

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, APRIL 4, 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. March 21, 2016 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
 - a. Review invoices submitted by Attorney Katherine Henry
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Strategic Goals Report
 - b. Pending Council Projects Report
 - c. Council Training and Information Schedule
 - d. Strategic Plan Overview
 - e.
7. NEW BUSINESS
 - a. Introduction of Scott Poyer – Department of Public Works Director
 - b. Prein & Newhoff – Main and Valley Vista Lift Stations
 - c. Parking Lot, Street and Utility Improvements – Update from Williams and Works
 - d. Rotary Agreement
 - e.
8. BOARD/COMMISSION REPORTS
9. APPOINTMENTS TO COMMISSIONS AND BOARDS
 - a.
 - b.
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.



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MEMORANDUM

TO: Lowell City Council

FROM: David Pasquale, Interim City Manager

RE: Council Agenda for Monday, April 4, 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. March 21, 2016 – Regular Session Meeting
 - b. March 21, 2016 - Worksession
4. ACCOUNTS PAYABLE
 - Review invoices submitted by Attorney Katherine Henry (tabled)
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Strategic Goals Report
 - 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.
 - d. Strategic Plan Overview
7. NEW BUSINESS
 - a. Introduction of Scott Poyer - Department of Public Works Director.

Over the past several months, the search for a full time Public Works Director was undertaken. In all, eleven resumes were received and five were interviewed by a committee composed of Interim Public Works Director Ron Woods, Streets and Parks Supervisor Scott

Fosburg, City Clerk Sue Ullery, City Treasurer Sue Olin, Police Chief Steve Bukala, Consulting Engineer and City resident Dave Austin and myself.

It was the unanimous choice of the committee that Scott Poyer of Eaton Rapids be selected as Public Works Director. He has nearly 16 years as Utility Director/City Superintendent of Eaton Rapids. Poyer managed the day-to-day operations of all areas of electric distributions systems, water distribution, fleet operations, street maintenance, budget preparation and administration, union contract negotiations, IT system maintenance as well as economic development assistance for commercial and industrial customers.

Poyer has an Associate's Degree of Applied Science in Automotive Service from Ferris State in addition to a Bachelor of Science of Automotive and Heavy Equipment Technology from Ferris.

Poyer will start on Monday, April 11. Ron Woods' last day will be April 29.

Poyer is married to Kayan and has two children – Mitchell and Alyssa. He will be present at the meeting for introduction.

b. Prein & Newhoff – Main and Valley Vista Lift Stations.

As mentioned previously, the main lift station needs replacement along with a gravity sanitary sewer connection. The cost for engineering design services by Prein & Newhoff is not to exceed \$59,000 with construction phase services not to exceed \$54,700.

The replacement of the Valley Vista Lift Station converting from a can station to a submersible lift station is proposed.

The engineering services by Prein & Newhoff are not to exceed \$39,400.

Recommended Motion: The City Council moves to approve engineering services involving the replacement of the Main Lift Station and gravity Sanitary Sewer connection not to exceed \$59,000 for design and not to exceed \$54,700 for construction services and a cost not to exceed \$39,400 for services involving the replacement of the Valley Vista Lift Station Replacement from the Wastewater Fund.

c. Parking Lot, Street and Utility Improvements – Update from Williams and Works.

Williams and Works Engineer Dave Austin will provide an update.

d. Rotary Agreement.

The City has had a lease agreement with the Lowell Rotary Club to use the council Chambers and small storage area usually every Wednesday between 11:00 a.m. and 2:00 p.m. This agreement has been in place for over ten years. The enclosed document extends the terms of the lease three years to June 30, 2019, paying \$75 per meeting, as it is currently.

Recommended Motion: The City council moves to approve a three-year lease agreement with the Lowell Rotary Club for usage of the chambers and adjoining storage area at a cost of \$75 per meeting.

8. BOARD/COMMISSION REPORTS

9. APPOINTMENTS TO COMMISSIONS AND BOARDS

10. MANAGER'S REPORT

11. COUNCIL COMMENTS

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, MARCH 21, 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 Mayor Pro Tem Mike DeVore and City Treasurer Suzanne Olin called roll.

Present: Mayor Pro Tem Mike Devore and Councilmembers Jim Hodges, Jeff Phillips and Alan Teelander.

Absent: Mayor Jeff Altoft.

Also Present: Interim City Manager Dave Pasquale, City Treasurer Sue Olin, Interim DPW Director Ron Woods and Police Chief of Steve Bukala.

2. APPROVAL OF ABSENCES.

IT WAS MOVED BY HODGES and seconded by TEELANDER to approve the absence of Mayor Altoft.

YES: 4 NO: None. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

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

YES: 4 NO: None. ABSENT: 1. MOTION CARRIED.

