

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, APRIL 18, 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. April 4, 2016 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Strategic Goals Report
 - b. Pending Council Projects Report
 - c. Council Training and Information Schedule
 - d. Strategic Plan Overview
 - e.
7. NEW BUSINESS
 - a. Department of Public Works Director
 - b. Preliminary Budget Review 2016-17
 - c. Honeywell Municipal Guaranteed Savings Services
 - d.
8. MONTHLY REPORTS
9. BOARD/COMMISSION REPORTS
10. APPOINTMENTS TO COMMISSIONS AND BOARDS
11. MANAGER'S REPORT
12. COUNCIL COMMENTS
13. ADJOURNMENT

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



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MEMORANDUM

TO: Lowell City Council

FROM: David Pasquale, Interim City Manager

RE: Council Agenda for Monday, April 18, 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. April 4, 2016 – Regular Session Meeting
4. ACCOUNTS PAYABLE
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. Department of Public Works Director.

Due to personal reasons, Scott Poyer tendered his resignation as Public Works Director. An offer of employment has been provided to another candidate.

b. Preliminary Budget Review 2016-17.

Attached is the preliminary budget for the general fund. This provides an opportunity to undertake an initial review and ask questions of staff.

c. Honeywell Municipal Guaranteed Savings Services.

As noted in Interim Public Works Director Ron Woods' memo, Honeywell provides a program for energy and operational services savings. With no out-of-pocket expenses for the City, program costs per year are less than or equal to the energy and operational costs per year.

Recommended Motion:

The Council approve the Honeywell Municipal Guaranteed Savings Services contract.

8. MONTHLY REPORTS

9. BOARD/COMMISSION REPORTS

10. APPOINTMENTS TO COMMISSIONS AND BOARDS

11. MANAGER'S REPORT

12. COUNCIL COMMENTS

13. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, APRIL 4, 2016, 7:00 P.M.**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL.

The Meeting was called to order at 7:00 p.m. by Mayor Jeff Altoft and City Treasurer Suzanne Olin called roll.

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

Absent: None.

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 THE AGENDA.

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

YES: 5 NO: None. ABSENT: 0. MOTION CARRIED.

3. APPROVAL OF THE MINUTES FROM THE PRECEDING REGULAR AND/OR SPECIAL MEETINGS.

IT WAS MOVED BY DEVORE and seconded by HODGES to approve the regular minutes of the March 21, 2016 meeting as written.

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

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

IT WAS MOVED BY DEVORE and seconded by PHILLIPS to approve the worksession meeting held on March 21, 2016.

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

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

4. APPROVAL OF THE ACCOUNTS PAYABLE.

Councilmember Hodges discussed the discrepancies on what to pay Attorney Henry and suggested striking the hours billed prior to January 19 and paying her \$100/hour for the hours we do pay her. Mayor Altoft disagreed and stated that she should be paid for all hours she worked for the City and at \$200/hour. Councilmember Teelander agreed with Mayor Altoft. Councilmember DeVore said that he had an issue paying her for work performed prior to January 19 as well, but that he does think she should be paid at \$200/hour.

Perry Beachum of 924 Riverside spoke about his concern with the dollar amount being paid to Ms. Henry.

Mayor Altoft explained the steps that were taken to hire Ms. Henry and stated that all councilmembers were invited to join in the conversation about the firing of Mark Howe, with the exception of Jim Hodges, and he wasn't invited because he spoke to Mark Howe too much.

Councilmember Phillips stated that he just wants to move forward with the community.

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to approve the invoices of Attorney Henry in the amount of \$9,900.00.

YES: Councilmember Phillips, Councilmember Teelander and Councilmember and Mayor Altoft.

NO: Councilmember Hodges and Councilmember DeVore. ABSENT: 0. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (04/04/2016)

General Fund	\$12,191.50
Major Street Fund	\$3,675.98
Airport Fund	\$1,500.00
Wastewater Fund	\$340.95
Water Fund	\$2,829.70
Data Processing Fund	\$716.49
Equipment Fund	\$6,339.60

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

YES: Councilmember Phillips, Councilmember Teelander, Mayor Altoft, Councilmember DeVore,

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

5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA.

Citizen Roger LaWarre spoke briefly to the council about what has occurred since January and hopes that going forward they will be more transparent with each other and his hopes that their recent past is not a precursor for what the future will look like.

Roger Morgan spoke about ambulance response times and asked for a letter of recommendation from Dave Pasquale for a new ambulance.

6. OLD BUSINESS.

a. Strategic Goals Report.

Nothing new to report.

b. Pending Council Project Report.

Nothing new to report.

c. Council Training and Information Schedule.

The Parks Department meeting is April 19 at 6:00 at City Hall and they are hoping that all council can attend.

Mayor Altoft asked Ron Woods if a plan had been set in place yet for employee training. Ron stated that it has been looked at, but a plan has not been put in motion.

d. Strategic Plan Overview.

Nothing new to report.

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 Interim City Manager Dave Pasquale.

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 was 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.

IT WAS MOVED BY HODGES and seconded by DEVORE 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.

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

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

Williams and Works Engineer Dave Austin provided 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.

IT WAS MOVED BY PHILLIPS and seconded by TEELANDER that the City council 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.

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

8. BOARD/COMMISSIONS REPORTS.

Councilmember Hodges stated the Arbor Board would be meeting on Monday at noon. Arbor Day is April 22; however, the tree planting will be held on Monday, April 25 at noon. Harvest Health Foods located at 865 West Main Street is where the tree planting ceremony will take place.

Look Memorial applications are due on 4:00 p.m. on April 29.

Councilmember Phillips stated that the Downtown Historic District Commission awarded the replacement of 17 second story windows at 221 and 223 W. Main Street to All Weather Seal. 221 and 223 W. Main will also be receiving new paint and a new roof. An extension has been given until 6/1/2016 on this project. 106 W. Main will receive structural repair and deck. The deadline for that project is 5/15/2016. 219 E. Main will receive a door replacement and that project deadline is 4/15/2016. The next meeting will be on April 26 at 6:00 p.m.

Councilmember Teelander stated that next Monday there will be a Planning Commission meeting and asked those in attendance if they had any input regarding the rezoning possibilities regarding the flood plain.

Councilmember DeVore stated that LARA will meet on April 13 at 6:00 p.m. Parks and Recreation will be on April 19 at 6:00 p.m.

Mayor Altoft stated that the next Fire Authority meeting will be held on April 11 and that they are getting close to looking at applications for a new Fire Chief.

Airport Board meeting will be on April 13 at 7:00 p.m. Larry Bower should be starting to move in by then.

He stated that he had given his Lowell Light & Power position over to Councilmember Teelander because he has too much going on right now.

9. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

None to report at this time.

10. **MANAGER'S REPORT.**

1. The Council is scheduled to have a Community Profile meeting with the Michigan Municipal League (MML) on Tuesday, April 5 from 7 – 9 p.m. On April 12, the MML will be meeting with staff during the afternoon and with community leaders during the evening.
2. The Michigan Department of Transportation has requested that I be appointed Interim Street Administrator.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve that Dave Pasquale be appointed as the Interim Street Administrator.

YES: 5 NO: None. ABSENT: 0. MOTION CARRIED.

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.

Mayor Altoft asked Interim City Manager Dave Pasquale if the money for the sidewalks had been received? Pasquale responded yes. Mayor Altoft then asked if Ron Woods was able to break that down with DDA yet? Ron responded stating that he believed all of that money had been allocated. Pasquale also stated that the sidewalks in need had already been identified. Altoft suggested looking things over to see if there was going to be any money left so other sidewalks can be added to the list.

11. **COUNCIL COMMENTS.**

Councilmember Phillips welcomed Scott and said he looks forward to working with him.

Councilmember Teelander welcomed Scott and said he also looks forward to working with him. He also mentioned that there will be a Light and Power meeting on Thursday, April 14 at 6:00 p.m. He also reminded everyone to bring in their incandescent light bulbs in exchange for LED bulbs.

