

CITY OF LOWELL  
CITY COUNCIL AGENDA  
TUESDAY, JULY 5, 2016, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PRECEDING REGULAR AND/OR SPECIAL MEETINGS
  - a. June 20, 2016 – Special Meeting
  - b. June 20, 2016 – Closed Meeting
  - c. June 20, 2016 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. Strategic Goals Report
  - b. Pending Council Projects Report
  - c. Council Training and Information Schedule
  - d. Strategic Plan Overview
7. NEW BUSINESS
  - a. Presentation - Robert Brown and Friends of “The Fred Meijer River Valley Rail – Trails”
  - b. Presentation – Rich LaBombard – Public Works Update
  - c. City Manager Search
8. BOARD/COMMISSION REPORTS
9. APPOINTMENTS TO COMMISSIONS AND BOARDS
10. MANAGER’S REPORT
11. COUNCIL COMMENTS
12. ADJOURNMENT

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





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## MEMORANDUM

TO: Lowell City Council  
FROM: David Pasquale, Interim City Manager  
RE: Council Agenda for Tuesday, July 5, 2016

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES FROM THE PRECEDING REGULAR AND/OR SPECIAL MEETING(S)
  - a. June 20, 2016 – Special Meeting
  - b. June 20, 2016 – Closed Meeting
  - c. June 20, 2016 – Regular Meeting
4. ACCOUNTS PAYABLE
5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. Strategic Goals Report
  - b. Pending Council Projects Report

The report is attached for your review.
  - c. Council Training and Information Schedule

An updated schedule is attached for your review.
  - d. Strategic Plan Overview
7. NEW BUSINESS
  - a. Presentation – Robert Brown and Friends of “The Fred Meijer River Valley Rail – Trails”.

Robert Brown, Chairperson of the “Fred Meijer River Valley Rail – Trails” will present a progress report. There has been an increased amount of curiosity over when the Lowell to Belding and Lowell to Saranac sections of the trail will be completed.

b. Presentation – Rich LaBombard – Public Works Update.

DPW Director Rich LaBombard will provide updates on the following projects.

- North Washington Street paving
- Sidewalks
- Downtown parking lot, MDOT projects

c. City Manager Search. An open house is scheduled for Monday, July 11 between 6 – 8 p.m. at the Grand Volute so the public can get to know the four City Manager candidates. On Tuesday, July 12, the candidates will be formally interviewed by the Council.

8. BOARD/COMMISSION REPORTS

9. APPOINTMENTS TO COMMISSIONS AND BOARDS

Arbor Board

Vacancy – (Tamela Spicer resigned)

06/30/2016

10. MANAGER'S REPORT

11. COUNCIL COMMENTS

12. ADJOURNMENT

PROCEEDINGS OF THE  
CITY COUNCIL SPECIAL MEETING  
OF THE CITY OF LOWELL  
MONDAY, JUNE 20, 2016

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

The Meeting was called to order at 5:00 p.m. and City Clerk Susan Ullery called roll.

Present: Councilmembers Mike DeVore, Jim Hodges, Jeff Phillips, Alan Teelander,  
and Mayor Jeff Altoft.

Absent: None.

Also Present: Interim City Manager Dave Pasquale and City Clerk Susan Ullery.

2. **CLOSED SESSION.**

A. Discuss Potential Candidates for City Manager – MCL 15.268(f) A Closed Session is permitted under MCL 15.268 Sec. 8 (f)

IT WAS MOVED BY HODGES and seconded by DEVORE to move to closed session at 5:01 p.m. as allowed under the Open Meetings Act MCL 15.268(F) to discuss potential candidates who have requested confidentiality for City Manager.

YES: Councilmembers DeVore, Hodges, Phillips, Teelander and Mayor Altoft.

NO: None. ABSENT: None. MOTION CARRIED.

Council returned to open session at 6:39 p.m.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to invite candidates #7, #9, #10 and #22 for interviews on July 12, 2016 beginning at 9:00 a.m. Council will meet prior at 8:30 a.m.

YES: 5. (Councilmembers DeVore, Hodges, Phillips, Teelander and Mayor Hodges)

NO: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY HODGES and seconded by DeVore to adjourn at 6:41 p.m.