4. APPROVAL OF THE MINUTES FROM THE PRECEDING REGULAR MEETING.

IT WAS MOVED BY PHILLIPS and seconded by HODGES to approve the regular minutes of the March 7, 2016 meeting as written.

YES: 4 NO: None. ABSENT: 1. MOTION CARRIED.

5. APPROVAL OF THE ACCOUNTS PAYABLE.

<u>BILLS AND ACCOUNTS PAYABLE (3/21/2016)</u>	
General Fund	\$8,527.13
Major Street Fund	\$868.74
Local Street Fund	\$127.95
Downtown Development Fund	\$94.16
Airport Fund	\$69.17
Wastewater Fund	\$85.31
Water Fund	\$1,434.02
Data Processing Fund	\$946.94
Equipment Fund	\$649.50
Current Tax Collected	\$135,924.55

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

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

Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

There was discussion as to whether or not the City had a written contract with Attorney Henry. Councilmember Hodges stated that he had issues with her billing time for work performed prior to being hired by the City and believes the 18 hours billed prior to the City hiring her on January 19 should be removed from her invoice.

It was suggested that this item was tabled until Mayor Altoft can be present and assist in the decision and discussion/understanding.

IT WAS MOVED BY TEELANDER and seconded by PHILLPS to table the approval of Attorney Henry's invoices.

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

Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

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

Citizens Perry Beachum, Jim Salzwedal, Lorain Smalligan, Lynette Salzwedal, Jeff Dickerman and spoke regarding various concerns.

6. **OLD BUSINESS.**

a. **Strategic Goals Report.**

The Strategic Goals Report for 2016 was discussed by Council and City Manager Pasquale.

b. **Pending Council Project Report.**

Nothing new to report.

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

An updated schedule was submitted for Council review and a presentation was made by LARA.

d. **Strategic Plan Overview.**

Nothing new to report.

7. **NEW BUSINESS.**

a. Arbor Board Presentation.

Arbor Board Chair Jim Reagan reviewed and updated the 2016-2017 Comprehensive Tree Plan and presented Council with information.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the Lowell City Council adopt the 2016-2017 Comprehensive Tree Plan as presented by the Arbor Board.

YES: Councilmember Phillips, Councilmember Teelander, Councilmember DeVore and

Councilmember Hodges. NO: None. ABSENT: 1. MOTION CARRIED.

- b. South Monroe Parking Lot Street and Utility Improvement Projects – Bid Recommendation. Bids were received on March 16 for the South Monroe Parking lot, street and utility improvements. In order for the project to commence the property swap between Greg Canfield and Jeff Wilterink must be completed on S. Monroe. A utility easement with Canfield for the Button Factory parcel must be secured. In order for the Button Factory to be sold to the City, Canfield has stated a \$25,000 price. If not provided by an appraisal, the property remains with Canfield and the parking lot is reduced.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS that the City Council approve the bid of C&D Hughes Inc. at a cost of \$688,971.85 with funds provided by the Downtown Development Authority, Major Street Fund, Water and Wastewater Funds.

YES: Councilmember Teelander, Councilmember DeVore, Councilmember Hodges and

Councilmember Phillips. NO: None. ABSENT: 1. MOTION CARRIED.

c. LCTV Grant Recommendations.

The LCTV Endowment Fund Board has reviewed grant applications and is presenting recommendations for your consideration at its March 3, 2016 meeting.

Applicant	Project Name	Amount Requested	Total Cost of Project
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00	\$4,000.00
City of Lowell	Sidewalk Replacement Program	\$27,600.00	\$46,000.00
City of Lowell	2016 Spring/Fall Tree Planting	\$5,000.00	\$7,500.00
City of Lowell	Creekside Park & Stoney Lake Asphalt Maintenance & Repairs	\$15,990.00	\$15,900.00
Lowell Area Fire/ Lowell Police Dept.	Portable Communications Upgrade	\$41,830.00	\$41,830.00
		<u>\$94,420.00</u>	<u>\$115,320.00</u>

IT WAS MOVED BY HODGES and seconded by TEELANDER that the Lowell City Council adopt the recommendations of the LCTV Endowment Fund Board and authorize signatures on the grant agreements.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

- d. Public Hearing – BGR Investments LLC – Establish an Industrial Development District (P.A. 198 – 318 E. Main. As noted at the March 7, 2016 meeting, BGR Investments LLC located at 318 E. Main Street be designated as an Industrial Development District under Public Act 198. This would enable the business to secure a property tax abatement.

No public comments were received.

IT WAS MOVED BY PHILLIPS and seconded by HODGES that the City Council approve an Industrial Development District under Public Act 198 for purposes of property tax abatement at 318 East Main Street.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander and

Councilmember DeVore. NO: None. ABSENT: 1. MOTION CARRIED.

