



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
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CITY OF LOWELL  
CITY COUNCIL AGENDA  
TUESDAY, JANUARY 3, 2023, 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 December 5, 2022 Regular City Council meeting.
  - Grand Rapids Community College – Collection of Summer Property Taxes for 2023
  - Lowell Area Schools – Collection of Summer Property Taxes for 2023
  - Authorize payment of invoices in the amount of \$353,706.08

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. Modification of Zoning Ordinance
6. NEW BUSINESS
  - a. Annual Authorization of Signature for City Bank Accounts and Designation of Depository Banks
  - b. Resolution 01-23, Poverty Exemption
  - c. 990 N. Washington Property Disposal
  - d. Future Use for 990 N. Washington
  - e. 2024 Lowell Area Fire Department Accepted Budget
7. BOARD/COMMISSION REPORTS
8. MANAGER'S REPORT
9. APPOINTMENTS
10. COUNCIL COMMENTS
11. ADJOURNMENT

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



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## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Tuesday, January 3, 2023

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5. OLD BUSINESS

- a. Modification of Zoning Ordinance. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve Ordinance 23-1 as presented.

6. NEW BUSINESS

- a. Annual Authorization of Signature for City Bank Accounts and Designation of Depository Banks. Memo is provided by City Treasurer Suzanne Olin.

Recommended Motion: That the Lowell City Council approve the annual authorization of signatures for City Bank Accounts and designation of depository banks as proposed.

- b. Resolution 01-23, Poverty Exemption. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve Resolution 01-23 to adopt a current poverty exemption policy and guidelines in accordance with the General Property Tax Act.

- c. 990 N. Washington Property Disposal. City Manager Michael Burns provided a memo.

Recommended Motion: City Administration needs direction on how to proceed.

- d. Future Use for 990 N. Washington. City Manager Michael Burns provided a memo.

Recommended Motion: There is no recommendation on this matter.

- e. 2024 Lowell Area Fire Department Accepted Budget. Fire Chief Shannon Witherell provided a memo.

7. BOARD/COMMISSION REPORTS

8. MANAGER'S REPORT

9. APPOINTMENTS

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**RULES OF PROCEDURE  
FOR THE LOWELL CITY COUNCIL  
2023**

**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 3, 2023.

Adopted: January 3, 2023

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Susan S. Ullery  
City Clerk  
City of Lowell

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, DECEMBER 05, 2022, 7:00 P.M.**

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

Mayor DeVore called the Meeting to order at 7:00 p.m. and City Clerk Sue Ullery called roll.

Present: Councilmembers Marty Chambers, Jim Salzwedel, Leah Groves, Cliff Yankovich, and Mayor DeVore.

Absent: None.

Present: City Clerk Sue Ullery, DPW Director Dan Czarnecki, City Manager Michael Burns, Chief of Police Chris Hurst, City Attorney Jessica Wood, LLP Charlie West.

**2. APPROVAL OF THE CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the minutes of the November 21, 2022 Regular meeting.
- Authorize payment of invoices for \$101,045.791.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

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

Craig Fonger who resides at 827 N Washington Street spoke representing Fallsburg Historical Society stating this Saturday, December 10, 2022 at 6 pm, they will be having a Christmas Party. Good food, Santa and it will be back at the school house.

**4. OLD BUSINESS**

a. Line Shack - Resolution 34.22.

IT WAS MOVED BY CHAMBERS and seconded by GROVES that Lowell City Council approve Resolution 34-22 as written.

City Attorney Jessica Wood added this Resolution is contingent upon the negotiations of the purchase agreement and several others things within the agreement.

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

Councilmember Groves.

NO: Councilmember Yankovich.

ABSENT: None.

MOTION CARRIED.

5. **NEW BUSINESS**

a. **IT Managed Service Agreement.**

City Manager Michael Burns read his memo regarding the proposal presented by IP Consulting for IT Managed Services.

Councilmember Salzwedel asked who the contact person is.

Michael Burns said it will be him for the Councilmembers and he will put a service ticket in. City Employees will put in a service ticket as well.

Councilmember Chambers inquired on the contract term and if there is a way to separate us from Lowell Light & Power if at some point, we are not working together.

Burns stated yes, it can be separated but it will cost a lot of money.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS that the Lowell City Council approve the proposal as read by City Manager Michael Burns for services by IP Consulting for IT Managed Services.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. **Grindle and Shepard Design Engineering.**

DPW Director Dan Czarnecki read his memo.

IT WAS MOVED BY CHAMBERS and seconded by GROVES that Lowell City Council approve the Design Engineering Services quote for the 2023 Grindle Dr. and Shepard Dr. Improvements Project, as proposed by Williams & Works in their letter dated November 28, 2022, in the amount of \$41,000.00.

YES: Councilmember Groves, Mayor DeVore, Councilmember Salzwedel, Councilmember Yanovich, and Councilmember Chambers.

NO: None.

ABSENT: None.

MOTION CARRIED.

c. **Cancellation of December 19, 2022 City Council Meeting.**

IT WAS MOVED BY DEVORE and seconded by YANKOVICH that City Council approve the cancellation of the December 19, 2022 City Council Meeting.

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

and Councilmember Yankovich.

NO: None.

ABSENT: None.

MOTION CARRIED.

d. 2023 Meeting Dates Approval.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS that the Lowell City Council approve the 2023 Meeting Dates.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Chambers stated we (and Lowell Township) met with the Water Authority Committee today and are still having discussions, hope to have something to present to Council at the next meeting. Would like to keep on the agenda under "old business" to keep updates fresh.

Mayor DeVore stated there is a Vision meeting tomorrow at 4pm and Fire Authority will be on Thursday if needed.

Councilmember Salzwedel stated Wednesday will be LCTV Fund Meeting and this year there is just under \$111,000 to give out to the community. LL&P meeting will be next week.

7. BUDGET REPORT.

8. MANAGER'S REPORT.

City Manager Michael Burns reported on the following:

- Thanked the DPW, Police, the Fire Department and Lowell Light & Power for all their assistance with the parade. There was many people there and it was great!
- Update on Monroe, we should be getting the title searches this week, its been a very lengthy process, with that information, there is a couple things the engineers needs to do and then we should be able to go out for bids on Monroe.
- 990 N Washington – The tenants have left the residence, the home has been padlocked, exterminators are coming tomorrow and there is still some garbage that will need to be removed.
- Working on some modifications to the cost recovery ordinance that we are going to be bringing to Council in January.
- Water Advisory Committee met today.

9. **APPOINTMENTS.**

There was a consensus for Jim Salzwedel to stay on Building Authority, Craig Fonger to stay on Board of Review, Marty Chambers for the Construction Board of Appeals and Laurie Chambers to stay on the Downtown Development Authority. Sue Ullery will check into the spot for the LOOK Memorial Fund, the spot needs to be filled by someone from the Congressional Church.

10. **COUNCIL COMMENTS.**

Councilmember Salzwedel stated that the parade was fun and it was neat to see everyone out and glad it wasn't raining. Also, at Coffee with Council, there were some residents who brought up their concern for the contaminants at the Moose Lodge property so I don't want that to be dismissed, we need to do something about that. Also, everyone have a great holiday.

City Manager Michael Burns will bring back the Due Care Report when he gets it back about the contaminants at the Moose Lodge Property.

Councilmember Yankovich then brought up the 990 N Washington property and that some concerns about contamination are there. He wanted to state on record that the DEQ in 2006 and 2007 tested and gave a clean bill of health for that property.

Burns said there may be some Due Care that will still need to be addressed at that property but we will get to that at a later date. It also was discussed with our environmental attorney.

Councilmember Chambers also mentioned if we are going to be working on cost recovery, he would like to see us getting the parking lot issues resolved such as car stickers for residence that live above/near the parking lots and overnight parking enforcement unless you have an issued permit, etc. And whether we have on-street parking on main street during the winter months. Parade was great and thank you to the Fire Chief and all the firefighters who shut down side streets with their own cars to keep it safe. The safety lights on their personal vehicles were paid for out of their own pockets. Maybe the city could look at a budget for that for our firefighters like Alto does.

Councilmember Groves said it was her first Lowell Santa parade and it was wonderful. Reminded her of why she loves Lowell and why she loves living her and serving in the community. Hope everyone has a safe happy holiday with their loved ones.

Chief Hurst said he doesn't want to be a downer but there are a number of fake \$100 bills going around town, so watch out for those. Also, lock up your things and vehicles; there are many break-in's to vehicles and this past weekend a vehicle was stolen. Also, if you have valuables in your car, keep them in the trunk out of site.

Mayor Devore apologized for missing the parade and said he was sorry he was not there. Hope everyone has a happy holiday!

11. ADJOURNMENT.

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn @ 7:34 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Sue Ullery, Lowell City Clerk

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 34-22**

**RESOLUTION AUTHORIZING THE SALE OF A CITY-OWNED  
PROPERTY COMMONLY REFERRED TO AS THE LINESHACK  
PROPERTY TO THE ESTES GROUP.**

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

**WHEREAS**, in accordance with the requirements of Section 13.3 of the City Charter, the City advertised twice for bids on the sale of the City-owned property consisting of approximately 0.10 acres with an approximately 1,800 square foot building located at 115 Riverside Drive commonly referred to as the Lineshack Property (the “City Property”); and

**WHEREAS**, the City Council has received bids and corresponding development proposals and has found that it is in the best interests of the City to authorize the sale of the City Property to the Estes Group (“Developer”) subject to certain requirements to be negotiated and formally agreed to by contract, which requirements shall include, but are not limited to, Developer obtaining all planning and zoning requirements for a development project consistent with Developer’s development proposal;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That in accordance with Section 13.3 of the City Charter, the City Clerk shall keep this resolution on file for public inspection for 20 days after which the City Council will consider final adoption in the same manner at its December 5, 2022 regular meeting and final adoption will require at least four affirmative votes.

2. That, upon final adoption, the Mayor, City Manager, and City Clerk are authorized to negotiate and execute (1) a Purchase and Development Agreement in a form approved by the City Attorney containing terms consistent with both the City’s request for proposals and the

Developer's development proposal as acceptable to the City Manager, and (2) all other documents necessary to effectuate the transaction in the same manner as appears herein.

3. That the City shall, following final adoption and contingent upon the City Manager's agreement that the terms of the Purchase and Development Agreement are satisfied, sell and convey the City Property to Developer for no less than \$130,000, as is, with no warranties whatsoever, pursuant to a quit claim deed subject to the terms of the Purchase and Development Agreement.

4. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of such conflict.

YEAS: Councilmembers Mayor DeVore, Councilmembers Salzwedel, Chambers and Groves

NAYS: Councilmembers Yankovich

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION AUTHORIZING THE SALE DECLARED ADOPTED.**

Dated: December 5, 2022

  
Susan S. 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 November 7, 2022, and that public notice of said meetings were given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 5, 2022

  
Susan S. Ullery  
City Clerk

## Property Tax RESOLUTION

At a regular meeting of the members of the Board of Trustees (the "Board") of Grand Rapids Community College, Michigan (the "College") held at the College on the 21st day of November, 2022.

PRESENT: Brame, Bruinsma, Lopez, Lowelady Mitchell, Siegel,  
Williams, & Koojio

ABSENT: —

The following preamble and resolution were offered by Trustee Siegel and seconded by Trustee Lopez:

### WHEREAS:

1. Section 144 of the Community College Act of 1966, as amended (MCLA 389.144) authorizes the Grand Rapids Community College to levy and collect property taxes "in the same manner and at the same time" as "school district or intermediate school district taxes are being collected by the city or township pursuant to (Part 26 of the School Code of 1976...)".
2. The Grand Rapids Community College has determined that it would be in the best interest of the College to impose a summer property tax levy in the summer of 2023 to collect 100% of the GRCC's property taxes upon the property located within the college district for fiscal year 2023-2024 in the summer of 2023.
3. Part 26 of the School Code of 1976, as amended (MCLA 380.1611, et seq), provides that a school district or intermediate school district may determine by resolution to impose a summer property tax levy of one-half or all of its annual school property taxes.
4. Part 26 of the School Code of 1976, as amended, provides for certain procedural steps to be taken by this Board of Trustees in connection with the imposition of a summer property tax levy and also provides for the manner in which said summer property tax levy shall be collected.

NOW, THEREFORE, be it resolved that:

1. The Board of Trustees of the Grand Rapids Community College, pursuant to the authority conferred by section 144 of the Grand Rapids Community College Act of 1966, as amended, and by Part 26 of the School Code of 1976, as amended, hereby imposes a summer property tax levy of 100% of school property taxes upon property located within the community college district, for 2023.

Resolution declared adopted.



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Kathleen Bruinsma, Secretary  
Board of Trustees  
Grand Rapids Community College

The undersigned, duly qualified and acting Secretary of the Board of Trustees of the Grand Rapids Community College, hereby certifies that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board at a public meeting held on November 21, 2022, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" and in accordance with the requirements of both Section 144 of the Community College Act of 1966, as amended, and Part 26 of the School Code of 1976, as amended.



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Kathleen Bruinsma, Secretary  
Board of Trustees  
Grand Rapids Community College

## Annual Summer Tax Resolution

### Lowell Area Schools

A Regular meeting of the board of education of the District (the "Board") was held in the Administrative Offices at Lowell Area Schools, within the boundaries of the District, on the 14<sup>th</sup> day of November, 2022, at 7:00 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by

Present: Kuna, Blough, Nugent, Kaywood, Curtis

Absent: Krajewski, Stephens

The following preamble and resolution were offered by Member Blough and supported by Member Curtis:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 50% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

#### NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2023 its previously-adopted ongoing resolution imposing a summer tax levy of 50% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2023 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the governing bodies on or before December 31, 2022.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are rescinded.

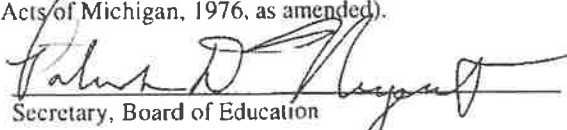
Ayes: Kuna, Blough, Nugent, Kaywood, Curtis

Nays: none

Resolution declared adopted.

