



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, MARCH 18, 2024, 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 March 4, 2024 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$155,749.06.

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. Trail Easement and Grading Permit

5. NEW BUSINESS

- a. Fireworks
- b. Riverwalk Street Closures
- c. Farmer's Market
- d. Credit Card Limit Increase

6. BOARD/COMMISSION REPORTS

7. BUDGET REPORT

8. MONTHLY REPORTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

## 12. CLOSED SESSION

- a. To consider material exempt from discussion or disclosure by state or federal statute. MCL 15.268(1)(h)

## 13. ADJOURNMENT

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



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## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, March 18, 2024

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4. OLD BUSINESS

- a. Trail Easement and Grading Permit. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the Trail Easement and Grading Permit Good Faith Offer with Grand Rapids Gravel at a cost not to exceed \$94,978.

5. NEW BUSINESS

- a. Fireworks. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the annual Fireworks event in conjunction with the Riverwalk Festival for Saturday July 13, 2024.

- b. Riverwalk Street Closures. City Manager Michael Burns provided a memo.

Recommended Motion: That the City Council approve the requested closures for the Lowell Riverwalk Festival.

- c. Farmer's Market. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the request by the Lowell Area Chamber of Commerce to use the city-owned lawn area and the parking area on the north side of the Library for the Farmer's Market summer events.

- d. Credit Card Limit Increase. City Treasurer Suzanne Olin provided a memo.

Recommended Motion: That the Lowell City Council approve increasing the City's Mercantile Credit card limit from \$10,000 to \$25,000 per month.

6. BOARD/COMMISSION REPORTS

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12. CLOSED SESSION

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13. ADJOURNMENT

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, MARCH 4, 2024, 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: Mayor DeVore, Councilmember Leah Groves, Councilmember Eric Bartkus, Councilmember Jim Salzwedel, Councilmember Marty Chambers.

Absent: None.

Present: City Manager Michael Burns, City Clerk Susan Ullery, Chief of Police Chris Hurst, DPW Director and Assistant City Manager Rich LaBombard.

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

- Approval of the Agenda.
- Approve and place on file the minutes of the February 19, 2024, Regular City Council meeting.
- Authorize payment of invoices for \$637,879.44.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

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

Perry Beachum who resides at 924 Riverside Drive spoke regarding his discussion at the Coffee with Council he attended on Saturday. Beachum questioned some City Council meeting dates and also how you become a preferred vendor.

City Manager Michael Burns explained the meeting dates, why they occurred when they did, that they were posted correctly and that the City is not recognizing Presidents Day as a holiday. Burns also explained why we have preferred vendors and how they become preferred.

Pam Rowley who resides at 804 E Main expressed her concern for expanding 18" on Avery. Feels it is a government over-reach. Also asked if anyone from our City government signed a non-disclosure agreement with Copperrock.

City Manager Michael Burns stated no, no one signed a non-disclosure agreement with Copperrock.

4. **OLD BUSINESS.**

a. LCTV Grant Recommendation

Dennis Kent who resides at 1700 Faith Drive and is chair of the Lowell Cable TV Board went through the 13 applicants selected for grants totaling \$141,662.26 granted.

They are as follows:

City of Lowell	LCTV Fund Administration Expenses.....	\$4,000.00
City of Lowell	Parks Upgrade	\$7,934.00
Fallasburg Historical Society	Fallasburg Village Revitalization>.....	\$9,500.00
First Congregational Church	Interior Electrical Switch and Panel Replacement..	\$12,888.26
Greater Lowell Chamber	Sizzlin' Summer Concerts – Bleachers.....	\$10,510.00
Lowell Area Hist. Museum	Exterior Lighting and Security Cameras.....	\$5,370.00
Lowell Area Fire Department	Emer Power and Scene Lighting.....	\$7,290.00
Lowell Area Schools	LSPAC Audio Upgrades.....	\$20,000.00
Lowell Charter Twp.	Splash pad.....	\$15,000.00
Lowells Open Table	Kitchen Supplies -----	\$3,100.00
Lowell Womens Club	Pillowcases for Lowell Area Veterans.....	\$500.00
Rotary Club of Lowell/City	Rebuild Creekside Kingdom.....	\$40,000.00
Vergennes Township	Cemetery Improvements and honor veterans...	\$5,570.00

Councilmember Salzwedel added that the First Congregational Church grant is actually more for Senior Neighbors and Gilda's Club. And the Lowell Area Fire Department lighting is for behind the scenes.

IT WAS MOVED BY GROVES and seconded by CHAMBERS that the Lowell City Council accept the LCTV Grant Endowment Fund recommendations as stated in the amount of \$141,662.26.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

5. **NEW BUSINESS.**

a. Division and Avery Engineering.

City Manager Michael Burns read his memo.

Councilmember Bartkus stated he walked Avery road today, doesn't think that road is as bad as Jackson or Washington so he questions the timing and whether we should wait until Copperrock's project, if approved, is complete so we are not tearing up the roads twice. Also, does Copperrock needs a new waterline or can they build with what is existing there. Bartkus then stated he was concerned that the widening of the road should be thought through some more because it would mean there are some significant trees that would have to be cut down on the north side. On both north and south sides, the houses already have small yards, limited parking even with their garages, so widening the road would just make them even smaller. Lastly, he was concerned about cash flow and water rates continuing to increase as that was the residents main complaint when campaigning.

City Manager said it is completely up to Council whether to wait on Avery project until after Copperrock or to do it now. Copperrock has the option to hook up to the waterline off Main Street, or they can build with what is existing. If we eliminate parking on the street, we could cut out the widening of the road. Burns then explained we are good on cash for capital projects and it would not impact debt ratio.

Councilmember Salzwedel also agreed maybe to put the brakes on this project but he is not opposed to getting the engineering study done.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS to approve the Division and Avery engineering.

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

NO: Councilmember Bartkus.

ABSENT: None.

MOTION CARRIED.

b. Police Vehicle.

Chief of Police Chris Hurst read his memo regarding the sale of the departments' 2015 GMC Acadia that is no longer in use.

IT WAS MOVED BY SALZWEDEL and seconded by GROVES that the Lowell City Council allow the Lowell City Police Department to sell the 2015 GMC Acadia.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. New Construction Sidewalk Requirement.

City Manager Michael Burns read his memo stating Nathan Boyce submitted a letter to Council requesting sidewalk not to be required for a new garage he is building at 825 Shepard Drive.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL that City Council approve the exemption of a sidewalk for the new garage being built at 825 Shepard Drive.

YES: Councilmembers Groves Councilmember Bartkus, Councilmembers Salzwedel, Councilmember Chambers.

NO: Mayor DeVore.

ABSENT: None.

MOTION CARRIED.

6. **BOARD/COMMISSION REPORTS.**

Councilmember Chambers stated at the Planning Commission meeting, we appointed a new Chair who will be Tony Ellis and a new Co-Chair who will be Mike Gadula. The Planning Commission meeting for March 11, 2024 is cancelled. We are looking for one more Board Member, we have an opening now that Bruce Barker stepped down.

Councilmember Bartkus stated he has LARA and Arbor Board this week. The Historic Board has been cancelled.

Mayor DeVore stated Fire Authority will be in two weeks and DDA is this Thursday.

7. **BUDGET REPORT.**

See the City Managers Report below.

8. **CITY MANAGERS REPORT.**

- Been working nonstop last couple of weeks on the budget, getting ready for the next fiscal year. We will schedule our budget work session for the evening of Monday, April 22, 2024.
- At some point, we are going to have to have a special meeting to approve all of the financing for Washington Street. No date set yet. Would like to know which dates would work better for the council members.
- Washington Street – we will be opening bids next Wednesday. Doing a lot of work behind the scenes to make sure everything is finalized with USDA.
- Last Thursday – we received our Marijuana excise tax. We received \$473,000 that was for eight facilities that was about \$59,000 dollars a facility. As of right now, next year we will be down to six facilities. But sales continue to escalate and we are starting to see the market thin out.
- Jackson Street project, we will be able to move up to “engineer it” next fiscal year and then complete it the Summer of 2025. Several other streets have been moved up as well.
- Village of Middleville reached out to us to see about a Mayor’s Exchange. Am talking with the Village manager of Middleville about that.
- Early voting – had a total of 54 voters.
- We have had a 50% increase in taxable value- lots of good things going on, something Council can take pride in.

9. **APPOINTMENTS.**

By general consensus, the Council appointed David Moskowitz to the Arbor Board and Nicole Holst to the Planning Commission.

10. **COUNCIL COMMENTS.**

Councilmember Bartkus stated he has noticed police “increased stops” on Main Street. Appreciates that. Coffee with Council items- sidewalk shoveling –how do we keep the sidewalks cleaner. Also, phone lines laying around areas of town that need to be cleaned up. Can talk with the DPW department about that and also reach out to AT&T who is responsible for it. Thank you for your comments Perry Beachum and Pam Rowley.



Councilmember Salzwedel thanked the City Manager Michael Burns for reaching out to the police department to find out about the Flock cameras. It is amazing how many snaps were taken in the last couple of months and glad to know the investment was worth it and is useful. Also, the Lowell Expo is March 23, 2024.

Councilmember Groves reminded everyone about the Expo on March 23, 2024.

Councilmember Chambers stated he is looking forward to the Expo on March 23, 2024 and then told his story of asking his wife to check and see if Lowell Light & Power was open on Presidents Day and she said it was, went to make his payment and it was closed. Being closed wasn't posted until Monday. So just reminding that human error happens and we all sometimes have to deal with it. Councilmembers will be going to Lansing for education and it will be fun.

11. **ADJOURNMENT.**

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn @ 7:58 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Sue Ullery, Lowell City Clerk

03/14/2024 02:47 PM  
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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 03/01/2024 - 03/14/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name Invoice	Description	Amount
10550	63RD DISTRICT COURT 03/05/2024	BOND - MARC RAYMOND DESTINE	300.00
TOTAL FOR: 63RD DISTRICT COURT			300.00
00865	ARCTIC INC. 104539	GAS WATER HEATER - VEOLIA	1,299.00
TOTAL FOR: ARCTIC INC.			1,299.00
00050	BERNARDS ACE HARDWARE 02/29/24	ACCOUNT STATEMENT	220.35
TOTAL FOR: BERNARDS ACE HARDWARE			220.35
10178	BHS INSURANCE AGENCY INC. 51453	CYBER LIABILITY EFFECTIVE 2/19 - 7/01/24	869.00
TOTAL FOR: BHS INSURANCE AGENCY INC.			869.00
10822	BLDI ENVIRONMENTAL ENGINEERING 21747 22156	WARE RD HYDRO. INVESTIGATION WARE RD HYDRO. INVESTIGATION	5,776.80 5,635.00
TOTAL FOR: BLDI ENVIRONMENTAL ENGINEERING			11,411.80
02397	BLUESTONE PSYCH 4287	CANDIDATE FOR OFFICE EVALUATION	495.00
TOTAL FOR: BLUESTONE PSYCH			495.00
02540	CAREY, JAMES 03/14/2024	2ND TRASH CAN FOR DOG PARK	201.39
TOTAL FOR: CAREY, JAMES			201.39
00101	CHROUCH COMMUNICATIONS, INC. 03/01/2024	REMOVAL OF RADIO EQ. VEHICLE	415.00
TOTAL FOR: CHROUCH COMMUNICATIONS, INC.			415.00
10581	CINTAS CORPORATION 9261958425	WATERBREAKER COUNTERTOP COOLER AGMT	45.54
TOTAL FOR: CINTAS CORPORATION			45.54
01343	CL TRUCKING & EXCAVATING 23482	TRENCHING FOR RELOCATED E. LINES PUBLIC ALLEY	6,110.90
TOTAL FOR: CL TRUCKING & EXCAVATING			6,110.90
10493	COMCAST 02/23/24	DPW CABLE 03/06/24 - 04/05/24	64.75
TOTAL FOR: COMCAST			64.75
10509	CONSUMERS ENERGY 02/01/24 - 02/29/ STREETS LIGHTS 02/26/24 - 03/06/ ACCOUNT STATEMENT		28.63 5,385.59
TOTAL FOR: CONSUMERS ENERGY			5,414.22
11034	CORPORATE CLEANING & FACILITY 4331	CLEANING SERVICE - MARCH	2,535.00
TOTAL FOR: CORPORATE CLEANING & FACILITY			2,535.00
10640	DEVORE, MICHAEL 3/14/24	MILEAGE & CONVENTION MEALS	184.73
TOTAL FOR: DEVORE, MICHAEL			184.73

