



For Immediate Release

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

City of Lowell will hold in person and virtual City Council Meeting on Monday, April 5, 2021

As a result of COVID -19 and the current social distancing practices being mandated statewide, the City of Lowell City Council will holding their regular City Council Meeting both in person and via teleconferencing on Monday April 5, 2021 at 7:00 P.M.

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

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

Join Zoom Meeting

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

Meeting ID: 980 691 1106

One tap mobile

+13126266799,,9806911106# US (Chicago)

+16465588656,,9806911106# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 980 691 1106

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

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

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

#



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

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, APRIL 5, 2021, 7:00 P.M.

IN PERSON AND VIRTUAL

Join Zoom Meeting

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

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Meeting ID: 980 691 1106

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

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the minutes of the March 15, 2021 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$337,770.20.

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. Michigan Redistricting Commission
- b. COVID – 19
- c. Showboat
- d. Monroe St. and Washington St. Update Overview
- e. Monroe St. Design Engineering Services
- f. Sunday Marijuana Retail Operation Time

5. NEW BUSINESS

- a. Fireworks
- b. Patrol Vehicle 836

- c. Police Computers
- d. Jane Ellen Dr. Improvements 2021 Award
- e. N. E. Pump Station - Roof and Gutter Replacement
- f. Refresher on FOIA and OMA
- g. Interlocal Agreement for County Designated Assessor

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

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



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

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, April 5, 2021

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4. OLD BUSINESS

- a. Michigan Redistricting Commission.
- b. COVID – 19. City Manager Michael Burns will provide an update.
- c. Showboat. City Manager Michael Burns will provide an update.
- d. Monroe St. and Washington St. Update Overview. Public Works Director Dan Czarnecki will provide an update.
- e. Monroe St. Design Engineering Services. Public Works Director Dan Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the Monroe Street Design Engineering Services, Scope of Services with Williams & Works, as outlined in their letter dated March 31, 2021, in an amount not to exceed \$190,000.00, and authorize the Mayor to sign the necessary agreements.

- f. Sunday Marijuana Retail Operation Time. City Manager Michael Burns provided a memo.

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 10, 2021.

- b. Patrol Vehicle 836. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the purchase of a replacement Patrol Vehicle 836 at a cost not to exceed \$50,938.59 in the manner described.

- c. Police Computers. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the purchase of four new Dell Latitude 5420 Rugged Patrol Computers and Docking stations from Salvage Funds at a cost not to exceed \$13,678.12.

- d. Jane Ellen Dr. Improvements 2021 Award. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the Jane Ellen Dr. Improvement – 2021 Project bid from CL Trucking LLC, Ionia, Michigan, for a cost of \$236,036.00, and authorize the Mayor to sign the documents.

- e. N.E. Pump Station – Roof and Gutter Replacement. Utilities Supervisor Ralph Brecken provided a memo.

Recommended Motion: That the Lowell City Council approve the metal roof replacement quote provided by Risner's Roofing and Home Improvement at a cost not to exceed \$10,600.00.

- f. Refresher on FOIA and OMA. City Manager Michael Burns will provide an update.

- g. Interlocal Agreement for County Designated Assessor. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the Interlocal Agreement for Laurie Spencer to be designated as the County Designated Assessor.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL MEETING
OF THE
CITY OF LOWELL
MONDAY, MARCH 15, 2021, 7:00 P.M.**

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

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

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

Absent: None.

Also Present: City Manager Michael Burns, City Clerk, Susan Ullery, Chief of Police Chris Hurst and Lowell Light & Power Manager Charlie West.

2. CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the minutes of the March 01, 2021 Regular City Council Meeting.
- Authorize payment of invoices in the amount of \$416,702.95.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Deb Martin who resides on Oak Island Drive in Lowell is very concerned with all the marijuana establishments in the City of Lowell and concerned for the City's well-being.

4. OLD BUSINESS.

a. Covid 19.

City Manager Michael Burns stated the day after the last council meeting, we were able to have indoor gatherings of not more than 25 and that is why we are able to have this in person meeting tonight. He learned today that the virtual meetings will end March 31, 2021 unless Kent County declares a state of emergency or the Mayor of the City of Lowell declares a state of emergency. As far as vaccines, we have a few employees that are signed up to get their shots and he hopes to give the other employees a few more weeks to be able to get their vaccinations before we open the doors to City Hall, so we can open safely.

b. Showboat IT work.

City Manager Michael Burns stated that the bids were opened for the bathrooms and for the full construction of the old DPW building. The bids came in for the entire building at \$800,000 and for the bathrooms only, the lowest bid was \$367,000. We thought that was a little high so we have gone back to the architect to see what we can value engineer to get the cost down. At this time, the funds just are not there to do the bathrooms the way we want, so we will be looking at other options.

Burns then stated we have a proposal from Kore Hi Com who performs network work for the City to install the internet network from City Hall to the Showboat. We are planning to install Wi-Fi on the Showboat wirelessly from the City's current server and network. It will fall under the same protections we have with our current system. Total cost is \$7,332. Funds are available in the designated contribution showboat donations expenditure for this.

IT WAS MOVED BY YANKOVICH and seconded by GROVES that the Lowell City Council approve Kore Hi Com to install a wireless internet network for the Showboat at a cost not to exceed \$7,332.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. Social District.

City Manager Michael Burns stated it is going well and seems to be pretty busy. No complaints or anything. The young lady officer does a great job down there. The lowering of the wells of the fire pits made a huge difference as well.

d. MERS.

Burns stated there is not much change on that, still waiting on the MERS estimate that is going to take six to eight weeks. Burn is talking to a software company that focuses on pension software and helps you manage your fund a little better than waiting every year for the actuarial. He is considering requesting funds for that in the budget for this year but will get back to us on that once he gets more information.

5. **NEW BUSINESS.**

a. **Public Hearing – Lowell Area Trailway Grant & Resolution 05-21.**

Mayor DeVore opened the Public Hearing.

Dave Austin with Williams & Works spoke stating this is a public information meeting and a public hearing on the grant application that your considering to the DNR towards the Lowell Connection Project, after the presentation, he will ask for any comments and then we will consider the Resolution 05-21.

Austin stated this project is necessary because we have rail trails that dead end. One dead ends on Foreman St and the other dead ends on Montcalm Ave (a mile east of the City of Lowell). For over 10 years the City and LARA have been working on ways to connect those two rail trail points. The reason we have to think about it so hard is because we are the only community in the 125-mile span between Owasso, Lowell, Greenville and Elma that doesn't have an abandoned railway through their community. And the reason is we have a thriving business that uses the rail and that is King Milling. So as a result, we can't use the rail that goes through there. So we have to look at other ways to connect. In 2015 the DNR funded a study where we looked at all different ways to do that and for the last three years, we have been working with you and the recreation authority to grant funds and foundation funds for that project. Each year at this time, the DNR application process starts and we've put in applications the last couple years but because the DNR process also requires that you have all of your matching funds before they will award theirs, and we haven't been quite there so far so we had to withdraw. This will be our third time and we believe we are very close. Maps for the trails are online or you can contact the City of Lowell if you would like to see them.

The trails is going to start at the end of our existing trail on the west end of town at the corner of Alden Nash and Main Street at the Ford Dealership and it will go across the street to the new township park and it will use some of the trial that is there and then we are going to proceed east through an easement, the new Grand Rapids Gravel Site, then through there we will continue east behind the City's water treatment plant on the very backside of that property and then we are going to go through Stoney Lakeside Park on the north side of the beach and then will head south towards the river, through some private easements and will use the existing underpass and come up into Recreation Park (fairground property), then we are going to cross the Grand River with a new pedestrian bridge that is planned to be attached to an extended pier off the existing Hudson Street Bridge. We have been talking with the Kent County Road Commission and they are not quite ready to expand that bridge within our time frame, but they said what we could do is work with them and extend the piers out a little bit and attach our pedestrian bridge on so it's something that will be useful to them in the future upgrading of that bridge for vehicles and at the same time it will save a little cost for the pedestrian bridge.

There are two separate grant applications so the maps are separated by the applications. The goal to get more points are to connect the parks and accesses to natural resources and safe non-motorized transportation. A new part since that last grant application, we had to get an extension in the grant to

add a one-mile portion from South Jackson to Montcalm and that is on an abandoned rail bed so that will totally complete the 125-miles there. Schedule for 2021 we are going to finish funding, for 2021-2022 is when you will design it (MDOT will bid the project) and then 2023 it is proposed so this will be built starting in October of 2022 and finish in the summer of 2023. This is a \$5.755-million-dollar estimate. To date, we have commitments for everything but \$1.15 million and the \$300,000 that you are asking for and the \$300,000 that LARA is asking for, will bring that total down to \$515,000 to be the gap. Mark Henderson who has made a tremendous effort working on all of this and we have come a long way from the original breakdown.

Austin continued stating tonight we had to break the grant into two projects, City Council's side of the ledger is this \$4.79 million dollar and distributing the funds, you are responsible for that on this ledger. Trail will be asphalt from Main St all the way to South Jackson and crushed asphalt for the rest (same used from Montcalm to Saranac and from Vergennes to Belding). Trail is 10-foot-wide because of Federal Regulations. This is different from the previous trail, because we cannot go under railroad tracks for legal and safety reasons. These are only funds available only for trails and not vehicle transportation, we are not using money that could be used to fix the City of Lowell's roads. The City of Lowell is actively working on fixing their roads. There is not a significant federal funding source for fixing the roads. MDOT's goal for this trail is not recreation, the goal is to keep people moving and active, whether in vehicles and non-motorized so they treat this as a road. The trail is not using the new township park trail completely because it totally bypasses the City of Lowell and the City is the one that can apply for MDOT funds and LARA can't. This is City funded project for the grant. In the trail masterplan that the state did, they see the City of Lowell as a hub community for the trail system. Also to use the new township park trail completely would eliminate the trail connection to Stoney Lake Park and Recreation Park. It is not safe to use widen shoulders (on street trails) as they are not safe, and some of our large private funders will not participate with us if we use these. Lastly, this requires a surface crossing from Grand River Avenue twice to Hudson Street and this would make it very dangerous and these are very busy intersections.

Mark Anderson then spoke and reiterated how much work has gone into this trail and planning the connecting of all the parks and to be able to safely travel all through town. We only have this one opportunity to make this pedestrian bridge for the community so we really want to make this happen. If we don't apply for this grant, someone else in another community near us will. So this will be 8 miles of trails in our community.

Then Mayor DeVore opened up public comments.

Dave Austin then read a letter from Sharon Bondsman who resides at 13393 Grand River Drive stating she is not in favor of the trail.

There were no more public comments.

Mayor DeVore closed the Public Hearing.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS that Lowell City Council approve Resolution 05-21 as written.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b.) Lowell Little League Park Use Agreement.

City Manager Michael Burns read his memo.

IT WAS MOVED BY YANKOVICH and seconded by GROVES that the Lowell City Council approve the Public Park Use Agreement with Lowell Little League at a fee of \$8/field/day (Total \$5,200).

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

NO: None.

ABSENT: None.

MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Yankovich stated he attended the LARA meeting and he is a new member but he wanted to give kudos to Dave Austin, Betsy Davidson, Mark Anderson, Perry Beachum, Janine Mark, and Laura Garrison. They have all worked very hard to get where they are with this trail and it is going to be great for the City.

Councilmember Salzwedel attended the Lowell Light & Power meeting this past Thursday and it was the first "in person" meeting in a while so there was a lot to cover. Great things are happening over at the energy center and it is going to be a showcase when we are all said and done. Close to making some decisions on the line check. One thing he was impressed with is their safety and training for their workers and the board made it top priority and made it part of their core value. They also had conversations on what they are going to do with their old engine room. Perry Beachum is also going to do a great job on the board.

Councilmember Groves stated she met with both the Chamber and Parks & Rec. They worked on their test priority list and hoping to bring that to Council in April. We had a presentation from Bob Rogers on the community center and looking at different areas of the City to use. At the Chambers meeting, we talked about the Expo which is June 12, 2021, there are 76 spaces, 32 are already sold and the applications are online.

Councilmember Chambers stated he attended the Planning Commission meeting, very busy, a lot going on. First off, we approved a vehicle towing and service center at 211 South Washington with several restrictions. Also, a site plan review for the Dollar General to do an improvement and an addition. Also approved a site plan review for 1279 West Main for a new Jimmy Johns coming in. Started a special land

use for 1250 West Main for an adult marijuana use establishment but we stopped it to have the City Attorney and City Manager look at it as it is close to school owned property and received a letter from a church nearby. Waiting to hear back on that.

Mayor Devore had Fire Authority and the only movement was our board will be doing a facilitation the same day as fire department with Lew Bender, so we will probably have ours at the Fire Station as well.

7. **BUDGET REPORT.**

Burns stated from the Revenues side, there has been some updates. We received our first marijuana payment from the state from the excise tax, it was \$28,000 and that was because we only had one facility at the end of the Michigan fiscal year which was September. Next year he is projecting that we will have somewhere near between \$168,000 to \$224,000. Also, with the Federal Covid Relief Bill, 3.5 billion dollars went to all municipalities nationwide. The City of Lowell will be receiving \$411,000. It is pretty flexible revenue, however there are two things you cannot use that money for: Roads and Unfunded Pension Liability. Burns will figure out how we can use the funds in the best way possible. It has to be spent by 2024.

8. **MANAGER'S REPORT.**

City Manager Michael Burns went over a couple items:

- Budget is started for next year.
- Our City Charter has a requirement of the vote of the people if we were to sell our water/sewer system.
- Budget hearings will be Saturday, May 1, 2021 @ 10:00 a.m. and then the third Monday in May to approve it.

9. **APPOINTMENTS.**

Melissa Spino resigned from the Arbor Board, so there is now an open vacancy.

Brian Doyle and Jim Reagan would both like to continue on the Downtown Development Authority (DDA).

It was a general consensus of the Councilmembers for Brian Doyle and Jim Reagan to continue on the DDA.

10. **COUNCIL COMMENTS**

Councilmember Groves stated it was great to be at City Hall at an "in person" meeting.

Councilmember Chambers wanted to thank his wife and Martha Davis for putting on the "Chocolate Stroll", they had a great turnout and do an amazing job always putting the community first.

Councilmember Yankovich is happy to report he and his wife received their first of two Covid shots and their daughter Amy is pregnant with a girl.

Councilmember Salzwedel allowed Perry Beachum his comment time. Beachum asked if they were going to have Coffee with Council on April 3, 2021 and by general consensus the Council agreed to.

11. ADJOURNMENT.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 8:11 p.m.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

CITY OF LOWELL
MDNR TRUST FUND GRANT APPLICATION for the
RIVER VALLEY RAIL TRAIL LOWELL CONNECTION PROJECT
RESOLUTION OF ADOPTION

RESOLUTION - 05-21

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS.

WHEREAS, the City of Lowell supports the submission of an application titled, "River Valley Rail Trail Lowell Connection Project" to the Michigan Natural Resources Trust Fund for development of non-motorized trails thru the Lowell Community to connect the Flat River Valley Rail Trail to the Grand River Valley Rail Trail, and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan, and

WHEREAS the City is working cooperatively with the Lowell Area Recreation Authority who is also seeking funding from the MDNR and private foundations for this project, and,

WHEREAS the City's portion of the estimated total project cost is \$4,790,000 and

WHEREAS, the City of Lowell has made a financial commitment to the project in the amount of \$4,490,000 matching funds, in cash and/or force account,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

MDOT TAP Grant -	\$ 2,905,000
MDNR RTP Grant -	\$ 300,000
Private Foundations -	\$ 1,260,000
City of Lowell -	\$ 25,000
Total	\$ 4,490,000

NOW THEREFORE, BE IT RESOLVED that the City of Lowell hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000, and further resolves to make available a local match through financial commitment and donation(s) of \$4,490,000 (94%) of a total \$4,790,000 project cost.

