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

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, MAY 21, 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 joint special and closed minutes of the May 7, 2018 City Council and Lowell Light & Power meeting.
   - Approve and place on file the regular and closed minutes of the May 7, 2018 City Council meeting.
   - Authorize payment of invoices in the amount of $128,872.13

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

5. NEW BUSINESS

   a. Cascade Township Building Inspections Agreement
   b. Public Hearing – Resolution 16-18 – Adopting Annual Budget for Fiscal Year 2018-19
   c. Approve Adjustment Rates
   d. Redevelopment Ready Communities - Resolution 17-18

6. MONTHLY REPORTS

7. BOARD/COMMISSION REPORTS

8. MANAGER'S REPORT

9. APPOINTMENTS

10. COUNCIL COMMENTS

11. ADJOURNMENT

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

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

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, May 21, 2018

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the joint special and closed minutes of the May 7, 2018 City Council and Lowell Light and Power meeting.
- Approve and place on file the regular and closed minutes of the May 7, 2018 City Council meeting.
- Authorize payment of invoices in the amount of $128,872.13

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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4. OLD BUSINESS

5. NEW BUSINESS

a. Cascade Township Building Inspections Agreement. Memo is provided by City Manager Mike Burns.

Recommended Motion: That the Lowell City Council enter into an agreement with Cascade Township for Building Inspection Services as presented.

b. Public Hearing – Resolution 16-18 – Adopting Annual Budget for Fiscal Year 2018-19.

Recommended Motion: That the Lowell City Council accept Fiscal Year 2018-19 budget as presented.

c. Approve Adjustment Rates.

Recommended Motion: That the Lowell City Council accept the Adjustment Rates.

d. Redevelopment Ready Communities - Resolution 17-18. Memo is provided by City Manager Mike Burns.

Recommended Motion: That the Lowell City Council approve Resolution 17-18 to engage the Michigan Economic Development Corporation in the Redevelopment Ready Communities program.

6. MONTHLY REPORTS

7. BOARD/COMMISSION REPORTS

8. MANAGER'S REPORT

9. APPOINTMENTS

10 COUNCIL COMMENTS

11. ADJOURNMENT

PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, MAY 7, 2018, 7:00 P.M.

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

The Meeting was called to order at 7:33 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.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Chief of Police Steve Bukala, Attorney Dick Wendt, and Light & Power General Manager Steve Donkersloot.

2. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the regular minutes of the April 16, 2018 City Council meeting.
- Authorize payment of invoices in the amount of $611,657.69.

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to approve the consent agenda as presented.

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.

City Clerk Susan Ullery read a letter from Joanne M. Miller of 780 Bowes Road. She is against the proposed trail going through her yard.

State representative for 86th District Thomas Albert gave an update on the bills he is currently working on in Lansing which include a bill addressing chronic wasting disease with deer and a bill restructuring how we pay for pension debt for the public school debt. Alberts also mentioned a Local Circuits Crossing Grant that is available to apply for in regards to the railroad vehicle crossing concerns the City and residents have here in Lowell and that he would do what he could to help the City of Lowell with applying for the Grant. Alberts then introduced Chris Afendoulis who is running for State Senate for the 73rd District and gave him his support.

Chris Afendoulis thanked Thomas Albert, introduced himself and gave a summary of his background and desire to run for State Senate.

4. **NEW BUSINESS.**

a. Hearthstone Design Studio, LLC.

City Manager Michael Burns stated the Showboat Replacement Project is progressing more rapidly in recent weeks and engineering and design is underway on the new structure. Engineers working on the structure have requested additional information regarding interior fit and finishes and product specifications so the City has requested the professional services of Hearthstone Design Studio of Grand Rapids to serve as the interior designer for the project. Owner, Ms. Shannon Parnofiello will work directly with the City's Project Manager, Showboat work group and engineers to develop a plan for the finish components on the new structure. Ms. Parnofiello has requested a retainer in the amount of $20,000 for her services. Funds for the interior design professional services are available in the Showboat Project Fund-260-751-740-PK1701 and this project will be grant covered.

IT WAS MOVED BY PHILLIPS, and seconded by CHAMBERS to accept Hearthstone Design Studio's proposal to provide interior design services for the Lowell Showboat Replacement Project at the rate of $125 per hour and not to exceed $20,000 and authorize the Mayor and City Clerk to execute the Contract dated April 30, 2018.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers and Councilmember Canfield.
NO: None. ABSENT: None. MOTION CARRIED.

b. City Hall Carpet Replacement on the 2nd Floor.

City Manager Michael Burns stated that in March 2018, the Department of Public Works issued a Request for Proposals (RFP) to interested vendors to replace carpeting at City Hall and Lowell Light & Power. The City Hall portion of the RFP requested vendors to bid replacement of the existing broadloom carpeting on the second floor of City Hall. The carpet is approximately 15 years old and has separated from the backing creating potential trip hazards in some of the public spaces.

Burns continued stating approximately 3,000 square feet of carpet is proposed to be replaced as well as the wall base trim. The carpeting will be replaced with a 24" x 24" carpet tile product that is easier to remove and replace when a section becomes stained or damaged. The low bid product is manufactured by Mannington Carpet, Estio product line. The selected vendor will be required to supply a quantity of back stock material for future maintenance needs. Removal and installation will be coordinated with the vendor to minimize disruptions to City operations and meetings.

IT WAS MOVED BY DEVORE, and seconded by CHAMBERS to accept the low bid from Beachum Flooring in the amount of $15,662 to replace carpeting and wall base trim on the second floor of City Hall.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield and Mayor DeVore.
NO: None. ABSENT: None. MOTION CARRIED.

c. Set Public Hearing Date for Budget.

IT WAS MOVED BY DEVORE and seconded by SALZWEDEL to recommend that the Lowell City Council set a public hearing on May 21, 2018 to review the Fiscal Year 2018-2019 budget.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore, and Councilmember Salzwedel.
NO: None. ABSENT: None. MOTION CARRIED.

d. Resolution 13-18 Section 19 Reimbursement.

City Manager Michael Burns stated the City will be eligible for Section 19 funding from the State of Michigan pertaining to the February flood event. This means additional costs taken on by the City to address the flood will be eligible for reimbursement. The City has calculated that we will be eligible for $9,980.09.

Burns continued stating for the City to be eligible; we must pass the attached resolution and submit it to the State of Michigan regarding funding. This resolution also requires the City to designate a point of contact that will be responsible for providing information and communicating with the state on this matter. Our contact will be the City Treasurer, Sue Olin.

IT WAS MOVED BY DEVORE, and seconded by CHAMBERS to approve resolution 13-18 for the City of Lowell to be eligible for Section 19 reimbursement.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, and Councilmember Phillips.
NO: None. ABSENT: None. MOTION CARRIED.

e. Hudson Street Utility Work.

City Manager Michael Burns stated that in preparation for the Kent County Road Commission's Hudson Street resurfacing project from the Grand River Bridge to the north City Limits which is tentatively planned for June 2018, the Department of Public Works requested quotes from qualified contractors to replace water valve box and sanitary sewer castings in the Hudson Street right-of-way. Approximately 20 water valve boxes and 20 sanitary sewer castings are proposed to be replaced within the project limits in advance of the resurfacing work due to damage and wear over time.

IT WAS MOVED BY PHILLIPS and seconded by CANFIELD to recommend the City accept Kamminga & Roodvoet's quote of $55,200 for the utility work and authorize the Mayor and City Clerk to execute the contract on behalf of the City Council.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers.
NO: None. ABSENT: None. MOTION CARRIED.

f. Resolution 14-18 –Village of Caledonia Gaining Membership to GVMC

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to recommend that the City of Lowell approve Resolution 14-18 granting the Village of Caledonia membership into the Grand Valley Metropolitan Council.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers and Councilmember Canfield.
NO: None. ABSENT: None. MOTION CARRIED.

5. BOARD/COMMISSION REPORTS.

Mayor Devore stated that the Downtown Development Authority meeting for Thursday, May 10, 2018 was cancelled. The Arbor Board meeting is Monday, May 14, 2018 at 12:00 p.m., the Fire Authority Board is Monday, May 14, 2018 at 3:30 p.m. and The Vision meeting is next Tuesday May 15, 2018.

6. MANAGERS REPORT.

City Manager Michael Burns reported on the following:

- Hudson Mill Overlay Project will begin on June 11, 2018 and they anticipate five days of construction and bids for this project came in less than what the engineer had estimated so the City's reimbursement to Kent County Road Commission over the course of two years will be about $25,000 less.
- Dan Burton will be here on Tuesday May 15, 2018 for the walking audit.
- Discussions and Ordinances will take place in the upcoming months in regards to the cell tower telecommunication industry and how the City can maintain control and regulations with these cell tower companies' future device locations and establish an agreement with them prior to legislation changes.
- Project for The Transportation Improvement Plan for Fiscal 2021-2023 - Requested Grand Valley Metro Council to get more of our City streets added as eligible streets for federal funding as we currently only have two City owned streets that are eligible.
- Asset Management Pilot Project - Lengthy report explaining the intent to develop a state level uniform asset management plan that in turn will lead to a State Asset Management Plan so the funding would come from the state to address our infrastructure.

7. APPOINTMENTS.

By general consensus, the City Council reappointed Jeff Dickerman to the Lowell Light and Power Board with a term expiring on June 30, 2021.

8. COUNCIL COMMENTS.

Councilmember Phillips hopes everyone has a great week.

9. MOTION TO GO INTO CLOSED SESSION.

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to go into closed session at 8:12 p.m.

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

NO: None. ABSENT: None. MOTION CARRIED.

10. MOTION TO COME OUT OF CLOSED SESSION.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to come out of closed session at 8:35 p.m.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore, and Councilmember Salzwedel.
NO: None. ABSENT: None. MOTION CARRIED.

11. ADJOURMENT.

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

DATE: APPROVED:

_____ _____

Mike DeVore, Mayor Susan Ullery, City Clerk

CITY OF LOWELL
KENT COUNTY, MICHIGAN

RESOLUTION NO. 13 - 18

RESOLUTION APPROVING AND AUTHORIZING THE STATE DISASTER CONTINGENCY FUND GRANT

Mayor DEVORE supported by Councilmember CHAMBERS moved the adoption of the following:

BE IT RESOLVED BY THE CITY COUNCIL (1) OF THE CITY OF LOWELL (2) MICHIGAN

WHEREAS, LOWELL (2), Michigan, is a political subdivision within the State of Michigan with an official emergency operations plan in compliance with Section 19 of the Emergency Management Act, 1976 PA 390, MCL 30.419, as amended.

WHEREAS, LOWELL (2), sustained severe losses of major proportions brought on by the Flood (3) resulting in the following conditions: (4). Elevated water levels of the Grand River.

WHEREAS, THE CITY COUNCIL (1), certifies that the Kent County (5) Emergency Operations Plan was implemented at the onset of the disaster on February 22, 2018 (6) and all applicable disaster relief forces identified therein were exhausted.

WHEREAS, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on Lowell (2) $9,980.09 (7)

NOW, THEREFORE BE IT RESOLVED THAT City Council (1) requests the Governor authorize a grant to the City of Lowell (2) from the State Disaster Contingency Fund pursuant to Section 19 of the Emergency Management Act, 1976 PA 390, MCL 30.419, as amended.

FURTHERMORE, Suzanne Olin (8) is authorized to execute for and in behalf of the City of Lowell (2) the application for financial assistance and to provide to the State any information required for that purpose.

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

NO: Councilmembers None.

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

RESOLUTION DECLARED ADOPTED.

Dated: May 7, 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 May 7, 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: May 7, 2018

Susan Ullery
City Clerk

RESOLUTION 14-18 TO APPROVE AMENDMENT NO. 40 IN THE ARTICLES OF INCORPORATION OF THE GRAND VALLEY METROPOLITAN COUNCIL

WHEREAS, the members of Grand Valley Metropolitan Council ("Metro Council") have by majority vote approved Amendment No. 40 (Addition of the Village of Caledonia) in the Articles of Incorporation of Grand Valley Metropolitan Council; and

WHEREAS, the amendments have now been submitted for approval by the legislative bodies of the local governmental units that belong to Metro Council; and

WHEREAS, the Lowell City Council of the City of Lowell of Kent County has considered Amendment No. 40 in the Articles of Incorporation of Metro Council.

NOW, THEREFORE, RESOLVED:

1. Amendment No. 40 in the Articles of Incorporation of Grand Valley Metropolitan Council is hereby APPROVED.

ADOPTED this 7th day of May by the Lowell City Council of the City of Lowell of Kent County by a vote of five members voting in favor thereof and zero members voting against.

Susan Ullery

City Clerk

AMENDMENT NO. 40

To Add the Village of Caledonia as a Member

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

ARTICLES OF INCORPORATION
GRAND VALLEY METROPOLITAN COUNCIL

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, City of Hastings, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, Jamestown Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, the Village of Sand Lake, Lowell Township, Nelson Township, the Village of Sparta, and the Village of Caledonia for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").

CITY OF LOWELL
KENT COUNTY, MICHIGAN

RESOLUTION NO. 15-18

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A TERMINATION AGREEMENT AND RELEASE OF CLAIMS BETWEEN LOWELL ENERGY AD, LLC, LOWELL LIGHT & POWER AND THE CITY AND APPROVING THE OPERATIONAL TERMS OF A PRETREATMENT OPERATION OF LITEHOUSE, INC. AND THE PREPARATION AND EXECUTION OF A LEASE AND OPERATION AGREEMENT WITH LITEHOUSE, INC. INCORPORATING THE OPERATIONAL TERMS

Councilmember PHILLIPS supported by Councilmember SALZWEDEL moved the adoption of the following resolution:

WHEREAS, the City previously entered into a Lease Agreement and a Biogas Facility Option Agreement both dated December 30, 2013 (collectively, the "Agreements"), with Lowell Energy AD, LLC ("LEAD") related to the operation by LEAD of a biogas facility at City-owned property located at 625 Chatham Street, S.E. in the City (the "Chatham Building"); and

WHEREAS, the City has determined to terminate the Agreements pursuant to a Termination Agreement and Release of Claims (the "Termination Agreement") between LEAD, the City and Lowell Light and Power ("LL&P"); and

WHEREAS, subject to full execution of the Termination Agreement, it is proposed that Litehouse, Inc. ("Litehouse") operate a pretreatment facility at the Chatham Building in accordance with agreed operational terms (the "Operational Terms").

NOW, THEREFORE, BE IT RESOLVED:

1. That the Termination Agreement in the form presented at this meeting is approved and, if also approved by the LL&P Board, the Mayor and City Clerk are authorized and directed to execute the Termination Agreement for and on behalf of the City.

2. That the Operational Terms in the form presented at this meeting are approved, and, upon full execution of the Termination Agreement, a lease and operation agreement (the "Lease") between Litehouse and City shall be prepared incorporating the terms of the Operational Terms and other customary terms not materially adverse to the City approved as to content by the City Manager and as to form by the City Attorney and the Mayor and City Clerk are authorized and directed to execute the approved Lease 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 to the extent of such conflict.

YEAS: Councilmembers Canfield, Chambers, Phillips, Salzwedel and Mayor DeVore.

NAYS: Councilmembers None.

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

RESOLUTION DECLARED ADOPTED.

Dated: May 7, 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 of the City of Lowell at a special meeting held May 7, 2018, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: May 7, 2018

Susan Ullery
City Clerk

PROCEEDINGS
OF THE JOINT MEETING BETWEEN
CITY COUNCIL
OF THE CITY OF LOWELL & LOWELL LIGHT & POWER
MONDAY, MAY 7, 2018, 5:35 P.M.

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

The Meeting was called to order at 5:35 p.m. by Councilmember Mike DeVore and City Clerk Susan Ullery called roll.

Present for City Council: Councilmembers Greg Canfield, Marty Chambers, Jeff Phillips, Jim Salzwedel (arrived at 6:06) and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Police Chief Steve Bukala, City Attorney Dick Wendt and Lowell Light & Power General Manager Steve Donkersloot.

Present for Lowell Light & Power: Boardmember Tina Cadwallader, Boardmember Jeff Dickerman, Boardmember Andrew Schrauben, Boardmember Dave Vankeulen, and Chair Perry Beachum.

Absent: None.

2. EXCUSE OF ABSENCES.

It was moved by CHAMBERS and seconded by PHILLIPS to excuse the absence of Councilmember Salzwedel.

3. APPROVAL OF THE AGENDA

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the agenda as written.
CC YES: 5. NO: None. Absent: Salzwedel.
L&P YES: 5. NO: None. Absent: None. MOTION CARRIED.

4. COMMENTS FROM CITIZENS FOR ITEMS NOT ON THE AGENDA.

There were none.

5. MOTION TO GO INTO CLOSED SESSION.

It was moved by CHAMBERS and seconded by PHILLIPS to go into closed session at 5:36 p.m.
YES: 5. NO: None. Absent: Salzwedel. MOTION CARRIED.

It was moved by BEACHUM and seconded by CADWALLADER to go into closed session at 5:36 p.m.
YES: 5. NO: None. Absent: None. MOTION CARRIED.

6. MOTION TO COME OUT OF CLOSED SESSION.

It was moved by CANFIELD and seconded by CHAMBERS for City Council to come out of closed session at 6:47p.m.
YES: 5 NO: None Absent: Salzwedel MOTION CARRIED

It was moved by CADWALLADER and seconded by VANKEULEN for Lowell Light & Power to come out of closed session at 6:47 p.m.

Mayor Devore returned the City Council to open session at 6:45 and introduced Attorney Dick Wendt.

Chair Perry Beachum returned Lowell Light & Power to open session at 6:54.

7. RESOLUTION FOR LOWELL LIGHT & POWER AND RESOLUTION FOR THE CITY OF LOWELL.

Attorney Dick Wendt explained the two resolutions. Then Wendt explained the termination agreement and release of claims attached to each resolution and that if approved, would be effective tomorrow. The termination agreement and release of claims accomplishes terminating all the existing agreements between Lowell Energy AD, LLC (LEAD), The City of Lowell and Lowell Light & Power. Part of the termination agreement and release of claims would require LEAD to pay all back utility bills and remove all equipment by June 30, 2018 unless the non-bio digester equipment is acquired by someone else at an earlier date and then LEAD would get out at that time. The release of claims also ensures a mutual agreement not to sue each other in any respect.

Wendt explained the resolution for the City of Lowell would also approve the operational terms of a pretreatment operation for Litehouse, Inc. (Litehouse) and the preparation and execution of a lease and operation agreement with Litehouse incorporating the operational terms. Wendt went on to summarize the provisions of the operational terms meaning Litehouse would agree to lease space at 625 Chathum. Litehouse would also agree to acquire the lift station and be responsible for the operation and maintenance of the lift station and the existing pipeline between Lighthouse and 625 Chathum. Lighthouse would agree to only send processed waste to the pretreatment facility and would agree to remove all bio digester equipment from the site and not operate a bio digester on that site. Litehouse would agree that they would initially (within six to eight weeks), establish a primary pretreatment facility using the equipment they acquire from LEAD. Litehouse would agree to make sure what they are sending hydraulically and by substance, would be adequately processed, not harmful and treatable to the City's wastewater treatment plant and if not, they would stop sending it until it could be. Lighthouse would also agree (approximately within six to twelve months), to construct on the site a secondary pretreatment facility and also develop an odor mitigation plan which would provide that if the odor could not be mitigated, all operations would stop at the facility. The Litehouse and the City of Lowell agreement would be for a term of ten years with an option to renew two five year terms, but either party could terminate the agreement with a one year notice.

