

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, AUGUST 1, 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. July 18, 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
7. NEW BUSINESS
 - a. Ordinance 16-03 – Ordinance to Amend Section 12A.02, “Uses Permitted by Right” of Chapter 12A. “I-L Light Industrial District
 - b. Resolution 13-16 Stoney Lakeside Park Renovation – tabled from previous meeting
 - c. Oxidation Ditch Rehab Work
 - d. MERS Annual Meeting Officer Delegate
 - e. Resolution 14-16 - City Manager Contract – Michael Burns
 - f. Advanced Metering Infrastructure (AMI) Project
8. BOARD/COMMISSION REPORTS
9. APPOINTMENTS TO COMMISSIONS AND BOARDS
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, August 1, 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 MEETING(S)
 - a. July 18, 2016 – Regular 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. Ordinance 16-03 – Ordinance to Amend Section 12A.02, “Uses Permitted by Right” of Chapter 12A, “I-L Light Industrial District. At its July 25, 2016 the Planning Commission recommended approval of Ordinance 16-03. This amends section 12A.02, “Uses Permitted by Right” A Chapter of 12A, “I-L Light Industrial District” of Appendix A, “Zoning,” of the Code of Ordinances of the City of Lowell. It is amended by adding a new subsection “M” which reads as follows:

M. Commercial Kennels

Recommended Motion: That the Council approve Ordinance 16-03.

b. Resolution 13-16 - Stoney Lakeside Park Renovation – tabled from previous meeting.

At the July 18, 2016 council meeting Councilmember DeVore stated that Bob Rogers, representing Impact church has wanted to renovate the playground equipment at Stoney Lakeside Park. He is in the midst of acquiring funding for this project. He stated that a City Council resolution would be proposed for consideration at this meeting. A resolution will be provided no later than at this meeting.

Recommended Motion: Approve Resolution 13-16 supporting the Stoney Lakeside Park playground renovation proposed by Impact Church.

c. Oxidation Ditch Rehab Work.

Early in the summer of 2015 the East Oxidation Ditch was taken out of service and drained. This was done so rehab work could be performed on the support structures associated with the rotors. When the ditch was drained, much to the WWTP Superintendent Mark Mundt's surprise both of the baffles were found to have fallen off the wall and 100+ cubic yards of sand and gravel were on the bottom of the ditch.

By the end of the summer the baffles had been repaired. By late fall, all of the sand and gravel had been removed.

With the baffle repair done and the sand cleaned up, Mundt is now ready to move forward with the rehab work on the support structure. The work is fairly straightforward. The steel structure is now about 30 years old. Some of it is in need of repainting and some needs to be replaced. Also, part of the work will require the removal of the fiberglass covers over the rotors. As long as they are being removed they plan to repaint them as well.

To facilitate this work, the City hired Williams and Works to prepare a Request for Proposal. Brandon Mieras was the engineer they worked with to develop a bid document. Four sealed bids were received and opened on July 14th. Brandon is familiar with all of the firms that submitted and recommends the City accept the low bid of \$80,500 from LD Docsa.

In anticipation of this work the City of Lowell budgeted \$50,000 in the current budget. This was based upon a preliminary engineer's estimate of \$35,000. Obviously the budget number came up short. Mundt has discussed this with City Treasurer, Sue Olin. She is confident the wastewater fund can afford to move forward with this project.

In short, this is needed maintenance work, the City has the funds for the work and Mundt supports accepting the low bid.

Recommended Motion: The City Council approves the low bid of LD Docsa at a cost of \$80,500 to carry out the East Oxidation Ditch Rehab.

d. MERS Annual Meeting Officer Delegate

The 2016 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on September 28 – 29, 2016 at the Grand Traverse Resort, Acme, MI. Council needs to appoint an Employer Delegate and Alternate to the Annual Meeting. Ballots were distributed to the employees and they selected Ryan Teachworth as their delegate to represent the City of Lowell Employees.

Recommended Motion: That the Lowell City Council appoint Steve Bukala as the Employer Delegate for the 2016 MERS Annual Meeting.

e. Resolution 14-16 – City Manager Contract – Michael Burns.

After an extensive review of candidates, the City Council provided a conditional offer of employment as City Manager to Michael Burns, who currently serves as Assistant City Manager of Fenton Michigan at its July 12 special meeting.

An employment agreement has been provided with City Attorney Richard Wendt. This was reviewed and approved with Mayor Altoft and Michael Burns subject to Council acceptance.

Recommended Motion: The City Council approves the resolution authorizing execution of an employment agreement with Michael T. Burns.

f. Advanced Metering Infrastructure (AMI) Project. An integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.

Presentation will include:

- Project overview
- How the technology works
- Security specifications
- Safety specifications
- Customer benefits
- LL&P benefits
- Project status update
- Questions?

8. BOARD/COMMISSION REPORTS

9. APPOINTMENTS TO COMMISSIONS AND BOARDS

Arbor Board

Vacancy – (Tamela Spicer resigned)

06/30/2016

10. MANAGER'S REPORT

11. COUNCIL COMMENTS

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, JULY 18, 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 Clerk Susan Ullery 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 Clerk Susan Ullery, City Treasurer Sue Olin, DPW Director Rich LaBombard, Light & Power Manager Steve Donkersloot, City Attorney Dick Wendt and Police Chief Steve Bukala.

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY TEELANDER and seconded by HODGES 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 PHILLIPS and seconded by TEELANDER to approve the minutes of the July 5, 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 HODGES and seconded by TEELANDER to approve the minutes of the July 12, 2016 special meeting as written.

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

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

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

BILLS AND ACCOUNTS PAYABLE (07/18/2016)

General Fund	\$38,689.56
Major Street Fund	\$487.19
Local Street Fund	\$78,408.75
Downtown Development Fund	\$12,191.98
Designated Contributions Fund	\$5,225.00
Airport Fund	\$8,208.52
Wastewater Fund	\$72,156.57
Water Fund	\$18,055.49
Data Processing Fund	\$493.50
Equipment Fund	\$5,050.93

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

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

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

Lynn Mason handed out a flyer and introduced herself as a candidate running for State Representative. She spoke a briefly about herself and the various committees she has been on and currently sit on.

