



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

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, FEBRUARY 5, 2018, 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 regular minutes of the January 16, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$369,112.12.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

IF YOU WISH TO ADDRESS AN AGENDA ITEM, PUBLIC COMMENT FOR EACH ITEM WILL OCCUR AFTER THE INITIAL INFORMATION IS SHARED ON THE MATTER AND INITIAL DELIBERATIONS BY THE PUBLIC BODY. PUBLIC COMMENT WILL OCCUR BEFORE A VOTE ON THE AGENDA ITEM OCCURS.

4. OLD BUSINESS

- a. Professional Services Agreement and Contracts
- b. Ordinances 18-01 and 18-02 - Zoning Ordinance Text Amendments – Tabled from previous meeting.

5. NEW BUSINESS

- a. Broadway Bid
- b. Parks and Recreation – 5 Year Plan
- c. Lowell Historical Museum Presentation
- d. Windquest – Alex Wilson
- e. Sidewalk Ordinance
- f. MDOT Traffic Study – Resolution 05-18
- g. LOOK Fund – Designation to GR Foundation
- h. Approval of the FY19 Budget Calendar

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. 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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Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, February 5, 2018

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the regular minutes of the January 16, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$369,112.12.

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

IF YOU WISH TO ADDRESS AN AGENDA ITEM, PUBLIC COMMENT FOR EACH ITEM WILL OCCUR AFTER THE INITIAL INFORMATION IS SHARED ON THE MATTER AND INITIAL DELIBERATIONS BY THE PUBLIC BODY. PUBLIC COMMENT WILL OCCUR BEFORE A VOTE ON THE AGENDA ITEM OCCURS.

4. OLD BUSINESS

- a. Professional Services Agreement and Contracts. Memo is provided from City Manager Michael Burns.

Recommended Motion: That the City Council vote on a direction for this task if they wish to bid out services.

- b. Ordinances 18-01 and 18-02 - Zoning Ordinance Text Amendments – Tabled from previous meeting. Memo is provided from City Clerk Susan Ullery.

Recommended Motion: The City Council approve Ordinance 18-01 and 18-02.

5. NEW BUSINESS

- a. Broadway Bid. Memo is provided by DPW Director Rich LaBombard.

Recommended Motion: The City Council accept Kamminga & Roodvoets' bid of \$1,269,000.00 for the S. Broadway Utility and Street Improvement Project.

- b. Parks and Recreation – 5 Year Plan. Memo is provided from DPW Director Rich LaBombard.

Recommended Motion: There is no recommendation at this time.

- c. Lowell Historical Museum Presentation – Lisa Plank.

Lisa Plank, Director of the Lowell Historic Museum, will be present to present an annual report.

- d. Windquest – Alex Wilson. Memo is provided from City Manager Michael Burns

Recommended Motion: No Council action necessary.

- e. Sidewalk Ordinance. Memo is provided by DPW Rich LaBombard.

Recommended Motion: There is no recommendation at this time.

- f. MDOT Traffic Study – Resolution 05-18. Memo is provided by Police Chief Steve Bukala.

Recommended Motion: The City Council agrees to this Resolution to conduct a traffic study on Main Street and pass Resolution 05-18.

- g. LOOK Fund – Designation to GR Foundation. Memo is provided from City Manager Michael Burns.

Recommended Motion: The City Council approve the recommendation of the Look Community Foundation Board and allow for the \$300,000 transfer of investment funds to the Grand Rapids Community Foundation.

- h. Approval of the FY19 Budget Calendar. Memo is provided from City Manager Michael Burns.

Recommended Motion: The City Council approve the budget schedule as presented.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
TUESDAY, JANUARY 16, 2018, 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 Councilmember Mike DeVore and City Clerk Susan Ullery called roll.

Present: Councilmembers Greg Canfield, Marty Chambers, Jeff Phillips, Jim Salzwedel, and Mayor DeVore.

Also Present: DPW Director Rich LaBombard, City Attorney Richard Wendt, City Clerk Susan Ullery, and Police Chief Steve Bukala.

2. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the regular minutes of the January 2, 2018 City Council meeting.
- Grand Rapids Community College - Collection of Summer Property Taxes for 2018.
- Authorize payment of invoices in the amount of \$464,734.69.

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

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were no comments.

4. OLD BUSINESS.

a. LARA Phase 2 Trail.

DPW Director Rich LaBombard spoke on the recommendation of the Lowell Area Recreation Authority (LARA) to have Phase 2 of the LARA Trail project to be constructed on Bowes Road rather than through an on-street path in the Valley Vista subdivision. In addition, there will be a request on behalf of LARA requesting the City write a DNR Trust Fund Grant for funding this project. DNR Trust Fund Grants are highly competitive grants and the more projects received and proximity of being awarded a grant, are major contributing factors toward not being awarded a grant.

Engineer Dave Austin of Williams and Works presented a power point presentation regarding the proposed trail location.

IT WAS MOVED BY CHAMBERS and seconded by PHILLIPS to approve the recommendations being made by the Lowell Area Recreation Authority pertaining to the Phase 2 Trail and direct the City Manager to work with LARA in applying for a DNR Trust Fund Grant for the community trail project.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, and Councilmember Canfield.

NO: None. ABSENT: None. MOTION CARRIED

b. Broadway and SAW Grant Update.

With several new City Councilmembers, the City has been asked to update the Council on the Broadway project. Brian Vilmont from Prein and Newhof made a presentation on this matter and will also update the Council briefly on the SAW Grant status.

Vilmont advised that SAW stands for Storm Water and Wastewater program and its main aim is to provide monies for municipalities to do total inventories on their storm and sanitary systems, total condition assessments on all of them, and then work through an Asset Management Plan or Asset Management Principles, which is looking for the lowest long-term life cycle cost solution.

Vilmont then gave an update on the Broadway Street project and advised of the changes that would be made to Broadway Street and recommending that the City parking lot be moved up by Main Street and make it part of the DDA. Vilmont stated that King Milling trucks would not be utilizing Main Street and would have to use Broadway. Vilmont advised this would also eliminate passenger vehicles from the King Milling route, which is not a great situation. This also prompted the Kent County Road Commission to look at a potential light down at Bowes and Hudson.

c. Chamber Marketing Survey.

The Lowell Area Chamber of Commerce recently completed an updated marketing survey. Cliff Yankovich, business owner and resident gave a brief history of the Marketing Plan for the Chamber.

Liz Baker of the Chamber shared the findings with the Council. Baker explained that the Mission of the Community-Wide Business Marketing Plan is to strengthen the Greater Lowell Community through the development of a Community-Wide Business Marketing Plan, which will promote Lowell as an attractive area to work, start a business, relocate a plant, go to school, raise a family, shop, dine and enjoy its many other amenities.

Rick Seese, business owner in Lowell then spoke in reference to the Chamber of Commerce and the Marketing Plan and the wonderful job the Chamber of Commerce has done. Seese added that he would like to have the Council's vision down the road for dollars to add to what the Chamber really needs to bring more people to Lowell, make Christmas Through Lowell huge, make the summer concerts grow and all the activities the Chamber puts on, we want to keep that success going.

Rich LaBombard added that there is a lot of valuable information in the packet from the Chamber and in talking with the City Manager Mike Burns today, Burns was very emphatic that LaBombard mention to Council that they find a way to contribute some money to their marketing budget.

d. Sidewalks Replacement and LCTV Grant.

Department of Public Works Director Rich LaBombard stated in February 2016, the Interim Director of Public Works inspected and identified \$67,560 worth of sidewalk replacements at 91 addresses throughout the City. He applied to LCTV for a grant for a sidewalk replacement program with a 60% City/40% Property Owner cost share component and was awarded \$27,600 to remediate the worst sidewalks on the list.

LaBombard stated that since a large number of the hazardous walks were within the DDA, the then Mayor recommended the DDA pay for those walks within the DDA boundary using DDA funds. That project was supported and it was completed in the fall of 2016.

Since that time, the remaining identified projects on the list have gone uncompleted due to a number of reasons. It's unclear if the remainder of the identified property owners were communicated with at the outset and informed of their responsibility with the cost share component. Maintenance of sidewalks is the responsibility of the homeowner per City Ordinance. Furthermore, a sidewalk replacement project is difficult to administer and a cost share component makes the process even more complicated with the City having to front the money in many cases to complete the project efficiently. Finally, LCTV has been pressing the DPW to expend the funding that was awarded nearly two years ago and close out the project.

With that history in mind, LaBombard is seeking City Council's approval to re-approach the sidewalk replacement plan in a different manner rather than using the methodology outlined in the LCTV grant award. He proposes to utilize the funds to make improvements to sidewalks on municipal property and furthermore install sidewalk in locations throughout the city to increase ADA accessibility. As an example of an accessibility need, the Parks and Recreation Board has approved the installation of new drinking fountains at several City parks; however, many of the existing drinking fountain locations lack ADA accessibility. With this approach, the funds would be beneficial to all citizens by improving parks and public property rather than benefitting individual property owners. Especially when sidewalk replacement is the sole responsibility of the homeowner and not the City.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to allow the 2016 LCTV Lowell Sidewalk Replacement Program Grant in the amount of \$27,600 be utilized exclusively to improve ADA accessibility and improve sidewalks on publicly owned property.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED

e. Medical Marihuana Public Hearing.

IT WAS MOVED BY PHILLIPS and seconded by SALZWEDEL to open the Public Hearing for Medical Marihuana.

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

Connor Baker resident of Belding is a Medical Marihuana caregiver spoke in reference to Medical Marihuana. Jim Hodges of 422 North Jefferson spoke in reference to Medical Marihuana. Keith Johnson of the Lowell area spoke in reference to Medical Marihuana. Jim Reagan, life-long resident of Lowell, spoke in reference to Medical Marihuana.

IT WAS MOVED BY CANFIELD and seconded by SALZWEDEL to close the Public Hearing.
YES: 5. NO: 0. ABSENT: None. MOTION CARRIED

Councilmember Phillips thanked everyone for coming and expressing their opinions. Phillips commented that he supports the Chief of Police who takes care of us and supports our community. Phillips stated that there are good aspects and bad aspects on both sides, but this is where he stands.

Councilmember Salzwedel advised that since the last meeting regarding discussion on Medical Marihuana, he has watched four or five different specials, heard all kinds of different facts that have come out regarding if it is recreation use or medical marihuana. The FDA have not always been 100% accurate and have gotten in wrong several times. He has mixed feelings as well.

Councilmember Chambers advised that it is important that the Council took this issue up. He stated there people in this community that this will truly help and there are people in this community that will take full advantage of the situation. He stated he supports the Chief. He if this would slow down the growth and the prosperity we are currently seeing in the City.

Councilmember Canfield thanked everyone who has come to the different meetings and expressed their opinions. He advised the Councilmembers have gone to different seminars on this issue and tried to do their homework. He advised that the community seems to be evenly split from what they've seen. There have been quite a few business owners who have stepped up and voiced their opposition to this and this in concerning to him.

Canfield stated that if they opt out, there are other places that this medicine is available for people, there is a little bit of a drive involved, but it's not like we are eliminating that option. Like other Councilmembers have stated, Lowell is doing really well right now and prosperity is a great description of what we have. Our restaurants, breweries, and stores are busy and he is concerned about putting that at risk. Also, it is predictions that recreational marihuana will be on the ballot this fall.

Mayor DeVore stated that a lot of the comments here have been about the medical benefits and he will not argue the medical benefits of marihuana. He stated that he's seen it in different situations and he's seen it work and not work. He stated that the question really is, is it right for us? We have done our homework and we've listened to what everyone had to say. The police department is already taxed enough and do we want additional work for them?

IT WAS MOVED BY CANFIELD and seconded by DEVORE to direct the City Attorney to draw up the paperwork to opt out at this time. It is not a long-term decision we're making, we can see what happens in the next three to six months with other communities.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED

5. NEW BUSINESS.

a. Resolution 02-18 and Meter Reader Independent Contractor Agreement.

In December of 2017, on the City of Attorney's recommendation, the City requested the development of a "Meter Reader Independent Contractor Agreement for Sandra Bartlett. Ms. Bartlett has been reading meters for the City for the past 37 years and this Agreement formalizes her relationship with

the City. This Agreement shall commence on January 1, 2018 and will be up for renewal on July 1, 2018 and may be renewed as needed thereafter.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve Resolution 02-18 and authorize the Mayor and City Clerk to execute the approved Meter Reader Independent Contractor Agreement for Sandra Bartlett on behalf of the City.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, and Councilmember Canfield,

NO: None. ABSENT: None. MOTION CARRIED

b. Resolutions 03-18 and 04-18 – MERS.

On July 1, 2018, all City employees will be increasing their pension contribution from 5% to 7% of their income. This will be their contribution to adjust the \$3.2 Million unfunded pension liability. This was negotiated in both the DPW and Police Contracts and agreed upon.

Resolutions 03-18 directs Michigan Municipal Employee Retirement System (MERS) to increase the Employee's Contribution to 7% (which automatically reduces the City's contribution 2%). Resolution 04-18 directs the surplus fund to be created so the City can contribute the agreed upon 2%.

IT WAS MOVED BY PHILLIPS and seconded by CANFIELD to approve Resolution 03-18 and direct MERS to increase the Employee's Contribution to 7%.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore

NO: None. ABSENT: None. MOTION CARRIED

IT WAS MOVED BY CHAMBERS and seconded by PHILLIPS to approve Resolution 04-18 and direct the surplus fund to be created so the City can contribute the agreed upon 2%.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel,

NO: None. ABSENT: None. MOTION CARRIED

c. Striking Taxes.

Treasurer Suzanne Olin has exercised due diligence in an effort to collect the personal property taxes listed. The business known as Digital Image located at 508 W. Main moved suddenly. She has tried contacting them by placing phone calls, sending out past due notices and personal calls. She is requesting the amount of \$112.50 (the City and Museum portion) be stricken from the rolls.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the Striking of Taxes for Digital Image.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, and Councilmember Phillips,

NO: None. ABSENT: None. MOTION CARRIED.

d. Ordinances 18-01 and 18-02 – Zoning Ordinance Text Amendments.

Proposed draft language to Zoning Ordinance Text Amendments of Chapter 22 – Administration and Enforcement and draft language to regulate Short-term Rentals as a special land use in the City. At it's January 8, 2018 the Planning Commission recommended the City Council approve both of these ordinances.

IT WAS MOVED BY DEVORE and seconded by PHILLIPS to table the Zoning Ordinance Text Amendments until the February 5, 2018 Council meeting. The Council would like to view the changes made before approval is made.

By consensus, the Council agreed to table Ordinances 18-01 and 18-02 until the February 5, 2018 Council meeting.

e. Website Redevelopment.

In October, the City received proposals for the redevelopment of the City's website. The intent of doing so was to have a modernized website that is capable of addressing the needs of the public in today's day and age. The City was also interested in having a website designed by a firm that focuses solely on municipal government websites.

The demos were held and it was apparent to the team that Revise would be best suited to provide a website that served our needs. City Administration believes that hiring Revise would be best suited to provide a more citizen friendly website to our residents, businesses, visitors, and future residents and businesses.

Revise was the second lowest bidder, However during the first year hosting and support would be included in the package. In year 2 through year 4, the hosting fee is \$1800 annually.

IT WAS MOVED BY DEVORE and seconded by SALZWEDEL to approve Revise for the redevelopment of the City Website at a cost not to exceed \$9,700 and after an annual hosting fee of \$1,800 during the 2018, 2020 and 2021 calendar years.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Phillips had nothing to report, but advised the next Historic District meeting will be on January 23, 2018.

Councilmember Salzwedel advised the LCTV Fund applications are due on February 9th, applications will be available to the board on February 16th and the applications will be reviewed on February 28th.

Councilmember Chambers advised Lowell Light and Power will be remodeling their building and will get new tile and paint. He also advised the Planning Commission opened up another Chapter and will have that ready for Council in the next couple of months or so.

Councilmember Canfield advised that at the LARA meeting, Dave Austin covered the upcoming connection between the north and east trail. One thing LARA didn't cover was the work that Ryan Excavating is doing on the project along Alden Nash.

Mayor DeVore advised Arbor Board meeting was cancelled. He attended the Fire Authority meeting and Fire Chief Ron vanOverbeek provided the year end round numbers. The new engine is being built for the department and the new brush truck is down at the Fire Department awaiting striping. The board also appointed Dave Pasquale as Vice-Chair and everyone else stayed the same.

7. **MONTHLY REPORTS.**

There were no comments.

8. **MANAGER'S REPORT.**

On behalf of the City Manager Burn, Rich LaBombard reported on the following:

- City Manager apologizes for his absence.
- Committee of the Whole meeting has been moved to February 5th at 5:30 p.m. to discuss Revenue Options for Infrastructure improvements.
- Committee of the Whole on February 20th will be to discuss the Chamber of Commerce's place with the City. This meeting may also include discussion on sidewalks or may be delayed until the the March Committee of the Whole.
- Dr. Lew Bender will be here on Friday, January 26th at the Fire Department at 5:00 p.m.
- City Manager was informed by the Fire Chief about the status changes to Rockford Ambulance. Effective February 5th, they will return to 24-hour shifts rather than 12-hour shifts. The building they have currently will return as a sleeping quarters for the EMS units. In addition, we were informed that both the Sparta Unit and Lowell Unit will be primary to our area and Rockford Ambulance will do their best to ensure the EMS Unit assigned to both areas is not pulled to assist another geographical areas, which Rockford Ambulance provides service to.
- Last Friday, Liz Baker, Rich and Mike Burns went to Hudsonville to visit Terra Square, which is the City of Hudsonville's new Farmer's Market in their developing Downtown District. We are interested in seeing the operation of Terra Square as it has become a pseudo-event center the City of Hudsonville operates. With the construction of the Showboat, we went to Terra Square to learn of their operation and revenue models, for this, which would hopefully provide revenue for maintenance and capital improvements to the Showboat. Furthermore, I am interested in utilizing additional revenue, if possible, toward improvements to the City Park System. The City Manager will elaborate on this at a later date.
- In the process of hiring a new Deputy Clerk since Mrs. Mundt is retiring, internal candidates may submit letters of interest for seven days before the external process begins seeking candidates. We have put a time limit in place, with the intention of this candidate being hired in

mid-March, allowing a small window of time for Mundt to help train her replacement before she retires on March 30, 2018.

- Public Works is in the process of gathering quotes for carpeting upstairs at City Hall.
- Public Works is in the process of gathering quotes for the front steps at the Museum.

9. APPOINTMENTS.

Theresa Mundt submitted her application to serve on the Parks and Recreation Commission. Mayor DeVore nominated Theresa for the position and it was seconded by Chambers.

There are still two Planning Commission vacancies and one DDA vacancy.

10. COUNCIL COMMENTS.

Councilmember Phillips thanked all employees and departments for their hard work and dedication. Phillips mentioned the DPW guys have been doing a wonderful job cleaning the streets and mentioned the Police Department has been busy as well. Phillips also thanked Liz Baker for the wonderful job she does with the Chamber and all the events she puts on.

Councilmember Salzwedel thanked the Police Department for helping his wife who was stranded on South Hudson when her vehicle broke down. Salzwedel also commented that it was a tough decision in reference to the medical marihuana issue. He has mixed emotions, but thinks the Council did the right thing. He looks forward to more challenges like this in the future.

Councilmember Chambers commented that his store Red Barn Consignments is hosting a painting event at Big Boiler and they are raising money for the Showboat. They have about 75 people participating and it sold out in two days. This shows our community has a lot of heart and soul when it comes to this downtown and everything Liz Baker does.

Councilmember Canfield congratulated Liz Baker for the study that was done. She received glowing remarks in all areas. It is amazing what she has done for the community. Canfield advised that Charlie Bernard of Bernards Ace Hardware had commented to him that while he lives in Cascade and referenced the amount of money they pay in taxes, his streets are not plowed half as well as they are in Lowell. Bernard said the City of Lowell does an amazing job keeping things cleaned up. Canfield also encouraged businesses to keep their sidewalks shoveled.

Mayor DeVore thanked everyone for coming out to the Public Hearing regarding Medical Marihuana and thanked those who come to the meetings every week. DeVore commented that Liz Baker is his favorite one-woman show in town. He also advised that he appreciates the DPW and can always tell when he's back in town because the streets have been plowed.

11. ADJOURNMENT.

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 8:41 p.m.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 02 - 18

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION
OF A METER READER INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN THE CITY OF LOWELL AND SANDRA R. BARTLETT**

Councilmember SALZWEDEL, supported by Councilmember CHAMBERS, moved the adoption of the following:

WHEREAS, the City operates public water supply and sanitary sewer systems which include utility meters which must be read on a monthly basis; and

WHEREAS, Sandra R. Bartlett ("Bartlett") is willing to read the City's utility meters as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Meter Reader Independent Contractor Agreement (the "Agreement") between the City and Bartlett in the form presented at this meeting is approved with such modifications not materially adverse to the City approved as to content by the City Manager and as to form by the City Attorney.
2. That the Mayor and City Clerk are authorized and directed to execute the approved Agreement for and on behalf of the City.
3. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YES: Mayor DeVore, Councilmembers Salzwedel, Phillips, Chambers and Chanfield.

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: January 16, 2018


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 at a regular meeting held on January 16, 2018, 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.

Dated: January 16, 2018


Susan Ullery
City Clerk

Defined Benefit Plan Surplus Division Adoption Addendum

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Municipal Employees' Retirement System of Michigan ("MERS")

and City of Lowell, # 4104
(Municipality name) (Municipality number)

entered into an Adoption Agreement effective 01/2018; and
(Month, Year)

Employer wishes from time to time to remit Employer Contributions to its reserve account with MERS in excess of the annual required Employer Contributions as determined by MERS' actuary, or in excess of the amount currently due from Employer, without such amounts being immediately attributable to the reserve of any of its employee divisions ("Surplus Contributions"). MERS has advised Employer that in order to accomplish this, MERS must establish a division to account such Surplus Contributions ("Surplus Division").

To establish the Surplus Division(s) and memorialize the terms and conditions agreed to by MERS and Employer concerning their establishment, Employer and MERS hereby enter into this Surplus Contribution Addendum to Employer's Adoption Agreement ("Addendum"), to be effective as of the date set out below.

- I MERS Establishment of Surplus Division:** Commencing on the effective date of this Addendum, MERS shall establish the following Surplus Division(s) for Employer:

Associated Surplus Divisions:

- a) Surplus Division S1, to be associated with div. 10.
- b) Surplus Division _____, to be associated with _____.
- c) Surplus Division _____, to be associated with _____.

Unassociated Surplus Divisions:

- d) Surplus Division _____, to be unassociated with any Employee Division.
- e) Surplus Division _____, to be unassociated with any Employee Division.
- f) Surplus Division _____, to be unassociated with any Employee Division.