  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Lowell Area Schools, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

  
Secretary, Board of Education

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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
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Vendor Code	Vendor Name	Description	Amount
Invoice			
10816	AMAZON CAPITAL SERVICES		
	1374-197K-LX93	DPW OFFICE CHAIR	161.53
	19M7-RFCW-14MW	POLICE 2023 CALENDAR	90.60
	1D3C-QYTP-RDT9	WTP EQUIP. R&M	27.60
	1TXN-9L1N-9PH9	DPW SIGNS	223.25
	1VFX-YY94-RD3C	WTP EQUIP	23.97
	1VVY-1HQF-13WJ	WTP BATTERIES	53.86
	1YG3-L763-CMVW	TIRE REPAIR PLUGS - EQUIP DPW	19.52
TOTAL FOR: AMAZON CAPITAL SERVICES			600.33
10810	ANGEL ARMOR		
	INV4120	JESALYN UNIFORM	1,085.91
TOTAL FOR: ANGEL ARMOR			1,085.91
10985	APPLIED INNOVATION		
	2103068	NOV. SERVICE CONTRACT COPIER	270.02
TOTAL FOR: APPLIED INNOVATION			270.02
10818	AT&T MOBILITY		
	12/06/22	FIRSTNET PHONE BILL	1,008.60
TOTAL FOR: AT&T MOBILITY			1,008.60
00045	BARTLETT, SANDY		
	12/20/22	DEC METER READS	795.43
TOTAL FOR: BARTLETT, SANDY			795.43
00050	BERNARDS ACE HARDWARE		
	1229548	NOV STATEMENT	1,115.00
TOTAL FOR: BERNARDS ACE HARDWARE			1,115.00
10686	BETTEN BAKER		
	150703	#833 R & M	607.88
TOTAL FOR: BETTEN BAKER			607.88
00084	CANFIELD PLUMBING & HEATING IN		
	49606064	PLUMBING DPW	590.50
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			590.50
10588	CINTAS CORPORATION NO. 2		
	9202582473	WATERBREAK COUNTERTOP COOLER AGMT	45.54
TOTAL FOR: CINTAS CORPORATION NO. 2			45.54
REFUND UB	CLAY, THERESA		
	12/16/2022	UB refund for account: 2-01030-12	76.99
TOTAL FOR: CLAY, THERESA			76.99
10509	CONSUMERS ENERGY		
	12/16/22	11/05 - 12/07/22 ACCOUT STATEMENT DPW	1,622.28
	DEC 2022	11/05/ - 12/07/22 ACCOUNT STATMENT	1,145.79
	DEC 2022 CITY	11/05 - 12/07/22 CITY ELECTRIC ACCOUNT STATEMENT	3,011.90
	DEC 2022 COC	ACCOUNT STATEMENT - CHAMBER OF COM.	122.07
	DEC 2022 GRAM	11/05 - 12/07/22 GRAHAM BUILDING ACCT STATEMENT	876.52
	DEC 2022 LIB	LIBRARY ACCOUNT STATEMENT	1,844.24
	NOV. 2022 CITY	ACCOUNT STATEMENT - CITY 11/01 - 11/30/22	25.06
TOTAL FOR: CONSUMERS ENERGY			8,647.86
REFUND TAX	Corelogic centralized refunds		
	12/16/2022	2022 Sum Tax Refund 41-20-01-101-050	6,884.87
TOTAL FOR: Corelogic centralized refunds			6,884.87

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Vendor Code	Vendor Name	Description	Amount
Invoice			
REFUND TAX	Corelogic Centralized Refunds		
12/16/2022	2022 Sum Tax Refund 41-20-01-178-004		4,763.89
TOTAL FOR: Corelogic Centralized Refunds			4,763.89
02035	DIGITAL OFFICE MACHINES, INC.		
20231	AUG COPY MACHINE		51.17
20422	DEC. PUBLIC WORKS COPY MACHINE		66.50
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.			117.67
02089	DORNBOS SIGN, INC		
INV66943	DPW SUPPLIES		107.30
TOTAL FOR: DORNBOS SIGN, INC			107.30
10713	EPS SECURITY		
A1323608	VIDEO SERVICE AGREEMENT JAN - MAR 2023		231.75
TOTAL FOR: EPS SECURITY			231.75
10211	FIRE PROS INC.		
INV-1858826	INSPECTION OF FIRE ALARM CITY HALL		305.00
TOTAL FOR: FIRE PROS INC.			305.00
00986	FRANKLIN HOLWERDA CO.		
21106811-1	WTP R&M		6,200.00
TOTAL FOR: FRANKLIN HOLWERDA CO.			6,200.00
10966	GFL ENVIRONMENTAL		
KR0000044868	NOV. TRASH CEMETERY & CITY HALL		132.64
KR0000044869	NOV. TRASH DPW		311.14
KR0000044870	NOV. TRASH & RECYCLE CITY OF LOWELL		52.16
KR0000044871	NOV. TRASH AIRPORT		67.04
KR000048003	NOV. TRASH STONEY LAKESIDE PARK		73.46
TOTAL FOR: GFL ENVIRONMENTAL			636.44
10413	GR CENTRAL IRON & STEEL INC		
9442	R&M STEAL 12'		131.88
TOTAL FOR: GR CENTRAL IRON & STEEL INC			131.88
01493	GRAINGER INDUSTRIAL SUPPLY		
9490167740	WTP R&M		33.44
TOTAL FOR: GRAINGER INDUSTRIAL SUPPLY			33.44
00225	GRAND RAPIDS COMMUNITY COLLEGE		
11/16/22 - 11/30/	TAX DISBURSEMENT		275.47
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE			275.47
10980	GRAND RAPIDS PEST CONTROL INC		
118769	WTP MICE CONTROL		150.00
TOTAL FOR: GRAND RAPIDS PEST CONTROL INC			150.00
01944	GREATER LOWELL CHAMBER FOUND.		
103393	COMMUNITY CLEAN UP DAY 2022		544.27
12/08/2022	SIZZLIN SUMMER CONCERTS		11,059.00
TOTAL FOR: GREATER LOWELL CHAMBER FOUND.			11,603.27
00234	HACH COMPANY		
13348648	WTP SUPPLIES		432.95
TOTAL FOR: HACH COMPANY			432.95

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Vendor Code	Vendor Name Invoice	Description	Amount
00248	HOOPER PRINTING, LLC 65791	WATER BILL STOCK & ENVELOPES	1,097.84
TOTAL FOR: HOOPER PRINTING, LLC			1,097.84
00252	HUNTINGTON SERVICE CENTER 49675	2023 LIMITED TAX CAPITAL IMPROVEMENT BONDS 2016	500.00
TOTAL FOR: HUNTINGTON SERVICE CENTER			500.00
10350	INTERSTATE BILLING SERVICE, INC. W04389	#32 BACKHOE	3,121.89
TOTAL FOR: INTERSTATE BILLING SERVICE, INC.			3,121.89
10995	JENELL VELTKAMP 11/29/22	BS&A PAYROLL TRAINING MILAGE	75.00
TOTAL FOR: JENELL VELTKAMP			75.00
01568	KENNEDY INDUSTRIES INC 634043	WWTP PUMP R&M	16,975.00
TOTAL FOR: KENNEDY INDUSTRIES INC			16,975.00
00300	KENT COUNTY TREASURER 11/16/2022 -11/30 TAX DISBURSEMENT 11/16/22 -11/30/2 TAX DISBURSEMENTS		666.04 967.39
TOTAL FOR: KENT COUNTY TREASURER			1,633.43
00302	KENT INTERMEDIATE SCHOOL DIST. 11/16/22 - 11/30/ TAX DISBURSEMENT		877.86
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			877.86
00975	KENT RUBBER 501613	WTP R&M	440.00
TOTAL FOR: KENT RUBBER			440.00
02209	KERKSTRA PORTABLE, INC. 214986	OAKWOOD CEMETERY	150.00
TOTAL FOR: KERKSTRA PORTABLE, INC.			150.00
00317	LOWELL AREA CHAMBER 19672 19824	2022 LOWELL BUCKS MEMBERSHIP INVESTMENT CHAMBER	1,025.00 275.00
TOTAL FOR: LOWELL AREA CHAMBER			1,300.00
01374	LOWELL AREA HISTORICAL MUSEUM 11/16/22 - 11/30/ TAX DISBURSEMENT		36.40
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			36.40
00562	LOWELL AREA SCHOOLS 11-16-22 - 11-30- TAX DISBURSEMENT		1,834.97
TOTAL FOR: LOWELL AREA SCHOOLS			1,834.97
00330	LOWELL LEDGER 11/30/22	ACCOUNT STATEMENT	361.01
TOTAL FOR: LOWELL LEDGER			361.01
00341	LOWELL LIGHT & POWER 10/26/22-11/26/22 ELECTRIC		21,854.71
TOTAL FOR: LOWELL LIGHT & POWER			21,854.71

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Vendor Code	Vendor Name Invoice	Description	Amount
01078	MAMC 12/15/22	2023 MEMBERSHIP - SUSAN ULLERY & AMY BROWN	150.00
TOTAL FOR: MAMC			150.00
REFUND UB	MILLER, TAMMY 12/16/2022	UB refund for account: 5-04360-15	32.81
TOTAL FOR: MILLER, TAMMY			32.81
10128	MMAAO 12/6/2022	MEMBERSHIP & MEETING /ED CLASSES	80.00
TOTAL FOR: MMAAO			80.00
00426	MODEL COVERALL SERVICE, INC. 11/30/22	LIBRARY RUGS- NOV	270.72
TOTAL FOR: MODEL COVERALL SERVICE, INC.			270.72
01499	NAPA AUTO PARTS 11/30/22	ACCOUNT STATEMENT	251.08
TOTAL FOR: NAPA AUTO PARTS			251.08
10898	POINT BROADBAND 5267-20221217-1	DEC. INTERNET SERVICES	319.99
TOTAL FOR: POINT BROADBAND			319.99
00859	PRINTING SYSTEMS 223642	ELECTION SUPPLIES	1,003.09
TOTAL FOR: PRINTING SYSTEMS			1,003.09
10762	PROFESSIONAL CODE INSPECTIONS OF MI 220011	NOV PERMIT FEES	21,292.20
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			21,292.20
02331	PROGRESSIVE HEATING COOLING, CORP. 2021208 2021213 2021239 2021255	SERVICE CALL - NOT HEAT CITY HALL & POLICE GARAGE CITY HALL REPLACE FLAM SENSOR CITY HALL A/C REPLACEMENT PREVEN. MAIN. MUSEUM	1,134.40 111.25 153,668.00 195.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			155,108.65
REFUND UB	REINBOLD, SUSIE 12/16/2022	UB refund for account: 1-00093-0	123.41
TOTAL FOR: REINBOLD, SUSIE			123.41
10534	RISNER'S ROOFING & HOME IMPROVEMENT 11/26/22 11/26/22 CREEK	REC PARK GRANDSTANDS R&R ROOF CREEKSIDE LARGE & SMALL PAVILLION R&R ROOF	7,300.00 38,900.00
TOTAL FOR: RISNER'S ROOFING & HOME IMPROVEMENT			46,200.00
10378	RUESINK, KATHIE 12/15/22	CLEANING SERVICES 12/02-12/15/22	720.00
TOTAL FOR: RUESINK, KATHIE			720.00
10856	SABO PR 5255	CITY PROJECTS 00219	237.65
TOTAL FOR: SABO PR			237.65
02383	SANISWEEP, INC. 107359	FALL CLEANUP - STREETS	8,880.00
TOTAL FOR: SANISWEEP, INC.			8,880.00

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Vendor Code	Vendor Name Invoice	Description	Amount
10316	SCENIC EXPRESSIONS LLC 3284	AIRPORT SNOW PLOWING 1 OF 2	3,565.00
TOTAL FOR: SCENIC EXPRESSIONS LLC			3,565.00
02575	SELF SERVE LUMBER 12/01/22	DEC ACCOUNT STATEMENT	95.71
TOTAL FOR: SELF SERVE LUMBER			95.71
10849	SMART BUSINESS SOURCE OE-58930-1	OFFICE SUPPLIES	127.66
TOTAL FOR: SMART BUSINESS SOURCE			127.66
00610	STATE OF MICHIGAN 2023	2023 MIDEAL ANNUAL RENEWAL	180.00
TOTAL FOR: STATE OF MICHIGAN			180.00
10341	STATE OF MICHIGAN 551-60831	DEC. LIVE SCANS	346.00
TOTAL FOR: STATE OF MICHIGAN			346.00
00633	TIP TOP GRAVEL CO. 046167	DPW CRUSHED ASPHALT	501.60
TOTAL FOR: TIP TOP GRAVEL CO.			501.60
10543	TRACTOR SUPPLY CREDIT PLAN 11/07/22	ACCOUNT STATEMENT	302.60
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN			302.60
10383	TRI-TOWN CONSERVATION CLUB 12/1/2022	LPD TRAINING & QUALIFICATIONS 2023	1,200.00
TOTAL FOR: TRI-TOWN CONSERVATION CLUB			1,200.00
00930	TRUCK & TRAILER SPECIALTIES DSO011336	DPW EQUIP. R&M	457.79
	DSO011449	DPW EQUIP. R&M	687.74
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			1,145.53
02318	UNEMPLOYMENT INS. AGENCY L0130195901	BENEFIT CHARGES-2021	2,402.54
TOTAL FOR: UNEMPLOYMENT INS. AGENCY			2,402.54
00666	VERGENNES TOWNSHIP TREASURER 12/19/22	WINTER TAX 41-16-35-100-601	2,646.58
TOTAL FOR: VERGENNES TOWNSHIP TREASURER			2,646.58
REFUND UB	VEZINO, HELEN L. 12/16/2022	UB refund for account: 1-00645-1	9.00
TOTAL FOR: VEZINO, HELEN L.			9.00
02203	VISA 12/16/22	DEC. MERCANTILE VISA STATEMENT	1,075.57
TOTAL FOR: VISA			1,075.57
REFUND UB	WEST, TODD 12/16/2022	UB refund for account: 3-00474-1	64.89
	12/21/2022	UB refund for account: 3-00475-1	64.89
TOTAL FOR: WEST, TODD			129.78

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Vendor Code	Vendor Name Invoice	Description	Amount
00692	WILLIAMS & WORKS INC.		
	94880	2022 STREET IMPROVEMENTS	5,636.31
	94882	GEE DR MILL & FILL	230.00
	94923	MONROE RESURFACING, W/S IMPROVMENTS	1,122.50
	95447	PLANNER OF RECORD	844.00
	95467	PARKS & REC PLAN UPDATE	500.00
			<hr/>
			8,332.81
TOTAL FOR: WILLIAMS & WORKS INC.			
TOTAL - ALL VENDORS			353,706.08

