



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, OCTOBER 3, 2016, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA
 - Approval of the Agenda
 - Approve and place on file the minutes of the September 19, 2016 City Council meeting and September 22, 2016 City Council/Board of Light and Power Special Meeting
 - Authorize payment of invoices in the amount of \$112,612.88
3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA: IF YOU WISH TO ADDRESS ANY AGENDA ITEMS, PLEASE IDENTIFY YOURSELF AND YOU WILL BE CALLED ON WHEN THAT ITEM IS REACHED. COMMENTS ON ITEMS NOT ON THE AGENDA MAY BE MADE AT THE CALL TO THE AUDIENCE.
4. OLD BUSINESS
 - a. Biodigester Update
 - b. Trash/Yard Waste/Recycling Discussion
5. NEW BUSINESS
 - a. KDL Annual Report
 - b. Wastewater Treatment Plant – Rotor Replacement Parts
6. BOARD/COMMISSION REPORTS
7. MANAGER'S REPORT
8. COUNCIL COMMENTS
9. 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: Michael Burns, City Manager

RE: Council Agenda for Monday, October 3, 2016

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA
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4. OLD BUSINESS
 - a. Biodigester Update. Discussion on this matter can continue at the City Council's pleasure.
 - b. Trash/Yard Waste/Recycling Discussion. Memo is provided from City Manager Mike Burns.
5. NEW BUSINESS
 - a. KDL Annual Report.

Representatives from the Kent District Library will provide information and a presentation.
 - b. Wastewater Treatment Plant – Rotor Replacement Parts.

Wastewater Treatment Plant Superintendent Mark Mundt provided a memo regarding the rotor replacement parts.
6. BOARD/COMMISSION REPORTS
7. MANAGER'S REPORT
8. COUNCIL COMMENTS
9. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, SEPTEMBER 19, 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: City Manager Mike Burns, City Clerk Susan Ullery, Light & Power Manager Steve Donkersloot, City Attorney Dick Wendt and Police Chief Steve Bukala.

2. **CONSENT AGENDA.**

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the consent agenda containing the following items:

- Approval of the agenda
- Approve and place on file the minutes of the September 6, 2016 City Council meeting
- Authorize payment of invoices in the amount of \$1,655,287.26.

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

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

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

Perry Beachum, Diane LaWarre, Jim Salzwedel, Roger LaWarre, Jeff Dickerman, Lyndsy Wathrow, Greg Northrup, Ryan Mitchell and Shawn Bowne spoke regarding various issues in the City.

4. **OLD BUSINESS.**

a. **Bio digester Update**

City Manager Burns stated he received an Action Plan for the bio digester that was provided to the City Council and Lowell Light and Power Boardmembers. Lowell Energy AD LLC Manager Member Greg Northrup also provided an updated on the bio digester.

5. **NEW BUSINESS.**

a. **Ordinance 16-04.**

Administration recommended the adoption of ordinance 16-04 to amend section 21-67, “parking prohibited on city streets between 2:00 a.m. and 6:00 p.m.; exceptions,” of division 1, “generally,” of article IV, “stopping, standing and parking,” of chapter 21, “traffic and motor vehicles,” of the Code of Ordinances of the City of Lowell. This would be effective November 1 through March 31.

IT WAS MOVED BY HODGES and seconded by DEVORE to adopt Ordinance 16-04 as presented.

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

b. **Ordinance 16-05.**

Administration recommended the adoption of ordinance 17-04 to amend section 21-112, “permit required,” of article V, “special events that impair use of streets, public ways,” of chapter 21, “traffic and motor vehicles,” of the Code of Ordinances of the City of Lowell.

IT WAS MOVED BY DEVORE and seconded by ALTOFT to adopt Ordinance 17-04 as presented.

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

c. **Trash/Yard Waste/Recycling Discussion.**

City Manager Mike Burns informed the Council that the Refuse Collection contract with Red Creek Industries expires on November 30, 2016. Several options were provided and this will be discussed at a future Council meeting when more information is available.

6. **MONTHLY REPORTS**

No comments were received from materials presented.

7. **BOARD/COMMISSIONS REPORTS.**

Councilmember Hodges gave an update on the Arbor Board activities.

Councilmember Phillips stated the Historic District Commission will meet on Tuesday, September 27, 2016 at 6 p.m.

Councilmember Teelander noted the City Planning Commission discussed sidewalks.

Councilmember DeVore said the Parks and Recreation Commission will be meeting Tuesday, September 20, 2016.

Mayor Altoft stated the Airport Fly In on Sunday, September 18, 2016 was very good.

8. **MANAGER'S REPORT.**

City Manager Burns stated he attended the Michigan Municipal League Conference at Mackinac Island last week with the Council, City Clerk Ullery and DPW Director LaBombard.

9. **COUNCIL COMMENTS.**

Councilmember DeVore enjoyed the MML Conference and thanked City Clerk Ullery and Betty Morlock in making all the arrangements.

Councilmember Hodges also enjoyed the MML Conference. He noted that it is great getting together with other municipalities.

Councilmember Phillips also enjoyed the MML Conference. Phillips thanked Mark and Theresa Mundt, Betty Morlock, City Clerk Ullery and City Manager Burns for making the conference fun. He appreciated the networking opportunities with staff and other attendees at the conference.

Councilmember Teelander enjoyed the MML Conference and the getting to know everyone on a more personal level. The pancake breakfast at the Airport Fly In was phenomenal.

Mayor Altoft felt the MML Conference was fun and educational. Altoft also thanked Mark and Theresa Mundt for their hospitality and City Clerk Ullery, Betty Morlock and City Manager Burns for making the conference fun. He and his wife had an enjoyable time.

10. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 8:36 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk

**PROCEEDINGS OF THE
CITY COUNCIL SPECIAL MEETING
OF THE CITY OF LOWELL
THURSDAY, SEPTEMBER 22, 2016**

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

The Meeting was called to order at 6:00 p.m. and City Clerk Susan Ullery called roll.

Present: Councilmembers Mike DeVore, Jim Hodges, Jeff Phillips, Alan Teelander, and Mayor Jeff Altoft. Lowell Light and Power Boardmembers Perry Beachum, Jim Salzwedel, Tina Cadwallader, Andrew Schrauben and Chair Greg Canfield.

Absent: None.

Also Present: City Manager Mike Burns, Lowell Light and Power General Manager Steve Donkersloot, City Clerk Susan Ullery and City Attorney Richard Wendt.

2. **APPROVAL OF THE AGENDA.**

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

YES: 10. NO: 0. ABSENT: 0. MOTION CARRIED.

3. **CITIZEN DISCUSSION. IF YOU WISH TO ADDRESS THE AGENDA ITEM, PLEASE IDENTIFY YOURSELF AND YOU WILL BE CALLED ON IN THE ORDER RECEIVED.**

Chuck Horan, Diane Smith and Ralph Brecken all spoke regarding concerns of the biodigester.

4. **DISCUSSION REGARDING THE LOWELL ENERGY AD, LLC ("LEAD") BIOSOLIDS DIGESTER FACILITY ODOR ISSUE.**

Lowell Energy AD LLC Manager Member Greg Northrup presented the proposed plan for mitigating the odors emitting from Lowell Energy AD, LLC's biogas facility. On September 15, 2016 a letter was submitted indicating the recommended actions would be completed within 45 calendar days.

Bruce Koetter, P.E. from Webster Environmental Associates spoke via conference call regarding the proposed plan. He indicated this is a temporary fix but it is also the fastest route. Northrup stated the temporary fix would probably last five to eight years providing time to plan for a permanent solution on the issue.

The Councilmembers and Boardmembers had a lengthy discussion regarding the proposed plan. An emergency plan should be put in place in case something else happens. Boardmember

Salzwedel asked if there was a preventative maintenance program in place. Northrup noted there are daily, weekly and monthly tests being done.

Boardmember Beachum questioned what happens if the 45 day deadline arrives and the plan does not work. City Attorney Richard Wendt explained the lease is with the City and read the following into record. "The Tenant shall be in reach of any other obligation under this Lease, and such breach shall continue for thirty (30) business days after written notice from the City, provided, that if Tenant has exercised reasonable diligence to cure such failure and such failure cannot be cured within such thirty (30) day period despite reasonable diligence, Tenant shall not be in default under this subsection unless Tenant fails thereafter diligently and continuously to prosecute and cure to completion in a reasonable period."

Wendt then went on to state the PPA is with the Board of Light and Power and read the following into record. "The parties agree that a defaulting Party shall have thirty (30) days after receipt of written notice of default to cure such default or to propose a plan, subject to the approval of the other Party, for curing the default. In the event the default is not cured, or a plan for curing the default has not been agreed to, then the non-defaulting party may pursue all its remedies at law or in equity, including specific performance."

Wendt stated Webster Environmental will complete a dispersion model that will validate the odor mitigation impact at locations offsite. This information should be available for review and use as of 9/26/2016 and can be used to agree on threshold acceptable level of compliance.

Wendt explained the three options available to the board. First, approve the plan as proposed, reject the plan as proposed or modify the plan.

Chair Canfield summarized the comments from the Council and Boardmembers as follows; 1) drop dead date of November 1, 2016; 2) risk assessment (operational plan); 3) permanent structure in place by May 1, 2016. This should be in a format that is acceptable by Went, Burns and Donkersloot. It was also noted the permanent structure should meet or exceed the standards of the temporary structure.

Mayor Altoft asked if the plant could be shut down if it begins to smell again after the proposed repair. Wendt responded yes, it could be deemed as non-operational if all parties agree to a plan.

Lowell Light and Power General Manager Steve Donkersloot noted they have money invested in the plant. However, they owe this to the citizens of Lowell and this should be the final step.

City Manager Mike Burns believed the problem needed to be addressed immediately. However, there is a process that must be followed. He liked the idea of the temporary fix being in place by November 1, 2016 and a permanent solution following.

Wendt asked if Northrup thought this was something that could be accomplished. Lowell Energy Ad, LLC (LEAD) Attorney James Rosloniec believed this would be agreeable.

IT WAS MOVED BY BEACHUM and seconded by SCHRAUBEN to allow City Attorney Richard Wendt, Lowell Light and Power General Manager Steve Donkersloot and City Manager Mike Burns to work with Lowell Energy AD, LLC (LEAD) regarding the details of the

proposed plan provided that there is a drop dead date of November 1, 2016, risk assessment (operational plan) and a permanent structure in place by May 1, 2016. LEAD will provide a plan to the Council/Light and Power no later than noon on October 3, 2016. A special meeting with the City Council and Board of Light and Power will be scheduled for October 6, 2016 at 6 p.m.

YES: 10. NO: 0. ABSENT: 0. MOTION CARRIED.

Burns noted the plan would be placed on the City's website once there is a written document in place.