- e. Amended Joint Fire and Emergency Services Agreement. The Lowell Area Fire and Emergency Services Board updated its agreement between the City, Lowell and Vergennes Townships. The amended agreement was approved by the Board at its February 8, 2016 meeting.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the City Council approve the amended Joint Fire and Emergency Services Board agreement as proposed.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

- f. Park Use Agreements. The Parks and Recreation Commission reviewed and recommended approval at its March 15 meeting for parks usage agreements with the YMCA, Lowell Youth Football, Lowell Little League, Lowell Lacrosse and Backyard Dreams. These agreements all extend one year to March 31, 2017 and provide a tournament fee.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS that the City Council approve the parks usage agreements with the YMCA, Lowell Youth Football, Lowell Little League, Lowell Lacrosse and Backyard Dreams.

YES: Councilmember Phillips, Councilmember Teelander, Councilmember DeVore and

Councilmember Hodges. NO: None. ABSENT: 1. MOTION CARRIED.

- g. Building Automated System for the Library and City Hall. As noted in Interim Public Works Director Ron Wood's memo, the heating and cooling systems for the Library and City Hall are outdated. The options 1 and 2 will cover a complete upgrade at a cost of \$39,251.

There was a general consensus among the councilmembers to add this item to the 2016-2017 budget, but not necessarily at this cost. Further quotes may be received for the updates needed.

- h. Establish date and times for Community Profile related to the City Manager search. With the Michigan Municipal League coordinating a search for the City Manager position, a community profile using City staff, Council and Community leaders needs to be provided as a recruitment tool. A date needs to be established:

April 5th City Council 7 – 9 p.m.

April 12th Staff 3 – 5 p.m.
 Community Leaders 7 – 9 p.m.

8. **MONTHLY REPORTS.**

No updates available at this time.

9. **BOARD/COMMISSIONS REPORTS.**

Councilmember Hodges attended the last Arbor Board meeting. He commented on the Comprehensive Tree Report that was given earlier in the night. He also stated that the Board will observe the tree for the next three months on North Lafayette Street due to a citizen concern.

Hodges added the LCTV Endowment Board reviewed many applications at their last board meeting and approved several for grants. He said there they will do a better job advertising for the next go-round, but asked that citizens try to remember that the cycle is always the same every year.

The Look Committee is accepting applications for their fund until 4:00 on April 29. The first review will be on Wednesday, May 11 and the final recommendations will be made on Wednesday, May 18 at 4:00 p.m.

At the last DDA meeting, the Downtown Development Plan was discussed as well as the South Monroe parking lot.

Councilmember Phillips stated that the Historic District Commission will be meeting tomorrow evening at 6:00.

Councilmember Teelander attended the Planning Commission meeting on March 14 and they discussed the overlay of the floodplain. Several citizens came in stating that they didn't receive any notification. Teelander and Jim Salzwedel took a walk through a local business to see how the floods affect their business and their building.

City Manager Dave Pasquale stated the Fire Authority is still in the process of hiring a new Chief.

10. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

- a. Citizen Appointments – Planning Commission

Marty Chambers was appointed to the board and his term will expire on June 30, 2017.

Bruce Barker was appointed to the board with a start date of June 13, 2016, due to residency requirements. His term will expire on June 30, 2018.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the City Council approve the appointment of Marty Chambers and Bruce Barker to the Planning Commission.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

11. MANAGER'S REPORT.

- a. City Staff has been involved in terms of interviewing candidates for the Department of Public Works Director position. Pasquale hopes to have a name provided to the Council at the next meeting and possibly have the individual available for introduction.

He thanked Ron Woods for his efforts and said that he has been a blessing.

- b. The City is looking at a Mayor Exchange with the City of Portland probably sometime in the summer.

12. COUNCIL COMMENTS.

Councilmember Hodges stated Laugh Fest had an event at the Grand Volute last Saturday. He thanked those that had a hand in it and those who attended and came out to support the local community.

He also pointed out that this coming weekend there will be a pancake breakfast at the Fire House and the Lowell Expo will be going all day long.

He mentioned that Greg Pierce will be leaving Lowell Light & Power and thanked him for his service.

Councilmember Phillips thanked both Ron Woods and Greg Pierce and told them to enjoy retirement.

Councilmember Teelander thanked both Woods and Pierce as well. He asked Pierce if they were still doing the lightbulb exchange and he responded said yes. One can bring in 5 incandescent bulbs and get 5 LED bulbs in exchange.

Councilmember DeVore thanked both Woods and Pierce for all of the information they both gave him when he started on the Council. He thanked everyone for their patience and understanding as he had some last minute schedule changes over the last week due to a family member passing. He thanked everyone who came and gave presentations.

12. ADJOURNMENT.

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

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk

PROCEEDINGS OF THE
CITY COUNCIL/LOWELL LIGHT AND POWER BOARD WORKSESSION
OF THE CITY OF LOWELL
MONDAY, MARCH 21, 2016

1. **CALL TO ORDER; ROLL CALL**

The Meeting was called to order at 8:45 p.m.

