of the Municipal Group. The Group provides consulting services such as organizational assessments, recruitment, community and economic development, and personnel and interim staff services. She served as State appointed Emergency Manager for the City of Allen Park, the City of Ecorse and the Highland Park Schools. Ms. Parker has a Bachelor Degree in Business Administration from Kent State University and a Master Degree of Public Administration from the University of Michigan. She is a member of such clubs and organizations as the Business Professional Women's Club, Michigan Local Government Management Association, and the International City County Management Association. Joyce Parker is also the recipient of several awards including the Susan B. Anthony Award from the YMCA, the Spirit of Saginaw Award from the Saginaw County Chamber of Commerce, the Jim Sinclair Award from the Michigan Municipal League and the Great Expectation Award from the NAACP.



### **JEFFREY L. MUELLER**

Jeffrey L. Mueller is an experienced and respected management professional. He has over 30 years of municipal experience, is an ICMA credentialed manager and a member of the Michigan Local Government Management Association. He has worked for the City of Lathrup Village, City of Madison Heights, and the City of Grosse Pointe Park. He has also served as the chair of the South Oakland County Water Authority, South Oakland County Resource and Recovery Authority, and the Michigan Municipal League Centennial Youth Committee. He received his Bachelor's Degree from Western Michigan University, attending the Institute for Public Administration at Central Michigan University, and holds a S2 Water Distribution License from the Michigan Department on Environmental Quality.



## Our Clients

Below are listed some of the municipalities that have utilized the executive search services of the League in recent years. Clients include cities, villages, counties and townships of all sizes throughout the state. Many of our clients have been so pleased with our work that they become repeat customers for other positions, bringing our total number of searches over 200.

City of Albion	City of Harper Woods	City of Tecumseh	Huron Township
City of Alpena	City of Hart	City of Three Rivers	Lyon Township
City of Battle Creek	City of Highland Park	City of Troy	Oakland Township
City of Belding	City of Hillsdale	City of Whitehall	Shelby Township
City of Berkley	City of Howell	City of Williamston	Hartland Township
City of Big Rapids	City of Huntington Woods	City of White Cloud	Spring Lake Township
City of Bloomfield Hills	City of Inkster	City of Woodhaven	Ypsilanti Township
City of Boyne City	City of Iron Mountain	Village of Baraga	Saint Joseph County
City of Brown City	City of Ironwood	Village of Bellevue	Saginaw County Road
City of Buchanan	City of Ishpeming	Village of Beverly Hills	Commission
City of Caro	City of Jackson	Village of Caro	White Lake Fire Authority
City of Cass City	City of Keego Harbor	Village of Cass City	Coloma Township
City of Cedar Springs	City of Lapeer	Village of Cassopolis	
City of Cheboygan	City of Leslie	Village of Constantine	
City of Chelsea	City of Lowell	Village of Douglas	
City of Clawson	City of Marine City	Village of Franklin	
City of Clio	City of Marlette	Village of Holly	
City of Croswell	City of Menominee	Village of Kalkaska	
City of Davison	City of Midland	Village of Kingsley	
City of Eastpointe	City of Milan	Village of Lake Orion	
City of East Grand Rapids	City of Monroe	Village of L'Anse	
City of Escanaba	City of Mount Pleasant	Village of Mackinaw City	
City of Essexville	City of Muskegon Heights	Village of Mattawan	
City of Ewart	City of Norton Shores	Village of Middleville	
City of Farmington	City of Norway	Village of Newberry	
City of Ferndale	City of Parchment	Village of Oxford	
City of Ferrysburg	City of Plymouth	Village of Paw Paw	
City of Frankenmuth	City of Port Huron	Village of Reese	
City of Frankfort	City of Portland	Village of Sparta	
City of Grand Blanc	City of Rogers City	Village of Stockbridge	
City of Grand Ledge	City of Saint Clair	Village of Wolverine Lake	
City of Grayling	City of Saline	Brighton Township	
City of Grosse Pointe	City of Sandusky	Coloma Township	
City of Grosse Pointe Woods	City of Sault Ste. Marie	Delhi Township	
	City of South Lyon	Delta Township	



## Pricing

The League provides a total not-to-exceed price of \$15,000 for executive search service which includes both professional fees and project expenses (advertising, travel, etc.). This ensures you know exactly what you will spend up front to complete this critical process.

The League welcomes the opportunity to assist the City of Lowell in this search. Please feel free to contact me directly with questions about our service or this proposal.

## Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we guarantee placement for at least one year, and strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a minimum of two years for employment with a local government. In the highly unlikely event that the position is vacated within a year of placement, the League will offer another search at no or little additional cost to the community.

Sincerely,  
Sent via email

Colleen Layton  
Director, Information & Policy Research

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal:

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_



# Memorandum

---

**To:** CITY COUNCIL  
**From:** SUZANNE M. OLIN  
**Date:** 02/18/2016  
**Re:** STRIKING OF DELINQUENT TAXES

---

As Treasurer of the City of Lowell, I have exercised due diligence in an effort to collect the personal property taxes listed on the attached exhibit.

The business known as Riverbend Salon, through numerous collection attempts, was eventually turned over to a collection agency and any efforts to collect have been exhausted.

I seek approval from the City Council to strike \$118.72 from the roll.

Page: 1/4

DB: Lowell

POPULATION: All Records

Due

-41-50-72-020-022

Dlg Tax:	358.64
Admin:	0.00
Interest:	232.88
Penalty:	10.76
Other:	0.00
Total:	602.28
Paid:	0.00
Due:	358.64

GRAND RAPIDS CC

LOWELL CITY

RIVERBEND SALON  
209 E MAIN ST SUITE B  
LOWELL MI 49331

February 18, 2016

TO: All Tax Collecting Units in the Kent  
Intermediate School District

FROM: Mike Hagerty, Kent ISD  
Todd Hurley, Grand Rapids Community College

RE: Summer Tax Collection, 2016

Attached please find a listing by taxing unit which indicates which school districts are asking you to provide summer tax collection in July, 2016.

Please note that the Kent Intermediate School District and the Grand Rapids Community College are formally requesting 100% summer tax collection in any unit that the local school district is asking for all or part of their taxes to be collected this July and are recommending this to our respective Boards. All invoices for summer tax collection fees should be sent directly to Kent ISD. Kent ISD will pay the invoices for all fees (for GRCC, local districts, and the ISD).

If you have any questions regarding this communication please don't hesitate to contact Mike Hagerty, Assistant Superintendent for Administrative Services, Kent Intermediate School District at 365-2219, or Todd Hurley, Grand Rapids Community College at 234-4035.

MH/kd

Attachment

<u>Governmental Unit</u>	<u>School District</u>	<u>LEA, KISD, GRCC Will Collect Summer 16 Tax</u>
Ada	Forest Hills	yes
	Lowell	yes
	Northview	yes
Algoma	Cedar Springs	yes
	Rockford	yes
	Sparta	yes
Alpine	Comstock Park	yes
	Kenowa Hills	yes
	Sparta	yes
Boston	Lowell	no
Bowne	Caledonia	yes
	Lowell	yes
	Thornapple Kellogg	no
Byron	Byron Center	yes
	Grandville	yes
	Kentwood	yes
Caledonia	Caledonia	yes
	Thornapple Kellogg	no
Campbell	Lowell	no
	Thornapple Kellogg	no
Cannon	Forest Hills	no
	Lowell	yes
	Rockford	yes
Carlton	Thornapple Kellogg	no
Cascade	Caledonia	yes
	Forest Hills	yes
	Lowell	yes

<u>Governmental Unit</u>	<u>School District</u>	<u>LEA, KISD, GRCC Will Collect Summer 16 Tax</u>
Casnovia	Kent City	yes
Cedar Springs	Cedar Springs	yes
Chester	Kent City	yes
	Sparta	yes
Courtland	Cedar Springs	yes
	Rockford	yes
Dorr	Byron Center	yes
East Grand Rapids	East Grand Rapids	yes
Ensley	Cedar Springs	no
Gaines	Byron Center	yes
	Caledonia	yes
	Kentwood	yes
Georgetown	Grandville	yes
Grand Rapids City	Caledonia	yes
	Forest Hills	yes
	Godwin Heights	yes
	Grand Rapids	yes
	Grandville	yes
	Kenowa Hills	yes
	Kentwood	yes
Grand Rapids Twp	East Grand Rapids	yes
	Forest Hills	yes
	Northview	yes
Grandville	Grandville	yes
	Wyoming	yes
Grant	Kent City	no