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Vendor Code	Vendor Name	Description	Amount
Invoice			
02035	DIGITAL OFFICE MACHINES, INC.		
21242		DPW COPIER MONTHLY CONTRACT	37.22
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.			37.22
11023	DOLSON WELL SERVICE LLC		
10232023		ELECTRICAL AT AIRPORT	156.06
TOTAL FOR: DOLSON WELL SERVICE LLC			156.06
10959	ENBODY, DAVID		
03/04/24		UNIFORM REIMBURSEMENT 2024	300.00
TOTAL FOR: ENBODY, DAVID			300.00
10713	EPS SECURITY		
A1384125		VIDEO SERVICE AGMT 4/01 - 06/30/24	238.71
TOTAL FOR: EPS SECURITY			238.71
02554	EQUIPMENT SOLUTIONS		
03/14/2024		AIRPORT SNOW PLOWING 2ND INSTALLMENT	5,000.00
TOTAL FOR: EQUIPMENT SOLUTIONS			5,000.00
10536	FANDANGLED CUSTOM APPAREL & GIFTS		
3704		CITY COUNCIL WATER BOTTLES	1,616.36
TOTAL FOR: FANDANGLED CUSTOM APPAREL & GIFTS			1,616.36
10673	FERGUSON WATERWORKS		
0194360		METER PARTS	2,646.00
TOTAL FOR: FERGUSON WATERWORKS			2,646.00
10966	GFL ENVIRONMENTAL		
02/20/24		TRASH/ RECYCLE SERVICE	503.01
TOTAL FOR: GFL ENVIRONMENTAL			503.01
00225	GRAND RAPIDS COMMUNITY COLLEGE		
02/16/24 - 02/29/		TAX DISBURSEMENT	1,046.48
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE			1,046.48
00228	GRAND RAPIDS GRAVEL COMPANY		
244047		SAND & GRAVEL	53.11
TOTAL FOR: GRAND RAPIDS GRAVEL COMPANY			53.11
11007	GRIZZLY REPAIR LLC		
1078		#W-20 R&M	76.00
1079		#103 R&M	51.00
1081		#W-21 R&M	51.00
1083		#103 R&M	61.00
1084		# W-20 R&M	51.00
TOTAL FOR: GRIZZLY REPAIR LLC			290.00
01508	GTW		
336232		CYLINDER RENTAL FEB. 2024	58.23
TOTAL FOR: GTW			58.23
02463	HYDROCORP		
0076642-IN		CROSS CONNECTION FEB 2024	2,165.50
TOTAL FOR: HYDROCORP			2,165.50

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
11009	IP CONSULTING INC		
	17182	SYNOLOGY NAS FOR POLICE	675.00
	17256	IPAD	684.76
TOTAL FOR: IP CONSULTING INC			1,359.76
00291	KENT COUNTY ROAD COMMISSION		
	414558	PAYABLES / OH	47.28
TOTAL FOR: KENT COUNTY ROAD COMMISSION			47.28
00300	KENT COUNTY TREASURER		
	02/16/24 - 02/29/ TAX DISBURSEMENT		4,972.71
	03/13/2024	TRAILER FEE - FEBRUARY	317.50
	2/16/24 -2/29/24 TAX DISBURSEMENT - STATE		3,674.77
TOTAL FOR: KENT COUNTY TREASURER			8,964.98
00303	KENT DISTRICT LIBRARY		
	02/16/24 - 02/29/ TAX DISBURSEMENT		7,032.84
TOTAL FOR: KENT DISTRICT LIBRARY			7,032.84
00302	KENT INTERMEDIATE SCHOOL DIST.		
	02/16/24 - 02/29/ TAX DISBURSEMENT		3,334.67
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			3,334.67
10664	LEWIS G. BENDER, PH.D.		
	03/14/2024	COUNCIL PLANNING WORKSHOP 2024	3,252.00
TOTAL FOR: LEWIS G. BENDER, PH.D.			3,252.00
01374	LOWELL AREA HISTORICAL MUSEUM		
	02/16/24 - 02/29/ TAX DISBURSEMENT		151.63
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			151.63
00562	LOWELL AREA SCHOOLS		
	02/16/24 - 02/29/ TAX DISBURSEMENT		15,604.43
TOTAL FOR: LOWELL AREA SCHOOLS			15,604.43
00330	LOWELL LEDGER		
	02/29/2024	ACCOUNT STATEMENT	753.62
TOTAL FOR: LOWELL LEDGER			753.62
11067	LT'S ASPHALT		
	1217	BOWES ROAD WATER MAIN PATCH	3,190.00
TOTAL FOR: LT'S ASPHALT			3,190.00
11074	MERL'S TOWING SERVICE		
	M732288	TIRE CHANGE ON POLICE CAR	83.46
TOTAL FOR: MERL'S TOWING SERVICE			83.46
MISC	MISTELLE QUIGGLE		
	03/04/24	ARBOR DAY TREES - DONNA FORD FUND	452.22
TOTAL FOR: MISTELLE QUIGGLE			452.22
00426	MODEL COVERALL SERVICE, INC.		
	02/29/24	LIBRARY RUGS FEBRURAY	297.84
TOTAL FOR: MODEL COVERALL SERVICE, INC.			297.84
01499	NAPA AUTO PARTS		
	02/29/2024	ACCOUNT STATEMENT	414.35
TOTAL FOR: NAPA AUTO PARTS			414.35

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Invoice			
11075	ON DUTY GEAR, LLC		
3837		ARMOR EXPRESS	2,125.00
TOTAL FOR: ON DUTY GEAR, LLC			2,125.00
00513	PRINTING SYSTEMS		
230978		APPLICATION POST CARDS	234.97
TOTAL FOR: PRINTING SYSTEMS			234.97
02331	PROGRESSIVE HEATING COOLING, CORP.		
2022565		LIBRARY SERVICE CALL HEATING VALVE	204.50
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			204.50
10732	REVIZE LLC		
17879		ANNUAL SOFTWARE SUBSCRIPTION 4/22/24 - 4/21/25	3,000.00
TOTAL FOR: REVIZE LLC			3,000.00
02575	SELF SERVE LUMBER		
03/01/2024		ACCOUNT STATEMENT FEB 2024	68.75
TOTAL FOR: SELF SERVE LUMBER			68.75
10849	SMART BUSINESS SOURCE		
OE-76778-1		LINERS	101.30
TOTAL FOR: SMART BUSINESS SOURCE			101.30
02232	STATE OF MICHIGAN		
03/12/2024		2023 WINTER IFT	34,003.23
TOTAL FOR: STATE OF MICHIGAN			34,003.23
10341	STATE OF MICHIGAN		
551-632745		SO REGISTRATION	30.00
551-633222		LIVE SCANS FEBRAURY 2024	216.25
TOTAL FOR: STATE OF MICHIGAN			246.25
11076	TAPCO		
I774242		TRAILER RADER	10,449.95
TOTAL FOR: TAPCO			10,449.95
00633	TIP TOP GRAVEL CO.		
046567		WASHED SAND	657.72
TOTAL FOR: TIP TOP GRAVEL CO.			657.72
11029	TOTAL FIRE PROTECTION		
12498753		WTP FIRE EXT. INSPECTION	30.00
12499013		KING BUILDING FIRE EXT. INSPECTION	12.00
12499014		AIRPORT FIRE EXT. INSPECTION	18.00
12499016		NEW DPW FIRE EXTINGUISHER INSPECTION	162.00
12499017		DPW ANNUAL FIRE EXTINGUISHER PROTECTION	12.00
12499103		MUSEUM INSPECTION & FIRE ALARM, EXTINGUISHER	349.00
12499406		CITY HALL / POLICE FIRE ALARM INSPECTION	225.00
12500254		KING BUILDING REFURBISHED EXT.	143.00
12500262		OLD LOWELL DPW - REBURBISHED EXT.	219.50
12500264		AIRPORT REFURBISHED ABC EXTINGUISHER	237.25
TOTAL FOR: TOTAL FIRE PROTECTION			1,407.75
10543	TRACTOR SUPPLY CREDIT PLAN		
03/24/24		FEB. ACCOUNT STATEMENT	119.98
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN			119.98

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	Invoice		
10459	TRANSUNION RISK AND ALTERNATIVE		
	03/14/2024	ACCOUNT STATEMENT - JAN/ FEB 2024	220.00
TOTAL FOR: TRANSUNION RISK AND ALTERNATIVE			220.00
10860	ULINE		
	175006846	ROW BLEACHER	5,796.35
TOTAL FOR: ULINE			5,796.35
02203	VISA		
	02/26/2024	MERCANTILE VISA STATEMENT FEBRUARY 2024	2,007.70
TOTAL FOR: VISA			2,007.70
10942	WATKINS ROSS & COMPANY		
	93672	RETIREE HEALTH CARE PLAN SERVICES	4,400.00
TOTAL FOR: WATKINS ROSS & COMPANY			4,400.00
11030	ZEIGLER AUTO GROUP		
	247190	#841 POLICE VEHICLE	507.32
	247593	#839 POLICE VEHICLE	61.64
	247594	#837 POLICE VEHICLE	1,458.57
	247598	#838 POLICE VEHICLE	61.64
TOTAL FOR: ZEIGLER AUTO GROUP			2,089.17
TOTAL - ALL VENDORS			155,749.06

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND - MARC RAYMOND DESTI	300.00	79811
101-000-085.000	DUE FROM LIGHT & POWER	BHS INSURANCE AGENCY INC.	CYBER LIABILITY EFFECTIVE	434.50	79814
101-000-085.000	DUE FROM LIGHT & POWER	CL TRUCKING & EXCAVATING	TRENCHING FOR RELOCATED E	1,500.00	79820
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	TRAILER FEE - FEBRUARY	63.50	79838
101-000-225.000	DUE TO SET -TRAILER FEES	KENT COUNTY TREASURER	TRAILER FEE - FEBRUARY	254.00	79838
Total For Dept 000				2,552.00	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	DEVORE, MICHAEL	MILEAGE & CONVENTION MEAL	184.73	79823
101-101-864.000	CONFERENCES & CONVENTIONS	LEWIS G. BENDER, PH.D.	COUNCIL PLANNING WORKSHOP	3,252.00	79843
101-101-880.000	COMMUNITY PROMOTION	FANDANGLED CUSTOM APPAREL	CITY COUNCIL WATER BOTTLE	1,616.36	79829
101-101-880.000	COMMUNITY PROMOTION	LOWELL LEDGER	ACCOUNT STATEMENT	324.00	79846
Total For Dept 101 COUNCI				5,377.09	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	WATKINS ROSS & COMPANY	RETIREE HEALTH CARE PLAN	1,466.67	79868
101-172-801.000	PROFESSIONAL SERVICES	BLDI ENVIRONMENTAL ENGINE	WARE RD HYDRO. INVESTIGAT	5,635.00	79815
101-172-801.000	PROFESSIONAL SERVICES	BLDI ENVIRONMENTAL ENGINE	WARE RD HYDRO. INVESTIGAT	5,776.80	79815
101-172-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA STATEMENT	84.78	79866
101-172-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA STATEMENT	166.92	79866
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	39.00	79866
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	10.00	79866
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	14.99	79866
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	30.00	79866
Total For Dept 172 MANAGE				13,224.16	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	PRINTING SYSTEMS	APPLICATION POST CARDS	234.97	79852
101-191-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA STATEMENT	709.30	79866
101-191-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA STATEMENT	305.74	79866
Total For Dept 191 ELECTI				1,250.01	
Dept 209 ASSESSOR					
101-209-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	335.46	79846
Total For Dept 209 ASSESS				335.46	
Dept 265 CITY HALL					
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	LINERS	50.65	79856
101-265-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	TRASH/ RECYCLE SERVICE	75.99	79809
101-265-802.000	CONTRACTUAL	CORPORATE CLEANING & FACI	CLEANING SERVICE - MARCH	585.00	79822
101-265-802.000	CONTRACTUAL	CORPORATE CLEANING & FACI	CLEANING SERVICE - MARCH	477.00	79822
101-265-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	CITY HALL / POLICE FIRE A	225.00	79861
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,718.00	79821
101-265-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	3.99	79813
Total For Dept 265 CITY H				3,135.63	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	TRASH/ RECYCLE SERVICE	30.48	79809
Total For Dept 276 CEMETE				30.48	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	LIVE SCANS FEBRAURY 2024	216.25	79858
101-301-660.002	SEX OFFENDER FEES	STATE OF MICHIGAN	SO REGISTRATION	30.00	79858
101-301-727.000	OFFICE SUPPLIES	VISA	MERCANTILE VISA STATEMENT	2.65	79866
101-301-727.000	OFFICE SUPPLIES	VISA	MERCANTILE VISA STATEMENT	61.04	79866
101-301-740.000	OPERATING SUPPLIES	CINTAS CORPORATION	WATERBREAKER COUNTERTOP C	45.54	79819
101-301-743.000	AMMUNITION	TAPCO	TRAILER RADER	1,490.95	79859
101-301-931.000	R & M POLICE CARS	CHROUCH COMMUNICATIONS, I	REMOVAL OF RADIO EQ. VEHI	415.00	79818
101-301-931.000	R & M POLICE CARS	MERL'S TOWING SERVICE	TIRE CHANGE ON POLICE CAR	83.46	79848
101-301-931.000	R & M POLICE CARS	NAPA AUTO PARTS	ACCOUNT STATEMENT	143.37	79850
101-301-955.000	MISCELLANEOUS EXPENSE	TRANSUNION RISK AND ALTER	ACCOUNT STATEMENT - JAN/	220.00	79864