Present: Councilmembers Mike Devore, Alan Teelander, Jeffery Phillips and Jim Hodges.

Absent: Councilmember Altoft.

Also Present: Greg Pierce, Tamela Spicer, Greg Canfield, Tina Cadwallader, Andrew Shrauben, Mark Droog, Perry Beachum and Steve Donkersloot.

The City Council and Lowell Light and Power Boardmembers met to discuss various issues and concerns.

Meeting adjourned at 10:07 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan S. Ullery, Deputy City Clerk

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 03/22/2016 - 03/31/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND ANDREW MULDER	610.00	67614
101-000-085.000	DUE FROM LIGHT & POWER	AUTOMATED BUSINESS EQUIPM	FOLDING MACHING CONTRANC	400.00	67617
		Total For Dept 000		1,010.00	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL WOMEN'S CLUB	LWC YEARBOOK AD	30.00	67606
		Total For Dept 215 CLERK		30.00	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	FEBRUARY 2016 ADMIN FEE	48.50	67627
		Total For Dept 253 TREASU		48.50	
Dept 265 CITY HALL					
101-265-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	47.00	67601
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	56.19	67637
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	720.00	67638
101-265-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	1,971.18	67616
101-265-930.000	REPAIR & MAINTENANCE	ROBBINS' LOCK SHOP, INC.	CITY HALL R & M	382.00	67600
		Total For Dept 265 CITY H		3,176.37	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	ECO GREEN SUPPLY	GROUND SEED MIXTURE	125.36	67625
		Total For Dept 276 CEMETE		125.36	
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	CINTAS CORPORATION	MED SUPPLIES LPD	63.68	67620
101-301-742.000	INVESTIGATIVE EXPENSE	TRANSUNION RISK AND ALTER	FEBRUARY INVESTIGATIONS	50.00	67643
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	LPD UNIFORMS- STEPHENS	6.00	67635
101-301-744.000	UNIFORMS	THE VEST MAN	LPD UNIFORMS	100.67	67642
101-301-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	LPD COPY MACHINE CONTRACT	88.55	67623
101-301-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	1,566.28	67616
101-301-864.000	CONFERENCES & CONVENTIONS	HURST, CHRIS	REIMBURSEMENT	96.12	67605
101-301-864.000	CONFERENCES & CONVENTIONS	HURST, CHRIS	REIMBURSEMENT FOR TRAVEL	134.90	67632
101-301-930.000	R & M EQUIPMENT	LYNN PEAVEY COMPANY	R&M POLICE	43.50	67607
101-301-955.000	MISCELLANEOUS EXPENSE	WMACP	MEMBERSHIP - BUKALA	25.00	67612
		Total For Dept 301 POLICE		2,174.70	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	23.50	67601
101-441-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	PAPER PRODUCTS	194.74	67618
101-441-740.000	OPERATING SUPPLIES	FASTENAL COMPANY	DPW SUPPLIES	10.18	67626
101-441-740.000	OPERATING SUPPLIES	GTW	DPW TOOLS	26.83	67628
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	117.69	67637
101-441-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	727.52	67616
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE TV	29.97	67621
101-441-927.000	REPAIR & MAINT. STREET LI	LOWELL LIGHT & POWER	STREET LIGHT MAINTENANCE	139.80	67598
101-441-955.000	MISCELLANEOUS EXPENSE	MLIVE MEDIA GROUP	DPW DIRECTOR AD	195.00	67608
		Total For Dept 441 DEPART		1,465.23	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	1310 TRASH BAGS @1.75/175	2,607.50	67599
		Total For Dept 523 TRASH		2,607.50	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	PAPER PRODUCTS	79.26	67618
101-751-740.000	OPERATING SUPPLIES	ECO GREEN SUPPLY	GROUND SEED MIXTURE	62.68	67625
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	REC PARK PORTABEL RESTROO	115.00	67634
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	CREEKSIDE PARK RESTROOM	115.00	67634
101-751-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	209.79	67637
		Total For Dept 751 PARKS		581.73	
Dept 757 SHOWBOAT					

