

CITY OF LOWELL
CITY COUNCIL AGENDA
TUESDAY, SEPTEMBER 6, 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. August 15, 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. Biodigester Update
 - b. Special Event Permit Application – Main Street BBQ
 - c. Update from the Lowell Showboat Committee
 - d. Parks and Recreation Commission - Request for Funding Master Plan
 - e. LCTV Distribution
 - f. Appointments to the Grand Valley Metropolitan Council
 - g. Resolution 18-16 for the Designation of City Manager Michael Burns as Street Administrator for the Michigan Department of Transportation
 - h. Designation of Michael Burns as Signatory for Bank Accounts
 - i. Parking Ordinance Discussion
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.



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

MEMORANDUM

TO: Lowell City Council

FROM: David Pasquale, Interim City Manager

RE: Council Agenda for Tuesday, September 6, 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. August 15, 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. Biodigester Update.

City Attorney Richard Wendt, Lowell Energy AD LLC Manager Member Greg Northrup and Light and Power General Manager Steve Donkersloot will be present to provide an update regarding the biodigester odor problem.

b. Special Event Permit Application – Main Street BBQ.

Main Street BBQ has requested the closure of the S. Monroe parking lot on September 10, 2016 for a BBQ competition. All proceeds will be donated to Pink Arrow.

Recommended Motion: That the City Council approve the closure of the S. Monroe parking lot on September 10, 2016.

c. Update from the Lowell Showboat Committee.

Lowell Showboat Committee Chair Lou D'Agostino will provide an update to the Council. The Committee will also be requesting Council approval for them to file an application with the DEQ requesting the construction of a dock with a structure on top along the Riverwalk.

Recommended Motion: That the Lowell City Council approve an application to the DEQ requesting the construction of a dock and structure on top along the Riverwalk.

d. Parks and Recreation Commission – Request for Funding Master Plan.

At its August 16, 2016 meeting, the Parks and Recreation Commission recommended to the City Council to provide funding for an updated Parks Master Plan. Williams & Works has proposed a range of \$6,000 to \$8,000. Completion of the plan update will qualify the City for grant funding of various park projects.

Recommended Motion: The City Council accept the recommendation of the Parks and Recreation Commission and allocate up to \$8,000 for a Parks Master Plan update.

e. LCTV Distribution

At the request of the LCTV Fund advisory committee you have committed to giving them prior notice of the amount that will be available for distribution. I recommend that you make all of the spendable balance in the fund available to the committee so that you can receive their recommendations for the 2016-17 fiscal year.

Recommended Motion: That the Lowell City Council authorize all of the spendable balance of the LCTV Fund for the 2016-17 fiscal year to be available for recommendations from the LCTV Fund advisory committee.

f. Appointments to the Grand Valley Metropolitan Council. The Council is requested to nominate City Manager Michael Burns as the City of Lowell representative on the following Grand Valley Metropolitan Council Boards and Committees:

- GVMC Board of Directors
- GVMC Transportation Policy Committee
- REGIS Board of Directors

Recommended Motion: To nominate Michael Burns as the City of Lowell representative on the GVMC Board of Directors, GVMC Transportation Policy Committee and Regis Board of Directors.

- g. Resolution 18-16 for the Designation of City Manager Michael Burns as Street Administrator for the Michigan Department of Transportation.

The Council is requested to pass a resolution designating City Manager Michael Burns as Street Administrator for the Michigan Department of Transportation. This is done only once during the tenure of the current City Manager.

Recommended Motion: To adopt Resolution 18-16, appointing Michael Burns as Street Administrator for the Michigan Department of Transportation.

- h. Designation of Mike Burns as Signatory For Bank Accounts.

The Council needs to designate Michael Burns as a signatory for bank accounts of the City.

Recommended Motion: To designate Michael Burns as a signatory for bank accounts of the City.

- i. Parking Ordinance Discussion.

Police Chief Steve Bukala had some businesses questioning on whether or not we are enforcing the 2am to 6am parking. The directive he remembers from previous council was to only enforce this during the winter months November 1 to April 1 due to single stall garages, narrow driveways, and limited parking. That has been our practice for the last two summers.

8. BOARD/COMMISSION REPORTS

9. APPOINTMENTS TO COMMISSIONS AND BOARDS

Building Authority
Michael Burns

01/01/2018

10. MANAGER'S REPORT

11. COUNCIL COMMENTS

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, AUGUST 15, 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: Councilmembers Jim Hodges, Jeff Phillips, Alan Teelander and Mayor Altoft.

Absent: Councilmember DeVore.

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. **EXCUSE OF ABSENCE(S).**

IT WAS MOVED BY HODGES and seconded by TEELANDER to excuse the absence of Councilmember DeVore.

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

2. **APPROVAL OF THE AGENDA.**

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

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

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

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

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

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

BILLS AND ACCOUNTS PAYABLE (08/15/2016)

General Fund	\$138,543.53
Major Street Fund	\$617.29
Local Street Fund	\$1,723.47
Downtown Development Fund	\$3,151.57
Airport Fund	\$1,904.85
Wastewater Fund	\$57,400.10
Water Fund	\$17,187.80
Data Processing Fund	\$2,768.15
Equipment Fund	\$5,295.18
Current Tax Collected	\$96,815.79

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

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

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

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

Jim Salzwedel of 505 N. Jefferson thanked Interim City Manager Pasquale for his services during the last seven months.

Angie Dryer of Senior Neighbors/Retired Senior Volunteer Program (RSVP). Marv Rosenburg has recently retired from RSVP after serving almost 20 years with the police force and resident Don Schneider has filled this position. This program supports the local community in many different areas including the young and the aging.

Lowell Energy AD Representative Greg Northrup provided an update on the odor problem at the bio digester.

Perry Beachum of 924 Riverside encouraged the Council on behalf of LARA to adopt or amend an ordinance regarding snow removal along trails and sidewalks.

Chad Rosenzweig of 504 Amity and Joe Runstrum 1001 Heffron voiced their concerns with the odor coming from the bio digester.

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

City Clerk Susan Ullery stated Councilmember DeVore has requested this item be removed from the agenda in hopes of adding it on again at a later date.

- b. Resolution 15-16 to provide for the designation of September 16, 2016 as "Prisoner of War/Missing in Action Recognition Day".

The Michael J. Bost Chapter 18 of the Vietnam Veterans of America will observe Prisoner of War/Missing in Action Recognition Day on Friday, September 16, 2016. A brief ceremony will be held at 2:00 p.m. in the chapel of the Michigan Home for Veterans in Grand Rapids.