- II Employer Remittance of Surplus Contributions:** From time to time, at Employer's sole and exclusive discretion (which shall include Employer's obligations under terms agreed to by Employer in the course of collective bargaining, if any), Employer may remit contributions to MERS that Employer expressly designates as Surplus Contributions, specifying the appropriate Surplus Division to which they are to be credited. It is understood by Employer that, once remitted to MERS, Surplus Contributions are not and shall never be refundable to Employer, nor used for any purpose other than the funding of its obligations for MERS benefits accrued by employees of Employer.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

☐ Only retirees will be in this division.

To receive one month of service credit (check one):

☐ An employee shall work 10 _____ hour days.

☐ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

☐ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

☐ Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

☐ As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

7. Normal Retirement Age: _____ (any age from 60 – 70)

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- ☐ Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the participant's benefit
- ☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- ☐ Deferred Retirement Option Program (DROP)
- ☐ Annuity Withdrawal Program (AWP)
Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
- ☐ Interest rate for employee contributions as determined by the Retirement Board, or
- ☐ MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/_____ and _____/01/_____ (one time increase only)	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

11. Service Credit Purchase Estimates are:

- ☐ Not permitted
- ☐ Permitted

Defined Benefit Plan Adoption Agreement

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

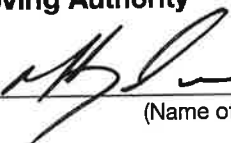
1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Surplus Division Adoption Addendum

VIII Continuation of Adoption Agreement: Except for the terms and conditions of this Addendum, all other terms and conditions of the Adoption Agreement, as it may be or may have been amended from time to time, shall continue unchanged.

IN WITNESS WHEREOF, this Addendum is entered into by MERS and Employer by signature of the authorized parties below:

Employer Approving Authority

Signature:  on 18-Jan-18
(Name of approving representative) (Date)

Employer Printed Name: City of Lowell

Employer Title: Mayor

MERS Approving Authority

Signature: _____ on _____
(Date)

MERS Printed Name: _____

MERS Title: _____

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	Invoice		
01513	ADDORIO TECHNOLOGIES, LLC		
	7317	LPD - PROFESSIONAL SERVCIES	375.00
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			375.00
10731	APPLIED IMAGING		
	1059940	COPY MACHINE CONTRACT	384.42
TOTAL FOR: APPLIED IMAGING			384.42
10327	AUTOMATED BUSINESS EQUIPMENT		
	19243	SEALING SOLUTION	32.00
TOTAL FOR: AUTOMATED BUSINESS EQUIPMENT			32.00
00045	BARTLETT, SANDY		
	DEC/JAN	MILEAGE FOR METER READS	103.36
	JAN 2018	METER READING	706.75
TOTAL FOR: BARTLETT, SANDY			810.11
10686	BETTEN BAKER		
	512532	DODGE RAM WWTP R & M	1,560.50
TOTAL FOR: BETTEN BAKER			1,560.50
10178	BHS INSURANCE		
	30097	SHOWBOAT INSURANCE	5,468.00
TOTAL FOR: BHS INSURANCE			5,468.00
10632	BIG BOILER BREWING LLC		
	1/23/2018	REFUND ESCROW	30.00
TOTAL FOR: BIG BOILER BREWING LLC			30.00
01375	BRECKEN, RALPH		
	3-82280	REIMBURSE FOR BOOTS	165.75
TOTAL FOR: BRECKEN, RALPH			165.75
00084	CANFIELD PLUMBING & HEATING IN		
	I65457	WTP R & M	200.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			200.00
00884	CANFIELD, GREG		
	1/30/2018	HDC GRANT WINDOWS 312 E MAIN	4,500.00
TOTAL FOR: CANFIELD, GREG			4,500.00
REFUND TAX	CHARAM LLC		
	01/22/2018	2017 Win Tax Refund 41-20-03-371-003	3.28
TOTAL FOR: CHARAM LLC			3.28
10493	COMCAST CABLE		
	1/18 - 2/17/2018	ACCOUNT STATEMENT	149.85
	5/6 - 3/5/18	DPW CABLE	76.16
TOTAL FOR: COMCAST CABLE			226.01
10499	COMPASS MINERALS		
	146559	STREET SUPPLIES - SALT	4,365.82
	165178	ROAD SUPPLIES - SALT	2,290.58
TOTAL FOR: COMPASS MINERALS			6,656.40

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10509	CONSUMERS ENERGY			
		12/20 - 1/22/18	ENERGY STATEMENT	432.12
		12/23 - 1/25/18	ENERGY STATEMENT	7,889.83
TOTAL FOR: CONSUMERS ENERGY				8,321.95
REFUND TAX	Corelogic Centralized Refunds			
		01/22/2018	2017 Sum Tax Refund 41-20-02-102-010	479.51
TOTAL FOR: Corelogic Centralized Refunds				479.51
REFUND UB	CRAB APPLE COVE			
		02/01/2018	UB refund for account: 2-02850-1	36.56
TOTAL FOR: CRAB APPLE COVE				36.56
REFUND UB	CULVER, SHIRLEY			
		02/01/2018	UB refund for account: 1-02482-3	27.22
TOTAL FOR: CULVER, SHIRLEY				27.22
MISC	DIEKEVERS, BERNIE & CAROLYN			
		01/23/2018	2017 Win Tax Refund 41-20-03-326-033	267.49
		1-23-2018	2017 Sum Tax Refund 41-20-03-326-033	1,454.03
TOTAL FOR: DIEKEVERS, BERNIE & CAROLYN				1,721.52
MISC	DJT PROPERTIES/DOLLAR TREE			
		1/19/2018	ESCROW REFUND	156.00
TOTAL FOR: DJT PROPERTIES/DOLLAR TREE				156.00
10729	FLEIS & VANDENBRINK			
		1/16/2018	WATER TESTING	4,000.00
TOTAL FOR: FLEIS & VANDENBRINK				4,000.00
02218	FLEX ADMINISTRATORS, INC.			
		992713	DECEMBER 2017 ADMIN FEE	50.00
TOTAL FOR: FLEX ADMINISTRATORS, INC.				50.00
00225	GRAND RAPIDS COMMUNITY COLLEGE			
		1/1 - 1/15/2018	TAX DISBURSEMENT	3,173.71
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				3,173.71
01508	GTW			
		145417	EQUIP R & M	31.24
TOTAL FOR: GTW				31.24
00234	HACH COMPANY			
		10795507	WTP SUPPLIES	338.58
		10796483	WTP SUPPLIES	146.76
TOTAL FOR: HACH COMPANY				485.34
10053	HANAH'S FLAG & BANNERS LLC			
		3404	CITY FLAGS	687.00
TOTAL FOR: HANAH'S FLAG & BANNERS LLC				687.00
00248	HOOPER PRINTING			
		53407	POLICE DEPT SUPPLIES	267.04
TOTAL FOR: HOOPER PRINTING				267.04

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Vendor Code	Vendor Name	Invoice	Description	Amount
00291	KENT COUNTY ROAD COMMISSION	27749	TRAFFIC SIGNAL - HUDSON & BOWES	1,459.17
TOTAL FOR: KENT COUNTY ROAD COMMISSION				1,459.17
00300	KENT COUNTY TREASURER	1/1 - 1/15/2018	TAX DISBURSEMENT	22,482.07
	K-4449		REIMBURSE FOR TAXES REFUNDED ATJULY BOR	22.93
TOTAL FOR: KENT COUNTY TREASURER				22,505.00
00303	KENT DISTRICT LIBRARY	1/1 - 1/15/2018	TAX DISBURSEMENT	7,340.82
TOTAL FOR: KENT DISTRICT LIBRARY				7,340.82
00302	KENT INTERMEDIATE SCHOOL DIST.	1/1 - 1/15/2018	TAX DISBURSEMENT	8,384.83
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.				8,384.83
10018	KORE/HI COM, INC.	LOWCO118VSR	VERITAS SUPPORT RENEWAL THRU 11/2018	324.30
TOTAL FOR: KORE/HI COM, INC.				324.30
10658	LAKE EFFECT SNOW REMOVAL	151	PLOWING AT AIRPORT	700.00
TOTAL FOR: LAKE EFFECT SNOW REMOVAL				700.00
00805	LEE'S TRENCHING SERVICE, INC.	106536	WATER REPAIRS - 148 S WEST	4,585.00
TOTAL FOR: LEE'S TRENCHING SERVICE, INC.				4,585.00
10730	LILLY'S TREE SERVICE, LLC	1303	REMOVAL OF 3 TREES	2,300.00
TOTAL FOR: LILLY'S TREE SERVICE, LLC				2,300.00
00317	LOWELL AREA CHAMBER	03/24/2018	LOWELL COMMUNITY EXPO	120.00
TOTAL FOR: LOWELL AREA CHAMBER				120.00
01374	LOWELL AREA HISTORICAL MUSEUM	1/1 - 1/15/2018	TAX DISBURSEMENT	430.66
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				430.66
00562	LOWELL AREA SCHOOLS	1/1 - 1/15/2018	TAX DISBURSEMENT	105,682.74
TOTAL FOR: LOWELL AREA SCHOOLS				105,682.74
00345	LOWELL GRANITE CO. INC.	1/23/2018	REFUND ESCROW	298.00
TOTAL FOR: LOWELL GRANITE CO. INC.				298.00
00330	LOWELL LEDGER	2018	SUBSCRIPTION RENEWAL 2018	25.00
TOTAL FOR: LOWELL LEDGER				25.00

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	Invoice		
00341	LOWELL LIGHT & POWER		
	3079	ACCESS POINT/IP CONSULTING CHARGES	1,197.34
TOTAL FOR: LOWELL LIGHT & POWER			1,197.34
10311	MICHIGAN ASSOCIATION OF MAYORS		
	2018	MEMBERSHIP DUES 2018 - DEVORE	85.00
TOTAL FOR: MICHIGAN ASSOCIATION OF MAYORS			85.00
10083	MICHIGAN CAT		
	PD8282831	EQUIP FUND R & M	486.29
TOTAL FOR: MICHIGAN CAT			486.29
02582	MICHIGAN MUNICIPAL LEAGUE		
	16401	CDL CONSORTIUM FEE 2018	420.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			420.00
00424	MML WORKERS' COMP FUND		
	INSTALLMENT #4	WC POLICY 2017 - 2018	6,675.00
TOTAL FOR: MML WORKERS' COMP FUND			6,675.00
00426	MODEL COVERALL SERVICE, INC.		
	JAN 2018	LIBRARY R & M	255.92
TOTAL FOR: MODEL COVERALL SERVICE, INC.			255.92
10453	MUSKEGON COUNTY TREASURER		
	5/24/2018	AMAR 2.0 SEMINAR - RASHID	35.00
TOTAL FOR: MUSKEGON COUNTY TREASURER			35.00
01499	NAPA AUTO PARTS		
	DEC 2017	ACCOUNT STATEMENT	334.14
TOTAL FOR: NAPA AUTO PARTS			334.14
10356	NELSON, ERIC		
	1/19/2018	AIRPORT SUPPLIES	48.74
TOTAL FOR: NELSON, ERIC			48.74
MISC	NEW UNION		
	1-19-2018	REFUND ESCROW	310.00
TOTAL FOR: NEW UNION			310.00
00468	NYE UNIFORM COMPANY		
	634904	UNIFORMS	197.00
TOTAL FOR: NYE UNIFORM COMPANY			197.00
02064	PEP TALK		
	1/11/2018	EMBROIDERY ON JACKET	8.00
TOTAL FOR: PEP TALK			8.00
01270	PLUMMERS ENVIRONMENTAL SERVICE		
	1863165	SAW GRANT WORK - S GROVE ST	4,059.60
	18633105	CLEAR BLOCKAGE - 700 E MAIN	965.25
	1864028	JETTED LATERAL FROM WTP	1,923.25
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE			6,948.10

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00506	POSTMASTER	1/31/2018	WATER/SEWER BILLS	423.46
TOTAL FOR: POSTMASTER				423.46
01159	PURCHASE POWER	DEC 2017	POSTAGE	477.24
TOTAL FOR: PURCHASE POWER				477.24
10133	RED CREEK	81R00410	TRASH SERVICE	314.81
TOTAL FOR: RED CREEK				314.81
02484	RHD TIRE INC	E84157	POLICE CAR R & M	549.64
TOTAL FOR: RHD TIRE INC				549.64
RECYCLE	ROBINSON, TRISH	BIN #904	RECYCLE BIN REFUND	5.00
TOTAL FOR: ROBINSON, TRISH				5.00
REFUND UB	ROBINSON, TRISH	02/01/2018	UB refund for account: 1-01500-2	13.72
TOTAL FOR: ROBINSON, TRISH				13.72
10378	RUESINK, KATHIE	678/679	CLEANING SERVICES 12/28 - 1/9/18	510.00
		680/681	CLEANING SERVICES 1/10 - 1/31/18	840.00
TOTAL FOR: RUESINK, KATHIE				1,350.00
10276	SPRINT	353302524-166	STATEMENT 12/10 - 1/9/2018	552.20
TOTAL FOR: SPRINT				552.20
00605	STATE OF MICHIGAN	BTB2758/DFS2120	PLATES UNMARKED LPD CARS	26.00
TOTAL FOR: STATE OF MICHIGAN				26.00
02032	STEALTH PEST MANAGEMENT LLC	DEC 2017	PEST CONTROL	130.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC				130.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC	201833050	50% SURCHARGES JAN - DEC 2017	350.15
		201833059	CONTRACTUAL JAN 2018	36,852.48
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				37,202.63
02473	SUPERIOR ASPHALT, INC.	54454	ROAD SUPPLIES	1,096.25
TOTAL FOR: SUPERIOR ASPHALT, INC.				1,096.25
10514	SUPPLYGEEKS	538167-0	OFFICE SUPPLIES	192.76
		538216-0	OFFICE SUPPLIES	38.11
		539152-0	OFFICE SUPPLIES	91.73
TOTAL FOR: SUPPLYGEEKS				322.60

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	Invoice		
10458	THE BANK OF NY MELLON TRUST CO. NA		
	1/4/2018	WSS REV RDG BONDS 2012	112,079.00
TOTAL FOR: THE BANK OF NY MELLON TRUST CO. NA			112,079.00
00930	TRUCK & TRAILER SPECIALTIES		
	DSO002020	EQUIP FUND R & M	180.10
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			180.10
10484	VERGENNES BROADBAND		
	3521-20180117-1	AIRPORT INTERNET	49.99
TOTAL FOR: VERGENNES BROADBAND			49.99
02277	VERIZON WIRELESS		
	9799727299	LPD MONTHLY STATEMENT	158.07
	9799768638	ACCOUNT STATEMENT	40.01
TOTAL FOR: VERIZON WIRELESS			198.08
10081	WEST MICHIGAN POWDER COATING		
	1/15/2018	SANDBLAST & POWDER COAT 2 RIMS	55.00
TOTAL FOR: WEST MICHIGAN POWDER COATING			55.00
00692	WILLIAMS & WORKS INC.		
	84088	PROFESSIONAL SERVCIES	2,095.00
TOTAL FOR: WILLIAMS & WORKS INC.			2,095.00
10567	WOLF KUBOTA		
	01-61360	EQUIP R & M	986.79
TOTAL FOR: WOLF KUBOTA			986.79
TOTAL - ALL VENDORS			369,112.12

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Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	NAPA AUTO PARTS	ACCOUNT STATEMENT	21.74	70714
101-000-264.003	WORKERS COMP INSURANCE PA	MML WORKERS' COMP FUND	WC POLICY 2017 - 2018	6,675.00	70748
101-000-285.001	DEPOSITS/RECYCLE CONTAIN	ROBINSON, TRISH	RECYCLE BIN REFUND	5.00	70721
Total For Dept 000				6,701.74	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	LOWELL COMMUNITY EXPO	120.00	70707
101-101-955.000	MISCELLANEOUS EXPENSE	MICHIGAN ASSOCIATION OF M	MEMBERSHIP DUES 2018 - DE	85.00	70712
Total For Dept 101 COUNCI				205.00	
Dept 172 MANAGER					
101-172-860.000	TRAVEL EXPENSES	SPRINT	STATEMENT 12/10 - 1/9/201	51.99	70722
Total For Dept 172 MANAGE				51.99	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	38.11	70726
101-209-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	12.34	70726
101-209-955.000	MISCELLANEOUS EXPENSE	MUSKEGON COUNTY TREASURER	AMAR 2.0 SEMINAR - RASHID	35.00	70750
Total For Dept 209 ASSESS				85.45	
Dept 215 CLERK					
101-215-730.000	POSTAGE	PURCHASE POWER	POSTAGE	477.24	70720
101-215-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	51.99	70722
101-215-900.000	PRINTING	LOWELL LEDGER	SUBSCRIPTION RENEWAL 2018	25.00	70711
Total For Dept 215 CLERK				554.23	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	DECEMBER 2017 ADMIN FEE	50.00	70695
101-253-955.000	MISCELLANEOUS EXPENSE	DIEKEVERS, BERNIE & CAROL	2017 Sum Tax Refund 41-20	27.48	70693
101-253-955.000	MISCELLANEOUS EXPENSE	DIEKEVERS, BERNIE & CAROL	2017 Win Tax Refund 41-20	0.76	70693
Total For Dept 253 TREASU				78.24	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	126.43	70726
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	44.55	70756
101-265-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	CITY FLAGS	268.26	70743
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/28 -	330.00	70683
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 1/10 -	570.00	70755
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	149.85	70690
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	ACCESS POINT/IP CONSULTIN	435.59	70746
101-265-850.000	COMMUNICATIONS	RED CREEK	TRASH SERVICE	60.45	70752
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	2,413.89	70739
Total For Dept 265 CITY H				4,399.02	
Dept 276 CEMETERY					
101-276-744.000	UNIFORMS	PEP TALK	EMBROIDERY ON JACKET	8.00	70718
Total For Dept 276 CEMETE				8.00	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-910.000	UNALLOCATED INSURANCE	BHS INSURANCE	SHOWBOAT INSURANCE	5,468.00	70686
101-294-955.000	UNALLOCATED MISCELLANEOUS	KENT COUNTY TREASURER	REIMBURSE FOR TAXES REFUN	22.93	70744
Total For Dept 294 UNALLO				5,490.93	
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	HOOVER PRINTING	POLICE DEPT SUPPLIES	267.04	70699
101-301-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	4.19	70756
101-301-802.000	CONTRACTUAL	ADDORIO TECHNOLOGIES, LLC	LPD - PROFESSIONAL SERVCI	375.00	70684
101-301-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	318.60	70722
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	LPD MONTHLY STATEMENT	158.07	70729
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	ACCESS POINT/IP CONSULTIN	139.97	70746
101-301-931.000	R & M POLICE CARS	NAPA AUTO PARTS	ACCOUNT STATEMENT	59.22	70714
101-301-931.000	R & M POLICE CARS	STATE OF MICHIGAN	PLATES UNMARKED LPD CARS	26.00	70758

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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-960.000	SALVAGE EXPENSES	NYE UNIFORM COMPANY	UNIFORMS	197.00	70717
101-301-984.000	EQUIPMENT	NAPA AUTO PARTS	ACCOUNT STATEMENT	4.95	70714
Total For Dept 301 POLICE				1,550.04	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVCIES	2,095.00	70730
101-400-801.000	PROFESSIONAL SERVICES	NEW UNION	REFUND ESCROW	570.00	70716
101-400-801.000	PROFESSIONAL SERVICES	BIG BOILER BREWING LLC	REFUND ESCROW	30.00	70687
101-400-801.000	PROFESSIONAL SERVICES	DJT PROPERTIES/DOLLAR TRE	ESCROW REFUND	156.00	70694
101-400-801.000	PROFESSIONAL SERVICES	LOWELL GRANITE CO. INC.	REFUND ESCROW	298.00	70710
101-400-801.000	PROFESSIONAL SERVICES	NEW UNION	REFUND ESCROW	(260.00)	70716
Total For Dept 400 PLANNI				2,889.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM FEE 2018	420.00	70713
101-441-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	70723
101-441-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	51.99	70722
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE	76.16	70738
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	ACCESS POINT/IP CONSULTIN	61.83	70746
101-441-850.000	COMMUNICATIONS	RED CREEK	TRASH SERVICE	207.86	70752
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	1,317.39	70739
Total For Dept 441 DEPART				2,185.23	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	137.36	70739
Total For Dept 747 CHAMBE				137.36	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	CITY FLAGS	52.72	70743
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	42.99	70756
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/28 -	180.00	70683
101-790-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	70723
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 1/10 -	270.00	70755
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	ACCESS POINT/IP CONSULTIN	181.75	70746
101-790-850.000	COMMUNICATIONS	RED CREEK	TRASH SERVICE	46.50	70752
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	1,392.79	70739
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	LIBRARY R & M	255.92	70749
Total For Dept 790 LIBRAR				2,462.67	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	70723
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	802.00	70739
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	430.66	70708
Total For Dept 804 MUSEUM				1,272.66	
Total For Fund 101 GENERA				28,071.56	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	KENT COUNTY ROAD COMMISSI	TRAFFIC SIGNAL - HUDSON &	1,459.17	70700
Total For Dept 450 CAPITA				1,459.17	
Dept 463 MAINTENANCE					
202-463-802.000	CONTRACTUAL	LILLY'S TREE SERVICE, LLC	REMOVAL OF 3 TREES	1,150.00	70706
202-463-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	12.82	70722
Total For Dept 463 MAINTEN				1,162.82	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	ROAD SUPPLIES - SALT	1,145.29	70691
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	STREET SUPPLIES - SALT	2,182.91	70691
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ROAD SUPPLIES	548.13	70725
Total For Dept 478 WINTER				3,876.33	

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Fund 202 MAJOR STREET FUND					
		Total For Fund 202 MAJOR		6,498.32	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-802.000	CONTRACTUAL	LILLY'S TREE SERVICE, LLC	REMOVAL OF 3 TREES	1,150.00	70706
203-463-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	12.82	70722
		Total For Dept 463 MAINTENANCE		1,162.82	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	ROAD SUPPLIES - SALT	1,145.29	70691
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	STREET SUPPLIES - SALT	2,182.91	70691
203-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ROAD SUPPLIES	548.12	70725
		Total For Dept 478 WINTER		3,876.32	
		Total For Fund 203 LOCAL		5,039.14	
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
238-000-880.000	COMMUNITY PROMOTION	CANFIELD, GREG	HDC GRANT WINDOWS 312 E M	4,500.00	70737
		Total For Dept 000		4,500.00	
		Total For Fund 238 HISTORICAL		4,500.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	HANAH'S FLAG & BANNERS LL	CITY FLAGS	366.02	70743
		Total For Dept 463 MAINTENANCE		366.02	
		Total For Fund 248 DOWNTOWN		366.02	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	NELSON, ERIC	AIRPORT SUPPLIES	48.74	70715
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	1,174.87	70739
581-000-930.000	REPAIR & MAINTENANCE	LAKE EFFECT SNOW REMOVAL	PLOWING AT AIRPORT	700.00	70745
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	70728
		Total For Dept 000		1,973.60	
		Total For Fund 581 AIRPORT		1,973.60	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ACCESS POINT/IP CONSULTING	194.59	70746
590-000-276.000	Sewer Inside 5/8"	CRAB APPLE COVE	UB refund for account: 2-	7.34	70740
590-000-276.000	Sewer Inside 5/8"	CULVER, SHIRLEY	UB refund for account: 1-	13.51	70741
590-000-276.000	Sewer Inside 5/8"	ROBINSON, TRISH	UB refund for account: 1-	6.81	70754
		Total For Dept 000		222.25	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	50% SURCHARGES JAN - DEC	350.15	70724
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	CONTRACTUAL JAN 2018	36,852.48	70724
590-550-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	DODGE RAM WWTP R & M	1,560.50	70735
		Total For Dept 550 TREATMENT		38,763.13	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	26.00	70722
590-551-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.00	70729
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	CLEAR BLOCKAGE - 700 E MA	965.25	70719
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SAW GRANT WORK - S GROVE	4,059.60	70751
		Total For Dept 551 COLLECTION		5,070.85	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READING	353.38	70681
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	211.73	70732
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	51.68	70685
		Total For Dept 552 CUSTOMER		616.79	