Rick Raimer, owner of Purforms, Inc., spoke about his concerns regarding the odor coming from the bio-digester.

Greg Northrup apologized to the community for the odor issues and stated that they are working on processes to improve the situation.

6. **OLD BUSINESS.**

a. **Strategic Goals Report.**

Nothing new to report.

b. **Pending Council Projects Report.**

Nothing new to report.

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

Nothing new to report.

d. **Strategic Plan Overview.**

Nothing new to report.

7. **NEW BUSINESS.**

a. **Resolution 12-16 – Friends of The Fred Meijer River Valley Rail - Trails.**

Robert Brown, Chairperson of the “Fred Meijer River Valley Rail – Trails” presented a progress report at the July 5th Council meeting. There has been an increased amount of curiosity over when the Lowell to Belding and Lowell to Saranac sections of the trail will be completed.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve Resolution 12-16.

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

b. **Resolution 13-16 Stoney Lakeside Park Renovation.**

Councilmember DeVore stated that Bob Rogers, representing Impact Church has wanted to renovate the playground equipment at Stoney Lakeside Park. He is in the midst of acquiring funding for this project. He has stated that a City Council resolution would be proposed for consideration at this meeting. A resolution will be provided no later than at this meeting.

IT WAS MOVED BY DEVORE and seconded by HODGES to table Resolution 13-16 until the next Council meeting.

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

c. **Water Treatment Plant – Proposal/Contract Agreement with Dixon Engineering.**

In November 2015, the City contracted with Dixon Engineering and Inspection Services to inspect the City’s 500,000 gallon reservoir at the water treatment plant. A key finding from the inspection cited the reservoir’s wet interior was in need of epoxy coating to cure minor corrosion, interior coating spot failures and pinholes. The wet interior was last coated in 1994. The Proposal/Contract Agreement selects Dixon Engineering to develop a set of technical specifications and contract documents that will provide the necessary required information to solicit bids from qualified contractors. The cost to prepare the specifications and bid documents is a lump sum fee of \$3,000.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the proposal/contract agreement with Dixon Engineering in the amount of \$3,000.

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

8. **MONTHLY REPORTS.**

No updates were given at this time.

9. **BOARD/COMMISSIONS REPORTS.**

Councilmember Hodges stated that the Arbor Board had their meeting postponed and his other boards did not meet either.

Councilmember Phillips stated that the Historic District had a lot of permit applications. The next meeting will be on July 26 at 6:00 p.m.

Councilmember Teelander stated that the Lowell Light and Power Board met on July 13. About 25 local residents attended and TV 13 was there as well. The DDA met last Thursday. Lights for the South Monroe parking lot are being researched to match the current lights. August 4 is the next meeting date.

Councilmember DeVore will be meeting with the Parks and Recreation Board tomorrow at Creekside Kingdom. He hopes to have an update at the next meeting on the Stoney Lakeside Park renovation as well as information on the tree being planted in memory of Jim Hall. He mentioned that they are also working on a parks brochure.

Mayor Altoft said that he missed the Airport Board meeting because he attended the Light & Power Board meeting. He did mention though that Impact Church has about 40 volunteers who are going to help with some painting and renovation work at the airport.

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

Nothing reported at this time.

11. **MANAGER'S REPORT.**

1. Gave a State of the City report to the Lowell Rotary Club at its July 6 meeting.
2. The City Manager Selection process went well this past week. City staff and Liz Baker, Executive Director of the Lowell Area Chamber of Commerce and City Clerk Susan Ullery in particular are to be congratulated for their work.

12. **COUNCIL COMMENTS.**

Councilmember Hodges stated that he thought the entire process for the city manager position went well and thanked Kathie from the MML for her efforts. He also thanked all of the residents who came to the mixer to meet the candidates. He thanked Liz Baker and her staff and volunteers for their hard work during the Riverwalk. He also mentioned that the Chamber building was in the process of being painted through funds made available by the DDA and the painters were all volunteers from Impact Church.

Councilmember Phillips thanked everyone who came to meet the candidates for city manager. He also mentioned that he brought his daughter to City Hall today who is a senior and that she will be volunteering for the community and thinks that it would be great if other students did the same.

Councilmember Teelander was pleased with the turnout and the candidates for the city manager event.

Councilmember DeVore was impressed with the turnout at the Meet the Candidates event last week. He believes they have made a very good choice.

Mayor Altoft said that he thought the process for finding a new city manager went really well and that he received a lot of good input from both the staff and the community.

13. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 7:36 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk

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

RESOLUTION NO. 12-16

**RESOLUTION SUPPORTING FRIENDS OF THE FRED MEIJER RIVER
VALLEY RAIL-TRAIL – WALKABLE COMMUNITY**

Councilmember Hodges, seconded by Councilmember DeVore, adoption of the following resolution:

Whereas the Friends of The Fred Meijer River Valley Rail-Trails are guardians of 38 miles of developed and undeveloped trails spanning three counties; and

Whereas the Friends of the Fred Meijer River Valley Rail-Trails prides itself as a safe and accessible trail for children, families, seniors, and individuals with disabilities; and

Whereas First Lady Michelle Obama has encouraged the nation to become physically active through her “Let’s Move!” initiative; and

Whereas numerous studies have found that communities that are walkable tend to be safer, have higher quality of life satisfaction, promote community, and have higher property values; and

Whereas walking reduces traffic congestion, air pollution, demand for parking, demand for oil, and contributes to physical fitness while reducing stress and obesity; and

Whereas the Friends of The Fred Meijer River Valley Rail-Trails encourages communities to build and maintain pathways and sidewalk which connect our trail to business, government buildings, and recreational areas; and

Whereas our trail seeks to promote support for local business, attract new residents, businesses and developers; and

Whereas the Friends of The Fred Meijer River Valley Rail-Trails supports walkable communities that strive to be “just two feet away from everything”; and

Now, therefore, be it resolved, that the City of Lowell supports Friends of The Fred Meijer River Valley Rail-Trails encourages and supports communities who adopt and maintain a Walkable Community philosophy by promoting walking communities on websites, social media, and print publication. Passed by the Friends of The Fred Meijer River Valley Rail-Trails on July 4th, 2016.