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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					
101-000-040.000	ACCOUNTS RECEIVABLE	VISA	DEC. MERCANTILE VISA STAT	42.39	78047
101-000-084.015	DUE FROM FIRE AUTHORITY	POINT BROADBAND	DEC. INTERNET SERVICES	29.49	78063
101-000-085.000	DUE FROM LIGHT & POWER	POINT BROADBAND	DEC. INTERNET SERVICES	60.46	78063
Total For Dept 000				132.34	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	GREATER LOWELL CHAMBER FO	COMMUNITY CLEAN UP DAY 20	544.27	78019
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	2022 LOWELL BUCKS	1,025.00	78027
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	MEMBERSHIP INVESTMENT CHA	275.00	78028
Total For Dept 101 COUNCI				1,844.27	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	44.99	78050
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	DEC. MERCANTILE VISA STAT	68.89	78047
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	DEC. MERCANTILE VISA STAT	9.99	78047
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	DEC. MERCANTILE VISA STAT	5.00	78047
Total For Dept 172 MANAGE				128.87	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	PRINTING SYSTEMS	ELECTION SUPPLIES	1,003.09	78033
101-191-740.000	OPERATING SUPPLIES	VISA	DEC. MERCANTILE VISA STAT	132.27	78047
101-191-740.000	OPERATING SUPPLIES	VISA	DEC. MERCANTILE VISA STAT	134.54	78047
Total For Dept 191 ELECTI				1,269.90	
Dept 209 ASSESSOR					
101-209-955.000	MISCELLANEOUS EXPENSE	MMAAO	MEMBERSHIP & MEETING /ED	20.00	77997
101-209-955.000	MISCELLANEOUS EXPENSE	MMAAO	MEMBERSHIP & MEETING /ED	60.00	77997
Total For Dept 209 ASSESS				80.00	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	SABO PR	CITY PROJECTS 00219	237.65	78039
Total For Dept 210 ATTORN				237.65	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	44.99	78050
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	38.24	78050
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	311.49	78029
101-215-955.000	MISCELLANEOUS EXPENSE	MAMC	2023 MEMBERSHIP - SUSAN U	75.00	78062
101-215-955.000	MISCELLANEOUS EXPENSE	MAMC	2023 MEMBERSHIP - SUSAN U	75.00	78062
Total For Dept 215 CLERK				544.72	
Dept 253 TREASURER					
101-253-860.000	TRAVEL EXPENSES	JENELL VELTKAMP	BS&A PAYROLL TRAINING MIL	75.00	78023
Total For Dept 253 TREASU				75.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	DPW SIGNS	210.26	78001
101-265-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	157.72	78004
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	INSPECTION OF FIRE ALARM	305.00	78014
101-265-850.000	COMMUNICATIONS	POINT BROADBAND	DEC. INTERNET SERVICES	44.99	78063
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11/05 - 12/07/22 CITY ELE	3,011.90	78008
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	2,530.78	78070
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	CITY HALL REPLACE FLAM SE	111.25	78035
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	SERVICE CALL - NOT HEAT C	1,134.40	78035
101-265-975.000	BUILDING IMPROVEMENTS	PROGRESSIVE HEATING COOLI	CITY HALL A/C REPLACEMEN	38,417.00	78035
Total For Dept 265 CITY H				45,923.30	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	14.93	78004
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	DEC ACCOUNT STATEMENT	55.98	78041
101-276-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	NOV. TRASH CEMETERY & CI	132.64	78016
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	OAKWOOD CEMETERY	150.00	78026

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Fund 101 GENERAL FUND					
Dept 276 CEMETERY					
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	155.85	78070
Total For Dept 276 CEMETE				509.40	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	DEC. LIVE SCANS	346.00	78066
101-301-702.000	SALARIES-PERMANENT	UNEMPLOYMENT INS. AGENCY	BENEFIT CHARGES-2021	2,402.54	77999
101-301-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	POLICE 2023 CALENDAR	90.60	78001
101-301-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	79.98	78042
101-301-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	47.68	78042
101-301-740.000	OPERATING SUPPLIES	CINTAS CORPORATION NO. 2	WATERBREAK COUNTERTOP COO	45.54	78006
101-301-744.000	UNIFORMS	ANGEL ARMOR	JESALYN UNIFORM	1,085.91	78002
101-301-744.000	UNIFORMS	VISA	DEC. MERCANTILE VISA STAT	(42.40)	78047
101-301-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/02-1	360.00	78038
101-301-802.000	CONTRACTUAL	VISA	DEC. MERCANTILE VISA STAT	10.00	78047
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	554.90	78050
101-301-850.000	COMMUNICATIONS	POINT BROADBAND	DEC. INTERNET SERVICES	44.98	78063
101-301-957.000	TRAINING	TRI-TOWN CONSERVATION CLU	LPD TRAINING & QUALIFICAT	1,200.00	77998
101-301-960.000	SALVAGE EXPENSES	VISA	DEC. MERCANTILE VISA STAT	110.00	78047
Total For Dept 301 POLICE				6,335.73	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNER OF RECORD	844.00	78069
Total For Dept 400 PLANNI				844.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	DPW OFFICE CHAIR	161.53	78001
101-441-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	DPW SIGNS	12.99	78001
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	103.55	78004
101-441-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	124.99	78044
101-441-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	NOV. TRASH DPW	311.14	78016
101-441-802.000	CONTRACTUAL	STATE OF MICHIGAN	2023 MIDEAL ANNUAL RENEWA	180.00	78065
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	88.26	78050
101-441-850.000	COMMUNICATIONS	POINT BROADBAND	DEC. INTERNET SERVICES	29.49	78063
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11/05 - 12/07/22 ACCOUT S	953.91	78008
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11/05 - 12/07/22 ACCOUT S	668.37	78008
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	557.78	78070
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC	1,030.35	78070
101-441-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	PLUMBING DPW	590.50	78005
Total For Dept 441 DEPART				4,812.86	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - CHAMB	122.07	78008
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	297.03	78070
Total For Dept 747 CHAMBE				419.10	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	57.98	78004
101-751-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	NOV. TRASH STONEY LAKESI	73.46	78016
101-751-802.000	CONTRACTUAL	WILLIAMS & WORKS INC.	PARKS & REC PLAN UPDATE	500.00	78049
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	36.24	78050
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	544.50	78070
101-751-975.000	BUILDING IMPROVEMENTS	RISNER'S ROOFING & HOME I	REC PARK GRANDSTANDS R&R	7,300.00	78037
101-751-975.000	BUILDING IMPROVEMENTS	RISNER'S ROOFING & HOME I	CREEKSIDE LARGE & SMALL P	38,900.00	78037
Total For Dept 751 PARKS				47,412.18	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	6.99	78004
101-790-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	NOV. TRASH & RECYCLE CITY	52.16	78016
101-790-802.000	CONTRACTUAL	MODEL COVERALL SERVICE, I	LIBRARY RUGS- NOV	270.72	78031
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/02-1	360.00	78038

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Fund 101 GENERAL FUND					
Dept 790 LIBRARY					
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	LIBRARY ACCOUNT STATEMENT	1,844.24	78008
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	1,272.48	78070
Total For Dept 790 LIBRAR				3,806.59	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	CONSUMERS ENERGY	11/05 - 12/07/22 GRAHAM B	876.52	78008
101-804-887.000	CONTRIBUTIONS & MAINTENAN	PROGRESSIVE HEATING COOLI	PREVEN. MAIN. MUSEUM	195.00	78035
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	251.48	78070
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	36.40	78060
Total For Dept 804 MUSEUM				1,359.40	
Total For Fund 101 GENERA				115,735.31	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE RESURFACING, W/S I	374.16	78000
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GEE DR MILL & FILL	230.00	78000
Total For Dept 450 CAPITA				604.16	
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	114.95	78004
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	FALL CLEANUP - STREETS	4,440.00	78064
Total For Dept 463 MAINT				4,554.95	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	DORNBOS SIGN, INC	DPW SUPPLIES	107.30	78013
Total For Dept 474 TRAFFI				107.30	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	23.14	78004
202-478-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	DPW CRUSHED ASPHALT	125.40	78043
202-478-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	14.97	78044
Total For Dept 478 WINTER				163.51	
Total For Fund 202 MAJOR				5,429.92	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	2022 STREET IMPROVEMENTS	5,636.31	78000
Total For Dept 450 CAPITA				5,636.31	
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	12.99	78004
203-463-802.000	CONTRACTUAL	SANISWEEP, INC.	FALL CLEANUP - STREETS	4,440.00	78064
Total For Dept 463 MAINT				4,452.99	
Dept 474 TRAFFIC					
203-474-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	7.69	78044
Total For Dept 474 TRAFFI				7.69	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	34.14	78004
203-478-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	DPW CRUSHED ASPHALT	125.40	78043
Total For Dept 478 WINTER				159.54	
Total For Fund 203 LOCAL				10,256.53	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	PROGRESSIVE HEATING COOLI	CITY HALL A/C REPLACEMEN	115,251.00	78035
Total For Dept 450 CAPITA				115,251.00	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	221.47	78004
248-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	29.95	78044
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	1,338.24	78070

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
		Total For Dept 463 MAINTENANCE		1,589.66	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	GREATER LOWELL CHAMBER FO	SIZZLIN SUMMER CONCERTS	11,059.00	78019
		Total For Dept 740 COMMUN		11,059.00	
		Total For Fund 248 DOWNTOWN		127,899.66	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL	PROFESSIONAL CODE INSPECT	NOV PERMIT FEES	21,292.20	78034
		Total For Dept 371 BUILDING		21,292.20	
		Total For Fund 249 BUILDING		21,292.20	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	59.44	78070
		Total For Dept 758 DOG PARK		59.44	
		Total For Fund 260 DESIGNATED		59.44	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	91.92	78004
581-000-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	NOV. TRASH AIRPORT	67.04	78016
581-000-802.000	CONTRACTUAL	SCENIC EXPRESSIONS LLC	AIRPORT SNOW PLOWING 1 OF	3,565.00	78040
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - CITY	25.06	78008
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASURY	WINTER TAX 41-16-35-100-6	2,646.58	78067
581-000-955.000	MISCELLANEOUS EXPENSE	POINT BROADBAND	DEC. INTERNET SERVICES	51.60	78063
		Total For Dept 000		6,447.20	
		Total For Fund 581 AIRPORT		6,447.20	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM VEOLIA	POINT BROADBAND	DEC. INTERNET SERVICES	29.49	78063
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	ELECTRIC	7,375.08	78070
590-000-276.000	Sewer Inside 5/8"	CLAY, THERESA	UB refund for account: 2-	32.20	78007
590-000-276.000	Sewer	CLAY, THERESA	UB refund for account: 2-	8.43	78007
590-000-276.000	Sewer Inside 5/8"	MILLER, TAMMY	UB refund for account: 5-	17.06	78030
590-000-276.000	Sewer	MILLER, TAMMY	UB refund for account: 5-	0.88	78030
590-000-276.000	Sewer Inside 5/8"	REINBOLD, SUSIE	UB refund for account: 1-	62.39	78036
590-000-276.000	Sewer Inside 5/8"	VEZINO, HELEN L.	UB refund for account: 1-	4.55	78046
590-000-276.000	Sewer Inside 5/8"	WEST, TODD	UB refund for account: 3-	32.81	78048
590-000-276.000	Sewer Inside 5/8"	WEST, TODD	UB refund for account: 3-	32.81	78068
		Total For Dept 000		7,595.70	
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	KENNEDY INDUSTRIES INC	WWTP PUMP R&M	16,975.00	78024
590-550-970.000	CAPITAL OUTLAY	FRANKLIN HOLWERDA CO.	WTP R&M	6,200.00	78015
		Total For Dept 550 TREATMENT		23,175.00	
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	GRAINGER INDUSTRIAL SUPPLY	WTP R&M	33.44	78018
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	81.37	78050
590-551-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE RESURFACING, W/S I	374.18	78000
		Total For Dept 551 COLLECTION		488.99	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	DEC METER READS	353.65	78051
590-552-740.000	OPERATING SUPPLIES	HOOVER PRINTING, LLC	WATER BILL STOCK & ENVELO	548.92	78021
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	DEC METER READS	44.07	78051
		Total For Dept 552 CUSTOMER		946.64	
Dept 553 ADMINISTRATION					

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Fund 590 WASTEWATER FUND					
Dept 553 ADMINISTRATION					
590-553-996.000	PAYING AGENT FEES	HUNTINGTON SERVICE CENTER	2023 LIMITED TAX CAPITAL	250.00	78056
		Total For Dept 553 ADMINI		250.00	
		Total For Fund 590 WASTE		32,456.33	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	CLAY, THERESA	UB refund for account: 2-	4.87	78007
591-000-276.000	Water Inside 5/8"	CLAY, THERESA	UB refund for account: 2-	31.49	78007
591-000-276.000	Water	MILLER, TAMMY	UB refund for account: 5-	0.51	78030
591-000-276.000	Water Inside 5/8"	MILLER, TAMMY	UB refund for account: 5-	14.36	78030
591-000-276.000	Water Inside 5/8"	REINBOLD, SUSIE	UB refund for account: 1-	61.02	78036
591-000-276.000	Water Inside 5/8"	VEZINO, HELEN L.	UB refund for account: 1-	4.45	78046
591-000-276.000	Water Inside 5/8"	WEST, TODD	UB refund for account: 3-	32.08	78048
591-000-276.000	Water Inside 5/8"	WEST, TODD	UB refund for account: 3-	32.08	78068
		Total For Dept 000		180.86	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	WTP BATTERIES	53.86	78001
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	194.49	78004
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	432.95	78020
591-570-740.000	OPERATING SUPPLIES	VISA	DEC. MERCANTILE VISA STAT	549.99	78047
591-570-802.000	CONTRACTUAL	EPS SECURITY	VIDEO SERVICE AGREEMENT J	231.75	78053
591-570-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	38.24	78050
591-570-850.000	COMMUNICATIONS	POINT BROADBAND	DEC. INTERNET SERVICES	29.49	78063
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11/05/ - 12/07/22 ACCOUNT	812.82	78008
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	4,685.56	78070
591-570-930.000	REPAIR & MAINTENANCE	KENT RUBBER	WTP R&M	440.00	78025
		Total For Dept 570 TREATM		7,469.15	
Dept 571 DISTRIBUTION					
591-571-702.000	SALARIES-PERMANENT	LOWELL LEDGER	ACCOUNT STATEMENT	49.52	78029
591-571-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	125.00	78044
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	81.37	78050
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11/05/ - 12/07/22 ACCOUNT	96.87	78008
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11/05/ - 12/07/22 ACCOUNT	236.10	78008
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	1,605.76	78070
591-571-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP EQUIP. R&M	27.60	78001
591-571-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	DEC ACCOUNT STATEMENT	7.19	78041
591-571-930.000	REPAIR & MAINTENANCE	TIP TOP GRAVEL CO.	DPW CRUSHED ASPHALT	250.80	78043
591-571-955.000	MISCELLANEOUS EXPENSE	GRAND RAPIDS PEST CONTROL	WTP MICE CONTROL	150.00	78055
591-571-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE RESURFACING, W/S I	374.16	78000
		Total For Dept 571 DISTRI		3,004.37	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	DEC METER READS	353.65	78051
591-572-740.000	OPERATING SUPPLIES	HOOPER PRINTING, LLC	WATER BILL STOCK & ENVELO	548.92	78021
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	DEC METER READS	44.06	78051
		Total For Dept 572 CUSTOM		946.63	
Dept 573 ADMINISTRATION					
591-573-996.000	PAYING AGENT FEES	HUNTINGTON SERVICE CENTER	2023 LIMITED TAX CAPITAL	250.00	78056
		Total For Dept 573 ADMINI		250.00	
		Total For Fund 591 WATER		11,851.01	
Fund 597 ELECTRIC CHARGING STATION FUND					
Dept 463 MAINTENANCE					
597-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC	150.38	78070
		Total For Dept 463 MAINTEN		150.38	
		Total For Fund 597 ELECT		150.38	