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Fund 590 WASTEWATER FUND					
Total For Fund 590 WASTEW				44,673.02	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Landlord Fee	CRAB APPLE COVE	UB refund for account: 2-	29.22	70740
591-000-276.000	Water Inside 5/8"	CULVER, SHIRLEY	UB refund for account: 1-	13.71	70741
591-000-276.000	Water Inside 5/8"	ROBINSON, TRISH	UB refund for account: 1-	6.91	70754
Total For Dept 000				49.84	
Dept 570 TREATMENT					
591-570-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	53.99	70726
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	338.58	70698
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	146.76	70742
591-570-801.000	PROFESSIONAL SERVICES	FLEIS & VANDENBRINK	WATER TESTING	4,000.00	70682
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	ACCESS POINT/IP CONSULTIN	183.61	70746
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	651.53	70739
591-570-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	WTP R & M	200.00	70688
591-570-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	JETTED LATERAL FROM WTP	1,923.25	70751
Total For Dept 570 TREATM				7,497.72	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	SPRINT	STATEMENT 12/10 - 1/9/201	25.99	70722
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.01	70729
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT	432.12	70739
591-571-930.000	REPAIR & MAINTENANCE	LEE'S TRENCHING SERVICE,	WATER REPAIRS - 148 S WES	4,585.00	70705
Total For Dept 571 DISTRI				5,063.12	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READING	353.37	70681
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	211.73	70732
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE FOR METER READS	51.68	70685
Total For Dept 572 CUSTOM				616.78	
Dept 573 ADMINISTRATION					
591-573-991.000	PRINCIPAL-BONDS	THE BANK OF NY MELLON TRU	WSS REV RDG BONDS 2012	110,000.00	70727
591-573-995.000	INTEREST-BONDS	THE BANK OF NY MELLON TRU	WSS REV RDG BONDS 2012	2,079.00	70727
Total For Dept 573 ADMINI				112,079.00	
Total For Fund 591 WATER				125,306.46	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	AUTOMATED BUSINESS EQUIPM	SEALING SOLUTION	32.00	70734
636-000-802.000	CONTRACTUAL	KORE/HI COM, INC.	VERITAS SUPPORT RENEWAL T	324.30	70704
636-000-802.000	CONTRACTUAL	APPLIED IMAGING	COPY MACHINE CONTRACT	384.42	70733
Total For Dept 000				740.72	
Total For Fund 636 DATA P				740.72	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-744.000	UNIFORMS	BRECKEN, RALPH	REIMBURSE FOR BOOTS	165.75	70736
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN POWDER COAT	SANDBLAST & POWDER COAT 2	55.00	70680
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EQUIP R & M	986.79	70731
661-895-930.000	REPAIR & MAINTENANCE	GTW	EQUIP R & M	31.24	70697
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	248.23	70714
661-895-930.000	REPAIR & MAINTENANCE	RHD TIRE INC	POLICE CAR R & M	549.64	70753
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	EQUIP FUND R & M	180.10	70757
661-895-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	EQUIP FUND R & M	486.29	70747
Total For Dept 895 FLEET				2,703.04	
Total For Fund 661 EQUIPM				2,703.04	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					

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Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	22,167.08	70701
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	7,340.82	70702
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	105,682.74	70709
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	314.99	70701
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	8,384.83	70703
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	3,173.71	70696
703-000-275.000	DUE TO TAXPAYERS	CHARAM LLC	2017 Win Tax Refund 41-20	3.28	70689
703-000-275.000	DUE TO TAXPAYERS	Corelogic Centralized Ref	2017 Sum Tax Refund 41-20	479.51	70692
703-000-275.000	DUE TO TAXPAYERS	DIEKEVERS, BERNIE & CAROL	2017 Sum Tax Refund 41-20	1,426.55	70693
703-000-275.000	DUE TO TAXPAYERS	DIEKEVERS, BERNIE & CAROL	2017 Win Tax Refund 41-20	266.73	70693
Total For Dept 000				149,240.24	
Total For Fund 703 CURREN				149,240.24	

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Fund Totals:

Fund 101	GENERAL FUND	28,071.56
Fund 202	MAJOR STREET FUN	6,498.32
Fund 203	LOCAL STREET FUN	5,039.14
Fund 238	HISTORICAL DISTR	4,500.00
Fund 248	DOWNTOWN DEVELOP	366.02
Fund 581	AIRPORT FUND	1,973.60
Fund 590	WASTEWATER FUND	44,673.02
Fund 591	WATER FUND	125,306.46
Fund 636	DATA PROCESSING	740.72
Fund 661	EQUIPMENT FUND	2,703.04
Fund 703	CURRENT TAX COLL	149,240.24

369,112.12



LOWELL CITY COUNCIL

MEMORANDUM

DATE: January 29, 2018

TO: Mayor DeVore and the City Council

FROM: Michael T. Burns, City Manager

RE: Professional Services Agreement

At the January 2, 2018 City Council meeting I presented a number of City Agreements as requested for the City Council to review. The Council asked for more detailed cost information for our consultants we work with regularly. I am presenting this to you for review. **I am requesting that council vote on a direction for this task if they wish to bid out services.**

Jeff & Deb Rashid	7/2017-6/2018	2017	2016	2015
Total payroll annual salary	\$ 24,230.64	\$ 44,999.76	\$ 43,028.96	\$ 35,999.60
salary \$1730.76 every two weeks for 32 hours bi weekly				

Prein & Newhof	7/2017-6/2018	7/2016-6/2017	7/2015-7/2016	7/2014-6/2015
General Fund Stoney Lakeside samples	\$ 1,540.00	\$ 2,740.00	\$ 1,540.00	\$ 1,210.00
Wastewater	\$ 130,937.98	\$ 324,890.15	\$ 39,919.51	\$ 22,260.82
Water	\$ 897.00	\$ 396.00		\$ 221.00
Totals	\$ 133,374.98	\$ 328,026.15	\$ 41,459.51	\$ 23,691.82

Williams & works	7/2017-6/2018	7/2016-6/2017	7/2015-7/2016	7/2014-6/2015
General Planning (planning rate/hr \$105.00)	\$ 16,144.11	\$ 26,496.53	\$ 16,003.97	\$ 11,299.19
Major	\$ 8,536.10	\$ 68,792.12	\$ 19,176.38	\$ 9,103.93
Local		\$ 130.04	\$ 28,916.40	\$ 9,010.34
Water	\$ 1,171.08	\$ 16,918.69	\$ 23,076.07	\$ 19,298.09
Wastewater	\$ 711.34	\$ 15,625.59		\$ 9,038.35
DDA		\$ 13,408.24	\$ 24,672.40	\$ 36,633.84
Totals	\$ 26,562.63	\$ 141,371.21	\$ 111,845.22	\$ 94,383.74

BHS Insurance	7/2017-6/2018	7/2016-6/2017	7/2015-7/2016	7/2014-6/2015
Regular	\$ 108,623.00	\$ 101,275.00	\$ 85,179.00	\$ 80,558.00
Showboat		\$ 6,185.00		
Harvest Festival		\$ 500.00		
fireworks		\$ 1,700.00		
Public official bond		\$ 672.00		
Totals	\$ 108,623.00	\$ 110,332.00	\$ 85,179.00	\$ 80,558.00

Dickinson Wright	7/2017-12/2017	7/2016-6/2017	7/2015-7/2016	7/2014-6/2015
General Fund (rate/hr \$185.00)	\$ 46,912.19	\$ 91,654.30	\$ 35,912.49	\$ 42,697.80
Equipment		\$ 1,882.00		\$ 2,037.50
Airport	\$ 1,147.00			
Water			\$ 1,274.03	
Totals	\$ 48,059.19	\$ 93,536.30	\$ 37,186.52	\$ 44,735.30

Addorio Technologies	7/2017-12/2017	7/2016-6/2017	7/2015-7/2016	7/2014-6/2015
Data processing fund (rate/hr \$80.00)	\$6,587.19 (1/2 ye	\$ 16,786.22	\$ 23,988.25	\$ 16,058.05



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: January 16, 2018
TO: City Manager Michael Burns
FROM: City Clerk Susan Ullery *SSU*
RE: Zoning Ordinance Text Amendments
– tabled from previous meeting

At the meeting of January 16, 2018, the City Council reviewed the attached zoning ordinance amendments providing updates to Chapter 22 – Administration and Enforcement and draft language to regulate short-term rentals as a special land use in the City. Both amendments were recommended for approval by the Planning Commission at their January 8, 2018 meeting.

After review, there was a consensus by the City Council to table the amendments in order to review a red lined copy of the previous ordinances showing the changes. Please note, there is no red lined copy for Ordinance 18-02, as this is entirely new language.

Recommended Motion: That the City Council approve Ordinance 18-01 and 18-02

williams&works

engineers | surveyors | planners

MEMORANDUM

To: City of Lowell Planning Commission
Date: January 12, 2018
From: Andy Moore, AICP
RE: Zoning Ordinance Text Amendments

With this memorandum, please find proposed zoning amendments to update Chapter 22 – Administration and Enforcement and draft language to regulate short-term rentals as a special land use in the City. Both amendments were recommend approval by the Planning Commission at their meeting on January 8.

Administration and Enforcement

The amendment to Chapter 22 includes a new subsection C within Section 22.02 that addresses zoning compliance permits. The City has issued zoning permits for some time, so these permits should be supported by enabling language within the Zoning Ordinance. We also clarified the language for zoning amendments and provided review criteria for the Planning Commission and City Council when reviewing amendment requests.

We have also included a new section on public hearing and notice requirements that comply with the Michigan Zoning Enabling Act and a new section which provides a basis for fees and escrow accounts for all zoning applications and appeals. These practices have been ongoing for some time and should have supporting language in the Zoning Ordinance.

Short-Term Rentals

Also included is an amendment regulating short-term rentals. It includes a proposed definition for “short-term rental” and adds short-term rentals as a special land use to the SR Suburban Residential, R-1 Residential, and C-2 Central Business districts. We have also included site design standards for short-term rentals in Chapter 17 – Special Land Uses, which address a number of regulatory concerns. These standards include length of stay, maximum occupancy, parking requirements, public safety notification, host contact information, and in-unit postings.

Please note that this amendment language does not address “homestays,” or the renting out of a single room or rooms within an owner-occupied dwelling while the owner is present. In conjunction with addressing short-term rentals, the Planning Commission adjusted the definition for “bed and breakfast” to clarify that bed and breakfasts are owner-occupied. This will help to avoid confusion and regulatory conflict with short-term rentals in the City.

As always, please feel free to contact us if there are questions or comments.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 18-01

**AN ORDINANCE TO AMEND CHAPTER 22, "ADMINISTRATION AND
ENFORCEMENT," OF APPENDIX A, "ZONING," OF THE CODE OF
ORDINANCES OF THE CITY OF LOWELL**

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment of Chapter 22. Chapter 22 of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended in its entirety to read as follows:

CHAPTER 22. - ADMINISTRATION AND ENFORCEMENT

SECTION 22.01. - ZONING ENFORCEMENT OFFICER.

- A. Authority. Except where herein otherwise stated, the provisions of this ordinance shall be administered by the zoning enforcement officer, or such other official or officials as may be designated by the city council. The zoning enforcement officer shall have the power to:
1. issue certificates of occupancy;
 2. make inspections of buildings and premises necessary to carry out the duties of administration and enforcement of this ordinance;
 3. issue and serve appearance tickets on any person with respect to any violation of this ordinance where there is reasonable cause to believe that the person has committed such an offense;
 4. maintain and safely keep copies of all plans other than for single-family dwellings and fees submitted with such application, and the same shall form a part of the records of his office and shall be available to the council and all other officials of the city; and
 5. perform such other functions necessary and proper to enforce and administer the provisions of this ordinance.

SECTION 22.02. - PERMITS.

- A. Building permits.

1. No building, structure, or commercial sign shall be erected, altered, moved, or substantially repaired unless a building permit shall have been first issued for such work.
2. No building permit shall be issued for the erection, alteration, or use of any building or structure or for the use of any land which is not in accordance with all provisions of this ordinance.
3. The holder of every building permit for the construction, erection, alteration, repair, or moving of any building or structure shall notify the building inspector immediately upon completion of the work authorized by the permit for a final inspection.

B. Certificate of occupancy.

1. No vacant land shall be used and no existing use of land shall be changed to a different class of use unless a certificate of occupancy is first obtained for the new or different use.
2. No building or structure which is hereafter erected or altered shall be occupied or used unless and until a certificate of occupancy shall have been issued for such building or structure.
3. Certificates of occupancy, as required by the currently adopted Building Code for the city, shall also constitute certification of compliance with the zoning ordinance.
4. A record of all certificates of occupancy issued shall be kept on file in the office of the zoning enforcement officer and copies shall be furnished upon request to any person owning or renting the property which is the subject of the Certificate.
5. Applications for certificates of occupancy shall be made in writing to the building inspector on a form furnished by the city. Certificates shall be issued within ten (10) days after receipt of such application if the building or structure or use of land is in accordance with the provisions of this ordinance and the other applicable ordinances of the city.

C. Zoning Compliance Permits.

1. No permit or approval shall be issued for any use, building, construction, work, alteration, addition, or improvement to land or land division, until a zoning compliance permit has been issued by the zoning enforcement officer under the terms and provisions of this ordinance.
2. The issuance of any other approval or certification of a site plan, variance, special land use permit, planned unit development, or other discretionary permit by any board or body under this ordinance, shall not supersede or lessen compliance with this ordinance and that any use, development, construction, improvement or work allowed under the discretionary permit, shall in all cases be further conditioned on compliance with this ordinance and shall not be allowed until the issuance of the zoning compliance permit in accordance with this chapter.

3. An application for a zoning compliance permit shall be signed by the owner of the land, or the owner's duly authorized agent and be accompanied by a site plan, where required under other provisions of this ordinance, or a drawing, that provides the following information:
 - a. scale, date and north point;
 - b. location, shape and dimensions of the lot;
 - c. legal description, tax parcel number and address of the lot;
 - d. location, outline and dimensions of all existing and proposed structures and the location and extent of all uses not involving structures;
 - e. a clear description of existing and intended uses of all structures; and
 - f. additional information as required by the zoning enforcement officer for purposes of determining compliance with this ordinance.
4. A zoning compliance permit shall be signed and issued by the zoning enforcement officer.
 - a. The application and all supporting documentation shall be considered a part of the permit.
 - b. Any alteration, false statement, change or other variation between the application and its supporting documents, and the use, construction, work, development, alteration, addition, or improvement authorized by the permit, shall render the permit null and void.
 - c. Any change, variation or alteration of the application and supporting documents, shall require resubmission to the zoning enforcement officer and the re-issuance of a new zoning compliance permit.
5. All fees due under this ordinance, or under other ordinances or policies of the City for municipal services and development of the work, must be paid in full prior to the issuance of the zoning compliance permit, unless exception is made by the appropriate board authorized to waive or delay the payment of the fees. The applicant shall furnish to the zoning enforcement officer, upon request, a title insurance policy or other acceptable evidence of ownership.
6. The zoning enforcement officer is authorized to prepare and furnish to the public, from time to time forms for application for a zoning compliance permit.
7. The zoning enforcement officer is authorized to affix to the face of any zoning compliance permit any condition authorized by this ordinance or under any discretionary permit issued by any board under this ordinance, or under other ordinances or promulgated policies of the city, pertaining to the use, work or occupancy of the land and premises. Failure to comply with any condition shall render the zoning compliance permit null and void.

- D. Fees for the inspection and issuance of building permits, certificates of occupancy, zoning compliance permits, or copies required or issued under the provisions of this ordinance, may be collected by the city in advance of issuance. The amount of such fees shall be established by resolution of the city council and shall cover the cost of inspection and supervision resulting from the enforcement of this ordinance.

SECTION 22.03. - ENFORCEMENT.

A. Violations.

1. A violation of this ordinance shall be a civil infraction subject to a fine. Increased civil fines will be imposed for repeated violations that occur within a six (6) month period. The civil fine for a first offense is fifty dollars (\$50.00). The civil fine for the first repeat offense is two hundred and fifty dollars (\$250.00). The civil fine for the second repeat offense is five hundred dollars (\$500.00). The city shall also be entitled to equitable relief to abate the violation and to such other relief as may be available to the city pursuant to chapters 83 and 87 of the Michigan Revised Judicature Act, as amended.
2. Each day on which any violation of this ordinance occurs shall constitute a separate offense.

- B. Any building or structure which is erected, altered, or converted, or any use of premises or land which is begun or changed subsequent to the time of passage of this ordinance and is in violation of any of the provisions thereof, is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

SECTION 22.04. - PERFORMANCE GUARANTEES.

- A. As a condition of approval of a site plan review, special land use, or planned unit development, the planning commission or zoning enforcement officer, whichever is designated as the approving authority, may require a financial guarantee of sufficient sum to assure the installation of those features or components of the approved activity or construction which are considered necessary to protect the health, safety, and welfare of the public and of users or inhabitants of the proposed development. Such features or components, hereafter referred to as "improvements," may include, but shall not be limited to, streets, curbing, landscaping, fencing, walls, screening, lighting, drainage facilities, sidewalks, driveways, utilities, and similar items.
- B. Performance guarantees shall be processed in the following manner:
1. Prior to the issuance of a certificate of occupancy, the applicant shall submit an itemized estimate of the cost of the required improvements which are subject to the performance guarantee, which shall then be reviewed by the zoning enforcement officer. The amount of the performance guarantee shall be one hundred percent (100%) of the cost of purchasing of materials and installation of the required

improvements, plus the cost of necessary engineering and a reasonable amount for contingencies.

2. The required performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the city.
3. Upon receipt of the required performance guarantee, the zoning enforcement officer shall issue a building permit for the subject development or activity, provided it is in compliance with all other applicable provisions of this ordinance and other applicable ordinances of the city.
4. The zoning enforcement officer, upon the written request of the obligor, shall rebate portions of the performance guarantee upon determination that the improvements for which the rebate has been requested have been satisfactorily completed. The portion of the performance guarantee to be rebated shall be in the same amount as stated in the itemized cost estimate for the applicable improvements.
5. When all of the required improvements have been completed, the obligor shall send written notice to the zoning enforcement officer of completion of said improvements. Thereupon, the zoning enforcement officer shall inspect all of the improvements and approve, partially approve, or reject the improvements with a statement of the reasons for any rejections. If partial approval is granted, the cost of the improvement rejected shall be set forth. Where partial approval is granted, the obligor shall be released from liability pursuant to relevant portions of the performance guarantee, except for that portion sufficient to secure completion of the improvements not yet approved.
6. A record of authorized performance guarantees shall be maintained by the zoning enforcement officer.

SECTION 22.05. - ZONING AMENDMENTS

A. Procedure.

1. Written applications for the adoption of a rezoning or amendment to this ordinance may be initiated by:
 - a. any public agency;
 - b. any interested person;
 - c. the planning commission; or
 - d. the city council.
2. If said application is for a rezoning, an "interested person" shall either be the city or the owner of the property which will be considered for the rezoning, or, if not the owner of the property, the applicant shall submit a written statement from the property owner indicating his or her permission to submit such application.
3. Application for a zoning amendment shall consist of:

- a. a written statement from the property owner indicating his or her permission to submit such application, if applicable;
 - b. payment of a fee, as established from time to time by the city council;
 - c. a map clearly showing the property to be considered for the zoning change, including all properties within one quarter (¼) mile of the subject property and the current zoning of all such properties; and
 - d. a legal description of the property to be considered for the zoning change.
- 4. Following receipt of the completed application, the planning commission shall hold a public hearing. Notice of the public hearing shall be provided pursuant to Section 22.05 of this ordinance and Act 110 of the Public Acts of Michigan of 2006, as amended.
- 5. Following the public hearing, the planning commission shall forward the application, along with its recommendation, to the city council for a final decision.
- 6. Review Criteria. In making a decision on a zoning amendment, the planning commission and city council shall consider the following standards:
 - a. if the proposed zoning amendment is consistent with the goals, policies, and future land use map of the city's master plan; or, if conditions have changed significantly since the master plan was adopted, if the zoning amendment is consistent with recent development trends in the area;
 - b. if the zoning amendment is compatible with existing or future land uses in the vicinity; and
 - c. if the site is capable of accommodating all uses allowed by the zoning change, considering existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting.
- 7. The city's decision of a zoning amendment may not be appealed to the board of zoning appeals.

SECTION 22.06. – PUBLIC HEARING AND NOTICE REQUIREMENTS.

- A. Where this ordinance requires the City to provide notice of a public hearing for any decision or action permitted, authorized or required by this ordinance or under Act 110 of the Public Acts of Michigan of 2006, as amended, notice of the public hearing shall be given as follows:
- B. The notice shall be published once, at least fifteen (15) days prior to the date of the public hearing, in a newspaper of general circulation in the city.
- C. Except as provided in subsection E below, a notice of public hearing shall also be mailed or personally delivered to the following persons, at least fifteen (15) days prior to the date of the public hearing:
 - 1. the applicant;

2. the owner or owners of the subject property;
 3. all persons to whom real property is assessed within three hundred (300) feet of the property that is the subject to the application or request, even if the three hundred (300) feet extends outside of the city's boundaries; and
 4. the occupants of all structures within three hundred (300) feet of the property that is the subject of the application or request, even if the three hundred (300) feet extends outside of the city's boundaries. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection.
- D. The notice of public hearing shall include the following information:
1. A description of the nature of the proposed amendment, application or request.
 2. An identification of the property that is the subject of the application or request, if applicable. Except as provided in subsection E below, the notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property and another means of identification of the property shall be used.
 3. When and where the application or request will be considered.
 4. When and where written comments will be received concerning the application or request.
- E. When a proposed zoning amendment involves the text of the Zoning Ordinance or if a rezoning involves eleven (11) or more adjacent properties, or when a petition to the board of zoning appeals involves an interpretation of the Zoning Ordinance or an appeal of an administrative decision that does not involve a specific parcel, the mailing or delivery requirements of subsections C(2), C(3) and C(4), of this section are not required, and the listing of individual property addresses under subsection D(2) is not required.
- F. With respect to a zoning ordinance amendment, including rezoning of property, the notice shall be given by first-class mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, each railroad operating within the district or zone affected, and the airport manager of each airport, that registers its name and mailing address with the city for the purpose of receiving the notice of public hearing.
- G. After providing the notice required under this section and without further notice, except that as required under the Act 267 of the Public Acts of Michigan of 1976, as amended, the body holding the public hearing may adjourn from time to time a duly called public hearing by passing a motion specifying the time, date, and place of the continued public hearing.