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

Nays: None

Absent: None

Abstain: None

Motion: Approved

I, Sue Ullery, Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Lowell at a regular City Council Meeting held on the 15th day of March, 2021.


Sue Ullery, Clerk
City of Lowell

User: LORI

EXP CHECK RUN DATES 03/11/2021 - 04/01/2021

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Invoice	Description	Amount
10507	AIS CONSTRUCTION EQUIPMENT			
	W85303		#32 ANNUAL SERVICE & INSPEC	2,771.00
TOTAL FOR: AIS CONSTRUCTION EQUIPMENT				2,771.00
10816	AMAZON CAPITAL SERVICES			
	114-0460393-35530		WTP AIR RELEASE VALVE	131.99
	1X4N-G9VX-Y4WW		WATER/SEWER BROOM	38.95
TOTAL FOR: AMAZON CAPITAL SERVICES				170.94
10731	APPLIED IMAGING			
	1706811		COPY MACHINE	462.47
TOTAL FOR: APPLIED IMAGING				462.47
10649	APWA			
	2/2/2021		MEMBERSHIP DUES- BRECKEN	240.00
TOTAL FOR: APWA				240.00
10660	ARROW ENERGY, INC.			
	130717		AIRPORT AV GAS	4,832.58
TOTAL FOR: ARROW ENERGY, INC.				4,832.58
10818	AT&T MOBILITY			
	3/6/2021		MARCH PHONE BILL	896.19
TOTAL FOR: AT&T MOBILITY				896.19
10327	AUTOMATED BUSINESS EQUIPMENT			
	21359		FOLDER/SEALER SERVICE 21-22	800.00
TOTAL FOR: AUTOMATED BUSINESS EQUIPMENT				800.00
00045	BARTLETT, SANDY			
	3/19/2021		METER READS & MILEAGE MARCH 2021	768.35
TOTAL FOR: BARTLETT, SANDY				768.35
10686	BETTEN BAKER			
	140431		#W-21 CHEVY SILVERADO	56.03
	140487		#W-21 CHEVY SILVERADO R & M	162.32
TOTAL FOR: BETTEN BAKER				218.35
10822	BLDI ENVIRONMENTAL ENGINEERING			
	18536		MATERIALS AND LAB ANALYSIS	8,483.10
TOTAL FOR: BLDI ENVIRONMENTAL ENGINEERING				8,483.10
MISC	BROWN, GREG			
	3/26/2021		REPLACE CK#74605	99.14
TOTAL FOR: BROWN, GREG				99.14
00084	CANFIELD PLUMBING & HEATING IN			
	21055931		LIBRARY SERVICE CALL	190.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN				190.00
10493	COMCAST CABLE			
	4/6 - 5/5/21		DPW CABLE	44.99
TOTAL FOR: COMCAST CABLE				44.99
10509	CONSUMERS ENERGY			
	03/2021		ACCOUNT STATEMENTS	6,121.17
	2/22 - 3/22/2021		ACCOUNT STATMENT	581.48
TOTAL FOR: CONSUMERS ENERGY				6,702.65

04/01/2021 03:16 PM
User: LORI
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 03/11/2021 - 04/01/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 2/6

Vendor Code	Vendor Name	Description	Amount
	Invoice		
MISC	CULLIGAN SOFT WATER		
	3/18/2021	BOND REFUND	268.00
TOTAL FOR: CULLIGAN SOFT WATER			268.00
01156	CURTIS CLEANERS		
	9CC6751F	POLICE DRY CLEANING	92.00
TOTAL FOR: CURTIS CLEANERS			92.00
00132	D&D TRUCKING ACQUISITION, LLC		
	32309	#17 2001 INTL R & M	899.22
	32495	#88 2009 VERMEER VAC-TRON	107.50
TOTAL FOR: D&D TRUCKING ACQUISITION, LLC			1,006.72
00148	DICKINSON WRIGHT PLLC		
	1561747	W/S AUTHORITY WITH LOWELL TWP	2,904.50
	1561748	MI TAX TRIBUNAL	1,252.50
	1561749	EMPLOYEE SEPARATION MATTER	148.00
TOTAL FOR: DICKINSON WRIGHT PLLC			4,305.00
02089	DORNBOS SIGN, INC		
	INV54313	STOP SIGN - CROSSING GUARD	54.56
TOTAL FOR: DORNBOS SIGN, INC			54.56
02538	EARTHWORM DOZING & EXCAVATING INC.		
	4226	1048 LINCOLN LAKE SEWER MAIN INSPECT	75.00
	4236	CONCRETE WORK	7,685.00
TOTAL FOR: EARTHWORM DOZING & EXCAVATING INC.			7,760.00
10713	EPS SECURITY		
	A1241006	WTP VIDEO SERVICE	225.00
TOTAL FOR: EPS SECURITY			225.00
00744	ETNA SUPPLY COMPANY		
	S103921224.001	STORM DRAIN R & M- 211 GROVE ST	930.00
	S103950309.001	NE PUMP STATION R & M	80.10
TOTAL FOR: ETNA SUPPLY COMPANY			1,010.10
10670	FAHEY SCHULTZ BURZYCH RHODES PLC		
	57764	LABOR SERVICES	3,232.49
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC			3,232.49
10673	FERGUSON WATERWORKS		
	0120931	WATER DEPT R & M	1,350.00
	0121114	WATER DEPT R & M	44.00
	0122553-1	WATER METERS & PARTS	1,533.88
	0122748	WATER METER PARTS	120.00
TOTAL FOR: FERGUSON WATERWORKS			3,047.88
10211	FIRE PROS INC.		
	INV-1811566	FIRE ALARM SYSTEM INSPECTION	190.00
TOTAL FOR: FIRE PROS INC.			190.00
10413	GR CENTRAL IRON & STEEL INC		
	749	NE PUMP- STAINLESS STEEL	305.00
TOTAL FOR: GR CENTRAL IRON & STEEL INC			305.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01493	GRAINGER INDUSTRIAL SUPPLY			
	9790158514		WTP SUPPLIES	24.12
	9830980398		NE PUMP AIR COMPRESSOR	131.84
	9833744544		NW PUMP #1	208.03
	9835836181		NE PUMP AIR COMPRESSOR R & M	74.31
	983940825		NW PUMP STATION COUPLERS TO MOTOR	404.38
	9839936599		NE PUMP STATION AIR SYSTEM R & M	2,662.23
	9840892070		NE PUMP TANK SENSORS	424.95
TOTAL FOR: GRAINGER INDUSTRIAL SUPPLY				3,929.86
01944	GREATER LOWELL CHAMBER FOUND.			
	3/31/2021		LCTV GRANT - SHOWBOAT VI	50,000.00
TOTAL FOR: GREATER LOWELL CHAMBER FOUND.				50,000.00
01508	GTW			
	245589		CYLINDER RENTAL MARCH 2021	36.65
TOTAL FOR: GTW				36.65
00234	HACH COMPANY			
	12361902		WTP SUPPLIES	814.16
TOTAL FOR: HACH COMPANY				814.16
00710	HAROLD ZEIGLER FORD, INC.			
	224065		2016 FORD EXPLORER #837	109.48
TOTAL FOR: HAROLD ZEIGLER FORD, INC.				109.48
00248	HOOPER PRINTING			
	62017		ID BADGE - BOSTON-MEIJER	15.00
TOTAL FOR: HOOPER PRINTING				15.00
10740	HUNTINGTON NATIONAL BANK			
	3/18/2021		CAP IMPROVEMENT BOND 2016	58,812.50
TOTAL FOR: HUNTINGTON NATIONAL BANK				58,812.50
00816	KENT COUNTY YOUTH FAIR			
	3/16/2021		LCTV GRANT - STILL EXHIBIT DISPLAYS	7,488.60
TOTAL FOR: KENT COUNTY YOUTH FAIR				7,488.60
00975	KENT RUBBER			
	471111		NE PUMP STATION	264.38
	471337		NE PUMP STATION	63.22
TOTAL FOR: KENT RUBBER				327.60
10018	KORE/HI COM, INC.			
	30381		SHOWBOAT PROJECT	3,785.00
TOTAL FOR: KORE/HI COM, INC.				3,785.00
00805	LEE'S TRENCHING SERVICE, INC.			
	107873		MANHOLE REPAIRS	13,050.00
TOTAL FOR: LEE'S TRENCHING SERVICE, INC.				13,050.00
01006	LOWELL ARTS			
	3/24/2021		LCTV GRANT - TECHNOLOGY UPGRADE	2,200.00
TOTAL FOR: LOWELL ARTS				2,200.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
00341	LOWELL LIGHT & POWER			
	2/26/2021		ELECTRIC STATEMENTS MARCH 2021	19,023.89
	3483		JANUARY 2021 PHONE CHARGES	804.18
	3494		MARCH PHONE CHARGES	797.98
TOTAL FOR: LOWELL LIGHT & POWER				20,626.05
10899	LOWELL'S OPEN TABLE			
	3/24/2021		LCTV - OPEN TABLE OUTSIDE	5,790.50
TOTAL FOR: LOWELL'S OPEN TABLE				5,790.50
10083	MICHIGAN CAT			
	SD11968593		WWTP GENERATOR R & M	1,285.46
TOTAL FOR: MICHIGAN CAT				1,285.46
01369	NATIONAL TRUST FOR HISTORIC			
	3/26/2021		MEMBERSHIP DUES 2021	30.00
TOTAL FOR: NATIONAL TRUST FOR HISTORIC				30.00
01208	NICHOLLS, PAUL			
	3/15/2021		HANGAR DOOR REIMBURSEMENTS	75.64
TOTAL FOR: NICHOLLS, PAUL				75.64
10905	PARKING LOT MAINTENANCE OF GR INC			
	2432		PAVEMENT MARKING	350.00
TOTAL FOR: PARKING LOT MAINTENANCE OF GR INC				350.00
01270	PLUMMERS ENVIRONMENTAL SERVICE INC.			
	21133805		SEWER BACK UP - S GROVE	634.50
	21134771		BOWES RD WORK	8,290.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE INC.				8,924.50
10898	POINT BROADBAND			
	5267-202010317-1		INTERNET SERVICES	309.99
TOTAL FOR: POINT BROADBAND				309.99
00506	POSTMASTER			
	3/30/2021		W/S BILLS POSTGE	445.02
TOTAL FOR: POSTMASTER				445.02
02331	PROGRESSIVE HEATING COOLING, CORP.			
	2019533		LIBRARY SERVICE CALL	151.25
	2019535		LIBRARY SERVICE CALL	129.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.				280.25
01159	PURCHASE POWER			
	3/10/2021		POSTAGE FOR METER	470.85
TOTAL FOR: PURCHASE POWER				470.85
10133	RED CREEK WASTE SERVICES INC.			
	13R00621		TRASH SERVICE	319.81
TOTAL FOR: RED CREEK WASTE SERVICES INC.				319.81
10904	RED WING - GRAND RAPIDS			
	4/1/2021		WORK BOOTS - BRECKEN	186.99
TOTAL FOR: RED WING - GRAND RAPIDS				186.99
02484	RHD TIRE INC			
	0112662/01422282		4 GOODYEAR POLICE TIRES	548.10
TOTAL FOR: RHD TIRE INC				548.10

Vendor Code	Vendor Name	Invoice	Description	Amount
10890	ROCKET ENTERPRISSE INC	160167	FLAGS AND SUPPLIES	1,717.70
TOTAL FOR: ROCKET ENTERPRISSE INC				1,717.70
02539	RONDA AUTO CENTERS	40164	TIRE DISPOSAL	48.00
TOTAL FOR: RONDA AUTO CENTERS				48.00
00794	ROTH GERST FUNERAL HOME	3/262021	OVERPAYMENT - JAMES MOMBER CK#27262	50.00
TOTAL FOR: ROTH GERST FUNERAL HOME				50.00
10378	RUESINK, KATHIE	745382/745383	CLEANING SERVICES 2/26 - 3/11/21	720.00
TOTAL FOR: RUESINK, KATHIE				720.00
10042	SAWYER ENGINE & COMPRESSOR INC.	55127	WTP SERVICE ON KAESER	226.81
TOTAL FOR: SAWYER ENGINE & COMPRESSOR INC.				226.81
10316	SCENIC EXPRESSIONS LLC	2598	SNOW PLOWING AT AIRPORT	2,340.00
TOTAL FOR: SCENIC EXPRESSIONS LLC				2,340.00
10849	SMART BUSINESS SOURCE	OE-36803-1	OFFICE SUPPLIES	48.95
		OE-36803-2	OFFICE SUPPLIES	31.17
TOTAL FOR: SMART BUSINESS SOURCE				80.12
10328	STEVENS, SUSAN M	1312021	JANUARY NEWSLETTER	312.50
		2282021	NEWSLETTER FEBRUARY	475.00
TOTAL FOR: STEVENS, SUSAN M				787.50
10583	SUEZ WATER ENVIRONMENTAL SVC INC	20210051	WWTP SURCHARGES FEB 2021	1,734.44
		202142534	WWTP MARCH SERVICES	38,490.00
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				40,224.44
10903	THE BARN FOR EQUINE LEARNING	3/24/2021	LCTV GRANT - INDOOR RIDING ARENA	17,000.00
TOTAL FOR: THE BARN FOR EQUINE LEARNING				17,000.00
00930	TRUCK & TRAILER SPECIALTIES	DSO007954	V-PLOW #9-1	385.27
TOTAL FOR: TRUCK & TRAILER SPECIALTIES				385.27
10888	UTILITY FINANCIAL SOLUTIONS, LLC	8141UFS	WATER & WASTEWATER FEASIBILITY STUDY	4,095.00
TOTAL FOR: UTILITY FINANCIAL SOLUTIONS, LLC				4,095.00
10759	VERBURG, LISA	4	ASSESSING OFFICE CONTRACT WORK	380.00
TOTAL FOR: VERBURG, LISA				380.00
00666	VERGENNES TOWNSHIP TREASURER	3/24/2021	LCTV GRANT - REMODEL/ADDITION	22,000.00
TOTAL FOR: VERGENNES TOWNSHIP TREASURER				22,000.00

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00692	WILLIAMS & WORKS INC.			
	91714		AMITY STREET RESURFACING	1,463.50
	91715		MONROE & WASH ST RECONSTRUCTION	1,485.00
	91717		WASHINGTON ST RESURFACING	465.75
	91719		JANE ELLEN RESURFACING	2,259.00
	91790		PLANNING	5,155.00
	91824		M-21/ALDEN NASH WATER INTERCONNECT	2,004.75
TOTAL FOR: WILLIAMS & WORKS INC.				12,833.00
10902	WILLIAMSON, TERRY			
	3/15/2021		AIRPORT REIMBURSEMENTS	146.34
TOTAL FOR: WILLIAMSON, TERRY				146.34
00693	WINDEMULLER ELECTRIC, INC.			
	210686		WWTP - MAIN LIFT R & M	5,400.00
	210739		WWTP - MAIN LIFT R & M	852.50
TOTAL FOR: WINDEMULLER ELECTRIC, INC.				6,252.50
01295	X-CEL CHEMICAL LLC			
	90489		HAND CLEANER/DISPENSER	95.00
TOTAL FOR: X-CEL CHEMICAL LLC				95.00
TOTAL - ALL VENDORS				337,770.20