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Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	APPLIED INNOVATION	NOV. SERVICE CONTRACT COP	270.02	78003
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DEC. PUBLIC WORKS COPY MA	66.50	78012
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	AUG COPY MACHINE	51.17	78012
Total For Dept 000				387.69	
Total For Fund 636 DATA P				387.69	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	NOV STATEMENT	24.99	78004
661-895-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	ACCOUNT STATEMENT	38.48	78032
661-895-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	DEC ACCOUNT STATEMENT	32.54	78041
661-895-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	TIRE REPAIR PLUGS - EQUIP	19.52	78001
661-895-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP EQUIP	23.97	78001
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	NOV STATEMENT	55.74	78004
661-895-930.000	REPAIR & MAINTENANCE	GR CENTRAL IRON & STEEL I	R&M STEAL 12'	131.88	78017
661-895-930.000	REPAIR & MAINTENANCE	INTERSTATE BILLING SERVIC	#32 BACKHOE	3,121.89	78022
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	13.29	78032
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	DPW EQUIP. R&M	457.79	78045
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	DPW EQUIP. R&M	687.74	78045
661-895-930.000	REPAIR & MAINTENANCE	VISA	DEC. MERCANTILE VISA STAT	54.90	78047
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	#833 R & M	607.88	78052
661-895-981.000	EQUIPMENT	NAPA AUTO PARTS	ACCOUNT STATEMENT	199.31	78032
Total For Dept 895 FLEET				5,469.92	
Total For Fund 661 EQUIPM				5,469.92	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	666.04	78058
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	1,834.97	78061
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENTS	967.39	78057
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	877.86	78059
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	275.47	78054
703-000-275.000	DUE TO TAXPAYERS	Corelogic centralized ref	2022 Sum Tax Refund 41-20	6,884.87	78010
703-000-275.000	DUE TO TAXPAYERS	Corelogic Centralized Ref	2022 Sum Tax Refund 41-20	4,763.89	78011
Total For Dept 000				16,270.49	
Total For Fund 703 CURREN				16,270.49	

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User: JVELTKAMP  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 12/03/2022 - 12/22/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 7/7

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

Fund 101	GENERAL FUND	115,735.31
Fund 202	MAJOR STREET FUN	5,429.92
Fund 203	LOCAL STREET FUN	10,256.53
Fund 248	DOWNTOWN DEVELOP	127,899.66
Fund 249	BUILDING INSPECT	21,292.20
Fund 260	DESIGNATED CONTR	59.44
Fund 581	AIRPORT FUND	6,447.20
Fund 590	WASTEWATER FUND	32,456.33
Fund 591	WATER FUND	11,851.01
Fund 597	ELECTRIC CHARGI	150.38
Fund 636	DATA PROCESSING	387.69
Fund 661	EQUIPMENT FUND	5,469.92
Fund 703	CURRENT TAX COLL	16,270.49

353,706.08



**LOWELL CITY COUNCIL**  
**MEMORANDUM**

**DATE: December 19, 2022**

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

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

**RE: Modification of Zoning Ordinance**

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Earlier this fall, the City Council modified our flood ordinance to be eligible for the National Flood Insurance Program. When we submitted the ordinance to the Michigan Department of Environment, Great Lakes and Energy, they then informed us our zoning ordinance for the River's Edge and Floodplain Overlay Area must be modified to align with the approved Flood Ordinance. This wasn't told to us when we were originally instructed to revise our flood ordinance.

At the December 12, 2022 Planning Commission Meeting, the Planning Commission recommended to amend the zoning ordinance pertaining to the River's Edge District and the Floodplain Overlay District.

Attached is Ordinance 23-1 for your review. If approved, this will meet all of the requirements necessary to participate in the National Flood Insurance Program.

**I recommend the Lowell City Council approve Ordinance 23-1 as presented.**

CITY OF LOWELL  
KENT COUNTY, MICHIGAN

ORDINANCE NO. 22-\_\_

AN ORDINANCE TO AMEND CHAPTER 14 "F-1 FLOODPLAIN DISTRICT"  
AND TO AMEND CHAPTER 14A "RIVER'S EDGE DISTRICT" OF APPENDIX  
A, "ZONING" OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL.

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, moved the adoption of the following ordinance:

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Amendment of Chapter 14.** Chapter 14 "Floodplain Overlay District" of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended to read in its entirety as follows:

**CHAPTER 14. - F-1 FLOODPLAIN OVERLAY DISTRICT**

**Section 14.01. - Purpose.**

This district is intended primarily to protect those undeveloped areas of the city which are subject to predictable flooding in the floodplain area ~~of the Grand River~~ so that the reservoir capacity will not be reduced or to impede, retard, accelerate or change the direction of flow or carrying capacity of the river valley or to otherwise increase the possibility of flood. Said regulations, while permitting reasonable use of such properties, will help to protect human life, prevent or minimize material and economic losses and reduce the cost to the public in time of emergency through public aid or relief efforts occasioned by the unwise occupancy of such flood areas.

**Section 14.02. - Delineation of the flood hazard overlay zone.**

- A. The flood hazard area zone shall overlay existing zoning districts delineated on the official City of Lowell Zoning Map. The boundaries of the flood hazard area zone shall coincide with the boundaries of the areas indicated as within the limits of the 100-year flood in the report entitled "The Flood Insurance Study - City of Lowell," dated May 16, 1983 with accompanying flood insurance rate maps and flood boundary and floodway maps for Kent County, All Jurisdictions" and dated February 23, 2023 and the Flood Insurance Rate Map (FIRM) panel numbers shown on the index panels: 26081CIND1A and 26081CIND2A, effective February 23, 2023. Within the flood hazard area zone a regulatory floodway shall be designated. The boundaries of the regulatory floodway shall coincide with the floodway boundaries indicated ~~on the flood boundary and floodway map on the FIRM~~. The study and accompanying maps are adopted by reference, appended, and declared to be part of this ordinance. The term flood hazard area as used in this ordinance shall mean the flood hazard area zone and the term floodway shall mean the designated regulatory floodway.
- B. Where there are disputes as to the location of a flood hazard area zone boundary, the zoning board of appeals shall resolve the dispute.

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- C. In addition to other requirements of this ordinance applicable to development in the underlying zoning district, compliance with the requirements of this chapter shall be necessary for all development occurring within the flood hazard area zone.

#### Section 14.03 - Uses permitted.

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- A. Any use permitted in the underlying zoning district, whether by right or by special land use, shall be permitted within the Floodplain Overlay district in accordance with the standards and regulations of the underlying zoning district.
- B. The standards and regulations of this chapter shall also apply to any use proposed in the Floodplain Overlay district. Where there is a conflict between the provisions of this chapter and another applicable section of this ordinance, the more restrictive provisions shall control.

#### Section 14.04 - Additional standards for development.

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- A. Development, including the erection of structures, ~~and placement of manufactured homes, filling, grading, mining, dredging, paving, or storage of equipment or materials~~ within the floodplain overlay district shall not occur except in accordance with the requirements of this ordinance and the following standards:

1. The requirements of this chapter shall be met.
2. The requirements of the underlying zoning district and applicable general provisions of this ordinance shall be met;
3. All necessary permits shall have been issued by the appropriate local, state, and federal authorities, including a floodplain permit, or letter of no authority from the Michigan Department of ~~Natural Resources~~ Environment Great Lakes and Energy, under authority of Act 451, of the Public Acts of 1994, as amended. ~~Where a permit cannot be issued prior to the issuance of zoning compliance permit, a letter from the issuing agency indicating intent to issue contingent only upon proof of zoning compliance shall be acceptable.~~
4. The proposed use and/or structure(s) shall be so designed as not to reduce the water impoundment capacity of the floodplain or significantly change the volume or speed of the flow of water.
5. Utilities, streets, off-street parking, railroads, structures, and buildings for public or recreational uses shall be designed so as not to increase the possibility of flood or be otherwise detrimental to the public health, safety, and welfare.

- B. Specific base flood elevation standards:

1. On the basis of the ~~most recent available base flood elevation data~~ Flood Insurance Rate Maps (FIRMs), all new construction and substantial improvements shall have the lowest floor, including basements, elevated at least one (1) foot above the flood level; ~~or for nonresidential structures, be constructed such that at or below base flood level, together with attendant utility and sanitary facilities, the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall certify that these standards are met and that the floodproofing methods employed are adequate to withstand the flood~~

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~~depths, pressures, velocities, impact, and uplift forces and other factors associated with the base flood in the location of the structure. Such certification shall be submitted as provided in this ordinance and shall indicate the elevation to which the structure is floodproofed.~~

2. The most recent flood elevation data received from the Federal ~~Insurance and Mitigation Administration (FIMA)~~ Emergency Management Agency (FEMA) shall take precedence over data from other sources.

#### **Section 14.05. - Data submission.**

Prior to the issuance of building permit for structures on or adjacent floodplain areas, the city manager shall require the applicant for such permit to submit an approved permit by the Michigan Department of Environment Great Lakes and Energy ~~Natural Resources~~, topographic data, engineering studies, proposed site plan and/or other similar data needed to determine the possible effects of flooding on a proposed structure and/or the effect of the structure on the flow of water. All such required data shall be prepared by a registered professional civil engineer.

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#### **Section 14.06. - City liability.**

The City of Lowell shall incur no liability whatsoever by permitting any use of building within the floodplain within the city.

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#### **Section 14.07. - General standards for flood hazard reduction.**

- A. All new construction and substantial improvements within a flood hazard area, including the placement of prefabricated buildings and manufactured homes, shall:

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1. Have the lowest floor, including basement elevated one foot above the base flood elevation.
2. Be designed and anchored to prevent flotation, collapse, or lateral movement of the structure;
3. Be constructed with materials and utility equipment resistance to flood damage; and
4. Be constructed by methods and practices that minimize flood damage.

- B All new and replacement water supply systems shall minimize or eliminate infiltration of flood waters into the systems.

- C. All new and replacement sanitary sewage systems shall minimize or eliminate infiltration of flood waters into the systems and discharges from systems into flood waters. On-site waste disposal systems shall be located to avoid impairment to the system or contamination from the system during flooding.

- D All public utilities and facilities shall be designed, constructed and located to minimize or eliminate flood damage.

- E. Adequate drainage shall be provided to reduce exposure to flood hazards.

- F. The zoning enforcement officer or his representative shall review development proposals to determine compliance with the standards of this section.

- G. Land shall not be divided in a manner creating parcels or lots which cannot be used in conformance with the requirements of this chapter.

H The flood carrying capacity of any altered or relocated watercourses not subject to state or federal regulations designed to ensure flood carrying capacity shall be maintained.

I. Available flood hazard data from federal, state, or other sources shall be reasonably utilized in meeting the standards of this chapter. Data furnished by the Federal Insurance Administration shall take precedence over data from other sources.

J. In the event that the standards of this Chapter conflict with Appendix G of the Michigan Building Code, as amended, Appendix G shall control.

#### Section 14.08. - Manufactured home standards.

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A. All manufactured homes shall be elevated a minimum of 1 foot above the base flood elevation, anchored to resist floatation, collapse, or lateral movement by meeting the following specifications:

1. Over the top ties shall be provided at each of the four (4) corners of the manufactured home, with two (2) additional ties per side at intermediate locations, except that on manufactured homes less than fifty (50) feet in length one (1) tie per side shall be required.
2. Frame ties shall be provided at each corner of the home with five (5) additional ties per side at intermediate points, except that on manufactured homes less than fifty (50) feet in length four (4) ties per side shall be required.
3. All components of the anchoring systems shall be capable of carrying a force of four thousand eight hundred (4,800) pounds.
4. All additions to a manufactured home shall be similarly elevated and anchored.

B. An evacuation plan indicating alternate vehicular access and escape routes shall be filed with the City of Lowell for manufactured home parks and subdivisions.

C. Manufactured homes within zones A1—30the 100-year floodplain on the flood insurance rate map shall be located in accordance with the following standards:

1. All manufactured homes shall be placed on stands or lots which are elevated on compacted fill or on pilings so that the lowest floor of the manufactured home will be one (1) foot above the base flood level.
2. Adequate surface drainage away from all structures and access for a manufactured home hauler shall be provided.
3. In the instance of elevation on pilings, lots shall be large enough to permit steps, piling foundations shall be placed in stable soil no more than ten (10) feet apart; and reinforcement shall be provided for piers more than six feet above ground level.
4. In manufactured home parks and subdivisions which exist at the time of the adoption of this chapter is adopted, where repair, reconstruction or improvement of streets, utilities and pads equals or exceeds fifty (50) percent of the value of the streets, utilities, and pads before the repair, the standards of this chapter shall be met.

5. In the event that the standards of this Chapter conflict with Appendix G of the Michigan Building Code, as amended, Appendix G shall control.

**Section 2. Amendment of Chapter 14A.** Chapter 14A “Rivers Edge District” of of Appendix A, “Zoning,” of the Code of Ordinance of the City of Lowell is amended to read as follows:

#### **CHAPTER 14A. - RIVER'S EDGE DISTRICT**

##### **Section 14A.01. - Purpose.**

This district is intended primarily to protect those undeveloped areas in the city that are subject to predictable and regular flooding, and therefore are generally unsuitable for permanent development. These areas are within the 100-year floodplain and are generally adjacent to the Grand River. It is the intent of this district to allow for limited activities and development that does not require the placement of buildings intended for human habitation. It is further the intent of this chapter to discourage development that would reduce reservoir capacity or would otherwise impede, retard, accelerate or change the direction of the flow of water.

##### **Section 14A.02. - Uses permitted.**

Land in the River's Edge district may be used for the following purposes as uses permitted by right:

- A. Open space uses such as farms, nurseries, parks, playgrounds, golf courses, nature preserves, horse trails, natural trails, and recreational uses, provided no alteration is made to the existing level of the floodplain or the erection of a structure which may interfere with the flow of the river or floodplain capacity.
- B. Accessory buildings and uses, provided that the standards of section 4.08 are met.

##### **Section 14A.03 - Special land uses.**

- A. Removal and processing of topsoil, stone, rock, sand, gravel, lime or other soil or mineral resources.
- B. Adult use marihuana establishments.

##### **Section 14A.04 - District regulations.**

Front yard	30 feet
Side yard	20 feet
Rear yard	35 feet
Building height	35 feet or 2½ stories
Minimum lot area	20,000 square feet
Minimum lot width	125 feet

##### **Section 14A.05 - Additional standards for development.**

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A. Development permitted by sections 14B.02 and 14B.03 above shall only be permitted in accordance with the requirements of this chapter, including all applicable overlay districts, and the following standards:

1. All necessary development permits shall have been issued by appropriate local, state, and federal authorities, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environment, Great Lakes, and Energy Natural Resources under authority of Act 451, of the Public Acts of 1994, as amended. Where a development permit cannot be issued prior to the issuance of zoning compliance permit, a letter from the issuing agency indicating intent to issue contingent only upon proof of zoning compliance may be acceptable.
2. Utilities, streets, off-street parking, structures, and buildings for public or recreational uses and any other proposed uses and/or structure(s) shall be designed as not to reduce the water impoundment capacity of the floodplain, significantly change the volume or speed of the flow of water or be otherwise detrimental to the public health, safety and welfare.

