



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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CITY OF LOWELL
CITY COUNCIL AGENDA
TUESDAY, JANUARY 22, 2019, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. REVIEW RULES OF PROCEDURE FOR THE LOWELL CITY COUNCIL
3. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the minutes of the January 7, 2019 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$517,810.96.

4. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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

5. OLD BUSINESS

- a. None

6. NEW BUSINESS

- a. Public Hearing – Resolution 04-19 Industrial Development District - King Milling
- b. Lowell Area Fire Authority Staffing Presentation
- c. Striking Taxes
- d. Public Hearing - for Participation in Small Urban Program.
- e. Set Public Hearing for February 4, 2019 – Consider Removing a Portion of Riverside Park from the Park and Recreation Master Plan.
- f. Resolution 05-19 – First Addendum to Employment Agreement with Michael T. Burns
- g. Discussion on Council Representation to our Boards and Commissions

7. BOARD/COMMISSION REPORTS

8. MONTHLY REPORTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

12. ADJOURNMENT

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



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www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for **Tuesday**, January 22, 2019

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5. OLD BUSINESS

- a. None

6. NEW BUSINESS

- a. Public Hearing – Resolution 04-19 Industrial Development District - King Milling. Memo is provided by City Manager Mike Burns.

Recommended Motion: Since this is a policy decision of the Council, I will not provide a recommendation on this. However, this has been an established past practice and has been beneficial to businesses seeking IFT's. If the City Council wishes to approve this then Resolution 04-19 is being presented for your consideration.

b. Lowell Area Fire Authority Staffing Presentation. Information will be distributed at the meeting.

c. Striking of Taxes. Memo is provided by City Treasurer Suzanne Olin.

Recommended Motion: That the Lowell City Council approves striking the 2013 personal property taxes from the roll.

d. Public Hearing - for Participation in Small Urban Program. Information is provided.

e. Set Public Hearing for February 4, 2019 – Consider Removing a Portion of Riverside Park from the Park and Recreation Master Plan. Information is provided.

f. Resolution 05-19 – First Addendum to Employment Agreement with Michael T. Burns. Information is provided.

g. Discussion on Council Representation to our Boards and Commissions. A list of representation is provided.

7. BOARD/COMMISSION REPORTS

8. MONTHLY REPORTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, JANUARY 7, 2019, 7:00 P.M.**

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

The Meeting was called to order at 7:00 p.m. by Mayor Mike DeVore and City Clerk Susan Ullery called roll.

Present: Councilmembers Greg Canfield, Marty Chambers, Cliff Yankovich, Jim Salzwedel, and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, and Police Chief Steve Bukala, DPW Director Rich LaBombard, Light & Power Steve Donkersloot and City Treasurer Sue Olin.

2. REVIEW RULES OF PROCEDURE FOR THE LOWELL CITY COUNCIL.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the Rules of Procedure as presented.

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

NO: None

ABSENT: None.

MOTION CARRIED.

3. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the minutes of the December 17, 2018 Committee of the Whole, Regular and Closed Session City Council meetings.
- Grand Rapids Community College – Collection of Summer Property Taxes for 2019.
- Authorize payment of invoices in the amount of \$212,006.09.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

4. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were none.

5. **OLD BUSINESS.**

a. Showboat.

City Manager Michael Burns stated the City of Lowell has received a grant in the amount of \$1.3 million thanks to the State of Michigan and Governor Dave Hildebrand who signed it into law on December 28, 2019. We will receive our funds January 19, 2019. We have the funding and are ready to move forward. Showboat committee should meet to put a plan back together then report back to council in the next few weeks as an action to move forward.

6. **NEW BUSINESS**

a. Audit Presentation.

Peter Haefner who represents Vredevelde Haefner LLC, spoke and gave a PowerPoint presentation of the results of the City of Lowell's Audit. It was their opinion, the financial statements present fairly, in all materials respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Lowell, Michigan, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

b. Annual Authorization of Signature for City Bank Accounts and Designations of Depository Banks.

IT WAS MOVED BY CHAMBERS and seconded by CANFIELD that the Lowell City Council approve the annual authorization of signatures for City Bank Accounts and designation of depository banks as proposed.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. MDOT Resolution 01-19.

City Manager Michael Burns stated the MDOT Resolution 01-19 is an agreement between Michigan Department of Transportation (MDOT) and the City of Lowell and is necessary for the installation of our Wayfinding signs that will be installed in the next few weeks as well as our installed and activated electronic speed signs. Due to both the wayfinding and electronic speed signs being installed on M-21, or East and West Main Street, MDOT controls the right of way so this allows the City of Lowell to install and maintain the above mentioned signs.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL to approve the Resolution 01-19 for the Special Trunk Line Maintenance permit as presented.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

d. Set Public Hearing – Resolution 02-19 Industrial Development District King Milling.

City Manager Michael Burns stated Resolution 02-19 is to set a public hearing date for an Industrial Development District to be established for an expansion of the King Milling property located at 149 S. Broadway St. If the City wishes to consider an Industrial Facility Tax Credit under Public Act 198, a District for this parcel must be established. An application for this abatement has been filed regarding this Property. The resolution is required per state statute and proper legal notifications must and will occur.

IT WAS MOVED BY CHAMBERS and seconded by YANKOVICH to approve Resolution 02-19 as presented.

YES: Councilmember Chambers, Councilmember Canfield, Mayor Devore, Councilmember Salzwedel and Councilmember Yankovich.

NO: None.

ABSENT: None.

MOTION CARRIED.

e. LL&P Board Compensation for 2019 – Resolution 03-19.

Steve Donkersloot with Lowell Light & Power stated Section 16.1 of Chapter 16 of the City Charter requires the City Council to set, each year, the compensation for the Board members of the Board of Lowell Light and Power. In 2018, the compensation was set at \$35 per regular or special meeting with a maximum of 20 meetings that could be paid – which equates to a total annual amount not to exceed \$700 and are requesting to do the same for 2019.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS for the 2019 calendar year the compensation for the Board members of the Board of Light and Power shall be \$35 per regular or special meeting for a maximum of 20 meetings and a total annual amount not to exceed \$700.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

f. Public Hearing for the Small Urban Program.

City Manager Michael Burns stated the City Administration recently learned about being a participant in the Michigan Department of Transportation Small Urban Program and is eligible to submit projects to the Fiscal Year 2021-2023 call for projects. This program awards transportation projects on a rotating basis to small urban areas with populations of 5,000 to 50,000. The maximum award amount is \$375,000 in federal funds for roads construction costs (no engineering). The City would need to provide a 20% match to that construction cost. Monroe from Fremont to Avery is federal and eligible and able to participate in this program.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to set a public hearing for January 22, 2019 to hear comment on the application of Monroe St. from Fremont to Avery in the Michigan Department of Transportation Small Urban Program.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich, Councilmember Chambers

and Councilmember Canfield.

NO: None.

ABSENT: None

MOTION CARRIED.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Salzwedel stated the LCTV Endowment Board will meet February 8, 2019 at 5:00 p.m. at City Hall and all requests need to be turned in by then.

Mayor DeVore stated the Downtown Development Authority is meeting Thursday, January 10, 2019. Fire Authority met earlier today and topic of discussion was full time staffing. They are going to present this to Lowell Township on January 21, 2019, City of Lowell City Council on January 22, 2019 and then Vergennes Township on January 30, 2019. They are also sending out a member satisfaction survey and Devore will bring us the results.

8. **MANAGER'S REPORT.**

City Manager Mike Burns reported on the following:

- Happy New Year to everyone.
- Next City Council meeting will be on Tuesday January 22, 2019 because City Hall will be closed for Martin Luther King Jr. Day (Monday, January 21, 2019).
- Received word from Prien & Newhoff today that they are working with Williams and Works right now to be able to provide us with a preliminary capital improvement plan for administration first to review and then we can come back to the council to discuss for the Saw Grant.
- Thursday Burns met with Williams & Works at the joint meeting with the park board and was directed to get a sketch of the park space that we might be acquiring in the land transfer. William & Works is drafting some sketches and Burns will present to the park board when he receives them.
- Thursday, Burns and the Police Chief met with MDOT to discuss the left hand turn signal on Hudson and were informed that at the end of 2016, they did a study to determine whether or not we had enough traffic to constitute a left handed turn signal and at the time determined we did not. Since that time, they realize that the traffic has increased on Main and Hudson and are going to come out this Spring and do another test to determine whether or not we are now eligible.
- Fire Authority will be presenting at the next Council meeting,
- Planning Commission Meeting for January 14, 2019 is cancelled but there will be a joint meeting with the Lowell City Council on January 22, 2019 at 5:30 pm to discuss an ordinance for commercial recreational marijuana facilities in the City of Lowell.
- Doctor Lew Bender will be here Jan 30, 2019 from 5 to 9. Location to be determined but will try to hold it at the Fire Hall again.

City Manager then turned it over to the Police Chief Steve Bukala to discuss his Police accreditation program.

Police Chief Steve Bukala stated it has been a number of years since they have done a full evaluation on

the Police Departments policies and procedures and he was looking at doing that this year. The Michigan Association of Chief of Police has started an accreditation program similar to the national program that has been state certified by Michigan Coalition of Law Enforcement Standards. One of our local agencies just completed the accreditation process last year and that is Rockford. Bukala stated he has been meeting with his colleagues in Rockford and they are similar in size to Lowell, he thought this would be a good opportunity to get our department accredited and the process takes about two years. Next month Sargent Chris Hurst and Police Chief Steve Bukala will be heading to Lansing to start the accreditation program.

9. **APPOINTMENTS.**

By general consensus, City Council approved the Recreation and Park Committee to have a feasibility study committee.

10. **COUNCIL COMMENTS.**

Councilmember Chambers wished everyone a Happy New Year and is pleased with the great news about the Showboat.

Mayor DeVore wished everyone a Happy New Year as well and stated he was able to attend Coffee with Council on January 5, 2019

11. **ADJOURNMENT.**

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn at 7:46 p.m.

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk



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**RULES OF PROCEDURE
FOR THE LOWELL CITY COUNCIL
2019**

A. REGULAR AND SPECIAL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the City Council will be held on the first and third Monday of each month beginning at 7 p.m. at the City office unless otherwise rescheduled by resolution of the Council.

2. Special Meetings

A special meeting shall be called by the Clerk upon the written request of the Mayor or any two members of the Council on at least 48 hours' written notice to each member of the Council served personally or left at the Councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

3. Posting requirements for regular and special meeting

- a. During the second regular meeting of December, the City Council will establish the dates, times and places of the regular bimonthly Council meetings. The listing will be posted in the City offices.
- b. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting at the City office.
- c. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

4. Minutes of regular and special meetings

The Clerk shall attend the Council meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the City Manager may appoint a member of City staff to temporarily perform the Clerk's duties.

Within 8 days of a Council meeting, the draft minutes shall be prepared by the Clerk and shall be placed on the city website for public viewing.

A copy of the minutes of each regular or special Council meeting shall be available for public inspection at the City offices during regular business hours.

5. Work Sessions

Upon the call of the Mayor or the Council and with at least 48 hours notice to the Councilmembers and to the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

An agenda shall be prepared at least 48 hours prior to the work session.

Work sessions shall be audio/video recorded in accordance with other provisions of these Rules of Procedure.

B. CONDUCT OF MEETINGS

1. Meetings to be public

All official meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

The City Clerk shall record all regular and special City Council meetings by audio device. Upon approval of that meeting's minutes, the audio shall be destroyed except in the absence of a video. The meetings shall be videoed. These will be stored electronically and available to the public for reviewing.

2. Agenda preparation

An agenda for each regular Council meeting shall be prepared by the City Manager with the following order of business:

- a. Call to Order; Pledge of Allegiance, Roll Call
- b. Consent Agenda
- c. Citizen Comments for Items Not on the Agenda
- d. Old Business
- e. New Business
- f. Board/Commission Reports
- g. Monthly Reports (prepared for the second regular meeting of the month)
- h. Appointments to Commissions and Boards
- i. Manager's Report
- j. Council Comments
- k. Executive Session
- l. Adjournment

Any Councilmember shall have the right to request new/additional items to the regular agenda during the Approval of the Agenda item of business.

3. Agenda distribution

Agendas shall be distributed so that Councilmembers receive their agendas by the Friday evening before the Monday meeting. Agendas will be distributed to Councilmember's place of residence.

4. Quorum

A majority of the elected or appointed and serving members of the Council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

5. Attendance at council meetings

Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the City. Attendance at Council meetings is critical to fulfilling this responsibility.

The Council may excuse absences for cause. Such cause must be communicated with the clerk prior to the meeting. If a Councilmember has more than three unexcused successive absences for regular or special Council meetings, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the Councilmember's resignation or both.

6. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor is the presiding officer. The Mayor Pro Tem shall preside in the absence of the Mayor. In the absence of the Mayor and Mayor Pro Tem, the member present who has the longest consecutive service on the Council shall preside.

7. Disorderly conduct

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting. MCL 15.268 Sec. 8(a)
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing. MCL 15.268 Sec. 8(c)
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. MCL 15.268 Sec. 8(d)
- d. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council. MCL 15.268 Sec. 8(e)
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting. MCL 15.268 Sec. 8(f)
- f. To consider material exempt from discussion or disclosure by state or federal statute. MCL 15.268 Sec. 8(h)

2. Calling closed meetings

At a regular or special meeting, the Councilmembers, elected or appointed and serving, may call a closed session by a two-thirds roll call vote for purposes (c), (d), (e) and (f) above, and by a simple majority for purposes (a) and (b). The roll call vote, the purpose(s) for calling the closed meeting, and the time in which the vote was taken shall be entered into the minutes of the open session during which the vote is taken. In addition, the time in which the Council returned to open session shall be recorded in the open session minutes.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Open Meetings Act. These minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, City ordinances or applicable state statutes. The Mayor may appoint a parliamentarian.

The chair shall preserve order and decorum and may speak to points of order in preference to other Councilmembers. The chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Councilmembers present.

Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "yes," the ruling of the chair is sustained; otherwise it is overruled.

2. Conduct of discussion

During the Council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question until every member desiring to speak to that question shall have had the opportunity to do so.

The chair, at his or her discretion and subject to the appeal process mentioned in Section D.1., may permit any person to address the Council during its deliberations.

3. Ordinances and resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.

4. Roll call

In all roll call votes, the names of members of the Council shall be called in random order as determined by the City Clerk.

5. Duty to vote

Election to a deliberative body carries with it the obligation to vote. Councilmembers present at a Council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Councilmember who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

6. Results of voting

In all cases where a vote is taken, the chair shall declare the result.

It shall be in order for any Councilmember voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN COMMENTS

1. General

Each Council meeting agenda shall provide for reserve time for citizen comments as requested.

2. Length of presentation - public hearings and public participation

Members of the public at the meeting shall not speak unless recognized by the chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes during any public hearing or public comment. The Sergeant of Arms shall notify the chair when time has expired.

At the discretion of the chair, the time for speaking may be added or reduced.

3. Person addressing the City Council

Prior to addressing the Council, members of the public may state their name and address and, if appropriate, group affiliation. The Council may in its discretion limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

4. Deviation

Either in his/her discretion, or upon the request of a member of the Council, the Mayor may recognize a member of the audience who shall be permitted to address the Council at a time other than audience participation; however, all other rules as provided herein shall apply.

5. Request to speak during citizen comments

Any person who wishes to speak on a subject not on the printed agenda may speak at this time. All rules of conduct still apply.

6. Requests to speak during regular agenda items

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 required to state their name and will be allowed five (5) minutes maximum to address the Council.

F. MISCELLANEOUS

1. Adoption and amendment of rules of procedure

These rules of procedure of the Council will be placed on the organizational meeting agenda for review and adoption. A copy of the rules adopted shall be distributed to each Councilmember.

The Council may alter or amend its rules at any time by a vote of a majority of its members after written notice has been given of the proposed alteration or amendment. The notice shall be given at least 48 hours in advance with a written copy of the proposed alteration or amendment provided to each Councilmember.

2. Suspension of rules

The rules of the Council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that Council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

3. Bid awards

Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of the Council if that action is announced in the notice of the special meeting.

4. Special committees

Special committees may be established for a specific period of time by the Mayor or by a resolution of the Council which specifies the task of the special committee and the date of its dissolution.

5. Authorization for contacting the City Attorney

The following officials (by title) are authorized to contact the City Attorney regarding municipal matters:

Mayor and City Councilmembers

City Manager

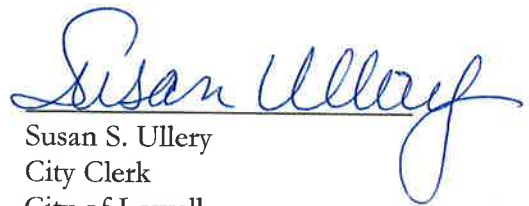
City Department Heads (upon approval of the City Manager)

6. These Rules of Procedure shall apply except as otherwise provided by the City Charter and/or applicable state statutes.

G. CERTIFICATE OF ADOPTION

Certified to be complete and accurate set of Rules of Procedures of the City Council of the City of Lowell, Michigan adopted by resolution of its regular meeting held January 7, 2019.

Adopted: January 7, 2019


Susan S. Ullery
City Clerk
City of Lowell

CITY OF LOWELL
KENT COUNTY, MICHIGAN

RESOLUTION NO. 1-19

RESOLUTION AUTHORIZING SIGNATURES FOR A CONTRACT
BETWEEN THE CITY AND THE MICHIGAN DEPARTMENT OF
TRANSPORTATION INVOLVING
CONTRACT NO. 18-5491, PERMIT REFERENCE NO. 51353

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

Be it resolved that
Contract No. 18-5491, Permit Reference Number 51353
by and between the
MICHIGAN DEPARTMENT OF TRANSPORTATION
and
THE CITY OF LOWELL
is hereby accepted.