SECTION 22.07. FEES AND APPLICANT ESCROW ACCOUNTS

- A. The city council may establish, fees for appeals, application for amendments, special uses, site plan reviews, zoning compliance permits, signs, and other matters pertaining to this ordinance. The schedule of fees shall be posted in city hall and may be altered only by resolution of the city council. Until all applicable fees, charges and expenses have been paid in full, no permits shall be issued related to any application or appeal.
- B. If the planning commission or board of zoning appeals determines that the basic fees provided under subsection A above will not cover the actual costs of the application review or appeal, or if the planning commission or board of zoning appeals determines that review of the application and/or participation in the review process or appeal by qualified professional planners, engineers, attorneys, or other professionals is necessary, then the planning commission or board of zoning appeals may require the applicant to deposit with the city treasurer such additional fees in an amount sufficient to cover the estimated additional costs.
- C. These additional fees shall be held in escrow in the applicant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than ten percent (10%) of the initial escrow deposit or less than ten percent (10%) of the latest additional escrow deposit and review of the application or decision on the appeal is not completed, then the zoning enforcement officer may require the applicant to deposit additional fees into escrow in an amount determined by the zoning enforcement officer to be equal to the estimated costs to complete the review or decide the appeal. Failure of the applicant to make any escrow deposit required under this ordinance shall be deemed to make the application incomplete or the appeal procedurally defective thereby justifying the denial of the application or the dismissal of the appeal. Any unexpended funds held in escrow shall be returned to the applicant following final action on the application or the final decision on the appeal. Any actual costs incurred by the city in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the issuance of any permit or the release of a final decision on an appeal.

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

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

YEAS: Councilmembers _____

NAYS : Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: January 16, 2018

Susan Ullery
City Clerk

CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on January 16, 2018, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on _____, 2018. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2018, and was effective _____, 2016, ten (10) days after publication.

Dated: January 16, 2018

Susan Ullery
City Clerk

GRAPIDS 60857-994 484108v4

As recommended by the planning commission

CHAPTER 22. - ADMINISTRATION AND ENFORCEMENT

SECTION 22.01. - ZONING ENFORCEMENT OFFICER.

A. Authority. Except where herein otherwise stated, the provisions of this ordinance shall be administered by the zoning enforcement officer, or such other official or officials as may be designated by the city council. The zoning enforcement officer shall have the power to:

1. ~~i~~ssue certificates of occupancy;
2. ~~m~~ake inspections of buildings and premises necessary to carry out the duties of administration and enforcement of this ordinance;
3. ~~i~~ssue and serve appearance tickets on any person with respect to any violation of this ordinance where there is reasonable cause to believe that the person has committed such an offense;
4. ~~M~~aintain and safely keep copies of all plans other than for single-family dwellings and fees submitted with such application, and the same shall form a part of the records of his office and shall be available to the council and all other officials of the city.
5. ~~P~~perform such other functions necessary and proper to enforce and administer the provisions of this ordinance.

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 22.02. - PERMITS.

A. Building permits.

1. No building, structure, or commercial sign shall be erected, altered, moved, or substantially repaired unless a building permit shall have been first issued for such work.
2. No building permit shall be issued for the erection, alteration, or use of any building or structure or for the use of any land which is not in accordance with all provisions of this ordinance.
3. The holder of every building permit for the construction, erection, alteration, repair, or moving of any building or structure shall notify the building inspector immediately upon completion of the work authorized by the permit for a final inspection.

B. Certificate of occupancy.

1. No vacant land shall be used and no existing use of land shall be changed to a different class of use unless a certificate of occupancy is first obtained for the new or different use.

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2. No building or structure which is hereafter erected or altered shall be occupied or used unless and until a certificate of occupancy shall have been issued for such building or structure.
3. Certificates of occupancy, as required by the currently adopted Building Code for the ~~city~~City of Lowell, shall also constitute certification of compliance with the zoning ordinance.
4. A record of all certificates of occupancy issued shall be kept on file in the office of the zoning enforcement officer and copies shall be furnished upon request to any person owning or renting the property which is the subject of the Certificate.
5. Applications for certificates of occupancy shall be made in writing to the building inspector on a form furnished by the ~~City of Lowell~~city. Certificates shall be issued within ten (10) days after receipt of such application if the building or structure or use of land is in accordance with the provisions of this ordinance and the other applicable ordinances of the ~~city~~City of Lowell.

C. Zoning Compliance Permits.

1. No permit or approval shall be issued for any use, building, construction, work, alteration, addition, or improvement to land or land division, until a zoning compliance permit has been issued by the zoning enforcement officer under the terms and provisions of this ordinance.
2. The issuance of any other approval or certification of a site plan, variance, special land use permit, planned unit development, or other discretionary permit by any board or body under this ordinance, shall not supersede or lessen compliance with this ordinance and that any use, development, construction, improvement or work allowed under the discretionary permit, shall in all cases be further conditioned on compliance with this ordinance and shall not be allowed until the issuance of the zoning compliance permit in accordance with this chapter.
3. An application for a zoning compliance permit shall be signed by the owner of the land, or the owner's duly authorized agent and be accompanied by a site plan, where required under other provisions of this ordinance, or a drawing, that provides the following information:
 - a. scale, date and north point;
 - b. location, shape and dimensions of the lot;
 - c. legal description, tax parcel number and address of the lot;
 - d. location, outline and dimensions of all existing and proposed structures and the location and extent of all uses not involving structures;
 - e. a clear description of existing and intended uses of all structures, and;
 - f. additional information as required by the zoning enforcement officer for purposes of determining compliance with this ordinance;

As recommended by the planning commission

4. A zoning compliance permit shall be signed and issued by the zoning enforcement officer.
 - a. The application and all supporting documentation shall be considered a part of the permit.
 - b. Any alteration, false statement, change or other variation between the application and its supporting documents, and the use, construction, work, development, alteration, addition, or improvement authorized by the permit, shall render the permit null and void.
 - c. Any change, variation or alteration of the application and supporting documents, shall require resubmission to the zoning enforcement officer and the re-issuance of a new zoning compliance permit.
5. All fees due under this ordinance, or under other ordinances or policies of the city for municipal services and development of the work, must be paid in full prior to the issuance of the zoning compliance permit, unless exception is made by the appropriate board authorized to waive or delay the payment of the fees. The applicant shall furnish to the zoning enforcement officer, upon request, a title insurance policy or other acceptable evidence of ownership.
6. The zoning enforcement officer is authorized to prepare and furnish to the public, from time to time forms for application for a zoning compliance permit.
7. The zoning enforcement officer is authorized to affix to the face of any zoning compliance permit any condition authorized by this ordinance or under any discretionary permit issued by any board under this ordinance, or under other ordinances or promulgated policies of the city, pertaining to the use, work or occupancy of the land and premises. Failure to comply with any condition shall render the zoning compliance permit null and void.

C.D. Fees for the inspection and issuance of building permits, certificates of occupancy, zoning compliance permits, or copies required or issued under the provisions of this ordinance, may be collected by the city in advance of issuance. The amount of such fees shall be established by resolution of the city council and shall cover the cost of inspection and supervision resulting from the enforcement of this ordinance.

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 22.03. - ENFORCEMENT.

A. Violations.

1. A violation of this ordinance shall be a civil infraction subject to a fine. Increased civil fines will be imposed for repeated violations that occur within a six (6) month period. The civil fine for a first offense is fifty dollars (\$50.00). The civil fine for the first repeat offense is two hundred and fifty dollars (\$250.00). The civil fine for the second repeat offense is five hundred dollars (\$500.00). The city shall also be entitled to equitable relief to abate the violation and to such other relief as may be available to the city

As recommended by the planning commission

pursuant to chapters 83 and 87 of the Michigan Revised Judicature Act, as amended.

2. Each day on which any violation of this ordinance occurs shall constitute a separate offense.
- B. Any building or structure which is erected, altered, or converted, or any use of premises or land which is begun or changed subsequent to the time of passage of this ordinance and is in violation of any of the provisions thereof, is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

SECTION 22.04. - PERFORMANCE GUARANTEES.

- A. As a condition of approval of a site plan review, special land use, or planned unit development, the planning commission or zoning enforcement officer, whichever is designated as the approving authority, may require a financial guarantee of sufficient sum to assure the installation of those features or components of the approved activity or construction which are considered necessary to protect the health, safety, and welfare of the public and of users or inhabitants of the proposed development. Such features or components, hereafter referred to as "improvements," may include, but shall not be limited to, streets, curbing, landscaping, fencing, walls, screening, lighting, drainage facilities, sidewalks, driveways, utilities, and similar items.
- B. Performance guarantees shall be processed in the following manner:
 1. Prior to the issuance of a certificate of occupancy, the applicant shall submit an itemized estimate of the cost of the required improvements which are subject to the performance guarantee, which shall then be reviewed by the zoning enforcement officer. The amount of the performance guarantee shall be one hundred ~~(100)~~ percent ~~(100%)~~ of the cost of purchasing of materials and installation of the required improvements, plus the cost of necessary engineering and a reasonable amount for contingencies.
 2. The required performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the city.
 3. Upon receipt of the required performance guarantee, the zoning enforcement officer shall issue a building permit for the subject development or activity, provided it is in compliance with all other applicable provisions of this ordinance and other applicable ordinances of the city.
 4. The zoning enforcement officer, upon the written request of the obliger, shall rebate portions of the performance guarantee upon determination that the improvements for which the rebate has been requested have been satisfactorily completed. The portion of the performance guarantee to be rebated shall be in the same amount as stated in the itemized cost estimate for the applicable improvements.
 5. When all of the required improvements have been completed, the obliger shall send written notice to the zoning enforcement officer of completion of said improvements.

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Thereupon, the zoning enforcement officer shall inspect all of the improvements and approve, partially approve, or reject the improvements with a statement of the reasons for any rejections. If partial approval is granted, the cost of the improvement rejected shall be set forth. Where partial approval is granted, the obliger shall be released from liability pursuant to relevant portions of the performance guarantee, except for that portion sufficient to secure completion of the improvements not yet approved.

6. A record of authorized performance guarantees shall be maintained by the zoning enforcement officer.

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 22.0405. - ~~ADOPTION AND ZONING~~ AMENDMENTS.

A. Procedure.

1. Written applications for the adoption of a ~~zoning change~~rezoning or amendment to this Ordinance may be initiated by:
 - a. ~~Any~~any public agency;
 - b. ~~Any~~any interested person;
 - c. ~~The~~the planning commission; or
 - d. ~~The~~the city council.
2. If said application is for a ~~rezoning change~~, an "interested person" shall either be the ~~city or the~~ owner of the property which will be considered for the ~~rezoning change~~, or, if not the owner of the property, the applicant shall submit a written statement from the property owner indicating his or her permission to submit such application.
3. Application for a zoning ~~change amendment~~ shall consist of:
 - a. ~~a~~A written statement from the property owner indicating his or her permission to submit such application, if applicable~~;~~;
 - b. ~~p~~Payment of a fee, as established from time to time by the city council~~;~~;
 - c. ~~a~~A map clearly showing the property to be considered for the zoning change, including all properties within one quarter (¼) mile of the subject property and the current zoning of all such properties, ~~and~~;
 - d. ~~a~~A legal description of the property to be considered for the zoning change.
4. Following receipt of the completed application, the planning commission shall hold a public hearing. Notice of the public hearing shall be provided pursuant to Section 22.05 of this ordinance and Act 110 of the Public Acts of 2006, as amended.
5. Following the public hearing, the planning commission shall forward the application, along with its recommendation, to the city council for a final decision.

As recommended by the planning commission

6. Review Criteria. In making a decision on a zoning amendment, the planning commission and city council shall consider the following standards:

- a. if the proposed zoning amendment is consistent with the goals, policies, and future land use map of the city's master plan; or, if conditions have changed significantly since the master plan was adopted, if the zoning amendment is consistent with recent development trends in the area;
- b. if the zoning amendment is compatible with existing or future land uses in the vicinity; and
- c. if the site is capable of accommodating all uses allowed by the zoning change, considering existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting.

7. The city's decision of a zoning amendment may not be appealed to the board of zoning appeals.

SECTION 22.06. – PUBLIC HEARING AND NOTICE REQUIREMENTS.

A. Where this ordinance requires the city to provide notice of a public hearing for any decision or ACTION permitted, authorized or required by this ordinance or under Act 110 of the Public Acts of Michigan of 2006, as amended, notice of the public hearing shall be given as follows:

B. The notice shall be published once, at least fifteen (15) days prior to the date of the public hearing, in a newspaper of general circulation in the city.

C. Except as provided in subsection E below, a notice of public hearing shall also be mailed or personally delivered to the following persons, at least fifteen (15) days prior to the date of the public hearing:

- 1. the applicant;
- 2. the owner or owners of the subject property;
- 3. all persons to whom real property is assessed within three hundred (300) feet of the property that is the subject to the application or request, even if the three hundred (300) feet extends outside of the city's boundaries; and
- 4. the occupants of all structures within three hundred (300) feet of the property that is the subject of the application or request, even if the three hundred (300) feet extends outside of the city's boundaries. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection.

D. The notice of public hearing shall include the following information:

- 1. a description of the nature of the proposed amendment, application or request.
- 2. an identification of the property that is the subject of the application or request, if applicable. Except as provided in subsection E below, the notice shall include a listing of all existing street addresses within the property. Street addresses do not

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need to be created and listed if no such addresses currently exist within the property and another means of identification of the property shall be used.

3. when and where the application or request will be considered.

4. when and where written comments will be received concerning the application or request.

E. When a proposed zoning amendment involves the text of the Zoning Ordinance or if a rezoning involves eleven (11) or more adjacent properties, or when a petition to the board of zoning appeals involves an interpretation of the Zoning Ordinance or an appeal of an administrative decision that does not involve a specific parcel, the mailing or delivery requirements of subsections C(2), C(3) and C(4), of this section are not required, and the listing of individual property addresses under subsection D(2) is not required.

F. With respect to a zoning ordinance amendment, including rezoning of property, the notice shall be given by first-class mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, each railroad operating within the district or zone affected, and the airport manager of each airport, that registers its name and mailing address with the city for the purpose of receiving the notice of public hearing.

G. After providing the notice required under this section and without further notice, except that as required under Act 267 of the Public Acts of Michigan of 1976, as amended, the body holding the public hearing may adjourn from time to time a duly called public hearing by passing a motion specifying the time, date, and place of the continued public hearing.

SECTION 22.07. FEES AND APPLICANT ESCROW ACCOUNTS

A. The city council may establish, fees for appeals, application for amendments, special uses, site plan reviews, zoning compliance permits, signs, and other matters pertaining to this ordinance. The schedule of fees shall be posted in city hall and may be altered only by resolution of the city council. Until all applicable fees, charges and expenses have been paid in full, no permits shall be issued related to any application or appeal.

B. If the planning commission or board of zoning appeals determines that the basic fees provided under subsection A above will not cover the actual costs of the application review or appeal, or if the planning commission or board of zoning appeals determines that review of the application and/or participation in the review process or appeal by qualified professional planners, engineers, attorneys, or other professionals is necessary, then the planning commission or board of zoning appeals may require the applicant to deposit with the city treasurer such additional fees in an amount sufficient to cover the estimated additional costs.

C. These additional fees shall be held in escrow in the applicant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than ten

As recommended by the planning commission

percent (10%) of the initial escrow deposit or less than ten percent (10%) of the latest additional escrow deposit and review of the application or decision on the appeal is not completed, then the zoning enforcement officer may require the applicant to deposit additional fees into escrow in an amount determined by the zoning enforcement officer to be equal to the estimated costs to complete the review or decide the appeal. Failure of the applicant to make any escrow deposit required under this ordinance shall be deemed to make the application incomplete or the appeal procedurally defective thereby justifying the denial of the application or the dismissal of the appeal. Any unexpended funds held in escrow shall be returned to the applicant following final action on the application or the final decision on the appeal. Any actual costs incurred by the city in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the issuance of any permit or the release of a final decision on an appeal.

~~SECTION 22.05. — EFFECTIVE DATE.~~

~~Public hearing having been held hereon, the provisions of this ordinance are hereby adopted, and this ordinance shall take effect on the 26th day of January, 1996.~~

~~(Ord. No. 95-06, § 1, 12-27-95)~~

~~SECTION 22.06. — REPEAL OF PRIOR ORDINANCE.~~

~~The zoning ordinance adopted by the City of Lowell, known as Ordinance No. 87, and all amendments thereto, are hereby repealed. The repeal does not affect any act done or offense committed, or any liability, penalty, forfeiture, or punishment acquired thereunder.~~

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 18-02

AN ORDINANCE TO AMEND SECTION 2.03, "DEFINITIONS-B," AND SECTION 2.19, "DEFINITIONS-S," OF CHAPTER 2, "DEFINITIONS," SECTION 5.03, "SPECIAL LAND USES" OF CHAPTER 5, "SR – SUBURBAN RESIDENTIAL DISTRICT," SECTION 6.03 "SPECIAL LAND USES" OF CHAPTER 6 "R-1 RESIDENTIAL DISTRICT," SECTION 11.03 "SPECIAL LAND USES" OF CHAPTER 11 "C-2 CENTRAL BUSINESS DISTRICT," AND SECTION 17.04, "SITE DESIGN STANDARDS" OF CHAPTER 17, "SPECIAL LAND USES" OF APPENDIX A, "ZONING," OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following ordinance:

THE CITY OF LOWELL ORDAINS:

Section 1. Amendment to Section 2.03 of Chapter 2. Section 2.03, "Definitions-B," of Chapter 2, "Definitions," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by amending the following definition:

Bed and breakfast establishment. A house, or portion thereof, containing the principal residence of the operator, where short-term lodging rooms and meals are provided as a commercial operation, but this definition does not include short-term rentals as defined by this ordinance.

Section 2. Amendment to Section 2.19 of Chapter 2. Section 2.19, "Definitions-S," of Chapter 2, "Definitions," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by adding the following definition:

Short-term rental. The rental or subletting of any dwelling for a term of thirty (30) days or less, but the definition does not include the use of campgrounds, hotel rooms, bed and breakfast establishments, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance abuse rehabilitation clinic, mental-health facility, or other health-care related clinic.

Section 3. Amendment to Section 5.03 of Chapter 5. Section 5.03, "Special Land Uses," of Chapter 5, "SR – Suburban Residential District," of Appendix A, "Zoning," of the Code

of Ordinances of the City of Lowell is amended to include the following subsection K, which reads as follows:

K. *Short-Term Rental*

Section 4. Amendment of Section 6.03 of Chapter 6. Section 6.03, "Special Land Uses," of Chapter 6, "R-1 Residential District," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection H, which reads as follows:

H. *Short-Term Rental*

Section 5. Amendment of Section 11.03 of Chapter 11. Section 11.03, "Special Land Uses," of Chapter 11, "C-2 Central Business District," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection H, which reads as follows:

H. *Short-Term Rental*

Section 6. Amendment to Section 17.04 of Chapter 17. Section 17.04, "Site Design Standards," of Chapter 17, "Special Land Uses," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection EE, which reads as follows:

EE. *Short-Term Rental*

1. Exemptions: Any member of a family, as well as that family member's guests, may occupy a dwelling as long as that family member's family owns the dwelling. Also exempted are family guests, exchange students, visitors, medical caregivers, and child caregivers, without remuneration to the owner.
2. A short-term rental is permitted with special land use approval only in the SR, R-1 and C-2 districts.
3. A short-term rental shall require a minimum stay of three (3) days and the duration of a stay shall not exceed thirty (30) days.
4. A short-term rental shall meet the dimensional requirements for the zone district in which it is located.
5. The maximum occupancy for a short-term rental is two (2) guests per bedroom, but in no case shall occupancy exceed fifteen (15) guests per dwelling. The planning commission

may permit additional occupancy, up to two (2) additional guests per finished floor, if all of the following requirements are determined to be met:

- a. the short-term rental affords sufficient visual privacy and/or screening from adjacent residential properties;
 - b. the short-term rental is located on a lot of two (2) or more acres; and
 - c. the short-term rental provides sufficient off-street parking to accommodate the additional vehicles.
6. One (1) off-street parking space shall be provided for each bedroom. Except for short-term rentals in the C-2 zone district, all parking shall be off-street and provided on the lot where the short-term rental is located.
 7. A host shall notify, in writing, the fire department and police department of the dates and number of guests for each unique stay.
 8. A host shall provide the city with a 24-hour telephone number with which the host or host's agent can be reached in case of emergency and/or an enforcement matter.
 9. A host shall provide an in-unit notice in a conspicuous place that includes the property address, a 24-hour telephone number with which the host or host's agent can be reached, all applicable rules and ordinances related to the short-term rental, and the maximum occupancy of the dwelling unit as permitted by this subsection.
 10. Short-term rentals shall be conducted in a manner that is consistent with the customary use of a single-family dwelling. The unit shall provide safe, reasonable, and adequate sleeping arrangements in traditional bedrooms with proper egress or as consistent with law. The use of campers, tents or similar arrangements to provide additional occupancy on the premises is prohibited.
 11. Occupants shall not encroach on neighboring properties.
 12. The host shall provide sufficient waste receptacles substantially screened from view; and the premises shall be maintained free of debris and unwholesome substances. Garbage must be kept in a closed container and disposed of on a regular weekly schedule.
 13. The appearance of the short-term rental shall not conflict with the residential character of the neighborhood. The dwelling shall be properly maintained pursuant to all applicable laws, rules and regulations, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.
 14. The host or host's agent must be available to accept telephone calls at all times that the short-term rental is rented. The host or host's agent must have a key to the unit and be capable of being physically present at the unit within sixty (60) minutes to address issues, unless arrangements are made for a substitute person to address issues within the same timeframe.

Section 7. Publication. After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

Section 8. Effective Date. This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YES: Councilmembers _____

NO: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

ORDINANCE DECLARED ADOPTED.