**Section 3. Publication.** After its adoption, the Deputy City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

**Section 4. Effective Date.** This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YEAS: Councilmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**ORDINANCE DECLARED ADOPTED.**

Dated: \_\_\_\_\_

Susan Ullery  
City Clerk

### CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on \_\_\_\_\_, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on \_\_\_\_\_, 2022. I further certify that the above ordinance was entered into the Ordinance Book of the City on \_\_\_\_\_, 2022, and was effective \_\_\_\_\_, 2022, ten (10) days after publication.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Susan Ullery  
City Clerk

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**ORDINANCE NO. 23-01**

**AN ORDINANCE TO AMEND CHAPTER 14 “F-1 FLOODPLAIN DISTRICT”  
AND TO AMEND CHAPTER 14A “RIVER’S EDGE DISTRICT” OF APPENDIX  
A, “ZONING” OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL.**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, moved the adoption of the following ordinance:

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Amendment of Chapter 14.** Chapter 14 “Floodplain Overlay District” of Appendix A, “Zoning,” of the Code of Ordinance of the City of Lowell is amended to read in its entirety as follows:

**CHAPTER 14. - F-1 FLOODPLAIN OVERLAY DISTRICT Section 14.01. - Purpose.**

This district is intended primarily to protect those undeveloped areas of the city which are subject to predictable flooding in the floodplain area so that the reservoir capacity will not be reduced or to impede, retard, accelerate or change the direction of flow or carrying capacity of the river valley or to otherwise increase the possibility of flood. Said regulations, while permitting reasonable use of such properties will help to protect human life, prevent or minimize material and economic losses and reduce the cost to the public in time of emergency through public aid or relief efforts occasioned by the unwise occupancy of such flood areas.

**Section 14.02. - Delineation of the flood hazard overlay zone.**

- A. The flood hazard area zone shall overlay existing zoning districts delineated on the official City of Lowell Zoning Map. The boundaries of the flood hazard area zone shall coincide with the boundaries of the areas indicated as within the limits of the 100-year flood in the report entitled "The Flood Insurance Study for Kent County, All Jurisdictions" and dated February 23, 2023 and the Flood Insurance Rate Map (FIRM) panel numbers shown on the index panels: 26081CIND1A and 26081CIND2A, effective February 23, 2023. Within the flood hazard, area zone a regulatory floodway shall be designated. The boundaries of the regulatory floodway shall coincide with the floodway boundaries indicated on the FIRM. The study and accompanying maps are adopted by reference, appended, and declared to be part of this ordinance. The term flood hazard area as used in this ordinance shall mean the flood hazard area zone and the term floodway shall mean the designated regulatory floodway.
- B. Where there are disputes as to the location of a flood hazard area zone boundary, the zoning board of appeals shall resolve the dispute.
- C. In addition to other requirements of this ordinance applicable to development in the underlying zoning district, compliance with the requirements of this chapter shall be necessary for all development occurring within the flood hazard area zone.

**Section 14.03 - Uses permitted.**

- A. Any use permitted in the underlying zoning district, whether by right or by special land use, shall be permitted within the Floodplain Overlay district in accordance with the standards and regulations of the underlying zoning district.
- B. The standards and regulations of this chapter shall also apply to any use proposed in the Floodplain Overlay district. Where there is a conflict between the provisions of this chapter and another applicable section of this ordinance, the more restrictive provisions shall control.

**Section 14.04 - Additional standards for development.**

- A. Development, including the erection of structures, placement of manufactured homes, filling, grading, mining, dredging, paving, or storage of equipment or materials within the floodplain overlay district shall not occur except in accordance with the requirements of this ordinance and the following standards:
  - 1. The requirements of this chapter shall be met.
  - 2. The requirements of the underlying zoning district and applicable general provisions of this ordinance shall be met;
  - 3. All necessary permits shall have been issued by the appropriate local, state, and federal authorities, including a floodplain permit, or letter of no authority from the Michigan Department of Environment Great Lakes and Energy, under authority of Act 451, of the Public Acts of 1994, as amended..
  - 4. The proposed use and/or structure(s) shall be so designed as not to reduce the water impoundment capacity of the floodplain or significantly change the volume or speed of the flow of water.
  - 5. Utilities, streets, off-street parking, railroads, structures, and buildings for public or recreational uses shall be designed so as not to increase the possibility of flood or be otherwise detrimental to the public health, safety, and welfare.
- B. Specific base flood elevation standards:
  - 1. On the basis of the Flood Insurance Rate Maps (FIRMs), all new construction and substantial improvements shall have the lowest floor, including basements, elevated at least one (1) foot above the flood level;
  - 2. The most recent flood elevation data received from the Federal Emergency Management Agency (FEMA) shall take precedence over data from other sources.

**Section 14.05. - Data submission.**

Prior to the issuance of building permit for structures on or adjacent floodplain areas, the city manager shall require the applicant for such permit to submit an approved permit by the Michigan Department of Environment Great Lakes and Energy, topographic data, engineering studies, proposed site plan and/or other similar data needed to determine the possible effects of flooding on a proposed structure and/or the effect of the structure on the flow of water. All such required data shall be prepared by a registered professional civil engineer.

**Section 14.06. - City liability.**

The City of Lowell shall incur no liability whatsoever by permitting any use of building within the floodplain within the city.

**Section 14.07. - General standards for flood hazard reduction.**

- A. All new construction and substantial improvements within a flood hazard area, including the placement of prefabricated buildings and manufactured homes, shall:
  - 1. Have the lowest floor, including basement elevated one foot above the base flood elevation.
  - 2. Be designed and anchored to prevent flotation, collapse, or lateral movement of the structure;
  - 3. Be constructed with materials and utility equipment resistance to flood damage; and
  - 4. Be constructed by methods and practices that minimize flood damage.
- B All new and replacement water supply systems shall minimize or eliminate infiltration of flood waters into the systems.
- C. All new and replacement sanitary sewage systems shall minimize or eliminate infiltration of flood waters into the systems and discharges from systems into flood waters. On-site waste disposal systems shall be located to avoid impairment to the system or contamination from the system during flooding.
- D All public utilities and facilities shall be designed, constructed and located to minimize or eliminate flood damage.
- E. Adequate drainage shall be provided to reduce exposure to flood hazards.
- F. The zoning enforcement officer or his representative shall review development proposals to determine compliance with the standards of this section.
- G. Land shall not be divided in a manner creating parcels or lots which cannot be used in conformance with the requirements of this chapter.
- H The flood carrying capacity of any altered or relocated watercourses not subject to state or federal regulations designed to ensure flood carrying capacity shall be maintained.
- I. Available flood hazard data from federal, state, or other sources shall be reasonably utilized in meeting the standards of this chapter. Data furnished by the Federal Insurance Administration shall take precedence over data from other sources.
- J. In the event that the standards of this Chapter conflict with Appendix G of the Michigan Building Code, as amended, Appendix G shall control.

**Section 14.08. - Manufactured home standards.**

- A. All manufactured homes shall be elevated a minimum of 1 foot above the base flood elevation, anchored to resist flotation, collapse, or lateral movement by meeting the following specifications:
  - 1. Over the top ties shall be provided at each of the four (4) corners of the manufactured home, with two (2) additional ties per side at intermediate locations, except that on manufactured homes less than fifty (50) feet in length one (1) tie per side shall be required.

2. Frame ties shall be provided at each corner of the home with five (5) additional ties per side at intermediate points, except that on manufactured homes less than fifty (50) feet in length four (4) ties per side shall be required.
  3. All components of the anchoring systems shall be capable of carrying a force of four thousand eight hundred (4,800) pounds.
  4. All additions to a manufactured home shall be similarly elevated and anchored.
- B. An evacuation plan indicating alternate vehicular access and escape routes shall be filed with the City of Lowell for manufactured home parks and subdivisions.
- C. Manufactured homes within the 100-year floodplain on the flood insurance rate map shall be located in accordance with the following standards:
1. All manufactured homes shall be placed on stands or lots which are elevated on compacted fill or on pilings so that the lowest floor of the manufactured home will be one (1) foot above the base flood level.
  2. Adequate surface drainage away from all structures and access for a manufactured home hauler shall be provided.
  3. In the instance of elevation on pilings, lots shall be large enough to permit steps, piling foundations shall be placed in stable soil no more than ten (10) feet apart; and reinforcement shall be provided for piers more than six feet above ground level.
  4. In manufactured home parks and subdivisions which exist at the time of the adoption of this chapter is adopted, where repair, reconstruction or improvement of streets, utilities and pads equals or exceeds fifty (50) percent of the value of the streets, utilities, and pads before the repair, the standards of this chapter shall be met.
  5. In the event that the standards of this Chapter conflict with Appendix G of the Michigan Building Code, as amended, Appendix G shall control.

**Section 2. Amendment of Chapter 14A.** Chapter 14A “Rivers Edge District” of of Appendix A, “Zoning,” of the Code of Ordinance of the City of Lowell is amended to read as follows:

**CHAPTER 14A. - RIVER'S EDGE DISTRICT**

**Section 14A.01. - Purpose.**

This district is intended primarily to protect those undeveloped areas in the city that are subject to predictable and regular flooding, and therefore are generally unsuitable for permanent development. These areas are within the 100-year floodplain and are generally adjacent to the Grand River. It is the intent of this district to allow for limited activities and development that does not require the placement of buildings intended for human habitation. It is further the intent of this chapter to discourage development that would reduce reservoir capacity or would otherwise impede, retard, accelerate or change the direction of the flow of water.

**Section 14A.02. - Uses permitted.**

Land in the River's Edge district may be used for the following purposes as uses permitted by right:

- A. Open space uses such as farms, nurseries, parks, playgrounds, golf courses, nature preserves, horse trails, natural trails, and recreational uses, provided no alteration be made to the existing level of the floodplain or the erection of a structure, which may interfere with the flow of the river or floodplain capacity.
- B. Accessory buildings and uses provided that the standards of section 4.08 be met.

**Section 14A.03 - Special land uses.**

- A. Removal and processing of topsoil, stone, rock, sand, gravel, lime or other soil or mineral resources.
- B. Adult use marihuana establishments.

**Section 14A.04 - District regulations.**

Front yard	30 feet
Side yard	20 feet
Rear yard	35 feet
Building height	35 feet or 2½ stories
Minimum lot area	20,000 square feet
Minimum lot width	125 feet

**Section 14A.05 - Additional standards for development.**

A. Development permitted by sections 14B.02 and 14B.03 above shall only be permitted in accordance with the requirements of this chapter, including all applicable overlay districts, and the following standards:

1. All necessary development permits shall have been issued by appropriate local, state, and federal authorities, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environment, Great Lakes, and Energy under authority of Act 451, of the Public Acts of 1994, as amended. Where a development permit cannot be issued prior to the issuance of zoning compliance permit, a letter from the issuing agency indicating intent to issue contingent only upon proof of zoning compliance may be acceptable.
2. Utilities, streets, off-street parking, structures, and buildings for public or recreational uses and any other proposed uses and/or structure(s) shall be designed as not to reduce the water impoundment capacity of the floodplain, significantly change the volume or speed of the flow of water or be otherwise detrimental to the public health, safety and welfare.

**Section 3. Publication.** After its adoption, the Deputy City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

**Section 4. Effective Date.** This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YEAS: Councilmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**ORDINANCE DECLARED ADOPTED.**

Dated: \_\_\_\_\_

Susan Ullery  
City Clerk

## CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on \_\_\_\_\_, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on \_\_\_\_\_, 2022. I further certify that the above ordinance was entered into the Ordinance Book of the City on \_\_\_\_\_, 2022, and was effective \_\_\_\_\_, 2022, ten (10) days after publication.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Susan Ullery  
City Clerk



**LOWELL CITY ADMINISTRATION**  
**INTER OFFICE MEMORANDUM**

**DATE:** December 16, 2022  
**TO:** Michael T. Burns  
**FROM:** Suzanne M. Olin  
**RE:** Annual Authorization of Signatures  
for City Bank Accounts and  
Designation of Depository Banks

---

Authorized Signatures

Mayor  
Mayor Pro Tem

City Manager Michael T. Burns  
City Treasurer Suzanne Olin  
Police Chief Chris Hurst  
Deputy City Treasurer Jenell Veltkamp

Safety Deposit Box:

Susan Ullery  
Amy Brown

Depository Banks

Huntington Banks  
PNC Bank  
Fifth Third Bank  
Macatawa Bank  
Mercantile Bank of Michigan

(Lowell)  
(Grand Rapids)  
(Lowell, Ada, Grand Rapids)  
(Grand Rapids)  
(Lowell, Grand Rapids)

**Recommended Motion:** That the Lowell City Council approve the annual authorization of signatures for City Bank Accounts and designation of depository banks as proposed.



**LOWELL CITY ADMINISTRATION**  
**INTER OFFICE MEMORANDUM**

**DATE:** December 22, 2022

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

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

**RE:** Resolution 01-23, Poverty Exemption

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The Michigan Department of Treasury requires Communities to establish poverty guidelines for those who are unable to contribute toward the public charges. Those in this situation are deemed a poverty exemption if they meet all of the requirements.

Annually these resolutions must be reviewed and established. We have not made any changes since last year, with the exception of the state making modifications to the income levels due to inflation.

I have also attached Resolution 01-23 to address this. **I recommend the Lowell City Council approve Resolution 01-23 to adopt a current poverty exemption policy and guidelines in accordance with the General Property Tax Act.**

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

**RESOLUTION NO. 01-23**

**RESOLUTION TO ADOPT A POVERTY EXEMPTION POLICY AND  
GUIDELINES IN ACCORDANCE WITH THE GENERAL PROPERTY  
TAX ACT**

Councilmember \_\_\_\_\_ supported by Councilmember \_\_\_\_\_ moved  
the adoption of the following resolution:

**WHEREAS**, Section 7u of the General Property Tax Act, 1893 PA 206, MCL 211.1 *et seq.* (the “GPTA”) permits the City to exempt from taxation, in whole or in part, the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges; and

**WHEREAS**, Subsection 7u requires that applicants for the poverty exemption must meet certain requirements as set forth in the GPTA and as set forth in the City’s Poverty Exemption Policy and Guidelines in order to be eligible; and

**WHEREAS**, the City of Lowell has developed its own Poverty Exemption Policy and Guidelines in accordance with the GPTA requirements.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. The attached Poverty Exemption Policy and Guidelines are hereby adopted for use in implementation in accordance with Section 7u of the GPTA.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YES: Councilmembers \_\_\_\_\_

NO: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: January 3, 2023

\_\_\_\_\_  
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 3, 2023, 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 3, 2023

\_\_\_\_\_  
Susan Ullery, City Clerk



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 19 of 2022**  
**November 15, 2022**  
**Procedural Changes for 2023**

**TO:** Assessing Officers and County Equalization Directors

**FROM:** Michigan State Tax Commission

**SUBJECT:** Procedural Changes for the 2023 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2023 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

**A. Inflation Rate Used in the 2023 Capped Value Formula**

The inflation rate, expressed as a multiplier, to be used in the 2023 Capped Value Formula is 1.05.

The 2023 Capped Value Formula is as follows:

$$\text{2023 CAPPED VALUE} = (\text{2022 Taxable Value} - \text{LOSSES}) \times 1.05 + \text{ADDITIONS}$$

The formula includes 1.05 because the inflation rate multiplier of 1.079 is higher than 1.05.

**B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2023**

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$23,030 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$23,030. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2023 assessments:

Size of Family Unit	Poverty Guidelines
1	\$13,590
2	\$18,310
3	\$23,030

Size of Family Unit	Poverty Guidelines
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
For each additional person	\$4,720

**Note:** MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 3 of 2021 for more information on poverty exemptions.

**Note:** MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

### C. Poverty Exemption Important Reminders

It is important for assessors to review and understand the changes to the poverty exemption statute made by Public Act 253 of 2020 and to work with local officials and boards of review to ensure the necessary policies and guidelines are in place and are being followed. The governing body of the local unit may need to revise its policy and guidelines to make sure to comply with the law changes.

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. **The Board of Review is not permitted to deviate from the adopted policy and guidelines** (this is a change to the law in PA 253 of 2020).

Poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year.

Starting in 2021, to request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*

3. All required additional documentation (such as federal/state income tax returns)

Local units are still required to have adopted income guidelines and an asset test. These documents should be in writing and should be made available to taxpayers.

If a taxpayer qualifies for the poverty exemption, the Board of Review can grant a 100%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

The forms and guidance related to the poverty exemption are available on the State Tax Commission's website under the [Poverty Exemption Forms & Policy Related to PA 253 of 2020](#) link.

## **D. Sales Studies**

Equalization study dates are as follows for 2023 equalization:

Two Year Study: April 1, two years prior through March 31, current year  
Single Year Study: October 1, preceding year through September 30, current year

For 2022 studies for 2023 equalization the dates are as follows:

Two Year Study: April 1, 2020 through March 31, 2022  
Single Year Study: October 1, 2021 through September 30, 2022

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

## **E. Property Classification**

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the current use of the property **and not** highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

## **F. Public Act 660 of 2018, Property Assessing Reform**

Public Act 660 of defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a

process for bringing a local unit into compliance if they remain non-compliant after a follow-up review.

Information on Property Assessing Reform is available on the State Tax Commission's website at [www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission) under the Property Assessing Reform link. Any questions concerning Property Assessing Reform should be directed to [AssessingReformQuestions@michigan.gov](mailto:AssessingReformQuestions@michigan.gov).

### **Local Unit Requirements**

The statute states the requirements that must be met by the local unit beginning in the 2022 tax year. This includes having a published policy for when the assessor's office is accessible to taxpayers; information to taxpayers on how to request inspection or production of records in the assessor's office; and online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. The full list of requirements can be found in [MCL 211.10g\(1\)](#).

State Tax Commission Guideline 2020-1 breaks down how the Commission will conduct the audit based on the requirements set by MCL 211.10g(1). Guideline 2020-1 separates the statutory requirements into deficiencies (i.e. failure to have what is required by MCL 211.10g(1)) that may result in a finding of noncompliance or that are technical. Assessors should review MCL 211.10g(1) and Guideline 2020-1 and work with local unit officials to ensure that they are able to meet the statutory requirements. [Guideline 2020-1: Audit Procedures](#) is available on the STC website.

### **Required Training: Assessors and Support Staff**

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required

Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

### **Required Training: Board of Review members**

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of completion and that it is provided to the local unit so it can be properly maintained and provided during the audit.

## **G. Tax Tribunal Small Claims Division Hearings**

Assessors should carefully read all notices, orders and other correspondence sent by the Tax Tribunal. Assessors should pay special attention to the Notice of Hearing and ensure they are available at the date and time of the scheduled hearing. It is important to appear at the hearing and to timely file with the Tax Tribunal and serve a copy to the taxpayer of all evidence and documentation you wish to be considered at the hearing.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated. More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at [www.michigan.gov/taxtribunal](http://www.michigan.gov/taxtribunal).

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

## H. Qualified Heavy Equipment Rental Personal Property Exemption

Public Act 46 of 2022 was signed by the Governor on March 23, 2022. The Act creates MCL 211.9p which provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

**Qualified heavy equipment rental personal property** (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement approved by the State Tax Commission of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit the information contained in the statement and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to [Treas-QHERPP@michigan.gov](mailto:Treas-QHERPP@michigan.gov)

More information is available in Bulletin 18 of 2022.

## I. 2023 Small Business Taxpayer Personal Property Tax Exemption Changes

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amends the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for “eligible personal property” in a local unit from \$80,000 to \$180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 21, 2023 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o*. Late filed forms may be filed directly with the 2023 March Board of Review prior to the closure of the March Board.

### **Personal Property Valued Less Than \$80,000**

To claim an exemption for personal property valued less than \$80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 21, 2023 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review. Taxpayers must contact the local unit directly to determine the March Board of Review dates.

Once the exemption is granted for personal property valued at less than \$80,000, the taxpayer will continue to receive the exemption until they no longer qualify for the exemption. Once they no longer qualify, the taxpayer is required to file a rescission form and a personal property statement no later than February 20th of the year that the property is no longer eligible. Failure to file the rescission form will result in significant penalty and interest as prescribed in MCL 211.9o.

### **Personal Property Valued Greater than or Equal to \$80,000 but Less than \$180,000**

In order to claim an exemption for personal property valued at \$80,000 or more but less than \$180,000, Form 5076 **along with** Form 632 *Personal Property Statement* must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 21, 2023 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review.

## **J. 2023 ESA Changes**

Public Acts 153 through 156 were signed by the Governor on December 23, 2021. These Acts amend the General Property Tax Act, the State Essential Services Act, and the Alternative State Essential Services Act. The Acts change the way that Eligible Manufacturing Personal Property (EMPP) exemptions are claimed and granted, and ESA statements are generated, beginning in 2023.

For 2023 the process of claiming the EMPP exemption remains the same as it has been. **ALL** eligible claimants wishing to receive the EMPP exemption for 2023 will be required to file the Combined Document (Form 5278) with the assessor by February 21 or with the March Board of Review prior to its adjournment. **Taxpayers that do not timely file the Combined Document (Form 5278) will be ineligible to receive the EMPP exemption in 2023.** Assessors will be required to send all information from the Combined Document (Form 5278) to the Department of Treasury via their CAMA software by April 1, as has been the requirement in the past.

Beginning in 2024, eligible claimants that received the EMPP exemption in the previous year will carry the exemption over to the next year. No Combined Document (Form 5278) or other personal property form will be necessary. Eligible Claimants wishing to claim the EMPP exemption on a parcel that did not receive the exemption in the

previous year will need to file a Combined Document by deadline to do so. Taxpayers that no longer qualify for the exemption must file a Form 5277 by the deadline and the assessor remove the exemption from the parcel(s). Assessors must forward the Form 5277 and 5278 information to the Department of Treasury via CAMA software no later than April 1.

## **K. EMPP and ESA Reminders**

In September and October, the ESA Section begins to send out Summary of Changes letters for all taxpayers that have certified their ESA Statement and paid ESA liability in full. Recognizing that manufacturers occasionally move personal property between facilities located in different jurisdictions, a copy of this letter is sent to every local unit in which a taxpayer has reported EMPP if a change on their ESA Statement has been made to *any* parcel located in *any* local unit. This is done to assist each assessor in identifying property that may have been moved in or out of their local unit. Assessors are advised that even if their local unit is not listed on the Summary of Changes letter, it may be prudent to note whether any changes made to a parcel reported in another local unit may affect a parcel located in their local unit.

At times, taxpayers attempt to add a parcel to their ESA Statement that was not previously reported to the Department of Treasury. In these cases, the ESA Section will reach out to the assessor to ask if a Combined Document (Form 5278) was filed for the parcel and, if it was, request a copy of the Form. ESA Staff will also ask for a letter confirming that the EMPP exemption was claimed properly and that the failure to transmit the information to the Department of Treasury was not the fault of the taxpayer. These letters are not used to incriminate an assessor who made a mistake, but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1st.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of "eligible manufacturing personal property," identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions).

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at [www.michigan.gov/ESA](http://www.michigan.gov/ESA). Additional questions should be sent via email to [ESAQuestions@michigan.gov](mailto:ESAQuestions@michigan.gov).

## **L. Omitted or Incorrectly Reported Property (MCL 211.154)**

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2019 and 2020 the property record card for 2019 and the property record card for 2020 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values. Additionally, the 154 petition must contain an original signature. The Commission cannot accept electronic signatures or scanned signatures on petitions.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor's communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at [Treas-154petitions@michigan.gov](mailto:Treas-154petitions@michigan.gov). Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at [www.michigan.gov/154petitions](http://www.michigan.gov/154petitions).

## **M. Authority of July and December Boards of Review**

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes qualified errors listed in MCL 211.53b(8), and appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7b related to the disabled veteran's exemption, and MCL 211.7ss related to the eligible development property exemption, provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 13 of 2022 and 14 of 2022 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not be requesting that the July or December Boards of Review take action outside of the limited authority provided in MCL 211.53b.

### **Authority Over Principal Residence Exemptions**

Public Act 141 of 2022 was signed by the Governor on July 11, 2022. The Act amended Section 211.7cc of the General Property Tax Act, regarding the Principal Residence Exemption. PA 141 eliminated the July and December Board of Review

appeal process in MCL 211.7cc(15) and 211.53b regarding claiming a principal residence exemption for which the exemption was not on the property for the current and previous three years. **The July and December Board of Review have no authority to grant a PRE.** Assessors are asked to ensure that the July and December Boards of Review does not take action related to PRE claims.

## **N. 2023 State Tax Commission Updates Class**

At the August 23, 2022 State Tax Commission meeting, the recommendations of the Education and Certification Committee were approved.

**ALL certified assessing officers (MCAO, MAAO, MMAO) and ALL certified assessing technicians (MCAT) must take the 2023 STC Updates Class as part of their continuing education renewal requirements for the renewal cycle beginning November 1, 2022 and ending October 31, 2023.**

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at <https://coned.mi-stc.org>. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

## **O. Online Education Portal and MiSUITE (CERTS) Login**

### **STC Online Education Portal**

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email [State-Tax-Commission@michigan.gov](mailto:State-Tax-Commission@michigan.gov). If you require a password reset, **do not use the Forgotten Your Username or Password link on the page.** Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you will receive your certificate of completion for the course. If a certificate is not emailed to you, then you likely did not complete one or more of the course requirements. The requirements that must be completed are listed at the top of each course and as you complete each one, they will be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the CERTS platform to receive the continuing education credit for the course.

### **MiSUITE/CERTS**

Several updates were released in August to make MiSUITE a more user-friendly and secure platform. These updates include allowing users to request and receive an

automated password reset link, simplified password requirements, and the ability to securely register a device. Additional security measures were also implemented, including password expirations. Passwords will now expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE/CERTS by going to <https://sso.misuite.app>

Assessors can check continuing education hours by logging into the CERTS system and checking your profile page. Total hours remaining to be completed are listed on the profile page in CERTS as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in CERTS. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email [Treas-MiSUITEHelp@michigan.gov](mailto:Treas-MiSUITEHelp@michigan.gov).



**LOWELL CITY COUNCIL**  
**MEMORANDUM**

**DATE: December 20, 2022**

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

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

*MB*

**RE: 990 N. Washington Property Disposal**

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On December 2, 2022 after removal from the Court Officer, the tenants at 990 N. Washington were formally evicted. On this date, the property was secured by the City. When city staff arrived to lockdown the facility, we observed that the tenants left many items on the property. This included two vehicles along with many different items strewn from within the home and all along the property.

After discussion with our legal counsel, I was advised by the tenants not taking all of the items by the date set forth by the court and court officer, they have legally abandoned their property. Meaning we are under no obligation to allow them to return to the property and claim it.

We will need to remove all of the items from the property. It may be possible to have items removed when if we were to demolish the building. That being said, I had Mayor Pro Tem Chambers visit the site to see if there were any items of value we could sell which would help us recover our costs for cleaning up the site.

Mayor Pro Tem Chambers went to the site on Monday December 5, 2022 and identified several items of value on the property the City could sell. He mentioned there may not be big ticket items but there are many items that will add up to a respectable amount.

Mayor Pro Tem Chambers suggested we remove all of the property and place it in the Foreman Building. From there, he can coordinate who may be interested in buying these items. Upon sale, the City of Lowell would be paid directly for the items. There would be no payment to Red Barn or any other entity for this.

City Administration needs direction on how to proceed.



# LOWELL CITY COUNCIL

## MEMORANDUM

**DATE:** December 19, 2022

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

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

**RE:** Future Use for 990 N. Washington

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As you are aware, the tenants are no longer residing at 990 N. Washington. While the City Council has not yet discussed what to do next with the property, there have been some who have expressed that they would like this property to be added to the park network as an addition to Scout Park. I also have been contacted by residents looking to purchase the property for future residential uses.

Currently the approximate 2.65 acres of city owned property is in Vergennes Township. In addition, the property is adjacent to city owned property which is inside the city limits. This would be the Scout Park Property and the Boy Scout Cabin. Although there has been conversation over the years that this property might become additional park property, we are not aware of any legal restriction preventing City Council from doing anything they choose with this property.

Initially, City Council will want to decide whether it desires to formally annex this property. As I said, this is city owned property in Vergennes Township adjacent to city owned property within the City limits. City Council, acting by resolution and according to a procedure set forth by state statute, can unilaterally annex the property into the city limits. This does not go to the boundary commission and Vergennes Township cannot contest. The one condition is any buildings on the site must be demolished.

Following annexation, the next step would be to determine what usage you would like to see for the property. I see four possible options at this time: (1) adding the property to the park network, (2) developing residential units (potentially three parcels), (3) considering affordable housing opportunities, or (4) treating the property as a park but not adding the property to the park network (similar to the Moose Property, Upper Bridge, and Rodgers Property). These various options would require different zoning reclassifications.

I prepared what I perceive to be pros and cons to each option on the attached spreadsheet. I understand there may be other ideas to these that I am not aware of. I also prepared a 10-year, 25-year and 50-year projection of possible city property taxes as a result of the property. I increase the taxable value of the property based on the 29-year average inflation rate multiplier set forth through Proposal A of 1994.

If you choose not to add all of the property to the park network, you should consider the current terrain of the property. The northeastern portion (or panhandle) of the property is wooded and connects to a wooded area of Scout Park. You might want to consider splitting the parcel and deeming this portion of the property as park land.

Regarding environmental issues on the property. We know that in 2007, the Michigan Department of Environmental Quality (now EGLE) came to the site to determine if there were PCBs from the transformers on the site. They found nothing pertaining to this and provided a documented report pertaining to this. It's imperative we work with our legal counsel to guide us through this. Also, if annexed into the city we have the benefit of utilizing the Brownfield Authority to assist with environmental concerns if needed.

I am not going to provide a recommendation on this matter. My hope is to provide you with a thorough and comprehensive analysis for you to formulate a decision to move forward. I will work with any direction you provide. While I am not making a recommendation, I would suggest staying away from option #4. This could take a lot of time but I believe there needs to be finality to whatever direction you make regarding this property.



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Printed 12/19/2022 2:20:45 PM

# 990 N. WASHINGTON OPTIONS

## OPTION 1 ADDITION TO PARK NETWORK

PRO - PRESERVE PROPERTY'S NATURAL SETTINGS

PRO - ADDITION TO PARK NETWORK

CON - IF ADDED TO PARK NETWORK THIS WILL BE AN ADDITIONAL GENERAL FUND EXPENSE TO MAINTAIN PROPERTY

CON - IF PROPERTY COMES TO THE CITY ONE OF THE FEW DEVELOPABLE PROPERTIES WHICH WOULD BE CAPTURED BY THE GEN. FUND

\*IF PROPERTY IS ADDED TO PARK NETWORK IT WILL REQUIRE A VOTE OF THE PEOPLE TO SELL IN THE FUTURE\*

## OPTION 2 DEVELOP THREE RESIDENTIAL UNITS

PRO - GENERATE ADDITIONAL PROPERTY TAXES TO GENERAL FUND

PRO - WILL HAVE NO RESPONSIBILITY FOR PROPERTY ONCE SOLD

CON - PROPERTY'S NATURAL SETTINGS WILL BE DISTURBED

CON - PROPERTY WILL BE CHANGED DUE TO USAGE

## OPTION 3 CREATE AFFORDABLE HOUSING WITH SITE

PRO - ADDRESSES A COMMUNITY NEED

PRO - MAY BE ABLE TO NEGOTIATE PILOT EQUIVALENT TO TAX RATE

CON - MAY NOT BE BEST SITE FOR AFFORDABLE HOUSING

CON - SAME ONE'S AS OPTION 2

\*WILL BE BEST TO PARTNER WITH HOUSING NEXT TO SEE WHAT OPTIONS ARE

## OPTION 4 NOT DESIGNATE AS PARK PROPERTY LIST (IE MOOSE, RODGERS, UPPER BRIDGE)

PRO - CAN DECIDE AT A LATER DATE TO MAKE PARK PROPERTY OR DEVELOP (DEFER TO FUTURE COUNCILS)

CON - NOT ELIGIBLE FOR ANY DNR FUNDING SINCE THIS NOT FORMALLY DESIGNATED AS A PARK

\*I DO NOT RECOMMEND THIS OPTION\*

# 10 Year analysis

<u>Year</u>	<u>Taxable Value</u>	<u>Property Tax</u>
2024	\$ 150,000.00	\$ 2,355.00
2025	\$ 153,450.00	\$ 2,409.17
2026	\$ 156,979.35	\$ 2,464.58
2027	\$ 160,589.88	\$ 2,521.26
2028	\$ 164,283.44	\$ 2,579.25
2029	\$ 168,061.96	\$ 2,638.57
2030	\$ 171,927.39	\$ 2,699.26
2031	\$ 175,881.72	\$ 2,761.34
2032	\$ 179,927.00	\$ 2,824.85
2033	\$ 184,065.32	\$ 2,889.83
<b>10 Year Total</b>		<b>\$ 26,143.11</b>

<u>Year</u>	<u>Taxable Value</u>	<u>Property Tax</u>
2024	\$ 150,000.00	\$ 2,355.00
2025	\$ 153,450.00	\$ 2,409.17
2026	\$ 156,979.35	\$ 2,464.58
2027	\$ 160,589.88	\$ 2,521.26
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2032	\$ 179,927.00	\$ 2,824.85
2033	\$ 184,065.32	\$ 2,889.83
<b>10 Year Total</b>		<b>\$ 26,143.11</b>

**Total Property Taxes \$ 78,429.32**

**Starting Taxable Value \$150,000**

**Increase is based on 29 year inflation rate multiplier average of 2.3% annually**

**City millage rate assessed is 15.7 mills**

# 10 Year analysis

<u>Year</u>	<u>Taxable Value</u>	<u>Property Tax</u>
2024	\$ 150,000.00	\$ 2,355.00
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2032	\$ 179,927.00	\$ 2,824.85
2033	\$ 184,065.32	\$ 2,889.83
<b>10 Year Total</b>		<b>\$ 26,143.11</b>

**Total Property Taxes \$ 78,429.32**

**Starting Taxable Value \$150,000**

**Increase is based on 29 year inflation rate multiplier average of 2.3% annually**

**City millage rate assessed is 15.7 mills**

## 25 Year Analysis

	<u>Taxable Value</u>	<u>Property Tax</u>
2024	\$ 150,000.00	\$ 2,355.00
2025	\$ 153,450.00	\$ 2,409.17
2026	\$ 156,979.35	\$ 2,464.58
2027	\$ 160,589.88	\$ 2,521.26
2028	\$ 164,283.44	\$ 2,579.25
2029	\$ 168,061.96	\$ 2,638.57
2030	\$ 171,927.39	\$ 2,699.26
2031	\$ 175,881.72	\$ 2,761.34
2032	\$ 179,927.00	\$ 2,824.85
2033	\$ 184,065.32	\$ 2,889.83
2034	\$ 188,298.82	\$ 2,956.29
2035	\$ 192,629.69	\$ 3,024.29
2036	\$ 197,060.17	\$ 3,093.84
2037	\$ 201,592.56	\$ 3,165.00
2038	\$ 206,229.19	\$ 3,237.80
2039	\$ 210,972.46	\$ 3,312.27
2040	\$ 215,824.83	\$ 3,388.45
2041	\$ 220,788.80	\$ 3,466.38
2042	\$ 225,866.94	\$ 3,546.11
2043	\$ 231,061.88	\$ 3,627.67
2044	\$ 236,376.30	\$ 3,711.11
2045	\$ 241,812.96	\$ 3,796.46
2046	\$ 247,374.65	\$ 3,883.78
2047	\$ 253,064.27	\$ 3,973.11
2048	\$ 258,884.75	\$ 4,064.49
2049	\$ 264,839.10	\$ 4,157.97
	<u>\$ 82,548.14</u>	

	<u>Taxable Value</u>	<u>Property Tax</u>
2024	\$ 150,000.00	\$ 2,355.00
2025	\$ 153,450.00	\$ 2,409.17
2026	\$ 156,979.35	\$ 2,464.58
2027	\$ 160,589.88	\$ 2,521.26
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2029	\$ 168,061.96	\$ 2,638.57
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	<u>\$ 82,548.14</u>	

	<u>Taxable Value</u>	<u>Property Tax</u>
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2046	\$ 247,374.65	\$ 3,883.78
2047	\$ 253,064.27	\$ 3,973.11
2048	\$ 258,884.75	\$ 4,064.49
2049	\$ 264,839.10	\$ 4,157.97
	<u>\$ 82,548.14</u>	

**3 Property 25 year total      \$ 247,644.42**

**Starting Taxable Value \$150,000**

**Increase is based on 29 year inflation rate multiplier average of 2.3% annually**

**City millage rate assessed is 15.7 mills**

# 50 Year Analysis

	<u>Taxable Value</u>	<u>Property Tax</u>
2024	\$ 150,000.00	\$ 2,355.00
2025	\$ 153,450.00	\$ 2,409.17
2026	\$ 156,979.35	\$ 2,464.58
2027	\$ 160,589.88	\$ 2,521.26
2028	\$ 164,283.44	\$ 2,579.25
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2048	\$ 258,884.75	\$ 4,064.49
2049	\$ 264,839.10	\$ 4,157.97
2050	\$ 270,930.40	\$ 4,253.61
2051	\$ 277,161.80	\$ 4,351.44
2052	\$ 283,536.52	\$ 4,451.52
2053	\$ 290,057.86	\$ 4,553.91
2054	\$ 296,729.19	\$ 4,658.65
2055	\$ 303,553.96	\$ 4,765.80
2056	\$ 310,535.70	\$ 4,875.41
2057	\$ 317,678.02	\$ 4,987.54
2058	\$ 324,984.62	\$ 5,102.26
2059	\$ 332,459.26	\$ 5,219.61
2060	\$ 340,105.83	\$ 5,339.66
2061	\$ 347,928.26	\$ 5,462.47
2062	\$ 355,930.61	\$ 5,588.11
2063	\$ 364,117.02	\$ 5,716.64
2064	\$ 372,491.71	\$ 5,848.12

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2063	\$ 364,117.02	\$ 5,716.64
2064	\$ 372,491.71	\$ 5,848.12

2065	\$	381,059.02	\$	5,982.63	2065	\$	381,059.02	\$	5,982.63	2065	\$	381,059.02	\$	5,982.63
2066	\$	389,823.37	\$	6,120.23	2066	\$	389,823.37	\$	6,120.23	2066	\$	389,823.37	\$	6,120.23
2067	\$	398,789.31	\$	6,260.99	2067	\$	398,789.31	\$	6,260.99	2067	\$	398,789.31	\$	6,260.99
2068	\$	407,961.46	\$	6,404.99	2068	\$	407,961.46	\$	6,404.99	2068	\$	407,961.46	\$	6,404.99
2069	\$	417,344.58	\$	6,552.31	2069	\$	417,344.58	\$	6,552.31	2069	\$	417,344.58	\$	6,552.31
2070	\$	426,943.50	\$	6,703.01	2070	\$	426,943.50	\$	6,703.01	2070	\$	426,943.50	\$	6,703.01
2071	\$	436,763.20	\$	6,857.18	2071	\$	436,763.20	\$	6,857.18	2071	\$	436,763.20	\$	6,857.18
2072	\$	446,808.76	\$	7,014.90	2072	\$	446,808.76	\$	7,014.90	2072	\$	446,808.76	\$	7,014.90
2073	\$	457,085.36	\$	7,176.24	2073	\$	457,085.36	\$	7,176.24	2073	\$	457,085.36	\$	7,176.24
2074	\$	467,598.32	\$	7,341.29	2074	\$	467,598.32	\$	7,341.29	2074	\$	467,598.32	\$	7,341.29
\$ 224,136.67					\$ 224,136.67					\$ 224,136.67				

**3 Property 50 year total      \$ 672,410.01**

**Starting Taxable Value \$150,000**

**Increase is based on 29 year inflation rate multiplier average of 2.3% annually**

**City millage rate assessed is 15.7 mills**



**2024 LOWELL AREA FIRE DEPARTMENT  
ACCEPTED BUDGET**



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

Friday, November 18, 2022

To: Members of the Lowell Area Fire and Emergency Services Authority and Municipal Partner Boards

From the Office of the Fire Chief Shannon Witherell

Regarding: 2024 Budget Proposals

The Lowell Area Fire Department Command Staff is please to present the 2024 purposed budget. 2023 has been a busy year with a projected total calls for services ending around 1200 for 2022. We have not only grown in call volume over the last two years, we have added 15 new members to the department in this time frame as well as expanded the services we provide with the change to EMT medical license. With all of this growth we have faced a number of financial challenges, especially in this financial market. Below are the highlights of the purposed changes to 2024 budget.

#### **Personnel Services:**

In the 2024 Budget we are purposing a .75 per hour increases to our full-time firefighter and a \$2.00 per hour increases to our part-time shift Firefighters. A wage survey was assembled throughout many of the departments in Kent County in early 2022. This survey found that we were the lowest paid for full-time and part-time firefighters with higher volume of calls than many of the departments. Furthermore our part-time firefighter rate of \$15.00 per hour has not changed in six years while our paid on call rate has adjusted twice in that time frame. The current paid on call rate id \$19.00 per hour. This part –time spot is a vital position aiding to reduce response times during the day as well as completing several in-house projects that would normally be hired out including; hose testing, truck repairs, station repairs, preventive services, and more.

We are also purposing an increase of \$50.00 per month at each level of the Officer Staff's monthly stipend. This rate has not been adjusted in four years. The officers oversee many aspects of the day to day work of the fire department including team response, training, and public education. They take part in the regular meetings and trainings as well as six to eight hours of officer trainings meetings a month.

#### **Supplies:**

The operating supplies of the Department budget line item has held since the 2017 – 2018 budget. In 2022 we have encountered a 22% increase in turn out gear, a 68% increase in helmet, a 30% increase in fire foam as well as several increases in medical equipment. With increased staff and calls the operating supplies have increased.

As everyone is aware, over the last two years we have seen a nearly 50% increase in fuel expenses coupled with an increase in calls for services, we are forced to increase our budgeted fuel expenses. Building maint & supplies was reduced in this purposed budget. We will be looking to do and update to our kitchen at the station, using some donated supplies and in-house labor.



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

Friday, November 18, 2022

**Communications:**

In early 2022 we were notified of a nearly 300% increase of our report management software. We joined several other departments in the county in exploring a new RMS. We elected to change to ERP from ERS. This change resulted in a much lower increase to the RSM line in the budget.

**Training:**

A significant change by the state in the instructor to student ratio took affect this year. Prior to 2022 Fire Academy instructor to student ratio was 10 to 1 as of this year it is 5 to 1 doubling the number of instructors to host a single academy and doubling our cost per student. We have also seen increases in the cost for EMT classes by nearly \$1,000.00 per student. In 2022 we were able to secure funding from the state to host an EMT course and a Fire Instructor I course, these funds saved the Authority \$12,840.00. The 2023 funds have been allocated with no funding coming to the Authority.

**Capital:**

In the 2019 McGrath Consulting report, it was recommended that all department light duty units be replaced at a 5- 8 cycle. Medic 9 is our most used unit and is now 11 years old and starting to show its age in repair and maintenance needs. We are recommending replacing this unit with a new SUV. Our current average response time in the overnight is 10 + minutes compared to around 7 minutes during staffed hours. In evaluating how we can reduce our overnight response times (non-staffed) we have discussed expanding our staffing to the later hours another option is to supply the night time duty officer with a licensed take home vehicle, essentially having a single person staffed unit from 6:00pm to 6:00am and all day Saturday and Sunday. Adding this unit will have a licensed EMT and unit in service right away, reducing response times and increasing customer services to the citizens who call on us. It would be our intention to apply for a Lowell Community Fund grant to assist with the purchase both of these units.

We hope that these explanations help of the 2024 proposed budget help to answer any questions. If there are more questions, please feel free to contact me.

