



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, MARCH 6, 2023, 7:00 P.M.

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the minutes of the February 21, 2023 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$121,067.38

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. Splashpad Cost Sharing Agreement
- a. Fire Department Annual Report
- b. Museum Annual Report
- d. Museum Steps
- c. Demolition of 990 N. Washington Bids
- d. Parking Ordinance

5. NEW BUSINESS

- c. 2023 Application for Fireworks
- d. Street Closure Request
- e. LCTV Grant Recommendations
- f. Resolution 04-23 – Dissolution of the Lowell Showboat VI Committee
- g. Resolution 05-23 – Utility Easements and Quitclaim Deeds for USDA Project

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

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



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

## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, March 6, 2023

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
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4. OLD BUSINESS

- a. Splashpad Cost Sharing Agreement. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the cost sharing agreement for Lowell Township splash pad as presented.

- b. Fire Department Annual Report. Fire Chief Shannon Witherell will provide an update.

- c. Museum Annual Report. Museum Director Lisa Plank will provide an update.

- d. Museum Steps. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the bid from RAM Construction Services of Michigan, Inc. Kentwood Michigan, dated February 2, 2023, for the removal and replacement of the front entry stairway and landing, Option 2, at a cost of \$53,357.82.

- e. Demolition of 990 N. Washington bids. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve for Earthworm Dozing and Excavating to complete the lead and asbestos testing and demolition of 990 N. Washington at a cost not to exceed \$13,950.

- d. Parking Ordinance. Further Discussion.

5. NEW BUSINESS

- a. 2023 Application for Fireworks. Chamber of Commerce Executive Director Shannon Kennedy provided an application.
- d. Street Closure Request. Chamber of Commerce Executive Director Shannon Kennedy provided a memo.
- e. LCTV Grant Recommendations. Memo is provided by City Clerk Susan Ullery.

Recommended Motion: LCTV Chair Dennis Kent will present the recommendations.

- f. Resolution 04-23 – Dissolution of the Lowell Showboat VI Committee. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve Resolution 04-23 as presented.

- g. Resolution 05-23 – Utility Easements and Quitclaim Deeds for USDA Project. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve Resolution 04-23 as presented.

6. BOARD/COMMISSION REPORTS

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**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
TUESDAY, FEBRUARY 21, 2023, 7:00 P.M.**

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

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

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

Absent: None.

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

DeVore noted Gina Johansen was running late, move her on agenda to b.

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

- Approval of the Agenda as amended.
- Approve and place on file the minutes of the February 6, 2023 Regular City Council meeting.
- Authorize payment of invoices for \$336,823.12.

IT WAS MOVED BY YANKOVICH and seconded by SALZWEDEL to approve the consent agenda as amended.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

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

Ron Janowski who resides at 520 N Monroe Street and is a small business owner and spoke in favor of 2 hour parking in the City of Lowell and asked that it be an official agenda item at the next City Council meeting.

City Clerk Sue Ullery read into record a letter from Patricia and Annelyse Dlouhy of Sweet Seasons Bakery & Café who is in favor of two-hour parking and the limit signs.

City Clerk Sue Ullery read into record a letter from Liz Baker of the Lowell City Council of Chamber who is also in favor of two-hour parking in the City of Lowell.

City Clerk Sue Ullery read into record a letter from Karen Waid, a small business owner in the City of Lowell, and who also resides at 520 N Monroe Street, who is in favor of two-hour parking along Main Street in Lowell.

Perry Beachum who resides at 924 Riverside Dr is in favor of the some kind of enforcement for parking in

the city limits rather than not have any restrictions at all. Then he announced the Laugh Fest is coming to Lowell, it will be March 10, 2023, out at the Congregational Church in Lowell. Tickets sold locally at the Flat River Gallery here in Lowell or you can buy them on-line. This is a Gilda event.

Eric Bartkus who is a business owner in Lowell and resides at 215 ½ W Main understands both sides of the two-hour parking situation. Asked council to consider short-term loading zones or something of the like.

City Attorney Jessica Wood spoke to clarify a few statements that were made, stating there are many different issues being mixed together in this parking discussion. One in particular that she cares to address is the statement made that the ordinance or the restrictions never legally existed. That is not accurate. The City of Lowell does have a parking ordinance; they have adopted the Michigan Uniform Traffic Code and Michigan Vehicle Code. This tells them to regulate parking through signage, which is at their discretion. The way City Council was doing it before is legal, the way they are doing it now is legal, it is just a policy decision, just to be clear.

#### 4. **OLD BUSINESS**

##### a. Moose Property Due Diligence Report.

City Manager Michael Burns then introduced Nicole Mason with BLDI Environmental Engineering out of Grand Rapids.

Nicole Mason then gave a power point reporting on the investigation and what they found in the soil piles (non-native soil piles) at the Moose Property.

##### b. Representative Gina Johansen.

Gina Johansen spoke and provided a legislative update.

City Manager Michael Burns asked about the \$750 million pension that was approved for communities below 60%. City of Lowell was at that point three years ago, filed our corrective action plan, did all the right things and now the cities that are going to be getting funding, didn't do any corrective action, nor will they need to.

Johansen agreed and wants to work at getting a different program for those who take the right steps, agrees it isn't fair.

##### c. Public Hearing for 990 N. Washington.

Mayor DeVore opened the Public Hearing for 990 N. Washington.

Bruce Matthews who resides at 326 Riverside side spoke in favor of keeping the 990 N. Washington property and making it part of Scout Park.

Bill Schreur who resides at 538 Flat River Drive spoke in favor of keeping the 990 N. Washington property and making it part of Scout Park.

Elaine Gregerson who resides at 938 N. Washington wants it taken care of as soon as possible. Scared of the activities going on there since the renters were removed and she lives right near. Also commented on benefits of keeping the trees that are there.

Councilmember Groves stated a call to the police is always warranted; do not ever be afraid to call.

Mayor DeVore stands by his same decision, does not want it developed.

Mayor DeVore closed the Public Hearing. Second Public Hearing will be in March.

5. **NEW BUSINESS**

a. **Monroe Street Tree Removal.**

DPW Director Dan Czarnecki read his memo regarding the Monroe Street project and the trees that will need to be removed to be able to do the work.

IT WAS MOVED BY CHAMBERS and seconded by GROVES that Lowell City Council approve the tree removal quote from Inbody Tree Service, Lowell, for the tree removal on N. Monroe St., for a total cost of \$7,050.00.

6. **BOARD/COMMISSION REPORTS.**

Councilmember Yankovich stated that LARA got a Gold Star from the accountant on the audit and they are taking a few more steps for more transparency to make it even better.

Councilmember Salzwedel stated this Thursday, we have the LCTV meeting, we have \$110,000 to give away but only had \$87,000 worth of funds applied for, still not 100% sure they are all eligible but will find out Thursday evening.

Councilmember Groves stated the Parks and Rec plan was approved by the state. Shannon Kennedy, the Chambers new executive director, did a great job at the first Chamber Meeting she ran. Approved Byrl Bartkus to the Chamber, welcome.

Councilmember Chambers stated the planning commission re-set their board members and discussed updating the Master Plan, Williams and Works will set up doing some remote meetings for us. Will do several community involvement type sessions to get all kinds of opinions and ideas. It will take up to 18 months. Going to start it in June or July.

Mayor DeVore had Fire Authority meeting, Tim Armstrong from Rockford came and they did their year end presentation, talked about some new truck they are getting and some education stuff they are doing in house to try to curb some of the labor shortage that all public safety is dealing with. Shannon Witherall gave his year-end report, he will be at the next council meeting. Sat at LL&P meeting for Jim Salzwedel. Wanted to note, they had one outage last month, and that is unbelievable. Doing a strategic plan update, really cool board. May need a budget adjustment for Fire Authority to get through to July.

7. **CITY MANAGERS REPORT.**

City Manager Michael Burns went over the following:

- Monroe Street project went out for bid, deadline for that bid is March 17, 2023. Will be working on Washington St this year as well.
- Jerry Hale will be at the next City Council meeting March 6, 2023.
- Everyone is preparing for the Ice Storm tomorrow, or whatever it may be. May send employees home early.
- Monday, June 12, 2023 Lew Bender will be coming.
- Starting the process for the new Budget, department heads are sending their capital requests, will get into that in the next couple of weeks.
- Budget Hearing will be Monday, April 24, 2023 at 5:30 pm.

8. **APPOINTMENTS.**

Paula is going to continue on Parks and Rec.

9. **COUNCIL COMMENTS.**

Councilmember Yankovich would like to thank everyone for showing up, good to see people engaged and passionate, also thank you to the DPW for the large containers of salt, they have come in handy and will probably be using them tomorrow.

Councilmember Salzwedel saw the new fire truck going down the road and it looks great.

Councilmember Chambers gave the history of fireman in the 1800's, pushing the engine into barn by hand.

Mayor DeVore stated the Fire event was great. Frank Martin and his family were there for the truck dedication. Can't say enough for what Shannon Witherall and his crew are doing, just so proud to be a part of it.

10. **ADJOURNMENT.**

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn @ 8:16 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Sue Ullery, Lowell City Clerk

03/03/2023 03:05 PM

User: JVELTKAMP

DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

EXP CHECK RUN DATES 02/18/2023 - 03/03/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Invoice	Description	Amount
00015	ALEXANDER CHEMICAL CORP	64357	WTP CHEMICALS	3,230.00
TOTAL FOR: ALEXANDER CHEMICAL CORP				3,230.00
10816	AMAZON CAPITAL SERVICES	13DP-YM3M-3KV9	WTP SUPPLIES	29.98
		1G7N-VCC4-4M73	CITY HALL SUPPLIES - CHANGING STATION	295.15
		1NMN-LFN6-HW6Q	WTP R&M W/ CREDIT	30.17
TOTAL FOR: AMAZON CAPITAL SERVICES				355.30
10731	APPLIED CAPITAL	33478481	CITY HALL COPIER	208.30
TOTAL FOR: APPLIED CAPITAL				208.30
10985	APPLIED INNOVATION	2147382	SERVICE CONTRACT COPIER	396.85
TOTAL FOR: APPLIED INNOVATION				396.85
10818	AT&T MOBILITY	02/06/23	FIRSTNET PHONE BILL	997.63
TOTAL FOR: AT&T MOBILITY				997.63
10686	BETTEN BAKER	154570	#14 R&M	593.56
TOTAL FOR: BETTEN BAKER				593.56
10493	COMCAST CABLE	03/06 - 04/05/23	CABLE TV	57.65
TOTAL FOR: COMCAST CABLE				57.65
10509	CONSUMERS ENERGY	201185851521	AIRPORT ACCOUNT STATEMENT	108.36
		201630733389	AIRPORT ACCOUNT STATEMENT	29.12
		205457317556	AIRPORT ACCOUNT STATEMENT	420.13
		205813246899	AIRPORT ACCOUNT STATEMENT	605.35
TOTAL FOR: CONSUMERS ENERGY				1,162.96
00132	D&D TRUCKING ACQUISITION, LLC	36771	#15 R&M	79.16
TOTAL FOR: D&D TRUCKING ACQUISITION, LLC				79.16
00148	DICKINSON WRIGHT PLLC	1779725	LEGAL SERVICES AGREEMENTS	2,331.00
		1779726	GENERAL MUNICIPAL	5,883.00
TOTAL FOR: DICKINSON WRIGHT PLLC				8,214.00
10622	ELAN CITY	20-3174	SPEED SIGN - SHIPMENT	475.00
TOTAL FOR: ELAN CITY				475.00
10670	FAHEY SCHULTZ BURZYCH RHODES PLC	7638	LABOR RELATIONS	135.00
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC				135.00
10673	FERGUSON WATERWORKS	0170026-2	WTP PARTS	755.20
		0171843	METER PARTS	46.99
TOTAL FOR: FERGUSON WATERWORKS				802.19

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Vendor Code	Vendor Name	Description	Amount
Invoice			
10211	FIRE PROS INC.		
INV-1865299		SPRINKLER INSPECTION MUSEUM	179.00
TOTAL FOR: FIRE PROS INC.			179.00
10966	GFL ENVIRONMENTAL		
02/20/23		FEB TRASH	457.98
TOTAL FOR: GFL ENVIRONMENTAL			457.98
11007	GRIZZLY REPAIR LLC		
1000		#14	1,271.00
1001		#17	251.00
1002		#16	521.00
1003		SHOP AIR HOSE REPLACEMENT	81.00
1004		#16	151.00
1005		#6-2	281.00
1007		#14	381.00
1008		#15	251.00
1009		#W-21	251.00
1011		#54 MOWER	501.00
1012		#153, #154, #61 & #65	131.00
1013		#14	251.00
1014		#17	151.00
1015		#9	151.00
TOTAL FOR: GRIZZLY REPAIR LLC			4,624.00
01508	GTW		
306272		CYLINDER RENTAL FEB 2023	44.65
TOTAL FOR: GTW			44.65
00710	HAROLD ZEIGLER FORD, INC.		
238751		#841 POLICE VEHICLE R&M	530.82
239261		POLICE VEHICLE R&M	58.40
TOTAL FOR: HAROLD ZEIGLER FORD, INC.			589.22
02463	HYDROCORP		
0071098-IN		CROSS CONNECTION FEB 2023	1,806.25
TOTAL FOR: HYDROCORP			1,806.25
REFUND UB	INGRAHAM, LEE		
03/03/2023		UB refund for account: 1-03885-1	11.13
TOTAL FOR: INGRAHAM, LEE			11.13
10824	KALEIDOSCOPE LASER		
2344		IRON MAN PLAQUE PLATES	24.00
TOTAL FOR: KALEIDOSCOPE LASER			24.00
00948	KCCA		
02/27/23		MEMBERSHIP DUES - ULLERY / BROWN	15.00
TOTAL FOR: KCCA			15.00
01568	KENNEDY INDUSTRIES INC		
635088		WWTP R&M	2,970.00
TOTAL FOR: KENNEDY INDUSTRIES INC			2,970.00
02209	KERKSTRA PORTABLE, INC.		
217741*		OAKWOOD CEMETERY	150.00
219031		PORTABLE RESTROOM CEMETERY	150.00
TOTAL FOR: KERKSTRA PORTABLE, INC.			300.00