IT WAS MOVED BY BEACHUM and seconded by SALZWEDEL to adjourn at 8:35 p.m.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to adjourn at 8:35 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk

Greg Canfield, Chair

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|-------------------------------|----------------------------------|---------------------------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 000 | | | | | |
| 101-000-285.001 | DEPOSITS/RECYCLE CONTAINERS | QUICK, CHRIS | RECYCLE BIN RETURN | 25.00 | 68453 |
| 101-000-285.004 | CREEKSIDE DEPOSIT | IMPACT - A WESLEYAN CHURCH | CREEKSIDE PARK DEPOSIT | 50.00 | 68436 |
| 101-000-285.004 | CREEKSIDE DEPOSIT | TEELANDER, ALAN | CREEKSIDE PARK DEPOSIT | 50.00 | 68460 |
| Total For Dept 000 | | | | 125.00 | |
| Dept 101 COUNCIL | | | | | |
| 101-101-727.000 | OFFICE SUPPLIES | SUPPLYGEEKS | OFFICE SUPPLIES | 11.50 | 68459 |
| 101-101-864.000 | CONFERENCES & CONVENTIONS | TEELANDER, ALAN | MML CONFERENCE MACKINAC I | 254.09 | 68460 |
| Total For Dept 101 COUNCIL | | | | 265.59 | |
| Dept 172 MANAGER | | | | | |
| 101-172-850.000 | COMMUNICATIONS | SPRINT | MONTHLY STATEMENT | 153.51 | 68457 |
| 101-172-864.000 | CONFERENCES & CONVENTIONS | BURNS, MICHAEL | MML CONF MACKINAC ISLAND | 66.28 | 68424 |
| 101-172-955.000 | MISCELLANEOUS EXPENSE | HOOPER PRINTING | BUSINESS CARDS - MICHAEL | 28.00 | 68435 |
| Total For Dept 172 MANAGER | | | | 247.79 | |
| Dept 215 CLERK | | | | | |
| 101-215-864.000 | CONFERENCES & CONVENTIONS | MORLOCK, BETTY | MML CONFERENCE MACKINAC I | 293.64 | 68448 |
| 101-215-955.000 | MISCELLANEOUS EXPENSE | MICHIGAN MUNICIPAL LEAGUE | CLASSIFIED AD - DEPUTY CL | 125.40 | 68447 |
| Total For Dept 215 CLERK | | | | 419.04 | |
| Dept 253 TREASURER | | | | | |
| 101-253-801.000 | PROFESSIONAL SERVICES | FLEX ADMINISTRATORS, INC. | AUGUST ADMIN FEES | 69.00 | 68430 |
| Total For Dept 253 TREASURER | | | | 69.00 | |
| Dept 265 CITY HALL | | | | | |
| 101-265-727.000 | OFFICE SUPPLIES | HOOPER PRINTING | SIGNATURE STAMP - BURNS | 34.19 | 68435 |
| 101-265-727.000 | OFFICE SUPPLIES | SUPPLYGEEKS | OFFICE SUPPLIES | 61.44 | 68459 |
| 101-265-730.000 | POSTAGE | PITNEY BOWES GLOBAL FIN. | LEASE 9/30 - 12/30/16 | 150.00 | 68452 |
| 101-265-730.000 | POSTAGE | PITNEY BOWES GLOBAL FIN. | LEASE 3/30 - 6/29/2016 | 150.00 | 68452 |
| 101-265-730.000 | POSTAGE | PITNEY BOWES GLOBAL FIN. | LEASE 6/30 - 9/29/2016 | 150.00 | 68452 |
| 101-265-802.000 | CONTRACTUAL | OTIS ELEVATOR COMPANY | SERVICE CONTRACT 10/1/16 | 794.76 | 68451 |
| 101-265-850.000 | COMMUNICATIONS | AT&T | MONTHLY STATEMENT | 2,306.30 | 68420 |
| 101-265-850.000 | COMMUNICATIONS | AT&T LONG DISTANCE | LONG DISTANCE STATEMENT | 103.43 | 68421 |
| Total For Dept 265 CITY HALL | | | | 3,750.12 | |
| Dept 301 POLICE DEPARTMENT | | | | | |
| 101-301-744.000 | UNIFORMS | NYE UNIFORM COMPANY | LPD UNIFORMS | 6.00 | 68450 |
| 101-301-850.000 | COMMUNICATIONS | AT&T | MONTHLY STATEMENT | 1,785.62 | 68420 |
| 101-301-850.000 | COMMUNICATIONS | AT&T LONG DISTANCE | LONG DISTANCE STATEMENT | 253.70 | 68421 |
| 101-301-850.000 | COMMUNICATIONS | SPRINT | MONTHLY STATEMENT | 312.29 | 68457 |
| 101-301-850.000 | COMMUNICATIONS | VERIZON WIRELESS | MONTHLY STATEMENT | 158.07 | 68462 |
| 101-301-930.000 | R & M EQUIPMENT | NORTHSTAR MEDICAL EQUIPMENT | BATTERY FOR HEARTSTART | 135.20 | 68449 |
| 101-301-931.000 | R & M POLICE CARS | BOONDOX MOTORSPORTS | CHROME LEVER SET - LPD | 73.45 | 68422 |
| 101-301-955.000 | MISCELLANEOUS EXPENSE | SPECTRUM HEALTH REGIONAL | LEGAL BLOOD DRAW | 25.00 | 68456 |
| 101-301-957.000 | TRAINING | HEFFRON, LESLIE | LERMA CONFERENCE | 384.94 | 68434 |
| Total For Dept 301 POLICE | | | | 3,134.27 | |
| Dept 441 DEPARTMENT OF PUBLIC WORKS | | | | | |