The following City of Lowell Officials are authorized to sign the said contract:

Mike DeVore, Mayor
Susan Ullery, City Clerk

YEAS: Councilmembers Yankovich, Chambers, Canfield, Mayor DeVore and
Councilmember Salzwedel.

NAYS: None

ABSTAIN: None

ABSENT: None

RESOLUTION DECLARED ADOPTED.


Dated: January 7, 2019


Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Lowell, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on January 7, 2019, the original of which is on file in my office and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: January 7, 2019


Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 02-19

**RESOLUTION SETTING PUBLIC HEARING FOR THE
ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT
(PLANT REHABILITATION DISTRICT) FOR 149 BROADWAY ST.**

Councilmember CHAMBERS, supported by Councilmember YANKOVICH, moved the adoption of the following resolution:

WHEREAS, Act 198 of the Public Acts of Michigan of 1974, as amended ("Act 198"), provides for the establishment of plant rehabilitation districts and industrial development districts in local governmental units and also provides, within such districts, an exemption from certain *ad valorem* property taxes as an incentive to industries to renovate and expand aging facilities and to build and acquire new facilities; and

WHEREAS, King Milling Co. (the "Applicant") has filed a request with the City for the establishment of an industrial development district (plant rehabilitation district); and

WHEREAS, Act 198 requires that prior to the establishment of an industrial development district (plant rehabilitation district) the City Commission, after notice as provided in Act 198, hold a public hearing.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That a public hearing shall be held on Tuesday, January 22, 2019, at 7:00 p.m., local time, in the City Hall at 301 E. Main Street, Lowell, Michigan, to consider the establishment of an industrial development district (plant rehabilitation district) for the Applicant at which public hearing the Applicant and any other resident or taxpayer of the City will be given and afforded an opportunity to be heard.

2. That not less than seven days before the public hearing notice of the public hearing in the form attached hereto as Exhibit A shall be (a) mailed by certified mail to the owners of real property within the proposed industrial development district (plant rehabilitation district) and (b) published in the *Lowell Ledger*, a newspaper of general circulation in the City by the City Clerk.

3. That all resolutions or parts of resolutions in conflict herewith are rescinded.

YEAS: Councilmember Chambers, Canfield, Mayor DeVore, Councilmembers Salzwedel and Yankovich

NAYS: Councilmember None

ABSTAIN: Councilmember None

ABSENT: Councilmember None

RESOLUTION DECLARED ADOPTED.

Dated: January 7, 2019


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 meeting held on January 7, 2019, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: January 7, 2019

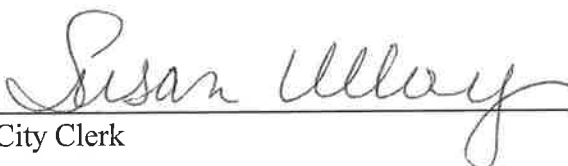

City Clerk

EXHIBIT A

CITY OF LOWELL KENT COUNTY, MICHIGAN

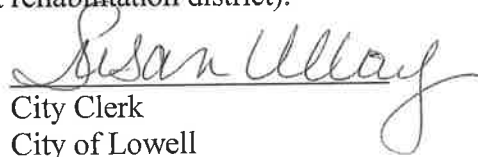
NOTICE OF PUBLIC HEARING TO CONSIDER ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT (PLANT REHABILITATION DISTRICT) PURSUANT TO ACT 198 OF THE PUBLIC ACTS OF MICHIGAN OF 1974, AS AMENDED FOR 149 BROADWAY ST

PLEASE TAKE NOTICE that the City Council of the City of Lowell has been requested by King Milling to establish an industrial development district (plant rehabilitation district) pursuant to Act 198 of the Public Acts of Michigan of 1974, as amended, on a parcel of property described as follows:

Part of Blocks 1, 2 and 5 and parts of Lots A, B and C, and part of vacated Ottawa Street and vacated Water Street in Mrs. Snell's Addition to the Village (now City) of Lowell, Kent County, Michigan, according to the recorded plot thereof, as recorded in Liber 2 of Plats, on Page 35 and part of Government Lots 7 and 8 of Section 2, T6N, R9W, described as; Commencing at the Southeasterly corner of Lot 3, Block 5 of Mrs. Snell's Addition; thence N12°04'46"E 364.20 feet along the Easterly line of said Blocks 5 and 2; thence S88°33'57"W 335.25 feet; thence N15°26'31"W 223.62 feet to the South line of said Government Lot 7 and the Place of Beginning; thence S15°26'31"W 223.62 feet; thence N88°33'57"W 335.25 feet to the Easterly line of said Blocks 2 and 5; thence S12°04'19"W 329.20 feet along said Easterly line to the North line of the South 35 feet of Lot 3, Block 5 of said Mrs. Snell's Addition; thence N77°58'53"W 137.94 feet along said North line to the East line of Broadway Street (66 feet wide); thence N12°01'15"E 553.52 feet along the East line of said Broadway Street to the South line of the North 20 feet of Lot 2, Block 2 of said Mrs. Snell's Addition; thence Northeasterly and Northwesterly along the East line of said Broadway Street to the Southerly line of Mid Michigan Railroad right of way; thence Northeasterly, Easterly and Southeasterly along said South right of way line to water's edge of the Flat River; thence Southerly along said water's edge to a line bearing S87°23'45"E of the point of beginning; thence N87°23'45"W to the Place of Beginning.

and commonly known as 149 Broadway St. SE, Lowell, Michigan.

TAKE FURTHER NOTICE that the City Council will meet at the City Hall at 301 E. Main Street in the City on January 22, 2019, at 7:00 p.m., local time, for the purpose of hearing the owners of real property to be included in the district and any other resident or taxpayer of the City regarding the establishment of the industrial development district (plant ~~rehabilitation~~ district).


City Clerk
City of Lowell

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

RESOLUTION NO. 03-19

**RESOLUTION SETTING COMPENSATION OF BOARDMEMBERS OF
THE CITY OF LOWELL BOARD OF LIGHT AND POWER**

Councilmember CANFIELD supported by Councilmember CHAMBERS moved the adoption of the following resolution:

WHEREAS, Section 16.1 of Chapter 16 of the City Charter requires the City Council to set each year the compensation for Boardmembers of the City's Board of Light and Power; and

WHEREAS, the City Council has determined to set such compensation for the 2019 calendar year.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That for the 2019 calendar year the compensation for the Boardmembers of the City's Board of Light and Power shall be \$35 per regular or special meeting for a maximum of 20 meetings and a total annual amount of not to exceed \$700.

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

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

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

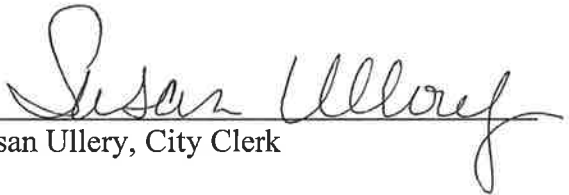
Dated: January 7, 2019


Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on January 7, 2019, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: January 7, 2019


Susan Ullery, City Clerk

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	COMCAST CABLE	ACCT STATEMENT	18.55	72316
101-000-085.000	DUE FROM LIGHT & POWER	COMCAST CABLE	ACCT STATEMENT	18.55	72316
Total For Dept 000				37.10	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	COMMERCIAL APPRAISAL SERV	APPRAISAL - 2335 W MAIN	2,250.00	72317
101-209-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	11.25	72364
Total For Dept 209 ASSESS				2,261.25	
Dept 253 TREASURER					
101-253-955.000	MISCELLANEOUS EXPENSE	KCTA	MEMBERSHIP FEES - OLIN/GE	50.00	72335
Total For Dept 253 TREASU				50.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	19.19	72364
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	53.70	72364
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVCS	480.00	72359
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	CITY HALL ACCT STATEMENT	149.85	72316
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	ACCT STATEMENT	18.55	72316
101-265-930.000	REPAIR & MAINTENANCE	A-E LOCK AND SAFE LLC	CITY HALL SECURITY	225.00	72309
101-265-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	LPD GARAGE DOOR OPENER	267.91	72325
101-265-930.000	REPAIR & MAINTENANCE	KENT COUNTY DEPT OF PUBLI	ACCOUNT STATEMENT	90.00	72336
Total For Dept 265 CITY H				1,304.20	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	LIVE SCAN DECEMBER 2018	126.00	72361
101-301-850.000	COMMUNICATIONS	COMCAST CABLE	ACCT STATEMENT	18.55	72316
101-301-931.000	R & M POLICE CARS	BETTEN BAKER	POLICE - KEY	55.86	72313
101-301-959.000	DRUG ENFORCEMENT	W. MI CRIMINAL JUSTICE TR	SPRING 2018 MCOLES	204.01	72370
Total For Dept 301 POLICE				404.42	
Dept 336 FIRE					
101-336-985.000	FIRE COMMISSION PAYMENT	LOWELL FIRE & EMERGENCY S	3RD QTR SERVICES JAN-MAR	29,637.45	72346
Total For Dept 336 FIRE				29,637.45	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	9.10	72364
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	ACCT STATEMENT	18.55	72316
101-441-864.000	CONFERENCES & CONVENTIONS	MME	MEMBERSHIP APPLICATION -	67.50	72308
Total For Dept 441 DEPART				95.15	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENET	48.81	72367
101-751-744.000	UNIFORMS	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENET	16.99	72367
101-751-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	RICHARDS PARK SHED	471.53	72325
101-751-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENET	56.97	72367
Total For Dept 751 PARKS				594.30	
Dept 757 SHOWBOAT					
101-757-910.000	INSURANCE	BHS INSURANCE AGENCY INC.	SHOWBOAT INSURANCE	6,185.00	72373
Total For Dept 757 SHOWBO				6,185.00	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	93.98	72364
101-790-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE EXTINGUISHER INSPECT	68.00	72324
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVCS	210.00	72359
Total For Dept 790 LIBRAR				371.98	
Total For Fund 101 GENERA				40,940.85	
Fund 202 MAJOR STREET FUND					
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENET	6.57	72367
Total For Dept 478 WINTER				6.57	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
		Total For Fund 202 MAJOR		6.57	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA ACCOUNT STATEMENET		72.19	72367
203-463-744.000	UNIFORMS	O'CONNOR'S QUALITY SHOES BOOTS - FOSBURG/BAKER		299.98	72356
		Total For Dept 463 MAINTENANCE		372.17	
Dept 474 TRAFFIC					
203-474-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA ACCOUNT STATEMENET		13.48	72367
		Total For Dept 474 TRAFFIC		13.48	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA ACCOUNT STATEMENET		20.04	72367
		Total For Dept 478 WINTER		20.04	
		Total For Fund 203 LOCAL		405.69	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL	PROFESSIONAL CODE INSPECT INSPECTIONS DECEMBER 2018		8,462.70	72358
		Total For Dept 371 BUILDING		8,462.70	
		Total For Fund 249 BUILDING		8,462.70	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	ARROW ENERGY, INC.	AIRPORT AV GAS	6,353.31	72311
581-000-740.000	OPERATING SUPPLIES	NELSON, ERIC	AIRPORT SUPPLIES/R & M	6.98	72353
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	AIRPORT TRIM BLDG 3	21.62	72314
581-000-930.000	REPAIR & MAINTENANCE	NELSON, ERIC	AIRPORT SUPPLIES/R & M	271.77	72353
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	72368
		Total For Dept 000		6,703.67	
		Total For Fund 581 AIRPORT		6,703.67	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	COMCAST CABLE	ACCT STATEMENT	18.55	72316
		Total For Dept 000		18.55	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	JAN - DEC 2018 SURCHARGES	284.05	72362
		Total For Dept 550 TREATMENT		284.05	
		Total For Fund 590 WASTEWATER		302.60	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-743.000	CHEMICALS	GRAYMONT CAPITAL INC.	WTP CHEMICALS	6,428.80	72329
591-570-850.000	COMMUNICATIONS	COMCAST CABLE	ACCT STATEMENT	18.55	72316
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ENERGY STATEMENT - WTP	304.99	72318
591-570-930.000	REPAIR & MAINTENANCE	HENEVELD INDUSTRIAL GROUP	WTP R & M	621.00	72332
		Total For Dept 570 TREATMENT		7,373.34	
Dept 571 DISTRIBUTION					
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON ENTERPRISES, INC	BELT CLIP BATTERY	119.73	72323
		Total For Dept 571 DISTRIBUTION		119.73	
		Total For Fund 591 WATER		7,493.07	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	POLICE VEHICLE #838	46.90	72313
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	POLICE #836 OIL CHANGE	33.22	72313
		Total For Dept 895 FLEET		80.12	
		Total For Fund 661 EQUIPMENT		80.12	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 703	CURRENT TAX COLLECTION FUND				
Dept 000					
703-000-275.000	DUE TO TAXPAYERS	CHICAGO DIVERSIFIED FOODS 2018	Win Tax Refund 41-20	9.99	72315
		Total For Dept 000		9.99	
		Total For Fund 703 CURREN		9.99	

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Fund Totals:

Fund 101	GENERAL FUND	40,940.85
Fund 202	MAJOR STREET FUN	6.57
Fund 203	LOCAL STREET FUN	405.69
Fund 249	BUILDING INSPECT	8,462.70
Fund 581	AIRPORT FUND	6,703.67
Fund 590	WASTEWATER FUND	302.60
Fund 591	WATER FUND	7,493.07
Fund 661	EQUIPMENT FUND	80.12
Fund 703	CURRENT TAX COLL	9.99

64,405.26

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Vendor Code	Vendor Name	Invoice	Description	Amount
00007	ADT SECURITY SYSTEMS, INC.	1/1 - 3/31/19	WTP SECURITY SYSTEM	118.83
TOTAL FOR: ADT SECURITY SYSTEMS, INC.				118.83
10735	A-E LOCK AND SAFE LLC	4474	CITY HALL SECURITY	225.00
TOTAL FOR: A-E LOCK AND SAFE LLC				225.00
10660	ARROW ENERGY, INC.	91227	AIRPORT AV GAS	6,353.31
TOTAL FOR: ARROW ENERGY, INC.				6,353.31
00050	BERNARDS ACE HARDWARE	DEC 2018	STATEMENT OF ACCOUNT	930.08
TOTAL FOR: BERNARDS ACE HARDWARE				930.08
10686	BETTEN BAKER	124568	POLICE VEHICLE #838	46.90
		124855	POLICE #836 OIL CHANGE	33.22
		12643	POLICE - KEY	55.86
TOTAL FOR: BETTEN BAKER				135.98
10178	BHS INSURANCE AGENCY INC.	2/1/19 - 2/1/20	SHOWBOAT INSURANCE	6,185.00
TOTAL FOR: BHS INSURANCE AGENCY INC.				6,185.00
10483	BOURGETTE, BOB	1/10/19	AIRPORT TRIM BLDG 3	21.62
TOTAL FOR: BOURGETTE, BOB				21.62
REFUND TAX	CHICAGO DIVERSIFIED FOODS CORP	01/17/2019	2018 Win Tax Refund 41-20-03-401-028	9.99
TOTAL FOR: CHICAGO DIVERSIFIED FOODS CORP				9.99
10493	COMCAST CABLE	1/18 - 2/17/19	CITY HALL ACCT STATEMENT	149.85
		1/8 - 2/7/19	ACCT STATEMENT	129.85
TOTAL FOR: COMCAST CABLE				279.70
10786	COMMERCIAL APPRAISAL SERVICES, LLC	872	APPRAISAL - 2335 W MAIN	2,250.00
TOTAL FOR: COMMERCIAL APPRAISAL SERVICES, LLC				2,250.00
10509	CONSUMERS ENERGY	1/8/19	ENERGY STATEMENT - WTP	304.99
TOTAL FOR: CONSUMERS ENERGY				304.99
01156	CURTIS CLEANERS	DEC 2018	POLICE UNIFORM CLEANING	304.75
TOTAL FOR: CURTIS CLEANERS				304.75