Dated: January 16, 2018

Susan Ullery
City Clerk

CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on January 16 2018, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on _____, 2018. I further certify that the above ordinance was entered into the Ordinance Book of the City on _____, 2018, and was effective _____, 2018, ten (10) days after publication.

Dated: January 16, 2018

Susan Ullery
City Clerk

GRAPIDS 60857-994 484103v3



LOWELL CITY COUNCIL MEMORANDUM

DATE: February 1, 2018

TO: Michael Burns
City Manager

FROM: Rich LaBombard
Director of Public Works

RE: S. Broadway Utility and
Street Improvement Project

On February 1, 2018, bids were received for the S. Broadway Utility and Street Improvements Project. A total of eight bids were received and the results of the reviewed bid amounts are listed below. The engineer's estimate was \$1,300,000.

Bidder:	As Read	As Corrected
Montgomery Excavating, Ionia, MI	\$1,236,944.22	\$1,236,940.20
Kamminga & Roodvoets, Grand Rapids, MI	\$1,269,000.00	
Jackson-Merkey Contractors, Muskegon, MI	\$1,281,457.00	
Dean's Landscaping & Excavating, Sand Lake, MI	\$1,304,977.70	
Diversco Construction, Grand Rapids, MI	\$1,338,198.35	
C&D Hughes, Charlotte, MI	\$1,365,384.60	
Wyoming Excavating, Ada, MI	\$1,438,769.00	
C&L Trucking, Ionia, MI	\$1,473,669.75	

While Montgomery Excavating of Ionia is the low bidder, the City is inclined to accept the second low bid from Kamminga & Roodvoets due to the quality of their work on the 2017 lift station project and their familiarity with the project overall. Prein and Newhof engineers support this recommendation as well.

The S. Broadway Utility and Street Improvement project will include utility replacement on Broadway Street from Main Street to Bowes with coordinating utility work on Ottawa Street. In addition work will include the resurfacing of South Broadway, Bowes and Ottawa Streets with select curb and gutter replacement, limited sidewalk replacement and S. Broadway parking lot improvements. The contractor anticipates an early March start—weather dependent.

Funds for this project have been allocated from the \$3.2 million bond issued in 2016.

I recommend City Council accept Kamminga & Roodvoets bid of \$1,269,000.00 for the S. Broadway Utility and Street Improvement Project.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: January 29, 2018
TO: Mike Burns, City Manager *MB*
FROM: Rich LaBombard, DPW Director *RL*
RE: Draft Recreation Master Plan

Over the past year, the Parks and Recreation Board have been engaged in updating the City's Recreation Master Plan which describes pertinent features, recreation facilities, policies and desired implementation to improve recreational offerings in the community for the period between 2018 through 2022.

Updating the Recreation Master Plan involved surveying the community, visiting each park and reviewing the recreation amenities, discussing community needs, developing a draft plan and made the plan available for a 30 day public review period. In addition, the Parks and Recreation Board approved a recommendation to adopt the plan at the January 2018 meeting.

The council packet contains a copy of the draft Recreation Master Plan. A public notice will be published in the Lowell Ledger seven days prior to the February 20, 2018, City Council Meeting. The public notice will announce a planned public hearing that will be held that evening for the final step of the process to recommend adoption of a resolution approving the Recreation Master Plan for 2018 through 2022.



CITY OF LOWELL

2018-2022 Recreation Master Plan

Adopted: [month] [day], 2018

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ACKNOWLEDGMENTS

The 2018-2022 Lowell Recreation Plan involved significant effort of staff, consultants, and public participation including continuous feedback from Councils and Commissions, stakeholders, and citizens of the community. Without this support, completion of this plan would not have been possible.

CITY COUNCIL

Mike DeVore, Mayor
Greg Canfield, Mayor Pro Tem
Marty Chambers, Councilmember
Jeff Phillips, Councilmember
Jim Salzwedel, Councilmember

PARKS & RECREATION COMMISSION

Perry Beachum, Chair
Susan Pomper
Paula Mierendorf
Nancy Anderson
Greg Canfield

CONSULTANT

williams&works
engineers | surveyors | planners

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CHAPTER 1

INTRODUCTION

A modern definition of recreation is “refreshment of strength and spirits after work.” Governmental bodies, at all levels have recognized the importance of recreation to the quality of life and the physical and mental health of their citizens. This recognition has been manifested in the development of National, State and local park systems, public trails, preservation of wild areas and opening of Government-owned lands to public recreation.

According to the National Recreation and Park Association, parks and recreation:

- » Enhance the human potential through the provision of facilities, services and programs that meet human emotional, social and physical needs.
- » Articulate environmental values through ecologically responsible management and environmental education programs.
- » Promotes individual and community wellness to enhance the quality of life for all citizens.

Recreation planning is an exercise engaged in by local and state governments to anticipate change, promote needed change, and to control or direct recreational development in such a way as to benefit the entire community. It has the aim of harmonizing the available recreational resources and activities with the social, environmental, aesthetic, cultural, political, and economic requirements of the jurisdiction.

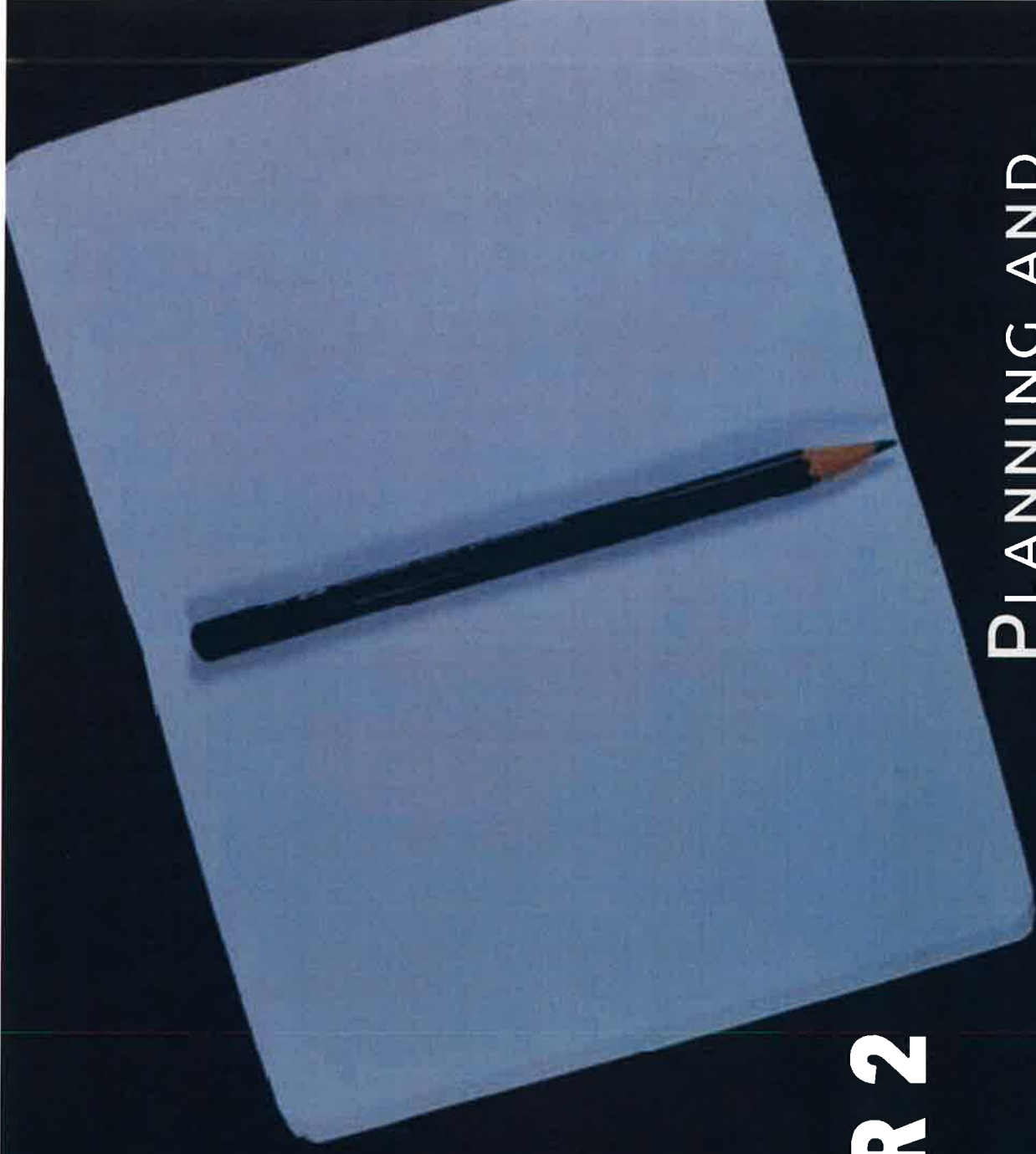
The purpose of the City of Lowell Recreation Plan is to provide a policy and decision making guide regarding future recreational development within City. Key planning issues are identified, a clear set of goals and policies are outlined, and specific implementation projects are identified.

The contents of this plan were developed based on guidance from the City of Lowell Parks and Recreation Commission, and an inventory of the existing resources in the area. In addition, information was utilized from the Kent County Recreation Plan, and the City of Lowell Master Plan.

The plan is intended to be frequently consulted. It will be in effect for five years, through 2022. Under the Department of Natural Resources requirements, the plan will need to be updated at that time.

CHAPTER 2

PLANNING AND
PUBLIC INPUT PROCESS



The 2018-2022 Parks and Recreation Plan is an update to the plan adopted in 2008, so a significant amount of original research was not necessary, although much of the information in the 'Community Description' and 'Recreation Inventory' was reviewed and updated as needed.

This plan was reviewed during several public meetings held by the City of Lowell Parks & Recreation Commission and was formally approved by that Board at their _____ meeting along with a recommendation to the City Council for final adoption of the plan. The work to update the City of Lowell Recreation Plan concluded with a public hearing held before the City Council on _____ at which time the plan was adopted by the City Council.

PUBLIC INPUT

The City of Lowell's Parks & Recreation Commission coordinated the overall planning process. The Parks & Recreation Commission meets every third Tuesday and receives input from the community on a regular basis regarding the existing recreation facilities.

An online community survey was the primary medium used to solicit public input for this Plan, aside from the public hearing. The survey was hosted online using Survey Monkey and contained 21 questions regarding parks and recreation facilities and programming. Approximately 74 residents and 47 non-residents completed the survey, which was available for about six weeks during March and April 2017. To maximize participation, the City kept some printed copies of the survey at City Hall for individuals who did not have internet access.

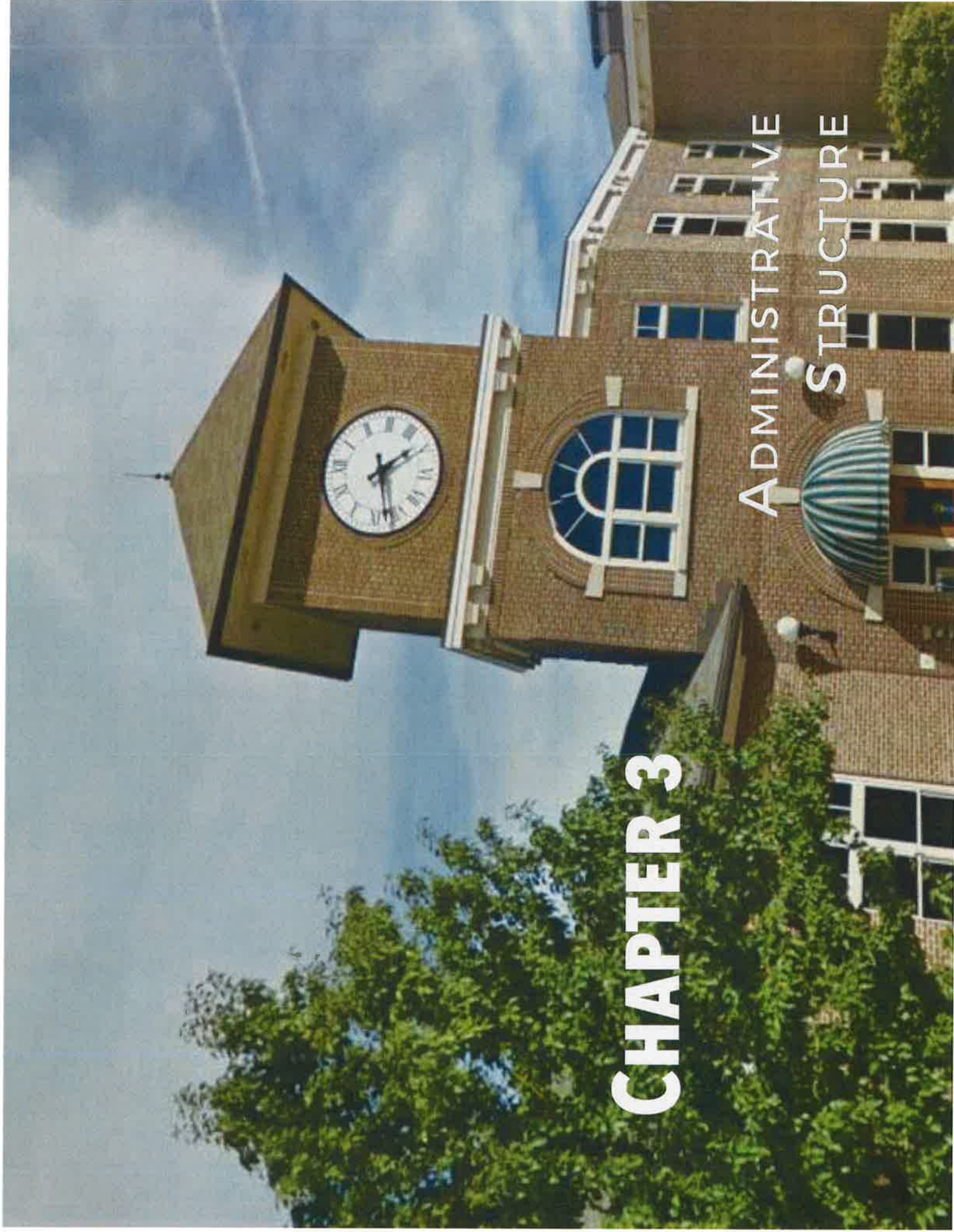
The results of the survey were compiled into an analysis document and were considered by the Parks and Recreation Commission as they reviewed the Goals & Objectives and Action Program of this Plan. The survey report is presented in Appendix 1.

MDNR REQUIREMENTS

The Recreation Plan for the City of Lowell was last revised in 2010. This 2018 update addresses the existing and future recreation needs of the community and the meets the requirements of the Michigan Department of Natural Resources.

CHAPTER 3

ADMINISTRATIVE STRUCTURE



In order for the City of Lowell to have a parks and recreation program that operates smoothly, a chain of command needs to exist. The residents elect a City Council, which provides the direction the City will take and represents the City's residents. The City's day-to-day operations are performed by a full team including the City Manager, Clerk, Treasurer, Department of Public Works Director and a full support staff of City employees. Police and fire services are provided through the City of Lowell.

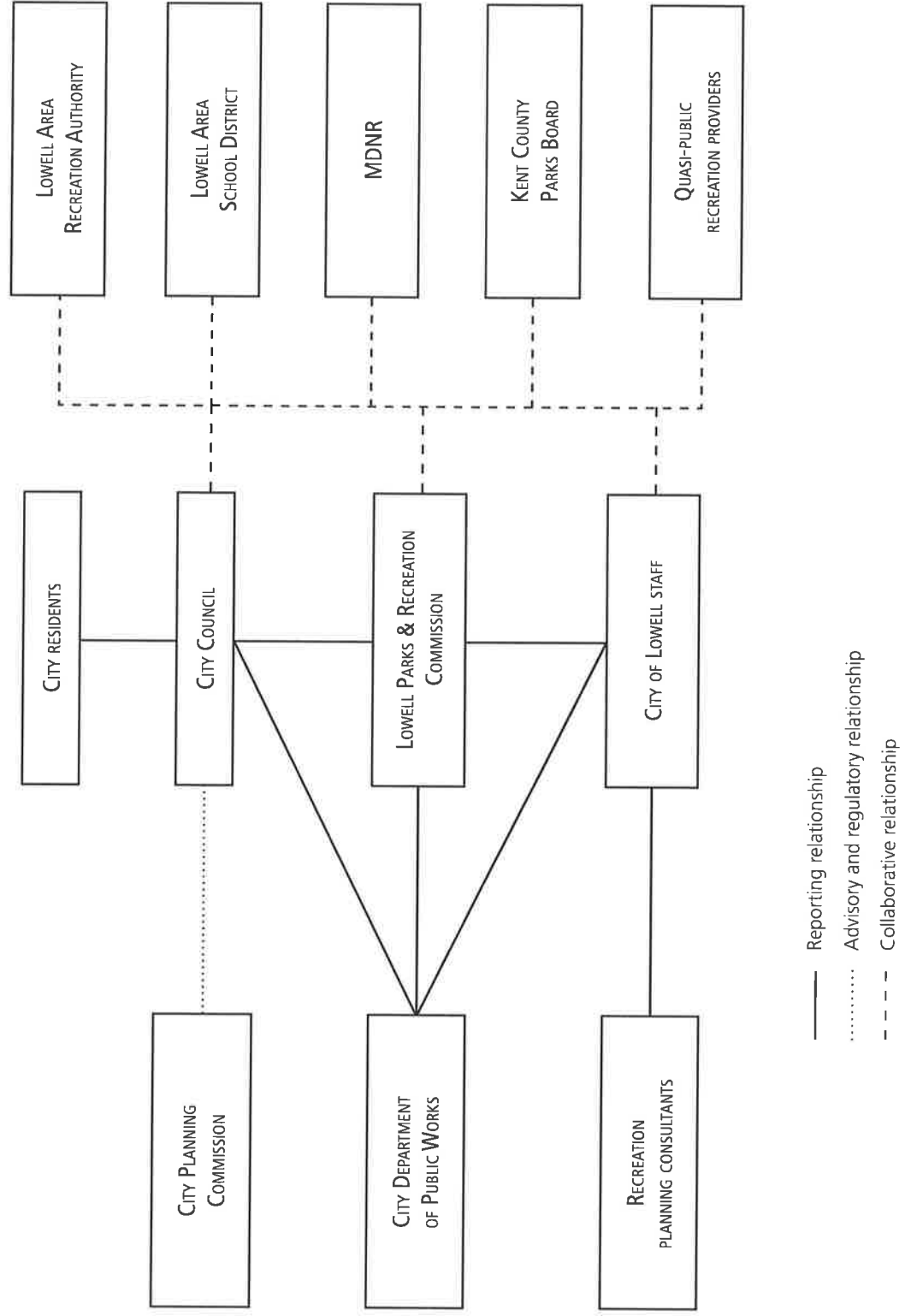
The City has a volunteer Parks and Recreation Commission comprised of four members appointed by the City Council and one City Council member. The Commission is responsible for providing planning and direction of the City's parks and reports directly to the City Council. Day to day operation and maintenance of the City parks lies with the Department of Public Works staff that is also responsible for the City streets, sidewalks, water and sanitary sewer systems and upkeep of the City cemetery.

The organization chart on the following page graphically represents the relationship between the various groups involved in recreation.

The City Council receives recommendations from the Parks and Recreation Commission. This Commission works with the City Planning Commission to ensure that the goals of both groups are related and to determine where recreation activities should occur. The Committee also works with the Michigan Department of Natural Resources and Environment to help create meaningful plans and to fund improvements. The Parks and Recreation Commission works closely with City staff and a planning consultant as needed.

For 2017 - 2018, a total of \$162,680 has been budgeted for administrative and operating expenses for the Parks and Recreation Department. In addition, \$4,000 is budgeted from the Lee Fund, a local endowment for parks improvements. The primary source of this fund is the City's general fund, and some local sports organizations through user fees.

City of Lowell Parks Planning Administrative Structure



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CHAPTER 4

COMMUNITY DESCRIPTION

MAP 1. LOCATION OF
LOWELL

Map 1.
Location of Lowell



The City of Lowell is located on the eastern end of Kent County about 15 miles east of Grand Rapids. Still considered a rural community by most standards, the City is gradually being drawn closer to the sphere of influence generated by the Grand Rapids metro area. Many residents commute to jobs in the Grand Rapids area, but prefer the slower pace and small town atmosphere offered by Lowell.

Ease of access is a major reason for this close connection to Grand Rapids. The City is bisected by M-21, a State highway linking Grand Rapids and Flint, and is 5 miles north of the 1-96 freeway which crosses the entire State, connecting Muskegon, Grand Rapids, Lansing, and Detroit.

SOCIAL CHARACTERISTICS

Population

Lowell's population grew steadily from 1960 to 2000 when it reached a population of just over 4,000 residents. From 2000 to 2010, however, the population of the City declined to 3,783. This slight decrease is similar to what many small cities in the State experienced in the 2000s. The American Community Survey indicates that as of 2015 the estimated population is 3,859, which would indicate a slight rebound from the 2010 population of 3,783. While this is not a startling change, the population trend may indicate that the City is nearly "built out" and additional significant population growth within the existing geographic boundaries of the City is unlikely. Many emerging rural Townships around the City have experienced steady growth over the last several years. In total, the four townships surrounding Lowell have added more than 4,700 residents from 1990 to 2010.

Lowell's population lives mostly north of M-21, due to the extensive Grand River floodplain and poor soils on the south side of the highway. Newer residential development is found primarily on the edges of the east and west City boundaries.

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Population History of Selected Communities: 1960 - 2010

Community	1960	1970	1980	1990	2000	2010	% Change 1990-2010
City of Lowell	2,545	3,068	3,707	3,983	4,013	3,783	-5%
Boston Township	2,310	2,751	3,681	4,313	4,961	5,709	+32.4%
Keene Township	810	947	1,085	1,376	1,660	1,831	+33.1%
Lowell Township	1,567	2,160	3,972	4,774	5,219	5,949	+24.6%
Vergennes Township	945	1,400	1,819	2,492	3,611	4,189	+68.1%
Ionias County	43,132	45,848	51,815	57,024	61,158	63,905	+12.1%
Kent County	363,187	411,044	444,506	500,631	574,335	602,622	+20.4%

Source: U.S. Census Bureau

Age

Consistent with national trends, Lowell's population continues to advance in age. The median age rises with each new census. In 2010, the median age in the City reached 37.1, or 3.5 years older than in 2000 and 12 years older than the median age in 1970. This is slightly higher than the median age across all of Kent County (34.4 years).

Lowell Age Historical Comparison: 1960 - 2010

Age Category	1960	1970	1980	1990	2000	2010
Under 5 years	11	10	9	9	7	7
65 years and over	13	11	14	13	15	15
Median	-	25.7	27.9	31.0	34.6	37.1

A full 40% of the City's population is between the ages of 25 and 54, and more than half of the City's population (52%) is between the ages of 20 and 60 years old. Of the remaining population, 28% are 19 years old or younger, and 15% are 65 and older.