Councilmember Hodges read the resolution proclaiming Prisoner of War/Missing in Action Day into record.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to adopt Resolution 15-16 proclaiming Friday, September 16, 2016 as Prisoner of War/Missing in Action Recognition Day.

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

NO: None. ABSENT: Councilmember DeVore MOTION CARRIED.

- c. Resolution 16-16 Proclaiming, Friday, September 11, 2015 as Pink Arrow Pride Day – Arrow Force IX.

For the ninth straight year, the Lowell High School sports teams have initiated the cancer awareness and fund raising event called Pink Arrow Pride Day to be held on Friday, September 16th, 2016. The players will wear pink jerseys in games being held that day. Funds are being raised for Gilda's Club of Lowell and Lowell Community Wellness for Pink Arrow Family Support.

Mayor Altoft read the resolution into record.

IT WAS MOVED BY HODGES and seconded by PHILLIPS to adopt Resolution 16-16 proclaiming Friday, September 16, 2016 as Pink Arrow Pride Day – Arrow Force IX in the City of Lowell.

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

NO: None. ABSENT: Councilmember DeVore MOTION CARRIED.

- d. Larkin's Restaurant – Chili Cook-Off Special Event Permit.

Larkin's Restaurant is requesting the use of city property for a special event on October 8, 2016 for the 15th Annual Chili Cook Off. We have reviewed the permit and are recommending approval.

IT WAS MOVED BY HODGES and seconded by TEELANDER to approve the Special Event Permit for Larkin's Restaurant to close Broadway Street from south of the Post Office to Main Street on October 8, 2016, from 7 a.m. to 7 p.m.

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

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

e. DDA Funding Issue Regarding LARA Trail.

Lowell Area Recreational Authority (LARA) has approached the Downtown Development to allocate \$35,000 for a trail on the east side of Alden Nash north of West Main Street. Issues regarding the safety of the trail as well as appropriateness were raised by the adjacent property owner. Mayor Altoft also suggested the City contribute \$10,000 toward the project.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the City Council contributes \$10,000 to the project and encourages the DDA to do so as well.

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

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

f. Designation of Voting Delegate for the Michigan Municipal League Convention.

The Michigan Municipal League Annual Convention will be held on Mackinac Island, September 14 – 16, 2016. The League's "Annual Meeting" is scheduled for 1:30 pm on Wednesday, September 14 in the Terrace Room at the Grand Hotel. The meeting will be held for the following purposes: (1) Election of Trustees; (2) Policy; (3) Other Business. Pursuant to the provisions of the League Bylaws, the Lowell City Council is requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate on other official to serve as alternate.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the Lowell City Council designate Mayor Altoft as the official representative and Mayor Pro Tem DeVore as the alternate to attend the Annual Meeting on September 14th.

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

g. Resolution 17-16 - Capital Improvement Bonds – Water/Sewer

The Council is requested to consider a resolution expressing intent to issue bonds to finance various sewer and water projects not to exceed \$3,500,000.

Brian Vilmont of Prein & Newhoff, spoke in regards to the following projects (1) a main lift station replacement and trunk sewer; (2) Valley Vista Lift Station Replacement; (3) New sanitary sewer and water main on Broadway from Main Street to South Water Street; (4) New water main in Broadway, South Water Street to Bowes Road and also in Bowes Road from Broadway to west of Hudson.

City Attorney Richard Wendt spoke on behalf of the bonds and the resolution.

IT WAS MOVED BY HODGES and seconded by PHILLIPS to adopt Resolution 17-16 expressing intent to issue bonds to finance various sewer and water projects not exceeding \$3,500,000.

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

ABSENT: Councilmember DeVore. MOTION CARRIED.

8. **MONTHLY REPORTS.**

No updates were given at this time.

9. **BOARD/COMMISSIONS REPORTS.**

Councilmember Hodges had nothing to report.

Councilmember Teelander stated LARA may come before the DDA again to ask for funds for a trail. With the help of Andy Moore from Williams and Works, the Planning Commission is reviewing parts of the Zoning Ordinance.

Councilmember Phillips stated that the next Historic District Commission meeting will be on August 23 at 6:00 p.m.

Mayor Altoft commented on the water rates and why they are so high. This is a small community and cost just as much to produce water for 4000 or 6000 people.

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

Nothing reported at this time.

11. **MANAGER'S REPORT.**

1. With Michael Burns starting as City Manager on Tuesday, September 6, his last day as Interim City Manager will be Friday, September 2. He is available for any City needs over the Labor Day weekend. This was his last City Council meeting. He hoped that his presence has helped the City heal. He truly wanted to take this time spent as Interim City Manager since February 1 as a privilege for accepting the position and told him that he thinks he'll really enjoy living and working in the City of Lowell. 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.

12. **COUNCIL COMMENTS.**

Councilmember Hodges thanked Pasquale for his services. He noted cake and refreshments will be served in honor of his services.

Councilmember Phillips thanked Pasquale as well and commented on what a great person he is.

Councilmember Teelander thanked Pasquale and noted how grateful he is.

Mayor Altoft thanked Pasquale as well, noting how much he has helped the community.

13. ADJOURNMENT.

IT WAS MOVED BY HODGES and seconded by ALTOFT to adjourn at 8:08 p.m.

DATE:

Jeff Altoft, Mayor

APPROVED:

Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 15 - 16

**RESOLUTION TO PROVIDE FOR THE DESIGNATION OF
SEPTEMBER 16, 2016, AS
"PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY"**

Councilmember Teelander and supported by Councilmember Phillips moved the adoption of the following resolution:

WHEREAS, the United States has fought in many wars, one of the longest was the Vietnamese Conflict; and,

WHEREAS, Friday, September 16, 2016 is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and,

WHEREAS, although cooperation has increased within the past few years, there are still nearly 1700 American servicemen and civilians including 49 from the State of Michigan missing and unaccounted for in Indochina. The uncertainty surrounding their fates has caused their families to suffer great hardship; and,

WHEREAS, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Lowell, that **Friday, September 16, 2016** shall be designated as:

"PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY"

We urge all of our citizens to take note of this important issue and remember those servicemen and civilians who were prisoners of war and those that are still missing and to commemorate the day with appropriate activities.

YES: Councilmembers Hodges, Phillips, Teeland and Mayor Altoft

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers DeVore

RESOLUTION DECLARED ADOPTED.

Dated: August 15, 2016


Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Lowell, Michigan (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on August 15, 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.