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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	26.54	79866
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	10.00	79866
101-301-957.000	TRAINING	BLUESTONE PSYCH	CANDIDATE FOR OFFICE EVAL	495.00	79816
101-301-984.000	EQUIPMENT	ON DUTY GEAR, LLC	ARMOR EXPRESS	2,125.00	79851
101-301-984.000	EQUIPMENT	TAPCO	TRAILER RADER	3,959.00	79859
		Total For Dept 301 POLICE		9,323.80	
Dept 400 PLANNING & ZONING					
101-400-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	94.16	79846
		Total For Dept 400 PLANNI		94.16	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	LINERS	25.32	79856
101-441-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	TRASH/ RECYCLE SERVICE	242.04	79809
101-441-802.000	CONTRACTUAL	CORPORATE CLEANING & FACI	CLEANING SERVICE - MARCH	476.00	79822
101-441-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DPW COPIER MONTHLY CONTRA	37.22	79824
101-441-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	OLD LOWELL DPW - REBURBIS	219.50	79861
101-441-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	DPW ANNUAL FIRE EXTINGUIS	12.00	79861
101-441-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	NEW DPW FIRE EXTINGUISHER	162.00	79861
101-441-850.000	COMMUNICATIONS	COMCAST	DPW CABLE 03/06/24 - 04/0	64.75	79808
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	377.59	79821
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	665.83	79821
		Total For Dept 441 DEPART		2,282.25	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	GRAND RAPIDS GRAVEL COMPA	SAND & GRAVEL	53.11	79832
101-751-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	KING BUILDING REFURBISHED	143.00	79861
101-751-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	KING BUILDING FIRE EXT. I	12.00	79861
101-751-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	39.25	79821
101-751-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	26.31	79813
101-751-975.000	BUILDING IMPROVEMENTS	ULINE	ROW BLEACHER	5,796.35	79865
		Total For Dept 751 PARKS		6,070.02	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	LINERS	25.33	79856
101-790-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	TRASH/ RECYCLE SERVICE	54.49	79809
101-790-802.000	CONTRACTUAL	CORPORATE CLEANING & FACI	CLEANING SERVICE - MARCH	997.00	79822
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,220.13	79821
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	LIBRARY RUGS FEBRURAY	297.84	79849
101-790-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL HEAT	204.50	79853
		Total For Dept 790 LIBRAR		2,799.29	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	13.94	79813
101-804-887.000	CONTRIBUTIONS & MAINTENAN	TOTAL FIRE PROTECTION	MUSEUM INSPECTION & FIRE	349.00	79861
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	495.73	79821
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	151.63	79844
		Total For Dept 804 MUSEUM		1,010.30	
		Total For Fund 101 GENERA		47,484.65	
Fund 202 MAJOR STREET FUND					
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	KENT COUNTY ROAD COMMISSI	PAYABLES / OH	47.28	79837
		Total For Dept 474 TRAFFI		47.28	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	21.99	79813
202-478-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT FEB 202	68.75	79855
		Total For Dept 478 WINTER		90.74	
		Total For Fund 202 MAJOR		138.02	



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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	43.57	79813
248-463-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	37.98	79813
248-463-930.000	REPAIR & MAINTENANCE	CL TRUCKING & EXCAVATING	TRENCHING FOR RELOCATED E	4,610.90	79820
Total For Dept 463 MAINTENANCE				4,692.45	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	VISA	MERCANTILE VISA STATEMENT	111.06	79866
248-740-880.000	COMMUNITY PROMOTION	VISA	MERCANTILE VISA STATEMENT	27.47	79866
Total For Dept 740 COMMUNITY PROMOTIONS				138.53	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				4,830.98	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 301 POLICE DEPARTMENT					
260-301-740.000	OPERATING SUPPLIES	IP CONSULTING INC	SYNOLOGY NAS FOR POLICE	675.00	79836
260-301-986.000	POLICE EQUIPMENT	TAPCO	TRAILER RADER	5,000.00	79859
Total For Dept 301 POLICE				5,675.00	
Dept 758 DOG PARK					
260-758-740.000	OPERATING SUPPLIES	CAREY, JAMES	2ND TRASH CAN FOR DOG PARK	201.39	79817
Total For Dept 758 DOG PARK				201.39	
Dept 774 RECREATION CONTRIBUTIONS					
260-774-740.000	DONNA JEAN FORD GARDEN	MISTELLE QUIGGLE	ARBOR DAY TREES - DONNA F	452.22	79810
Total For Dept 774 RECREATION CONTRIBUTIONS				452.22	
Total For Fund 260 DESIGNATED CONTRIBUTIONS				6,328.61	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	TRASH/ RECYCLE SERVICE	70.01	79809
581-000-802.000	CONTRACTUAL	EQUIPMENT SOLUTIONS	AIRPORT SNOW PLOWING 2ND	5,000.00	79828
581-000-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	AIRPORT REFURBISHED ABC E	237.25	79861
581-000-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	AIRPORT FIRE EXT. INSPECT	18.00	79861
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	STREETS LIGHTS	28.63	79821
581-000-930.000	REPAIR & MAINTENANCE	DOLSON WELL SERVICE LLC	ELECTRICAL AT AIRPORT	156.06	79825
Total For Dept 000				5,509.95	
Total For Fund 581 AIRPORT FUND				5,509.95	
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	ARCTIC INC.	GAS WATER HEATER - VEOLIA	1,299.00	79812
Total For Dept 550 TREATMENT				1,299.00	
Dept 551 COLLECTION					
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER PARTS	1,323.00	79830
Total For Dept 551 COLLECTION				1,323.00	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WATKINS ROSS & COMPANY	RETIREE HEALTH CARE PLAN	1,466.67	79868
Total For Dept 553 ADMINISTRATION				1,466.67	
Total For Fund 590 WASTEWATER FUND				4,088.67	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	19.99	79813
591-570-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA STATEMENT	48.21	79866
591-570-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	TRASH/ RECYCLE SERVICE	30.00	79809
591-570-802.000	CONTRACTUAL	EPS SECURITY	VIDEO SERVICE AGMT 4/01 -	238.71	79827
591-570-802.000	CONTRACTUAL	TOTAL FIRE PROTECTION	WTP FIRE EXT. INSPECTION	30.00	79861
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	523.26	79821
Total For Dept 570 TREATMENT				890.17	
Dept 571 DISTRIBUTION					

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Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-744.000	UNIFORMS	ENBODY, DAVID	UNIFORM REIMBURSEMENT 202	300.00	79826
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION FEB 202	2,165.50	79835
591-571-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA STATEMENT	360.00	79866
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	165.69	79821
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	180.11	79821
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	52.58	79813
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER PARTS	1,323.00	79830
591-571-930.000	REPAIR & MAINTENANCE	LT'S ASPHALT	BOWES ROAD WATER MAIN PAT	3,190.00	79847
591-571-930.000	REPAIR & MAINTENANCE	TIP TOP GRAVEL CO.	WASHED SAND	657.72	79860
591-571-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	FEB. ACCOUNT STATEMENT	119.98	79863
Total For Dept 571 DISTRI				8,514.58	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WATKINS ROSS & COMPANY	RETIREE HEALTH CARE PLAN	1,466.66	79868
Total For Dept 573 ADMINI				1,466.66	
Total For Fund 591 WATER				10,871.41	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	BHS INSURANCE AGENCY INC.	CYBER LIABILITY EFFECTIVE	434.50	79814
636-000-802.000	CONTRACTUAL	REVIZE LLC	ANNUAL SOFTWARE SUBSCRIPT	3,000.00	79854
636-000-986.000	COMPUTER DATA PROCESSING	IP CONSULTING INC	IPAD	684.76	79836
Total For Dept 000				4,119.26	
Total For Fund 636 DATA P				4,119.26	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#W-20 R&M	76.00	79833
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#103 R&M	51.00	79833
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#W-21 R&M	51.00	79833
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	#103 R&M	61.00	79833
661-895-930.000	REPAIR & MAINTENANCE	GRIZZLY REPAIR LLC	# W-20 R&M	51.00	79833
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL FEB. 20	58.23	79834
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	270.98	79850
661-895-930.000	REPAIR & MAINTENANCE	ZEIGLER AUTO GROUP	#837 POLICE VEHICLE	1,458.57	79869
661-895-930.000	REPAIR & MAINTENANCE	ZEIGLER AUTO GROUP	#841 POLICE VEHICLE	507.32	79869
661-895-930.000	REPAIR & MAINTENANCE	ZEIGLER AUTO GROUP	#839 POLICE VEHICLE	61.64	79869
661-895-930.000	REPAIR & MAINTENANCE	ZEIGLER AUTO GROUP	#838 POLICE VEHICLE	61.64	79869
Total For Dept 895 FLEET				2,708.38	
Total For Fund 661 EQUIPM				2,708.38	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	4,972.71	79839
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	7,032.84	79841
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	15,604.43	79845
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX`DISBURSEMENT - STATE	3,674.77	79840
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	3,334.67	79842
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	1,046.48	79831
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	STATE OF MICHIGAN	2023 WINTER IFT	34,003.23	79857
Total For Dept 000				69,669.13	
Total For Fund 703 CURREN				69,669.13	

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Fund Totals:

Fund 101	GENERAL FUND	47,484.65
Fund 202	MAJOR STREET FUN	138.02
Fund 248	DOWNTOWN DEVELOP	4,830.98
Fund 260	DESIGNATED CONTR	6,328.61
Fund 581	AIRPORT FUND	5,509.95
Fund 590	WASTEWATER FUND	4,088.67
Fund 591	WATER FUND	10,871.41
Fund 636	DATA PROCESSING	4,119.26
Fund 661	EQUIPMENT FUND	2,708.38
Fund 703	CURRENT TAX COLL	69,669.13

155,749.06



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

**DATE:** March 14, 2024  
**TO:** Mayor DeVore and the Lowell City Council  
**FROM:** Michael T. Burns, City Manager *MTB*  
**RE:** Trail Easement and Grading Permit

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The Lowell Area Recreation Authority has been negotiating with Grand Rapids Gravel for the required trail easement and grading permit. Dave Austin will be at the meeting to explain the Good Faith Offer, which has been agreed upon with Grand Rapids Gravel.

The total cost of the offer for the easement and the temporary grading permit is \$94,978. The City committed \$96,677.35 in ARPA funds for costs related to the trail. Last year, we needed to obligate the funds in order to receive a portion of our statutory revenue sharing from the State of Michigan. As a result, we informed the state we used these funds to offset wages in the Police Department, creating \$96,677.35 going into the unassigned fund balance for the General Fund. We can use these funds from our fund balance to pay for this expense, which is part of our commitment to the project.

The DDA has agreed to commit \$300,000 to the project, which has not been spent, but we are considering allocating those funds to LARA to remove this commitment from our budget.

**I recommend the Lowell City Council approve the Trail Easement and Grading Permit Good Faith Offer with Grand Rapids Gravel at a cost not to exceed \$94,978.**



**LOWELL CITY ADMINISTRATION**  
INTER OFFICE MEMORANDUM

**DATE:** March 14, 2024  
**TO:** Mayor Mike DeVore and the Lowell City Council  
**FROM:** Michael T. Burns, City Manager *MB*  
**RE:** Fireworks

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Attached is our annual request from the Chamber of Commerce to hold our annual Riverwalk Festival Fireworks in conjunction with the Riverwalk Festival on Saturday July 13, 2024. Fireworks will be held in the same location at Stoney Lakeside Park and will begin after 10:15 PM.

Permit, mapping and necessary insurance forms have been provided. **I recommend the Lowell City Council approve the annual Fireworks event in conjunction with the Riverwalk Festival for Saturday July 13, 2024.**



March 12, 2024

RE: 2024 Riverwalk Festival Fireworks

Mayor DeVore and Members of the City Council,

Keeping with the Riverwalk Festival tradition, the Lowell Area Chamber of Commerce planning committee seeks to provide the community with a fireworks display on Saturday, July 13, 2024, at 10:15 PM.