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Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	ROTH GERST FUNERAL HOME	OVERPAYMENT - JAMES MOMBE	50.00	75515
101-000-084.015	DUE FROM FIRE AUTHORITY	POINT BROADBAND	INTERNET SERVICES	28.57	75510
101-000-085.000	DUE FROM LIGHT & POWER	AUTOMATED BUSINESS EQUIPM	FOLDER/SEALER SERVICE 21-	400.00	75483
101-000-085.000	DUE FROM LIGHT & POWER	POINT BROADBAND	INTERNET SERVICES	58.58	75510
Total For Dept 000				537.15	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	BLDI ENVIRONMENTAL ENGINE	MATERIALS AND LAB ANALYSI	8,483.10	75485
101-172-801.000	PROFESSIONAL SERVICES	STEVENS, SUSAN M	JANUARY NEWSLETTER	312.50	75519
101-172-801.000	PROFESSIONAL SERVICES	STEVENS, SUSAN M	NEWSLETTER FEBRUARY	475.00	75519
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	45.33	75482
Total For Dept 172 MANAGE				9,315.93	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	BROWN, GREG	REPLACE CK#74605	99.14	75486
Total For Dept 191 ELECTI				99.14	
Dept 209 ASSESSOR					
101-209-707.000	SALARIES-TEMPORARY	VERBURG, LISA	ASSESSING OFFICE CONTRACT	380.00	75522
Total For Dept 209 ASSESS				380.00	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	MI TAX TRIBUNAL	1,252.50	75492
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	EMPLOYEE SEPARATION MATTE	148.00	75492
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	LABOR SERVICES	3,232.49	75496
Total For Dept 210 ATTORN				4,632.99	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	45.33	75482
Total For Dept 215 CLERK				45.33	
Dept 265 CITY HALL					
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE FOR METER	470.85	75512
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	24.47	75518
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	31.17	75518
101-265-740.000	OPERATING SUPPLIES	ROCKET ENTERPRISSE INC	FLAGS AND SUPPLIES	741.60	75513
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 2/26 -	360.00	75478
101-265-802.000	CONTRACTUAL	APPLIED IMAGING	COPY MACHINE	462.47	75480
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	64.45	75551
101-265-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET SERVICES	43.57	75510
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MARCH PHONE CHARGES	264.80	75503
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	JANUARY 2021 PHONE CHARGE	266.30	75504
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	2,171.28	75488
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	2,404.46	75528
Total For Dept 265 CITY H				7,305.42	
Dept 276 CEMETERY					
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	194.98	75528
Total For Dept 276 CEMETE				194.98	
Dept 301 POLICE DEPARTMENT					
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	92.00	75490
101-301-744.000	UNIFORMS	HOOPER PRINTING	ID BADGE - BOSTON-MEIJER	15.00	75544
101-301-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET SERVICES	43.57	75510
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	477.37	75482
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MARCH PHONE CHARGES	109.55	75503
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	JANUARY 2021 PHONE CHARGE	113.09	75504
101-301-930.000	R & M EQUIPMENT	DORNBOS SIGN, INC	STOP SIGN - CROSSING GUAR	54.56	75493
Total For Dept 301 POLICE				905.14	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	1,218.00	75524

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Fund 101 GENERAL FUND					
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	125.00	75524
101-400-801.000	PROFESSIONAL SERVICES	CULLIGAN SOFT WATER	BOND REFUND	268.00	75489
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	930.00	75524
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	740.00	75524
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	585.00	75524
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	185.00	75524
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	40.00	75524
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	1,332.00	75524
Total For Dept 400 PLANNI				5,423.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	207.86	75551
101-441-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET SERVICES	28.57	75510
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	88.60	75482
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MARCH PHONE CHARGES	50.47	75503
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	JANUARY 2021 PHONE CHARGE	49.68	75504
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE	44.99	75533
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	1,075.47	75488
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	396.06	75528
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	1,023.73	75528
Total For Dept 441 DEPART				2,965.43	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	118.63	75488
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	272.57	75528
Total For Dept 747 CHAMBE				391.20	
Dept 751 PARKS					
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	38.24	75482
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	460.74	75528
Total For Dept 751 PARKS				498.98	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	181.46	75528
Total For Dept 757 SHOWBO				181.46	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	24.48	75518
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 2/26 -	360.00	75478
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	47.50	75551
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MARCH PHONE CHARGES	112.96	75503
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	JANUARY 2021 PHONE CHARGE	112.96	75504
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	1,112.10	75488
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	1,228.75	75528
101-790-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	LIBRARY SERVICE CALL	190.00	75487
101-790-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL	129.00	75511
101-790-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL	151.25	75511
101-790-930.000	REPAIR & MAINTENANCE	ROCKET ENTERPRISSE INC	FLAGS AND SUPPLIES	234.50	75513
Total For Dept 790 LIBRAR				3,703.50	
Dept 803 HISTORICAL DISTRICT COMMISSION					
101-803-955.000	MISCELLANEOUS EXPENSE	NATIONAL TRUST FOR HISTOR	MEMBERSHIP DUES 2021	30.00	75507
Total For Dept 803 HISTOR				30.00	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	FIRE PROS INC.	FIRE ALARM SYSTEM INSPECT	190.00	75498
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	675.41	75488
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	278.43	75528
Total For Dept 804 MUSEUM				1,143.84	
Total For Fund 101 GENERA				37,753.49	

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Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WASHINGTON ST RESURFACING	465.75	75524
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE & WASH ST RECONSTR	1,485.00	75524
Total For Dept 450 CAPITA				1,950.75	
Dept 463 MAINTENANCE					
202-463-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	STORM DRAIN R & M- 211 GR	930.00	75537
Total For Dept 463 MAINTENANCE				930.00	
Total For Fund 202 MAJOR				2,880.75	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	PARKING LOT MAINTENANCE O	PAVEMENT MARKING	350.00	75549
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	1,463.50	75524
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	JANE ELLEN RESURFACING	2,259.00	75524
Total For Dept 450 CAPITA				4,072.50	
Total For Fund 203 LOCAL				4,072.50	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	808.98	75528
248-463-930.000	REPAIR & MAINTENANCE	ROCKET ENTERPRISE INC	FLAGS AND SUPPLIES	741.60	75513
Total For Dept 463 MAINTENANCE				1,550.58	
Total For Fund 248 DOWNTOWN				1,550.58	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-970.000	CAPITAL OUTLAY	KORE/HI COM, INC.	SHOWBOAT PROJECT	3,785.00	75547
Total For Dept 751 PARKS				3,785.00	
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	62.25	75528
Total For Dept 758 DOG PARK				62.25	
Total For Fund 260 DESIGN				3,847.25	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	WILLIAMSON, TERRY	AIRPORT REIMBURSEMENTS	146.34	75526
581-000-740.000	OPERATING SUPPLIES	ARROW ENERGY, INC.	AIRPORT AV GAS	4,832.58	75481
581-000-802.000	CONTRACTUAL	SCENIC EXPRESSIONS LLC	SNOW PLOWING AT AIRPORT	2,340.00	75517
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	581.48	75534
581-000-930.000	REPAIR & MAINTENANCE	NICHOLLS, PAUL	HANGAR DOOR REIMBURSEMENT	75.64	75508
581-000-955.000	MISCELLANEOUS EXPENSE	POINT BROADBAND	INTERNET SERVICES	49.99	75510
Total For Dept 000				8,026.03	
Total For Fund 581 AIRPORT				8,026.03	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	POINT BROADBAND	INTERNET SERVICES	28.57	75510
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	MARCH PHONE CHARGES	159.13	75503
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	JANUARY 2021 PHONE CHARGE	160.57	75504
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	5,165.42	75528
Total For Dept 000				5,513.69	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SURCHARGES FEB 2021	1,734.44	75554
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP MARCH SERVICES	38,490.00	75554
590-550-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	38.24	75482
590-550-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	WWTP GENERATOR R & M	1,285.46	75506
590-550-930.000	REPAIR & MAINTENANCE	WINDEMULLER ELECTRIC, INC	WWTP - MAIN LIFT R & M	852.50	75557
590-550-930.000	REPAIR & MAINTENANCE	WINDEMULLER ELECTRIC, INC	WWTP - MAIN LIFT R & M	5,400.00	75557

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
		Total For Dept 550 TREATM		47,800.64	
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	WATER/SEWER BROOM	19.48	75530
590-551-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL LLC	HAND CLEANER/DISPENSER	47.50	75558
590-551-744.000	UNIFORMS	RED WING - GRAND RAPIDS	WORK BOOTS - BRECKEN	93.49	75552
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	81.54	75482
590-551-864.000	CONFERENCES & CONVENTIONS	APWA	MEMBERSHIP DUES- BRECKEN	80.00	75531
590-551-930.000	REPAIR & MAINTENANCE	EARTHWORM DOZING & EXCAVA	1048 LINCOLN LAKE SEWER M	75.00	75494
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER DEPT R & M	22.00	75497
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER DEPT R & M	675.00	75497
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER BACK UP - S GROVE	634.50	75509
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER METER PARTS	60.00	75538
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER METERS & PARTS	766.94	75538
590-551-970.000	CAPITAL OUTLAY	PLUMMERS ENVIRONMENTAL SE	BOWES RD WORK	8,290.00	75550
		Total For Dept 551 COLLEC		10,845.45	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE MAR	353.38	75484
590-552-730.000	POSTAGE	POSTMASTER	W/S BILLS POSTGE	222.51	75527
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE MAR	30.80	75484
		Total For Dept 552 CUSTOM		606.69	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	W/S AUTHORITY WITH LOWELL	1,452.25	75492
590-553-801.000	PROFESSIONAL SERVICES	UTILITY FINANCIAL Solutio	WATER & WASTEWATER FEASIB	2,047.50	75521
590-553-995.000	INTEREST-BONDS	HUNTINGTON NATIONAL BANK	CAP IMPROVEMENT BOND 2016	41,168.75	75545
		Total For Dept 553 ADMINI		44,668.50	
		Total For Fund 590 WASTE		109,434.97	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	GRAINGER INDUSTRIAL SUPPL	WTP SUPPLIES	24.12	75499
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	814.16	75500
591-570-802.000	CONTRACTUAL	EPS SECURITY	WTP VIDEO SERVICE	225.00	75495
591-570-802.000	CONTRACTUAL	SAWYER ENGINE & COMPRESSO	WTP SERVICE ON KAESER	226.81	75516
591-570-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET SERVICES	28.57	75510
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MARCH PHONE CHARGES	101.07	75503
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	JANUARY 2021 PHONE CHARGE	101.58	75504
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	565.71	75488
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	5,345.08	75528
591-570-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP AIR RELEASE VALVE	131.99	75479
		Total For Dept 570 TREATM		7,564.09	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	WATER/SEWER BROOM	19.47	75530
591-571-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL LLC	HAND CLEANER/DISPENSER	47.50	75558
591-571-744.000	UNIFORMS	RED WING - GRAND RAPIDS	WORK BOOTS - BRECKEN	93.50	75552
591-571-801.000	CROSS CONNECTIONS	DICKINSON WRIGHT PLLC	W/S AUTHORITY WITH LOWELL	1,452.25	75492
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	MARCH PHONE BILL	81.54	75482
591-571-864.000	CONFERENCES & CONVENTIONS	APWA	MEMBERSHIP DUES- BRECKEN	80.00	75531
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	402.57	75488
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS MARCH	1,200.98	75528
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER DEPT R & M	22.00	75497
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER DEPT R & M	675.00	75497
591-571-930.000	REPAIR & MAINTENANCE	EARTHWORM DOZING & EXCAVA	CONCRETE WORK	435.00	75536
591-571-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	NW PUMP STATION COUPLERS	404.38	75540
591-571-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	NE PUMP STATION AIR SYSTE	2,662.23	75540
591-571-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	NE PUMP TANK SENSORS	424.95	75540

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	NE PUMP AIR COMPRESSOR	131.84	75540
591-571-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	NW PUMP #1	208.03	75540
591-571-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	NE PUMP STATION R & M	80.10	75537
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER METER PARTS	60.00	75538
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER METERS & PARTS	766.94	75538
591-571-930.000	REPAIR & MAINTENANCE	GR CENTRAL IRON & STEEL I	NE PUMP- STAINLESS STEEL	305.00	75539
591-571-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	NE PUMP AIR COMPRESSOR R	74.31	75540
591-571-930.000	REPAIR & MAINTENANCE	KENT RUBBER	NE PUMP STATION	264.38	75546
591-571-930.000	REPAIR & MAINTENANCE	KENT RUBBER	NE PUMP STATION	63.22	75546
591-571-930.000	REPAIR & MAINTENANCE	LEE'S TRENCHING SERVICE,	MANHOLE REPAIRS	450.00	75548
591-571-930.000	REPAIR & MAINTENANCE	WILLIAMS & WORKS INC.	M-21/ALDEN NASH WATER INT	2,004.75	75556
591-571-970.000	CAPITAL OUTLAY	EARTHWORM DOZING & EXCAVA	CONCRETE WORK	7,250.00	75536
591-571-970.000	CAPITAL OUTLAY	LEE'S TRENCHING SERVICE,	MANHOLE REPAIRS	12,600.00	75548
Total For Dept 571 DISTRI				32,259.94	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE MAR	353.37	75484
591-572-730.000	POSTAGE	POSTMASTER	W/S BILLS POSTGE	222.51	75527
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE MAR	30.80	75484
Total For Dept 572 CUSTOM				606.68	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	UTILITY FINANCIAL SOLUTIO	WATER & WASTEWATER FEASIB	2,047.50	75521
591-573-995.000	INTEREST-BONDS	HUNTINGTON NATIONAL BANK	CAP IMPROVEMENT BOND 2016	17,643.75	75545
Total For Dept 573 ADMINI				19,691.25	
Total For Fund 591 WATER				60,121.96	
Fund 598 CABLE TV FUND					
Dept 000					
598-000-970.000	CAPITAL OUTLAY	KENT COUNTY YOUTH FAIR	LCTV GRANT - STILL EXHIBI	7,488.60	75501
598-000-970.000	CAPITAL OUTLAY	LOWELL ARTS	LCTV GRANT - TECHNOLOGY U	2,200.00	75502
598-000-970.000	CAPITAL OUTLAY	LOWELL'S OPEN TABLE	LCTV - OPEN TABLE OUTSIDE	5,790.50	75505
598-000-970.000	CAPITAL OUTLAY	THE BARN FOR EQUINE LEARN	LCTV GRANT - INDOOR RIDIN	17,000.00	75520
598-000-970.000	CAPITAL OUTLAY	VERGENNES TOWNSHIP TREASU	LCTV GRANT - REMODEL/ADDI	22,000.00	75523
598-000-970.000	CAPITAL OUTLAY	GREATER LOWELL CHAMBER FO	LCTV GRANT - SHOWBOAT VI	50,000.00	75541
Total For Dept 000				104,479.10	
Total For Fund 598 CABLE				104,479.10	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	AUTOMATED BUSINESS EQUIPM	FOLDER/SEALER SERVICE 21-	400.00	75483
Total For Dept 000				400.00	
Total For Fund 636 DATA P				400.00	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	#17 2001 INTL R & M	899.22	75491
661-895-930.000	REPAIR & MAINTENANCE	RONDA AUTO CENTERS	TIRE DISPOSAL	48.00	75514
661-895-930.000	REPAIR & MAINTENANCE	RHD TIRE INC	4 GOODYEAR POLICE TIRES	548.10	75553
661-895-930.000	REPAIR & MAINTENANCE	AIS CONSTRUCTION EQUIPMEN	#32 ANNUAL SERVICE & INSP	2,771.00	75529
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	#W-21 CHEVY SILVERADO	56.03	75532
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	#W-21 CHEVY SILVERADO R &	162.32	75532
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	#88 2009 VERMEER VAC-TRON	107.50	75535
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL MARCH 202	36.65	75542
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	2016 FORD EXPLORER #837	109.48	75543
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	V-PLOW #9-1	385.27	75555
661-895-957.000	TRAINING	APWA	MEMBERSHIP DUES- BRECKEN	80.00	75531
Total For Dept 895 FLEET				5,203.57	