| 101-441-850.000 | COMMUNICATIONS | AT&T | MONTHLY STATEMENT | 824.40 | 68420 |
| 101-441-850.000 | COMMUNICATIONS | AT&T LONG DISTANCE | LONG DISTANCE STATEMENT | 48.75 | 68421 |
| 101-441-850.000 | COMMUNICATIONS | COMCAST CABLE | DPW CABLE | 29.97 | 68426 |
| 101-441-927.000 | REPAIR & MAINT. STREET LIGHTS | LOWELL LIGHT & POWER | STREET LIGHT MAINTENANCE | 551.50 | 68445 |
| Total For Dept 441 DEPARTMENT OF PUBLIC WORKS | | | | 1,454.62 | |
| Dept 751 PARKS | | | | | |
| 101-751-802.000 | CONTRACTUAL | KERKSTRA PORTABLE, INC. | PORTABLE RESTROOM - BIRCH | 115.00 | 68441 |
| Total For Dept 751 PARKS | | | | 115.00 | |
| Dept 774 RECREATION CONTRIBUTIONS | | | | | |
| 101-774-886.000 | RECREATION CONTRIBUTIONS | LOWELL AREA RECREATION AUTHORITY | COUNCIL APPROVAL 8/15/16 | 10,000.00 | 68443 |
| Total For Dept 774 RECREATION CONTRIBUTIONS | | | | 10,000.00 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---------------------------|---------------------------|---------------------------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 790 LIBRARY | | | | | |
| 101-790-740.000 | OPERATING SUPPLIES | SUPPLYGEEKS | LIBRARY BATH TISSUE | 46.75 | 68459 |
| 101-790-850.000 | COMMUNICATIONS | AT&T | MONTHLY STATEMENET | 345.97 | 68420 |
| Total For Dept 790 LIBRAR | | | | 392.72 | |
| Dept 804 MUSEUM | | | | | |
| 101-804-955.000 | PROPERTY TAX DISTRIBUTION | LOWELL AREA HISTORICAL MU | TAX DISBURSEMENT | 286.77 | 68442 |
| Total For Dept 804 MUSEUM | | | | 286.77 | |
| Total For Fund 101 GENERA | | | | 20,259.92 | |
| Fund 202 MAJOR STREET FUND | | | | | |
| Dept 463 MAINTENANCE | | | | | |
| 202-463-850.000 | COMMUNICATIONS | SPRINT | MONTHLY STATEMENT | 12.73 | 68457 |
| Total For Dept 463 MAINTE | | | | 12.73 | |
| Total For Fund 202 MAJOR | | | | 12.73 | |
| Fund 203 LOCAL STREET FUND | | | | | |
| Dept 463 MAINTENANCE | | | | | |
| 203-463-850.000 | COMMUNICATIONS | SPRINT | MONTHLY STATEMENT | 12.73 | 68457 |
| Total For Dept 463 MAINTE | | | | 12.73 | |
| Total For Fund 203 LOCAL | | | | 12.73 | |
| Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | |
| Dept 450 CAPITAL OUTLAY | | | | | |
| 248-450-970.000 | CAPITAL OUTLAY | LOWELL AREA RECREATION AU | DDA - TRAIL CONTRIBUTION | 35,000.00 | 68443 |
| Total For Dept 450 CAPITA | | | | 35,000.00 | |
| Total For Fund 248 DOWNTO | | | | 35,000.00 | |
| Fund 260 DESIGNATED CONTRIBUTIONS | | | | | |
| Dept 758 DOG PARK | | | | | |
| 260-758-930.000 | REPAIR & MAINTENANCE | DURKEE LUMBER | DOG PARK SHINGLES | 280.26 | 68429 |
| Total For Dept 758 DOG PA | | | | 280.26 | |
| Total For Fund 260 DESIGN | | | | 280.26 | |
| Fund 581 AIRPORT FUND | | | | | |
| Dept 000 | | | | | |
| 581-000-740.000 | OPERATING SUPPLIES | BROWN, CASEY | AIRPORT GRIDDLE | 317.99 | 68423 |
| 581-000-910.000 | INSURANCE | CITY OF LOWELL | SPECIAL PERMIT FOR FLY-IN | 25.00 | 68425 |
| 581-000-955.000 | MISCELLANEOUS EXPENSE | STATE OF MICHIGAN | AIRPORT LICENSE/MANAGER F | 25.00 | 68458 |
| 581-000-955.000 | MISCELLANEOUS EXPENSE | VERGENNES BROADBAND | AIPORT INTERNET | 49.99 | 68461 |
| Total For Dept 000 | | | | 417.98 | |
| Total For Fund 581 AIRPOR | | | | 417.98 | |
| Fund 590 WASTEWATER FUND | | | | | |
| Dept 000 | | | | | |
| 590-000-043.000 | DUE FROM EARTH TECH | AT&T LONG DISTANCE | LONG DISTANCE STATEMENT | 22.09 | 68421 |
| Total For Dept 000 | | | | 22.09 | |
| Dept 550 TREATMENT | | | | | |
| 590-550-930.000 | REPAIR & MAINTENANCE | KENNEDY INDUSTRIES INC | WWTP R & M | 4,166.00 | 68438 |
| Total For Dept 550 TREATM | | | | 4,166.00 | |
| Dept 551 COLLECTION | | | | | |
| 590-551-864.000 | CONFERENCES & CONVENTIONS | JACK DOHNEY COMPANIES | PACP TRAINING - VANSETTER | 350.00 | 68437 |
| Total For Dept 551 COLLEC | | | | 350.00 | |