DATE:

APPROVED:

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Jeff Altoft, Mayor

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Susan Ullery, City Clerk

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, JUNE 20, 2016, 7:00 P.M.**

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

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

Present: Mayor Jeff Altoft, Councilmembers Mike Devore, Jim Hodges, Jeff Phillips and Alan Teelander.

Absent: None.

Also Present: Interim City Manager Dave Pasquale, City Clerk Susan Ullery, City Treasurer Sue Olin, DPW Director Rich LaBombard, Interim DPW Director Ron Woods and Police Chief Steve Bukala.

**2. APPROVAL OF THE AGENDA.**

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

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

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

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the regular minutes of the June 6, 2016 meeting as written.

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

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

<u>BILLS AND ACCOUNTS PAYABLE (06/20/2016)</u>	
General Fund	\$26,768.67
Major Street Fund	\$72,117.48
Local Street Fund	\$12.73
Downtown Development Fund	\$205,623.98
Airport Fund	\$1,756.69
Wastewater Fund	\$43,630.19
Water Fund	\$21,703.21
Data Processing Fund	\$1,151.14
Equipment Fund	\$3,240.97
Lee Fund	\$1,500.00
Look Fund	\$3,601.44

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the accounts payable as presented.

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

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

Matt VanderWerff introduced himself as a Republican candidate running for the 86<sup>th</sup> District State House of Representatives. He mentioned that it was nice to see such a large crowd in the audience.

Perry Beachum stated that tomorrow there will be a Parks meeting at 6:00 at Stoney Lakeside. Also tomorrow, Lowell Light & Power will be doing interviews at 1:00 for the General Manager position at the Lowell Light & Power building.

Stacey Browe introduced herself and said that she is running for Kent County Sheriff. She is the first female to ever run.

6. **OLD BUSINESS.**

a. **Strategic Goals Report.**

Nothing new to report.

b. **Pending Council Projects Report.**

Nothing new to report.

c. **Council Training and Information Schedule.**

Nothing new to report.

d. **Strategic Plan Overview.**

Nothing new to report.

7. **NEW BUSINESS.**

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to open up the Zoning Board of Appeals session.

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

a. **Zoning Board of Appeals**

**Litehouse Foods Variance Request.** Mr. Doug Ritz, on behalf of A.J. Veneklasen, Inc. has submitted an application for a variance to waive the requirement in the Zoning Ordinance that requires

landscaped parking islands within off-street parking lots. The applicant is seeking to construct an addition to the Litehouse Foods facility and parking lot, located at 1400 Foreman Street. The construction will add approximately 26,493 square feet to the existing facility. The project will also include parking improvements to replace the surface parking lost in the area located within the footprint of the building addition. The applicant is proposing a total of 181 parking stalls, including 6 accessible stalls.

IT WAS MOVED BY HODGES and seconded by ALTOFT to approve the variance requested to reduce the number of islands required for the parking lot at the facility for this instance only so as to accommodate parking during the various shift changes throughout the day.

YES: Zoning Boardmembers Altoft, Hodges, Phillips and Chair Teelander.

NO: 1 (DeVore). ABSENT: None. MOTION CARRIED.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to close the Board of Appeals session.

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

- b. 2017 Ford Police Interceptor Utility. State of Michigan (2017 bid pricing for Ford Motor Company) is guaranteed lowest price from Signature ford of Owosso. This is the last of the four vehicles to be purchased under the Lowell Area Community Fund grant that was received in 2013. This will also contain the “ready for the road package” of factory lighting and wiring to replace the last 2010 Chevrolet Impala. The vehicle and accessories are not to exceed \$29,829.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the purchase of the 2017 Ford Utility with ready for the road package of \$29,829.

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

- c. Presentation of the State of the City Address. A State of the City Address was presented. Also, an assessment of the city and its goals for the coming year were discussed.

8. **BOARD/COMMISSIONS REPORTS.**

There were no reports at this time.

9. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

Councilmember Hodges gave an update. The LCTV Board has not yet met. The Arbor Board met on June 13 and discussions included planting trees at Pebble Beach and Stoney Lakeside Park. It was also discussed to plant a tree in memory of Jim Hall in a location that is yet to be determined. Some tree removal was also discussed regarding various dead trees within the community. The trees that were removed for the M-21 project by Blue Ribbon Feed will be replaced by new trees from MDOT, but will go in different locations downtown in vacant planters that already exist. There was also some discussion on the fall planting season and will be addressed during the upcoming.