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Vendor Code	Vendor Name Invoice	Description	Amount
00772	LERMA INC. 2023	2023 YEARLY MEMBERSHIP DUES	60.00
TOTAL FOR: LERMA INC.			60.00
00317	LOWELL AREA CHAMBER 02/17/2023	2023 COMMUNITY EXPO BOOTH	135.00
TOTAL FOR: LOWELL AREA CHAMBER			135.00
02222	LOWELL AREA RECREATION AUTH. 02/23/23	IN MEMORY OF BETSY DAVIDSON - LOWELL TRAILS	980.00
TOTAL FOR: LOWELL AREA RECREATION AUTH.			980.00
00341	LOWELL LIGHT & POWER 02/28/23	ELECTRIC STATEMENTS 01/26 - 02/24/23	20,621.39
TOTAL FOR: LOWELL LIGHT & POWER			20,621.39
10251	MAG PLUMBING SERVICE LLC 4169	LIBRARY REPAIR	559.00
TOTAL FOR: MAG PLUMBING SERVICE LLC			559.00
10134	MAIN STREET INN 2/22/23	OFFICERS ROOM DURING WINTER STORM	120.99
TOTAL FOR: MAIN STREET INN			120.99
REFUND UB	MAPLEWOOD SQUARE DEVELOPERS 03/03/2023	UB refund for account: 3-04024-5	59.34
TOTAL FOR: MAPLEWOOD SQUARE DEVELOPERS			59.34
10083	MICHIGAN CAT SD14300030	WWTP R&M	1,475.00
TOTAL FOR: MICHIGAN CAT			1,475.00
00434	MICHIGAN RURAL WATER ASSOC. 2020-06122	MEMBERSHIP 2023	690.00
TOTAL FOR: MICHIGAN RURAL WATER ASSOC.			690.00
00506	POSTMASTER 02/28/23	POSTAGE FOR W/S BILLS	513.74
TOTAL FOR: POSTMASTER			513.74
REFUND UB	RIPPLE RESTUARANT GROUP 03/03/2023	UB refund for account: 4-00041-3	8.26
TOTAL FOR: RIPPLE RESTUARANT GROUP			8.26
10156	STATE OF MICHIGAN - MDOT 02/07/23	GEE DR MILL AND OVERLAY	15,828.46
TOTAL FOR: STATE OF MICHIGAN - MDOT			15,828.46
02473	SUPERIOR ASPHALT, INC. 72284	STREET SUPPLIES	1,035.40
	72295	STREET SUPPLIES	999.75
TOTAL FOR: SUPERIOR ASPHALT, INC.			2,035.15
10895	TACTICAL ENCOUNTERS INC 2023-13	FIREARMS TRAINING - SHEARS	650.00
TOTAL FOR: TACTICAL ENCOUNTERS INC			650.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

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Vendor Code	Vendor Name	Invoice	Description	Amount
00628	TERMINAL SUPPLY CO.			
		15400	INVENTORY	170.00
		64998	INVENTORY	675.12
TOTAL FOR: TERMINAL SUPPLY CO.				845.12
REFUND UB	TIMMER, JOHN			
	03/03/2023		UB refund for account: 3-04240-5	23.22
TOTAL FOR: TIMMER, JOHN				23.22
10969	VEOLIA WATER NORTH AMERICA			
		9000079106	WWTP OPERATIONS FEB 2023	44,090.87
		9000080031	WWTP - JAN SURCHARGES 2023	966.05
TOTAL FOR: VEOLIA WATER NORTH AMERICA				45,056.92
11008	WASTE RECOVERY SYSTEMS			
		75142	EMERGENCY BACK UP - YMCA	1,657.35
TOTAL FOR: WASTE RECOVERY SYSTEMS				1,657.35
02579	WMCJTC			
		5089	BASIC CRIME SCENE SEARCH TRAINING	100.00
TOTAL FOR: WMCJTC				100.00
10567	WOLF KUBOTA			
		BYR -1027501	#52 & #53 R&M	642.06
		BYR-1027500	#55 R&M	515.70
		BYR-1027502	#57 R&M	514.02
		BYR-1027503	#54 R&M	247.83
TOTAL FOR: WOLF KUBOTA				1,919.61
TOTAL - ALL VENDORS				121,067.38

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 02/18/2023 - 03/03/2023  
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BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	2023 COMMUNITY EXPO BOOTH	135.00	78324
101-101-955.000	MISCELLANEOUS EXPENSE	AT&T MOBILITY	FIRSTNET PHONE BILL	36.24	78295
Total For Dept 101 COUNCI				171.24	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	45.05	78295
Total For Dept 172 MANAGE				45.05	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL MUNICIPAL	5,883.00	78307
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES AGREEMENTS	2,331.00	78307
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	LABOR RELATIONS	135.00	78340
Total For Dept 210 ATTORN				8,349.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	45.05	78295
101-215-955.000	MISCELLANEOUS EXPENSE	KCCA	MEMBERSHIP DUES - ULLERY	15.00	78320
Total For Dept 215 CLERK				60.05	
Dept 265 CITY HALL					
101-265-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CITY HALL SUPPLIES - CHAN	295.15	78300
101-265-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	FEB TRASH	72.64	78311
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	2,510.87	78325
Total For Dept 265 CITY H				2,878.66	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	OAKWOOD CEMETERY	150.00	78296
101-276-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	FEB TRASH	30.00	78311
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM CEMETER	150.00	78322
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	225.88	78325
Total For Dept 276 CEMETE				555.88	
Dept 301 POLICE DEPARTMENT					
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	543.69	78295
101-301-955.000	MISCELLANEOUS EXPENSE	KALEIDOSCOPE LASER	IRON MAN PLAQUE PLATES	24.00	78319
101-301-955.000	MISCELLANEOUS EXPENSE	LERMA INC.	2023 YEARLY MEMBERSHIP DU	60.00	78323
101-301-955.000	MISCELLANEOUS EXPENSE	MAIN STREET INN	OFFICERS ROOM DURING WINT	120.99	78327
101-301-957.000	TRAINING	TACTICAL ENCOUNTERS INC	FIREARMS TRAINING - SHEAR	650.00	78333
101-301-957.000	TRAINING	WMCJTC	BASIC CRIME SCENE SEARCH	100.00	78338
Total For Dept 301 POLICE				1,498.68	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	FEB TRASH	236.14	78311
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	88.32	78295
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	CABLE TV	57.65	78304
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	708.19	78325
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	1,148.40	78325
Total For Dept 441 DEPART				2,238.70	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	381.53	78325
Total For Dept 747 CHAMBE				381.53	
Dept 751 PARKS					
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	38.24	78295
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	474.52	78325
Total For Dept 751 PARKS				512.76	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	FEB TRASH	52.16	78311
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	1,550.18	78325
101-790-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	LIBRARY REPAIR	559.00	78326
Total For Dept 790 LIBRAR				2,161.34	

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## INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	FIRE PROS INC.	SPRINKLER INSPECTION MUSE	179.00	78310
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	293.09	78325
	Total For Dept 804 MUSEUM			472.09	
	Total For Fund 101 GENERA			19,324.98	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	STATE OF MICHIGAN - MDOT	GEE DR MILL AND OVERLAY	15,828.46	78331
	Total For Dept 450 CAPITA			15,828.46	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	STREET SUPPLIES	517.70	78332
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	STREET SUPPLIES	499.88	78332
	Total For Dept 478 WINTER			1,017.58	
	Total For Fund 202 MAJOR			16,846.04	
Fund 203 LOCAL STREET FUND					
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	STREET SUPPLIES	517.70	78332
203-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	STREET SUPPLIES	499.87	78332
	Total For Dept 478 WINTER			1,017.57	
	Total For Fund 203 LOCAL			1,017.57	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	580.05	78325
248-463-930.000	REPAIR & MAINTENANCE	ELAN CITY	SPEED SIGN - SHIPMENT	475.00	78308
	Total For Dept 463 MAINTEN			1,055.05	
	Total For Fund 248 DOWNTO			1,055.05	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	57.70	78325
	Total For Dept 758 DOG PA			57.70	
Dept 774 RECREATION CONTRIBUTIONS					
260-774-672.000	TRAIL DONATIONS	LOWELL AREA RECREATION AU	IN MEMORY OF BETSY DAVIDS	980.00	78297
	Total For Dept 774 RECREA			980.00	
	Total For Fund 260 DESIGN			1,037.70	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	FEB TRASH	67.04	78311
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT ACCOUNT STATEMENT	420.13	78305
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT ACCOUNT STATEMENT	605.35	78305
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT ACCOUNT STATEMENT	29.12	78305
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT ACCOUNT STATEMENT	108.36	78305
	Total For Dept 000			1,230.00	
	Total For Fund 581 AIRPOR			1,230.00	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	5,676.73	78325
590-000-276.000	Sewer Inside 5/8"	TIMMER, JOHN	UB refund for account: 3-	8.20	78335
590-000-276.000	Sewer	TIMMER, JOHN	UB refund for account: 3-	6.99	78335
	Total For Dept 000			5,691.92	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	VEOLIA WATER NORTH AMERIC	WWTP OPERATIONS FEB 2023	44,090.87	78336
590-550-802.000	CONTRACTUAL	VEOLIA WATER NORTH AMERIC	WWTP - JAN SURCHARGES 202	966.05	78336
590-550-930.000	REPAIR & MAINTENANCE	KENNEDY INDUSTRIES INC	WWTP R&M	2,970.00	78321

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	WWTP R&M	1,475.00	78342
Total For Dept 550 TREATM				49,501.92	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	81.40	78295
590-551-864.000	CONFERENCES & CONVENTIONS	MICHIGAN RURAL WATER ASSO	MEMBERSHIP 2023	345.00	78329
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WTP PARTS	377.60	78309
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER PARTS	23.49	78309
590-551-930.000	REPAIR & MAINTENANCE	WASTE RECOVERY SYSTEMS	EMERGENCY BACK UP - YMCA	1,657.35	78337
Total For Dept 551 COLLEC				2,484.84	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	POSTAGE FOR W/S BILLS	256.87	78298
Total For Dept 552 CUSTOM				256.87	
Total For Fund 590 WASTEW				57,935.55	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	INGRAHAM, LEE	UB refund for account: 1-	11.13	78318
591-000-276.000	Water	MAPLEWOOD SQUARE DEVELOPE	UB refund for account: 3-	59.34	78328
591-000-276.000	Water	RIPPLE RESTUARANT GROUP	UB refund for account: 4-	8.26	78330
591-000-276.000	Water Inside 5/8"	TIMMER, JOHN	UB refund for account: 3-	8.03	78335
Total For Dept 000				86.76	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	3,230.00	78299
591-570-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	WTP SUPPLIES	29.98	78300
591-570-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	38.24	78295
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	5,470.35	78325
Total For Dept 570 TREATM				8,768.57	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION FEB 2023	1,806.25	78317
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	81.40	78295
591-571-864.000	CONFERENCES & CONVENTIONS	MICHIGAN RURAL WATER ASSO	MEMBERSHIP 2023	345.00	78329
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	1,422.04	78325
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WTP PARTS	377.60	78309
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER PARTS	23.50	78309
Total For Dept 571 DISTRI				4,055.79	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	POSTAGE FOR W/S BILLS	256.87	78298
Total For Dept 572 CUSTOM				256.87	
Total For Fund 591 WATER				13,167.99	
Fund 597 ELECTRIC CHARGING STATION FUND					
Dept 463 MAINTENANCE					
597-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26	121.86	78325
Total For Dept 463 MAINTENANCE				121.86	
Total For Fund 597 ELECT				121.86	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	APPLIED CAPITAL	CITY HALL COPIER	208.30	78301
636-000-802.000	CONTRACTUAL	APPLIED INNOVATION	SERVICE CONTRACT COPIER	396.85	78302
Total For Dept 000				605.15	
Total For Fund 636 DATA P				605.15	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP R&M W/ CREDIT	30.17	78300
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	#841 POLICE VEHICLE R&M	530.82	78316

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	#15 R&M	79.16	78306
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	#14 R&M	593.56	78303
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#153, #154, #61 & #65	131.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#54 MOWER	501.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#14	251.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#17	151.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#9	151.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#14	381.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#15	251.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#6-2	281.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#16	151.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	SHOP AIR HOSE REPLACEMENT	81.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#16	521.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#17	251.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#14	1,271.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#W-21	251.00	78312
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL FEB 2023	44.65	78314
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	POLICE VEHICLE R&M	58.40	78315
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	INVENTORY	170.00	78334
661-895-930.000	REPAIR & MAINTENANCE	TERMINAL SUPPLY CO.	INVENTORY	675.12	78334
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	#52 & #53 R&M	642.06	78339
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	#54 R&M	247.83	78339
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	#55 R&M	515.70	78339
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	#57 R&M	514.02	78339
Total For Dept 895 FLEET				8,725.49	
Total For Fund 661 EQUIPM				8,725.49	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	19,324.98	
			Fund 202 MAJOR STREET FUN	16,846.04	
			Fund 203 LOCAL STREET FUN	1,017.57	
			Fund 248 DOWNTOWN DEVELOP	1,055.05	
			Fund 260 DESIGNATED CONTR	1,037.70	
			Fund 581 AIRPORT FUND	1,230.00	
			Fund 590 WASTEWATER FUND	57,935.55	
			Fund 591 WATER FUND	13,167.99	
			Fund 597 ELECTRIC CHARGI	121.86	
			Fund 636 DATA PROCESSING	605.15	
			Fund 661 EQUIPMENT FUND	8,725.49	
				<hr/>	
				121,067.38	



# **LOWELL CITY COUNCIL**

## **MEMORANDUM**

**DATE:** January 12, 2023

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

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

**RE:** Splashpad Cost Sharing Agreement

---

For the past few years, the City and Lowell Township have been working towards the possibility of having a splash pad we both contributed towards. Originally, the plan was to place a splashpad on the property we sold the township adjacent to the Riverfront Park. Unfortunately, the electric easement on the property did not allow this to happen.

The Township then had property deeded to them from Impact Church for the splashpad. They anticipate the total project costs at approximately \$450,000. The Township received a DNR Passport Grant and private donations. There is approximately a \$100,000 gap where they have asked the city to submit a grant request to the Lowell Area Community Foundation along with possibly securing a portion from other options and/or general fund expenditures.

Once constructed, they have requested the city to contribute the equal amount for operational and maintenance costs.

This is a joint partnership and is significantly less than if we were to do this ourselves. The city has desired a splashpad for years. While I haven't received a projection for annual operational and maintenance costs, I don't believe it would be a significant strain to the general fund and would be less if we did this on our own. It is also in a central location between the City and Township where our residents can enjoy it.

**I am recommending the Lowell City Council to approve the cost sharing agreement for Lowell Township splash pad as presented.**

## **COST SHARING AGREEMENT**

THIS COST SHARING AGREEMENT ("Agreement") made this 17th day of January, 2023, between the City of Lowell, a Michigan home rule city ("City") and Lowell Charter Township, a Michigan charter township ("Township").

### **RECITALS**

A. The Township owns property generally located at 11998 Fulton Street, SE, Lowell, Michigan, which is designated and used as a public park ("Property"). The Township recently applied for and has been awarded a "Passport Grant" from the State of Michigan to be used toward the construction and installation of a splash pad on the Property. The estimated useful life of the splash pad is approximately 25 years. The scope of the installation and construction of the splash pad is detailed further on attached Exhibit A, which is incorporated by reference ("Project")

B. In addition to the Passport Grant, the Township has arranged to receive additional funding for the Project from private and non-governmental sources. It is anticipated that a small portion of the overall costs for the Project will need to be funded by local government sources. In addition, a local church has partnered with the Township by granting the Township certain real property interests necessary to the eventual completion of the Project.