Age Breakdown, City of Lowell: 2010

Age Group	Number	% Total
Under 5	266	7.0
5 - 19	810	21.4
20 - 24	235	6.2
25 - 44	952	25.1
45 - 59	783	27.8
60 - 74	374	10.0
75 and over	363	9.6

Source: U.S. Census Bureau

Race

Lowell is not a racially diverse community. Of the 3,783 persons living in the City in 2010, 3,696 (94.1%) were white. Of the total population, 114 persons (3%) were of Hispanic origin. The following table depicts the racial composition of the community.

Racial Composition, City of Lowell: 2010

Race	Number	% Total
White	3,561	94.1
Black or African American	48	1.3
American Indian, Eskimo, Aleut	23	.6
Asian	21	.6
Hispanic or Latino	0	0
Other	114	3.0
75 and over	16	.4
TOTAL	3,783	100.0

Source: U.S. Census Bureau

Household Size

As a central city with an aging housing stock and relatively high median age, Lowell's low household size is not surprising. With an average household population of 2.50 persons, Lowell is lower than the townships surrounding it and Kent and Ionia County. These communities with larger household sizes are experiencing new growth, typically with young families moving into the area and building new homes. A comparison of the household sizes, along with other housing characteristics, is provided in the following table.

Housing Characteristics, Selected Communities: 2010

Communities	Total Households	Avg. Household Size
Lowell	1,457	2.50
Boston Township	2,176	2.62
Keene Township	619	2.94
Lowell Township	2,179	2.72
Vergennes Township	1,408	2.97
Ionia County	22,144	2.64
Kent County	227,239	2.60

Source: U.S. Census Bureau

A full 40% of the City's population is between the ages of 25 and 54, and more than half of the City's population (52%) is between the ages of 20 and 60 years old. Of the remaining population, 28% are 19 years old or younger, and 15% are 65 and older.

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Income

Like many other socio-economic characteristics reviewed in this document, income reflects Lowell's "central city" status. The 2010 Census reported the per capita income for Lowell was \$18,869, relatively on par with Ionia County (\$19,386) but less than Kent County's (\$24,791). A comparison with neighboring communities, Lowell Township (\$25,603) and Vergennes Township (\$26,281) shows that the City of Lowell has room for improvement by attracting some higher income residents to offset the aging population trend.

Despite this, the number of persons with incomes below poverty is relatively low. Only 13.6 % of Lowell's residents are below poverty level, compared with 15.4 % in Ionia County and 14.3% in Kent County.

Employment

Lowell's employment characteristics have not changed significantly over the last several years. While the total labor force has increased proportionate to the population increase of the past decade, the composition of the labor force has changed from 2000 to 2010, and is expected to show further shifts within the market by 2020. The majority of the City's workers were at one time employed in blue-collar occupations such as manufacturing and wholesale/retail trade. As the United States economy, Michigan in particular, continues to shift from a labor market based in manufacturing and production to a labor market based in service, knowledge and technology, the local job market will continue to shift in this direction as well. In 2015, 20.7% of employed residents worked in the manufacturing industry, while 25.1% worked in the education and health care sectors and 13.2% worked in professional, administrative, and management sectors.

The number of people employed in Lowell, according to the 2010 Census, was the first time the figure had dropped from the prior year in the last 40 years, evidence of the recent recessionary period. With a total labor force of 1,926 people, 1,744 are employed. The following table provides a comparison of employment and unemployment figures with previous years.

Employment Status, City of Lowell: 1970 - 2010

Communities	1970	1980	1990	2000	2010
Total Labor Force	1,182	1,746	1,939	2,027	1,926
Employed	1,109	1,621	1,865	1,938	1,744
Unemployed	73	125	74	89	182
Unemployment Rate	6.2	7.2	3.8	4.39	9.4
Employment Rate	93.8	92.8	96.2	95.6	90.6

Source: U.S. Census Bureau

PHYSICAL CHARACTERISTICS

The City of Lowell is an older city, having been incorporated some 150 years ago. However, its character and its functions have changed during that span of time. While the City originated as a trading post at the confluence of the Flat and Grand Rivers, Lowell has grown outward from its original marketplace. The oldest structures in the City are located adjacent to the downtown business district, east and west of the Flat River.

Land Use

Residential

Generally, housing is in good condition throughout the City, although a few homes require attention to bring them closer to an acceptable standard of condition. The homes in Lowell tend to be older than those found in the developing townships of Lowell and Vergennes, as well as Kent County as a whole.

The age of housing is a concern, since over one-quarter of the City's housing was constructed before 1940. These older homes will require higher levels of maintenance. In some instances, the required upkeep may be beyond the means of the owners. As a result, the homes may tend to deteriorate at a faster rate.

The larger homes in the City are generally situated on the east and west ends of town, where larger lots are found. One manufactured home park is located south of M-21 between Valley Vista and Ridgeview. The park is well screened from view along M-21.

Multi-family housing comprises about one-quarter of the City's total housing stock. The largest concentrations are located west of Valley Vista, north of West Main Street; east and west of Center Street, north of Sibley; south of Bowes Street, near the water treatment plant; and north of Hunt Street, east of the railroad tracks. About 40% of these units are located in duplex and four family buildings.

Commercial

Commercial development is primarily concentrated along Main Street (M-21), creating a linear strip effect through the City. Offices are located in the Main Street commercial corridor, as well. The City's downtown business district, found on both sides of the Flat River, is a node within this strip.

Industrial

Industry is generally located in three areas -- along the railroad right-of-way adjacent to the downtown; in the northwest quadrant of the City on Foreman Road; and at the end of Monroe Street, east of the Flat River. Some of the industrial areas are located in close proximity to residential neighborhoods, which causes some incompatibility due to truck movement, noise, and hours of operation. For the most part, these industries have adapted to their surroundings, but some conflicts continue to exist.

Public/Quasi-Public

These land uses (governmental buildings, churches, schools, parks, etc.) are located throughout the City. Those public uses that are located in the neighborhoods are generally related to the residences around them. Schools, churches, and parks are closely related to the activities of the neighborhoods. As a result, they normally do not present significant land use conflicts.

Other public land uses include the water and wastewater treatment facilities located along the Grand River near the southern City limits. The Department of Public Works and fire station are also located in this area. Oakwood Cemetery is located at the northern City limits by Washington Street. Lowell Light and Power owns and operates the electrical grid in the City with offices located on N. Broadway near downtown.

School properties take up a significant percentage of land area within the City. Some movement of facilities has occurred since a new high school was opened in Vergennes Township. While most of the existing schools and their associated recreational facilities have been maintained or re-purposed, the former Unity High School located on the Flat River has been closed and is available for redevelopment.

Topography

The City of Lowell is located in a geographical area which was greatly influenced by both moranic glacial deposits and outwash plains. Two sites within the City are the direct result of moraines. One site is located on the east side of the Flat River, designated by the steep sloping land near McMahon Park. The second site is the steep sloping land on the western side of the Flat River, outlined by Gee Drive.

These linear hills were formed by deposits of sand and gravel debris at the margins of the glacier, when the rate of ice advance equaled the amount of melting at the periphery. As a result of these ice borders melting, streams carried sediment away from

the glacier, resulting in outwash plains and glacial channels, typical of the remaining landscape in Lowell. Here the land is flat to undulating, with soils mostly of sand, silt, and loam.

Soils

Because of Lowell's glacial influence, several different soil types exist. The soils can be divided into five general groups: sand, sandy loam, silt, silt loam, and organic.

Sandy soil covers the bulk of the City of Lowell. Generally, these soils are well drained with rapid permeability and low available moisture and natural fertility. As a result, they are better suited for residential development.

The sandy loam group is similar to the sandy soils. However, this soil type is more suitable for agricultural purposes since it has a higher natural fertility. In addition, the sandy loam frequently contains deposits of gravel.

Silt soil is a group which also covers a large portion of the City's land area. These soils are generally found along the Grand River basin and are very responsive to agricultural uses because of their low permeability.

Silt loam is not a predominant soil type in the Lowell area. However, some areas do exist, primarily along the Grand River. This soil type is well suited for agricultural uses because of its high natural fertility and available moisture. These soils are also well drained.

Finally, the Lowell area has some muck which is considered an organic soil. Only a very small portion of this soil is found in the City, located northwest of the City's center. This soil is very poorly drained and low in natural fertility.

Water Resources

Two major water features influence the City of Lowell -- the Grand River at the southern border and the Flat River cutting through the heart of Lowell and joining the Grand. These water systems are also a direct result of the last glacial period.

The Flat and Grand Rivers cut through the landscape of Lowell and are confined to the old drainage channels. These rivers function as major channels for the regional watershed. Each of the systems experiences periodic flooding, consequently development along their banks is regulated.

More than one-half mile wide in some places, the floodplain limits the possibility of new development in many areas. A dam on the Flat River (at the Main Street Bridge) has created an impoundment within the City limits, affording potentially pleasant views to the public along the length of Riverside Drive, while the Riverwalk/Showboat area along the Flat River provides a focal point for downtown Lowell. The Flat River also contains numerous scattered islands within the City limits. Many of these low-lying islands located below Main Street are subject to flooding and remain undeveloped.

The Grand River floodplain is extensive and periodic inundation of flood waters inhibits some recreational use.

Vegetation

The soil characteristics of an area will determine, to a large extent, the tree species found there. Because of the heavy concentration of sandy soils in the area, few prime woodlands exist. Those areas which have grown up are sparsely developed. Most woodlands are hardwoods, containing ash, elm, maple, and willow in the lowland, and beech and oak in the higher areas.

The extent of urban development has also preempted much of the land formally occupied by woodlands. The greatest concentrations of tree stands are currently found along segments of the Flat and Grand Rivers and as isolated pockets throughout the City.

Climate

Lowell is under the climatic influence of Lake Michigan. In spring, the cooling effect of the lake serves to retard the growth of vegetation until the danger of frost is past. The warming effect in the fall holds off frost until most crops have matured.

The average growing season extends 170 days. The annual mean temperature is 48.5 degrees. Mean precipitation is 33 inches of rain and 80 inches of snowfall. Prevailing winds are from the southwest at 10.2 miles per hour.



CHAPTER 5

RECREATION INVENTORY

Recreational facilities and programs in the City of Lowell are provided by public, quasi-public, and private entities. Available opportunities consist primarily of City parks, school properties, and private commercial establishments. See the table in the Appendix for a listing of these facilities and the opportunities they offer. While the City of Lowell maintains an inventory of City-owned parks and recreation areas, the Lowell Parks and Recreation Commission visited each facility in the City as part of its update process in 2017. Organization websites and other planning documents were utilized for facilities outside of the City and for school-owned and private facilities within the City.



PROGRAMMING

Responsibility for overseeing Lowell's parks and recreation program is the responsibility of the City Parks and Recreation Commission: with ultimate authority resting with the City Council.

A variety of programs are provided through the combined efforts of the City of Lowell, YMCA, Lowell Area Schools, Lowell Little League, Lowell Youth Football, and Lowell Area Select Soccer Association. City, school, and some privately-owned facilities are utilized for these many programs.

The City represents the center of activity for a large region in Kent County. The local school system, based in Lowell, has students residing in ten townships, as well as the City. Adjacent Vergennes and Lowell Townships do not provide recreational programs for their residents. Consequently, the programs offered by Lowell Public Schools serve a much larger population than just City of Lowell residents. Additionally, the YMCA also offers limited recreation programming in the community.



OPERATIONS & MAINTENANCE

Lowell's park system is maintained by the City's Department of Public Works. Seasonal help is added during the summer months specifically for the parks. Grounds maintenance, equipment repair, care of the athletic fields, and similar activities are all performed by the City. Volunteer efforts are provided by quasi-public sports organizations as well as area churches.

FACILITIES

Recreation Park

This park is located at the northwest corner of the intersection of the Flat River and the Grand River at the south entrance to the City on Hudson Street. Its facilities include the following:

- » Football Field with lights
- » Baseball/Softball Field with lights
- » Two fire rings
- » Camping (rustic)
- » Boat Launch on Grand River



The football field (Burch Field) is currently used primarily by the Lowell Youth Football League, Rugby Club and Lacrosse Club. Prior to 1994, this served as the high school field and includes bleachers, lights and a scoreboard and is located directly adjacent to the Flat River.

The softball field is located at the north end of the park and directly abuts the King Milling facility. It is the only softball facility with lights in the community and used primarily by adult leagues. It includes dugouts and covered bleachers. There is a restroom that serves the football and softball areas as well as a small concession stand.

The City owns two buildings on the site that are currently not being used as recreational facilities. The King Memorial Building was once the location of an outdoor pool and is currently leased to the Kent County Youth Agricultural Association. The Foreman Building is currently used as a storage facility for the City's Department of Public Works.

The City of Lowell leases a large portion of the Recreation Park area to the Kent County Youth Fair which is a major attraction. The fair organization owns several exhibit and livestock buildings on the property which also includes a horse arena. The heaviest use of the fairgrounds occurs in July/August each year when the Kent County Youth fair is held here for a week. In addition to the fair, there are other numerous, yet smaller events that take place at the fair grounds throughout the spring and summer including horse shows, rodeos, and music concerts.

Considering the variety of facilities available at this park, parking facilities are sometimes inadequate. A portion of the areas for parking are paved, but the majority occurs in grassed areas.

Recreation Park contains a substantial amount of open space along the Grand and Flat Rivers. Some of this area is devoted to rally-type, travel-trailer camping during the youth fair and other events. There are no defined camp sites and limited facilities are available for this activity. Much discussion has occurred regarding the development of a modern campground in the park.

However, the park's location in the floodplain may make such a project difficult due to the flooding conditions in the area. There has been recent interest expressed in developing an RV park on the east side of the Flat River that would connect to Recreation Park via a pedestrian bridge. (See Moose/Rogers properties).

Creekside Park

Several improvements over the past 23 years have made this facility a versatile and well used park. Located on the west side of the City on Gee Drive, it is accessible from both Foreman Street and Alden Nash Rd. The park includes new dugouts, three little league baseball fields, a softball field, one large and two small soccer fields, a beach volleyball court, two horseshoe pits, and a community garden. There is adequate parking in two paved lots.

The centerpiece for the park is a large wooden play structure that was built with volunteer labor from throughout the community in 1994. In addition the park features a large picnic shelter, restrooms and a concession stand. A paved and partially-lit pathway connects the park to Cherry Creek Elementary and the Valley Vista subdivision.

This park serves as a community-wide facility used for organized soccer, baseball and softball programs, as well as for many other family leisure pursuits.



Richards Park

Richards Park occupies an entire block in an older residential neighborhood between Elm and Spring Streets off North Hudson. The park is 1.6 acres in size and is mainly a pedestrian-oriented neighborhood facility. Primarily a passive-use park and play lot, Richards Park contains a modern playground, large slide, half basketball court, benches, and walkways. A concrete foundation is flooded in the winter for ice skating and provides a smooth surface for summer roller skating. Some parking is available on the adjacent streets.

Stoney Lakeside Park

Stoney Lakeside Park is located along the Grand River south of Bowes Street. A former gravel pit, the site contains a 27 acre lake that affords opportunities for swimming, fishing, and boating. The City received a \$47,000 grant in 1989 which helped to develop the park, including a beach, picnic area, shelter, restrooms, and parking.

Current facilities include a beach, restrooms, playground, parking lot, picnic tables, picnic pavilions, BBQ grills, and two horseshoe pits. The park is also home to a 31,000 square-foot fenced-in dog park and a skateboard park.

Upper Bridge Property/Moose and Rogers Properties

The Upper Bridge Property is a 20-acre piece of vacant land owned by the City on the south side of the Grand River, just east of the bridge over the river. There are no current plans for this piece of property; the land was donated to the City for park uses. The Moose and Rogers properties are two parcels that comprise a total of about 33 acres. Located on the east side of the Flat River, both properties are wooded, and lie within the floodplain. These properties, owned by the City, are not formally designated as parks at this time.

McMahon Park

McMahon Park is located east of the river in a residential neighborhood. The Park offers limited amenities but contains benches and a sledding hill in the winter.

Scout Park

The City of Lowell owns 27 acres at the north end of Washington Street next to the Flat River. This primarily wooded property includes a open hill area that has been used for many years for sledding in the winter. The property has also served as a meeting place for local Boy Scout troops who conduct many indoor and outdoor activities there and is the location for the "Boy Scout Cabin" constructed in the 1950's.

Riverwalk Park/Showboat Area

Over the past 20 years, the City has made multiple improvements to what is now known as the "Riverwalk", an area on the east side of the Flat River, north of Main Street. This walkway is the home of the Lowell Showboat, a paddle wheel steamer replica that is the City's centerpiece. For many years, the Showboat

was a regional attraction, hosting national acts for one week each summer and attracting hundreds of visitors. While the last Showboat Festival was held almost two decades ago, recent improvements to the Riverwalk area has



resulted in increased use of the area once again. A summer concert series has been popular drawing several hundred people each Thursday night. Historic buildings adjacent to the area have been renovated with new businesses that add to the ambiance of the historic downtown setting. The City and Downtown

Development Authority recently redeveloped the northern area of the site with designs and amenities that were envisioned in previous planning documents. These improvements were largely funded by a \$300,000 grant in 2011 from the Michigan Natural Resources Trust Fund.

Now considered a City park, the area has a boat launch and an ADA accessible canoe/kayak launch to access the Flat River. Benches and picnic tables adorn the riverfront and lawn area adjacent to the Englehart Library, which serves as a riverfront festival venue.



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OTHER PUBLIC/QUASI-PUBLIC FACILITIES

Lowell Area Recreation Authority & Lowell Area Trailway

In 2004, the Lowell Area Recreation Authority (LARA) volunteer group was formed to research ways to better the recreation opportunities for residents in the Lowell Area. A board was established that consists of one elected official from the Lowell Township Board, Vergennes Township Board and the Lowell City Council as well as a citizen appointed from each municipality and one at-large member that is chosen by the LARA Board. This multilateral cooperative effort is intended to give the majority of the concerned entities in the Lowell area an equal voice in the LARA recreation planning efforts.



Through meetings conducted by the Lowell Area Community Fund of the Grand Rapids Community Foundation, it became apparent of the Lowell area public's desire for a non-motorized trailway(s) that would provide connectivity between the City of Lowell, Vergennes Township, and Lowell Township. The LARA, through a grant provided by the Lowell Area Community Fund of the Grand Rapids Foundation, proceeded with development of an area-wide trailway master plan. In 2009, the first portion of that plan was realized when grants were received from MDOT and MDNR combined with local fund raising to install the Phase 1 of the Lowell Area Trailway. This 10 ft. wide paved railway is 3.2 miles in length and connects the Fred Meijer River valley Rail Trail on Foreman Street to the Wege/Wittenbach Nature Center on Vergennes Rd.

Since 2009, the City of Lowell provided a connection of that portion of the trail on Gee Dr. to Sibley Street via Ridgeview Street. In 2017, the trail will be extended another 2,000 ft. on Alden Nash Dr. from Gee Drive to Main Street (M-21). In

2015, the LARA Board developed a Master Plan to connect the regional rail trail systems from Saranac and Belding that currently terminate on South Jackson Road to the east and Foreman Rd on the north. The LARA Board is currently working cooperatively with eh Fred Meijer Regional Rail Trail group on grant applications for this proposed connection.

Grand River Riverfront Park – Lowell Township

Lowell Charter Township currently has one developed recreation area designed to serve the Township's residents. Grand River Riverfront Park is an 80-acre parcel adjacent to the Grand River purchased in 1997. Located on the south bank of the Grand River essentially opposite the City's Stoney Lakeside Park, the facility provides a broad range of field sports and natural area amenities for organized and casual use.

The park is handicapped accessible and offers the following facilities:

- » 207 parking spaces
- » 4 restrooms
- » 1 playground
- » 1 play area
- » 1 unlighted baseball field
- » 1 unlighted softball field
- » 6 unlighted soccer fields
- » 1 Lacrosse field
- » Hiking trails
- » 2 Pavilions
- » Storage building
- » 207 parking spaces
- » 4 restrooms
- » 1 playground
- » 1 play area
- » 1 unlighted baseball field
- » 1 unlighted softball field
- » 6 unlighted soccer fields
- » 1 Lacrosse field
- » Hiking trails
- » 2 Pavilions
- » Storage building
- » Paved walkways
- » Natural areas
- » Canoe/Kayak launch
- » Fishing area/dock
- » Wetland education area
- » Gazebo
- » 4 benches
- » Frontage along the Grand River
- » Concession area
- » Picnic areas
- » Bridge river crossing*

*Project proposed for 2018

Fallasburg Park

This Kent County Park is a 458 acre facility located about 4 miles north of Lowell on the Flat River. Facilities include picnic areas, a large picnic shelter for up to 200 people, softball diamonds, Frisbee golf, and playground equipment. The park is also the site of one of the State's few remaining covered bridges. Hiking and cross-country ski trails are found throughout the park.

Saranac-Lowell State Game Area

This is an 1,800 acre preserve located northeast of Lowell in Kent and Ionia Counties.

North Country National Scenic Trail

The North Country National Scenic Trail is a premier footpath that stretches for about 4,600 miles linking communities, forests, and prairies across seven northern states. The North Country Trail passes through the City and the Saranac-Lowell State Game Area and offers additional opportunities for hiking on rustic trails. The national headquarters for this trail is located in the City of Lowell, near the geographic center of the trail.

Ionia Recreation Area

The Ionia Recreation Area is the nearest State Park. This park offers fishing, camping, swimming, equestrian, and other recreational opportunities. It is approximately 8 miles east of the City of Lowell.



Senior Neighbors Center

Located on the west side of Hudson Street, across from Recreation Park, this facility is a converted home which serves as the activity center for the Senior Neighbors organization. It can accommodate up to about 40 persons for events. Activities within the center include lectures, arts & crafts programs, daily meals, and other group programs. Large events like dances or special programs such as exercise classes are held elsewhere. The Center also sponsors regular outings and similar activities for the senior population of Lowell and the surrounding communities.

Churches

St. Mary's Church, one block west of Richards Park, and First United Methodist Church, at Avery and Jackson, contain small areas with playground equipment used for church programs and generally available to the neighborhood. Wesleyan Church contains a half basketball court, play equipment, and picnic tables with shelter.

Flat River Banks and Islands below the Main Street Dam

These lands are in public ownership but remain undeveloped. Access limitations, flooding, and extensive poison ivy are some of the challenges that would need to be addressed before assigning a specific recreational activity. Their open space value, however, is an asset to the community. The islands have the potential of providing access between Recreation Park and the Rogers property via future pedestrian or vehicular bridges.

Flat River Banks above Main Street

In April 2010, the West bank of the Flat River between Elm Street and Main Street was studied to determine the options available to stabilize the bank against erosion. While this initially focused on bank stabilization, the City and its Downtown Development Authority are also considering adding recreation amenities to this location similar to the improvements completed on the east side of the Flat River. Potential improvements to the west bank may include fishing platforms, a riverwalk or similar public access feature excluding those properties located at 115 West Main Street, 123 West Main Street, and 103 Riverside Drive.