Councilmember Hodges reported the Lowell Expo did really well. He also said that the Newsletter in the water bill was a good read and welcomed Pasquale again. He also reminded everyone to read the write-up about pets and to make sure you pick up after them. He welcomed Scott as well.

Councilmember DeVore welcomed Scott and thanked Ron.

Mayor Altoft welcomed Scott and thanked Ron.

12. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 7:50 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	NAPA AUTO PARTS	STATEMENT OF ACCT	49.99	67676
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DISBURSEMENT	7.97	67667
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	2.20	67668
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	24.13	67671
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	TAX DISBURSEMENT	7.27	67667
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENTS	5.68	67669
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	2.16	67661
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.29	67670
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	2.62	67661
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT	8.81	67667
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT	7.32	67667
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	0.81	67668
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENTS	6.98	67669
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.36	67670
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	16.04	67671
Total For Dept 000				142.63	
Dept 191 ELECTIONS					
101-191-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCT	22.50	67672
Total For Dept 191 ELECTI				22.50	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	RASHID, JEFFREY	EXPENSING REPORT	41.04	67677
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	EXPENSING REPORT	122.95	67677
101-209-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCT	95.00	67672
Total For Dept 209 ASSESS				258.99	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	HENRY LAW, PC	LEAGAL FEES	6,300.00	67648
101-210-801.000	PROFESSIONAL SERVICES	HENRY LAW, PC	LEGAL FEES	3,600.00	67648
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	175.00	67659
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	245.00	67659
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	140.00	67659
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	315.00	67659
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,330.00	67659
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	157.50	67659
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,592.50	67659
Total For Dept 210 ATTORN				13,855.00	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	STATEMENT OF ACCT	148.50	67672
Total For Dept 215 CLERK				148.50	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	33.96	67683
101-265-740.000	OPERATING SUPPLIES	HOOPER PRINTING	OFICE SUPPLIES	450.26	67665
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	1,215.80	67656
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	2,400.34	67673
Total For Dept 265 CITY H				4,100.36	
Dept 276 CEMETERY					
101-276-677.000	MISCELLANEOUS REVENUE/TRA	CITY OF LOWELL	PAYMENT FOR 1-01960-2	109.37	67655
101-276-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	12.99	67654
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	176.01	67673
101-276-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	STATEMENT OF ACCT	8.00	67676
Total For Dept 276 CEMETE				306.37	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	HOPE NETWORK WEST MICHIGA	MARCH 2016 SERVICES	320.00	67666
Total For Dept 294 UNALLO				320.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE 10TH DISTRICT CT.		LIVE SCAN MARCH 2016	492.25	67652
101-301-626.000	REPORTS & FINGERPRINT FEE STATE OF MICHIGAN		SOR REGISTRATION MARCH 20	60.00	67679
101-301-626.000	REPORTS & FINGERPRINT FEE STATE OF MICHIGAN		SOR REGISTRATION FEB 2016	90.00	67679
101-301-727.000	OFFICE SUPPLIES	HOOPER PRINTING	OFFICE SUPPLIES	158.52	67665
101-301-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	23.67	67654
101-301-743.000	AMMUNITION	MICHIGAN POLICE EQUIPMENT	LPD EQUIPMENT	1,474.30	67675
101-301-744.000	UNIFORMS	VANSOLKEMA, SCOT	REPAIR VEST	100.67	
101-301-744.000	UNIFORMS	CURTIS CLEANERS	STATEMENT OF ACCT	279.60	67657
101-301-744.000	UNIFORMS	HOOPER PRINTING	LPD BADGE - STEPHENS	15.00	67665
101-301-803.000	DISPATCHING SERVICES	KENT COUNTY SHERIFF'S DEP	DISPATCHING 1/1 - 6/30/2	16,339.58	67649
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	LPD MOTORCYCLE TRAINING	750.00	67692
101-301-959.000	DRUG ENFORCEMENT	FN AMERICA, LLC	LPD SUPPLIES	250.00	67660
Total For Dept 301 POLICE				20,033.59	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	14.99	67654
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	483.38	67656
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	263.01	67673
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	846.88	67673
Total For Dept 441 DEPART				1,608.26	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	59.96	67656
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	166.57	67673
Total For Dept 747 CHAMBE				226.53	
Dept 751 PARKS					
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	503.65	67673
101-751-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	3.98	67654
101-751-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	STATEMENT OF ACCT	6.38	67678
101-751-930.000	REPAIR & MAINTENANCE	STEVE RISNER ROOFING	ROOF REPAIR FOREMAN BUILD	4,260.00	67680
Total For Dept 751 PARKS				4,774.01	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	38.65	67673
Total For Dept 757 SHOWBO				38.65	
Dept 790 LIBRARY					
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	598.08	67656
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	1,159.35	67673
Total For Dept 790 LIBRAR				1,757.43	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	343.61	67656
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	213.67	67673
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	3.29	67670
Total For Dept 804 MUSEUM				560.57	
Total For Fund 101 GENERA				48,153.39	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	GENERAL CONSULTING	135.70	67689
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	2015 STREET PROJECT	342.20	67689
Total For Dept 450 CAPITA				477.90	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	STATEMENT OF ACCT	37.46	67678
202-474-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCT	25.80	67688
Total For Dept 474 TRAFFI				63.26	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ASPHALT	446.87	67682

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
Dept 478 WINTER MAINTENANCE					
		Total For Dept 478 WINTER		446.87	
		Total For Fund 202 MAJOR		988.03	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-801.000 PROFESSIONAL SERVICES		WILLIAMS & WORKS INC.	GENERAL CONSULTING	135.70	67689
		Total For Dept 450 CAPITA		135.70	
Dept 474 TRAFFIC					
203-474-740.000 OPERATING SUPPLIES		TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCT	25.80	67688
		Total For Dept 474 TRAFFI		25.80	
Dept 478 WINTER MAINTENANCE					
203-478-740.000 OPERATING SUPPLIES		SUPERIOR ASPHALT, INC.	ASPHALT	446.88	67682
		Total For Dept 478 WINTER		446.88	
		Total For Fund 203 LOCAL		608.38	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000 PROFESSIONAL SERVICES		WILLIAMS & WORKS INC.	S MONROE ALLEY & UTILITIE	3,275.28	67689
		Total For Dept 450 CAPITA		3,275.28	
Dept 463 MAINTENANCE					
248-463-740.000 OPERATING SUPPLIES		BERNARDS ACE HARDWARE	STATEMENT OF ACCT	15.99	67654
248-463-920.000 PUBLIC UTILITIES		LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	865.97	67673
248-463-930.000 REPAIR & MAINTENANCE		THE VERDIN COMPANY	MAINTENANCE AGREEMENT CLO	580.00	67687
		Total For Dept 463 MAINTEN		1,461.96	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000 COMMUNITY PROMOTION		OLIN, SUZANNE	DDA LUNCH	33.88	67650
		Total For Dept 740 COMMUN		33.88	
		Total For Fund 248 DOWNTOW		4,771.12	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 301 POLICE DEPARTMENT					
260-301-740.000 OPERATING SUPPLIES		DATAWORKS PLUS LLC	LIVE SCAN	2,473.15	67658
		Total For Dept 301 POLICE		2,473.15	
Dept 758 DOG PARK					
260-758-920.000 PUBLIC UTILITIES		LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	46.92	67673
260-758-930.000 REPAIR & MAINTENANCE		CAREY, JAMES	GREENBUD LANDSCAPING 2016	409.50	67647
		Total For Dept 758 DOG PA		456.42	
		Total For Fund 260 DESIGN		2,929.57	
Fund 351 GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Dept 906 DEBT SERVICE					
351-906-991.000 PRINCIPAL		THE BANK OF NEW YORK MELL	BLDG AUTH 2012 RFDG	223,822.51	67686
		Total For Dept 906 DEBT S		223,822.51	
		Total For Fund 351 GENERA		223,822.51	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-801.000 PROFESSIONAL SERVICES		WILLIAMS AIR POWER INC.	FBO ELECTRIC CHARGES THRU	1,076.18	67690
581-000-920.000 PUBLIC UTILITIES		CONSUMERS ENERGY	ENERGY CHARGES	71.92	67656
		Total For Dept 000		1,148.10	
		Total For Fund 581 AIRPOR		1,148.10	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000 DUE FROM EARTH TECH		LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	6,541.45	67673
		Total For Dept 000		6,541.45	
Dept 550 TREATMENT					
590-550-802.000 CONTRACTUAL		SUEZ WATER, INC.	FEB 2016 SURCHARGES	750.00	67681