Jim Frank, the President and CEO of Lighthouse spoke on behalf of Litehouse and introduced the other members of the Lighthouse staff that were present. Frank explained who Lighthouse is and that they make great food products and that growth has been expediential in the last three years and that they are now in over 26,000 grocery stores in the US, Canada and Mexico. The largest producing plant is the one here in Lowell as most of the growth is centered here in Michigan. They have a total of five plants in three states which are Michigan, Idaho and Utah and each of the other facilities do their own processing of wastewater. Frank went on to explain the history of the company and that they are one hundred percent employee owned with 479 employees currently at their Lowell, Michigan plant. Frank expressed his concern with their current processing system and is thankful the City has listened to their concerns and are helping Litehouse come up with a solution that works for everyone. Frank stated the Lowell Lighthouse has invested $23 million in facilities and equipment due to their growth.

Frank then introduced Carl Hipwell who is an Industrial Process Engineer with T-O Engineers and provides treatment for many systems across North America. Carl Hipwell explained what they are proposing for the Litehouse system is an aerobic process, how it works and that some of the existing equipment can be repurposed but some existing equipment is for an anaerobic process and will be removed. The difference with anaerobic process is the system generates methane and hydrogen sulfide which is odorous and anaerobic bacteria cannot survive in an aerobic environment. Hipwell went on to explain their aerobic system does not include a bio digester, they will reuse the shell of the tank aerobically, they will only process water from salad dressing production, they will eliminate all manure and waste from other sources and all the manure, FOG, and Generator equipment will be removed.

Mayor Devore asked if there were any public comments on the resolutions presented. There were none.

IT WAS MOVED BY VANKEULEN and seconded by DICKERMAN to approve the Lowell Light & Power Resolution approving and authorizing execution of a termination agreement and release of claims between Lowell Energy AD, LLC, The City of Lowell and Lowell Light & Power.

YES: Roll Call:Board member Cadwallader, Board member Dickerman, Board member Schrauben, Board member Vankeulen, and Chair Beachum.
NO: None ABSENT: None. MOTION CARRIED.

IT WAS MOVED BY PHILLIPS and seconded by SALZWEDEL to approve Resolution 15-18 approving and authorizing execution of a termination agreement and release of claims between Lowell Energy AD, LLC, Lowell Light & Power and the City of Lowell and approving the operational terms of a pretreatment operation and execution of a lease and operation agreement with Litehouse, Inc. incorporating the operational terms.

YES: Roll Call: Councilmember Canfield, Councilmember Chambers, Councilmember Phillips, Councilmember Salzwedel, and Mayor Devore.
NO: None. ABSENT: None. MOTION CARRIED.

IT WAS MOVED BY VANKEULEN and seconded by DICKERMAN to adjourn the Lowell Light & Power Board members from the joint meeting at 7:18 p.m.
YES: 5. NO: None. ABSENT: None. MOTION CARRIED.

IT WAS MOVED BY SALZWEDEL and seconded by PHILLIPS to adjourn City Council from the joint meeting at 7:18 p.m.
YES: 6. NO: None. ABSENT: None. MOTION CARRIED.

DATE: APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

Perry Beachum, Light & Power Chair

Vendor Code	Vendor Name / Invoice	Description	Amount
10550	63RD DISTRICT COURT		
	5/7/2018	POLICE BOND - SIEL, MARGARET	100.00
TOTAL FOR: 63RD DISTRICT COURT			100.00
02142	64-A DISTRICT COURT		
	5/5/2018	POLICE BOND - LOGAN BRADLEY RAY STORRS	24.00
TOTAL FOR: 64-A DISTRICT COURT			24.00
MISC	A&K CONSTRUCTION INC		
	5/17/2018	SITE PLAN REVIEW REFUND-RONDA	140.00
TOTAL FOR: A&K CONSTRUCTION INC			140.00
10731	APPLIED IMAGING		
	1128562	COPY MACHINE CONTRACT	359.10
TOTAL FOR: APPLIED IMAGING			359.10
10660	ARROW ENERGY, INC.		
	86902	AIRPORT AV GAS	4,911.87
TOTAL FOR: ARROW ENERGY, INC.			4,911.87
00050	BERNARDS ACE HARDWARE		
	APRIL 2018	STATEMENT OF ACCOUNT	618.11
TOTAL FOR: BERNARDS ACE HARDWARE			618.11
10686	BETTEN BAKER		
	APRIL 2018	ACCOUNT STATEMENT	344.34
TOTAL FOR: BETTEN BAKER			344.34
10441	BFG SUPPLY		
	979636-00	CEMETERY SUPPLIES	11.07
TOTAL FOR: BFG SUPPLY			11.07
10572	BMW OF GRAND RAPIDS		
	151509	POLICE VEHICLE - BRAKE JOB	218.04
TOTAL FOR: BMW OF GRAND RAPIDS			218.04
10483	BOURGETTE, BOB		
	5/17/2018	AIRPORT - MOWER TIRES	104.74
TOTAL FOR: BOURGETTE, BOB			104.74
10493	COMCAST CABLE		
	5/18 - 6/17/2018	ACCOUNT STATEMENT	149.85
	5/8 - 6/7/18	ACCOUNT STATEMENT	129.85
TOTAL FOR: COMCAST CABLE			279.70
10509	CONSUMERS ENERGY		
	APRIL 2018	ACCOUNT STATEMENT	2.78
TOTAL FOR: CONSUMERS ENERGY			2.78

Vendor Code	Vendor Name / Invoice	Description	Amount
01156	CURTIS CLEANERS		
	APRIL 2018	POLICE DRY CLEANING	256.00
TOTAL FOR: CURTIS CLEANERS			256.00
00148	DICKINSON WRIGHT PLLC		
	1253968	PROF SERVICES - SHOWBOAT GRANT	1,202.50
	1253970	PROF SERVICES - LITEHOUSE WASTE	203.50
	1253971	PROFESSIONAL SERVICES - PERSONNEL	4,458.50
	1253972	PROFESSIONAL SERVICES - GENERAL	1,720.50
TOTAL FOR: DICKINSON WRIGHT PLLC			7,585.00
01721	DREW WIRELESS		
	LPD050217	POLICE VEHICLES R & M	135.00
TOTAL FOR: DREW WIRELESS			135.00
02218	FLEX ADMINISTRATORS, INC.		
	994509	APRIL 2018 ADMIN FEES	55.00
TOTAL FOR: FLEX ADMINISTRATORS, INC.			55.00
00711	GERARD, LORI		
	5/14/2018	FLOOD REIMBURSEMENT MEETING MILEAGE	19.08
TOTAL FOR: GERARD, LORI			19.08
00225	GRAND RAPIDS COMMUNITY COLLEGE		
	5/1 - 5/15/2018	TAX DISBURSEMENT	4.07
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE			4.07
00244	HEFFRON, LESLIE		
	5/4/2018	LERMA TRAINING MILEAGE	54.50
TOTAL FOR: HEFFRON, LESLIE			54.50
00301	KENT COUNTY HEALTH DEPT		
	LOWEC2017 QTR4	DOG LICENSES	551.80
TOTAL FOR: KENT COUNTY HEALTH DEPT			551.80
00300	KENT COUNTY TREASURER		
	5/1 - 5/15/2018	TAX DISBURSEMENT	27.34
TOTAL FOR: KENT COUNTY TREASURER			27.34
00303	KENT DISTRICT LIBRARY		
	5/1 - 5/15/2018	TAX DISBURSMENT	2.76
TOTAL FOR: KENT DISTRICT LIBRARY			2.76
00302	KENT INTERMEDIATE SCHOOL DIST.		
	5/1 - 5/15/2018	TAX DISBURSEMENT	12.97
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			12.97
10262	LES ENTREPRISES DUCKBILL INC.		
	501253	POLICE UNIFORMS	39.50
TOTAL FOR: LES ENTREPRISES DUCKBILL INC.			39.50

Vendor Code	Vendor Name / Invoice	Description	Amount
01374	LOWELL AREA HISTORICAL MUSEUM		
	5/1-5/15/2018	TAX DISBURSEMENT	0.55
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			0.55
00562	LOWELL AREA SCHOOLS		
	3/19/2018	LCTV GRANT - BUSHNELL PLAYGOUND	19,395.00
	5/1 - 5/15/2018	TAX DISBURSEMENT	30.99
TOTAL FOR: LOWELL AREA SCHOOLS			19,425.99
00330	LOWELL LEDGER		
	APRIL 2018	ACCOUNT STATEMENT	35.00
TOTAL FOR: LOWELL LEDGER			35.00
00341	LOWELL LIGHT & POWER		
	4/23/2018 LETTER	MI TWP PLAN DIVIDENC CALCULATION	540.14
TOTAL FOR: LOWELL LIGHT & POWER			540.14
02461	LOWELL ROTARY CLUB		
	162	DUES 2018-2019 - SUE ULLERY	575.00
	163	MEMBERSHIP 2018-2918 MIKE BURNS	575.00
TOTAL FOR: LOWELL ROTARY CLUB			1,150.00
00363	MANAIRCO		
	0067620-IN	AIRPORT SUPPLIES	1,659.25
TOTAL FOR: MANAIRCO			1,659.25
10749	MI DEPT OF AGRICULTURE & RURAL DEV		
	791-01348266	WHEEL LOAD WEIGHER CALIBRATION	145.00
TOTAL FOR: MI DEPT OF AGRICULTURE & RURAL DEV			145.00
00421	MICHIGAN MUNICIPAL FINANCE		
	17203	WEBSITE AD - BUILDING OFFICAL SERVICES	176.40
TOTAL FOR: MICHIGAN MUNICIPAL FINANCE			176.40
01499	NAPA AUTO PARTS		
	APRIL 2018	ACCOUNT STATEMENT	534.55
TOTAL FOR: NAPA AUTO PARTS			534.55
10356	NELSON, ERIC		
	5/17/2018	AIRPORT SUPPLIES	40.89
TOTAL FOR: NELSON, ERIC			40.89
01208	NICHOLLS, PAUL		
	5/11/2018	AIRPORT SUPPLIES & FUEL	335.24
TOTAL FOR: NICHOLLS, PAUL			335.24
00468	NYE UNIFORM COMPANY		
	653436	POLICE UNIFORMS	10.50
TOTAL FOR: NYE UNIFORM COMPANY			10.50

Vendor Code	Vendor Name / Invoice	Description	Amount
10743	OAK MEADOW TREE SERVICE INC		
	1582	TREE REMOVAL AT OAKWOOD	2,000.00
TOTAL FOR: OAK MEADOW TREE SERVICE INC			2,000.00
10346	PEACHTREE DATA		
	P150600	W/S CASS CERTIFICATION	75.00
TOTAL FOR: PEACHTREE DATA			75.00
00512	PREIN & NEWHOF, INC.		
	44560	PROF SERVICES - GENERAL CONSULTING	1,296.00
	44563	PROF SERVICES - SAW GRANT	50,155.75
	44564	PROF SERVCIES - BROADWAY IMPROVEMENTS	21,444.05
	44566	PROF SERVCIES WWTP CAPACITY	1,855.50
TOTAL FOR: PREIN & NEWHOF, INC.			74,751.30
02539	RONDA AUTO CENTERS		
	APRIL 2018	ACCOUNT STATEMENT	69.95
TOTAL FOR: RONDA AUTO CENTERS			69.95
02575	SELF SERVE LUMBER		
	APRIL 2018	ACCOUNT STATEMENT	258.35
TOTAL FOR: SELF SERVE LUMBER			258.35
10276	SPRINT		
	353302524-170	ACCOUNT STATEMENT 4/10 - 5/9/2018	679.78
TOTAL FOR: SPRINT			679.78
10341	STATE OF MICHIGAN		
	551-513967	POLICE - LIVE SCAN APRIL 2018	84.00
TOTAL FOR: STATE OF MICHIGAN			84.00
02032	STEALTH PEST MANAGEMENT LLC		
	APRIL 2018	PEST CONTROL	170.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC			170.00
10514	SUPPLYGEEKS		
	546480-0	OFFICE SUPPLIES	142.81
TOTAL FOR: SUPPLYGEEKS			142.81
10489	THE BANK OF NEW YORK MELLON TRUST		
	252-2100242	BUILDING AUTHORITY 2012 BOND	200.00
TOTAL FOR: THE BANK OF NEW YORK MELLON TRUST			200.00
MISC	TJDD LLC		
	5-17-18	SPECIAL LAND USE BOND - RONDA	1,450.00
TOTAL FOR: TJDD LLC			1,450.00
10543	TRACTOR SUPPLY CREDIT PLAN		
	APRIL 2018	ACCOUNT STATEMENT	719.81
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN			719.81

Vendor Code	Vendor Name / Invoice	Description	Amount
02277	VERIZON WIRELESS		
	9806272083	ACCOUNT STATEMENT	40.01
TOTAL FOR: VERIZON WIRELESS			40.01
10626	VISA		
	APRIL 2018	ACCOUNT STATEMENT	7,447.88
TOTAL FOR: VISA			7,447.88
10389	VREDEVELD HAEFNER LLC		
	4108	CAPITAL ASSET SCHEDULE	145.00
TOTAL FOR: VREDEVELD HAEFNER LLC			145.00
00692	WILLIAMS & WORKS INC.		
	84978	PROF SERVICES - STREET ASSET MGMT	545.00
TOTAL FOR: WILLIAMS & WORKS INC.			545.00
02205	WINZER CORPORATION		
	6108176	EQUIP FUND R & M	182.96
TOTAL FOR: WINZER CORPORATION			182.96
TOTAL - ALL VENDORS			128,872.13

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/14/2018 - 05/17/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	POLICE BOND - SIEL, MARGA	100.00	71182
101-000-040.000	ACCOUNTS RECEIVABLE	64-A DISTRICT COURT	POLICE BOND - LOGAN BRADL	24.00	71183
101-000-040.000	ACCOUNTS RECEIVABLE	VISA	ACCOUNT STATEMENT	416.95	71233
101-000-085.000	DUE FROM LIGHT & POWER	COMCAST CABLE	ACCOUNT STATEMENT	21.64	71194
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LIGHT & POWER	MI TWP PLAN DIVIDENC CALC	540.14	71211
101-000-222.002	DUE TO COUNTY-DOG LICENSE	KENT COUNTY HEALTH DEPT	DOG LICENSES	551.80	71203
		Total For Dept 000		1,654.53	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	VISA	ACCOUNT STATEMENT	366.40	71233
		Total For Dept 101 COUNCI		366.40	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	51.91	71225
101-172-955.000	MISCELLANEOUS EXPENSE	LOWELL ROTARY CLUB	MEMBERSHIP 2018-2918 MIKE	575.00	71212
		Total For Dept 172 MANAGE		626.91	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES - G	1,720.50	71197
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES - P	4,458.50	71197
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PROF SERVICES - LITEHOUSE	203.50	71197
		Total For Dept 210 ATTORN		6,382.50	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	51.91	71225
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	35.00	71210
101-215-955.000	MISCELLANEOUS EXPENSE	LOWELL ROTARY CLUB	DUES 2018-2019 - SUE ULLE	575.00	71212
		Total For Dept 215 CLERK		661.91	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	APRIL 2018 ADMIN FEES	55.00	71199
101-253-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	CAPITAL ASSET SCHEDULE	145.00	71235
101-253-860.000	TRAVEL EXPENSES	GERARD, LORI	FLOOD REIMBURSEMENT MEETI	19.08	71200
		Total For Dept 253 TREASU		219.08	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	142.81	71228
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	21.64	71194
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	149.85	71194
101-265-975.000	BUILDING IMPROVEMENTS	VISA	ACCOUNT STATEMENT	1,939.96	71233
		Total For Dept 265 CITY H		2,254.26	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	175.27	71189
101-276-740.000	OPERATING SUPPLIES	BFG SUPPLY	CEMETERY SUPPLIES	11.07	71191
101-276-930.000	REPAIR & MAINTENANCE	OAK MEADOW TREE SERVICE I	TREE REMOVAL AT OAKWOOD	2,000.00	71220
101-276-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	20.88	71224
		Total For Dept 276 CEMETE		2,207.22	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	POLICE - LIVE SCAN APRIL	84.00	71226
101-301-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	13.02	71233
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	256.00	71196
101-301-744.000	UNIFORMS	LES ENTREPRISES DUCKBILL	POLICE UNIFORMS	39.50	71207
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	POLICE UNIFORMS	10.50	71219
101-301-744.000	UNIFORMS	VISA	ACCOUNT STATEMENT	106.43	71233
101-301-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	21.64	71194
101-301-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	446.60	71225
101-301-930.000	R & M EQUIPMENT	MI DEPT OF AGRICULTURE &	WHEEL LOAD WEIGHER CALIBR	145.00	71214
101-301-930.000	R & M EQUIPMENT	NAPA AUTO PARTS	ACCOUNT STATEMENT	42.92	71216
101-301-931.000	R & M POLICE CARS	DREW WIRELESS	POLICE VEHICLES R & M	135.00	71198
101-301-931.000	R & M POLICE CARS	RONDA AUTO CENTERS	ACCOUNT STATEMENT	69.95	71223

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-957.000	TRAINING	HEFFRON, LESLIE	LERMA TRAINING MILEAGE	54.50	71202
101-301-960.000	SALVAGE EXPENSES	BMW OF GRAND RAPIDS	POLICE VEHICLE - BRAKE JO	218.04	71192
101-301-980.000	OFFICE EQUIPMENT	VISA	ACCOUNT STATEMENT	79.99	71233
101-301-984.000	EQUIPMENT	NAPA AUTO PARTS	ACCOUNT STATEMENT	14.22	71216
101-301-984.000	EQUIPMENT	VISA	ACCOUNT STATEMENT	330.61	71233
		Total For Dept 301 POLICE		2,067.92	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	A&K CONSTRUCTION INC	SITE PLAN REVIEW REFUND-R	140.00	71186
101-400-801.000	PROFESSIONAL SERVICES	TJDD LLC	SPECIAL LAND USE BOND - R	1,450.00	71230
101-400-955.000	MISCELLANEOUS EXPENSE	MICHIGAN MUNICIPAL FINANC	WEBSITE AD - BUILDING OF	176.40	71215
		Total For Dept 400 PLANNI		1,766.40	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-727.000	OFFICE SUPPLIES	VISA	ACCOUNT STATEMENT	21.87	71233
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	19.97	71189
101-441-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	71227
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	21.64	71194
101-441-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	51.91	71225
101-441-864.000	CONFERENCES & CONVENTIONS	VISA	ACCOUNT STATEMENT	1,209.18	71233
		Total For Dept 441 DEPART		1,374.57	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	3.18	71189
101-751-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	19.99	71231
101-751-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	10.57	71189
101-751-955.000	MISCELLANEOUS EXPENSE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	299.99	71231
		Total For Dept 751 PARKS		333.73	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	71227
		Total For Dept 790 LIBRAR		40.00	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	71227
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.55	71208
		Total For Dept 804 MUSEUM		40.55	
		Total For Fund 101 GENERA		19,995.98	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - STREET AS	272.50	71236
		Total For Dept 450 CAPITA		272.50	
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	12.77	71225
		Total For Dept 463 MAINTE		12.77	
		Total For Fund 202 MAJOR		285.27	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROF SERVICES - STREET AS	272.50	71236
		Total For Dept 450 CAPITA		272.50	
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	12.77	71225
		Total For Dept 463 MAINTE		12.77	
		Total For Fund 203 LOCAL		285.27	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	18.64	71224