Susan Ullery, City Clerk

Dated: August 15, 2016

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

RESOLUTION NO. 16 - 16

**RESOLUTION PROCLAIMING FRIDAY, SEPTEMBER 16th, 2016
AS PINK ARROW PRIDE DAY - ARROW FORCE IX
IN THE CITY OF LOWELL**

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

WHEREAS, many have been afflicted and battling cancer and breast cancer in particular; and

WHEREAS, the Lowell High School football team, girls outdoor volleyball team, and boys soccer team, will once again compete against this disease with each player wearing pink for games on Friday, September 16th, 2016; and

WHEREAS, the Lowell community is encouraged to buy and wear Pink Arrow Force IX t-shirts to support Gilda's Club of Lowell, Lowell Community Wellness for Pink Arrow Family Support, the Dr. Don Gerard Medical Scholarship and the Kathy Talus Scholarship.

NOW, THEREFORE, BE IT RESOLVED, that the Lowell City Council recognize Friday, September 16, 2016 as 'Pink Arrow Pride Day Arrow Force IX and further to encourage all Lowell Community residents to participate in this event by purchasing pink T-shirts and attending the game.

YES: Councilmembers Hodges, Phillips, Teelander and Mayor Altoft

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers Councilmember DeVore

RESOLUTION DECLARED ADOPTED.

Dated: August 15, 2016



Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Lowell, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on August 15, 2016, the original of which is on file in my office and 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 the 15th day of August, 2016.



Susan Ullery, City Clerk

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

RESOLUTION NO. 17-16

**RESOLUTION AUTHORIZING THE PUBLICATION OF A NOTICE OF
INTENT TO ISSUE BONDS IN CONNECTION WITH THE ISSUANCE
OF CAPITAL IMPROVEMENT BONDS PURSUANT TO ACT 34 OF THE
PUBLIC ACTS OF MICHIGAN OF 2001, AS AMENDED, AND
DECLARING INTENT OF THE CITY TO REIMBURSE ITSELF FOR
THE COSTS OF PUBLIC INFRASTRUCTURE IMPROVEMENTS**

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

WHEREAS, the City intends to finance all or a portion of the costs of (i) replacement of the main lift station and construction of a related gravity trunk sewer; (ii) construction of a watermain on South Broadway Street south of East Main Street to Bowes Street; (iii) construction of a sanitary sewer in alley south of East Main Street, a sanitary sewer along North and South Broadway Street to South Water Street and east along South Water Street; (iv) construction of a watermain along South Broadway Street from South Water Street to Bowes Street and west on Bowes Street to Maple Street; (v) replacement of Valley Vista lift station; and (vi) construction of watermain on North Broadway Street across East Main Street (collectively, the "Public Improvements") by the issuance of capital improvement bonds (the "Bonds") in an amount not to exceed \$3,500,000 pursuant to Act 34 of the Public Acts of Michigan of 2001, as amended ("Act 34"); and

WHEREAS, it is necessary to publish a notice of intent to issue bonds for the Bonds pursuant to Section 517 of Act 34; and

WHEREAS, the City desires to express its intent to reimburse itself the cost of all or a portion of the costs of the Public Improvements from proceeds of the Bonds.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the City shall undertake the Public Improvements or cause the Public Improvements to be undertaken and pay for all or a portion of the costs thereof through the issuance of the Bonds in an amount not to exceed \$3,500,000.

2. That a notice of intent to issue bonds for the Bonds in an amount not to exceed \$3,500,000 shall be published in accordance with Section 517 of Act 34.

3. That the City Clerk is authorized and directed to publish the notice of intent to issue bonds in *The Lowell Ledger*, a newspaper of general circulation in the City, which notice shall be in the form of Exhibit A attached hereto and shall not be less than one-quarter page in size in the newspaper.

4. The City, pursuant to Section 1.150-2 of the Treasury Regulations promulgated pursuant to the Internal Revenue Code of 1984, as amended, declares its intent to reimburse itself the costs of all or a portion of the Public Improvements from proceeds of the Bonds.

5. That a copy of this resolution shall be available for public inspection at the office of the City Clerk at City Hall, 301 E. Main Street, Lowell, Michigan.

6. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of such conflict.

YES: Councilmembers Hodges, Phillips, Teelander and Mayor Altoft

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers DeVore

RESOLUTION DECLARED ADOPTED.


Dated: August 15, 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 15, 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 15th day of August, 2016.



Susan Ullery, City Clerk

EXHIBIT A

CITY OF LOWELL KENT COUNTY, MICHIGAN

NOTICE OF INTENT TO ISSUE BONDS TO ELECTORS AND TAXPAYERS OF THE CITY OF LOWELL, KENT COUNTY, MICHIGAN SECURED BY THE LIMITED FULL FAITH AND CREDIT OF THE CITY AND THE RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE THAT THE CITY OF LOWELL (the "City") intends to issue capital improvement bonds in a maximum amount of not to exceed \$3,500,000.

The bonds shall be used for the purpose of paying all or a portion of the costs of (i) replacement of the main lift station and construction of a related gravity trunk sewer; (ii) construction of a watermain on South Broadway Street south of East Main Street to Bowes Street; (iii) construction of a sanitary sewer in alley south of East Main Street, a sanitary sewer along North and South Broadway Street to South Water Street and east along South Water Street; (iv) construction of a watermain along South Broadway Street from South Water Street to Bowes Street and west on Bowes Street to Maple Street; (v) replacement of Valley Vista lift station; and (vi) construction of watermain on North Broadway Street across East Main Street (collectively, the "Public Improvements"), all of which shall be located in the City.

The bonds to be issued shall mature within the maximum term permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law. The bonds shall be issued pursuant to Act 34 of the Public Acts of Michigan of 2001, as amended ("Act 34").

SOURCE OF PAYMENT

The principal of and interest on the bonds shall be payable from the general revenues of the City and shall be secured by the full faith and credit pledge of the City within applicable constitution, statutory and charter limitations.

RIGHT OF REFERENDUM

The bonds will be issued without a vote of the electors of the City unless within 45 days from the date of publication of this notice, a petition signed by not less than 10% of the registered electors residing within the limits of the City, shall have been filed with the City Clerk requesting a referendum upon the question of the issuance of the bonds, then the bonds shall not be issued until approved by the vote of a majority of the electors of the City qualified to vote and voting thereon at a general or special election.

This notice is published pursuant to the requirements of Section 517 of Act 34.