Sincerely,

Fire Chief Shannon Witherell  
Lowell Area Fire Department  
[www.lowellfire.org](http://www.lowellfire.org)

**ACCEPTED FIRE BUDGET 23-24**

	<u><b>Budget</b></u>
Salaries - Permanent	\$ 127,260.00
Salaries - Temporary	\$ 198,860.00
Social Security	\$ 30,000.00
Workers Compensation	\$ 20,000.00
 PERSONNEL SERVICES	 \$ 376,120.00
 Office Supplies	 \$ 1,200.00
Operating Supplies	\$ 45,000.00
Fuel	\$ 15,000.00
Building Maint & Supplies	\$ 8,600.00
 SUPPLIES	 \$ 69,800.00
 Communications	 \$ 17,200.00
Travel Expenses	\$ 3,500.00
Insurance	\$ 12,000.00
Public Utilities	\$ 16,000.00
Repair & Maintenance	
R&M Vehicles	\$ 12,000.00
R&M Other	\$ 4,000.00
Hydrant Rentals	
Public Education	\$ 2,000.00
Training	\$ 21,000.00
Contingency Civil Defense	\$ -
Miscellaneous Expense	\$1,500.00
 OTHER SERVICES & CHARGES	 \$ 89,200.00
 Fire & Rescue Vehicles	 \$ 82,000.00
Equipment	\$ 35,400.00
 CAPITAL EXPENDITURES	 \$ 117,400.00
	\$ -
<b>TOTAL LESS CAPITAL</b>	<b>\$ 584,120.00</b>

**Budget**

Professional Services	\$	49,000.00
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<b>GRAND TOTAL</b>	<b>\$</b>	<b>701,520.00</b>
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**SEV = 40%**

	<b>Amount</b>			
Lowell Township	\$ 312,249,600.00	37%	0.15	\$ 102,820.09
Vergennes	\$ 345,885,000.00	41%	0.16	\$ 113,895.83
City	\$ 194,030,900.00	23%	0.09	\$ 63,892.08
<b>TOTAL</b>	<b>\$ 852,165,500.00</b>	<b>100%</b>		

**POPULATION = 20%**

Lowell Township	6276	42.6%	0.09	\$ 59,758.93
Vergennes	4189	28.4%	0.06	\$ 39,886.90
City	4270	29.0%	0.06	\$ 40,658.17
<b>TOTAL</b>	<b>14735</b>	<b>100%</b>		

**NUMBER OF RUNS = 40%**

Lowell Township	386	37.3%	0.15	\$ 104,550.86
Vergennes	223	21.5%	0.09	\$ 60,401.14
City	427	41.2%	0.16	\$ 115,656.00
<b>TOTAL</b>	<b>1036</b>	<b>100%</b>		

**GRAND TOTAL OWING**

Lowell Township	\$ 267,129.88	\$ 66,782.47
Vergennes	\$ 214,183.87	\$ 53,545.97
City	\$ 220,206.24	\$ 55,051.56
	<b>\$ 701,520.00</b>	

LOWELL FIRE AUTHORITY  
Account Listing  
September 18, 2018

Acct #	Account	Type
7	7 · Salaries-full time	Expense
8	8 · Wages-Part Time	Expense
9	9 · Payroll Taxes	Expense
64200	64200 · Workers Compensation Insurance	Expense
64900	64900 · Office Supplies	Expense
6800	68000 · Operating Supplies	Expense
62300	62300 · Fuel	Expense
6700	67000 · Professional Services	Expense
67001	67000 · Professional Services:67001 · Legal	Expense
67002	67000 · Professional Services:67002 · Accounting	Expense
67003	67000 · Professional Services:67003 · Auditing	Expense
67004	67000 · Professional Services:67004 · Biocare	Expense
67005	67000 · Professional Services:67005 · Kent County Fire Assessment	Expense
61600	61600 · Communications	Expense
68400	68400 · Travel Expense	Expense
10	10 · Insurance Expense	Expense
68600	68600 · Public Utilities	Expense
67200	67200 · Repairs and Maintenance	Expense
67201	67200 · Repairs and Maintenance:67201 · R/M Building	Expense
67202	67200 · Repairs and Maintenance:67202 · R/M Vehicles	Expense
64800	64800 · Miscellaneous	Expense
68300	68300 · Training	Expense
69000	69000 · Capital Expense	Expense
69001	69000 · Capital Expense:69001 · Building Upgrades	Expense
69002	69000 · Capital Expense:69002 · Fire & Rescue Vehicle Equipment	Expense
69003	69000 · Capital Expense:69003 · Fire Vehicles	Expense
62400	62400 · Depreciation Expense	Expense

## Salaries

Salaries Full time	\$127,260.00
Salaries Part time	\$198,860.00
Payroll Taxes	\$30,000.00
Workers Comp	\$20,000.00
	<b>\$376,120.00</b>

# Operating

Item	Count	Each	Total
TOG	5	\$ 3,300.00	\$ 16,500.00
AED	2	\$ 1,700.00	\$ 3,400.00
Ext Gloves	30	\$ 40.00	\$ 1,200.00
Uniforms	30	\$ 200.00	\$ 6,000.00
Uniform Boots	10	\$ 110.00	\$ 1,100.00
Surgical Masks	3000	\$ 0.64	\$ 1,920.00
Med Gloves	3000	\$ 0.12	\$ 360.00
Fire Cap	2	\$ 1,400.00	\$ 2,800.00
Fire Helmets	5	\$ 400.00	\$ 2,000.00
Rockford ALS (TB)	1	\$ 400.00	\$ 400.00
Misc	1	\$ 5,500.00	\$ 5,500.00
			<b>\$ 45,000.00</b>

# R Vehicles

Item	Count	Each	Total	
Pump Test		4	\$350.00	\$1,400.00
DOT		8	\$200.00	\$1,600.00
Misc		1	\$9,000.00	\$9,000.00

**\$12,000.00**

R OTHER

Item	Count	Each	Total
Flow Testing	20	\$55.00	\$1,100.00
Tool service	2	\$ 700.00	\$ 1,400.00
Compressor Serv	3	\$ 220.00	\$ 660.00
Fire Pros	1	\$ 400.00	\$ 400.00

**\$ 4,000.00**



MISC	
Travel	\$3,500.00
Fuel	\$15,000.00
Utilites	\$16,000.00
Insurance	\$12,000.00
Misc	\$1,500.00
	<b>\$48,000.00</b>

COMMS/ TECH

ITEM	COUNT	EACH	TOTAL
VERIZON	12	\$ 226.00	\$ 2,712.00
Active	30	\$ 15.00	\$ 225.00
ERP	1	\$ 5,500.00	\$ 5,500.00
Email	9	\$ 15.00	\$ 135.00
Comcast	12	\$ 40.00	\$ 480.00
LL&P Phone	12	\$ 150.00	\$ 1,800.00
Web Site	1	\$ 450.00	\$ 400.00
Lap top	3	\$ 800.00	\$ 2,400.00
First Arriving	2	\$550.00	\$1,100.00
Misc Comms	1	\$ 2,400.00	\$ 2,400.00
			<b>\$ 17,200.00</b>

# TRAINING

Item	Count	Each	Total
Fire school	3	\$ 1,200.00	\$ 3,600.00
EMT	4	\$ 2,500.00	\$ 10,000.00
FDIC	4	\$ 800.00	\$ 3,200.00
CE	4	\$ 500.00	\$ 2,000.00
Officer	3	\$ 300.00	\$ 900.00
MIChiefs	3	\$ 300.00	\$ 900.00
WMAFC	5	\$ 50.00	\$ 250.00
			<b>\$ 21,000.00</b>

PUB ED

Item	Count	Each	Total
Pub ED	1	\$ 2,000.00	\$ 2,000.00

\$ 2,000.00

OFFICE

Item	Count	Each	Total
MISC Office	1	\$1,200.00	\$1,200.00
			<b>\$1,200.00</b>

Professional Service

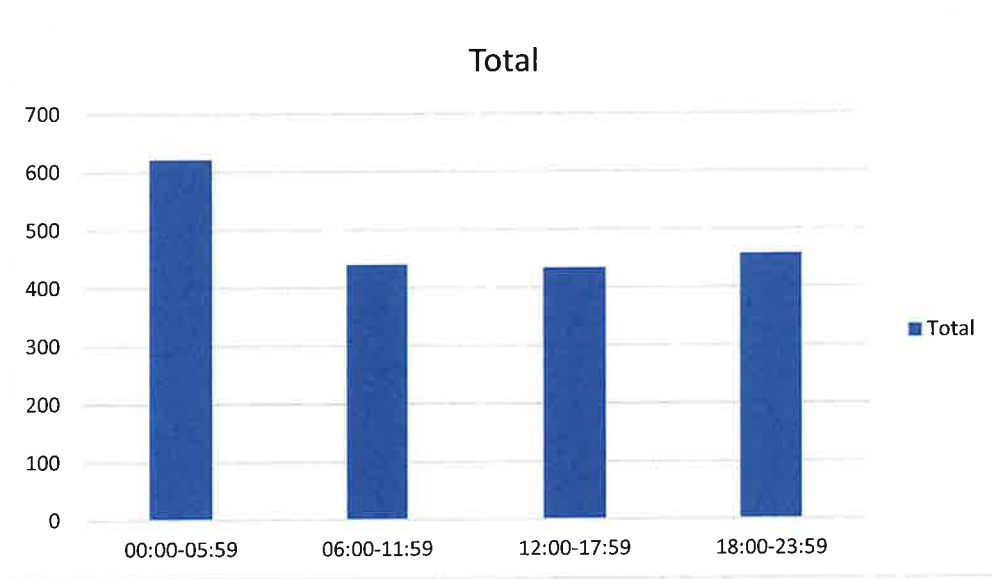
Item	Count	Each	Total	
Legal	1	\$3,000.00	\$3,000.00	
Accounting	1	\$7,500.00	\$7,500.00	
Audit	1	\$5,400.00	\$5,400.00	
Biocare	32	\$400.00	\$12,800.00	
KCEMS	4	\$350.00	\$1,400.00	
Fire Comm	1	\$18,000.00	\$18,000.00	
Associations Fee	3	\$300.00	\$900.00	
			\$49,000.00	

	Capital
Medic & Command	\$82,000.00
Equipment	\$35,400.00
	<b>\$117,400.00</b>

2023	2023 With Capital		
	\$	540,480.00	
	2024 With Capital		
		\$701,520.00	\$161,040.00

Unit	Medic Tahoe	Command Tahoe
	\$ 41,000.00	\$ 41,000.00
Slide	\$ 2,000.00	\$ 2,000.00
Lights	\$ 3,000.00	\$ 3,000.00
Radio	\$ 5,200.00	\$ 5,200.00
Logo	\$ 2,000.00	\$ 2,000.00
Bed Cover	N/A	N/A
Cap Glass	N/A	N/A
AED	\$ 2,000.00	\$ 2,000.00
Bags	\$ 400.00	\$ 400.00
Misc Equipment	\$ 3,000.00	\$ 3,000.00
Lic Fee	\$ 100.00	\$ 100.00
Delivery	N/A	N/A
	\$ 17,700.00	\$ 17,700.00
Equipment total	\$ 58,700.00	\$ 58,700.00
Total		\$ 117,400.00

	Full Time Firefighter	Paid On Call FF Pay	Full Time Staff	Calls Per Year 2021	SEV	Millage Rate	Population (2020)	Vacation	Pension	Fire Chief Salary
Ada	\$54,408-\$59,447	\$22.05	4	600	1154503400	1.40	14448	Sliding Scale/Top at 5 Weeks-17 years	10% Into 401A/ IRA Self Funded	\$84,050
Walker	\$50,648-\$58,718	24.35	9	804			25,135	2 Weeks a Year, 7.5 hrs a month	10% Into 401A/ IRA Self Funded	\$96,800
Alpine	\$40,000-\$48,000	\$16.50	5	1200		3.00	14,007	Sliding Scale/Top out at 4 Weeks - 8 years	3% to 10% 401a	\$70,000
Caledonia	\$56,103-\$67,305	\$21	8	1307		1.90	16,040	Sliding - up to 11 (24 hr. days) In 10 years	10% into 457b	\$82,045
Cannon	\$37,732-\$57,138	\$32.19	3	701	799500000	1.50	14421	sliding scale 1 week to 4 weeks	401K	\$86,328
Plainfield	\$51,495-\$66,932	\$24.70	13*	2660**	2057928400		33,535	Sliding Scale/Top at 12 days (24 hour shift) - 17 years	401(a) Sliding Scale/Top at 12.5% after 15 years	\$117,400
Rockford	N/A	\$22.00	0	600	263880100		6229	Sliding Scale/Top at 5 Weeks	DC/DB	\$91,759
Algoma	\$45960-\$48,713	\$21.65	3	971	514055900		11546	Sliding Scale/Top at 5 Weeks-10 years	10% Into 401A/ IRA Self Funded	\$82,200
Courtland	N/A	\$21.75	1	486	393323200	1.00	7678	3 Weeks	5% Into 401A	\$65,000
Kentwood	\$65,463-\$97,430	\$28.00	NR	4637	2266967000		50000	Scale 3 to 9 Days (Equivalent to 4 Weeks)	DC/DB FT Only	\$100,000
Cutlerville	\$58,608-\$74,016	\$25.00	6	2014	1652503430		27724	Sliding Scale/Top at (12) 24 hour shifts - 20 years	10% 401A/Deferred Comp Self Funded	\$4,000 - Joint Cutlerville/Dutton
Grandville	\$67,997-\$88329	\$24.62	9	2124	744200000	0.59	15842	168-264 based on years of service	DC/DB for 10 year full time people/New 401k 10%	\$80907-\$105179
Grand Rapids Tow	\$56,535-\$70,387	\$24.36	5	343	1287523400		16661	Sliding Scale/Top at 20 Years (5.6 Weeks)	DC/DB FT Only	\$67,500
Lowell	\$37,440.00	\$19.00	2	1086	852165500	0.75/1.1	15000	Chief 3 weeks 1 week other	13% Into 401A Chief all others self funded	\$62,000
Kent City	N/A	\$15.00	1	436		1.00	10500		N/A	\$75,000
Dutton	\$74,500-\$77,000	\$28.14	1	617	1172910541	0.75	11446	Sliding Scale/Top at (20) 9 hr shifts at 15 years	10% 401k/Deferred Comp Self Funded	\$4,000 - Joint Cutlerville/Dutton
GRIF Airport Fire Dept	\$52,848-\$71,367	N/A	16	300	N/A		2.9 million	384 At Max Years of Service	2019 < Defined Contribution Retirement Plan Through MERS	\$79,322.19 - \$104,537.19



Row Labels	Average of Apparatus Response (Seconds)	
00:00-05:59	621.1705	10.35
06:00-11:59	439.2701	7.32
12:00-17:59	433.421	7.22
18:00-23:59	457.1373	7.61
Grand Total	465.2752	7.75

## APPOINTMENTS

	Expires
Airport Board	
Vacancy (Paul Nicholls – Currently Serving)	01/01/2023
Vacancy (Jeff Ostrander – Currently Serving)	01/01/2023
Vacancy (Tom Grimm – Currently Serving)	01/01/2023
Board of Review	
Vacancy (Maureen Pawloski – Currently Serving)	01/01/2023
Vacancy (Leah Vredenburg – Currently Serving)	01/01/2023
Vacancy (Jim Hodges – Currently Serving)	01/01/2023
Construction Board of Appeals	
Vacancy (Mark Mundt – Currently Serving)	01/01/2023
Vacancy (Greg Canfield – Currently Serving)	01/01/2023
Downtown Development Authority	
Vacancy (Rick Seese – Currently Serving)	01/01/2023
Vacancy (Eric Bartkus – Currently Serving)	01/01/2023
Downtown Historic District Commission	
Vacancy (Jake Davenport – Currently Serving)	01/01/2023
Vacancy (Ardis Barber – Currently Serving)	01/01/2023
Look Memorial Fund Committee	
Vacancy (Leah Vredenburg – Resigned)	
Note: new member must be Congregational Church rep.	
Parks and Recreation Commission	
Vacancy (Paula Mierendorf – Currently Serving)	01/01/2023