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EXP CHECK RUN DATES 04/05/2016 - 04/13/2016

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	PROF SERVICES MARCH 2016	35,925.00	67681
	Total For Dept 550 TREATM			36,675.00	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	S MONROE ALLEY & UTILITIE	3,275.28	67689
590-553-955.000	MISCELLANEOUS EXPENSE	LOWELL LEDGER	STATEMENT OF ACCT	42.00	67672
	Total For Dept 553 ADMINI			3,317.28	
	Total For Fund 590 WASTE			46,533.73	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	60.91	67654
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	137.40	67664
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY CHARGES	269.38	67656
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	5,047.58	67673
	Total For Dept 570 TREATM			5,515.27	
Dept 571 DISTRIBUTION					
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	CITY ELECTRIC CHARGES	1,538.76	67673
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	37.97	67654
	Total For Dept 571 DISTRI			1,576.73	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	S MONROE ALLEY & UTILITIE	3,275.28	67689
	Total For Dept 573 ADMINI			3,275.28	
	Total For Fund 591 WATER			10,367.28	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	STATEMENT OF ACCT	966.38	67653
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	STATEMENT OF ACCT	1,336.86	67653
636-000-802.000	CONTRACTUAL	GRAND VALLEY METRO COUNCI	REGIS DUES APRIL - SEPT 2	3,901.50	67662
	Total For Dept 000			6,204.74	
	Total For Fund 636 DATA P			6,204.74	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GTW	EQUIP FUND SUPPLIES	301.20	67663
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCT	52.43	67654
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	STATEMENT OF ACCT	650.00	67676
661-895-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	STATEMENT OF ACCT	24.66	67678
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	EQUIP FUND SUPPLIES	189.34	67685
661-895-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	STATEMENT OF ACCT	218.39	67688
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQUIP R & M	527.27	67691
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQUIP FUND	147.10	67691
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQU R & M	313.15	67691
661-895-957.000	TRAINING	T AND M TOOLS INC.	EQUIP FUND TRAINING	65.00	67684
661-895-991.000	PRINCIPAL	MACATAWA BANK	IPA SERIES 2015 INSTALLME	9,460.00	67674
661-895-995.000	INTEREST PAYABLE TO LOCAL	MACATAWA BANK	IPA SERIES 2015 INSTALLME	2,171.07	67674
	Total For Dept 895 FLEET			14,119.61	
	Total For Fund 661 EQUIPM			14,119.61	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	57.95	67667
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	94.75	67671
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	81.24	67667
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENTS	64.86	67669
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	24.18	67661
	Total For Dept 000			322.98	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 04/05/2016 - 04/13/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 703 CURRENT TAX COLLECTION FUND					
Total For Fund 703 CURREN				322.98	

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User: LORI

DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL

EXP CHECK RUN DATES 04/05/2016 - 04/13/2016

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/6

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

Fund 101	GENERAL FUND	48,153.39
Fund 202	MAJOR STREET FUN	988.03
Fund 203	LOCAL STREET FUN	608.38
Fund 248	DOWNTOWN DEVELOP	4,771.12
Fund 260	DESIGNATED CONTR	2,929.57
Fund 351	GENERAL DEBT SER	223,822.51
Fund 581	AIRPORT FUND	1,148.10
Fund 590	WASTEWATER FUND	46,533.73
Fund 591	WATER FUND	10,367.28
Fund 636	DATA PROCESSING	6,204.74
Fund 661	EQUIPMENT FUND	14,119.61
Fund 703	CURRENT TAX COLL	322.98

359,969.44



STRATEGIC GOALS REPORT

APRIL 18, 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)

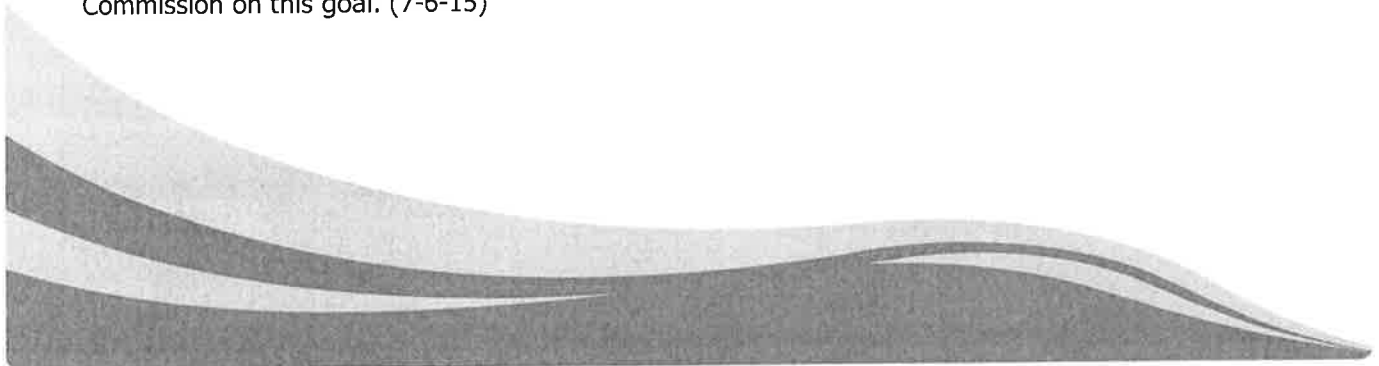
5) Business Development Packet: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

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 18, 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 – Not completed
- Arbor Board and Urban Forest Initiative – Not completed
- 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)

-

GENERAL FUND EXPENDITURES

	<u>2015-2016</u>		<u>2016-2017</u>			
	<u>Est. Budget</u>		<u>Budget</u>		Difference	Percentage
Council	\$	16,690.00	\$	17,140.00	\$ 450.00	2.70%
Manager	\$	145,150.00	\$	111,858.00	\$ (33,292.00)	-22.94%
Election	\$	7,950.00	\$	11,260.00	\$ 3,310.00	41.64%
Assessor	\$	47,300.00	\$	51,850.00	\$ 4,550.00	9.62%
Attorney	\$	42,500.00	\$	32,500.00	\$ (10,000.00)	-23.53%
General Office	\$	115,310.00	\$	106,000.00	\$ (9,310.00)	-8.07%
Treasurer	\$	206,850.00	\$	211,090.00	\$ 4,240.00	2.05%
City Hall	\$	139,000.00	\$	147,600.00	\$ 8,600.00	6.19%
Cemetery	\$	117,400.00	\$	113,435.00	\$ (3,965.00)	-3.38%
Code Enforcement	\$	86,500.00	\$	93,700.00	\$ 7,200.00	8.32%
Economic Development	\$	27,700.00	\$	20,600.00	\$ (7,100.00)	-25.63%
Planning Commission	\$	45,800.00	\$	43,000.00	\$ (2,800.00)	-6.11%
Police	\$	695,451.00	\$	687,820.00	\$ (7,631.00)	-1.10%
Fire Authoirty	\$	141,564.00	\$	130,000.00	\$ (11,564.00)	-8.17%
Recreation contribution	\$	2,000.00	\$	2,000.00	\$ -	0.00%
Public Works	\$	216,292.00	\$	242,850.00	\$ 26,558.00	12.28%
Chamber	\$	3,500.00	\$	3,500.00	\$ -	0.00%
Sidewalks	\$	5,950.00	\$	6,150.00	\$ 200.00	3.36%
Refuse	\$	36,000.00	\$	35,000.00	\$ (1,000.00)	-2.78%
Parks	\$	126,400.00	\$	151,080.00	\$ 24,680.00	19.53%
Showboat	\$	1,600.00	\$	1,600.00	\$ -	0.00%
Library	\$	89,208.00	\$	74,500.00	\$ (14,708.00)	-16.49%
Historic District Commission	\$	250.00	\$	250.00	\$ -	0.00%
Lowell Area Historical Museum	\$	37,700.00	\$	36,400.00	\$ (1,300.00)	-3.45%
Unallocated	\$	12,609.00	\$	13,200.00	\$ 591.00	4.69%
Transfer Out	\$	521,700.00	\$	529,446.00	\$ 7,746.00	1.48%
 Total:	\$	2,888,374.00	\$	2,873,829.00	\$ (14,545.00)	-0.50%

2016-2017 BUDGET SUMMARY

TO: Mayor Altoft and Members of the City Council

The establishment of an operating budget for the fiscal year 2016-2017 provides a schedule of proposed revenues and expenditures. Priorities are confirmed through this process. This document represents many staff hours of work compiling needed equipment and facility requests. These requests were carefully reviewed in terms of limitations of available funds.