Susan Ullery
City Clerk

09/01/2016 11:09 AM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 08/18/2016 - 09/01/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND - KELLI KLINE	100.00	68247
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND JAMES MCGUIRE	100.00	68297
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	19.25	68250
101-000-264.003	WORKERS COMP INSURANCE PA	MML WORKERS' COMP FUND	WORKERS COMP FUND 2016-20	9,322.00	68280
101-000-285.000	DEPOSITS	ART ROMENCE	BOND REFUND	350.00	68301
101-000-285.000	DEPOSITS	KOETJE CONSRUCTION	REFUND DRIVEWAY BOND	500.00	68314
101-000-285.001	DEPOSITS/RECYCLE CONTAIN	GERRY SMITH	RECYCLE BIN REFUND	5.00	68311
101-000-285.004	CREEKSIDE DEPOSIT	FIRST CONGREGATIONAL CHUR	CREEKSIDE PARK DEPOSIT	125.00	68259
101-000-285.004	CREEKSIDE DEPOSIT	JANET WASHBURN	CREEKSIDE PARK DEPOSIT	50.00	68266
101-000-285.004	CREEKSIDE DEPOSIT	LIZ CALLIHAN	CREEKSIDE PARK DEPOSIT	50.00	68272
Total For Dept 000				10,621.25	
Dept 172 MANAGER					
101-172-864.000	CONFERENCES & CONVENTIONS	CITY OF FENTON	BURN ICMA CONFERENCE	986.20	68255
101-172-955.000	MISCELLANEOUS EXPENSE	WMLGMA	MEMBERSHIP DUES - BURNS	125.00	68294
Total For Dept 172 MANAGE				1,111.20	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	55.31	68298
Total For Dept 191 ELECTI				55.31	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	APEX SOFTWARE	ASSESSING SOFTWARE MAINT	235.00	68249
Total For Dept 209 ASSESS				235.00	
Dept 215 CLERK					
101-215-955.000	MISCELLANEOUS EXPENSE	IIMC	MEMBERSHIP DUE THROUGH 9/	155.00	68265
Total For Dept 215 CLERK				155.00	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	JULY ADMIN	69.00	68260
Total For Dept 253 TREASU				69.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	115.71	68287
101-265-730.000	POSTAGE	PETTY CASH	PETTY CASH	10.16	68298
101-265-740.000	OPERATING SUPPLIES	MILL CREEK FARM LLC	PLANTS	78.00	68279
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	6.89	68298
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING	360.00	68320
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	146.20	68250
101-265-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	2,278.73	68302
101-265-930.000	REPAIR & MAINTENANCE	MUNDT, THERESA	REIMBURSE PAINT SUPPLIES	65.78	68296
Total For Dept 265 CITY H				3,061.47	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - CEMET	75.00	68269
Total For Dept 276 CEMETE				75.00	
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	CINTAS CORPORATION	POLICE SUPPLIES	50.06	68254
101-301-802.000	CONTRACTUAL	CORE TECHNOLOGY CORP	POLICE TALON SUPPORT	830.00	68307
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	255.08	68250
101-301-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCOUNT	312.30	68286
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	AIR CARD FOR LAPTOPS	326.22	68295
101-301-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	1,756.08	68302
101-301-930.000	R & M EQUIPMENT	MOBY'S DIVE SHOP	LPD EQUIP R & M	42.00	68281
101-301-955.000	MISCELLANEOUS EXPENSE	CITY OF GRAND RAPIDS/TREA	APRIL PARKING VALIDATION	24.00	68256
101-301-957.000	TRAINING	LERMA	LERMA CONFERENCE - HEFFRO	75.00	68271
101-301-960.000	SALVAGE EXPENSE	MICHIGAN POLICE TRAINING	TRAINING - LAUREN	1,585.00	68277
101-301-960.000	SALVAGE EXPENSE	NYE UNIFORM COMPANY	POLICE UNIFORMS	438.90	68316
101-301-984.000	EQUIPMENT	TASER INTERNATIONAL	TASER CAMERAS	1,618.34	68288

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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
		Total For Dept 301 POLICE		7,312.98	
Dept 400 PLANNING & ZONING					
101-400-611.000	SITE PLAN REVIEW RETAINER	ECLECTIC GARDENING LLC	ZONING REFUND - COMMERCIA	1,128.00	68258
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	677.00	68293
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	43.00	68293
		Total For Dept 400 PLANNI		1,848.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	53.67	68250
101-441-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	823.75	68302
101-441-930.000	REPAIR & MAINTENANCE	WYRICK COMPANY	BRUSHES/BROOM HEAD	37.70	68324
		Total For Dept 441 DEPART		915.12	
Dept 523 TRASH					
101-523-802.000	CONTRACTUAL	RED CREEK	1070 BLUE BAGS/382 LEAF	2,560.10	68284
		Total For Dept 523 TRASH		2,560.10	
Dept 747 CHAMBER/RIVERWALK					
101-747-930.000	REPAIR & MAINTENANCE	BERT'S GLASS	CHAMBER OF COMMERCE REPAI	189.95	68251
		Total For Dept 747 CHAMBE		189.95	
Dept 751 PARKS					
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - BIRCH	190.00	68269
101-751-802.000	CONTRACTUAL	MEDCO TREE SERVICE	TREE WORK	500.00	68275
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	LAB ANALYSIS	1,200.00	68318
		Total For Dept 751 PARKS		1,890.00	
Dept 757 SHOWBOAT					
101-757-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	16.00	68298
		Total For Dept 757 SHOWBO		16.00	
Dept 790 LIBRARY					
101-790-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	345.97	68302
101-790-930.000	REPAIR & MAINTENANCE	RUESINK, KATHIE	CLEANING	210.00	68320
		Total For Dept 790 LIBRAR		555.97	
Dept 804 MUSEUM					
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	2,080.03	68273
		Total For Dept 804 MUSEUM		2,080.03	
		Total For Fund 101 GENERA		32,751.38	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000		WILLIAMS & WORKS INC.	PROF SERVICES	295.00	68293
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	659.97	68293
		Total For Dept 450 CAPITA		954.97	
Dept 463 MAINTENANCE					
202-463-802.000	CONTRACTUAL	MEDCO TREE SERVICE	TREE WORK	900.00	68275
202-463-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCOUNT	12.72	68286
		Total For Dept 463 MAINT		912.72	
		Total For Fund 202 MAJOR		1,867.69	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-802.000	CONTRACTUAL	MEDCO TREE SERVICE	TREE WORK	900.00	68275
203-463-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCOUNT	12.73	68286
		Total For Dept 463 MAINT		912.73	
		Total For Fund 203 LOCAL		912.73	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	1,007.30	68293