Pyrotecnico is our selected vendor for this event. Fireworks will be launched from Stoney Lakeside Park as in years past. If the Council is in agreement, please provide your signed approval on the Michigan Permit Application. A certificate of insurance and Lowell site diagram has been included with this request.

Thanks in advance for your continued support! Please let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Kennedy", written over a horizontal line.

Shannon Kennedy  
Executive Director  
Lowell Area Chamber of Commerce



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/7/2024

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> Acrisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114		<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS: info@brittongallagher.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Everest Indemnity Insurance Co.	
		<b>INSURER B:</b> Everest Denali Insurance Company	
		<b>INSURER C:</b> Arch Speciality Ins Co	
		<b>INSURER D:</b> Continental Indemnity Company	
		<b>INSURER E:</b> Ocean Underwriting Consortium	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 19135631 **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	SI8ML00891-232	10/14/2023	10/14/2024	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	SI8CA00141-232	10/14/2023	10/14/2024	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 RETENTION \$	Y	Y	UXP1035252-04	10/14/2023	10/14/2024	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/A	82-872096-04-37	10/14/2023	10/14/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A E	Excess Liability #2 Stock Throughput	Y	Y	SI8EX01314-232 STP BINDER	10/14/2023 10/14/2023	10/14/2024 10/14/2024	Each Occ/ Aggregate \$5,000,000 Total Limits \$10,000,000 Stock Limit \$3,000,000

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 liability policies where required by written agreement.

DISPLAY DATE: July 13, 2024

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  
P.O. Box 224  
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.

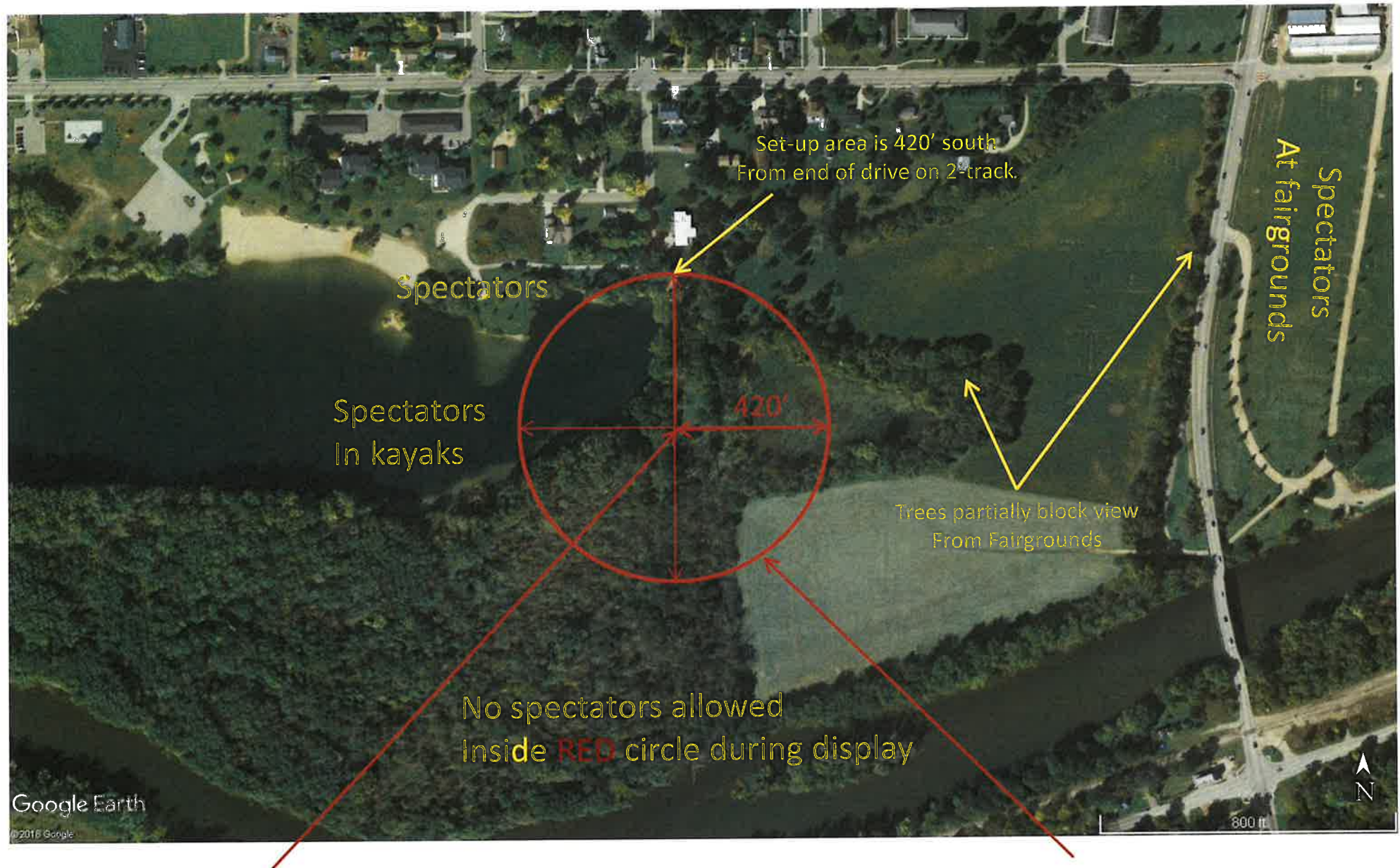
AUTHORIZED REPRESENTATIVE

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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'



# 2024 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) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Agricultural or Wildlife Fireworks  <input checked="" type="checkbox"/> Public Display  <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes         </div> <div> <input type="checkbox"/> Articles Pyrotechnic  <input type="checkbox"/> Private Display         </div> <div> <input checked="" type="checkbox"/> Display Fireworks         </div> </div>					
NAME OF APPLICANT Pyrotecnico Fireworks, Inc.		ADDRESS OF APPLICANT 299 Wilson Rd, New Castle, PA 16101		AGE OF APPLICANT 18 YEARS OR OLDER X 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 X YES <input type="checkbox"/> NO	
NO. YEARS EXPERIENCE 23 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 X 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 X YES <input type="checkbox"/> NO	
EXACT LOCATION OF PROPOSED DISPLAY Stoney Lakeside Park, 1200 Bowes Rd, Lowell MI 49331					
DATE OF PROPOSED DISPLAY July 13, 2024		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) \$10,000,000.00		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 900		Aerial display shells ranging in size from 2 inches to 6 inches in diameter			
SIGNATURE OF APPLICANT 					DATE March 7, 2024

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 900 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, Michigan		Date July 13, 2024
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Time 10:15 pm
		Amount \$10,000,000.00

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.



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

**DATE:** March 14, 2024

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

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

**RE:** Riverwalk Street Closures

---

The 29<sup>th</sup> Annual Riverwalk Festival will be from Thursday July 11, 2019 to July 13, 2024. As usual, we are receiving our annual road closure request from the Lowell Area Chamber of Commerce for the event.

The requested closures are the following.

- Avery Street west of Monroe St. from 6:00 AM on Thursday July 11, 2024 until 9:00 PM on July 13, 2024. This will be the food concession area.
- Avery Street east of Monroe to Jefferson Street and Washington Street north of Main Street to the Lowell Area Schools parking lot on Saturday July 13, 2024 from 6:00 AM until 4:00 PM for the Riverwalk car show.
- Main Street at 1:45 PM on July 13, 204 from Jackson Street to Hudson Street for the Riverwalk parade of classic cars departing the car show.

These closures are no different from last year. **I recommend the requested closures for the Lowell Riverwalk Festival.**



March 12, 2024

RE: 2024 Riverwalk Festival Street Closures

Mayor DeVore and Members of the City Council,

The Lowell Area Chamber of Commerce is proud to present the 29<sup>th</sup> Annual Riverwalk Festival, Thursday, July 11, Friday, July 12, and Saturday, July 13, 2024.

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

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 11 beginning at 6 AM through Saturday, July 13, 9 PM for the purpose of food concessions.
- Request permission to close Avery Street, east of Monroe to Jefferson Street, and Washington Street, north of Main to High Street, Saturday, July 13, from 6 AM–4 PM for the Riverwalk car show.

*We understand Washington Street will be undergoing road construction in 2024. It is our hope that this section of the road is complete by July, or possibly construction will start after the festival. Regardless, we will work with the City to ensure the least possible amount of interference.*

- Request permission to close Main Street at 1:45 PM from Jackson Street to Hudson Street for the Riverwalk parade of classic cars departing the car show.

The Chamber has greatly appreciated your support over the years, and we hope you will bring your family and friends to enjoy the Riverwalk Festival in 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Kennedy", written over a light blue horizontal line.

Shannon Kennedy  
Executive Director  
Lowell Area Chamber of Commerce



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

**DATE:** March 14, 2024  
**TO:** Mayor DeVore and the Lowell City Council  
**FROM:** Michael T. Burns, City Manager MS  
**RE:** Farmer's Market

---

The Lowell Area Chamber of Commerce would like to relocate their Farmer's Market to the north side of the Lowell Riverwalk on Thursdays, between 2 PM to 7 PM, from June through September. The Impact Church parking lot has not proven successful for them. They are seeking a walkable location for residents and wish to offer evening shopping hours to the community, as requested during the Chamber's analysis of this event.

The Chamber believes that placing the market on the north end of the Riverwalk, in conjunction with the summer concerts, might be beneficial.

They are requesting for the boat launch to remain open and accessible. They would like to use the lawn and parking area on the south end of the undesignated street plat, along with the parking area on the north side of the library. Attached is a diagram explaining this.

While we have previously held the Farmer's Market in downtown areas without much success, this location intrigues me as it offers potential benefits, especially in conjunction with the concerts. My past experience indicates that this setup can be successful.

**I recommend the Lowell City Council approve the request by the Lowell Area Chamber of Commerce to use the city-owned lawn area and the parking area on the north side of the Library for the Farmer's Market summer events.**



March 13, 2024

RE: Location Request for Lowell Area Farmer's Market

Mayor DeVore and Members of the City Council,

The Lowell Area Farmers' Market seeks to move back to the downtown Lowell area, to provide a walkable location to residents, and offer evening shopping hours to the community. To take advantage of riverwalk foot traffic, and the crowd that tends to gather early for Thursday night concerts, the Farmers' Market is requesting use of the lawn and parking area on the north side of the library, near the boat launch. Please see the enclosed drawing.

By operating in this space, we understand the boat launch itself must remain open and accessible. The open area alongside the vacant building will continue to provide truck/boat trailer parking. As needed, we can overflow vendors that don't need to work out of their vehicles along the riverwalk.

Proposed hours for the 2024 Lowell Farmers' Market is Thursdays, 2 PM – 7 PM, June through September 2024.