04/01/2021 03:17 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 03/11/2021 - 04/01/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/7

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 661 EQUIPMENT FUND					
Total For Fund 661 EQUIPM				5,203.57	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL

Page: 7/7

User: LORI

EXP CHECK RUN DATES 03/11/2021 - 04/01/2021

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

Fund 101	GENERAL FUND	37,753.49
Fund 202	MAJOR STREET FUN	2,880.75
Fund 203	LOCAL STREET FUN	4,072.50
Fund 248	DOWNTOWN DEVELOP	1,550.58
Fund 260	DESIGNATED CONTR	3,847.25
Fund 581	AIRPORT FUND	8,026.03
Fund 590	WASTEWATER FUND	109,434.97
Fund 591	WATER FUND	60,121.96
Fund 598	CABLE TV FUND	104,479.10
Fund 636	DATA PROCESSING	400.00
Fund 661	EQUIPMENT FUND	5,203.57

337,770.20

Memorandum



PUBLIC WORKS

DATE: April 1, 2021

TO: Michael Burns, City Manager 

FROM: Daniel Czarnecki, Public Works Director 

RE: Monroe St and Washington St.
Updated Overview

In October 2020 you received an overview of the Monroe St. and Washington St. infrastructure projects. At the time of the overview, the project needs and costs data we had available to us was based on information obtained during the SAW project that took place in 2015-2019, plus previous water review data. In the past 4 months we have been reviewing information and preparing the USDA Preliminary Engineering Report, and developing an infrastructure replacement plan to provide the community with the necessary improvements that we anticipate lasting for 50 or more years.

In discussions with USDA, they indicated we should be sure to include all the anticipated work in the loan application for each street, as once the loan is made it is very difficult to add funds if additional work comes up during the construction. Because of this we are trying to anticipate all our infrastructure needs on these projects.

Monroe Street

The original work anticipated the total reconstruction of Monroe St. from the south terminus at Front St. to the north terminus at Fremont St. This included the installation of new 8-inch diameter watermain from Kent St. to Main St. and from Avery St. to Fremont St. The proposed sanitary sewer work was the replacement of sewer from King St. to Sherman St. and from Front St. to just south of Main St.

From our review of the existing infrastructure we are now proposing to replace the water line in the alley behind the stores, install a watermain on Kent St. from Monroe St. to Washington St., install watermain on King St. between Lafayette St. and Washington St., and be prepared to replace galvanized water services as required by the current State of Michigan Lead /Copper Rules. We are uncertain on how many water services may need total replacement. We are planning for the worse, and hoping for the best.

We now are anticipating replacement of all the sanitary sewer pipe from Avery St. to Fremont St. to provide for an entire new system in this area.

The storm sewer is now being considered for replacement as we expect the other underground work to displace much of the existing storm sewer pipes. Additional paving work has been added for Kent St. and King St.

The updated project costs for Monroe St is now estimated to be \$3,841,000.

Washington Street

The original project work anticipated the total reconstruction of Washington St. from the south terminus at Front St. to the north terminus at Fremont St. This included new watermain from Front St. to Main St. and from Main St. to Grant St. The proposed sanitary sewer work was the replacement of pipe from Avery St. to Grant St.

As we continue to review the existing infrastructure we are proposing to replace the watermain pipe from Main St. to Fremont St., and also to make the watermain connection with the new pipes on Kent St. and King St. We also are preparing for replacement of galvanized water services.

The sanitary sewer work is now anticipating the replacement of all the sanitary sewer pipe from Avery St to Fremont St.

All of the existing storm sewer piping is being considered for replacement as the work to replace the other underground infrastructure most likely will cause the existing storm sewer pipes to be displaced. We are also looking at additional paving of one block length of streets that connect Washington St. to Monroe St., including Sherman St., Grant St., North St., and High St.

The updated project costs for Washington St. is now estimated to be \$3,512,000.

Memorandum



DATE: March 31, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Monroe St. Design Engineering Services

In order to continue moving the Monroe St. project forward we need to have design engineering plans developed. The plans need to take into account all the different facets of the construction work, as well as the specifications, documentation, and design protocols that are required from the different entities that we will be utilizing for financial support on the project.

From careful review and investigations of the existing infrastructure, the original project of watermain and sanitary sewer replacement on portions of Monroe Street has grown. The work now includes additional watermain installation on Kent St., King St., and the back alley behind the stores, replacement of any galvanized water services in accordance with the current State of Michigan Lead/Copper Rule, additional sanitary sewer improvements on Kent St., and preparations for possible storm sewer replacement through the entire project.

Williams & Works has prepared a proposal for the design engineering work. It lays out the proposed project, funding sources, and the scope of services to provide the necessary documentations to meet USDA-RD requirements as well as the needed documents to present the project for bidding through MDOT. Their work includes: continued review of existing infrastructure; design of all new watermains, sanitary sewers, storm sewers, and streets; geotechnical investigations; obtain necessary approvals from the State Historical Preservation Office; obtain environmental clearance to meet the National Environmental Policy Act; preliminary plan reviews with MDOT; all necessary permit documentation and assistance; right-of-way and easement acquisition assistance for any areas we need permanent or temporary easements; MDOT grade inspection meetings, including the necessary programming applications and special provision specification development; final plans and documentations for bidding; and bidding assistance. Williams & Works proposes performing all this necessary work for a fee not to exceed \$190,000.00.

In order to meet MDOT scheduling requirements for grade inspection the design needs to be completed and an inspection scheduled by mid-July. This would allow for an early 2022 bid letting through MDOT and construction commencing as soon as possible in the spring 2022. This project is expected to take the entire 2022 construction season to complete. In 2023 we are anticipating performing similar work on Washington St.

Work already completed by Williams & Works for the USDA-RD grant application (the USDA Preliminary Engineering Report and the topographic survey of Monroe St.) will also be utilized as the complete the design work. Also, this design engineering work will be incorporated into the USDA agreement as part of the loan we are working to receive.

It is my recommendation: **That the Lowell City Council approves the Monroe Street Design Engineering Services, Scope of Services with Williams & Works, as outlined in their letter dated March 31, 2021, in an amount not-to-exceed \$190,000.00, and authorize the Mayor to sign the necessary agreements.**

williams&works

engineers | surveyors | planners

March 31, 2021

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

RE: Monroe Street – Design Engineering Services

Dear M. Czarnecki:

Following is our proposal to provide the City of Lowell with the necessary Design Engineering services for the proposed street, water, sanitary sewer and storm sewer improvements for Monroe Street which are to be constructed in 2022.

Project Summary

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

Scope of Improvements

- **Watermain**
 - Kent St. from S. Monroe St. to S. Washington St.
 - S. Monroe St. from Kent St. to City parking lot
 - Alley north of E. Main St.
 - King St. from Lafayette St. to N. Washington St.
 - Avery St. to Fremont St.
- **Sanitary Sewer**
 - S. Monroe St. from Front St. to City Parking Lot
 - City Parking Lot to north of E. Main St. (insitu-lining under M-21)
 - N. Monroe St. from Avery St. to Fremont St.
- **Street and Storm Improvements**
 - Kent St. from S. Monroe St. to S. Washington St.
 - S. Monroe St. from Kent St. to City Parking Lot
 - Alley north of E. Main St.
 - N. Monroe St. from Avery St. to Fremont St.
 - King St. from Lafayette St. to N. Washington St.

Project Schedule

- **Design & Permitting** – March 2021 thru September 2021
- **MDOT Bidding** – Dec 2021 – Jan 2022
- **Construction** – 2023 (schedule to be determined)

Funding Sources

- **MDOT–Street Improvements Small Urban Grant**
- **USDA Rural Development** - Water & Sanitary Sewer Loans
- **City of Lowell** - Water, Sewer, Street Funds

Scope of Services

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

Note: A complete topographic survey of Monroe Street has already been completed as previously authorized by the City of Lowell in addition to and separate from the services proposed below.

Design Engineering Services

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

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

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

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

Geotechnical Investigation: Soils & Structures will be retained by Williams & Works to conduct soil borings. The locations of these soil borings will be discussed and finalized with the City of Lowell at the Design Kickoff Meeting. At a minimum, soil borings will need to be taken every 500 feet and to a depth greater than the water main and sanitary sewer. These soil borings should also be staggered across all existing lanes of traffic.

SHPO Application: As a part of the USDA process, they have offered to use the Rural Communities Assistance Program (RCAP) to assist with the required State Historical Preservation Office (SHPO) Section 106 clearance application. Williams & Works will provide RCAP with two items required for the application:

1. **Archaeological Background Report** - The application does require that an approved archeologist perform an Archaeological Background Report be performed. Williams & Works will retain an approved archeologist for this assignment.
2. **Site Photographs & Mapping** – The application requires indexed photographs of the project area to illustrate the nature of the properties adjacent to the work. Williams & Works will take the necessary photographs and prepare an index map to be included with the application. Due to the long turnaround time for the application review, Williams & Works will proceed with this work as the first task to be completed following award of the project.

NEPA Evaluation: MDOT requires the City of Lowell receive environmental clearance for the project satisfying the National Environmental Policy Act (NEPA). While this process is fairly straight-forward to complete, and no major concerns are anticipated for this type of project, it is required by MDOT to be submitted a minimum of two months prior to a Grade Inspection submittal.

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

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

Permit Acquisition Assistance: Williams & Works will submit to the City of Lowell any supporting documentation that will be required to complete this project. At a minimum a SHPO Section 106, MDOT Programming Application, MDOT permit, SESC permit, EGLE Sanitary and Water permits will be required

to complete this project. Williams & Works will also provide supporting documentation if additional permits are required (e.g. EGLE/USACE Joint, NPDES, FAA, MDOT).

Right-of-Way and/or Easement Acquisition Assistance: If needed, permanent and/or temporary easements will be needed from some property owners. These easements may be needed to install ADA compliant sidewalk ramps, retaining walls, stairs, earthwork/grading, and other items that are in the best interest of the City. Williams & Works will provide all legal descriptions, sketches, and negotiation assistance needed. This will include meeting with the property owners, at a time convenient for them, if desired. All meetings, correspondence and documentation will be recorded to meet the requirements of Attachment B in the MDOT Programming Application. *If the value of land is over \$10,000, a third-party appraisal will also be required.* An initial allowance of \$9,000 for this service is included in the Design Services fee.

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

MDOT Programming Application: Williams & Works will submit the MDOT Programming Application to the City for your review and signatures. This document will be required as part of the MDOT submittal package.

Grade Inspection (GI) Plans, Special Provisions & MERL Estimate: Williams & Works will submit to the City of Lowell a full set of GI Plans, Special Provisions and Estimate. This will include removal plans, utility plans, specifications, quantities, progress clause, maintenance of traffic plans, restoration plans, and a detailed MERRL cost estimate. All comments and suggestions from prior review meetings will be incorporated into this submittal.

Pre-GI Review Meeting (if needed): Williams & Works will attend a Pre-GI Review Meeting with the City of Lowell. This will be an opportunity for the City staff to review the GI plans, specifications, progress clause and costs estimate that have already been submitted and offer their comments and suggestions. All comments and suggestions received will be incorporated into the MDOT GI Submittal.

MDOT Grade Inspection Submittal: Following the Pre-GI Review Meeting and approval from the City, Williams & Works will submit a set of plans, special provisions, and MERL estimate to MDOT for a GI Meeting. These submittals will be of sufficient quality that they would be considered to be 90% complete. This will include all unique special provisions for this project.

MDOT Grade Inspection Meeting: Williams & Works will attend a GI Meeting at the City offices. In attendance at this meeting will be MDOT LAP, Williams & Works, City, utility companies, and other project stakeholders. MDOT will conduct their review of the plan, special provisions and cost estimates and offer any comments. Meeting minutes will be taken by Williams & Works during the meeting and distributed to all attendees following the meeting. All comments and suggestions by MDOT during the meeting will be incorporated into the final plans.

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

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

MDOT Bidding Assistance: Williams & Works is able to assist MDOT and the City of Lowell with any bidding assistance that may be needed. This will include answering all bidding questions from contractors and issuing any addendum to answer or clarify specific questions and/or concerns.

Design Engineering Schedule

We propose to provide the Design Engineering Services outlined above in a manner to allow for an MDOT Grade Inspection Meeting in July/August 2021. This should allow for an early 2022 bid date by MDOT.

Professional Fees

We propose to provide the Design Engineering Services presented above for amount not-to-exceed \$190,000.00 which include all labor, expenses and subcontractors.

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

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

Very Truly Yours,

Williams & Works



David Austin, P.E.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 25, 2021
TO: Mayor Mike DeVore and Lowell City Council
FROM: Michael T. Burns, City Manager *MTB*
RE: Sunday Marijuana Retail Operation Time

Since Meds Café opened last spring, it was the belief, mainly dictated by their operation time was that Sunday operating times for adult use marijuana facilities in the City was 10 AM to 6 PM. When Lume's Special Land Use Permit was approved, one of their conditions of approval was that Sunday operation time was 10 AM to 6 PM.

Lume has made a request to extend the Sunday closing time from 6 PM to 9 PM. They also referenced our ordinance and it states that facilities can operate from 7 AM to 9 PM daily. Section 28-30 of the ordinance is attached.

With the development of a new ordinance, this is something that can be easily misunderstood by all involved in dealing with this. I was under the assumption that the operation time on Sunday's was 10 AM to 6 PM.

This being said, we need to address this. We need to decide if we will keep the operation time from 7 AM to 9 PM daily or make a special provision for Sunday sales.


City Administration has no preference on this matter.

- (a) It shall be unlawful for any licensee to permit the consumption of alcohol beverages on the licensed premises.
- (b) It shall be unlawful for any licensee holding a marihuana retailer license, or for any agent, manager or employee thereof, to:
 - (1) Sell, give, dispense or otherwise distribute marihuana or marihuana accessories from any outdoor location;
 - (2) Display marihuana or marihuana accessories so as to be visible from a public place outside of the marihuana establishment;
- (c) It shall be unlawful for retail marihuana establishments to distribute marihuana or marihuana-infused products to a consumer free of charge.
- (d) It shall be unlawful for any licensee to permit the consumption of retail marihuana or retail marihuana products on the licensed premises.
- (e) It shall be unlawful for any licensee to sell marihuana or marihuana products at a licensed marihuana retailer or microbusiness at any time other than between the hours of 7:00 a.m. and 9:00 p.m. daily.