Vendor Code	Vendor Name	Invoice	Description	Amount
00139	DEJONG, DON	7/1/18 - 1/31/19	PHONE REIMBURSEMENT	245.00
TOTAL FOR: DEJONG, DON				245.00
02080	ENER TEMP, INC.	18-664	RESET PASSWORDS	65.00
TOTAL FOR: ENER TEMP, INC.				65.00
00744	ETNA SUPPLY COMPANY	S102904539.001	WATER DEPT	647.59
TOTAL FOR: ETNA SUPPLY COMPANY				647.59
10693	FERGUSON ENTERPIRSES, INC.	0065505	BELT CLIP BATTERY	119.73
TOTAL FOR: FERGUSON ENTERPIRSES, INC.				119.73
10211	FIRE PROS INC.	INV-1749536	FIRE EXTINGUISHER INSPECTION - LIBRARY	68.00
TOTAL FOR: FIRE PROS INC.				68.00
10369	FLAT RIVER ELECTRIC LLC	I2982	LPD GARAGE DOOR OPENER	267.91
		I2983	RICHARDS PARK SHED	471.53
TOTAL FOR: FLAT RIVER ELECTRIC LLC				739.44
02218	FLEX ADMINISTRATORS, INC.	998870	DECEMBER ADMIN FEE	19.50
TOTAL FOR: FLEX ADMINISTRATORS, INC.				19.50
01503	G R CITY TREASURER	19002849	JULY-DEC PARKING PERMIT	33.00
TOTAL FOR: G R CITY TREASURER				33.00
00225	GRAND RAPIDS COMMUNITY COLLEGE	12/16 - 12/31/18	TAX DISBURSEMENT	853.83
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				853.83
10277	GRAYMONT CAPITAL INC.	123535	WTP CHEMICALS	6,428.80
TOTAL FOR: GRAYMONT CAPITAL INC.				6,428.80
01508	GTW	174587	EQUIP FUND	34.96
TOTAL FOR: GTW				34.96
01893	HEARTHSTONE DESIGN STUDIO LLC	5898	SHOWBOAT CONSULTING	2,125.00
TOTAL FOR: HEARTHSTONE DESIGN STUDIO LLC				2,125.00
10764	HENEVELD INDUSTRIAL GROUP	I0161912	WTP R & M	621.00
TOTAL FOR: HENEVELD INDUSTRIAL GROUP				621.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
02463	HYDROCORP			
		0050690-IN	CROSS CONNECTION DECEMBER 2018	864.00
		0050847-IN	CROSS CONTROL DECEMBER 2018	73.00
TOTAL FOR: HYDROCORP				937.00
01970	KCI			
		275486	ASSESSING NOTICES MAILED	301.41
TOTAL FOR: KCI				301.41
10424	KCTA			
		2019	MEMBERSHIP FEES - OLIN/GERARD	50.00
TOTAL FOR: KCTA				50.00
10779	KENT COUNTY DEPT OF PUBLIC WORKS			
		DEC 2018	ACCOUNT STATEMENT	90.00
TOTAL FOR: KENT COUNTY DEPT OF PUBLIC WORKS				90.00
00300	KENT COUNTY TREASURER			
		12/16 - 12/31/18	TAX DISBURSEMENT	62,943.13
TOTAL FOR: KENT COUNTY TREASURER				62,943.13
00303	KENT DISTRICT LIBRARY			
		12/16-12/31/18	TAX DISBURSEMENT	56,816.94
TOTAL FOR: KENT DISTRICT LIBRARY				56,816.94
00302	KENT INTERMEDIATE SCHOOL DIST.			
		12/16 - 12/31/18	TAX DISBURSEMENT	1,415.42
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.				1,415.42
02482	LAUREN, GORDY			
		26228	REIMBURSEMENT FOR HOLSTER	154.71
TOTAL FOR: LAUREN, GORDY				154.71
00805	LEE'S TRENCHING SERVICE, INC.			
		107003	BOWES RD WATER MAIN REPAIRS	8,513.00
TOTAL FOR: LEE'S TRENCHING SERVICE, INC.				8,513.00
01374	LOWELL AREA HISTORICAL MUSEUM			
		12/16 - 12/31/18	TAX DISBURSEMENT	117.17
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				117.17
02222	LOWELL AREA RECREATION AUTH.			
		1/7/19	ANNUAL MAINT CONTRIBUTION	3,000.00
TOTAL FOR: LOWELL AREA RECREATION AUTH.				3,000.00
00562	LOWELL AREA SCHOOLS			
		12/16 - 12/31/18	TAX DISBURSEMENT	277,316.10
TOTAL FOR: LOWELL AREA SCHOOLS				277,316.10
00949	LOWELL CITY DIRECTORY			
		11319-12	FULL PAGE AD IN DIRECTORY	807.50
TOTAL FOR: LOWELL CITY DIRECTORY				807.50

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Vendor Code	Vendor Name	Invoice	Description	Amount
10143	LOWELL FIRE & EMERGENCY SERV. AUTH.	18	3RD QTR SERVICES JAN-MAR 2019	29,637.45
TOTAL FOR: LOWELL FIRE & EMERGENCY SERV. AUTH.				29,637.45
00330	LOWELL LEDGER	12/31/18	DECEMBER STATEMENT	330.59
		2019	YEARLY SUBSCRIPTION RENEWAL	25.00
TOTAL FOR: LOWELL LEDGER				355.59
00341	LOWELL LIGHT & POWER	12/16 - 12/31/18	TAX DISBURSEMENT - NICHOLAS STANDARD	535.17
		DEC 2018	ELECTRIC STATEMENTS	18,330.33
TOTAL FOR: LOWELL LIGHT & POWER				18,865.50
10785	MME	2019	MEMBERSHIP APPLICATION - LABOMBARD, RICHARD	67.50
TOTAL FOR: MME				67.50
02424	MRWA	01/16/2019	CONFERENCE MARCH 2019 - BRECKEN, RALPH	305.00
		1/16/2019	CONFERENCE MARCH 2019 - PHILLIPS, TODD	305.00
TOTAL FOR: MRWA				610.00
MISC	NANCI MATHEWS	01/17/2019	Plot Refund: CEMETERY-3--347-0003	500.00
TOTAL FOR: NANCI MATHEWS				500.00
01499	NAPA AUTO PARTS	DEC 2018	ACCOUNT STATEMENT	294.81
TOTAL FOR: NAPA AUTO PARTS				294.81
10356	NELSON, ERIC	1/14/19	AIRPORT SUPPLIES/R & M	278.75
TOTAL FOR: NELSON, ERIC				278.75
01208	NICHOLLS, PAUL	1/10/19	AIRPORT REMODEL BLDG 3	648.13
TOTAL FOR: NICHOLLS, PAUL				648.13
02156	NORTHERN A-1 KALKASKA	60981	CLEAN SANITARY SEWER	4,290.00
TOTAL FOR: NORTHERN A-1 KALKASKA				4,290.00
10714	O'CONNOR'S QUALITY SHOES	2119	BOOTS - FOSBURG/BAKER	299.98
TOTAL FOR: O'CONNOR'S QUALITY SHOES				299.98
00480	OLIN, SUZANNE	1/10/19	DDA LUNCH	25.40
		1/9/19	DDA LUNCH	19.02
TOTAL FOR: OLIN, SUZANNE				44.42

Vendor Code	Vendor Name	Invoice	Description	Amount
00499	PETTY CASH	1/11/2019	PETTY CASH 1/11/2019	90.48
TOTAL FOR: PETTY CASH				90.48
10762	PROFESSIONAL CODE INSPECTIONS OF MI	5910	INSPECTIONS DECEMBER 2018	8,462.70
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI				8,462.70
10378	RUESINK, KATHIE	010956/010958	CLEANING SERVICES	690.00
TOTAL FOR: RUESINK, KATHIE				690.00
02575	SELF SERVE LUMBER	DEC 2018	ACCOUNT STATEMENT	430.75
TOTAL FOR: SELF SERVE LUMBER				430.75
10341	STATE OF MICHIGAN	5551-530562	LIVE SCAN DECEMBER 2018	126.00
TOTAL FOR: STATE OF MICHIGAN				126.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC	201935879	JAN - DEC 2018 SURCHARGES	284.05
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				284.05
02473	SUPERIOR ASPHALT, INC.	58475	ROAD SUPPLIES	2,366.00
TOTAL FOR: SUPERIOR ASPHALT, INC.				2,366.00
10514	SUPPLYGEEKS	561738-0	OFFICE SUPPLIES	187.22
TOTAL FOR: SUPPLYGEEKS				187.22
00633	TIP TOP GRAVEL CO.	044746	TOP SOIL/CRUSHED CONCRETE	384.43
TOTAL FOR: TIP TOP GRAVEL CO.				384.43
01831	TIREMAXX	629757	EQUIP FUND	212.82
TOTAL FOR: TIREMAXX				212.82
10543	TRACTOR SUPPLY CREDIT PLAN	DEC 2018	ACCOUNT STATEMENT	235.05
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN				235.05
10484	VERGENNES BROADBAND	3521-20190117-1	AIRPORT INTERNET	49.99
TOTAL FOR: VERGENNES BROADBAND				49.99
02203	VISA	DECEMBER 2018	ACCOUNT STATEMENT	2,894.16
TOTAL FOR: VISA				2,894.16

01/18/2019 10:37 AM
User: LORI
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 01/11/2019 - 01/18/2019
BOTH JOURNALIZED AND UNJOURNALIZED
PAID - CHECK TYPE: PAPER CHECK

Page: 6/6

Vendor Code	Vendor Name	Invoice	Description	Amount
10308	W. MI CRIMINAL JUSTICE TRAINING	10/22/18	SPRING 2018 MCOLES	204.01
TOTAL FOR: W. MI CRIMINAL JUSTICE TRAINING				204.01
01808	WEST MICHIGAN TREE SERVICES	20897	STUMP GRINDING	1,507.00
TOTAL FOR: WEST MICHIGAN TREE SERVICES				1,507.00
00692	WILLIAMS & WORKS INC.	86668	WATER TREATMENT STUDY	922.50
		86784	WAYFINDING & PLANNING	475.00
		86800	WATER TREATMENT STUDY	814.19
TOTAL FOR: WILLIAMS & WORKS INC.				2,211.69
TOTAL - ALL VENDORS				517,810.96

01/18/2019 10:37 AM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 01/11/2019 - 01/18/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/4

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund 703	CURRENT TAX COLLECTION FUND				
Dept 000					
703-000-275.000	DUE TO TAXPAYERS	CHICAGO DIVERSIFIED FOODS 2018 Win Tax Refund 41-20		9.99	72315
		Total For Dept 000		9.99	
		Total For Fund 703 CURREN		9.99	

01/18/2019 10:37 AM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 01/11/2019 - 01/18/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/4

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund Totals:					
			Fund 101 GENERAL FUND	40,940.85	
			Fund 202 MAJOR STREET FUN	6.57	
			Fund 203 LOCAL STREET FUN	405.69	
			Fund 249 BUILDING INSPECT	8,462.70	
			Fund 581 AIRPORT FUND	6,703.67	
			Fund 590 WASTEWATER FUND	302.60	
			Fund 591 WATER FUND	7,493.07	
			Fund 661 EQUIPMENT FUND	80.12	
			Fund 703 CURRENT TAX COLL	9.99	
				<hr/>	
				64,405.26	



LOWELL CITY COUNCIL

MEMORANDUM

DATE: January 17, 2019

TO: Mayor DeVore and Lowell City Council

FROM: Michael T. Burns, City Manager MB

RE: Industrial Development District – King Milling

We received an Industrial Facility Tax Credit application for the new construction of a 41,000 sq. ft. facility to pack and warehouse packaged flour at 149 S. Broadway, King Milling. This property is located on the former Michigan Wire Property.

During our analysis of the application. We learned that part of the property is not currently in the Industrial Development District, which King Milling currently has. However, we discovered a portion of this property was in an Industrial Development District formed in 1978 for Michigan Wire. Additionally, the district formed was that of the expanded property which was given the abatement, not the entire property. As a result, if an Industrial Facility Tax Credit (IFTC) was granted, currently, only a portion of expansion on the property would be eligible.

After discussion with the City Attorney, we realized a new district would need to be formed to offer the IFTC. Since the application was submitted prior to construction, we are able to do this.

The City Council is being questioned if they would be interested in considering a request for an Industrial Facility Tax Credit to King Milling for the new facility. If interested, creating the district is the first request in moving forward.

If the Council is in favor of this, the City Attorney and I will begin the process to formally establish the district and formally introduce the IFTC request. IFTC's are abatement of 50% of real and personal property taxes on the new investment. Since the State of Michigan will have completely phased out the personal property tax on all property in 2023, the impact to the applicant is the real property on the new expansion.

King Milling has received IFTC's in the past. During my tenure, we have provided IFTC's to Litehouse and Big Boiler Brewing. IFTC's may be established for up to 12 years. My recommendation has been to initially grant a five-year IFTC, and then have the applicant return for the remaining seven years. This ensures the applicant has been compliant (i.e. proper documentation necessary for the abatement, along with assurances they have been paying taxes timely).

Since this is a policy decision of the Council, I will not provide a recommendation on this. However, this has been an established past practice and has been beneficial to businesses seeking IFTC's. If the City Council wishes to approve this then Resolution 04-19 is being presented for your consideration.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 04-19

**RESOLUTION ESTABLISHING AN INDUSTRIAL DEVELOPMENT
DISTRICT (PLANT REHABILITATION DISTRICT) FOR 149 S.
BROADWAY**

Councilmember _____, supported by Councilmember

_____, moved the adoption of the following resolution:

WHEREAS, Act 198 of the Public Acts of Michigan of 1974, as amended ("Act 198"), provides for the establishment of industrial development and plant rehabilitation districts in local government units and also provides, within such districts, an exemption from certain *ad valorem* property taxes as an incentive to industries to renovate and expand aging facilities and to build and acquire new facilities; and

WHEREAS, King Milling, has filed a request with the City for the establishment of an industrial development district (plant rehabilitation district); and

WHEREAS, written notice, not less than 7 days prior to the hearing, has (a) been given by regular mail to the owners of all real property within the proposed industrial development district (plant rehabilitation district) and (b) published in the *Lowell Ledger*, a newspaper of general circulation in the City setting the date of January 22, 2019, at 7:00 p.m., local time, in the City Hall at 301 E. Main Street, Lowell, Michigan, at the time and place at which those owners and any other resident or taxpayer of the City were given and afforded an opportunity to be heard on the establishment of the industrial development district (plant rehabilitation district).

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the City Council of the City, based upon the facts and information submitted, does hereby approve the establishment of an industrial development district (plant rehabilitation district), which district is described as follows:

Part of Blocks 1, 2 and 5 and parts of Lots A, B and C, and part of vacated Ottawa Street and vacated Water Street in Mrs. Snell's Addition to the Village (now City) of Lowell, Kent County, Michigan, according to the recorded plot thereof, as recorded in Liber 2 of Plats, on Page 35 and part of Government Lots 7 and 8 of Section 2, T6N, R9W, described as; Commencing at the Southeasterly corner of Lot 3, Block 5 of Mrs. Snell's Addition; thence N12°04'46"E 364.20 feet along the Easterly line of said Blocks 5 and 2; thence S88°33'57"W 335.25 feet; thence N15°26'31"W 223.62 feet to the South line of said Government Lot 7 and the Place of Beginning; thence S15°26'31"W 223.62 feet; thence N88°33'57"W 335.25 feet to the Easterly line of said Blocks 2 and 5; thence S12°04'19"W 329.20 feet along said Easterly line to the North line of the South 35 feet of Lot 3, Block 5 of said Mrs. Snell's Addition; thence N77°58'53"W 137.94 feet along said North line to the East line of Broadway Street (66 feet wide); thence N12°01'15"E 553.52 feet along the East line of said Broadway Street to the South line of the North 20 feet of Lot 2, Block 2 of said Mrs. Snell's Addition; thence Northeasterly and Northwesterly along the East line of said Broadway Street to the Southerly line of Mid Michigan Railroad right of way; thence Northeasterly, Easterly and Southeasterly along said South right of way line to water's edge of the Flat River; thence Southerly along said water's edge to a line bearing S87°23'45"E of the point of beginning; thence N87°23'45"W to the Place of Beginning.

and commonly known as 149 Broadway St. SE, Lowell, Michigan.

2. That all resolutions or parts of resolutions in conflict herewith are rescinded.

YEAS: Councilmember _____

NAYS: Councilmember _____

ABSTAIN: Councilmember _____

ABSENT: Councilmember _____

RESOLUTION DECLARED ADOPTED.

Dated: _____, 20__

City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Lowell at a meeting held on January 22, 2019, 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: _____, 20__

City Clerk



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: January 14, 2019
TO: Michael T. Burns
FROM: Suzanne M. Olin
RE: Striking Taxes

As treasurer of the City of Lowell, I have exercised due diligence in an effort to collect the personal property taxes listed on the attached exhibit A.

I tried contacting them by placing phone calls, sending out past due notices and personal calls. I am requesting the amount of \$414.50 (the city and museum portion) be stricken from the rolls.

Recommended Motion: That the Lowell City Council approves striking the 2013 personal property taxes from the roll.

01/15/2019
01:45 PM
By: solin

TAX SPREAD REPORT FOR CITY OF LOWELL

Page: 1/1
DB: Lowell

Tax Year: 2013 Calculated As of: 12/31/2018
POPULATION: All Records

SCHOOL: 41170 YEAR: 2013

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
LOWELL AREA OPER	School Operating	9.00000	1,365.60	1,209.60	156.00
LOWELL AREA DEBT	School Debt	3.50000	1,593.20	1,411.20	182.00
STATE EDUCATION	State Educ. Tax	6.00000	823.80	667.80	156.00
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
TOTALS: SCHOOL 41170 2013			3,782.60	3,288.60	494.00

UNIT: 00000 YEAR: 2013

TAX NAME	MILLS	BILLED	PAID	DUE	
LOWELL CITY	15.70000	2,155.61	1,747.41	408.20	
LOCAL ADMIN	0.00000	80.61	68.23	12.38	
LOCAL INTRST	0.00000	322.89	261.74	61.15	
TOTALS: UNIT 00000 2013			2,559.11	2,077.38	481.73

County Tax YEAR: 2013

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT COUNTY	4.28030	941.54	801.31	140.23	
TOTALS: County Tax 2013			941.54	801.31	140.23

College Tax YEAR: 2013

TAX NAME	MILLS	BILLED	PAID	DUE	
GRAND RAPIDS CC	1.78650	245.22	198.78	46.44	
TOTALS: College Tax 2013			245.22	198.78	46.44

I.S.D. Tax YEAR: 2013

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT INTERMEDIAT	4.69030	643.91	521.97	121.94	
TOTALS: I.S.D. Tax 2013			643.91	521.97	121.94

Library Tax YEAR: 2013

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT DIST LIBRAR	0.88000	279.69	256.81	22.88	
TOTALS: Library Tax 2013			279.69	256.81	22.88

Other 1 YEAR: 2013

TAX NAME	MILLS	BILLED	PAID	DUE	
LOWELL MUSEUM	0.24240	33.21	26.91	6.30	
TOTALS: Other 1 2013			33.21	26.91	6.30

TOTALS (26 PARCELS)			8,485.28	7,171.76	1,313.52
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STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition of
The City Treasurer of the City of
Lowell to strike the 2013 personal
property taxes from the rolls

File No. _____

_____/

WAIVER AND CONSENT

NOW COMES Susan Ullery, City Clerk of the City of Lowell, and acknowledges receipt of Exhibit A and the statement of attempt to collect the 2013 personal property taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment on the petition.