C. The Township and City have been in discussions to share in the remaining costs associated with the Project, including the on-going operational and maintenance expenses, conditioned on the right of City residents to use the Property and splash pad on the same terms as Township residents.

D. The Township has committed and is in the process of obtaining bids for the Project and will be responsible to award a contract for the Project.

E. The parties desire to enter into this Agreement to set forth their mutual understandings with regard to the sharing of costs and expenses associated with the Project's initial construction, as well as the on-going costs to operate and maintain the same.

### **AGREEMENT**

NOW, THEREFORE, in consideration of their mutual promises, the sufficiency of which is acknowledged, the parties agree as follows:

1. The Recitals set forth above are accurate and are to be deemed an integral part of this Agreement.
2. Following the execution of this Agreement by the parties, the Township will proceed to contract for the Project in an amount not to exceed of \$450,000. Any such contract shall be consistent with the scope of the Project as detailed on attached Exhibit A. It is recognized and agreed that the Township will be designated as the "Owner" (or comparable term) under any such contract and the City shall no responsibility for the contract except as expressly set forth herein.
3. The City and Township shall be responsible for a portion of the costs and expenses for the construction of the Project in an amount not exceed \$50,000 in the aggregate ("Local Costs"). The Local Costs shall be shared equally between the City and Township, with the Township being responsible for the administration of payments and any associated invoicing.
4. Invoices for the Project which are the responsibility of the City under the terms of Section 3, above, shall be forwarded by the Township for the City's review and payment to the Township within ten (10) business days of receipt of the invoice by the Township. Absent a dispute as to identified charges, the City shall promptly pay the invoice to the Township within twenty-one (21) days of receiving the same.
5. It is agreed by the parties that during the term of this Agreement or any renewals or extension of the same, that the City's residents and taxpayers shall be entitled and permitted to utilize and enjoy the splash pad and the Property on the same terms as Township residents and taxpayers.
6. Following the Project's completion, the Township and City shall share equally in the on-going operation and maintenance costs of the splash pad including, without limitation, repairs to the same, insurance for the same, maintenance, and operational costs such as water fees. The Township shall pay all such costs and then invoice the City in a manner and subject to the time restrictions set forth above in Section 4.
7. This Agreement shall become effective on the date set forth above and shall terminate twenty-five (25) years from that effective date. The Agreement may be renewed or extended at the end date upon the mutual agreement of the parties. Absent such renewal or extension, at the

termination of the Agreement the Project and all title, rights and interests to the same shall be conveyed to and become the sole property and responsibility of the Township without further action of the parties. The City shall receive no compensation for the conveyance of the splash pad to the Township as set forth herein.

8. The parties represent and affirm that the individuals signing below are authorized to execute this Agreement on their behalf and that all actions required by law to effectuate and approve this Agreement have been taken.

9. This Agreement, together with any exhibits, which are incorporated by reference into this Agreement, shall constitute the entire agreement between the parties with respect to the Project. Any prior understanding, representation or negotiation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

10. Any modification or supplement of this Agreement or additional obligation assumed by any party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or its authorized representative.

11. The failure of any party to insist on the performance of any of the terms and conditions of this Agreement shall not be construed as thereafter waiving such terms and conditions or releasing the other parties from compliance with this Agreement, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

12. The rights and obligations of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the other parties' consent.

13. This Agreement may be executed in duplicate but constitutes only one contract.

14. This Agreement shall not confer any rights or remedies upon any person or entity other than the parties and their permitted assigns and nothing contained herein shall be deemed or construed by the parties, nor by any third-party, as creating the relationship of principal and agent, or a partnership or joint venture between the parties here too.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year above first written

CITY OF LOWELL, a Michigan home rule city

By \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Attest \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

LOWELL CHARTER TOWNSHIP, a Michigan  
charter township

By \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Attest \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_



# **NORTH RIVER FRONT PARK - SPLASHPAD OVERALL PLAN & UTILITIES - REVISED LOWELL TOWNSHIP, MICHIGAN**



DATE  
07/15/2021  
PROJECT NO.  
2112



**SPLASHPAD - RENDERINGS**



LOOP (SPRAY GUN)



HOP



SPLASH PAD RENDERING



**SITE AMENITIES**



SQUARE SHADE SAIL



ORNAMENTAL FENCING



PICNIC TABLES



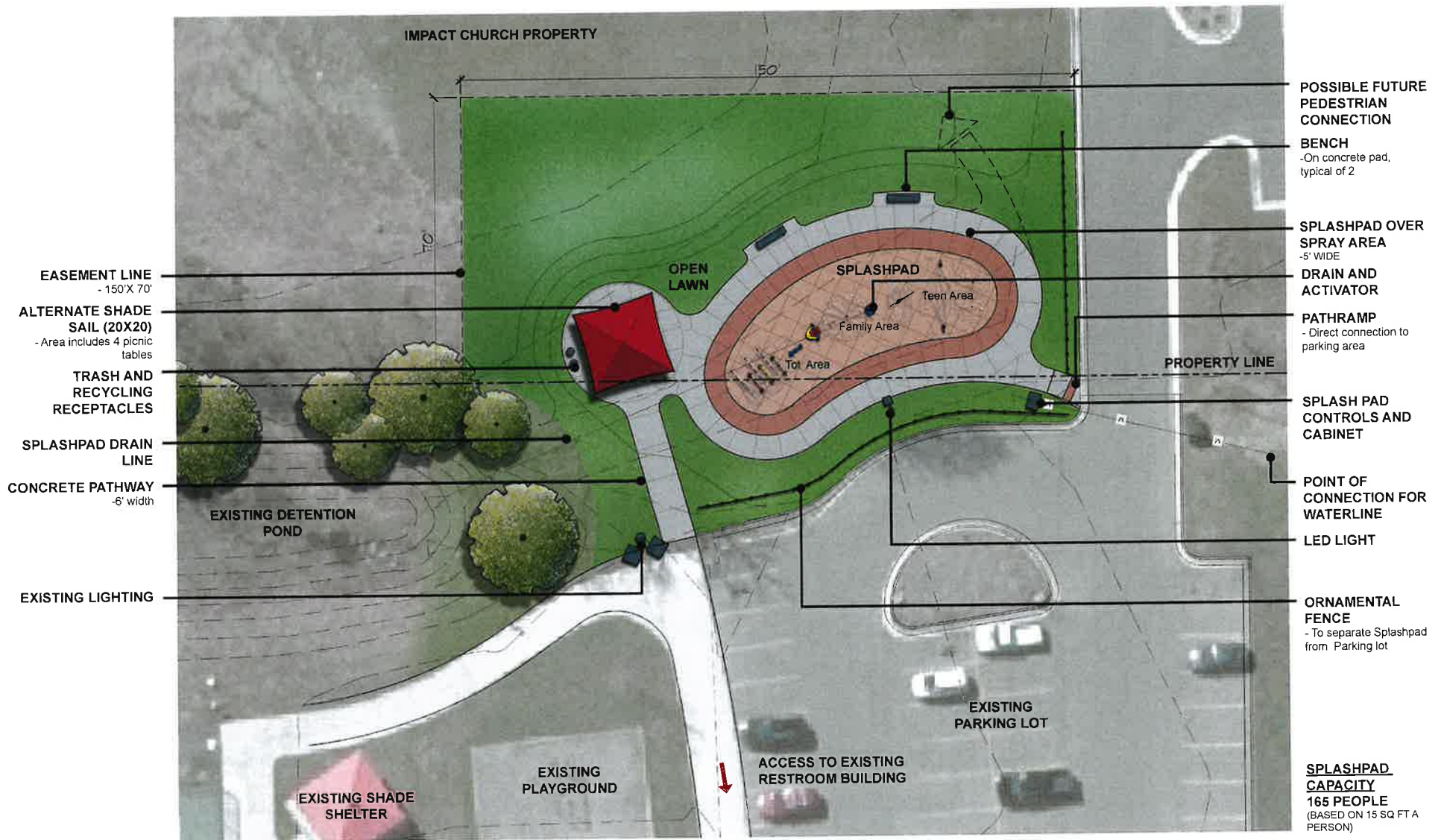
BENCH (MADE WITH RECYCLED CONTENT)



RECYCLING RECEPTACLE

**NORTH RIVER FRONT PARK - SPLASHPAD  
DESIGN VOCABULARY IMAGES  
LOWELL TOWNSHIP, MICHIGAN**

DATE  
07.16.2021  
PROJECT NO.  
2112



# **NORTH RIVER FRONT PARK - SPLASHPAD** **CONCEPT PLAN - REVISED** **LOWELL TOWNSHIP, MICHIGAN**

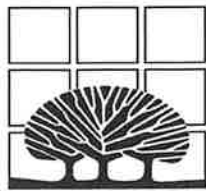


NORTH



DATE  
07.16.2021  
PROJECT NO.  
2112





Landscape Architects and Architects  
EAST GRAND RAPIDS • MICHIGAN

**MCSA**  
GROUP, Inc.

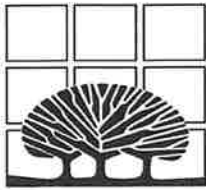
Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

## Lowell Township

### North Riverfront Park Splashpad

#### ORDER OF MAGNITUDE COST ESTIMATE - January 5, 2023

Description	Unit	No. of Units	Price	Extension
<b>GENERAL CONDITIONS</b>				
Mobilization	LS	1	\$4,000.00	\$4,000.00
Insurance, Permits, and Bonds	LS	1	\$6,000.00	\$6,000.00
Project Sign	LS	1	\$2,000.00	\$2,000.00
Layout and Staking	LS	1	\$4,000.00	\$4,000.00
<b>SUBTOTAL</b>				<b>\$16,000.00</b>
<b>SITE PREPARATION AND REMOVALS</b>				
SESC, Site Preparation & Grading	SY	1,354	\$11.50	\$15,571.00
Tree Removal	LS	1	\$4,000.00	\$4,000.00
Paving Removals	LS	1	\$1,000.00	\$1,000.00
<b>SUBTOTAL</b>				<b>\$20,571.00</b>
<b>SITE ELEMENTS</b>				
4" Concrete Sidewalk	SF	1,998	\$7.00	\$13,986.00
4" Colored Concrete	SF	922	\$13.00	\$11,986.00
Bituminous Paving	SY	47	\$45.00	\$2,115.00
Concrete Curb and Gutter	LF	40	\$30.00	\$1,200.00
Ornamental Fence (3' Height)	LF	159	\$120.00	\$19,080.00
Bench	EA	2	\$3,000.00	\$6,000.00
Litter and Recycle Receptacles	EA	2	\$2,500.00	\$5,000.00
<b>SUBTOTAL</b>				<b>\$59,367.00</b>
<b>SPLASH PAD</b>				
Reinforced Colored Concrete	SF	1,548	\$25.00	\$38,700.00
Splashpad Equipment, Circulation and Controls and Installation	LS	1	\$161,390.00	\$161,390.00
<b>SUBTOTAL</b>				<b>\$200,090.00</b>



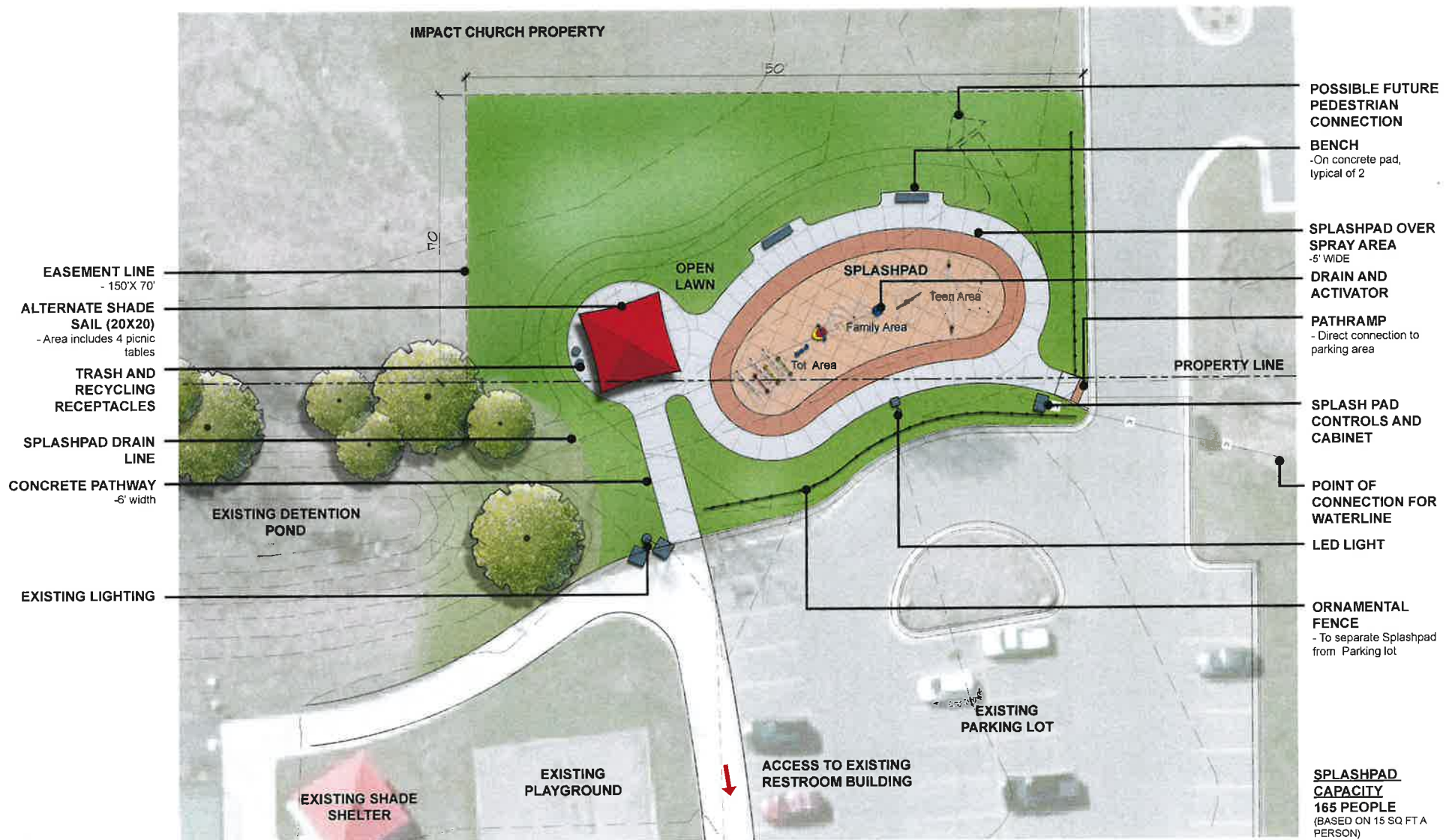
**MCSA**  
GROUP, Inc.