Ord. No. 19-07, § 1, 10-21-19)



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 30, 2021
TO: Mayor Mike DeVore and the Lowell City Council
FROM: Michael T. Burns, City Manager 
RE: Fireworks

Attached is our annual request from the Chamber of Commerce to hold our annual Fireworks festival in conjunction with the Riverwalk Festival on Saturday July 10, 2021. Fireworks will be held in the same location at Stoney Lakeside Park and will begin after 10 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 10, 2021.**

APPLICATION FOR FIREWORKS DISPLAY PERMIT
Michigan Department of Energy, Labor, & Economic Growth
Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

2021

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	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.
---	--

<input checked="" type="checkbox"/> PUBLIC DISPLAY		<input type="checkbox"/> AGRICULTURAL PEST CONTROL	Date of Application 3/25/2021
Name of Applicant <i>Melrose Pyrotechnics, Inc.</i>	Address <i>PO Box 302, Kingsbury IN 46345</i>	Age (18 or over)	
If a Corporation, Name of President <i>Michael Cartolano</i>	Address <i>PO Box 302, Kingsbury IN 46345</i>		
If a Non-resident Applicant: Name of MI Attorney or Resident Agent <i>Michael Falk</i>	Address <i>4369 E Summit Woods Dr NE, Rockford MI 49341</i>	Phone No. <i>(616) 427-0377</i>	
Name of Pyrotechnic Operator <i>Randy Loveland</i>	Address <i>4369 E Summit Woods Dr NE, Rockford MI 49341</i>	Age (18 or over) <i>67</i>	
No. Years Experience / No. Displays <i>23 years / 270+ displays</i>	Where <i>Michigan</i>		
Name of Assistant: <i>Brian Loper</i>	Address <i>4369 E Summit Woods Dr NE, Rockford MI 49341</i>	Age <i>54</i>	
Name of Other Assistant: <i>Dave Enbody</i>	Address <i>4369 E Summit Woods Dr NE, Rockford MI 49341</i>	Age <i>47</i>	
Exact Location of Proposed Display <i>Stoney Lakeside Park, 1200 Bowes Rd, Lowell MI 49331</i>			
Date of Proposed Display <i>July 10, 2021</i>		Time of Proposed Display <i>Dusk</i>	

No. Of Fireworks	Kind of Fireworks to be Displayed
<i>Approximately 600</i>	<i>Aerial display shells ranging in size from 2 inches to 6 inches in diameter.</i>

Manner & Place of Storage Prior to Display (Subject to Approval of Local Fire Authorities)
No storage necessary, delivered on date of display

Amount of Bond of Insurance (to be set by local gov't) <i>\$5,000,000.00</i>	Name of Bonding Corporation or Insurance Company <i>Britton-Gallagher & Associates</i>
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Address of Bonding Corporation or Insurance Company
One Cleveland Center, Floor 30; 1375 East 9th Street, Cleveland, Ohio 44114

Signature of Applicant
Michael Falk

For Melrose Pyrotechnics, Inc.

FIREWORKS DISPLAY PERMIT
Michigan Department of Energy, Labor, & Economic Growth
Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

2021

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 <u>Melrose Pyrotechnics, Inc.</u>		Age (18 or over)	
Address <u>4369 E Summit Woods Dr NE, Rockford, MI 49341</u>			
Name of Organization, Group, Firm, or Corporation <u>Lowell Area Chamber of Commerce</u>			
Address <u>113 Riverwalk, Lowell MI 49331</u>			
Number and Types of Fireworks <u>Approximately 600 aerial display shells ranging in size from 2 inches to 6 inches in diameter.</u>			
Exact Location of Display <u>Stoney Lakeside Park, 1200 Bowes Rd, Lowell MI 49331</u>			
City, Village, Township <u>Lowell, MI</u>		Date <u>July 10, 2021</u>	Time <u>Dusk</u>
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Amount <u>\$5,000,000.00</u>	

Issued by action of : ☐ council ☐ commission ☐ board of the

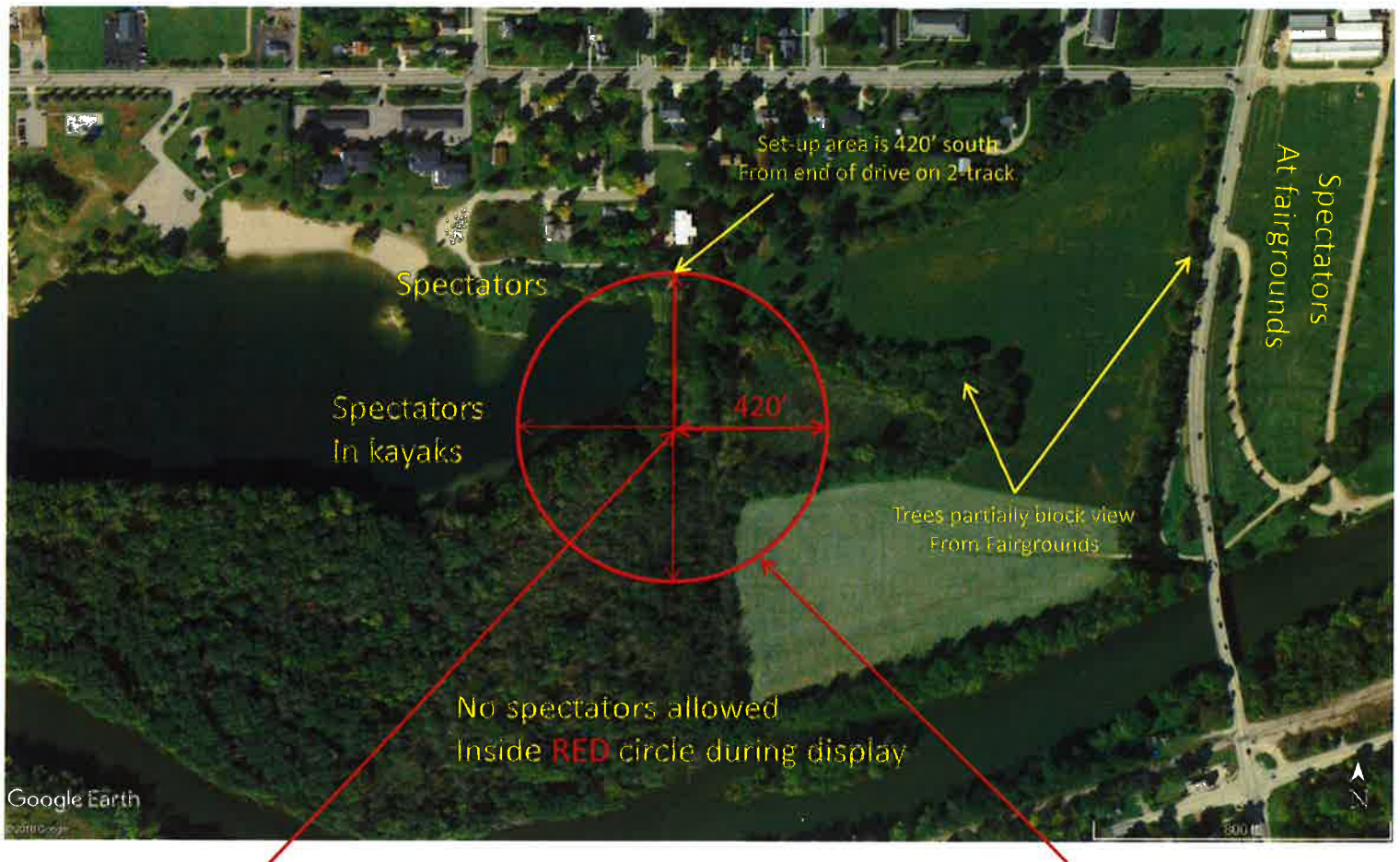
☐ city ☐ village ☐ township of _____
(Name of City, Village, Township)

on the _____ day of _____,

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

Stoney Lakeside Park
1200 Bowes Street SE, Lowell, MI

Melrose Pyrotechnics Inc.
9/26/2019 Michael Falk



Launch Location

Setup area: 40' X 40'

Radius from setup area: 420'



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/25/2021

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).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): E-MAIL: ADDRESS:														
INSURED Melrose Pyrotechnics, Inc. Kingsbury Industrial Parkway Heinold Complex Kingsbury IN 46345	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Everest Indemnity Insurance Co.</td> <td>10851</td> </tr> <tr> <td>INSURER B : Travelers Indemnity Co</td> <td>25658</td> </tr> <tr> <td>INSURER C : Everest Denali Insurance Company</td> <td>16044</td> </tr> <tr> <td>INSURER D : Arch Specialty Insurance Company</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest Indemnity Insurance Co.	10851	INSURER B : Travelers Indemnity Co	25658	INSURER C : Everest Denali Insurance Company	16044	INSURER D : Arch Specialty Insurance Company		INSURER E :		INSURER F :	
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COVERAGES
CERTIFICATE NUMBER: 1389142659
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	GENERAL LIABILITY <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		SI8ML00042-211	1/15/2021	1/15/2022	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 \$
C	AUTOMOBILE LIABILITY <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			SI8CA00025-211	1/15/2021	1/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UXP1035209-01	1/15/2021	1/15/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0323N491 (MI)	4/1/2021	4/1/2022	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

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

DISPLAY DATE: July 10, 2021

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
 Liz Baker
 113 Riverwalk Plaza
 Lowell MI 49331

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

AUTHORIZED REPRESENTATIVE

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LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 25, 2021
TO: Mayor Mike DeVore and Lowell City Council
FROM: Michael T. Burns, City Manager *MTB*
RE: Patrol Vehicle 836

Sergeant Van Solkema has detailed in his memo the Patrol Vehicle they need to purchase. I would concur that the current patrol vehicle needs to be updated as soon as possible. As stated in his memo, the total is \$50,938.59.

Currently, we are projected to be approximately \$200,000 ahead revenue over expenditures on June 30, 2021. My recommendation is to purchase the necessary parts for the cages upgrades to the new vehicle now with these funds. We would need to amend this year's budget to include this. I would also recommend ordering the vehicle now and paying for it on July 1, 2021. That way, we can budget the remaining portion into the upcoming fiscal year. I already intend to budget this for next year. While I do not normally like to budget and purchase equipment in this fashion, I believe it is necessary, as this vehicle is in immediate need of upgrade.

I recommend the Lowell City Council approve the purchase of a replacement Patrol Vehicle 836 at a cost not exceed \$50,938.59 in the manner described.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 25, 2021
TO: Michael T. Burns, City Manager *MB*
FROM: Sergeant Scot Van Solkema *SV*
RE: Purchase of new Patrol Vehicle 836

The Lowell Police Department needs to replace patrol vehicle number 836. Currently there are 91,092 miles, 8,639 engine hours and 4,798 idle hours. By the time a new car will come in after July 1, 2021 the numbers will be higher, probably closer to 94,000 miles, 9,000 engine hours and 5,000 idle hours. The current 836 vehicle is a 2014 Ford Police Interceptor Utility. Patrol Car 838 is the next oldest vehicle in the fleet it is a 2015 Ford PIU, 82,756 miles, 8,236 engine hours, 4,867 idle hours for comparison purposes.

I am looking to replace the vehicle with a 2021 Ford Police Interceptor Utility Hybrid. Going from a 2014 to a 2021 will have some added expenses. Since Ford has changed the body styling a lot of the components that are in the current vehicle will not fit in the new vehicle. We will be replacing all of the equipment (lights, sirens, center console to hold all of the components, rear seat, passenger compartment barriers, etc.) We will reuse the in-car camera system and RADAR units that are currently in the vehicle now.

Going to a hybrid vehicle there is some more upfront cost, but the city will save thousands of dollars over the life of the vehicle in fuel savings. As you can see from the statistics above, more than half of the time the vehicle is on, it is idling. While the new hybrid car will be idling, it will be using the battery to keep all of the equipment powered and running. Also on this new vehicle. we will be getting an extended factory warranty for 5 years instead of the standard 3 year/36,000 mile warranty. In the past, we have had issues come up after the warranty expires, pre-purchasing the extra two years of coverage should help save money in the future.

Regarding the new emergency equipment that will be installed, we are hiring Great Lakes Upfitting based in Holland, MI. The company will install all new emergency equipment and it will come with a 5 year no hassle warranty. Previously we have had some of the emergency equipment installed by the factory, which is good. However the dealership does not really know how to work on those types of components, and we have to have an upfitter fix that equipment anyways. Working with a dedicated upfitter that stands behind their installation and the equipment installed will also help in the long run. KCSD has a contract with this company as well to do their next 25 police vehicles. Great Lakes Upfitting also works on Cascade Township fire vehicles, Gun Lake Tribal Police as well as many other police and fire agencies around the area.

All told the new vehicle, equipment and installation will cost \$50,938.59 the attached quotes go in to all of the details. We would like the go ahead to purchase the emergency equipment on this current fiscal budget for a total of \$8,598.01. The reason to purchase the equipment now and have it held at the upfitting company is so the company can immediately start on the police vehicle once the vehicle is built. Typically the upfitter orders the equipment after the car is there, that can add several weeks to get the vehicle on the streets. Prepaying for the equipment will speed up the process.



March 2, 2021

City of Lowell Police Department
Attn: Sgt. Scot VanSolkema
301 East Main Street
Lowell, Michigan 49331

Dear Sgt. Scot VanSolkema:

Price on 2021 Vehicle Macomb County Contract Bid:

2021 Ford Police Interceptor Utility AWD in Dark Blue \$39,010.00 ea

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 East Main St, Owosso, MI 48867
888-92-FLEET or 888-923-5338, Fax 517-625-5832

Macomb County Bid Price
(Bid #21-18, MY2020) in the
State of Michigan
2021 Utility Police Interceptor
Major Standard Equipment

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine – 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed)
Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding MIC
- Door Handles – Black (MIC)
- Exhaust True Dual (down-turned)
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
 - Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
 - Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
 - Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
- Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
 - Power
 - Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)

INTERIOR/COMFORT (continued)

- Liftgate Release Switch located in overhead console (45 second timeout feature)
 - Lighting
 - Overhead Console
 - Red/White Task Lighting in Overhead Console
 - 3rd row overhead map light
 - Mirror – Day/night Rear View
 - Particulate Air Filter
 - Powerpoints – (1) First Row
 - Rear-door closeout panels
 - Rear-window Defrost
 - Scuff Plates – Front & Rear
 - Seats
 - 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
 - 1st Row – Driver 6-way Power track (fore/aft, Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft, with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
 - Speed (Cruise) Control
 - Speedometer – Calibrated (includes digital readout)
 - Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
 - Sun visors, color-keyed, non-illuminated
 - Universal Top Tray – Center of I/P for mounting aftermarket equipment
 - Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature
- SAFETY/SECURITY**
- AdvanceTrac® w/RSC® (Roll Stability Control™)
 - Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Over Protection Airbags and Safety Canopy®
 - Anti-Lock Brakes (ABS) with Traction Control
 - Brakes – Police calibrated high-performance regenerative braking system
 - Belt-Minder® (Front Driver / Passenger)
 - Child-Safety Locks (capped)
 - Individual Tire Pressure Monitoring System (TPMS)
 - LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
 - Rearview Camera with Washer viewable in 4.2" center stack.
 - Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
 - SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
 - AM/FM / MP3 Capable / Clock / 4-speakers
 - Bluetooth® interface
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
- Note: Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
 - 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN**
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) Standard

Police Interceptor Utility Base Prices

[] Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$31,544.00
[] Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$35,356.00
[x] Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$34,659.00

VEHICLE COLOR: Order Code	Interior Trim Color
	<u>Charcoal Black (96)</u>
Arizona Beige Metallic Clearcoat	[E3] []
Medium Brown Metallic	[BU] []
Dark Toreador Red Metallic	[JL] []
Dark Blue	[LK] [x]
Royal Blue	[LM] []
Light Blue Metallic	[LN] []
Vermillion Red	[E4] []
Smokestone Metallic	[HG] []
Silver Grey Metallic	[TN] []
Iconic Silver Metallic	[JS] []
Agate Black	[UM] []
Oxford White	[YZ] []
Blue Metallic	[FT] []
Sterling Grey Metallic	[UJ] []
Medium Titanium Metallic	[YG] []
Carbonized Grey	[M7] []

INTERCEPTOR OPTIONAL FEATURES:

<u>Flooring/Seats</u>	Code	\$Cost
[] 1st and 2nd row carpet floor covering	16C	125.00
[] 2nd Row Cloth Seats	F6/ 88F	60.00
[] Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
[] Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	45.00
[] <u>Interior Upgrade Package</u>	65U	390.00

- 1st and 2nd Row Carpet Floor Covering
- Cloth Seats – Rear
- Center Floor Console less shifter w/unique Police console finish plate
- Includes Console and Top Plate with 2 cup holders
- Floor Mats, front and rear (carpeted)
- Deletes the standard console mounting plate (85D)
- SYNC@ 3
 - Enhanced Voice Recognition Communications and Entertainment System
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - AppLink@
 - 911 Assist@

Note: SYNC@ AppLink@ lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms.