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
		Total For Dept 463 MAINTE		18.64	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	VISA	ACCOUNT STATEMENT	56.67	71233
		Total For Dept 740 COMMUN		56.67	
		Total For Fund 248 DOWNTO		75.31	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-970.000	CAPITAL OUTLAY	DICKINSON WRIGHT PLLC	PROF SERVICES - SHOWBOAT	1,202.50	71197
		Total For Dept 751 PARKS		1,202.50	
		Total For Fund 260 DESIGN		1,202.50	
Fund 351 GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Dept 906 DEBT SERVICE					
351-906-996.000	PAYING AGENT FEES	THE BANK OF NEW YORK MELL	BUILDING AUTHORITY 2012 B	200.00	71229
		Total For Dept 906 DEBT S		200.00	
		Total For Fund 351 GENERA		200.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	ARROW ENERGY, INC.	AIRPORT AV GAS	4,911.87	71188
581-000-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	310.47	71189
581-000-740.000	OPERATING SUPPLIES	MANAIRCO	AIRPORT SUPPLIES	1,659.25	71213
581-000-740.000	OPERATING SUPPLIES	NELSON, ERIC	AIRPORT SUPPLIES	40.89	71217
581-000-740.000	OPERATING SUPPLIES	NICHOLLS, PAUL	AIRPORT SUPPLIES & FUEL	120.64	71218
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	2.78	71195
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	AIRPORT - MOWER TIRES	104.74	71193
581-000-930.000	REPAIR & MAINTENANCE	NICHOLLS, PAUL	AIRPORT SUPPLIES & FUEL	214.60	71218
581-000-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	218.83	71224
581-000-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	319.87	71231
		Total For Dept 000		7,903.94	
		Total For Fund 581 AIRPOR		7,903.94	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	COMCAST CABLE	ACCOUNT STATEMENT	21.65	71194
		Total For Dept 000		21.65	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES - SAW GRANT	50,155.75	71222
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVCIES WWTP CAPACI	1,855.50	71222
		Total For Dept 550 TREATM		52,011.25	
Dept 551 COLLECTION					
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES - GENERAL C	1,296.00	71222
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVCIES - BROADWAY	21,444.05	71222
590-551-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	25.95	71225
590-551-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.01	71232
		Total For Dept 551 COLLEC		22,786.01	
Dept 552 CUSTOMER ACCOUNTS					
590-552-740.000	OPERATING SUPPLIES	PEACHTREE DATA	W/S CASS CERTIFICATION	37.50	71221
		Total For Dept 552 CUSTOM		37.50	
		Total For Fund 590 WASTEW		74,856.41	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	98.65	71189
591-570-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	1,360.09	71233
591-570-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	71227
591-570-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	21.64	71194

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 570 TREATMENT					
		Total For Dept 570 TREATM		1,520.38	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT 4/10 -	25.96	71225
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.00	71232
591-571-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	79.96	71231
		Total For Dept 571 DISTRI		125.92	
Dept 572 CUSTOMER ACCOUNTS					
591-572-740.000	OPERATING SUPPLIES	PEACHTREE DATA	W/S CASS CERTIFICATION	37.50	71221
		Total For Dept 572 CUSTOM		37.50	
		Total For Fund 591 WATER		1,683.80	
Fund 598 CABLE TV FUND					
Dept 000					
598-000-970.000	CAPITAL OUTLAY	LOWELL AREA SCHOOLS	LCTV GRANT - BUSHNELL PLA	19,395.00	71209
		Total For Dept 000		19,395.00	
		Total For Fund 598 CABLE		19,395.00	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	APPLIED IMAGING	COPY MACHINE CONTRACT	359.10	71187
		Total For Dept 000		359.10	
		Total For Fund 636 DATA P		359.10	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	ACCOUNT STATEMENT	73.48	71216
661-895-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	163.16	71233
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	ACCOUNT STATEMENT	344.34	71190
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	403.93	71216
661-895-930.000	REPAIR & MAINTENANCE	VISA	ACCOUNT STATEMENT	935.05	71233
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQUIP FUND R & M	182.96	71237
661-895-957.000	TRAINING	VISA	ACCOUNT STATEMENT	448.50	71233
		Total For Dept 895 FLEET		2,551.42	
		Total For Fund 661 EQUIPM		2,551.42	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	13.61	71204
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSMENT	2.76	71205
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	30.99	71209
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	13.73	71204
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	12.97	71206
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	4.07	71201
		Total For Dept 000		78.13	
		Total For Fund 703 CURREN		78.13	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	19,995.98	
			Fund 202 MAJOR STREET FUN	285.27	
			Fund 203 LOCAL STREET FUN	285.27	
			Fund 248 DOWNTOWN DEVELOP	75.31	
			Fund 260 DESIGNATED CONTR	1,202.50	
			Fund 351 GENERAL DEBT SER	200.00	
			Fund 581 AIRPORT FUND	7,903.94	
			Fund 590 WASTEWATER FUND	74,856.41	
			Fund 591 WATER FUND	1,683.80	
			Fund 598 CABLE TV FUND	19,395.00	
			Fund 636 DATA PROCESSING	359.10	
			Fund 661 EQUIPMENT FUND	2,551.42	
			Fund 703 CURRENT TAX COLL	78.13	
				128,872.13	

LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: **May 17, 2018**

TO: **Mayor DeVore and the Lowell City Council**

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

RE: **Cascade Township Building Inspections Agreement**

At the April 16, 2018 Committee of the Whole meeting, I was directed by the City Council to prepare an agreement with Cascade Township to continue our relationship regarding Building Inspection Services. I am presenting this agreement for approval.

The terms of the agreement remain. Cascade will continue to provide inspections services for building, plumbing, mechanical and electrical inspections for the City of Lowell. Cascade will continue to remit 20% of all fees collected by Cascade for inspections performed in the City. The City will be responsible for all code enforcement issues as we are currently.

Our agreement will be scheduled to begin on July 1, 2018 (when current agreement expires) and will continue as an evergreen agreement (similar to my agreement as City Manager). If the City no longer wishes to receive service from Cascade Township, the City Council can terminate the agreement within 45 days. Our agreement with Cascade Township is along the same terms they have with each jurisdiction they service.

I am recommending the Lowell City Council enter into an agreement with Cascade Township for Building Inspection Services as presented.

INSPECTION SERVICES AGREEMENT

THIS AGREEMENT is made this 1st day of July , 2018 by and between CASCADE CHARTER TOWNSHIP, 2865 Thomhills SE, Grand Rapids, Michigan 49546 (hereinafter called "Cascade"), and the City of Lowell, 301 East Main St., Lowell MI 49331 (hereinafter called "Lowell")

WHEREAS Lowell is desirous of contracting with Cascade for the performance of inspection services by Cascade; and

WHEREAS Cascade is agreeable to rendering such services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Cascade agrees to provide building, plumbing, mechanical and electrical inspection services of residential, commercial and industrial structures within the corporate limits of Lowell for compliance with the State of Michigan building, plumbing, mechanical and electrical codes. Such inspections shall be performed pursuant to the applicable state Codes.

2. Lowell shall adopt and enforce charges for inspections equal to those charged by Cascade for the same inspections in Cascade. Cascade shall remit to Lowell twenty percent (20%) of all fees collected by Cascade, once each month.

3. The rendition of inspection services, the standards of performance, the discipline of Inspectors, other matters incident to the performance of inspection services and the control of personnel so employed shall remain with Cascade provided Cascade will timely perform all inspections.

4. Cascade Township will be responsible for all inspection functions under this agreement except code enforcement citations, stop orders and dispute resolutions which will be exclusively within the jurisdiction of the Lowell City Manager or the Manager's designated representative.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the date first above written.

CASCADE CHARTER TOWNSHIP

_____ By _____

Robert Beahan, Supervisor

_____ And By _____

Susan Slater, Clerk

THE CITY OF LOWELL

_____ By _____

Mike DeVore, Mayor

_____ And By _____

Susan Ullery, Clerk

CITY OF LOWELL
KENT COUNTY, MICHIGAN

RESOLUTION NO. 16-18

RESOLUTION ADOPTING CITY OF LOWELL ANNUAL BUDGET FOR FISCAL YEAR 2018-19, APPROVING MILLAGE LEVIES, APPROVING SCHEDULE OF RATES AND FEES AND OTHER MATTERS RELATED THERETO

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

WHEREAS, the City Manager has prepared and presented to the City Council at its meeting on April 16, 2018, a proposed complete itemized annual budget for the 2018-19 fiscal year of the City (the "FY 18-19 Budget") in accordance with the City Charter, applicable State of Michigan law and applicable federal law and regulations, if any; and

WHEREAS, after the FY 18-19 Budget was presented to the City Council, a copy has been available for public inspection at City Hall at the office of the City Clerk; and

WHEREAS, the City Charter requires that before the FY 18-19 Budget may be considered for adoption by the City Council, the City Council shall hold a public meeting; and

WHEREAS, a public hearing on the FY 18-19 Budget, properly noticed as referenced by Section 8.4 of Chapter 8 of the City Charter and Section 2 of Act 43 of the Public Acts of Michigan (2nd Ex. Sess.), was held at 7:00 p.m. on May 21, 2018, in the City Council Chambers in City Hall at which time all interested persons were given an opportunity to be heard; and

WHEREAS, the City Charter requires that the City Council adopt a budget for the City for the 2018-19 fiscal year of the City not later than the first Monday in June, including the amount to be levied in such fiscal year on taxable real and personal property in the City to meet the requirements of the FY 18-19 Budget; and

WHEREAS, in connection with the approval of the FY 18-19 Budget, the City Council desires to approve a schedule of rates and fees to be applicable in the City commencing at the beginning of the City's 2018-19 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the FY 18-19 Budget as presented at this meeting, including modifications, if any, made at the time of public hearing and noted in the FY 18-19 Budget document, is hereby adopted.

2. That for the 2018-19 fiscal year of the City there shall be levied on all taxable real and personal property in the City (a) a general *ad valorem* tax rate of 15.70 mills for general purposes (i.e., administration, fire, police, parks and recreation, etc.), and (b) a general *ad valorem* tax rate of 0.2423 mills for improvements to, and operation of, the public museum. The total 2018-19

fiscal year City general *ad valorem* tax levy on all taxable real and personal property in the City is 15.9423 mills.

3. That in accordance with the FY 18-19 Budget which is adopted at the fund level, the following are the estimated City revenues and expenses for the 2018-19 fiscal year of the City:

REVENUES

General Fund, $3,005,115.45
Major Street Fund, $273,000.00
Local Street Fund, $202,000.00
Historic District Fund, $50,100.00
Downtown Development Authority Fund, $529,000.00
Designated Contributions Fund, $505,000.00
Airport Fund, $70,066.00
Wastewater Fund, $1,353,600.00
Water Fund, $1,112,240.00
Cable Fund, $114,000.00
Light & Power Fund, $8,527,819.00
Data Processing Fund, $80,274.00
Equipment Fund, $235,340.00
Lee Fund, $4,000.00
Look Fund, $18,000.00

APPROPRIATIONS

General Fund, $2,974,369.78
Major Street Fund, $226,802.23
Local Street Fund, $214,720.80
Historic District Fund, $50,000.00
Downtown Development Authority Fund, $489,849.03
Designated Contributions Fund, $505,000.00
Airport Fund, $83,000.00
Wastewater Fund, $1,677,247.62
Water Fund, $1,290,692.77
Cable Fund, $114,000.00
Light & Power Fund, $9,184,042.00
Data Processing Fund, $84,940.00
Equipment Fund, $366,124.05
Lee Fund, $4,000.00
Look Fund, $18,000.00

4. That in a Fund were total appropriations exceed estimated revenue the City has determined that there is sufficient surplus, or undesignated fund balance, in the Fund to meet the requirements of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of Michigan of 1968, as amended ("Act 2").

5. That pursuant to the provisions of Act 2, the City Manager is hereby authorized to make budgetary transfers within the identified fund in the FY 18-19 Budget or between identified

activities within a fund. All other budgetary transfers in the FY 18-19 Budget shall be in accordance with Act 2 when City Council approval is required.

6. That the City Manager or his designee(s) is authorized to make expenditures budged in the FY 18-19 Budget in accordance with applicable law, ordinances, rules, regulations and policies.

7. That the Schedule of Rates and Fees presented at this meeting is approved to be effective July 1, 2018.

8. That all resolutions or parts of resolutions to the extent of any conflict herewith are rescinded.

YEAS: Councilmembers _____

_____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: May 21, 2018

_____
Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Lowell, Michigan (the "City") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, at a meeting held on May 21, 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: May 21, 2018

_____
Susan Ullery, City Clerk

FY 18-19 Budget Modifications

City hall	101 265 715 000	$800.00
Cemetery	101 276 715 000	$3,840.00
Planning	101 400 715 000	$2,210.00
Sidewalk	101 442 715 000	$200.00
Library	101 790 715 000	$950.00
Museum	101 804 715 000	$200.00
Police Salvage	101 301 960 000	$14,000.00
		$22,200.00
New general fund total expenditures		**$2,974,369.78**
Major street	202 463 715 000	$710.00
Major Standby	202 463 708 000	$1,000.00
Major overtime	202 463 709 000	$200.00
Major traffic	202 474 715 000	$200.00
Major winter	202 478 715 000	$1,000.00
		$3,110.00
New major street total expenditures		**$226,802.23**
Local street standby	203 463 708 000	$200.00
Local Street soc. Sec	203 463 715 000	$2,000.00
Local Traffic	203 474 715 000	$250.00
		$2,450.00
New local street expenditures		**$214,720.80**
Water dist. expenditur	591 571 715 000	$4,600.00
New water fund expenditures		**$1,290,692.77**
Equipment Fund		
Social security	661 895 715 000	$2,170.00
New equipment fund expenditures		**$366,124.05**

5/17/2018

City of Lowell

Schedule of Rates and Fees

FY 2018-2019

	Current	Proposed	Notes
General			
Check Returned for Insufficient Funds (13-213)	$ 25.00	$ 25.00	
Photocopies (per page)	$ 0.10	$ 0.10	
Property Cards (per page)	$ 0.50	$ 0.50	
Use of Public Buildings			
City Hall			
Council Chambers ($100 refundable deposit for all rentals)			
Business Hours			
Non-Profit	$ 25.00	$ 25.00	First hour, $25/hour afterward
City Business/Organization	$ 50.00	$ 50.00	First hour, $25/hour afterward
Non City Business/Organization	$ 75.00	$ 75.00	First hour, $25/hour afterward
Non-Business Hours			
Non-Profit	$ 40.00	$ 40.00	First hour, $25/hour afterward
City Business/Organization	$ 75.00	$ 75.00	First hour, $25/hour afterward
Non City Business/Organization	$ 100.00	$ 100.00	First hour, $25/hour afterward
Grand River Room ($75 refundable deposit for all rentals)			
Business Hours			
Non-Profit	$ 20.00	$ 20.00	First hour, $15/hour afterward
City Business/Organization	$ 40.00	$ 40.00	First hour, $15/hour afterward
Non City Business/Organization	$ 60.00	$ 60.00	First hour, $15/hour afterward
Non-Business Hours			
Non-Profit	$ 30.00	$ 30.00	First hour, $15/hour afterward
City Business/Organization	$ 50.00	$ 50.00	First hour, $15/hour afterward
Non City Business/Organization	$ 75.00	$ 75.00	First hour, $15/hour afterward
Flat River Room (No deposit required)			
Business Hours			
Non-Profit	No Charge	No Charge	
City Business/Organization	No Charge	No Charge	
Non City Business/Organization	No Charge	No Charge	
Non-Business Hours			
Non-Profit	Unavailable	Unavailable	
City Business/Organization	Unavailable	Unavailable	
Non City Business/Organization	Unavailable	Unavailable	
Showboat			
Chamber of Commerce	$ -	$ -	
Chamber Members	$ 30.00	$ 30.00	Plus a $50 refundable deposit
Non-Profit Organizations	$ 50.00	$ 50.00	Plus a $100 refundable deposit
Private Individuals/Businesses	$ 100.00	$ 100.00	Plus a $100 refundable deposit

5/17/2018

City of Lowell

Schedule of Rates and Fees

FY 2018-2019

	Current	Proposed	Notes
Cemetery			
Adult/Child Lot			
Resident	$ 250.00	$ 250.00	
Non-Resident	$ 500.00	$ 500.00	
Adult/Child Grave Opening/Closing (April 1 through November 30)			
Weekdays	$ 500.00	$ 500.00	
Saturday	$ 575.00	$ 575.00	
Sunday/Holiday	$ 700.00	$ 700.00	
Adult/Child Grave Opening/Closing (December 1 through March 31)			
Weekdays	$ 600.00	$ 600.00	
Saturday	$ 675.00	$ 675.00	
Sunday/Holiday	$ 800.00	$ 800.00	
Infant Lot			
Resident	$ 50.00	$ 50.00	
Non-Resident	$ 100.00	$ 100.00	
Infant Grave Opening/Closing (April 1 through November 30)			
Weekdays	$ 150.00	$ 150.00	
Saturday	$ 200.00	$ 200.00	
Sunday/Holiday	$ 260.00	$ 260.00	
Infant Grave Opening/Closing (December 1 through March 31)			
Weekdays	$ 250.00	$ 250.00	
Saturday	$ 300.00	$ 300.00	
Sunday/Holiday	$ 360.00	$ 360.00	
Resident and Non-Resident Cremation (April 1 through November 30)			
Weekdays	$ 80.00	$ 80.00	
Saturday	$ 150.00	$ 150.00	
Sunday/Holiday	$ 210.00	$ 210.00	
Resident and Non-Resident Cremation (December 1 through March 31)			
Weekdays	$ 180.00	$ 180.00	
Saturday	$ 250.00	$ 250.00	
Sunday/Holiday	$ 310.00	$ 310.00	
Transfer of Ownership	$ 10.00	$ 10.00	

5/17/2018

City of Lowell

Schedule of Rates and Fees

FY 2018-2019

	Current	Proposed	Notes
Community Development, Planning & Zoning			
Trades, exhibitions or demonstrations (14-58)	$ 150.00	$ 150.00	
Auctioneer Application (6-22)	$ 25.00	$ 25.00	
Annual Permit Fee	$ 50.00	$ 50.00	
Peddler Application (15-47)	$ 25.00	$ 25.00	
Permit, Per Day/Per Person	$ 25.00	$ 25.00	
Permit, Per Week/Per Person	$ 50.00	$ 50.00	
Permit, Per Month/Per Person	$ 100.00	$ 100.00	
Permit, Greater Than One Month	TBD	TBD	Requires Council Review
Transient Merchant Application (15-135)	$ 25.00	$ 25.00	
Permit, Per Day/Per Vendor Location	$ 50.00	$ 50.00	
Permit, Per Week/Per Vendor Location	$ 75.00	$ 75.00	
Permit, Per Month/Per Vendor Location	$ 100.00	$ 100.00	
Permit, First Day/Per Vendor Location (Recurring, Intermittent Event)	$ 50.00	$ 50.00	
Each Additional Day/Per Vendor Location (Recurring, Intermittent Event)	$ 15.00	$ 15.00	
Planning Commission special meeting (16-30)	$ 500.00	$ 500.00	
Zoning			
Zoning Application	$ 25.00	$ 25.00	
Special Land Use (17.02)	$ 250.00	$ 250.00	
Minimum Escrow	$ 500.00	$ 500.00	
Site Plan Review (18.08)	$ 100.00	$ 100.00	
Minimum Escrow	$ 1,000.00	$ 1,000.00	
Zoning Board of Appeals Hearing (Variances) (21.03)	$ 100.00	$ 100.00	
Minimum Escrow	$ 500.00	$ 1,000.00	2018 increase
Zoning Ordinance Amendment (22.04)	$ 250.00	$ 250.00	
Minimum Escrow	$ 1,500.00	$ 1,500.00	
Sexually Oriented Business Application Fee (17A.04, 08)	$ 250.00	$ 250.00	
Minimum Escrow	$ 1,000.00	$ 1,000.00	
Sign Permit Application	$ 25.00	$ 25.00	
Fence Permit Application	$ 25.00	$ 25.00	
Land Division Application	$ -	$ 25.00	
Application for liquor license (4-25)			
New Licenses	$ 250.00	$ 250.00	
Temporary License (City Business/Organization)	$ 50.00	$ 50.00	
Temporary License (Non City Business/Organization)	$ 100.00	$ 100.00	
Snow Plowing Permit (per motor vehicle, annually)	$ 10.00	$ 10.00	
Trash Hauling Permit (per motor vehicle, annually)	$ 30.00	$ 30.00	
Special events permit	$ 25.00	$ 25.00	
Building			
Permit, plan review, inspection, extra service and penalty fees relating to buildings (7-28)	separate schedule	separate schedule	
Moving permit (7-65), and reimbursement of costs (7-74)	$ 250.00	$ 250.00	
Minimum Escrow - includes deposit of expenses and deposit for completion of work	$ 7,500.00	$ 7,500.00	
Property maintenance code (7-80)	separate schedule	separate schedule	