Dated _____, 2019

Susan Ullery, City Clerk
City of Lowell

01/15/2019
01:46 PM
By: solin

Exhibit A
DELINQUENT TAXES DUE FOR CITY OF LOWELL

Page: 1/1
DB: Lowell

Tax Year: 2013 Calculated As of: 12/31/2018
POPULATION: All Records

Owner Parcel #	Tax Year	Tax Due	Intrst Due	Admin Due	Penalty	Other Fees	Total Due
RED FROG TECHNOLOGIES 1400 W MAIN ST LOWELL MI 49331							
41-50-72-004-550	2013	47.68	30.00	0.47	1.43	0.00	79.58
SSP CUSTOMS 1250 W MAIN ST SE LOWELL MI 49331							
41-50-72-020-146	2013	1,192.31	750.34	11.91	35.77	0.00	1,990.33
2013	2	1,239.99	780.34	12.38	37.20	0.00	2,069.91
DLQ PARCEL COUNT	2	1,239.99	780.34	12.38	37.20	0.00	2,069.91



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

November 13, 2018

Small Urban Transportation Agencies
Regional Planning and Development Agencies

Dear Transportation Partner:

Subject: Fiscal Years 2021 - 2023 Small Urban Program Call for Projects

The Michigan Department of Transportation (MDOT) will be accepting Small Urban Program project applications for Fiscal Years (FYs) 2021 - 2023.

Funding criteria for the MDOT Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the most recent United States Census.
- The maximum amount awarded for a project is \$375,000 in federal dollars.
- The implementing agency must provide a minimum 20 percent local match.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the Federal Highway System.
- Funding can only be used for construction costs or capital purchases (for transit vehicles).
- Areas with populations of 40,000 or more are eligible for an annual Small Urban Grant. Currently, the areas that are eligible for annual grants are Adrian-Tecumseh and Traverse City.

The current program funding is approximately \$10 million per year and will be increased to approximately \$11 million per year over the span of the FY 2021 - 2023 Call. MDOT staff will continue to work with the small urban areas to maximize the use of these dollars.

Project applications must be submitted to MDOT no later than February 1, 2019. Michigan's 14 State Regional Planning and Development Agencies are now responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project application are available online at www.michigan.gov/mdotsmallurban.

If you have any questions regarding the Small Urban Program, please contact David Fairchild, Transportation Planner, Statewide Planning Section at 517-335-1510 or Fairchildd1@michigan.gov.

Sincerely,



Denise B. Jones, Administrator

Statewide Transportation Planning Division

Enclosure(s)

cc: David Fairchild

MDOT SMALL URBAN PROGRAM INFORMATION AND INSTRUCTIONS

Cities, villages, transit agencies, and road commissions located within or serving urbanized areas as defined by U.S. Census with a population of 5,000 to 50,000 are eligible to receive federal Surface Transportation Program (STP) funds from the Small Urban Program. During a call for projects, the Michigan Department of Transportation (MDOT) requests that eligible areas submit road and transit capital projects for funding consideration.

PROGRAM WEBSITE

Program information and an electronic project application form can be found on the Small Urban Program website, available at <http://www.michigan.gov/mdotsmallurban>.

Interested parties can subscribe to the Small Urban Program LISTSERV via the website. The listserv is used to notify subscribers, by e-mail, of up-to-date program information such as project selection announcements. As most program information, including approved project list, will only be available via the website, MDOT recommends Small Urban Program agencies subscribe to the listserv.

ELIGIBLE PROJECTS

Road and transit capital projects are eligible for funding under the Small Urban Program. All road projects must be located on the federal-aid highway system and within the federal urban area boundary. Projects must be consistent with regional land use and development plans. Contact the appropriate state planning and development region agency for your area to ensure projects are consistent with regional land use and development plans (contact information available on the website).

Copies of urban area maps displaying federal-aid eligible routes and route classification are available from the small urban website.

Transit projects eligible for Federal Transit Administration (FTA) capital funds are also eligible for STP funding. Examples include replacement buses, fleet rehabilitation, communication equipment, and facility renovations, among others.

The Small Urban Program will continue to fund eligible urban areas on a rotating basis. This provides for an equitable distribution of funds statewide to ensure that eligible communities can implement meaningful projects. The department intends to continue this practice to the extent possible within the spirit and intent of the current federal regulations.

To achieve this objective, urban areas may submit for up to \$375,000 federal STP per projects. All projects require a 20 percent local match.

PUBLIC INVOLVEMENT

The FAST Act requires that the public have reasonable opportunity to participate in the selection process and comment on projects to be included as part of the Statewide Transportation Improvement Program (STIP). The RPAs are responsible for scheduling meetings and submitting applications on behalf of the small urban area. Each small urban area requesting funding is responsible for notifying the citizens and elected officials within their community of the opportunity to participate in the project selection process prior to submittal to MDOT. A minimum of one public meeting of the local project selection committee must be held to select projects and assign priority ranking. Notice of the public meeting must be advertised in a local news publication or internet webpage.

A copy of the meeting announcement from a local news publication or internet webpage must be submitted with the project applications.

PROJECT SELECTION

MDOT is responsible for final project selection for the Small Urban Program and administration of the federal-aid transportation program. Selected projects will be included in the Statewide TIP. Areas within an MPO boundary must consult with the MPO to determine the process for adding funded projects to the MPO TIP.

MDOT will provide the results of the selection process by updating the Small Urban Program website, at <http://www.michigan.gov/mdotsmallurban>. Projects submitted are not funded until notice of selection is received from MDOT.

MDOT ASSISTANCE

The Statewide Planning Section has responsibility for administering the Small Urban Program. Questions regarding the Small Urban Program should be directed to David Fairchild, Small Urban Program Manager, at FairchildD1@michigan.gov or 517-335-1510. If you would like an MDOT representative to attend your meeting, please contact the program manager.

SUMMARY

For project(s) to be considered for funding, the following application information must be submitted to MDOT by the requested due date:

- 1) A completed small urban project application (MDOT Form 2606) for each project.
- 2) Minutes of the project selection committee meeting and/or a letter of support with the signatures of all members of the project selection group.
- 3) A copy of the public announcement from a local news publication or internet webpage.
- 4) Local financial assurance of project match.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

**NOTICE OF PUBLIC HEARING TO CONSIDER REMOVING A PORTION
OF RIVERSIDE PARK FROM THE PARK AND RECREATION MASTER
PLAN. ALSO, CONSIDERING ACCEPTANCE OF NEW PROPERTY TO
BE ADDED TO THE PARK AND RECREATION MASTER PLAN.**

PLEASE TAKE NOTICE that the City Council of the City of Lowell has been requested to consider removing a portion of property from Riverside Park from the City of Lowell Parks and Recreation Master Plan.

PPN: 41-20-02-260-002 Owner - City of Lowell

The portion 263'-2" x 7' (1,842sf approx.) in the eastern region of the parcel.

The City of Lowell has also been requested to consider adding new property to the Park and Recreation Master Plan.

PPN: 41-20-02-260-003 Owner – Unity School Investors LLC

The portion 48' x 67' (3,216 sf approx.) in the southwest region of the parcel.

TAKE FURTHER NOTICE that the City Council will meet at the City Hall at 301 E. Main Street in the City on Monday February 4, 2019, at 7:00 p.m., local time, for the purpose of hearing the public on these actions to facilitate redevelopment of the Unity School Property.

City Clerk
City of Lowell

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 05-19

**RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF FIRST ADDENDUM TO EMPLOYMENT
AGREEMENT WITH MICHAEL T. BURNS**

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

WHEREAS, the City of Lowell (the “City”) and Michael T. Burns (“Mr. Burns”) entered into an Employment Agreement dated as of August 1, 2016 (the “Agreement”), employing the services of Mr. Burns as the City Manager of the City; and

WHEREAS, the City and Mr. Burns have determined to modify the terms and conditions of the Agreement pursuant to a First Addendum to Employment Agreement (the “First Addendum”).

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the First Addendum in the form presented at this meeting is approved.
2. That the Mayor and City Clerk are authorized and directed to execute the First Addendum 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.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: January 22, 2019

Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell, at a regular meeting held on January 22, 2019, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: January 22, 2019

Susan Ullery, City Clerk

FIRST ADDENDUM TO EMPLOYMENT AGREEMENT

THIS FIRST ADDENDUM TO EMPLOYMENT AGREEMENT (the “First Addendum”) is made and entered into as of January 22, 2019, by and between the **CITY OF LOWELL**, a Michigan municipal corporation (the “City”), 301 E. Main Street, Lowell, Michigan 49331 and **MICHAEL T. BURNS** (“Mr. Burns”) 301 E. Main Street, Lowell, Michigan 49331

RECITALS

A. The City and Mr. Burns have previously entered into an Employment Agreement dated as of August 1, 2016 (the “Agreement”), employing the services of Mr. Burns as the City Manager of the City.

B. The City and Mr. Burns desire to modify the terms and conditions of the Agreement in certain respects.

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

Section 1. Amendment to Section 3 of Agreement. The third sentence of Section 3, “Compensation,” of the Agreement is amended to read as follows:

Thereafter, so long as Mr. Burns shall remain in the employ of the City as City Manager, the City Council shall annually review Mr. Burns’ compensation as a part of his annual performance evaluation and determine Mr. Burns’ compensation for the succeeding annual period, *provided, however*, during such employment for each of the annual periods commencing July 1, 2019, July 1, 2020 and July 1, 2021, Mr. Burns annual salary shall be increased by a minimum of 3% over the prior year’s annual salary.

Section 2. Amendment to Section 5 of Agreement. Section 5, “Severance Pay,” of the Agreement is amended in its entirety to read as follows:

Section 5. Severance Pay. In the event Mr. Burns is terminated by the City while his is willing and able to perform the duties of City Manager, the City agrees, subject to the succeeding sentences in this Section 5, to (a) compensate Mr. Burns for twelve months salary at its then current compensation value which amount shall be paid on an every two week basis during such twelve months, (b) to pay Mr. Burns for unused vacation leave that he has accumulated up though the date of termination at the then current compensation rate and (c) to continue to provide health care coverage or the then established payment in lieu of coverage, at the election of Mr. Burns, then being provided or offered to other City employees. If during such twelve-month period Mr. Burns shall be employed elsewhere (excluding any part-time employment related to sports officiating or related activities), the amount of salary or

wage compensation from such employment shall offset dollar-for-dollar the amount the City is required to pay and the City shall no longer be required to provide health care coverage or make any payment to him in lieu of coverage. In the event Mr. Burns resigns pursuant to Section 4.a. hereof (with or without the required notice) or is terminated by the City pursuant to Section 4.d. hereof or upon the occurrence of a termination pursuant to Section 4.b. hereof, the City shall have no obligation to pay Mr. Burns the severance payments identified in (a) and (b) of this Section 5 or to continue the health care benefits or any payment in lieu of coverage.

Section 3. Amendment to Section 7 of Agreement. The last sentence of Section 7, "Vacation Leave," of the Agreement is amended to read as follows:

Except as otherwise provided in Section 5 hereof, the use, retention and payment of vacation leave shall be the same as that applicable to all other full-time management level employees of the City.

Section 4. Amendment to Section 8 of Agreement. The following sentence is added at the end of Section 8, "Sick and Leave Time," of the Agreement:

Commencing on July 1, 2019, and on each subsequent July 1 during the time Mr. Burns is employed by the City as its City Manager pursuant to this Agreement, Mr. Burns may elect to be paid for unused sick leave that accumulated during the prior twelve-month period at the compensation rate in effect during such period.

Section 5. Amendment to Section 10 of Agreement. The second paragraph of Section 10, "Professional Development," of the Agreement is amended in its entirety to read as follows:

The City agrees to reimburse Mr. Burns up to \$1,500 of documented expenses related to registration fees, travel, lodging and meals for attendance at each annual International City Managers Association conference during the time Mr. Burns is employed by the City as its City Manager. The days he is absent from the City shall not count against his vacation leave.

Section 6. Amendment to Section 15 of Agreement. Section 15, "Residency," is amended in its entirety to read as follows:

Section 15. Residency. Effective as of the date of the First Addendum, Mr. Burns resides within the City Limits. During the time he is employed by the City as its City Manager, Mr. Burns shall reside within the City limits unless suitable housing is not available at a reasonable cost, in which case, Mr. Burns agrees that his residence shall not be more than 20 miles from the City limits.

Section 7. Ratification. Except as otherwise provided in this First Addendum, the Agreement is hereby ratified and confirmed.

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

CITY OF LOWELL

By: _____
Michael DeVore, Mayor

Attest: _____
Susan Ullery, City Clerk

MICHAEL T. BURNS

Michael T. Burns

CITY COUNCIL

Organized by City Charter (approved March 7, 1960) Chapter 4.
Meets the first and third Monday of every month at 7:00 p.m.

		<u>Elected</u>	<u>Expires</u>
Greg Canfield - Mayor Pro Tem	403 N Washington	11/2016	01/2022
Michael DeVore – Mayor	424 Elm	11/2015	01/2020
Jim Salzwedel	505 N. Jefferson	11/2017	01/2022
Cliff Yankovich	329 N. Monroe	12/2018	01/2020
Marty Chambers	930 Washington	09/2017	01/2020

Also serves as Zoning Board of Appeals (thru ord. Adopted 12/03/1979)

Chairman ZBA – Marty Chambers (09/18/2017)

Representative to Airport Board – 4 Citizens

Representative to Arbor Board – Salzwedel (11/06/2017)

Representative to Chamber of Commerce – DeVore

Liaison to Downtown Development Authority – DeVore

Representative to Historic District Commission – DeVore (11/06/2017)

Representative to LARA Board – Canfield (08/21/2017)

Representative to LCTV Endowment Fund – Salzwedel (3/6/2018)

Liaison to Light and Power – Chambers (11/06/2017)

Representative to Look Committee – DeVore (11/21/2016)

Representative to Lowell Area Fire & Emergency Services Authority – DeVore (11/06/2017)

Representative to Parks & Recreation Commission – Canfield

Representative to Planning Commission – Chambers (11/06/2017)

STREETS DEPARTMENT

DECEMBER 2018

Major & Local Streets

Snow and Ice Control

#15 – 68 Miles – 7 hrs

#16 – 94 Miles – 9 hrs

Pot holes:

4 Tons - pot holes filled with cold patch

Storm drains and ditches:

Cleaned catch basins throughout the City.

Parking Lots

Salted all parking

Public Works:

Airport:

Sidewalks:

Salted sidewalks

Trees, bushes, shrubs trimming and removal:

Trimmed trees at Creekside Park

Traffic & Signs:

Replaced street name sign at Fremont and N. Monroe.

Misc:

Weekly Park Trash, D.D.A. pickup (twice a week)

Set up City Hall weekly

Put garland up on chamber building

Worked on plow trucks

Worked on restrooms at Stoney Lakeside Park

Worked on barricades in the old garage

Worked on ice rink at Richard's Park

December 2018 Sexton's Report

Total of Burials: 3 of those were: full: 2 cremations: 1 Year to date 53

Oakwood: Spent 100.75 hr's

- Side note of the 53 burials this year 33 were cremations
- Last time I had 50 or more burials in a year was 2001.
- Was able to chew more oak leaves.
- Helped a few people either buy a grave or locate their relatives.
- Normal paper work.
- Tried to better locate corner markers in the 1V addition and make them easier to find.
- Picked up more sticks and branches due to wind.

City Hall – LPD: Spent 4.5 hrs chewing leaves, sweeping berries off walks changing a few bulbs

Englehardt Library: Spent 2 hrs

- Brought over a box of toilet paper.
- Filled soap dispensers.
- Chewing a few more leaves.

D.D.A. Spent 12.5 hr's

- Moved some snow.
- Pruning a few trees

Museum: Spent 3.25 hrs.

- Tied near the top of the Arbs individual stems to each other to protect any damage due to wet heavy snow.
- Put the protective shield in place to protect the PVC vents and a cover for the AC unit

D.P.W. Spent 11.75 hrs. Daily meetings, chewing leaves, took 2 Welcome to Lowell signs in to be repainted.

Parks: 43.25 chewing and collecting leaves.

Local Winter: Lent Ron to help do cold patch work

Water Mains: chewing and blowing leaves at north well.