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

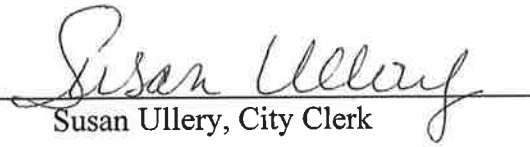
NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

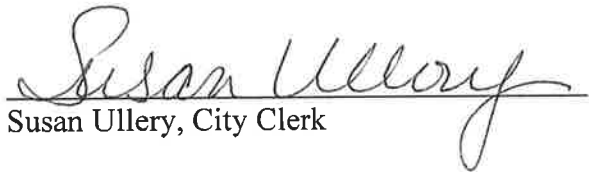
Dated: July 18, 2016


Susan Ullery, City Clerk

CERTIFICATION

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

IN WITNESS WHEREOF, I have affixed my official signature this 18th day of July, 2016.


Susan Ullery, City Clerk

07/29/2016 11:08 AM
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DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 07/14/2016 - 07/29/2016
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	SIXTY-FIRST DISTRICT COUR	BOND JEFFERY GRACHALA	250.00	68091
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND ERIC BISHOP	100.00	68093
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	9.38	68100
101-000-084.015	DUE FROM FIRE AUTHORITY	MANSZEWSKI LANDSCAPING LL	MOWING 6/2 - 7/6/16	150.00	68122
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DSIBURSEMENT	7.83	68112
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	1.83	68113
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	21.92	68121
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	TAX DISBURSEMENT	7.73	68112
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	6.04	68114
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	2.30	68106
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.31	68120
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT	3.63	68112
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DSIBURSEMENT	3.26	68112
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	0.53	68113
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	2.84	68114
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.15	68120
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	7.87	68121
101-000-285.001	DEPOSITS/RECYCLE CONTAINE	LAURIE NOALL	RECYCLE BIN RETURN	5.00	68117
101-000-285.001	DEPOSITS/RECYCLE CONTAINE	JONES, HEIDI	917 LINCOLN LAKE	5.00	68147
101-000-285.004	CREEKSIDE DEPOSIT	JENNIFER STEVENS	CREEKSIDE PARK DEPOSIT	50.00	68110
101-000-285.004	CREEKSIDE DEPOSIT	HOLMES, BOB	CREEKSIDE DEPOSIT	50.00	68145
101-000-285.004	CREEKSIDE DEPOSIT	SCHERING, TONY	CREEKSIDE DEPOSIT	50.00	68152
101-000-285.004	CREEKSIDE DEPOSIT	SCHMIDT, MICHAEL	CREEKSIDE DEPOSIT	50.00	68153
Total For Dept 000				785.62	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	MICHIGAN MUNICIPAL LEAGUE	MML CONVENTION - MACKINAC	2,375.00	68123
101-101-880.000	COMMUNITY PROMOTION	PINK ARROW PRIDE	BANNER	100.00	68148
Total For Dept 101 COUNCI				2,475.00	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	ANTON GRAFF	CITY MANAGER INTERVIEW MI	261.36	68098
101-172-801.000	PROFESSIONAL SERVICES	GRAND VOLUTE CATERING & E	CITY MANAGER INTERVIEWS R	2,181.40	68107
101-172-801.000	PROFESSIONAL SERVICES	JOSHUA EGGLESTON	CITY MANAGER INTERVIEW	514.20	68111
101-172-801.000	PROFESSIONAL SERVICES	MICHIGAN MUNICIPAL LEAGUE	CITY MANAGER SEARCH FEES	7,500.00	68123
101-172-864.000	CONFERENCES & CONVENTIONS	MICHIGAN MUNICIPAL LEAGUE	MML CONVENTION - MACKINAC	369.00	68123
Total For Dept 172 MANAGE				10,825.96	
Dept 209 ASSESSOR					
101-209-955.000	MISCELLANEOUS EXPENSE	SHERATON DETROIT NOVIT HO	JEFF RASHID ROOM 8/24/16	127.33	68127
Total For Dept 209 ASSESS				127.33	
Dept 215 CLERK					
101-215-864.000	CONFERENCES & CONVENTIONS	MICHIGAN MUNICIPAL LEAGUE	MML CONVENTION - MACKINAC	539.00	68123
Total For Dept 215 CLERK				539.00	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	CHATHAM STREET SIDEWALK F	141.60	68157
Total For Dept 253 TREASU				141.60	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	SUPPLIES	21.09	68154
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE	587.90	68125
101-265-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVANTAG	CLEANING PRODUCTS	14.19	68129
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	53.24	68132
101-265-740.000	OPERATING SUPPLIES	RUESINK, KATHIE	CLEANING	20.27	68151
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	SUPPLIES	51.78	68154
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING JUNE	120.00	68094
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING JULY	210.00	68094
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING	360.00	68151