Councilmember Phillips stated that the Historic District Commission meeting will be held on June 28 at 6:00 p.m.

Councilmember Teeland stated that the Planning Commission meeting that had been scheduled for last week has been moved to next week on Monday, June 27. The DDA met and approved \$25,000 in funding for the Chamber of Commerce to do marketing. Light and Power met and all is going well with them.

Councilmember DeVore stated that the Parks and Recreation Commission will meet tomorrow at Stoney Lakeside Park at 6:00.

Mayor Altoft stated the Airport Board met last week and things are moving forward. He also went to the LARA Board meeting and they are moving forward on the trail down Alden Nash. Lowell Township did get money from the State of Michigan for their bridge. Perry Beachum got up and spoke about the projects as well. He mentioned that they did just receive a \$100,000 grant from the Lowell Area Community Fund to help with connecting the two trails.

Mayor Altoft stated that there is an opening on the Arbor Board.

Greg Canfield will continue on the Board of Review.

Tina Cadwallader and Andrew Schrauben both want to continue on the Lowell Light & Power Board, so Mayor Altoft recommends reappointing both of them. For Tamela Spicer's position, we have a few applications that have come in – Don Green, Jim Salzwedel, Bruce Monroe and Jeff Bowne.

IT WAS MOVED BY HODGES and seconded by DEVORE to appoint Jim Salzwedel to the Lowell Light & Power Board.

YES: Councilmember Phillips, Councilmember Teeland, Councilmember DeVore and Councilmember

Hodges. NO: 1 (Mayor Altoft). ABSENT: None. MOTION CARRIED.

The Local Officers Compensation Commission has two members who would like to continue on, Teresa Beachum and Patricia Horn.

John Gerard and James Zandstra will both continue on the Planning Commission.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve all of those candidates.

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

#### 10. MANAGER'S REPORT.

1. Remember...Council and staff travel to Portland for Mayor Exchange on Thursday, June 30.
2. The Municipal Employees Retirement System has limited Pasquale's hours for the City to 1000 for the calendar year. Currently, he is at 800 hours. In order to assist with the transition for the new Manager Pasquale will begin working 20 hours per week, extending his time to the end of August. He mentioned he will be available by phone and email, being only blocks away from City Hall.

11. **COUNCIL COMMENTS.**

Councilmember Hodges stated that he is unfortunately unable to attend the upcoming Mayor Exchange because he is participating in a mission project out of town.

Councilmember Phillips had no further comments.

Councilmember Teelander congratulated Jim Salswedel for being selected to the Light & Power Board. He also mentioned that he thinks it would be a good idea to have the City Attorney present at the next few meetings, with Dave's approval, as some critical items will be on the table.

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to approve the presence of the City Attorney at the next few council meetings.

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

Councilmember Phillips.

NO: None.

ABSENT: None.

MOTION CARRIED.

Councilmember DeVore had no further comments.

Mayor Altoft spoke about the city sidewalks and asked the residents to please report any bad areas that they may be aware of.

12. **ADJOURNMENT.**

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

DATE:

APPROVED:

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Jeff Altoft, Mayor

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Susan Ullery, City Clerk

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND - JENNIFER MILLER	100.00	67977
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	7.05	68033
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DISBURSING	111.07	67985
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSING	4.31	67985
101-000-285.001	DEPOSITS/RECYCLE CONTAINE	TAMELA SPICER	RECYCLE BIN REFUND	5.00	68023
101-000-285.004	CREEKSIDE DEPOSIT	ALAN NEWSTEAD	CREEKSIDE PARK DEPOSIT	50.00	68031
101-000-285.004	CREEKSIDE DEPOSIT	ELAINE REED	CREEKSIDE PARK DEPOSIT	50.00	68039
Total For Dept 000				327.43	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	PETTY CASH	PETTY CASH	2.12	67986
Total For Dept 101 COUNCI				2.12	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	SMS COMMUNICATIONS	NEWSLETTER JAN-JUNE 2016	1,200.00	68017
Total For Dept 172 MANAGE				1,200.00	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	20.82	68022
Total For Dept 191 ELECTI				20.82	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING EXPENSES	39.42	68012
Total For Dept 209 ASSESS				39.42	
Dept 215 CLERK					
101-215-730.000	POSTAGE	PETTY CASH	PETTY CASH	2.30	67986
Total For Dept 215 CLERK				2.30	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	HOOPER PRINTING	TAX PAPER	96.77	68005
Total For Dept 253 TREASU				96.77	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	191.35	68022
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE SUPPLIES	534.99	68011
101-265-740.000	OPERATING SUPPLIES	HOOPER PRINTING	CITY PERMITS-GARBAGE/SNOW	95.34	68005
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	840.00	68014
101-265-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	2,049.22	68032
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	166.79	68033
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	296.79	68038
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	CITY HALL R & M	356.00	68010
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	CITY HALL R & M	89.00	68010
101-265-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	68019
Total For Dept 265 CITY H				4,669.48	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	26.00	68024
101-276-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	26.00	68024
101-276-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	39.00	68024
101-276-740.000	OPERATING SUPPLIES	WILLIAM BOS GREENHOUSE	PLANTS/FLOWERS	56.95	68027
101-276-971.000	REPURCHASE GRAVES	MICHAEL WALKER	GRAVE REPURCHASE	100.00	68007
Total For Dept 276 CEMETE				247.95	
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	77.87	67986
101-301-740.000	OPERATING SUPPLIES	HEFFRON, LESLIE	REIMBURSE SUPPLIES	24.37	68004
101-301-740.000	OPERATING SUPPLIES	BUKALA, STEVE	LPD REIMBURSEMENT	18.50	68035
101-301-743.000	AMMUNITION	RYAN HUDSON	TARGET BACKER - LPD	100.00	68015
101-301-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	1,535.27	68032
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	91.47	68033
101-301-931.000	R & M POLICE CARS	GRAND RAPIDS HARLEY DAVID	LPD R & M	24.87	68041

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-931.000	R & M POLICE CARS	GRAND RAPIDS HARLEY DAVID	LPD VEHICLE R & M	31.77	68041
101-301-957.000	TRAINING	PETTY CASH	PETTY CASH	10.00	67986
Total For Dept 301 POLICE				1,914.12	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	725.41	68032
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	9.75	68033
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	45.89	68038
Total For Dept 441 DEPART				781.05	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	15.85	68038
Total For Dept 747 CHAMBE				15.85	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	STATE INDUSTRIAL PRODUCTS	PARKS SUPPLIES	404.15	68018
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	68.00	68028
101-751-802.000	CONTRACTUAL	SANISWEEP, INC.	SWEEP FOREMAN BUILDING	130.00	68016
101-751-802.000	CONTRACTUAL	TRUGREEN	BURCH FIELD LAWN/GRUB CAR	240.00	68025
Total For Dept 751 PARKS				842.15	
Dept 774 RECREATION CONTRIBUTIONS					
101-774-886.000	RECREATION CONTRIBUTIONS	GREATER LOWELL CHAMBER FO AD	FOR MICHIGAN TRAILS MA	500.00	68002
Total For Dept 774 RECREA				500.00	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	26.00	68024
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	390.00	68014
101-790-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	343.32	68032
101-790-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	68019
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	73.01	68038
Total For Dept 790 LIBRAR				872.33	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	WILLIAM BOS GREENHOUSE	PLANTS/FLOWERS	13.75	68027
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	68019
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	13.58	68038
Total For Dept 804 MUSEUM				67.33	
Total For Fund 101 GENERA				11,599.12	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	26.00	68024
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	52.00	68024
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	104.00	68024
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	13.00	68024
248-463-740.000	OPERATING SUPPLIES	WILLIAM BOS GREENHOUSE	PLANTS/FLOWERS	248.40	68027
Total For Dept 463 MAINTEN				443.40	
Total For Fund 248 DOWNTO				443.40	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-974.000	LAND IMPROVEMENTS	HARDING ENTERPRISES	R & M STONEY LAKE PARK	5,145.00	68003
Total For Dept 751 PARKS				5,145.00	
Dept 758 DOG PARK					
260-758-740.000	OPERATING SUPPLIES	CANFIELD PLUMBING & HEATI	LOWELL DOG PARK	80.00	68036
Total For Dept 758 DOG PA				80.00	
Total For Fund 260 DESIGN				5,225.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	417.61	68038