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
		Total For Dept 450 CAPITA		1,007.30	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	MILL CREEK FARM LLC	PLANTS	43.20	68279
248-463-930.000	REPAIR & MAINTENANCE	ECKMAN, JOEL	VETERAN'S PARK IRRIGATION	3,600.00	68257
248-463-930.000	REPAIR & MAINTENANCE	SHOWBOAT AUTOMOTIVE SUPPL	DDA R & M	8.90	68285
248-463-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	453.00	68289
		Total For Dept 463 MAINTENANCE		4,105.10	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	GREATER LOWELL CHAMBER OF	COMMUNITY SIZZLIN SUMMER CONCERT SE	6,000.00	68262
		Total For Dept 740 COMMUNITY		6,000.00	
		Total For Fund 248 DOWNTOWN		11,112.40	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	NELSON, ERIC	"LOVE WEEK" SUPPLIES	12.68	68282
581-000-740.000	OPERATING SUPPLIES	BROWN, CASEY	DUMPSTER & GAS PUMP	1,250.00	68305
581-000-930.000	REPAIR & MAINTENANCE	BROWN, ROGER	AIRPORT WELL REPAIRS	1,500.00	68252
581-000-930.000	REPAIR & MAINTENANCE	NELSON, ERIC	"LOVE WEEK" SUPPLIES	38.97	68282
581-000-930.000	REPAIR & MAINTENANCE	BROWN, CASEY	DUMPSTER & GAS PUMP	200.00	68305
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	68292
		Total For Dept 000		3,051.64	
		Total For Fund 581 AIRPORT		3,051.64	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	44.87	68250
590-000-276.000	Sewer	BELDEN, DARLA	UB refund for account: 5-	20.30	68304
590-000-276.000	Sewer Inside 5/8"	RHODES, AMELIA	UB refund for account: 5-	57.08	68319
		Total For Dept 000		122.25	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSIONAL SERVICES	1,170.10	68283
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSIONAL SERVICES	9,373.15	68283
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES	4,003.30	68283
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSIONAL SERVICES	1,870.50	68283
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	JULY SURCHARGE	5,683.99	68321
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	WWPT CONTRACT OPERATIONS	36,276.24	68321
		Total For Dept 550 TREATMENT		58,377.28	
Dept 551 COLLECTION					
590-551-802.000	CONTRACTUAL	GROUNDHAWG EXCAVATING & L	SEWER LATERAL INSTALLATION	7,506.00	68312
590-551-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATING	REPAIRS 280 JANE ELLEN	79.50	68253
590-551-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER METERS/PARTS	2,181.92	68276
590-551-930.000	REPAIR & MAINTENANCE	VANSETTERS, JEFF	IPHONE CASE	40.00	68291
590-551-970.000	CAPITAL OUTLAY	LEE'S TRENCHING SERVICE,	STORM SEWER	6,175.00	68270
		Total For Dept 551 COLLECTION		15,982.42	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	UNITED STATES POSTAL SERVICE	W/S BILLS MAILED FOR SEPT	203.79	68299
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READING MILEAGE	30.24	68303
		Total For Dept 552 CUSTOMER		234.03	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	659.97	68293
		Total For Dept 553 ADMINISTRATION		659.97	
		Total For Fund 590 WASTEWATER		75,375.95	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	BELDEN, DARLA	UB refund for account: 5-	15.90	68304

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Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	GERKE, CLARICE	UB refund for account: 3-	169.06	68310
591-000-276.000	Water	PONCHAUD, CAROLE	UB refund for account: 6-	51.34	68317
591-000-276.000	Water	RHODES, AMELIA	UB refund for account: 5-	42.72	68319
Total For Dept 000				279.02	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	347.52	68313
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WTP SUPPLIES	427.61	68322
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	1.23	68250
591-570-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	335.62	68302
591-570-864.000	CONFERENCES & CONVENTIONS	MICHIGAN SECTION, AWWA	CONFERENCE - VANVEELEN	200.00	68278
591-570-864.000	CONFERENCES & CONVENTIONS	MICHIGAN SECTION, AWWA	CONFERENCE - BRECKEN	290.00	68278
Total For Dept 570 TREATM				1,601.98	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	SPRINT	STATEMENT OF ACCOUNT	51.82	68286
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	WIRELESS CARD	18.20	68323
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	32.81	68306
591-571-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	REPAIRS 280 JANE ELLEN	79.50	68253
591-571-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER METERS/PARTS	2,181.92	68276
591-571-930.000	REPAIR & MAINTENANCE	VANSETTERS, JEFF	IPHONE CASE	39.99	68291
591-571-955.000	MISCELLANEOUS EXPENSE	AMERICAN WATER WORKS	MEMBERSHIP DUES-VANSETTER	182.00	68248
Total For Dept 571 DISTRI				2,586.24	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	UNITED STATES POSTAL SERV	W/S BILLS MAILED FOR SEPT	203.79	68299
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READING MILEAGE	30.24	68303
Total For Dept 572 CUSTOM				234.03	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES	1,146.26	68293
Total For Dept 573 ADMINI				1,146.26	
Total For Fund 591 WATER				5,847.53	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	CONTRACTUAL	540.00	68300
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER CONTRACTUAL	843.75	68300
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER CONTRACTUAL	140.00	68300
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE CONTRACT	336.28	68264
Total For Dept 000				1,860.03	
Total For Fund 636 DATA P				1,860.03	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GTW	EQUIP SUPPLIES	57.67	68263
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP R & M	123.50	68290
Total For Dept 895 FLEET				181.17	
Total For Fund 661 EQUIPM				181.17	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	59,728.14	68267
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	193,846.05	68274
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT - STATE	122,402.60	68267
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	100,419.24	68268
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	27,449.46	68261
703-000-275.000	DUE TO TAXPAYERS	Corelogic Real Estate Tax	Sum Tax Refund 41-20-01-1	4.04	68308
703-000-275.000	DUE TO TAXPAYERS	Corelogic Real Estate Tax	Sum Tax Refund 41-20-02-2	1,550.67	68308
703-000-275.000	DUE TO TAXPAYERS	Corelogic Real Estate Tax	Sum Tax Refund 41-20-02-2	1,836.05	68309

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Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-275.000	DUE TO TAXPAYERS	Lereta	Sum Tax Refund 41-20-01-1	2,810.67	68315
		Total For Dept 000		510,046.92	
		Total For Fund 703 CURREN		510,046.92	

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Fund Totals:

Fund 101	GENERAL FUND	32,751.38
Fund 202	MAJOR STREET FUN	1,867.69
Fund 203	LOCAL STREET FUN	912.73
Fund 248	DOWNTOWN DEVELOP	11,112.40
Fund 581	AIRPORT FUND	3,051.64
Fund 590	WASTEWATER FUND	75,375.95
Fund 591	WATER FUND	5,847.53
Fund 636	DATA PROCESSING	1,860.03
Fund 661	EQUIPMENT FUND	181.17
Fund 703	CURRENT TAX COLL	510,046.92