<u>Governmental Unit</u>	<u>School District</u>	LEA, KISD, GRCC <u>Will Collect Summer 16 Tax</u>
Grattan	Lowell	yes
	Rockford	yes
Irving	Thornapple Kellogg	no
Jamestown	Grandville	yes
Keene	Lowell	no
Kentwood City	Caledonia	yes
	Forest Hills	yes
	Kelloggsville	yes
	Kentwood	yes
Leighton	Caledonia	no
	Thornapple Kellogg	no
Lowell City	Lowell	yes
Lowell Twp	Caledonia	yes
	Lowell	yes
Nelson	Cedar Springs	yes
Oakfield	Cedar Springs	yes
	Rockford	yes
Orangeville	Thornapple Kellogg	no
Plainfield	Comstock Park	yes
	Kenowa Hills	yes
	Northview	yes
	Rockford	yes
Rockford	Rockford	yes
Rutland	Thornapple Kellogg	no

Page Four

<u>Governmental Unit</u>	<u>School District</u>	<u>LEA, KISD, GRCC Will Collect Summer 16 Tax</u>
Solon	Cedar Springs	yes
	Kent City	yes
Sparta	Kent City	yes
	Sparta	yes
Spencer	Cedar Springs	yes
Tallmadge	Grandville	yes
	Kenowa Hills	yes
Thornapple	Caledonia	no
	Thornapple Kellogg	no
Tyrone	Kent City	yes
	Sparta	yes
Vergennes	Lowell	yes
Walker	Comstock Park	yes
	Grandville	yes
	Kenowa Hills	yes
Wayland	Thornapple Kellogg	no
Wright	Kenowa Hills	yes
	Sparta	yes
Wyoming	Byron Center	yes
	Godfrey Lee	yes
	Godwin Heights	yes
	Grandville	yes
	Kelloggsville	yes
	Kentwood	yes
	Wyoming	yes
Yankee Springs	Thornapple Kellogg	no

2/18/16



JARED T. BELKA

616.752.2447  
FAX 616.222.2447  
jbelka@wnj.com

March 2, 2016

Ms. Susan Ullery  
City Clerk  
City of Lowell  
301 East Main Street  
Lowell, Michigan 49331

Re: **Public Act 198 Request for IFT District for 318 East Main Street SE, Lowell, Michigan 49331 ("Property")**

Dear Ms. Ullery:

I am writing on behalf of my client, BGR Investments, LLC, a Michigan limited liability company, to request that an Act 198 Plant Rehabilitation District be established for the property located at 318 East Main Street SE, Lowell, Michigan. BGR Investments LLC owns the property located at 318 East Main Street SE and is proposing to partner with Big Boiler Brewing Company, LLC for the redevelopment of the Property. Attached to this letter of request is a site map of the requested district boundary of the Property.

Thank you for your time and consideration of this request. Please inform me of any public hearing to establish the requested district and we will be sure to have a representative of BGR Investments, LLC in attendance to answer any questions. If I can provide any additional information or be of assistance, please do not hesitate to contact me directly at (616) 752-2447.

Very truly yours,

  
Jared T. Belka

Enclosure

c: Brent Slagell via e-mail

1409610





# williams&works

engineers | surveyors | planners

## MEMORANDUM

To: Lowell City Council (as the Lowell Zoning Board of Appeals)  
Date: February 29, 2016  
From: Andy Moore, AICP  
RE: **South Monroe Parking Lot Variance Request**

The City of Lowell has applied for a variance from Section 17.04(S)(4) of the Zoning Ordinance. The purpose of this memorandum is to review the request pursuant to Section 21.04(B) of the City of Lowell Zoning Ordinance.

### Background

As you know, the City is seeking to construct a parking lot on the west side of Monroe Street, south of Main Street, generally at 121 and 125 Monroe Street. The area where the parking lot will be located consists of several parcels that the City is working to assemble to provide additional parking for downtown businesses. All of the parcels involved are located within the C-2 Central Business zoning district. Within the C-2 district, "off-street parking lots" are permitted only with special land use approval by the Planning Commission.

### Review Standards

The Zoning Ordinance contains a number of standards for several special land uses, one of which is "off street parking lots." These additional standards must be applied where the principal use of a parcel is off-street parking. Section 17.04(S)(4) of the Zoning Ordinance requires that parking areas be set back a minimum of 20 feet from the front lot line. In this case, the front lot line is along Monroe Street, so no parking area would be permitted within 20 feet of the Monroe Street right of way (except for driveways). Since maintaining that setback would result in the loss of at least 8-10 spaces, a variance was requested.

In order to grant a variance, the City must find that all of the standards of Section 17.04(b) are met. Those standards, along with our remarks, are as follows:

1. *That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district;*

*Exceptional or extraordinary circumstances include: exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in question, the literal enforcement of the requirements of this ordinance would involve practical difficulties;*

**Remarks:** The site is located directly behind the businesses along Main Street. The site is limited in its overall area so it is important to use the land as efficiently as possible to avoid having to construct additional parking elsewhere. In 2014, a study of parking in the downtown area was conducted forecasted a deficit in downtown parking areas,

which may be considered extraordinary circumstances that apply only to this property, as there are no other City-owned vacant parcels that are in a similarly ideal location.