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 757 SHOWBOAT					
101-757-930.000	REPAIR & MAINTENANCE	WOODS, RON	REIMBURSEMENT - SHOWBOAT	28.62	67613
Total For Dept 757 SHOWBO				28.62	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	47.00	67601
101-790-802.000	CONTRACTUAL	RED CREEK	TRASH SERVICES	51.31	67637
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	450.00	67638
101-790-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	315.18	67616
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67639
Total For Dept 790 LIBRAR				903.49	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67639
Total For Dept 804 MUSEUM				40.00	
Total For Fund 101 GENERA				12,191.50	
Fund 202 MAJOR STREET FUND					
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	STREETS	3,675.98	67597
Total For Dept 478 WINTER				3,675.98	
Total For Fund 202 MAJOR				3,675.98	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-802.000	CONTRACTUAL	SCENIC EXPRESSIONS LLC	AIRPORT PLOWING CONTRACT	1,500.00	67610
Total For Dept 000				1,500.00	
Total For Fund 581 AIRPOR				1,500.00	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-276.000	Sewer	CANFIELD, GREG	UB refund for account: 5-	6.48	67619
Total For Dept 000				6.48	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS POSTAGE	211.09	67636
590-552-740.000	OPERATING SUPPLIES	HOOPER PRINTING	W/S BILL PAPER	94.76	67631
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE REIMBURSEMENT 106	28.62	67596
Total For Dept 552 CUSTOM				334.47	
Total For Fund 590 WASTEW				340.95	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	CANFIELD, GREG	UB refund for account: 5-	4.95	67619
591-000-276.000	Water	DIXON, DAN & DEBRA	UB refund for account: 3-	166.74	67624
591-000-276.000	Water Inside 5/8"	TROMBLY CHIROPRACTIC	UB refund for account: 1-	91.52	67644
Total For Dept 000				263.21	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	80.85	67629
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	451.78	67629
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	ALARM MONITORING WTP	103.26	67615
591-570-850.000	COMMUNICATIONS	AT&T	STATEMENT OF ACCOUNT	286.24	67616
Total For Dept 570 TREATM				922.13	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION MARCH 20	815.00	67633
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	WATER DEPT AIR CARD	80.02	67611
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	214.88	67622
Total For Dept 571 DISTRI				1,109.90	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS POSTAGE	211.09	67636

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Fund 591 WATER FUND					
Dept 572 CUSTOMER ACCOUNTS					
591-572-740.000	OPERATING SUPPLIES	HOOPER PRINTING	W/S BILL PAPER	94.75	67631
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE REIMBURSEMENT 106	28.62	67596
Total For Dept 572 CUSTOM				334.46	
Dept 573 ADMINISTRATION					
591-573-996.000	PAYING AGENT FEES	THE BANK OF NY MELLONG CO	WATER SUPPLY REV BOND 201	200.00	67641
Total For Dept 573 ADMINI				200.00	
Total For Fund 591 WATER				2,829.70	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	AUTOMATED BUSINESS EQUIPM	FOLDING MACHING CONTRANC	400.00	67617
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE CONTRACT	316.49	67630
Total For Dept 000				716.49	
Total For Fund 636 DATA P				716.49	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-802.000	CONTRACTUAL	WELLER AUTO PARTS	EQUIP R & M	3,831.57	67646
661-895-930.000	REPAIR & MAINTENANCE	ALRO STEEL CORPORATION	EQUIP FUND R & M	177.51	67602
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	R & M #13 PLOW TRUCK	1,320.28	67603
661-895-930.000	REPAIR & MAINTENANCE	ELENBAAS STEEL COMPANY	EQUIP FUND R & M	26.33	67604
661-895-930.000	REPAIR & MAINTENANCE	RONDA AUTO CENTERS	STATEMENT OF ACCT	24.00	67609
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND R & M	36.07	67640
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP FUND R & M	923.84	67645
Total For Dept 895 FLEET				6,339.60	
Total For Fund 661 EQUIPM				6,339.60	

03/31/2016 11:52 AM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 03/22/2016 - 03/31/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/4

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

Fund 101	GENERAL FUND	12,191.50
Fund 202	MAJOR STREET FUN	3,675.98
Fund 581	AIRPORT FUND	1,500.00
Fund 590	WASTEWATER FUND	340.95
Fund 591	WATER FUND	2,829.70
Fund 636	DATA PROCESSING	716.49
Fund 661	EQUIPMENT FUND	6,339.60

27,594.22



STRATEGIC GOALS REPORT

APRIL 4, 2016

TIER ONE

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

2) Look/Lee Fund Investment Options: We have completed the transfer of a portion of the assets of the Look Memorial Fund to the Grand Rapids Foundation for investment purposes. We are still exploring a similar investment structure for the Lee Fund. (7-6-15)

✓ **3) Banners Downtown:** New banners have been installed downtown and our banner program is up and running. This project is completed. (7-20-15)

4) Wastewater Inflow & Infiltration: A final report has been completed by Prein & Newhoff. They are prepared to make a presentation to the council giving some history on the analysis leading up to obtaining the DEQ SAW Grant and the decision to move the wastewater lift station. (12-7-15)

5) Downtown Trail Connector: LARA would like councilmembers to attend their December 2, 2015, meeting so that their plan and recommended route can be presented. (11-16-15)

✓ **6) Secure City Funding for Arbor Board:** This has been completed with the adoption of the FY 2015-16 budget. (7-6-15)