07/29/2016 11:08 AM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 CITY HALL					
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	187.29	68100
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	ACCT STATEMENT	149.85	68102
101-265-850.000	COMMUNICATIONS	AT&T	CITY OFFICES	2,238.39	68139
101-265-850.000	COMMUNICATIONS	AT&T	CITY OFFICES	164.46	68139
Total For Dept 265 CITY H				4,178.46	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - CEMET	75.00	68115
Total For Dept 276 CEMETE				75.00	
Dept 301 POLICE DEPARTMENT					
101-301-624.000	SALVAGE INSPECTION FEES	APPLIED CONCEPTS, INC.	LPD EQUIPMENET	2,149.00	68099
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	SOR REGISTRATION JUNE 201	30.00	68131
101-301-740.000	OPERATING SUPPLIES	GBS INC.	LPD TRAFFIC CITATION FORM	270.42	68105
101-301-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	LPD COPIER CONTRACT	64.76	68103
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	189.74	68100
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE STATEMENT	519.30	68128
101-301-850.000	COMMUNICATIONS	AT&T	LPD	1,698.37	68139
101-301-850.000	COMMUNICATIONS	AT&T	LPD	108.16	68139
101-301-931.000	R & M POLICE CARS	GRAND RAPIDS HARLEY DAVID	BATTERY	163.12	68144
101-301-984.000	EQUIPMENT	AMERICAN STORAGE AND LOGI	LPD SHELVEING	522.00	68097
101-301-984.000	EQUIPMENT	LIFELOC TECHNOLOGIES	LPD EQUIPMENT	70.00	68118
Total For Dept 301 POLICE				5,784.87	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	596.52	68136
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	344.00	68136
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	467.40	68136
Total For Dept 400 PLANNI				1,407.92	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	RUESINK, KATHIE	CLEANING	20.28	68151
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	16.30	68100
101-441-850.000	COMMUNICATIONS	AT&T	DPW	851.83	68139
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	XFINITY TV	69.44	68142
101-441-864.000	CONFERENCES & CONVENTIONS	MICHIGAN MUNICIPAL LEAGUE	MML CONVENTION - MACKINAC	369.00	68123
Total For Dept 441 DEPART				1,326.85	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	1570 BLUE & 652 LEAF BAG	3,921.10	68126
Total For Dept 523 TRASH				3,921.10	
Dept 751 PARKS					
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABEL RESTROOM - BIRCH	190.00	68115
101-751-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING 6/2 - 7/6/16	6,010.00	68122
Total For Dept 751 PARKS				6,200.00	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVANTAG	CLEANING PRODUCTS	42.09	68129
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	53.24	68132
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	SUPPLIES	60.95	68154
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING JUNE	30.00	68094
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING JULY	120.00	68094
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING	180.00	68151
101-790-850.000	COMMUNICATIONS	AT&T	LIBRARY	347.31	68139
Total For Dept 790 LIBRAR				833.59	
Dept 804 MUSEUM					
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	1,641.64	68120
Total For Dept 804 MUSEUM				1,641.64	
Total For Fund 101 GENERA				40,263.94	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000		WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	8,136.51	68157
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PARKING LOT/UTILTIIY IMPRV	6,054.00	68136
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,320.64	68157
202-450-970.000	CAPITAL OUTLAY	C & D HUGHES, INC	SUPPLIES	2,565.04	68140
Total For Dept 450 CAPITA				18,076.19	
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE STATEMENT	12.72	68128
Total For Dept 463 MAINTENANCE				12.72	
Total For Fund 202 MAJOR				18,088.91	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE STATEMENT	12.72	68128
Total For Dept 463 MAINTENANCE				12.72	
Total For Fund 203 LOCAL				12.72	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PARKING LOT/UTILTIIY IMPRV	9,240.33	68136
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	2,015.70	68157
248-450-970.000	CAPITAL OUTLAY	C & D HUGHES, INC	SUPPLIES	58,282.85	68140
Total For Dept 450 CAPITA				69,538.88	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	143.00	68155
248-463-740.000	OPERATING SUPPLIES	WILLIAM BOS GREENHOUSE	FLOWERS	161.70	68156
248-463-955.000	MISCELLANEOUS EXPENSE	KING MILLING COMPANY	PARKING LOT TAXES 2016	1,707.78	68116
Total For Dept 463 MAINTENANCE				2,012.48	
Total For Fund 248 DOWNTOWN				71,551.36	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	ERIC NELSON	AIRPORT EXPENSES	94.80	68104
581-000-930.000	REPAIR & MAINTENANCE	ERIC NELSON	AIRPORT EXPENSES	48.24	68104
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	68135
Total For Dept 000				193.03	
Total For Fund 581 AIRPORT				193.03	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	32.55	68100
Total For Dept 000				32.55	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	2130546 GENERAL CONSULTIN	1,186.60	68150
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	2140244 LOWELL WATER STRE	6,394.70	68150
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	2160104 WWTP MAHL	1,462.00	68150
590-550-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - OXIDATION	2,868.97	68136
590-550-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	OXIDATION DITCH	829.72	68136
590-550-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,318.09	68157
590-550-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	2160275 LOWELL VALLEY VIS	1,468.88	68150
Total For Dept 550 TREATMENT				15,528.96	
Dept 551 COLLECTION					
590-551-970.000	CAPITAL OUTLAY	C & D HUGHES, INC	SUPPLIES	5,609.72	68140
Total For Dept 551 COLLEC				5,609.72	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	WATER BILLS	203.16	68149
590-552-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER BILL SUPPLIES	94.76	68109
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	33.75	68101