| Total For Fund 590 WASTEW | | | | 4,538.09 | |
| Fund 591 WATER FUND | | | | | |
| Dept 570 TREATMENT | | | | | |
| 591-570-740.000 | OPERATING SUPPLIES | SUPPLYGEEKS | OFFICE SUPPLIES | 56.53 | 68459 |
| 591-570-801.000 | PROFESSIONAL SERVICES | RS TECHNICAL SERVICES, IN | WTP SUPPLIES | 1,289.26 | 68455 |
| 591-570-802.000 | CONTRACTUAL | ADT SECURITY SYSTEMS, INC | WTP SECURITY | 5.19 | 68419 |
| 591-570-850.000 | COMMUNICATIONS | AT&T | MONTHLY STATEMENET | 343.50 | 68420 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--------------------------------------|---------------------------|---------------------------|--------------------------|-----------|---------|
| Fund 591 WATER FUND | | | | | |
| Dept 570 TREATMENT | | | | | |
| 591-570-850.000 | COMMUNICATIONS | AT&T LONG DISTANCE | LONG DISTANCE STATEMENT | 1.41 | 68421 |
| 591-570-970.000 | CAPITAL OUTLAY | DIXON ENGINEERING, INC. | TECHNICAL SPECS WTP | 3,000.00 | 68428 |
| Total For Dept 570 TREATM | | | | 4,695.89 | |
| Dept 571 DISTRIBUTION | | | | | |
| 591-571-727.000 | OFFICE SUPPLIES | SUPPLYGEEKS | OFFICE SUPPLIES | 22.21 | 68459 |
| 591-571-850.000 | COMMUNICATIONS | SPRINT | MONTHLY STATEMENT | 51.82 | 68457 |
| 591-571-850.000 | COMMUNICATIONS | VERIZON WIRELESS | MONTHLY STATEMENT | 58.23 | 68462 |
| 591-571-920.000 | PUBLIC UTILITIES | CONSUMERS ENERGY | MONTHLY STATEMENT | 14.41 | 68427 |
| Total For Dept 571 DISTRI | | | | 146.67 | |
| Total For Fund 591 WATER | | | | 4,842.56 | |
| Fund 636 DATA PROCESSING FUND | | | | | |
| Dept 000 | | | | | |
| 636-000-802.000 | CONTRACTUAL | HASSELBRING-CLARK | COPY MACHINE CONTRACTUAL | 408.62 | 68433 |
| Total For Dept 000 | | | | 408.62 | |
| Total For Fund 636 DATA P | | | | 408.62 | |
| Fund 661 EQUIPMENT FUND | | | | | |
| Dept 895 FLEET MAINT. & REPLACEMENT | | | | | |
| 661-895-930.000 | REPAIR & MAINTENANCE | GRAND EQUIPMENT | EQUIP FUND R & M | 44.17 | 68431 |
| 661-895-930.000 | REPAIR & MAINTENANCE | RONDA AUTO CENTERS | TIRE DISPOSAL | 20.00 | 68454 |
| 661-895-995.000 | INTEREST PAYABLE | MERCANTILE BANK OF MICHIG | PLOW TRUCK LOAN | 792.81 | 68446 |
| Total For Dept 895 FLEET | | | | 856.98 | |
| Total For Fund 661 EQUIPM | | | | 856.98 | |
| Fund 703 CURRENT TAX COLLECTION FUND | | | | | |
| Dept 000 | | | | | |
| 703-000-222.000 | DUE TO COUNTY-CURRENT TAX | KENT COUNTY TREASURER | TAX DISBURSEMENT | 3,269.81 | 68439 |
| 703-000-225.000 | DUE TO SCHOOLS | LOWELL AREA SCHOOLS | TAX DISBURSEMENT | 16,257.39 | 68444 |
| 703-000-228.009 | DUE TO STATE-S.E.T. | KENT COUNTY TREASURER | TAX DISBURSEMENT - SET | 10,737.41 | 68439 |
| 703-000-234.000 | DUE TO INTERMED SCH DISTR | KENT INTERMEDIATE SCHOOL | TAX DISBURSEMENT | 8,572.45 | 68440 |
| 703-000-235.000 | DUE TO COMMUNITY COLLEGE | GRAND RAPIDS COMMUNITY CO | TAX DISBURSEMENT | 1,321.83 | 68432 |
| 703-000-274.001 | UNDISTRIBUTED PA 198 TAXE | LOWELL AREA SCHOOLS | SUMMER 2016 IFT | 5,098.05 | 68444 |
| 703-000-274.001 | UNDISTRIBUTED PA 198 TAXE | LOWELL AREA SCHOOLS | BLDG & SITE SUMMER 2016 | 726.07 | 68444 |
| Total For Dept 000 | | | | 45,983.01 | |
| Total For Fund 703 CURREN | | | | 45,983.01 | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 09/27/2016 - 09/28/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | | |
|----------|------------------|-----------|
| Fund 101 | GENERAL FUND | 20,259.92 |
| Fund 202 | MAJOR STREET FUN | 12.73 |
| Fund 203 | LOCAL STREET FUN | 12.73 |
| Fund 248 | DOWNTOWN DEVELOP | 35,000.00 |
| Fund 260 | DESIGNATED CONTR | 280.26 |
| Fund 581 | AIRPORT FUND | 417.98 |
| Fund 590 | WASTEWATER FUND | 4,538.09 |
| Fund 591 | WATER FUND | 4,842.56 |
| Fund 636 | DATA PROCESSING | 408.62 |
| Fund 661 | EQUIPMENT FUND | 856.98 |
| Fund 703 | CURRENT TAX COLL | 45,983.01 |