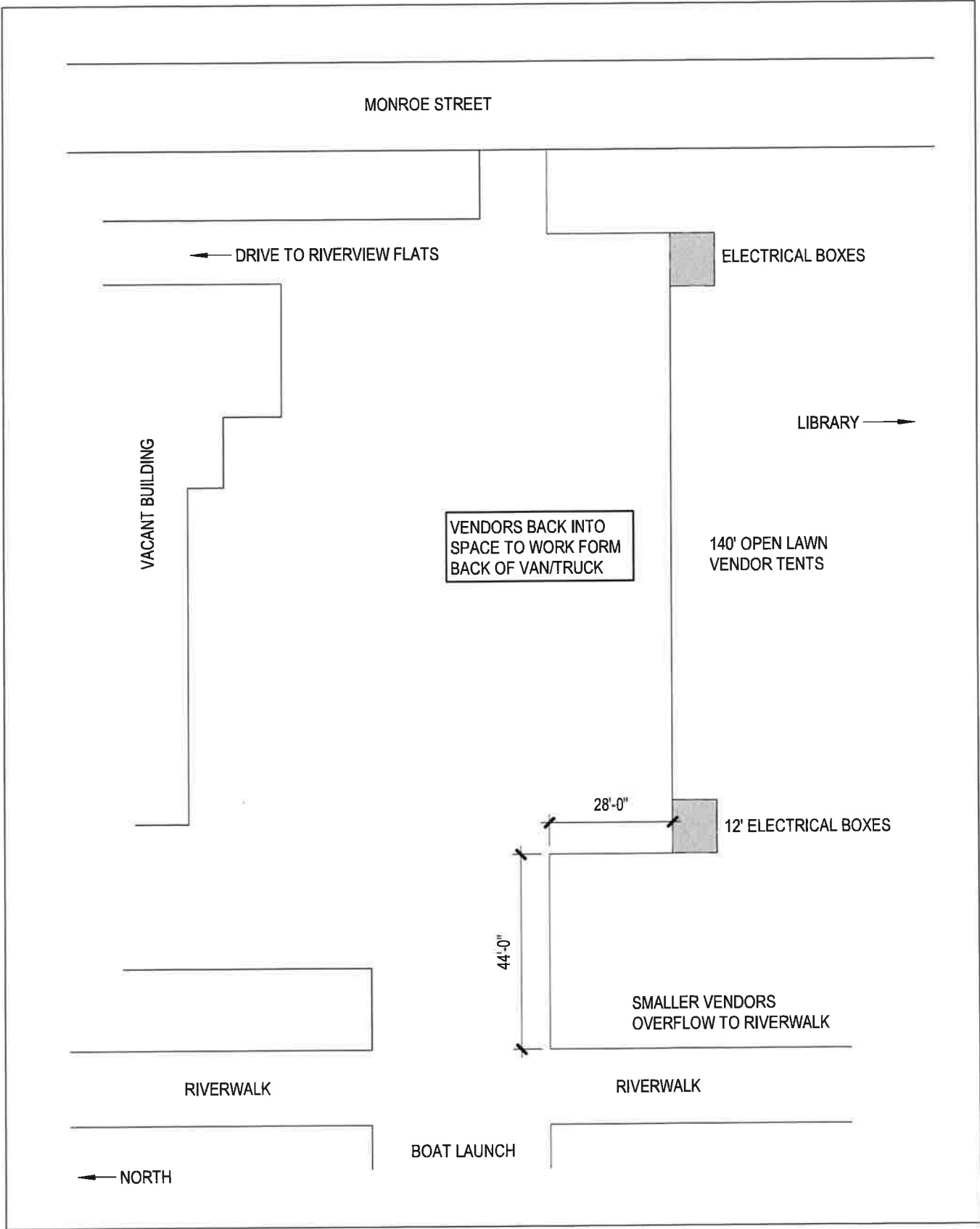
I look forward to your questions and partnering with the City in this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Kennedy". The signature is fluid and cursive.

Shannon Kennedy  
Executive Director  
Lowell Area Chamber of Commerce







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

**DATE:** March 13, 2024  
**TO:** Michael T. Burns *MB*  
**FROM:** Suzanne M. Olin  
**RE:** Credit Card limit increase

---

As treasurer of the City of Lowell, I am seeking permission to have the City credit card limit with Mercantile bank, increased from \$10,000 to \$25,000. Our original credit limit was set in 2016, and since that time, purchases for reservations for city related conferences/seminars and other City business, has increased. With the ability to order items online, it would be convenient to have more purchasing power with our card. The credit card is always paid in full monthly.

**Recommended Motion:** That the Lowell City Council approve increasing the City's Mercantile Credit card limit from \$10,000 to \$25,000 per month.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,479,067.04	2,149,551.25	34,282.33	329,515.79	86.71
STATE	STATE GRANTS	793,451.00	196,721.46	0.00	596,729.54	24.79
LICPER	LICENSES AND PERMITS	102,158.00	72,174.58	13,199.66	29,983.42	70.65
CHARGES	CHARGES FOR SERVICES	332,483.00	15,117.23	127.00	317,365.77	4.55
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	19,850.00	8,450.71	2,702.19	11,399.29	42.57
INT	INTEREST AND RENTS	20,000.00	0.00	0.00	20,000.00	0.00
TRANSIN	TRANSFERS IN	297,768.00	297,768.00	0.00	0.00	100.00
LOCAL	LOCAL CONTRIBUTIONS	13,111.00	14,623.68	260.00	(1,512.68)	111.54
FINES	FINES AND FORFEITURES	3,180.00	547.55	215.00	2,632.45	17.22
UNCLASSIFIED	Unclassified	11,000.00	33,145.46	0.00	(22,145.46)	301.32
TOTAL REVENUES		4,072,068.04	2,788,099.92	50,786.18	1,283,968.12	68.47
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	21,518.50	27,159.28	2,149.55	(5,640.78)	126.21
172	MANAGER	274,174.66	142,811.45	12,336.18	131,363.21	52.09
191	ELECTIONS	28,768.00	7,789.81	288.00	20,978.19	27.08
209	ASSESSOR	65,634.00	41,173.33	5,111.67	24,460.67	62.73
210	ATTORNEY	75,000.00	16,567.00	0.00	58,433.00	22.09
215	CLERK	180,586.72	103,736.76	10,298.20	76,849.96	57.44
253	TREASURER	290,081.70	141,235.28	11,633.71	148,846.42	48.69
265	CITY HALL	224,878.97	127,279.46	18,310.97	97,599.51	56.60
276	CEMETERY	132,405.05	89,762.49	5,973.44	42,642.56	67.79
294	UNALLOCATED MISCELLANEOUS	8,785.28	184,688.00	0.00	(175,902.72)	2,102.24
301	POLICE DEPARTMENT	998,909.61	595,824.94	58,585.59	403,084.67	59.65
305	CODE ENFORCEMENT	0.00	0.00	0.00	0.00	0.00
336	FIRE	181,417.21	182,513.39	0.00	(1,096.18)	100.60
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	104,582.00	45,521.82	2,880.42	59,060.18	43.53
426	EMERGENCY MANAGEMENT	0.00	63,555.41	0.00	(63,555.41)	100.00
441	DEPARTMENT OF PUBLIC WORKS	316,591.00	144,085.33	21,603.92	172,505.67	45.51
442	SIDEWALK	8,745.29	831.45	267.23	7,913.84	9.51
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
523	TRASH	0.00	0.00	0.00	0.00	0.00
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00
672	SENIOR CITIZEN CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
728	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
747	CHAMBER/RIVERWALK	8,000.00	6,522.11	772.40	1,477.89	81.53
751	PARKS	212,247.44	93,681.67	7,758.12	118,565.77	44.14
757	SHOWBOAT	8,100.00	5.30	0.00	8,094.70	0.07
758	DOG PARK	1,750.00	0.00	0.00	1,750.00	0.00
774	RECREATION CONTRIBUTIONS	5,000.00	5,000.00	0.00	0.00	100.00
790	LIBRARY	94,345.08	61,059.12	9,156.21	33,285.96	64.72
803	HISTORICAL DISTRICT COMMISSION	0.00	0.00	0.00	0.00	0.00
804	MUSEUM	44,509.48	36,801.13	2,353.97	7,708.35	82.68
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	722,768.00	0.00	0.00	722,768.00	0.00
TOTAL EXPENDITURES		4,008,797.99	2,117,604.53	169,479.58	1,891,193.46	52.82
TOTAL REVENUES		4,072,068.04	2,788,099.92	50,786.18	1,283,968.12	68.47
TOTAL EXPENDITURES		4,008,797.99	2,117,604.53	169,479.58	1,891,193.46	52.82

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	USED
Fund 101 - GENERAL FUND						
NET OF REVENUES & EXPENDITURES		63,270.05	670,495.39	(118,693.40)	(607,225.34)	1,059.74

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	410,265.00	165,836.04	0.00	244,428.96	40.42
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		410,265.00	165,836.04	0.00	244,428.96	40.42
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	22,500.00	24,740.28	1,509.09	(2,240.28)	109.96
463	MAINTENANCE	43,484.45	46,694.92	1,099.83	(3,210.47)	107.38
474	TRAFFIC	11,580.21	3,596.55	197.15	7,983.66	31.06
478	WINTER MAINTENANCE	78,416.53	46,316.20	10,320.68	32,100.33	59.06
483	ADMINISTRATION	17,200.00	760.82	177.32	16,439.18	4.42
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	252,132.00	0.00	0.00	252,132.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		425,313.19	122,108.77	13,304.07	303,204.42	28.71
TOTAL REVENUES		410,265.00	165,836.04	0.00	244,428.96	40.42
TOTAL EXPENDITURES		425,313.19	122,108.77	13,304.07	303,204.42	28.71
NET OF REVENUES & EXPENDITURES		(15,048.19)	43,727.27	(13,304.07)	(58,775.46)	290.58

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	55,000.00	0.00	0.00	55,000.00	0.00
OTHER	OTHER REVENUE	157,925.00	62,914.95	0.00	95,010.05	39.84
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	652,132.00	0.00	0.00	652,132.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		865,057.00	62,914.95	0.00	802,142.05	7.27
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	681,883.44	519,161.58	4,897.02	162,721.86	76.14
463	MAINTENANCE	88,773.17	44,146.02	5,051.40	44,627.15	49.73
474	TRAFFIC	14,093.21	2,183.94	71.47	11,909.27	15.50
478	WINTER MAINTENANCE	93,300.77	47,810.03	10,764.41	45,490.74	51.24
483	ADMINISTRATION	20,162.00	760.83	177.33	19,401.17	3.77
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		898,212.59	614,062.40	20,961.63	284,150.19	68.36
TOTAL REVENUES		865,057.00	62,914.95	0.00	802,142.05	7.27
TOTAL EXPENDITURES		898,212.59	614,062.40	20,961.63	284,150.19	68.36
NET OF REVENUES & EXPENDITURES		(33,155.59)	(551,147.45)	(20,961.63)	517,991.86	1,662.31

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
OTHER	OTHER REVENUE	25,000.00	0.00	0.00	25,000.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
Expenditures						
000		25,000.00	0.00	0.00	25,000.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENDITURES		25,000.00	0.00	0.00	25,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	950,000.00	955,898.00	31,250.00	(5,898.00)	100.62
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	35.70	0.00	(35.70)	100.00
INT	INTEREST AND RENTS	5,000.00	0.00	0.00	5,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		955,000.00	955,933.70	31,250.00	(933.70)	100.10
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	661,880.99	214,255.94	23,641.80	447,625.05	32.37
463	MAINTENANCE	128,189.27	77,188.06	8,475.73	51,001.21	60.21
483	ADMINISTRATION	78,227.79	41,294.54	3,980.88	36,933.25	52.79
740	COMMUNITY PROMOTIONS	75,000.00	80,256.17	0.00	(5,256.17)	107.01
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	297,768.00	297,768.00	0.00	0.00	100.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,241,066.05	710,762.71	36,098.41	530,303.34	57.27
TOTAL REVENUES		955,000.00	955,933.70	31,250.00	(933.70)	100.10
TOTAL EXPENDITURES		1,241,066.05	710,762.71	36,098.41	530,303.34	57.27
NET OF REVENUES & EXPENDITURES		(286,066.05)	245,170.99	(4,848.41)	(531,237.04)	85.70



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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	USED
Fund 249 - BUILDING INSPECTION FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	60,000.00	77,456.61	2,766.00	(17,456.61)	129.09
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		60,000.00	77,456.61	2,766.00	(17,456.61)	129.09
Expenditures						
371	BUILDING INSPECTION DEPARTMENT	54,000.00	68,457.45	2,489.40	(14,457.45)	126.77
TOTAL EXPENDITURES		54,000.00	68,457.45	2,489.40	(14,457.45)	126.77
TOTAL REVENUES		60,000.00	77,456.61	2,766.00	(17,456.61)	129.09
TOTAL EXPENDITURES		54,000.00	68,457.45	2,489.40	(14,457.45)	126.77
NET OF REVENUES & EXPENDITURES		6,000.00	8,999.16	276.60	(2,999.16)	149.99

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	10,000.00	52,378.60	378.60	(42,378.60)	523.79
OTHER	OTHER REVENUE	0.00	11,500.00	5,000.00	(11,500.00)	100.00
INT	INTEREST AND RENTS	3,400.00	9,668.92	40.00	(6,268.92)	284.38
TRANSIN	TRANSFERS IN	0.00	500.00	0.00	(500.00)	100.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		13,400.00	74,047.52	5,418.60	(60,647.52)	552.59
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
265	CITY HALL	0.00	0.00	0.00	0.00	0.00
276	CEMETERY	0.00	0.00	0.00	0.00	0.00
301	POLICE DEPARTMENT	50,000.00	53,364.97	0.00	(3,364.97)	106.73
336	FIRE	0.00	0.00	0.00	0.00	0.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
474	TRAFFIC	0.00	0.00	0.00	0.00	0.00
747	CHAMBER/RIVERWALK	0.00	0.00	0.00	0.00	0.00
751	PARKS	0.00	0.00	0.00	0.00	0.00
758	DOG PARK	2,150.00	5,411.56	334.88	(3,261.56)	251.70
759	COMMUNITY GARDEN	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	0.00	3,258.50	0.00	(3,258.50)	100.00
790	LIBRARY	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		52,150.00	62,035.03	334.88	(9,885.03)	118.95
TOTAL REVENUES		13,400.00	74,047.52	5,418.60	(60,647.52)	552.59
TOTAL EXPENDITURES		52,150.00	62,035.03	334.88	(9,885.03)	118.95
NET OF REVENUES & EXPENDITURES		(38,750.00)	12,012.49	5,083.72	(50,762.49)	31.00