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Fund 590 WASTEWATER FUND					
Dept 552 CUSTOMER ACCOUNTS					
		Total For Dept 552 CUSTOM		331.67	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PARKING LOT/UTILTIY IMPRV	6,054.01	68136
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,320.64	68157
		Total For Dept 553 ADMINI		7,374.65	
		Total For Fund 590 WASTE		28,877.55	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	IDEXX DISTRIBUTION CORP.	WTP - LAB	773.08	68146
591-570-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	SUPPLIES	49.99	68154
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	WTP SECURITY	103.26	68096
591-570-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING 6/2 - 7/6/16	440.00	68122
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	33.33	68100
591-570-850.000	COMMUNICATIONS	AT&T	WTP	363.14	68139
591-570-930.000	REPAIR & MAINTENANCE	LITES PLUS, INC.	WTP R & M	770.00	68119
		Total For Dept 570 TREATM		2,532.80	
Dept 571 DISTRIBUTION					
591-571-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	30.90	68132
591-571-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING 6/2 - 7/6/16	600.00	68122
591-571-850.000	COMMUNICATIONS	SPRINT	PHONE STATEMENT	51.82	68128
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	JULY BILL	16.56	68143
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	JULY ENERGY BILL	14.17	68143
591-571-955.000	MISCELLANEOUS EXPENSE	MICHIGAN RURAL WATER ASSO	MEMBERSHIP DUES	650.00	68124
591-571-955.000	MISCELLANEOUS EXPENSE	CITY OF LOWELL	ROW PERMIT	50.00	68141
591-571-970.000	CAPITAL OUTLAY	C & D HUGHES, INC	SUPPLIES	8,942.87	68140
		Total For Dept 571 DISTRI		10,356.32	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	WATER BILLS	203.16	68149
591-572-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER BILL SUPPLIES	94.75	68109
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	33.75	68101
		Total For Dept 572 CUSTOM		331.66	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PARKING LOT/UTILTIY IMPRV	10,514.86	68136
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	2,293.74	68157
591-573-995.000	INTEREST-BONDS	THE BANK OF NY MELLON TRU	WSS REV RDG BOND 2012	3,316.50	68133
		Total For Dept 573 ADMINI		16,125.10	
		Total For Fund 591 WATER		29,345.88	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	37.44	68132
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	LPD DATA PROCESSING	100.00	68095
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE CONTRACT	397.79	68108
		Total For Dept 000		535.23	
		Total For Fund 636 DATA P		535.23	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN POWDER COAT	REPAIRS TO RIM	330.00	68138
		Total For Dept 895 FLEET		330.00	
		Total For Fund 661 EQUIPM		330.00	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DSIBURSEMENT	23,994.43	68112
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	53,702.47	68121

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Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	37,202.24	68112
703-000-228.011	DUE TO STATE OF MICHIGAN	STATE OF MICHIGAN	2015 STATE SHARE OF IFT	3,550.22	68130
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	32,449.14	68114
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	7,101.37	68106
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	1.08	68106
703-000-275.000	DUE TO TAXPAYERS	TITLE SOURCE, INC - CHASE	Sum Tax Refund 41-20-02-2	65.56	68134
Total For Dept 000				158,066.51	
Total For Fund 703 CURREN				158,066.51	

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Fund Totals:

Fund 101	GENERAL FUND	40,263.94
Fund 202	MAJOR STREET FUN	18,088.91
Fund 203	LOCAL STREET FUN	12.72
Fund 248	DOWNTOWN DEVELOP	71,551.36
Fund 581	AIRPORT FUND	193.03
Fund 590	WASTEWATER FUND	28,877.55
Fund 591	WATER FUND	29,345.88
Fund 636	DATA PROCESSING	535.23
Fund 661	EQUIPMENT FUND	330.00
Fund 703	CURRENT TAX COLL	158,066.51

347,265.13



STRATEGIC GOALS REPORT

AUGUST 1, 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)

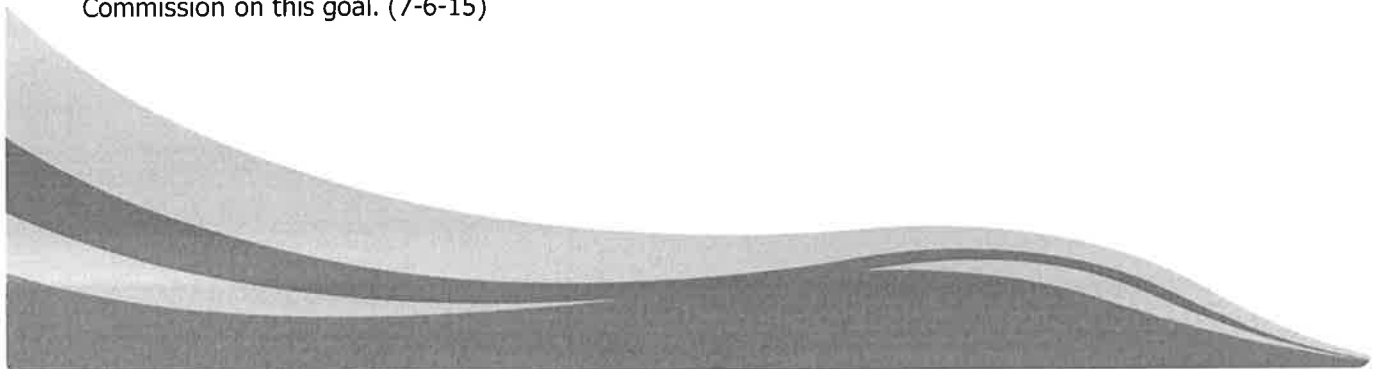
5) Business Development Packet: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

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

August 1, 2016

UPDATES

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

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 – 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 - Completed**

May 2

- **Budget Review and Discussion - Completed**

May 16

- **Public Hearing and Adoption of Final Budget - Completed**
- **Planning & Zoning – Not completed**

June 6

- **Downtown Development Authority – Not completed**

- **Historic District Commission – Not completed**

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)

-

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 16-03

**AN ORDINANCE TO AMEND SECTION 12A.02, "USES PERMITTED
BY RIGHT" A OF CHAPTER 12A, "I-L LIGHT INDUSTRIAL
DISTRICT" OF APPENDIX A, "ZONING," OF THE CODE OF
ORDINANCES OF THE CITY OF LOWELL**

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to Section 12A.02 of Chapter 12A. Section 12A.02, "Uses permitted by right," of Chapter 12A, "I-L Light Industrial District" of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by adding a new subsection M which reads as follows:

M. Commercial Kennels

Section 2. Publication. After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

Section 3. Effective Date. This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YES: Councilmembers _____

NO: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2016

Susan Ullery
City Clerk

CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on _____ 2016, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on _____, 2016. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2016, and was effective _____, 2016, ten (10) days after publication.

Dated: _____, 2016

Susan Ullery
City Clerk

williams&works

engineers | surveyors | planners

July 28, 2016

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

**Re: WWTP East Oxidation Ditch Walkway Repair Project
Recommendation to Award Contract**

Dear Mr. Pasquale:

Four bids were received on the above referenced contract on July 15, 2016 and we have completed our evaluation. The bid tabulation is attached. This letter provides our recommendation of award to L.D. Docsa, Inc. of Kalamazoo, MI.