7) Rental Rehabilitation Program: As of July 1, 2015, we have become eligible to receive CDBG grants through the State of Michigan. We will formulate a work plan to begin the process. In the meantime, we are working with a building owner who is currently pursuing CDBG funds through the MEDC. (7-6-15)

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

CITY OF LOWELL STRATEGIC GOALS REPORT

TIER TWO

1) Promote Accomplishments: We have launched our Twitter account and are posting tweets about city and community events. (12-21-15)

2) Ordinance Review: Next step on this goal will be to create a calendar and assignments to keep us on task.

a) Buried Utility Lines: We will need to work with Light & Power to review the current ordinance and review our goals before drafting language. (7-6-15)

b) Right-of-Way: Public Works and City Hall staff are already discussing our internal process for reviewing building and zoning applications including a discussion on how to create a sign-off process when projects impact the right-of-way. I expect that ordinance/policy issues will arise from this discussion. (7-6-15)

c) Trash: We have a draft for discussion which can be reviewed at a future workshop. (7-6-15)

3) College Intern Program: We have advertised with the Michigan Municipal League for college interns and have had some inquiries. (7-6-15)

4) Proactive Code Enforcement: This item will require further discussion at a future workshop to identify outcomes for this goal. (7-6-15)

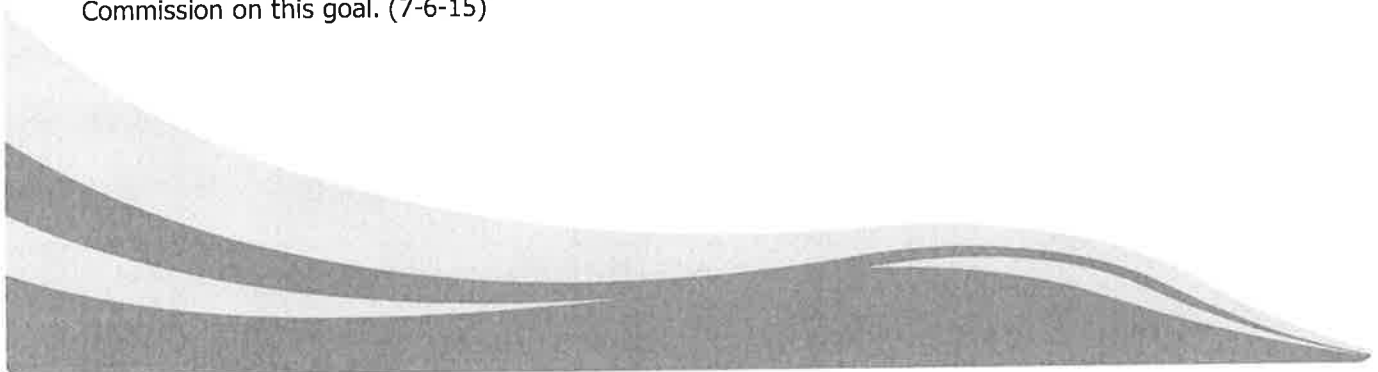
5) Business Development Packet: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

TIER THREE

1) Review Investment Strategy: We will need to develop a work plan for this goal as well as develop specific outcomes that identify when the goal is met. (7-6-15)

2) Master Plan for Recreation Park: With the upcoming discussion on the river valley trail connector, we will need to engage with the users of Recreation Park to identify a specific trail route through the park. This will likely begin our discussion on an overall master plan for the park. (7-6-15)

3) North Washington Park Name & Signage: We will begin a discussion with the Parks & Recreation Commission on this goal. (7-6-15)





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

PENDING COUNCIL PROJECTS REPORT

April 4, 2016

UPDATES

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

Underground Electrical Lines

(11-3-14) You discussed this item at your previous council meeting. A report was presented by Light & Power General Manager Greg Pierce and questions were asked and answered.

(10/6/14) During your early September workshop you asked that I convey to Light & Power that you would like to have a report back to the council by your second meeting in October. Greg Pierce responded to my email stating that he would have something prepared for your October 20 council meeting.

Trash Ordinance Update

(10/6/14) We have completed drafts to make improvements to the trash ordinance and have also developed rules to go along with the ordinance. This will be an agenda item at a future workshop.

Right of Way Ordinance

(10/6/14) You have asked that I contact the city attorney to begin a discussion about a right-of-way ordinance.