**LOWELL POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
CALENDAR YEAR 2018**

Complaint Book Total	189	351	540	718	922	1100	1299	1517	1701	1880	2037	2215	
Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year Total
Total Arrests	32	30	36	13	37	23	32	30	24	25	23	32	337
Alcohol (MIP/Open Intox)	0	1	0	0	4	1	3	1	0	0	0	0	10
Drug Law Violations	8	2	3	2	2	4	3	2	1	8	0	0	35
Drunk Driving	2	5	2	1	2	1	1	3	2	5	2	1	27
Suspended License	3	1	3	3	1	3	6	5	2	1	3	3	34
Warrant Arrest	7	17	22	6	20	10	11	9	9	2	15	14	142
Other Arrests	12	4	6	1	8	4	8	10	10	9	3	14	89
Assault	0	1	2	1	3	1	4	2	1	1	0	0	16
Assault (Civil/Verbal)	6	2	3	2	3	5	7	1	1	2	2	1	35
Assault (Domestic)	1	2	2	5	4	1	3	2	2	0	4	2	28
Assist from Other Agency	8	4	12	11	11	6	8	5	13	5	7	6	96
Assist to Other Agency	13	18	8	15	13	13	14	16	17	10	12	25	174
Assist to Citizen	28	44	45	60	48	29	38	46	35	42	30	33	478
Breaking & Entering	0	0	1	0	0	1	0	0	1	0	1	2	6
Disorderly Conduct	0	0	6	4	5	1	6	3	4	3	7	1	40
Dog/Animal	1	1	2	2	3	4	1	0	1	1	1	3	20
Larceny	9	4	4	8	9	13	6	10	3	7	6	4	83
Malicious Destruction	1	2	4	1	2	1	0	1	0	2	0	0	14
Motorist Assist	6	7	8	6	8	15	8	6	3	11	12	7	97
Ordinance Violations	2	8	8	6	9	19	6	8	7	1	2	1	77
Accident Total	13	12	7	4	14	12	18	17	15	17	11	11	151
{Property Damage}	11	10	6	4	13	11	16	15	10	15	10	11	132
{Personal Injury}	2	2	1	0	1	1	2	2	5	2	1	0	19
Citations Issued	26	37	30	40	52	79	75	73	65	46	23	22	568
Traffic Stops: Warned	146	119	127	133	121	199	150	139	115	127	84	105	1565
Total # of Traffic Stops	167	145	138	155	149	256	202	183	169	155	98	128	1945

AGENCIES ASSISTING LOWELL PD

DECEMBER 2018

COMP. #	DATE	INCIDENT	DEPARTMENT	STATUS
18-2038	12/1/2018	DOMESTIC VIOLENCE	KENT COUNTY	BACK-UP
18-2043	12/3/2018	DOMESTIC VIOLENCE	KENT COUNTY	BACK-UP
18-2072	12/7/2018	SUSPICIOUS SUBJECT	KENT COUNTY	ASSISTED
18-2179	12/26/2018	CARELESS DRIVING	KENT COUNTY	ASSISTED
18-2189	12/27/2018	WELFARE CHECK	KENT COUNTY	ASSISTED
18-2198	12/29/2018	WARRANT ARREST	IONIA COUNTY	ASSISTED

**LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES
DECEMBER 2018**

COMP. #	DATE	INCIDENT	DEPARTMENT	STATUS	VENUE
18-2041	12/2/2018	DOMESTIC ASSAULT	KENT COUNTY	BACK-UP	LOWELL
18-2042	12/2/2018	CPS INVESTIGATION	CPS	ASSISTED	CITY OF LOWELL
18-2051	12/4/2018	CAR FIRE	LOWELL FIRE	ASSISTED	LOWELL
18-2061	12/4/2018	WELFARE CHECK	KENT COUNTY	BACK-UP	LOWELL
18-2070	12/6/2018	PROBATION VIOLATION	PROBATION AGENT	ASSISTED	CITY OF LOWELL
18-2074	12/7/2018	COW IN ROAD	KENT COUNTY	ASSISTED	GRATTAN
18-2075	12/8/2018	BREAKING AND ENTERING	KENT COUNTY	BACK-UP	LOWELL
18-2076	12/8/2018	DOMESTIC	IONIA COUNTY	ASSISTED	LOWELL
18-2081	12/8/2018	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
18-2085	12/9/2018	ATTEMPT TO LOCATE SUBJECT	EATON COUNTY	ASSISTED	CITY OF LOWELL
18-2095	12/12/2018	DRUNK DRIVING / ACCIDENT	KENT COUNTY	ASSISTED	LOWELL
18-2105	12/13/2018	CIVIL / DOMESTIC SITUATION	KENT COUNTY	DISREGARDED	LOWELL
18-2106	12/14/2018	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
18-2126	12/17/2018	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
18-2143	12/19/2018	THREATS	BELDING PD	ASSISTED	CITY OF LOWELL
18-2153	12/21/2018	PD ACCIDENT	KENT COUNTY	ASSISTED	LOWELL
18-2162	12/23/2018	HIT & RUN ACCIDENT	KENT COUNTY	ASSISTED	LOWELL
18-2164	12/23/2018	POSSIBLE ASSAULT	KENT COUNTY	ASSISTED	LOWELL
18-2165	12/23/2018	DISORDERLY PERSON	KENT COUNTY	ASSISTED	LOWELL
18-2166	12/23/2018	MEDICAL	KENT COUNTY	ASSISTED	LOWELL
18-2169	12/23/2018	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
18-2172	12/26/2018	PI ACCIDENT	KENT COUNTY	ASSISTED	LOWELL
18-2187	12/27/2018	PROTECTIVE SERVICES INVESTIGATION	APS	ASSISTED	CITY OF LOWELL
18-2203	12/30/2018	STAND-BY	KENT COUNTY	ASSISTED	CITY OF LOWELL
18-2210	12/31/2018	RETAIL FRAUD / INTOXICATED SUBJECT	KENT COUNTY	ASSISTED	LOWELL

**MONTHLY COMPARISON TOTALS
DECEMBER 2017 AND 2018**

ACTIVITY	DECEMBER	2017 YEAR-TO-DATE	DECEMBER	2018 YEAR-TO-DATE
Total Arrests	11	307	32	337
Alcohol (MIP/Open Intox)	0	13	0	10
Drug Law Violations	2	36	0	35
Drunk Driving	1	18	1	27
Suspended License	1	40	3	34
Warrant Arrest	3	120	14	142
Other Arrests	4	80	14	89
Assault	3	18	0	16
Assault (Verbal)	7	57	1	35
Assault (Domestic)	3	31	2	28
Assist from Other Agency	6	90	6	96
Assist to Other Agency	15	172	25	174
Assist to Citizen	56	533	33	478
Breaking & Entering	1	11	2	6
Disorderly Conduct	1	48	1	40
Dog Complaints	1	40	3	20
Larceny	5	85	4	83
Malicious Destruction	2	22	0	14
Motorist Assist	11	102	7	97
Ordinance Violations	8	114	1	77
Accident Total	10	148	11	151
{Property Damage}	9	135	11	132
{Personal Injury}	1	13	0	19
Citations Issued	22	421	22	568
Traffic Stops: Warned	149	1446	105	1565
# of Traffic Stops Made	159	1642	128	1945
TOTAL COMPLAINTS	169	2380	178	2215

Dept. of Public Works, City of Lowell

217 S. Hudson

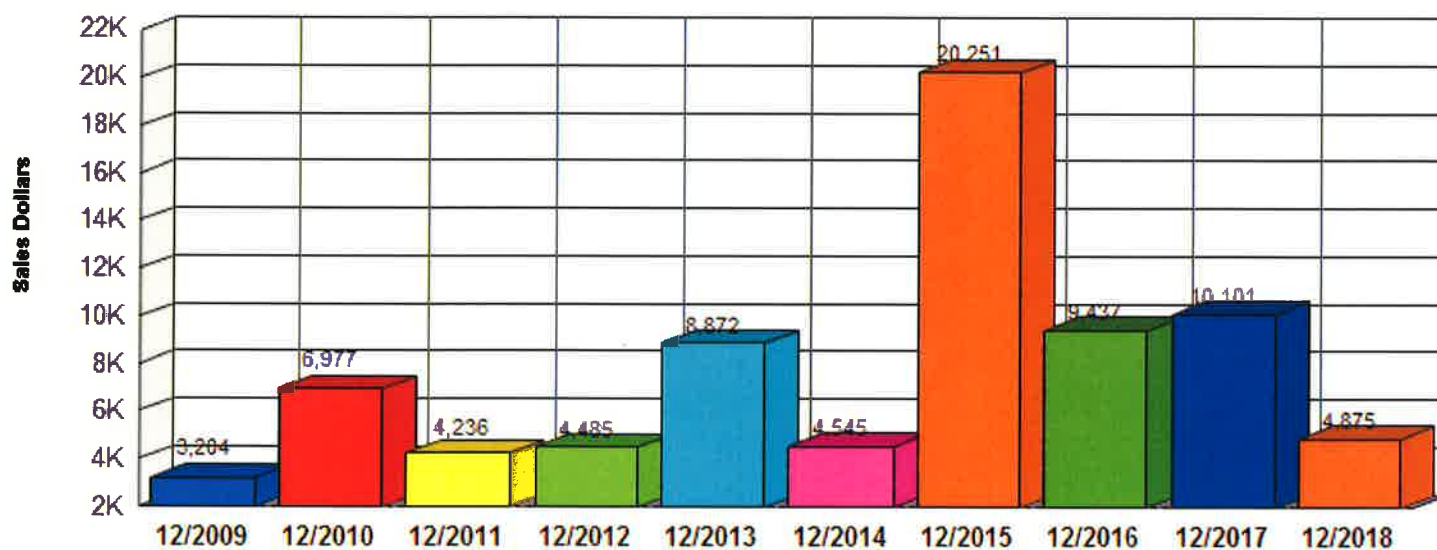
Lowell, MI. 49331

Phone - 616-897-5929 Fax - 616- -

Sales By Selected Month For The Month Of December

Report Date: 01/08/2019

<u>Month & Year</u>	<u>Avg. RO</u>	<u>Car Count</u>	<u>Sales Amount</u>	<u>Avg. Labor</u>	<u>Total Labor</u>	<u>Avg. Parts</u>	<u>Total Parts</u>
12/2009	145.66	22	3,204.48	76.23	1,677.00	65.62	1,443.63
12/2010	387.63	18	6,977.42	232.50	4,185.00	149.30	2,687.42
12/2011	282.43	15	4,236.39	132.49	1,987.31	143.76	2,156.38
12/2012	345.00	13	4,485.00	259.62	3,375.00	79.56	1,034.25
12/2013	443.60	20	8,871.91	253.38	5,067.58	180.89	3,617.70
12/2014	413.14	11	4,544.53	306.87	3,375.56	98.44	1,082.87
12/2015	880.49	23	20,251.25	262.04	6,027.00	611.90	14,073.65
12/2016	725.96	13	9,437.43	271.22	3,525.82	446.05	5,798.64
12/2017	439.16	23	10,100.77	282.78	6,504.00	148.31	3,411.07
12/2018	406.23	12	4,874.75	248.58	2,982.97	149.81	1,797.73
Totals:		170	76,983.93		\$38,707.24		\$37,103.34



Note: Labor and Part columns do not include Shop Supplies or Hazmat

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: 01/08/2019

Period From: 12/01/2018 To: 12/31/2018

Invoice Number	Date	Name	Tax	Total	Balance Due
001339	12/06/2018	Equipment	0.00	159.13	157.50
001391	12/03/2018	Equipment	0.00	620.74	157.50
001392	12/05/2018	Equipment	0.00	48.91	157.50
001393	12/06/2018	Equipment	0.00	45.86	157.50
001394	12/06/2018	Equipment	0.00	101.89	157.50
001396	12/19/2018	Equipment	0.00	118.24	157.50
001397	12/19/2018	Police	0.00	848.62	1,293.79
001398	12/19/2018	Equipment	0.00	559.42	157.50
001399	12/19/2018	Equipment	0.00	151.59	157.50
001400	12/19/2018	Equipment	0.00	1,375.44	157.50
001401	12/19/2018	Water Distribution	0.00	343.18	338.14
001402	12/19/2018	Water Distribution	0.00	501.73	338.14
Grand Totals:			0.00	4,874.75	3,387.57
Number of Invoices: 12			* - Indicates a Counter Sale		
Averages:				\$406.23	282.30

CITY OF LOWELL
REPORT FOR : DECEMBER
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 15.82898 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: DECEMBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 250.58 HOURS, WHICH RESULTED IN
267.25 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 179.92

ELECTRICAL COST PER MILLION GALLONS: \$ 305.67

TOTAL COST PER MILLION GALLONS: \$ 485.59

WATER PRODUCTION

DAILY AVERAGE: 0.511 MILLION GALLONS

DAILY MAXIMUM: 0.726 MILLION GALLONS

DAILY MINIMUM: 0.000 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 8.0833 HOURS PER DAY.



Lowell Area Fire and
Emergency Services Authority
Lowell Area Fire Department
315 S. Hudson St. Lowell, MI 49331
616-897-7354

Thursday, January 03, 2019

Fire Authority Board:

We responded to 55 total incidents for the month of December.

We ended 2018 with 881 calls which is about 70 more than last year.

Our new members are doing well in class. We continue to get updates from the academy.

No tender update at this time.

The adopt a family went well. We had both families visit the station. They took a tour of the station, opened gifts and spent time with our fire family.

Shannon and I will be gone January 12-17. Daytime response will be taken care of by the membership.

We will be presenting the power point at all 3 municipalities in January. The 21st at Lowell Twp. The 22nd at the city and the 30th at Vergennes Twp.

We are continuing to work on the punch list provided by the DPW director regarding our station needs. Ceiling tiles are gradually being replaced.

Shannon, Corey and I are reviewing all reports.

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 1/2/2019 4:29:04 PM



Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	55
USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	55
USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	55
USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	55
USER-DEFINED FIELD: Hand Tools Used (Required)	
0	48
1 foam extinguisher, 1 halagon	1
2	1
4 gas meters	1
CO detectors	1
gas meter	1
TIC	1
TIC, Socket Set, Little Giant Ladder	1
USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	55
USER-DEFINED FIELD: Water used (gal) (Required)	
0	55

USER-DEFINED FIELD: LUCAS (Required)	
NO	54
Yes	1

Lowell Area Fire Dept.

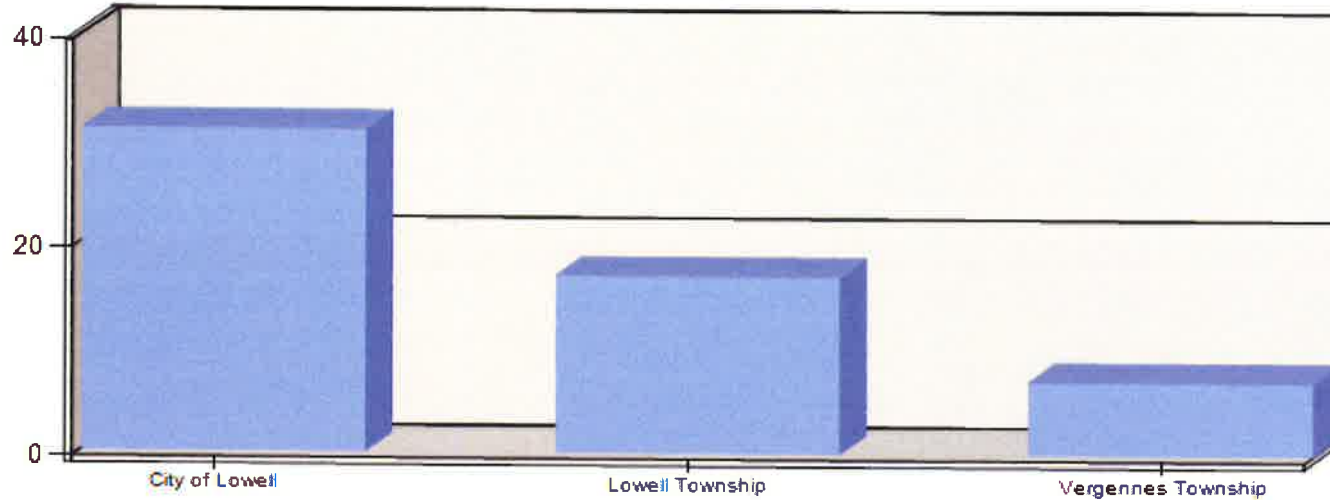
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018



ZONE	# INCIDENTS
City of Lowell - City	31
Lowell Township - Lowell Township	17
Vergennes Township - Vergennes Township	7

TOTAL: 55

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/2/2019 4:30:11 PM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	31	34:36
Lowell Township - Lowell Township	17	18:05
Vergennes Township - Vergennes Township	7	17:04
TOTAL	55	69:45

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,009,573.45	1,706,199.89	36,192.98	303,373.56	84.90
STATE	STATE GRANTS	439,153.00	142,481.58	68,601.00	296,671.42	32.44
LICPER	LICENSES AND PERMITS	43,600.00	21,680.94	100.00	21,919.06	49.73
CHARGES	CHARGES FOR SERVICES	325,156.00	37,819.73	2,282.00	287,336.27	11.63
INT	INTEREST AND RENTS	4,850.00	2,187.22	0.00	2,662.78	45.10
OTHER	OTHER REVENUE	15,500.00	7,200.99	2,345.85	8,299.01	46.46
TRANSIN	TRANSFERS IN	151,273.00	0.00	0.00	151,273.00	0.00
FINES	FINES AND FORFEITURES	5,500.00	9,713.15	784.40	(4,213.15)	176.60
LOCAL	LOCAL CONTRIBUTIONS	10,510.00	8,205.76	0.00	2,304.24	78.08
TOTAL REVENUES		3,005,115.45	1,935,489.26	110,306.23	1,069,626.19	64.41
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	21,659.00	14,188.71	7,603.75	7,470.29	65.51
172	MANAGER	125,197.22	63,380.18	15,822.01	61,817.04	50.62
191	ELECTIONS	14,860.00	5,876.50	356.18	8,983.50	39.55
209	ASSESSOR	54,900.00	23,666.12	4,114.94	31,233.88	43.11
210	ATTORNEY	45,000.00	23,256.21	7,191.40	21,743.79	51.68
215	CLERK	129,383.95	57,683.36	6,411.92	71,700.59	44.58
253	TREASURER	213,323.66	90,086.25	12,771.87	123,237.41	42.23
265	CITY HALL	150,925.36	74,643.95	9,486.82	76,281.41	49.46
276	CEMETERY	123,889.57	69,887.46	8,373.28	54,002.11	56.41
294	UNALLOCATED MISCELLANEOUS	5,000.00	108,765.65	250.00	(103,765.65)	2,175.31
301	POLICE DEPARTMENT	736,428.68	344,049.00	57,097.59	392,379.68	46.72
305	CODE ENFORCEMENT	87,900.26	42,277.18	6,832.51	45,623.08	48.10
336	FIRE	125,060.00	60,325.93	84.96	64,734.07	48.24
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	65,511.95	37,948.41	5,314.93	27,563.54	57.93
426	EMERGENCY MANAGEMENT	0.00	2,511.90	0.00	(2,511.90)	100.00
441	DEPARTMENT OF PUBLIC WORKS	295,771.47	112,108.74	15,624.79	183,662.73	37.90
442	SIDEWALK	3,909.01	1,135.97	73.37	2,773.04	29.06
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	19,807.05	9,171.82	1,513.96	10,635.23	46.31
747	CHAMBER/RIVERWALK	6,500.00	1,258.85	406.28	5,241.15	19.37
751	PARKS	158,142.04	69,489.82	4,657.07	88,652.22	43.94
757	SHOWBOAT	7,600.00	207.06	47.94	7,392.94	2.72
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	0.00	2,000.00	0.00	(2,000.00)	100.00
790	LIBRARY	82,229.06	31,105.73	4,162.44	51,123.33	37.83
803	HISTORICAL DISTRICT COMMISSION	0.00	30.00	0.00	(30.00)	100.00
804	MUSEUM	53,825.50	33,854.95	1,218.86	19,970.55	62.90
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	447,546.00	0.00	0.00	447,546.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,974,369.78	1,278,909.75	169,416.87	1,695,460.03	43.00
TOTAL REVENUES		3,005,115.45	1,935,489.26	110,306.23	1,069,626.19	64.41
TOTAL EXPENDITURES		2,974,369.78	1,278,909.75	169,416.87	1,695,460.03	43.00
NET OF REVENUES & EXPENDITURES		30,745.67	656,579.51	(59,110.64)	(625,833.84)	2,135.52