<u>Lamps/Lighting</u>		
[x] Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
[] Daytime Running Lamps	942	45.00
[] Side Marker Lights in Skull Caps	63B/60A	340.00
[] Rear Quarter Glass Side Marker Lights	63L	575.00
[] Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
[] Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel)	43A	395.00
[] Front Interior Windshield Warning Lights (Red/Blue with take down)	96W	1145.00
[] Rear Spoiler Traffic Warning Light	96T	1495.00
[] Dome Lamp – Red/White in Cargo Area	17T	50.00
[] Pre-wiring for grille lamp, siren, and speaker	60A	50.00
[x] Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
[] Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
[] Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
[] Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00

Body		
[] Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
[] Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
[] Deflector Plate	76D	335.00
Wheels		
[] Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
[] 18" Painted Aluminum Wheel	64E	475.00
Misc		
[] Engine Block Heater	41H	90.00
[] License Plate Bracket – Front	153	N/C
[] Badge Delete (Police Interceptor Badge Only)	16D	N/C
[] 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
[] Aux Air Conditioning	17A	610.00
[] Noise Suppression Bonds (Ground Straps)	60R	100.00
[] Low-Band Frequency Noise Suppression Kit (Recommended when Using two-way radio communication devices that operate in the 39 – 46 MHz range (Channels 1-9). Provides noise suppression for in-car two-way radio communication devices in the 39-46 MHz frequency range.	68E	195.00
[] OBD-II Split Connector – Allows up to 2 devices to be connected to the vehicle's OBD-II port	61B	55.00
[] My Speed Fleet Management	43S	60.00
Audio/Video		
[] Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror)	87R	N/C
Note: This option would replace the camera that comes standard in the 4" center stack area.		
[x] Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	230.00
Doors/Windows		
[x] Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK *****	18D	N/C
[] Hidden Door Lock Plunger, Rear Door Handle and Rear Windows Inoperable	52P	160.00
[] Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.	68G	75.00
[] Lock system; Single Key/All Vehicles Keyed Alike	59	50.00
Keyed Alike 1284x= 59B Keyed Alike 1294x= 59C Keyed Alike 0135x= 59D		
Keyed Alike 1435x= 59E Keyed Alike 0576x= 59F Keyed Alike 0151x= 59G		
Keyed Alike 1111x= 59J		
Safety & Security		
[] Ballistic Door Panels – Driver Front Door Only (Level 3)	90D	1585.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3)	90E	3170.00
[] Ballistic Door Panels – Driver Front Door Only (Level 4+)	90F	2415.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+)	90G	4830.00
[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert	55B/54Z	545.00
[] Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	675.00
[] Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	145.00
[] Mirrors– Heated, Non BLIS	549	60.00
[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/55F	460.00
[x] Remote Keyless Entry w/4 Key Fobs (w/o Keypad)	55F	340.00
[x] Police Engine Idle Feature	47A	260.00
[x] Extra Key \$6.00x 6 =	Parts	36.00
[] Remote Starter (Must Order Keyless Entry 55F)	Parts	550.00
[] Reverse Sensing	76R	275.00
[x] Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring)	52T	80.00
[] H8 AGM Battery (900 CCA/92-amp)	19K	110.00
[] Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	245.00

[]	<u>12.1" Integrated Computer Screen</u> • Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area • Includes Audio Video extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable • Includes SYNC 3 @	47E	2745.00
[]	<u>Front Headlamp Lighting Solution</u> • Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included. Controller "not" included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)	66A	895.00
[x]	<u>Police Wire Harness Connector Kit – Front/Rear</u> For connectivity to Ford PI Package solutions includes: • Front – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector • Rear – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector Note: Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com	67V	185.00
[x]	<u>Tail lamp/Police Interceptor Housing Only</u> • Pre-existing holes with standard twist lock sealed capability (does not include LED Strobe lights) (eliminates need to drill housing assemblies) Note: Not available with options: 66B and 67H	86T	60.00
[]	<u>Tail Lamp Lighting Solution</u> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side Warning lights in taillamps • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)	66B	430.00
[]	<u>Rear Lighting Solution</u> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)	66C	455.00
[]	<u>Ultimate Wiring Package</u> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does "not" include LED lights, side connectors or controller – Recommend Police Wire Harness Connector Kit 67V Note: Not available with options: 65U, 67H	67U	560.00

[1 Ready for the Road Package All-in Complete Package	67H	3595.00
All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus		
• Whelen Cencom Light Controller Head with dimmable backlight		
• Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat)		
• Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails		
• High current pigtail		
• Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head		
• Pre-wiring for grille LED lights, siren and speaker (60A)		
• Rear console plate (85R) – contours through 2nd row; channel for wiring		
• Grille linear LED Lights (Red / Blue) and harness		
• 100-Watt Siren / Speaker		
• Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)		
Note: Not available with options: 66A, 66B, 66C, 67U and 65U		

<u>Extended Warranty Option's (\$0.00 Deductible) 100,000 Mile Coverage</u>		
[x] 5-Year Premium Care Warranty (500 Plus Components Coverage)		2745.00

Total Price \$39,010.00 ea

Great Lakes Upfitting

11555 Crossing Ct
Suite 100
Holland, MI 49424



Quote

Date	Quote No.
2/26/2021	21-329

Bill To
Lowell Police Dept

Ship To

*****Our No-Hassle Warranty*****
Full Support of Manufacturers Parts
Warranty
Five-Year Workmanship Warranty

Terms	Account #	Project
Net 30		

Item	Description	Qty	Rate	Amount
	2020 Ford PIU - PATROL BUILD			
GORHINO 5344-2L51	Go Rhino Push Bumper - LR Series (Steel-Gloss Finish), 2020 Ford Utility, 2-Light SOS nForce	1	438.83	438.83T
SOS ENFRMS4BRW	nFORCE® Warning Module (only), SAE Class 1, 10-16v, 18 LED Tricolor - Blue/Red/White	2	91.50	183.00T
GO RHINO 5700WA	GO RHINO Sliding Window Partition (Coated Scratch-Resistant Polycarbonate)	1	519.01	519.01T
GO RHINO 570721	GO RHINO SCA Transfer Kit (Includes Upper & Lower Filler Panels, Mounting Brackets & Hardware)	1	148.67	148.67T
GO RHINO 5700FIR	GO RHINO Recessed Storage Center Panel & Lower Extension Kit	1	177.19	177.19T
GORHINO 5700SCR	Go Rhino Optional Mesh Screen (only compatible w/ sliding window cage)	1	75.17	75.17T
SETINA QK0566ITU20	Transport Seating (w/ Cargo Partition) - #12 Poly w/ Replacement Seat	1	1,294.08	1,294.08T
LUND FDRS-FPIU-SA	Fold Down Sliding Trunk Tray (Mounts on Rear Partition)	1	418.16	418.16T
GAMBERJ 7170-0734-04	Gamber Johnson 2020 Ford Police Interceptor® Utility Vehicle Specific Console with Cup Holder, Rear Armrest, and Mongoose® Kit	1	697.62	697.62T
GAMBERJ 7160-0321	Motorola APX 1500-8500 Remote Head, APX Series Radio and XTL 2500/5000 Control Head Full Faceplate	1	0.00	0.00T
			Subtotal	
			Sales Tax (0.0%)	
			Total	

1. All Sales Estimates are Confidential and Proprietary between Great Lakes Upfitting and its Customers Only.
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3. Our Warranty - Great Lakes Upfitting Purchased Parts for the Manufacturers Warranty Term and Workmanship for 5 Years.

Signature

Great Lakes Upfitting

11555 Crossing Ct
Suite 100
Holland, MI 49424



Great Lakes Upfitting

(616) 202-6585
www.GreatLakesUpfitting.com

Quote

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Item	Description	Qty	Rate	Amount
GAMBERJ 16932	Gamber Johnson SoundOff Signal nERGY® (PSRN4CTRL4) Faceplate	1	0.00	0.00T
GAMBERJ 7160-0924	GAMBER JOHNSON 2" Wide x 1.5" Deep Pocket	1	32.34	32.34T
SETINA GK10271UHKSS...	SETINA Single T-Rail Universal XL Lock w/ Handcuff Key	1	315.84	315.84T
SOS EMPLB0094M-073	SOS 55"/139cm 10-16 Volt MPOWER 6 INCH LED LIGHTBAR W/ LIN DSC TECHNOLOGY /D08//D08/D12//D12//D12//T18//D12//D12//D12//D08//D08/ /R_W//R_W//R_W//R_W//R_W//RBW//B_W//B_W//B_W/ \B_W//B_W/ D08 SILVER O D08 R_W CLEAR O B_W \D08//D08//D12//D12//D12//T18//D12//D12//D12//D08//D08/ /R_W//R_W//R_A//R_A//R_A//RBA//B_A//B_A//B_A//B_W//B_W/ Accessories - PNFLBSPLT1, AUTO-DIM Mount - Fixed Height Mount (PMPLBK01) Hook - PNFLBF32 Vehicle - Ford Explorer/PI SUV w/o Roof Rack (2020-21)	1	2,286.00	2,286.00T
SOS ELUC3H010W	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness; includes insert, Lens #1 (Extreme Angle) & Inline Flasher - Single Color White (TAILLIGHT INSERTS)	2	66.50	133.00T
		Subtotal		
		Sales Tax (0.0%)		
		Total		

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Terms	Account #	Project
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Item	Description	Qty	Rate	Amount
SOS EMPS2QMS5RBW	mpower® 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tricolor - Red/Blue/White (PLATE LIGHTS)	2	108.50	217.00T
SOS EMPS2STS5RBW	SOS mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tricolor - Red/Blue/White (REAR QUARTER WINDOW)	2	108.50	217.00T
SOS PMP2WSSSB	Window Shroud Kit for 4" Light w/ Stud Mount - Black	2	7.50	15.00T
SOS EML6E20RB	ML6 LED Flush Mount Light, SAE J595 Class 2 & ECE 410.05 Certified, 10-30 volts, 10" cable - Dual Color Red/Blue (INNER HATCH)	2	49.50	99.00T
SOS ENGLNK002	bluePRINT Link® Module for Ford F-150 & F-150 Police Responder (2015-2019); PI Utility (2016-2020); F-250, F-350, F-450, F-550 (2017)	1	246.00	246.00T
SOS ENGSYMD01	SOS bluePRINT Sync™ Module	1	0.00	0.00T
SOS ENGSA581RSR	SOS Blueprint 500 Series Remote Siren w/ Knob Control, 100 Watt	1	747.50	747.50T
SOS ETSS100J	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	1	125.00	125.00T
SOS ECVDMLTAL00	LED Dome Light, Universal Mount 6" Round w/ Red LED Night Light, 10-30v - White LEDs/White Lens (FRONT DOME LIGHT)	1	52.00	52.00T
			Subtotal	
			Sales Tax (0.0%)	
			Total	

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Warranty
Five-Year Workmanship Warranty

Terms	Account #	Project
Net 30		

Item	Description	Qty	Rate	Amount
SOS ECVDMLTST4G	SOS Interior Cargo/LED Dome Light, Flush Surface Mount w/ Grey Base, 6" x 3" - White LEDs (PRISONER DOME)	1	21.50	21.50T
SOS ECVDMLTST4G	SOS Interior Cargo/LED Dome Light, Flush Surface Mount w/ Grey Base, 6" x 3" - White LEDs (CARGO DOME)	1	21.50	21.50T
MNT056Y	Dash Plate, Ford Interceptor Utility FDUV 2020+	1	57.60	57.60T
MAGMIC MMSU-1	Magnetic Mic Kit (Single)	2	30.00	60.00T
Inbound Shipping	Inbound Freight/Shipping Estimate		500.00	500.00T
GLU Installation	Installation Services - Installation Labor		2,250.00	2,250.00
Shop Supplies	Shop Supplies (3%)		330.58	330.58
GLU Installation	Installation Services - Installation Labor CHANGEOVER		250.00	250.00
			Subtotal	\$11,928.59
			Sales Tax (0.0%)	\$0.00
			Total	\$11,928.59

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Signature _____



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 25, 2021
TO: Mayor Mike DeVore and Lowell City Council
FROM: Michael T. Burns, City Manager *MB*
RE: Police Computers

Sergeant VanSolkema has detailed in his memo the Computers they need to upgrade. With them no longer being able to upgrade Windows 7 this is definitely a need. Our Salvage Funds are not general fund dollars and can be used to purchase this equipment.

I recommend the Lowell City Council approve the purchase of four new Dell Latitude 5420 Rugged Patrol Computers and Docking stations from Salvage Funds at a cost not to exceed \$13,678.12.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 25, 2021
TO: Michael T. Burns, City Manager *MB*
FROM: Sergeant Scot VanSolkema
RE: Police Computers and Docks

The Lowell Police Department needs to update their in-car computers. The current in car computers are becoming obsolete and do not work as they once did. Some of the current computer touchscreens are inoperable and others the touchscreen works, but the trackpad will not work. These current computers we received were refurbished from Rockford DPS. The laptops originally had Windows 7 as the operating system, but since Windows 7 was no longer being updated so the computers had to be upgraded to Windows 10. If you have ever updated a computer to a new operating system, somethings do not work correctly afterwards.

I have contacted the Kent County Sheriff's Department Dispatch Center to discuss their in car computers. The KCSD is currently using Dell Latitude 5420 Rugged computers. KCSD dispatch personnel stated that they will set the computers up (installing software) and will also troubleshoot these computers for free. If we were to get a different style laptop (Toughbook, Getac or a tablet style) then we would have to do it ourselves or outsource with another company costing the city money.

For the 15 years that I have been here, we have had used Panasonic Toughbooks and the same computer docking stations. With the new computers being Dell, new docking stations will be necessary. I did look in to getting new Toughbooks and they are over \$1,000 more each for the new Toughbooks.