The following narrative provides an outline of key elements comprising the City budget for this year:

GENERAL FUND

Revenues: The 2016-2017 General Fund Budget has proposed the rate of \$15.70 (mills) per \$1,000 of Taxable Value. This includes 0.2424 mills voted on for operating the Lowell Area Historical Museum.

It should be noted that the Taxable Value will decrease from 114,735,009 to 106,981,213. This is due to the eligible personal property now collected by the state or ESA (essential services assessment). The fund balance is currently planned to be 674,234.97 at the end of fiscal year 2016-2017.

The primary points in reviewing this budget include:

1. The Police Department budget provides \$36,700 for a police cruiser and \$40,000 for Kent County dispatch.
2. With the adoption of the Lowell Area Fire and Emergency Services Authority, a total of \$130,000.00 is allocated toward fire department operations.
3. Jeffrey and Debra Rashid serve as the City Assessors through an employment agreement recently renewed March 1, 2016 by the Council. This budget provides the recently renewed contract in the amount of \$45,000.00

4. The City will continue its refuse collection program whereby residents pay \$1.75 per bag. Yard waste is provided with the residents paying \$2.00 per bag. There is no cost for recycling at this time.
5. Seasonal part time labor has been provided for parks, cemetery, the DDA and streets.

GENERAL FUND TRANSFERS OUT

General Fund transfer out include:

Transfer to Local Street \$180,000.00

Transfer to Major Street \$20,000.00

Transfer to City Hall Bond \$294,446.00

Transfer to Equipment fund \$35,000.00

MAJOR AND LOCAL STREETS

As part of the five year street plan, Jefferson Street from Avery north to Fremont resurfacing is being proposed. Construction for this project is estimated to be \$398,204 with engineering costs planned \$51,940. In order to complete this project, an additional transfer from the General Fund of approximately \$100,000 will be needed.

AIRPORT FUND

The Airport Board is continuing with improvements to the facility with the goal of obtaining General Utility status. This would enable the airport to qualify for State grant funds.

The City is entering into a new agreement with Larry Bauer to act as the Fixed Base Operator.

EQUIPMENT FUND

The equipment fund anticipated purchases in the current budget include: a payment planned for the backhoe \$9,460, payments for a new plow and pick up \$28,365 and loader and forks \$21,500.

CITY HALL CONSTRUCTION BOND FUND

With the sale of \$4,725,000 Building Authority Bonds in July 2002, the City Hall Renovation-Police Station Construction Project commenced. The project was completed and dedicated on July 12, 2003. Since refinancing in 2012, a payment of \$294,446 for a twenty year bond through 2032 is planned.



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

To: City Council

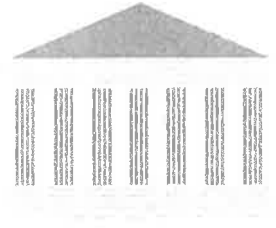
From: Ron Woods, Interim Public Works Director

Date: April 6, 2016

Subject: Honeywell Municipal Guaranteed Savings Services

On Tuesday, April 5, 2016, Interim City Manager, Dave Pasquale and I met with Honeywell's Michigan Government Market Leader, Mr. Dick Williams and discussed the company's Municipal Guaranteed Savings Services. I have attached the first page of that services brochure. The program is set up so that there are no out of pocket expenses for the City. Any required changes are paid for using energy and operational savings. The program costs per year are less than or equal to the energy and operational savings per year.

The attached Memorandum of Understanding highlights the key components of the program. Since there are no out of pocket expenses we have signed the memorandum and will begin the Feasibility Study phase of the process. The results of the feasibility study will determine the scope and viability of the program going forward. Only after a complete analysis has been completed will we come back to the City Council for approval of a contract to proceed.



Honeywell

MUNICIPAL GUARANTEED SAVINGS SERVICES

***City of Lowell
Mr. Dave Pasquale***

April 5, 2016

Honeywell
Municipal Services

**Memorandum of Understanding
Between
City of Lowell
And
Honeywell International, Inc.**

April 5, 2016

Working together, the City of Lowell and Honeywell will develop a facility and infrastructure improvement program. The purpose of this memorandum is to establish written requirements that will serve as a guide for both City of Lowell and Honeywell during the development of the program. It is important to understand the components of the program and to agree upon the decision – making process that will be utilized.

The initial goals of the partnership are as follows:

Technical

- Evaluate mechanical and electrical system replacements.
- Improve/Maintain comfort levels throughout the City of Lowell facilities.
- Repair, Modernize and Maintain Buildings.
- Improve energy systems to achieve Energy Star Building and LEED accreditation..
- Evaluate both interior and exterior lighting for energy savings and safety enhancements.
- Analyze Electrical Supply rates and distributed generation potential for City of Lowell electric deregulation and energy supply cost enhancement.

Financial

- Eliminate and/or Reduce the need for capital funding.
- Fund improvements from the existing budget through guaranteed savings.
- Financing Term and Guarantee Term to be 15 years or less.
- The project to be financed either through an installment purchase program / lease, or cash purchase.

Contractual

- Honeywell to provide an annual guarantee of the energy savings.
- Honeywell to provide a single source of accountability for the project to the City of Lowell.
- Honeywell to provide measurable results.
- Honeywell to provide a contract for scope of work and guaranteed savings along with a separate financing agreement if City of Lowell decides not to pay cash for the program.

Procurement

- The City of Lowell will utilize the feasibility report to determine whether to select Honeywell to implement the program.

Action Plan & Time Table

➤ First Call Stage	April 2016
➤ Feasibility Study	May – July 2016
➤ Presentation to City of Lowell decision making team for approval to proceed Letter of Intent	August 2016
➤ In Depth Engineering and Contract Development	September - November 2016
➤ Submission of Contract	November 2016
➤ City of Lowell Signed Contract/Leasing	December 2016

Documents	
➤ Start Up Meeting	January 2017
➤ Complete Implementation of Program	January 2018

* Prior to the feasibility survey Honeywell would like to receive the following information from the City of Lowell:

- ✓ Square Footage, addresses of the buildings.
- ✓ Access provided to be able to review mechanical, electrical & control drawings.
- ✓ Actual utility bills supplied by the utility company and other relevant utility records gas, electric and water including any associated parking lot or street lighting for the past two year period.
- ✓ Building occupancy and usage information.
- ✓ Summary of expenditures for outsourced maintenance, repairs or replacements on the premises. (Copy of The City of Lowell Line Item Budget if possible).
- ✓ Water Revenue and Water Cost Statements for past 24 months.
- ✓ Prior energy audits, agreements or studies of the premises.
- ✓ Last two years of audited financial statements.

NEED ALL Usage History

Summary

The City of Lowell and Honeywell International are in agreement with these guidelines. Both parties will further define the requirements once The City of Lowell Decision Making Team has given approval and endorsement for a Performance Contract with Honeywell, upon presentation of Feasibility Study Findings. There is no charge to City of Lowell for this study.