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	USED
Fund 351 - GENERAL DEBT SERVICE ( NON-VOTED BONDS)						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	297,768.00	0.00	0.00	297,768.00	0.00
TOTAL REVENUES		297,768.00	0.00	0.00	297,768.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	298,368.00	21,086.32	0.00	277,281.68	7.07
TOTAL EXPENDITURES		298,368.00	21,086.32	0.00	277,281.68	7.07
TOTAL REVENUES		297,768.00	0.00	0.00	297,768.00	0.00
TOTAL EXPENDITURES		298,368.00	21,086.32	0.00	277,281.68	7.07
NET OF REVENUES & EXPENDITURES		(600.00)	(21,086.32)	0.00	20,486.32	3,514.39

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 402 - FIRE CAPITAL FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
Expenditures						
336	FIRE	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		25,000.00	0.00	0.00	25,000.00	0.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	25,300.00	20,753.45	0.00	4,546.55	82.03
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	52,000.00	43,278.67	9,770.00	8,721.33	83.23
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		77,300.00	64,032.12	9,770.00	13,267.88	82.84
Expenditures						
000		98,000.00	58,205.42	9,067.51	39,794.58	59.39
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		98,000.00	58,205.42	9,067.51	39,794.58	59.39
TOTAL REVENUES		77,300.00	64,032.12	9,770.00	13,267.88	82.84
TOTAL EXPENDITURES		98,000.00	58,205.42	9,067.51	39,794.58	59.39
NET OF REVENUES & EXPENDITURES		(20,700.00)	5,826.70	702.49	(26,526.70)	28.15

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	1,307,486.90	830,742.83	110,049.36	476,744.07	63.54
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	500.00	380.18	0.00	119.82	76.04
INT	INTEREST AND RENTS	1,400.00	0.00	0.00	1,400.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,309,386.90	831,123.01	110,049.36	478,263.89	63.47
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	662,110.00	428,959.97	95,488.07	233,150.03	64.79
551	COLLECTION	273,329.41	195,136.26	40,755.71	78,193.15	71.39
552	CUSTOMER ACCOUNTS	79,158.37	28,035.97	3,292.78	51,122.40	35.42
553	ADMINISTRATION	293,808.50	112,489.18	50.82	181,319.32	38.29
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,308,406.28	764,621.38	139,587.38	543,784.90	58.44
TOTAL REVENUES		1,309,386.90	831,123.01	110,049.36	478,263.89	63.47
TOTAL EXPENDITURES		1,308,406.28	764,621.38	139,587.38	543,784.90	58.44
NET OF REVENUES & EXPENDITURES		980.62	66,501.63	(29,538.02)	(65,521.01)	6,781.59

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,330,103.01	925,026.52	113,246.42	405,076.49	69.55
OTHER	OTHER REVENUE	5,000.00	6,717.83	75.00	(1,717.83)	134.36
INT	INTEREST AND RENTS	5,000.00	0.00	0.00	5,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,340,103.01	931,744.35	113,321.42	408,358.66	69.53
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
551	COLLECTION	0.00	0.00	0.00	0.00	0.00
552	CUSTOMER ACCOUNTS	0.00	0.00	0.00	0.00	0.00
570	TREATMENT	570,582.57	319,665.25	33,121.82	250,917.32	56.02
571	DISTRIBUTION	450,445.24	337,369.36	60,445.60	113,075.88	74.90
572	CUSTOMER ACCOUNTS	79,979.88	27,793.76	3,361.69	52,186.12	34.75
573	ADMINISTRATION	234,590.70	54,299.29	50.83	180,291.41	23.15
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,335,598.39	739,127.66	96,979.94	596,470.73	55.34
TOTAL REVENUES		1,340,103.01	931,744.35	113,321.42	408,358.66	69.53
TOTAL EXPENDITURES		1,335,598.39	739,127.66	96,979.94	596,470.73	55.34
NET OF REVENUES & EXPENDITURES		4,504.62	192,616.69	16,341.48	(188,112.07)	4,275.98

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 597 -	ELECTRIC CHARGING STATION FUND					
Revenues						
CHARGES	CHARGES FOR SERVICES	1,000.00	471.03	0.00	528.97	47.10
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,000.00	471.03	0.00	528.97	47.10
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
463	MAINTENANCE	2,000.00	1,219.82	252.24	780.18	60.99
TOTAL EXPENDITURES		2,000.00	1,219.82	252.24	780.18	60.99
TOTAL REVENUES		1,000.00	471.03	0.00	528.97	47.10
TOTAL EXPENDITURES		2,000.00	1,219.82	252.24	780.18	60.99
NET OF REVENUES & EXPENDITURES		(1,000.00)	(748.79)	(252.24)	(251.21)	74.88



GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 598 - CABLE TV FUND						
Revenues						
OTHER	OTHER REVENUE	105,000.00	0.00	0.00	105,000.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		105,000.00	0.00	0.00	105,000.00	0.00
Expenditures						
000		101,000.00	25,000.00	0.00	76,000.00	24.75
906	DEBT SERVICE	4,000.00	0.00	0.00	4,000.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		105,000.00	25,000.00	0.00	80,000.00	23.81
TOTAL REVENUES		105,000.00	0.00	0.00	105,000.00	0.00
TOTAL EXPENDITURES		105,000.00	25,000.00	0.00	80,000.00	23.81
NET OF REVENUES & EXPENDITURES		0.00	(25,000.00)	0.00	25,000.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/29/2024

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
OTHER	OTHER REVENUE	2,000.00	2,404.93	0.00	(404.93)	120.25
INT	INTEREST AND RENTS	120,406.00	0.00	0.00	120,406.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		122,406.00	2,404.93	0.00	120,001.07	1.96
Expenditures						
000		110,130.00	95,849.87	14,647.16	14,280.13	87.03
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		110,130.00	95,849.87	14,647.16	14,280.13	87.03
TOTAL REVENUES		122,406.00	2,404.93	0.00	120,001.07	1.96
TOTAL EXPENDITURES		110,130.00	95,849.87	14,647.16	14,280.13	87.03
NET OF REVENUES & EXPENDITURES		12,276.00	(93,444.94)	(14,647.16)	105,720.94	761.20

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	237,400.00	169,695.77	23,969.20	67,704.23	71.48
OTHER	OTHER REVENUE	100.00	1,298.73	0.00	(1,198.73)	1,298.73
INT	INTEREST AND RENTS	1,000.00	0.00	0.00	1,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		238,500.00	170,994.50	23,969.20	67,505.50	71.70
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	331,022.79	108,470.87	22,605.73	222,551.92	32.77
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		331,022.79	108,470.87	22,605.73	222,551.92	32.77
TOTAL REVENUES		238,500.00	170,994.50	23,969.20	67,505.50	71.70
TOTAL EXPENDITURES		331,022.79	108,470.87	22,605.73	222,551.92	32.77
NET OF REVENUES & EXPENDITURES		(92,522.79)	62,523.63	1,363.47	(155,046.42)	67.58

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/29/2024

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	8,000.00	7,025.00	0.00	975.00	87.81
INT	INTEREST AND RENTS	1,000.00	2,803.06	0.00	(1,803.06)	280.31
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		9,000.00	9,828.06	0.00	(828.06)	109.20
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		9,000.00	9,828.06	0.00	(828.06)	109.20
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		9,000.00	9,828.06	0.00	(828.06)	109.20

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	4,000.00	0.00	0.00	4,000.00	0.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUES		4,000.00	0.00	0.00	4,000.00	0.00
Expenditures						
000		4,000.00	0.00	0.00	4,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
TOTAL REVENUES		4,000.00	0.00	0.00	4,000.00	0.00
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	USED
Fund 715 - LOOK FUND						
Revenues						
OTHER	OTHER REVENUE	45,000.00	0.00	0.00	45,000.00	0.00
INT	INTEREST AND RENTS	1,500.00	74.43	0.00	1,425.57	4.96
TOTAL REVENUES		46,500.00	74.43	0.00	46,425.57	0.16
Expenditures						
000		45,000.00	10,000.00	0.00	35,000.00	22.22
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		45,000.00	10,000.00	0.00	35,000.00	22.22
TOTAL REVENUES		46,500.00	74.43	0.00	46,425.57	0.16
TOTAL EXPENDITURES		45,000.00	10,000.00	0.00	35,000.00	22.22
NET OF REVENUES & EXPENDITURES		1,500.00	(9,925.57)	0.00	11,425.57	661.70

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/29/2024

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	100.00	0.00	0.00	100.00	0.00
TOTAL REVENUES		100.00	0.00	0.00	100.00	0.00
Expenditures						
000		100.00	0.00	0.00	100.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		100.00	0.00	0.00	100.00	0.00
TOTAL REVENUES		100.00	0.00	0.00	100.00	0.00
TOTAL EXPENDITURES		100.00	0.00	0.00	100.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 717 - PENSION TRUST FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00



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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	100.00	503.10	0.00	(403.10)	503.10
TOTAL REVENUES		100.00	503.10	0.00	(403.10)	503.10
Expenditures						
000		100.00	0.00	0.00	100.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		100.00	0.00	0.00	100.00	0.00
TOTAL REVENUES		100.00	503.10	0.00	(403.10)	503.10
TOTAL EXPENDITURES		100.00	0.00	0.00	100.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	503.10	0.00	(503.10)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 737 - OTHER POST EMPLOYEE BENEFITS						
Revenues						
INT	INTEREST AND RENTS	100.00	0.00	0.00	100.00	0.00
UNCLASSIFIED	Unclassified	44,000.00	0.00	0.00	44,000.00	0.00
TOTAL REVENUES		44,100.00	0.00	0.00	44,100.00	0.00
Expenditures						
483	ADMINISTRATION	43,013.25	27,745.24	3,558.83	15,268.01	64.50
TOTAL EXPENDITURES		43,013.25	27,745.24	3,558.83	15,268.01	64.50
TOTAL REVENUES		44,100.00	0.00	0.00	44,100.00	0.00
TOTAL EXPENDITURES		43,013.25	27,745.24	3,558.83	15,268.01	64.50
NET OF REVENUES & EXPENDITURES		1,086.75	(27,745.24)	(3,558.83)	28,831.99	2,553.05
TOTAL REVENUES - ALL FUNDS		10,021,053.95	6,135,464.27	347,330.76	3,885,589.68	61.23
TOTAL EXPENDITURES - ALL FUNDS		10,385,278.53	5,546,357.47	529,366.76	4,838,921.06	53.41
NET OF REVENUES & EXPENDITURES		(364,224.58)	589,106.80	(182,036.00)	(953,331.38)	161.74

# LOWELL POLICE DEPARTMENT - MONTHLY REPORT SUMMARY - CALENDAR YEAR 2024

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CITY OF LOWELL  
REPORT FOR : FEBRUARY  
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 15.253486 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE  
MONTH OF: FEBRUARY TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION  
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 242.4 HOURS, WHICH RESULTED IN  
346 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 144.11

ELECTRICAL COST PER MILLION GALLONS: \$ 357.68

TOTAL COST PER MILLION GALLONS: \$ 501.80

---

WATER PRODUCTION

DAILY AVERAGE: 0.526 MILLION GALLONS

DAILY MAXIMUM: 0.633 MILLION GALLONS

DAILY MINIMUM: 0.458 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 7.8194 HOURS PER DAY.

# Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

February 2024





March 14, 2024

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

Dear Mr. Burns:

On behalf of Veolia I am pleased to submit the February Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 44.60 million gallons of wastewater were treated, up from 40.50 million gallons the month before.

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

#### INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic January surcharges were \$23.10. No operational problems were experienced at the plant from their discharge.

The Litehouse January surcharges were \$2,104.65. No operational problems were experienced at the plant from their discharge.

#### MAINTENANCE COST REPORT

Date	Vendor	Cost
2/13	Kennedy Industries (1)	\$1,393.68
2/26	Lynch's Metal Fabrication (2)	\$258.75
2/28	Star Crane & Hoist (3)	\$654.00
Beginning Balance of the Annual Maintenance Allowance (Including carover \$\$ from FY 22-23)*		\$12,002.25
Maintenance Allowance spent YTD		\$7,176.03
Balance of Maintenance Allowance		\$4,826.22

\*The maintenance spending for FY 22-23 was under the annual allotment by \$2.25. That amount will be added to the beginning balance on July 1<sup>st</sup>. That makes the beginning balance \$12,002.25 (\$12,000+2.25).