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 581 AIRPORT FUND					
Dept 000					
Total For Dept 000				417.61	
Total For Fund 581 AIRPOR				417.61	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	31.39	68033
590-000-276.000	Sewer Inside 5/8"	STERLY, JOHN	UB refund for account: 1-	4.80	68020
Total For Dept 000				36.19	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	WATER ST PUMP STATION EVA	5,907.40	68009
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	LIFT STATION PROJECT	1,946.10	68009
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	WWTP 2160104 MAHL	478.50	68009
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	WWTP 216104 MAHL	1,347.00	68009
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	WWTP CONTRACT FEB 2016	6,185.37	68021
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	MAY 2016 SURCHARGE	8,487.43	68021
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	WWTP CONTRACT JUNE 2016	35,925.00	68021
Total For Dept 550 TREATM				60,276.80	
Dept 552 CUSTOMER ACCOUNTS					
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE - CHECK 67697 LOS	26.19	68034
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE METER READER	31.86	68034
Total For Dept 552 CUSTOM				58.05	
Total For Fund 590 WASTEW				60,371.04	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	STERLY, JOHN	UB refund for account: 1-	4.85	68020
591-000-276.000	Water	TRUJILLO, RAPHAEL	UB refund for account: 2-	35.40	68026
591-000-285.001	ROGER CAHOON DEPOSIT	CITY OF LOWELL	DEPOSIT MONEY TO PAY 6-00	519.10	68037
Total For Dept 000				559.35	
Dept 570 TREATMENT					
591-570-802.000	CONTRACTUAL	TRUGREEN	WTP GRUB CONTROL	315.00	68025
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	SECURITY WTP	103.26	68030
591-570-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	304.71	68032
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	6.15	68033
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	87.06	68038
591-570-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	68019
Total For Dept 570 TREATM				856.18	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION JUNE 201	815.00	68006
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	113.69	68038
591-571-930.000	REPAIR & MAINTENANCE	MICHIGAN METER TECHNOLOGY	WATER DIST R&M	434.07	68008
591-571-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	WATER R&M 1401 SIBLEY	147.50	68036
Total For Dept 571 DISTRI				1,510.26	
Dept 572 CUSTOMER ACCOUNTS					
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE - CHECK 67697 LOS	26.19	68034
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE METER READER	31.86	68034
Total For Dept 572 CUSTOM				58.05	
Total For Fund 591 WATER				2,983.84	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	360.00	68029
Total For Dept 000				360.00	
Total For Fund 636 DATA P				360.00	
Fund 661 EQUIPMENT FUND					

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 06/21/2016 - 06/30/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 661	EQUIPMENT FUND				
Dept 895	FLEET MAINT. & REPLACEMENT				
661-895-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	VEHICLE WASH/WAX	65.00	68028
661-895-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	85.00	68028
661-895-802.000	CONTRACTUAL	GRAND AUTO FAMILY	97 CHEVY TRUCK R & M	219.85	68040
661-895-930.000	REPAIR & MAINTENANCE	RONDA AUTO CENTERS	TIRE DISPOSAL	26.00	68013
661-895-981.000	EQUIPMENT	SMALL ENGINE WAREHOUSE	YANMAR DIESEL ENGINE ESTI	2,800.00	67987
		Total For Dept 895 FLEET		3,195.85	
		Total For Fund 661 EQUIPM		3,195.85	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 06/21/2016 - 06/30/2016  
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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101	GENERAL FUND	11,599.12
Fund 248	DOWNTOWN DEVELOP	443.40
Fund 260	DESIGNATED CONTR	5,225.00
Fund 581	AIRPORT FUND	417.61
Fund 590	WASTEWATER FUND	60,371.04
Fund 591	WATER FUND	2,983.84
Fund 636	DATA PROCESSING	360.00
Fund 661	EQUIPMENT FUND	3,195.85

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84,595.86





5. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA



6. OLD BUSINESS

a. Strategic Goals Report

b. Pending Council Projects Report

The report is attached for your review.

c. Council Training and Information Schedule

An updated schedule is attached for your review.

