



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

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, MAY 1, 2023
IMMEDIATELY FOLLOWING
THE ZONING BOARD OF APPEALS MEETING HELD AT 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA
 - Approval of the Agenda.
 - Approve and place on file the minutes of the April 17, 2023 regular meeting and April 24, 2023 budget work session meeting.
 - Authorize payment of invoices in the amount of \$562,435.31.
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. Downtown Parking
 - b. ROW Permit Fees
5. NEW BUSINESS
 - a. Lowell Pride Closure
 - b. Set Public Hearing for 2023/2024 Budget
6. BOARD/COMMISSION REPORTS
7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. CLOSED SESSION

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

11. 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, May 1, 2023

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 April 17, 2023 Regular meeting and April 24, 2023 budget work session City Council meetings.
- Authorize payment of invoices in the amount of \$562,435.31.

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4. OLD BUSINESS

- a. Downtown Parking. City Manager Michael Burns provided maps.
- b. ROW Permit Fees. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve Right-of-Way permit fees for Fiscal Year 2023-2024 to be set at \$50 for ROW Access (curb cuts, driveway approaches, sidewalks), \$150 for work on City Utilities (water service, sewer lateral), and \$250 for Franchise Utilities (gas, telecommunications).

5. NEW BUSINESS

- a. Lowell Pride Closure. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the closure requested at 216 N. Monroe for Lowell Pride on June 3, 2023 from 9:00 A.M. to 5:00 P.M.

- b. Set Public Hearing for 2023/2024 Budget. Budget hearing notice is provided.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

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10. CLOSED SESSION

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

11. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL CITY COUNCIL MEETING
MONDAY, APRIL 17, 2023, 7:00 P.M.**

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

Mayor DeVore called the Meeting to order at 6:30 p.m. and City Clerk Sue Ullery called roll.

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

Absent: None.

Present: City Clerk Sue Ullery, DPW Director Dan Czarnecki, City Manager Michael Burns, Chief of Police Chris Hurst and Lowell Light & Power General Manager Charlie West.

2. POLICE DEPARTMENT AWARDS RECOGNITION.

Chief of Police Chris Hurst presented a distinguished service award to our now full time police officer Aubrey Culver and recognized her over the top, extraordinary effort as a police investigator, always honest, never backing down from a job, or working overtime due to lack of officers on the force. Congratulations Aubrey for a job well done!

3. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda as written
- Approve and place on file the minutes of the April 3, 2023 Regular City Council meeting and Closed Session City Council meeting minutes.
- Authorize payment of invoices in the amount of \$273,216.10.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

4. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Greg Canfield who resides at 403 N. Washington explained his frustration with getting ROW permits and the \$250 fee charged, would like to know how we came to that amount.

DPW Director Dan Czarnecki explained how they determined this amount based on the amount of work the City needs to put into these permits and how many the city does per year. In hind-site, the city could do a two-tier or three-tier system depending on the procedures that needs to be completed and also whether it is commercial or residential. Says he plans to re-take a look at it this fee schedule during the upcoming budget meeting.

5. **OLD BUSINESS.**

a.) **Tree Ordinance Updating.**

DPW Director Dan Czarnecki read his memo stating it has been almost 20 years since the City's Ordinance on Tree's was developed.

IT WAS MOVED BY CHAMBERS and seconded by YANKOVICH that the Lowell City Council approve the scope of services from Williams & Works to review and update the City Ordinance on Trees and assess potential changes in the language that governs the City's Arbor Board, as outlined on their letter dated April 10, 2023, in the amount of \$4,136.00.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

Lowell Light & Power General Manager Charlie West then gave an update on the trees on Bowes Road.