In addition to preventive maintenance the following corrective maintenance activities

March 14, 2024

Page 2

occurred:

- Replaced Main Lift Station level transducer (1)
- Repaired 2 rakes on bar screen (2)
- Conducted annual crane & hoist inspections (3)

PROJECTS FOR THE FUTURE

- Miscellaneous painting
- Replace cold storage garage LED's
- Replace water heater pressure relief valve
- Repair other 2 rakes on bar screen

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

Respectfully submitted,

VEOLIA

A handwritten signature in blue ink, appearing to read "Brian Vander Meulen".

Brian Vander Meulen  
Project Manager



## FEBRUARY EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 3 mg/l, 88% under the NPDES limit of 25 mg/l. The worst 7-day average was 4 mg/l, 90% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 5.0 mg/l, 83% under the NPDES limit of 30 mg/l. The worst 7-day average was 6.4 mg/l, 86% under the NPDES limit of 45 mg/l.

The monthly average for Phosphorus was 0.26 mg/l, the limit is 1.0 mg/l.

The average removal rate for CBOD was 98%; a minimum of 85% is required. The average removal rate for Suspended Solids was 95%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 83 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 119 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 27 ug/l; the limit is 38 ug/l. The monthly average was 19 ug/l.

## Appendix A



State of Michigan  
Department of Environmental Quality

**Plant Influent Sheet**

Lowell, Michigan

R4607 4/74  
4833-6040

**Weather Code**

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

Plant No. Month Year  
410049 February 2024

Superintendent's Signature  
Brian Vander Meulen, Supt.

WEATHER			FLOW		RAW SEWAGE QUALITY												
D A Y P N S F	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	CBOD		SS		Total-P		VSS	NH3-N		Mercury	D A Y P N S F
	0033	0045	50050	50051	00011	00400	mg/l	LBS	mg/l	LBS	mg/l	LBS	mg/l	mg/l	LBS	ng/l	
1	37	0.00	2.15	2.60												*G	1
2	27	0.00	2.05	2.40	53	7.4	63	1077	56	957			54				2
3	289	0.00	2.03	2.50													3
4	17	0.00	2.06	2.40													4
5	27	0.00	1.92	2.40	54	7.4	163	2610	212	3395			182				5
6	27	0.00	1.89	2.00													6
7	27	0.00	1.77	2.00	54	7.6	121	1786	80	1181	1.4	20.7	74	5.6	82.7		7
8	2478	0.08	1.72	2.10													8
9	369	0.00	1.58	2.10	52	7.5	109	1436	86	1133			84				9
10	369	0.00	1.61	2.20													10
11	27	0.00	1.62	1.80													11
12	27	0.00	1.59	2.20	54	7.5	94	1246	64	849			62				12
13	37	0.00	1.48	2.20													13
14	357	0.31	1.45	1.90	53	7.6	143	1729	74	895	1.4	16.9	72	7.3	88.3		14
15	35789	0.02	1.46	1.80													15
16	278	0.00	1.35	1.90	54	7.5	93	1047	64	721			62				16
17	378	0.00	1.38	1.80													17
18	27	0.00	1.35	1.60													18
19	27	0.00	1.41	1.80													19
20	27	0.00	1.35	1.80	54	7.4	97	1092	86	968			84				20
21	27	0.00	1.31	1.70	54	7.6	165	1803	102	1114	1.8	19.7	98	7.8	85.2		21
22	27	0.00	1.35	1.90													22
23	27	0.00	1.21	1.80	52	7.2	82	827	64	646			60				23
24	2678	0.00	1.27	1.80													24
25	168	0.00	1.27	1.50													25
26	26	0.00	1.29	1.80	53	7.5	116	1248	70	753	1.8	19.4	66	9.1	97.9		26
27	3468	0.24	1.24	1.90													27
28	278	0.00	1.21	1.70	53	7.5	178	1796	138	1393			124				28
29	27	0.00	1.23	1.70													29
30																	30
31																	31
TL	XXXX	0.65	44.60	XXXX	XXXX	XXXX	XXXX	42773	XXXX	33845	XXXX	556	XXXX	XXXX	2567	XXXX	TL
ME	XXXX	XXXX	1.54	XXXX	53	7.5	119	1475	91	1167	1.6	19.2	85	7.5	89	XXXX	ME
MAX	XXXX	0.31	2.15	2.60	54	7.6	178	2610	212	3395	1.8	20.7	182	9.1	98	XXXX	MAX
MIN	XXXX	XXXX	1.21	1.50	52	7.2	63	827	56	646	1.4	16.9	54	5.6	83	XXXX	MIN

State of Michigan  
Department of Environmental Quality

# Activated Sludge Sheet

Lowell, Michigan

PM Code

1. Coventional
2. Step Feed
3. Complete Mix
4. Extended Aeration
5. Contact Stabilization
6. Other

Plant No. 410049    Month February    Year 2024

Superintendent's Signature  
Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code 80889	D A Y P N S F	REMARKS
D A Y P N S F	Aeration Volume KCF 80993	Detention Time Hours 81001	Sludge Age Days 80990	Organic Loading F/M 80992	MLSS mg/l 70323	MLVSS mg/l 70324	Settle. % 81004	SDI % 81007	DO mg/l 00300	SVI % 8100	SS % 81006	VSS % 70325	Waste Kgal 80991			
1	192	16.0											0.0	4	1	
2		16.8	37.0	0.04	2961	2421	47	0.63	6.1	159	0.62	0.50	27.8		2	
3		17.0											0.0		3	
4		16.7											0.0		4	
5		18.0	9.4	0.10	2660	2139	20	1.33	5.9	75	0.58	0.46	25.8		5	
6		18.2											0.0		6	
7		19.5	29.2	0.06	2877	2348	18	1.60	5.4	63	0.45	0.37	0.0		7	
8		20.0											0.0		8	
9		21.8	30.2	0.05	2856	2348	16	1.79	4.9	56	0.50	0.40	25.1		9	
10		21.4											0.0		10	
11		21.3											0.0		11	
12		21.7	39.5	0.05	2796	2292	17	1.64	4.8	61	0.51	0.41	0.0		12	
13		23.3											24.5		13	
14		23.8	38.3	0.06	2861	2348	16	1.79	5.6	56	0.52	0.43	0.0		14	
15		23.6											0.0		15	
16		25.5	45.3	0.04	2723	2226	16	1.70	5.8	59	0.52	0.42	26.1		16	
17		25.0											0.0		17	
18		25.5											0.0		18	
19		24.4											0.0		19	
20		25.5	38.2	0.04	3092	2538	19	1.63	6.1	61	0.56	0.46	25.0		20	
21		26.3	32.9	0.06	3058	2490	20	1.53	4.1	65	0.54	0.44	24.4		21	
22		25.5											0.0		22	
23		28.5	54.7	0.03	2951	2407	20	1.48	4.7	68	0.51	0.41	26.5		23	
24		27.1											0.0		24	
25		27.1											0.0		25	
26		26.7	49.4	0.04	3108	2566	20	1.55	4.4	64	0.59	0.47	27.4		26	
27		27.8											0.0		27	
28		28.5	27.1	0.06	3148	2579	19	1.66	4.9	60	0.56	0.45	0.0		28	
29		28.0											31.3		29	
30															30	
31															31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	263.9	XXXX	TL	
ME	192	23.1	35.9	0.05	2924	2392	21	1.53	5.2	71	0.54	0.44	9.1	XXXX	ME	
MAX	XXXX	28.5	54.7	0.10	3148	2579	47	1.79	6.1	159	0.62	0.50	31.3	XXXX	MAX	
MIN	XXXX	16.0	9.4	0.03	2660	2139	16	0.63	4.1	56	0.45	0.37	XXXX	XXXX	MIN	

Remarks:

4833-5034  
R4609 4/74

3/4/2024

State of Michigan  
Department of Environmental Quality

# Final Effluent Sheet

Lowell, Michigan

	Fecal	Total
MF	31616	31504
MPW	31615	31505

Plant No. 410049 Month February Year 2024 Sampling Point Code 001

Superintendent's Signature  
Brian Vander Meulen, Supt.

R 4610 4/74  
4833-5468

D A Y P N S F	CBOD			SS			Total - P			VSS	pH	DO	F.Coli	NH3		Cl2	Mercury	D A Y P N S F
	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	SU	mg/l	#/100ml	mg/l	LBS.	ug/l	ng/l	
	80082	85001	80091	00530	85002	81011	00665	85004	81012	00535	00400	00300	31616	00610	00610	50060	71900	
1																	*G	1
2	1	17	98	3.6	62	94				3.2	7.2	9.5	84			27		2
3																		3
4																		4
5	3	48	98	4.4	70	98				4.0	7.2	9.6	83			26		5
6																		6
7	4	59	97	5.6	83	93	0.30	4.43	79	5.2	7.3	9.9	49	0.08	1.18	7		7
8																		8
9	3	40	97	5.6	74	93				5.2	7.2	9.2	56			26		9
10																		10
11																		11
12	3	40	97	4.4	58	93				4.0	7.3	9.6	125			16		12
13																		13
14	2	24	99	3.2	39	96	0.17	2.06	88	2.8	7.3	9.6	140	0.11	1.33	8		14
15																		15
16	3	34	97	4.4	50	93				4.0	7.2	9.9	97			23		16
17																		17
18																		18
19																		19
20	3	34	97	6.0	68	93				5.2	7.1	9.8	55			26		20
21	3	33	98	5.2	57	95	0.31	3.39	83	4.0	7.2	9.6	89	0.10	1.09	8		21
22																		22
23	3	30	96	4.4	44	93				4.0	7.1	9.3	58			21		23
24																		24
25																		25
26	3	32	97	6.0	65	91	0.25	2.69	86	5.6	7.2	9.5	105	0.25	2.69	24		26
27																		27
28	4	40	98	6.8	69	95				5.6	7.1	7.6	117			17		28
29																		29
30																		30
31																		31
TL	XXXX	1041	XXXX	XXXX	1781	XXXX	XXXX	91.1	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	45.63	XXXX	XXXX	TL
ME	3	36	98	5.0	61	95	0.26	3.14	84	4.4	7.2	9.4	83	0.14	1.57	19	XXXX	ME
WA	4	49	97	6.4	76	93	XXXX	XXXX	XXXX	5.6	7.3	8.6	119	0.25	2.69	21	XXXX	WA
MAX	4	59	99	6.8	83	98	0.31	4.43	88	5.6	7.3	9.9	140	0.25	2.69	27	XXXX	MAX
MIN	1	17	96	3.2	39	91	0.17	2.06	79	2.8	7.1	7.6	49	0.08	1.09	7	XXXX	MIN

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

3/4/2024

State of Michigan  
Department of Environmental Quality

**Miscellaneous Sheet**

Lowell, Michigan

R 4607 4/74  
4833-6040

Plant No. 410049    Month February    Year 2024

Superintendent's Signature  
Brian Vander Meulen, Supt.

Grit		Aux Fuel	Power Consumption	Chemicals Applied		
D A Y	CF	Nat. Gas CF	KWH	CL2 LBS	FeCL2 GAL	
PN		2	3			
SF						
1	1	18	1.6	10	20	
2	1	14	1.6	10	15	
3	1	14	1.6	5	15	
4	1	17	1.6	5	15	
5	1	28	1.6	8	15	
6	1	19	1.8	7	15	
7	1	18	1.4	7	15	
8	1	10	1.6	8	15	
9	1	8	1.6	10	15	
10	1	10	1.4	10	15	
11	1	18	1.8	9	15	
12	1	24	1.4	5	10	
13	1	22	1.6	7	15	
14	1	19	1.6	8	15	
15	1	22	1.4	8	15	
16	1	20	1.6	2	10	
17	1	22	1.4	10	10	
18	1	24	1.8	10	15	
19	1	30	1.6	8	15	
20	1	17	1.6	7	15	
21	1	13	1.4	8	15	
22	1	18	1.6	7	15	
23	1	10	1.4	8	20	
24	1	14	1.4	2	5	
25	1	16	1.6	10	20	
26	1	17	1.4	8	25	
27	1	5	1.4	7	20	
28	1	24	1.4	7	20	
29	1	26	1.6	8	15	
30						
31						
TL	29	517	44.8	219	445	0
ME	1	18	1.5	8	15	0
MAX	1	30	1.8	10	25	0
MIN	1	5	1.4	2	5	0

Manpower						
Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires
Superintendent	1	0	168	0	0	0
Shift Operator	1	1	184	0	0	0
Total	2	1	352	0	0	0
Weekday Hrs.	9					
Saturday Hrs.	4					
Sunday Hrs.	4					
Holiday Hrs.	4					

3/4/2024

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

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

 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
 DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