d. Strategic Plan Overview





# STRATEGIC GOALS REPORT

JULY 5, 2016

## TIER ONE

**1) Street Asset Management Plan:** Ron Woods has prepared a draft plan which we are reviewing and hope to bring to you in the future. (12-21-15)

**2) Look/Lee Fund Investment Options:** We have completed the transfer of a portion of the assets of the Look Memorial Fund to the Grand Rapids Foundation for investment purposes. We are still exploring a similar investment structure for the Lee Fund. (7-6-15)

✓ **3) Banners Downtown:** New banners have been installed downtown and our banner program is up and running. This project is completed. (7-20-15)

**4) Wastewater Inflow & Infiltration:** A final report has been completed by Prein & Newhoff. They are prepared to make a presentation to the council giving some history on the analysis leading up to obtaining the DEQ SAW Grant and the decision to move the wastewater lift station. (12-7-15)

**5) Downtown Trail Connector:** LARA would like councilmembers to attend their December 2, 2015, meeting so that their plan and recommended route can be presented. (11-16-15)

✓ **6) Secure City Funding for Arbor Board:** This has been completed with the adoption of the FY 2015-16 budget. (7-6-15)

**7) Rental Rehabilitation Program:** As of July 1, 2015, we have become eligible to receive CDBG grants through the State of Michigan. We will formulate a work plan to begin the process. In the meantime, we are working with a building owner who is currently pursuing CDBG funds through the MEDC. (7-6-15)

**8) Economic Development Staff:** There was discussion with the Downtown Development Authority about the concept of hiring a full-time economic development staff person. There seemed to be a consensus on the concept so our next step will be to bring a proposed job description and other details back to the DDA for further consideration. (11-16-15)

# CITY OF LOWELL STRATEGIC GOALS REPORT

## TIER TWO

**1) Promote Accomplishments:** We have launched our Twitter account and are posting tweets about city and community events. (12-21-15)

**2) Ordinance Review:** Next step on this goal will be to create a calendar and assignments to keep us on task.

**a) Buried Utility Lines:** We will need to work with Light & Power to review the current ordinance and review our goals before drafting language. (7-6-15)

**b) Right-of-Way:** Public Works and City Hall staff are already discussing our internal process for reviewing building and zoning applications including a discussion on how to create a sign-off process when projects impact the right-of-way. I expect that ordinance/policy issues will arise from this discussion. (7-6-15)

**c) Trash:** We have a draft for discussion which can be reviewed at a future workshop. (7-6-15)

**3) College Intern Program:** We have advertised with the Michigan Municipal League for college interns and have had some inquiries. (7-6-15)

**4) Proactive Code Enforcement:** This item will require further discussion at a future workshop to identify outcomes for this goal. (7-6-15)

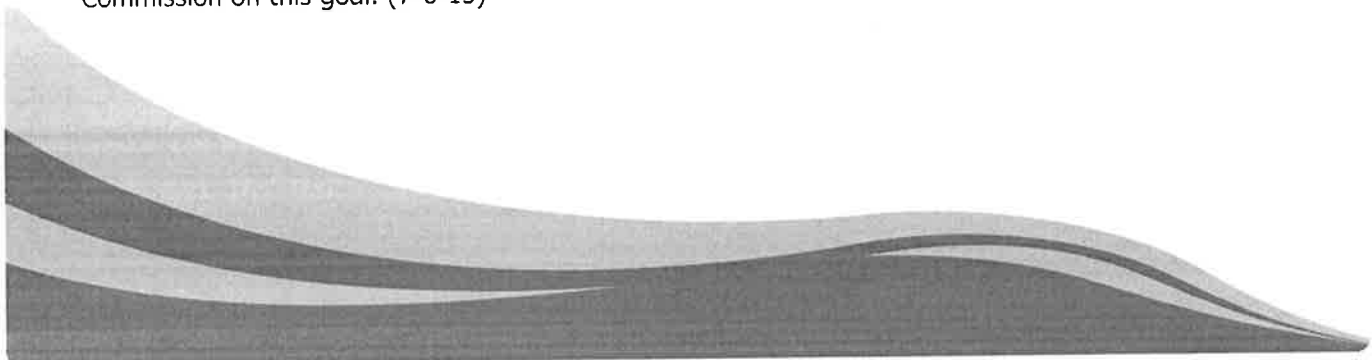
**5) Business Development Packet:** I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