6. **NEW BUSINESS.**

a.) **Filter Pumps VFD's**

DPW Director Dan Czarnecki read his memo stating we are continuing to replace original equipment at the Water Treatment Facility, and going to install devices that improve on the efficiency of operations. Installations of Variable Frequency Drives (VFD's) on the pumps allow them to operate at speeds that more closely meet system and operational demands. RS Technical has quoted for the replacement of the motor starters and switch gear for the two filter pumps, and upgrading each unit with VFD equipment.

IT WAS MOVED BY SALZWEDEL and seconded by GROVES that the Lowell City Council approve the quote from RS Technical Services, Inc., Lowell, MI, dated April 4, 2023 (quote #CO-17463), for the installation and all necessary equipment and wiring of the Variable Speed Drives on Filter Pumps #1 and #2, for a cost of \$25,147.98.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

7. **COUNCIL COMMENTS.**

Councilmember Chambers stated at the Planning Commission meeting, the YMCA was approved for a daycare facility at the house on their property.

Councilmember Salzwedel attended Lowell Light & Power the State APPA 17 Edition Safety Standards and Casey did a really good presentation on where our power comes from today and where its going to come from in 2028.

Councilmember Yankovich gave a shout out to Dave Austin about what a tremendous help he has been even while he is retired and gives lots of his time and jumps through hoops with MDOT and just really wants Dave to know, he is appreciated.

Mayor DeVore had fire authority, the two new Tahoe's are in, they are being outfitted with lights and stickers one at a time; Also, three new promotions from probationary to fire fighters. Congrats to all of them.

8. CITY MANAGER'S REPORT.

City Manager Michael Burns went over the following:

- Budget was submitted to you today, and it is on the website. Will have Budget Session on Monday, April 24, 2023 starting @ 5:30.
- Flood last week, still behind the scenes work is being done, wasn't our biggest flood but thank you to everyone that worked so hard on it (DPW, Fire Dept., Veolia, LL&P, Police Dept.).
- The City and LL&P are collaborating to do a brush-chipping program throughout the City; it will be posted on the website for what the requirements are. This will be happening the first week of May.
- Last week, the City received notice that the Michigan Court of Appeals dismissed the appeal by Attorney General Nessel office pertaining to the criminal matter involving Jason Diaz. They could appeal to the Supreme Court, but hopefully this is the last step.
- We promoted one of our part-time police officers to full-time, Bryan Rader. So congratulations to him!
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9. APPOINTMENTS.

No appointments.

10. COUNCIL COMMENTS.

Councilmember Yankovich appreciates the updates on the flood.

Councilmember Salzwedel appreciates the updates on the flood as well.

Councilmember Chambers stated the boy scouts might need to consider in the future moving the scrap metal drop off to a different location, because they had a refrigerator float away and had to later retrieve it. Also, thank everyone that helped with the line-man appreciation dinner, it was well attended and very nice.

Mayor DeVore mentioned how the line-man appreciation dinner, is just one of the many things, that Marty and Laurie Chambers do for the community; they do so much every year and refuse to take any credit for any of it. So thank you to them.

11. ADJOURNMENT.

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn @ 7:31 p.m.

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

**PROCEEDINGS
OF
CITY COUNCIL BUDGET WORKSESSION MEETING
OF THE
CITY OF LOWELL
MONDAY, APRIL 24, 2023, 5:30 P.M.**

1. **CALL TO ORDER.**

The Special Meeting was called to order at 5:30 p.m. by Mayor DeVore.

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

Absent: None.

Also Present: City Manager Michael Burns, Public Works Director Dan Czarnecki, Police Chief Chris Hurst, City Treasurer Suzanne Olin, and City Clerk Susan Ullery.

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

There was none.

3. **BUDGET WORKSESSION.**

City Manager Mike Burns, Department Heads, and Councilmembers reviewed the upcoming budget.

4. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 7:57 pm.

YES: 5. NO: None. ABSENT: 0. MOTION CARRIED.