Kent County Bike Routes

Although there are no designated bicycle routes or lanes within the City of Lowell, several Kent County trails are located on roads outside the City limits. A complete bicycle trail runs between the City of Lowell and Fallasburg Park up Lincoln Lake Avenue. There is also a designated 7 ½ mile widened shoulder along Grand River Avenue in Lowell Township from Alden Nash to Buttrick Avenue.

LOWELL AREA SCHOOL RECREATION FACILITIES

Lowell High School

Completed in 1994, this school lies outside the City limits but provides both indoor and outdoor facilities available to Lowell residents for a fee. Classrooms are used for adult education programs and the gymnasium is available for recreational basketball and volleyball. A large football stadium and track, 3 softball fields, and a soccer field are restricted to school use, but have relieved pressures on City facilities previously used by the school athletic program. The facilities also include 8 tennis courts.



Lowell Middle School

This facility, located on Foreman Road, shares its 7.3 acres with Bushnell Elementary School. The site has six outdoor tennis courts, one baseball diamond, one softball diamond, 6 outdoor basketball half-courts and parking facilities. Indoor facilities include a large gymnasium, multi-purpose room, auditorium, and, of course, classrooms.



Cherry Creek Elementary School

This large elementary school occupies the former middle school facilities. Outdoor facilities include six half-court basketball courts, a softball field, and a high school baseball field. A 1200 seat gym, multi-purpose room, and classrooms are available for community use.

Unity High School

A former elementary school, this building is located on High Street and currently houses the Unity High School alternative education program. Its outdoor facilities include an open grassy play area, and modern play equipment. Several benches are located around the grounds. A multi-purpose room is located within the building.

Bushnell Elementary School

Located adjacent to the middle school site, the elementary school offers basketball, play equipment, an open play area, and a softball field. Some benches and picnic tables are scattered around the grounds. There is also a multi-purpose room.

Wege/Wittenbach Agri-science and Environmental Center

The 80-acre Wittenbach Center adjoins the Wege Foundation Natural Area for the study of ecology – 61 acres of woodland managed by the Land Conservancy of West Michigan. Trails link the two, and many programs are conducted in the Wege Natural Area. The Wege Natural Area and Wittenbach trail system is open to the public during daylight hours for foot traffic only.



PRIVATE RECREATION FACILITIES

Roll Away

This is an indoor facility located on East Main Street. It contains eight bowling lanes, a roller skating rink, laser tag, and adjacent outdoor miniature golf course open to the public.

Riverbend Campground

A primitive campground, this facility is located about three miles east of the City limits on the Blue Water Highway. This facility is located within the Grand River floodplain

Valley Vista Mobile Home Park

A broad array of recreational opportunities is provided to residents of this residential development. These include shuffleboard courts, tennis courts, basketball court, play equipment, sauna, swimming pool, and clubhouse.

Deer Run Golf Course

This public course is located about five miles south of Lowell on Cascade Road. It offers 18 holes, a clubhouse, and banquet facilities.

Arrowhead Golf Course

Located five miles north of the City on Alden Nash, this course offers 18 holes and a clubhouse.

RECREATION PROGRAMS AND EVENTS

A summer concert series has been popular drawing several hundred people each Thursday night to the downtown Riverwalk area, home of the historic Showboat. This unique feature is discussed in more detail on page 25.

Lowell's school district provides an adult education program in its facilities. It also makes the facilities available to the public on a fee basis for a variety of leisure recreation activities.

The Senior Neighbors is another active organization responsible for programming events for the senior population of the area. A variety of leisure and support programs are available through this effort.

Programming is provided by several different organizations in Lowell. Lowell Area Schools is the organization primarily responsible for programming. Working in cooperation with the City and the YMCA, LAS schedules league play and organized team use of the many fields, except Burch Field, and schedules activities at the school facilities for youth basketball, open use of the gyms, adult leagues, gymnastics, and similar programs.



WATERWAYS INVENTORY

As a City that sits at the confluence of two rivers, Lowell has a variety of waterway access points within its boundaries.

Unimproved Water Access Locations

These locations are designated access points for carry-down boats, canoes, and kayaks launching without significant infrastructure. Recreation Park and Stoney Lakeside Park contain this type of facility.

Improved Water Access Locations

These locations are designated water access points for carry-down boats, canoes, and kayaks launching with supporting infrastructure. The Lowell Riverwalk contains this type of facility, including an ADA accessible canoe/kayak launch.

Unimproved Boating Access Site

These locations are designated boat launch locations for trailered boats without a formal launch ramp. Recreation Park and Stoney Lakeside park each contain a boat launch site with concrete launch pad; however, no additional facilities are present.

Boating Access Site

These locations are designated boat launch locations with a ramp and supporting infrastructure. The Lowell Riverwalk contains this type of facility, including an adjacent ADA accessible pier for loading and unloading.

A photograph of a tennis court. The court is made of reddish-brown material, possibly clay or concrete. A wooden frame with black netting is visible, likely a backstop or a fence. The netting is made of a dark, woven material. The frame is made of light-colored wood. The background is a solid reddish-brown color.

CHAPTER 6

NEEDS ANALYSIS

The City of Lowell's parks and recreation program is the result of a combined effort of many organizations throughout the community. While the City owns the parks and provides maintenance of the facilities, they are generally not responsible for the day to day programming of activities. The City staff works with the YMCA, Little League, Xtreme Softball, Lowell Area Select Soccer Organization and Lowell Youth Football for the scheduling of City parks for various uses. The Lowell School District serves other specific recreational needs of the community. Even the community-at-large has been active in improving recreation opportunities.

Like many areas, Lowell's parks are oriented toward the active needs of the community. Sports fields are found in several locations, along with picnic facilities, and play areas. Within a short drive of the Lowell City limits are extensive State and County facilities, which offer a full range of passive opportunities.

The following pages provide an evaluation of needs from several perspectives which in turn provide the framework for the Action Program (Chapter 8).

CITY OF LOWELL RECREATIONAL NEEDS

Population Segments

The variety of age groups and interests in the City needs to be considered relative to the opportunities available. Current facilities are geared primarily towards active recreational pursuits -- play areas, athletic fields, a swimming beach, and similar activities. While some picnic facilities are available, there is a need for more of these along with other passive facilities such as walkways, trails, sitting areas, and fishing areas. Senior citizen needs, in particular, appear to be overlooked by the existing facilities.

Finally, there appears to be strong interest within the community for a Community Center and recreational facility with indoor activities. This may include a swimming pool, indoor recreational facilities, senior center, gathering space and other similar facilities.

Standards

One method of evaluating need is to compare the City's facilities with those of other communities using some standardized measure. This approach was used as a first step to identify any "glaring" recreational deficiencies that may exist in the City of Lowell. The following table illustrates the results of this comparison.

Recreation Standards¹ and Current Facilities

Recreation Opportunity	Standard 10 ac. /1 ,000	Need 40 ac.	Existing 167 ac.	Difference + 127 ac.
Total Park Acreage				
Basketball Courts (out)*	1/5,000	1	1/2	-1/2
Tennis Courts (outdoor)*	1/4,000	1	0	-1
Playground *	1/3,000	1	4	+3
Baseball Fields *	1/5,000	1	1	0
Softball Fields *	1/5,000	1	4	+3
Football Field *	1/20,000	0	1	+1
Track*	1/20,000	0	0	0
Soccer Fields*	1/20,000	0	2	+2
Golf Course	1/50,000	0	0	0
Bike Path (miles)	1/40,000	0	3.2 mi	0
Picnic Tables	1/200	20	27	+7
Natural Area	1/50,000	0	3	+3
Ice Skating (outdoor)	1/20,000	0	1	+1
Swimming Beach	1/25,000	0	1	+1
Volleyball	1/5,000	1	1	0
Water Frontage (feet)	1/1	4,000	+6,400	2,400

* Does not include facilities on school grounds

¹ MDNR, 1986. Building Michigan's Recreation Future. Appendix B, pages 100-101; and
Roger E. Lancaster, Ed. 1983, Recreation. Park and Open Space Standards and Guidelines, Alexandria, Virginia;
National Recreation and Park Association. Pages 60-61.

This comparison indicates, for the most part, the quantity of facilities is adequate. Total park acreage and water frontage; in particular, are well in excess of the suggested standard. Other facilities such as play areas, softball fields, and picnic tables are comfortably above the standard. Only two facilities appear to be deficient in terms of this measurement -- basketball courts and tennis courts. However, the deficiency is negligible and is offset by facilities available at the schools which were not included in the calculation. In addition, a review of the existing facilities suggests that they are not used sufficiently now to warrant the addition of any more.

Geographic Distribution

Even though the total amount of land may be adequate, the distribution of the parks must be considered. The recreation opportunities should be distributed throughout the community to provide convenient access to all residents.

The existing facilities map (page 27) shows the location of City parks and school facilities. While a cursory look at the map suggests that parks and/or schools are well distributed throughout the community, not all the facilities provide equal opportunities.

The City is divided by the Flat River which runs from north to south through the community. Recreational facilities in the community are situated as follows:

<i>Geographical Distribution of Recreational Facilities within the City of Lowell</i>	
West of Flat River	East of Flat River
» Creekside Park	» McMahon Park
» Recreation Park	» Scout Park
» Stoney Lakeside Park	» Moose & Rogers Properties
» Richards Park	» Roll Away Roller Rink & Bowling Alley
» Bushnell Elementary School	» Unity High School
» Cherry Creek Elementary School	» Nazarene Church Playground
» St. Mary's Church	» Showboat/Riverwalk
» YMCA	» United Methodist Church

Lowell's most fully developed and heavily used parks are Creekside, Recreation, and Stoney Lakeside Parks which are all located on the west side of the river. School facilities, like the major parks, tend to be more dominant on the west side than the east side of the river. One school is located in the City's northeast quadrant, and includes a modern playground for younger children.

The most significant recreation opportunities therefore, are found on the west side of the Flat River. Lowell is not that large of a community that residents are precluded from enjoying any of the parks due to a lengthy drive from their homes. However, in terms of convenience and ready access, the residents east of the Flat River do not enjoy the same proximity to recreational opportunities as the rest of the community.

LOWELL AREA RECREATIONAL NEEDS

Looking at recreation needs and facilities from an area-wide perspective provides insight when planning for new or expanded facilities. In addition to considering the needs of the City of Lowell, the combined recreational needs of neighboring communities and their existing or planned facilities should also be contemplated. A comprehensive and inclusive approach may help to enhance services for the entire community.

ACCESSIBILITY ASSESSMENT

Federal and State laws prohibit discrimination on the basis of physical ability in connection with recreational facilities owned by the City. Developed park facilities must comply with barrier-free design standards. Public facilities in Lowell have been critiqued to understand the need for improvements relating to barrier-free accessibility. In addition, as park development is considered in the future, barrier-free accessibility is a significant priority item to help ensure that recreation can be enjoyed by all residents and visitors of the City. The community is devoted to this effort.

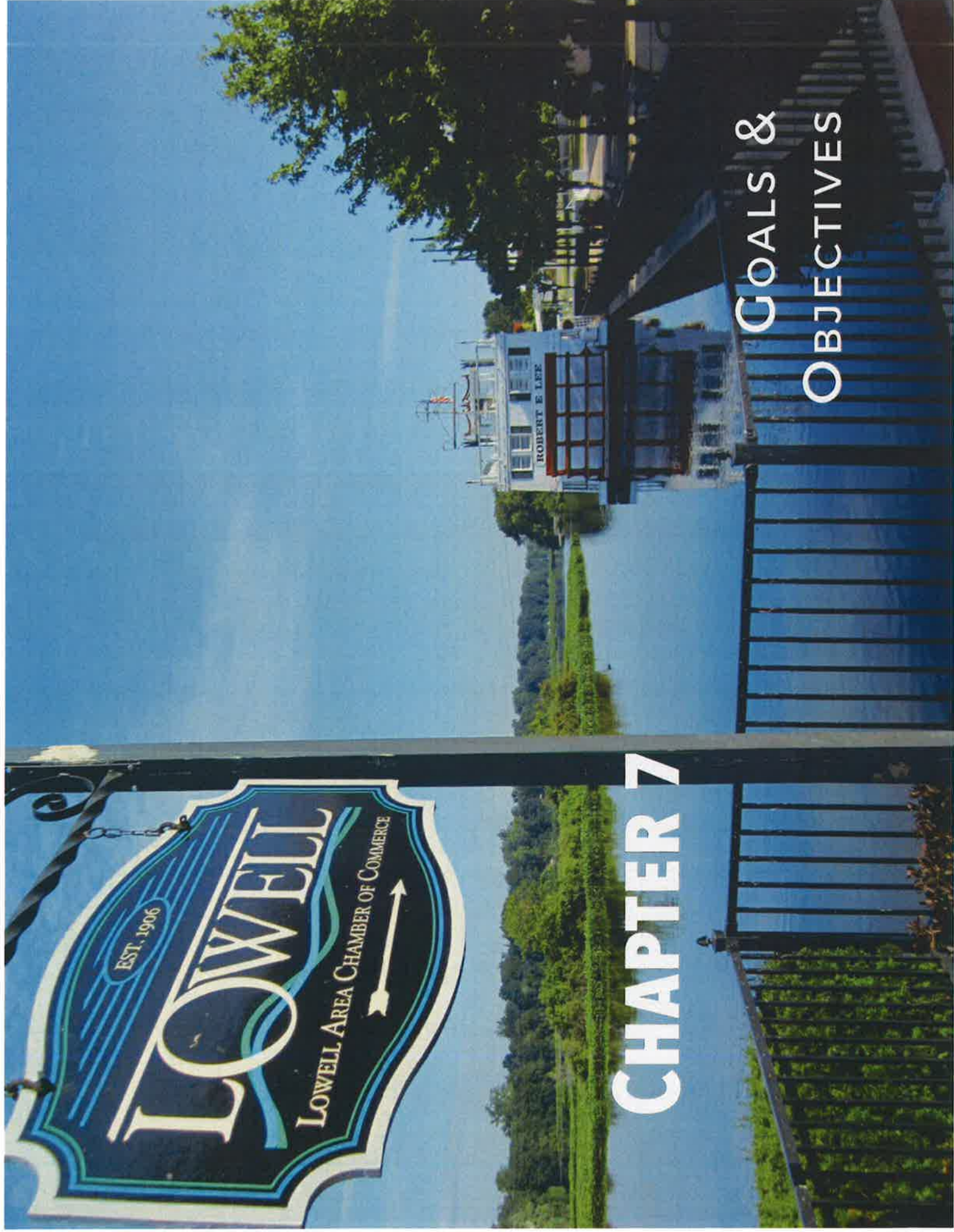
The following is a summary of an adapted scoring system generally in accordance with DNR Standards:

- Level 1. None of the facilities in the park meet accessibility guidelines. Little pavement is provided and access routes to the facilities are not easily accessible.
- Level 2. Some of the facilities meet accessibility guidelines, but many of the facilities or the access routes to them are not easily accessible.
- Level 3. Most of the facilities meet accessibility guidelines. Parking areas and walkways are paved; and while most facilities are generally accessible, some barriers may exist for certain people because of age, ability, or situation.
- Level 4. All of the facilities meet accessibility guidelines. The park is accessible and the routes to facilities within the park are accessible, but some play or other equipment may not be designed for everyone.
- Level 5. Universal design guidelines were used to design the entire park.

The following tables summarize the accessibility of parks and recreation facilities in the City of Lowell.

Public Facilities Accessibility Assessment

Facility	Ownership	Accessibility Level / Summary
Recreation Park	City of Lowell	Level 2 / There are currently limited accessible facilities present. Gravel parking lots persist throughout. Some areas of the park are paved providing access to the buildings used for the Kent County Youth Fair.
Creekside Park	City of Lowell	Level 3 / All parking areas are paved and contain accessible parking spaces. The restrooms, some pavilions, some baseball diamond seating, and some of the playground are accessible and can be accessed with a paved walkway. The soccer fields, soccer field pavilion, and horseshoe area are not accessible.
Richards Park	City of Lowell	Level 2 / The park has paved walkways throughout and provides some access to benches. The playground, skating area, basketball court, and picnic tables are not accessible and require crossing grass or mulched areas. Further, the playground contains mulch under the equipment, as opposed to a soft uniform rubber surface.
Stoney Lakeside Park	City of Lowell	Level 3 / The west entrance to the park provides an accessible paved parking area, pavilion, restrooms, grills, and skate park. While the dog park and playground can be accessed by paved walkways, they are not accessible facilities and consist of mulch or natural surfaces. The east entrance area of the park is unpaved and does not provide universal design access to the pavilion or boat launch. Neither access point provides universal design access to the beach area.
Upper Bridge Park	City of Lowell	N/A / Not improved.
Rogers Property	City of Lowell	N/A / Not improved.
Moose Property	City of Lowell	N/A / Not improved.
McMahon Park	City of Lowell	Level 1 / There are currently no accessible facilities present. No off-street parking is available and the park is largely grass.
Scout Park	City of Lowell	Level 1 / There are currently no accessible facilities present. Parking area is gravel and the primary building is accessed by a set of steep stairs.
Lowell Riverwalk	City of Lowell	Level 5 / The facilities within the Riverwalk and the Riverwalk itself have clearly been designed to meet universal design guidelines. Picnic tables, piers, fishing areas, and sitting areas are all universally accessible. Accessible parking is also located nearby.



CHAPTER 7

GOALS & OBJECTIVES

In consideration of the recreation needs and deficiencies presented above, the Recreation Commission and the City Council have developed specific goals and objectives. These goals and objectives are intended to be the official policy of the City of Lowell on recreation matters. Goals and objectives help to provide direction in order to identify appropriate projects and programs.

The goals are intended to describe a desirable end state or the condition of recreation in the City of Lowell over the life of this plan, but some goals will remain relevant beyond this timeframe. The goal statements are intentionally general but are felt to be attainable through concerted efforts. The objective statements tend to be more specific and may be regarded as milestones in the journey to achieve the larger goal.

Goal 1

The City of Lowell parks and recreation system will contain accessible, well-maintained and plentiful parklands that are responsive to present and future needs of City residents.

Objectives:

- A. Develop an on-going planning process with a built-in procedure for receiving public input and evaluation of recreation opportunities.
- B. Update the recreation plan as needed and entirely review the plan every five years.
- C. Enhance recreation opportunities for persons of all ages.
- D. Ensure that existing park facilities are preserved and well-maintained through adequate and appropriate maintenance, and remain suitable for future improvements.

Goal 2: The City of Lowell will foster positive relationships with adjoining municipalities and organizations to coordinate facilities and programming to best serve the needs of its residents.

Objectives:

- A. Provide facilities that complement those of Kent County, neighboring Townships, Lowell Area YMCA and other groups.
- B. Cooperate with and contribute to community wide/regional recreation projects.
- C. Seek active participation in the planning of recreation facilities and/or opportunities that affect City of Lowell residents.
- D. Work with little league, soccer and other youth organizations to support their needs are being met by parks in and around the City.

Goal 3: The City of Lowell will continue to seek opportunities for new recreational uses of existing City park properties.

Objectives:

- A. Provide encouragement and guidance for development of potential RV camping park.
- B. Seek public input for potential uses of Moose and Rogers properties and the Upper Bridge Property.
- C. Seek to develop the riverwalk and downtown area in accordance with the City's adopted Downtown Placemaking Plan.

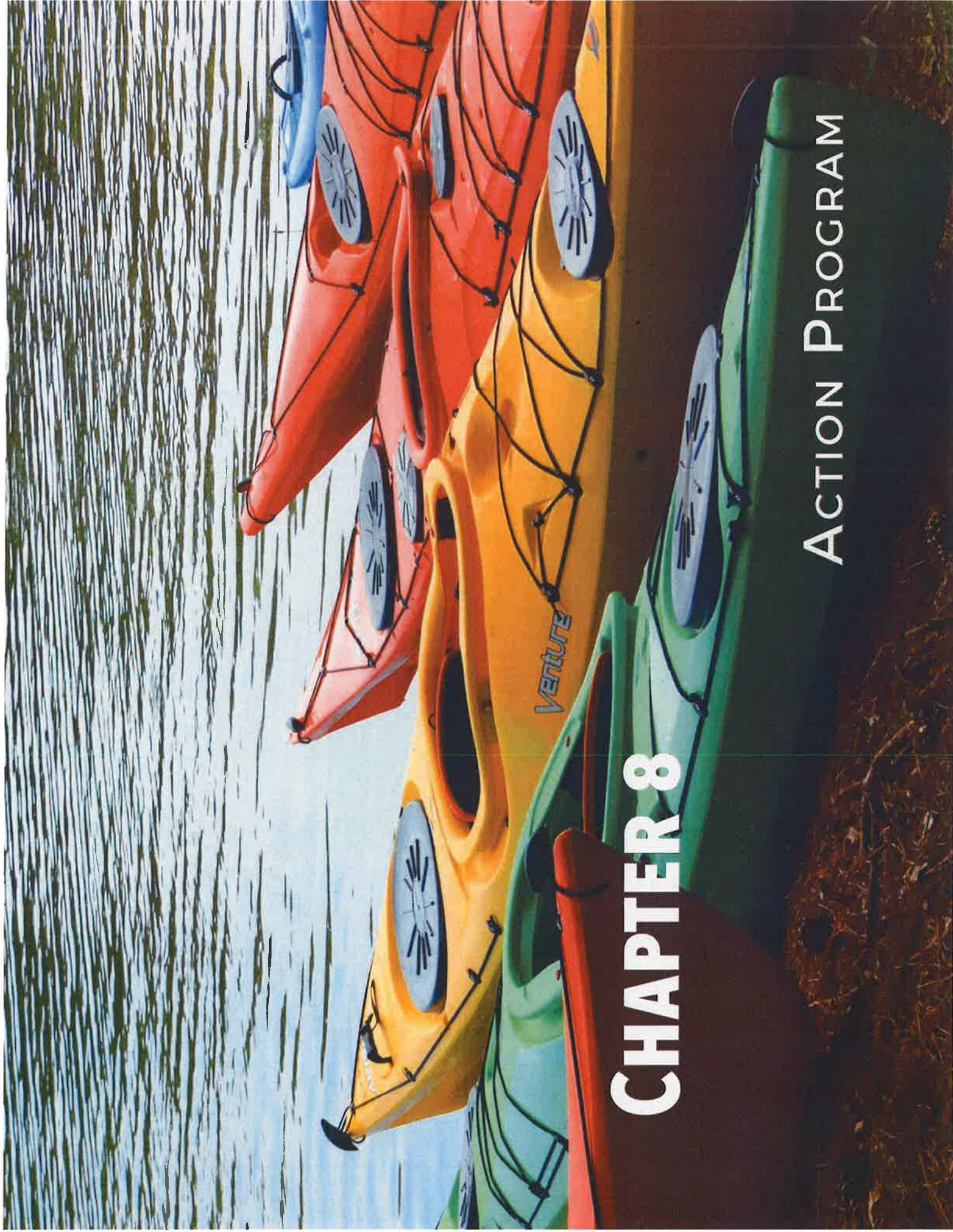
Goal 4: *The City of Lowell will connect the city to safe, well-maintained non-motorized trails both within the City and beyond.*

Objectives:

- A. Foster cooperative relationships with the North Country Trail Association, the Lowell Area Recreation Authority (LARA), and others to provide non-motorized trails and pathways in the City and connect them to larger regional trail networks.
- B. Work with LARA to expand the existing trail to connect key destinations in the City.
- C. Work with property owners to develop a workable plan to provide for maintenance and snow removal from designated non-motorized trails in the City.