643,007.44



STRATEGIC GOALS REPORT

SEPTEMBER 6, 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)

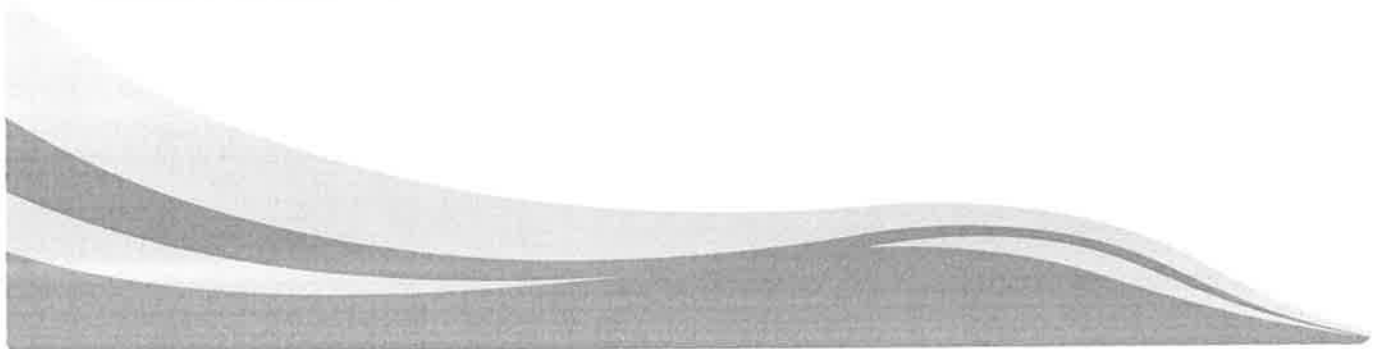
5) Business Development Packet: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

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 SEPTEMBER 6, 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 lot

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

City of Lowell

Special Events

Permit Application

Applicant Name: Main Street BBQ

Address: 210 E Main St

Telephone Number: 616 987 3382 - Erin cell 366-3511

Public way affected by event: Parking lot behind Main Street BE

Description of special event activity: Pink Arrow BBQ Competition

Description of anticipated participants in special event activity: BBQ competition/beer tent with proceeds going to The Pink Arrow Project

Date(s) of special event activity: Sept 10, 2016

Start and End Time of special event activity: 5pm -> 11pm

Set up and break down times and date(s) for special event activity: NOON on 9/9 -> NOON 9/11

Anticipated number of persons attending and participating in the special event: ? 300+

Proposed parking, security, crowd control, traffic direction, refuse disposal, utility service, restrooms, private property protection and restoration, noise control, staging areas and other areas, plans, personnel and equipment which is or may reasonably be necessary. will be tented and secured. Porta potties provided. Extra trash pickup

The type, nature, and amount of any rate, fee, charge, or donation to be paid by anyone participating in or attending the activity, event or use: _____

Working on details

The type, nature, source, price and purveyors of any food, beverages, souvenirs or other goods to be sold or distributed at the activity, event or use: _____

BBQ and Beer provided by Main Street BBQ. Also Pink Arrow Merchandise

The use of any amounts paid for participation in, attending or purchasing goods at the activity, event or use: Proceeds after expense donated to Pink Arrow

Copies of insurance policies naming the city and any property owners abutted by the public way as named or additional insured's in the amount of \$2,000,000.00 Okay

Certification that the statements in the application are true, accurate and complete.

Signed: 

Date: 6/3/16

Police Department

Steven Bukala
Chief of Police



August 18, 2016

To: Michigan Liquor Control Commission

This letter is to inform you that the Special Event Permit Application submitted by Main Street BBQ for a BBQ competition on September 10, 2016 has been approved by City of Lowell Police Department.

The permit application will be approved at the city council meeting September 6, 2016. Approval is needed for closure of a city parking lot longer than 4 hours.

Sincerely,

A handwritten signature in black ink, appearing to be "S. Bukala", written over a horizontal line.

Steven Bukala
Chief of Police
City of Lowell

Police Department

Steven Bukala
Chief of Police



August 30, 2016

To: Lowell City Council
From: Chief Steven Bukala
RE: Parking Lot Closure

Good evening,

It has come to my attention that I may have overstepped my authority granted as chief of police for the City of Lowell Police Department. I have heard there was a complaint about an event that will be held in a city parking lot behind the Main Street BBQ on September 10, 2016. This event required a special events permit as well as a temporary liquor license as required by the LCC. I want to assure you this was approved by me through a special events permit under the directives issued by the LCC, and for that I take responsibility for not catching this under 21-112. Since this was not a roadway, I didn't believe city council approval was required.

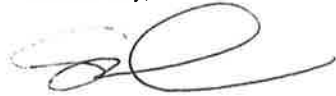
I understand that city council approval is needed under Sec. 21-112 for a permit. This section reads "No person shall organize or lead, cause to be organized or lead, sponsor, engage in, permit, allow or participate in a parade, carnival, athletic event, festival, fair, celebration or other activity, event or use which blocks, closes, or hinders or impairs the vehicular or pedestrian traffic flow in or along a street, road, or other public way within the city without first obtaining a permit therefor from the city manager. I have attached the copy of the ordinance as I am looking for guidance from the council on how to handle this in the future.

The first question that needs to be addressed is what is the definition of "other public way?" If this is to include parking lots, then must we consider sidewalks a public way? Under subsection 3, if a fee, donations or raising funds is a result, then the council shall be issued only by approval of the city council.

The reason I bring this up is there have been several events that have been approved administratively without the approval of the city council (subsection 3). Each year we have the farmers market from 7am to 7pm in the municipal lot located north of city hall.

The Chamber of Commerce allows private parties on the Lowell Show Boat, and we have the Rookies Comic Book Day Sidewalk sale. Council has granted this authority in the past to be approved administratively, however this is your decision on how you want this to be handled in the future.

Sincerely,

A handwritten signature in black ink, appearing to be 'Steve Bukala', with a large, stylized 'S' and 'B'.

Chief Steve Bukala

Sec. 21-112. - Permit required.

No person shall organize or lead, cause to be organized or lead, sponsor, engage in, permit, allow or participate in a parade, carnival, athletic event, festival, fair, celebration or other activity, event or use which blocks, closes or hinders or impairs the vehicular or pedestrian traffic flow in or along a street, road, or other public way within the city without first obtaining a permit therefor from the city manager.