Date:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

04/28/2023 02:45 PM
User: JVELTKAMP
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 04/15/2023 - 04/28/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	TRAILER FEES FEB - MARCH	124.50	78523
101-000-225.000	DUE TO SET -TRAILER FEES	KENT COUNTY TREASURER	TRAILER FEES FEB - MARCH	498.00	78523
Total For Dept 000				622.50	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	DEVORE, MICHAEL	2023 CAPITAL CONFERENCE E	123.29	78508
101-101-955.000	MISCELLANEOUS EXPENSE	AT&T MOBILITY	APRIL STATEMENT	36.24	78496
Total For Dept 101 COUNCI				159.53	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	45.00	78496
Total For Dept 172 MANAGE				45.00	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES - ENVELOPS / STA	152.04	78501
101-209-740.000	OPERATING SUPPLIES	KENT COUNTY TREASURER	2023 PICTOMETRY PROJECT 1	272.90	78521
101-209-900.000	PRINTING	KCI	POSTAGE	607.29	78520
Total For Dept 209 ASSESS				1,032.23	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LINE SHACK DEVELOPMENT AG	740.00	78509
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL SERVICES - MARCH	13,949.00	78509
Total For Dept 210 ATTORN				14,689.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	45.00	78496
Total For Dept 215 CLERK				45.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	USB SUPPLIES	37.42	78543
101-265-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CITY HALL CORK BOARD	233.45	78501
101-265-740.000	OPERATING SUPPLIES	FANDANGLED CUSTOM APPAREL	CITY - NAME PLATES	60.00	78514
101-265-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	APRIL TRASH WTP	5.64	78515
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST / SPECTROTEL - SE	172.91	78531
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC / SPECTROTEL / COMCAS	578.13	78532
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,777.21	78497
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	2,400.80	78533
Total For Dept 265 CITY H				5,265.56	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	OAKWOOD CEMETERY	250.00	78525
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	120.44	78533
Total For Dept 276 CEMETE				370.44	
Dept 301 POLICE DEPARTMENT					
101-301-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES - ENVELOPS / STA	25.40	78501
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING, LLC	POLICE BUSINESS CARDS	78.00	78519
101-301-802.000	CONTRACTUAL	DATAWORKS PLUS LLC	POLICE DEPT. MAINT. FEE	470.55	78507
101-301-802.000	CONTRACTUAL	TRANSUNION RISK AND ALTER	POLICE DEPT - MARCH 2023	220.00	78545
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	553.21	78496
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST / SPECTROTEL - SE	93.34	78531
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC / SPECTROTEL / COMCAS	406.69	78532
101-301-957.000	TRAINING	SHEARS, IAN	REIMBURSEMENT OF TRAINING	455.79	78542
101-301-957.000	TRAINING	WMCJTC	STAFF & COMMAND JUNE 26 -	1,500.00	78549
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	MCOLAS SPRING 2023 DISTRI	340.33	78549
Total For Dept 301 POLICE				4,143.31	
Dept 400 PLANNING & ZONING					
101-400-611.000	SITE PLAN REVIEW RETAINER	PROSEAL	ESCROW - SLU'S & SPR	33.61	78539
101-400-611.000	SITE PLAN REVIEW RETAINER	KRISANDRA LIPPERT	ESCROW SLU - SPR	199.10	78526
101-400-611.000	SITE PLAN REVIEW RETAINER	PINNACLE ENGINEERING GROU	ESROW - REZONING	621.10	78537
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNER OF RECORD	1,145.00	78546