112,612.88

| Vendor Code | Vendor Name | Description | Amount |
|---------------------------------------|----------------------------|---------------------------|----------|
| 00007 | ADT SECURITY SYSTEMS, INC. | | |
| | INVOICE | | |
| | SEPT 2016 | WTP SECURITY | 5.19 |
| TOTAL FOR: ADT SECURITY SYSTEMS, INC. | | | 5.19 |
| 10177 | AT&T | | |
| | 8/17 - 9/16/216 | MONTHLY STATEMENET | 5,605.79 |
| TOTAL FOR: AT&T | | | 5,605.79 |
| 02449 | AT&T LONG DISTANCE | | |
| | AUG 2016 | LONG DISTANCE STATEMENT | 429.38 |
| TOTAL FOR: AT&T LONG DISTANCE | | | 429.38 |
| 10643 | BOONDOX MOTORSPORTS | | |
| | 855 | CHROME LEVER SET - LPD | 73.45 |
| TOTAL FOR: BOONDOX MOTORSPORTS | | | 73.45 |
| 10532 | BROWN, CASEY | | |
| | 9/27/2016 | AIRPORT GRIDDLE | 317.99 |
| TOTAL FOR: BROWN, CASEY | | | 317.99 |
| 10633 | BURNS, MICHAEL | | |
| | 9/23/2016 | MML CONF MACKINAC ISLAND | 66.28 |
| TOTAL FOR: BURNS, MICHAEL | | | 66.28 |
| 00344 | CITY OF LOWELL | | |
| | 9/18/2016 | SPECIAL PERMIT FOR FLY-IN | 25.00 |
| TOTAL FOR: CITY OF LOWELL | | | 25.00 |
| 10493 | COMCAST CABLE | | |
| | 10/6 - 11/5/16 | DPW CABLE | 29.97 |
| TOTAL FOR: COMCAST CABLE | | | 29.97 |
| 10509 | CONSUMERS ENERGY | | |
| | 8/18 - 9/19/16 | MONTHLY STATEMENT | 14.41 |
| TOTAL FOR: CONSUMERS ENERGY | | | 14.41 |
| 00151 | DIXON ENGINEERING, INC. | | |
| | 16-0971 | TECHNICAL SPECS WTP | 3,000.00 |
| TOTAL FOR: DIXON ENGINEERING, INC. | | | 3,000.00 |
| 02343 | DURKEE LUMBER | | |
| | J58103 | DOG PARK SHINGLES | 280.26 |
| TOTAL FOR: DURKEE LUMBER | | | 280.26 |
| 02218 | FLEX ADMINISTRATORS, INC. | | |
| | 985348 | AUGUST ADMIN FEES | 69.00 |
| TOTAL FOR: FLEX ADMINISTRATORS, INC. | | | 69.00 |
| 10540 | GRAND EQUIPMENT | | |
| | P07143 | EQUIP FUND R & M | 44.17 |
| TOTAL FOR: GRAND EQUIPMENT | | | 44.17 |

| Vendor Code | Vendor Name | Description | Amount |
|---|--------------------------------|---------------------------------|-----------|
| | Invoice | | |
| 00225 | GRAND RAPIDS COMMUNITY COLLEGE | | |
| | 9/1 - 9/15/2016 | TAX DISBURSEMENT | 1,321.83 |
| TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE | | | 1,321.83 |
| 10310 | HASSELBRING-CLARK | | |
| | INV61848 | COPY MACHINE CONTRACTUAL | 408.62 |
| TOTAL FOR: HASSELBRING-CLARK | | | 408.62 |
| 00244 | HEFFRON, LESLIE | | |
| | 9/14 - 9/16/16 | LERMA CONFERENCE | 384.94 |
| TOTAL FOR: HEFFRON, LESLIE | | | 384.94 |
| 00248 | HOOPER PRINTING | | |
| | 49433 | BUSINESS CARDS - MICHAEL BURNS | 28.00 |
| | 49516 | SIGNATURE STAMP - BURNS | 34.19 |
| TOTAL FOR: HOOPER PRINTING | | | 62.19 |
| 02567 | IMPACT - A WESLEYAN CHURCH | | |
| | 9/14/2016 | CREEKSIDE PARK DEPOSIT | 50.00 |
| TOTAL FOR: IMPACT - A WESLEYAN CHURCH | | | 50.00 |
| 10644 | JACK DOHNEY COMPANIES | | |
| | 11/18/2016 | PACP TRAINING - VANSETTERS | 350.00 |
| TOTAL FOR: JACK DOHNEY COMPANIES | | | 350.00 |
| 01568 | KENNEDY INDUSTRIES INC | | |
| | 571939 | WWTP R & M | 4,166.00 |
| TOTAL FOR: KENNEDY INDUSTRIES INC | | | 4,166.00 |
| 00300 | KENT COUNTY TREASURER | | |
| | 9/1 - 9/15/2016 | TAX DISBURSEMENT | 3,269.81 |
| | 9/1 -/9/15/16 | TAX DISBURSEMENT - SET | 10,737.41 |
| TOTAL FOR: KENT COUNTY TREASURER | | | 14,007.22 |
| 00302 | KENT INTERMEDIATE SCHOOL DIST. | | |
| | 9/1 - 9/15/16 | TAX DISBURSEMENT | 8,572.45 |
| TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST. | | | 8,572.45 |
| 02209 | KERKSTRA PORTABLE, INC. | | |
| | 97402 | PORTABEL RESTROOM - BIRCH FIELD | 115.00 |
| TOTAL FOR: KERKSTRA PORTABLE, INC. | | | 115.00 |
| 01374 | LOWELL AREA HISTORICAL MUSEUM | | |
| | 9/1 - 9/15/16 | TAX DISBURSEMENT | 286.77 |
| TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM | | | 286.77 |
| 02222 | LOWELL AREA RECREATION AUTH. | | |
| | 9/21/16 | COUNCIL APPROVAL 8/15/16 | 10,000.00 |
| | 9/21/2016 | DDA - TRAIL CONTRIBUTION | 35,000.00 |
| TOTAL FOR: LOWELL AREA RECREATION AUTH. | | | 45,000.00 |