2. *That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.*

**Remarks:** The City owns a few parking lots around the downtown, but it is not likely that this situation will arise again in the near future. The intent of constructing the parking lot in the current location is to provide additional parking to address the projected deficiency in the downtown area without having to remove buildings to do so. Granting the variance allows the City to maximize its parking inventory while maintaining the fabric of the downtown.

3. *That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.*

**Remarks:** Several other parking lots in and around the downtown, whether publicly or privately owned, have parking areas within 20 feet of the front lot line. Therefore, this right is possessed by many other properties in the vicinity.

4. *The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.*

**Remarks:** We do not believe that granting the proposed variance will have any negative effect on the surrounding neighborhood.

5. *The variance will not impair the intent and purpose of this ordinance.*

**Remarks:** The proposed variance is not contrary to the intent and purpose of the Zoning Ordinance.

6. *That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.*

**Remarks:** The City of Lowell is the applicant, and no action has been taken by the City that necessitates the need for the variance.

At the March 7 meeting, the City Council, sitting as the Lowell Zoning Board of Appeals, should carefully consider comments from staff and the public. Subject to those remarks, we recommend the Zoning Board of Appeals approve the variance request as presented. It may use this memorandum as basis for such approval.

Please feel free to contact me with any questions or comments.

c: Sue Ullery, City Clerk  
Dick Wendt, City Attorney  
Dave Austin, P.E. City Engineer  
Jeff Brinks, P.E.

Request Number: \_\_\_\_\_

Filing Fee: \_\_\_\_\_



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

## APPLICATION FOR VARIANCE

1. Street Address and/or Location of Request: 125 S. Monroe
2. Parcel Identification Number (Tax I.D. No.): #41-20- 02-413-026
3. Applicant's Name: City of Lowell Phone Number 616-897-8457  
Address: 301 East Main Street Lowell MI 49331  
Street City State Zip  
Fax Number 616-897-4085 Email Address \_\_\_\_\_
4. Are You: ☒ Property Owner ☐ Owner's Agent ☐ Contract Purchaser ☐ Option Holder
5. Applicant is being represented by: Williams & Works Phone Number 616-224-1500  
Address: 549 Ottawa Avenue NW Grand Rapids, MI 49503
6. Present Zoning of Parcel C-2 Present Use of Parcel Gravel Parking & Outdoor Storage
7. Please indicate the type of variance being requested:  
☐ Lot Coverage ☐ Lot Size/Area ☐ Lot Width ☐ Sign ☐ Parking  
☒ Setbacks ☐ Fence ☐ Landscaping ☐ Building Height  
☐ Accessory Building ☐ Other \_\_\_\_\_
8. Please use the lines below to state the reason(s) for the variance request:  
Conformance with the ordinance would cause undue hardship to the proposed project  
by limiting the use of the property when compared to other downtown area parking  
facilities.  
\_\_\_\_\_  
\_\_\_\_\_

The facts presented above are true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Your Name Here: \_\_\_\_\_

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it.

Owner \_\_\_\_\_

Date \_\_\_\_\_

**Each of the following provisions of the City of Lowell Zoning Ordinance (Section 21.04 B) must be met if a variance is to be granted by the Zoning Board of Appeals. Please respond to each of the six criteria as it pertains to your request.**

- A. That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district:

Exceptional or extraordinary circumstances include: exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in questions, the literal enforcement of the requirements of this Ordinance would involve practical difficulties;

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See attached.

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- B. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.

---

See attached.

---

- C. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

---

See attached

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- D. The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

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See attached.

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- E. The variance will not impair the intent and purpose of this Ordinance.

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See attached.

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- F. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

---

See attached.

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## **City of Lowell – South Monroe Parking Addition**

*Response to Variance Review Standards (Section 21.04.B).*

1. *That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district:*

**Response:** The subject property possesses the unique condition that it is surrounded by uses and development that are complimentary and in need of the proposed parking. The strict application of the zoning requirements would involve practical difficulties due to the limitation of the ability to provide the most benefit to adjacent property owners.

2. *That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.*

**Response:** The subject property is located in the downtown environment which is generally more intensely developed. A variance in this case is for a specific and unique parking situation and would not necessitate a change in the zoning requirements.