- (1) Such permits shall be issued in accordance with guidelines adopted from time to time by resolution of the city council.
- (2) If the activity, event or use will continue for more than four (4) hours, or if the vehicular or pedestrian traffic will be hindered or impaired or the public way closed or blocked for more than four (4) hours, a permit shall be issued only upon the approval of the city council.
- (3) If a fee, rate or other charge is made or donations are accepted to participate in or view the activity, event or use or if the activity, event or use is for the purpose of or results in the raising of funds, a permit shall be issued only upon the approval of the city council.
- (4) A permit shall be granted only to the person or persons who organizes, sponsors or leads the activity, event or use and only to nonprofit organizations or individuals.

(Ord. of 4-6-87, § 26-2)

Lowell Showboat/Application request to MDEQ

Lowell first became the Showboat City in 1932 when it was decided the City needed something to host community events, draw people together and to attract statewide attention.

The first boat was constructed on empty oil barrels and carried around 75 people. Over the years, the boat was the host of dozens of events, hosting national and local entertainers and attended by thousands of people. Since 1932, the boat has been modified four more times with the current version, the Robert E. Lee, being constructed in 1979. In 2013, a forensic inspection was done on the boat to determine its structural integrity. The study concluded that the current structure "exhibits deficiencies that present a hazard to the general public" and "that further evaluation of this structure must be performed (*in order to*) maintain the use of this structure beyond this summer season." Temporary structural improvements were made in 2013 to allow the public to access the boat. Understanding that a major upgrade was required, the City sought public input on the desired improvements as a part of this overall study, in order to make sure that they were incorporated in to the overall master plan for the Riverwalk area.

Separate input sessions were held specifically for the Showboat topic. Participants were asked to respond to the following topics:

- Is a Showboat facility still desired for the City of Lowell?
- Is it desired that the facility be a floating "oat" or a separate structure?
- What amenities are desired?
- What locations?
- How should the Showboat and the Riverwalk Stage work together?

After discussing the various points of input, it was decided that the Showboat is an important part of the communities history and identity, and its continued process on the Riverwalk was desired. If feasible from a cost and permitting standpoint, a more permanent structure placed on a foundation would be desired, to give the facility more stability, thus increasing its usability for a variety of activities. It was agreed that the Showboat should continue to be an active component of the Riverwalk stage activities.

Discussions with the MDEQ indicated that a "floating" structure would be easier to permit as it would be replacing an existing use, without substantial changes to the impact on the waters of the State.

The Lowell Area Chamber of Commerce decided to take on this project making it a goal to rebuild the Lowell Showboat. A committee was formed in January of this year. To date the committee has decided to pursue an application to the MDEQ to build a dock with a permanent structure built on the dock that resembles a boat.

Our group recognizes that this project will cost a considerable amount of money. We are not asking the City of Lowell to pay this cost. We anticipate raising the funds to complete the project through grants and fundraisers. Lowell Rotary has also shown great interest in volunteer hours and financial assistance.

The City of Lowell is the owner of the boat and the Chamber has managed the boat. We are seeking the City of Lowell Council's support in this endeavor and request that the application to MDEQ is signed by the City of Lowell.

williams&works

engineers | surveyors | planners

August 16, 2016

Mr. Rich LaBombard
Director of Public Works
City of Lowell
217 S. Hudson
Lowell, MI 49331

Re: Update of the Five-Year Parks and Recreation Plan

Dear Mr. LaBombard:

The City of Lowell has experienced several changes in the past few years presenting the community with many challenges. A new Council, City Manager, and Public Works Director are charged with the long term planning for the City's extensive Parks and Recreation facilities that serve not only City residents, but the overall Lowell Community as well. The imminent departure of the Lowell Youth Fair, the expansion of local and regional non-motorized trails, the growing interest in the City's unique position at the intersection of the Flat and Grand Rivers and the ongoing desire to improve the Showboat and Riverwalk areas, offer the City with numerous recreational opportunities. The development of a current 5 Year Recreation Plan will be a useful tool for the current City administration to use in the planning, funding, development and maintenance of the City's parks and recreation facilities.

Williams & Works first worked with the City in writing the 2008 Recreation Plan as part of a joint recreation planning effort with the City of Lowell, Lowell Township and Vergennes Township. We also assisted the City with minor updates to the plan in 2010 and 2014. The plan needs to be updated and adopted before April 1, 2017 in order to allow the City to submit applications for Michigan Department of Natural Resources' (MDNR) funding.

This proposal describes a recommended approach to update the current document for submittal to MDNR to meet their 5 Year Recreation Plan requirements. Our objective will be an efficient process that achieves a firm consensus and provides meaningful conclusions, recommendations and strategies. The updated plan will be carefully crafted to ensure it still meets the MDNR guidelines.

PROPOSED WORK SCOPE - Following is a suggested outline of proposed work tasks:

1. **Kick-Off Meeting.** The planning team will meet with the Parks Committee to facilitate a kick-off meeting. The purpose of the meeting will be to review the work scope and to explore important insights into the recreation issues that the plan must address. We have assumed that the Parks Committee will work directly with us during the development of the new plan. This task will be important in achieving an understanding of the work scope and the specific recreation needs of the community.
2. **Data Gathering and Analysis.** This task includes a data gathering effort by the planning team. Chronicling recent growth and other trends and summarizing an inventory of existing facilities and recreational programs is paramount in the recreational planning process. Additionally, the planning team will fulfill the MDNR requirement for Accessibility Assessments during this task. This will include not only municipal properties, but also any other facilities that are available for public use or other sites the community believes are important to the recreational needs of citizens, including areas for potential trailways and trail connections. This phase of the assignment will also include writing the Administrative Structure chapter of the plan that is required by the MDNR, which describes how the park and recreation functions are implemented in the community.

We will present our findings and research to the Parks Committee in a meeting later in the process. The findings will become the Administrative Structure, Community Description, and Recreation Inventory sections of the plan, which are required by the MDNR.

We have assumed that significant original research is not required in the survey of existing facilities, and that data in the current Recreation Plan, Master Plan, and other material will be sufficiently complete. However, we understand that some new data will need to be updated.

3. **Public Input.** With a clear understanding of the current conditions in the City and with an inventory of current recreational facilities, the planning team will be prepared to solicit citizen input and develop policy designed to guide the City in implementing the plan.

Citizen participation is critical to this planning effort. In addition to being a MDNR requirement, it is important that the public be involved during any planning process. The MDNR requires the plan be adopted at a public meeting, and at least one other means of public input prior to completion of the Plan. We offer a

variety of suggested tools – an Open House, a Visioning Workshop , and surveys (on-line and paper) – as useful proven means to solicit public participation. The City may choose one, two, three or all four of these options. Other citizen participation techniques exist as well and may also be explored at your request.