2016 Council Training and Information Schedule

January 19 (Tuesday, MLK Holiday)

- Strategic Planning Overview – 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 – not completed
- LCTV Fund, Look Memorial, Carr Funds, Lee Fund – not completed
- Sidewalk Repair and Replacement – not completed
- Community Facilities – not completed

March 21

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

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)

•

March 16, 2016
2130546

Mr. Dave Pasquale
City of Lowell
301 East Main Street
Lowell, MI 49331

RE: Main Lift Station Replacement and Gravity Sanitary Sewer Connection

Dear Dave:

In accordance with the Council direction to proceed with the replacement of the Main Lift Station and connecting sanitary sewer, we off this proposal for your consideration. It is our understanding that the City wishes the new station to be submersible lift station located on the Wastewater treatment plant site. Engineering design and construction services are proposed as part of the project. Based on this information, we are proposing the following.

Scope of Work

Specific work activities would include the following:

1. Kickoff meeting to review/confirm design standards.
2. Assess existing WWTP electrical equipment to support new lift station
3. Topographical survey of site including establishing controls and benchmarks.
4. Conduct soil borings in conjunction with the sewer work.
5. Complete submersible lift station design, including site underground, site layout, sizing of structures and piping, pump selection, electrical, controls and instrumentation.
6. Develop lift station construction plans and project specifications for use in contract documents.
7. Design plan and profile drawings for the gravity sewer line from the existing lift station to the WWTP, including all phased connections to existing incoming sanitary sewers.
8. Design review meetings at 60%.
9. Complete and submit MDEQ permit application.
10. Provide bidding assistance including answering bidding questions, addenda, acceptance of bids, review of bids, and recommendation of award.
11. Construction services including construction administration, one payment application, shop drawing review, respond to RFIs, construction engineering field services to verify general conformance with contract documents, lift station start-up, and record drawings.
12. The lift station construction schedule is assumed to be an eight week period. Structure installation observation will be completed as part of the sewer installation. Construction

engineering services are based on four lift station specific site visits during that period and full time inspection on the gravity sanitary line (estimated at 6 weeks).

Fee Structure

We propose to perform the proposed design services on a time and material basis with a cost not to exceed \$59,000 and the proposed construction phase services on a time and material basis with a cost not to exceed \$54,700.

Work will be completed in accordance our general terms and condition s and would begin immediately upon work authorization. We will be teaming with Century A&E, Inc. for work the electrical design on this project.

It is anticipated that we will have bidding documents ready for bidding this year with potential construction this fall. Actual start of construction would be dependent on receipt of favorable bids and timing with other City projects as determined by the City.

Thank you for the opportunity to submit our proposal. If you have any questions or require additional information, please give me a call.

Sincerely,

Prein&Newhof



Brian G Vilmont, P.E.

bgv

LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Lease") is entered into as of ~~June 19, 2012~~, July 1, 2016 between the **CITY OF LOWELL**, a Michigan municipal corporation, of 301 East Main Street, Lowell, Michigan (the "City") and the **ROTARY CLUB OF LOWELL**, a member of Rotary International, Lowell, Michigan ("Rotary"), upon the terms and conditions stated below.

RECITALS

A. The City owns the City Hall building located at 301 East Main Street (the "City Hall"); and

B. Rotary desires to lease the City Council Chambers and adjacent kitchenette and conference room on the second floor of the Premises and a small storage area adjacent thereto (the "Leased Premises") for weekly meetings and the storage of materials related to the conduct of such meetings.

NOW, THEREFORE in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Lease of Leased Premises. The City hereby leases to Rotary and Rotary hereby rents from the City (a) the City Council Chambers portion of the Leased Premises Wednesday of every week between 11:30 a.m. and 2:00 p.m. or at such other time and date as shall be mutually agreed by the City and Rotary and (b) the small storage area adjacent to the City Council Chambers continuously during the term of this Lease.

2. Use of Leased Premises. Rotary shall use the City Council Chambers portion of the Leased Premises for its weekly meetings as provided in paragraph 1 above and the adjacent small storage area for the storage of materials related to the conduct of such meetings and for no other purpose without the prior written consent of the City.

3. Term. The term of this Lease shall be for a period of 2-3 years, beginning on July 1, ~~2012~~ 2016, and ending on June 30, ~~2014~~ 2019. Either party may terminate this Lease prior to the end of its term for any reason upon 60 days' written notice to the other party. During April of any year while this Lease is in effect, the parties hereto agree to review this Lease and determine if the term hereof should be extended. If the parties agree to extend the term hereof, it shall be evidenced by a written addendum to this Lease setting forth the terms of the extension and signed by both parties.

4. Rental. Rotary shall pay the City a weekly rental of \$75 per week payable quarterly in advance at the beginning of each calendar quarter based on the number of weeks during the quarter the City Council Chambers will be used for weekly meetings.

5. Use of Equipment. Rotary shall be entitled to use the tables and chairs located on or near the Leased Premises for its weekly meetings. The City agrees to set up and take down such tables and chairs before and after meetings.

performed and observed, Rotary may peaceably and quietly hold, occupy, possess and enjoy the Leased Premises during the time provided for herein for the full term of this Lease.