Landscape Architects and Architects  
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

Description	Unit	No. of Units	Price	Extension
<b>UTILITIES</b>				
Storm Sewer Line (with flared end section)	LF	112	\$23.00	\$2,576.00
Storm Sewer Manhole	EA	1	\$2,530.00	\$2,530.00
Water Service Line	LF	65	\$55.00	\$3,575.00
Meter Vault	LS	1	\$5,750.00	\$5,750.00
Water Connections (Tap by City)	LS	1	\$5,000.00	\$5,000.00
Electrical Distribution, Connections and Sleeving	LS	1	\$15,000.00	\$15,000.00
Parking Lot Light Relocation	LS	1	\$2,500.00	\$2,500.00
LED Light	EA	1	\$4,000.00	\$4,000.00
<b>SUBTOTAL</b>				<b>\$40,931.00</b>
<b>LANDSCAPING</b>				
Restoration Seeding and Topsoil	SY	506	\$5.00	\$2,530.00
Sod and Topsoil	SY	145	\$13.00	\$1,885.00
Native Restoration Seeding	SY	38	\$6.00	\$228.00
<b>SUBTOTAL</b>				<b>\$4,643.00</b>
<b>SHELTER</b>				
Shade Sail Umbrella (20' Square)	LS	1	\$23,000.00	\$23,000.00
4" Concrete Paving (Under Shade Sail)	SF	582	\$6.90	\$4,015.80
Picnic Tables (Under Shade Sail)	EA	4	\$3,000.00	\$12,000.00
<b>SUBTOTAL</b>				<b>\$39,015.80</b>
<b>SUBTOTAL</b>				<b>\$380,617.80</b>
General Conditions (M, O & P @5%)				\$19,030.89
Construction Contingencies (10%)				\$15,224.71
Professional Fees (with Soil Borings)				\$35,000.00
<b>GRAND TOTAL</b>				<b><u>\$449,873.40</u></b>

Evaluations of the Project Budget and Estimates of Construction Cost prepared by MCSA Group Inc. represents their judgment as design professionals. It is recognized, however, MCSA Group Inc. has no control over the cost of labor, materials or equipment, nor a contractor's methods of determining bid prices, or over competitive bidding, or market conditions. Accordingly, MCSA Group Inc. cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project Budget or from any estimate of construction cost or evaluation prepared by MCSA Group Inc.



# **NORTH RIVER FRONT PARK - SPLASHPAD CONCEPT PLAN - REVISED LOWELL TOWNSHIP, MICHIGAN**



DATE  
07.16.2021  
PROJECT NO.  
2112





# **NORTH RIVER FRONT PARK - SPLASHPAD OVERALL PLAN & UTILITIES - REVISED LOWELL TOWNSHIP, MICHIGAN**



DATE  
07/16/2021  
PROJECT NO.  
2112



## **SPLASHPAD - RENDERINGS**



LOOP (SPRAY GUN)



HOP



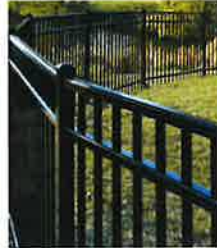
SPLASH PAD RENDERING



## **SITE AMENITIES**



SQUARE SHADE SAIL



ORNAMENTAL FENCING



PICNIC TABLES



BENCH (MADE WITH RECYCLED CONTENT)



RECYCLING RECEPTACLE

# **NORTH RIVER FRONT PARK - SPLASHPAD DESIGN VOCABULARY IMAGES LOWELL TOWNSHIP, MICHIGAN**

DATE  
07.16.2021  
PROJECT NO.  
2112





**RE: Museum Step Replacement**

On February 28<sup>th</sup>, a Permit Application for Certificate of Appropriateness was brought before the Downtown Historical District Commission. The commission went over the project and gave approval to the work with preference towards Option 2. A Grant Application was also presented to the Historical District Commission, but unfortunately, at this time they do not have any grant funds available.

Funding for this project has been set aside in the current fiscal year budget. For the project, the City has received a grant from the LCTV fund in the amount of \$25,000. For the remaining cost of the project, the DDA is asked to fund \$21,750, and the remainder of the project to be funded through the General Fund.

It is my recommendation: **That the Lowell City Council approve the bid from RAM Construction Services of Michigan, Inc., Kentwood Michigan, dated February 2, 2023, for the removal and replacement of the front entry stairway and landing, Option 2, at a cost of \$53,357.82.**



City of Lowell  
Lowell Museum Step Replacement Project

**Bid Form**

(Please type or print in ink)

Company Name: RAM Construction Services of Michigan, Inc.

Address: 4175 Danvers Ct. SE Kentwood, MI 49512

Contact Person: Steven Johnson

Phone: 616-498-2600

Email: sjohnson@ramservices.com

Bid Submitted By: Raymond Scott Auvenshine Vice President

Signature: 

Date: February 2, 2023

**Cost Proposal**

Total Bid Cost: \$ 42,276.58

Total Bid Cost for Option 2 \$ 53,357.82

Tentative Start Date: 4-1-2023

Completion Date: 5-10-2023



Please provide answers to the following:

Describe relevant experience, expertise and qualifications:

GRCC Mable Hall, Grand Rapids, MI - Masonry Restoration

YWCA, Grand Rapids, MI - Restoration and Traffic Coating

Abigail, Lansing, MI - Masonry Restoration

GRPS Facility, Grand Rapids - Caulking & Stone Setting

Project team members:

Steven Johnson

Kevin Brown

Paul Chepko

Sub-Contractors:

None

Describe any unusual terms or conditions to be considered:

Any possible weather delays

# Downtown Lowell Historic District

APPROVED  
2/28/2023

## Permit Application for Certificate of Appropriateness

***This Application and any other supporting materials must be submitted to City Hall 10 DAYS prior to Historic District meetings***

1. Property Address: 325 W. Main St Date: 2/23/2023
2. Applicant's Name and Address: City of Lowell  
301 E. Main St., Lowell
3. Applicant's phone: 616-897-8457
4. Property Owner's Name: City Of Lowell, Lowell Area Historical Museum
5. Provide a scale drawing(s) showing the existing and proposed exterior elevation(s).
6. If signage is changed show to scale and include material, colors, letter style, hanging device and illumination method. (See Historic District Ordinance and reverse of this form)
7. Provided the following photographs labeled to indicate the direction of view:
  - A. Current photo of the structure as seen from the street.
  - B. close-up of existing detail where proposed change or work will occur.
8. Describe in detail each proposed exterior alteration, improvement or repair. (Use additional paper if necessary) Removal and replacement of front entry stairway and landing.  
New construction to match existing stairs and landing construction materials and dimensions.
9. Will the repair of alteration match existing or original materials and design? Yes ☒ No ☐
10. If proposed work involves foundation, brick, repointing/tuckpointing, will the new mortar match the original mortar color, joint profile and composition? Yes ☒ No ☐  
*Note: Applicant should obtain and refer to Preservation Brief #2 when masonry alterations are proposed.*
11. If proposed work is for a sign, note that two separate sign permits are required, this one and one issued by the City of Lowell that is submitted directly to the Building Inspector for approval.
12. I certify that on or before the date of the completion of proposed work to property there will be a code compliant smoke detector or fire alarm system installed. Yes ☒ No ☐
13. What are approximate start and completion dates of the work? Start 4/3/2023 Completion 6/2/2023
14. **Additional Local, County, State or Federal permits may be required.**

**Application approvals EXPIRE after 12 months.**

14. Applicant's signature: Daniel Czarnecki Date 2/23/2023

**Note:** Attendance at the Historic District Commission meeting is strongly recommended.

### **Additional information required for Sign Permit**

Signs in the Downtown Lowell Historic District must be approved by the City's Building Inspector prior to review by the Historic District Commission.

Please supply the following with this permit application:

1. A photograph of the building, showing the façade where the sign will be located.
2. A scale drawing showing dimensions of the proposed sign, hardware and hanging device. Drawing must show actual sign, i.e. letter font, designs, symbols etc. Indicate colors to be used and provide samples.
3. Describe material from which sign and hanging device are to be constructed. (wood, metal, glass etc.)
4. Provide samples of letter style if not shown clearly on scale drawing.

### **Please note the following excerpts from the Historic District Ordinance:**

1. Message-permitted signs shall be restricted to those signs which identify the name of the establishment and/or the primary business or service provided within and in the case of a resource occupied by professional offices, signage may list occupants;
2. Advertising related to businesses or services not provided on the premises of the resource shall be prohibited, unless the commission shall determine that such advertising is historically appropriate;
3. Internally lit signs, flashing signs and signs that otherwise appear to be in motion are prohibited;
4. Banners and flags bearing emblems, symbols or messages shall be permitted on an interim basis and shall be reviewed annually to insure their sightly condition and appropriate appearance;
5. Signs shall not be placed so as to conceal or disfigure an architectural feature of a resource;
6. The number, style and size of signs shall be visually compatible with the resource on which they are attached; and
7. Painted and metal signs, wood signs, and signs painted on masonry and other materials approved by the commission are permitted.



1900's 1/2



1930's 4-



City of Lowell, Michigan

Advertisement for Bids

Sealed bids for the Lowell Museum Step Replacement Project will be received by the City Clerk at Lowell City Hall, 301 E. Main Street, Lowell, Michigan until **2:00 p.m. local time, on Thursday, February 2, 2023**, and then publicly opened and read aloud at Lowell City Hall.

Bid documents and specifications may be obtained from the Director of Public Works or the City Clerk. The City reserves the right to waive any informality or to reject any or all bids.

+++++

Tentative Key Dates:

January 17, 2023 – Last day to schedule a walk thru

January 20, 2023 – Last day to submit questions

February 2, 2023 – Bids Due

February 2, 2023 – 2:00 p.m. – Public Bid Opening

February 28, 2023 – Historic District Commission Presentation

March 6, 2023 – City Council Meeting to Accept Bid

Attachments:

Picture  
Existing Dimensions  
Perspective Drawing  
Section Details – Side  
Section Details – Overview  
Option 2 – Perspective  
Option 2 – Side  
Option 2 – Overview  
Option 2 – Material Information, Balustrade System



## Request for Proposal

City of Lowell, Michigan  
301 East Main Street  
Lowell, Michigan 49331

December 29, 2022

### Lowell Museum Step Replacement Project

#### 1.0 Summary

- 1.1 Request For Proposal – Professional service firms with proven experience and expertise in concrete and block masonry work are invited to submit proposals to provide professional services for the removal and replacement of the front stairway to the Lowell Area Historical Museum building located at 325 W. Main St., Lowell Michigan.

This Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Following the selection of the successful bidder (hereafter referred to as "Contractor"), the City of Lowell (hereafter referred to as "City") will award a contract including a full scope of services.

- 1.2 Services To Be Performed - The Contractor's services will consist of removal of the existing stairway, landing, and any debris or unsuitable materials found beneath the existing stairway, proper replacement of the stairway and landing with concrete and new blocks that match blocks removed, installation of necessary hand rails, and all other work necessary to complete the project.

- 1.3 Payment for work will be made at the conclusion of all work proposed.

#### 2.0 Scope of Work

Project to consist of removal and replacement of existing stairway and landing. New construction to match existing in materials and dimensions, unless otherwise indicated.

##### **GENERAL:**

- G1 Work to take place at the Lowell Area Historical Museum, 325 W. Main St.  
Successful bidder shall be responsible to obtain any and all permits required for the project. Cost for any permits shall be figured into the total bid cost.  
The Contractor shall provide all materials, labor, equipment and supervision required to accomplish the Scope of Work.



Contractor shall provide experienced personnel to perform the work.

Contractor shall have sufficient personnel and equipment to perform the services agreed upon.

- G2 Removal and replacement of stairway and landing to front doors (south side of building), installation of any necessary sidewalk to connect stairway to public sidewalk.
- G3 Removal and proper disposal of all stairway, landing, and any debris and/or unsuitable materials found beneath the removed structure.
- G4 Contractor to field verify all existing construction and conditions.
- G5 Existing "as-built" drawings for this facility are not known to exist.
- G6 All construction to comply with the latest edition of the Michigan Building Code, applicable barrier free requirements and any/all local code requirements.
- G7 All construction process items such as hours of work, dumpster location, path of travel of all construction materials and debris must be coordinated with museum building staff.
- G8 Contractor shall patch and repair existing construction affected by selective demolition and new construction with similar new materials matching existing construction.
- G9 Information on materials to be utilized for the project shall be submitted to the City via shop drawings for approval.
- G10 Work may be performed from the hours of 7:00 a.m. until 9:00 p.m. Monday thru Friday, excluding any observed holidays. Alternate work schedule requests shall be submitted in writing by the Contractor for approval by the Director of Public Works.
- G11 The Contractor shall be responsible for all work performed under this contract.
- G12 The Contractor shall make good, repair and replace, at the Contractor's own expense, as may be necessary, any damage caused by Contractor in the performance of this contract.

#### **DEMOLITION**

- D1 Existing masonry museum exterior walls, exposed masonry foundation walls, footings and foundations to remain. Contractor shall field verify existing construction and conditions.
- D2 Remove existing concrete porch slab and earth below down to grade.
- D3 Remove existing wall cap, masonry wall, footings and foundations
- D4 Remove existing concrete steps, footings and foundation, and earth below existing steps/landing down to grade.
- D5 Remove existing handrails and foundations.
- D6 Remove existing concrete walkway to City sidewalk to the extent necessary to install new steps.



- D7 Remove existing concrete sill at existing building.
- D8 Remove existing grass, shrubs and plantings as necessary for demolition and new construction. Coordinate removal/relocation with museum director
- D9 Remove existing threshold as required for demolition and new construction. Verify condition of existing threshold. Obtain direction from engineer for reuse or replacement of existing threshold.
- D10 Existing door and frame to remain.

#### **CONSTRUCTION**

- C1 Existing masonry museum exterior walls, exposed masonry foundation walls, footing and foundations to remain. Field verify existing construction conditions.
- C2 Concrete shall be minimum 3,500psi strength.
- C3 New construction shall include footings placed in accordance with current building standards.
- C4 Concrete footings shall be minimum 2-ft wide and 1-ft thick, and reinforced with two (2) #4 bar cont. All footings shall be placed on CL II type material, compacted to minimum 95%
- C5 Concrete Masonry Unit wall shall include #5 bar @ 32" O.C.
- C6 Rock faced block above grade shall match old rock faced block that was removed.
- C7 Block below grade may be standard masonry block. Block behind stairs and below grade to have #5 bar at 32-inch O.C.
- C8 Top of porch slab blocks to be capped with new precast limestone lintel.
- C9 Concrete porch slab shall meet existing doorways w/threshold.
- C10 Porch slab to slope away from building for drainage. Drainage scupper or floor drains shall be placed, as needed to carry water away from slab surface and block walls. Obtain approval from engineer on option to be installed.
- C11 Backfill all areas behind and below block wall and stairway with CL II type material, compacted to minimum 95%
- C12 Porch slab to be 6-inch poured concrete with W1.4xW1.4 welded wire fabric (WWF).
- C13 New poured concrete stairs, reinforced as required. Steps to be installed in accordance to building code. Stairway width shall be 72-inches.
- C14 Concrete step footings shall be minimum 2-ft wide and 1-ft thick, and reinforced with two (2) #4 bar cont. All footings shall be placed on CL II type material, compacted to minimum 95%
- C15 Handrail to be installed on both sides of stairway, installed as required by building code. New, galvanized, Sch 40, 1-1/2 inch diameter steel railing, painted black.