All information provided to Honeywell and City of Lowell shall be confidential and proprietary and subject to non-disclosure outside of each respective party.

Concur:

Authorized Signature
City of Lowell

Dick Williams – Market Leader
Honeywell International

**Memorandum of Understanding
Between
City of Lowell
And
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April 5, 2016

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Summary

The City of Lowell and Honeywell International are in agreement with these guidelines. Both parties will further define the requirements once The City of Lowell Decision Making Team has given approval and endorsement for a Performance Contract with Honeywell, upon presentation of Feasibility Study Findings. There is no charge to City of Lowell for this study.

All information provided to Honeywell and City of Lowell shall be confidential and proprietary and subject to non-disclosure outside of each respective party.

Concur:

David M. Pasquale
 Authorized Signature
 City of Lowell

Dick Williams 4-5-16
 Dick Williams – Market Leader
 Honeywell International

**LOWELL POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
CALENDAR YEAR 2016**

[illegible]

**MONTHLY COMPARISON TOTALS
MARCH 2015 TO MARCH 2016**

ACTIVITY	MARCH	2015 YEAR-TO-DATE	MARCH	2016 YEAR-TO-DATE
Total Arrests	17	56	15	57
Alcohol (MIP/Open Intox)	1	3	2	4
Drug Law Violations	2	5	3	9
Drunk Driving	0	2	2	4
Suspended License	3	7	1	9
Warrant Arrest	6	23	4	14
Other Arrests	5	16	3	17
Assault	0	2	1	1
Assault (Civil)	3	7	2	11
Assault (Domestic)	1	8	3	9
Assist from Other Agency	10	29	5	25
Assist to Other Agency	12	47	16	39
Assist to Citizen	24	60	37	96
Breaking & Entering	1	1	0	3
Disorderly Conduct	3	6	2	6
Dog Complaints	1	4	1	2
Larceny	7	19	5	13
Malicious Destruction	2	5	3	7
Motorist Assist	15	37	11	40
Ordinance Violations	20	46	10	26
Accident Total	9	34	10	35
{Property Damage}	8	30	9	34
{Personal Injury}	1	4	1	1
Citations Issued	28	65	19	69
Traffic Stops: Warned	108	288	122	343
# of Traffic Stops Made	122	322	133	379
TOTAL COMPLAINTS	194	500	193	548

LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES

MARCH 2016

COMPLAINT #	DATE	NATURE OF INCIDENT	DEPARTMENT/AGENCY	STATUS	VENUE
16-0373	3/3/2016	PI Accident	KCSD	Back-up	Vergennes
16-0383	3/5/2016	Drunk Driving	KCSD	Back-up	Vergennes
16-0389	3/8/2016	Suspicious Subject	KCSD	Assisted	Vergennes
16-0428	3/12/2016	Possible Drug Use	KCSD	Assisted	Lowell
16-0453	3/17/2016	Suicidal Subject	KCSD	Back-up	Lowell
16-0454	3/14/2016	Drug Investigation	KCSD	Took Info	Lowell
16-0459	3/18/2016	Traffic Stop	KCSD	Back-up	City of Lowell
16-0460	3/18/2016	Suspicious Subject	KCSD	Back-up	Lowell
16-0462	3/19/2016	Attempt to locate subject	WAYLAND PD	Assisted	City of Lowell
16-0476	3/22/2016	Medical	LOWELL AMBULANCE	Assisted	Lowell
16-0480	3/22/2016	Search Residence	PAROLE	Assisted	City of Lowell
16-0494	3/24/2016	Drunk Driving	KCSD	Assisted	Lowell
16-0495	3/24/2016	Noise Complaint	KCSD	Back-up	Lowell
16-0506	3/25/2016	Mental Pick Up	KCSD	Assisted	City of Lowell
16-0520	3/28/2016	Warrant pick-up	WAYLAND PD	Assisted	City of Lowell
16-0546	3/31/2016	Drug Investigation	KCSD	Assisted	Lowell

AGENCIES ASSISTING

LOWELL POLICE DEPARTMENT

MARCH 2016

COMPLAINT #	DATE	NATURE OF INCIDENT	ASSISTING DEPARTMENTS	DISPOSITION
16-0400	3/8/2016	Drunk Driving Arrest	KCSD	Assisted
16-0402	3/9/2016	Drunk Driving Arrest	KCSD	Assisted
16-0455	3/18/2016	Domestic Assault	KCSD	Back-up
16-0504	3/24/2016	Suicidal Subject	KCSD	Back-up
16-0512	3/26/2016	Domestic Assault	KCSD	Back-up

CITY OF LOWELL
REPORT FOR : MARCH
FOR: Dave Pasquale

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 14.82256 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: MARCH TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 234.5 HOURS, WHICH RESULTED IN
271.25 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 169.72

ELECTRICAL COST PER MILLION GALLONS: \$ 299.22

TOTAL COST PER MILLION GALLONS: \$ 468.94

WATER PRODUCTION

DAILY AVERAGE: 0.478

DAILY MAXIMUM: 0.556

DAILY MINIMUM: 0.364

THE AVERAGE PLANT OPERATION TIME WAS 7.5645 HOURS PER DAY.

Monthly Report
Water and Sewer system

Customer Complaints	Water Quality	0
	High Water Usage	0
	Low Pressure	0
Fire Hydrants	Flushed During Construction	0
	Flushed For Flushing Program	0
	Painted	0
	Repaired	0
Meters	Final Reads	4
	New Meter Installs	5
	billing re-reads	22
	Frozen Meters	0
Valves	Operated During Construction	0
	Operated For Valve Turning Program	0
Water Mains	Water Main Breaks	0
MISS DIGS	Marking of Water mains and Services, Storm Mains, and Sanitary Mains	44
Stob Box	Stob Box Repairs	0
	Locating Missing Stop Box	0
	Stop Box Location Cards Made	0
Valve Box	Valve box Repairs	0
New Construction	On Site Construction Inspection	2
Sewer	Televised	5487 ft
	Cleaned	4260 ft

STREETS DEPARTMENT

MARCH 2016

Major & Local Streets

Snow and Ice Control

250 miles - 27 hrs #12
22 miles - 3 hrs. #15
261 miles - 24 hrs #13
24 hrs #60

Pot holes:

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

Storm drains and ditches:

Cleaned off catch basins throughout the City

Parking Lots

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

Public Works:

Plowed parking lots at D.P.W. and Fire Station

Airport:

Sidewalks:

Trees, bushes, shrubs trimming and removal:

Traffic & Signs:

Worked on barricades in old garage

Misc:

Weekly Park Trash Pickup
Worked on equipment at D.P.W.
Hauled more crushed asphalt to put down and grade on N. Washington
Weekly D.D.A. and parks trash pickup.
Set up City Hall weekly

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI. 49331

Phone - 616-897-5929 Fax -

Posted Totals by Invoice #

Report Date: 04/01/2016

Period From: 03/01/2016 To: 03/31/2016

Invoice Number	Date	Name	Total	Charge Sales!
000974	03/03/2016	Street Dept.	83.87	0.00
000975	03/03/2016	Street Dept.	3,261.88	0.00
000976	03/07/2016	Street Dept.	107.93	0.00
000977	03/14/2016	Police	47.75	0.00
000978	03/14/2016	Street Dept.	4,058.56	0.00
000979	03/15/2016	Equipment	51.49	0.00
000980	03/17/2016	Police	235.44	0.00
000981	03/21/2016	Police	50.58	-7.69
Grand Totals:			\$7,897.50	-\$7.69

% Time in each Department

10% Water 61% Maintenance dept. (equipment) 12% DPW 8% Snow Plowing 9% Other

Public Works: 24.25 hrs.

Snow Plowing: 8.5 hrs. Overtime: 2.5 hrs. Standby: 4

Water Plant: 12.5 hrs. Call Out: 7 hrs.