User: JVELTKAMP

EXP CHECK RUN DATES 04/15/2023 - 04/28/2023

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNER OF RECORD	455.00	78546
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNER OF RECORD	390.00	78546
101-400-864.000	CONFERENCES & CONVENTIONS	MICHIGAN ASSOC OF PLANNIN	2023 GROUP MEMBERSHIP	725.00	78536
Total For Dept 400 PLANNI				3,568.81	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	APRIL DPW TRASH	236.14	78515
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	88.26	78496
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST / SPECTROTEL - SE	14.72	78531
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC / SPECTROTEL / COMCAS	205.56	78532
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	607.61	78497
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	454.29	78497
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	543.04	78533
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC BILL	1,148.40	78533
Total For Dept 441 DEPART				3,298.02	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - CHAMB	86.78	78497
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	216.50	78533
Total For Dept 747 CHAMBE				303.28	
Dept 751 PARKS					
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	38.24	78496
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	553.15	78533
101-751-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	PARKS R&M	24.00	78505
101-751-930.000	REPAIR & MAINTENANCE	ALLIED UNIVERSAL TECH SER	STONE LAKESIDE R&M MAGLO	494.26	78500
Total For Dept 751 PARKS				1,109.65	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	APRIL TRASH LIBRARY	52.16	78515
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST / SPECTROTEL - SE	144.66	78531
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC / SPECTROTEL / COMCAS	144.48	78532
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - LIBRA	1,517.91	78497
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	1,706.61	78533
Total For Dept 790 LIBRAR				3,565.82	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	607.65	78497
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	243.77	78533
101-804-975.000	BUILDING IMPROVEMENTS	RAM CONTRUCTION SERVICES	LOWELL MUSEUM - STEPS	16,807.71	78541
Total For Dept 804 MUSEUM				17,659.13	
Total For Fund 101 GENERA				55,877.28	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GEE DR. MILL & FILL CONST	450.00	78546
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GEE DR. MILL & FILL CONTR	778.21	78546
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GEE DR. MILL & FILL CONST	200.00	78546
202-450-970.000	CAPITAL OUTLAY	STATE OF MICHIGAN - MDOT	GEE DR MILL & OVERLAY	16,473.25	78544
Total For Dept 450 CAPITA				17,901.46	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	DORNBOS SIGN, INC	LETTERING FOR STATE CHAMP	82.00	78511
Total For Dept 474 TRAFFI				82.00	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	GREAT LAKES PAVING	HAUL COLD PATCH	250.00	78517
202-478-740.000	OPERATING SUPPLIES	LAKE LAND ASPHALT CORP.	HAUL COLD PATCH	1,247.80	78527
Total For Dept 478 WINTER				1,497.80	
Dept 483 ADMINISTRATION					
202-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	STREET ASSET MANAGEMENT	140.00	78546