3. *That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.*

**Response:** Other parking facilities within the downtown area do not meet the all of the required setbacks. Granting the variance would facilitate development of this lot in a consistent manner. Further, the variance would not infringe on the property rights of adjacent property owners or their abilities to develop their properties.

4. *The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.*

**Response:** Granting the variance would actually benefit adjacent property owners. Strict compliance with the ordinance would result in the loss of eight proposed parking spaces. The parking spaces will be utilized the adjacent property owners and visitors to the City.

5. *The variance will not impair the intent and purpose of this Ordinance.*

**Response:** The intent and purpose of the Ordinance is, among other things, to facilitate the adequate and efficient provision of services and facilities to the public. The proposed parking lot will further that intent.

6. *That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.*

**Response:** The proposed parcel is ideally suited for the development of City parking facilities due to access, proximity to existing parking, and proximity to existing businesses. The limiting factors that exist within the property were not the result of actions by the applicant. The applicant desires to develop in a manner that provides maximum benefit to the City, its citizens and visitors.

## CITY OF LOWELL

### Application for Board or Commission Appointment

Name: BRUCE G. BARKER  
Address: 901 N SEFFERSON STREET  
Telephone Numbers: Home 616 9873473 Cell 269 767 6024  
Email: BRUCEBARKER@HOTMAIL.COM  
Board or Commission Position Desired: PLANNING COMMISSION

\* MOVED TO LOWELL ON MAY 18, 2015 \*

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

SERVED AS CHAIR OF CASCO TOWNSHIP (ALLEGAN CO) PLANNING COMMISSION FROM APPROXIMATELY 2005 TO MAY 2015. SERVED ON PLANNING COMMISSION AS A MEMBER SEVERAL YEARS PRIOR TO THAT. WORKED THROUGH A "NEW" MASTER PLAN AND SUBSEQUENT "NEW" ZONING ORDINANCES (1ST TIME FOR BOTH IN 25 YEARS) AS A RESULT OF THE MICHIGAN ZONING ENABLING ACT (P.A. 100 OF 2016) BOTH MASTER PLAN AND ZONING ORDINANCES WERE REVISED AND UPDATED IN THE PAST 5 YEARS. - I WANT TO "DISCOVER" AND SERVE OUR NEW HOMETOWN HERE IN LOWELL.

1971 GRADUATE - BA-FINANCE NOTRE DAME UNIVERSITY

1979 MBA GRADUATE - GRAND VALLEY STATE UNIVERSITY

1973-2000 THE GRAND RAPIDS PRESS - CURRENT COBA COMMUNICATIONS - SHORELINE VISITOR GUIDES

Bruce G. Barker  
Signature

Please return application to:

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

Or by email to:

sullery@ci.lowell.mi.us



RECEIVED

FEB 22 2016

CITY OF LOWELL  
LOWELL, MICHIGAN

CITY OF LOWELL

Application for Board or Commission Appointment

Name: Marty Chambers  
Address: 930 N Washington St Lowell MI 49331  
Telephone Numbers: Home \_\_\_\_\_ Cell 616-723-6554  
Email: redbarnconsignments@gmail.com  
Board or Commission Position Desired: Planning Commission

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

Signature

Please return application to:

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

Or by email to:

[sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us)

Hello,

I am Martin Lee Chambers Jr; I grew up on 5-Mile Rd and graduated from Lowell High School class of 1982.

My wife Laurie & I were married in 1984 and settled in the city of Lowell at 930 N Washington St in 1991. We raised our two sons here in Lowell.

I started up a business at 217 W Main St ..... Red Barn Consignments & Antiques in April 2014.

In July 2015 I purchased the building at 217 W Main Street.

I would like to be more involved with the decisions / plans for the city that I have lived in for most of my life.



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

**INTERIM CITY MANAGER'S REPORT**  
**March 7, 2016**

1. A question was raised regarding whether or not the City had a Five Year Street Plan. A copy of what was approved by the City Council at its September 8, 2015 meeting is enclosed in your packet.
2. A question was raised regarding the City's Sidewalk Replacement and Enforcement Program. A copy of what was discussed at the May 26, 2015 worksession is enclosed in your packet.
3. As mentioned to you previously, the Michigan Municipal League will hold its Capital Conference in Lansing on Wednesday, March 23. This gives elected officials the opportunity to hear issues which affect municipalities. Are you interested in attending?
4. Several communities, including Portland have expressed an interest in a Mayor Exchange this summer. This gives elected and appointed officials a chance to interact with those of another community. Are you interested?

Respectfully submitted,

David Pasquale, Interim City Manager