Equipment Maintenance: 122.25 hrs.

Holiday: 8 hrs.

Sick: 11 hr.

Total Hours for March: 200 hrs.

March 2016 Sexton's Report

Total of Burials: 2 of those were: full: 1 cremations: 1 Year to date 4

Oakwood: Spent 129.5 hrs

- Worked on budget.
- Double checked my records.
- Did all my paper work.
- Put together a list of women who were apart of the Women's Relief Corp so we can put a new flag holder in cement for them.
- Picked up lots of sticks and small branches.
- Picked up all the snow plow stakes and made a place to store them.
- Went back through a few books of death certificates to make sure I put all the info found in them into my records.
- Made up a list of all the Veterans that I need help identifying what conflict they were apart of.

City Hall – LPD: Spent 7.25 hrs removing snow, trimming bushes

Englehardt Library: Spent 4 doing the following:

- Refilled the soap dispensers again.
- Snow removal.

D.D.A. Spent 77.75 hrs doing the following:

- Some snow removal and salting.
- Sweeping corners on parking lots of all winter debris.
- Started trimming the yews by the Christmas tree.
- Cut back the bigger perennials and hauled away the debris.
- Pruning trees

D.P.W. 7.25 hr's snow removal and meetings

Museum: Spent 10.5 hr's cleaning plant beds and snow removal

Parks: Spent .5 hr. Removing snow.

Local Maint. 2.5 hr's Bruce helped cold patching

Water Plant: .5 hr. moving snow

Fire Barn: .25 moving snow

04/12/2016

MAR

CITY OF LOWELL - PERMIT LIST

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB16900173	517 FRONT ST SE	03/08/2016	41-20-02-436-007	REPLACE WALLS & INT	150.00	10,000
PB16900221	201 E MAIN ST SE	03/21/2016	41-20-02-406-024	RE ROOF - FLAT RIVER C	149.00	17,800
PB16900232	1102 BOWES ST SE	03/17/2016	41-20-11-101-017	STRUCTURAL REPAIR	300.00	20,000
PB16900241	505 W MAIN ST SE	03/17/2016	41-20-02-341-007	INTERIOR REMODEL - L4	335.00	80,000
PB16900250	119 S GROVE ST SE	03/17/2016	41-20-01-305-003	RE ROOF	65.00	4,603
PB16900258	1288 HIGHLAND HILL DR SE	03/24/2016	41-20-01-178-018	RESIDENCE	687.00	245,942
PB16900259	1294 HIGHLAND HILL DR SE	03/25/2016	41-20-01-178-017	RESIDENCE	631.00	217,699
PB16900273	901 HEFFRON DR SE	03/28/2016	41-20-02-302-010	RE ROOF	65.00	6,440
Total Permits:	8					
Total Fee Amount:	2,382.00					
Total Const. Value:	602,484					
Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PE16900277	1326 HIGHLAND HILL DR SE	03/02/2016	41-20-01-178-012	RESIDENCE	247.00	0
PE16900353	517 FRONT ST SE	03/18/2016	41-20-02-436-007	REPLACE WALLS & INT	112.00	0
Total Permits:	2					
Total Fee Amount:	359.00					
Total Const. Value:	0					
Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PM16900597	718 LINCOLN LAKE AVE SE	03/08/2016	41-20-02-181-006	ADD TO PM16900026	30.00	0
PM16900599	1326 HIGHLAND HILL DR SE	03/10/2016	41-20-01-178-012	New Construction HVAC	210.00	0
PM16900610	665 HUNT ST	03/09/2016	41-20-02-101-065		55.00	0
PM16900696	415 NORTH ST SE	03/23/2016	41-20-02-276-009		165.00	0
PM16900737	767 FOREMAN ST	03/30/2016	41-20-02-103-013		110.00	0
Total Permits:	5					
Total Fee Amount:	570.00					

04/12/2016

MAR

CITY OF LOWELL - PERMIT LIST

Total Const. Value: 0

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PP16900281	517 FRONT ST SE	03/18/2016	41-20-02-436-007	REPLACE WALLS & INT	120.00	0
PP16900297	415 NORTH ST SE	03/23/2016	41-20-02-276-009		101.00	0
PP16900328	505 W MAIN ST SE	03/28/2016	41-20-02-341-007	INTERIOR REMODELLO	236.00	0
Total Permits:		3				
Total Fee Amount:		457.00				
Total Const. Value:		0				

Grand Total Permits: 18

Grand Total Permit Fee: 3,768.00

Grand Total Const. Value: \$602,484

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	387,100.00	58,902.96	3,078.31	328,197.04	15.22
FINES	FINES AND FORECLOSURES	9,550.00	9,227.08	1,430.00	322.92	96.62
INT	INTEREST AND RENTS	2,600.00	477.07	0.00	2,122.93	18.35
LICPER	LICENSES AND PERMITS	38,200.00	31,314.78	225.00	6,885.22	81.98
LOCAL	LOCAL CONTRIBUTIONS	14,600.00	8,933.39	2,902.88	5,666.61	61.19
OTHER	OTHER REVENUE	28,104.00	53,482.19	6,373.79	(25,378.19)	190.30
STATE	STATE GRANTS	366,250.00	195,397.71	0.00	170,852.29	53.35
TAXES	TAXES	1,892,400.00	1,717,170.88	37,532.88	175,229.12	90.74
TRANSIN	TRANSFERS IN	144,850.00	0.00	0.00	144,850.00	0.00
TOTAL Revenues		2,883,654.00	2,074,906.06	51,542.86	808,747.94	71.95
Expenditures						
101	COUNCIL	17,940.00	12,714.73	166.68	5,225.27	70.87
172	MANAGER	112,900.00	109,073.22	43,477.14	3,826.78	96.61
191	ELECTIONS	8,500.00	5,213.20	2,488.02	3,286.80	61.33
209	ASSESSOR	44,200.00	33,064.34	4,087.51	11,135.66	74.81
210	ATTORNEY	30,000.00	11,253.80	0.00	18,746.20	37.51
215	CLERK	136,100.00	76,769.40	8,974.57	59,330.60	56.41
253	TREASURER	219,850.00	137,480.97	11,990.03	82,369.03	62.53
265	CITY HALL	124,100.00	106,146.57	12,111.15	17,953.43	85.53
276	CEMETERY	102,050.00	83,146.29	6,329.92	18,903.71	81.48
294	UNALLOCATED MISCELLANEOUS	41,914.00	8,831.00	304.00	33,083.00	21.07
301	POLICE DEPARTMENT	667,800.00	520,096.49	54,283.54	147,703.51	77.88
305	CODE ENFORCEMENT	103,400.00	61,406.12	9,004.34	41,993.88	59.39
336	FIRE	142,000.00	112,747.24	126.15	29,252.76	79.40
400	PLANNING & ZONING	51,800.00	29,884.84	9,790.12	21,915.16	57.69
441	DEPARTMENT OF PUBLIC WORKS	225,250.00	145,892.26	15,445.82	79,357.74	64.77
442	SIDEWALK	5,600.00	2,362.46	330.04	3,237.54	42.19
523	TRASH	45,000.00	28,996.50	2,607.50	16,003.50	64.44
728	ECONOMIC DEVELOPMENT	24,000.00	23,062.49	10,033.21	937.51	96.09
747	CHAMBER/RIVERWALK	3,500.00	2,058.33	367.70	1,441.67	58.81
751	PARKS	146,500.00	72,948.97	3,882.43	73,551.03	49.79
757	SHOWBOAT	1,600.00	1,209.63	67.78	390.37	75.60
774	RECREATION CONTRIBUTIONS	3,000.00	2,000.00	0.00	1,000.00	66.67
790	LIBRARY	72,500.00	65,881.49	4,960.94	6,618.51	90.87
803	HISTORICAL DISTRICT COMMISSION	250.00	165.00	0.00	85.00	66.00
804	MUSEUM	36,200.00	30,147.29	1,096.54	6,052.71	83.28
965	TRANSFERS OUT	517,700.00	0.00	0.00	517,700.00	0.00
TOTAL Expenditures		2,883,654.00	1,682,552.63	201,925.13	1,201,101.37	58.35
TOTAL REVENUES		2,883,654.00	2,074,906.06	51,542.86	808,747.94	71.95
TOTAL EXPENDITURES		2,883,654.00	1,682,552.63	201,925.13	1,201,101.37	58.35
NET OF REVENUES & EXPENDITURES		0.00	392,353.43	(150,382.27)	(392,353.43)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
INT	INTEREST AND RENTS	150.00	86.23	0.00	63.77	57.49
OTHER	OTHER REVENUE	189,400.00	134,265.10	15,176.74	55,134.90	70.89
TRANSIN	TRANSFERS IN	236,000.00	36,118.59	0.00	199,881.41	15.30
TOTAL Revenues		425,550.00	170,469.92	15,176.74	255,080.08	40.06
Expenditures						
450	CAPITAL OUTLAY	340,000.00	116,196.31	0.00	223,803.69	34.18
463	MAINTENANCE	39,250.00	19,868.80	1,112.71	19,381.20	50.62
474	TRAFFIC	8,000.00	1,834.35	235.48	6,165.65	22.93
478	WINTER MAINTENANCE	42,100.00	24,706.50	8,244.24	17,393.50	58.69
483	ADMINISTRATION	46,000.00	1,952.50	0.00	44,047.50	4.24
TOTAL Expenditures		475,350.00	164,558.46	9,592.43	310,791.54	34.62
TOTAL REVENUES		425,550.00	170,469.92	15,176.74	255,080.08	40.06
TOTAL EXPENDITURES		475,350.00	164,558.46	9,592.43	310,791.54	34.62
NET OF REVENUES & EXPENDITURES		(49,800.00)	5,911.46	5,584.31	(55,711.46)	11.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 03/31/2016