User: JVELTKAMP

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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
Dept 483 ADMINISTRATION					
		Total For Dept 483 ADMINI		140.00	
		Total For Fund 202 MAJOR		19,621.26	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	SHEP. BLVD IMPROVEMENTS	3,273.75	78546
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	SHEPARD BLVD IMPROV,	965.00	78546
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GRINDLE DR IMPROVEMENTS	4,138.75	78546
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GRINDLE DR IMPROV.	565.00	78546
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	SHEPARD BLVD IMPROVEMENTS	1,444.00	78546
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GRINDLE IMPROVEMENTS	2,101.30	78546
203-450-970.000		WILLIAMS & WORKS INC.	OTTAWA DDA, BROOK LOCAL	150.00	78546
		Total For Dept 450 CAPITA		12,637.80	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	GREAT LAKES PAVING	HAUL COLD PATCH	250.00	78517
203-478-740.000	OPERATING SUPPLIES	LAKELAND ASPHALT CORP.	HAUL COLD PATCH	1,247.80	78527
		Total For Dept 478 WINTER		1,497.80	
Dept 483 ADMINISTRATION					
203-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	STREET ASSET MANAGEMENT	140.00	78546
		Total For Dept 483 ADMINI		140.00	
		Total For Fund 203 LOCAL		14,275.60	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	OTTAWA DDA, BROOK LOCAL	150.00	78546
		Total For Dept 450 CAPITA		150.00	
Dept 463 MAINTENANCE					
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	501.14	78533
248-463-930.000	REPAIR & MAINTENANCE	ELAN CITY	SPEED SIGN - MOUNTING BAR	85.00	78512
		Total For Dept 463 MAINTEN		586.14	
		Total For Fund 248 DOWNTOWN		736.14	
Fund 351 GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Dept 906 DEBT SERVICE					
351-906-991.000	PRINCIPAL	HIGHPOINT COMMUNITY BANK	G.O.L.T. REFUNDING BOND 2	245,000.00	78518
351-906-995.000	INTEREST	HIGHPOINT COMMUNITY BANK	G.O.L.T. REFUNDING BOND 2	23,368.50	78518
		Total For Dept 906 DEBT S		268,368.50	
		Total For Fund 351 GENERA		268,368.50	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	142.14	78506
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - AIRP	29.08	78506
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	400.56	78506
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT- AIRPOR	35.02	78506
581-000-920.000	PUBLIC UTILITIES	GFL ENVIRONMENTAL	APRIL TRASH AIRPORT	67.04	78515
581-000-930.000	REPAIR & MAINTENANCE	BROWN, CASEY	REIMBURSEMENT FOR DUMPSTE	340.00	78503
581-000-930.000	REPAIR & MAINTENANCE	LINSDEY BRATHURST	REIMBURSEMENT COMPASS RO	238.87	78528
		Total For Dept 000		1,252.71	
		Total For Fund 581 AIRPOR		1,252.71	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	COMCAST / SPECTROTTEL - SE	9.20	78531
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	IPC / SPECTROTTEL / COMCAS	128.48	78532
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	ELECTRIC BILL	5,800.53	78533
		Total For Dept 000		5,938.21	

04/28/2023 02:45 PM
User: JVELTKAMP
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 04/15/2023 - 04/28/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
590-550-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	REPLACE EXCHANGER - WWP	1,711.81	78538
Total For Dept 550 TREATM				1,711.81	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	81.37	78496
Total For Dept 551 COLLEC				81.37	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	MAILING WATER AND SEWER B	260.29	78499
Total For Dept 552 CUSTOM				260.29	
Total For Fund 590 WASTE				7,991.68	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-743.000	CHEMICALS	GRAYMONT WESTERN LIME INC	WTP QUICKLIME	9,301.90	78516
591-570-801.000	PROFESSIONAL SERVICES	ENVIRONMENTAL RESOURCE AS	WTP SUPPLIES	421.68	78513
591-570-802.000	CONTRACTUAL	GFL ENVIRONMENTAL	APRIL TRASH WTP	97.00	78515
591-570-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	38.24	78496
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST / SPECTROTEL - SE	76.01	78531
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC / SPECTROTEL / COMCAS	123.64	78532
591-570-864.000	CONFERENCES & CONVENTIONS	MI-AWWA PAYMENT PROCESSIN	REGIONAL MEETING - VANVEE	145.00	78534
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT- WTP	564.51	78497
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	4,725.13	78533
591-570-970.000	CAPITAL OUTLAY	MICHIGAN AGRIBUSINESS SOL	LIME HAULING 4/10 - 4/15	146,946.80	78535
Total For Dept 570 TREATM				162,439.91	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	APRIL STATEMENT	81.37	78496
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - PUMP	200.22	78497
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT - GEE D	139.42	78497
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	1,226.63	78533
Total For Dept 571 DISTRI				1,647.64	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	MAILING WATER AND SEWER B	260.30	78499
Total For Dept 572 CUSTOM				260.30	
Total For Fund 591 WATER				164,347.85	
Fund 597 ELECTRIC CHARGING STATION FUND					
Dept 463 MAINTENANCE					
597-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILL	131.95	78533
Total For Dept 463 MAINTEN				131.95	
Total For Fund 597 ELECT				131.95	
Fund 599 CAPITAL PROJECT FUND WATER AND SEWER					
Dept 000					
599-000-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST. IMPROVEMENTS	1,547.23	78546
599-000-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST. IMPROV.	6,187.12	78546
599-000-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WASHINGTON STREET IMPROVE	992.97	78546
599-000-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WASHINGTON ST. IMPROVEMEN	75.00	78546
599-000-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WASHINGTON ST. IMPROVEMEN	1,220.00	78546
Total For Dept 000				10,022.32	
Total For Fund 599 CAPITA				10,022.32	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	LOWELL LIGHT & POWER	COUNCIL RE: IT VENDOR, AP	629.00	78530
636-000-802.000	CONTRACTUAL	BS&A SOFTWARE	ANNUAL SERVICE - TIMESHEE	600.00	78504
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE MONTHLY	66.50	78510
636-000-802.000	CONTRACTUAL	LOWELL LIGHT & POWER	IPC / SPECTROTEL / COMCAS	3,094.20	78532
636-000-802.000	CONTRACTUAL	APPLIED CAPITAL	CITY HALL COPIER	182.00	78502