| Vendor Code | Vendor Name | Description | Amount |
|--|-----------------------------------|--------------------------------------|-----------|
| 00562 | LOWELL AREA SCHOOLS | | |
| | 2016 SUMMER | SUMMER 2016 IFT | 5,098.05 |
| | 2016 TAX | BLDG & SITE SUMMER 2016 | 726.07 |
| | 9/1 - 9/15/2016 | TAX DISBURSEMENT | 16,257.39 |
| TOTAL FOR: LOWELL AREA SCHOOLS | | | 22,081.51 |
| 00341 | LOWELL LIGHT & POWER | | |
| | 2852 | STREET LIGHT MAINTENANCE | 551.50 |
| TOTAL FOR: LOWELL LIGHT & POWER | | | 551.50 |
| 10645 | MERCANTILE BANK OF MICHIGAN | | |
| | 9/16/2016 | PLOW TRUCK LOAN | 792.81 |
| TOTAL FOR: MERCANTILE BANK OF MICHIGAN | | | 792.81 |
| 00414 | MICHIGAN MUNICIPAL LEAGUE | | |
| | 14167 | CLASSIFIED AD - DEPUTY CLERK | 125.40 |
| TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE | | | 125.40 |
| 00429 | MORLOCK, BETTY | | |
| | 9/14-16 | MML CONFERENCE MACKINAC ISLAND | 293.64 |
| TOTAL FOR: MORLOCK, BETTY | | | 293.64 |
| 10330 | NORTHSTAR MEDICAL EQUIPMENT | | |
| | 35098 | BATTERY FOR HEARTSTART | 135.20 |
| TOTAL FOR: NORTHSTAR MEDICAL EQUIPMENT | | | 135.20 |
| 00468 | NYE UNIFORM COMPANY | | |
| | 573996 | LPD UNIFORMS | 6.00 |
| TOTAL FOR: NYE UNIFORM COMPANY | | | 6.00 |
| 02020 | OTIS ELEVATOR COMPANY | | |
| | CVG65032A16 | SERVICE CONTRACT 10/1/16 - 9/30/2017 | 794.76 |
| TOTAL FOR: OTIS ELEVATOR COMPANY | | | 794.76 |
| 10103 | PITNEY BOWES GLOBAL FIN. SRVS LLC | | |
| | 3301451100 | LEASE 9/30 - 12/30/16 | 150.00 |
| | 3301451119 | LEASE 3/30 - 6/29/2016 | 150.00 |
| | 3301451120 | LEASE 6/30 - 9/29/2016 | 150.00 |
| TOTAL FOR: PITNEY BOWES GLOBAL FIN. SRVS LLC | | | 450.00 |
| RECYCLE | QUICK, CHRIS | | |
| | BIN 002244 | RECYCLE BIN RETURN | 25.00 |
| TOTAL FOR: QUICK, CHRIS | | | 25.00 |
| 02539 | RONDA AUTO CENTERS | | |
| | 4662 | TIRE DISPOSAL | 20.00 |
| TOTAL FOR: RONDA AUTO CENTERS | | | 20.00 |
| 00827 | RS TECHNICAL SERVICES, INC. | | |
| | 19606 | WTP SUPPLIES | 1,289.26 |
| TOTAL FOR: RS TECHNICAL SERVICES, INC. | | | 1,289.26 |

| Vendor Code | Vendor Name | Description | Amount |
|---|------------------------------|----------------------------------|------------|
| | Invoice | | |
| 10642 | SPECTRUM HEALTH REGIONAL LAB | | |
| | LLBD-0020 | LEGAL BLOOD DRAW | 25.00 |
| TOTAL FOR: SPECTRUM HEALTH REGIONAL LAB | | | 25.00 |
| 10276 | SPRINT | | |
| | 353302524-150 | MONTHLY STATEMENT | 543.08 |
| TOTAL FOR: SPRINT | | | 543.08 |
| 00617 | STATE OF MICHIGAN | | |
| | 591-8053321 | AIRPORT LICENSE/MANAGER FEE 2017 | 25.00 |
| TOTAL FOR: STATE OF MICHIGAN | | | 25.00 |
| 10514 | SUPPLYGEEKS | | |
| | 503101-0 | LIBRARY BATH TISSUE | 46.75 |
| | 504143-0 | OFFICE SUPPLIES | 151.68 |
| TOTAL FOR: SUPPLYGEEKS | | | 198.43 |
| 10279 | TEELANDER, ALAN | | |
| | 9/11/2016 | CREEKSIDE PARK DEPOSIT | 50.00 |
| | 9/27/16 | MML CONFERENCE MACKINAC ISLAND | 254.09 |
| TOTAL FOR: TEELANDER, ALAN | | | 304.09 |
| 10484 | VERGENNES BROADBAND | | |
| | 3521-20160916-1 | AIPORT INTERNET | 49.99 |
| TOTAL FOR: VERGENNES BROADBAND | | | 49.99 |
| 02277 | VERIZON WIRELESS | | |
| | 9771863601 | MONTHLY STATEMENT | 158.07 |
| | 9771897629 | MONTHLY STATEMENT | 58.23 |
| TOTAL FOR: VERIZON WIRELESS | | | 216.30 |
| TOTAL - ALL VENDORS | | | 112,612.88 |

LOWELL CITY COUNCIL
MEMORANDUM



DATE: September 29, 2016

TO: Mayor Altoft and City Council

FROM: Michael T. Burns, City Manager *MTB*

RE: Bio Digester

At the September 19, 2016 meeting, City Council discussed and took public comment pertaining to the bio digester. On September 22, 2016 the City Council and Lowell Light and Power Board met to discuss an action plan to eliminate the odor caused by the bio digester. They required that an odor solution be in place by November 1, 2016. They also required that a permanent structure to resolve the odor be constructed by May 1, 2017. Steve Donkersloot, General Manager of Power and Light, Dick Wendt and I met via conference call on Wednesday September 28, 2016 to review a preliminary draft of the odor solution plan. We will update the City Council of the status of this project.