5/17/2018

City of Lowell

Schedule of Rates and Fees

FY 2018-2019

	Current	Proposed	Notes
Public Safety			
Parking Violations Bureau penalties (21-91)			
Meter Violation	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
Time Limit Violation	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
Handicap Parking Space/Zone	$ 75.00	$ 75.00	Add $10 if paid after 14 days, $25 if after 28 days
No Parking Zone	$ 30.00	$ 30.00	Add $10 if paid after 14 days, $20 if after 28 days
No Stopping, Standing or Parking	$ 30.00	$ 30.00	Add $10 if paid after 14 days, $20 if after 28 days
No Parking Between 2 a.m. and 6 a.m.	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
Improper Parking	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
Permit Parking Area	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
Private Parking Area	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
No Parking in Alley	$ 30.00	$ 30.00	Add $10 if paid after 14 days, $20 if after 28 days
Blocking Drive or Sidewalk	$ 30.00	$ 30.00	Add $10 if paid after 14 days, $20 if after 28 days
Blocking Traffic Lane or Traffic Hazard	$ 40.00	$ 40.00	Add $10 if paid after 14 days, $20 if after 28 days
Special Parking	$ 40.00	$ 40.00	Add $10 if paid after 14 days, $20 if after 28 days
Failture to Pay Prescribed Fee	$ 15.00	$ 15.00	Add $10 if paid after 14 days, $35 if after 28 days
Fire Lane	$ 40.00	$ 40.00	Add $10 if paid after 14 days, $20 if after 28 days
All Over Violations	$ 20.00	$ 20.00	Add $10 if paid after 14 days, $30 if after 28 days
Accident Reports	$ 5.00	$ 5.00	
Personel Protection Order Service	$ 50.00	$ 50.00	
PBT	$ 5.00	$ 5.00	
Mouthpiece	$ 2.00	$ 2.00	
Police Reports			See FOIA Schedule
Records			See FOIA Schedule
DVD Copy	$ 30.00	$ 30.00	
CD Copy	$ 25.00	$ 25.00	
35 mm Photos Copy	$ 15.00	$ 15.00	Plus actual lab costs
Applicant Fingerprints	$ 10.00	$ 10.00	Plus $49.25 State/Federal fees
Inked Fingerprint Cards	$ 20.00	$ 20.00	Per Card
Salvage Vehicle Inspection	$ 100.00	$ 100.00	
Abatement of nuisances, noxious shrubs, weeds and grass (23-51)	$ 50.00	$ 50.00	Billed if remedial action required
On-Street Parking Permit	$ 25.00	$ 25.00	
Vehicles For Hire Application (24-46)	$ 25.00	$ 25.00	
Annual License	$ 150.00	$ 150.00	
Animal Control			
Dog Impoundment Fee (5-33)	$ 25.00	$ 25.00	
Boarding after Impoundment	Actual Costs	Actual Costs	

5/17/2018

City of Lowell

Schedule of Rates and Fees

FY 2018-2019

	Current	Proposed	Notes
Public Works			
Opening pavement/city street (19-3), Resolution 15-05	$ 50.00	$ 50.00	
Construction in right of way, sidewalks (19-27)	$ 50.00	$ 50.00	
Parks & Recreation			
Creekside Park Pavillion Rental	$ 75.00	$ 75.00	
Deposit (returned on inspection)	$ 50.00	$ 50.00	
City Athletic Field Exclusive Use Per Field/Day	$ 150.00	$ 150.00	
Extended or Recurrent Use	TBD	TBD	Negotiated contract with City Manager
Airport			
Airport Hangar Fees (3-27)			
Middle Hangars	$ 130.00	$ 130.00	
End Hangars	$ 140.00	$ 140.00	
Utility Hangar	$ 400.00	$ 400.00	
Tie Down Fees	$ 20.00	$ 20.00	
Outside Storage	$ 25.00	$ 25.00	
Winter Storage as space permits (Nov. 1 - April 15)	$ 275.00	$ 275.00	

LOWELL CITY ADMINISTRATION

INTER OFFICE MEMORANDUM

DATE: **May 17, 2018**

TO: **Mayor DeVore and the Lowell City Council**

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

RE: **Redevelopment Ready Communities**

In order to continue to remain eligible for assistance from the Michigan Economic Development Corporation (MEDC), municipalities are now mandated to participate in their Redevelopment Ready Communities program.

This is a voluntary, no-cost certification program designed to promote effective redevelopment strategies through a set of best practices.

The program measures and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that your community has a vision for the future—and the fundamental practices in place to get there.

Last fall, Sue Ullery and I attended training sessions on what they are looking for. In many ways, we have been following their recommended processes for years. However, there are some areas in the training that we may need to improve upon. This process will provide us with tools to help us establish those areas.

I just completed a survey of our city's practices and this is something that is needed in order for us to begin this process. The certification process has no deadline for completion. Depending on the needs for each community some can complete within a year and some communities may need a few years to reach the status of Redevelopment Ready certified.

I attached material explaining best practices for communities that the MEDC is looking for through this process. Once we complete the survey and attached resolution, we can formally initiate this process with the Michigan Economic Development Corporation.

I recommend that the Lowell City Council approve Resolution 17-18 to engage the Michigan Economic Development Corporation in the Redevelopment Ready Communities program.

CITY OF LOWELL
KENT COUNTY, MICHIGAN

REDEVELOPMENT READY COMMUNITIES RESOLUTION NO. 17 – 18

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

WHEREAS, the City of Lowell recently adopted a new Master Plan for Land Use, charting the future development and redevelopment of the City and noting the City's strengths and future challenges; and,

WHEREAS, opportunities for redevelopment of existing parcels and buildings are the future for major investment in the City, as there is limited open space for new development within the City limits; and,

WHEREAS, the City has previously undergone an outside evaluation process to become more business friendly and wishes to continue making our planning and development processes transparent and streamlined; and,

WHEREAS, the Michigan Economic Development Corporation has created the Redevelopment Ready Communities (RRC) program to help identify and strengthen weak areas in a community's development process and highlight opportunities in the community; and,

WHEREAS, the City of Lowell wishes to join the program and further refine our development processes for future opportunities.

NOW, THEREFORE, BE IT RESOLVED, that the City Council supports Staff's efforts in the self-evaluation process of the RRC program and looks forward to the feedback from the MEDC on our processes and procedures and how to improve them.

YES: Councilmembers _____

_____

NO: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: **MAY 21, 2018**

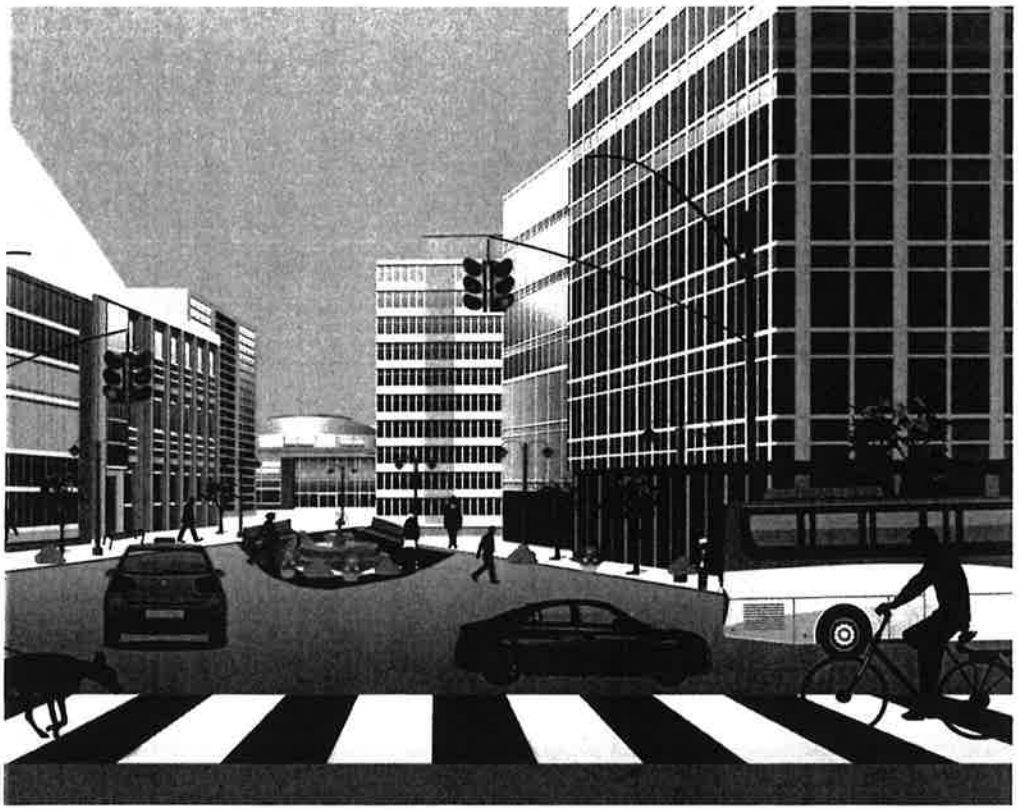
_____
Susan Ullery
City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 17-18 adopted by the City Council of the City of Lowell, Kent County, Michigan at a regular meeting held on the 21st day of May, 2018, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

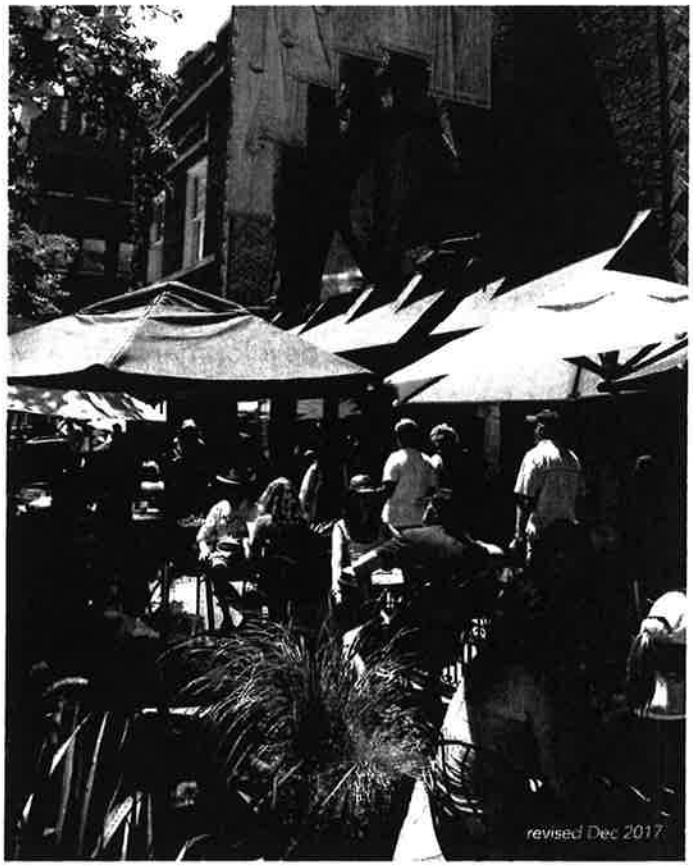
Dated: May 21, 2018

_____
Susan Ullery
City Clerk



redevelopment ready communities

BEST PRACTICES



revised Dec 2017

redevelopment ready
communities®

BEST PRACTICES

Program overview 3

Best Practice One: Community Plans and Public Outreach

1.1—The plans 4

1.2—Public participation 6

Best Practice Two: Zoning Regulations

2.1—Zoning regulations 7

Best Practice Three: Development Review Process

3.1—Development review procedures 10

3.2—Guide to Development 13

Best Practice Four: Recruitment and Education

4.1—Recruitment and orientation 14

4.2—Education and training 15

Best Practice Five: Redevelopment Ready Sites®

5.1—Redevelopment Ready Sites® 16

Best Practice Six: Community Prosperity

6.1—Economic development strategy 18

6.2—Marketing and promotion 19

Conclusion 20

redevelopment ready
communities

If your community plans for future investment, invites public input, and offers superior customer service, then Redevelopment Ready Communities certification® is for you!

The Michigan Economic Development Corporation's Redevelopment Ready Communities® (RRC) program works with Michigan communities seeking to streamline the development approval process by integrating transparency, predictability and efficiency into their daily development practices. RRC is a statewide program that certifies communities who actively engage stakeholders and plan for the future. RRC empowers communities to shape their future by assisting in the creation of a solid planning, zoning and development foundation to retain and attract businesses, investment and talent.

Through RRC, communities commit to improving redevelopment readiness by agreeing to undergo a rigorous assessment, and work to achieve a set of criteria as described in this document. Developed by public and private sector experts, the RRC best practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Evaluations are conducted by the RRC team through interviews, observation and data analysis. After the evaluation, a community is presented with a baseline report that highlights successes and outlines recommended actions for implementation of missing best practice criteria. The expectations listed with each evaluation criteria are what a community is measured against to determine if that criteria is being accomplished. A community must demonstrate how the expectations are being achieved, and when applicable, may propose alternative approaches. To be awarded certification, a community must meet all RRC best practice criteria.

Redevelopment Ready Communities certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process and compelling sites for developers to locate their latest projects. Once certified, the MEDC will assist in the promotion and marketing of Redevelopment Ready Sites®. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and the broad community support needed to get shovels in the ground.

In this document, parts of the best practices will have further explanation. If a word is in **orange**, hover your mouse over it and a yellow box will appear with more information. If a word is orange and **underlined,** it contains a hyperlink. Contact the RRC team at RRC@michigan.org with questions or visit www.miplace.org for additional resources.

Best Practice One: Community plans and public outreach

1.1—THE PLANS

Best Practice 1.1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, downtown plan and corridor plan. Comprehensive planning documents are a community's guiding framework for growth and investment. Information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic and environmental development of the community.

The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision making tool. The plan sets expectations for those involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community to achieve its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan, capital improvements plan, downtown plan and corridor plan is essential. It is important that planning documents incorporate recommendations for implementation, including goals, actions, timelines and responsible parties.

EVALUATION CRITERIA 1.1.1

The governing body has adopted a master plan in the past five years.

EXPECTATIONS

- ☐ The master plan reflects the community's desired direction for the future.
- ☐ The master plan identifies strategies for priority redevelopment areas.
- ☐ The master plan addresses land use and infrastructure, including complete streets elements.
- ☐ The master plan includes a zoning plan.
- ☐ The master plan incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- ☐ Progress on the master plan is annually reported to the **governing body.**
- ☐ The master plan is accessible online.

EVALUATION CRITERIA 1.1.2

The governing body has adopted a plan.

EXPECTATIONS

- ☐ The downtown plan identifies development area boundaries.
- ☐ The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.
- ☐ The downtown plan includes mixed-use and pedestrian oriented development elements.
- ☐ The downtown plan addresses transit oriented development, if applicable.
- ☐ The downtown plan coordinates with the master plan and capital improvements plan.
- ☐ The downtown plan is accessible online.

1.1—THE PLANS *continued*

EVALUATION CRITERIA 1.1.3

The governing body has adopted a .

EXPECTATIONS

- ☐ The corridor plan identifies development area boundaries.
- ☐ The corridor plan identifies projects, and includes estimated project costs and a timeline for completion.
- ☐ The corridor plan includes mixed-use and pedestrian oriented development elements.
- ☐ The corridor plan addresses transit oriented development, if applicable.
- ☐ The corridor plan coordinates with the master plan and capital improvements plan.
- ☐ The corridor plan is accessible online.

EVALUATION CRITERIA 1.1.4

The governing body has adopted a capital improvements plan.

EXPECTATIONS

- ☐ The capital improvements plan details a minimum of six years of public structures and improvements and is reviewed annually.
- ☐ The capital improvements plan coordinates projects to minimize construction costs.
- ☐ The capital improvements plan coordinates with the master plan and budget.
- ☐ The capital improvements plan is accessible online.

Best Practice One: Community plans and public outreach

1.2—PUBLIC PARTICIPATION

Best Practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation strategy is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being intentionally inclusive, and the goal of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The best plans and proposals have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than only soliciting input during the master plan update and public hearings.

EVALUATION CRITERIA 1.2.1

The community has a documented

for engaging a diverse set of community stakeholders.

EXPECTATIONS

- ☐ The strategy identifies key stakeholders, including those not normally at the visioning table.
- ☐ The strategy describes public participation methods and the appropriate venue to use each method.
- ☐ If a third party is consulted, they adhere to the public participation strategy.
- ☐ The community assists the developer in soliciting input on a proposal early in the site plan approval process as detailed in the public participation strategy.

EVALUATION CRITERIA 1.2.2

The community demonstrates that public participation efforts go beyond the basic methods.

EXPECTATIONS

☐ **Basic practices:**

- Open Meetings Act
- Website posting
- Postcard mailings
- Local cable notification
- Newspaper posting
- Flier posting on community hall door
- Attachments to water bills
- Announcements at governing body meetings

☐ **Proactive practices:**

- Individual mailings
- Community workshops
- Social media platforms
- One-on-one interviews
- Charrettes
- Canvassing
- Focus groups
- Crowd-sourcing

EVALUATION CRITERIA 1.2.3

The community shares outcomes of public participation processes.

EXPECTATIONS

- ☐ The community tracks success of various outreach methods.
- ☐ The community participation results are communicated in a consistent and transparent manner.

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS

Best Practice 2.1 evaluates a community's zoning ordinance and how well it regulates for the goals of the master plan.

Zoning is a key tool for plan implementation. Inflexible or obsolete zoning regulations can discourage development and investment. Outdated regulations can force developers to pursue rezoning or variance requests, extending project timelines, increasing costs and creating uncertainty. Communities should look to streamline ordinances and regulate for the kind of development that is truly desired. In addition, zoning is an essential tool for shaping inviting, walkable, vibrant communities.

EVALUATION CRITERIA 2.1.1

The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.

EXPECTATIONS

☐ The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.

EVALUATION CRITERIA 2.1.2

The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.

EXPECTATIONS

☐ The ordinance allows mixed-use by right in designated areas of concentrated development.

☐ The community has reviewed the ordinance to consider how form-based zoning could help achieve community goals.

☐ The ordinance requires one or more of the following elements in areas of concentrated development:

- Build-to lines
- Open store fronts
- Outdoor dining
- Minimum ground floor transparency
- Streetscape elements (trees, seating, pedestrian-scale lighting and signage)

☐ The ordinance addresses historic and environmental preservation.

EVALUATION CRITERIA 2.1.3

The zoning ordinance includes flexible tools to encourage development and redevelopment.