- C16 At completion of work contractor shall return and install any landscaping removed for project, topsoil and rake out and level all turf areas disturbed during construction, remove any construction debris. City will reseed areas disturbed by construction.

#### **OPTION 2 CONSTRUCTION**

- O2C1 All work for the installation of Concrete Masonry Unit, footings, rock faced brick, porch slab, steps shall be the same. However, Rock Faced Brick to be installed as shown in Option 2 details.
- O2C2 Top of porch slab shall have 4-1/4 inch Balustrade railing installed around the exposed perimeter of the porch slab as shown in Option 2 details. Balustrade railing shall match existing railing at second floor windows of Museum building (material information provided).
- O2C3 Balustrade railing to be constructed, installed, and secured to meet all height and stability requirements of building code.
- O2C4 Porch slab to be constructed to allow water to drain to sides of slab, water is not to drain to stairway opening.
- O2C5 Handrail to be installed on both sides of stairway, installed as required by building code. New, galvanized, Sch 40, 1-1/2 inch diameter steel railing, painted black.
- O2C6 All Balustrade railing shall be white, to match existing railing at window. Handrail on stairway shall be black.

### **3.0 Insurance**

- 3.1 Insurance Requirements – Contractor shall provide certificate of insurance evidencing general commercial insurance coverage in an amount not less than \$2,000,000, as well as worker's compensation in amount not less than the statutory amount.

The successful Contractor must provide a Certificate of Liability prior to commencing any work and list the City of Lowell as an additional insured. Certificate must include name and address of the insurance company authorized to conduct business within the state of Michigan, policy number, and liability coverage and amounts.

### **4.0 Submittal Requirements**

- 4.1 Receipt and Opening of Bids – Bids will be received at the office of the City Clerk, Lowell City Hall, 301 E. Main Street, Lowell, Michigan 49331, **until 2 p.m. Thursday, February 2, 2023**, at which time all sealed bids will be publicly opened and read. The envelope containing the bids must be sealed, clearly marked on the outside



of the envelope "**Sealed Bid – Museum Step Replacement Project**" and addressed to the City Clerk.

The City reserves the right to award the contract by sections, to accept or reject any and all bids, to waive any technicalities or irregularities therein, to negotiate further with the selected Contractor, to determine in its sole discretion the best qualified and responsible Contractor and to award the contract on such basis. Any bid received after the time and date specified shall not be considered. No Contractor may withdraw a bid within 90 days after the actual date of the opening thereof without forfeiture of the Bid Security Bond, if applicable.

4.2 General – **Please submit one original signed Bid Form and Cost Proposal.**

4.3 Rejection of all Bids – if the City rejects all Bids, the City may: (1) re-advertise or resolicit Bids following the City's normal bidding procedure; or (2) use an expedited Bid submission schedule when the City determines that the delay would not be in the best interest of the project or the City.

Contractor agrees that rejection shall create no liability on the part of the City because of such rejection, and the submission of any bid in response to this invitation shall constitute an agreement of the Contractor to these conditions.

## 5.0 Preparation and Submission of Bid

5.1 Bid Form - Each bid must be submitted on the prescribed bid form(s) and Proposal. **All blank spaces for bid prices must be filled in, in ink or typewritten.** No verbal, electronic, facsimile or telephonic bids or alterations will be considered.

5.2 Walk Thru - Contractors should read and be fully familiar with all bidding documents before submitting a bid. In submitting a bid, the Contractor warrants that it has read the bidding documents and is fully familiar therewith, that Contractor has visited the site of the work to fully inform itself as to all existing conditions and limitations, and Contractor has included in the bid a sum to cover the cost of all items of the work. **A walk thru of the locations is available to Contractors by request during normal work days between the hours of 8:00 a.m. to 3:00 p.m. Contractors interested in a walk thru may contact the DPW at 616-897-8457 to schedule a walk thru no later than January 17, 2023.**

5.3 Understanding of Scope - The submission of a bid will constitute an incontrovertible representation by the Contractor that the Bid Documents are sufficient in scope and



detail to indicate and convey understanding of all terms and conditions for performance of the work.

- 5.4 Corporate Execution - Bids by a corporation must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address shall be shown below the signature.
- 5.5 Partnership Execution - Bids by a partnership must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- 5.6 Addenda and Interpretations – No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any Contractor verbally. Every request for such interpretation should be in writing addressed to: Public Works Director, City of Lowell: Daniel Czarnecki, 616-897-8457; [dczarnecki@ci.lowell.mi.us](mailto:dczarnecki@ci.lowell.mi.us); and to be given consideration must be received by **January 20, 2023**. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Bid Documents which, if issued, will be available on the City's website. No one is authorized to make any clarifications, interpretations or modifications, or give any instruction to the Contractors during the bidding period except as described in this Section.

## **6.0 Obligation of Contractor**

- 6.1 Familiarity with Project - At the time of the opening of bids, each Contractor will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and Contract Documents (including all addenda). The failure or omission of any Contractor to examine any form, instrument, or document shall in no way relieve any Contractor from any obligation in respect to the bid submitted. City will provide each Contractor access to the site to conduct such investigations and tests as each Contractor deems necessary for submission of his bid.

## **7.0 Qualifications of Contractor**

- 7.1 Qualification - The City may make such investigations as it deems necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or



investigation of, such Contractor fails to satisfy the City that such Contractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. However, alternate bid proposals will be considered to the extent possible, with the City of Lowell making the final decision to accept or reject any alternative bid proposals in the best interest of the City of Lowell. At a minimum, each Contractor must submit the following information with the Bid:

- 7.1.1 Authority to do business in Michigan (i.e. Certificate of Good Standing, tax identification, etc.). Each bid must contain evidence of Contractor's qualification and good standing to do business in the State of Michigan or covenant to obtain such qualifications prior to award of the contract.
- 7.1.2 Experience. Each bid must contain a minimum of three references of work experiences similar to the work outline in the RFP, including contact information.
- 7.1.2 Statement of Assurances. Provide affirmation of the following items prior to award of contract:
  - Statement that Contractor is current on payment of Federal and State income tax withholdings and unemployment insurance payments.
  - Statement that the Contractor has not been rescinded or debarred from any bidding, contractual, procurement or other such programs by federal, state or local entities.
  - Statement that there is no collusion or fraud with reference to illegal relationships of Contractors, bid pooling or straw bids.
- 7.1.3 Subcontractor List - The Contractor shall submit to the City with the Bid list of all proposed subcontractors to be used on the project. The list shall indicate those portions of the work each subcontractor will be performing. The Contractor shall also submit a list of suppliers of major materials to be used on the project. The list shall indicate which materials each supplier is furnishing.

## **8.0 Project Implementation**

- 8.1 Commence Work - Contractor must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the City. Contractor shall fully complete the project within time frame specified in the RFP document.



- 8.2 Conditions of Work – Each Contractor must inform itself fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful Contractor of its obligation to furnish all material and labor necessary to carry out the provisions of the contract. Insofar as possible the Contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interferences with the work of any other Contractor.
- 8.3 Laws and Regulations – The Contractor’s attention is directed to the fact that all applicable federal and state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

## **9.0 Selection of Contractor**

- 9.1 General – This RFP does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City reserves the right to perform all or some of the services described in this RFP with its own work force.
- 9.2 Selection Criteria – Proposals will be evaluated, scored, and ranked based upon the following criteria:
- Responsiveness to the RFP – Complete Bid Proposal with proper assurances and documentation of proposed subcontractors included.
  - Relevant experience, expertise, and qualifications of the firm and project team members – Represent how the Contractor is qualified to perform the services.
  - Technical proposal – Provide information on the proposed products
  - Cost proposal – Provide the best cost to perform the work described.
  - Any special or unusual Terms and Conditions for the contract

It is not envisioned that interviews will be required for selection of the Contractor for this project. However, the City reserves the right to request an interview for any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.



## **10.0 Method of Award**

- 10.1 Lowest Qualified Contractor – The contract will be awarded to the “lowest qualified Contractor”. Businesses operating within the City of Lowell, Kent County or Ionia County may have a higher preference in the selection process.
- 10.2 Bid Alternates – If this solicitation includes Bid Alternates, the City, in its sole discretion, may include any, all or none of the Alternates in determining the lowest qualified Contractor. The City may include the Alternates in any combination and in any order or priority as deemed in the best interest of the City. The City may make this determination at any time after bid closing and prior to contract award. The City will act in the best interest of the City in determining whether to include any, all or none of the Alternates and the combination and priority of any Alternates selected. If additional funding becomes available after contract award, the City may add any or all of the Alternates to the Agreement by Change Order.
- 10.3 Qualifications of Others – The City may consider the qualifications and experience of subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for portions of the work.

## **11.0 Signing of Contract**

- 11.1 Notice to Proceed - When the City gives Notice of Award to the successful Contractor, it will be accompanied by the required number of unsigned counterparts of the Agreement and all other Contract Documents. Within twenty (20) days thereafter Contractor shall sign and deliver at least three (3) counterparts of the Agreement to the City with all other Contract Documents attached and signed as required, together with the required bonds, evidence of insurance, city licenses and work authorization affidavit and documentation. Within ten (10) days thereafter City will deliver all fully signed counterparts to Contractor. The City may issue a Notice to Proceed with or at any time after delivery of signed counterparts to Contractor.



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City of Lowell  
Lowell Museum Step Replacement Project

**Bid Form**

(Please type or print in ink)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Cost Proposal**

Total Bid Cost: \$ \_\_\_\_\_

Total Bid Cost for Option 2 \$ \_\_\_\_\_

Tentative Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_



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Please provide answers to the following:

Describe relevant experience, expertise and qualifications:

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Project team members:

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Sub-Contractors:

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Describe any unusual terms or conditions to be considered:

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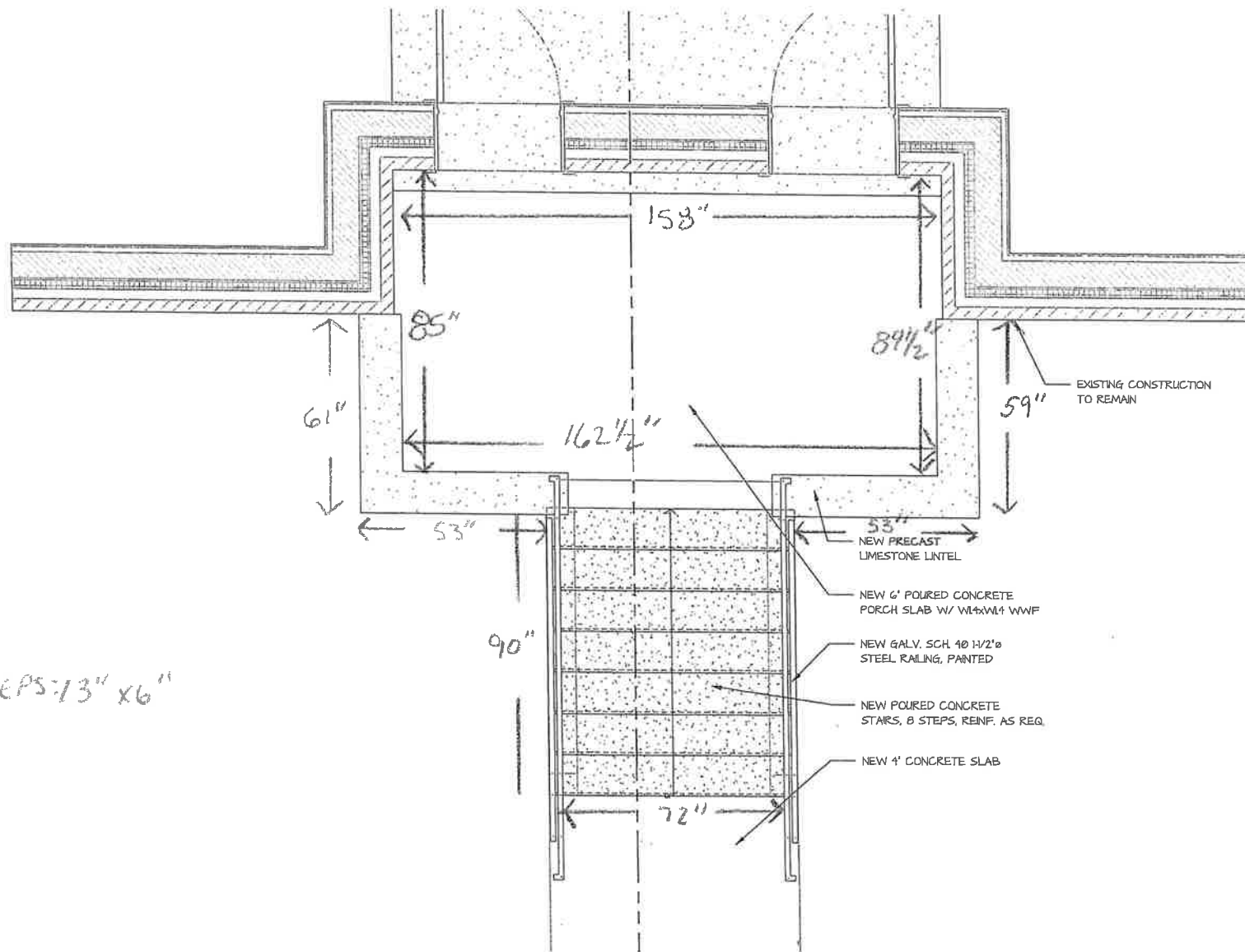
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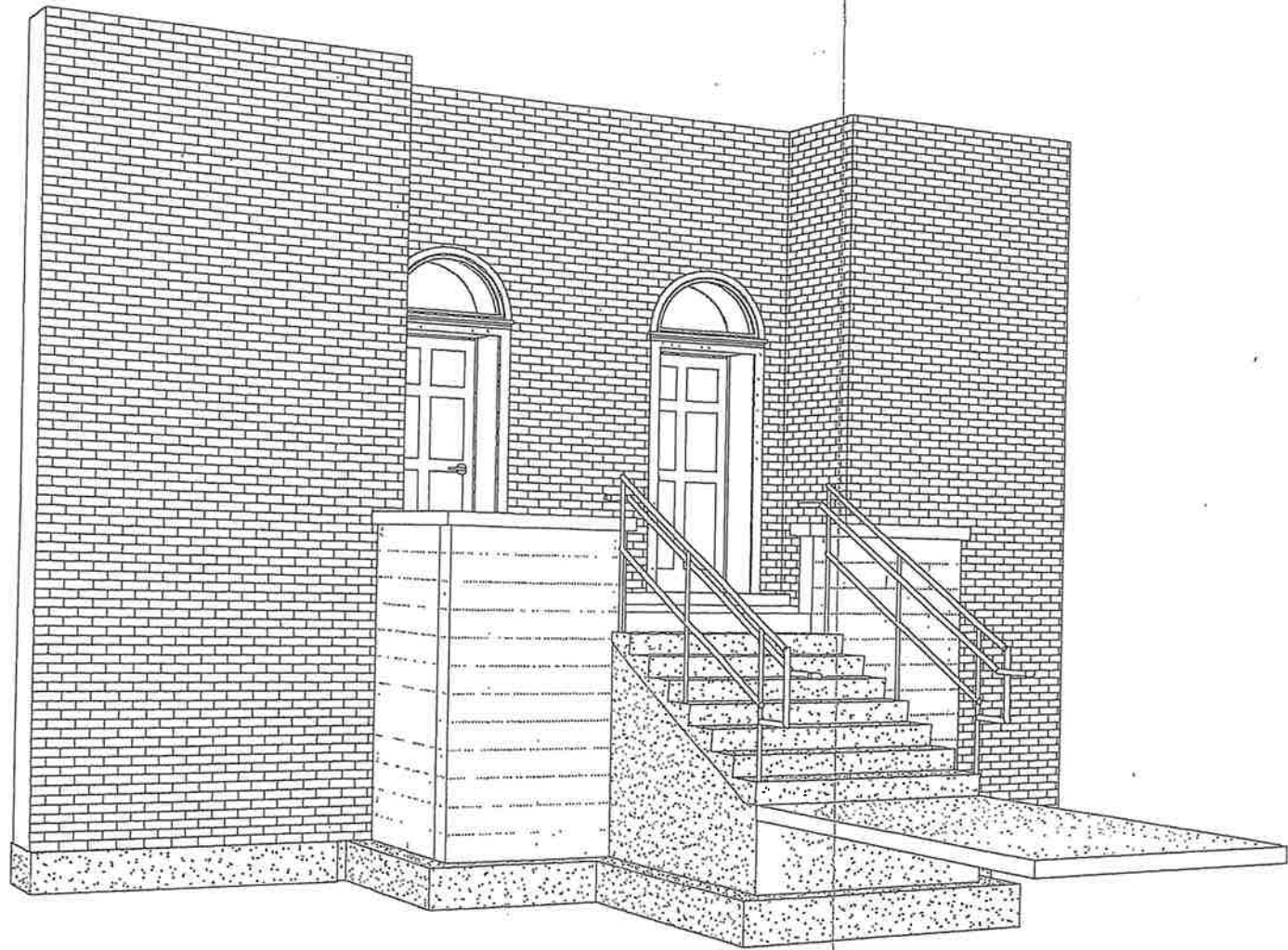
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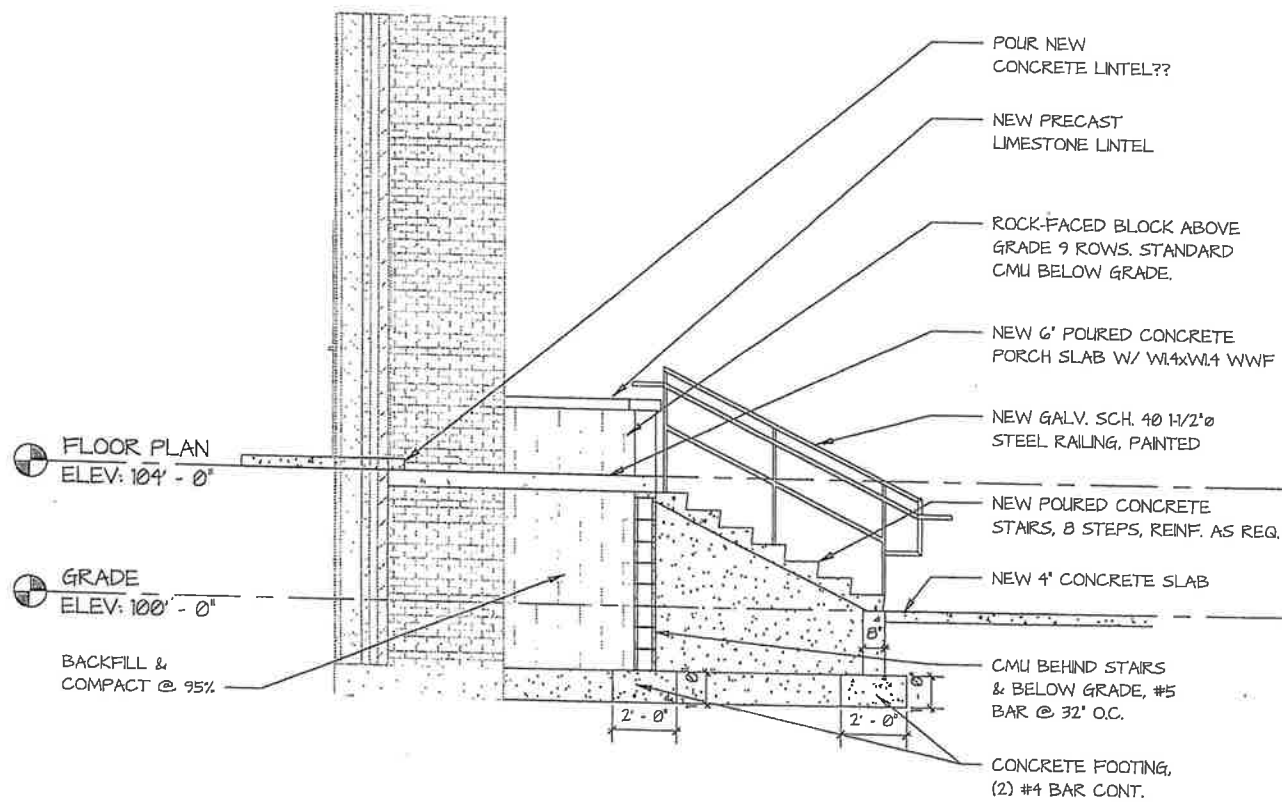


STEPS: 13" x 6"

EXISTING DIMENSIONS

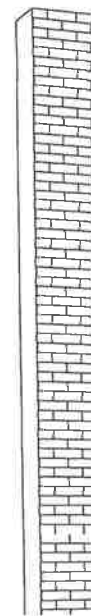
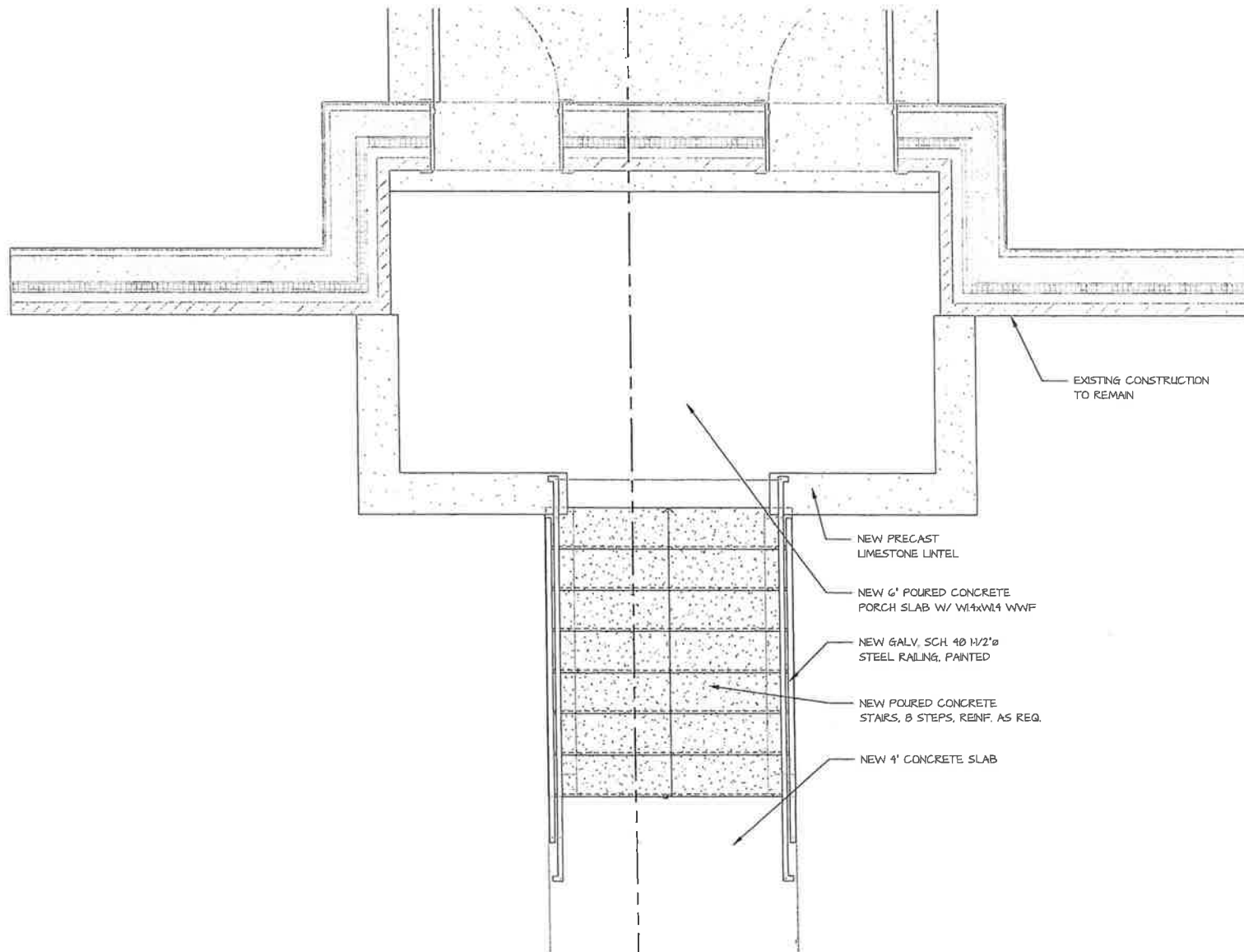


3 PERSPECTIVE  
A-1



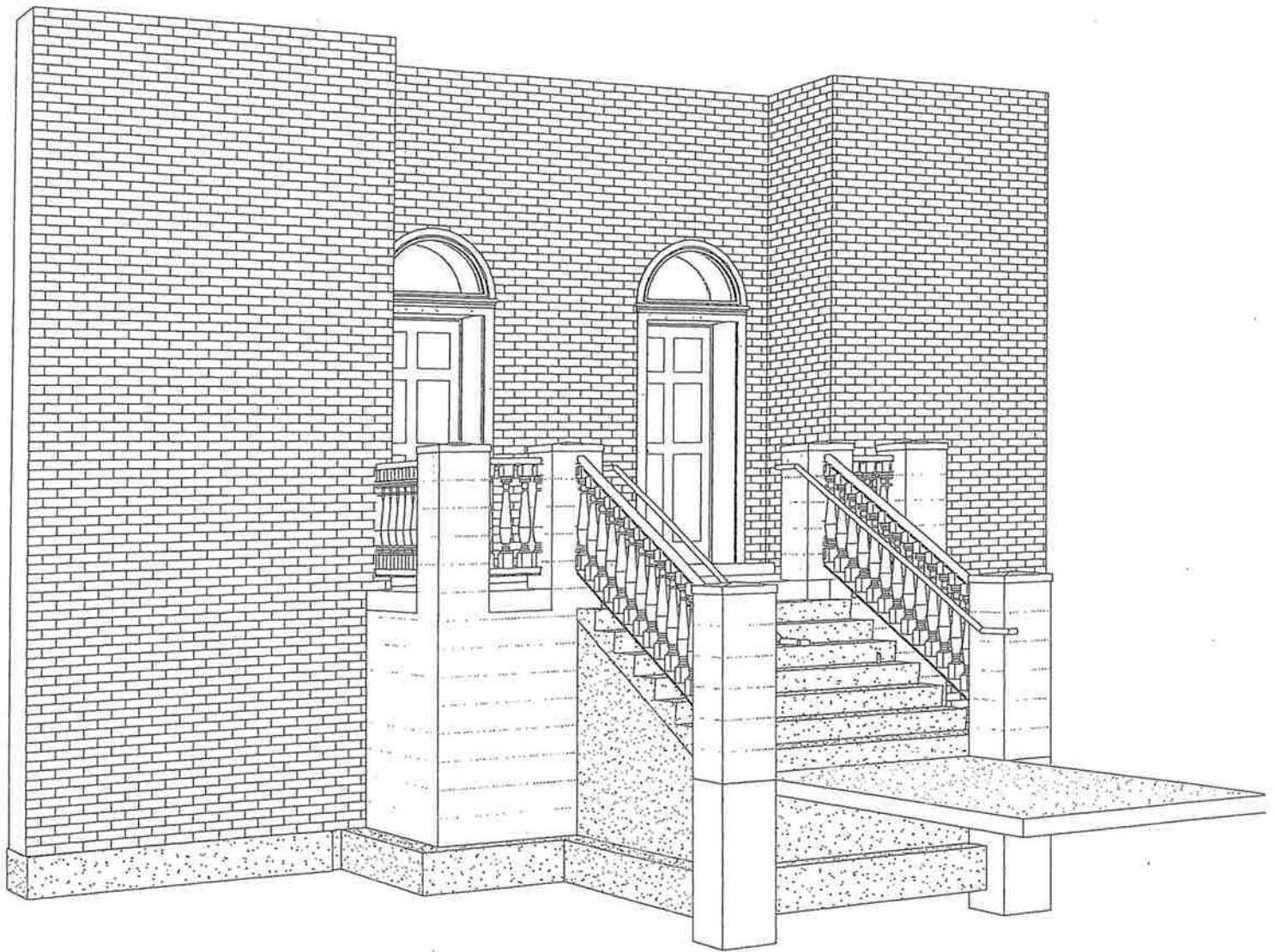
2 SECTION DETAIL  
 A1-1 1/4" = 1'-0"