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-986.000	COMPUTER DATA PROCESSING	LOWELL LIGHT & POWER	COUNCIL RE: IT VENDOR, AP	2,055.84	78530
		Total For Dept 000		6,627.54	
		Total For Fund 636 DATA P		6,627.54	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	EQUIPMENT R&M	64.99	78501
661-895-930.000	REPAIR & MAINTENANCE	QUEBERG, ANN M.	DPW - JRB COUPLER BLANK	2,000.00	78540
		Total For Dept 895 FLEET		2,064.99	
		Total For Fund 661 EQUIPM		2,064.99	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	121.88	78522
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	76.60	78524
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	403.01	78529
		Total For Dept 000		601.49	
		Total For Fund 703 CURREN		601.49	
Fund 715 LOOK FUND					
Dept 000					
715-000-880.000	COMMUNITY PROMOTION	FIRST CONGREGATIONAL CHUR	KEYLESS ENTRY AND AUTO DO	10,516.00	1427
		Total For Dept 000		10,516.00	
		Total For Fund 715 LOOK F		10,516.00	

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

Fund 101	GENERAL FUND	55,877.28
Fund 202	MAJOR STREET FUN	19,621.26
Fund 203	LOCAL STREET FUN	14,275.60
Fund 248	DOWNTOWN DEVELOP	736.14
Fund 351	GENERAL DEBT SER	268,368.50
Fund 581	AIRPORT FUND	1,252.71
Fund 590	WASTEWATER FUND	7,991.68
Fund 591	WATER FUND	164,347.85
Fund 597	ELECTRIC CHARGI	131.95
Fund 599	CAPITAL PROJECT	10,022.32
Fund 636	DATA PROCESSING	6,627.54
Fund 661	EQUIPMENT FUND	2,064.99
Fund 703	CURRENT TAX COLL	601.49
Fund 715	LOOK FUND	10,516.00

562,435.31

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EXP CHECK RUN DATES 04/15/2023 - 04/28/2023