EXPECTATIONS

☐ Special land use and conditional rezoning approval procedures and requirements are clearly defined.

☐ Commercial and industrial districts allow for related compatible uses that serve new economy-type businesses.

2.1—ZONING REGULATIONS *continued*

EVALUATION CRITERIA 2.1.4

The zoning ordinance allows for a variety of housing options.

EXPECTATIONS

☐ The ordinance allows for three or more of the following non-traditional housing types:

- Accessory dwelling units
- Attached single-family units
- Stacked flats
- Live/work
- Residential units above non-residential uses
- Co-housing
- Corporate temporary housing
- Cluster housing
- Micro units

EVALUATION CRITERIA 2.1.5

The zoning ordinance includes standards to improve non-motorized transportation.

EXPECTATIONS

☐ The community understands the benefits of walkable and transit oriented development and has standards for the following elements where appropriate:

- Bicycle parking
- Traffic calming
- Pedestrian-scale lighting
- Public realm standards

☐ The community understands the benefits of connectivity and has ordinance requirements that accommodate pedestrian activity within and around development.

EVALUATION CRITERIA 2.1.6

The zoning ordinance includes flexible parking standards.

EXPECTATIONS

☐ The ordinance includes regulations for two or more of the following:

- Reduction or elimination of required parking when on-street and public parking is available
- Connections between parking lots
- Shared parking agreements
- Parking maximums
- Parking waivers
- Electric vehicle charging stations
- Bicycle parking
- Payment in lieu of parking
- Reduction of required parking for complementary mixed-uses

2.1—ZONING REGULATIONS *continued*

EVALUATION CRITERIA 2.1.7

The zoning ordinance includes standards for green infrastructure.

EXPECTATIONS

☐ The ordinance includes regulations for two or more of the following:

- Rain gardens, bioswales and other low impact development techniques
- Green roofs
- Pervious pavement
- Landscaping that requires the use of native, non-invasive species
- Tree preservation and protection standards
- Street tree planting standards
- Blue roofs, cisterns, stormwater vaults and other rainwater collection techniques
- Parking lot landscaping standards
- Renewable energy

EVALUATION CRITERIA 2.1.8

The zoning ordinance is

EXPECTATIONS

☐ The ordinance portrays clear definitions and requirements.

☐ The ordinance is available in an electronic format at no cost. Hard copies are available for review at convenient locations.

☐ The ordinance is accessible online.

Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES

Best practice 3.1 evaluates the community's development review policies and procedures, project tracking and internal/external communication.

The purpose of the development review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Streamlined, well-documented development policies and procedures ensure a smooth and predictable experience when working with a community. It is essential for a community's development review team to also coordinate with permitting and inspections staff.

Unnecessary steps or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this, sound internal procedures need to be in place and followed. Tracking projects internally across multiple departments can alleviate potential delays. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove development barriers and cut down on unexpected time delays.

EVALUATION CRITERIA 3.1.1

The zoning ordinance articulates a thorough site plan review process.

EXPECTATIONS

☐ The responsibilities of the governing body, planning commission, zoning board of appeals, other reviewing bodies, and staff are clearly documented.

EVALUATION CRITERIA 3.1.2

The community has a qualified intake professional.

EXPECTATIONS

☐ The community identifies a project point person and trains staff to perform intake responsibilities including:

- Receiving and processing applications and site plans
- Documenting contact with the applicant
- Explaining procedures and submittal requirements
- Facilitating meetings
- Processing applications after approval
- Excellent customer service

EVALUATION CRITERIA 3.1.3

The community defines and offers meetings for applicants.

EXPECTATIONS

☐ The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.

☐ The community advertises online that conceptual site plan review meetings are available.

3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

EVALUATION CRITERIA 3.1.4

The appropriate departments engage in

EXPECTATIONS

☐ The joint site plan review team consists of the following representatives, as appropriate:

- Planning department
- Public works department
- Building department
- Transportation department
- Fire
- Police
- Assessor
- Community manager or supervisor
- Economic development
- Historic District Commission
- Consultant
- Attorney
- County soil erosion and sedimentation
- County drain commissioner
- County health department
- County road commission
- Outside agencies

EVALUATION CRITERIA 3.1.5

The community has a clearly documented internal staff review policy.

EXPECTATIONS

☐ The internal review process articulates clear roles, responsibilities and timelines.

☐ Development review standards are clearly defined.

EVALUATION CRITERIA 3.1.6

The community promptly acts on

EXPECTATIONS

☐ Site plans for permitted uses are approved administratively or by the planning commission.

☐ The community follows its documented procedures and timelines.

☐ The community has easy to follow flowcharts of development processes that include timelines.

☐ Community development staff coordinates with permitting and inspections staff to ensure a smooth and timely approval process.

3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

EVALUATION CRITERIA 3.1.7

The community has a method to track development projects.

EXPECTATIONS

- ☐ The community uses a tracking mechanism for projects during the development process.
- ☐ The community uses a tracking mechanism for projects during the permitting and inspections process.

EVALUATION CRITERIA 3.1.8

The community annually reviews successes and challenges with the development review process.

EXPECTATIONS

- ☐ The community obtains customer feedback on the site plan approval and permitting and inspections process and integrates changes where applicable.
- ☐ The joint site plan review team, including permitting and inspections staff, meets to capture lessons learned and amends the process accordingly.

Best Practice Three: Development review process

3.2—GUIDE TO DEVELOPMENT

Best Practice 3.2 evaluates the accessibility of a community's planning and development information.

Development information and applications must be assembled to help citizens, developers and public officials gain a better understanding of how the development process in the community works. Documents should be updated regularly and provide a general overview of development processes, steps necessary to obtain approvals and be readily available online.

EVALUATION CRITERIA 3.2.1

The community maintains a guide to development that explains policies, procedures and steps to obtain approvals.

EXPECTATIONS

☐ The guide includes:

- Relevant contact information
- Relevant meeting schedules
- Easy-to-follow step-by-step flowcharts of development processes, including timelines
- Conceptual meeting procedures
- Relevant ordinances to review prior to site plan submission
- Site plan review requirements and application
- Clear explanation for site plans that can be approved administratively
- Rezoning request process and application
- Variance request process and application
- Special land use request process and application
- Fee schedule
- Special meeting procedures
- Financial assistance tools
- Design guidelines and related processes
- Building permit requirements and applications

☐ The guide to development is accessible online.

EVALUATION CRITERIA 3.2.2

The community annually reviews the fee schedule.

EXPECTATIONS

☐ The fee schedule is updated to cover the community's cost to provide services.

☐ The community accepts credit card payment for fees.

Best Practice Four: Recruitment and education

4.1—RECRUITMENT AND ORIENTATION

Best practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members.

Diversity on boards and commissions can ensure a wide range of perspectives are considered when making decisions on development and financial incentives. Communities should seek applicants with desired skill sets and establish expectations prior to new officials and board members becoming active.

EVALUATION CRITERIA 4.1.1

The community sets expectations for board and commission positions.

EXPECTATIONS

- ☐ The community outlines expectations and desired skill sets for open seats.
- ☐ Board and commission applications are available online.

EVALUATION CRITERIA 4.1.2

The community provides orientation packets to all appointed and elected members of development related boards and commissions.

EXPECTATIONS

- ☐ The orientation packet includes all relevant planning, zoning and development information.

4.2—EDUCATION AND TRAINING

Best practice 4.2 assesses how a community encourages ongoing education and training and tracks training needs for appointed or elected officials, board members and staff.

Planning commissioners, zoning board of appeals members, the governing body and staff make more informed development decisions when they receive adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of a community's development processes.

EVALUATION CRITERIA 4.2.1

The community has a dedicated source of funding for training.

EXPECTATIONS

- ☐ The community has a training budget allocated for elected and appointed officials and staff.

EVALUATION CRITERIA 4.2.2

The community identifies training needs and tracks attendance for elected and appointed officials and staff.

EXPECTATIONS

- ☐ The community manages a simple tracking mechanism for logging individual training needs and attendance.
- ☐ The community identifies trainings that assist in accomplishing their stated goals and objectives.

EVALUATION CRITERIA 4.2.3

The community encourages elected and appointed officials and staff to attend trainings.

EXPECTATIONS

- ☐ The community consistently notifies its elected and appointed officials and staff about training opportunities.

EVALUATION CRITERIA 4.2.4

The community shares information between elected and appointed officials and staff.

EXPECTATIONS

- ☐ The community holds collaborative work sessions, including joint trainings on development topics.
- ☐ Training participants share information with those not in attendance.
- ☐ The planning commission prepares an annual report for the governing body.

Best Practice Five: Redevelopment Ready Sites®

5.1—REDEVELOPMENT READY SITES®

Best practice 5.1 assesses how a community identifies, visions for and markets priority redevelopment sites. A redevelopment ready site is a site targeted by the community and ready for investment.

Identifying and marketing priority sites can assist a community to stimulate the real estate market for obsolete, vacant and underutilized property. Communities that have engaged the public and determined desired outcomes for priority sites create a predictable environment for development projects. A community which takes steps to reduce the risk of rejected development proposals will entice hesitant developers to spend their time and financial resources pursuing a project in their community. If a development proposal on a priority site is deemed controversial, additional public participation opportunities should be held to ensure community support. To encourage development, it is essential that communities actively package and market sites prioritized for redevelopment. Developers look to invest in places that have an overall vision for the community and priority sites.

EVALUATION CRITERIA 5.1.1

The community identifies and prioritizes redevelopment sites.

EXPECTATIONS

- ☐ The community maintains an updated list of at least three priority sites.

EVALUATION CRITERIA 5.1.2

The community gathers basic information for at least three priority sites.

EXPECTATIONS

- ☐ Required information to include:
  - Photo of the site and/or rendering
  - Desired development outcomes for the site
  - Owner contact information
  - Community contact information
  - Zoning
  - Lot size
  - Building size
  - State equalized value
  - Utilities on site: Water, sewer, electricity, natural gas
  - Wired broadband infrastructure: DSL, cable, fiber

EVALUATION CRITERIA 5.1.3

The community establishes a vision for at least three priority sites.

EXPECTATIONS

- ☐ The vision includes desired development outcomes.
- ☐ Community champions for redevelopment of the site are identified.
- ☐ High controversy redevelopment sites may require additional public engagement.

5.1—REDEVELOPMENT READY SITES® *continued*

EVALUATION CRITERIA 5.1.4

The community identifies for at least three priority sites.

EXPECTATIONS

☐ The community identifies negotiable development tools, financial incentives and/or in-kind support, based on the project meeting the community's vision and desired development outcomes.

EVALUATION CRITERIA 5.1.5

The community assembles a property information package for at least one priority site.

EXPECTATIONS

☐ The property information package includes basic information and the following as applicable:

- Available financial incentives
- Deed restrictions
- Property tax assessment information
- Property survey
- Previous uses
- Existing conditions report
- Known environmental and/or contamination conditions
- Soil conditions
- Demographic data
- Surrounding amenities
- Planned infrastructure improvements as identified in CIP
- GIS information including site location and street maps
- Natural features map
- Traffic studies
- Target market analysis
- Market feasibility studies

EVALUATION CRITERIA 5.1.6

Priority redevelopment sites are actively marketed.

EXPECTATIONS

☐ The property information package(s) are accessible online.

Best Practice Six: Community prosperity

6.1—ECONOMIC DEVELOPMENT STRATEGY

Best practice 6.1 assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community.

EVALUATION CRITERIA 6.1.1

The community has an approved

EXPECTATIONS

- ☐ The economic development strategy is part of the master plan, annual budget or a separate document.
- ☐ The economic development strategy connects to the master plan and capital improvements plan.
- ☐ The economic development strategy identifies the economic opportunities and challenges of the community.
- ☐ The economic development strategy incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- ☐ The economic development strategy coordinates with a regional economic development strategy.
- ☐ The economic development strategy is accessible online.

EVALUATION CRITERIA 6.1.2

The community annually reviews the economic development strategy.

EXPECTATIONS

- ☐ Progress on the economic development strategy is reported annually to the governing body.

6.2—MARKETING AND PROMOTION

Best practice 6.2 assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning and economic development documents on the community's website.

Community marketing and promotion can take many forms. Communities must develop a positive, promotional strategy through marketing campaigns, advertising and special events to encourage investment. Marketing campaigns can assist with sharing the established community vision, values and goals. Developing a brand to promote a consistent identity can position a community for future success. A community's website is an important marketing tool and must be well-designed to provide information to the public and build a positive image.

EVALUATION CRITERIA 6.2.1

The community has developed a

EXPECTATIONS

- ☐ The marketing strategy identifies opportunities and outlines specific steps to attract businesses, consumers and real estate development to the community.
- ☐ The marketing strategy strives to create or strengthen an image for the community.
- ☐ The marketing strategy identifies approaches to market priority development sites.
- ☐ The community coordinates marketing efforts with local, regional and state partners.

EVALUATION CRITERIA 6.2.2

The community has an updated, user-friendly municipal website.

EXPECTATIONS

- ☐ The community's website is easy to navigate.
- ☐ The community's planning, zoning and development information is grouped together with links to the following:
  - Master plan and amendments
  - Downtown plan
  - Corridor plan
  - Capital improvements plan
  - Zoning ordinance
  - Guide to development
  - Online payment option
  - Partner organizations
  - Board and commission applications
  - Property information packages
  - Economic development strategy

Conclusion

The Redevelopment Ready Communities® program looks to assist communities that creatively reuse space, embrace economic innovation and proactively plan for the future, making them more attractive for investments that create places where talent wants to live, work and play. RRC certification signals to business owners, developers and investors that the community has removed barriers by building deliberate, fair and consistent processes.

Communities not formally engaged in the RRC program, but wanting to work toward certification are encouraged to compare their current policies and procedures to the best practice standards by completing the RRC self-evaluation. The self-evaluation is available to assist any community interested in being more redevelopment ready. Completion of the self-evaluation document does not replace the formal evaluation process conducted by the RRC team. In addition to the self-evaluations, guides have been developed to act as resources for communities working on RRC best practice components. Each guide is a tool describing recommended processes and sample language. Every community has different needs and capacities, so the process and document can be tailored to fit individual community requirements.

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment, identifying assets and opportunities and focusing limited resources. Communities must create the types of places where talent and businesses want to locate, invest and expand.

Certified Redevelopment Ready Communities® signal that locating a new business or growing an existing one is straightforward. Certified communities have removed barriers to development including eliminating uncertainties surrounding project timelines and approvals by implementing and executing the RRC best practices.

Contact the RRC team at rrc@michigan.org or your CATeam specialist with questions.

4110-171215

LOWELL POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
CALENDAR YEAR 2018

Complaint Book Total	189	351	540	718									
Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year Total
Total Arrests	32	30	36	13									111
Alcohol (MIP/Open Intox)	0	1	0	0									1
Drug Law Violations	8	2	3	2									15
Drunk Driving	2	5	2	1									10
Suspended License	3	1	3	3									10
Warrant Arrest	7	17	22	6									52
Other Arrests	12	4	6	1									23
Assault	0	1	2	1									4
Assault (Civil/Verbal)	6	2	3	2									13
Assault (Domestic)	1	2	2	5									10
Assist from Other Agency	8	4	12	11									35
Assist to Other Agency	13	18	8	15									54
Assist to Citizen	28	44	45	60									177
Breaking & Entering	0	0	1	0									1
Disorderly Conduct	0	0	6	4									10
Dog/Animal	1	1	2	2									6
Larceny	9	4	4	8									25
Malicious Destruction	1	2	4	1									8
Motorist Assist	6	7	8	6									27
Ordinance Violations	2	8	8	6									24
Accident Total	13	12	7	4									36
{Property Damage}	11	10	6	4									31
{Personal Injury}	2	2	1	0									5
Citations Issued	26	37	30	40									133
Traffic Stops: Warned	146	119	127	133									525
Total # of Traffic Stops	167	145	138	155									605

MONTHLY COMPARISON TOTALS
APRIL 2017 AND 2018

ACTIVITY	APRIL	2017 YEAR-TO-DATE	APRIL	2018 YEAR-TO-DATE
Total Arrests	26	95	13	111
Alcohol (MIP/Open Intox)	1	4	0	1
Drug Law Violations	6	14	2	15
Drunk Driving	0	5	1	10
Suspended License	3	17	3	10
Warrant Arrest	7	37	6	52
Other Arrests	9	18	1	23
Assault	0	3	1	4
Assault (Verbal)	3	11	2	13
Assault (Domestic)	1	6	5	10
Assist from Other Agency	4	21	11	35
Assist to Other Agency	14	45	15	54
Assist to Citizen	40	169	60	177
Breaking & Entering	2	2	0	1
Disorderly Conduct	2	10	4	10
Dog Complaints	4	10	2	6
Larceny	2	21	8	25
Malicious Destruction	2	7	1	8
Motorist Assist	10	28	6	27
Ordinance Violations	7	27	6	24
Accident Total	12	44	4	36
{Property Damage}	12	43	4	31
{Personal Injury}	0	1	0	5
Citations Issued	50	163	40	133
Traffic Stops: Warned	159	485	133	525
# of Traffic Stops Made	186	579	155	605
TOTAL COMPLAINTS	198	746	178	718

AGENCIES ASSISTING LOWELL PD

APRIL 2018

COMP. #	DATE	INCIDENT	AGENCY	ACTION
18-0560	4/5/2018	SUICIDAL SUBJECT	LOWELL AMBULANCE	ASSISTED
18-0581	4/12/2018	SUICIDAL SUBJECT	LOWELL AMBULANCE	TRANSPORTED
18-0602	4/16/2018	DOMESTIC	KENT COUNTY	BACK-UP
18-0604	4/17/2018	CITIZEN ASSIST / UNWANTED GUEST	LOWELL AMBULANCE	TRANSPORTED
18-0621	4/18/2018	ASSAULT	KENT COUNTY	ASSISTED
18-0631	4/19/2018	SUICIDAL SUBJECT	KENT COUNTY	ASSISTED
18-0636	4/20/2018	SUICIDAL SUBJECT	LOWELL AMBULANCE	TRANSPORTED
18-0658	4/24/2018	CHILD NEGLECT	KENT COUNTY & CPS	ASSISTED
18-0685	4/26/2018	DOMESTIC	KENT COUNTY	ASSISTED
18-0687	4/27/2018	LOOSE DOG	ANIMAL CONTROL	ASSISTED
18-0718	4/30/2018	PD HIT & RUN ACCIDENT	KENT COUNTY	ASSISTED

LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES
APRIL 2018

COMP. #	DATE	INCIDENT	DEPARTMENT	ACTION	VENUE
18-0549	4/2/2018	SUICIDAL SUBJECT	KENT COUNTY	ASSISTED	CITY OF LOWELL
18-0556	4/4/2018	RETAIL FRAUD	KENT COUNTY	BACK-UP	LOWELL
18-0573	4/10/2018	SUSPICIOUS SUBJECT	KENT COUNTY	BACK-UP	LOWELL
18-0596	4/15/2018	ALARM	KENT COUNTY	BACK-UP	LOWELL
18-0606	4/17/2018	CPS INVESTIGATION	CPS	ASSISTED	CITY OF LOWELL
18-0607	4/17/2018	CPS INVESTIGATION	CPS	ASSISTED	CITY OF LOWELL
18-0617	4/18/2018	PUT INJURED DEER DOWN	KENT COUNTY	HANDLED CALL	VERGENNES
18-0632	4/20/2018	ALARM	KENT COUNTY	BACK-UP	LOWELL
18-0666	4/24/2018	PI ACCIDENT	KENT COUNTY	ASSISTED	LOWELL
18-0667	4/25/2018	DUMPSTER FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
18-0677	4/26/2018	OWI ARREST / PD ACCIDENT	KENT COUNTY	BACK-UP	LOWELL
18-0679	4/26/2018	HOUSE MOVE	MDOT	ASSISTED	CITY OF LOWELL
18-0696	4/27/2018	SHED FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
18-0708	4/29/2018	DRUG INVESTIGATION	KENT COUNTY	ASSISTED	LOWELL
18-0713	4/30/2018	RESIDENTIAL ALARM	KENT COUNTY	ASSISTED	VERGENNES

Lowell Area Fire and
Emergency Services Authority
Lowell Area Fire Department
301 E. Main St. Lowell, MI 49331
616-897-7354

Wednesday, May 02, 2018

Fire Authority Board:

We responded to 71 total incidents for the month of April.