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	500.00	268.61	0.00	231.39	53.72
OTHER	OTHER REVENUE	272,500.00	136,236.09	27,355.47	136,263.91	49.99
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		273,000.00	136,504.70	27,355.47	136,495.30	50.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	98,900.00	0.00	0.00	98,900.00	0.00
463	MAINTENANCE	55,606.19	7,066.17	1,313.49	48,540.02	12.71
474	TRAFFIC	8,831.53	3,639.85	49.09	5,191.68	41.21
478	WINTER MAINTENANCE	48,020.51	10,470.66	4,368.94	37,549.85	21.80
483	ADMINISTRATION	15,444.00	776.50	0.00	14,667.50	5.03
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		226,802.23	21,953.18	5,731.52	204,849.05	9.68
TOTAL REVENUES		273,000.00	136,504.70	27,355.47	136,495.30	50.00
TOTAL EXPENDITURES		226,802.23	21,953.18	5,731.52	204,849.05	9.68
NET OF REVENUES & EXPENDITURES		46,197.77	114,551.52	21,623.95	(68,353.75)	247.96

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	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	150.10	0.00	(150.10)	100.00
OTHER	OTHER REVENUE	102,000.00	59,023.87	10,438.34	42,976.13	57.87
TRANSIN	TRANSFERS IN	100,000.00	0.00	0.00	100,000.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		202,000.00	59,173.97	10,438.34	142,826.03	29.29
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	16,250.00	638.00	0.00	15,612.00	3.93
463	MAINTENANCE	72,087.93	31,812.71	3,578.03	40,275.22	44.13
474	TRAFFIC	11,569.60	3,165.30	293.78	8,404.30	27.36
478	WINTER MAINTENANCE	69,064.27	16,705.06	6,566.60	52,359.21	24.19
483	ADMINISTRATION	19,162.00	776.50	0.00	18,385.50	4.05
906	DEBT SERVICE	26,587.00	26,587.50	531.25	(0.50)	100.00
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		214,720.80	79,685.07	10,969.66	135,035.73	37.11
TOTAL REVENUES		202,000.00	59,173.97	10,438.34	142,826.03	29.29
TOTAL EXPENDITURES		214,720.80	79,685.07	10,969.66	135,035.73	37.11
NET OF REVENUES & EXPENDITURES		(12,720.80)	(20,511.10)	(531.32)	7,790.30	161.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	100.00	12.21	0.00	87.79	12.21
OTHER	OTHER REVENUE	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		50,100.00	12.21	0.00	50,087.79	0.02
Expenditures						
000		50,000.00	6,623.00	0.00	43,377.00	13.25
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	6,623.00	0.00	43,377.00	13.25
TOTAL REVENUES		50,100.00	12.21	0.00	50,087.79	0.02
TOTAL EXPENDITURES		50,000.00	6,623.00	0.00	43,377.00	13.25
NET OF REVENUES & EXPENDITURES		100.00	(6,610.79)	0.00	6,710.79	6,610.79

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	520,000.00	470,273.08	12,000.00	49,726.92	90.44
STATE	STATE GRANTS	8,000.00	0.00	0.00	8,000.00	0.00
INT	INTEREST AND RENTS	1,000.00	595.63	0.00	404.37	59.56
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		529,000.00	470,868.71	12,000.00	58,131.29	89.01
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	86,000.00	0.00	0.00	86,000.00	0.00
463	MAINTENANCE	96,131.34	52,139.26	4,337.83	43,992.08	54.24
483	ADMINISTRATION	34,104.69	8,192.86	1,356.10	25,911.83	24.02
740	COMMUNITY PROMOTIONS	105,000.00	53,596.16	18.90	51,403.84	51.04
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	168,613.00	0.00	0.00	168,613.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		489,849.03	113,928.28	5,712.83	375,920.75	23.26
TOTAL REVENUES		529,000.00	470,868.71	12,000.00	58,131.29	89.01
TOTAL EXPENDITURES		489,849.03	113,928.28	5,712.83	375,920.75	23.26
NET OF REVENUES & EXPENDITURES		39,150.97	356,940.43	6,287.17	(317,789.46)	911.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	500,000.00	0.00	0.00	500,000.00	0.00
INT	INTEREST AND RENTS	1,000.00	1,539.67	0.00	(539.67)	153.97
OTHER	OTHER REVENUE	4,000.00	17,500.00	0.00	(13,500.00)	437.50
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
TOTAL REVENUES		505,000.00	19,039.67	0.00	485,960.33	3.77
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	0.00	0.00	0.00	0.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	4,000.00	0.00	0.00	4,000.00	0.00
474	TRAFFIC	0.00	4,135.20	0.00	(4,135.20)	100.00
751	PARKS	500,000.00	4,643.90	1,369.00	495,356.10	0.93
758	DOG PARK	1,000.00	319.97	12.18	680.03	32.00
759	COMMUNITY GARDEN	0.00	0.00	0.00	0.00	0.00
790	LIBRARY	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		505,000.00	9,099.07	1,381.18	495,900.93	1.80
TOTAL REVENUES		505,000.00	19,039.67	0.00	485,960.33	3.77
TOTAL EXPENDITURES		505,000.00	9,099.07	1,381.18	495,900.93	1.80
NET OF REVENUES & EXPENDITURES		0.00	9,940.60	(1,381.18)	(9,940.60)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	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	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	0.00	58,772.51	0.00	(58,772.51)	100.00
TOTAL EXPENDITURES		0.00	58,772.51	0.00	(58,772.51)	100.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	58,772.51	0.00	(58,772.51)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(58,772.51)	0.00	58,772.51	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	12,216.00	9,003.02	613.21	3,212.98	73.70
INT	INTEREST AND RENTS	56,850.00	13,460.13	3,210.00	43,389.87	23.68
OTHER	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		70,066.00	22,463.15	3,823.21	47,602.85	32.06
Expenditures						
000		83,000.00	19,005.96	758.85	63,994.04	22.90
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		83,000.00	19,005.96	758.85	63,994.04	22.90
TOTAL REVENUES		70,066.00	22,463.15	3,823.21	47,602.85	32.06
TOTAL EXPENDITURES		83,000.00	19,005.96	758.85	63,994.04	22.90
NET OF REVENUES & EXPENDITURES		(12,934.00)	3,457.19	3,064.36	(16,391.19)	26.73

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	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	1,066,100.00	468,668.43	81,219.93	597,431.57	43.96
INT	INTEREST AND RENTS	7,000.00	1,466.92	0.00	5,533.08	20.96
OTHER	OTHER REVENUE	500.00	437.53	179.24	62.47	87.51
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		1,073,600.00	470,572.88	81,399.17	603,027.12	43.83
Expenditures						
000		0.00	2,500.00	0.00	(2,500.00)	100.00
550	TREATMENT	1,036,972.50	492,375.64	52,499.54	544,596.86	47.48
551	COLLECTION	244,588.47	183,062.09	4,152.58	61,526.38	74.84
552	CUSTOMER ACCOUNTS	80,345.15	28,079.61	4,639.84	52,265.54	34.95
553	ADMINISTRATION	315,341.50	120,674.63	2,773.50	194,666.87	38.27
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,677,247.62	826,691.97	64,065.46	850,555.65	49.29
TOTAL REVENUES		1,073,600.00	470,572.88	81,399.17	603,027.12	43.83
TOTAL EXPENDITURES		1,677,247.62	826,691.97	64,065.46	850,555.65	49.29
NET OF REVENUES & EXPENDITURES		(603,647.62)	(356,119.09)	17,333.71	(247,528.53)	58.99

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,093,700.00	561,078.66	83,758.54	532,621.34	51.30
INT	INTEREST AND RENTS	13,540.00	3,912.62	440.00	9,627.38	28.90
OTHER	OTHER REVENUE	5,000.00	6,421.94	229.25	(1,421.94)	128.44
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,112,240.00	571,413.22	84,427.79	540,826.78	51.37
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	442,575.85	181,934.41	19,639.93	260,641.44	41.11
571	DISTRIBUTION	312,462.27	294,191.63	40,665.96	18,270.64	94.15
572	CUSTOMER ACCOUNTS	86,013.15	28,022.87	4,639.86	57,990.28	32.58
573	ADMINISTRATION	449,641.50	54,913.57	911.25	394,727.93	12.21
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		1,290,692.77	559,062.48	65,857.00	731,630.29	43.31
TOTAL REVENUES		1,112,240.00	571,413.22	84,427.79	540,826.78	51.37
TOTAL EXPENDITURES		1,290,692.77	559,062.48	65,857.00	731,630.29	43.31
NET OF REVENUES & EXPENDITURES		(178,452.77)	12,350.74	18,570.79	(190,803.51)	6.92

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	80,274.00	11.50	0.00	80,262.50	0.01
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		80,274.00	11.50	0.00	80,262.50	0.01
Expenditures						
000		84,940.00	28,347.80	1,435.04	56,592.20	33.37
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		84,940.00	28,347.80	1,435.04	56,592.20	33.37
TOTAL REVENUES		80,274.00	11.50	0.00	80,262.50	0.01
TOTAL EXPENDITURES		84,940.00	28,347.80	1,435.04	56,592.20	33.37
NET OF REVENUES & EXPENDITURES		(4,666.00)	(28,336.30)	(1,435.04)	23,670.30	607.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	172,350.00	88,294.20	12,683.72	84,055.80	51.23
INT	INTEREST AND RENTS	150.00	90.66	0.00	59.34	60.44
OTHER	OTHER REVENUE	500.00	35.83	0.00	464.17	7.17
TRANSIN	TRANSFERS IN	62,340.00	0.00	0.00	62,340.00	0.00
TOTAL REVENUES		235,340.00	88,420.69	12,683.72	146,919.31	37.57
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	366,124.05	84,927.40	16,118.46	281,196.65	23.20
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		366,124.05	84,927.40	16,118.46	281,196.65	23.20
TOTAL REVENUES		235,340.00	88,420.69	12,683.72	146,919.31	37.57
TOTAL EXPENDITURES		366,124.05	84,927.40	16,118.46	281,196.65	23.20
NET OF REVENUES & EXPENDITURES		(130,784.05)	3,493.29	(3,434.74)	(134,277.34)	2.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	9,000.00	1,750.00	(9,000.00)	100.00
INT	INTEREST AND RENTS	0.00	849.92	0.00	(849.92)	100.00
TOTAL REVENUES		0.00	9,849.92	1,750.00	(9,849.92)	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	9,849.92	1,750.00	(9,849.92)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	9,849.92	1,750.00	(9,849.92)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	4,000.00	504.59	0.00	3,495.41	12.61
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		4,000.00	504.59	0.00	3,495.41	12.61
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	504.59	0.00	3,495.41	12.61
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	504.59	0.00	(504.59)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	18,000.00	230.21	145.98	17,769.79	1.28
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		18,000.00	230.21	145.98	17,769.79	1.28
Expenditures						
000		18,000.00	0.00	0.00	18,000.00	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		18,000.00	0.00	0.00	18,000.00	0.00
TOTAL REVENUES		18,000.00	230.21	145.98	17,769.79	1.28
TOTAL EXPENDITURES		18,000.00	0.00	0.00	18,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	230.21	145.98	(230.21)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	17.96	0.00	(17.96)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	17.96	0.00	(17.96)	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	17.96	0.00	(17.96)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	17.96	0.00	(17.96)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
INT	INTEREST AND RENTS	0.00	62.88	0.00	(62.88)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	62.88	0.00	(62.88)	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	62.88	0.00	(62.88)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	62.88	0.00	(62.88)	100.00
TOTAL REVENUES - ALL FUNDS		7,157,735.45	3,784,635.52	344,329.91	3,373,099.93	52.87
TOTAL EXPENDITURES - ALL FUNDS		7,984,746.28	3,087,006.47	341,446.87	4,897,739.81	38.66
NET OF REVENUES & EXPENDITURES		(827,010.83)	697,629.05	2,883.04	(1,524,639.88)	84.36

Annual Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

Calendar Year 2018





January 17, 2019

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 2018 Annual Summary Report for the City's Wastewater Treatment Plant. Plant performance has been very good. All NPDES permit limits were met for the entire year.

HIGHLIGHTS

Several noteworthy events occurred in 2018. In July we celebrated the 29th anniversary of Suez running the plant, as well as it being my 8th year at the plant. The end of March saw the retirement of Mark Mundt, and the end of a 30 year career operating the wastewater plant.

Historic flooding affect Lowell again this spring, the plant treated from 2 to as high as 4 million gallons per day for approximately 2 weeks. Mark Mundt and I utilized a boat to reach the plant for 2 days before switching to the city front end loader for 2 more days.

Late summer the rehabilitation project on the West Oxidation Ditch was completed, on time and under budget.

PLANT PERFORMANCE

Approximately 480 million gallons of wastewater was treated. This is down from last year's total of 506 million gallons. The average daily flow was 1.31 million gallons. This is down from last year's average daily flow of 1.39 million gallons. In February we had historic flooding with-in the city, you will see evidence of that in March on the graph of the 2018 annual flow. No operation problems were experienced from this event. Appendix A contains a graph showing the daily flows for the year. Another graph showing the average daily flows from 1990 through 2018 is also included in the appendix.

Contained within the 480 million gallons of wastewater was 445,849 pounds of organic material. The treatment process removed 96.3% of this material, up from 96.2% the previous year. This is an excellent removal rate and is far above what is required in the discharge permit.

This year over 5.75 million gallons of Waste Activated Sludge were thickened down to a volume of approximately 750,000 gallons of biosolids using the Rotating Drum Thickener. These biosolids were applied to local agricultural fields as outlined in our Biosolids Management Plan. Biosolids applied to farmland act as both a nutrient source for the crops and as a soil conditioner. The farmers participating in this program see a great benefit from these biosolids. As a result our list of participating sites grew again this past year.

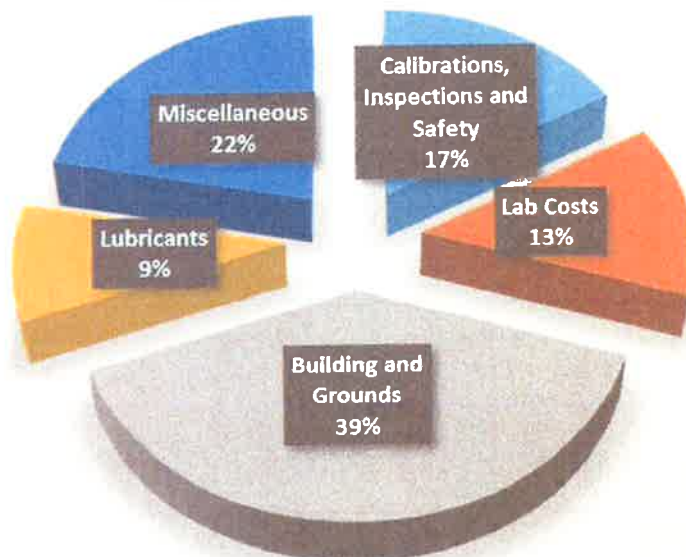
MAINTENANCE BUDGET

Maintenance activities paid for directly by Suez and costing more than \$1500 were as follows:

- Building & Grounds- Includes replacing a ferrous chloride transfer pump, building painting, lawn mower repair and service, fertilizer, chemical room unit heater repair, wiring termination for storage tank mixer, sprinkler parts, replacing the light bulbs in the lab and offices with LED's, replacing furnace filters, etc.
- Lab Costs- Includes purchasing new chlorine, pH, and ammonia probes, replacing the heating element on the autoclave, and replacing bearings in the drying oven.
- Calibrations, Inspections and Safety- Includes annual calibrations of the flow meters and lab balances, safety inspections on the hoists, the arc flash gloves and fire extinguishers as well as inspecting the biosolids storage tank.
- Miscellaneous Costs (<\$700)- Includes parts for various maintenance activities including; bearings, plumbing fittings, filters, lubricants, spare parts, new tools, electrical parts, fasteners, belts, etc.

Over \$2,100 worth of miscellaneous maintenance purchases from local businesses including: Bernard's Ace Hardware, Self-Serve Lumber, Tractor Supply, Showboat Automotive, Betten Baker, and Canfield Plumbing and Heating.

2018 MAINTENANCE COSTS



CITY BUDGET ITEMS



Maintenance related expenses paid for directly from the City's wastewater budget were as follows: rehabilitate the west oxidation ditch, install new roof on the cold storage building, rebuild mixer for storage tank, and replace a flow meter.

STAFF UPDATE

Cody Chambers was hired the end of February to replace my position as I stepped up to Superintendent when Mark Mundt retired. He has now been at the plant for over 10 months and has proven to be a positive asset to our operation. He enjoys being able to work in his "home town."