L.D. Docsa has been confirmed as the lowest responsible bidder on the WWTP East Oxidation Ditch Walkway Repair contract at \$80,500. The next lowest bid was 10.9% higher than L.D. Docsa's bid. We have discussed the project and bid in detail with L.D. Docsa and we are confident that the company is capable of successfully completing the work in the contract time.

L.D. Docsa has worked on a several WWTP projects we designed in the past and has performed well on those contracts.

Please advise us as to any assistance you may require in awarding the contract and executing documents.

Sincerely,

Williams & Works

Brandon Mieras

Digitally signed by Brandon Mieras
DN: cn=Brandon Mieras, o=Williams & Works,
ou, email=mieras@williams-works.com, c=US
Date: 2016.07.28 14:44:04 -04'00'

Brandon Mieras, P.E.
Project Manager

Enclosure: Bid Tabulation

Cc: Sue Ullery, City of Lowell
Mark Mundt, Suez
File

Bid Opening 7/15/16 @ 1100 hrs

As Opened and Read at the Opening Placed from Low to High

[illegible]



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2016 Officer and Employee Delegate Certification Form

MERS 70th Annual Conference | September 28-29, 2016 | Grand Traverse Resort, Acme, MI

Please print clearly • Retain a copy for your records

IMPORTANT: A **voting delegate** registered to attend the **MERS Annual Conference** is **NOT** confirmed to have voting rights until this form has been received by MERS.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

If you are not attending MERS Annual Conference, you do not need to submit this form.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Steve Bukala

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve at the 2016 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on August 1, 2016.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Ryan Teachworth

Employee Alternate name

Employee delegate and alternate listed above were elected to serve at the 2016 MERS Annual Conference by secret ballot election conducted by an authorized officer on July 20, 2016.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court, and municipality number provided in space at the bottom of certification box.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for employee delegate and alternate are true and correct.

Employer/municipality name*

City of Lowell

Municipality number*

410401

Email address

lgerard@ci.lowell.mi.us

Employer address

301 E Main St

Employer city

Lowell

Employer state

MI

Employer zip code

49331

Signature of authorized authority*

Printed name

Lori A. Gerard

Title of authorized authority*

Deputy Treasurer

Date

7/20/2016

* Required field

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

RESOLUTION NO. 14-16

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AN
EMPLOYMENT AGREEMENT WITH MICHAEL T BURNS**

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following resolution:

WHEREAS, the City desires to employ the services of Michael T. Burns ("Burns") as
City Manager of the City; and

WHEREAS, Burns desires to be employed as City Manager of the City; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

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

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

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: August 1, 2016

Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on August 1, 2016, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have affixed my official signature this 1st day of August, 2016.

Susan Ullery, City Clerk

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made and entered into as of August 1, 2016, by and between the **CITY OF LOWELL**, a Michigan municipal corporation (the "City"), 301 East Main Street, Lowell, Michigan 49331 and **MICHAEL T. BURNS** ("Mr. Burns") 14436 Vauxhall Drive, Sterling Heights, Michigan 48313.

RECITALS

- A. The City desires to employ the services of Mr. Burns as City Manager of the City.
- B. Mr. Burns desires to be employed as City Manager of the City.
- C. The City and Mr. Burns desire to provide for certain terms and conditions of such employment.

NOW, THEREFORE, in exchange for consideration in, or referred to by, this Agreement the City and Mr. Burns agree as follows:

Section 1. Duties and Responsibilities. The City hereby agrees to employ Mr. Burns full-time and Mr. Burns agrees to be so employed as the City Manager of the City pursuant to the terms and conditions of this Agreement. Mr. Burns agrees to remain in the exclusive employ of the City, unless otherwise specifically agreed to in advance in writing by the City Council, through the term of this Agreement or, if earlier, until the employment relationship is terminated pursuant to the terms of this Agreement. The term "employ" shall not be constructed to include occasional sports officiating or related activities performed on Mr. Burns' own time, so long as his engagement in such activities does not detract from his performance of his duties and responsibilities for the City, if such activities will require Mr. Burns to be absent from the City during regular business hours of the City he shall give advanced notice to the City Council.

As City Manager, Mr. Burns shall perform the duties and responsibilities specified in the City Charter, the City Code of Ordinances and Attachment I attached hereto along with such other legally permissible and proper duties and responsibilities as the City Council may, from time to time assign. Mr. Burns shall undertake such duties and assume such responsibilities at all times in compliance with the International City Managers Association Code of Ethics (the "ICMA Code of Ethics").

Mr. Burns shall maintain a log of the time spent performing the duties as City Manager. The log shall identify the specific duty or duties, the date performed and the time spent performing. Mr. Burns shall make the log available for review by the City Council upon request.

Section 2. Term of Employment. Mr. Burns' term of employment is for an indefinite period beginning September 6, 2016, as provided by the City Charter, subject to the conditions contained herein. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of Mr. Burns at any time, subject to the City Charter, applicable law and the provisions set forth in this Agreement.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Mr. Burns to resign at any time subject to the provisions set forth in this Agreement.

Section 3. Compensation. During his employment as City Manager, Mr. Burns shall receive a salary of (a) \$72,664.32 (\$89,000 annual amount prorated for the remaining 298 days of the City's 2017 fiscal year) for the period commencing September 6, 2016, and ending June 30, 2017, (b) \$91,670 for the annual period commencing July 1, 2017, and ending June 30, 2018, and (c) \$94,420 for the annual period commencing July 1, 2018, and ending June 30, 2019. This Agreement shall renew annually (for a one year period) on its anniversary date, July 1, 2017, and each year thereafter, unless terminated by the City or Mr. Burns as provided herein. Thereafter, provided Mr. Burns shall remain in the employ of the City as City Manager, the City Council shall annually review Mr. Burns' compensation as a part of his annual performance evaluation and determine Mr. Burns' compensation for the succeeding annual period. The City shall pay Mr. Burns incrementally on the same basis as other City employees, i.e. every two weeks.