## TIER THREE

**1) Review Investment Strategy:** We will need to develop a work plan for this goal as well as develop specific outcomes that identify when the goal is met. (7-6-15)

**2) Master Plan for Recreation Park:** With the upcoming discussion on the river valley trail connector, we will need to engage with the users of Recreation Park to identify a specific trail route through the park. This will likely begin our discussion on an overall master plan for the park. (7-6-15)

**3) North Washington Park Name & Signage:** We will begin a discussion with the Parks & Recreation Commission on this goal. (7-6-15)





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## PENDING COUNCIL PROJECTS REPORT July 5, 2016

### UPDATES

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**Underground Electrical Lines** – No further update.

**Trash Ordinance Update** – No further update.

**Right of Way Ordinance** – No further update.

### UPDATES

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#### **Trash Ordinance Update**

(10/6/14) We have completed drafts to make improvements to the trash ordinance and have also developed rules to go along with the ordinance. This will be an agenda item at a future workshop.

#### **Right of Way Ordinance**

(10/6/14) You have asked that I contact the city attorney to begin a discussion about a right-of-way ordinance.

## **2016 Council Training and Information Schedule**

### **January 19 (Tuesday, MLK Holiday)**

- **Strategic Planning Overview – not completed**

### **February 1**

- **Light & Power - completed**
- **Equipment Replacement Plan – not completed**

### **February 16 (Tuesday, President's Day)**

- **Water and Wastewater Systems – not completed**
- **Street Plan and Asset Management – not completed**
- **Strategic Planning, Finalize Overall Priorities – not completed**

### **March 7**

- **City Finances and Fund Accounting – not completed**
- **LCTV Fund, Look Memorial, Carr Funds, Lee Fund – not completed**
- **Sidewalk Repair and Replacement – not completed**
- **Community Facilities – not completed**

### **March 21**

- **Preliminary Budget Recommendations – Not completed**
- **Arbor Board and Urban Forest Initiative – Not completed**
- **Parks & Recreation, LARA, Trails - Completed**

### **April 4 (Spring Break week)**

- 

### **April 18**

- **City Manager's Budget Recommendation - Completed**

### **May 2**

- **Budget Review and Discussion - Completed**

### **May 16**

- **Public Hearing and Adoption of Final Budget - Completed**
- **Planning & Zoning – Not completed**

### **June 6**

- **Downtown Development Authority – Not completed**



- **Historic District Commission – Not completed**

**June 20**

- 

**July 5 (Tuesday, Fourth of July week)**

- 

**July 18**

- 

**August 1**

- 

**August 15**

- 

**September 6 (Tuesday, Labor Day week)**

- 

**September 19**

- 

**October 3**

- 

**October 17**

- 

**November 7**

- 

**November 21 (Thanksgiving week)**

- 

**December 5**

- 

**December 19 (Christmas week)**

-



## 7. NEW BUSINESS

- a. Presentation – Robert Brown and Friends of “The Fred Meijer River Valley Rail – Trails”. Robert Brown, Chairperson of the “Fred Meijer River Valley Rail – Trails” will present a progress report. There has been an increased amount of curiosity over when the Lowell to Belding and Lowell to Saranac sections of the trail will be completed.



b. Presentation – Rich LaBombard – Public Works Update.

DPW Director Rich LaBombard will provide updates on the following projects.

- North Washington Street paving
- Sidewalks
- Downtown parking lot, MDOT projects



- c. City Manager Search. An open house is scheduled for Monday, July 11 between 6 – 8 p.m. at the Grand Volute so the public can get to know the four City Manager candidates. On Tuesday, July 12, the candidates will be formally interviewed by the Council.





8. BOARD/COMMISSION REPORTS



9. APPOINTMENTS TO COMMISSIONS AND BOARDS

Arbor Board

Vacancy – (Tamela Spicer resigned)

06/30/2016





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**INTERIM CITY MANAGER'S REPORT**  
**July 5, 2016**

1. The City Council and staff had a wonderful time with the City of Portland during Mayor Exchange last Thursday.

Respectfully submitted,

David Pasquale, Interim City Manager



## 11. COUNCIL COMMENTS