Optional Task – Open House. To meaningfully incorporate public needs and opinions into the process and to gain more detailed input on specific issues, an open house can be held that contains a number of activities related to parks and recreation.

We propose to conduct one two-hour open house event to address topics such as park improvements, park acquisition, trails, programming and other issues. It will be a “drop-in” format with opportunities for residents to provide their input on a variety of recreation-related topics.

After the open house, we will provide a detailed synopsis of the input received and the results of each activity.

Optional Task – Visioning Workshop. Our experience has shown that a visioning workshop is an effective tool for gaining varied and broad input. The workshop would include activities for goal setting and amenities mapping. The workshop will involve the participants in a series of discussion exercises to draw out their opinions relative to facilities management, amenities, existing and future recreational opportunities, programs, park safety, and others.

The visioning workshop will begin with an introduction of the work scope and a timeline of the process. Following this presentation, the planning and design team will briefly review the past recreation planning efforts in the community and the work to be done in completing this new five-year plan.

The next part of the visioning workshop will be more intense, as the participants will be divided into groups of about 8 to 10 persons each to discuss recreation needs and desires. Additionally, the workshop will include exercises to draw out opinions relative to issues identified by the Parks Committee. The discussions will close with each group reporting on its consensus. A nominal group process will be used to identify the consensus.

Optional Task – On-Line Survey – Used as a stand-alone tool or in conjunction with an Open House or Visioning Workshop, offering City of Lowell property owners an opportunity to provide input via a convenient on-line survey form, is now a common and easy tool to implement. Links to the survey can be placed on the City's web page and Facebook page and allows

people a means to offer comments who may otherwise be unavailable to attend meetings or who are uncomfortable participating in group events.

Optional Task – Mailed Survey – There is still a portion of the community who are not connected to computers and may be most comfortable providing feedback via a traditional paper form that can be returned via pre-paid postage or dropped off at City Hall. Alternatively, printed forms can be made available at City Hall in conjunction with an on-line form for those who wish to pick them up. Copies could be dropped off at Senior Centers, the Library, etc. to facilitate distribution.

A critical factor in the success of any of these public input tools will be the extent of participation. The planning team will work with the City to select dates, times, and locations convenient for the entire community. We will be responsible for the preparation of written materials to be used for postings and media release, while local staff will be responsible for advertising to the public and interested local and regional stakeholders.

4. **Goals and Objectives.** Based on input received from the public and the Parks Committee, we will develop a series of goal statements regarding the future state of parks and recreation in the community. Each goal statement will describe a desirable end state for recreation in the community and will be supported by several, more specific objectives. The objectives may be thought of as milestones on the way to reaching a specific goal. We will use the goals and objectives from the current Plan as a starting point and update them as needed.
5. **Action Program.** With the goals and objectives in place, the action program will outline specific tasks the City will seek to complete over the life of the plan (typically five years). The action program is required by the MDNR.

With input from the Parks Committee, the planning team will create a draft action program. The tasks listed in the action program will be based on the goals and objectives, as well as the results of the community input phase, the existing facility inventory, and the input of the Parks Committee. The action program will contain specific tasks that the City should strive to complete, the timeframe for completion, and potential funding and resource partners.

While the initial action program will be developed by Williams & Works, active participation by the Parks Committee is anticipated. We envision one meeting to discuss both the goals and objectives and the action program, where the planning team will present the initial completed plan draft for review and comment.

6. **Plan Finalization and Adoption.** This task will include the assembly of the various completed chapters, as well as the components necessary to meet the MDNR requirements, into a final plan document. The MDNR requires the following plan sections:

- Community Description
- Administrative Structure
- Recreation Inventory
- Description of the Planning and Public Input Process
- Goals and Objectives
- Action Program

This task will require the delivery of a draft document for review and adoption and a second final version as adopted. We will provide electronic versions of the Plan in PDF format, and we will provide the City with printed copies at cost, if desired.

We assume the City will be responsible for the logistics of the hearing on the plan. We have also assumed that the City will be responsible for crafting resolutions and notices associated with adoption of the plan; however, we have templates that we can provide.

Proposed Budget - For the services outlined above, we would recommend the City budget a range of \$6,000 - \$8,000. A more specific amount can be agreed to once the City has customized the scope and desired Public Input service options that it desires.

We are grateful for the opportunity to continue working with the City of Lowell in the development of your park system. As always, we are available to meet with you personally to discuss your needs and our proposed scope of services.

Sincerely,

Williams & Works



David Austin, P.E.

Principal



Andy Moore, AICP

Project Manager



MICHIGAN TOWNSHIP

PARTICIPATING PLAN

August 8, 2016

Rich La Bombard, City DPW Director
City of Lowell
217 S. Hudson
Lowell MI 49331

Dear Mr. La Bombard,

I would like to take this opportunity to thank you once again for taking the time to meet with me recently to discuss the operations of the City of Lowell DPW Department. Our meeting allows the Risk Control Department to assist the City DPW Department and its services in reducing any existing and/or potential liability exposures that may be present in your day-to-day operations.

Upon review of the information gathered during our meeting, and pursuant to our conversation, please allow me to offer the following comments and recommendations:

- While touring the Riverwalk, Risk Control reviewed a wooden floating rowing dock in poor condition. The deck boards are cracking, there is moss growing in between the boards, and the floats are questionable. The dock is secured to the sea wall via 2 small metal cables, and when you stand on the dock, the dock moves roughly 12 inches from the sea wall. The City DPW Department should review the decking on the floating dock. Boards showing signs of wear should be replaced.

The floating dock should be re-secured to the sea wall to prevent the 12 inch gap between the sea wall and floating dock. Once the dock is re-secured, the gap between the float dock and the sea wall should not be more than 2 inches.

- While touring the Dog Park Area within Stoney Lakeside Park, Risk Control found the pavilion roof was in poor condition. The Department should review the roof and completed the necessary repairs.

Should you have any questions regarding the comments and recommendations, or any other questions regarding liability issues, please do not hesitate to contact the Risk Control Department or myself at any time.

Again, I appreciate the time you took to meet with me. The Michigan Township Participating Plan and the Risk Control Department looks forward to a continued and good working relationship with the City of Lowell DPW Department and its services.

Respectfully,



RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

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

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

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

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

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

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

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

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

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



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

INTERIM CITY MANAGER'S REPORT
September 6, 2016

1. We are still reviewing the insurance issues regarding the Showboat.
2. This is Michael Burns' first Council meeting. I wish him well as he starts his City Manager position.

Respectfully submitted,

David Pasquale, Interim City Manager