Section 4. Termination of Employment. Mr. Burns' employment with the City is "at will" and his employment shall continue so long as the services rendered by him pursuant to this Agreement are satisfactory to the City. Mr. Burns and the City shall have the right to terminate this Agreement as follows:

- a. Mr. Burns may resign as City Manager at any time upon at least 30 days' advanced notice to the City.
- b. Upon the death or disability retirement of Mr. Burns.
- c. The City may terminate the services of Mr. Burns as City Manager without cause. Termination "without cause" shall be defined as any termination which does not constitute "for cause" termination as defined in this Agreement. Further, Mr. Burns shall be deemed terminated "without cause" if the City acts to substantially alter, reduce or diminish any of the material terms and/or conditions of his employment or this Agreement, to reduce or diminish his compensation and/or benefits as defined in this Agreement, or to materially alter the terms and/or conditions of his employment or this Agreement or otherwise force Mr. Burns to resign his employment.
- d. The City may terminate the services of Mr. Burns as City Manager for cause. The term "for cause" shall mean (i) being charged with a high misdemeanor or felony, (ii) a violation of the ICMA Code of Ethics or (iii) a breach of the terms and conditions of this Agreement.

Section 5. Severance Pay. In the event Mr. Burns is terminated by the City while he is willing and able to perform the duties of City Manager, the City agrees, subject to the immediately succeeding sentence, to (a) compensate Mr. Burns for six months' salary which amount shall be paid on an every two week basis during such six months, (b) to pay Mr. Burns for accumulated unused vacation leave and (c) to continue to provide health care coverage or the then established payment in lieu of coverage, at the election of Mr. Burns, then being provided or

offered to other City employees. If during such six month period Mr. Burns shall be employed elsewhere (excluding any part-time employment related to sports officiating or related activities), the amount of salary or wage compensation from such employment shall offset dollar-for-dollar the amount the City is required to pay and the City shall no longer be required to provide health care coverage or make any payment to him in lieu of coverage. In the event Mr. Burns resigns pursuant to Section 4.a. hereof (with or without the required notice) or is terminated by the City Section 4.d. hereof or upon the occurrence of a termination pursuant to Section 4.c. hereof, the City shall have no obligation to pay Mr. Burns the severance payments or to continue the health care benefits or any payment in lieu of coverage.

Section 6. Performance Evaluations; Annual Goals and Objectives. Initially Mr. Burns shall meet with the City Council at the three month and six month anniversary of his employment for an informal review and evaluation of his performance as City Manager. Thereafter, the City Council shall review and evaluate the performance of Mr. Burns as City Manager at least annually in advance of the adoption of the City's annual operating budget beginning with the 2018 City fiscal year budget. Such annual review and evaluation shall be conducted in accordance with specific criteria developed jointly by the City and Mr. Burns. Said criteria may be added to, deleted from or revised as the City may, from time to time, determine in consultation with Mr. Burns. Further, the City Council shall provide Mr. Burns with a written summary of its evaluation and provide an opportunity for Mr. Burns to discuss his evaluation with the City Council.

Annually, the City Council and Mr. Burns shall jointly identify such goals and performance objectives which they determine necessary for the proper operation of the City and in the attainment of the City Council's policy objectives and shall further establish a relative priority among those various goals and objectives. Said goals and objectives shall be reduced to writing and should generally be attainable within the time limitations specified and the City annual operating and capital budgets and appropriations.

Section 7. Vacation Leave. Mr. Burns shall receive 12.5 days' vacation leave, for the employment period commencing September 6, 2016, and ending June 30, 2017, 15 days' vacation leave for the employment period commencing July 1, 2017, and ending June 30, 2018, and 20 days' vacation leave for the employment period commencing July 1, 2018 and ending June 30, 2019. Thereafter, provided he shall not annually receive less than 20 vacation leave days, Mr. Burns shall be entitled to the same vacation leave policy as other full-time management level employees of the City (excluding those employees of the City Department of Light and Power). The use, retention and payment of vacation leave shall be the same as that applicable to all other full-time management level employees of the City.

Section 8. Sick and Leave Time. Mr. Burns shall be entitled to the same sick and leave policy as other full-time management level employees of the City (excluding those employees of the City Department of Light & Power).

Section 9. Retirement Contribution. Effective September 6, 2016, Mr. Burns shall be deemed a member of the City's employee pension system. The City shall pay the amount of the "normal actuarial contribution" as established to the City's employee pension system to a retirement plan of Mr. Burns' choosing.

Section 10. Professional Development. The City shall budget for and pay on behalf of Mr. Burns' dues as required to maintain membership in the Michigan Local Government Management Association (MLGMA), the International Association of City/County Managers (ICMA) and such other organizations approved by the City from time-to-time.

The City further specifically agrees to reimburse Mr. Burns up to \$1,500 of documented expenses related to registration fees, travel, lodging and meals for attendance at the International City Managers Association Annual Conference to be held in Kansas City, Missouri on September 25-28, 2016. The five business days he will be absent from the City shall not count against his vacation leave.

Section 11. Vehicle Allowance. During the term of this Agreement Mr. Burns shall receive a motor vehicle allowance of \$475 per month as compensation for the business use of his personal vehicle.

Section 12. Cell Phone Usage. The City shall provide Mr. Burns with the use of a cellular (or similar) telephone for use in connection with his provision of services pursuant to this Agreement in accordance with the City's telephone usage policy as may be in effect from time to time.

Section 13. General Expenses. The City recognizes that certain expenses of a generally job affiliated nature will be incurred by Mr. Burns and shall be reimbursed to or paid for him for such general expenses that are reasonable and necessary to be incurred in the performance of duties and the acceptance of responsibilities under this Agreement upon receipt of satisfactory document of such expenses.