We have had a very busy start to 2018, averaging over 70 calls per month. We have used the UTV many times responding to brush fires and training.

We had six people apply during the open try outs. All six are being offered positions with the department.

I was asked to look into mowing and plowing options for the station. All parties contacted stated $50.00 for mowing and did not give a flat price for plowing. Leigh lawncare stated $50.00 per push. The contract with the city (Manzewski Lawncare) is $25.00 per time mowing and the city charges time and equipment for plowing. I suggest with stay with the city for these services.

We did a switch grass burn of approx. 40 acres on Lalley. Things went well

At last check we were told the tender chassis will be done the end of May. We should be seeing an invoice around the same time.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon, Corey and I are reviewing all reports. The Sunday evening officer meetings continue to be very productive.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.

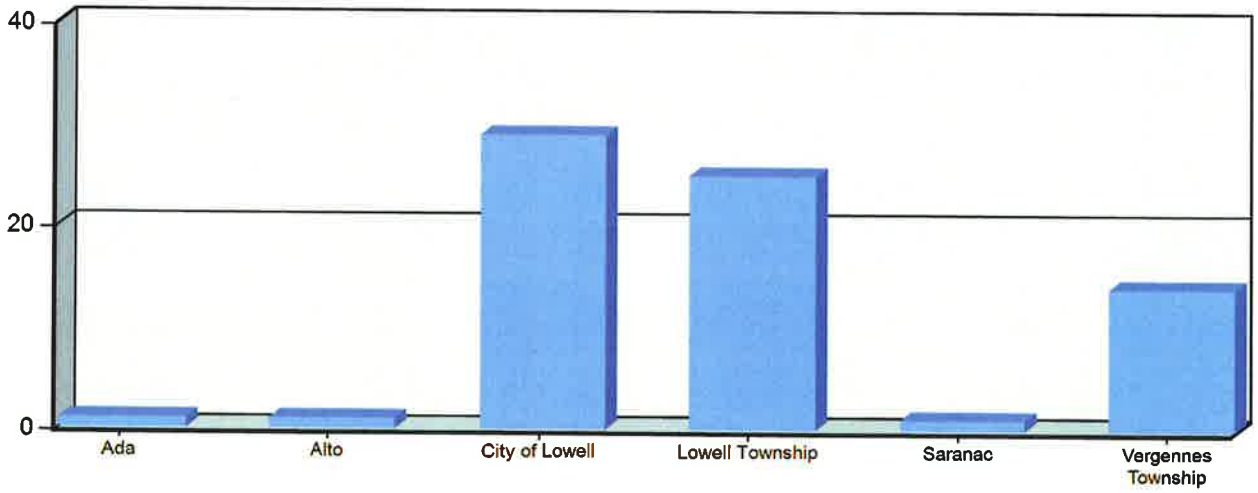
Lowell Area Fire Dept.

Lowell, MI

This report was generated on 5/1/2018 8:58:19 AM

Incident Count per Zone for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018



ZONE	# INCIDENTS
Ada - Ada Township	1
Alto - Bowne Township	1
City of Lowell - City	29
Lowell Township - Lowell Township	25
Saranac - Saranac	1
Vergennes Township - Vergennes Township	14
TOTAL:	**71**

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 5/1/2018 8:59:16 AM

Incident Count per User-Defined Fields for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	65
000	2
1	1
2	1
3	1
6	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	66
100	2
150	1
200	2

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	70
00	1

USER-DEFINED FIELD: Hose 5 inch feet uesd (Required)	
0	71

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	60
1	2
1 Halligon	1
1 TIC, 1 PIKE POLE , 2 FANS	1
3	1
3 pump cans, 1 rake	1
4	1
5 Indian packs	1
cones, traffic signs	1
rake, shovels, and 4 Indian packs	1
shovles, pitch fork, 4 back packs	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	68
Cutter, Spreader	1
cutter, spreader, ram	1

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

ANSWERS	# INCIDENTS
Door unlock kit	1

USER-DEFINED FIELD: Water used (gal) (Required)	
0	63
150 gals	1
187.5	1
20	1
250	1
300	1
625	1
640	2

USER-DEFINED FIELD: LUCAS (Required)	
NO	60

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 5/1/2018 8:59:57 AM

Incident Count with Man-Hours per Zone for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	0:06
Alto - Bowne Township	1	6:40
City of Lowell - City	29	48:43
Lowell Township - Lowell Township	25	80:46
Saranac - Saranac	1	5:28
Vergennes Township - Vergennes Township	14	26:08
TOTAL	**71**	**167:51**

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.

Lowell Area Fire and
Emergency Services Authority
Lowell Area Fire Department
301 E. Main St. Lowell, MI 49331
616-897-7354

Tuesday, April 17, 2018

Fire Authority Board:

We responded to 57 total incidents for the month of March, 22 fire related and 35 medical.

We attended the community expo again this year. We had a table inside and a truck outside. Applications were handed out for the department and the explorers. We will be looking at a spring time open tryout this year with hopes of drawing in some new members.

Thank you for the opportunity to present our department address. We would have liked more members from the municipalities to attend but were happy with the questions.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon and I are reviewing all reports. The Sunday evening officer meetings continue to be very productive.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.

CITY OF LOWELL
REPORT FOR : APRIL
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 15.59576 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE MONTH OF: APRIL TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION OF THE FINISHED WATER TO THE SYSTEM REQUIRED 247.92 HOURS, WHICH RESULTED IN 324.5 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: $ 191.64

ELECTRICAL COST PER MILLION GALLONS: $ 286.85

TOTAL COST PER MILLION GALLONS: $ 478.49

WATER PRODUCTION

DAILY AVERAGE: 0.520 MILLION GALLONS

DAILY MAXIMUM: 0.631 MILLION GALLONS

DAILY MINIMUM: 0.377 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 7.9973 HOURS PER DAY.

Dept. of Public Works, City of Lowell
217 S. Hudson
Lowell, MI 49331
Phone: 616-897-5929 Fax: 616- -

Posted Totals by Invoice Number
Report Date: 05/02/2018
Period From: 04/01/2018 To: 04/30/2018

Invoice Number	Date	Name	Tax	Total	Balance Due
001275	04/27/2018	Equipment	0.00	990.26	
001294	04/18/2018	Water Plant	0.00	770.33	
001295	04/27/2018	Equipment	0.00	850.83	
001296	04/12/2018	Police	0.00	202.38	
001297	04/13/2018	Equipment	0.00	852.47	
001298	04/13/2018	Police	0.00	655.63	
001299	04/13/2018	Equipment	0.00	536.68	
001300	04/25/2018	Equipment	0.00	822.09	
001301	04/19/2018	Water Plant	0.00	48.79	
001302	04/20/2018	Police	0.00	310.65	
001303	04/25/2018	Equipment	0.00	355.69	
001304	04/23/2018	Cemetery, organization	0.00	215.16	
001305	04/27/2018	Equipment	0.00	261.15	
001306	04/30/2018	Cemetery, organization	0.00	63.00	
	Grand Totals:			**6,935.11**	**0.00**

April

	Straight	OT	Call Out	Stand By
Equip. Maint.	87.25			
Public Works	2.5	0.5		
Water Plant	66	17.5		
Water Mains	1.75			
City Hall	1.5			
Sick Leave	3.5			
Vacation				
PPH				
Holiday				
Loc. Winter	2		2.5	
Maj. Winter	1.5		1.5	
Maj. Maint.				
Maj. Traffic				
Loc. Maint.				
Loc. Traffic				
Sidewalks				
Parks	2			
Library				
Museum				
Cemetery				
Fire				
D.D.A.				
WW Plant				
Sewer Mains				
Funeral Leave				
Floating Holiday				
Without Pay				
Totals	168	18	4	

05/02/2018 APRIL

CITY OF LOWELL - PERMIT LIST

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB18900286	835 HILLSIDE CT	04/11/2018	41-20-01-101-069	RESIDENCE W/FINISHED	701.00	252,336
PB18900304	2535 GEE DR SE	04/16/2018	41-20-03-151-023	DETACHED ACCESSORY	248.00	50,311
PB18900357	324 W MAIN ST SE	04/02/2018	41-20-02-408-009	SIGN - SHELL	50.00	3,500
PB18900372	1286 LAURIE GAIL DR SE	04/12/2018	41-20-03-429-006	Tear off existing shingles fr	65.00	9,000
PB18900437	517 N HUDSON	04/12/2018	41-20-02-191-002	INTERIOR REMODELWH	150.00	70,000
PB18900441	519 E MAIN ST SE	04/18/2018	41-20-02-428-010	INTERIOR REMODELALI	230.00	45,000
PB18900475	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	3,723
PB18900476	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	3,723
PB18900477	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900478	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	3,393
PB18900479	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	3,393
PB18900480	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	3,393
PB18900481	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	5,373
PB18900482	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900483	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	5,373
PB18900484	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900485	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900486	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900487	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900488	1800 W MAIN ST SE	04/20/2018	41-20-03-451-001	PIERS FOR MANUFACTU	100.00	4,053
PB18900520	624 LAFAYETTE ST SE	04/24/2018	41-20-02-251-009	WOOD DECK	150.00	3,000

Total Permits: **21**

Total Fee Amount: **2,994.00**

Total Const. Value: **489,889**

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PE18900496	324 W MAIN ST SE	04/02/2018	41-20-02-408-009	SIGN SHELL	130.00	0
PE18900512	1238 SIBLEY ST	04/04/2018	41-20-03-477-010		115.00	0
PE18900574	517 N HUDSON	04/16/2018	41-20-02-191-002	INTERIOR REMODELWH	60.00	0
PE18900595	517 N HUDSON	04/18/2018	41-20-02-191-002	INTERIOR REMODELWH	154.00	0

Total Permits: 4

Total Fee Amount: 459.00

Total Const. Value: 0

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PM18900828	517 N HUDSON	04/10/2018	41-20-02-191-002	replace furnace for Phil Han:	80.00	0
PM18900851	1055 N HUDSON ST	04/13/2018	41-20-02-126-041		120.00	0
PM18900855	226 S JEFFERSON	04/16/2018	41-20-02-435-008		80.00	0
PM18900860	517 N HUDSON	04/16/2018	41-20-02-191-002	additional duct work, 2 bath	90.00	0

Total Permits: 4

Total Fee Amount: 370.00

Total Const. Value: 0

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PP18900364	517 N HUDSON	04/02/2018	41-20-02-191-002	2 Bathrooms, laundry, & kit	156.00	0
PP18900372	765 HUNT ST SE	04/04/2018	41-20-02-101-021	759 Hunt st unit 2D / Water	55.00	0

Total Permits: 2

Total Fee Amount: 211.00

Total Const. Value: 0

Grand Total Permits: 31

Grand Total Permit Fee: 4,034.00

Grand Total Const. Value: $489,889

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	1,977,996.52	1,807,834.11	28,488.00	170,162.41	91.40
STATE	STATE GRANTS	466,576.00	313,694.79	59,934.00	152,881.21	67.23
LICPER	LICENSES AND PERMITS	40,100.00	34,973.19	450.00	5,126.81	87.21
CHARGES	CHARGES FOR SERVICES	316,850.00	48,850.72	7,807.70	267,999.28	15.42
INT	INTEREST AND RENTS	2,000.00	3,814.93	627.75	(1,814.93)	190.75
OTHER	OTHER REVENUE	16,000.00	26,753.48	255.61	(10,753.48)	167.21
TRANSIN	TRANSFERS IN	148,022.00	148,022.00	0.00	0.00	100.00
FINES	FINES AND FORFEITURES	5,250.00	7,885.87	738.00	(2,635.87)	150.21
LOCAL	LOCAL CONTRIBUTIONS	12,100.00	13,392.52	2,902.88	(1,292.52)	110.68
TOTAL REVENUES		2,984,894.52	2,405,221.61	101,203.94	579,672.91	80.58
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	16,141.00	15,844.80	237.02	296.20	98.16
172	MANAGER	110,850.00	85,817.83	9,042.76	25,032.17	77.42
191	ELECTIONS	7,760.00	2,635.02	81.97	5,124.98	33.96
209	ASSESSOR	54,000.00	44,853.58	4,881.67	9,146.42	83.06
210	ATTORNEY	40,000.00	39,157.39	2,629.45	842.61	97.89
215	CLERK	117,620.00	99,405.24	11,771.23	18,214.76	84.51
253	TREASURER	211,128.00	173,475.81	10,535.71	37,652.19	82.17
265	CITY HALL	170,970.00	108,908.08	7,216.26	62,061.92	63.70
276	CEMETERY	124,485.00	99,076.81	13,024.68	25,408.19	79.59
294	UNALLOCATED MISCELLANEOUS	5,000.00	3,806.67	0.00	1,193.33	76.13
301	POLICE DEPARTMENT	676,280.00	581,620.59	63,301.73	94,659.41	86.00
305	CODE ENFORCEMENT	94,660.00	62,030.00	4,591.68	32,630.00	65.53
336	FIRE	125,000.00	90,851.17	0.00	34,148.83	72.68
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	60,090.00	62,749.81	4,212.76	(2,659.81)	104.43
426	EMERGENCY MANAGEMENT	0.00	26,731.24	45.12	(26,731.24)	100.00
441	DEPARTMENT OF PUBLIC WORKS	275,900.00	184,215.71	13,486.65	91,684.29	66.77
442	SIDEWALK	26,385.00	1,468.10	11.55	24,916.90	5.56
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
523	TRASH	0.00	0.00	0.00	0.00	0.00
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00
672	SENIOR CITIZEN CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
728	ECONOMIC DEVELOPMENT	21,100.00	14,765.68	1,232.33	6,334.32	69.98
747	CHAMBER/RIVERWALK	4,000.00	2,696.01	315.04	1,303.99	67.40
751	PARKS	162,680.00	96,806.91	10,447.29	65,873.09	59.51
757	SHOWBOAT	8,100.00	5,940.36	44.65	2,159.64	73.34
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	2,500.00	0.00	0.00	2,500.00	0.00
790	LIBRARY	86,950.00	65,475.99	4,641.43	21,474.01	75.30
803	HISTORICAL DISTRICT COMMISSION	165.00	164.17	150.00	0.83	99.50
804	MUSEUM	42,275.00	37,380.81	1,062.29	4,894.19	88.42
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	511,046.00	0.00	0.00	511,046.00	0.00
TOTAL EXPENDITURES		2,955,085.00	1,905,877.78	162,963.27	1,049,207.22	64.49
TOTAL REVENUES		2,984,894.52	2,405,221.61	101,203.94	579,672.91	80.58
TOTAL EXPENDITURES		2,955,085.00	1,905,877.78	162,963.27	1,049,207.22	64.49
NET OF REVENUES & EXPENDITURES		29,809.52	499,343.83	(61,759.33)	(469,534.31)	1,675.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
INT	INTEREST AND RENTS	200.00	292.40	0.00	(92.40)	146.20
OTHER	OTHER REVENUE	208,200.00	187,368.61	25,421.05	20,831.39	89.99
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		208,400.00	187,661.01	25,421.05	20,738.99	90.05
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	120,600.00	62,518.59	467.50	58,081.41	51.84
463	MAINTENANCE	60,560.00	19,772.60	1,367.77	40,787.40	32.65
474	TRAFFIC	9,330.00	7,400.15	952.44	1,929.85	79.32
478	WINTER MAINTENANCE	43,100.00	46,879.41	2,126.00	(3,779.41)	108.77
483	ADMINISTRATION	13,200.00	2,700.00	(467.50)	10,500.00	20.45
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		246,790.00	139,270.75	4,446.21	107,519.25	56.43
TOTAL REVENUES		208,400.00	187,661.01	25,421.05	20,738.99	90.05
TOTAL EXPENDITURES		246,790.00	139,270.75	4,446.21	107,519.25	56.43
NET OF REVENUES & EXPENDITURES		(38,390.00)	48,390.26	20,974.84	(86,780.26)	126.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	0.00	21.64	0.00	(21.64)	100.00
OTHER	OTHER REVENUE	80,000.00	103,178.64	37,497.64	(23,178.64)	128.97
TRANSIN	TRANSFERS IN	180,000.00	0.00	0.00	180,000.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		260,000.00	103,200.28	37,497.64	156,799.72	39.69
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	17,900.00	467.50	467.50	17,432.50	2.61
463	MAINTENANCE	63,750.00	39,839.92	3,060.93	23,910.08	62.49
474	TRAFFIC	11,900.00	8,678.52	655.76	3,221.48	72.93
478	WINTER MAINTENANCE	60,800.00	67,335.85	3,094.60	(6,535.85)	110.75
483	ADMINISTRATION	16,900.00	3,600.00	(467.50)	13,300.00	21.30
906	DEBT SERVICE	75,205.00	73,705.00	0.00	1,500.00	98.01
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		246,455.00	193,626.79	6,811.29	52,828.21	78.56
TOTAL REVENUES		260,000.00	103,200.28	37,497.64	156,799.72	39.69
TOTAL EXPENDITURES		246,455.00	193,626.79	6,811.29	52,828.21	78.56
NET OF REVENUES & EXPENDITURES		13,545.00	(90,426.51)	30,686.35	103,971.51	667.60

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	100.00	54.26	0.00	45.74	54.26
OTHER	OTHER REVENUE	50,000.00	50,000.00	0.00	0.00	100.00
TOTAL REVENUES		50,100.00	50,054.26	0.00	45.74	99.91
Expenditures						
000		50,000.00	64,474.00	0.00	(14,474.00)	128.95
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	64,474.00	0.00	(14,474.00)	128.95
TOTAL REVENUES		50,100.00	50,054.26	0.00	45.74	99.91
TOTAL EXPENDITURES		50,000.00	64,474.00	0.00	(14,474.00)	128.95
NET OF REVENUES & EXPENDITURES		100.00	(14,419.74)	0.00	14,519.74	14,419.7

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	420,000.00	470,582.97	0.00	(50,582.97)	112.04
STATE	STATE GRANTS	0.00	8,201.79	0.00	(8,201.79)	100.00
INT	INTEREST AND RENTS	400.00	697.54	0.00	(297.54)	174.39
OTHER	OTHER REVENUE	0.00	72.98	0.00	(72.98)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		420,400.00	479,555.28	0.00	(59,155.28)	114.07
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	100,000.00	9,845.00	0.00	90,155.00	9.85
463	MAINTENANCE	88,050.00	89,360.44	5,279.47	(1,310.44)	101.49
483	ADMINISTRATION	32,400.00	13,552.13	1,136.38	18,847.87	41.83
740	COMMUNITY PROMOTIONS	65,000.00	42,483.75	31,005.50	22,516.25	65.36
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	161,364.00	148,022.00	0.00	13,342.00	91.73
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		446,814.00	303,263.32	37,421.35	143,550.68	67.87
TOTAL REVENUES		420,400.00	479,555.28	0.00	(59,155.28)	114.07
TOTAL EXPENDITURES		446,814.00	303,263.32	37,421.35	143,550.68	67.87
NET OF REVENUES & EXPENDITURES		(26,414.00)	176,291.96	(37,421.35)	(202,705.96)	667.42