14. Applicable Law. This Lease shall be construed under the laws of the State of Michigan. If any provision of this Lease or portions of this Lease, or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

15. Effective Date. Landlord and Tenant have signed this Lease and it shall be effective on the day and year first set forth above.

CITY OF LOWELL

"City"

By: _____
~~James W. Hodges- Jeff Altoft~~, Mayor

Attest: _____
~~Betty R. Morlock, Susan Ullery~~ City Clerk

ROTARY CLUB OF LOWELL

"Rotary"

By: _____
~~John J. Gruizenga- Karen Noreen~~, President

LEASE AGREEMENT

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3. Term. The term of this Lease shall be for a period of ____ year/years, beginning on _____, and ending on _____. Either party may terminate this Lease prior to the end of its term for any reason upon 60 days' written notice to the other party. During April of any year while this Lease is in effect, the parties hereto agree to review this Lease and determine if the term hereof should be extended. If the parties agree to extend the term hereof, it shall be evidenced by a written addendum to this Lease setting forth the terms of the extension and signed by both parties.

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5. Use of Equipment. Rotary shall be entitled to use the tables and chairs located on or near the Leased Premises for its weekly meetings. The City agrees to set up and take down such tables and chairs before and after meetings.

6. Additional Maintenance. The City shall be responsible for customary and ordinary maintenance of the Leased Premises. Rotary will be responsible for any extraordinary or unusual maintenance required of the Leased Premises because of its use thereof such as additional carpet cleaning. The City will notify Rotary of such required maintenance and the estimated cost thereof prior to incurring such costs. After completion of the work, the City shall invoice Rotary for the work and Rotary agrees to promptly pay such invoice.

7. Liability Insurance. Rotary shall obtain and maintain at all times during the term of this Lease a general liability insurance policy, including public liability and property damage, in such form and from such company as is reasonably acceptable to the City covering the negligent acts or omissions of Rotary and its guests and invitees at the Leased Premises during such time Rotary is using such Leased Premises in the amount of \$1,000,000 for bodily injury and \$1,000,000 for property damage, or in a combined single limit of \$2,000,000 for each occurrence and in the annual aggregate. Such policy shall name the City as an additional insured and provide that it will not be canceled or materially changed or altered without first giving the City 30 days' written notice thereof. Rotary shall provide the City with a copy of the policy or an insurance certificate evidencing such insurance coverage during the term of this Lease.

8. Assignment and Subletting. Rotary may not assign, sublet or in any manner transfer this Lease without the prior written consent of the City.

9. Damage or Destruction. If, during the term of this Lease, the Leased Premises shall be partially or totally destroyed by fire or other casualty so as to become partially or totally untenable, this Lease shall terminate and neither party shall have any further obligation hereunder.

10. Remedies and Default. If Rotary shall: (a) default in the payment of any sums to the City when due, and fail to cure said default within 10 days after written notice from the City, or (b) default in the performance of any other covenant or condition of this Lease and shall not cure the other default within 30 days after written notice from the City specifying the default, the City may terminate this Lease.

11. Waiver. The failure of the City or Rotary to insist upon the strict performance of any of the terms, covenants or conditions of this Lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants and conditions in this Lease. This Lease may not be changed, modified or discharged orally.

12. Notices. All notices required under this Lease shall be in writing, and shall be deemed to be given if either delivered personally or mailed by certified or registered mail to the City or to Rotary at their respective addresses set forth in this Lease, or to such other address as either party may furnish in writing, during the term of this Lease.

13. Quiet Enjoyment. The City covenants and agrees with Rotary that upon Rotary's paying the rent and observing and performing all the terms, covenants and conditions on Rotary's part to be performed and observed, Rotary may peaceably and quietly hold, occupy, possess and enjoy the Leased Premises during the time provided for herein for the full term of this Lease.

14. Applicable Law. This Lease shall be construed under the laws of the State of Michigan. If any provision of this Lease or portions of this Lease, or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

15. Effective Date. Landlord and Tenant have signed this Lease and it shall be effective on the day and year first set forth above.

CITY OF LOWELL
"City"

By: _____
Jeff Altoft, Mayor

Attest: _____
Susan Ullery, City Clerk

ROTARY CLUB OF LOWELL
"Rotary"

By: _____
Karen Noreen, President



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

INTERIM CITY MANAGER'S REPORT
April 4, 2016

1. The Council is scheduled to have a Community Profile meeting with the Michigan Municipal League on Tuesday, April 5 from 7 – 9 p.m.
2. The Michigan Department of Transportation has requested that I be appointed Interim Street Administrator.
3. The Parks and Recreation Commission has requested that a joint work session be held with Council. Their next meeting is on Tuesday, April 19 at 6 p.m.

Respectfully submitted,

David Pasquale, Interim City Manager

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: 517-373-6266

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	EMAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	EMAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O.BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER