



**For Immediate Release**

**Contact:** Michael Burns, City Manager  
City of Lowell, 616.897.8457

## **City of Lowell will hold virtual Zoning Board of Appeals and City Council Meeting on Monday February 1, 2021**

As a result of COVID -19 and the current social distancing practices being mandated statewide, the City of Lowell City Council will holding a Zoning Board of Appeals Meeting along with their regular City Council Meeting via teleconferencing on Monday February 1, 2021 at 7:00 P.M. The Zoning Board of Appeals meeting will be held before the regular City Council meeting.

The City Council will meet via the Zoom Computer Teleconferencing System. The meeting will be held in compliance with Public Act 254 of 2020 pertaining to the ability to conduct public meetings remotely.

The Zoom application allows for interactive public participation. The meeting will be available to those via online and/or telephone. To participate in the meeting via Zoom here is the contact information below:

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/9806911106>

**Meeting ID: 980 691 1106**

**One tap mobile**

**+13126266799,,9806911106# US (Chicago)**

**+16465588656,,9806911106# US (New York)**

### **Dial by your location**

**+1 312 626 6799 US (Chicago)**

**+1 646 558 8656 US (New York)**

**+1 301 715 8592 US (Washington D.C)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 9128 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**Meeting ID: 980 691 1106**

You may also provide input or ask questions of the City Council relating to any items of business that will come before them at the meeting by emailing the City Clerk at [sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us) who will forward them to the City Council, or by mailing them via regular U.S. Postal service to c/o City Clerk, City of Lowell, 301 E. Main St, Lowell, MI 49331, or by calling 616-897-8457.

Persons with disabilities may attend and participate using any of the above described methods. If you require special accommodations, please email [mburns@ci.lowell.mi.us](mailto:mburns@ci.lowell.mi.us) and we will be happy to accommodate you. If you have any questions or need further assistance, please email [sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us). More meeting information, including the meeting agenda, will be available at our website [www.lowellmi.gov](http://www.lowellmi.gov).

**According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are being monitored and violations of statutes will be prosecuted.**

**# # #**



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

CITY OF LOWELL  
ZONING BOARD OF APPEALS AGENDA  
MONDAY, FEBRUARY 1, 2021 AT 7:00 P.M.

Meeting will be held remotely via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/9806911106>

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Meeting ID: 980 691 1106

Find your local number: <https://us02web.zoom.us/j/kca8BkcpR4>

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF AGENDA
3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

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

4. NEW BUSINESS
  - a. Public Hearing – Variance Application – 2040 W. Main Street
5. BOARD/COMMISSION REPORTS
6. COUNCIL COMMENTS
7. 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.

**APPLICATION FOR VARIANCES(S)  
AND/OR  
APPEAL OF ADMINISTRATIVE DECISION**

1. **Street Address and/or Location of Request:** 2040 W. Main

Daytime Phone Number: (616) 745-0125

3. Applicant is being represented by: Scott E. Bell, AICP of Lapham Associates  
Address: 116 S. Third Street, West Branch, MI 48661  
Phone Number: (989) 345-5030

5. Parcel Identification Number (Tax I.D. No.): #41-20- 03-385-027

7. Present Use of the Parcel: Vacant

Lot Coverage	_____	Lot Size	_____	Sign	_____
Lot Width	_____	Parking	_____	Setbacks	_____ <input checked="" type="checkbox"/>
Fence	_____	Landscaping	_____	Other	_____
Height Requirements	_____				
Area Requirements	_____				
Nonconforming Residential Use	_____				
Nonconforming Commercial Use	_____				
Accessory Building Use	_____				



9. Your Request is: (check only one)
- ☐ An Appeal of an Administrative Decision
- ☐ A Temporary Use
- ☒ A Variance from Zoning Ordinance Requirements

10. If an appeal is being requested, state the administrative decision being appealed: \_\_\_\_\_

N/A

10(a). If a variance is being requested, state the reason(s) for the request and your intended uses:  
A variance is being requested to reduce the rear setback from the required 35' in Sec. 12.04 to 15' to allow for a building to fit within the irregularly shaped parcel for use in an asset recovery business.

The following provisions of the City of Lowell Zoning Ordinance (Section 21.04 B) must be met in total before a variance can be granted. Respond to each of the six criteria as it pertains to the request.

- A. That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district:

Exceptional or extraordinary circumstances include: exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in questions, the literal enforcement of the requirements of this Ordinance would involve practical difficulties;

The irregular shape of the parcel that was remaining after development of the primary road frontage makes the parcel difficult to develop with a commercial use. Additionally, with a watermain easement along the easterly side reduces the buildable envelope which further creates a hardship.

- B. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.

This parcel is very unique as the access is squeezed between two already developed properties and left the remaining rear portion of the lands for the development of our project.

- C. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

This variance is being requested for the development of the property with a commercial building that is similar to other commercial developments in the area. The adjacent parcels to the south and although zoned differently are similarly developed with lesser setbacks.

- D. The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

The adjacent properties appear to be developed with lesser setbacks and the rear setback on this parcel would adjoin an industrial zoned property which do not have similar setback requirements. This parcel is being proposed to be developed for a commercial use which would not reasonably be detrimental to the adjacent industrial uses.

- E. The variance will not impair the intent and purpose of this Ordinance.

This parcels irregular shape is not typical and therefore if the variance is granted it should not impair the intent of the ordinance and would still provide a greenbelt strip between this parcel and the adjoining industrial parcel

- F. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

The applicant aquired the property after the land divisions that created the irregularity shaped parcel.

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

Signature: DocuSigned by:  
Damien Dixon  
/6516316395116A

Date: 12/16/2020 | 8:45 AM CST

Type or Print Your Name Here: Damien Dixon, Owner

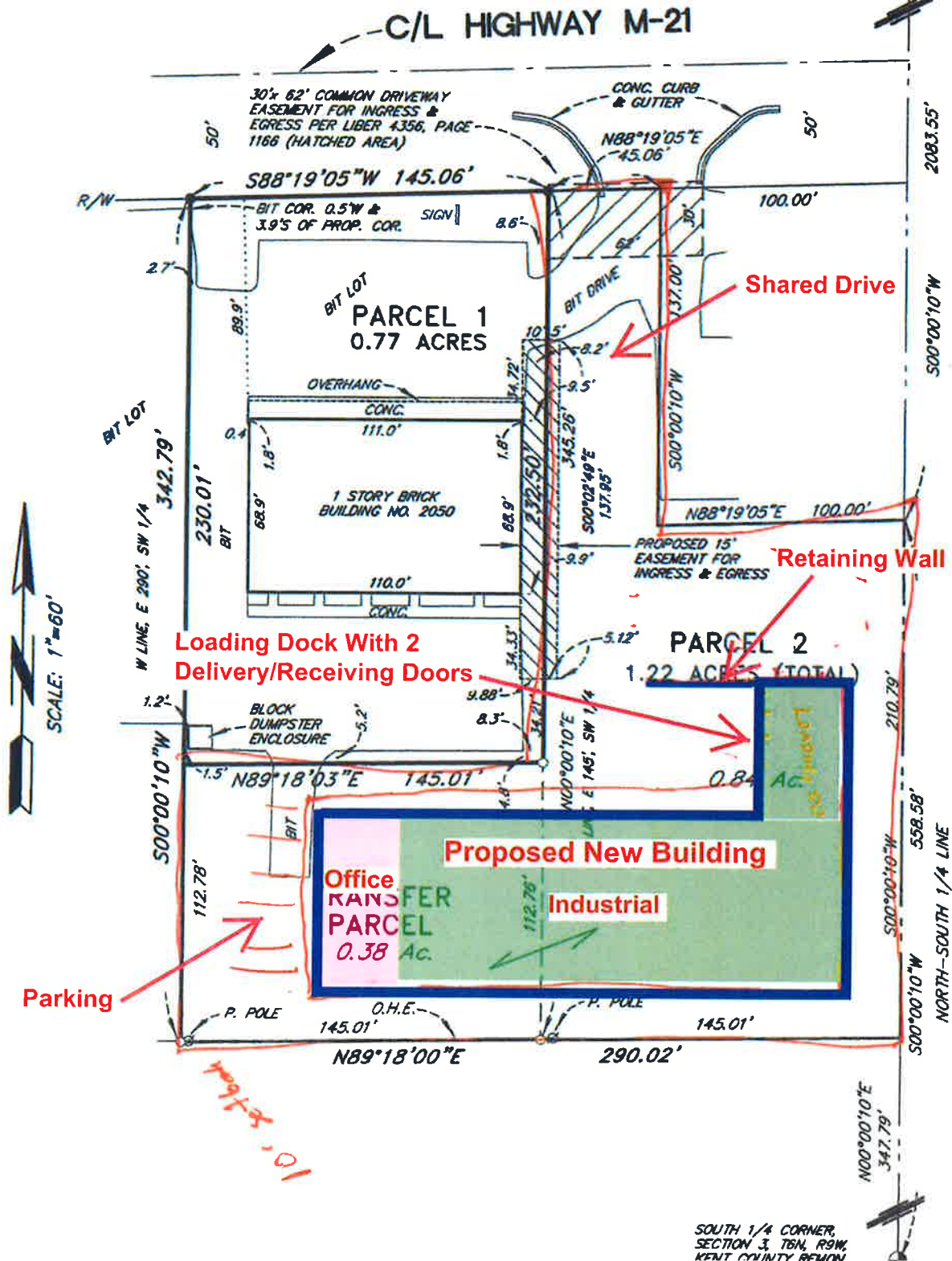


Legal Description of Parcel 2

Tracts of land situated in the City of Lowell, Kent County, Michigan and being more particularly described as follows:

Parcel 2

Part of the Southwest  $\frac{1}{4}$  of Section 3, T6N, R9W, City of Lowell, Kent County, Michigan, described as: Commencing at the South  $\frac{1}{4}$  corner of said Section; thence N  $00^{\circ}00'10''$ E 347.79 feet along the North-South  $\frac{1}{4}$  line of said Section to the Place of Beginning; thence S  $89^{\circ}18'00''$  W 290.02 feet; thence N  $00^{\circ}00'10''$ E 112.78 feet along the West line of the East 290 feet of the Southwest  $\frac{1}{4}$  of said Section; thence N  $89^{\circ}18'03''$  E 145.01 feet; thence N  $00^{\circ}00'10''$ E 232.50 feet along the West line of the East 145 feet of the Southwest  $\frac{1}{4}$  of said Section to the South line of STL M-21 (100 feet wide); thence N  $88^{\circ}19'05''$  E 45.06 feet along said South line; thence S  $00^{\circ}00'10''$  W 137.00 feet parallel with said North-South line; thence N  $88^{\circ}19'05''$  E 100.00 feet parallel with said South line; thence S  $00^{\circ}00'10''$  W 210.79 feet along said North-South  $\frac{1}{4}$  line to the Place of Beginning.





# williams&works

engineers | surveyors | planners

## MEMORANDUM

To: City of Lowell Zoning Board of Appeals  
Date: January 28, 2021  
From: Andy Moore, AICP  
Whitney Newberry  
RE: **2040 W Main Street Dimensional Variance Application**

Scott Bell, on behalf of B&D Asset Recovery, has submitted an application for a variance at 2040 W. Main Street (PN 41-20-03-385-027). The applicant is proposing to construct an industrial building on the subject property and is seeking relief from the rear yard setback provision in Section 12.04 of the Zoning Ordinance. The purpose of this memorandum is to evaluate the request pursuant to Chapter 21 of the City of Lowell Zoning Ordinance.

### Background

The subject property is a vacant parcel of approximately 1.2 acres in the C3 General Business district. The applicant is proposing to construct a 15,625 square foot building to accommodate an asset recovery business.

The site plan indicates this building would contain warehouse/office uses. It is worth noting that warehouses in general are not permitted in the C3 district; however, "commercial storage warehouses" are permitted by special land use approval, though we have not yet determined if the proposed use would qualify as a commercial storage warehouse. It is not within the scope of this memo to evaluate whether the proposed use would be permitted in this district. Rather, this memo is intended to evaluate the proposed setback reduction for which the variance is requested. Further consideration of the proposed use would occur during subsequent site plan or special land use review by the Planning Commission.

The applicant is requesting a variance from Section 12.04 for a reduced rear yard setback from 35 feet to 15 feet in order to construct the proposed building. The applicant's proposal would meet all required setbacks for the C-3 district except the rear yard setback.

### Practical Difficulty

When reviewing a request for a variance, the ZBA must find that a practical difficulty exists that prevents the applicant from being able to conform to the standards of the Zoning Ordinance. A



practical difficulty in the context of a non-use variance results from the physical characteristics of the land. Physical characteristics may be lot size, lot shape, or natural features such as slopes, water features, unbuildable soil, wetlands, etc., which causes an unreasonable burden to the applicant or property owner.

#### **Variance Review Standards – Rear Yard Setback**

Section 21.04 authorizes the ZBA to grant non-use variances only if it finds that all six of the standards listed in this Section are met. The standards of Section 21.04 are listed below, along with our remarks related to the request:

1. That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district;

Exceptional or extraordinary circumstances include: exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situation on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in question, the literal enforcement of the requirements of this ordinance would involve practical difficulties;

**Remarks:** The subject property is an irregular shape that is legally nonconforming in terms of its lot width. The property width along W. Main Street is 45 feet, while the Ordinance requires a minimum lot width of 100 feet. This narrow width extends for approximately 140 feet to the south until opening into an "L" shape behind existing buildings. Additionally, the property contains a 15-foot-wide easement for water and sewer along the eastern property boundary, though this would not impact the building envelope. The irregular shape of this parcel and required setbacks appear to create practical difficulties for *this* development, though it should be noted that many other types of development could probably be placed on this property without a variance. This should be considered by the Board as it deliberates this criterion.

2. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.

**Remarks:** This standard tests whether the issue here is so common that the City would be better served to amend the zoning ordinance instead of granting a variance. The subject property's shape is unique in the C3 district with an exceptionally narrow frontage and irregular shape behind existing buildings. In our view, a variance request of this type is not common, and therefore this situation is not so general or recurrent in nature that it would warrant the formulation of a general regulation. The Board may find this standard met.

3. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district

and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

**Remarks:** The applicant is proposing the construction of a building for commercial purposes, which is a common property right in the C3 district. The applicant's proposed building appears larger than several others in the C3 district, which should be considered by the Board in relation to this standard. However, the property shape is unusual and it limits a building's placement regardless of the building size. The lot's shape requires that buildings be placed in the rear of the parcel and other improvements, such as parking and stormwater management, may be difficult to place as a result. Subject to any concerns regarding building size, the Board may find this standard met.

4. The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

**Remarks:** The variance does not appear to be significantly detrimental to adjacent property and the surrounding neighborhood. The rear yard of the subject property is adjacent to a property in the General Industrial district, which is used for a sanitation facility. The applicant is proposing to face the rear of the building towards this property line, so adverse impacts such as noise or traffic are not expected as a result of the decreased setback. All other setbacks would be maintained in accordance with the C3 district standards. The Board may defer to the Lowell Area Fire Department for additional comments regarding emergency vehicle access to the building. Subject to these comments, the Board may find this standard met.

5. The variance will not impair the intent and purpose of this ordinance.

**Remarks:** The purpose of the Zoning Ordinance includes the provision for appropriate relationships between uses of land and their locations. Further, the purpose of the C3 district is to permit a mixture of residential, office, and commercial land uses that are not necessarily in downtown-style buildings. The proposed development appears to be more industrial. Considering the adjacent industrial district and use along the rear property boundary, the proposed setback does not appear to impact the general intent and purpose of the Ordinance or the C3 district. The Board may find this standard met.

6. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

**Remarks:** The practical difficulty causing the variance request is not created by the action of the applicant. The subject property has an irregular and unique shape that limits the placement of buildings and structures. The applicant's narrative states that the property was acquired after the land divisions had occurred which created this situation. The location of the water and sewer easement was also not created by the applicant. The Board may find this standard met.



**Recommendation.** At the February 1 meeting, the ZBA should consider the documents submitted and carefully listen to comments by the applicant, as well as the public. If in the judgment of the Board, all of the above standards are met and a practical difficulty exists, the Board may approve the variance with or without conditions. If approved, we recommend the following conditions, along with any others deemed necessary:

- The applicant shall comply with any stipulations of the Lowell Area Fire Department regarding emergency vehicle access.

The discussion contained in this memorandum may be cited as a basis for the decision.

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



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, FEBRUARY 1 2021, IMMEDIATELY FOLLOWING THE 7:00 P.M.  
ZONING BOARD OF APPEALS MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/9806911106>

Meeting ID: 980 691 1106

One tap mobile

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Meeting ID: 980 691 1106

Find your local number: <https://us02web.zoom.us/j/kca8BkcpR4>

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Striking Taxes
- Approve and place on file the minutes of the January 19, 2021 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$497,949.19.

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. Lowell Township Water and Sewer
- b. COVID – 19
- c. Showboat
- d. Social District
- e. Fire Cost Recovery Ordinance

5. NEW BUSINESS

- a. Lowell Historical Museum Presentation
- b. Lowell Little League

c. Temperature Control System

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

9. APPOINTMENTS

10. COUNCIL COMMENTS

11. ADJOURNMENT

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## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, February 1, 2021

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA

- Approval of the Agenda.
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4. OLD BUSINESS

- a. Lowell Township Water and Sewer. City Manager Michael Burns will provide an update.
- b. COVID – 19. City Manager Michael Burns will provide an update.
- c. Showboat. City Manager Michael Burns will provide an update.
- d. Social District. City Manager Michael Burns will provide an update.
- e. Fire Cost Recovery Ordinance. City Manager Michael Burns will provide an update.

5. NEW BUSINESS

- a. Lowell Historical Museum Presentation. Lisa Plank from the museum will provide an update.
- b. Lowell Little League. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the Baseball Field Usage Fee 2021, proposal #2 with Lowell Little League at a fee of \$8/field/day (total \$5,200).

- c. Temperature Control System. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve for an upgrade to our temperature control system with Enertemp at a cost not to exceed \$22,100.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT



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

**DATE:** January 27, 2021  
**TO:** Michael T. Burns  
**FROM:** Suzanne M. Olin  
**RE:** Striking Taxes

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

I tried contacting them by placing phone calls, sending out past due notices and personal calls. I am requesting the amount of \$54.20 (the city and museum portion) be stricken from the rolls.

**Recommended Motion:** That the Lowell City Council approves striking the 2015 personal property taxes from the roll.



01/21/2021  
01:32 PM  
By: solin

TAX SPREAD REPORT FOR CITY OF LOWELL

Page: 1/1  
2017 000001

Tax Year: 2015 Calculated As of: 1/21/2021  
POPULATION: All Records

SCHOOL: 41170 YEAR: 2015

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
LOWELL AREA OPER	School Operating	9.00000	636.76	616.36	20.40
LOWELL AREA DEBT	School Debt	3.50000	742.88	719.08	23.80
LAS BLDG/SITE	School Supplemen	0.50000	36.62	34.92	1.70
STATE EDUCATION	State Educ. Tax	6.00000	439.53	419.13	20.40
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
LOWELL BLDG/SITE	School Supplemen	0.50000	69.50	67.80	1.70
TOTALS: SCHOOL 41170 2015			1,925.29	1,857.29	68.00

UNIT: 00000 YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE	
LOWELL CITY	15.70000	1,150.09	1,096.71	53.38	
LOCAL ADMIN	0.00000	42.46	40.79	1.67	
LOCAL INTRST	0.00000	174.93	166.81	8.12	
TOTALS: UNIT 00000 2015			1,367.48	1,304.31	63.17

County Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT COUNTY	4.28030	499.65	480.55	19.10	
TOTALS: County Tax 2015			499.65	480.55	19.10

College Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE	
GRAND RAPIDS CC	1.78650	130.85	124.78	6.07	
TOTALS: College Tax 2015			130.85	124.78	6.07

I.S.D. Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT INTERMEDIAT	4.79030	350.89	334.61	16.28	
TOTALS: I.S.D. Tax 2015			350.89	334.61	16.28

Library Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT DIST LIBRAR	1.28000	177.91	173.56	4.35	
TOTALS: Library Tax 2015			177.91	173.56	4.35

Other 1 YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE	
LOWELL MUSEUM	0.24240	17.75	16.93	0.82	
TOTALS: Other 1 2015			17.75	16.93	0.82

TOTALS (11 PARCELS)			4,469.82	4,292.03	177.79
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01/21/2021  
10:36 AM  
By: solin

2015 Combined Delinquent Personal Property Tax Roll

Page: 1/4  
DB: Lowell

Unit Name: CITY OF LOWELL  
Tax Year: 2015 Calculated As of: 1/21/2021  
POPULATION: All Records

Heading	Delinquent Amt	Paid	Due
41-50-72-004-011-----41-50-72-004-011			
CLASS: 251 PRE/MBT % 100 LOWELL AREA OPER 10.20 KENT COUNTY 14.55			DIQ Tax: 168.90
SCHOOL: 41170 TV 3,400 LOWELL AREA DEBT 11.90 SCHOOL OPER FC 0.00			Admin: 1.67
AV 3,400 LAS BLDG/SITE 1.70 LOWELL AREA OPER 10.20			Interest: 107.24
SEV 3,400 STATE EDUCATION 20.40 LOWELL AREA DEBT 11.90			Penalty: 5.04
KENT INTERMEDIAT 16.28 LOWELL BLDG/SITE 1.70			Other: 0.00
Prop. Addr: 725 BOWES ST SE GRAND RAPIDS CC 6.07 KENT DIST LIBRAR 4.35			Total: 281.95
LOWELL CITY 53.38 KENT COUNTY 4.55			Paid: 0.00
LOWELL MUSEUM 0.82 SCHOOL OPER FC 0.00			Due: 169.67

MULTIBAND MDU INC  
5605 GREEN CIRCLE DR  
HOPKINS MN 55343

STATE OF MICHIGAN  
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition of  
The City Treasurer of the City of  
Lowell to strike the 2015 personal  
property taxes from the rolls

File No. \_\_\_\_\_

\_\_\_\_\_/

WAIVER AND CONSENT

NOW COMES Susan Ullery, City Clerk of the City of Lowell, and acknowledges receipt of Exhibit A and the statement of attempt to collect the 2015 personal property taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment on the petition.

Dated \_\_\_\_\_, 2021

\_\_\_\_\_  
Susan Ullery, City Clerk  
City of Lowell



**PROCEEDINGS  
OF  
CITY COUNCIL MEETING  
OF THE  
CITY OF LOWELL  
TUESDAY, JANUARY 19, 2021, 7:00 P.M.**

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

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

Virtually present and attending from the City of Lowell: Councilmembers Cliff Yankovich, Jim Salzwedel Leah Groves and Mayor DeVore, and attending from Ludington Michigan, Marty Chambers.

Absent: None.

Also virtually present City Manager Michael Burns, City Clerk, Susan Ullery, DPW Director Dan Cznarecki, L & P General Manager Charlie West, Fire Chief Shannon Witherall, Deputy Fire Chief Corey, City Attorney Dick Wendt, Jessica Wood and Wastewater Treatment Plant Superintendent Brian VanderMuelen..

**2. CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the minutes of the January 4, 2021 Regular City Council Meeting.
- Authorize payment of invoices in the amount of \$513,200.65.

IT WAS MOVED BY YANKOVICH and seconded by GROVES to approve the consent agenda.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

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

There were no comments.

**4. OLD BUSINESS.**

**a. Lowell Township Rate Study.**

City Manager Michael Burns stated a few months back, we were asked to determine what would happen to our rates under a number of different scenarios, if the Township were to end our water and sewer agreements and pull away from the system; if they did a partial agreement, meaning they kept the current service area but propose water and sewer for the new area separately, and lastly if everyone stayed in the system. We hired UFS's President, Mark Beauchamp who did an intensive study for us with a lot of information. Burns then introduced Mark Beauchamp who showed a power point regarding the rate study.

b. Covid 19.

City Manager Michael Burns stated there was not much to report since our last meeting. Public health orders have remained intact, we still cannot have indoor gatherings of more than 10, gathering requirements have not changed. The only issue right now is trying to get the vaccine. Right now, we are in Phase 1b for the vaccine which only allows at this point for City staff that are police officers. It looks like it will be around May for the rest of the staff to be able to get the vaccine if they so choose. Not a lot of information from the County at this point.

c. Showboat.

City Manager Michael Burns stated we are in good shape with the fund raising efforts. \$128,000 cash on hand and \$41,500 in pledges. After contract with Wolverine is paid off, we are \$137,000 above so we can put that towards the bathroom facility. Also the bids will go out on that job this week. We will need approximately \$160,000 to complete the project including bathroom facility and no taxpayer dollars have been used to date.

d. Social District.

City Manager Michael Burns read his memo stating they made modifications to the mapping of the social district so he will represent it with these modifications for approval. City Council then discussed the name and it was a general consensus to use "Showboat City Social District".

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve Resolution 01-21 to create the Social District.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

IT WAS MOVED BY CHAMBERS and seconded by GROVES to approve Resolution 02-21 approving and recommending Michigan Liquor Control Commission consideration and approval of certain licensees for social district permits pursuant to Public Act 24 of 2020.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve Ordinance 21-01, amending section 14-55 "Transportation and possession of alcoholic beverages and intoxicating liquors" of Article III, Chapter 14, "Parks and Recreation" of the code of ordinances of the City of Lowell in order to permit the consumption of alcohol obtained from social district permit holders within designated areas and in designated areas during permitted special events.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

5. **NEW BUSINESS.**

a. Lowell Light & Power Stony Bluff, LLC Easement Acceptance.

Lowell Light and Power General Manager Charlie West stated at the December meeting, the LL&P Board approved and recommended to the City Council, (for final approval) a Utility Easement Agreement with Stony Bluff, LLC. The agreement will allow LL&P to install electrical infrastructure on Stony Bluff, LLC's property. The easement will allow LL&P to serve phase 4 of the Stony Bluff development.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL that Lowell City Council approve the Utility Easement Agreement with Stony Bluff, LLC.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. LL&P Board Compensation for 2021.

Section 16.1 of Chapter 16 of the City Charter requires the City Council to set, each year, the compensation for the Board Members of the Board of Light and Power. In 2020, the compensation was set at \$45 per regular or special meeting with a maximum of 20 meetings to could be paid – equates to a total annual amount not to exceed \$900. Going forward into 2021, West saw no reason to deviate from 2020's compensation structure.

IT WAS MOVED BY SALZWEDEL and seconded by YANKOVICH to approve Resolution 4-21, setting compensation of board members of the City of Lowell Board of Light & Power at \$45 per regular or special meeting for a maximum of 20 meetings and a total annual amount not to exceed \$900.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. Fire Authority Budget.

City Manager Michael Burns read his memo recommending the Lowell City Council accept the recommendation of the Fire Authority and approve their Fiscal Year 2021-2022 budget as presented.

Fire Chief Shannon Witherell spoke on the budget items.

IT WAS MOVED BY CHAMBERS and seconded by GROVES to approve the Fire Authority Fiscal Year 2021-2022 budget as presented.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

d. Fire Cost Recovery Ordinance.

Fire Chief Shannon Witherell spoke and explained the incidents that occurred to bring attention to this Ordinance that other municipalities have adopted and why it would help protect the City.

It was a general consensus to move forward at looking into the Fire Cost Recovery Ordinance.

6. BOARD/COMMISSION REPORTS.

Councilmember Salzwedel stated at the LL&P meeting they are making some progress with the Line Shack and appears there will be three potential bids that will be coming to Council in the next few months. Also, the LCTV Grants applications are due Feb 5, 2021 at 5:00 p.m. at City Hall.

Councilmember Chambers stated the marihuana establishment that was approved to be in the strip mall did a good job of presenting the odor control and hopefully it will work well.

Councilmember Yankovich stated at the LARA meeting, Bob Rogers, who has been working on the Community Center project for a couple years gave a presentation explaining their goals and needs based on the feasibility and assessment study for the community center that was done with Williams and Works.

Councilmember Groves stated she met with Chamber of Commerce and they elected Ian Demming as the new Vice President. They are forming plans and getting creative on how to hold events safely. Bob Rogers also presented at Parks & Recreation and he talked about Love Week presented by Impact Church every June and is looking for small projects around the City to take on.

Mayor DeVore stated they had Fire Authority meeting and had Shannon Witherell speak on that.

Witherell stated they promoted Corey Velzen to Deputy Chief, he has been with the Fire Department since 2009. Also promoted two lieutenants to captains, and promoted three firefighters to lieutenants. We also have nine candidates right now for paid on call positions, which is very exciting. Witherell commented on the county truck project, and stated we should have our rough draft spec back by end of week to start reviewing and hopefully it will be awarded in April. The command vehicle has been stuck at border in Canada since December so we are patiently waiting on that. COVID 19 vaccinations have begun for our

staff, we have about 62% of our staff that have received both rounds of the Covid 19 vaccinations to date right now.

DeVore gave praise to all the department heads including Shannon, Corey, Shawn and Justin. Also, congratulated Corey on his promotion and value to the department. DeVore also stated Showboat Committee meeting is tomorrow.

Burns went over the budget report and his concerns. We are going to have to make amendments at a later date for the DDA budget, due to Amity Street project not being done until July 1, 2021 and then the Social District will change some things as well. He will come back with amendments on those. Police Department budget is a little high due to the August 29<sup>th</sup> incident. Hoping to hear back from the Attorney General's office later this week or next and hopefully Attorney General Nestle will make a decision on the matter.

#### 7. MANAGER'S REPORT.

City Manager Michael Burns went over a couple items:

- Spent a lot of time on the Social District. Goal is to have it up and running by the first of February.
- Another resident of the City passed away and wants to give money to the City. There are stipulations to how the money is used, specifically on landscaping and gardens for the City. Not sure the amount, but he will keep us updated as he learns more.

#### 8. APPOINTMENTS.

Mayor DeVore stated there was an application for Board of Review where we have an open position. It was a general consensus of the City Council for Maureen Pawloski to fill the position.

#### 9. COUNCIL COMMENTS

Councilmember Groves stated she is looking forward to the Social District for the businesses and for the residents and hopes everyone stays safe and uses common sense.

Councilmember Yankovich thanked all who worked on making the Social District happen and he is excited.

Councilmember Salzwedel is concerned about the Social District trash but knows a lady that may be able to help with disposable cups/containers to use or give some suggestions.

Councilmember Chambers wants to thank all the downtown businesses for being creative on how to do business and for always being creative in promoting downtown and showing off our City.

Mayor DeVore thanked the City Council. He always enjoys the meetings, always exchanging great ideas,



thinks we are making good steps forward.

10. ADJOURNMENT.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 8:27 p.m.

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

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. 01-21**

**A RESOLUTION DESIGNATING A SOCIAL DISTRICT  
THAT CONTAINS A COMMONS AREA IN ORDER TO  
ALLOW CERTAIN ON-PREMISES LIQUOR LICENSEES  
EXPANDED USE OF SHARED AREAS FOR  
CONSUMPTION OF ALCOHOL PURSUANT TO PUBLIC  
ACT 24 OF 2020**

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

**WHEREAS**, the Michigan Liquor Control Code was recently amended by 2020 PA 124 (the Act) to allow the governing body of a local governmental unit to designate social districts and commons areas which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (MLCC) to utilize expanded areas for the consumption of alcohol; and

**WHEREAS**, if the governing body of a local governmental unit designates a social district that contains a commons area, the governing body must define and clearly mark the commons area with signs, establish local management and maintenance plans including, but not limited to, hours of operation for submittal to the MLCC, and maintain the commons areas in a manner that protects the health and safety of the community; and

**WHEREAS**, the City Council finds that designating a social district and commons area pursuant to the Act is in the best interests of the businesses within and citizens of the City of Lowell especially in light of COVID-19 restrictions on indoor gatherings and social distancing recommendations;

**NOW, THEREFORE, RESOLVED THAT:**

1. The City Council hereby designates the social district and commons area as provided on the attached map and authorizes the City Manager or his designee to take all such other actions necessary in order to implement this Resolution and comply with the Act, including the development and implementation of a management and maintenance plan, and adjusting the boundaries of the social district and commons area and management and maintenance plan as necessary, to maintain the public health, safety, and welfare.
2. This social district designation, subject to MLCC approval, shall remain in effect indefinitely from the date of the adoption of this resolution until revoked earlier, modified, or extended thereafter by the City Council or the MLCC in accordance with the Act.
3. The City Clerk is authorized and directed to forward this Resolution and the attached map and management and maintenance plan to the MLCC as required by the Act together

with this Resolution.

4. All resolutions and parts of resolutions in conflict herewith are rescinded.

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

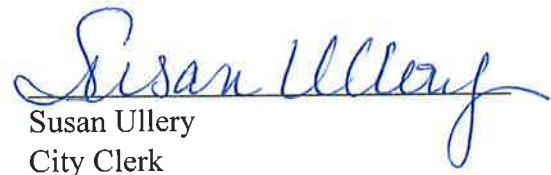
NAY: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION DECLARED ADOPTED**

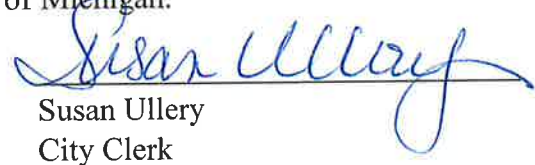
Dated: January 19, 2021

  
Susan Ullery  
City Clerk

**CERTIFICATION**

I, the undersigned duly qualified and acting Clerk of the City of Lowell (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on January 19, 2021, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended, and applicable Executive Orders of the Governor of the State of Michigan.

Dated: January 19, 2021

  
Susan Ullery  
City Clerk

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

**RESOLUTION NO. 02-21**

**A RESOLUTION APPROVING AND RECOMMENDING  
MICHIGAN LIQUOR CONTROL COMMISSION  
CONSIDERATION AND APPROVAL OF CERTAIN  
LICENSEES FOR SOCIAL DISTRICT PERMITS  
PURSUANT TO PUBLIC ACT 24 OF 2020**

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

**WHEREAS**, the Michigan Liquor Control Code was recently amended by 2020 PA 124 (the Act) to allow the governing body of a local governmental unit to designate social districts and commons areas which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (MLCC) to utilize expanded areas for the consumption of alcohol; and

**WHEREAS**, the City Council designated a social district that contains a commons area, and shall define and clearly mark the commons area with signs, establish local management and maintenance plans including, but not limited to, hours of operation for submittal to the MLCC, and maintain the commons areas in a manner that protects the health and safety of the community; and

**WHEREAS**, the City Council found that designating a social district and commons area pursuant to the Act is in the best interests of the citizens of the City of Lowell especially in light of COVID-19 restrictions on indoor gatherings and social distancing recommendations; and

**WHEREAS**, the City Council must approve licensee applications for social district permits prior to such applications being sent to the MLCC for consideration and issuance; and

**WHEREAS**, several licensees are contiguous to the designated commons area and are otherwise eligible for consideration for a social district permit.

**NOW, THEREFORE, RESOLVED THAT:**

1. The City Council hereby finds that any applications for social district permits from the licensees set forth on the attachment hereto are recommended by this body for approval by the MLCC.
2. The licensed premises of the aforementioned licensees are contiguous to the commons area as designated by this City Council pursuant to MCL 436.1551.
3. All resolutions and parts of resolutions in conflict herewith are rescinded.

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

NAY: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION DECLARED ADOPTED**

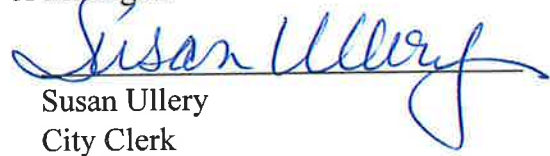
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City Clerk

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Dated: January 19, 2021

  
Susan Ullery  
City Clerk



**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 03-21**

**RESOLUTION APPROVING AND AUTHORIZING  
EXECUTION OF A UTILITY EASEMENT AGREEMENT  
WITH STONY BLUFF L.L.C.**

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

**WHEREAS**, the City, through its Department of Light and Power (“LL&P”), is installing underground electric and communications infrastructure and related appurtenances at approximately 11736 Foreman St. SE, Lowell, MI 49331 (the “Improvements”); and

**WHEREAS**, it is necessary that the City obtain an easement over a portion of property owned by Stony Bluff L.L.C., (the “Grantor”) for the Improvements; and

**WHEREAS**, the Grantor is willing to provide said easement pursuant and subject to the terms and conditions of a Utility Easement Agreement (the “Agreement”) between it and the City; and

**WHEREAS**, the Lowell Board of Light and Power has reviewed and recommended approval of the Agreement.

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

1. That the Agreement in the form presented at this meeting is approved with such modifications not materially adverse to the City approved as to content by the Manager of LL&P and as to form by the City Attorney.

2. That the Mayor and City Clerk are authorized and directed to execute the approved Agreement for and on behalf of the City.

3. That once the Agreement is executed by the Grantor and the City, the City Clerk shall cause the fully executed Agreement to be recorded with the Kent County, Michigan Register of Deeds.

4. That all resolutions or parts of resolutions, to the extent of any conflict herewith, are hereby rescinded.

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

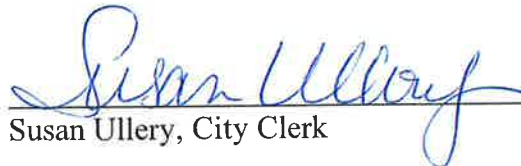
NAYS: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION DECLARED ADOPTED.**

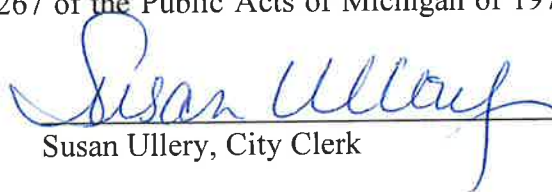
Dated: January 19, 2021

  
Susan Ullery, City Clerk

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Dated: January 19, 2021

  
Susan Ullery, City Clerk

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

**RESOLUTION NO. 04-21**

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

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

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

**WHEREAS**, the City Council has determined to set such compensation for the 2021 calendar year.

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

1. That for the 2021 calendar year the compensation for the Boardmembers of the City's Board of Light and Power shall be \$45 per regular or special meeting for a maximum of 20 meetings and a total annual amount of not to exceed \$900.

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

YES: Councilmember Groves, Mayor DeVore, Councilmembers Salzwedel,

Yankovich, and Chambers

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**RESOLUTION DECLARED ADOPTED.**

Dated: January 19, 2021

  
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 19, 2021, 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 19, 2021

  
Susan Ullery, City Clerk

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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 01/16/2021 - 01/29/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Description	Amount
Invoice			
00015	ALEXANDER CHEMICAL CORP		
31752		CYLINDER RENTAL	29.00
TOTAL FOR: ALEXANDER CHEMICAL CORP			29.00
10731	APPLIED IMAGING		
1670060		CITY HALL COPY MACHINE	397.67
TOTAL FOR: APPLIED IMAGING			397.67
10818	AT&T MOBILITY		
287291108942X0114		FIRST NET/AT&T PHONE STATEMENT	897.64
TOTAL FOR: AT&T MOBILITY			897.64
00045	BARTLETT, SANDY		
1/25/2020		METER READS & MILEAGE JAN 2021	770.55
TOTAL FOR: BARTLETT, SANDY			770.55
10686	BETTEN BAKER		
139237		#839 POLICE CAR	49.42
TOTAL FOR: BETTEN BAKER			49.42
10483	BOURGETTE, BOB		
1/21/2021		AIRPORT - AMAZON REIMBURSEMENTS	34.96
TOTAL FOR: BOURGETTE, BOB			34.96
00065	BOUWHUIS SUPPLY, INC.		
61412		DPW TOWELS	177.80
TOTAL FOR: BOUWHUIS SUPPLY, INC.			177.80
01916	BS&A SOFTWARE		
133077		ASSESSING SYSTEM SUPPORT 2021	902.00
TOTAL FOR: BS&A SOFTWARE			902.00
00344	CITY OF LOWELL		
11/20/2020		DEFIBRILLATOR GRANT	3,860.25
TOTAL FOR: CITY OF LOWELL			3,860.25
10509	CONSUMERS ENERGY		
12/22 - 1/21/21		ACCOUNT STATMENTS - AIRPORTS	774.23
JANUARY		ACCOUNT STATMENTS	5,376.40
TOTAL FOR: CONSUMERS ENERGY			6,150.63
00132	D&D TRUCKING ACQUISITION, LLC		
32022		#16 2009 INTL	261.11
TOTAL FOR: D&D TRUCKING ACQUISITION, LLC			261.11
02035	DIGITAL OFFICE MACHINES, INC.		
19316		DPW COPY MACHINE	86.90
19345		DPW COPY MACHINE	26.14
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.			113.04
10673	FERGUSON WATERWORKS		
0118742		NW PUMP STATION- TURBINE FOR TWP	2,811.78
0119759		METER PARTS FOR 219 HIGH ST	143.02
TOTAL FOR: FERGUSON WATERWORKS			2,954.80
00225	GRAND RAPIDS COMMUNITY COLLEGE		
1/1 - 1/15/2021		TAX DISBURSEMENT	270.71
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE			270.71



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BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
00710	HAROLD ZEIGLER	FORD, INC.	
	222713	#838 POLICE CAR	271.64
	222938	#836 POLICE CAR	44.58
TOTAL FOR: HAROLD ZEIGLER FORD, INC.			316.22
00248	HOOVER PRINTING		
	61535	POLICE PARKING VIOLATION FORMS	288.42
	61551	POLICE PARKING PERMIT	79.89
	61573	WATER DEPT WARNING TAGS	75.75
TOTAL FOR: HOOVER PRINTING			444.06
10886	HUBBERT'S HOME IMPROVEMENTS LLC		
	1/6/2021	AIRPORT DOOR INSTALLATION	8,808.82
TOTAL FOR: HUBBERT'S HOME IMPROVEMENTS LLC			8,808.82
10350	INTERSTATE BILLING SERVICE, INC.		
	G72287	WATER DEPT PARTS (AIS CON)	147.09
TOTAL FOR: INTERSTATE BILLING SERVICE, INC.			147.09
00948	KCCA		
	1/21/2021	KC CLERKS MEMBERSHIP 2021	15.00
TOTAL FOR: KCCA			15.00
00291	KENT COUNTY ROAD COMMISSION		
	412339	SIGNAL ELECTRIC CHARGES	44.79
TOTAL FOR: KENT COUNTY ROAD COMMISSION			44.79
00300	KENT COUNTY TREASURER		
	1/1 - 1/15/2021	TAX DISBURSEMENT	77,062.25
TOTAL FOR: KENT COUNTY TREASURER			77,062.25
00303	KENT DISTRICT LIBRARY		
	1/1 - 1/15/2021	TAX DISBURSEMENT	47,015.01
TOTAL FOR: KENT DISTRICT LIBRARY			47,015.01
00302	KENT INTERMEDIATE SCHOOL DIST.		
	1/1 - 1/15/2021	TAX DISBURSEMENT	862.82
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			862.82
10018	KORE/HI COM, INC.		
	30297	UNTANGLE PREMIUM 1/17/21 - 1/17/2022	540.00
TOTAL FOR: KORE/HI COM, INC.			540.00
00772	LERMA INC.		
	1/26/2021	MEMBERSHIP 2021 - LOWELL - BUTTS	60.00
TOTAL FOR: LERMA INC.			60.00
01374	LOWELL AREA HISTORICAL MUSEUM		
	1/1 - 1/15/2021	TAX DISBURSEMENT	36.16
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			36.16
00562	LOWELL AREA SCHOOLS		
	1/1 - 1/15/2021	TAX DISBURSEMENT	253,350.89
TOTAL FOR: LOWELL AREA SCHOOLS			253,350.89
02334	MICHIGAN PAVEMENT MARKINGS LLC		
	LOWE-2001	PAVEMENT MARKINGS	2,883.93
TOTAL FOR: MICHIGAN PAVEMENT MARKINGS LLC			2,883.93

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BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 3/4

Vendor Code	Vendor Name	Description	Amount
Invoice			
01270	PLUMMERS ENVIRONMENTAL SERVICE INC.		
21131027		SEWER BACK UP 622 & 722 N JEFFERSON	819.00
21131106		SEWER BACK UP 622 & 722 N JEFFERSON	403.20
21131337		SEWER CLEANING HUNT ST	4,293.75
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE INC.			5,515.95
00506	POSTMASTER		
1/28/2021		W/S BILLS FOR FEBRUARY	444.92
TOTAL FOR: POSTMASTER			444.92
10762	PROFESSIONAL CODE INSPECTIONS OF MI		
6565		PERMITS JANUARY 2021	6,574.50
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			6,574.50
02331	PROGRESSIVE HEATING COOLING, CORP.		
2019393		CITY HALL QTRLY MAINT	417.00
2019395		MUSEUM QTRLY MAINT	180.00
2019401		CITY HALL SERVICE CALL	270.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			867.00
10133	RED CREEK WASTE SERVICES INC.		
11R00615		TRASH SERVICE	319.81
TOTAL FOR: RED CREEK WASTE SERVICES INC.			319.81
10378	RUESINK, KATHIE		
745375/745376		CLEANING SERVICES 1/17 - 1/28/2021	630.00
TOTAL FOR: RUESINK, KATHIE			630.00
REFUND TAX	SHAVER REBECCA		
01/20/2021		2020 Win Tax Refund 41-20-01-126-022	600.42
TOTAL FOR: SHAVER REBECCA			600.42
10849	SMART BUSINESS SOURCE		
OE-35153-1		OFFICE SUPPLIES	152.33
OE-35218-1		MULTIFOLD TOWELS	87.62
TOTAL FOR: SMART BUSINESS SOURCE			239.95
00610	STATE OF MICHIGAN		
01/26/2021		MI-DEAL MEMBERSHIP 2021 #647	180.00
TOTAL FOR: STATE OF MICHIGAN			180.00
00612	STATE OF MICHIGAN		
01/27/2020		DOCKET NUMBER 20-004208-TT	25.00
TOTAL FOR: STATE OF MICHIGAN			25.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC		
20210009		SURCHARGES DECEMBER 2020	979.20
202142056		SERIVES FOR JANUARY 2021	38,490.00
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC			39,469.20
10328	SUSAN M STEVENS		
11302020		NEWSLETTER NOVEMBER 2020	450.00
12312020		NEWSLETTER DECEMER	512.50
TOTAL FOR: SUSAN M STEVENS			962.50
10894	SWANSON, JEFF		
1/27/2021		FIREWOOD FOR SOCIAL GATHERING	180.00
TOTAL FOR: SWANSON, JEFF			180.00

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
10895	TACTICAL ENCOUNTERS INC		
	2021-6	FIREARM INSTRUCTOR - VANSOLKEMA	650.00
TOTAL FOR: TACTICAL ENCOUNTERS INC			650.00
10484	VERGENNES BROADBAND		
	5267-20210117-1	INTERNET CHARGES	309.99
TOTAL FOR: VERGENNES BROADBAND			309.99
REFUND TAX	WEAVER RICHARD C		
	01/20/2021	2020 Win Tax Refund 41-20-02-354-017	164.95
TOTAL FOR: WEAVER RICHARD C			164.95
00692	WILLIAMS & WORKS INC.		
	91343	PLANNING SERVICES	3,360.00
	91465	AMITY ST RESURFACING 2021	3,322.01
	91466	MONROE & WASH ST RECONSTRUCTION	1,980.00
	91467	MONROE ST - W/S IMPROVEMENTS	8,757.00
	91468	WASH ST W/S IMPROVEMENTS	4,714.55
	91470	JANE ELLEN ST RESURFACING DESIGN	7,451.69
	91504	PLANNING SERVICES	2,636.00
TOTAL FOR: WILLIAMS & WORKS INC.			32,221.25
02579	WMCJTC		
	4239	FALL 2020 MCOLES	137.13
TOTAL FOR: WMCJTC			137.13
TOTAL - ALL VENDORS			497,949.19

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	VERGENNES BROADBAND	INTERNET CHARGES	28.57	75317
101-000-085.000	DUE FROM LIGHT & POWER	VERGENNES BROADBAND	INTERNET CHARGES	58.58	75317
Total For Dept 000				87.15	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	SUSAN M STEVENS	NEWSLETTER DECEMER	512.50	75315
101-172-801.000	PROFESSIONAL SERVICES	SUSAN M STEVENS	NEWSLETTER NOVEMBER 2020	450.00	75315
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	45.33	75281
Total For Dept 172 MANAGE				1,007.83	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	60.90	75312
101-209-955.000	MISCELLANEOUS EXPENSE	STATE OF MICHIGAN	DOCKET NUMBER 20-004208-T	25.00	75276
Total For Dept 209 ASSESS				85.90	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	45.33	75281
101-215-955.000	MISCELLANEOUS EXPENSE	KCCA	KC CLERKS MEMBERSHIP 2021	15.00	75296
Total For Dept 215 CLERK				60.33	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	91.43	75312
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	MULTIFOLD TOWELS	43.81	75312
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL QTRLY MAINT	417.00	75308
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL SERVICE CALL	270.00	75308
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	64.45	75309
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 1/17 -	360.00	75310
101-265-850.000	COMMUNICATIONS	VERGENNES BROADBAND	INTERNET CHARGES	43.57	75317
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATMENTS	1,612.24	75287
Total For Dept 265 CITY H				2,902.50	
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING	POLICE PARKING VIOLATION	288.42	75293
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING	POLICE PARKING PERMIT	79.89	75293
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	478.82	75281
101-301-850.000	COMMUNICATIONS	VERGENNES BROADBAND	INTERNET CHARGES	43.57	75317
101-301-955.000	MISCELLANEOUS EXPENSE	LERMA INC.	MEMBERSHIP 2021 - LOWELL	60.00	75302
101-301-957.000	TRAINING	TACTICAL ENCOUNTERS INC	FIREARM INSTRUCTOR - VANS	650.00	75316
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	FALL 2020 MCOLES	137.13	75321
Total For Dept 301 POLICE				1,737.83	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	1,128.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	990.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	60.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	60.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	300.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	60.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	360.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	132.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	420.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	367.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	280.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	60.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	589.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	800.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	60.00	75319
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	330.00	75319
Total For Dept 400 PLANNI				5,996.00	

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Fund 101 GENERAL FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	DPW TOWELS	177.80	75285
101-441-802.000	CONTRACTUAL	STATE OF MICHIGAN	MI-DEAL MEMBERSHIP 2021 #	180.00	75313
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	207.86	75309
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	88.60	75281
101-441-850.000	COMMUNICATIONS	VERGENNES BROADBAND	INTERNET CHARGES	28.57	75317
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATMENTS	1,005.34	75287
		Total For Dept 441 DEPART		1,688.17	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATMENTS	112.78	75287
		Total For Dept 747 CHAMBE		112.78	
Dept 751 PARKS					
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	38.24	75281
		Total For Dept 751 PARKS		38.24	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	MULTIFOLD TOWELS	43.81	75312
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	47.50	75309
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 1/17 -	270.00	75310
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATMENTS	1,101.98	75287
		Total For Dept 790 LIBRAR		1,463.29	
Dept 804 MUSEUM					
101-804-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	MUSEUM QTRLY MAINT	180.00	75308
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATMENTS	640.20	75287
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	36.16	75303
		Total For Dept 804 MUSEUM		856.36	
		Total For Fund 101 GENERA		16,036.38	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST - W/S IMPROVEME	8,757.00	75319
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WASH ST W/S IMPROVEMENTS	4,714.55	75319
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE & WASH ST RECONSTR	1,980.00	75319
		Total For Dept 450 CAPITA		15,451.55	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	KENT COUNTY ROAD COMMISSI	SIGNAL ELECTRIC CHARGES	44.79	75297
202-474-802.000	CONTRACTUAL	MICHIGAN PAVEMENT MARKING	PAVEMENT MARKINGS	2,883.93	75305
		Total For Dept 474 TRAFFI		2,928.72	
		Total For Fund 202 MAJOR		18,380.27	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	AMITY ST RESURFACING 2021	3,322.01	75319
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	JANE ELLEN ST RESURFACING	7,451.69	75319
		Total For Dept 450 CAPITA		10,773.70	
		Total For Fund 203 LOCAL		10,773.70	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-880.000	COMMUNITY PROMOTION	SWANSON, JEFF	FIREWOOD FOR SOCIAL GATHE	180.00	75278
		Total For Dept 463 MAINTEN		180.00	
		Total For Fund 248 DOWNTOWN		180.00	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL	PROFESSIONAL CODE INSPECT	PERMITS JANUARY 2021	6,574.50	75307
		Total For Dept 371 BUILDI		6,574.50	
		Total For Fund 249 BUILDI		6,574.50	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BOURGETTE, BOB	AIRPORT - AMAZON REIMBURS	34.96	75284
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS - AIRPO	774.23	75287
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	INTERNET CHARGES	49.99	75317
581-000-970.000	CAPITAL OUTLAY	HUBBERT'S HOME IMPROVEMEN	AIRPORT DOOR INSTALLATION	8,808.82	75294
Total For Dept 000				9,668.00	
Total For Fund 581 AIRPOR				9,668.00	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	VERGENNES BROADBAND	INTERNET CHARGES	28.57	75317
Total For Dept 000				28.57	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	SERIVES FOR JANUARY 2021	38,490.00	75314
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	SURCHARGES DECEMBER 2020	979.20	75314
590-550-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	38.24	75281
Total For Dept 550 TREATM				39,507.44	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	81.54	75281
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER PARTS FOR 219 HIGH	71.51	75290
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER BACK UP 622 & 722 N	403.20	75306
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER BACK UP 622 & 722 N	819.00	75306
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER CLEANING HUNT ST	4,293.75	75306
Total For Dept 551 COLLEC				5,669.00	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE JAN	353.65	75282
590-552-730.000	POSTAGE	POSTMASTER	W/S BILLS FOR FEBRUARY	222.46	75277
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE JAN	31.63	75282
Total For Dept 552 CUSTOM				607.74	
Total For Fund 590 WASTE				45,812.75	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	CYLINDER RENTAL	29.00	75279
591-570-850.000	COMMUNICATIONS	VERGENNES BROADBAND	INTERNET CHARGES	28.57	75317
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	520.20	75287
Total For Dept 570 TREATM				577.77	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER DEPT WARNING TAGS	75.75	75293
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET/AT&T PHONE STAT	81.54	75281
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	383.66	75287
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	NW PUMP STATION- TURBINE	2,811.78	75290
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER PARTS FOR 219 HIGH	71.51	75290
Total For Dept 571 DISTRI				3,424.24	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE JAN	353.65	75282
591-572-730.000	POSTAGE	POSTMASTER	W/S BILLS FOR FEBRUARY	222.46	75277
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE JAN	31.62	75282
Total For Dept 572 CUSTOM				607.73	
Total For Fund 591 WATER				4,609.74	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE	86.90	75289
636-000-802.000	CONTRACTUAL	KORE/HI COM, INC.	UNTANGLE PREMIUM 1/17/21	540.00	75301
636-000-802.000	CONTRACTUAL	APPLIED IMAGING	CITY HALL COPY MACHINE	397.67	75280
636-000-802.000	CONTRACTUAL	BS&A SOFTWARE	ASSESSING SYSTEM SUPPORT	902.00	75286



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Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE	26.14	75289
		Total For Dept 000		1,952.71	
		Total For Fund 636 DATA P		1,952.71	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	#839 POLICE CAR	49.42	75283
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	#16 2009 INTL	261.11	75288
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	#838 POLICE CAR	271.64	75292
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	#836 POLICE CAR	44.58	75292
661-895-930.000	REPAIR & MAINTENANCE	INTERSTATE BILLING SERVIC	WATER DEPT PARTS (AIS CON	147.09	75295
		Total For Dept 895 FLEET		773.84	
		Total For Fund 661 EQUIPM		773.84	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	76,132.55	75298
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	47,015.01	75299
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	253,350.89	75304
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	929.70	75298
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DSIBURSEMENT	862.82	75300
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	270.71	75291
703-000-275.000	DUE TO TAXPAYERS	SHAVER REBECCA	2020 Win Tax Refund 41-20	600.42	75311
703-000-275.000	DUE TO TAXPAYERS	WEAVER RICHARD C	2020 Win Tax Refund 41-20	164.95	75318
		Total For Dept 000		379,327.05	
		Total For Fund 703 CURREN		379,327.05	
Fund 715 LOOK FUND					
Dept 965 TRANSFERS OUT					
715-965-999.260	TRANSFER TO DESIGNATED CO	CITY OF LOWELL	DEFIBRILLATOR GRANT	3,860.25	1420
		Total For Dept 965 TRANSF		3,860.25	
		Total For Fund 715 LOOK F		3,860.25	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101	GENERAL FUND	16,036.38
Fund 202	MAJOR STREET FUN	18,380.27
Fund 203	LOCAL STREET FUN	10,773.70
Fund 248	DOWNTOWN DEVELOP	180.00
Fund 249	BUILDING INSPECT	6,574.50
Fund 581	AIRPORT FUND	9,668.00
Fund 590	WASTEWATER FUND	45,812.75
Fund 591	WATER FUND	4,609.74
Fund 636	DATA PROCESSING	1,952.71
Fund 661	EQUIPMENT FUND	773.84
Fund 703	CURRENT TAX COLL	379,327.05
Fund 715	LOOK FUND	3,860.25

497,949.19



# **CITY OF LOWELL, MICHIGAN**

## **PFM Proposal to Provide Utility Valuation Services for the City of Lowell's Sanitary Sewer System & Water System**

**January 22, 2021**





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- I. Cover Letter
- II. Firm Profile
- III. Utility System Valuation Experience
- IV. Project Scope Options
- V. Qualifications of Personnel



City of Lowell, MI  
301 E. Main St.  
Lowell, MI 49331

Dear Project Manager,

Public Financial Management and PFM Financial Advisors LLC (collectively "PFM") greatly appreciates the opportunity to submit this proposal to provide the City of Lowell, Michigan (the "City") with a valuation of its sanitary sewer and water systems.

We firmly believe that you will find our direct experience with similar engagements to be distinctive and compelling. Our team has extensive recent experience performing utility system valuations sanitary sewer and water systems, having successfully performed over 30 similar valuations since 2013. Additionally, PFM is an industry recognized leader in advising the public sector on the sale and acquisition of utility systems, helping guide our clients through the process from beginning to end.

In addition to our direct experience with valuations of utility systems, PFM is also the number one ranked independent financial advisor in the nation and has been for over 20 years.

PFM was founded on the mission of serving as an independent financial advisor to the public sector, and this continues to be our mission today. We enter every engagement with a focus on the priorities and needs of our client. It's with this focus that we will serve the City with on this very important engagement.

We look forward to meeting you and discussing in greater detail. Please feel free to contact us at any time with questions.

Sincerely,

Scott Shearer  
Managing Director

Ben Kapenstein  
Senior Managing Consultant

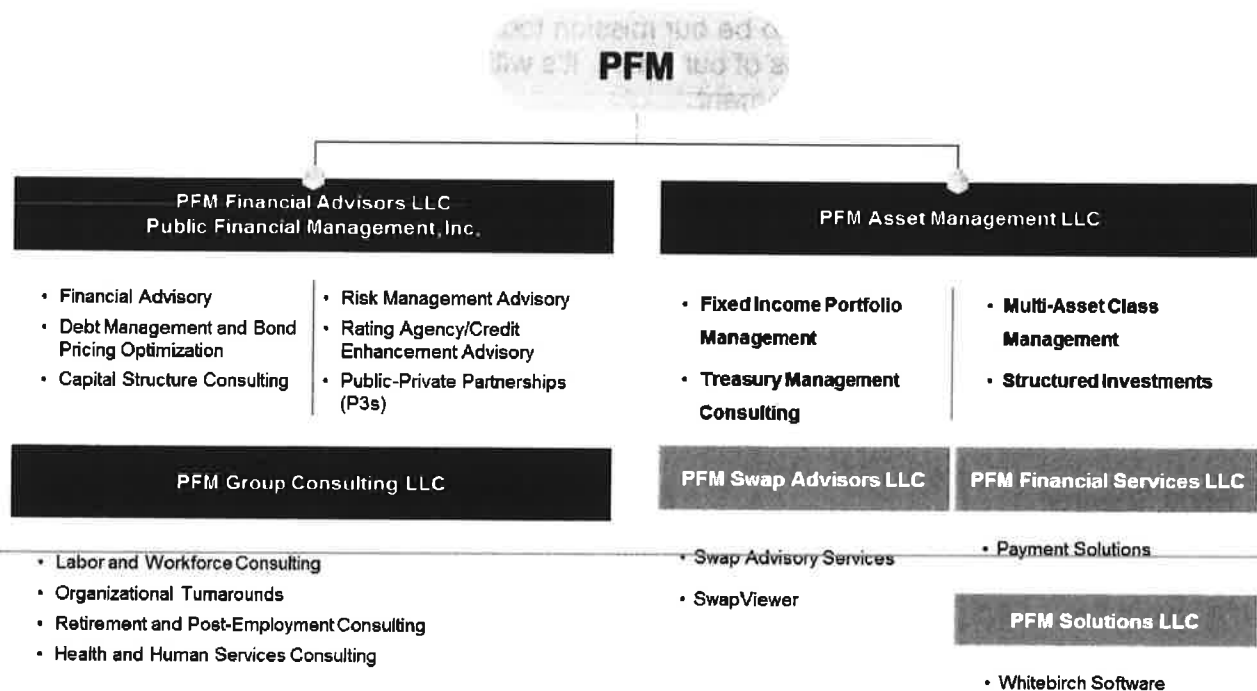


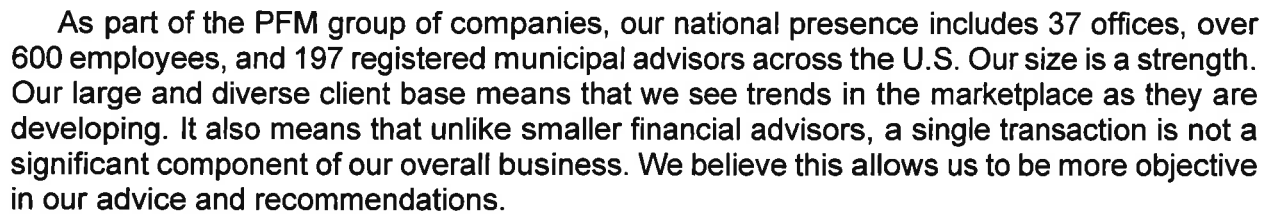
## II. FIRM PROFILE

Headquartered in Pennsylvania, Public Financial Management, Inc. ("PFM, Inc.") was founded more than 40 years ago with the mission of providing superior independent financial advice to state and local governments, governmental agencies, and authorities when they bring their debt to the market, undertake capital planning and budgeting, as well as analyze the financial and operational environment in which they reside. The firm has grown from five professionals in one office in 1975 to more than 600 professionals across the country.

In response to regulatory changes, as of June 2016, the registered public financial advisory services historically offered through PFM, Inc. are now offered through a new operating company, PFM Financial Advisors LLC ("PFMFA"). PFMFA is a full-service Financial Advisor with the ability to provide advice on all of our clients' needs including those beyond any services typically required of a bond transaction. Over time, all financial advisory services will be assigned to PFMFA as contracts are renewed. The financial advisory services provided by PFMFA will be provided by the same registered personnel of PFM, Inc. PFM's Financial Advisory business consists of both PFMFA and PFM, Inc. PFM's Financial Advisory business serves only as an Independent Financial Advisor, never as an underwriter.

Depending upon needs, our clients can have access to our primary business activities shown below:









### III. Utility System Valuation Experience

In conjunction with PFM's traditional financial advisory business, PFM has also become a market leader in the world of utility system valuation and monetization. Since 2013, PFM has performed over 30 utility system valuations for clients of varying sizes as shown below in Exhibit A.

**Exhibit A – PFM's Utility Valuation Experience**

Engagement Timeframe	Client	Valuation Performed by PFM	Outcome after Valuation
July 2016	City of McKeesport MA	Yes	Sold Sewer System
November 2016	Limerick Twp.	Yes	Sold Sewer System
December 2016	Marysville Borough	Yes	Kept Ownership of System
March 2017	Borough of West Conshohocken	Yes	Sold Sewer System
May 2017	Boyertown Borough	Yes	Kept Ownership of System
July 2017	Monroe Twp.	Yes	Kept Ownership of System
August 2017	Lower Gwynedd Twp.	Yes	Kept Ownership of System
December 2017	West Vincent Twp.	Yes	Sold Sewer System
January 2018	Derry Twp.	Yes	Kept Ownership of System
December 2018	Tredyffrin Twp. (Valley Creek Only)	Yes	Sold Sewer System
2018	Cheltenham Twp.	Yes	Sold Sewer System
2019	East Norriton Twp.	Yes	Pending Sale of Sewer System
2019	Plymouth Twp.	Yes	Kept Ownership of System
2019	Upper Merion Twp.	Yes	Kept Ownership of System
2019	Warminster Twp.	Yes	Potential Water & Sewer Sale
2019	Easttown Twp.	Yes	Kept Ownership of System
Current	Norristown	Yes	Potential Sewer Sale
Current	Valley Twp.	Yes	Pending Water & Sewer Sale
Current	Royersford Borough	Yes	Pending Sale of Sewer System



Current	Lower Makefield Township	Yes	Pending Sewer Sale
Current	City of Clairton	Yes	Potential Sewer Sale
Current	Borough of Conshohocken	Yes	Potential Sewer Sale
Current	Pocono Jackson Joint Water Authority	Yes	Potential Sewer Sale
Current	DELCORA	Yes	Pending Sewer Sale
Current	East Caln Township	Yes	Potential Sewer Sale
Current	Jenkintown Borough	Yes	Potential Sewer Sale
Current	Willistown Township	Yes	Pending Sewer Sale
Current	East Whiteland Township	Yes	Pending Sewer Sale
Current	City of Wilkes Barre	Yes	Potential Sewer Sale
Current	Brentwood Borough	Yes	Pending Sewer Sale
Current	City of Beaver Falls	Yes	Potential Sewer Sale

## IV. Project Scope

PFM Financial Advisors LLC ("PFM") understands that at this time, the City is interested in obtaining a full valuation of its sanitary sewer system and a high-level limited-scope valuation of its water system. Therefore, PFM is proposing to perform two separate tasks for this engagement.

### Task #1:

#### Full Valuation of the City's Sanitary Sewer System

- Detailed valuation of sanitary sewer assets
- Use of Income, Cost, & Market Approaches (if info available)
- Results presented in a written report

### Task #2:

#### Limited-Scope Valuation of the City's Water System

- Limited-Scope valuation of water assets
- Focus on the Income Approach to Valuation
- Results presented in Microsoft PowerPoint



## **Task #1: Full Valuation of the City's Sanitary Sewer System**

PFM will perform a detailed analysis to determine the approximate value of the City's sanitary sewer system. PFM will perform a full utility system valuation using the income, cost, and market approaches to asset valuation.

In consultation with the City, PFM will:

- Review documents, financial reports and data associated with any of the system operations or assets
- Oversee the engagement of sub consultants (if necessary). PFM may partner with a utility engineer
- Define an approximate value for the City's sanitary sewer assets
- Provide a written report to the City. Additionally, PFM will make itself available to present the results of the study to the City and other interested parties (if desired)

### **Process for Determining the Value of the City's Sanitary Sewer Assets**

The valuation will employ three approaches to arrive at a value for the utility system. The approaches, which are used widely within the industry, are as follows:

- Income Approach
- Cost Approach
- Market Approach

The *income approach* will calculate the net income available over a reasonable period of time or over the future life expectancies of the assets. This approach utilizes the systems revenues, expenses, and capital requirements to determine the present value of the income stream. There are numerous variables that impact the results of this method including, but not limited to, projected rate increases, the speed and size of capital projects, and the expected future size of the work force. Differing from the limited-scope valuation, for this analysis, PFM will work with the City to study and stress test the assumptions used in the model.

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The *cost approach* will utilize the book value of the fixed capital assets of the utility system. The book value represents the original costs of the fixed capital assets depreciated to the date of the study utilizing life expectancies for utility assets. PFM will not be performing an original cost study for the purpose of this project. This approach relies on asset data that will need to be provided by the City. If the information needed to complete this analysis is not available, PFM will work with the City to develop an acceptable alternative.



The *market approach* studies comparable sales of similar utility systems. It is unlikely that information for an exact comparable sale will be available for this project, however, PFM will extrapolate values from market information that can be used to compare and derive a value under this approach. This is not unusual since there are no two utility systems alike in operating requirements and capital investment per customer.

PFM will utilize available data for all three methods to develop an indicated value under each approach, as appropriate. The team will then weight the results of the analysis to arrive at an approximate value for the system.

**Important Note:** In the absence of certain data, the project team will use alternative approaches, in concert with the City, to produce a reliable valuation.

## **Task #2: Limited-Scope Valuation of the City's Water System**

PFM will perform an analysis to determine an estimated range of values for the City's water system. The project scope is limited in that PFM will not be performing a full utility system valuation. Instead, PFM will utilize readily available data to arrive at a reasonable range of values that a willing buyer may offer to acquire the utility assets in a market transaction.

For the limited-scope valuation, PFM will analyze and value the utility system using primarily the income approach to asset valuation. This approach will calculate the net income available over a reasonable period of time or over the future life expectancies of the assets. This approach utilizes the system's revenues, expenses, and capital requirements to determine the present value of the income stream. There are numerous variables that impact the results of this method including, but not limited to, projected rate increases, the speed and size of capital projects, and the expected future size of the work force. As this option is limited-scope, PFM will use information that is readily available from the City and also make standardized assumptions for use in the model. If the full valuation of the City's water system is undertaken at a later time, these assumptions may need to be studied in more detail with input provided from the City. If desired, PFM can provide a separate proposal for these services in the future.



### **Financial Compensation for Services**

For the services described in this proposal, PFM proposes the following hourly rates:

<b>Personnel Class</b>	<b>Hourly Rate</b>
<b>Managing Director/Director</b>	<b>\$250</b>
<b>Senior Managing Consultant</b>	<b>\$225</b>
<b>Senior Analyst/Analyst</b>	<b>\$175</b>

**PFM proposes a combined maximum capped fee of \$40,000.**

In addition to fees for services, PFM proposes to be reimbursed for reasonable expenses (if such expenses are required to complete the project) such as travel, lodging, food, and miscellaneous charges as required to complete the work described.

### **Tentative Schedule of Events**

<b>Tentative Date</b>	<b>Event/Task</b>
February 15, 2021 or later	-City engages PFM to perform valuations
February 16, 2021 or later	-Introductory Call with City -PFM sends data request to City
February 17 – March 5, 2021 or later	-City gathers data and submits to PFM
March 5, 2021 or later	-Catch-up call to discuss information received
March 5 – April 2, 2021 or later	-PFM performs valuations
April 5, 2021 or later	-PFM presents DRAFT valuation results to City administration
April 16, 2021 or later	-PFM presents final valuation results to City and other interested parties

### **Potential Next Steps After Valuation**

PFM understands that after the valuation stage of the City's process, a sale of the sanitary sewer system and/or water system may be contemplated. PFM regularly advises its public sector clients on the sale of utility assets and would be interested and excited to help the City through that process. If the City is interested in retaining PFM after the valuation, a new proposal can be prepared.



## V. QUALIFICATIONS OF PERSONNEL

Name/Title	Years Experience	Specialty	Office Location	Email
<b>City's Core Valuation Team</b>				
Scott Shearer Managing Director	22	Utility Finance	Harrisburg	<a href="mailto:shearers@pfm.com">shearers@pfm.com</a>
John Frey Director	22	Utility Finance	Harrisburg	<a href="mailto:freyj@pfm.com">freyj@pfm.com</a>
Ben Kapenstein Senior Managing Consultant	8	Utility Finance (day-to-day contact)	Harrisburg	<a href="mailto:kapensteinb@pfm.com">kapensteinb@pfm.com</a>
Garrett Moore Senior Analyst	4	Analytical Support	Harrisburg	<a href="mailto:mooreg@pfm.com">mooreg@pfm.com</a>
<b>Support Team</b>				
Brandy McLendon, Managing Associate	11	Project Support	Harrisburg	<a href="mailto:mclendonb@pfm.com">mclendonb@pfm.com</a>
Erica Schmidt Senior Associate	4	Project Support	Harrisburg	<a href="mailto:schmidte@pfm.com">schmidte@pfm.com</a>

### Scott Shearer, Managing Director

Scott joined PFM in 1998. In his tenure at PFM, he has worked on more than 1,500 transactions for local governments and other issuers primarily in Pennsylvania. He oversees approximately 250 clients comprised of municipal authorities, industrial development authorities, school districts, cities, counties, townships, and the Commonwealth. He is a member of the firm's national utility and Public-Private Partnership (P3) clusters. His expertise includes the asset valuation and monetization as well as the structuring of both tax-exempt and taxable fixed-rate bond issues, variable-rate bond pool financings, bank loans, and interest rate swap derivatives. In this capacity, he assists local governments in the areas of capital planning, financial analysis, refinancing opportunities, debt structuring analysis, budget forecasting, credit rating agency relations, investor relations, and identifying and executing monetization opportunities.



With a focus on utilities, Scott led the first of its kind procurement process for the concession lease successfully completed in Allentown in August 2013 for its water



and wastewater systems. Since then, Scott is active in many other engagements that involve valuing utility assets and implementing asset monetizations for utility and parking systems.

## **John Frey, Director**

John joined PFM in 1998 in the firm's Harrisburg office. His financial advisory experience includes tax-exempt and taxable bond issues, bank loans, variable rate financings, and interest rate swaps. He assists local governments on capital planning, financial analysis, conducting the competitive and negotiated bond sale process, refunding analyses, debt restructurings and evaluating asset monetization opportunities.



During his career at PFM, John has gained experience working with a variety of public entities including school districts, townships, boroughs, counties and municipal authorities. These include Chambersburg Area School District, North Penn Water Authority and The County of Franklin. John has also worked on several complex State level financings, including Unemployment Compensation Bonds, Certificates of Participation, PHEAA student loan revenue bonds, and the State Public School Building Authority's \$687 Million financing of Qualified School Construction Bonds and Qualified Zone Academy Bonds issued for the benefit of 47 school districts.



## **Ben Kapenstein, Senior Managing Consultant**

Ben joined PFM in 2012 where he first worked in asset management as a member of the Local Government Pool Accounting Team. Ben transitioned to the Harrisburg financial advisory team where he specializes in providing independent financial advisory services regarding municipal finance and the capital markets to a broad base of local, state and regional government clients.



Ben specializes in helping clients understand how different initiatives affect the big picture. Helping clients gain this understanding allows them to find ways to make operations more efficient.

Ben is a member of the Public Private Partnership (“P3”) group where he helps clients value their utility assets and, if desired, monetize those assets.

Ben is a graduate of Pennsylvania State University where he received his bachelor’s degree in Accounting. Ben is a Registered Municipal Advisor Representative (Series 50).

## **Garrett Moore, Senior Analyst**

Garrett Moore joined PFM in 2016 as a member of the East Financial Advisory Pool, servicing PFM’s offices in the East. In 2018, Garrett joined the Harrisburg financial advisory team as a Senior Analyst. Garrett works primarily providing technical and quantitative support for various Pennsylvania local government clients. His present duties include structuring, sizing, and pricing new money and refunding municipal bond issues, assessing municipal issuer’s outstanding debt and performing analysis of refunding opportunities.

Garrett is a graduate of Franklin & Marshall College where he received his bachelor’s degree in Finance and Economics. Garrett is a Registered Municipal Advisor Representative (Series 50).





## **ABOUT PFM**

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation.

Investment advisory services are provided by PFM Asset Management LLC which is registered with the Securities and Exchange Commission ("SEC") under the Investment Advisers Act of 1940. Financial advisory services are provided by PFM Financial Advisors LLC and Public Financial Management, Inc. Both are registered municipal advisors with the SEC and the Municipal Securities Rulemaking Board ("MSRB") under the Dodd-Frank Act of 2010. Swap advisory services are provided by PFM Swap Advisors LLC which is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission. Additional applicable regulatory information is available upon request.

Consulting services are provided through PFM Group Consulting LLC. Institutional purchasing card services are provided through PFM Financial Services LLC. PFM's financial modeling platform for strategic forecasting is provided through PFM Solutions LLC.

For more information regarding PFM's services or entities, please visit [www.pfm.com](http://www.pfm.com).

# Memorandum



**DATE:** January 29, 2021

**TO:** Michael Burns, City Manager

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

**PUBLIC WORKS**

**RE: Baseball Field Usage Fees 2021**

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In the past, for baseball field rentals the City charged \$1 per person signed up with the group to play the sport. We have organized groups such as Lowell Little League, YMCA, Backyard Dreams, ACA, ACE's, and Michigan Warriors wanting to use the ballfields at Creekside Park and Recreation Park.

Many concerns were thought through as a new program was developed. These include changes with City Hall operations, the loss of Luanne to retirement, the past scheduling issues between all the groups, and trying to be fair and equitable with our fees while not being onerous to the users. The results are a new baseball field usage fee for 2021. We looked at charging a per field per day fee for the use of one ballfield.

The proposal is to charge a daily field usage fee of \$8/field/day, to be paid at the time of reserving fields. The user group will have the use of the field for an entire day. There will be no refund of the daily usage fee if the field is reserved and is not used (i.e. no refunds for weather related issues; no refunds if teams determine later they will not be using the field, etc.). The procedure will be to hold a yearly kick-off meeting in mid-winter (February) with all past ballfield users to inform of procedure and costs. All teams who wish to reserve a field will submit their field usage schedule with full payment (\$8/field/day) no later than mid-March (date to be determined). City will schedule all field usage before April 1<sup>st</sup> and inform the users thereafter. Any usage requests received after City schedules field usage will be approved based on availability. No refund will be made if teams do not use a field they reserved, and no extension of days due to weather. Once the fields are schedule they are reserved for use and the City will not alter the schedule.

There are 5 baseball fields available in our two parks. Based on the past usage by all the teams the fields get used for approximately 130 days during the year. By charging \$8/field/day the City has a potential to bring in \$5,200 (5 fields x 130 days x \$8) for our park system.

Last winter (prior to Covid) Lowell Little League proposed to the City to allow them to handle all our baseball fields and their scheduling during the year. After creation of a new Baseball Field Usage Fee proposal plan we presented the new plan to Lowell Little League and gave them two options for becoming the keepers of our field schedules (we asked Lowell Little League

because they are the biggest user of the fields and they already work with the other groups to share fields as needed). Lowell Little League indicated they would be interested in reserving all the fields for the season, and then they will work with the other field users to share the fields. Lowell Little League will pay the City \$5,200 and then they will collect up to \$8/field/day from the users who wish to reserve the fields. We would expect Lowell Little League to give the past users the preference for the fields and days they used in the past. By allowing Lowell Little League to charge up to what they are paying the City for the field they can recoup their costs for the days they give up to others. Weekend tournaments will still need to be schedule through the City.

After receiving tentative approval from Lowell Little League, this proposal was taken to the City of Lowell Parks and Recreation Commission for their input. They were helpful in bringing up potential pitfalls that we were able to discuss with Lowell Little League. The Parks and Recreation Commission moved and seconded to approve the Baseball Field Usage Fee 2021, proposal #2 with Lowell Little League at a fee of \$8/field/day (total \$5,200), and recommend the Lowell City Council approve the fee proposal. This motion passed unanimously.

If City Council approves this new fee and the program option with Lowell Little League, we will need the City Attorney to write up a new agreement between the City and Lowell Little League, and include language for the other groups to be able to utilize the fields though Lowell Little League. The agreements can be for multiple years, with an option to review the agreement and either make changes or end the agreement, whatever is in the best interest of the City and Lowell Little League. With this being a new program I am expecting there to be concerns that will need to be resolved.

It is the Parks and Recreation Commissions recommendation: **That the Lowell City Council approve the Baseball Field Usage Fee 2021, proposal #2 with Lowell Little League at a fee of \$8/field/day (total \$5,200).**



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)

## **BASEBALL FIELD USAGE FEES 2021**

January 2021

### **Proposal:**

Charge a daily field usage fee of \$8/field/day. Paid at time of reserving fields. No refund for daily usage if scheduled and not used (i.e. no refunds for weather related issues; no refunds if teams determine later they will not be using the field).

Weekend tournaments \$100 per day. Paid at time of reserving the fields. Refund only if inclement weather all day. City makes final decision on any refunds. Weekend tournament schedules must be requested and paid for prior to March 12<sup>th</sup>. They will then be part of the yearly ballfield scheduling. Otherwise, scheduling of tournaments after the schedule is set shall be made only if dates are available.

### **Background Information:**

Based on 5 ball fields being available daily

Monthly past average usage approximately 130 days (A=23; M=26; J=26; J=9; A=12; S=24; O=10)

Potential Maximum Revenue = \$5,200

Amount received in 2019 from all weekly baseball usage (not including tournaments) = \$3,740 + YMCA

### **In 2019:**

Little League scheduled the 4 fields at Creekside 104 days between April and July

Little League scheduled the 1 field at Rec Park 26 days between April and July

Back Yard Dreams scheduled the 1 field at Rec Park 13 days between April and June

YMCA scheduled the 1 field at Rec Park 19 times between April and August

### **Procedure:**

A yearly kick-off meeting to be held in mid-winter with all past ballfield users to inform of procedure and costs. All teams submit their field usage schedule with full payment (\$8/field/day) no later than March 29<sup>th</sup>. City will schedule all field usage before April 5<sup>th</sup>. Any usage requests received after City schedules field usage will be approved based on availability. No refund if teams do not use field they reserved. No extension of days due to weather. Once the fields are scheduled they are reserved for use and the City will not alter the schedule

**Option 2:**

Little League reserves the 5 fields for the duration of the year, and pays the total cost (\$5,200 minimum). All other ballfield requests for use will then go to Little League to fit into their usage schedule, if possible. If Little League determines they have days available for the other groups to use the fields, then Little League can schedule and charge the groups up to \$8/field/day to use the fields (Little League can charge to reimburse themselves for the field use they paid for and are now giving up). Little League must reasonably work with all the other ballfield users requesting to use a field and cannot withhold sharing of the fields if it is determined Little League (or other users) are not utilizing the fields. If the groups cannot work out a schedule that is agreeable to both groups, then a meeting shall be held between the groups and the City, and a final determination of the schedule will be made by the City. All groups must then abide by the decision of the City. If the City removes days from Little League usage and gives them to another groups, then the money received from the other group to use the field will be reimbursed to Little League for the money they are out.

**LOWELL PARKS AND RECREATION COMMISSION  
VIRTUAL REGULAR MEETING  
TUESDAY, JANUARY 19, 2021 AT 6:00 P.M.**

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

The meeting was called to order at 6:00 p.m. and roll was called.

Members Present: Chairperson Paula Mierendorf, Theresa Mundt, Susan Pomper, Todd Schaal,  
and Councilperson Leah Groves

Members Absent:

Others Present: Mike Minor, Tim Van Laan, Bob Rogers, Dan Czarnecki

**2. APPROVAL OF THE AGENDA**

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

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

IT WAS MOVED BY SCHAAL and seconded by MUNDT to approve the minutes from the December 15, 2020 regular meeting.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

**4. REVIEW FINANCIAL REPORTS**

The financial information was reviewed by the board

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

No comments were received or discussed on this item.

## 6. NEW BUSINESS

### a. Love Week 2021 Projects – Bob Rogers, Impact Church

Mr. Rogers explained the church program to help the community with programs and projects. Looking to hold the in June or possibly July. Looking for 25-30 community projects to perform. Are looking for projects and suggestions. Cleanup and maintenance of the Community Garden, riverbank cleanup south of Main St. were proposed by the parks board. City DPW will search out some projects in the parks and in the community and will pass along to MR. Rogers.

### b. Lowell Area Community Center Update, Bob Rogers

Mr. Rogers explained his groups desire to construct a community center in the Lowell area. The complex would start with indoor facilities such as pool, gym, recreation rooms, indoor track, etc. Would look towards adding outdoor facilities if there is demand for such facilities. They are visualizing something similar to a large YMCA-type facility. They had feasibility study completed to help them work towards the needs for bringing the center to fruition. The group is looking for a large parcel (20-25+ acres) with full utilities. One possible location would be the fairgrounds after the fair moves out. Mr. Rogers said he would return to the Parks Board in the future as they move forward with their project.

## 7. OLD BUSINESS

### a. Baseball Field Usage 2021

Czarnecki explained the response received from Lowell Little League on the new proposed field usage fees policy for 2021. The policy was rental fee of \$10/day/field. Little League liked proposal #2 where they have control of the fields for usage and they would work with other users for sharing the fields with others. The original proposal was for \$6,500. Lowell Little League asked for the amount to be reduced because they are unsure the number of players they will have for 2021, and are unsure how many sponsors they will have with the current covid situation. After discussions with the City Manager and Little League, the fee was lowered to \$8/field/day for an amount of \$5,200. Little League agreed to this amount and agreed to work with the other users for sharing of fields. Little League will be able to charge the other users up to \$8/field/day to recoup their costs they have already paid.

**IT WAS MOVED BY SCHAAL, and seconded by GROVES to approve the Baseball Field Usage Fee 2021, proposal #2 with Lowell Little League at a fee of \$8/field/day, and recommend the Lowell City Council approve the fee proposal.**

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

### b. Park and Recreation Commission Project Priorities List

The commission continued discussion of possible priorities for 2021. Due to limited time remaining in the meeting and limited resources and information available during the zoom meeting it was asked to continue the discussion at the February meeting, possibly starting the meeting early. Board members asked for past information to be resent for the February



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

**DATE:** January 29, 2021  
**TO:** Mayor Mike DeVore and the Lowell City Council  
**FROM:** Michael T. Burns, City Manager *MTB*  
**RE:** Temperature Control system

---

The City Hall temperature control system is the original system used for this building since it was constructed in 2003. The temperature control system is obsolete and has become very difficult to manage over the past few years as the technology has moved past the systems capability.

In the current fiscal year budget \$21,000 was budgeted as the City and DDA were going to contribute 50% towards the upgrade. The previous estimate was completed approximately a year and a half ago and I increased the amount some as I knew there would be an increase to the cost over time.

This week, I received an updated quote from our provider Enertemp and the cost is 22,100 which would be split 50% by both the DDA and City. This will provide us with the following:

- Replacing and upgrading controller to a modernized controller system
- Provide 1 year software maintenance
- Rebuild systems programs
- Rebuild graphics and schedules for new controllers
- Working with our IT consultant to establish new controller in our IT network
- Set up alarms and remote notifications.

This is needed for City Hall. We have had many issues over the past few years and I would like this updated. Enertemp is a preferred vendor as they are the ones who designed this for our building years ago.

**I recommend the Lowell City Council approve for an upgrade to our temperature control system with Enertemp at a cost not to exceed \$22,100.**





# EnerTemp, Inc.

*Building Automation Systems Integration & Service*

Licensed Electrical Contractor  
Temperature Control Systems  
HVAC&R Services

Building Systems Integration  
Lighting System Retrofits  
Indoor Air Quality

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## Fixed Price Proposal

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**PROJECT NAME:** Lowell City Hall Building

**SUBMITTED TO:** Michael Burns

**CATEGORY'S:** Instrumentation and Controls Upgrade

**DATE:** January 29, 2021

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### SCOPE

As per your instructions and request, we are pleased to offer the following fixed price proposal. EnerTemp, Inc. has included in its proposal the following:

1. Replace and upgrade existing Rev 2 JACE controller to a 25-controller licensed Rev 4 Jace
2. Provide 1-year software maintenance. (Minimum requirement by Tridium. Sold in 1, 3, and 5-year increments)
3. Rebuild system programs (No system export/import available from Rev 2 controllers)
4. Rebuild graphics and schedules for new JACE controller
5. Work with Lowell IT department to establish new controller on Lowell's IT network
6. Set up alarms and remote notifications

Total for above project.....\$22,100

We thank you for the opportunity to offer a proposal for this project. Please feel free to call me if you have any questions.

---

**Sales Engineer: Mike Schellenboom**

Phone (616) 243-2752 X 304

Cell (616) 723-6150

## APPOINTMENTS

	Expires
Airport Board	
Vacancy (Jeff Altoft – Currently Serving)	01/01/2021
Vacancy (Jim Myaard – Currently Serving)	01/01/2021
Arbor Board	
Vacancy (Melissa Spino – Currently Serving)	06/30/2020
Board of Review	
Vacancy (Martin McPhee – Currently Serving) YES	01/01/2021
Vacancy (Leah Vredenburg – Currently Serving) YES	01/01/2021
Vacancy (Jim Hodges – Currently Serving) YES	01/01/2021
Construction Board of Appeals	
Vacancy	01/01/2021
Downtown Development Authority	
Vacancy (Dr. James Reagan – Currently Serving)	01/01/2021
Vacancy (Brian Doyle – Currently Serving)	01/01/2021
Vacancy (open)	
Local Officers Compensation Commission	
Vacancy (Roger LaWarre – Currently Serving)	06/30/2020
Lowell Area Fire and Emergency Services Authority	
Vacancy (Dave Pasquale – Currently Serving)	01/01/2020