		2015-16	ACTIVITY FOR			
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 03/31/2016	MONTH 03/31/2016	AVAILABLE BALANCE	% BUDGET USED
Fund 203 - LOCAL STREET FUND						
Revenues						
INT	INTEREST AND RENTS	150.00	0.00	0.00	150.00	0.00
OTHER	OTHER REVENUE	70,700.00	61,806.52	5,791.04	8,893.48	87.42
TRANSIN	TRANSFERS IN	180,000.00	7,739.70	0.00	172,260.30	4.30
TOTAL Revenues		250,850.00	69,546.22	5,791.04	181,303.78	27.72
Expenditures						
450	CAPITAL OUTLAY	5,000.00	127,672.40	1,966.20	(122,672.40)	2,553.45
463	MAINTENANCE	64,600.00	47,919.48	1,016.02	16,680.52	74.18
474	TRAFFIC	8,100.00	4,113.76	613.19	3,986.24	50.79
478	WINTER MAINTENANCE	61,200.00	33,582.02	7,472.64	27,617.98	54.87
483	ADMINISTRATION	27,800.00	2,452.50	0.00	25,347.50	8.82
906	DEBT SERVICE	76,600.00	76,385.00	0.00	215.00	99.72
TOTAL Expenditures		243,300.00	292,125.16	11,068.05	(48,825.16)	120.07
TOTAL REVENUES		250,850.00	69,546.22	5,791.04	181,303.78	27.72
TOTAL EXPENDITURES		243,300.00	292,125.16	11,068.05	(48,825.16)	120.07
NET OF REVENUES & EXPENDITURES		7,550.00	(222,578.94)	(5,277.01)	230,128.94	2,948.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 03/31/2016

2015-16

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BUDGET USED
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Fund 238 - HISTORICAL DISTRICT FUND

Revenues						
INT	INTEREST AND RENTS	200.00	19.74	0.00	180.26	9.87
OTHER	OTHER REVENUE	50,000.00	50,000.00	0.00	0.00	100.00

TOTAL Revenues		50,200.00	50,019.74	0.00	180.26	99.64
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Expenditures						
000		50,000.00	25,317.00	0.00	24,683.00	50.63

TOTAL Expenditures		50,000.00	25,317.00	0.00	24,683.00	50.63
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TOTAL REVENUES		50,200.00	50,019.74	0.00	180.26	99.64
TOTAL EXPENDITURES		50,000.00	25,317.00	0.00	24,683.00	50.63

NET OF REVENUES & EXPENDITURES		200.00	24,702.74	0.00	(24,502.74)	12,351.3
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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDC USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
INT	INTEREST AND RENTS	1,000.00	269.23	0.00	730.77	26.92
OTHER	OTHER REVENUE	0.00	19.92	0.00	(19.92)	100.00
TAXES	TAXES	625,000.00	638,439.41	75.28	(13,439.41)	102.15
TOTAL Revenues		626,000.00	638,728.56	75.28	(12,728.56)	102.03
Expenditures						
450	CAPITAL OUTLAY	150,000.00	57,127.45	1,860.70	92,872.55	38.08
463	MAINTENANCE	82,200.00	58,661.06	5,814.39	23,538.94	71.36
483	ADMINISTRATION	36,800.00	16,170.58	6,836.52	20,629.42	43.94
740	COMMUNITY PROMOTIONS	70,000.00	36,817.14	57.34	33,182.86	52.60
965	TRANSFERS OUT	143,850.00	0.00	0.00	143,850.00	0.00
TOTAL Expenditures		482,850.00	168,776.23	14,568.95	314,073.77	34.95
TOTAL REVENUES		626,000.00	638,728.56	75.28	(12,728.56)	102.03
TOTAL EXPENDITURES		482,850.00	168,776.23	14,568.95	314,073.77	34.95
NET OF REVENUES & EXPENDITURES		143,150.00	469,952.33	(14,493.67)	(326,802.33)	328.29

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues	INTEREST AND RENTS	4,300.00	515.00	0.00	3,785.00	11.98
INT	LOCAL CONTRIBUTIONS	10,000.00	0.00	0.00	10,000.00	0.00
LOCAL	OTHER REVENUE	20,000.00	12,590.00	0.00	7,410.00	62.95
OTHER	TRANSFERS IN	0.00	4,000.00	0.00	(4,000.00)	100.00
TRANSIN						
TOTAL Revenues		34,300.00	17,105.00	0.00	17,195.00	49.87
Expenditures						
301	POLICE DEPARTMENT	0.00	5,784.35	3,511.85	(5,784.35)	100.00
443	ARBOR BOARD	20,000.00	0.00	0.00	20,000.00	0.00
751	PARKS	10,000.00	0.00	0.00	10,000.00	0.00
758	DOG PARK	4,000.00	558.18	52.92	3,441.82	13.95
759	COMMUNITY GARDEN	300.00	0.00	0.00	300.00	0.00
TOTAL Expenditures		34,300.00	6,342.53	3,564.77	27,957.47	18.49
TOTAL REVENUES		34,300.00	17,105.00	0.00	17,195.00	49.87
TOTAL EXPENDITURES		34,300.00	6,342.53	3,564.77	27,957.47	18.49
NET OF REVENUES & EXPENDITURES		0.00	10,762.47	(3,564.77)	(10,762.47)	100.00

