



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
TUESDAY, JANUARY 18, 2022, 7:00 P.M.

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the minutes of the January 3, 2022 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$310,364.74.

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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

4. OLD BUSINESS

- a. Review and adoption of Council Rules of Procedure - City Attorney Jessica Wood will provide a refresher regarding Roberts Rules of Order and the Open Meetings Act.
- b. Washington St. Design Engineering Services
- c. 2022 Street Improvements Project Design Engineering Services
- d. Gee Dr. Mill and Resurfacing Engineering Design Services
- e. Adult Marihuana Facilities East of the Flat River

5. NEW BUSINESS

- a. Betten Baker Auto Group – Rezoning Request for 211 N. Pleasant Avenue
- b. Cruiser #836 – 2014 Ford Explorer
- c. Small Lime Pond Cleanout Water Plant
- d. Permit Performance – Resolution – 02-22
- e. Lease with Wind Craft – Resolution – 03-22

6. BOARD/COMMISSION REPORTS

7. BUDGET REPORTS

8. MONTHLY REPORTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

12. ADJOURNMENT

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



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[www.ci.lowell.mi.us](http://www.ci.lowell.mi.us)

## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Tuesday, January 18, 2021

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

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4. OLD BUSINESS

- a. Review and adoption of Council Rules of Procedure. City Attorney Jessica Wood will provide a refresher regarding Roberts Rules of Order and the Open Meetings Act.
- b. Washington St. Design Engineering Services. Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approves the Washington Street Improvements Design Engineering Services, Scope of Services with Williams & Works, as outlined in their letter dated January 10, 2022, in the amount not-to-exceed \$155,000.00, and authorize the Mayor to sign the necessary agreements.

- c. 2022 Street Improvements Project Design Engineering Services. Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approve the Design Engineering Services quote for the 2022 Street Improvements, as proposal by Williams & Works in their letter dated January 7, 2022, for the amount of \$34,500.00.

- d. Gee Dr. Mill and Resurfacing Engineering Design Services. Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approve the Design Engineering Services quote for the Gee Drive Mill and Resurfacing, as proposal by Williams & Works in their letter dated January 7, 2022, for the amount of \$10,700.00.

- e. Adult Marihuana Facilities East of the Flat River. Memo is provided by City Manager Michael Burns.

Correspondence from June regarding this topic is provided.

5. NEW BUSINESS

- a. Betten Baker Auto Group – Rezoning Request for 211 N. Pleasant Avenue. Memo is provided by City Clerk Susan Ullery.

Recommended Motion: That the Lowell City Council accept the recommendations of the Planning Commission and approve this zoning map amendment.

- b. Cruiser #836 – 2014 Ford Explorer. Memo is provided by Chief Christopher Hurst.

Recommended Motion: That the City Manager and City Council approve the sale of the 2014 Ford Explorer (“Old” 836). Any money received from the sale will be allocated toward the purchase of a new cruiser in budget year 2022-2023.

- c. Small Lime Pond Cleanout Water Plant. Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approve the lime pond cleanout quote from Michigan AgriBusiness Solutions, LLC, dated October 19, 2021, for the removal and disposal of lime material, for a cost of \$40.37 per yard and authorizing the Mayor and City Clerk to sign the agreement.

- d. Permit Performance Resolution. Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approve Resolution 02-22, Michigan Department of Transportation Performance Resolution for Municipalities, and authorize those who may apply for MDOT work permits.

- e. Lease with Wind Craft. Memo is provided by City Manager Michael Burns.

Recommended Motion: That the Lowell City Council approve Resolution 03-22 to approve a lease agreement with Wind Craft Aviation.

6. BOARD/COMMISSION REPORTS

7. BUDGET REPORTS

8. MONTHLY REPORTS

9. MANAGER’S REPORT

10 APPOINTMENTS

11. COUNCIL COMMENTS

12. ADJOURNMENT

**PROCEEDINGS  
OF  
CITY COUNCIL MEETING  
OF THE  
CITY OF LOWELL  
MONDAY, JANUARY 03, 2021, 7:00 P.M.**

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

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

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

Absent: None.

Also Present: DPW Director Dan Czarnecki, Chief of Police Chris Hurst.

**2. ELECTION OF OFFICERS.**

a. Mayor

IT WAS MOVED BY SALZWEDEL and seconded by GROVES to nominate Mike DeVore for Mayor.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. Mayor Pro Tem

Marty Chambers spoke as to why he feels he should be nominated as Mayor Pro Tem.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL to nominate Marty Chambers as Mayor Pro Tem.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. Review and Adoption of Council Rules of Procedure.

It was a general consensus by the Councilmembers to have the City Attorney come and give a refresher on the Roberts Rules and the Open Meetings Act

**3. CONSENT AGENDA.**

- Approval of the Agenda
- Approval of the 2022 Meeting Dates
- Lowell Area Schools- Collection of Summer Property Taxes for 2022.
- Approve and place on file the minutes of the December 20, 2021, Regular City Council Meeting
- Authorize payment of invoices in the amount of \$68,512.25

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

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

There was none.

5. **OLD BUSINESS.**

a. Ware Road Presentation.

City Manager Michael Burns wanted to give an update on what has occurred in the last year pertaining to Ware Road. He introduced Renee Hewitt from BDLI who summarized their work so far including testing and installing 11 monitoring wells and then stated what is left to be done. Looking at an expense of about \$105,000 for the next fiscal year (2023)

b. 990 N. Washington.

City Manager Michael Burns read his memo stating the City of Lowell has been renting the house located at 990 N. Washington to Sandra Barlett and Gary Dietzel since 1979. Prior to 2020, the City had a ten-year lease that expired on June 30, 2020. In the Spring of 2020, the lease was extended for 24 months and is set to expire on June 30, 2022. In July 2020, the rent increased from \$450 per month to \$500 per month and increased to \$520 per month in July 2021. The property is located in Vergennes Township and the home resides on three acres. The property was not being properly assessed until 2020. The township has a taxable value of the property of \$57,392. The property and home are not a need of the City. Burns is requesting direction from the City Council as to what they would like to do with the property going forward.

IT WAS MOVED BY YANKOVICH and seconded by DEVORE that we direct City Manager Michael Burns to notify the renters that you will not extend the lease after June 30, 2022.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. Resolution 01-22 - Poverty Exemption.

City Manager Michael Burns read his memo stating the Michigan Department of Treasury requires Communities to establish poverty guidelines for those who are unable to contribute towards 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.

IT WAS MOVED BY SALZWEDEL and seconded by GROVES that the Lowell City Council approve Resolution 01-22 to adopt a current poverty exemption policy and guidelines in accordance with the General Property Tax Act.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

6. **NEW BUSINESS.**

a. **Annual Authorization of Signature for City Bank Accounts & Designation of Depository Banks.**

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Salzwedel reminded everyone the LCTV Requests are due January 4, 2022 at 5:00 pm.

Mayor Devore stated that he and City Manager Michael Burns are meeting tomorrow at 1:00 to get the LARA trails update and Fire Authority is next week.

8. **BUDGET REPORTS.**

There are no new updates.

9. **MANAGERS REPORT.**

There was nothing new to report.

10. **APPOINTMENTS.**

Mayor DeVore and City Clerk Sue Ullery will get together this week to go over currently serving and what is available with appointments.

It was a general consensus of all the councilmembers to appoint Dave Wikstrom to the Fire Authority Board.



11. **COUNCIL COMMENTS**

Councilmember Yankovich wanted to thank all the people who did not sign the recall petition for the three members of our great Lowell School Board. Also thank you to our City Attorney Jessica Wood for giving us the wise council to not put a limit on the adult use marihuana establishments in Lowell as she stated it was an invitation to be sued and she was spot on. Lastly, he wants to thank City Manager Michael Burns for doing a great job looking after our money. Yankovich stated in his opinion, he is head and shoulders above the previous administrators, and we are consistently under the budget we set out each year and as a consequence of pensions and health care expenses for city retirees, as well as chipping away at our street and road repairs. And thank you to all the Councilmembers because we do a good job of putting our city first.

Mayor DeVore wanted to echo everything that Councilmember Yankovich was thankful for.

12. **ADJOURNMENT.**

IT WAS MOVED BY SALWEDEL and seconded by CHAMBERS to adjourn at 7:37 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Sue Ullery, Lowell City Clerk

CITY COUNCIL  
CITY OF LOWELL  
KENT COUNTY, MICHIGAN

RESOLUTION NO. 01-22

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

Councilmember Salzwedel supported by Councilmember GROVES 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 Chambers, Groves, Mayor DeVore and Councilmembers  
Salzwedel and Yankovich

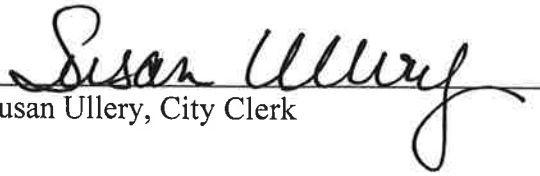
NO: Councilmembers None

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

**RESOLUTION DECLARED ADOPTED.**

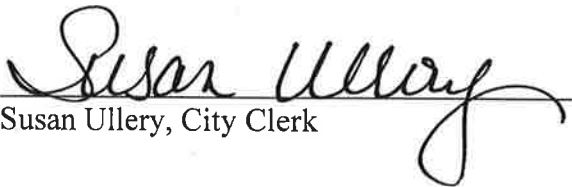
Dated: January 3, 2022

  
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, 2022, 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, 2022

  
Susan Ullery, City Clerk

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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 01/01/2022 - 01/14/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Invoice	Description	Amount
01513	ADDORIO TECHNOLOGIES, LLC			
	8967		COMPUTER SERVICES	547.83
	9091		COMPUTER SERVICES	212.50
	9093		COMPUTER SERVICES - LPD	318.75
	9106		WTP COMPUTER SERVICES	250.00
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC				1,329.08
00015	ALEXANDER CHEMICAL CORP			
	48850		WTP CHEMICALS	60.00
TOTAL FOR: ALEXANDER CHEMICAL CORP				60.00
10816	AMAZON CAPITAL SERVICES			
	19GT-Q3HQ-G6M6		COMPRESSOR AIR INTAKE FILTER	146.76
TOTAL FOR: AMAZON CAPITAL SERVICES				146.76
00045	BARTLETT, SANDY			
	1/5/2021		METER READS & MILEAGE	766.96
TOTAL FOR: BARTLETT, SANDY				766.96
00050	BERNARDS ACE HARDWARE			
	12/31/2021		ACCOUNT STATEMENT	481.87
TOTAL FOR: BERNARDS ACE HARDWARE				481.87
10686	BETTEN BAKER			
	9538		#14 CHEVY TRUCK R & M	281.65
TOTAL FOR: BETTEN BAKER				281.65
01479	BLACKBURN MANUFACTURING CO			
	0063298-IN		MISS DIG FLAGS	510.48
TOTAL FOR: BLACKBURN MANUFACTURING CO				510.48
10822	BLDI ENVIRONMENTAL ENGINEERING			
	19255		WARE ROAD PROJECT	28,072.75
TOTAL FOR: BLDI ENVIRONMENTAL ENGINEERING				28,072.75
00065	BOUWHUIS SUPPLY, INC.			
	63018		DPW TOWELS	191.85
TOTAL FOR: BOUWHUIS SUPPLY, INC.				191.85
00788	CDW GOVERNMENT, INC.			
	Q315336		IPAD FOR DEVORE	330.39
TOTAL FOR: CDW GOVERNMENT, INC.				330.39
REFUND UB	CHRISTENSON, AARON			
	01/12/2022		UB refund for account: 3-00481-2	6.76
TOTAL FOR: CHRISTENSON, AARON				6.76
10950	CITRIX SYSTEMS, INC			
	440000248649		SHAREFILE SERVICE - I33182169	1,003.20
TOTAL FOR: CITRIX SYSTEMS, INC				1,003.20
10493	COMCAST CABLE			
	1/6 - 2/5/2022		DPW CABLE	58.84
TOTAL FOR: COMCAST CABLE				58.84
10499	COMPASS MINERALS			
	917001		ROAD SALT	7,364.65
TOTAL FOR: COMPASS MINERALS				7,364.65

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Vendor Code	Vendor Name	Invoice	Description	Amount
10509	CONSUMERS ENERGY			
	12/1 - 12/31/21	ACCOUNT STATEMENT		32.62
	JAN 2022	ACCOUNT STATEMENTS		6,847.57
TOTAL FOR: CONSUMERS ENERGY				6,880.19
REFUND TAX	CORELOGIC CENTRALIZED REFUNDS			
	01/10/2022	2021 Win Tax Refund 41-20-02-101-060		1,765.07
	01/10/2022	2021 Win Tax Refund 41-20-02-354-034		363.32
	01/10/2022	2021 Win Tax Refund 41-20-01-178-033		562.79
TOTAL FOR: CORELOGIC CENTRALIZED REFUNDS				2,691.18
01156	CURTIS CLEANERS			
	BBAAF99	POLICE DRY CLEANING		165.38
TOTAL FOR: CURTIS CLEANERS				165.38
10598	DATAWORKS PLUS LLC			
	21-1839	POLICE - MAINTENANCE FEE		470.55
TOTAL FOR: DATAWORKS PLUS LLC				470.55
10878	DIAZ, JASON			
	1/6/2022	REIMBURSE FOP LODGE DUES JAN-MAR 2021		60.00
TOTAL FOR: DIAZ, JASON				60.00
02035	DIGITAL OFFICE MACHINES, INC.			
	19854	COPY MACHINE - POLICE		44.58
	19876	DPW COPY MACHINE		37.41
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.				81.99
10670	FAHEY SCHULTZ BURZYCH RHODES PLC			
	503	LABOR RELATION SERVICES		289.00
	62192	SERVICES - OCTOBER 2021		445.00
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC				734.00
10211	FIRE PROS INC.			
	INV-1829109	LIBRARY FIRE ALARM INSPECTION		267.00
	INV-1831460	CITY HALL FIRE EXTINGUISHER SERVICE CALL		358.50
TOTAL FOR: FIRE PROS INC.				625.50
00225	GRAND RAPIDS COMMUNITY COLLEGE			
	12/16 - 12/31/21	TAX DISBURSEMENT		647.51
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				647.51
02295	GRAYMONT WESTERN LIME INC.			
	179148 RI	WTP CHEMICALS		7,313.99
TOTAL FOR: GRAYMONT WESTERN LIME INC.				7,313.99
01508	GTW			
	DEC 2021	CYLINDER RENTAL		49.45
TOTAL FOR: GTW				49.45
00248	HOOPER PRINTING, LLC			
	62443	DDA - NO PETS SIGNS		76.08
	63802	BUSINESS CARDS - POLICE		107.00
TOTAL FOR: HOOPER PRINTING, LLC				183.08
00254	HURST, CHRIS			
	1/3/2022	REIMBURSEMENT FOR WEIGHTS		92.81
TOTAL FOR: HURST, CHRIS				92.81

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Vendor Code	Vendor Name Invoice	Description	Amount
02463	HYDROCORP 0065074-IN	CROSS CONNECTION DEC 2021	1,806.25
TOTAL FOR: HYDROCORP			1,806.25
10424	KCTA 2022	MEMBERSHIP - OLIN & GERARD	50.00
TOTAL FOR: KCTA			50.00
00301	KENT COUNTY HEALTH DEPT LOWEC 2021 Q4	DOG LICENSES	558.00
TOTAL FOR: KENT COUNTY HEALTH DEPT			558.00
00291	KENT COUNTY ROAD COMMISSION 413013	ELECTRIC CHARGES DECEMBER	89.90
TOTAL FOR: KENT COUNTY ROAD COMMISSION			89.90
00300	KENT COUNTY TREASURER 12/16 - 12/31/21	TAX DISBURSEMENTS	9,758.21
	12/16-12/31/2021	TAX DISBURSEMENT	2,245.01
TOTAL FOR: KENT COUNTY TREASURER			12,003.22
00303	KENT DISTRICT LIBRARY 12/16 - 12/31/202	TAX DISBURSEMENT	18,497.53
TOTAL FOR: KENT DISTRICT LIBRARY			18,497.53
00302	KENT INTERMEDIATE SCHOOL DIST. 12/16 - 12/31/202	TAX DISBURSEMENT	2,063.77
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			2,063.77
REFUND TAX	KLAVER KYLE 01/10/2022	2021 Sum Tax Refund 41-20-02-262-006	1,143.56
TOTAL FOR: KLAVER KYLE			1,143.56
10911	KOLASA, BRITTANY 048	ID PHTOS HEARD & DURAM	70.00
TOTAL FOR: KOLASA, BRITTANY			70.00
10018	KORE/HI COM, INC. 30675	COMPUTER SERVICES	312.50
TOTAL FOR: KORE/HI COM, INC.			312.50
REFUND TAX	LERETA LLC 01/10/2022	2021 Win Tax Refund 41-20-02-126-017	323.14
TOTAL FOR: LERETA LLC			323.14
00317	LOWELL AREA CHAMBER 18748	CHAMBER MEMEBERSHIP	250.00
TOTAL FOR: LOWELL AREA CHAMBER			250.00
01374	LOWELL AREA HISTORICAL MUSEUM 12/16 - 12/31/202	TAX DISUBURSEMENT	85.32
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			85.32
00562	LOWELL AREA SCHOOLS 12/16 - 12/31/202	TAX DISUBURSEMENT	131,901.66
TOTAL FOR: LOWELL AREA SCHOOLS			131,901.66

Vendor Code	Vendor Name	Description	Amount
Invoice			
10143	LOWELL FIRE & EMERGENCY SERV. AUTH.		
62	3RD QTR JAN-MAR 2022 SERVICES		34,424.65
TOTAL FOR: LOWELL FIRE & EMERGENCY SERV. AUTH.			34,424.65
00330	LOWELL LEDGER		
1/10/2022	2022 LEDGER SUBSCRIPTION		25.00
12/31/2021	ACCOUNT STATEMENT		343.76
TOTAL FOR: LOWELL LEDGER			368.76
00341	LOWELL LIGHT & POWER		
12612-002	ELECTRIC RICHARDS PARK		46.80
TOTAL FOR: LOWELL LIGHT & POWER			46.80
10251	MAG PLUMBING SERVICE LLC		
3356	METER BAR SOLDERING		195.54
TOTAL FOR: MAG PLUMBING SERVICE LLC			195.54
10741	MICHIGAN CHAMBER OF COMMERCE		
60099	LABOR LAW UPDATED POSTERS		130.50
TOTAL FOR: MICHIGAN CHAMBER OF COMMERCE			130.50
00426	MODEL COVERALL SERVICE, INC.		
12/31/2021	ACCOUNT STATEMENT		260.72
TOTAL FOR: MODEL COVERALL SERVICE, INC.			260.72
01499	NAPA AUTO PARTS		
12/31/2021	ACCOUNT STATEMENT		259.98
TOTAL FOR: NAPA AUTO PARTS			259.98
10762	PROFESSIONAL CODE INSPECTIONS OF MI		
210012	DECEMBER PERMITS		3,604.50
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			3,604.50
02331	PROGRESSIVE HEATING COOLING, CORP.		
2020166	CITY HALL SERVICE CALL		1,153.52
2020264	DPW PREVENTIVE MAINTENANCE		112.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			1,265.52
10378	RUESINK, KATHIE		
388328/388329	CLEANING SERVICES 12/17 - 12/30/21		570.00
388330/388331	CLEANING SERVICES 12/31/21 - 1/13/22		690.00
TOTAL FOR: RUESINK, KATHIE			1,260.00
10856	SABO PR		
4844	PROFESSIONAL SERVICES		640.25
TOTAL FOR: SABO PR			640.25
02383	SANISWEEP, INC.		
103761	STREET SWEEPING FOR FALL		8,880.00
103899	SWEEPING TRUNKLINE		1,100.00
TOTAL FOR: SANISWEEP, INC.			9,980.00
10042	SAWYER ENGINE & COMPRESSOR INC.		
58834	WATER PLANT COMPRESSOR		653.62
TOTAL FOR: SAWYER ENGINE & COMPRESSOR INC.			653.62
02575	SELF SERVE LUMBER		
1/3/2022	ACCOUNT STATEMENT		250.88
TOTAL FOR: SELF SERVE LUMBER			250.88

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10849	SMART BUSINESS SOURCE			
	IN-6688		OFFICE SUPPLIES	119.80
	OE-44739-1		TOWELS	131.43
	OE-45136-1		OFFICE SUPPLIES	107.94
	OE-45170-1		TONER	194.51
	OE-45913-1		OFFICE SUPPLIES	38.14
	OE-46301-1		OFFICE SUPPLIES	1.52
TOTAL FOR: SMART BUSINESS SOURCE				593.34
10341	STATE OF MICHIGAN			
	551-594149		LIVE SCAN FINGERPRINTS DECEMBER	216.25
TOTAL FOR: STATE OF MICHIGAN				216.25
10583	SUEZ WATER ENVIRONMENTAL SVC INC			
	20210179		WWTP SURCHARGES AUGUST 2021	1,957.58
	20210257		SURCHARGES NOV 2021	1,689.05
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				3,646.63
10543	TRACTOR SUPPLY CREDIT PLAN			
	12/31/2021		ACCOUNT STATEMENT	15.99
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN				15.99
10459	TRANSUNION RISK AND ALTERNATIVE			
	181229-202112-1		DECEMBER SERVICE LPD	18.00
TOTAL FOR: TRANSUNION RISK AND ALTERNATIVE				18.00
02203	VISA			
	12/28/2021		MERCANTILE VISA	2,573.49
TOTAL FOR: VISA				2,573.49
10389	VREDEVELD HAEFNER LLC			
	5419		AUDIT & PENSION REPPORTING	2,850.00
TOTAL FOR: VREDEVELD HAEFNER LLC				2,850.00
10308	W. MI CRIMINAL JUSTICE TRAINING			
	4621		MCOLES FALL 2021	145.78
TOTAL FOR: W. MI CRIMINAL JUSTICE TRAINING				145.78
02432	WEST MICHIGAN INTERNATIONAL			
	R101029749:01/17		EQUIPMENT FUND	3,195.82
TOTAL FOR: WEST MICHIGAN INTERNATIONAL				3,195.82
10949	WESTSIDE SOLUTIONS, INC			
	3202		ELECTRIC CHARGING STATION	4,825.00
TOTAL FOR: WESTSIDE SOLUTIONS, INC				4,825.00
00692	WILLIAMS & WORKS INC.			
	93503		PLANNING SERVICES	2,380.00
	93572		WATER RELIABILTIY STUDY	6,627.00
TOTAL FOR: WILLIAMS & WORKS INC.				9,007.00
10941	ZYLSTRA DOOR, INC			
	22534A		POLICE DOOR R & M	180.00
TOTAL FOR: ZYLSTRA DOOR, INC				180.00
TOTAL - ALL VENDORS				310,364.74



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Fund 101 GENERAL FUND					
Dept 000					
101-000-222.002	DUE TO COUNTY-DOG LICENSE	KENT COUNTY HEALTH DEPT	DOG LICENSES	558.00	76675
101-000-231.015	FRATERNAL ORDER OF POLICE	DIAZ, JASON	REIMBURSE FOP LODGE DUES	60.00	76665
Total For Dept 000				618.00	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	BLDI ENVIRONMENTAL ENGINE	WARE ROAD PROJECT	28,072.75	76655
101-172-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA	349.00	76705
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA	966.89	76705
Total For Dept 172 MANAGE				29,388.64	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	SABO PR	PROFESSIONAL SERVICES	640.25	76696
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	SERVICES - OCTOBER 2021	445.00	76667
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	LABOR RELATION SERVICES	289.00	76667
Total For Dept 210 ATTORN				1,374.25	
Dept 215 CLERK					
101-215-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA	681.39	76705
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	316.34	76687
101-215-900.000	PRINTING	LOWELL LEDGER	2022 LEDGER SUBSCRIPTION	25.00	76687
Total For Dept 215 CLERK				1,022.73	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	AUDIT & PENSION REPPORTIN	2,850.00	76706
101-253-955.000	MISCELLANEOUS EXPENSE	KCTA	MEMBERSHIP - OLIN & GERA	50.00	76674
Total For Dept 253 TREASU				2,900.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	1.52	76700
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	119.80	76700
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	38.14	76700
101-265-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	13.99	76652
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	53.97	76700
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	TOWELS	65.71	76700
101-265-740.000	OPERATING SUPPLIES	MICHIGAN CHAMBER OF COMME	LABOR LAW UPDATED POSTERS	43.50	76690
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/17 -	270.00	76641
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	CITY HALL FIRE EXTINGUISH	358.50	76668
101-265-802.000	CONTRACTUAL	CONSUMERS ENERGY	ACCOUNT STATEMENTS	2,645.33	76662
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/31/2	360.00	76695
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	CITY HALL SERVICE CALL	1,153.52	76694
101-265-930.000	REPAIR & MAINTENANCE	ZYLSTRA DOOR, INC	POLICE DOOR R & M	180.00	76710
Total For Dept 265 CITY H				5,303.98	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	204.99	76699
Total For Dept 276 CEMETE				204.99	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	LOWELL AREA CHAMBER	CHAMBER MEMEBERSHIP	250.00	76683
Total For Dept 294 UNALLO				250.00	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	LIVE SCAN FINGERPRINTS DE	216.25	76701
101-301-727.000	OFFICE SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	19.58	76652
101-301-740.000	OPERATING SUPPLIES	MICHIGAN CHAMBER OF COMME	LABOR LAW UPDATED POSTERS	43.50	76690
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	165.38	76663
101-301-744.000	UNIFORMS	KOLASA, BRITTANY	ID PHTOS HEARD & DURAM	70.00	76681
101-301-744.000	UNIFORMS	VISA	MERCANTILE VISA	61.60	76705
101-301-955.000	MISCELLANEOUS EXPENSE	HOOPER PRINTING, LLC	BUSINESS CARDS - POLICE	107.00	76672
101-301-955.000	MISCELLANEOUS EXPENSE	TRANSUNION RISK AND ALTER	DECEMBER SERVICE LPD	18.00	76704
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA	128.46	76705
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	W. MI CRIMINAL JUSTICE TR	MCOLES FALL 2021	145.78	76707

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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-984.000	EQUIPMENT	HURST, CHRIS	REIMBURSEMENT FOR WEIGHTS	92.81	76640
101-301-984.000	EQUIPMENT	VISA	MERCANTILE VISA	386.15	76705
Total For Dept 301 POLICE				1,454.51	
Dept 336 FIRE					
101-336-985.000	FIRE COMMISSION PAYMENT	LOWELL FIRE & EMERGENCY S	3RD QTR JAN-MAR 2022 SERV	34,424.65	76686
Total For Dept 336 FIRE				34,424.65	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	255.00	76709
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	210.00	76709
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	685.00	76709
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	1,230.00	76709
Total For Dept 400 PLANNI				2,380.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	131.65	76652
101-441-740.000	OPERATING SUPPLIES	MICHIGAN CHAMBER OF COMME	LABOR LAW UPDATED POSTERS	43.50	76690
101-441-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	DPW TOWELS	191.85	76656
101-441-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	DPW PREVENTIVE MAINTENANC	112.00	76694
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE	58.84	76660
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	838.03	76662
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	541.64	76662
Total For Dept 441 DEPART				1,917.51	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	112.86	76662
Total For Dept 747 CHAMBE				112.86	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	49.46	76652
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC RICHARDS PARK	46.80	76688
101-751-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	112.77	76652
101-751-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	16.95	76699
Total For Dept 751 PARKS				225.98	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	53.97	76700
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	TOWELS	65.72	76700
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/17 -	300.00	76641
101-790-802.000	CONTRACTUAL	FIRE PROS INC.	LIBRARY FIRE ALARM INSPEC	267.00	76668
101-790-802.000	CONTRACTUAL	MODEL COVERALL SERVICE, I	ACCOUNT STATEMENT	260.72	76691
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 12/31/2	330.00	76695
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	1,011.33	76662
Total For Dept 790 LIBRAR				2,288.74	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	690.97	76662
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISUBURSEMENT	85.32	76684
Total For Dept 804 MUSEUM				776.29	
Total For Fund 101 GENERA				84,643.13	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	21.99	76699
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING FOR FALL	4,440.00	76642
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	SWEEPING TRUNKLINE	1,100.00	76697
202-463-930.000	REPAIR & MAINTENANCE	BLACKBURN MANUFACTURING C	MISS DIG FLAGS	86.78	76654
Total For Dept 463 MAINTEN				5,648.77	
Dept 474 TRAFFIC					
202-474-802.000	CONTRACTUAL	KENT COUNTY ROAD COMMISSI	ELECTRIC CHARGES DECEMBER	89.90	76676

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Fund 202 MAJOR STREET FUND					
Dept 474 TRAFFIC					
		Total For Dept 474 TRAFFI		89.90	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	ROAD SALT	3,682.32	76661
		Total For Dept 478 WINTER		3,682.32	
		Total For Fund 202 MAJOR		9,420.99	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING FOR FALL	4,440.00	76642
203-463-930.000	REPAIR & MAINTENANCE	BLACKBURN MANUFACTURING C	MISS DIG FLAGS	86.80	76654
		Total For Dept 463 MAINTENANCE		4,526.80	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	ROAD SALT	3,682.33	76661
		Total For Dept 478 WINTER		3,682.33	
		Total For Fund 203 LOCAL		8,209.13	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	77.14	76652
248-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	15.99	76703
248-463-740.000	OPERATING SUPPLIES	HOOVER PRINTING, LLC	DDA - NO PETS SIGNS	76.08	76672
248-463-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	25.96	76652
248-463-970.000	CAPITAL OUTLAY	WESTSIDE SOLUTIONS, INC	ELECTRIC CHARGING STATION	4,825.00	76647
		Total For Dept 463 MAINTENANCE		5,020.17	
		Total For Fund 248 DOWNTOWN		5,020.17	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL		PROFESSIONAL CODE INSPECT DECEMBER PERMITS	3,604.50	76693
		Total For Dept 371 BUILDING		3,604.50	
		Total For Fund 249 BUILDING		3,604.50	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	32.62	76662
		Total For Dept 000		32.62	
		Total For Fund 581 AIRPORT		32.62	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-276.000	Sewer Inside 5/8"	CHRISTENSON, AARON	UB refund for account: 3-	2.67	76658
590-000-276.000	Sewer	CHRISTENSON, AARON	UB refund for account: 3-	1.32	76658
		Total For Dept 000		3.99	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	SURCHARGES NOV 2021	1,689.05	76702
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SURCHARGES AUGUST 20	1,957.58	76702
		Total For Dept 550 TREATMENT		3,646.63	
Dept 551 COLLECTION					
590-551-930.000	REPAIR & MAINTENANCE	BLACKBURN MANUFACTURING C	MISS DIG FLAGS	168.45	76654
590-551-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	METER BAR SOLDERING	97.77	76689
		Total For Dept 551 COLLECTION		266.22	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE	353.65	76651
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE	29.83	76651
		Total For Dept 552 CUSTOMER		383.48	
		Total For Fund 590 WASTEWATER		4,300.32	

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Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	CHRISTENSON, AARON	UB refund for account: 3-	2.77	76658
Total For Dept 000				2.77	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	51.32	76652
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	60.00	76649
591-570-743.000	CHEMICALS	GRAYMONT WESTERN LIME INC	WTP CHEMICALS	7,313.99	76670
591-570-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	WTP COMPUTER SERVICES	250.00	76648
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	615.21	76662
591-570-930.000	REPAIR & MAINTENANCE	SAWYER ENGINE & COMPRESSO	WATER PLANT COMPRESSOR	653.62	76698
Total For Dept 570 TREATM				8,944.14	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION DEC 2021	1,806.25	76673
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	175.42	76662
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	216.78	76662
591-571-930.000	REPAIR & MAINTENANCE	BLACKBURN MANUFACTURING C	MISS DIG FLAGS	168.45	76654
591-571-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	6.95	76699
591-571-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	METER BAR SOLDERING	97.77	76689
591-571-955.000	MISCELLANEOUS EXPENSE	LOWELL LEDGER	ACCOUNT STATEMENT	27.42	76687
Total For Dept 571 DISTRI				2,499.04	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE	353.65	76651
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE	29.83	76651
Total For Dept 572 CUSTOM				383.48	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	WATER RELIABILTIY STUDY	6,627.00	76709
Total For Dept 573 ADMINI				6,627.00	
Total For Fund 591 WATER				18,456.43	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	TONER	194.51	76700
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	212.50	76648
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES - LPD	318.75	76648
636-000-801.000	PROFESSIONAL SERVICES	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE	37.41	76666
636-000-801.000	PROFESSIONAL SERVICES	CITRIX SYSTEMS, INC	SHAREFILE SERVICE - I3318	1,003.20	76659
636-000-801.000	PROFESSIONAL SERVICES	KORE/HI COM, INC.	COMPUTER SERVICES	312.50	76682
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	547.83	76648
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	COPY MACHINE - POLICE	44.58	76639
636-000-802.000	CONTRACTUAL	DATAWORKS PLUS LLC	POLICE - MAINTENANCE FEE	470.55	76664
636-000-986.000	COMPUTER DATA PROCESSING	CDW GOVERNMENT, INC.	IPAD FOR DEVORE	330.39	76657
Total For Dept 000				3,472.22	
Total For Fund 636 DATA P				3,472.22	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	COMPRESSOR AIR INTAKE FIL	146.76	76650
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	#14 CHEVY TRUCK R & M	281.65	76653
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL	49.45	76671
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN INTERNATION	EQUIPMENT FUND	3,195.82	76708
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	259.98	76692
Total For Dept 895 FLEET				3,933.66	
Total For Fund 661 EQUIPM				3,933.66	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENTS	9,758.21	76677

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Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	18,497.53	76679
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	131,901.66	76685
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	2,245.01	76678
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	2,063.77	76680
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	647.51	76669
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Win Tax Refund 41-20	363.32	76643
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Win Tax Refund 41-20	562.79	76643
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Win Tax Refund 41-20	1,765.07	76644
703-000-275.000	DUE TO TAXPAYERS	KLAVER KYLE	2021 Sum Tax Refund 41-20	1,143.56	76645
703-000-275.000	DUE TO TAXPAYERS	LERETA LLC	2021 Win Tax Refund 41-20	323.14	76646
Total For Dept 000				169,271.57	
Total For Fund 703 CURREN				169,271.57	

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Fund Totals:					
			Fund 101 GENERAL FUND	84,643.13	
			Fund 202 MAJOR STREET FUN	9,420.99	
			Fund 203 LOCAL STREET FUN	8,209.13	
			Fund 248 DOWNTOWN DEVELOP	5,020.17	
			Fund 249 BUILDING INSPECT	3,604.50	
			Fund 581 AIRPORT FUND	32.62	
			Fund 590 WASTEWATER FUND	4,300.32	
			Fund 591 WATER FUND	18,456.43	
			Fund 636 DATA PROCESSING	3,472.22	
			Fund 661 EQUIPMENT FUND	3,933.66	
			Fund 703 CURRENT TAX COLL	169,271.57	
				<hr/>	
				310,364.74	



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

**RULES OF PROCEDURE  
FOR THE LOWELL CITY COUNCIL  
2022**

**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 18, 2022.

Adopted: January 18, 2022

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Susan S. Ullery  
City Clerk  
City of Lowell

# Memorandum



DATE: January 12, 2022

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: Washington St Design Engineering Services

PUBLIC WORKS

We are planning to have the Washington St. project under construction in 2023. In order to meet that schedule, the design work needs to get started. The design can be started now as the Washington St. survey work and soil borings were completed last summer in conjunction with the Monroe St. work.

During the design process we will be making a careful review and investigations of the existing infrastructure. Currently, the project was to include watermain replacement on the entire street, sanitary sewer replacement from Avery St to Fremont St., storm sewer improvements as necessary, and total street reconstruction. As with all projects, any water service replacement will be completed in accordance with the current State of Michigan Lead/Copper Rule.

Williams & Works has prepared a proposal for the design engineering work. It lays out the proposed project, funding sources, and the scope of services to provide the necessary documentations to meet USDA-RD requirements. Their work includes: continued review of existing infrastructure; design of all new watermains, sanitary sewers, storm sewers, and streets; obtain necessary approvals from other agencies, including all necessary permit documentation and assistance; right-of-way and easement acquisition assistance as needed for any areas we need permanent or temporary easements; final plans and documentations for bidding; and bidding assistance. Williams & Works proposes performing all this necessary work for a fee not to exceed \$155,000.00.

Work already completed by Williams & Works, including the USDA-RD grant application (the USDA Preliminary Engineering Report) existing soil borings, and the topographic survey of Washington St. will all be utilized as they complete the design work. Also, the cost of the design engineering work will be incorporated into the USDA agreement as part of the loan we are working to receive.

It is my recommendation: **That the Lowell City Council approves the Washington Street Improvements Design Engineering Services, Scope of Services with Williams & Works, as outlined in their letter dated January 10, 2022, in an amount not-to-exceed \$155,000.00, and authorize the Mayor to sign the necessary agreements.**

# williams&works

engineers | surveyors | planners

January 10, 2022

Mr. Dan Czarnecki  
Public Works Director  
City of Lowell  
301 E. Main St.  
Lowell, MI 49331

**Re: Washington Street Improvements – Design Engineering Services**

Dear M. Czarnecki:

Following is our proposal to provide the City of Lowell with the necessary Design Engineering services for the proposed street, water, sanitary sewer and storm sewer improvements for Washington Street which are to be constructed in 2023.

## **Project Summary**

The proposed project being presented to the USDA includes the following major work items:

### **Scope of Improvements**

- **Watermain**
  - S. Washington St. - Front St. to E. Main St.
  - N. Washington St. - E. Main St. to Grant St.
- **Sanitary Sewer**
  - N. Washington St. - Avery St. to Fremont St.
- **Street and Storm Improvements**
  - S. Washington St. – Front St. to E. Main St.
  - N. Washington St. – E. Main St. to Fremont St.

### **Project Schedule**

- **Design & Permitting** – January 2022 thru June 2022
- **Advertise and Bidding** – October 2021 – December 2022
- **Construction** – 2023 (schedule to be determined)

### **Funding Sources**

- **USDA Rural Development** - Water & Sanitary Sewer Loans
- **City of Lowell** - Water, Sewer, Street Funds

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## Scope of Services

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Following are the basic services Williams & Works will provide to the City of Lowell for the Design phase of the Washington Street Improvements project. While this project will be bid locally, all of these services will be provided in compliance with the applicable USDA requirements for this project and will be coordinated with USDA as needed.

### Design Engineering Services

**Pre-Design Phase:** *Previously, the City authorized Williams & Works to assist with development of the required USDA Preliminary Engineering Report for this project. We will continue to assist the City in completing the USDA RD Apply applications for the required water and sewer loan applications.*

**Topographic Survey** - *A complete topographic survey of Washington Street has already been completed as previously authorized by the City of Lowell in addition to and separate from the services identified in this proposal.*

**Geotechnical Investigation:** *Pre-design soil borings were completed on Washington Street as previously authorized by the City of Lowell, in addition to and separate from the services identified in this proposal.*

**Record Plan Review:** Williams & Works will review available Record Plans for the project area provided by the City of Lowell and note items of concern. Major concerns from the record plans will be brought to the City's attention during the Design Kickoff Meeting.

**Site Walk-Thru:** Williams & Works will conduct an onsite walk-thru of the project prior to the Design Kickoff Meeting. This site walk-thru will identify unique features of the project site and familiarize key project staff with the project. Tie-in locations, access management, maintenance of traffic concerns, and any other onsite items that may affect the project will be carefully reviewed.

**Design Kickoff Meeting:** Williams & Works will conduct a Design Kickoff Meeting with appropriate City of Lowell staff members. At this meeting we will confirm the project scope, gather available information from the City, discuss soil boring information, define project milestones and deliverables and any other project related issues that are important to the City of Lowell.

**SHPO Application:** *The required State Historical Preservation Office (SHPO) Section 106 clearance application was previously submitted and approved in conjunction with the Monroe Street project.*

**Preliminary Plans, Special Provisions & Construction Estimate:** Williams & Works will submit a set of 50% plans, specifications and construction estimate to the City of Lowell for review, approximately one week prior to the Preliminary Plan Review Meeting. These plans will be of sufficient detail to show the plan and profile of the existing utilities, typical cross-sections, limits of work, preliminary maintenance of traffic plans and proposed easements (if needed). Design standards from the City of Lowell, EGLE, MDOT and Kent County Drain Commissioner will be utilized where applicable.

**Preliminary Plan Review Meeting:** Williams & Works will conduct a Preliminary Plan Review Meeting with the City of Lowell. This will be an opportunity for the city staff to review the preliminary plans, specifications, progress clause and estimate that have already been submitted and offer their comments and suggestions. All comments and suggestions received will be incorporated into future submittals.

**Permit Acquisition Assistance:** Williams & Works will submit to the City of Lowell any supporting documentation that will be required to complete this project. At a minimum a SHPO Section 106, MDOT permit, SESC permit, EGLE Sanitary and Water permits will be required to complete this project. Williams & Works will also provide supporting documentation if additional permits are required (e.g. EGLE/USACE Joint, NPDES, FAA, MDOT).

**Right-of-Way and/or Easement Acquisition Assistance:** Permanent and/or temporary easements may be required from some property owners in order to install ADA compliant sidewalk ramps, retaining walls, stairs, earthwork/grading, and other items that are in the best interest of the City. Williams & Works will provide all legal descriptions, sketches, and negotiation assistance needed. This will include meeting with the property owners, at a time convenient for them, if desired. An initial allowance of \$5,000 for this service is included in the Design Services fee.

**Public Information:** Williams & Work will assist the city in providing information to residents regarding the proposed project during the design process.

**Final Plans, Special Provisions & Construction Estimate:** Williams & Works will submit to the City of Lowell a full set of Final Plans, Special Provisions & Construction Estimate. This will be a complete bid package set, including: typical sections, removal plans, utility plans, specifications, quantities, progress clause, maintenance of traffic plans, restoration plans, and a cost estimate. All comments and suggestions from all prior plan review meetings and Williams & Works QA/QC Review will be incorporated into this submittal.

**Final Review Meeting (if needed):** Williams & Works will conduct a 100% Plan Review Meeting with the City. This will be an opportunity for the city staff to review the 100% plans, specifications, and cost estimate that have already been submitted and offer their comments and suggestions. All comments and suggestions received will be incorporated into a revised set of 100% Drawings & Specifications and resubmitted to the city for bidding.

**Bidding Assistance:** Williams & Works will prepare the advertisement and assist the City of Lowell with any bidding assistance that may be needed. This will include answering all bidding questions from contractors and issuing any addendum to answer or clarify specific questions and/or concerns. Once the bids are received, we will prepare a bid tabulation and detailed summary of the results.

Dan Czarnecki  
January 10, 2021  
Page 4 of 4

### **Design Engineering Schedule**

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We are available to proceed with the Design Engineering Services outlined above immediately upon authorization and will proceed in a manner to allow for the project to be advertised and bid in the fall of 2022.

### **Professional Fees**

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We propose to provide the Design Engineering Services presented above for amount not-to-exceed One Hundred Fifty-Five Thousand dollars and No cents (\$155,000) which include all labor, expenses and subcontractors.

The approved Scope of Services and professional fees will be incorporated into the USDA approved AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES as part of the loan process. The above professional fees will be incorporated into the loan proceeds.

We appreciate this opportunity to continue to be of service to the City of Lowell. Please feel free to contact us should you have any questions or require any clarifications.

Very Truly Yours,

### **Williams & Works**

**Brandon Mieras** Brandon Mieras  
Jan 10 2022 2:56 PM

Brandon Mieras, P.E.  
Principal

Cc: Mike Burns, City of Lowell  
David Austin, P.E., Williams & Works  
File



## PUBLIC WORKS

# Memorandum

DATE: January 12, 2022

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: 2022 Street Improvements Project  
Design Engineering Services

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For the upcoming construction season, the City of Lowell will be replacing the street surfaces on the following streets:

Roberta Jayne Dr. from Sibley St. to Faith Dr. (approx. 770-ft)  
Faith Dr. entire street from end to end (approx. 630-ft)  
Valley Vista Dr. from W. Main to Bowes Rd. (approx. 725-ft)  
Heffron Dr. from Donna to approximately 150-ft east.

In 2011, Heffron Dr. saw a majority of the street resurfaced from Center St. to approximately 340-ft west when the watermain was replaced. The area previously resurfaced has curb and gutter. It is unknown why the remaining 150-ft was not included in the 2011 work. This portion of the street work will now be completed.

The street section on Valley Vista Dr. to be resurfaced falls within the DDA and funding for this portion will be requested through the DDA.

The construction work will consist of the removal and replacement of the existing asphalt. If necessary, the gravel base may also be replaced. Any broken, settled, or missing curb and gutter will be replaced. The sidewalk ramps will also be addressed, as needed.

Williams & Works has proposed design services that include soil borings to determine the existing base materials, survey work to identify existing features and help set the limits of the work, and design of the street work to be completed. They will also prepare all construction documents and will bid the work for the City of Lowell. For their services, Williams & Works has provided a proposed fee of \$34,500.

It is my recommendation: **That the Lowell City Council approve the Design Engineering Services quote for the 2022 Street Improvements, as proposal by Williams & Works in their letter dated January 7, 2022, for the amount of \$34,500.00.**

# williams&works

engineers | surveyors | planners

January 7, 2022

Mr. Dan Czarnecki, Public Works Director City of Lowell  
301 E. Main Street Lowell, MI 49331

**Re: 2022 Street Improvements - Design Engineering Services**

Dear Mr. Czarnecki:

The city desires to proceed with improvements to portions of Heffron, Faith, Roberta Jane and Valley Vista Streets during the 2022 construction season. This letter presents our proposed services to the City of Lowell for the necessary design engineering tasks.

## **Project Scope**

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The primary scope of the proposed construction project includes pavement resurfacing of the following local street sections:

- Heffron Street – Donna St. to West St. (300 ft.)
- Faith Street – (630 ft.)
- Roberta Jane St. – (770 ft.)
- Valley Vista St. – W. Main St. to Bowes Rd. (725 ft.)

The basic scope of construction would include removal of the existing pavement, replacement of any unsuitable sand and gravel base material, replacement of any failed concrete curb and gutter sections, improvements to existing drainage structures as needed, paving with new Hot Mix Asphalt (HMA) surface, and replacement of cross walk striping.

Preliminary field visits to the streets indicate that the majority of the curb is in good condition. No underground utility work is anticipated. The preliminary construction estimate is approximately \$515,000, including a contingency of 10%.

In addition to the street resurfacing work, some sidewalk ramps will be upgraded at the City's discretion. Since no federal funds are being used for the work, replacement of the ramps is not required. However, the city will plan to upgrade any ramp sections that are deteriorated or significantly steep at this time.

## **Design Engineering Services**

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- **Soil Borings** – We recommend that a total of 13 soil borings approximately spaced 300 ft. be taken, to verify the thickness of the HMA and make-up of the underlying base materials. This will help determine the proper resurfacing process and identify areas for potential base material upgrades.
- **Survey** – A topographic survey be provided to identify the elevations of the existing centerline and gutters and will include features such as drive openings, utility castings, power poles, sidewalk ramps. This will aid in the bidding process and will be information available to the

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city for future utility and sidewalk work if needed. The survey limits would be from Right-of-Way to Right-of Way and connecting intersections.

- **Design** – Using the soil boring and survey information, we will prepare preliminary plans, specifications and estimate for the street resurfacing project for the construction scope outlined above. Once complete, we will review the documents in detail with the city. After review, we will address all comments and prepare final plans, specifications, contract documents and estimate ready for bidding.
- **Advertisement & Bidding** – On behalf of the City of Lowell, we will advertise the project for bidding early in 2022 to allow for an early Spring, 2021 construction. We will advertise the project in the state wide MITN web site and will alert local contractors directly. We propose a 3-week advertisement period. We will attend the bid opening and review the bids received for accuracy. If necessary, we will check references on the lowest bidders and issue a letter to the City summarizing the bid results.

### **Schedule**

Williams & Works can begin work on this project immediately upon authorization. We will pursue the design efforts this fall to allow the city to bid the project at their earliest convenience in the coming year.

### **Proposed Fee**

We propose to provide the design engineering services as defined above for the 2022 Street Improvements project for the following fees:

Design Surveying & Engineering -	\$ 29,500
<u>Soil Boring Allowance -</u>	<u>\$ 5,000</u>
<b>2022 Street Improvements - Design Engineering Services</b>	<b>\$ 34,500</b>

Thank you for this opportunity to be of service and please feel free to contact us should you have any questions.

Respectfully,

### **Williams & Works**

**Brandon Mieras**      Brandon Mieras  
Jan 7 2022 2:28 PM

Brandon Mieras, P.E.  
Principal

Cc:     Mike Burns, City of Lowell  
        Dave Austin P.E., Williams & Works  
        File



**PUBLIC WORKS**

## Memorandum

**DATE:** January 12, 2022

**TO:** Michael Burns, City Manager

**FROM:** Daniel Czarnecki, Public Works Director

**RE:** Gee Dr. Mill and Resurfacing  
Engineering Design Services

Gee Dr. was most recently reconstructed over a two-year period between 2006 and 2007. Over the past 15 years the surface of this street has been deteriorating. While the City has filled cracks on this street several times, the surface is still in need of additional work. It has been determined a mill and resurface will help extend the useful life of this street.

The City has found funding through the MDOT Small Urban Program to resurface the entire length of Gee Dr. These Small Urban funds were originally earmarked for the upcoming Monroe St. project. However, due to difficulties working with the rules of MDOT and USDA, the City received permission to move these funds to Gee Dr. for improvements on that street. We are eligible for up to \$360,000 to perform the construction work. The engineer's estimate for construction is \$450,000.

Williams & Works has provided a quote of \$10,700 for design engineering services. Since this is funded through MDOT we will need to follow their procedures. Williams & Works will provide information on the design portion of the project. Since the street was totally reconstructed 15 years ago with a new sand and gravel base, there is no need for soil borings. With only removing the top 2-inches of asphalt and resurfacing, there is no need for a full survey. William's & Works will provide the necessary design to MDOT, work through the Grade Inspection, provide the project bid package, and will work with MDOT and contractors on any questions during the bidding process. MDOT will handle the actual bidding and award procedure.

It is my recommendation: **That the Lowell City Council approve the Design Engineering Services quote for the Gee Drive Mill and Resurfacing, as proposal by Williams & Works in their letter dated January 7, 2022, for the amount of \$10,700.00.**

# williams&works

engineers | surveyors | planners

January 7, 2022

Mr. Dan Czarnecki, Public Works Director City of Lowell  
301 E. Main Street Lowell, MI 49331

**RE: Gee Drive Mill & Resurfacing 2022 - Design Engineering Services**

Dear Mr. Czarnecki:

Gee Drive was totally reconstructed in two projects in 2006 and 2007 including new sand subbase, aggregate base and asphalt surface as well as curb and gutter. The heavily traveled street has led up well, but now can benefit from a mill and resurface treatment. With the assistance of an MDOT Small Urban grant, the city wishes to complete this work in 2022. Following is our proposal to provide the required design engineering services for this project.

## **Project Scope**

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- **Location** – Gee Drive from Foreman St. to Alden Nash Rd.
- **Length** – 4,600 ft.
- **Treatment** – Mill and resurface 2 inches asphalt
- **Utility Work** - None
- **Total Project Estimate** - \$450,000
- **Time Frame** – Work to be completed after school is out in June and before school resumes in August of 2022.
- **Funding** – MDOT Small Urban Grant of \$360,000

## **Design Engineering Services**

---

- **Soil Borings** – The street was completely reconstructed in two sections in 2006 and 2007 and the proposal is to mill and resurface the existing pavement. Therefore, no soil borings are required for this project.
- **Survey** – As a **resurfacing** of an existing surface, we propose to prepare this project as an MDOT “log job”, which does not require plan and profiles sheets. As such, a detailed topographic survey is not required. We have included an allowance in our proposed budget to allow for spot checks of elevations if necessary.
- **Design** – The **project** will be designed as an MDOT “log job”, with cross section details developed on 8.5” x 11” sheets. We will submit the preliminary package including cross sections, Special Provisions and detailed MERL estimate to MDOT for a Grade Inspection meeting and will then finalize the package after addressing any comments received.
- **Advertisement & Bidding** – As an MDOT funded project, MDOT will be responsible for advertising and bidding the project. Williams & Works will respond to any inquiries from contractors during the advertisement period.

## **Schedule**

549 Ottawa Avenue NW, Grand Rapids, MI 49503 | (616) 224-1500 | [williams-works.com](http://williams-works.com)



Williams & Works can begin work on this project immediately upon authorization and will proceed with submitting a Grade Inspection package to MDOT to allow the project to be built within the desired time frame.

### **Proposed Fee**

We propose to provide the design engineering services as defined above for the Gee Drive Mill & Resurfacing 2022 for the following fees:

Design Services	\$ 9,500
Spot Survey Allowance (if needed) -	\$ 1,200
<b>Gee Drive Mill &amp; Resurfacing 2022 - Engineering Services</b>	<b>\$ 10,700</b>

Thank you for this opportunity to be of service and please feel free to contact us should you have any questions.

Respectfully,

### **Williams & Works**

**Brandon Mieras** Brandon Mieras  
Jan 7 2022 2:29 PM

Brandon Mieras, P.E.  
Principal

Cc: Mike Burns, City of Lowell  
Dave Austin, P.E., Williams & Works  
File



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

**DATE:** January 13, 2022

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

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

**RE:** Adult Marihuana Facilities east of the Flat River

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In June 2021, an ordinance was presented to restrict adult use marihuana facilities in C-3 zoned properties east of the Flat River. Prior to its introduction, my sense from discussions I had with individual council members was this would be something the Council would explore. At the time the ordinance was presented to Council, it was not moved.

At the January 10, 2022 Planning Commission meeting, the board asked to reconsider this matter as the Rollaway is currently up for sale. Before the Planning Commission would explore this, I was asked by a City Councilmember to place this on the agenda for discussion before the Planning Commission would take up this process again.

I attached correspondence from June regarding this topic.



**LOWELL CITY ADMINISTRATION**  
INTER OFFICE MEMORANDUM

**DATE:** June 17, 2021

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

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

**RE:** Adult Marihuana Facilities east of the Flat River

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After a full year of adult use facilities operating in the City, it is becoming apparent the facilities are most suitable in the west end commercial area on Main Street and Bowes Road, which are not 1000 feet from schools and nursery schools, in the Downtown District, 500 feet from the Downtown District and not in residential areas.

One area not fully thought of were areas east of the Flat River. There are a few C-3 zoned parcels on this side of the river, however in many instances they are surrounded by residential units.

At the Planning Commission on Monday June 14, 2021, the Planning Commission had a public hearing on restricting facilities east of the Flat River and made a recommendation to amend the zoning ordinance to restrict facilities east of the Flat River.

Attached is a memo from Andy Moore explaining this in detail. Also attached is the proposed zoning ordinance amendment. **I am recommending the Lowell City Council accept the recommendation of the Planning Commission to amend the zoning ordinance and approve ordinance 21-04 as presented.**

# williams&works

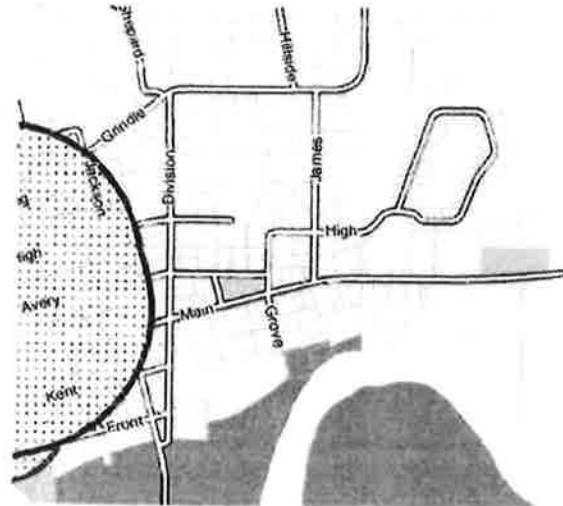
engineers surveyors planners

## MEMORANDUM

**To:** City of Lowell Planning Commission  
**Date:** June 11, 2021  
**From:** Andy Moore, AICP  
**RE:** Proposed adult use marihuana zoning amendment

Included with this memorandum is a proposed zoning ordinance amendment that would amend Section 17.03(FF) of the City's Zoning Ordinance related to adult use marihuana establishments. If adopted, the proposed amendment would prohibit the establishment of any adult use marihuana establishment on property located east of the Flat River.

The impetus behind this change is the closure of a child care facility at the Lowell United Methodist Church. When this facility was in operation, the 1,000' isolation radius required for day care facilities served to prohibit adult use marihuana establishments on two of the three commercial properties located on East Main Street, east of downtown. The closure of the day care means that these parcels would be eligible for adult use marihuana establishments.



Given that these commercially zoned parcels are completely surrounded by single-family residential homes, it is the opinion of staff that these areas would not be suitable locations for adult use marihuana facilities and their associated traffic, parking, and similar concerns. Thus, an amendment is proposed that would prohibit the establishment of any adult use marihuana establishment on any property east of the Flat River.

A public hearing has been scheduled for the June 14 Planning Commission meeting, and after the public hearing, the Planning Commission may recommend approval of the proposed amendment to the City Council.

As always, feel free to contact me if there are any questions.

c: Jessica Wood, City Attorney



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

**DATE:** January 13, 2022  
**TO:** Mike Burns, City Manager *MB*  
**FROM:** Susan Ullery, City Clerk *SU*  
**RE:** Betten Baker Auto Group – Rezoning  
Request for 211 N. Pleasant Avenue

---

At its meeting of January 10, 2022 the Planning Commission reviewed a request from Betten Baker to rezone 211 N. Pleasant Avenue from R3 Multiple Family Residential to C3 General Commercial. The applicant owns the property directly to the southeast (749 W. Main) and across the street at 746/728 West Main. The applicant previously applied for a rezoning, site plan review, and special land use approval to redevelop and expand the car dealership properties located at 746 and 728 W. Main Street.

The applicant states that, as a part of that project, the bank is requiring the parcel at 211 N. Pleasant Avenue to be rezoned due to nonconforming issues at 211 N. Pleasant.

**Recommended Motion:** That the Lowell City Council accept the recommendation of the Planning Commission and approve this zoning map amendment.

## SECTION I. Zoning Map Amendment

1. Street Address and/or Location of Request: 211 N Pleasant Ave, Lowell, MI 49331
2. Parcel Identification Number (Tax I.D. No.): # 41-20-02-305-016
3. Applicant's Name 749 W Main Street LLC (Bryan Betten) Phone Number (231) 755-3711  
Address 749 W Main Street Lowell MI 49331  
Street City State Zip  
Fax Number \_\_\_\_\_ Email Address bbetten@bettengm.com
4. Are You: ☐ Property Owner ☒ Owner's Agent ☐ Contract Purchaser ☐ Option Holder
5. Applicant is being represented by: LRE - Kyle Visser Phone Number (616) 301-7888  
Address 2121 3 Mile Road NW, Walker, MI, 49544
6. Present Zoning of Parcel R3 Present Use of Parcel Storage building
7. Master Plan Future Land Use Classification Multiple Family Residential
8. Please use the lines below to state the request and the reason(s) for the request:  
(attach additional pages as necessary)  
The property is zoned R3 (Multiple Family Residential). Adjacent parcels are zoned R3 to the west, MHP (Maunfactured Home Park) and C3 (General Business) to the south, and is bordered by the railroad to the north and east. Betten Baker owns the parcel zoned C3 to the southeast as well. As part of their project at 746 W Main Street the bank is requiring that this property (211 N Pleasant Ave.) be rezoned to C3 General Commercial.  
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9. For this application to be complete, the following information must be included:  
☒ A map clearly illustrating the property to be considered for a zoning change, and the current zoning of all properties within ¼ mile, if applicable  
☒ A legal description of the property to be considered for a rezoning, if applicable

The facts presented above are true and correct to the best of my knowledge.

Signature:  Date: 12-10-2021

Type or Print Your Name Here: Charles Jeffrey Director of Operations

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## **PROPERTY DESCRIPTION**

Land situated in the City of Lowell, Kent County, Michigan:

PARCEL 2 (PPN: 41-20-02-305-016):

All that part of the Northwest 1/4 of the Southwest 1/4 of Section 2, Town 6 North, Range 9 West, City of Lowell, Kent County, Michigan, described as: Commencing on the intersection of South line of the Chesapeake and Ohio (formerly Pere Marquette) Railway right of way and the extended West line of Lot 1, Sweet and Smith's Addition to the Village (now City) of Lowell, Kent County, Michigan, as recorded in Liber 7 of Plats, Page 13; thence Southwesterly parallel with the North line of Main Street 68.33 feet; thence Southeasterly parallel with said extended line of Lot 1, 25 feet; thence Southwesterly parallel with Main Street to a line being 545 feet West of the East line of said Northwest 1/4 of the Southwest 1/4; thence North parallel with the East line of the Northwest 1/4 of the Southwest 1/4 to the intersection of said railway right of way line; thence Southeasterly along said right of way line to the place of beginning.

Contains: 1.15 Acres

## **PROPERTY DESCRIPTION**



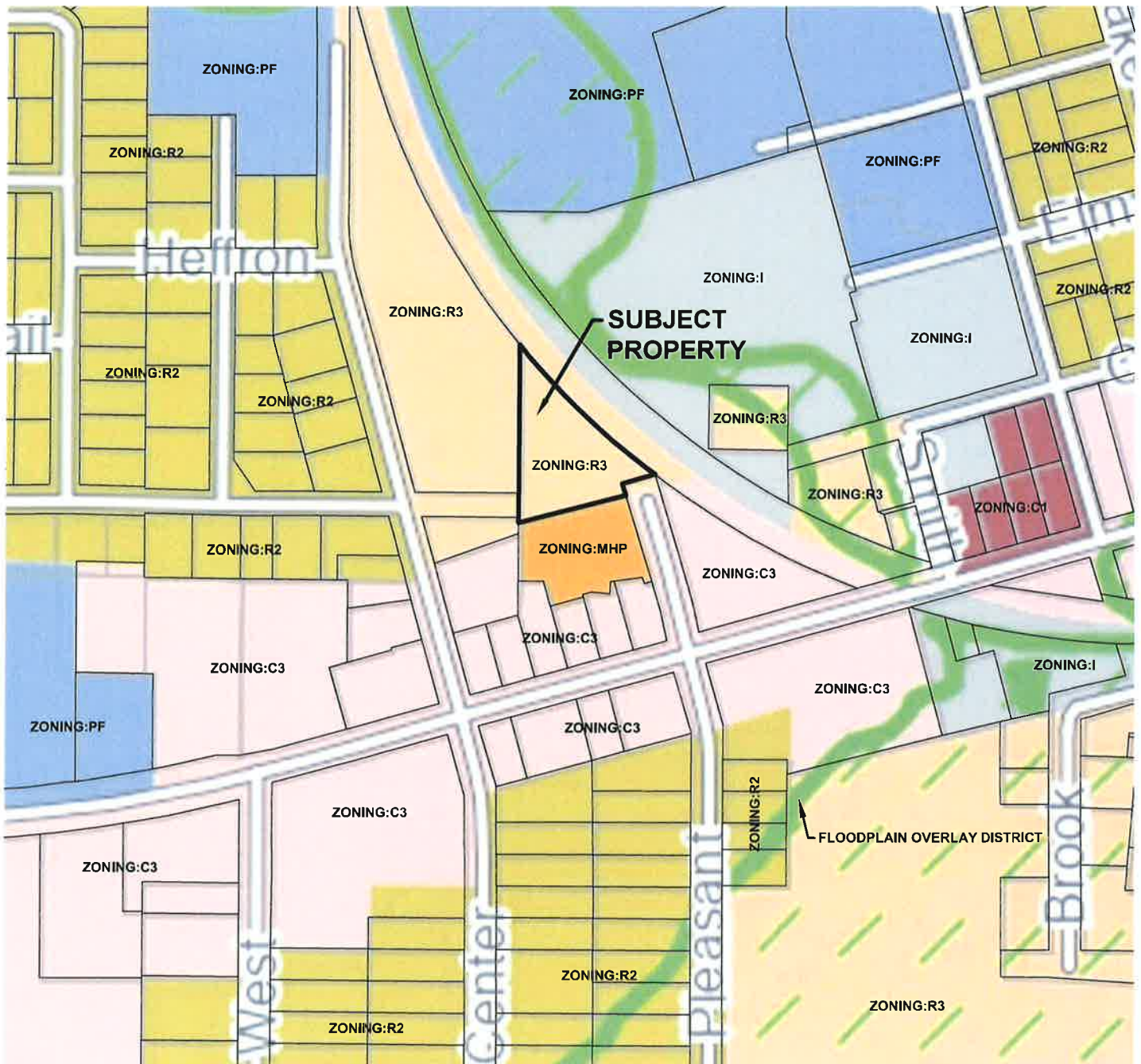
2121 3 Mile Rd. NW  
Walker, MI 49544  
Ph: 616-301-7888  
www.LREMI.com

DATE: 12/6/2021

PROJECT: 21-145

**EXHIBIT A**

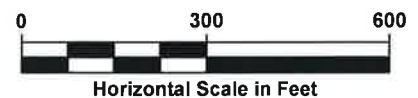




## ZONING MAP



2121 3 Mile Rd. NW  
Walker, MI 49544  
Ph: 616-301-7888  
www.LREMI.com



DATE: 12/6/2021  
PROJECT: 21-145

**EXHIBIT A**



# williams&works

engineers | surveyors | planners

## MEMORANDUM

**To:** City of Lowell Planning Commission  
**Date:** January 6, 2022  
**From:** Andy Moore, AICP  
Tanya DeOliveira, AICP  
**RE:** **Betten Baker Auto Group – Rezoning Request for 211 N Pleasant Avenue**

Mr. Kyle Visker from LRE, on behalf of Betten-Baker Auto Group, has applied to rezone property located at 211 N Pleasant Avenue from R3 Multiple Family Residential to C3 General Commercial. The purpose of this memorandum is to review the request pursuant to Section 22.05 of the City's Zoning Ordinance.

**Background.** The subject property has an area of approximately 1.15 acres and is located at 211 N. Pleasant Avenue at the end of a cul-de-sac. The applicant is seeking to rezone the property from the R3 Multiple Family Residential district to the C3 General Commercial district. The applicant (Betten Baker) owns the property directly to the southeast (749 W Main) and across the street at 746/728 West Main. The applicant previously applied for a rezoning, site plan review, and special land use approval to redevelop and expand the car dealership properties located at 746 and 728 W. Main Street.



The applicant states that, as a part of that project, the bank is requiring the parcel at 211 N Pleasant Avenue to be rezoned due to nonconforming issues at 211 Pleasant. Presumably, the applicant is also seeking to redevelop 749 W Main and utilize 211 Pleasant for related purposes, though this has not been confirmed.

The subject property is bounded on the west and south by properties zoned R3. To the east and north are the railroad tracks, adjacent to Lowell Light & Power's site at 625 Chatham.

## REZONING REVIEW

In making a decision on a zoning amendment, the Planning Commission and City Council must consider the standards of 22.05 A(6). The standards are found below followed by our remarks on each:

- A. If the proposed zoning amendment is consistent with the goals, policies, and future land use map of the city's master plan; or, if conditions have changed significantly since the master plan was adopted, if the zoning amendment is consistent with recent development trends in the area;

**Remarks:** The City's Master Plan was adopted in 2007 and has been regularly reviewed by the Planning Commission. The plan outlines a vision for the development of the City. The parcel is currently zoned Multiple Family Residential, and the Master Plan indicates that the property is within the Multiple Family Residential future land use category.

The parcels immediately to the south and southeast are identified as Highway Business on the future land use map, which corresponds with the C3 zoning district. The Master Plan states that uses in the Highway Business land use category are intended to be automobile-oriented and correspond with land uses permitted in the C3 General Business zoning district.

The parcel is also next to but not within the West Main Street Commercial Corridor, defined as the area between the City boundary to the west and the railroad tracks to the east. The corridor is designated as an area for suburban strip development with ample parking between buildings and the road. The proposed rezoning to the C3 General Business for the subject parcel could support the business uses along this corridor in coordination with the existing development pattern. However, it must be recognized that this parcel is planned for multiple-family residential uses.

The Master Plan is a guide for the future development of the community, and it must be viewed as a document that provides some degree of flexibility. When it comes to rezoning requests, when properties abut two different future land use categories, either one may be appropriate. Therefore, the proposed rezoning could be considered to align with the City's Master Plan after consideration of all other appropriate factors. Whether this rezoning is consistent with the Master Plan should be thoroughly discussed by the Planning Commission.

- B. If the zoning amendment is compatible with existing or future land uses in the vicinity; and

**Remarks:** Existing land uses in the vicinity are a mixture of industrial, commercial, and residential. Directly adjacent to the property's southern border is a small (15-unit) manufactured housing community that derives access from two small drives located on the west side of Pleasant. To the east of the property are Center Court

Apartments, which are located in five separate buildings on the east side of Center Street. There is also an unused right of way (Sibley Street) that dead-ends at the property's western border, just north of the manufactured home park. It is difficult to determine if the proposed rezoning to C-3 is consistent with the existing and future uses in the area. Properties that would be most impacted by the C3 rezoning are both planned and used for high-density residential uses, and the subject property is also planned for high-density residential uses. Except for the southeast corner of the property, the subject property is not otherwise contiguous to other commercial uses. Some passive commercial uses may be compatible with the surrounding R3 properties, while other more intense commercial uses may be incompatible.

However, the unusual parcel geometry, location (between multi-family residential and railroad tracks), and minimal frontage on a public street likely make this an undesirable option for residential development. The rezoning request could be considered compatible with the adjacent land uses, however, the decision does not come without impact to the community. The Planning Commission may decide to request more information from the applicant on the planned use for the rezoned property to help inform this decision. Public input could also be helpful in this regard.

- C. If the site is capable of accommodating all uses allowed by the zoning change, considering existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting.

**Remarks:** The site is likely capable of accommodating most uses allowed in the C3 district, but some of those uses will have more obvious land use impacts than others. Because there are existing residential developments to the west and south, the Planning Commission should carefully consider the impacts that all uses permitted in the C3 district might have on adjacent residential parcels. The established land use pattern is largely auto-oriented commercial along the West Main Street corridor, utilities and infrastructure are present to accommodate general commercial uses. The zoning change could continue to support the existing commercial development pattern to the south of the subject property.

**Recommendation.** At the January 10 public hearing, the Planning Commission should carefully listen to the comments from the applicant and the public. If the Planning Commission finds, after careful consideration of the above factors, that the rezoning is consistent with the Master Plan, consistent with adjacent and future uses, and if the site is capable of accommodating all uses allowed by the zoning change, then it may recommend approval of the rezoning to the City Council.

As always, feel free to contact us if there are any questions.

# Police Department

Christopher Hurst  
Chief of Police



January 11, 2022

To: Mike Burns, City Manager MB  
Lowell City Council

From: Chief Christopher Hurst

Re: Cruiser #836  
2014 Ford Explorer  
VIN: 1FM5K8AR7EGB27544  
Mileage: 98,600

Mr. Burns

The Lowell Police Department has recently purchased and put into service its newest cruiser; 2022 Ford Explorer (Car 836). This new car is replacing a 2014 Ford Explorer ("Old" 836).

The department only needs four cruisers and has no need for the "Old" 836. This car has been stripped of all police equipment (lights, sirens, divider, etc.) and transformed back for civilian use.

The Kelley Blue Book suggests a price of \$10-\$12 thousand dollars as a trade-in value for this car in its current condition, options, and mileage.

The Lowell Police Department is asking the city manager and city council to approve the sale of the 2014 Ford Explorer ("Old" 836). Any money received from the sale will be allocated toward the purchase of a new cruiser in budget year 2022-2023.

Respectfully Submitted,

Christopher Hurst

Chief of Police

111 North Monroe Street, Lowell, Michigan 49331

Phone (616) 897-7123 • Admin. Office (616) 897-7120 • Fax (616) 897-4074

# Memorandum



**DATE:** January 7, 2022

**TO:** Michael Burns, City Manager

**FROM:** Daniel Czarnecki, Public Works Director

**PUBLIC WORKS**

**RE: Small Lime Pond Cleanout Water Plant**

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The treatment and softening of water at the Water Plant results in a lime slurry discharge into ponds behind the plant. The water dissipates leaving the white lime material. Over time the pond fills up with the lime and needs to be cleaned out. There is approximately 4,400 cubic yards of lime in the small pond that needs to be removed. It has been over 10+ years since this pond was last cleaned out.

There are two lime ponds at the plant. When one gets filled with lime slurry it is left to decant and the second one is used until it is filled. It takes several years to fill a lime pond. For cleaning and removal, the material needs to be removed and disposed of in a manner acceptable to EGLE. Usually the lime is taken to farm fields to be spread and tilled into the soils to help enhance them. If fields are not available, then the lime is landfilled. A new technology has begun where the lime is pelletized and sold.

Two quotes were received for this work. Michigan AgriBusiness Solutions, LLC was the low bid at \$40.37 per yard. The removal of all 4,400 yards would be \$177,628.00. They are the current company that handles solids removal at the wastewater plant. ProLime, gave us a quote of \$231,000.000. The previous vender who cleaned out the large pond several year age was Gro America and they are no longer in business. The vendors have informed us the high costs are mostly due to increased trucking costs. We looked at hiring a company to clean out the pond and haul the material to the landfill, but dumping fees alone is more than either quote. We budgeted \$100,000 to clean the small lime pond as we did not anticipate the increase in cost for this work.

It is my recommendation: **That the Lowell City Council approve the lime pond cleanout quote from Michigan AgriBusiness Solutions, LLC, dated October 19, 2021, for the removal and disposal of lime material, for a cost of \$40.37 per yard and authorizing the Mayor and City Clerk to sign the agreement.**



## Michigan AgriBusiness Solutions, LLC

"The trusted partner in biosolids management"

October 19, 2021

Mr. Brian VanVeelen  
City of Lowell  
301 E. Main Street  
Lowell, Michigan 49331

**RE: Bid Proposal – Lowell Lime Pond Cleanout**

Mr. VanVeelen:

Please see the below bid proposal for your Lime Pond cleanout:

Job Description

Hauling and spreading of lime pond residuals.

Pricing

\$40.37 per yard     $\times 4400 \text{ YARDS} = \$177,628.00$

If the above parameters are acceptable, please let us know how you would like to proceed. The next step would be to either execute the Michigan AgriBusiness Materials Management Agreement (MMA) or the signing of your contractual agreement.

Please do not hesitate to contact Ken or I ( [jim@michagbusiness.net](mailto:jim@michagbusiness.net) ) or 989-780-4404 should you have any questions or concerns.

Regards,

Jim Jurgens  
President / Member  
Michigan AgriBusiness Solutions, LLC.





58610 VAN DYKE RD.  
WASHINGTON, MI 48094  
(586) 781-7070 office  
(586) 781-7079 fax  
[email@prolime.net](mailto:email@prolime.net)

August 30, 2021

Brian VanVeelen  
Water Plant Superintendent  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331

RE: Proposal for removal and disposal of Lime Sludge

Dear Mr. VanVeelen:

We are pleased to provide the following proposal for removal and disposal of Lime Sludge from the Water Treatment Plant:

Prolime will provide all equipment, trucks and labor necessary to remove the Lime Sludge from the drying ponds behind the Water Treatment Plant.

The residuals will be hauled to our site in Laingsburg Michigan and utilized in one of two environmentally safe processes: either land applied in a land reclamation project or used in our pelletizing process.

Lump Sum Removal not-to-exceed 5,000 cubic yards	\$231,000.00
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This proposal is valid for 30 days. If you have any questions, or need additional information, please contact our office.

Respectfully,

Robert V. Rogers  
President

# Memorandum



**DATE:** January 12, 2021

**TO:** Michael Burns, City Manager 

**FROM:** Daniel Czarnecki, Public Works Director 

**PUBLIC WORKS**

**RE: Permit Performance Resolution**

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In order for the City to perform work in the M-21 right-of-way we need a permit from MDOT. An annual permit is necessary for the City to perform routine operations in the M-21 ROW such as watermain repairs and any small construction type work (such as the upcoming Monroe St. project work). In order for a representative from the City to make application, MDOT requires a performance resolution to be on file with them. MDOT recently has updated their resolution form and the City needs to adopt and return to MDOT for their file.

The resolution lets MDOT know who at the City is approved to apply for permits. This limits who MDOT needs to be working with on the City's end. To limit how often the form needs to be resubmitted, MDOT suggests to list the department person authorized instead of a specific name as the form can then stay on file until MDOT updates it in the future, or until the City wishes to change it.

We have indicated the following persons to be authorized by the City to make application for MDOT permits:

- City Mayor
- City Manager
- City Clerk
- Chief of Police
- Public Works Director

It is my recommendation: **That the Lowell City Council approve Resolution 02-22, Michigan Department of Transportation Performance Resolution for Municipalities, and authorize those who may apply for MDOT work permits.**



RESOLUTION 02-22  
**PERFORMANCE RESOLUTION FOR  
MUNICIPALITIES**

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the City of LOWELL

*(County, City, Village, Township, etc.)*

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

\_\_\_\_\_  
LOWELL MAYOR

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CHIEF of POLICE

\_\_\_\_\_  
PUBLIC WORKS DIRECTOR

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_

(Name of Board, etc.)

of the \_\_\_\_\_ of \_\_\_\_\_

(Name of MUNICIPALITY)

(County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day

of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*



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

**DATE:** January 13, 2022  
**TO:** Mayor Mike DeVore and Lowell City Council  
**FROM:** Michael T. Burns, City Manager *MTB*  
**RE:** Lease with Wind Craft

---

In March 2019, the City entered into a lease agreement with Wind Craft Aviation to lease airport space to assist with his project of personalized aircrafts.

At the time, we entered into a one-year lease with Wind Craft for use of Hanger 3 at the Airport where they were paying \$1,000 per month. Due to COVID we haven't renewed the lease but Wind Craft has continued to pay \$1,000 per month for the space.

Airport Manager Casey Brown has been working with Wind Craft to renew the lease where they would like to enter into a 10-year lease for the same terms they had previously. The only modification to the lease is some additional usage to Hanger #3 which is attached.

**I recommend the Lowell City Council approve Resolution 03-22 to approve a lease agreement with Wind Craft Aviation.**

## LEASE AGREEMENT

**THIS LEASE AGREEMENT** (the "Lease") is made and executed as of January 17, 2021 (the "Effective Date"), between the **CITY OF LOWELL**, a Michigan municipal corporation, 301 East Main Street, Lowell, Michigan 49331 (the "City") and **WIND CRAFT AVIATION, LLC**, a Michigan limited liability company, 11517 Peck Lake Road, Lowell, Michigan 49331 (the "Wind Craft").

**Section 1. Leased Premises.** The City owns the Lowell Airport (the "Airport") including Building 3 (the "Building") at the Airport and a certain parking area south of the Building and a concrete pad north of the Building as depicted on the attached Exhibit A (the "Leased Premises"). The City hereby leases the Leased Premises to Wind Craft. Wind Craft has inspected the Leased Premises prior to occupancy and by executing this Lease, Wind Craft shall be deemed to have accepted the Leased Premises in their then current condition, on an "AS-IS, WHERE-IS" basis and to have acknowledged that the Leased Premises are in the condition and of the nature required by this Lease.

**Section 2. Used Leased Premises.** Wind Craft shall occupy the Leased Premises for use as an office and to conduct aviation related services and programs (the "Designated Use") and shall be permitted to make such physical improvements to the Leased Premises (either interior or exterior) in connection with such Designated Use (the "Improvements") as are preapproved by the Manager of the Airport. Any request to make Improvements shall be made in writing by Wind Craft to the Manager of the Airport and the Manager of the Airport shall approve, approve with modifications and/or conditions or disapprove in writing to Wind Craft. In connection with the Designated Use, Wind Craft and persons authorized by it shall have access to the Leased Premises through existing roadways in the Airport.

**Section 3. Term of Lease.** The term of this Lease shall be for a period of 10 years from the Effective Date (the "Term"). For the absence of doubt, this Lease will expire at midnight on January 17, 2032.

**Section 4. Rent.** Wind Craft shall pay the City rent for the Leased Premises of \$1,000 per month payable in advance on the first business day of each calendar month during the Term.

**Section 5. Taxes and Special Assessments.** The Leased Premises is not currently subject to *ad valorem* property taxes or special assessments. Should the Leased Premises become subject to either during the Term, Wind Craft shall be responsible for such taxes and assessments.

**Section 6. Insurance and Indemnity.** Wind Craft shall maintain during the Term of this Lease a comprehensive general liability insurance policy covering the Leased Premises covering bodily injury and property damages in the amount of \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate. Any such policy shall add the City as an additional insured and shall provide that it shall not be subject to non-renewal or cancellation without not less than 30 days' prior written notice to the City. Wind Craft shall provide the City with written evidence of such insurance.

Wind Craft shall indemnify the City and its officers, councilmembers, employees and agents (the "Indemnified Parties") and hold the Indemnified Parties harmless from any liability or claim for damages which may be assessed against the Indemnified Parties by reason of any accident or casualty occurring in, on, or about the Leased Premises except for any liability or claim for damages which arise from the negligence of the Indemnified Parties. The provisions of this paragraph shall survive the Term or termination of this Lease.

**Section 7. Utilities.** Wind Craft shall timely pay for its pro rata share of any and all utilities serving the Building.

**Section 8. Maintenance of Leased Premises; Repair and Replacement.** Wind Craft, at its expense, shall keep and maintain the interior of the Leased Premises and every part thereof including the heating and air conditioning equipment and keep the exterior grounds around the Building neat and clean, to the satisfaction of the City. The City shall be responsible for the maintenance of the exterior of the Building including the parking areas, walks and drives, and the removal of snow therefrom and for major repairs related to the Leased Premises including repair and/or replacement of the Building roof and other required major repairs to the Leased Premises.

**Section 9. Termination.** If Wind Craft shall default and fail to perform any of its obligations in this Lease and shall fail to have such default cured within 15 days of receiving written notice from the City, the City shall be entitled to terminate this Lease.

**Section 10. Improvements.** At the end of the Term of this Lease or upon early termination, any Improvements to Leased Premises, except as hereinafter provided, shall thereafter belong to the City. Any Improvements which may be removed without damaging the Leased Premises shall belong to Wind Craft provided they are removed by Wind Craft, at its expense, within 15 days of the end of the Term of this Lease or earlier termination date. If not removed within such period, said Improvements shall belong to the City. Any damages to the Leased Premises resulting from removal of Improvements shall be repaired at Wind Craft's expense.

**Section 11. Signage.** Any signage, either temporary or permanent, on the exterior of the Leased Premises shall be preapproved by the Manager of the Airport.

**Section 12. Assignment.** Wind Craft shall not assign this Lease or sublease all or any part of the Leased Premises without the prior written approval of the City.

**Section 13. Notices.** All notices required or permitted under this Lease shall be in writing and deemed given upon personal delivery or 2 business days after being mailed postage prepaid in the United States mail to the party to be notified at the address set forth in the first paragraph of this Lease or such other address as the party shall have indicated by notice to the other party.

**Section 14. Governing Law.** This Lease shall be governed by the laws of the State of Michigan. If any provisions of this Lease or portions of this Lease, or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

**Section 15. No Partnership.** Nothing contained in this Lease shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or by joint venture between the parties hereto, it being understood and agreed that no provision of this Lease, nor any acts of the parties under this Lease, shall be deemed to create any relationship between the parties other than the relationship of the City, as landlord, and Wind Craft, as tenant.

**Section 16. Waiver.** The failure of the City or Wind Craft to insist upon the strict performance of any of the terms, covenants or conditions of this Lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants and conditions in this Lease.

**Section 17. Quiet Enjoyment.** The City covenants and agrees with Wind Craft that upon Wind Craft's paying the rent and observing and performing all the terms, covenants and conditions on Wind Craft's part to be performed and observed, Wind Craft may peaceably and quietly hold, occupy, possess and enjoy the Leased Premises for the full term of this Lease.

**Section 18. Entire Agreement; Amendment.** This Lease contains all of the terms and conditions of the agreement of the parties concerning the Leased Premises. This Lease may be amended only by a written agreement signed by both the City and Wind Craft.

**IN WITNESS WHEREOF,** the City and Wind Craft have executed this Lease.

**CITY OF LOWELL**

By: \_\_\_\_\_  
Michael DeVore, Mayor

Attest: \_\_\_\_\_  
Susan Ullery, City Clerk

**WIND CRAFT AVIATION, LLC**

By: \_\_\_\_\_  
Alexander Taylor, Member

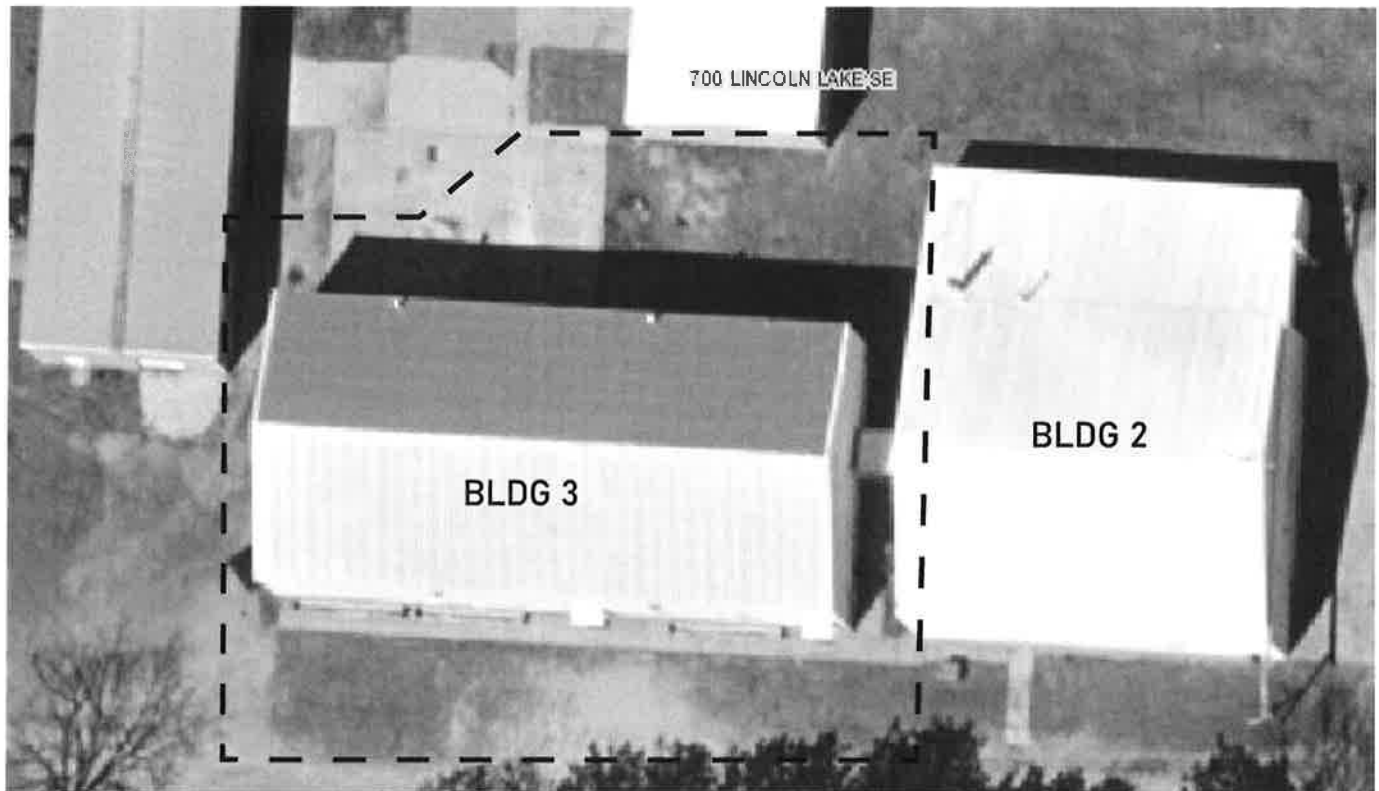
**EXHIBIT A**

**BUILDING AND LEASED PREMISES**



# Lowell Airport - Wind Craft Aviation INC Lease Agreement - Appendix A

Last Updated: 2Nov21



**Building 3 lease area marked with black dashed line**

- Includes easement around structures for maintenance
- Allows unrestricted access in/out of adjacent T-Hangars



**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 03-22**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A  
LEASE AGREEMENT WITH WIND CRAFT AVIATION, LLC RELATED  
TO THE LOWELL AIRPORT**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_,

moved the adoption of the following resolution:

**WHEREAS**, the City owns and operates the Lowell Airport (the “Airport”); and

**WHEREAS**, Wind Craft Aviation, LLC (“Wind Craft”) has requested to lease from the City Building 3 and related parking and an adjacent concrete pad (the “Leased Premises”); and

**WHEREAS**, the City is willing to lease the Leased Premises to Wind Craft subject to the terms and conditions of a lease agreement.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Lease Agreement (the “Lease”) in the form presented at this meeting is approved with such modifications not materially adverse to the City approved as to content by the City Manager and as to form by the City Attorney.
2. That the Mayor and the City Clerk are authorized and directed to execute the approved Lease for and on behalf of the City.

3. That all resolutions or parts of resolutions in conflict herewith shall be, and the same are, hereby rescinded.

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

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

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

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

**RESOLUTION DECLARED ADOPTED.**

Dated: January 18, 2022

\_\_\_\_\_  
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 18, 2022, 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 18, 2022

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,206,594.96	1,882,143.61	38,535.56	324,451.35	85.30
STATE	STATE GRANTS	633,516.00	162,195.47	80,941.95	471,320.53	25.60
LICPER	LICENSES AND PERMITS	102,918.00	62,105.78	15,225.00	40,812.22	60.34
CHARGES	CHARGES FOR SERVICES	357,083.00	23,662.55	4,416.75	333,420.45	6.63
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	11,150.00	19,626.43	2,700.00	(8,476.43)	176.02
INT	INTEREST AND RENTS	15,000.00	0.00	0.00	15,000.00	0.00
TRANSIN	TRANSFERS IN	312,632.00	0.00	0.00	312,632.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	12,108.00	6,555.76	750.00	5,552.24	54.14
FINES	FINES AND FORFEITURES	4,200.00	3,751.50	1,998.75	448.50	89.32
TOTAL REVENUES		3,655,201.96	2,160,041.10	144,568.01	1,495,160.86	59.09
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	20,752.00	17,784.04	12,445.40	2,967.96	85.70
172	MANAGER	168,825.74	76,371.93	21,322.09	92,453.81	45.24
191	ELECTIONS	5,701.00	4,420.96	2,075.75	1,280.04	77.55
209	ASSESSOR	59,620.00	25,350.57	5,766.72	34,269.43	42.52
210	ATTORNEY	75,000.00	32,758.25	8,478.00	42,241.75	43.68
215	CLERK	152,085.98	57,437.06	12,069.69	94,648.92	37.77
253	TREASURER	276,626.18	89,378.44	23,713.26	187,247.74	32.31
265	CITY HALL	138,053.89	78,290.41	15,504.89	59,763.48	56.71
276	CEMETERY	123,448.09	81,650.79	11,320.36	41,797.30	66.14
294	UNALLOCATED MISCELLANEOUS	12,000.00	132,062.12	0.00	(120,062.12)	1,100.52
301	POLICE DEPARTMENT	1,000,392.33	429,499.91	83,064.47	570,892.42	42.93
305	CODE ENFORCEMENT	0.00	0.00	0.00	0.00	0.00
336	FIRE	129,000.00	69,070.28	62.49	59,929.72	53.54
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	51,873.07	30,071.08	5,718.12	21,801.99	57.97
426	EMERGENCY MANAGEMENT	0.00	0.00	0.00	0.00	0.00
441	DEPARTMENT OF PUBLIC WORKS	317,639.01	95,049.59	24,844.17	222,589.42	29.92
442	SIDEWALK	4,152.16	842.59	356.42	3,309.57	20.29
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
523	TRASH	0.00	0.00	0.00	0.00	0.00
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00
672	SENIOR CITIZEN CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
728	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
747	CHAMBER/RIVERWALK	5,500.00	2,679.08	1,566.38	2,820.92	48.71
751	PARKS	230,008.10	149,549.09	9,148.34	80,459.01	65.02
757	SHOWBOAT	10,615.00	0.00	0.00	10,615.00	0.00
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	5,000.00	5,000.00	0.00	0.00	100.00
790	LIBRARY	82,886.10	44,148.12	7,245.97	38,737.98	53.26
803	HISTORICAL DISTRICT COMMISSION	0.00	0.00	0.00	0.00	0.00
804	MUSEUM	52,699.69	31,262.47	1,969.20	21,437.22	59.32
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	737,632.00	25,000.00	0.00	712,632.00	3.39
TOTAL EXPENDITURES		3,659,510.34	1,477,676.78	246,671.72	2,181,833.56	40.38
TOTAL REVENUES		3,655,201.96	2,160,041.10	144,568.01	1,495,160.86	59.09
TOTAL EXPENDITURES		3,659,510.34	1,477,676.78	246,671.72	2,181,833.56	40.38
NET OF REVENUES & EXPENDITURES		(4,308.38)	682,364.32	(102,103.71)	(686,672.70)	15,838.0

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	12/31/2021	MONTH 12/31/2021	BALANCE	USED

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	63,333.33	0.00	0.00	63,333.33	0.00
OTHER	OTHER REVENUE	355,325.00	129,216.04	26,593.37	226,108.96	36.37
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		418,658.33	129,216.04	26,593.37	289,442.29	30.86
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	7,500.00	18,927.79	1,796.83	(11,427.79)	252.37
463	MAINTENANCE	41,440.22	13,301.28	4,716.86	28,138.94	32.10
474	TRAFFIC	12,471.85	4,097.82	133.46	8,374.03	32.86
478	WINTER MAINTENANCE	61,714.19	15,616.44	11,266.54	46,097.75	25.30
483	ADMINISTRATION	17,444.00	653.00	202.50	16,791.00	3.74
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	341,662.50	0.00	0.00	341,662.50	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		482,232.76	52,596.33	18,116.19	429,636.43	10.91
TOTAL REVENUES		418,658.33	129,216.04	26,593.37	289,442.29	30.86
TOTAL EXPENDITURES		482,232.76	52,596.33	18,116.19	429,636.43	10.91
NET OF REVENUES & EXPENDITURES		(63,574.43)	76,619.71	8,477.18	(140,194.14)	120.52

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
STATE	STATE GRANTS	250,000.00	0.00	0.00	250,000.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	137,721.00	48,943.89	10,059.71	88,777.11	35.54
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	611,662.50	0.00	0.00	611,662.50	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		999,383.50	48,943.89	10,059.71	950,439.61	4.90
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	1,043,333.33	354,615.13	13,057.88	688,718.20	33.99
463	MAINTENANCE	91,963.79	39,410.20	4,783.34	52,553.59	42.85
474	TRAFFIC	13,071.34	4,710.19	733.20	8,361.15	36.03
478	WINTER MAINTENANCE	86,160.61	18,976.42	12,354.77	67,184.19	22.02
483	ADMINISTRATION	20,162.00	450.50	0.00	19,711.50	2.23
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,254,691.07	418,162.44	30,929.19	836,528.63	33.33
TOTAL REVENUES		999,383.50	48,943.89	10,059.71	950,439.61	4.90
TOTAL EXPENDITURES		1,254,691.07	418,162.44	30,929.19	836,528.63	33.33
NET OF REVENUES & EXPENDITURES		(255,307.57)	(369,218.55)	(20,869.48)	113,910.98	144.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
OTHER	OTHER REVENUE	25,000.00	0.00	0.00	25,000.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
Expenditures						
000		25,000.00	13,178.00	12,718.00	11,822.00	52.71
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		25,000.00	13,178.00	12,718.00	11,822.00	52.71
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENDITURES		25,000.00	13,178.00	12,718.00	11,822.00	52.71
NET OF REVENUES & EXPENDITURES		0.00	(13,178.00)	(12,718.00)	13,178.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	755,000.00	635,245.45	19,000.00	119,754.55	84.14
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	2,500.00	0.00	0.00	2,500.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		757,500.00	635,245.45	19,000.00	122,254.55	83.86
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	270,000.00	143,615.19	31,708.48	126,384.81	53.19
463	MAINTENANCE	164,738.25	53,625.21	12,290.43	111,113.04	32.55
483	ADMINISTRATION	65,130.34	23,031.53	4,472.94	42,098.81	35.36
740	COMMUNITY PROMOTIONS	65,000.00	11,832.00	5,032.00	53,168.00	18.20
906	DEBT SERVICE	34,263.28	34,752.54	0.00	(489.26)	101.43
965	TRANSFERS OUT	496,632.00	0.00	0.00	496,632.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,095,763.87	266,856.47	53,503.85	828,907.40	24.35
TOTAL REVENUES		757,500.00	635,245.45	19,000.00	122,254.55	83.86
TOTAL EXPENDITURES		1,095,763.87	266,856.47	53,503.85	828,907.40	24.35
NET OF REVENUES & EXPENDITURES		(338,263.87)	368,388.98	(34,503.85)	(706,652.85)	108.91



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 249 - BUILDING INSPECTION FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	75,000.00	74,951.00	39,183.00	49.00	99.93
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		75,000.00	74,951.00	39,183.00	49.00	99.93
Expenditures						
371	BUILDING INSPECTION DEPARTMENT	65,000.00	65,501.10	39,793.50	(501.10)	100.77
TOTAL EXPENDITURES		65,000.00	65,501.10	39,793.50	(501.10)	100.77
TOTAL REVENUES		75,000.00	74,951.00	39,183.00	49.00	99.93
TOTAL EXPENDITURES		65,000.00	65,501.10	39,793.50	(501.10)	100.77
NET OF REVENUES & EXPENDITURES		10,000.00	9,449.90	(610.50)	550.10	94.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	0.00	218,286.50	0.00	(218,286.50)	100.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	150,000.00	116,397.46	0.00	33,602.54	77.60
INT	INTEREST AND RENTS	1,000.00	1,400.00	0.00	(400.00)	140.00
TRANSIN	TRANSFERS IN	0.00	(7,480.67)	0.00	7,480.67	100.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		151,000.00	328,603.29	0.00	(177,603.29)	217.62
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
265	CITY HALL	0.00	0.00	0.00	0.00	0.00
276	CEMETERY	0.00	0.00	0.00	0.00	0.00
301	POLICE DEPARTMENT	0.00	7,500.00	0.00	(7,500.00)	100.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
474	TRAFFIC	0.00	0.00	0.00	0.00	0.00
747	DOG PARK	0.00	76,566.60	26,302.08	(76,566.60)	100.00
751	PARKS	150,000.00	139,279.90	35,859.22	10,720.10	92.85
758	DOG PARK	1,000.00	1,693.91	414.56	(693.91)	169.39
759	COMMUNITY GARDEN	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	0.00	1,000.00	0.00	(1,000.00)	100.00
790	LIBRARY	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		151,000.00	226,040.41	62,575.86	(75,040.41)	149.70
TOTAL REVENUES		151,000.00	328,603.29	0.00	(177,603.29)	217.62
TOTAL EXPENDITURES		151,000.00	226,040.41	62,575.86	(75,040.41)	149.70
NET OF REVENUES & EXPENDITURES		0.00	102,562.88	(62,575.86)	(102,562.88)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 351 - GENERAL DEBT SERVICE ( NON-VOTED BONDS)						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	312,632.00	0.00	0.00	312,632.00	0.00
TOTAL REVENUES		312,632.00	0.00	0.00	312,632.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	312,632.00	51,936.26	0.00	260,695.74	16.61
TOTAL EXPENDITURES		312,632.00	51,936.26	0.00	260,695.74	16.61
TOTAL REVENUES		312,632.00	0.00	0.00	312,632.00	0.00
TOTAL EXPENDITURES		312,632.00	51,936.26	0.00	260,695.74	16.61
NET OF REVENUES & EXPENDITURES		0.00	(51,936.26)	0.00	51,936.26	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 402 - FIRE CAPITAL FUND						
Revenues						
TRANSIN	TRANSFERS IN	150,000.00	0.00	0.00	150,000.00	0.00
TOTAL REVENUES		150,000.00	0.00	0.00	150,000.00	0.00
Expenditures						
336	FIRE	125,000.00	0.00	0.00	125,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
TOTAL REVENUES		150,000.00	0.00	0.00	150,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		25,000.00	0.00	0.00	25,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	24,936.00	17,653.02	907.64	7,282.98	70.79
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	52,100.00	16,950.00	4,530.00	35,150.00	32.53
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		77,036.00	34,603.02	5,437.64	42,432.98	44.92
Expenditures						
000		78,000.00	39,876.56	3,935.05	38,123.44	51.12
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		78,000.00	39,876.56	3,935.05	38,123.44	51.12
TOTAL REVENUES		77,036.00	34,603.02	5,437.64	42,432.98	44.92
TOTAL EXPENDITURES		78,000.00	39,876.56	3,935.05	38,123.44	51.12
NET OF REVENUES & EXPENDITURES		(964.00)	(5,273.54)	1,502.59	4,309.54	547.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
STATE	STATE GRANTS	131,000.00	0.00	0.00	131,000.00	0.00
CHARGES	CHARGES FOR SERVICES	1,101,418.07	524,388.53	92,778.24	577,029.54	47.61
FED	FEDERAL GRANTS	63,333.00	0.00	0.00	63,333.00	0.00
OTHER	OTHER REVENUE	100.00	1,489.32	188.03	(1,389.32)	1,489.32
INT	INTEREST AND RENTS	7,000.00	0.00	0.00	7,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,302,851.07	525,877.85	92,966.27	776,973.22	40.36
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	599,665.00	220,399.40	5,797.80	379,265.60	36.75
551	COLLECTION	432,592.18	107,292.48	18,003.83	325,299.70	24.80
552	CUSTOMER ACCOUNTS	74,281.26	18,832.23	3,145.73	55,449.03	25.35
553	ADMINISTRATION	388,791.50	116,943.71	2,668.25	271,847.79	30.08
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,495,329.94	463,467.82	29,615.61	1,031,862.12	30.99
TOTAL REVENUES		1,302,851.07	525,877.85	92,966.27	776,973.22	40.36
TOTAL EXPENDITURES		1,495,329.94	463,467.82	29,615.61	1,031,862.12	30.99
NET OF REVENUES & EXPENDITURES		(192,478.87)	62,410.03	63,350.66	(254,888.90)	32.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,203,918.38	674,766.32	104,615.73	529,152.06	56.05
OTHER	OTHER REVENUE	68,333.33	1,492.02	127.48	66,841.31	2.18
INT	INTEREST AND RENTS	8,040.00	3,120.00	520.00	4,920.00	38.81
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,280,291.71	679,378.34	105,263.21	600,913.37	53.06
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
552	CUSTOMER ACCOUNTS	0.00	2,997.75	2,997.75	(2,997.75)	100.00
570	TREATMENT	765,945.83	195,326.46	31,365.16	570,619.37	25.50
571	DISTRIBUTION	428,999.87	168,158.14	35,896.89	260,841.73	39.20
572	CUSTOMER ACCOUNTS	80,959.87	18,723.54	3,145.99	62,236.33	23.13
573	ADMINISTRATION	374,437.50	58,972.18	3,890.25	315,465.32	15.75
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,650,343.07	444,178.07	77,296.04	1,206,165.00	26.91
TOTAL REVENUES		1,280,291.71	679,378.34	105,263.21	600,913.37	53.06
TOTAL EXPENDITURES		1,650,343.07	444,178.07	77,296.04	1,206,165.00	26.91
NET OF REVENUES & EXPENDITURES		(370,051.36)	235,200.27	27,967.17	(605,251.63)	63.56

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 598 - CABLE TV FUND						
Revenues						
OTHER	OTHER REVENUE	109,000.00	0.00	0.00	109,000.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		109,000.00	0.00	0.00	109,000.00	0.00
Expenditures						
000		105,000.00	0.00	0.00	105,000.00	0.00
906	DEBT SERVICE	4,000.00	0.00	0.00	4,000.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		109,000.00	0.00	0.00	109,000.00	0.00
TOTAL REVENUES		109,000.00	0.00	0.00	109,000.00	0.00
TOTAL EXPENDITURES		109,000.00	0.00	0.00	109,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
OTHER	OTHER REVENUE	2,000.00	1,107.21	0.00	892.79	55.36
INT	INTEREST AND RENTS	120,406.00	0.00	0.00	120,406.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		122,406.00	1,107.21	0.00	121,298.79	0.90
Expenditures						
000		144,298.94	54,650.63	4,080.97	89,648.31	37.87
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		144,298.94	54,650.63	4,080.97	89,648.31	37.87
TOTAL REVENUES		122,406.00	1,107.21	0.00	121,298.79	0.90
TOTAL EXPENDITURES		144,298.94	54,650.63	4,080.97	89,648.31	37.87
NET OF REVENUES & EXPENDITURES		(21,892.94)	(53,543.42)	(4,080.97)	31,650.48	244.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	231,375.00	114,160.20	18,422.43	117,214.80	49.34
OTHER	OTHER REVENUE	0.00	1,833.82	0.00	(1,833.82)	100.00
INT	INTEREST AND RENTS	816.48	0.00	0.00	816.48	0.00
TRANSIN	TRANSFERS IN	25,000.00	25,000.00	0.00	0.00	100.00
TOTAL REVENUES		257,191.48	140,994.02	18,422.43	116,197.46	54.82
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	371,582.95	80,148.00	28,309.71	291,434.95	21.57
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		371,582.95	80,148.00	28,309.71	291,434.95	21.57
TOTAL REVENUES		257,191.48	140,994.02	18,422.43	116,197.46	54.82
TOTAL EXPENDITURES		371,582.95	80,148.00	28,309.71	291,434.95	21.57
NET OF REVENUES & EXPENDITURES		(114,391.47)	60,846.02	(9,887.28)	(175,237.49)	53.19

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	6,500.00	3,750.00	500.00	2,750.00	57.69
INT	INTEREST AND RENTS	1,000.00	0.00	0.00	1,000.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		7,500.00	3,750.00	500.00	3,750.00	50.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		7,500.00	3,750.00	500.00	3,750.00	50.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		7,500.00	3,750.00	500.00	3,750.00	50.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	4,000.00	80.57	0.00	3,919.43	2.01
TOTAL REVENUES		4,000.00	80.57	0.00	3,919.43	2.01
Expenditures						
000		4,000.00	0.00	0.00	4,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
TOTAL REVENUES		4,000.00	80.57	0.00	3,919.43	2.01
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	80.57	0.00	(80.57)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
OTHER	OTHER REVENUE	45,000.00	0.00	0.00	45,000.00	0.00
INT	INTEREST AND RENTS	0.00	394.58	0.00	(394.58)	100.00
TOTAL REVENUES		45,000.00	394.58	0.00	44,605.42	0.88
Expenditures						
000		45,000.00	12,000.00	0.00	33,000.00	26.67
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		45,000.00	12,000.00	0.00	33,000.00	26.67
TOTAL REVENUES		45,000.00	394.58	0.00	44,605.42	0.88
TOTAL EXPENDITURES		45,000.00	12,000.00	0.00	33,000.00	26.67
NET OF REVENUES & EXPENDITURES		0.00	(11,605.42)	0.00	11,605.42	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	100.00	0.00	0.00	100.00	0.00
TOTAL REVENUES		100.00	0.00	0.00	100.00	0.00
Expenditures						
000		100.00	0.00	0.00	100.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		100.00	0.00	0.00	100.00	0.00
TOTAL REVENUES		100.00	0.00	0.00	100.00	0.00
TOTAL EXPENDITURES		100.00	0.00	0.00	100.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	250.00	0.00	0.00	250.00	0.00
TOTAL REVENUES		250.00	0.00	0.00	250.00	0.00
Expenditures						
000		250.00	0.00	0.00	250.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		250.00	0.00	0.00	250.00	0.00
TOTAL REVENUES		250.00	0.00	0.00	250.00	0.00
TOTAL EXPENDITURES		250.00	0.00	0.00	250.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 737 - OTHER POST EMPLOYEE BENEFITS						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	68,000.00	0.00	0.00	68,000.00	0.00
TOTAL REVENUES		68,000.00	0.00	0.00	68,000.00	0.00
Expenditures						
483	ADMINISTRATION	68,064.17	28,271.25	0.00	39,792.92	41.54
TOTAL EXPENDITURES		68,064.17	28,271.25	0.00	39,792.92	41.54
TOTAL REVENUES		68,000.00	0.00	0.00	68,000.00	0.00
TOTAL EXPENDITURES		68,064.17	28,271.25	0.00	39,792.92	41.54
NET OF REVENUES & EXPENDITURES		(64.17)	(28,271.25)	0.00	28,207.08	44,056.8
TOTAL REVENUES - ALL FUNDS		9,818,002.05	4,763,186.36	461,993.64	5,054,815.69	48.51
TOTAL EXPENDITURES - ALL FUNDS		11,136,799.11	3,694,540.12	607,545.69	7,442,258.99	33.17
NET OF REVENUES & EXPENDITURES		(1,318,797.06)	1,068,646.24	(145,552.05)	(2,387,443.30)	81.03



**Lowell Area Fire and Emergency Services Authority**  
**Statement of Net Position**  
**December 31, 2021**

		<u><b>ASSETS</b></u>
		Unrestricted
<b>Current Assets</b>		
	Cash	\$ 54,510.79
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	<b>TOTAL Current Assets</b>	<u>54,510.79</u>
<b>Fixed Assets</b>		
	Furniture and Equipment	-
	<b>TOTAL ASSETS</b>	<u><u>\$ 54,510.79</u></u>
<b>Current Liabilities</b>		<u><b>LIABILITIES AND NET ASSETS</b></u>
	Accounts Payable	\$ 670.74
	Accrued Payroll	-
	Payroll liabilities	7,185.37
<b>Long-Term Liabilities</b>	<b>TOTAL Current Liabilities</b>	<u>7,856.11</u>
<b>Net Assets</b>	<b>TOTAL Long-Term liabilities</b>	<u>-</u>
	Beginning Net Assets	29,720.77
	Increase (Decrease) Net Assets	16,933.91
	<b>TOTAL Net Assets</b>	<u>46,654.68</u>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 54,510.79</u></u>



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

Friday, January 07, 2022

Fire Authority Board:

We responded to 85 total incidents for the month of December. Including a large barn fire that was commercial use in Vergennes TWP.

We responded to a total 1047 requests for service in 2021, an increase of 228 calls over 2020 and an increase of 83 calls over 2019.

Our annual Holiday banquet/ Awards night was a great event. We announced the following awards; Chief's Service award John North, Rookie of the Year Brenda Herron, and Firefighter of the Year Tim Hill. We also had several lifesaving awards given out.

Toys for Tots toy drive is collected three large boxes of new toys.

Probationary Firefighters Tom vanPutten, Dan Rybiski, and Paige Frazer all successfully completed their EMT course. Paige has also taken and passed the NREMT Exam as well.

We are looking into a recent release of 5 million dollars through the Department of Treasury for training funds. We are currently looking into a request of \$15,000.00 to complete all remaining staff training to EMT. We are also looking to see if additional PPE will qualify for these funds.

Please feel free to contact me at (616) 840-1422 with any questions or concerns.

Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.

# Lowell Area Fire Dept.

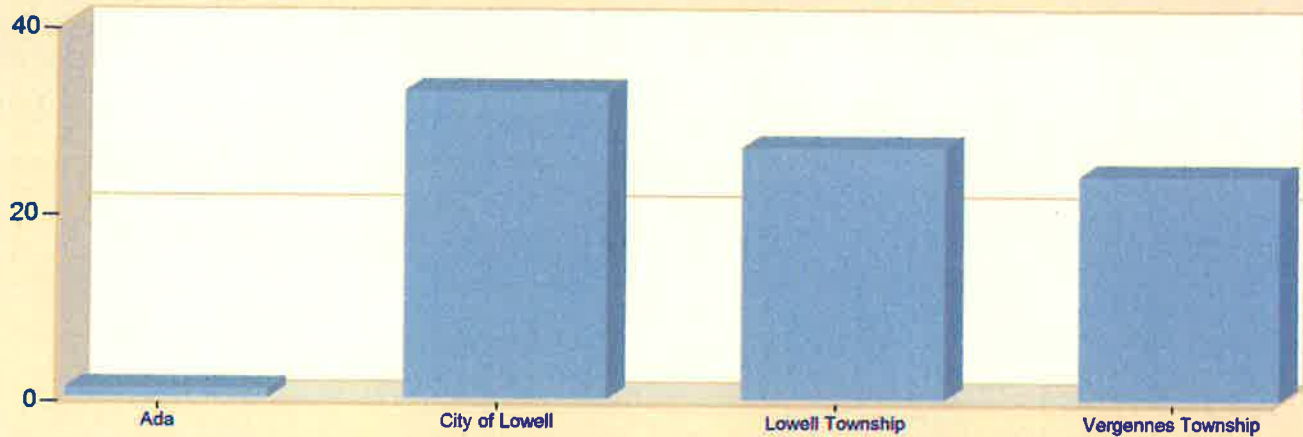
Lowell, MI

This report was generated on 1/7/2022 4:45:24 PM



## Incident Type Count per Zone for Date Range

Start Date: 12/01/2021 | End Date: 12/31/2021



ZONES	INCIDENT TYPE	COUNT
Ada - Ada Township		
	611 - Dispatched & cancelled en route	1
	Total Incidents for Ada - Ada Township:	1
City of Lowell - City		
	321 - EMS call, excluding vehicle accident with injury	28
	322 - Motor vehicle accident with injuries	1
	554 - Assist invalid	1
	651 - Smoke scare, odor of smoke	1
	730 - System malfunction, other	1
	741 - Sprinkler activation, no fire - unintentional	1
	Total Incidents for City of Lowell - City :	33
Lowell Township - Lowell Township		
	321 - EMS call, excluding vehicle accident with injury	22
	322 - Motor vehicle accident with injuries	1
	444 - Power line down	1
	611 - Dispatched & cancelled en route	3
	Total Incidents for Lowell Township - Lowell Township:	27
Vergennes Township - Vergennes Township		
	111 - Building fire	2
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	11

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 1404  
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ZONES	INCIDENT TYPE	COUNT
	324 - Motor vehicle accident with no injuries.	1
	331 - Lock-in (if lock out , use 511 )	1
	444 - Power line down	3
	611 - Dispatched & cancelled en route	3
	622 - No incident found on arrival at dispatch address	1
	710 - Malicious, mischievous false call, other	1
	<i>Total Incidents for Vergennes Township - Vergennes Township:</i>	<i>24</i>
<i>Total Count for all Zone:</i>		<i>85</i>

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/7/2022 4:52:09 PM



## Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 12/01/2021 | End Date: 12/31/2021

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	0:17
City of Lowell - City	33	45:02
Lowell Township - Lowell Township	27	34:25
Vergennes Township - Vergennes Township	24	70:42
<b>TOTAL</b>	<b>85</b>	<b>150:26</b>

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



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Doc Id: 1306  
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# Lowell Area Fire Dept.

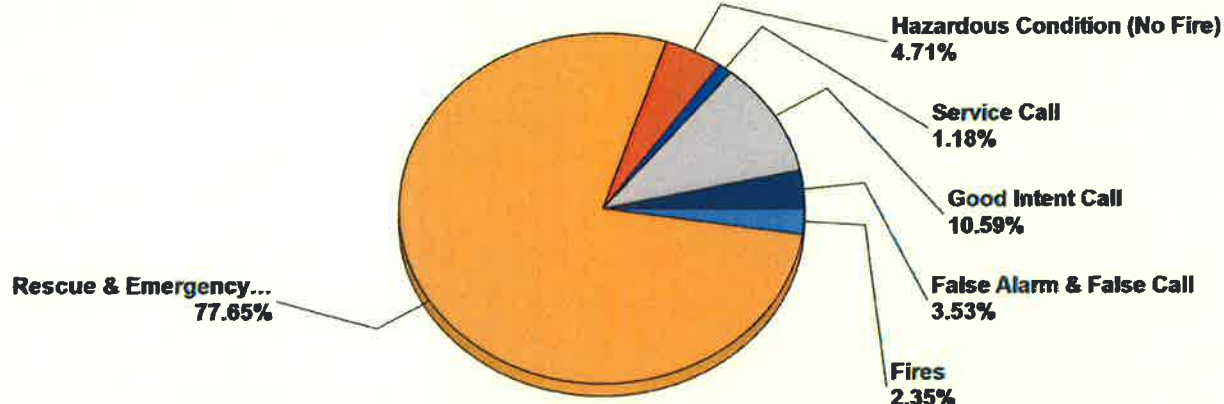
Lowell, MI

This report was generated on 1/7/2022 4:44:07 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.35%
Rescue & Emergency Medical Service	66	77.65%
Hazardous Condition (No Fire)	4	4.71%
Service Call	1	1.18%
Good Intent Call	9	10.59%
False Alarm & False Call	3	3.53%
<b>TOTAL</b>	<b>85</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	2.35%
311 - Medical assist, assist EMS crew	1	1.18%
321 - EMS call, excluding vehicle accident with injury	61	71.76%
322 - Motor vehicle accident with injuries	2	2.35%
324 - Motor vehicle accident with no injuries.	1	1.18%
331 - Lock-in (if lock out , use 511 )	1	1.18%
444 - Power line down	4	4.71%
554 - Assist invalid	1	1.18%
611 - Dispatched & cancelled en route	7	8.24%
622 - No incident found on arrival at dispatch address	1	1.18%
651 - Smoke scare, odor of smoke	1	1.18%
710 - Malicious, mischievous false call, other	1	1.18%
730 - System malfunction, other	1	1.18%
741 - Sprinkler activation, no fire - unintentional	1	1.18%
<b>TOTAL INCIDENTS:</b>	<b>85</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/7/2022 4:51:04 PM



## Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 01/01/2021 | End Date: 12/31/2021

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	4	21:03
Alto - Bowne Township	3	4:30
Cascade - Cascade TOWNSHIP	4	30:41
City of Lowell - City	427	574:36
Lowell Township - Lowell Township	386	600:12
Vergennes Township - Vergennes Township	223	561:55
<b>TOTAL</b>	<b>1047</b>	<b>1792:57</b>

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



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Doc Id: 1306

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# Lowell Area Fire Dept.

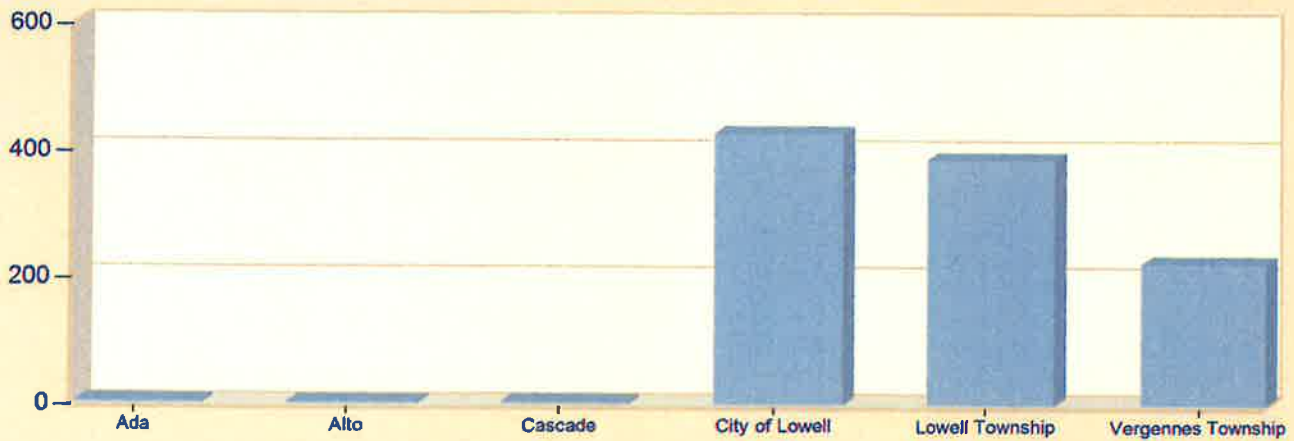
Lowell, MI

This report was generated on 1/7/2022 4:46:39 PM



## Incident Type Count per Zone for Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021



ZONES	INCIDENT TYPE	COUNT
<b>Ada - Ada Township</b>		
	142 - Brush or brush-and-grass mixture fire	1
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Ada - Ada Township:</i>	4
<b>Alto - Bowne Township</b>		
	111 - Building fire	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Alto - Bowne Township:</i>	3
<b>Cascade - Cascade TOWNSHIP</b>		
	111 - Building fire	2
	321 - EMS call, excluding vehicle accident with injury	1
	444 - Power line down	1
	<i>Total Incidents for Cascade - Cascade TOWNSHIP:</i>	4
<b>City of Lowell - City</b>		
	100 - Fire, other	2
	111 - Building fire	2
	113 - Cooking fire, confined to container	1
	131 - Passenger vehicle fire	2
	154 - Dumpster or other outside trash receptacle fire	3
	311 - Medical assist, assist EMS crew	13

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



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321 - EMS call, excluding vehicle accident with injury	293
322 - Motor vehicle accident with injuries	7
324 - Motor vehicle accident with no injuries	6
331 - Lock-in (if lock out , use 511 )	2
350 - Extrication, rescue, other	1
360 - Water & ice-related rescue, other	1
411 - Gasoline or other flammable liquid spill	2
412 - Gas leak (natural gas or LPG)	6
413 - Oil or other combustible liquid spill	1
424 - Carbon monoxide incident	3
444 - Power line down	14
463 - Vehicle accident, general cleanup	1
500 - Service Call, other	1
511 - Lock-out	1
540 - Animal problem, other	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	2
554 - Assist invalid	4
561 - Unauthorized burning	2
600 - Good intent call, other	4
611 - Dispatched & cancelled en route	13
622 - No incident found on arrival at dispatch address	1
631 - Authorized controlled burning	1
651 - Smoke scare, odor of smoke	2
700 - False alarm or false call, other	6
710 - Malicious, mischievous false call, other	2
711 - Municipal alarm system, malicious false alarm	1
715 - Local alarm system, malicious false alarm	1
730 - System malfunction, other	2
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	6
740 - Unintentional transmission of alarm, other	1
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	5
900 - Special type of incident, other	1
911 - Citizen complaint	1

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



ZONES	INCIDENT TYPE	COUNT
	<i>Total Incidents for City of Lowell - City :</i>	427
<b>Lowell Township - Lowell Township</b>		
	111 - Building fire	4
	113 - Cooking fire, confined to container	2
	118 - Trash or rubbish fire, contained	3
	142 - Brush or brush-and-grass mixture fire	2
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	269
	322 - Motor vehicle accident with injuries	9
	324 - Motor vehicle accident with no injuries.	5
	331 - Lock-in (if lock out , use 511 )	1
	352 - Extrication of victim(s) from vehicle	1
	400 - Hazardous condition, other	1
	411 - Gasoline or other flammable liquid spill	1
	412 - Gas leak (natural gas or LPG)	1
	424 - Carbon monoxide incident	8
	440 - Electrical wiring/equipment problem, other	1
	444 - Power line down	16
	445 - Arcing, shorted electrical equipment	1
	451 - Biological hazard, confirmed or suspected	1
	461 - Building or structure weakened or collapsed	1
	500 - Service Call, other	1
	550 - Public service assistance, other	1
	551 - Assist police or other governmental agency	3
	552 - Police matter	1
	554 - Assist invalid	2
	600 - Good intent call, other	4
	611 - Dispatched & cancelled en route	23
	631 - Authorized controlled burning	1
	632 - Prescribed fire	1
	651 - Smoke scare, odor of smoke	3
	700 - False alarm or false call, other	1
	710 - Malicious, mischievous false call, other	1
	715 - Local alarm system, malicious false alarm	1
	731 - Sprinkler activation due to malfunction	3
	733 - Smoke detector activation due to malfunction	3
	735 - Alarm system sounded due to malfunction	2

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



ZONES	INCIDENT TYPE	COUNT
	741 - Sprinkler activation, no fire - unintentional	1
	743 - Smoke detector activation, no fire - unintentional	2
	745 - Alarm system activation, no fire - unintentional	2
	<i>Total Incidents for Lowell Township - Lowell Township:</i>	386
<b>Vergennes Township - Vergennes Township</b>		
	111 - Building fire	3
	118 - Trash or rubbish fire, contained	1
	131 - Passenger vehicle fire	1
	140 - Natural vegetation fire, other	1
	141 - Forest, woods or wildland fire	4
	142 - Brush or brush-and-grass mixture fire	4
	150 - Outside rubbish fire, other	1
	242 - Blasting agent explosion (no fire)	1
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	131
	322 - Motor vehicle accident with injuries	5
	324 - Motor vehicle accident with no injuries.	9
	331 - Lock-in (if lock out , use 511 )	3
	360 - Water & ice-related rescue, other	1
	412 - Gas leak (natural gas or LPG)	1
	424 - Carbon monoxide incident	3
	442 - Overheated motor	1
	444 - Power line down	14
	445 - Arcing, shorted electrical equipment	1
	511 - Lock-out	1
	551 - Assist police or other governmental agency	3
	554 - Assist invalid	3
	561 - Unauthorized burning	3
	600 - Good intent call, other	1
	611 - Dispatched & cancelled en route	9
	622 - No incident found on arrival at dispatch address	1
	631 - Authorized controlled burning	2
	632 - Prescribed fire	1
	651 - Smoke scare, odor of smoke	1
	710 - Malicious, mischievous false call, other	2
	711 - Municipal alarm system, malicious false alarm	1
	733 - Smoke detector activation due to malfunction	3

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.





ZONES	INCIDENT TYPE	COUNT
	740 - Unintentional transmission of alarm, other	1
	745 - Alarm system activation, no fire - unintentional	2
	911 - Citizen complaint	1
	<i>Total Incidents for Vergennes Township - Vergennes Township:</i>	223
<b>Total Count for all Zone:</b>		<b>1047</b>

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



# Lowell Area Fire Dept.

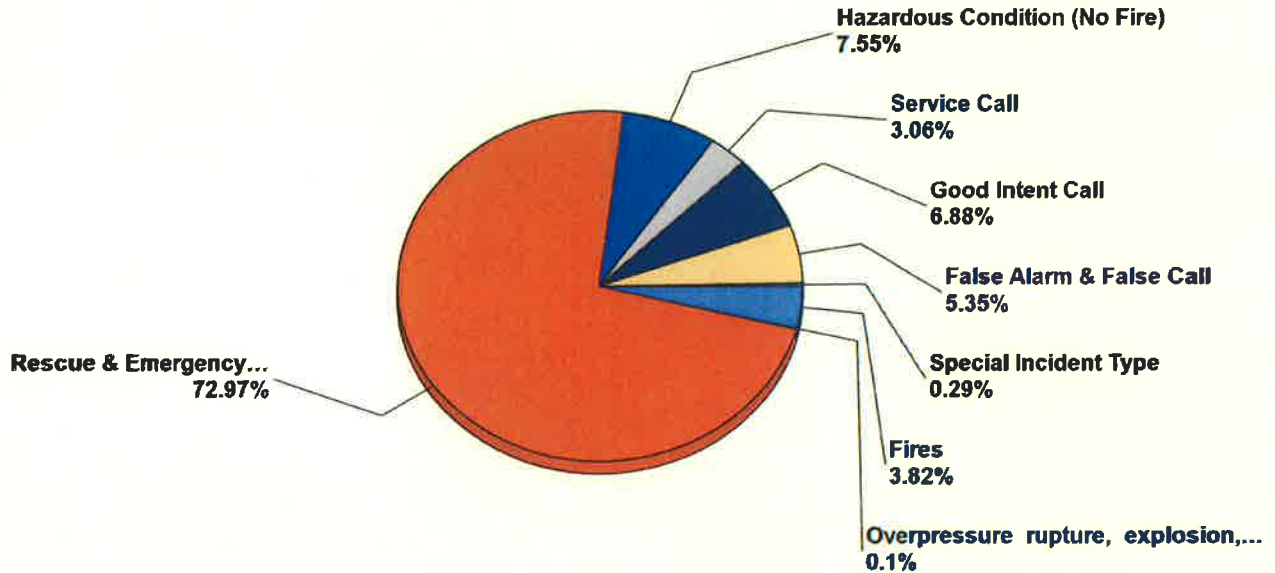
Lowell, MI

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	40	3.82%
Overpressure rupture, explosion, overheating - no fire	1	0.1%
Rescue & Emergency Medical Service	764	72.97%
Hazardous Condition (No Fire)	79	7.55%
Service Call	32	3.06%
Good Intent Call	72	6.88%
False Alarm & False Call	56	5.35%
Special Incident Type	3	0.29%
<b>TOTAL</b>	<b>1047</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	2	0.19%
111 - Building fire	12	1.15%
113 - Cooking fire, confined to container	3	0.29%
118 - Trash or rubbish fire, contained	4	0.38%
131 - Passenger vehicle fire	3	0.29%
140 - Natural vegetation fire, other	1	0.1%
141 - Forest, woods or wildland fire	4	0.38%
142 - Brush or brush-and-grass mixture fire	7	0.67%
150 - Outside rubbish fire, other	1	0.1%
154 - Dumpster or other outside trash receptacle fire	3	0.29%
242 - Blasting agent explosion (no fire)	1	0.1%
311 - Medical assist, assist EMS crew	19	1.81%
321 - EMS call, excluding vehicle accident with injury	694	66.28%
322 - Motor vehicle accident with injuries	21	2.01%
324 - Motor vehicle accident with no injuries.	20	1.91%
331 - Lock-in (if lock out , use 511 )	6	0.57%
350 - Extrication, rescue, other	1	0.1%
352 - Extrication of victim(s) from vehicle	1	0.1%
360 - Water & ice-related rescue, other	2	0.19%
400 - Hazardous condition, other	1	0.1%
411 - Gasoline or other flammable liquid spill	3	0.29%
412 - Gas leak (natural gas or LPG)	8	0.76%
413 - Oil or other combustible liquid spill	1	0.1%
424 - Carbon monoxide incident	14	1.34%
440 - Electrical wiring/equipment problem, other	1	0.1%
442 - Overheated motor	1	0.1%
444 - Power line down	45	4.3%
445 - Arcing, shorted electrical equipment	2	0.19%
451 - Biological hazard, confirmed or suspected	1	0.1%
461 - Building or structure weakened or collapsed	1	0.1%
463 - Vehicle accident, general cleanup	1	0.1%
500 - Service Call, other	2	0.19%
511 - Lock-out	2	0.19%
540 - Animal problem, other	1	0.1%
550 - Public service assistance, other	3	0.29%
551 - Assist police or other governmental agency	8	0.76%
552 - Police matter	1	0.1%
554 - Assist invalid	9	0.86%
561 - Unauthorized burning	6	0.57%
600 - Good intent call, other	9	0.86%
611 - Dispatched & cancelled en route	49	4.68%
622 - No incident found on arrival at dispatch address	2	0.19%
631 - Authorized controlled burning	4	0.38%
632 - Prescribed fire	2	0.19%
651 - Smoke scare, odor of smoke	6	0.57%
700 - False alarm or false call, other	7	0.67%
710 - Malicious, mischievous false call, other	5	0.48%
711 - Municipal alarm system, malicious false alarm	2	0.19%
715 - Local alarm system, malicious false alarm	2	0.19%
730 - System malfunction, other	2	0.19%
731 - Sprinkler activation due to malfunction	3	0.29%
733 - Smoke detector activation due to malfunction	9	0.86%
735 - Alarm system sounded due to malfunction	8	0.76%
740 - Unintentional transmission of alarm, other	2	0.19%
741 - Sprinkler activation, no fire - unintentional	2	0.19%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
743 - Smoke detector activation, no fire - unintentional	3	0.29%
744 - Detector activation, no fire - unintentional	2	0.19%
745 - Alarm system activation, no fire - unintentional	9	0.86%
900 - Special type of incident, other	1	0.1%
911 - Citizen complaint	2	0.19%
<b>TOTAL INCIDENTS:</b>	<b>1047</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**Dept. of Public Works, City of Lowell**

217 S. Hudson

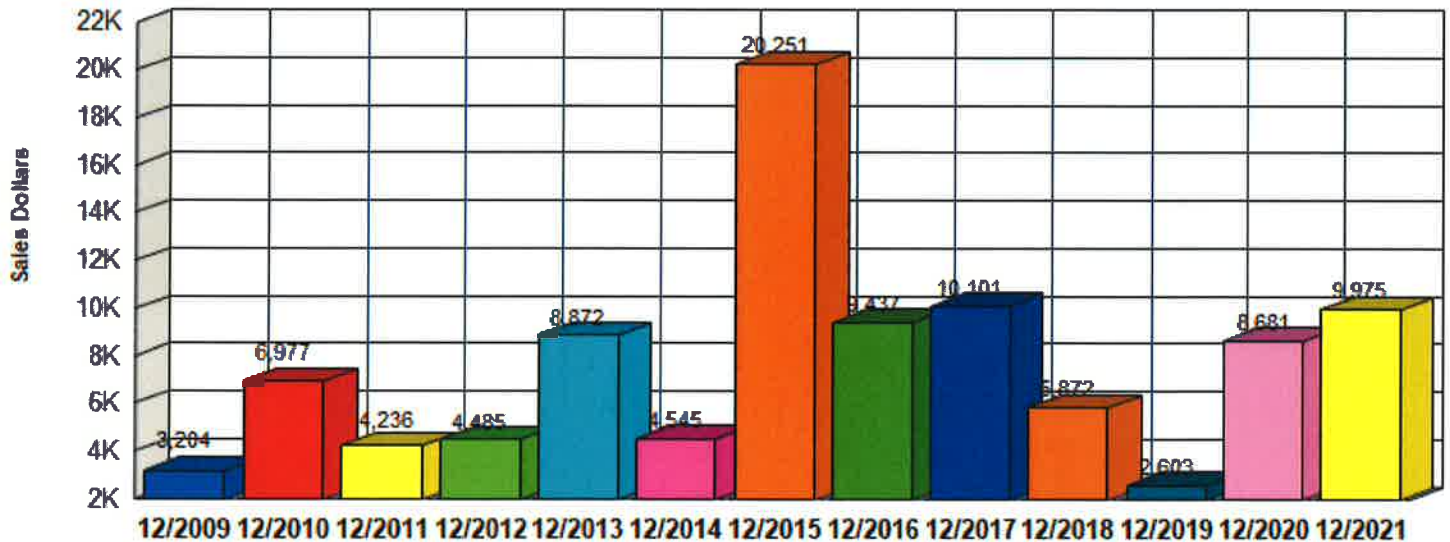
Lowell, MI. 49331

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

**Sales By Selected Month For The Month Of December**

Report Date: 01/04/2022

<u>Month &amp; Year</u>	<u>Avg. RO</u>	<u>Car Count</u>	<u>Sales Amount</u>	<u>Avg. Labor</u>	<u>Total Labor</u>	<u>Avg. Parts</u>	<u>Total Parts</u>
12/2009	145.66	22	3,204.48	76.23	1,677.00	65.62	1,443.63
12/2010	387.63	18	6,977.42	232.50	4,185.00	149.30	2,687.42
12/2011	282.43	15	4,236.39	132.49	1,987.31	143.76	2,156.38
12/2012	345.00	13	4,485.00	259.62	3,375.00	79.56	1,034.25
12/2013	443.60	20	8,871.91	253.38	5,067.58	180.89	3,617.70
12/2014	413.14	11	4,544.53	306.87	3,375.56	98.44	1,082.87
12/2015	880.49	23	20,251.25	262.04	6,027.00	611.90	14,073.65
12/2016	725.96	13	9,437.43	271.22	3,525.82	446.05	5,798.64
12/2017	439.16	23	10,100.77	282.78	6,504.00	148.31	3,411.07
12/2018	419.46	14	5,872.48	282.79	3,959.10	128.41	1,797.73
12/2019	433.84	6	2,603.06	423.41	2,540.44	0.00	0.00
12/2020	542.54	16	8,680.57	522.39	8,358.23	10.21	163.31
12/2021	767.33	13	9,975.25	576.12	7,489.58	182.40	2,371.24
<b>Totals:</b>		<b>207</b>	<b>99,240.54</b>		<b>\$58,071.62</b>		<b>\$39,637.89</b>



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

**Dept. of Public Works, City of Lowell**

217 S. Hudson

Lowell, MI 49331

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

**Posted Totals by Invoice Number**

Report Date: 01/04/2022

Period From: 12/01/2021 To: 12/31/2021

Invoice Number	Date	Name	Tax	Total	Balance Due
001730	12/03/2021	Equipment	0.00	92.16	157.50
001731	12/08/2021	Equipment	0.00	187.06	157.50
001732	12/09/2021	Equipment	0.00	497.03	157.50
001733	12/09/2021	Equipment	0.00	491.64	157.50
001734	12/15/2021	Equipment	0.00	2,330.41	157.50
001735	12/14/2021	Equipment	0.00	848.42	157.50
001736	12/06/2021	Equipment	0.00	2,753.32	157.50
001737	12/06/2021	Equipment	0.00	2,072.00	157.50
001738	12/03/2021	Equipment	0.00	144.57	157.50
001739	12/06/2021	Equipment	0.00	56.18	157.50
001740	12/17/2021	Equipment	0.00	324.82	157.50
001741	12/29/2021	Equipment	0.00	122.54	157.50
001743	12/29/2021	Equipment	0.00	55.10	157.50
<b>Grand Totals:</b>			<b>0.00</b>	<b>9,975.25</b>	<b>2,047.50</b>
<b>Number of Invoices: 13</b>			<b>* - Indicates a Counter Sale</b>		
<b>Averages:</b>				<b>\$767.33</b>	<b>157.50</b>

## Offense Count Report

## Report Criteria:

Start Offense End Offense

01000 99506

DECEMBER 2021

12/01/2021-12/31/2021

Offense	Description	DECEMBER 2021
11008	SEXUAL CONTACT FORCIBLE CSC4	1
13001	NONAGGRAVATED ASSAULT	1
13003	INTIMIDATION/STALKING	1
22001	BURGLARY - FORCED ENTRY	1
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	1
23005	LARCENY - THEFT FROM MOTOR VEHICLE	2
23007	LARCENY - OTHER	2
30001	RETAIL FRAUD - MISREPRESENTATION	1
30002	RETAIL FRAUD - THEFT	1
30003	RETAIL FRAUD - REFUND/EXCHANGE	1
35001	VIOLATION OF CONTROLLED SUBSTANCE	1
35002	NARCOTIC EQUIPMENT VIOLATIONS	1
48000	OBSTRUCTING POLICE	1
50000	OBSTRUCTING JUSTICE	4
53001	DISORDERLY CONDUCT	1
53002	PUBLIC PEACE - OTHER	1
54003	DRIVING LAW VIOLATIONS	4
63000	VAGRANCY	1
70000	JUVENILE RUNAWAY	3
70001	Incorrigible	1
70004	Juvenile Issues	1
73003	MISCELLANEOUS CRIMINAL OFFENSE	1
78000	Violation of Court Injunction	1
79000	Domestic Situations, Non-Criminal	1
93001	PROPERTY DAMAGE ACCIDENT/PI	6
93002	Accident, Non-Traffic	1
93004	Parking Violations and Impounds	2
94001	Open Doors/Windows	2
94003	FALSE ALARM -PERSON/BUSINESS CAUSED	15
98002	Salvage/VIN/Vehicle Inspections/Abandoned Vehicles	15
98003	Ordinance -All Others	1
98003B	Junk in the Yard	1
98003E	Animal Issues	1
98004	Inspections, Other	2
98005	Unfounded Alarms, Inspecting	1
98006	Civil Matter/Dispute	5
98007	Suspicious Situations	20
98008	Lost/Found Property	2
99001	Suicide (Include Attempts)	1
99002	DOA -Natural	1
99008	General Assists	20
99008A	Motorist Assists	7
99008B	Fingerprints	11
99008C	Pistol Permits/Sales Records	32
99019	Assist -All Others	6
99019A	Assist KCSD	9

## Offense Count Report

Page: 2

## Report Criteria:

**Start Offense**                      **End Offense**

01000                                  99506

**DECEMBER 2021**

12/01/2021-12/31/2021

Offense	Description	DECEMBE 2021
99019C	Assist Medical	7
99019D	Assist MSP	2
99069	Stand By As A Peace Officer	5
99101	PROPERTY/BUILDING CHECK	1
99103	DIRECTED PATROL	1
99104	ROAD KILL PERMIT ISSUED	1
99505	TRAFFIC STOP	103
99506	VOID / TEST INCIDENT	2
Totals:		317

CITY OF LOWELL  
REPORT FOR : DECEMBER  
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 14.80591 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE  
MONTH OF: DECEMBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION  
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 233.88 HOURS, WHICH RESULTED IN  
354.6 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 140.85

ELECTRICAL COST PER MILLION GALLONS: \$ 319.01

TOTAL COST PER MILLION GALLONS: \$ 459.86

---

WATER PRODUCTION

DAILY AVERAGE: 0.478 MILLION GALLONS

DAILY MAXIMUM: 0.554 MILLION GALLONS

DAILY MINIMUM: 0.322 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 7.5446 HOURS PER DAY.

# Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

December 2021





January 13, 2022

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

Dear Mr. Burns:

On behalf of Suez I am pleased to submit the December Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 35.86 million gallons of wastewater were treated, up from 34.41 million gallons the month before.

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

#### INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic December surcharges were \$27.72 for the month. No operational problems were experienced at the plant from this discharge.

The Litehouse December surcharges & fines were \$4,341.67. They were assessed 7 fines for BOD & FOG exceedances. No operational problems were experienced at the plant from this discharge.

#### MAINTENANCE COST REPORT

Date	Vendor	Cost
12/1	Acc Hardware (1)	\$204.82
12/15	Fastenal (2)	125.58
12/22	MAG Plumbing (3)	765.61
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY 20-21)*		\$ 11,971.61*
Maintenance Allowance Spent YTD		\$ 5,341.50
Balance of Maintenance Allowance		\$ 6,630.11

\*The maintenance spending for FY 20-21 was over the annual allotment by \$28.39. That amount will be subtracted from the beginning balance on July 1<sup>st</sup>. That makes the beginning balance \$11,971.61 (\$12,000-28.39).

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

- Supplies to strip & repaint workshop overhead door in spring (1)
- Replace fasteners on broken acration rotor (2)
- Conducted annual chlorinator service (3)

#### PROJECTS FOR THE FUTURE

- Create baffle for grease control
- Replace air compressor unloading valve
- Continuc laboratory ceiling tile replacement

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

Respectfully submitted,

SUEZ



Brian Vander Meulen  
Project Manager



#### DECEMBER EFFLUENT ANALYSIS OVERVIEW

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

The daily average for Suspended Solids was 10.1 mg/l, 66% under the NPDES limit of 30 mg/l. The worst 7-day average was 14.0 mg/l, 69% under the NPDES limit of 45 mg/l.

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

The average removal rate for BOD was 98%; a minimum of 85% is required. The average removal rate for Suspended Solids was 91%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 56 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 221 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 36 ug/l; the limit is 38 ug/l. The monthly average was 19 ug/l.

## Appendix A



State of Michigan  
Department of Environmental Quality

# Plant Influent Sheet

Lowell, Michigan

R4607 4/74  
4833-6040

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

Plant No. 410049  
Month December  
Year 2021

Superintendent's Signature  
Brian Vander Meulen, Supt.

WEATHER			FLOW		RAW SEWAGE QUALITY												
D A Y P N S F	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	BOD		SS		Total-P		VSS	NH3-N		Mercury	D A Y P N S F
	0033	0045	50050	50051	00011	00400	mg/l	LBS	mg/l	LBS	mg/l	LBS	mg/l	mg/l	LBS	ng/l	
1	27	0.00	1.19	1.60	58	7.1	482	4784	170	1687	3.6	35.7	156	12.7	126.0	*G	1
2	257	0.02	1.17	1.50													2
3	357	0.02	1.04	1.60	59	7.3	268	2325	122	1058			114				3
4	268	0.00	1.13	1.60													4
5	3478	0.14	1.16	1.40													5
6	3578	0.02	1.12	1.40	57	7.2	149	1392	98	915			86				6
7	357	0.08	1.11	1.50													7
8	27	0.00	1.12	1.50	59	7.3	249	2326	116	1084	2.7	25.2	110	10.2	95.3		8
9	27	0.00	1.13	1.50													9
10	3468	0.50	1.13	1.60	59	7.2	229	2158	100	942			94				10
11	34578	0.00	1.13	1.60													11
12	27	0.00	1.28	1.70													12
13	27	0.00	1.22	1.60	57	7.3	221	2249	96	977			94				13
14	347	0.27	1.27	1.60													14
15	268	0.00	1.20	1.60	58	7.1	304	3042	184	1841	3.3	33.0	164	10.7	107.1		15
16	278	0.00	1.25	1.60													16
17	258	0.08	1.19	1.60	56	7.2	233	2312	120	1191			118				17
18	357	0.03	1.19	1.60													18
19	27	0.00	1.27	1.60													19
20	27	0.00	1.22	1.50	57	7.3	293	2981	80	814			68				20
21	3578	0.00	1.19	1.50													21
22	27	0.00	1.21	1.70	57	7.2	193	1948	102	1029	2.7	27.2	94	9.2	92.8		22
23	3578	0.02	1.09	1.40	56	7.2	205	1864	92	836			90				23
24	346	0.13	1.11	1.30													24
25	36	0.00	1.04	1.20													25
26	2457	0.33	1.14	1.30													26
27	247	0.02	1.13	1.50	56	7.2	83	782	66	622			60				27
28	357	0.19	1.16	1.50													28
29	357	0.10	1.11	1.50	57	7.2	187	1731	98	907	2.4	22.2	96	10.3	95.4		29
30	39	0.00	1.06	1.50	58	7.1	220	1945	102	902			100				30
31	369	0.00	1.10	1.40													31
TL	XXXX	1.95	35.86	XXXX	XXXX	XXXX	XXXX	70499	XXXX	32786	XXXX	889	XXXX	XXXX	3202.9	XXXX	TL
ME	XXXX	XXXX	1.16	XXXX	57	7.2	237	2274	110	1058	2.9	28.7	103	10.6	103.3	XXXX	ME
MAX	XXXX	0.50	1.28	1.70	59	7.3	482	4784	184	1841	3.6	35.7	164	12.7	126.0	XXXX	MAX
MIN	XXXX	XXXX	1.04	1.20	56	7.1	83	782	66	622	2.4	22.2	60	9.2	92.8	XXXX	MIN

# Activated Sludge Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

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

Plant No. 410049  
Month December  
Year 2021

Superintendent's Signature  
Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code 80889		REMARKS
D A Y P N S F	Aeration Volume KCF 80993	Detention Time Hours 81001	Sludge Age Days 80990	Organic Loading F/M 80992	MLSS mg/l 70323	MLVSS mg/l 70324	Settle. % 81004	SDI % 81007	DO mg/l 00300	SVI % 8100	SS % 81006	VSS % 70325	Waste Kgal 80991		D A Y P N S F	
1	192	29.0	18.1	0.20	2544	2011	37	0.69	5.9	145	0.41	0.32	0.0	4	1	
2		29.5											0.0		2	
3		33.1	31.2	0.09	2757	2191	42	0.66	3.4	152	0.48	0.38	26.9		3	
4		30.5											0.0		4	
5		29.7											0.0		5	
6		30.8	37.6	0.05	2871	2272	37	0.78	4.8	129	0.47	0.37	0.0		6	
7		31.0											21.2		7	
8		30.8	31.6	0.09	2858	2248	36	0.79	4.0	126	0.48	0.38	0.0		8	
9		30.5											20.7		9	
10		30.5	37.2	0.08	2931	2332	44	0.67	4.9	150	0.47	0.37	0.0		10	
11		30.5											0.0		11	
12		26.9											0.0		12	
13		28.2	34.4	0.08	2806	2234	41	0.68	2.7	146	0.56	0.44	7.5		13	
14		27.1											55.3		14	
15		28.7	18.5	0.11	2846	2273	35	0.81	1.9	123	0.49	0.39	83.1		15	
16		27.6											25.9		16	
17		29.0	23.6	0.10	2342	1862	17	1.38	5.7	73	0.36	0.29	0.0		17	
18		29.0											0.0		18	
19		27.1											0.0		19	
20		28.2	33.7	0.14	2292	1795	18	1.27	4.9	79	0.42	0.33	0.0		20	
21		29.0											0.0		21	
22		28.5	30.9	0.08	2657	2100	20	1.33	3.0	75	0.43	0.34	20.2		22	
23		31.6	38.8	0.07	2708	2149	20	1.35	4.8	74	0.45	0.35	0.0		23	
24		31.0											0.0		24	
25		33.1											0.0		25	
26		30.2											0.0		26	
27		30.5	53.3	0.03	2768	2176	18	1.54	6.7	65	0.45	0.35	89.9		27	
28		29.7											24.8		28	
29		31.0	27.4	0.09	2074	1643	13	1.60	6.6	63	0.44	0.35	0.0		29	
30		32.5	27.4	0.10	2065	1629	13	1.59	6.2	63	0.48	0.38	0.0		30	
31		31.3											0.0		31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	375.5	XXXX	TL	
ME	192	29.9	31.7	0.09	2609	2065	28	1.08	4.7	104	0.46	0.36	12.1	XXXX	ME	
MAX	XXXX	33.1	53.3	0.20	2931	2332	44	1.60	6.7	152	0.56	0.44	89.9	XXXX	MAX	
MIN	XXXX	26.9	18.1	0.03	2065	1629	13	0.66	1.9	63	0.36	0.29	XXXX	XXXX	MIN	

Remarks:

4833-5034  
R4609 4/74

# Final Effluent Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

	Fecal	Total
MF	31616	31504
MPW	31615	31505

Plant No. 410049  
Month December  
Year 2021  
Sampling Point Code 001

Superintendent's Signature  
Brian Vander Meulen, Supt.

R 4610 4/74  
4833-5468

DAY PN SF	CBOD			SS			Total - P			VSS	pH	DO	F.Coli	NH3		Cl2	Mercury	DAY PN SF
	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	SU	mg/l	#/100ml	mg/l	LBS.	ug/l	ng/l	
1	80082	85001	80091	00530	85002	81011	00665	85004	81012	00535	00400	00300	31616	00610	00610	50060	71900	1
2	3	30	99	5.6	56	97	0.50	4.96	86	4.0	7.2	10.6	176	0.06	0.60	3	*G	2
3	3	26	99	4.4	38	96				4.0	7.3	10.3	240			8		3
4																		4
5																		5
6	6	56	96	13.0	121	87				12.0	7.3	10.1	224			3		6
7																		7
8	4	37	98	5.6	52	95	0.35	3.27	87	5.2	7.2	10.5	152	0.04	0.37	14		8
9																		9
10	4	38	98	8.0	75	92				7.6	7.3	10.3	204			5		10
11																		11
12																		12
13	6	61	97	9.6	98	90				8.8	7.3	10.1	123			3		13
14																		14
15	4	40	99	15.0	150	92	0.60	6.00	82	9.0	7.2	10.3	430	0.42	4.20	7		15
16																		16
17	6	60	97	10.0	99	92				9.0	7.3	10.8	4			35		17
18																		18
19																		19
20	6	61	98	10.0	102	88				8.0	7.3	11.4	17			33		20
21																		21
22	6	61	97	9.2	93	91	0.45	4.54	83	8.4	7.3	10.7	14	0.62	6.26	36		22
23	4	36	98	9.2	84	90				8.8	7.3	10.5	35			21		23
24																		24
25																		25
26																		26
27	5	47	94	16.1	152	76				12.8	7.2	10.8	4			36		27
28																		28
29	4	37	98	13.0	120	87	0.58	5.37	76	11.0	7.3	10.7	14	2.30	21.29	35		29
30	3	27	99	13.0	115	87				12.0	7.3	10.7	105			29		30
31																		31
TL	XXXX	1364	XXXX	XXXX	3001	XXXX	XXXX	149.7	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	202.87	XXXX	XXXX	TL
ME	5	44	98	10.1	97	91	0.50	4.83	83	8.6	7.3	10.6	56	0.69	6.54	19	XXXX	ME
WA	6	60	96	14.0	129	83	XXXX	XXXX	XXXX	11.9	7.3	10.2	221	2.30	21.29	35	XXXX	WA
MAX	6	61	99	16.1	152	97	0.60	6.00	87	12.8	7.3	11.4	430	2.30	21.29	36	XXXX	MAX
MIN	3	26	94	4.4	38	76	0.35	3.27	76	4.0	7.2	10.1	4	0.04	0.37	3	XXXX	MIN

Remarks: Fecal Coli for December 3 are actually "Greater Than"  
Cl2 Residuals for December are actually "Less Than"

# Miscellaneous Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

R 4607 4/74  
4833-6040

Plant No. Month Year  
410049 December 2021

Superintendent's Signature  
Brian Vander Meulen, Supt.

DAY PN SF	Grit	Aux Fuel	Power Consumption	Chemicals Applied		
		Nat. Gas		CL2	FeCL2	
	CF	CF	KWH	LBS	GAL	
		2	3			
1	1	18	1.8	7	25	
2	1	13	2.0	7	25	
3	1	11	1.8	8	25	
4	1	8	1.8	10	25	
5	1	16	2.0	10	25	
6	1	35	2.0	9	25	
7	1	23	2.0	9	10	
8	1	32	2.0	10	25	
9	1	21	2.2	9	20	
10	1	15	1.8	6	25	
11	1	10	1.8	8	25	
12	1	15	2.2	8	25	
13	1	18	1.8	10	25	
14	1	16	2.0	10	50	
15	1	9	2.0	11	50	
16	1	20	2.0	14	25	
17	1	5	1.8	9	25	
18	1	10	1.8	8	25	
19	1	17	1.8	8	25	
20	1	26	2.0	9	25	
21	1	27	2.2	6	25	
22	1	26	2.0	10	25	
23	1	22	1.8	4	25	
24	1	10	1.8	6	30	
25	1	6	1.6	6	30	
26	1	14	2.0	9	30	
27	1	26	2.2	5	25	
28	1	20	2.0	8	25	
29	1	20	2.0	7	25	
30	1	21	1.6	8	30	
31	1	14	1.8	2	25	
TL	31	544	59.6	251	825	0
ME	1	18	1.9	8	27	0
MAX	1	35	2.2	14	50	0
MIN	1	5	1.6	2	10	0

Manpower						
Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires
Superintendent	1	0	184	0	0	0
Shift Operator	1	1	204	0	0	0
Total	2	1	388	0	0	0
Weekday Hrs.	9					
Saturday Hrs.	4					
Sunday Hrs.	4					
Holiday Hrs.	4					

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

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

## NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

## DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR  
 (SUBR GG)  
 F-FINAL  
 001 MUN.WASTE20--FLAT RIVER

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

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
2021	12	1	2021	12	31

\*\*\* NO DISCHARGE ☐ \*\*\*

NOTE: Read instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE	
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW, IN CONDUIT OR THRU TREATMENT PLANT 50050 1 0 0 EFFLUENT GROSS VALUE	SAMPLE MEASUREMENT	1.16	1.28	(03)	*****	*****	*****		-	7/7	RECORD FLOW	
	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW	
SOLIDS, TOTAL SUSPENDED 00530 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	97	129	(26)	*****	10.1	14.0	(19)	0	3/7	24 HR COMP	
	PERMIT REQUIREMENT	360 MONTHLY AVG	530 7 DAY AVG	lbs/day	*****	30 MONTHLY AVG	45 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP	
BOD, CARBONACEOUS 05 DAY, 20C 80082 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	44	60	(26)	*****	5	6	(19)	0	3/7	24 HR COMP	
	PERMIT REQUIREMENT	300 MONTHLY AVG	470 7 DAY AVG	lbs/day	*****	25 MONTHLY AVG	40 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP	
NITROGEN, AMMONIA TOTAL (AS N) 00610 B 1 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	21.29	(26)	*****	*****	2.30	(19)	0	1/7	24 HR COMP	
	PERMIT REQUIREMENT	*****	REPORT DAILY MAX	lbs/day	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP	
PHOSPHORUS, TOTAL (AS P) 00665 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	4.8	6.0	(26)	*****	0.50	0.60	(19)	0	1/7	24 HR COMP	
	PERMIT REQUIREMENT	12 MONTHLY AVG	REPORT DAILY MAX	lbs/day	*****	1.0 MONTHLY AVG	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP	
CHLORINE, TOTAL RESIDUAL 50060 P 0 0 SEE COMMENTS BELOW	SAMPLE MEASUREMENT	*****	*****	*****	*****	*****	36	(19)	0	3/7	GRAB	
	PERMIT REQUIREMENT	*****	*****	*****	*****	*****	38 DAILY MAX	ug/l		WEEKDAYS	GRAB	
MERCURY, TOTAL 71900 B 0 0 POST DISINFECT	SAMPLE MEASUREMENT	*****	*G		*****	*****	*G		0	1/90	GRAB	
	PERMIT REQUIREMENT	*****	Report Max Monthly Avg	lbs/day	*****	*****	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB	
<b>NAME/TITLE PRINCIPAL EXECUTIVE OFFICER</b> Brian Vander Meulen, Supt. TYPED OR PRINTED					I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.			PHONE NUMBER		DATE		
								(616) 897-8135		2022 1 10		
					SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT			AREA CODE	NUMBER	YEAR	MO	DAY

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

P=AFTER DISINFECTION

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

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

## NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

## DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

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

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

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
2021	12	1	2021	12	31

\*\*\* NO DISCHARGE ☐ \*\*\*

NOTE: Read instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
MERCURY, TOTAL	SAMPLE MEASUREMENT	*****	0.000003		*****	*****	0.31		0	1/90	CALCTD
71900 X 0 0 POST DISINFECT	PERMIT REQUIREMENT	*****	0.000024 12-Mo Rolling Avg	lbs/day	*****	*****	2.0 12-Mo Rolling Avg	ng/L		QUARTERLY	CALCTD
COLIFORM, FECAL GENERAL	SAMPLE MEASUREMENT	*****	*****		*****	56	221	(19)	0	3/7	GRAB
74055 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	*****	*****	200 MONTHLY AVG	400 7 DAY AVG	mg/L		DAILY	GRAB
BOD, 5-DAY PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		98	*****	94	(23)	0	1/30	CALCTD
81010 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****	*****	85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
SOLIDS, SUSPENDED PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		91	*****	76	(23)	0	1/30	CALCTD
81011 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****	*****	85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
pH	SAMPLE MEASUREMENT	*****	*****		7.2	*****	7.3	(12)	0	3/7	GRAB
00400 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	*****	6.5 DAILY MINIMUM	*****	9.0 DAILY MAX	S.U.		WEEKDAYS	GRAB
OXYGEN, DISSOLVED (DO)	SAMPLE MEASUREMENT	*****	*****		10.1	*****	*****	(19)	0	3/7	GRAB
00300 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	*****	3.0 DAILY MINIMUM	*****	*****	mg/L		WEEKDAYS	GRAB
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					PHONE NUMBER		DATE			
Brian Vander Meulen, Supt.						(616)	897-8135	2022	1	10	
TYPED OR PRINTED	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT					AREA CODE	NUMBER	YEAR	MO	DAY	

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

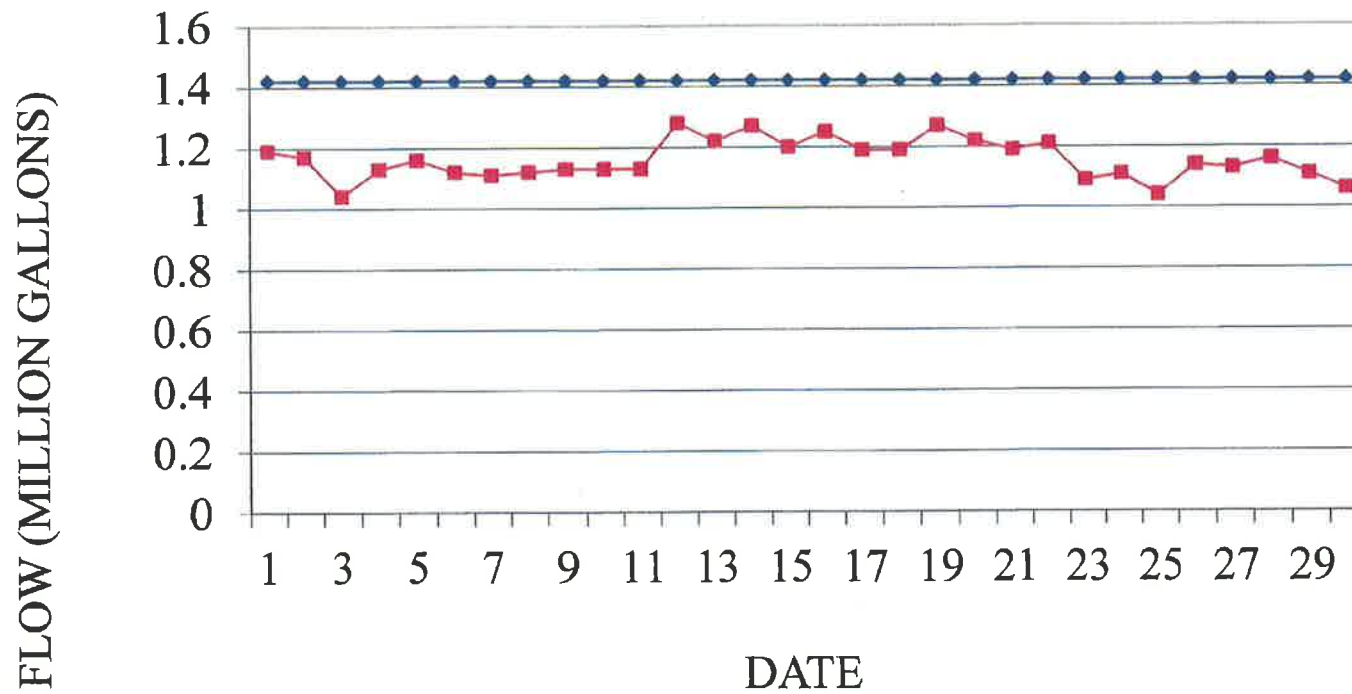
P=AFTER DISINFECTION



## Appendix B



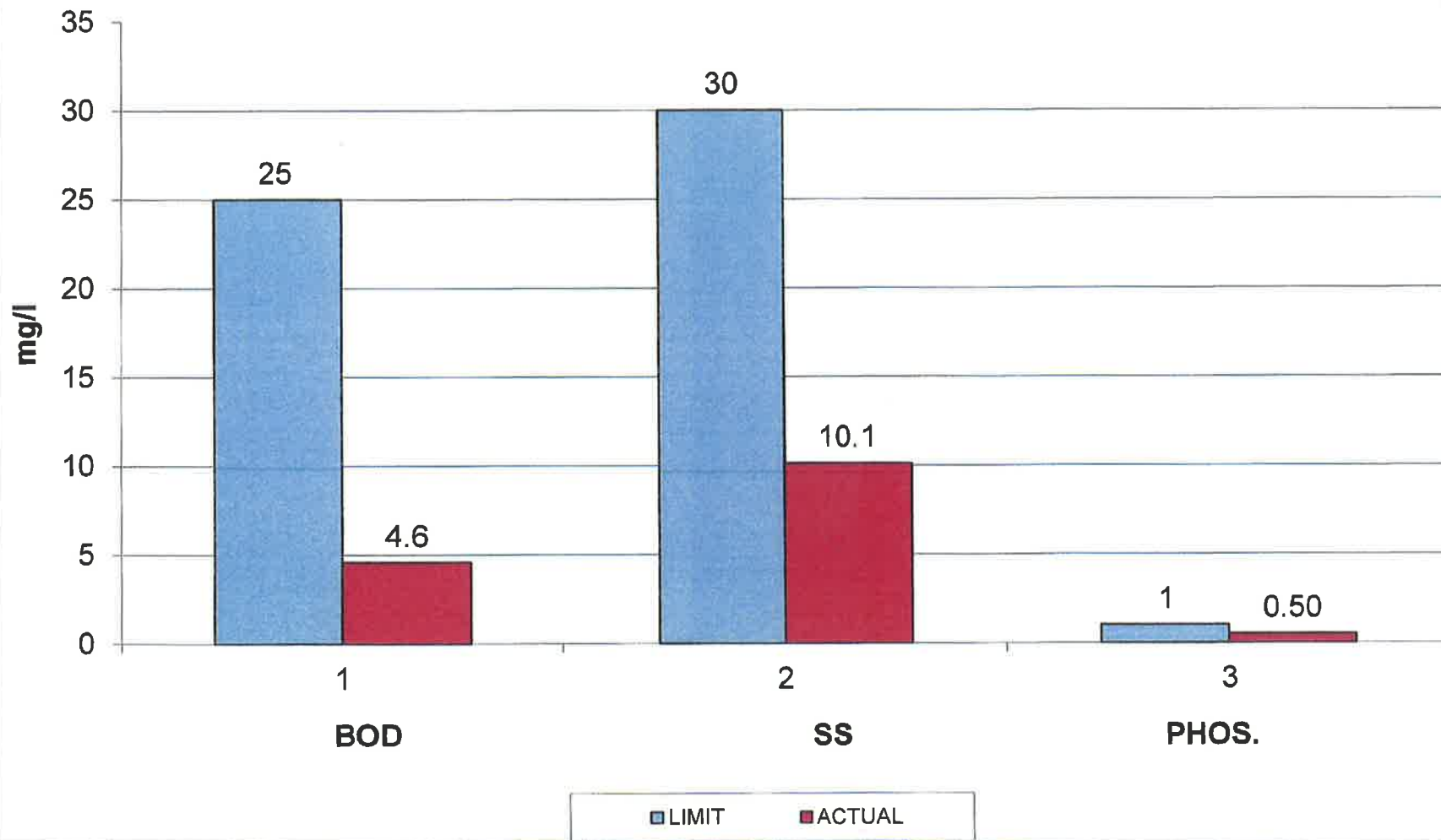
## DESIGN FLOW vs ACTUAL FLOW



—◆— DESIGN FLOW

—■— ACTUAL FLOW

## EFFLUENT LIMIT vs ACTUAL





# **Annual Operating Report**

for the . . .

**Contract Operation**

of the . . .



**Wastewater Treatment Plant**

**Calendar Year 2021**





January 13, 2022

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

Dear Mr. Burns:

On behalf of Suez I am pleased to submit the 2021 Annual Summary Report for the City's Wastewater Treatment Plant. Plant performance has been very good. All NPDES permit limits were met for the entire year.

### HIGHLIGHTS

Several noteworthy events occurred in 2021. In July we celebrated the 32<sup>nd</sup> anniversary of Suez running the plant, as well as it being my 11<sup>th</sup> year at the plant.

In mid-December it was discovered that a torque tube on one of the rotors had failed. At the time of this report it is still unknown for sure what caused the failure. This tube is 32+ years old and has run 24 hours per day 365 days per year for a majority of those 32 years. The repair will carry over into 2022 and should be completed by early spring. So far it doesn't appear the failure has caused any issues with the treatment process.

This year we saw a relatively dry year, in fact  $\frac{1}{4}$  of our annual rainfall was in one month (June). We saw a very dry spring, which resulted in the lowest flows I have seen in the 11 years I have been here. It is believed that the sanitary sewer repair project on Foreman Street had an impact on the flow to the plant also. As you will see in the numbers below our average flow for the year was down 17% from the previous year.

### PLANT PERFORMANCE

Just over 396 million gallons of wastewater were treated at the plant this year. This is down from last year's total of 480 million gallons. The average daily flow was 1.09 million gallons. This is also down from last year's average daily flow of 1.31 million gallons. As you can see in the chart of the daily flows there is one major spike in flow, as mentioned above  $\frac{1}{4}$  of our annual rainfall was in June and is reflected in this chart. Appendix A contains the graph showing daily flows for the year. Another graph showing the average daily flows from 1990 through 2021 is also included in the appendix.

Contained within the 397 million gallons of wastewater was 680,017 pounds of organic material. The treatment process removed 98.2% of this material, up from 96.8% the previous year. This is an excellent removal rate and is far above what is required in the discharge permit.



This year over 6.3 million gallons of Waste Activated Sludge were thickened down to a volume of approximately 1.1 million gallons of biosolids using the Rotating Drum Thickener. These biosolids were applied to local agricultural fields as outlined in our Biosolids Management Plan. Biosolids applied to farmland act as both a nutrient source for the crops and as a soil conditioner. The farmers participating in this program see a great benefit from these biosolids. As a result, our list of participating sites grew again this past year.

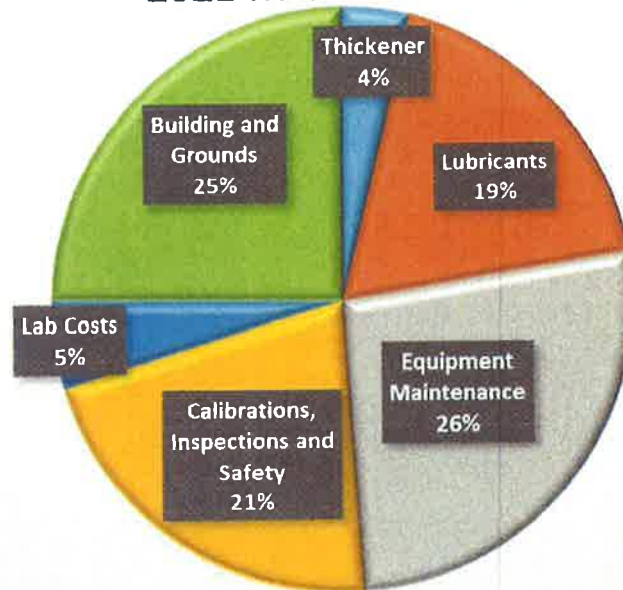
#### MAINTENANCE BUDGET

Maintenance activities paid for directly by Suez and costing more than \$500 were as follows:

- Building & Grounds – Includes building paint and painting supplies, new LED flag pole light, lawn fertilizer and weed-killer, landscape mulch, furnace filters, laboratory ceiling tiles, etc.
- Lab – Includes specialty glassware for sample testing, incubator cooling fan, portable sampler battery, etc.
- Equipment Maintenance – Includes repairs to rooftop heaters, misc. motor bearings, rotor aerator disconnects, lift station floats, portable generator battery, heater fan motor, motor starters & fuses, etc.
- Calibrations, Inspections and Safety – Includes annual calibrations of the flow meters, lab balances and chlorinators, safety inspections on the hoists, arc flash gloves and fire extinguishers.
- Lubricants – Includes greases and oil for equipment gear boxes such as clarifier scraper arms, rotor aerators, screw pumps, and solids handling pumps, etc.
- Thickener – Includes bearings, sprockets, chain, and nuts & bolts, etc.

Over \$2,500 worth of maintenance items were purchased from local businesses including: Bernard's Ace Hardware, Self-Serve Lumber, Tractor Supply, RS Technical, Autozone, NAPA, Betten Baker and Tip Top Gravel.

## 2021 MAINTENANCE COSTS



### CITY BUDGET ITEMS

Maintenance related expenses paid for directly from the City's wastewater budget were as follows: replaced lid on Digester #3, stationary generator coolant flush & fuel line replacement, main lift station VFD #2 replacement, plant alarm auto-dialer replacement, safety grating support beam replacement, annual lift station preventative maintenance, and annual generator preventative maintenance.

### STAFF UPDATE

Cody Chambers has been working at the plant for almost 4 years now. He handles all laboratory analysis duties as well as is our site safety coordinator. His experience at the plant continues to increase and he has a good understanding of how to operate the process.

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

### INDUSTRIAL PRETREATMENT PROGRAM

For 2021 the only permitted industrial users were Fullers Septic and Litehouse Inc. Fullers Septic was issued a discharge permit in 2012 for their onsite septic waste treatment system. The treatment





system came online in 2013 and has been operating very well ever since. In January they were started a new 5 year discharge permit that will run through 2025. They were in compliance with their discharge permit for 2021 and no operational problems were experienced at the plant as a result of their discharge.

In September 2018 Litehouse Inc. was issued a permit to discharge wastewater to the City wastewater plant. In May 2019 they began discharging their pretreated water to the City. In January they started a new 5 year discharge permit that will run through December 2025. For 2021 they were assessed 74 fines for exceeding discharge permit limits. March saw the highest number of fines with 17. In September 2020 their discharge permit was modified to include testing for fats, oils, & grease (FOG), some of the above fines were associated with this parameter. A few operational problems were experienced from their discharge in September, nothing that caused violations of our NPDES permit. Overall their discharge has not negatively affected our plant.

### REGULATORY

Inspections by Environment Great Lakes & Energy (EGLE) last year included the annual audit of our Industrial Pretreatment Program, and Residuals Management Program. No operational visit was conducted by EGLE due to covid and there not being any items of concern on the monthly reports. No significant issues were detected during these inspections.

In the spring EGLE added a requirement that wastewater treatment facilities were to test their biosolids for PFAS starting July 1, 2021. We were able to conduct our spring haul without having to test, the fall haul did require testing though. Our results were well below any trigger point for additional action.

### MERCURY MONITORING

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

For 2021, testing for Mercury in the collection system continued as well. Unfortunately this did not produce any revelations. Although we can see the presence of mercury in the collection system, finding a consistent source of such small quantities is quite difficult. We continue to sample different locations around town to monitor for potentially new sources.

### COMMUNITY INVOLVEMENT

Community involvement is a very important part of the Suez philosophy. We sponsored a hole, co-sponsored lunch, and hosted a team for the Chamber of Commerce Golf Outing again this year, Community Expo volunteer, and Concert Series sponsor. Unfortunately due covid restrictions we were not able to participate in some events.

We continued our memberships with the Chamber of Commerce where I am still an Ambassador. Cody has continued our involvement with the Lowell Rotary Club and has maintained his position on the Rotary Board.



## CONCLUSION

Suez and I have now operated the Lowell Wastewater Plant for over 11 years. The facility continues to be one of which we can all be proud. Operating and maintaining the plant continues to challenge and reward staff on a daily basis. Cooperation between other City departments and ours continues to be the norm. Combined, this is the type of work environment that makes us all look forward to coming to work every day.

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

Respectfully Submitted,

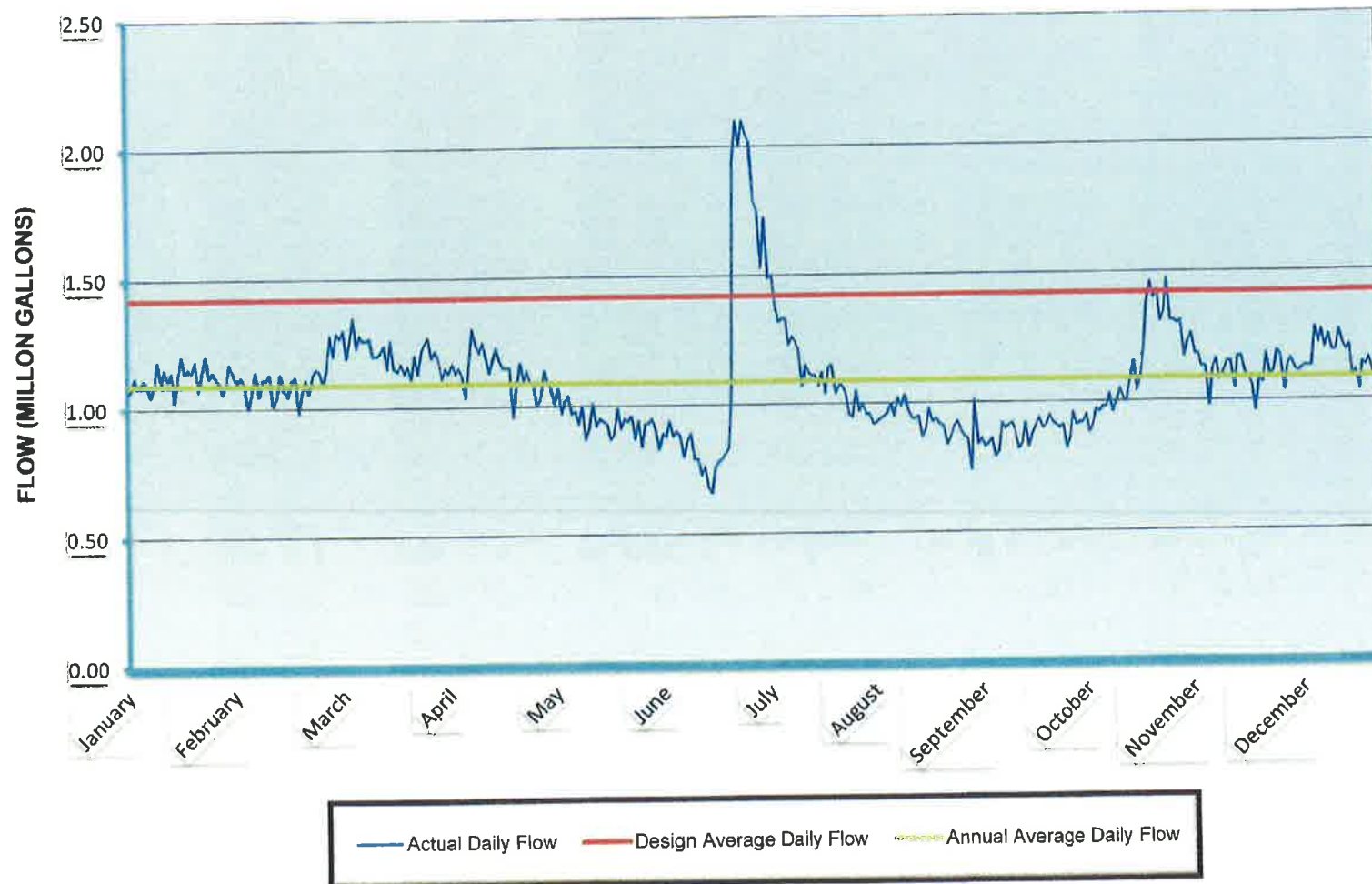
A handwritten signature in blue ink, appearing to read 'B. Vander Meulen', written in a cursive style.

Brian Vander Meulen  
Plant Manager

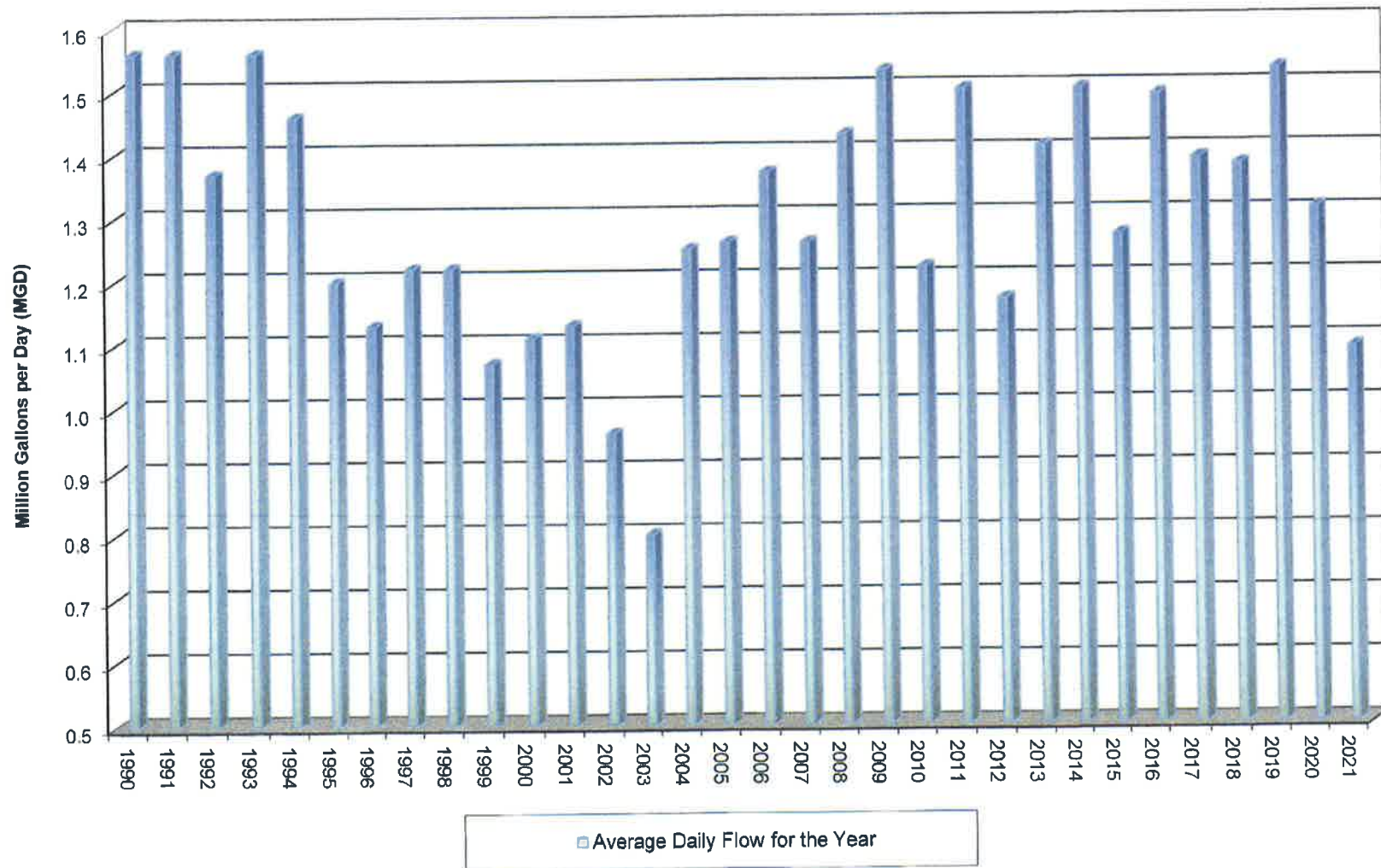
## Appendix A



## 2021 DAILY FLOWS



**HISTORIC PLANT FLOWS  
(1990-2021)**







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

## CITY OF LOWELL

### Application for Board or Commission Appointment

Name: Nicole Lintemuth  
Address: 10988 Sconewood Dr SE  
Telephone Numbers: Home \_\_\_\_\_ Cell 616-994-3157  
Email: Nicole@bettiespages.com  
Board or Commission Position Desired: Downtown Development Authority

Please give a brief resume of your qualifications for the desired position (you may attach additional information):  
Current business owner in downtown Lowell and President of Lowell Pride. I want to be involved in making sure our downtown is a positive reflection of our community and is a success.

Signature Nicole Lintemuth

#### Please return application to:

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

Or by email to:  
[sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us)

## CITY OF LOWELL

### Application for Board or Commission Appointment

Name: Mike DeVore

Address: 424 Elm St.

Telephone Numbers: Home \_\_\_\_\_ Cell 616-558-2589

Email: mdevore@ci.lowell.mi.us


Board or Commission Position Desired: Board of Review

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

Fire Authority Board

City Council

Vision Alliance

  
Signature

Please return application to:

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

Or by email to:

[sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us)



## CITY OF LOWELL

### Application for Board or Commission Appointment

Name: Laurie Chambers

Address: 930 N Washington St Lowell MI 49331

Telephone Numbers: Home \_\_\_\_\_ Cell 616-340-4762

Email: redbarnconsignments@gmail.com

Board or Commission Position Desired: DDA

Please give a brief resume of your qualifications for the desired position (you may attach additional information): I have lived in the city of Lowell since the early 90's. My husband Marty & I have raised our two sons here and purchased a business in 2014, Red Barn Consignments & Antiques located at 217 W Main Street. Our business has been a Chamber of Commerce member since opening in 2014. I work with Martha Davis (Tap House Bo) to organize 3 different events in downtown Lowell for the merchants. Jan is Wine About Winter, February is Chocolate Stroll and March is Get Lucky in Lowell. I am always looking for ways to help the success of our downtown merchants and ways to beautify/improve our downtown area also. I attend the monthly Merchant meetings with the Chamber of Commerce. I do have a full time job in Grand Rapids aside from running our business downtown, and along with 3 grand children this keeps life busy and interesting. I hope you will consider me for the open position on the Downtown Development Authority board. Thank you!!

  
Signature

**Please return application to:**

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

Or by email to:

[sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us)