I am requesting that we use salvage money to purchase the new computers and docking stations for a total of \$13,678.12 there is currently approximately \$20,000 in the salvage fund. The salvage fund grows every week with Detective Lauren doing salvage inspections. Salvage inspection fees can only be used for stolen vehicle enforcement and to pay for employees doing the inspections. Since all stolen vehicles are listed in LEIN and SOS as stolen, this information is accessed by the in-car computer this is a great use of the funds.



THE WORLD'S LIGHTEST AND THINNEST SEMI-RUGGED LAPTOP IN ITS CLASS.

The Panasonic TOUGHBOOK® 55 breaks new ground offering unrivaled flexibility in even the most demanding and unpredictable environments with its innovative modular expansion packs. I/O, optical drives, authentication readers, and even discrete graphics expansion packs are user-upgradeable. Backwards compatibility with the previous generation of docks protects customers' investments while saving time and resources. Built with state of the art technology, the TOUGHBOOK 55 offers the latest Intel® 8th Gen vPro™ quad-core processors, up to 64GB of RAM, up to 2TB of storage, all-day battery life, 4 microphones provide unparalleled speech recognition accuracy, color-selectable backlit keyboard, crisp and powerful 92db speakers, faster and more secure Wi-Fi, and a 25% larger touchpad.



TOUGHBOOK 55

Public Sector Bundle

SKU: FZ-55CA-00VM

mk1

MSRP: \$4,227*

*Price does not include volume or other discounts

Operating System:	Windows 10 Pro	Wireless:	Wi-Fi, Bluetooth, 4G LTE (Band 14), Dedicated GPS, Dual Pass (Ch1:GPS/Ch2:WWAN)
CPU:	Intel Core i7-8665U 1.9GHZ	Webcam & Mic:	Infrared Hello Webcam
Display:	14.0" FHD 1000 nit Gloved Multi Touch	Other:	TPM 2.0
Memory (RAM):	16GB	Keyboard:	Backlit Emissive Keyboard
Storage:	512GB SSD		
Included Services:	CF-SVCADDP12B - Absolute Resilience - 12 Month Term - Panasonic PS Bundle Sled Customer Only, CF-SVC512SSD3Y - 512GB SSD - TOUGHBOOK No Return of Defective Drive (Years 1, 2 & 3), CF-SVCPDEP3Y - TOUGHBOOK & TOUGHBOOK Premier Deployment - Includes Imaging, Customer Portal Access, Multilocation Shipping and Disk Image Management at the Panasonic National Service Center (Years 1, 2, 3), CF-SVCLTNF3YR - Protection Plus Warranty - Laptop (Years 1, 2 & 3)		

To view full product specifications , visit:

<https://na.panasonic.com/us/computers-tablets-handhelds/computers/laptops/toughbook-55>

1.888.254.6344

TOUGHBOOK®



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000080634792.1	Sales Rep	Georgia Armstrong
Total	\$13,678.12	Phone	(800) 456-3355, 6180262
Customer #	31643614	Email	Georgia_Armstrong@Dell.com
Quoted On	Mar. 10, 2021	Billing To	SCOT VANSOLKEMA
Expires by	Apr. 09, 2021		KENT COUNTY FISCAL SERVICES
Deal ID	16992143		LOWELL POLICE DEPT
			111 N MONROE
			LOWELL, MI 49331

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Georgia Armstrong

Shipping Group

Shipping To	Shipping Method
SCOT VANSOLKEMA	Standard Delivery
KENT COUNTY FISCAL SERVICES	
LOWELL POLICE DEPT	
111 N MONROE	
LOWELL, MI 49331	
(616) 987-6102	

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5420 Rugged	\$2,870.00	4	\$11,480.00
Docking Station and LPS-137 (90W Vehicle Power Supply) for Dell's Latitude 14 Rugged and Latitude 12 & 14 Rugged Extreme Notebooks	\$549.53	4	\$2,198.12

Subtotal:	\$13,678.12
Shipping:	\$0.00
Non-Taxable Amount:	\$13,678.12
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$13,678.12
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Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

SERI Guide (English/Spanish)	340-AGIN	-	4	-
Regulatory Label included	389-BEYY	-	4	-
TPM Enabled	340-AJPV	-	4	-
System Driver, Dell Latitude 5420	640-BBRG	-	4	-
Dell Developed Recovery Environment	658-BCUV	-	4	-
Shuttle SHIP Material	328-BCXL	-	4	-
Directship Info Mod	340-CKTD	-	4	-
No Option Included	340-ACQQ	-	4	-
No Resource USB Media	430-XXYG	-	4	-
ENERGY STAR Qualified	387-BBNJ	-	4	-
BTO Standard shipment Air	800-BBGF	-	4	-
No Additional IO Ports	590-TEYC	-	4	-
Dedicated u-blox NEO-MQN GPS Card	540-BCIG	-	4	-
RGB Camera	319-BBFN	-	4	-
ProSupport Plus: Next Business Day Onsite, 1 Year Extended	808-6795	-	4	-
ProSupport Plus: Next Business Day Onsite, 3 Years	808-6797	-	4	-
Dell Limited Hardware Warranty Initial Year	808-6805	-	4	-
ProSupport Plus: Accidental Damage Service, 4 Years	808-6819	-	4	-
ProSupport Plus: Keep Your Hard Drive, 4 Years	808-6822	-	4	-
ProSupport Plus: 7X24 Technical Support, 4 Years	808-6843	-	4	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	4	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	4	-

**Docking Station and LPS-137 (90W Vehicle Power Supply) for
Dell's Latitude 14 Rugged and Latitude 12 & 14 Rugged Extreme
Notebooks**

Estimated delivery if purchased today:

Apr. 20, 2021

Contract # C000000181093

Customer Agreement # MHEC-07012015

	Quantity	Subtotal
\$549.53	4	\$2,198.12

Description	SKU	Unit Price	Quantity	Subtotal
Docking Station and LPS-137 (90W Vehicle Power Supply) for Dell's Latitude 14 Rugged and Latitude 12 & 14 Rugged Extreme Notebooks	AA472932	-	4	-

Subtotal:	\$13,678.12
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$13,678.12

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms : Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only : Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only : If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Memorandum



DATE: March 31, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Jane Ellen Dr. Improvements 2021 Award

For the 2021 construction season we are planning to resurface Jane Ellen St. from Sibley St to Donna St. Funding for this work will come out of our City of Lowell Street Funds.

The main portion of the work consists of removing the existing, worn out pavement, repair any gravel subbase that has failed, and then pave the street back. There will be some drainage work that is necessary, along with minimal curb repairs. At this time, we do not anticipate performing any underground utility work on the water distribution or sanitary sewer collection system, nor any driveway approach replacement.

Bid specifications were developed and posted at the construction clearinghouse websites. The City opened bids for the construction on March 24, 2021. We receive 7 bid proposals. The bids ranged from a low of \$236,036.00 to a high of \$349,651.00. The engineers estimate for the project was \$337,000.

The two low bids are:

CL Trucking LLC, Ionia	\$236,036.00
Youngstrom Contracting, Inc., Ionia	\$268,009.00

CL Trucking has performed satisfactory work for the City of Lowell in the past. They will also be performing the work on the Foreman St. sewer project during the 2021 construction season. CL Trucking indicated their bid completion date is August 28, 2021. While it was our intention to complete the project before the start of the school year, we do not see a big disruption to the schools by allowing this project to extend past the start of the school year. There are no schools located within the construction area. We are anticipating the school year to start August 23rd +/-.

It is my recommendation: **That the Lowell City Council approve the Jane Ellen Dr. Improvement – 2021 Project bid from CL Trucking LLC, Ionia, Michigan, for a cost of \$236,036.00, and authorize the Mayor to sign the documents.**

williams&works

engineers | surveyors | planners

March 28, 2021

Mr. Dan Czarnecki
Public Works Director
City of Lowell
301 E. Main Street
Lowell, MI 49331-1798

RE: Jane Ellen Dr. Improvements 2021 - Bid Summary

Dear Mr. Czarnecki:

On March 24, 2021, the City received bids for the Jane Ellen Drive Improvements – 2021 project which includes resurfacing from Sibley Street to Donna St. A total of 7 bids were received and the results of the reviewed bid amounts are presented below. A detailed tabulation of all the bids is attached.

Bidder	As Read	As Corrected
CL Trucking & Excavating, LLC	\$ 236,036.00	
Youngstrom Contracting, Inc.	\$ 268,009.00	
C&D Hughes Inc.	\$ 268,811.75	
Service Disabled Veteran General Contracting	\$ 263,584.07	\$ 273,830.10
Wyoming Excavators	\$ 275,955.00	\$ 282,885.00
Nagel Construction, Inc.	\$ 291,183.50	
Anlaan Corporation	\$ 349,651.00	

The Engineer's estimate for the project was \$337,000 .

The low bidder, CL Trucking & Excavating indicated their bid was based on a completion date of August 28, 2021. The contract calls for a 45-day completion period, so this would result in a start date of approximately July 14, 2021. In conversation with them, they said they would be OK with a start date of July 6, and a completion of August 28 (a 53 - day contract). *(While not yet published, we estimate that school is scheduled to begin in the fall on approximately August 23.)*

Mr. Dan Czarnecki
City of Lowell
March 28, 2021
Page 2 of 2

CL Trucking & Excavating is performing the sanitary sewer work for the City on Foreman St. starting in June and is involved with the Kent County resurfacing project on Alden Nash between M-21 and Foreman St. occurring this summer.

CL Trucking & Excavating has performed work for the City of Lowell in the past on the following projects:

N. Jefferson – Avery to Fremont (utilities and street)	2017
N. Jefferson, N. Washington, N. Jackson (utilities and street)	2015
Grove & High Street (street)	2015
N. Center and Heffron (utilities and street)	2011
Sibley - Donna to Valley Vista (street)	2010

The second low bidder, Youngstrom Contracting, did not request a modification of the project time. They have not performed any work for the City of Lowell in the past 20 years that we are aware of.

The third low bidder, C&D Hughes was the contractor for a project in 2016 that included a new parking lot (south of Main St., west of S. Monroe St.), watermain work on E. Main, and resurfacing of Monroe (Main to Avery). They also did not take exception to the proposed project timing.

Please feel free to contact should you have any questions regarding this bid summary.

Respectfully,



Williams & Works

David Austin, P.E.

attach.

cc: Michael Burns – City of Lowell



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: 3/1/2021

TO: Mike Burns, City Manager
Dan Czarnecki, Dept. of Public Works Director

FROM: Ralph Brecken, Utilities Supervisor

RE: N.E. Pump station - roof and gutter replacement

Currently the Lowell water distribution's system incorporates 2 pump stations. The first one, built in 1993 is located at 830 Shepard Dr. and serves the high pressure district on the City's N.E. side. The second pump station, built in 1994 is located at 3211 Gee drive and its primary function is to provide potable water to Lowell twp. via 3 horizontal booster pumps.

Each year the water dept. has the pump stations, a ground storage tank, a reservoir and other structures power washed as part of a routine maintenance program. Two years ago during the power washing we discovered the roof shingles and gutters at the N.W. pump station were in need of replacement so we hired Risner's Roofing to install a new steel roof and commercial roof gutters.

Today we have the similar situation at our N.E. pump station. During last fall's routine power washing it was discovered the 28-year-old roof shingles and gutters on the Shepard Dr. pump station are in poor condition and in need of replacement. Fortunately, we anticipated these repairs and budgeted \$15,000 for the same 24 gauge standing seam steel roof, commercial gutters and downspouts.

Per the city's bid and purchase policy, I attempted to acquire 3 competitive quotes from local contractors for the purchase and installation standing seam metal roof and gutters. Unfortunately, only one contractor submitted a quote. The following are the contractors that I contacted and what they quoted:

1. Ostrander Windows Siding & Roofing Inc. - \$0
2. Top Home Improvements - \$0
3. Risner's Roofing and Home Improvement - \$10,600

Along with meeting all the roofing specifications, Riser's Roofing has provided quality roof repairs on the city's Foreman building and has installed similar standing seam steel roofs on the pavilions at Stony Lake Side Park & Creek Side Park along with installing the same standing seam roof and gutters to our N.W. pump station last year.

Because Riser's Roofing was the only bid, their quote meets all specifications and is in under the approved \$15,000 budgeted in the current fiscal budget (capital outlay 591-571-970),
I recommend for the Lowell City Council to approve the metal roof replacement quote provided by Risner's Roofing and Home Improvement at a cost not to exceed \$10,600.00



February 23, 2021
2849 Gulliford Drive
Lowell, MI 49331

Phone: (616) 897-1080

Customer: City of Lowell DPW
217 S Hudson
Lowell, MI 49331
c/o Ralph Brecken

Job address:
Pump Station
830 Shepard
Lowell, MI 49331

Scope of Work for Tear Off

- Remove all existing shingles and roofing materials and haul away
- Inspect all roof sheeting and repair as necessary (\$50 per sheet if needed)
- Install new Titanium UDL High Temperature (made for metal) ice and water shield on entire roof
- Install new steel eave drip edge to match roof color
- Install new Metal Sales metal standing seam roof panels that are 16" on center - See gauge price below
- Install new pipe boots around existing vents
- Install new flashing around make up air vent
- Install new rake edge trim on all rake edges
- Install new ridge vent at the peak
- Install hip and ridge over ridge vent
- Remove and reinstall new 6" K Style gutters (one piece) on both eave edges
- Remove and install new 3" x 4" Downspouts

Once we receive the commitment to go ahead, we will do the job in the next 4-6 weeks. The only delay will be the time to get materials. We can have it done easily by late spring early summer with the proper notice.

Estimate on materials and labor for 24 gauge steel

\$10,600

Thank you for allowing us the opportunity to quote your new roof

We do accept all major credit cards with a 3 percent surcharge

All quotes are good for 60 days



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: March 25, 2021
TO: Mayor Mike DeVore and Lowell City Council
FROM: Michael T. Burns, City Manager *MB*
RE: Interlocal Agreement for County Designated Assessor

The Kent County Equalization Department is responding to a component of Public Act 660 of 2018 (Property Assessing Reform) that requires each county to develop an agreement with local governments to assign an individual to serve as assessor in the case of non-compliance with an audit. We don't expect to need these services but we're required to have an interlocal agreement (signed by a majority of the assessing districts in the county) in case the need does arise.

Kent County identified a qualified Assessing Officer, Laurie Spencer, to serve this role. Laurie has been in assessment administration in various capacities for over 43 years. She will be available to Kent County for a minimum of five years, with no retainer fee required. In the highly unlikely event we would be need this service the municipality would be charged \$30 per parcel in 2021 with 5% per year increases through the life of the contract.