Sjana Gordon continues as our part time/weekend employee. As such she does lab work, equipment checks, meter readings and housekeeping activities.

INDUSTRIAL PRETREATMENT PROGRAM

For 2018 the only permitted industrial users were Fullers Septic and Litehouse Inc. Fullers Septic was issued a discharge permit in 2012 for their onsite septic waste treatment system. The treatment system came online in 2013 and has been operating very well ever since. They were issued a new 5 year discharge permit that began in 2016. They were in compliance with their discharge permit for 2018 and no operational problems were experienced at the plant as a result of their discharge.

In September Litehouse Inc. was issued a permit to discharge wastewater to the City wastewater plant. In August they requested an increase to the Biochemical Oxygen Demand (BOD) limit. I worked with the city attorney Dick Wendt and the Michigan Department of Environmental Quality (MDEQ) to amend the City Sewer Use Ordinance to allow Litehouse to discharge BOD at a level above the current ordinance limit. To this date they have not started discharging to the wastewater plant.

REGULATORY

Inspections by the MDEQ last year included the annual audit of our Industrial Pretreatment Program, Residuals Management Program, a lab inspection and an operational inspection. Some minor adjustments to laboratory procedures were implemented as a result of the inspection. No significant issues were detected during these inspections.

The new NPDES permit was received in 2015. Contained within the permit is a new requirement for us to develop an Asset Management Plan requirement. In 2015 the City began working with Prien and Newhoff to help put the plan together and to apply for a grant to help with this effort. The City was notified in the fall of 2016 that they had been one of the communities selected to receive a SAW grant. Work on this is ongoing.

In the spring of 2018 the MDEQ implemented an initiative to address issues with Per- and Polyfluoroalkyl Substances (PFAS). This is a chemical that had been used in many different industries across the state. The state required all wastewater treatment facilities to survey the industries within their jurisdiction. Having only one active industrial user the DEQ has determined that Lowell has satisfied the requirements of the PFAS initiative and no further action is required.



MERCURY MONITORING

Monitoring for Mercury continued this past year. Analysis still indicates that we have very low levels (parts per trillion) of mercury entering and leaving the plant. Effluent levels are well within the limit in the permit.

For 2018, testing for Mercury in the collection system continued as well. Unfortunately this did not produce any revelations. In 2008 we began using a different analytical technique on the collection system samples. This technique allows us to look for mercury at much lower concentrations than the old technique. Although we can see the presence of mercury in the collection system, we continue to not have much luck identifying the source(s).

COMMUNITY INVOLVEMENT

Community involvement is part of the Suez philosophy. This past year we were a sponsor for the Sizzlin' Summer Concert Series, sponsored a hole and participated in the Chamber of Commerce Golf Outing. We also had a booth at the Community Expo.

We continued our memberships with the Chamber of Commerce where I am a Chamber Ambassador. With Marks retirement we will be transitioning Cody into the Lowell Rotary Club representative for Suez.

CONCLUSION

Suez and I have now operated the Lowell Wastewater Plant for over 8 years. The facility continues to be one of which we can all be proud. Operating and maintaining the plant continues to challenge and reward plant staff on a daily basis. Cooperation between other City departments and ours continues to be the norm. Combined, this is the type of work environment that makes us all look forward to coming to work every day.

The purpose of this report was to give a brief overview of the operation and maintenance of the City's Wastewater Treatment Plant. If you or any of the Council members would like additional information about any items contained in this report do not hesitate to contact me at your convenience.

Respectfully Submitted,

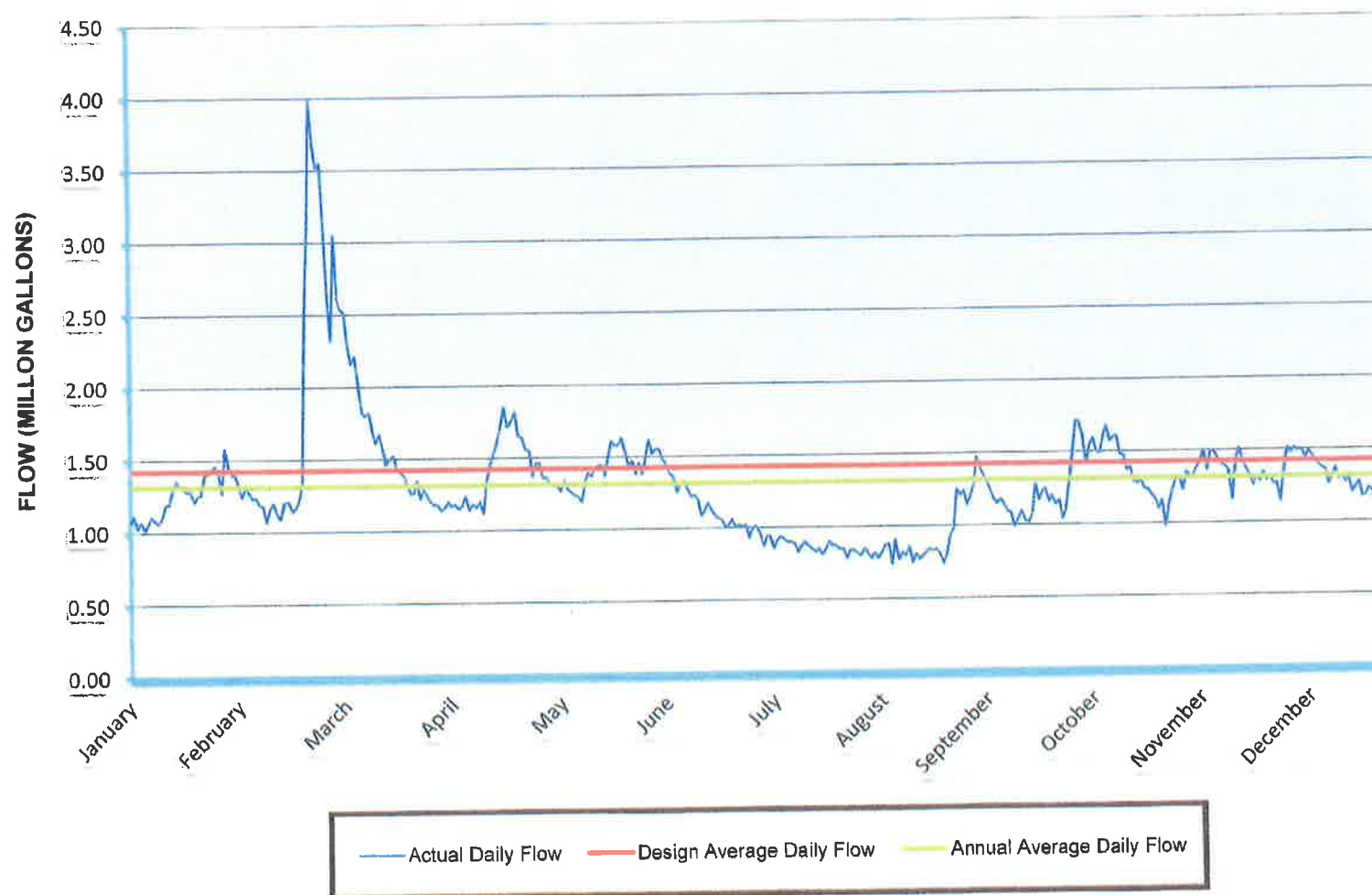
A handwritten signature in blue ink, appearing to read "B. Vander Meulen".

Brian Vander Meulen
Plant Manager

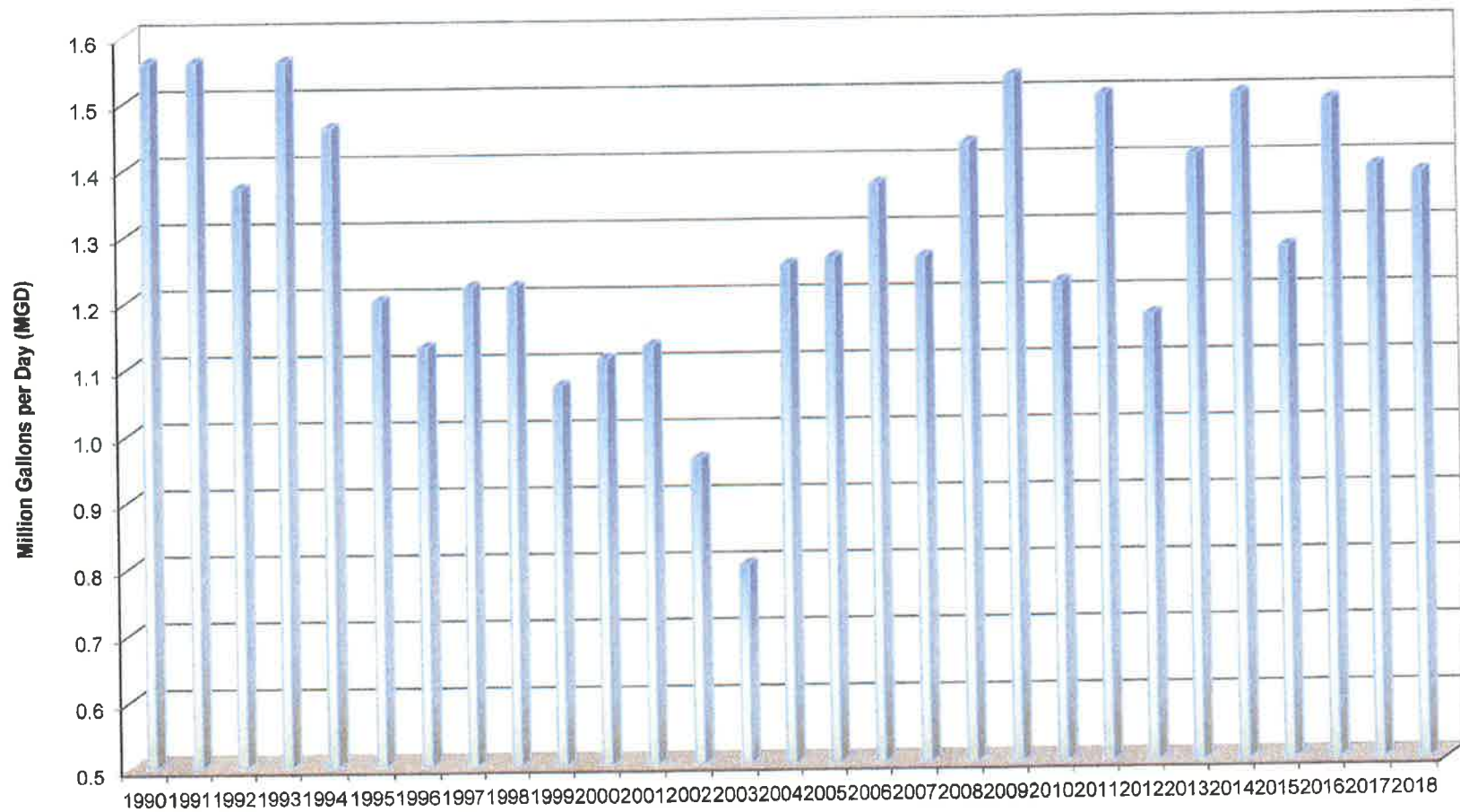
Appendix A



2018 DAILY FLOWS



HISTORIC PLANT FLOWS (1990-2018)



○ Average Daily Flow for the Year

Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

December 2018





January 17, 2019

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 December Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 41.17 million gallons of wastewater were treated, up from 40.46 million gallons the month before.

All NPDES Permit requirements were satisfied. Copies of the Monthly Operating Reports for December 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 December surcharges were \$8.15. No operational problems were experienced at the plant from this discharge.

Litehouse Inc. was issued a discharge permit in September 2018, we have received no discharge from them.

MAINTENANCE COST REPORT

Date	Vendor	Cost
12/3	Ace Hardware (1)	\$ 11.70
12/7	Showboat Automotive (2)	27.95
12/10	TTI Inc. (3)	102.61
12/11	Amazon.com (4)	275.36
12/13	Amazon.com (5)	159.09
12/17	Fire Pro's (6)	380.75
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY 17-18)*		\$ 12,225.88*
Maintenance Allowance Spent YTD		\$ 6,226.63
Balance of Maintenance Allowance		\$ 5,999.25

*The maintenance spending for FY 17-18 was under the annual allotment by \$225.88. That amount will be added to the beginning balance on July 1st. That makes the beginning balance \$12,225.88

(\$12,000+225.88).

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

- Purchased misc. PVC fittings for stock (1)
- Replaced windshield wiper blades on plant truck (2)
- Replaced fuses on multiple flow meters, purchased extra for stock (3)
- Replaced electrical breaker handle for rotor aerator (4)
- Replaced belts on rotor aerator (5)
- Conducted annual inspection on fire extinguishers (6)

PROJECTS FOR THE FUTURE

- Continue painting projects
- Conduct annual crane & hoist inspections
- Replace batteries for stationary generator
- Replace laboratory chlorine meter

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

DECEMBER EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 5 mg/l, 80% under the NPDES limit of 25 mg/l. The worst 7-day average was 6 mg/l, 85% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 3.8 mg/l, 87% under the NPDES limit of 30 mg/l. The worst 7-day average was 4.9 mg/l, 89% under the NPDES limit of 45 mg/l.

The monthly average for Phosphorus was 0.49 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 96%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 94 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 216 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.031 mg/l; the limit is 0.038 mg/l. The monthly average was 0.021 mg/l.

Appendix A



State of Michigan
Department of Environmental Quality

Plant Influent Sheet

Lowell, Michigan

R4607 4/74
4833-6040

Plant No. Month Year
410049 December 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	

DAY PN SF	WEATHER		FLOW		RAW SEWAGE QUALITY											DAY PN SF
	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	BOD		SS		Total-P		VSS mg/l	NH3-N mg/l	Mercury ng/l	
	0033	0045	50050	50051	00011	00400	00310	85001	00530	85002	00665	85004	00535	00610	71900	
1	3489	0.41	1.36	1.60												1
2	347	0.19	1.51	1.60												2
3	27	0.00	1.48	1.70	58	7.5	100	1234	80	987			64			3
4	357	0.00	1.51	1.80												4
5	357	0.03	1.49	1.90												5
6	257	0.00	1.50	2.00	57	7.3	227	2840	132	1651	3.3	41.3	114	10.4		6
7	3578	0.02	1.44	1.90	57	7.5	112	1345	78	937			76			7
8	278	0.00	1.49	1.80												8
9	27	0.00	1.46	1.70												9
10	27	0.00	1.42	1.80	58	7.4	104	1232	70	829			62			10
11	37	0.00	1.39	1.70												11
12	247	0.00	1.37	1.70	58	7.5	106	1211	80	914	1.9	21.7	74	9.0		12
13	247	0.32	1.46	1.70												13
14	279	0.00	1.26	1.60	58	7.4	111	1166	88	925			80			14
15	27	0.00	1.31	1.70												15
16	27	0.00	1.37	1.60												16
17	17	0.00	1.29	1.70	59	7.3	150	1614	144	1549			128			17
18	27	0.00	1.31	1.70												18
19	247	0.05	1.27	1.60	58	7.4	145	1536	110	1165	2.2	23.3	90	10.5		19
20	247	0.09	1.30	1.60												20
21	3578	0.00	1.20	1.60	58	7.4	108	1081	88	881			28			21
22	378	0.00	1.24	1.60												22
23	357	0.03	1.27	1.50												23
24	378	0.00	1.17	1.60	58	7.3	86	839	48	468			44			24
25	357	0.02	1.18	1.50												25
26	167	0.00	1.23	1.60	58	7.2	132	1354	124	1272	1.9	19.5	122	8.9		26
27	24	0.17	1.20	1.60												27
28	3578	0.02	1.16	1.50	58	7.5	132	1277	116	1122			94			28
29	258	0.03	1.19	1.60												29
30	27	0.00	1.22	1.50												30
31	348	0.85	1.22	2.00	55	7.2	79	804	46	468			42			31
TL	XXXX	2.23	41.17	XXXX	XXXX	XXXX	XXXX	41809	XXXX	31403	XXXX	820	XXXX	XXXX	XXXX	TL
ME	XXXX	XXXX	1.33	XXXX	58	7.4	122	1349	93	1013	2.3	26.4	82	9.7	XXXX	ME
MAX	XXXX	0.85	1.51	2.00	59	7.5	227	2840	144	1651	3.3	41.3	128	10.5	XXXX	MAX
MIN	XXXX	XXXX	1.16	1.50	55	7.2	79	804	46	468	1.9	19.5	42	8.9	XXXX	MIN

Activated Sludge Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

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

Plant No. 410049 Month December Year 2018

Superintendent's Signature _____
Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code 80889	D A Y P N S F	REMARKS
D A Y P N S F	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			
1	96	12.7											0.0	4	1	
2		11.4											0.0		2	
3		11.6	23.3	0.07	3826	2935	34	1.13	3.9	89	0.73	0.55	55.9		3	
4		11.4											17.0		4	
5		11.6											0.0		5	
6		11.5	9.8	0.22	2704	2108	24	1.13	4.7	89	0.57	0.44	0.0		6	
7		12.0	19.9	0.09	3413	2398	26	1.20	4.3	84	0.64	0.49	0.0		7	
8		11.6											0.0		8	
9		11.8											0.0		9	
10		12.1	24.7	0.08	3413	2593	25	1.37	1.4	73	0.55	0.42	0.0		10	
11		12.4											0.0		11	
12		12.6	24.9	0.07	3804	2921	30	1.27	3.8	79	0.78	0.60	0.0		12	
13		12.7											9.6		13	
14		13.7	24.6	0.07	3792	2924	30	1.26	2.9	79	0.82	0.63	0.0		14	
15		13.2											0.0		15	
16		12.6											0.0		16	
17		13.4	15.8	0.09	4078	3081	34	1.20	3.7	83	0.79	0.60	59.6		17	
18		13.2											17.8		18	
19		13.6	15.8	0.11	4071	2318	21	1.46	4.7	68	0.45	0.34	0.0		19	
20		13.3											2.1		20	
21		14.4	24.3	0.07	3568	2711	25	1.43	3.6	70	0.56	0.43	16.8		21	
22		13.9											0.0		22	
23		13.6											6.3		23	
24		14.7	40.2	0.06	3144	2346	25	1.26	5.9	80	0.47	0.35	8.9		24	
25		14.6											0.0		25	
26		14.0	15.8	0.09	3353	2505	25	1.34	5.5	75	0.45	0.34	0.0		26	
27		14.4											0.0		27	
28		14.9	20.6	0.07	3857	2914	26	1.48	4.4	67	0.68	0.51	0.0		28	
29		14.5											0.0		29	
30		14.1											0.0		30	
31		14.1	49.3	0.05	3850	2848	31	1.24	5.0	81	0.62	0.46	11.9		31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	205.9	XXXX	TL	
ME	96	13.1	23.7	0.09	3506	2662	27	1.29	4.1	78	0.62	0.47	6.6	XXXX	ME	
MAX	XXXX	14.9	49.3	0.22	4078	3081	34	1.48	5.9	89	0.82	0.63	59.6	XXXX	MAX	
MIN	XXXX	11.4	9.8	0.05	2704	2108	21	1.13	1.4	67	0.45	0.34	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. 410049 Month December Year 2018 Sampling Point Code 001

Superintendent's Signature _____
Brian Vander Meulen, Supt.