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	0.00	500,000.00	0.00	(500,000.00)	100.00
INT	INTEREST AND RENTS	700.00	2,160.00	0.00	(1,460.00)	308.57
OTHER	OTHER REVENUE	0.00	8,719.60	0.00	(8,719.60)	100.00
TRANSIN	TRANSFERS IN	0.00	4,000.00	4,000.00	(4,000.00)	100.00
LOCAL	LOCAL CONTRIBUTIONS	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		5,700.00	514,879.60	4,000.00	(509,179.60)	9,032.98
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
265	CITY HALL	0.00	0.00	0.00	0.00	0.00
276	CEMETERY	0.00	0.00	0.00	0.00	0.00
301	POLICE DEPARTMENT	0.00	332.50	0.00	(332.50)	100.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	5,000.00	6,412.50	0.00	(1,412.50)	128.25
474	TRAFFIC	0.00	2,768.00	680.00	(2,768.00)	100.00
751	PARKS	0.00	4,480.78	1,011.50	(4,480.78)	100.00
758	DOG PARK	700.00	625.99	45.86	74.01	89.43
759	COMMUNITY GARDEN	0.00	0.00	0.00	0.00	0.00
790	LIBRARY	0.00	1,697.71	0.00	(1,697.71)	100.00
TOTAL EXPENDITURES		5,700.00	16,317.48	1,737.36	(10,617.48)	286.27
TOTAL REVENUES		5,700.00	514,879.60	4,000.00	(509,179.60)	9,032.98
TOTAL EXPENDITURES		5,700.00	16,317.48	1,737.36	(10,617.48)	286.27
NET OF REVENUES & EXPENDITURES		0.00	498,562.12	2,262.64	(498,562.12)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	296,046.00	0.00	0.00	296,046.00	0.00
TOTAL REVENUES		296,046.00	0.00	0.00	296,046.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	296,046.00	296,045.02	235,522.51	0.98	100.00
TOTAL EXPENDITURES		296,046.00	296,045.02	235,522.51	0.98	100.00
TOTAL REVENUES		296,046.00	0.00	0.00	296,046.00	0.00
TOTAL EXPENDITURES		296,046.00	296,045.02	235,522.51	0.98	100.00
NET OF REVENUES & EXPENDITURES		0.00	(296,045.02)	(235,522.51)	296,045.02	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	12,216.00	9,893.82	1,116.96	2,322.18	80.99
INT	INTEREST AND RENTS	46,050.00	43,643.30	3,220.00	2,406.70	94.77
OTHER	OTHER REVENUE	1,000.00	1,025.00	0.00	(25.00)	102.50
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		59,266.00	54,562.12	4,336.96	4,703.88	92.06
Expenditures						
000		78,500.00	38,434.11	2,159.39	40,065.89	48.96
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		78,500.00	38,434.11	2,159.39	40,065.89	48.96
TOTAL REVENUES		59,266.00	54,562.12	4,336.96	4,703.88	92.06
TOTAL EXPENDITURES		78,500.00	38,434.11	2,159.39	40,065.89	48.96
NET OF REVENUES & EXPENDITURES		(19,234.00)	16,128.01	2,177.57	(35,362.01)	83.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	1,063,000.00	863,358.83	83,075.94	199,641.17	81.22
INT	INTEREST AND RENTS	3,000.00	3,139.88	0.00	(139.88)	104.66
OTHER	OTHER REVENUE	3,000.00	238.60	0.00	2,761.40	7.95
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,069,000.00	866,737.31	83,075.94	202,262.69	81.08
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	646,600.00	594,484.13	83,396.30	52,115.87	91.94
551	COLLECTION	455,350.00	330,739.97	158,657.41	124,610.03	72.63
552	CUSTOMER ACCOUNTS	77,850.00	64,888.28	4,582.02	12,961.72	83.35
553	ADMINISTRATION	270,568.00	157,387.50	43,268.75	113,180.50	58.17
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,450,368.00	1,147,499.88	289,904.48	302,868.12	79.12
TOTAL REVENUES		1,069,000.00	866,737.31	83,075.94	202,262.69	81.08
TOTAL EXPENDITURES		1,450,368.00	1,147,499.88	289,904.48	302,868.12	79.12
NET OF REVENUES & EXPENDITURES		(381,368.00)	(280,762.57)	(206,828.54)	(100,605.43)	73.62

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,033,700.00	1,012,989.31	88,690.98	20,710.69	98.00
INT	INTEREST AND RENTS	5,540.00	16,201.81	1,165.74	(10,661.81)	292.45
OTHER	OTHER REVENUE	1,024,659.00	15,701.41	25.00	1,008,957.59	1.53
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,063,899.00	1,044,892.53	89,881.72	1,019,006.47	50.63
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
552	CUSTOMER ACCOUNTS	0.00	0.00	0.00	0.00	0.00
570	TREATMENT	574,510.00	323,352.81	25,069.52	251,157.19	56.28
571	DISTRIBUTION	1,367,254.00	272,699.20	139,358.63	1,094,554.80	19.95
572	CUSTOMER ACCOUNTS	83,500.00	67,822.13	4,581.91	15,677.87	81.22
573	ADMINISTRATION	435,845.50	185,147.54	0.00	250,697.96	42.48
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		2,461,109.50	849,021.68	169,010.06	1,612,087.82	34.50
TOTAL REVENUES		2,063,899.00	1,044,892.53	89,881.72	1,019,006.47	50.63
TOTAL EXPENDITURES		2,461,109.50	849,021.68	169,010.06	1,612,087.82	34.50
NET OF REVENUES & EXPENDITURES		(397,210.50)	195,870.85	(79,128.34)	(593,081.35)	49.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	78,700.00	78,700.00	0.00	0.00	100.00
OTHER	OTHER REVENUE	0.00	2,331.82	0.00	(2,331.82)	100.00
TOTAL REVENUES		78,700.00	81,031.82	0.00	(2,331.82)	102.96
Expenditures						
000		73,000.00	70,517.81	6,073.53	2,482.19	96.60
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		73,000.00	70,517.81	6,073.53	2,482.19	96.60
TOTAL REVENUES		78,700.00	81,031.82	0.00	(2,331.82)	102.96
TOTAL EXPENDITURES		73,000.00	70,517.81	6,073.53	2,482.19	96.60
NET OF REVENUES & EXPENDITURES		5,700.00	10,514.01	(6,073.53)	(4,814.01)	184.46

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	160,050.00	166,068.02	14,905.38	(6,018.02)	103.76
INT	INTEREST AND RENTS	50.00	122.66	0.00	(72.66)	245.32
OTHER	OTHER REVENUE	0.00	530.49	0.00	(530.49)	100.00
TRANSIN	TRANSFERS IN	48,342.00	0.00	0.00	48,342.00	0.00
TOTAL REVENUES		208,442.00	166,721.17	14,905.38	41,720.83	79.98
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	264,070.94	211,755.14	20,007.87	52,315.80	80.19
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		264,070.94	211,755.14	20,007.87	52,315.80	80.19
TOTAL REVENUES		208,442.00	166,721.17	14,905.38	41,720.83	79.98
TOTAL EXPENDITURES		264,070.94	211,755.14	20,007.87	52,315.80	80.19
NET OF REVENUES & EXPENDITURES		(55,628.94)	(45,033.97)	(5,102.49)	(10,594.97)	80.95

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	7,750.00	3,500.00	(7,750.00)	100.00
INT	INTEREST AND RENTS	0.00	471.29	0.00	(471.29)	100.00
TOTAL REVENUES		0.00	8,221.29	3,500.00	(8,221.29)	100.00
Expenditures						
000		140,000.00	0.00	0.00	140,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		0.00	8,221.29	3,500.00	(8,221.29)	100.00
TOTAL EXPENDITURES		140,000.00	0.00	0.00	140,000.00	0.00
NET OF REVENUES & EXPENDITURES		(140,000.00)	8,221.29	3,500.00	(148,221.29)	5.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	4,000.00	88.54	0.00	3,911.46	2.21
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		4,000.00	88.54	0.00	3,911.46	2.21
Expenditures						
000		4,000.00	0.00	0.00	4,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
TOTAL REVENUES		4,000.00	88.54	0.00	3,911.46	2.21
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	88.54	0.00	(88.54)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	18,000.00	615.92	95.27	17,384.08	3.42
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		18,000.00	615.92	95.27	17,384.08	3.42
Expenditures						
000		18,000.00	307,500.00	0.00	(289,500.00)	1,708.33
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		18,000.00	307,500.00	0.00	(289,500.00)	1,708.33
TOTAL REVENUES		18,000.00	615.92	95.27	17,384.08	3.42
TOTAL EXPENDITURES		18,000.00	307,500.00	0.00	(289,500.00)	1,708.33
NET OF REVENUES & EXPENDITURES		0.00	(306,884.08)	95.27	306,884.08	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	25.44	0.00	(25.44)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	25.44	0.00	(25.44)	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	25.44	0.00	(25.44)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	25.44	0.00	(25.44)	100.00

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	ACTIVITY FOR MONTH 04/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
INT	INTEREST AND RENTS	0.00	89.09	0.00	(89.09)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	89.09	0.00	(89.09)	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	89.09	0.00	(89.09)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	89.09	0.00	(89.09)	100.00
TOTAL REVENUES - ALL FUNDS		7,726,847.52	5,963,557.27	363,917.90	1,763,290.25	77.18
TOTAL EXPENDITURES - ALL FUNDS		8,735,938.44	5,543,603.76	936,057.32	3,192,334.68	63.46
NET OF REVENUES & EXPENDITURES		(1,009,090.92)	419,953.51	(572,139.42)	(1,429,044.43)	41.62

Monthly Operating Report

for the . . .

Contract Operation

of the . . .

Wastewater Treatment Plant

April 2018

May 17, 2018

Mr. Mike Burns
City Manager
City of Lowell
301 East Main Street
Lowell, MI 49331

Dear Mr. Burns:

On behalf of Suez I am pleased to submit the April Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 42.06 million gallons of wastewater were treated, down from 52.56 million gallons the month before.

All NPDES Permit requirements were satisfied. Copies of the Monthly Operating Reports for March can be seen in Appendix A. Appendix B contains graphs representing how the actual lab results compared to the limits in the NPDES Permit and how the actual plant flows compared to the design flow.

INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic March surcharges were $36.37, and April surcharges were $88.49. No operational problems were experienced at the plant from this discharge.

MAINTENANCE COST REPORT

Date	Vendor	Cost
4/7	AllClaveParts.com (1)	$ 158.47
4/7	Betten Baker (2)	465.41
4/7	Bernards Ace Hardware (3)	102.90
Beginning Balance of the Annual Maintenance Allowance (Including carryover $$ from FY15-16)*		$ 11,980.04
Maintenance Allowance Spent YTD		$ 7,560.04
Balance of Maintenance Allowance		$ 4,420.00

*The maintenance spending for FY 16-17 exceeded the annual allotment by $19.96. That amount was deducted from the beginning balance on July 1st. That makes the beginning balance $11,980.04 ($12,000-$19.96).

In addition to the preventive maintenance the following corrective maintenance activities occurred:

- Replaced heating element in the lab autoclave (1)
- Replaced the wheel bearings on the plant truck(2)

- Replaced broken extension cord and defective GFCI outlet(3)

PROJECTS FOR THE FUTURE

- Continue painting projects including updating plant office
- Replace broken bracket on garage door
- Rebuild chemical feed pump

If you have any questions or would like additional information, please feel free to call me at your convenience.

Respectfully submitted,

SUEZ

Brian Vander Meulen
Plant Manager

APRIL EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 5.2 mg/l, 79% under the NPDES limit of 25 mg/l. The worst 7-day average was 7.8 mg/l, 81% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 6.1 mg/l, 80% under the NPDES limit is 30 mg/l. The worst 7-day average was 12.7 mg/l, 72% under the NPDES limit is 45 mg/l.

The monthly average for Phosphorus was 0.50 mg/l, the limit is 1.0 mg/l.

The average removal rate for BOD was 96%; a minimum of 85% is required. The average removal rate for Suspended Solids was 93%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 135 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 239 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.036 mg/l; the limit is 0.038 mg/l. The monthly average was 0.007 mg/l.

Appendix A

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Plant Influent Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R4607 4/74
4833-6040

Plant No.	Month	Year
410049	April	2018

Superintendent's Signature_____
Brian Vander Meulen, Supt.

Weather Code	
1. Clear	6. Warm
2. Partly Cloudy	7. Cold
3. Cloudy	8. Windy
4. Rain	9. Melting Snow
5. Snow	

	WEATHER		FLOW		RAW SEWAGE QUALITY											
DAY PN SF	Type Code 0033	Precip Inches 0045	Total MGD 50050	Peak MGD 50051	Temp F 00011	pH SU 00400	BOD mg/l 00310	BOD LBS 85001	SS mg/l 00530	SS LBS 85002	Total-P mg/l 00665	Total-P LBS 85004	VSS mg/l 00535	NH3-N mg/l 00610	Mercury ng/l 71900	DAY PN SF
1	27	0.00	1.14	1.50												1
2	27	0.00	1.16	1.70	51	7.5	104	1006	64	619			60			2
3	2578	0.60	1.20	1.80												3
4	27	0.00	1.17	1.50	51	7.8	152	1483	150	1464	2.4	23.4	146	10.2		4
5	257	0.06	1.18	1.60												5
6	2578	0.00	1.15	1.60	51	7.5	141	1352	110	1055			100			6
7	178	0.00	1.17	1.50												7
8	27	0.00	1.24	1.60												8
9	257	0.02	1.14	1.60	51	7.8	132	1255	80	761			76		12	9
10	247	0.01	1.18	1.70												10
11	246	0.28	1.16	1.50	51	7.7	148	1432	98	948	2.0	19.3	72	11.5		11
12	168	0.00	1.20	1.50												12
13	24	0.81	1.12	1.70	51	7.4	164	1532	126	1177			124			13
14	34678	0.64	1.34	1.60												14
15	34578	0.42	1.46	1.70												15
16	357	0.04	1.53	1.80	51	7.6	105	1340	82	1046			80			16
17	27	0.00	1.61	2.00												17
18	257	0.04	1.72	2.10	51	7.7	90	1291	52	746	1.5	21.5	50	7.2		18
19	17	0.00	1.85	2.20												19
20	16	0.00	1.71	2.20	51	7.7	93	1326	44	628			40			20
21	17	0.00	1.76	1.80												21
22	16	0.00	1.82	2.20												22
23	16	0.00	1.65	2.10	51	7.7	116	1596	94	1294			82			23
24	246	0.16	1.64	2.10												24
25	16	0.00	1.56	2.00	52	7.7	81	1054	72	937	1.1	14.3	70	8.5		25
26	16	0.00	1.55	1.90												26
27	265	0.00	1.37	1.90	52	7.6	131	1497	108	1234			94			27
28	268	0.00	1.46	2.20												28
29	168	0.00	1.46	1.80												29
30	16	0.00	1.36	1.80	52	7.5	86	975	52	590			50			30
31																31
TL	XXXX	3.08	42.06	XXXX	XXXX	XXXX	XXXX	39554	XXXX	28840	XXXX	589	XXXX	XXXX	XXXX	TL
ME	XXXX	XXXX	1.40	XXXX	51	7.6	119	1318	87	961	1.8	19.6	80	9.3	XXXX	ME
MAX	XXXX	0.81	1.85	2.20	52	7.8	164	1596	150	1464	2.4	23.4	146	11.5	XXXX	MAX
MIN	XXXX	XXXX	1.12	1.50	51	7.4	81	975	44	590	1.1	14.3	40	7.2	XXXX	MIN

Activated Sludge Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

Plant No.	Month	Year
410049	April	2018

Superintendent's Signature _____
Brian Vander Meulen, Supt.

PM Code
1. Coventional
2. Step Feed
3. Complete Mix
4. Extended Aeration
5. Contact Stabilization
6. Other

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE					REMARKS
DAY PN SF	Aeration Volume KCF 80993	Detention Time Hours 81001	Sludge Age Days 80990	Organic Loading F/M 80992	MLSS mg/l 70323	MLVSS mg/l 70324	Settle. % 81004	SDI % 81007	DO mg/l 00300	SVI % 8100	SS % 81006	VSS % 70325	Waste Kgal 80991	Process Modification see code 80889	DAY PN SF	
1	96	15.1											0.0	4	1	
2		14.9	19.1	0.11	1970	1537	30	0.66	4.6	152	0.32	0.25	0.0		2	
3		14.4											0.0		3	
4		14.7	8.4	0.15	2041	1626	45	0.45	4.3	220	0.34	0.27	0.0		4	
5		14.6											22.5		5	
6		15.0	14.3	0.11	2524	2001	55	0.46	3.0	218	0.41	0.32	0.0		6	
7		14.7											0.0		7	
8		13.9											19.6		8	
9		15.1	20.2	0.10	2569	2059	70	0.37	1.3	272	0.40	0.32	73.1		9	
10		14.6											11.1		10	
11		14.9	14.7	0.13	2325	1831	32	0.73	5.4	138	0.36	0.29	0.0		11	
12		14.4											0.0		12	
13		15.4	11.1	0.15	2185	1756	20	1.09	6.5	92	0.37	0.30	0.0		13	
14		12.9											0.0		14	
15		11.8											107.6		15	
16		11.3	15.4	0.10	2692	2174	24	1.12	5.0	89	0.47	0.37	27.0		16	
17		10.7											0.0		17	
18		10.0	14.8	0.15	1838	1449	16	1.15	6.5	87	0.37	0.29	0.0		18	
19		9.3											0.0		19	
20		10.1	20.5	0.13	2151	1701	19	1.13	3.6	88	0.37	0.29	0.0		20	
21		9.8											0.0		21	
22		9.5											0.0		22	
23		10.4	10.8	0.15	2330	1801	22	1.06	3.9	94	0.43	0.34	0.0		23	
24		10.5											8.9		24	
25		11.0	17.7	0.08	2764	2171	23	1.20	1.5	83	0.51	0.39	38.2		25	
26		11.1											9.9		26	
27		12.6	12.5	0.12	2572	2005	21	1.22	4.2	82	0.42	0.32	15.3		27	
28		11.8											0.0		28	
29		11.8											0.0		29	
30		12.7	27.1	0.08	2668	2067	25	1.07	1.5	94	0.48	0.37	84.9		30	
31															31	
TL	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**418.1**	**XXXX**	**TL**	
ME	**96**	**12.6**	**15.9**	**0.12**	**2356**	**1860**	**31**	**0.90**	**3.9**	**131**	**0.40**	**0.32**	**13.9**	**XXXX**	**ME**	
MAX	**XXXX**	**15.4**	**27.1**	**0.15**	**2764**	**2174**	**70**	**1.22**	**6.5**	**272**	**0.51**	**0.39**	**107.6**	**XXXX**	**MAX**	
MIN	**XXXX**	**9.3**	**8.4**	**0.08**	**1838**	**1449**	**16**	**0.37**	**1.3**	**82**	**0.32**	**0.25**	**XXXX**	**XXXX**	**MIN**	

Remarks:

4833-5034
R4609 4/74

Final Effluent Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

	Fecal	Total
MF	31616	31504
MPW	31615	31505

Plant No.	Month	Year	Sampling Point Code
410049	April	2018	001

Superintendent's Signature _____
Brian Vander Meulen, Supt.