SIDE



OVERVIEW

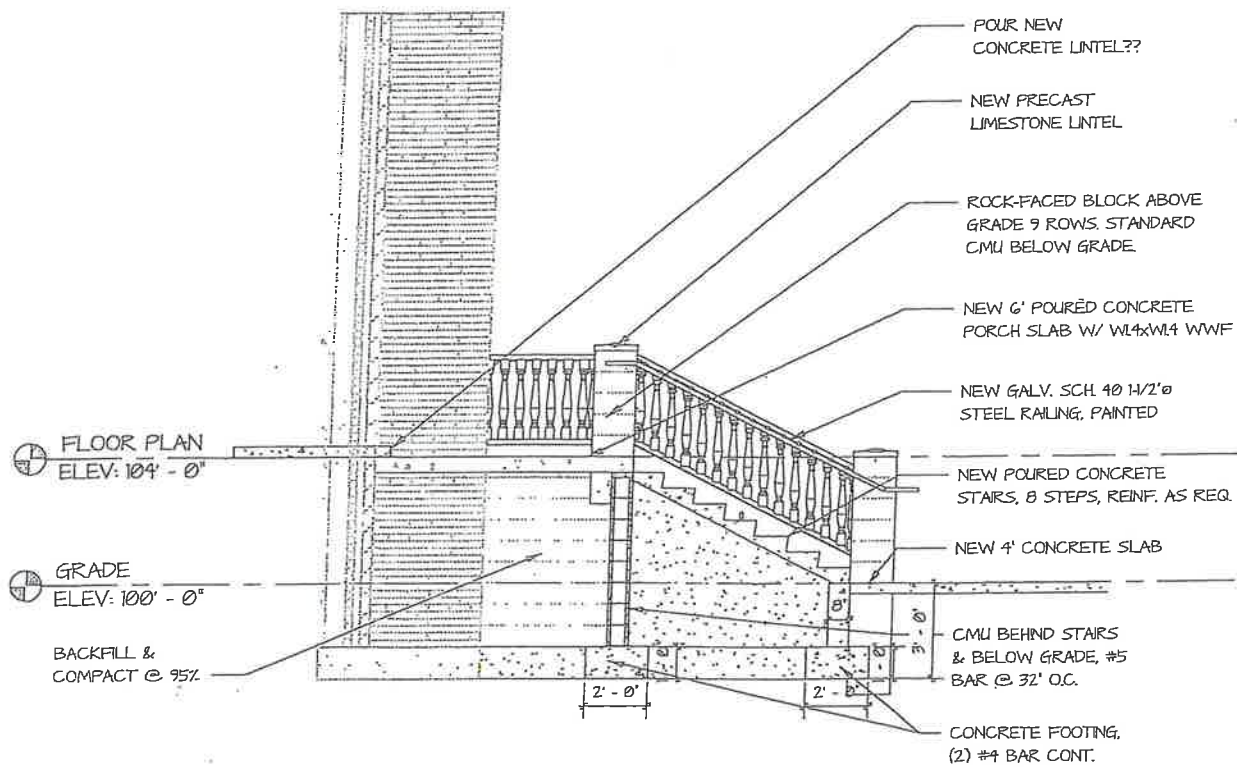
OPTION 2



3 PERSPECTIVE  
A-H

OPTION 2

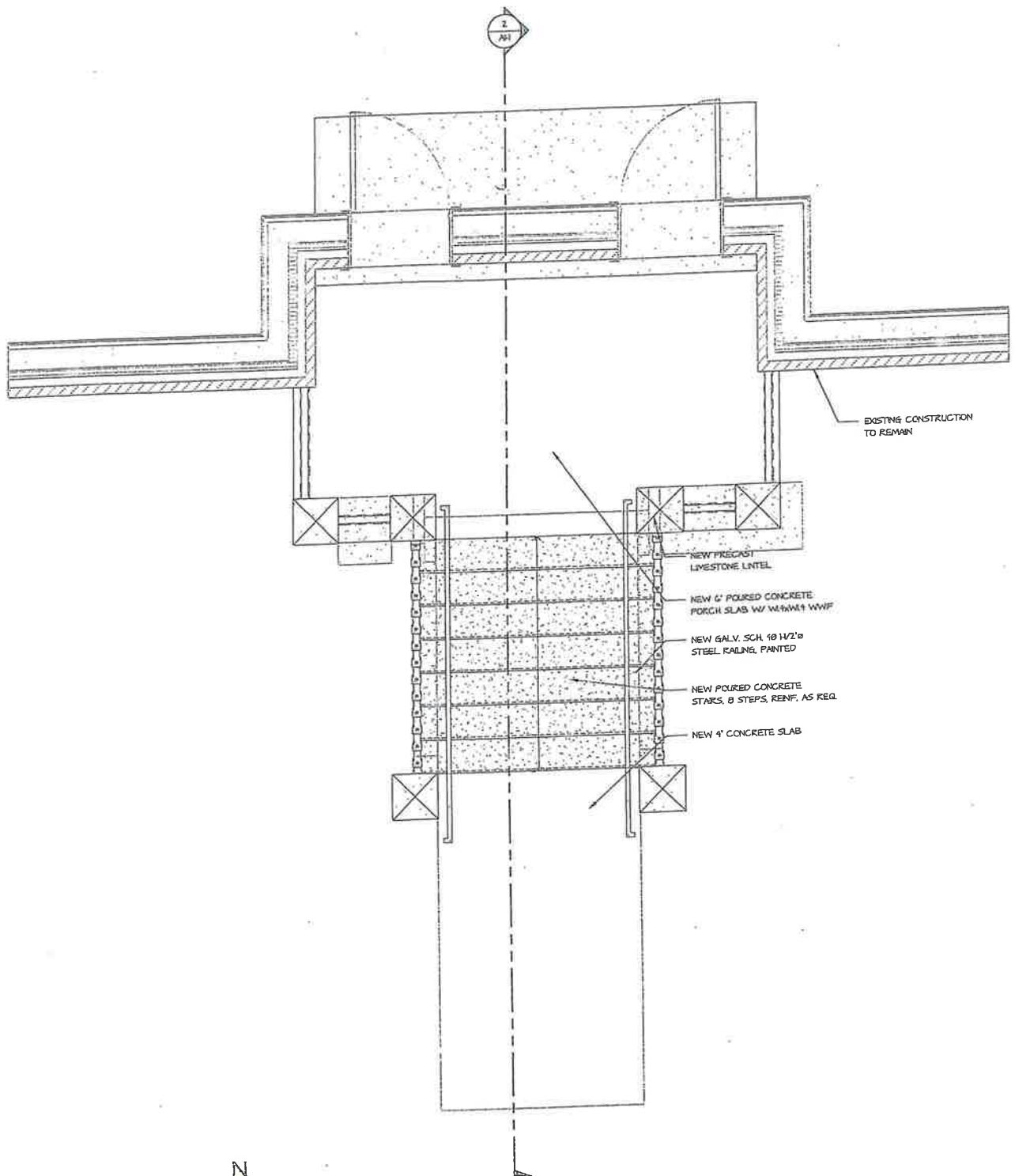
# OPTION 2



2 SECTION DETAIL  
A1-1

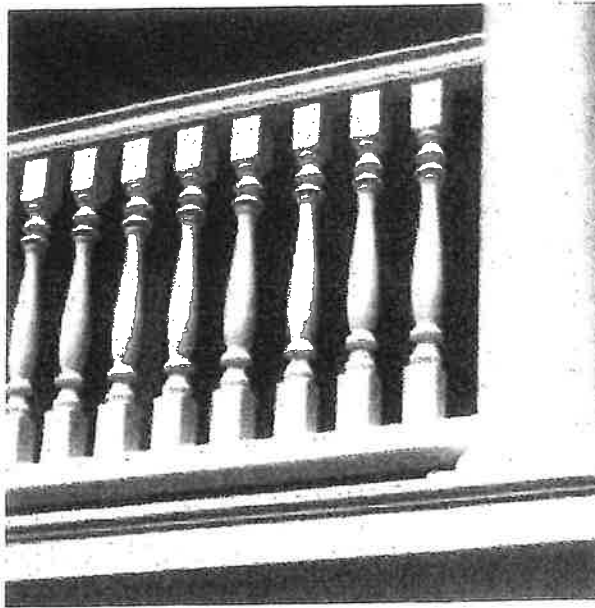
OPTION 2

# OPTION 2



FLOOR PLAN  
1  
A1

## OPTION 2



OPTION #2

## 4-1/4" Balustrade System

Our 4-1/4" system is for those who don't want the robust look of the larger railings but still want the benefits of a low-maintenance product.

- Railing: BR7600, BR7610
- Baluster: B7532 style
- Finish: Painted White
- Code: 32" Height, 4" Sphere Spacing
- PROMOTION!!! 4-1/4" WIDE POLYURETHANE: \$145 per lineal ft!!!
- PROJECT GALLERIES

Call us for a free quote or if you have any questions! (877) 279-9993





# **LOWELL CITY COUNCIL**

## **MEMORANDUM**

**DATE: March 2, 2023**

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

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

**RE: Demolition of 990 N. Washington bids**

---

On Monday February 27, 2023, the City opened bids from four entities interested in demolishing 990 N. Washington. We received bids from four entities.

- Earthworm Dozing and Excavating Inc. – Lowell - \$13,950
- Grattan Excavating – Grattan - \$17,900
- Alpine Contracting - Newaygo - \$18,750
- Pitsch Companies – Grand Rapids - \$18,950

All bids included the cost of demolition along with the asbestos and lead testing which is required. If there is an asbestos removal, there will be an additional cost which is unknown at this time.

The City has had Earthworm work in the past with no issues. Earthworm has the ability to complete this work and I spoke with them to verify they understood all of our requests for the bid. I believe they fully understand the scope of the project.

The water fund has been used to collect all rents in the past for this property and has paid all the taxes for this property. Payments for this work would continue from the water fund.

**I recommend that the Lowell City Council approve for Earthworm Dozing and Excavating to complete the lead and asbestos testing and demolition of 990 N. Washington at a cost not to exceed \$13,950.**

# 2023 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY  
OF CITY, VILLAGE OR TOWNSHIP  
BOARD ONLY


DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

## TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
- ☒ Public Display ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Pyrotecnico Fireworks, Inc.		ADDRESS OF APPLICANT 299 Wilson Rd, New Castle, PA 16101	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Stephen Vitale		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 299 Wilson Rd, New Castle, PA 16101	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) Michael Falk		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) 4369 E Summit Woods Dr NE, Rockford, MI 49341	TELEPHONE NUMBER 616.427.0377
NAME OF PYROTECHNIC OPERATOR Randy Loveland		ADDRESS OF PYROTECHNIC OPERATOR 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE 22 years	NO. DISPLAYS 300+ displays	WHERE Michigan	
NAME OF ASSISTANT Brian Loper		ADDRESS OF ASSISTANT 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT Dave Enbody		ADDRESS OF OTHER ASSISTANT 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY Stoney Lakeside Park, 1200 Bowes Rd, Lowell MI 49331			
DATE OF PROPOSED DISPLAY July 8, 2023		TIME OF PROPOSED DISPLAY 10:15 pm	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT  No storage necessary, delivered on date of display			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, Floor 30; 1375 East 9 <sup>th</sup> Street, Cleveland, OH 44114			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
Approximately 800	Aerial display shells ranging in size from 2 inches to 6 inches in diameter		
SIGNATURE OF APPLICANT 		DATE February 13, 2023	

Bureau of Fire Services  
P.O. Box 30700  
Lansing, MI 48909  
(517) 241-8847

Authority: 1988 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

*This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.*

☒ PUBLIC DISPLAY

☐ AGRICULTURAL PEST CONTROL

Issued To Pyrotecnico Fireworks, Inc.		Age (18 or over) Yes
Address 4369 E Summit Woods Dr NE, Rockford MI 49341		
Name of Organization, Group, Firm, or Corporation Lowell Area Chamber of Commerce		
Address 113 Riverwalk, Lowell MI 49331		
Number and Types of Fireworks  Approximately 800 aerial display shells ranging in size from 2 inches to 6 inches in diameter.		
Exact Location of Display Stoney Lakeside Park, 1200 Bowes Rd, Lowell MI 49331		
City, Village, Township City of Lowell, MI	Date July 8, 2023	Time 10:15 pm
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Amount \$5,000,000.00

Issued by action of: ☐ Council ☐ Commission ☐ Board of the

☐ City ☐ Village ☐ Township of \_\_\_\_\_  
(Name of City, Village, Township)

on the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
(Signature and Title of Council/Commission/Board Representative)

## Instructions for Application for Fireworks Other Than Consumer or Low Impact

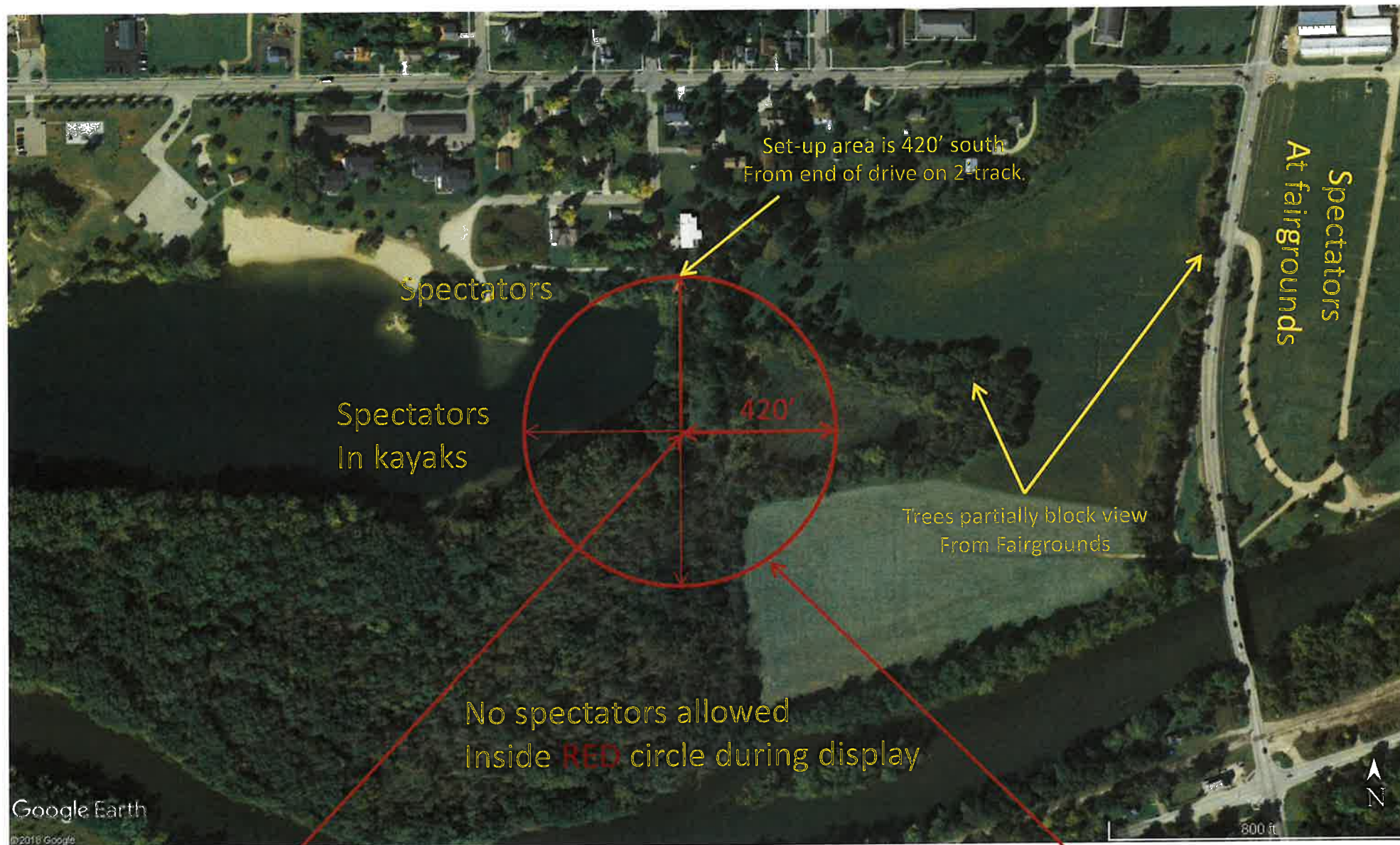
Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
  - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
  - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
  - Display Fireworks – 1.3G fireworks for professional use only
  - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
  - Public Display – a fireworks display that is open to all persons for viewing.
  - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