Section 14. General Conditions of Employment. Except as otherwise specifically provided elsewhere in this Agreement, the City shall provide Mr. Burns with any and all benefits, including, but not limited to, retirement, health insurance, dental insurance, life insurance and short and long term disability benefits that from time to time apply to other management level employees of the City (except those employees of the City's Department of Light and Power).

Section 15. Residency. The City encourages Mr. Burns to reside within the City limits and Mr. Burns agrees to do so once he finds suitable housing within the City. Until then, Mr. Burns agrees that his residence shall not be more than 20 miles from the City limits.

Section 16. Moving Expenses. The City agrees to reimburse Mr. Burns moving expenses from his current residence in the amount not to exceed \$3,000 based on the lowest of two written estimates provided to the City.

Section 17. Indemnification. The City shall defend, save harmless and indemnify Mr. Burns against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Mr. Burns' duties and/or assumption of responsibilities as City Manager. The City shall actively defend or cause to be defended any such claim or lawsuit and may compromise or settle any such claim or suit (in its discretion) and will pay the amount of any settlement or judgment rendered. The City may withhold said indemnification only in the event that the litigation and/or

claim arises out of illegal or immoral activity committed by Mr. Burns. In such event, the City's obligations under this Section 17 are totally voluntary and within the sole discretion of the City. The obligation of the City under this Section 17 shall continue after Mr. Burns is no longer employed by the City for any claim, demand or action arising during the term of his employment with the City.

Section 18. Bonding. The City shall bear the full cost of any fidelity or other bonds required of Mr. Burns under any law or ordinance.

Section 19. Applicable Law. The validity, construction and enforcement of this Agreement shall be governed and construed in accordance of the laws of the State of Michigan.

Section 20. Additional Provisions. This Agreement shall be subject to the following additional provisions:

a. This Agreement is the entire agreement between the City and Mr. Burns and it supersedes any prior or contemporaneous agreements, understandings or arrangements whether written or oral.

b. This Agreement may not be amended or modified except in writing signed by both the City and Mr. Burns.

c. One or more copies of this Agreement may be executed and any executed copy or any photostatic copy may be used and enforced as an original copy.

d. Any provision of this Agreement which is found to be illegal or void by a court of competent jurisdiction shall be treated as never having been a part of this Agreement and will have no effect on the remaining provisions of this Agreement.

e. This Agreement shall be construed, interpreted and enforced under the laws of the State of Michigan.

IN WITNESS WHEREOF, the City and Mr. Burns have executed this Agreement as of the first day written above.

CITY OF LOWELL

By: _____
Jeff Altoft, Mayor

Attest: _____
Susan Ullery, City Clerk

MICHAEL T. BURNS

Michael T. Burns

ATTACHMENT I

CITY MANAGER

SUMMARY

Plan and develop diverse city service programs to meet community needs. Organize and direct the operation of city departments and the implementation of city policy. Perform related work as required.

SUPERVISION RECEIVED

Organizational goals and policies are set by the City Council. This employee is responsible for organizing and supervising city operations to attain required objectives and is held accountable for results. The work is usually checked through conferences with the Mayor and the Council, inspections and the review of reports.

SUPERVISION EXERCISED

This employee supervises directly or indirectly through department heads all city employees and functions as the appointing authority in matters related to the selection, development and disciplining of city staff.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties, which the employee may be expected to perform.)

- 1 Plan and develop diverse city service programs to meet community needs.
 - a. Initiate and participate in studies to establish or revise city services and facilities to best meet the needs of the community and to improve the efficiency of city operations.
 - b. Supervise the development of budget forecasts. Develop proposals for funding through city funds and supplemental grants and aid from other sources. Assist the Council in its budget deliberations.
 - c. Advise and assist the City Council in its policy deliberations. Compile agendas and related background materials. Schedule hearings and meetings with individuals. Research information and data. Maintain knowledge of state and federal proposals and policies impacting local government. Recommend policy and courses of action as requested.
 - d. Represent the city at important meetings and conferences related to the negotiation of contracts and agreements and presentation of the official city position on financial and controversial issues.

- e. Investigate or follow up complaints related to city policy and services. Recommend or initiate remedial action as required.
 - f. Coordinate city support in community events and activities.
2. Organize and direct operation of city department; implement policy.
- a. Supervise and participate in organization and staffing of city departments. Initiate or evaluate proposals to reorganize staff and revise operational systems to reduce costs or improve services.
 - b. Supervise/participate in selection, training and evaluation of staff. Supervise administration of employee compensation and benefit programs. Represent management in negotiation of collective bargaining agreements. Implement and enforce city personnel policy.
 - c. Administer city budget as approved by the City Council. Control receipts and expenditures and recommend courses of action to resolve budget imbalances.
 - d. Advise and assist administrative staff and department heads in resolving difficult operational problems. Evaluate progress and performance of departments through periodic conferences, inspections and the review of reports.
 - e. Coordinate city operations with those of other governmental agencies in the area. Participate in the negotiation and administration of mutual assistance agreements and contracts for the delivery of municipal services.
 - f. Coordinate activities of the City Attorney, engineering firms and other consultants and liability insurance carriers.
 - g. Develop long term capital improvement plans for the City. Insure the capital and other objectives are accomplished in a timely and cost effective manner.
 - h. Respond to complaints from the public in a timely and professional manner.
3. Responsible for city planning activities.
- a. Review and recommend site plans for approval to the Planning Commission.
 - b. Meet with developers.
 - c. Assist the Planning Commission and Zoning Board of Appeals.
4. Coordinate economic development activities. Serve as Executive Director of the Downtown Development Authority (DDA).
5. May act as City Clerk.
6. Perform related work as required.



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INTERIM CITY MANAGER'S REPORT
August 1, 2016

1. Special thanks to Kathie Grinzinger of the Michigan Municipal League who coordinated the City Manager Search process and Impact Church for the community effort providing assistance at the Chamber of Commerce building and the Lowell City Airport.

Respectfully submitted,

David Pasquale, Interim City Manager