I have attached the Interlocal Agreement and Ms. Spencer's background. **I recommend the Lowell City Council approve the Interlocal Agreement for Laurie Spencer to be designated as the County Designated Assessor.**

Interlocal Agreement and Designated Assessor Contract

KENT COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR

This Interlocal Agreement, by and between the County of Kent, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), and Ada Township, Algoma Township, Alpine Township, Bowne Township, Byron Township, Caledonia Charter Township, Cannon Township, Cascade Charter Township, Courtland Township, Gaines Charter Township, Grand Rapids Charter Township, Grattan Township, Lowell Charter Township, Nelson Township, Oakfield Township, Plainfield Charter Township, Solon Township, Sparta Township, Spencer Township, Tyrone Township, Vergennes Township, City of Cedar Springs, City of East Grand Rapids, City of Grand Rapids, City of Grandville, City of Kentwood, City of Lowell, City of Rockford, City of Walker, City of Wyoming, each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, the County and above political subdivisions of the State of Michigan, pursuant to MCL 211.10g(4), intend this Agreement to establish a Designated Assessor; and

WHEREAS, every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020 (“Designated Assessor”); and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Name of the County and proposed Designated Assessor:

This Interlocal Agreement involves the County of Kent, Michigan and all of its local governmental assessing districts. The Kent County Board of Commissioners appoints Laurie Spencer dba NE Michigan Assessing LLC to serve as the Designated Assessor for Kent County.

2. Identification of all the Assessing Districts within the County:

Ada Township, Algoma Township, Alpine Township, Bowne Township, Byron Township, Caledonia Charter Township, Cannon Township, Cascade Charter Township, Courtland Township, Gaines Charter Township, Grand Rapids Charter Township, Grattan Township, Lowell Charter Township, Nelson Township, Oakfield Township, Plainfield Charter Township, Solon Township, Sparta Township, Spencer Township, Tyrone Township, Vergennes Township, City of Cedar Springs, City of East Grand Rapids, City of Grand Rapids, City of Grandville, City of Kentwood, City of Lowell, City of Rockford, City of Walker, City of Wyoming constitute the complete roster of assessing districts within the geographic and political boundaries of Kent County.

3. Current Stated Equalization ("SEV") values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each Assessing District:

(A.) Real Property SEV, as of 2020 March BOR:

Real Property Class	# Parcels	2020 SEV
Agricultural	2,700	408,240,000
Commercial	11,955	6,467,804,433
Industrial	2,733	1,530,251,000
Residential	204,212	21,861,286,615
Total Real Property	221,600	30,267,582,048

(B.) Personal Property, as of 2020 March BOR:

Personal Property Class	# Parcels	2020 SEV
Agricultural Personal	-	
Commercial Personal	18,744	871,999,600
Industrial Personal	1,191	235,665,400
Utility Personal	256	533,814,841
Total Personal Property	20,191	1,641,479,841

(C.) Equivalent State Equalized Value of Special Acts as of 2020 March BOR:

- Industrial Facilities Exemption (Act 198 of 1974) -- \$405,878,200; 599 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005) -- \$1,476,300; 1 Parcel
- Commercial Redevelopment Act Roll (PA 255 of 1978) -- \$1,415,600; 2 Parcels
- DNR-PILT Rolls -- \$13,529,900; 103 Parcels

4. List of any unique, complex or high value properties within the County:

- PR Woodland LTD Partnership-Woodland Mall-Kentwood City-3195 28th St SE
- Amway Corporation-Manufacturing-Ada Township-7575 Fulton St E
- Rivertown Crossings-Rivertown Mall-Grandville City-3700 Rivertown Pkwy SW
- Amway Hotel Corporation-Amway Grand Plaza Hotel-Grand Rapids City-225 Pearl St NW
- Holland Home-Assisted Living Center-Kentwood City-2500 Breton Woods Dr SE
- Centerpoint Owner LLC-Centerpoint Mall-Grand Rapids City-3665 28th St SE
- HP3 LLC-JW Marriott Hotel-Grand Rapids City-235 Louis St NW
- Tanger Grand Rapids LLC-Tanger Outlet Mall-Byron Township-350 84th St SW
- DOF V Ramblewood LLC-Ramblewood Apartments-Wyoming City-2557 44th St SW
- MI GR LLC-Switch Data Center-Gaines Township-4200 60th St SE

5. Length of the agreement:

Term of Designation. If approved by the State Tax Commission, the Kent County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Section 6, below.

Once an Assessing District is under contract with the County for Designated Assessor services, the Designated Assessor will remain in place for a minimum of five (5) years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three (3) years.

6. Revocation of Designation by State Tax Commission:

The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

- (i) if the County Designated Assessor dies or becomes incapacitated; or
- (ii) if it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a) and approved by the State Tax Commission.

7. Agreement effective date:

January 1, 2021.

8. Place of performance of duties:

Performance of duties shall be conducted at the local offices of the Assessing District or at a location mutually agreed to by the Assessing District and the Designated Assessor.

B. Qualifications of Proposed Designated Assessor:

1. Current assessor certification level and number:

Michigan Master/Advanced Assessing Officer R-4110

2. Identification of current employment status and specific assessing or equalization Responsibilities:

The herein named Designated Assessor, Laurie Spencer dba NE Michigan Assessing LLC is currently employed as Leelanau Equalization Director. In her role as Director, she oversees staff performing appraisals on commercial, industrial, and agricultural properties. She assists with various questions from Leelanau County Assessors and from Leelanau County Equalization Department's employees. She is also currently the assessor of record for Presque Isle Township, Presque Isle County.

3. Description of prior local unit assessing experience of the proposed Designated Assessor:

Laurie Spencer has 43 years of assessing administration experience, working as the Equalization Director in Presque Isle County, Grand Travers County and currently at Leelanau County. She has been the assessor of record for Hillman Township in Montmorency County, Wilson Township in Alpena County, East Bay Charter Township in Grand Travers County and currently Presque Isle Township in Presque Isle County. She is also an instructor in the assessing and equalization profession, sharing her wealth of knowledge.

4. Conflict of interest disclosures:

None.

C. Scope of Services Provided by the Kent County Board of Commissioners upon default or surrender of an Assessing District to the Designated Assessor:

1. General Agreement:

Upon default or surrender of an Assessing Districts property assessment program to Kent County's Designated Assessor, the Designated Assessor agrees to provide a property assessment administration program for the Assessing Districts. The program will be administered by the herein named Designated Assessor, who will list, approve and maintain a complete set of records

of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements and exempt properties within the corporate limits of the local unit.

- a. **Scope of service** – To correct all deficiencies found in the State Tax Commission audit. To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. To process accurately all assessable personal property that is in the Assessing District. To use the methods prescribed by the Michigan State Tax Commission, in the Audit of Minimum Assessing Requirements (AMAR). Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Kent County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
- b. **Qualified staff** - All Designated Assessor employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property appraisal techniques. The assessment roll will be certified by the Designated Assessor.
- c. **Equipment and supplies** – The Assessing District will provide all equipment, software, software licenses, remote access capabilities and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- d. **Maps and records** - The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to the Designated Assessor. The Designated Assessor will work with Kent County, which has implemented a GIS system in which mapping data are maintained for all parcels in Kent County, and the Assessing Districts mapping systems.
- e. **Appraisal manuals/schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- f. **Record cards** – The master file shall be the property of the Assessing District. The Designated Assessor will maintain the master file at the Assessing District offices with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located at the Assessing District offices.
- g. **Conduct of operations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, the Designated Assessor shall endeavor to promote understanding and amicable relations with all members of the public. The Designated Assessor will

maintain specified office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Assessing District and Kent County information protocols and standards.

- h. **Property owner notification and official statements** – It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- i. **Assessment roll** – The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- j. **Board of review** – The Designated Assessor will advise and assist the Assessing District's Board of Review in preparing for, conducting and implementing any changes resulting from the required meeting of the Board.
- k. **Appeals** - The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by the Designated Assessor in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- l. **Geographical information systems** – The Designated Assessor and the Assessing District shall utilize Kent County's geographical information system in conjunction with the local unit geographic information system of record in implementing this Agreement.
- m. **Special Assessments** - Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour. This fee will be subject to 5% per year increases through the life of this contract.

- n. **Responsibilities of the Designated Assessor while not acting as an assessor of record of an Assessing District under this contract-**The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.
- o. **Requirement to remain certified and in good standing** -The Designated Assessor is required to remain certified at the Master Assessing Officer level by the State Tax Commission and in good-standing.

D. Cost and Compensation for Designated Assessor :

1. Payment for Services Provided:

- a. **General tax roll maintenance services-** Except as otherwise provided, payment by an Assessing District for Designated Assessor services provided under this agreement shall be set at \$30.00 per parcel for 2021 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels. In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60.00 per parcel. The monthly invoices from the Designated Assessor will be processed and paid by the Assessing District in accordance with standard Assessing District procedures.
- b. **Retainer-** There will be no retainer for Designated Assessor Services to Kent County Assessing Districts. Charges will only be incurred once an Assessing District turns over Assessment Administration duties to the Designated Assessor.

2. Designated Assessor expenses:

The Designated Assessor will additionally be reimbursed on a monthly basis for the reimbursable expenses related to Designated Assessor Services in a not-to-exceed annual amount of \$10,000.00. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

3. Independent contractor:

At all times and for all purposes under this Agreement, the relationship of the Designated Assessor to the Assessing District shall be that of an independent contractor. All employees of the Designated Assessor who perform services under this Agreement, shall be and remain employees of the Designated Assessor, subject to the discipline, supervision, direction, policies and control of Designated Assessor.

4. Indemnification and hold harmless:

Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

5. Insurance:

If the services of the Designated Assessor are required by an Assessing District the Assessing District will acquire general commercial and professional liability insurance for the Designated Assessor with comprehensive general policy limits of not less than \$1,000,000.

The Designated Assessor is required to maintain motor vehicle liability coverage, including Michigan no-fault coverage, for \$1,000,000 per occurrence combined single limit for bodily injury and property damage for all owned, non-owned and hired vehicles.

6. Term of agreement:

This cost and compensation agreement between the Assessing District and the Designated Assessor for Designated Assessor Services shall be determined by the date the Assessing District's Assessment Administration Services are assumed by the Designated Assessor. This Agreement shall continue in effect for five (5) years from the effective date of this agreement, subject to any conditions identified in Section A.5. Unless earlier times are agreed to by the State Tax Commission and the Designated Assessor, an Assessing District that is under contract with a Designated Assessor under this subsection may petition the State Tax Commission no sooner than three (3) years after commencement of the contract to end its contract with the Designated Assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than five (5) years after commencement of the contract. The State Tax Commission shall approve termination of a contract under this subdivision if it determines that the Assessing District can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record. It may be renewed thereafter for one (1) additional three (3) year term, by mutual written agreement of the parties, entered into not later than February 1, of the fifth year.

7. Miscellaneous:

- a. Section headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b. Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- c. Entire agreement and amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have

been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

- d. **Successors and assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e. **Terms and conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f. **Execution of counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g. **No Third Party or Release of Immunity.** This Agreement does not create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.
- h. **Digital and Facsimile Signatures.** This Agreement may be signed digitally or by use of a facsimile signature, and the use of such signature forms will be as valid as if signed in ink.

Signature of the Designated Assessor, the County Board of Commissioners, Township Supervisors and City Mayors within Kent County

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

DESIGNATED ASSESSOR

NE Michigan Assessing, LLC
Designated Assessor

Date

COUNTY OF KENT

Mandy Bolter, Chairperson
County Board of Commissioners

Date

Lisa Posthumus Lyons, County Clerk/Register

Date

ADA TOWNSHIP

Supervisor

Date

Printed Name

ALGOMA TOWNSHIP

Supervisor

Date

Printed Name

ALPINE TOWNSHIP

Supervisor

Date

Printed Name

BOWNE TOWNSHIP

Supervisor

Date

Printed Name

BYRON TOWNSHIP

Supervisor

Date

Printed Name

CALEDONIA CHARTER TOWNSHIP

Supervisor

Date

Printed Name

CANNON TOWNSHIP

Supervisor

Date

Printed Name

CASCADE CHARTER TOWNSHIP

Supervisor

Date

Printed Name

COURTLAND TOWNSHIP

Supervisor

Date

Printed Name

GAINES CHARTER TOWNSHIP

Supervisor

Date

Printed Name

GRAND RAPIDS CHARTER TOWNSHIP

Supervisor

Date

Printed Name

GRATTAN TOWNSHIP

Supervisor

Date

Printed Name

LOWELL CHARTER TOWNSHIP

Supervisor

Date

Printed Name

NELSON TOWNSHIP

Supervisor

Date

Printed Name

OAKFIELD TOWNSHIP

Supervisor

Date

Printed Name

PLAINFIELD CHARTER TOWNSHIP

Supervisor

Date

Printed Name

SOLON TOWNSHIP

Supervisor

Date

Printed Name

SPARTA TOWNSHIP

Supervisor

Date

Printed Name

SPENCER TOWNSHIP

Supervisor

Date

Printed Name

TYRONE TOWNSHIP

Supervisor

Date

Printed Name

VERGENNES TOWNSHIP

Supervisor

Date

Printed Name

CITY OF CEDAR SPRINGS

Mayor

Date

Printed Name

CITY OF EAST GRAND RAPIDS

Mayor

Date

Printed Name

CITY OF GRAND RAPIDS

Mayor

Date

Printed Name

CITY OF GRANDVILLE

Mayor

Date

Printed Name

CITY OF KENTWOOD

Mayor

Date

Printed Name

CITY OF LOWELL

Mayor

Date

Printed Name

CITY OF ROCKFORD

Mayor

Date

Printed Name

CITY OF WALKER

Mayor

Date

Printed Name

CITY OF WYOMING

Mayor

Date

Printed Name

Laurie Spencer Biography

Laurie Spencer is the Director of Equalization and GIS for Leelanau County. She serves on the Damage Assessment Team. She also serves as assessor for Presque Isle Township, Presque Isle County. With a degree in business, she has been in assessment administration in various capacities for over 43 years. She is a certified instructor for the State Tax Commission as well as an instructor for MTA for Advanced Board of Review training. She is past President of the Michigan Equalization Director's Association (MAED) and the Northern Michigan Equalization Director's Association (NMEDA). She has served on both the IMAGIN Board and the MICamp Board. She was the direct supervisor in charge of GIS implementation in Presque Isle County and Grand Traverse County where she over oversaw a staff of 5 in GIS – a GIS Coordinator, a GIS Analyst, and 3 GIS Technicians. House numbering was housed in her department in both Presque Isle County and Grand Traverse County and she was the direct supervisor involved in moving from rural routes to addresses in Presque Isle County in preparation for 9-1-1 implementation. She has attended numerous seminars and conferences regarding both house numbering and GIS and has been a speaker at numerous conferences. Some of the conferences attended are MAED, MAA, IAAO, IMAGIN, GIS & CAMA, NENA, URISA, and MiCamp. She has written several articles for Imagin News on the use of GIS in assessment administration.

Laurie has ben the recipient of two IMAGIN (Improving Michigan's Access to Geographic Information Networks) Awards-the GIS for Everyone Award and the Jim Living Geospatial Achievement Award. Much of the work was to improve assessment administration. Leelanau County Equalization also received the Distinguished Jurisdiction Award from MAA in 2015. She also received the Equalization Director of the Year Award from MAED in 2017.

APPOINTMENTS

	Expires
Airport Board	
Vacancy (Jeff Altoft – Currently Serving)	01/01/2021
Vacancy (Jim Myaard – Currently Serving) YES	01/01/2021
Arbor Board	
Vacancy (Melissa Spino – Resigned)	06/30/2020
Vacancy (Ashley Dunn – Resigned)	
Board of Review	
Vacancy (alternate)	01/01/2023
Construction Board of Appeals	
Vacancy	01/01/2021
Local Officers Compensation Commission	
Vacancy (Roger LaWarre – Currently Serving)	06/30/2020
Lowell Area Fire and Emergency Services Authority	
Vacancy (Dave Pasquale – Currently Serving)	01/01/2020