Stoney Lakeside Park  
1200 Bowes Street SE, Lowell, MI

Pyrotecnico Fireworks Inc.  
6/30/2021 Michael Falk



Launch Location

Setup area: 40' X 40'

Radius from setup area: 420'



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 216-658-7100 <b>FAX (A/C, No):</b> 216-658-7101 <b>E-MAIL ADDRESS:</b> info@brittongallagher.com	
<b>INSURED</b> Pyrotecnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Everest Indemnity Insurance Co.	10851
	<b>INSURER B:</b> Everest Denali Insurance Company	16044
	<b>INSURER C:</b> Arch Speciality Ins Co	21199
	<b>INSURER D:</b> Continental Indemnity Company	28258
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER: 366170156

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y	SI8ML00891-231	1/14/2023	1/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	SI8CA00141-231	1/14/2023	1/14/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$	Y	Y	UXP1035252-03	1/14/2023	1/14/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		N/A	82-872096-04-27	6/7/2022	6/7/2023	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability #2	Y	Y	SI8EX01314-231	1/14/2023	1/14/2024	Each Occ/Aggregate Total Limits \$5,000,000 \$10,000,000

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

DISPLAY DATE: July 8, 2023

LOCATION: Stoney Lakeside Park, Lowell, MI

ADDITIONAL INSURED: Lowell Area Chamber of Commerce; Liz Baker: City of Lowell, MI; The Laurels of Kent

## CERTIFICATE HOLDER

## CANCELLATION

Lowell Area Chamber of Commerce  
113 Riverwalk Plaza  
Lowell MI 49331

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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February 28, 2023

Mayor DeVore and Members of the City Council,

The Lowell Area Chamber of Commerce is proud to present the 28<sup>th</sup> Annual Riverwalk Festival – Thursday, July 6, Friday, July 7, and Saturday, July 8, 2023.

This year's two nights and one day event offers many activities for you and your family to enjoy. View our schedule at [www.riverwalkfestival.org](http://www.riverwalkfestival.org) for event times, information, and applications.

In preparation for this event, we are requesting street closure for the following streets and times:

- Request permission to close Avery Street west of Monroe, Thursday, July 7 beginning at 6 am through Saturday, July 8, 9:00 pm for the purpose of food concessions.
- Request permission to close Avery Street, east of Monroe to Jefferson St. Washington Street, north of Main to the High St, Saturday, July 8 beginning at 6:00 am to 4:00 pm for the Riverwalk Cruise-in.
- Request permission to close Main Street at 1:45 pm from Jackson to Hudson for the Riverwalk Rumble "Classic Cars" departing the Cruise in.

The Chamber has greatly appreciated your support over the years, and we hope you will bring your family and friends to enjoy this great festival!

Sincerely,

*Shannon Kennedy*

Shannon Kennedy  
Executive Director  
Lowell Area Chamber of Commerce



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

**DATE:** March 2, 2023  
**TO:** Mike Burns, City Manager *MB*  
**FROM:** Susan Ullery, City Clerk *SU*  
**RE:** LCTV Endowment Fund  
Recommendations

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The LCTV Endowment Board met on February 23, 2023 to discuss the applications received for grant opportunities.

LCTV Chair Dennis Kent will present the recommendations.

LCTV ENDOWMENT FUND BOARD  
THURSDAY, FEBRUARY 23, 2023  
5:30 P.M.

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

The meeting was called to order at 5:30 p.m. by Chair Dennis Kent.

Present:	City of Lowell	Dennis Kent Mark Mundt Jim Salzwedel Amanda Schrauben Bill Thompson Tim Wittenbach Sue Simmonds
Absent:	Lowell Charter Township	
Absent:	Vergennes Township	
Absent:	Lowell Charter Township	
Also Present:	City Clerk Susan Ullery	

**2. APPROVAL OF ABSENCE**

IT WAS MOVED BY THOMPSON and seconded by SCHRAUBEN to approve the absence of Boardmembers Simmonds and Wittenbach.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF AGENDA**

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

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**4. APPROVAL OF THE MINUTES**

IT WAS MOVED BY THOMPSON and seconded by MUNDT to approve the minutes of the December 7, 2022 meeting as written.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**5. PUBLIC COMMENTS**

No public comments.

**6. OLD BUSINESS**

a. Progress Reports – Comments.

The Boardmembers reviewed the progress reports. It was noted the Lowell Historical Museum front step replacement project still needs to be completed. Bob Rogers also submitted an update regarding the skate park project. As of February 13, 2023 they have raised \$82,951.75 which includes the not yet awarded \$30,000 LCTV Fund grant from 2022.

The board discussed the two outstanding projects and agreed both applicants should submit a letter to the board and council confirming the projects remain the same as when applied for and/or provide and modifications.

IT WAS MOVED BY THOMPSON and seconded by SCHRAUBEN to remain committed to provide funding for the Lowell Historical Museum front step replacement project and the skate park project. A letter should be submitted by each entity stating any modifications.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

b. History of Grants.

The board reviewed the history of the grants, noting it goes back to 2009.

7. **NEW BUSINESS**

a. Financial Statement from Grand Rapids Foundation.

The Financial Statement from the Grand Rapids Foundation was reviewed and there is \$113,276.98 available for grants.

b. Review of 2023 grant applications – Possible Final Recommendations to City Council.

Chair Kent briefly ran through each grant and further discussion continued.

Fallasburg Historical Society representative Craig Fonger was present regarding the grant application he submitted.

Representatives from First Congregational Church of Lowell, Lowell Senior Neighbors and Gilda's Club were present regarding their grant request. The board questioned whether funds could be given to religious organizations. Church representative Teresa Beachum suggested the funds be granted to Lowell Senior Neighbors and Gilda's Club rather than First Congregational Church of Lowell. Chair Kent suggested Ullery check with City Attorney Jessica Wood to find out who can be the legal recipient. Boardmembers Salzwedel and Thompson had no issues with the project

Kent also suggested the ordinance be revisited during the December 2023 meeting.

The board discussed the Flat River Outreach Ministries (FROM) grant request. Kent wished the project specifically stated the funds were going to go specifically for the purchase of the vehicle.

Representatives from the Grand Rapids Amateur Astronomical Association were present regarding their grant request for the development of a solar dome. No concerns were discussed. The grant request from Kent District Library was reviewed with no concerns.

The board discussed the grant request from the Lowell Area Arts Council (DBA LowellArts). Schrauben noted the project has already been completed. There was a consensus to not approve the request as it did not meeting the guidelines established for receiving grants.

The request from the Lowell Area Fire Department and Lowell Dog Park were reviewed with no concerns.

The grant request from the Lowell Rotary Club/City of Lowell to rejuvenate/update Creekside Kingdom was reviewed. Kent questioned if this was an appropriate request as it is an assessment. Mundt explained this is step 1 of a big project. This is a rehabilitation project. Thompson had no issues supporting the project with the understanding this is step 1 that will lead to the project.

After reviewing and discussing the grant applications, the board agreed to fund the requests as follows:

Applicant	Description	Rec. Amt.
City of Lowell	LCTV Fund Administration Expenses.....	\$4,000.00
Fallasburg Historical Society	Technology Upgrade .....	\$4,284.09
First Congregational Church	Senior Neighbors/Gilda's Club Improvements....	\$27,150.54
Flat River Outreach Ministries	FROM Transportation Program.....	\$15,000.00
GR Amateur Astro, Assoc.	DayStar Observatory.....	\$10,000.00
Kent District Library	Teen Area Remodeling Project.....	\$2,250.00
Lowell Area Fire Department	Nozzle Replacement Project.....	\$10,000.00
Lowell Dog Park	Small Dog Park Weather Shelter.....	\$4,475.00
Rotary Club of Lowell/City	Rejuvenate/Update Creekside Kingdom.....	\$2,400.00

IT WAS MOVED BY THOMPSON and seconded by MUNDT to recommend the City Council approve \$79,559.63 in grants as noted above.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

c. Determine if an additional meeting is necessary for final recommendations to City Council.

The board discussed what to do with the remaining \$33,717.00 and decided to roll it over to next year. No additional meeting is necessary for this grant cycle.

Kent will present the recommended grants to the City Council at its March 6, 2023 meeting.

d. Schedule 2023/2024 Meetings.

By general consensus, the board agreed to meet on December 7, 2023 at 5:30 p.m. Further meetings will be established.

## 8. ADJOURNMENT

IT WAS MOVED BY THOMPSON and seconded by SALZWEDEL to adjourn at 6:57 p.m.

---

Dennis J. Kent  
Chair

---

Mark Mundt  
Recording Secretary



**LOWELL CITY COUNCIL  
MEMORANDUM**

**DATE: March 2, 2023**

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

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

**RE: Dissolution of the Lowell Showboat VI  
Committee**

---

The City Charter does not allow standing committees of the City Council. The Lowell Showboat VI Committee was formed by the council to address the needs of the Showboat. Since the formation of this committee, they have formed a separate Michigan Non-Profit Association and we have approved transfer of ownership to the organization.

There is no longer a need for this committee to be in the auspices of the City of Lowell. Attached is Resolution 04-23 to dissolve the Lowell Showboat VI Committee.

**I recommend the Lowell City Council approve Resolution 04-23 as presented.**

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 04-23**

**RESOLUTION DISSOLVING THE SHOWBOAT COMMITTEE**

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

**WHEREAS**, the City has sold the Lowell Showboat (the “Showboat”), to Lowell Showboat VI, a Michigan non-profit corporation, pursuant to the Agreement for Purchase and Transfer of Showboat, dated February 6, 2023;

**WHEREAS**, prior to the sale of the Showboat, the City of Lowell Showboat Committee assisted in managing, maintaining, and operating the Showboat; and

**WHEREAS**, the City Council desires to dissolve the Showboat Committee since it is no longer necessary, nor serves a beneficial purpose, given the complete transfer of the asset.

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

1. That the City of Lowell Showboat Committee is hereby dissolved.
2. That all resolutions or parts of resolutions in conflict herewith shall be, and the same are, hereby rescinded to the extent of such conflict.

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

\_\_\_\_\_

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

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

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

**RESOLUTION DECLARED ADOPTED.**

Dated: March 6, 2023

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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 March 6, 2023, and that public notice of said meetings were given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: March 6, 2023

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Susan Ullery  
City Clerk



# **LOWELL CITY COUNCIL**

## **MEMORANDUM**

**DATE: March 3, 2023**

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

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

**RE: Utility Easements and Quitclaim Deeds for  
USDA Project**

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Upon examination into the properties related to the USDA financing for Monroe and Washington, two issues were presented that need to be resolved in order to move forward with the Project.

First, an easement is needed from the Grand Rapids Gravel Co. for a sewer lift station where the line traverses the property. We have received such easement from Grand Rapids Gravel Co. and need to accept such easement.

Second, there are some title discrepancies as to the Fairground property. Many years ago, Lowell Area Schools owned the three parcels that consist of the Fairground, which include the King Building, the baseball fields, Busch Field, and the southern portion of this property. Ownership of the parcels was transferred to the City but was never done so formally, which created some confusion as to title. In order to resolve all discrepancies, Lowell Area Schools has agreed to formally transfer their rights, if any, to such properties to the City.

Resolution 05-23, which resolves the above issues, is attached to accept and authorize the utility easement agreement with Grand Rapids Gravel and to accept and authorize the execution of quitclaim deeds from Lowell Area Schools.

**I am recommending Resolution 05-23 as presented.**

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

**RESOLUTION 05-23**

**RESOLUTION APPROVING, ACCEPTING AND AUTHORIZING  
EXECUTION OF A GRANT OF UTILITY EASEMENT AGREEMENT  
FROM GRAND RAPIDS GRAVEL COMPANY IN FAVOR OF THE CITY  
AND ALSO APPROVING, ACCEPTING AND AUTHORIZING  
EXECUTION OF QUITCLAIM DEEDS FROM LOWELL AREA  
SCHOOLS IN FAVOR OF THE CITY, AND RECORDING OF THE  
ABOVE-REFERENCED ITEMS WITH THE REGISTER OF DEEDS  
UPON EXECUTION**

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

moved the adoption of the following resolution:

**WHEREAS**, the City desires to complete certain water and sanitary improvements (the “Improvements”) within the City; and

**WHEREAS**, during research regarding funding related to the Improvements, title work indicated the need for an easement related to a certain parcel of property; and

**WHEREAS**, the Grand Rapids Gravel Company, a Michigan corporation (“GRGC”), is the owner of that certain parcel of real property in the City, and GRGC has agreed to grant to the City an easement for the location of a lift station, which easement is needed in relation to funding for the Improvements; and

**WHEREAS**, the City agrees to accept the easement from GRGC; and

**WHEREAS**, during the title work related to the funding, a question arose as to any claim that might be made by Lowell Area Schools (the “Schools”) concerning a parcel of property; and

**WHEREAS**, legal counsel for the Schools has advised the City of its intention to quit claim any and all interest the Schools may have in that parcel, as well as two adjoining parcels, identified as tax parcel ID #s 41-20-11-201-008, 41-20-02-453-021 and 41-20-02-453-029 (the “Property”) to the extent it might be claimed that the Schools have any right or interest in any of the parcels; and

**WHEREAS**, the City believes that it is the owner of all three parcels, and the Schools have agreed to execute quitclaim deeds in favor of the City for all three of the above-referenced parcels (the “Deeds”)(to the extent that the Schools might have any interest in same) so that there is no question as to title; and

**WHEREAS**, the City agrees to accept the Deeds from Lowell Area Schools once the same are finalized and executed.

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

1. That the City hereby approves, accepts and authorizes execution of a grant of utility easement agreement from Grand Rapids Gravel Company in favor of the City.
2. That the City Attorney is hereby directed to prepare quitclaim deeds to present to legal counsel for the Schools (the “Deeds”) and, following review and approval by the City Attorney, such Deeds shall be accepted.
3. That the City Clerk is hereby authorized and directed to record the above referenced items with the Kent County Register of Deeds following execution.
4. That all resolutions or parts of resolutions in conflict herewith are rescinded.

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

\_\_\_\_\_

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

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

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

**RESOLUTION DECLARED ADOPTED.**

Dated: March 6, 2023

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

**CERTIFICATION**

I, the undersigned duly qualified and acting Clerk of the City of Lowell, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on March 6, 2023, the original of which is on file in my office, and 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: March 6, 2023

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

## **APPOINTMENTS**

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