LOWELL CITY COUNCIL
MEMORANDUM

DATE: September 29, 2016

TO: Mayor Altoft and City Council

FROM: Michael T. Burns, City Manager

RE: Waste Hauling Contract

At the September 19, 2016 City Council meeting, we discussed several options regarding the future of waste hauling in the City. I have been asked to list options and the pros and cons to that particular option. As the contract deadline nears, I would ask for direction on this matter.

Option 1: Continue the status quo.

Pro – No additional tasks administratively.

Pro – Supports free enterprise.

Con – Not sure if necessary for the City being involved in this.

Con – Belief (Non-Factually based) that this provides for additional damage to City Streets.

Con – Increased cost for resident who partakes in recycling.

Option 2: Bid for a single provider for trash and recycling.

Pro – One consistent program for all residents in the City.

Pro – Belief (non-factually based) that this will reduce strain to infrastructure in the City.

Pro – With the exception of costs of administrative time on staff, no increased costs to the City.

Pro – Uniformity in trash and recycling. Better aesthetics on that day rather than neighborhoods having containers from different haulers.

Pro – Requires everybody to participate in trash pickup.

Con – Eliminates choice of service for residents and in some instances residents will pay more.

Con – More tailor-fitting for individual residents needs will cause strain administratively.

Con – Eliminates notion of free enterprise for the consumer. However, free enterprise can be supported in the bidding process if any qualified bidder participates and submits a bid designed that can categorically address needs of residents.

Option 3: City opts out of participating in the waste and recycling program but designate a day on which trash pickup will occur.

Pro – City is no longer involved in this service. Allow for City staff to devote time to other needs.

Pro – Supports free enterprise and residents can tailor-fit with the provider of their choice for any service they would like.

Pro – All resident complaints are handled directly by individual service provider.

Con – Every residence has different containers and could be deemed by some as aesthetically displeasing.

Con – Belief that this will provide greater strain on road infrastructure as more trucks are on the public roadway.

Con – If residents choose not to participate in any service, potential for more blight issues and rodents if trash accumulates on the property. What happens with trash if people move from a home but did not participate in trash program?

Option 4: City has an RFP for a single provider that provides bag, container and recycling options for entire city. City awards contract based on lowest qualified bidder. Residents can develop service plan based on needs and address all complaints to the provider.

Pro – All pros are the same as #3. Except that the notion of free enterprise is only in the bidding process.

Con – All cons are the same as #3. However, this option is very similar to how cable franchising was in municipalities prior to the lawsuits during the mid-2000's that now no longer allow cities to contract with one cable provider in municipalities (AT&T U-Verse).

At our last meeting, both representatives from Republic and Red Creek stated that no matter how this service is provided, there would be the same amount of trucks needed for the service. I don't have any factual analysis of this however their argument is compelling.

The other concern that I mentioned previously is the issue of blight and rodents if residents choose not to participate in waste pickup. I have seen several examples of homes in my previous community where we had blight and rodent complaints because residents kept a large amount of waste material in their garages or side yards. These examples occurred when we had the pay as you throw system and people weren't required to participate in service. That being said, one could argue that these people would have done this even if containers were provided or they could just throw out garbage bags curbside.

This is a policy decision as you need to determine what is best for the residents you serve. However, if I were to provide a recommendation on this matter, I believe that Council should consider Option# 2 if they wish to control this service completely. However, I have accepted the idea that free enterprise is very important to residents in this City. That being said, I would also ask the council to strongly consider Option# 3 and completely put this on the private sector. With the exception of mandating ordinances pertaining to how trash pickup in the City will occur, this gives the City no administrative responsibilities in administering service needs for this program.



**LOWELL CITY COUNCIL
MEMORANDUM**

DATE: September 29, 2016

TO: Mayor Altoft and City Council

FROM: Michael T. Burns, City Manager *MB*

RE: Kent District Library Presentation

Representatives from the Kent District Library will be present to provide an update on what is occurring with the Library District.



TO: Mike Burns
FROM: Mark Mundt
DATE: September 30, 2016
RE: Rotor Replacement Parts

Mike,

As you know, one of the rotors in the West oxidation ditch failed over Labor Day weekend. The quick fix for that was to preplace the broken rotor with one from the East oxidation ditch. This was accomplished in just over 48 hours and allowed the plant to stay in compliance with the NPDES permit.

We are now ready to order parts to repair the broken rotor. Once the repairs are completed the repaired rotor will take the place of the "borrowed" one from the East ditch.

I am proposing that we order the parts directly from the original equipment manufacturer. It is possible that a fabrication shop could fabricate the largest part, but factory original parts are what I am recommending.

The price for the parts to get the rotor back up and running is \$19,023. This includes a new torque tube, 2 very large bearings and some ancillary parts. Keep in mind this price is just for the parts and does not include the cost of installation. Prices for the installation will be gathered in the near future, but delivery of these parts will be about 8 weeks so it is important to at least get them ordered.

I have discussed this with City Treasurer, Sue Olin. She is confident that there are available funds in the wastewater account to move forward with this purchase.

In short, these parts are needed to repair the broken rotor, the City has the funds for this purchase and I support making this purchase.

If you have any questions, please feel free to contact me,

Mark