User: SUE		PERIOD ENDING 03/31/2016			
DB: Lowell		2015-16		ACTIVITY FOR	
		AMENDED	YTD BALANCE	MONTH	AVAILABLE
		BUDGET	03/31/2016	03/31/2016	BALANCE
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Expenditures					
906	DEBT SERVICE	0.00	64,022.51	0.00	(64,022.51)
					100.00
TOTAL Expenditures		0.00	64,022.51	0.00	(64,022.51)
					100.00
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	64,022.51	0.00	(64,022.51)
					100.00
NET OF REVENUES & EXPENDITURES		0.00	(64,022.51)	0.00	64,022.51
					100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	120.00	216.00	0.00	(96.00)	180.00
INT	INTEREST AND RENTS	37,370.00	29,062.87	2,532.00	8,307.13	77.77
OTHER	OTHER REVENUE	0.00	622.00	0.00	(622.00)	100.00
TOTAL Revenues		37,490.00	29,900.87	2,532.00	7,589.13	79.76
Expenditures						
000		46,200.00	29,137.43	2,686.33	17,062.57	63.07
TOTAL Expenditures		46,200.00	29,137.43	2,686.33	17,062.57	63.07
TOTAL REVENUES		37,490.00	29,900.87	2,532.00	7,589.13	79.76
TOTAL EXPENDITURES		46,200.00	29,137.43	2,686.33	17,062.57	63.07
NET OF REVENUES & EXPENDITURES		(8,710.00)	763.44	(154.33)	(9,473.44)	8.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,048,000.00	787,202.14	92,782.84	260,797.86	75.11
INT	INTEREST AND RENTS	2,000.00	673.71	0.00	1,326.29	33.69
OTHER	OTHER REVENUE	0.00	73.79	0.00	(73.79)	100.00
TOTAL Revenues		1,050,000.00	787,949.64	92,782.84	262,050.36	75.04
Expenditures						
550	TREATMENT	476,800.00	359,763.80	37,423.01	117,036.20	75.45
551	COLLECTION	90,150.00	79,423.30	2,551.93	10,726.70	88.10
552	CUSTOMER ACCOUNTS	85,800.00	50,729.45	4,420.67	35,070.55	59.13
553	ADMINISTRATION	155,300.00	3,188.89	1,860.70	152,111.11	2.05
TOTAL Expenditures		808,050.00	493,105.44	46,256.31	314,944.56	61.02
TOTAL REVENUES		1,050,000.00	787,949.64	92,782.84	262,050.36	75.04
TOTAL EXPENDITURES		808,050.00	493,105.44	46,256.31	314,944.56	61.02
NET OF REVENUES & EXPENDITURES		241,950.00	294,844.20	46,526.53	(52,894.20)	121.86

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

		2015-16		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 03/31/2016	MONTH 03/31/2016	AVAILABLE BALANCE	% BDC	USED
Fund 591 - WATER FUND							
Revenues							
CHARGES	CHARGES FOR SERVICES	993,950.00	752,377.53	88,151.23	241,572.47	75.70	
INT	INTEREST AND RENTS	6,320.00	3,969.48	0.00	2,350.52	62.81	
OTHER	OTHER REVENUE	1,000.00	12,723.91	2,390.12	(11,723.91)	1,272.39	
TOTAL Revenues		1,001,270.00	769,070.92	90,541.35	232,199.08	76.81	
Expenditures							
570	TREATMENT	317,000.00	270,930.24	28,744.70	46,069.76	85.47	
571	DISTRIBUTION	216,890.00	213,307.84	10,743.07	3,582.16	98.35	
572	CUSTOMER ACCOUNTS	89,400.00	51,932.31	4,422.36	37,467.69	58.09	
573	ADMINISTRATION	266,456.00	162,112.31	2,060.70	104,343.69	60.84	
TOTAL Expenditures		889,746.00	698,282.70	45,970.83	191,463.30	78.48	
TOTAL REVENUES		1,001,270.00	769,070.92	90,541.35	232,199.08	76.81	
TOTAL EXPENDITURES		889,746.00	698,282.70	45,970.83	191,463.30	78.48	
NET OF REVENUES & EXPENDITURES		111,524.00	70,788.22	44,570.52	40,735.78	63.47	

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	77,700.00	38,800.32	0.00	38,899.68	49.94
OTHER	OTHER REVENUE	1,300.00	2.50	0.00	1,297.50	0.19
TOTAL Revenues		79,000.00	38,802.82	0.00	40,197.18	49.12
Expenditures						
000		79,000.00	60,288.29	4,925.47	18,711.71	76.31
TOTAL Expenditures		79,000.00	60,288.29	4,925.47	18,711.71	76.31
TOTAL REVENUES		79,000.00	38,802.82	0.00	40,197.18	49.12
TOTAL EXPENDITURES		79,000.00	60,288.29	4,925.47	18,711.71	76.31
NET OF REVENUES & EXPENDITURES		0.00	(21,485.47)	(4,925.47)	21,485.47	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 03/31/2016

		2015-16	ACTIVITY FOR			
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 03/31/2016	MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	18,000.00	4,317.20	333.77	13,682.80	23.98
INT	INTEREST AND RENTS	121,900.00	101.30	0.00	121,798.70	0.08
OTHER	OTHER REVENUE	100.00	4,004.89	0.00	(3,904.89)	4,004.89
TOTAL Revenues		140,000.00	8,423.39	333.77	131,576.61	6.02
Expenditures						
895	FLEET MAINT. & REPLACEMENT	143,469.14	145,129.95	12,668.04	(1,660.81)	101.16
TOTAL Expenditures		143,469.14	145,129.95	12,668.04	(1,660.81)	101.16
TOTAL REVENUES		140,000.00	8,423.39	333.77	131,576.61	6.02
TOTAL EXPENDITURES		143,469.14	145,129.95	12,668.04	(1,660.81)	101.16
NET OF REVENUES & EXPENDITURES		(3,469.14)	(136,706.56)	(12,334.27)	133,237.42	3,940.65

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES FOR SERVICES		0.00	7,000.00	0.00	(7,000.00)	100.00
INT	INTEREST AND RENTS	0.00	112.63	2.41	(112.63)	100.00
TOTAL Revenues		0.00	7,112.63	2.41	(7,112.63)	100.00
TOTAL REVENUES		0.00	7,112.63	2.41	(7,112.63)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	7,112.63	2.41	(7,112.63)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

DB: Lowell

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR		AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	YTD BALANCE 03/31/2016	MONTH 03/31/2016			
Fund 714 - LEE FUND							
Revenues	INTEREST AND RENTS	10,000.00	3,569.15	310.18	6,430.85	35.69	
INT							
TOTAL Revenues		10,000.00	3,569.15	310.18	6,430.85	35.69	
Expenditures		10,000.00	0.00	0.00	10,000.00	0.00	
000							
TOTAL Expenditures		10,000.00	0.00	0.00	10,000.00	0.00	
TOTAL REVENUES		10,000.00	3,569.15	310.18	6,430.85	35.69	
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	3,569.15	310.18	(3,569.15)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	25,000.00	24,564.85	3,166.62	435.15	98.26
TOTAL Revenues		25,000.00	24,564.85	3,166.62	435.15	98.26
Expenditures						
000		25,000.00	3,601.44	0.00	21,398.56	14.41
TOTAL Expenditures		25,000.00	3,601.44	0.00	21,398.56	14.41
TOTAL REVENUES		25,000.00	24,564.85	3,166.62	435.15	98.26
TOTAL EXPENDITURES		25,000.00	3,601.44	0.00	21,398.56	14.41
NET OF REVENUES & EXPENDITURES		0.00	20,963.41	3,166.62	(20,963.41)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	6.26	0.00	(6.26)	100.00
TOTAL Revenues		0.00	6.26	0.00	(6.26)	100.00
TOTAL REVENUES		0.00	6.26	0.00	(6.26)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	6.26	0.00	(6.26)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues	INTEREST AND RENTS	0.00	21.77	0.00	(21.77)	100.00
INT						
TOTAL Revenues		0.00	21.77	0.00	(21.77)	100.00
TOTAL REVENUES		0.00	21.77	0.00	(21.77)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	21.77	0.00	(21.77)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		6,613,314.00	4,690,197.80	262,255.09	1,923,116.20	70.92
NET OF REVENUES & EXPENDITURES		6,170,919.14	3,833,239.77	353,226.31	2,337,679.37	62.12
		442,394.86	856,958.03	(90,971.22)	(414,563.17)	193.71



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INTERIM CITY MANAGER'S REPORT
April 18, 2016

1. The Parks and Recreation Commission has requested that a joint work session be held with the Council. The next meeting is on Tuesday, April 19 at 6 p.m.
2. The Downtown Development Authority's next meeting is April 21 at 12 noon.

Respectfully submitted,

David Pasquale, Interim City Manager