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

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

MONITORING PERIOD							
YEAR	MO	DAY		YEAR	MO	DAY	
2024	2	1	FROM	2024	2	29	TO

\*\*\* NO DISCHARGE ☐ \*\*\*

NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT 50050 1 0 0 EFFLUENT GROSS VALUE	SAMPLE MEASUREMENT	1.54	2.15	(03)	*****	*****	*****		-	7/7	RECORD FLOW
	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED 00530 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	61	76	(26)	*****	5.0	6.4	(19)	0	3/7	24 HR COMP
	PERMIT REQUIREMENT	360 MONTHLY AVG	530 7 DAY AVG	lbs/day	*****	30 MONTHLY AVG	45 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
BOD, CARBONACEOUS 05 DAY, 20C 80082 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	36	49	(26)	*****	3	4	(19)	0	3/7	24 HR COMP
	PERMIT REQUIREMENT	300 MONTHLY AVG	470 7 DAY AVG	lbs/day	*****	25 MONTHLY AVG	40 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
NITROGEN, AMMONIA TOTAL (AS N) 00610 B 1 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	2.69	(26)	*****	*****	0.25	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	*****	REPORT DAILY MAX	lbs/day	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P) 00665 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	3.1	4.4	(26)	*****	0.26	0.31	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	12 MONTHLY AVG	REPORT DAILY MAX	lbs/day	*****	1.0 MONTHLY AVG	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
CHLORINE, TOTAL RESIDUAL 50060 P 0 0 SEE COMMENTS BELOW	SAMPLE MEASUREMENT	*****	*****		*****	*****	27	(19)	0	3/7	GRAB
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	38 DAILY MAX	ug/l		WEEKDAYS	GRAB
MERCURY, TOTAL 71900 B 0 0 POST DISINFECT	SAMPLE MEASUREMENT	*****	*G		*****	*****	*G		0	1/90	GRAB
	PERMIT REQUIREMENT	*****	Report Max Monthly Avg	lbs/day	*****	*****	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER		I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				PHONE NUMBER		DATE			
Brian Vander Meulen, Supt.											
						(616)	897-8135	2024	3	10	
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT				AREA CODE	NUMBER	YEAR	MO	DAY	

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

P=AFTER DISINFECTION

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

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

 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
 DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

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

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

MONITORING PERIOD							
FROM			TO				
YEAR	MO	DAY	YEAR	MO	DAY		
2024	2	1	2024	2	29		

\*\*\* NO DISCHARGE ☐ \*\*\*

NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
MERCURY, TOTAL	SAMPLE MEASUREMENT	*****	0.000004		*****	*****	0.29		0	1/90	CALCTD
71900 X 0 0	PERMIT REQUIREMENT	*****	0.000024		*****	*****	2.0			QUARTERLY	CALCTD
POST DISINFECT			12-Mo Rolling Avg	lbs/day			12-Mo Rolling Avg	ng/L			
COLIFORM, FECAL GENERAL	SAMPLE MEASUREMENT	*****	*****		*****	83	119	(19)	0	3/7	GRAB
74055 P 0 0	PERMIT REQUIREMENT	*****	*****	*****	*****	200	400			DAILY	GRAB
SEE COMMENTS BELOW				*****		MONTHLY AVG	7 DAY AVG	mg/L			
BOD, 5-DAY PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		98	*****	96	(23)	0	1/30	CALCTD
81010 K 0 0	PERMIT REQUIREMENT	*****	*****	*****	85	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
PERCENT REMOVAL				*****	MIN % REMOVAL						
SOLIDS, SUSPENDED PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		95	*****	91	(23)	0	1/30	CALCTD
81011 K 0 0	PERMIT REQUIREMENT	*****	*****	*****	85	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
PERCENT REMOVAL				*****	MIN % REMOVAL						
pH	SAMPLE MEASUREMENT	*****	*****		7.1	*****	7.3	(12)	0	3/7	GRAB
00400 P 0 0	PERMIT REQUIREMENT	*****	*****	****	6.5	*****	9.0			WEEKDAYS	GRAB
SEE COMMENTS BELOW				****	DAILY MINIMUM		DAILY MAX	S.U.			
OXYGEN, DISSOLVED (DO)	SAMPLE MEASUREMENT	*****	*****		7.6	*****	*****	(19)	0	3/7	GRAB
00300 P 0 0	PERMIT REQUIREMENT	*****	*****	****	3.0	*****	*****			WEEKDAYS	GRAB
SEE COMMENTS BELOW				****	DAILY MINIMUM			mg/L			
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER		I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				PHONE NUMBER		DATE			
Brian Vander Meulen, Supt.						(616) 897-8135		2024 3 10			
TYPED OR PRINTED						SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		AREA CODE		NUMBER YEAR MO DAY	

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

P=AFTER DISINFECTION

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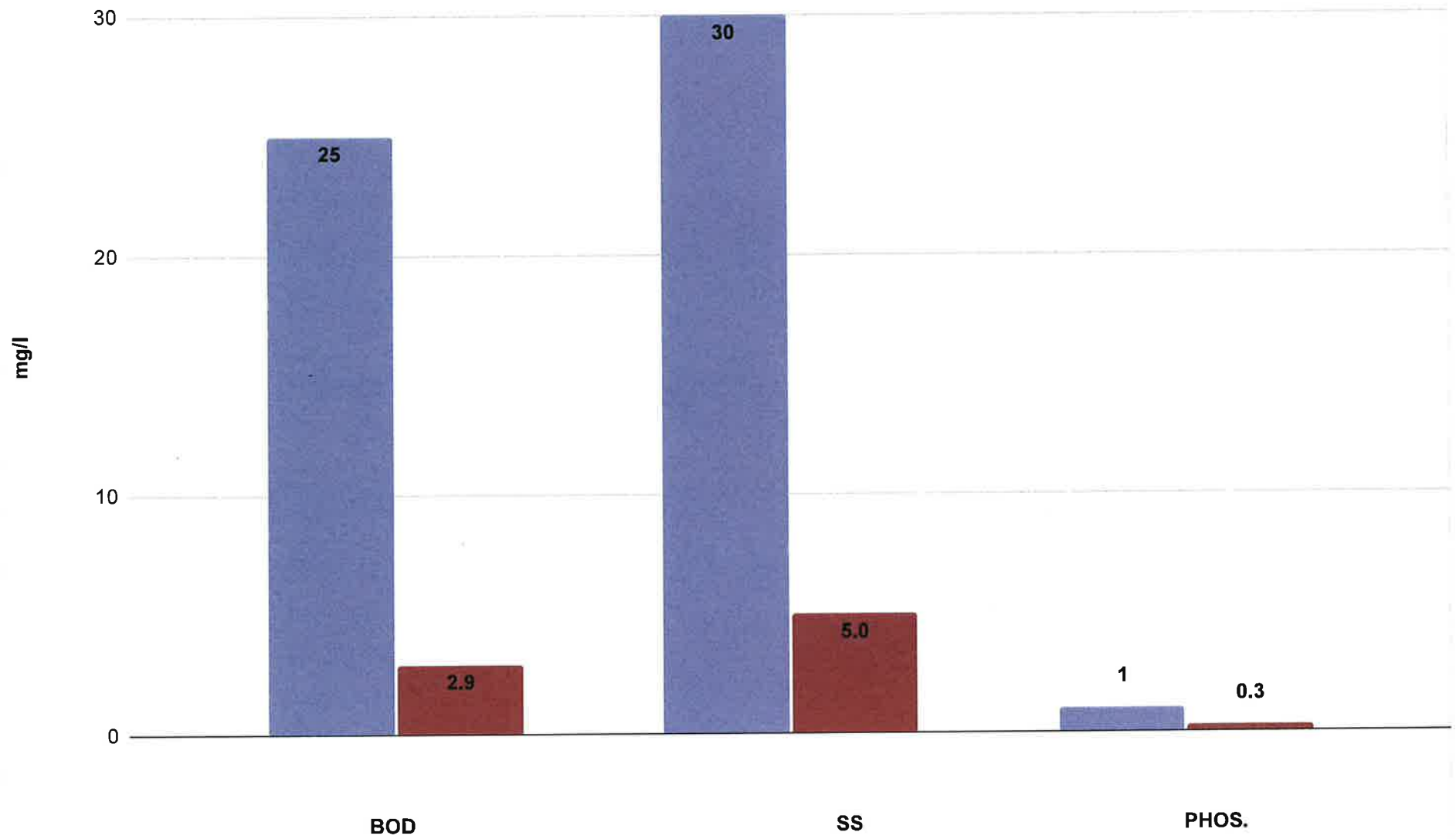
Page 2 of 2



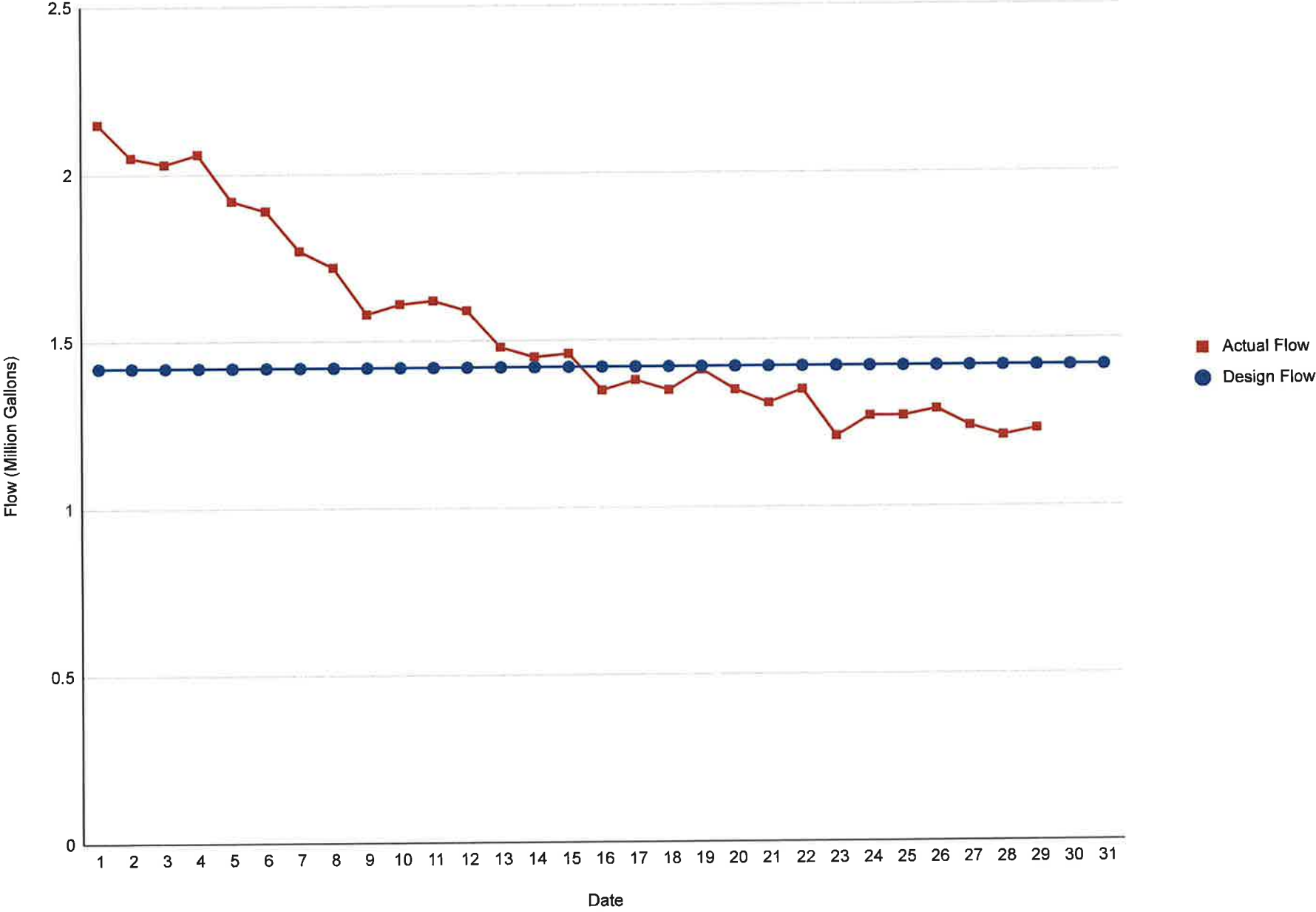
## Appendix B



## EFFLUENT LIMIT vs ACTUAL



Flow Chart





**APPOINTMENTS**

	Expires
Construction Board of Appeals Vacancy (Greg Canfield – Resigned)	01/01/2023
Lowell Light and Power Vacancy (Craig Fonger – Currently Serving)	06/30/2024
Planning Commission Vacancy (Colin Plank – Currently Serving)	03/30/2023