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ACTION PROGRAM



Lowell residents have, for many years, enjoyed a wide range of recreation opportunities provided by the City. The Parks & Recreation Commission is committed to maintaining a high quality program for the community and is continually striving to improve the facilities and programs available.

This recent area wide effort to review recreation opportunities for the Lowell communities has been of great benefit in formulating the Action Program. For a community of its size, the Lowell area contains substantial park land and some uncommon recreational assets. The Action Program focuses on refinements to the City's existing parks and recreation system based on the needs and interests of its residents.

IMPROVEMENTS BY PARK

The following tables identify a wish list of improvements by park, their priority, and estimated cost, if available.

Priorities are established using the following scale:

- A: High importance, most achievable (1-3 years)
- B: Moderate importance, achievable during the life of the Plan (2-5 years)
- C: Lowest importance, achievable long term (5+ years)

COST ESTIMATES AND SOURCE

The following tables also contain cost estimates. Actual costs for improvements can vary significantly based on the nature of the proposed improvements and many other factors. In all cases, the potential source of the funds will include the City's general fund as well as potential grants from the DNR including Trust Fund grants, Passport grants, LWCF grants, and other grant programs.

CREEKSIDE PARK

Improvements	Priority	Cost
Rehabilitate aging kingdom	A	\$30,000
Add paved walking trail loop around the park	B	\$50 per foot
Add park, City, and destination signage	A	\$5,000
Resurface bridge and add rails	C	\$10,000
Add storage building to restroom/concession building	C	\$50,000
Structural and electrical improvements to pavilions	B	\$10,000
Add parking spaces	B	variable
Add second restroom facility	C	\$200,000
Add two additional baseball fields	C	\$40,000
Add additional picnic tables	B	\$200 each
Expand sprinkler system to the North/SE fields	B	\$15,000 per field
Plant trees around the perimeter of the park	B	variable
Improve ADA accessibility, including installing an ADA fountain and improving accessibility in gardens	A	variable
Re-align and Re-skirt West Field	B	variable
Construct raised beds at community garden	B	\$300 each
Construct dugouts for ball fields	C	\$5,000 each
Add lights to athletic fields	B	\$15,000/light
Add tennis/pickleball courts	C	\$50,000 each
Seal/resurface main parking lot	C	\$15,000/\$65,000
Replace backstop screens on fields	C	\$10,000
Crackfill and seal pathway	B	\$3,300
Crackfill and seal soccer parking lot	B	\$9,000

STONEY LAKESIDE PARK

Improvements	Priority	Cost
Add playground equipment	A	\$50,000
Add walking trail around the playground connecting to sidewalk and restrooms, improve connectivity	B	\$50 / foot
Add a pavilion on west side of park	B	\$100,000
Construct deck off of new pavilion over lake	C	\$10,000
Construct/improve lake boat dock	B	\$10,000
Improve Grand River entrance	C	variable
Create canal to connect river to lake	C	variable
Connect trail to Township park	A	\$50 / foot
Construct floating dock	B	\$5,000
Add walking trail behind Water Treatment Plant	B	\$50/foot
Add wildflower garden	C	variable
Add signage guiding users between Creekside and Stoney Lakeside parks	A	variable
Add picnic tables	A	\$200 each
Pave east side parking lot	C	\$25,000
Add park lighting	B	\$15,000 each
Add grills to picnic area	B	\$200 each
Construct additional picnic shelter	B	\$25,000
Improve ADA accessibility, including fountain, foot wash, and beach ramp	A	variable
Construct dock on Grand River	B	variable
Skate park improvements	C	variable
Life rings in place of boat	A	\$500
Add basketball court	B	\$25,000
Resurface 2/3 of parking lot	C	\$35,000
Resurface path to restroom	A	\$50/foot
Add gazebo to dog park	C	\$5,000

RICHARDS PARK

Improvements	Priority	Cost
Add sprinkler system/irrigation	A	\$15,000
Improve landscaping and flowers	A	variable
Add park, City and destination signage	A	\$5,000
Add splash pad	B	\$75,000
Add restrooms/storage building	A	\$200,000
Add climbing wall	C	\$40/sq ft
Add climbable structure for children	B	\$50,000
Connect park to LARA trailway	B	variable
Add new picnic shelter	B	\$25,000
Improve ADA accessibility, including accessible fountain and accessible path to playscape and fountain	A	variable
Repair ice rink	A	variable
Add pavilion in center of park	A	\$25,000

RIVERWALK

Improvements	Priority	Cost
New showboat	A	variable
Splash pad	C	\$75,000
Public restrooms	A	\$200,000
Extend Riverwalk south of Main St	B	variable
Add gazebo south of Main St	B	\$5,000
Connect Riverwalk to LARA and North Country Trail systems	A	variable
Fence or screen porta potty	A	\$500
Improve signage	A	\$5,000
Rehabilitate riverwalk	B	variable

RECREATION PARK

Improvements	Priority	Cost
Add basketball courts	B	\$25,000 each
Establish RV Park	C	
Add park, City, and destination signage	A	\$5,000
Add trail wayfinding signage	B	\$5,000
Swap ballfield property	B	variable
Improve roadway landscaping	C	variable
Change name of park	C	minimal
Establish connection to island and Rogers Property by adding trail and bridge over the Flat River	B	\$1M
Establish a trailhead	A	\$50,000
Improve boat launch	B	variable
Improve ADA accessibility	B	variable
Continue to pave parking lot (Fore-mon Building by Football Field)	B	\$50,000
Add Grand River Water Trail, including water trail signage/milemarkers	B	\$30,000
Add restrooms for water trail	C	\$200,000
Add camping for water trail	B	\$50,000
Establish farmer's/flea market	B	\$50,000
Improve access to Flat River	B	variable

SCOUT PARK

Improvements	Priority	Cost
Improve boat and canoe launch	B	variable
Add amphitheater with natural seating	C	\$150,000
Add park, City, and destination signage	A	\$5,000
Add gazebo	C	\$5,000
Add mountain biking and cross-country ski trails	B	variable
Add climbing wall and rope course	C	\$40/sq ft
Add picnic area and trash receptacles	B	\$2,000
Improve river access	C	variable
Develop master plan for the property	B	\$5,000
Improve entrance to park	B	variable
Improve ADA accessibility	A	variable
Add parking lot	B	\$50,000

UNDETERMINED IMPROVEMENTS

The following is a list of identified improvements which belong to a City property, an unimproved park, a park that is not yet developed, or an improvement location has not been identified.

- Develop Upper Bridge Park with a dock/boat launch
- Provide support for local and regional trailway efforts
- Community swimming pool
- Community center
- New multi-purpose (field-turf) field with spectator area (1,500-2,000 seats) for football, soccer, lacrosse, etc.
- Stabilize West River bank and add recreational amenities



CHAPTER 9

APPENDICES

PLAN ADOPTION

This 2018-2022 City of Lowell Parks and Recreation Plan
was recommend for approval by the Parks Commission on
_____, 2018 and adopted by the Lowell City Council
on _____.



LOWELL CITY COUNCIL

MEMORANDUM

DATE: January 29, 2018

TO: Mayor DeVore and the City Council

FROM: Michael T. Burns, City Manager

RE: Windquest

The City Airport is working with Alex Wilson, a 16 year old Junior at Lowell High School on an interesting initiative. Boeing Airlines is sponsoring a contest to develop personalized aircraft. Alex has partnered with some influential people to pursuing this matter in the Lowell Airport. Alex is here to come speak about his project.

No Council Action necessary.



LOWELL CITY COUNCIL MEMORANDUM

DATE: January 29, 2018

TO: Mayor DeVore and the City Council

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

RE: Sidewalk Discussion

I would like to engage the City Council on the discussion of sidewalk management in the City. With the recent LCTV grant modification approved, City Administration recognizes that our ordinance currently is not being enforced. This matter was addressed prior to Rich LaBombard and my arrival to the City and I know there has been disagreement about enforcing the ordinance as it pertains to sales of homes in the City.

Administration would like to know the direction the Council would like to take with our current ordinance. One thing to remember is we put the onus of sidewalk replacement on the property owner in the ordinance.

There is no recommendation action at this time.

DIVISION 2. - SIDEWALKS, RETAINING WALLS AND DRIVEWAY APPROACHES

Sec. 19-21. - Declaration of necessity.

It is hereby declared necessary for the protection of the health and safety of the general public that the city provide by ordinance for the construction, repair and maintenance of sidewalks, retaining walls and driveway approaches in the city. The failure to keep sidewalks, driveway approaches and retaining walls in good repair or to construct such structures when required by this chapter shall constitute a public nuisance.

(Ord. No. 88-5, § 1, 3-7-88)

Sec. 19-22. - Responsibility and liability.

All sidewalks, driveway approaches and retaining walls within the city shall be maintained in good repair, free from any buckling, unevenness, cracking, etc., which would pose a health or safety hazard to pedestrians, by the owner of land adjacent to or abutting the same. The owner shall be liable to and fully indemnify the city for any damages recovered against the city by any person for neglect to keep these areas in good repair, and reasonably safe, fit and convenient for public travel of pedestrians. The owner shall be liable to any injured person for violation of this chapter, and any injured person may recover the damages suffered by them directly from the property owner.

(Ord. No. 88-5, § 1, 3-7-88)

Sec. 19-23. - Existing construction not in good repair.

The city manager is hereby authorized and directed to order any person who owns property adjacent to or abutting upon any sidewalk, retaining wall or driveway approach that is not in good repair to build, rebuild or repair such structure. The city manager shall send a notice of violation of this article in accordance with the provisions of section 19-25. Such notice shall specify the location of such structure, the work required and that work must be completed within sixty (60) days after receipt of such notice, provided, however, the city manager may extend the period in which the work must be completed if conditions, as determined by the city manager, prevent completion of the work.

(Ord. No. 88-5, § 1, 3-7-88; Ord. No. 13-02, § 4, 7-1-13)

Sec. 19-24. - Necessary construction.

In any street where concrete sidewalks, retaining walls and surfaced driveway approaches do not exist, and in the judgment of the city manager, such sidewalks, retaining walls and driveway approaches are necessary for the health and safety of the general public, the city council may by resolution order the abutting and adjacent property owners to install such structures as required within such time period as provided in the resolution. The city manager shall send notice of such order in accordance with the provisions of section 19-25. Such notice shall specify the location of such structure, the work required and the time within which the work must be completed.

(Ord. No. 88-5, § 1, 3-7-88)

Sec. 19-25. - Notice of violation.

- (a) Notice of required sidewalk, retaining wall, and driveway approach repairs or construction shall be served upon the adjacent or abutting property owner as follows:

- (1) By delivering the notice to the owner personally or by leaving the same at his residence, office, or place of business or some person of suitable age and discretion;
 - (2) By mailing such notice by certified or registered mail to such owner at his last known address; or
 - (3) If the owner is unknown, by posting such notice in some conspicuous place on the property for five (5) days.
- (b) The responsibility for giving notice of violation is limited to providing for such notice to the property owner of record as shown on the most recent tax rolls of the city at the time of the giving of such notice.

(Ord. No. 88-5, § 1, 3-7-88)

Sec. 19-26. - New construction.

The owner of any property within the city upon which a new residential, commercial or industrial building is to be constructed shall, in conjunction with such construction, construct sidewalks and any necessary retaining walls and driveway approaches in the public right-of-way adjacent or abutting such property as shall be required by the city manager at the time a building permit is issued for such construction. All such required structures shall be completed prior to the issuance by the city of a certificate of occupancy.

(Ord. No. 88-5, § 1, 3-7-88)

Sec. 19-27. - Permit.

- (a) Before starting any work required by this division in the public right-of-way, the property owner or his or her representative shall obtain a permit. The fee for this permit shall be set by resolution of the city council from time to time. When applying for the permit, the property owner or his or her representative shall submit a plan or sketch showing:
- (1) The proposed location of the sidewalk and any related retaining walls and driveway approaches; and
 - (2) That the existing ground surfaces adjacent to and within the limits of the public right-of-way will be graded or excavated to conform to the established sidewalk grade upon completion of construction.
- (b) Upon approval of the plan or sketch, the city manager shall promptly issue the permit.

(Ord. No. 88-5, § 1, 3-7-88; Ord. No. 13-02, § 5, 7-1-13)

Sec. 19-28. - Assessment and lien upon property.

If a property owner shall fail to:

- (1) Repair an abutting or adjacent sidewalk, retaining wall or driveway approach pursuant to section 19-23;
- (2) Construct necessary sidewalks, retaining walls or driveway approaches pursuant to section 19-24; or
- (3) Construct sidewalks, retaining walls and driveway approaches pursuant to section 19-26 within the time limits prescribed in such sections, the city may, without further notice, cause the same to be done and specially assess such expense against such property pursuant to section 10-10 of the city Charter. Such special assessment shall be a lien upon the property and shall be collected and enforced in the same manner as for general ad valorem property taxes of the city.

(Ord. No. 88-5, § 1, 3-7-88)

Secs. 19-29—19-45. - Reserved.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: January 31, 2018
TO: Mike Burns, City Manager
FROM: Steve Bukala, Police Chief
RE: MDOT Traffic Study-Resolution 05-18

A few weeks ago, the City Manager, Public Works Director and I met with members from the Michigan Department of Transportation (MDOT) to discuss the Main Street crosswalk as well as a speed study that MDOT would like to conduct.

The last traffic study by MDOT on Main Street was conducted in 1989 and we are long overdue for a traffic study. MDOT is requesting a Council Resolution to conduct a speed/traffic study on Main Street with your approval.

Recommended Motion: That the City Council agrees to this Resolution to conduct a traffic study on Main Street and pass Resolution 05-18.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 05 - 18

**RESOLUTION APPROVING AND AUTHORIZING A REQUEST TO
THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO
CONDUCT A SPEED STUDY.**

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

WHEREAS, traffic in the City on Main Street, from Jackson Street to Hudson Street, has steadily increased over the past 10 years due to the development and growth of the City; and

WHEREAS, this development and growth has increased the number of access points to the state trunkline, resulting in an increase in traffic congestion and volume of turning traffic along the corridor; and

WHEREAS, as a result of the increased traffic volume, it has become increasingly difficult for residents to negotiate left-hand turns or to move in and out of traffic flow safely.

NOW, THEREFORE, BE IT RESOLVED, that the City Council is formally requesting that the Michigan Department of Transportation (“MDOT”) conduct a speed study on Main Street, from Hudson Street to Jackson Street. It is understood that MDOT, in cooperation with the Michigan State Police (“MSP”), will use engineering data gathered in the speed study to show whether the speed limit should be increased, decreased, or should remain the same. It is further understood that the City will abide by MDOT and MSP’s decision as a result of this speed study.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: February 5, 2018

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 at a regular meeting held on February 5, 2018, 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.

Dated: February 5, 2018

Susan Ullery
City Clerk

CHANGEABLE "YOUR SPEED" SIGNS

As a means to control speeds along select state trunklines, a local governmental agency may request, through the permit process, to deploy permanent changeable "YOUR SPEED" sign per each direction provided that the following criteria is met. Please note that the use of this device alone will not deter speeding. Other means such as law enforcement and/or properly set speed zones will minimize speeding. Portable speed trailers, which can provide the same information as the changeable "YOUR SPEED" sign, should be encouraged prior to the installation of a permanent type sign.

Criteria:

1. If the most current speed study is older than two years, the local governmental agency must request a formal speed study from Michigan Department of Transportation (MDOT) and the Michigan State Police (MSP). MDOT/MSP will evaluate the existing speed limit.
 - If the speed zone appears to be inappropriate then modify the existing speed limit through the speed study process. See Notes 501A, 506A, and 508A for further information on speed studies and setting speed limits.
 - If the speed zone is set properly, the local governmental agency may complete a permit application for the placement of a permanent changeable "YOUR SPEED" sign.
2. The local governmental agency is responsible for cost of materials, installation, maintenance, and all other associated costs.
3. As part of the permit, the municipality shall agree to follow up speed studies conducted by the department at six and twelve months after the installation of the changeable "YOUR SPEED" sign. If the studies do not show a significant decrease in speed of more than 5 MPH, the department reserves the right to remove all changeable "YOUR SPEED" signs.
4. The installation is limited to one permanent changeable "YOUR SPEED" sign per each direction.

The design of the changeable "YOUR SPEED" sign shall meet the requirement of the current Michigan Manual on Uniform Traffic Control Devices. The permanent sign supports shall meet MDOT's Sign Support Standards. The display of the "YOUR SPEED" sign should be limited to no higher than the 20 MPH above the posted speed limit to discourage motorists from attempting to post a high readout.



LOWELL CITY COUNCIL

MEMORANDUM

DATE: January 29, 2018

TO: Mayor DeVore and the City Council

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

RE: Look Foundation Request

At the November 8, 2017 Look Community Foundation meeting, the board reviewed their investment strategy. They have diversified accounts, however not necessarily a long term strategy. It was discussed to place approximately \$300,000 of their funds into an account with the Grand Rapids Community Foundation. This was done to have a well invested strategy for this fund and allow for an endowment to be carried on. They were also interested in the rate of return for this fund. Currently these funds are generating very little interest in the accounts we have currently.

The Foundation Board took action to recommend placing those funds in this account. I spoke with Chairman Chris Godbold about this to better understand their intent. My concern was once these funds go into the Grand Rapids Community Fund we can never get control of the entire fund back. It would only be supplied to us based on the interest generated. My other concern was if we needed Grand Rapids Community Fund to approve recommendations from this board. I have experienced in some instances where the Metropolitan Community Fund board would not approve utilizing the funds in the matter requested by the designee of the account. In addition, I was concerned this would be the same process we have with the Englehardt Memorial Fund that I sit on the board for where the GRCF ultimately approves the requests. I was concerned about giving up this level of control for a portion of our Look Foundation funds.

I was able to research this in greater detail, and it is correct that once we transfer those funds, we can never get the amount back in full on a single request. The funds would be endowed. I also learned that we would not need board action from GRCF regarding actions made by the Look Foundation Board. Once I learned those items, I was satisfied with the recommendation of the Look Foundation Board.

I am recommending that the City Council approve the recommendation of the Look Community Foundation board and allow for the \$300,000 transfer of investment funds to the Grand Rapids Community Foundation.



LOWELL CITY COUNCIL

MEMORANDUM

DATE: January 23, 2018

TO: Mayor DeVore and the City Council

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

RE: FY 2019 Budget Calendar

We are beginning to prepare for the upcoming Fiscal Year 2019 Budget. My responsibility in the City Charter is to provide the council with a balanced budget. I will ensure this occurs by the third Monday in April as the City Charter requires me to.

While it is obviously important to engage with the Council and the general public regarding the proposed budget, I am requesting an all-day budget session as we did last year on Saturday April, 28 2018. Department Directors will be presenting their budget line item by line item on that day. The Public Hearing for the Budget Hearing will be held on May 21, 2018. The Council can approve the budget that evening or if we need to make changes, we can do so. Listed below are dates you need to be aware of.

- January 30, 2018 – Capital Requests due to the City Manager for Review.
- February 6, 2018 to March 20, 2018 – Department Directors prepare and work with the City Manager and City Treasurer on budget work sheets.
- March 20, 2018 – City Manager requires that Department Directors have budget submitted for review.
- March 20, 2018 to April 6, 2018 – City Manager and City Treasurer review budget requests. City Manager will make modifications as needed.
- April 9, 2018 to April 13, 2018 – Budget will be formalized to publication.
- April 16, 2018 – Budget will be submitted to City Council.
- April 28, 2018 – Budget Work Session.
- May 7, 2018 – Public Hearing for Fiscal Year (FY) 2019 Budget date set at City Council Meeting.
- May 21, 2018 – Public Hearing for FY 2019 Budget held. Council may approve that evening.
- July 1, 2018 – FY 2019 year begins.

The City Council can make any changes as they see fit. The City Manager will look into any budgetary items you wish for me to consider. **I am recommending the City Council approve the budget schedule as presented.**

APPOINTMENTS

Expires

Downtown Development Authority

01/01/2018

Vacancy (April McClure – currently serving)

Planning Commission

Vacancy (Commissioner Gerard resigned)

06/30/2019

Vacancy (Commissioner Salzwedel recently elected to Council)

06/30/2018

RECEIVED

JAN 23 2018

CITY OF LOWELL
LOWELL, MICHIGAN

CITY OF LOWELL

Application for Board or Commission Appointment

Name: Anthony Ellis

Address: 206 North Jackson

Telephone Numbers: Home _____ Cell 616-460-3503

Email: tony.ellis4@gmail.com

Board or Commission Position Desired: Planning commision

Please give a brief resume of your qualifications for the desired position (you may attach additional information): _____

I have been living in Lowell for several years now and enjoy its personality. I long to get involved and have now acclimated myself to its surrounding and people. I have been a teacher at the Lowell High school for 20 years. I have degrees in mathematics, physics, science, and I teach industrial arts. I have always been involved in construction and industry and enjoy them both. I have common sense and would love to be a part of the city and use my skill set to better the community.

Received- email- signature attached.
Signature

Please return application to:

City of Lowell
Attn: City Clerk
301 East Main Street
Lowell, MI 49331

Or by email to:

sullery@ci.lowell.mi.us

CITY OF LOWELL

Application for Board or Commission Appointment

Name: Kelly Breimayer

Address: 619 High St Lowell, MI 49331

Telephone Numbers: Home _____ Cell (616)450-2367

Email: kbreimayer@bcbsm.com

Board or Commission Position Desired: Lowell City planning commission

Please give a brief resume of your qualifications for the desired position (you may attach additional information):

I am a very detail oriented person. I work in the Marketing Department at Blue Cross and Blue Shield of Michigan. I have been employed there for 16+ years. I am very acclimated at reading contractual rules and regulations. I have an extensive customer service background along with great problem-solving skills.

The reason why I am applying for this position is because I have recently moved within the city limits and I am looking to become more involved with the community. (I have lived in Lowell for 36 years but in the country).

Kelly Breimayer

Signature

Please return application to:

City of Lowell
Attn: City Clerk
301 East Main Street
Lowell, MI 49331

Or by email to:

sullery@ci.lowell.mi.us