R 4610 4/74
4833-5468

DAY PN SF	CBOD			SS			Total - P			VSS	pH	DO	F.Coli	NH3	Cl2	Mercury	DAY PN SF
	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	SU	mg/l	#/100ml	mg/l	mg/l	ng/l	
1	80082	85001	80091	00530	85002	81011	00665	85004	81012	00535	00400	00300	31616	00610	50060	71900	1
2																	2
3	6.0	74	94	4.6	57	94				3.3	7.3	10.7	300	0.014			3
4																	4
5																	5
6	5.0	63	98	1.9	24	99	0.40	5.00	88	1.8	7.3	10.6	172	0.03	0.009		6
7	7.0	84	91	0.9	11	99				0.8	7.3	11.4	194	0.009			7
8																	8
9																	9
10	4.0	47	96	2.7	32	96				2.0	7.3	10.5	42		0.021		10
11																	11
12	5.0	57	95	4.0	46	95	0.50	5.71	74	3.0	7.5	10.8	240	0.03	0.006		12
13																	13
14	4.0	42	96	3.8	40	96				3.4	7.2	10.8	89		0.030		14
15																	15
16																	16
17	3.0	32	98	3.4	37	98				2.4	7.3	10.7	46		0.029		17
18																	18
19	6.0	64	96	7.2	76	93	0.60	6.36	73	5.6	7.3	10.8	80	0.04	0.012		19
20																	20
21	3.0	30	97	4.2	42	95				3.8	7.3	10.8	77		0.031		21
22																	22
23																	23
24	5.0	49	94	2.2	21	95				2.0	7.3	11.0	60		0.030		24
25																	25
26	4.0	41	97	5.2	53	96	0.47	4.82	75	4.8	7.3	11.1	40	0.04	0.024		26
27																	27
28	5.0	48	96	6.0	58	95				3.8	7.3	10.4	96		0.031		28
29																	29
30																	30
31	5.0	51	94	3.4	35	93				3.2	7.6	10.8	77		0.030		31
TL	XXXX	1627	XXXX	XXXX	1267	XXXX	XXXX	169.7	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	TL
ME	4.8	52	96	3.8	41	96	0.49	5.47	77	3.1	7.3	10.8	94	0.04	0.021	XXXX	ME
WA	6.0	74	95	4.9	52	95	XXXX	XXXX	XXXX	3.9	7.4	10.7	216	0.04	0.028	XXXX	WA
MAX	7.0	84	98	7.2	76	99	0.60	6.36	88	5.6	7.6	11.4	300	0.04	0.031	XXXX	MAX
MIN	3.0	30	94	0.9	11	93	0.40	4.82	73	0.8	7.2	10.4	40	0.03	0.006	XXXX	MIN

Remarks: Fecal Coli for December are actually "Greater Than"
Cl2 Residuals for December are actually "Less Than"

Miscellaneous Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R 4607 4/74
4833-6040

Plant No. 410049 Month December Year 2018

Superintendent's Signature Brian Vander Meulen, Supt.

D A Y P N S F	Grit	Aux Fuel	Power Consumption	Chemicals Applied		
	CF	Nat. Gas CF	KWH	CL2 LBS	FeCL2 GAL	
		2	3			
1	1	12	1.6	4	35	
2	1	14	1.6	3	35	
3	1	28	1.6	5	35	
4	1	19	1.8	5	35	
5	1	23	1.3	5	30	
6	1	22	1.6	7	35	
7	1	21	1.6	8	35	
8	1	15	1.6	4	35	
9	1	17	1.4	6	35	
10	1	16	1.6	5	35	
11	1	26	1.6	6	35	
12	1	19	1.6	9	35	
13	1	15	1.4	8	30	
14	1	14	1.6	2	35	
15	1	8	1.4	10	30	
16	1	9	1.6	10	35	
17	1	19	1.6	7	35	
18	1	21	1.6	6	40	
19	1	21	1.6	7	30	
20	1	16	1.4	9	30	
21	1	15	1.4	1	35	
22	1	10	1.6	10	35	
23	1	15	1.6	10	35	
24	1	26	1.4	2	35	
25	1	21	1.4	8	35	
26	1	19	1.4	5	35	
27	1	15	1.6	5	35	
28	1	14	1.4	7	35	
29	1	12	1.4	5	35	
30	1	15	1.6	5	25	
31	1	26	1.4	6	35	
TL	31	543	47.4	190	1055	0
ME	1	18	1.5	6	34	0
MAX	1	28	1.8	10	40	0
MIN	1	8	1.4	1	25	0

Manpower						
Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires
Superintendent	1	0	189	0	0	0
Shift Operator	1	1	220	0	0	0
Total	2	1	418	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

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR
(SUBR GG)
F-FINAL
001 MUN.WASTE H20-FLAT RIVER

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

MONITORING PERIOD						
YEAR	MO	DAY		YEAR	MO	DAY
2018	12	01	FROM	2018	12	31
			TO			

*** 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 50050 1 0 0 EFFLUENT GROSS VALUE	SAMPLE MEASUREMENT	1.33	1.51	(03)	*****	*****	*****		-	7/7	RECORD FLOW
	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED 00530 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	41	52	(26)	*****	3.8	4.9	(19)	0	3/7	24 HR COMP
	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 80082 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	52	74	(26)	*****	5	6	(19)	0	3/7	24 HR COMP
	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) 00610 B 1 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*****	****	*****	*****	0.04	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P) 00665 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	5.5	6.36	(26)	*****	0.49	0.60	(19)	0	1/7	24 HR COMP
	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 50060 P 0 0 SEE COMMENTS BELOW	SAMPLE MEASUREMENT	*****	*****	****	*****	*****	0.031	(19)	0	3/7	GRAB
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	0.038 DAILY MAX	mg/L		WEEKDAYS	GRAB
MERCURY, TOTAL 71900 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*G		*****	*****	*G		0	1/90	GRAB
	PERMIT REQUIREMENT	*****	Report Max Monthly Avg	lbs/day	*****	*****	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER Brian Vander Meulen, Supt. TYPED OR PRINTED	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 properly 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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	PHONE NUMBER		DATE		
		(616)	897-8135	2019	1	10
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

EPA Form 3320-1 (Rev 3/99) Previous editions may be used.

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Page 1 of 2

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

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

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR
 (SUBR GG)
 F-FINAL
 001 MUN. WASTE H2O--FLAT RIVER

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

MONITORING PERIOD							
YEAR	MO	DAY	FROM	TO	YEAR	MO	DAY
2018	12	01			2018	12	31

*** 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			
MERCURY, TOTAL	SAMPLE MEASUREMENT	*****	0.000004		*****	*****	0.49		0	1/90	CALCTD
71900 X 0 0	PERMIT REQUIREMENT	*****	0.000036		*****	*****	3.0			QUARTERLY	CALCTD
PRIOR TO DISINFECT			12-Mo Rolling Avg	lbs/day			12-Mo Rolling Avg	ng/L			
COLIFORM, FECAL GENERAL	SAMPLE MEASUREMENT	*****	*****		*****	94	216		0	3/7	GRAB
74055 P 0 0	PERMIT REQUIREMENT	*****	*****	*****	*****	200	400			DAILY	GRAB
SEE COMMENTS BELOW						MONTHLY AVG	7 DAY AVG	mg/L			
BOD, 5-DAY PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		96	*****	94		0	1/30	CALCTD
81010 K 0 0	PERMIT REQUIREMENT	*****	*****	*****	85	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
PERCENT REMOVAL											
SOLIDS, SUSPENDED PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		96	*****	93		0	1/30	CALCTD
81011 K 0 0	PERMIT REQUIREMENT	*****	*****	*****	85	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
PERCENT REMOVAL											
pH	SAMPLE MEASUREMENT	*****	*****		7.2	*****	7.6		0	3/7	GRAB
00400 P 0 0	PERMIT REQUIREMENT	*****	*****	*****	6.5	*****	9.0			WEEKDAYS	GRAB
SEE COMMENTS BELOW											
OXYGEN, DISSOLVED (DO)	SAMPLE MEASUREMENT	*****	*****		10.4	*****	*****		0	3/7	GRAB
00300 P 0 0	PERMIT REQUIREMENT	*****	*****	*****	3.0	*****	*****			WEEKDAYS	GRAB
SEE COMMENTS BELOW											
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER		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 properly 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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				PHONE NUMBER		DATE			
Brian Vander Meulen, Supt.						(616) 897-8135		2019 1 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

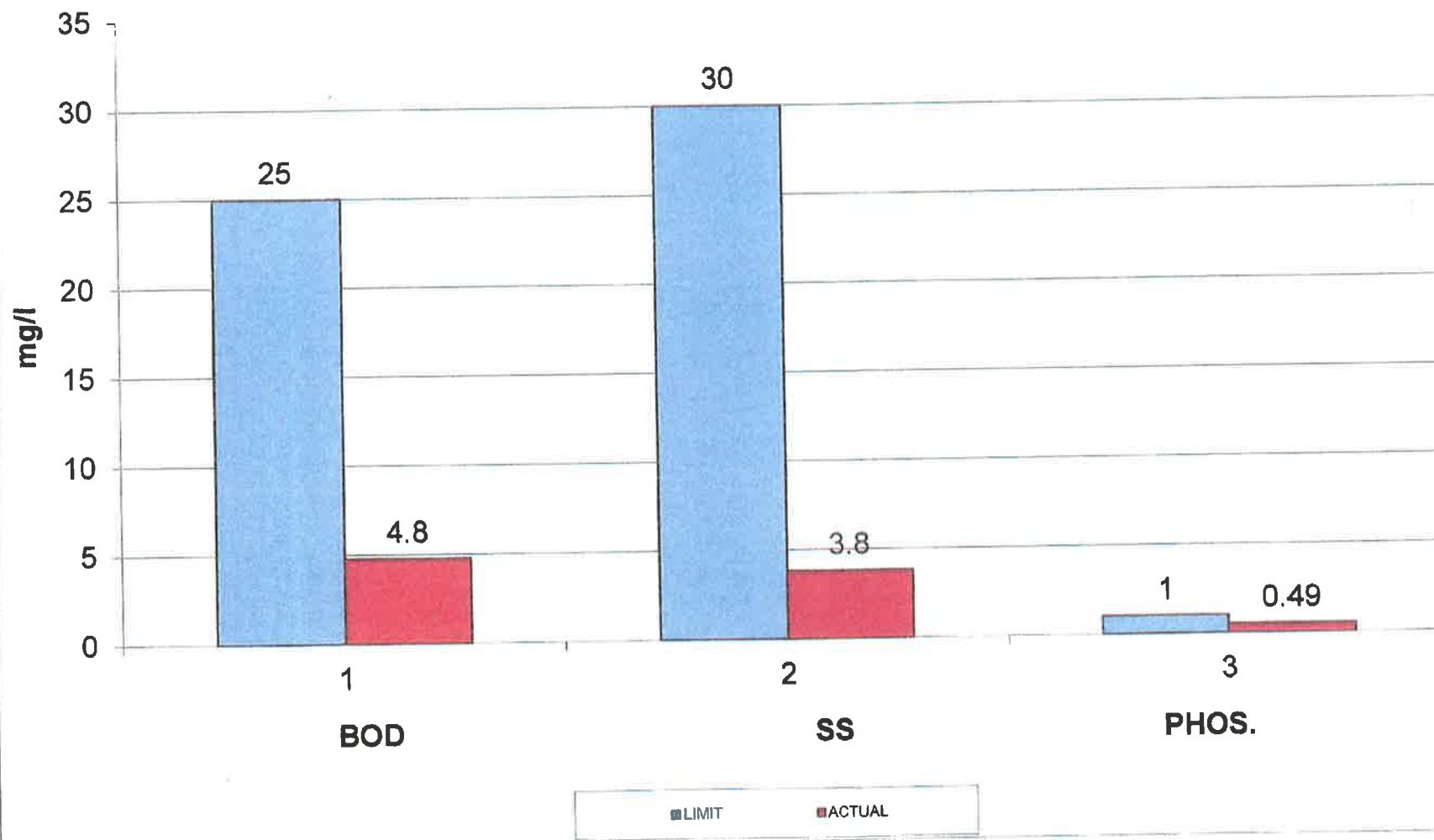
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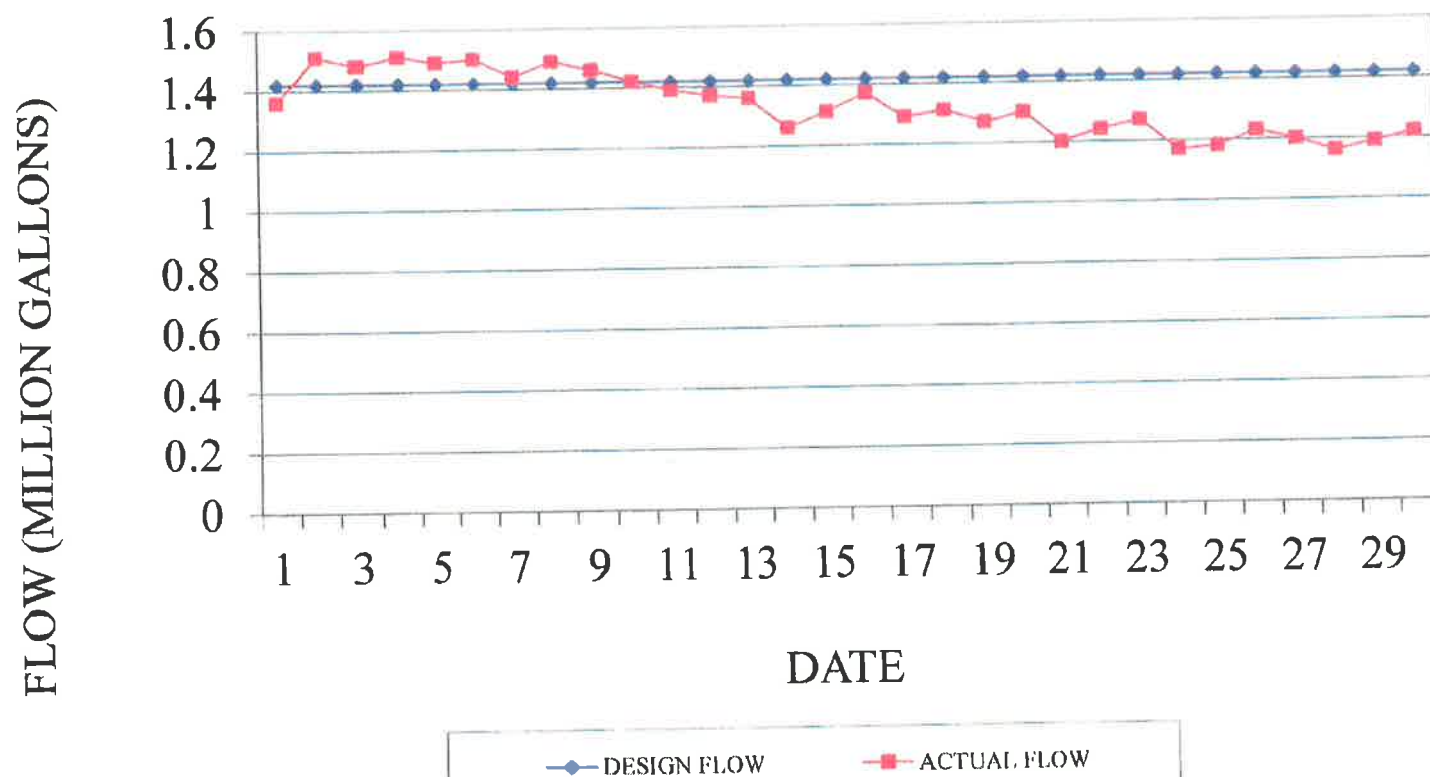
Appendix B



EFFLUENT LIMIT vs ACTUAL



DESIGN FLOW vs ACTUAL FLOW



APPOINTMENTS

Expires

Construction Board of Appeals

Vacancy (Dan DesJarden – Resigning)

01/01/2019

Downtown Development Authority

Vacancy (Mike Larkin – Resigning)

01/01/2019

Vacancy (Dean Lonick – Resigning)

01/01/2020

Vacancy (Cliff Yankovick – Council Appt)

01/01/2022

Downtown Historic District Commission

Vacancy (Brian McLane – Currently Serving)

01/01/2019