R 4610 4/74
4833-5468

DAY PN SF	CBOD mg/l 80082	CBOD LBS. 85001	CBOD % Rem 80091	SS mg/l 00530	SS LBS. 85002	SS % Rem 81011	Total - P mg/l 00665	Total - P LBS. 85004	Total - P % Rem 81012	VSS mg/l 00535	pH SU 00400	DO mg/l 00300	F.Coli #/100ml 31616	NH3 mg/l 00610	Cl2 mg/l 50060	Mercury ng/l 71900	DAY PN SF
1																	1
2	4.3	42	96	3.2	31	95				2.6	7.8	11.2	192		0.036		2
3																	3
4	3.0	29	98	3.0	29	98	0.48	4.68	80	2.2	7.3	10.7	50	0.72	0.001		4
5																	5
6	2.9	28	98	4.2	40	96				3.4	7.5	10.7	240		0.001		6
7																	7
8																	8
9	4.0	38	97	2.4	23	97				2.2	7.4	11.4	5		0.006	0.29	9
10																	10
11	3.1	30	98	4.0	39	96	0.52	5.03	74	2.2	7.5	11.2	240	0.35	0.028		11
12																	12
13	12.1	113	93	24.0	224	81				22.0	7.5	10.8	240		0.001		13
14																	14
15																	15
16	7.2	92	93	10.0	128	88				9.6	7.6	12.4	236		0.001		16
17																	17
18	4.0	57	96	3.6	52	93	0.32	4.59	79	3.4	7.5	10.6	204	0.10	0.007		18
19																	19
20	4.5	64	95	3.0	43	93				2.6	7.6	10.5	240		0.001		20
21																	21
22																	22
23	5.0	69	96	5.6	77	94				4.2	7.7	10.1	240		0.001		23
24																	24
25	6.4	83	92	7.2	94	90	0.68	8.85	38	6.8	7.8	10.0	236	0.64	0.001		25
26																	26
27	5.7	65	96	5.4	62	95				4.4	7.3	10.2	240		0.001		27
28																	28
29																	29
30	5.6	64	93	4.0	45	92				3.8	7.4	11.8	49		0.010		30
31																	31
TL	**XXXX**	**1786**	**XXXX**	**XXXX**	**2045**	**XXXX**	**XXXX**	**173.6**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**TL**
ME	**5.2**	**60**	**96**	**6.1**	**68**	**93**	**0.50**	**5.79**	**68**	**5.3**	**7.5**	**10.9**	**135**	**0.45**	**0.007**	**XXXX**	**ME**
WA	**7.8**	**87**	**94**	**12.7**	**134**	**87**	**XXXX**	**XXXX**	**XXXX**	**11.7**	**7.7**	**10.1**	**239**	**0.72**	**0.013**	**XXXX**	**WA**
MAX	**12.1**	**113**	**98**	**24.0**	**224**	**98**	**0.68**	**8.85**	**80**	**22.0**	**7.8**	**12.4**	**240**	**0.72**	**0.036**	**XXXX**	**MAX**
MIN	**2.9**	**28**	**92**	**2.4**	**23**	**81**	**0.32**	**4.59**	**38**	**2.2**	**7.3**	**10.0**	**5**	**0.10**	**0.001**	**XXXX**	**MIN**

Remarks: Fecal Coli for April 6,11,13,20,23,27 are actually "Greater Than"
Cl2 Residuals for April 4,6,13,16,20,23,25,27 are actually "Less Than"

Miscellaneous Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R 4607 4/74
4833-6040

Plant No.	Month	Year
410049	April	2018

Superintendent's Signature_____
Brian Vander Meulen, Supt.

	Grit	Aux Fuel	Power Consumption	Chemicals Applied		
DAY PN SF	CF	Nat. Gas CF	KWH	CL2 LBS	FeCL2 GAL	
		2	3			
1	1	15	1.2	9	25	
2	1	17	1.4	5	30	
3	1	17	1.4	5	25	
4	1	24	1.2	5	25	
5	1	17	1.4	2	30	
6	1	18	1.2	8	25	
7	1	14	1.2	2	25	
8	1	14	1.4	8	30	
9	1	18	1.2	6	30	
10	1	13	1.8	6	20	
11	1	8	1.8	7	30	
12	1	4	1.8	5	25	
13	1	5	1.2	8	25	
14	1	9	1.4	10	25	
15	1	13	1.6	8	25	
16	1	25	1.6	8	30	
17	1	18	1.6	7	25	
18	1	10	1.2	9	25	
19	1	18	1.6	8	25	
20	1	6	1.4	10	30	
21	1	3	1.2	10	25	
22	1	3	1.6	8	25	
23	1	2	1.2	9	25	
24	1	2	1.4	9	25	
25	1	2	1.4	12	25	
26	1	2	1.4	10	30	
27	1	2	1.4	10	25	
28	1	2	1.2	20	30	
29	1	3	1.4	10	20	
30	1	2	1.4	13	25	
31						
TL	**30**	**306**	**42.2**	**247**	**785**	**0**
ME	**1**	**10**	**1.4**	**8**	**26**	**0**
MAX	**1**	**25**	**1.8**	**20**	**30**	**0**
MIN	**1**	**2**	**1.2**	**2**	**20**	**0**

Manpower

Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No.of New Hires
Superintendent	1	0	168	0	0	0
Shift Operator	1	1	188	0	0	0
Total	2	1	356	0	0	0

Weekday Hrs.	9
Saturday Hrs.	4
Sunday Hrs.	4
Holiday Hrs.	4

PERMITTEE NAME/ADDRESS (*Include Facility Name/Location if Different*)

NAME: LOWELL WWTP
ADDRESS: 301 EAST MAIN STREET
LOWELL MI 49331

FACILITY: LOWELL WWTP
LOCATION: LOWELL MI 49331
ATTN: BRIAN VANDER MEULEN

NATIONAL POLLUTANT DISCHARGE ELMINATION SYSTEM (*NPDES*)
DISCHARGE MONITORING REPORT (*DMR*)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR
(SUBR GG)
F-FINAL
001 MUN.WASTEH20--FLAT RIVER

MONITORING PERIOD	YEAR	MO	DAY		YEAR	MO	DAY
FROM	2018	4	01	TO	2018	4	30

*** NO DISCHARGE [ ] ***

NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT	SAMPLE MEASURMENT	1.40	1.85	(03)	*******	*******	*******		-	7/7	RECORD FLOW
50050 1 0 0 EFFLUENT GROSS VALUE	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*******	*******	*******	**** ****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED	SAMPLE MEASURMENT	68	134	(26)	*******	6.1	12.7	(19)	0	3/7	24 HR COMP
00530 B 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	360 MONTHLY AVG	530 7 DAY AVG	lbs/day	*******	30 MONTHLY AVG	45 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
BOD, CARBONACEOUS 05 DAY, 20C	SAMPLE MEASURMENT	60	87	(26)	******	5.2	7.8	(19)	0	3/7	24 HR COMP
80082 B 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	300 MONTHLY AVG	470 7 DAY AVG	lbs/day	*******	25 MONTHLY AVG	40 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
NITROGEN, AMMONIA TOTAL (AS N)	SAMPLE MEASURMENT	*******	*******		*******	*******	0.72	(19)	0	1/7	24 HR COMP
00610 B 1 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	*******	*******	**** ****	*******	*******	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P)	SAMPLE MEASURMENT	5.8	8.85	(26)	*******	0.50	0.68	(19)	0	1/7	24 HR COMP
00665 B 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	12 MONTHLY AVG	REPORT DAILY MAX	lbs/day	*******	1.0 MONTHLY AVG	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
CHLORINE, TOTAL RESIDUAL	SAMPLE MEASURMENT	*******	*******		*******	*******	0.036	(19)	0	3/7	GRAB
50060 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*******	*******	***** *****	*******	*******	0.038 DAILY MAX	mg/L		WEEKDAYS	GRAB
MERCURY, TOTAL	SAMPLE MEASURMENT	*******	0.000003		*******	*******	0.29		0	1/90	GRAB
71900 B 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	*******	Report Max Monthly Avg	lbs/day	*******	*******	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER		PHONE NUMBER		DATE		
Brian Vander Meulen, Supt.	(616)	897-8135	2018	5	10
TYPED OR PRINTED	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO	DAY

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel property gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that ther are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (***Reference all attachments here***)

P=AFTER DISINFECTION

PERMITTEE NAME/ADDRESS *(Include Facility Name/Location if Different)*

NAME: LOWELL WWTP
ADDRESS: 301 EAST MAIN STREET
LOWELL MI 49331

FACILITY: LOWELL WWTP
LOCATION: LOWELL MI 49331
ATTN: BRIAN VANDER MEULEN

NATIONAL POLLUTANT DISCHARGE ELMINATION SYSTEM *(NPDES)*
DISCHARGE MONITORING REPORT *(DMR)*

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD	YEAR	MO	DAY		YEAR	MO	DAY
FROM	2018	4	01	TO	2018	4	30

MINOR
(SUBR GG)
F-FINAL
001 MUN. WASTEH2O--FLAT RIVER

*** NO DISCHARGE [ ] ***

NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING AVERAGE	QUANTITY OR LOADING MAXIMUM	UNITS	QUALITY OR CONCENTRATION MINIMUM	QUALITY OR CONCENTRATION AVERAGE	QUALITY OR CONCENTRATION MAXIMUM	UNITS	NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
MERCURY, TOTAL	SAMPLE MEASURMENT	*******	0.000015		*******	*******	0.83		0	1/90	CALCTD
71900 X 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	*******	0.000036 12-Mo Rolling Avg	lbs/day	*******	*******	3.0 12-Mo Rolling Avg	ng/L		QUARTERLY	CALCTD
COLIFORM, FECAL GENERAL	SAMPLE MEASURMENT	*******	*******		******	135	239	(19)	0	3/7	GRAB
74055 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*******	*******	***** *****	*******	200 MONTHLY AVG	400 7 DAY AVG	mg/L		DAILY	GRAB
BOD, 5-DAY PERCENT REMOVAL	SAMPLE MEASURMENT	*******	*******		96	*******	92	(23)	0	1/30	CALCTD
81010 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*******	*******	***** *****	85 MIN % REMOVAL	*******	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
SOLIDS, SUSPENDED PERCENT REMOVAL	SAMPLE MEASURMENT	*******	*******		93	*******	81	(23)	0	1/30	CALCTD
81011 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*******	*******	***** *****	85 MIN % REMOVAL	*******	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
pH	SAMPLE MEASURMENT	*******	*******		7.3	*******	7.8	(12)	0	3/7	GRAB
00400 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*******	*******	**** ****	6.5 DAILY MINIMUM	*******	9.0 DAILY MAX	S.U.		WEEKDAYS	GRAB
OXYGEN, DISSOLVED (DO)	SAMPLE MEASURMENT	*******	*******		10.0	*******	*******	(19)	0	3/7	GRAB
00300 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*******	*******	**** ****	3.0 DAILY MINIMUM	*******	*******	mg/L		WEEKDAYS	GRAB
	SAMPLE MEASURMENT										
	PERMIT REQUIREMENT										

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER			PHONE NUMBER		DATE		
Brian Vander Meulen, Supt.	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel property gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that ther are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.		(616)	897-8135	2018	5	10
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO	DAY

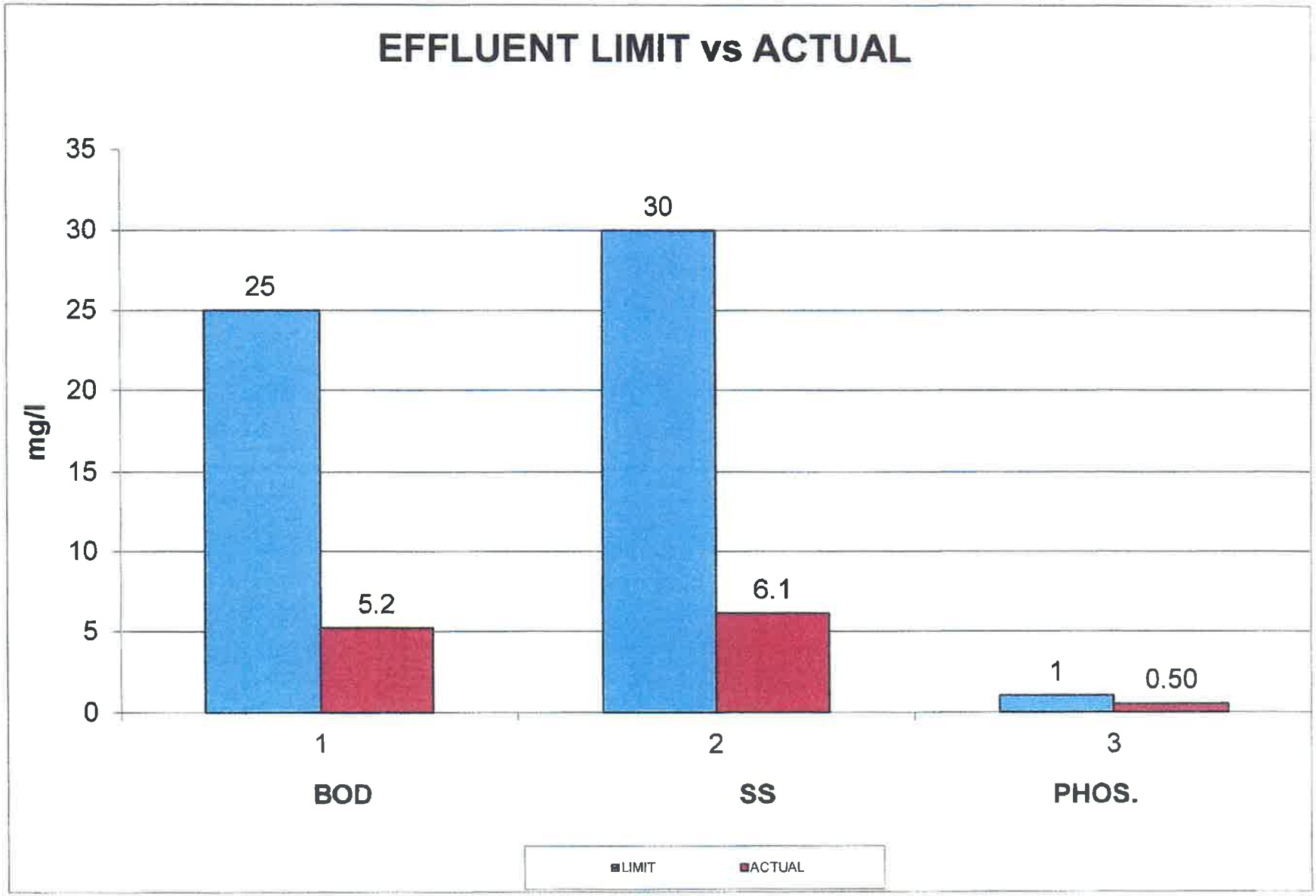
COMMENTS AND EXPLANATION OF ANY VIOLATIONS (***Reference all attachments here***)

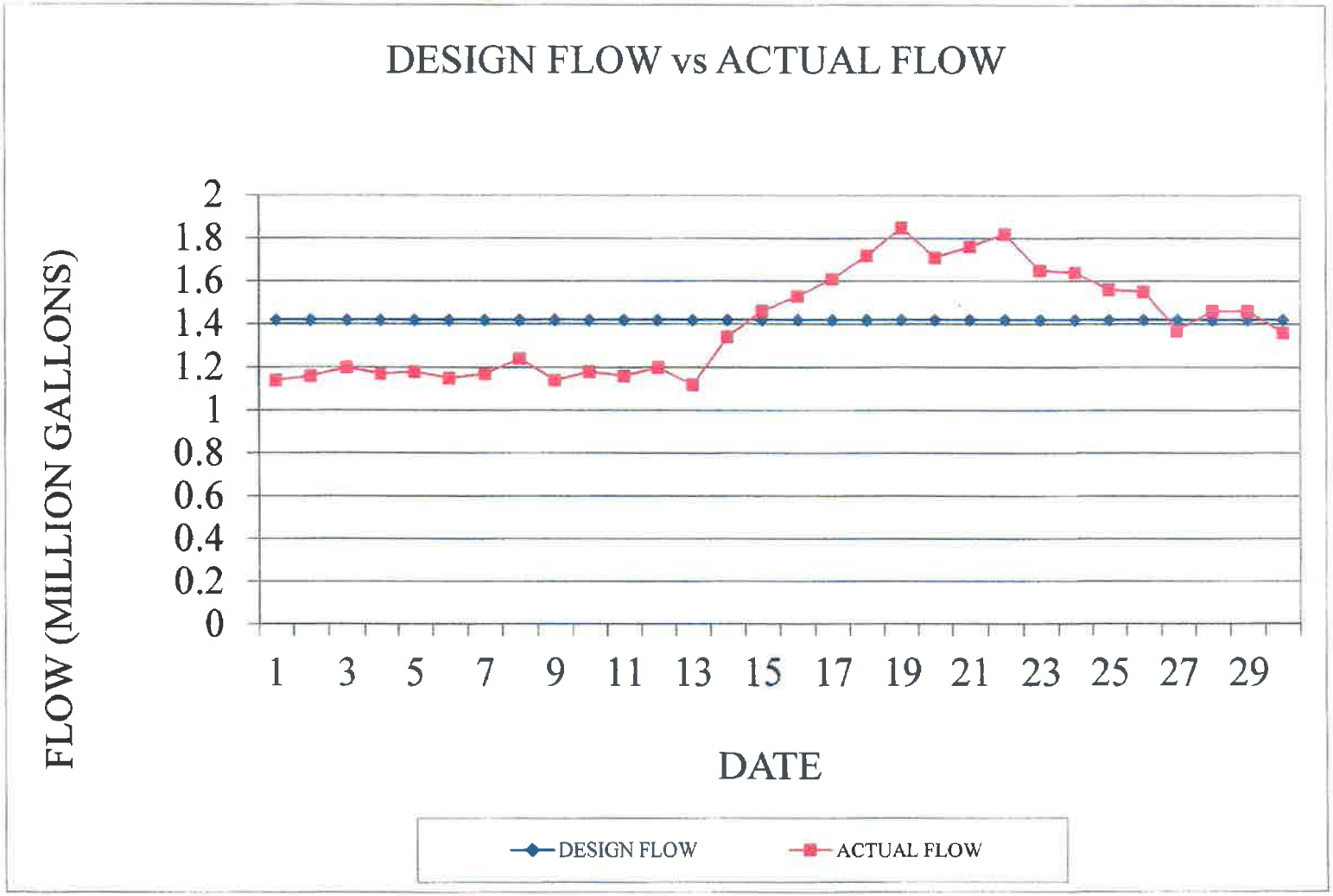
P=AFTER DISINFECTION

Appendix B

==========

suez


EFFLUENT LIMIT vs ACTUAL
mg/l
35
30
25
20
15
10
5
0
25
5.2
30
6.1
1
0.50
1
2
3
BOD
SS
PHOS.
LIMIT
ACTUAL


DESIGN FLOW vs ACTUAL FLOW
FLOW (MILLION GALLONS)
2
1.8
1.6
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1 3 5 7 9 11 13 15 17 19 21 23 25 27 29
DATE
DESIGN FLOW
ACTUAL FLOW

suez

APPOINTMENTS

	Expires
Board of Review	
Vacancy (Herb Vanderbilt – Resigned 04/16/18)	06/30/2020
Vacancy (Nancy Wood-Currently Serving)	06/30/2018
Local Officers Compensation Commission	
Vacancy (Barb Zandstra – Resigned 03/20/18)	06/30/2021
LCTV Endowment Board	
Vacancy (Barb Zandstra – Resigned 03/20/18)	12/31/2018
Planning Commission	
Vacancy (Bruce Barker- Currently Serving)	06/30/2018