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
10869	ALLIED UNIVERSAL TECH SERVICES IN1-910276764	STONEY LAKESIDE R&M MAGLOCKS	494.26
TOTAL FOR: ALLIED UNIVERSAL TECH SERVICES			494.26
10816	AMAZON CAPITAL SERVICES 14YM-VRLH-HH4Y 17G7-P4DG-341F 1RMP-YGHG-94YG	CITY HALL CORK BOARD EQUIPMENT R&M SUPPLIES - ENVELOPS / STAPLER	233.45 64.99 177.44
TOTAL FOR: AMAZON CAPITAL SERVICES			475.88
10731	APPLIED CAPITAL 33884755	CITY HALL COPIER	182.00
TOTAL FOR: APPLIED CAPITAL			182.00
10818	AT&T MOBILITY 04/26/23	APRIL STATEMENT	1,006.93
TOTAL FOR: AT&T MOBILITY			1,006.93
10532	BROWN, CASEY 19305	REIMBURSEMENT FOR DUMPSTER - AIRPORT	340.00
TOTAL FOR: BROWN, CASEY			340.00
01916	BS&A SOFTWARE 146807	ANNUAL SERVICE - TIMESHEETS & DELIQ. PP 2023/2024	600.00
TOTAL FOR: BS&A SOFTWARE			600.00
00084	CANFIELD PLUMBING & HEATING IN 57016613	PARKS R&M	24.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			24.00
10509	CONSUMERS ENERGY 202075784364 202520732456 202609735468 20332164116 204122587181 204656501454 204656516808 205012463704 205457390825 206969705429 207058526554 207147067375 207147067376	ACCOUNT STATEMENT - PUMP STATION ACCOUNT STATEMENT - GEE DR ACCOUNT STATEMENT ACCOUNT STATEMENT - CHAMBER OF COMMERCE ACCOUNT STATEMENT- AIRPORT ACCOUNT STATEMENT- WTP ACCOUNT STATEMENT - AIRPORT ACCOUNT STATEMENT ACCOUNT STATEMENT ACCOUNT STATEMENT ACCOUNT STATEMENT ACCOUNT STATEMENT - LIBRARY ACCOUNT STATEMENT	200.22 139.42 454.29 86.78 35.02 564.51 29.08 607.61 607.65 400.56 142.14 1,517.91 1,777.21
TOTAL FOR: CONSUMERS ENERGY			6,562.40
10598	DATAWORKS PLUS LLC 23-668	POLICE DEPT. MAINT. FEE	470.55
TOTAL FOR: DATAWORKS PLUS LLC			470.55
10640	DEVORE, MICHAEL 04/18/23 - 4/19/2	2023 CAPITAL CONFERENCE EXPENSE	123.29
TOTAL FOR: DEVORE, MICHAEL			123.29
00148	DICKINSON WRIGHT PLLC 1796809 1796810	GENERAL SERVICES - MARCH LINE SHACK DEVELOPMENT AGMT	13,949.00 740.00
TOTAL FOR: DICKINSON WRIGHT PLLC			14,689.00

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EXP CHECK RUN DATES 04/15/2023 - 04/28/2023

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Vendor Code	Vendor Name Invoice	Description	Amount
02035	DIGITAL OFFICE MACHINES, INC. 20662	DPW COPY MACHINE MONTHLY SERVICE	66.50
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.			66.50
02089	DORNBOS SIGN, INC INV68970	LETTERING FOR STATE CHAMP SIGN	82.00
TOTAL FOR: DORNBOS SIGN, INC			82.00
10622	ELAN CITY 20-3297	SPEED SIGN - MOUNTING BAR	85.00
TOTAL FOR: ELAN CITY			85.00
10487	ENVIRONMENTAL RESOURCE ASSOCIATES 035496	WTP SUPPLIES	421.68
TOTAL FOR: ENVIRONMENTAL RESOURCE ASSOCIATES			421.68
10536	FANDANGLED CUSTOM APPAREL & GIFTS 3180	CITY - NAME PLATES	60.00
TOTAL FOR: FANDANGLED CUSTOM APPAREL & GIFTS			60.00
02430	FIRST CONGREGATIONAL CHURCH 22076	KEYLESS ENTRY AND AUTO DOOR OPENER - LOOK FUND	10,516.00
TOTAL FOR: FIRST CONGREGATIONAL CHURCH			10,516.00
10966	GFL ENVIRONMENTAL KR0000089112	APRIL TRASH WTP	102.64
	KR0000089113	APRIL DPW TRASH	236.14
	KR0000089114	APRIL TRASH LIBRARY	52.16
	KR0000089115	APRIL TRASH AIRPORT	67.04
TOTAL FOR: GFL ENVIRONMENTAL			457.98
02295	GRAYMONT WESTERN LIME INC. 35-203108	WTP QUICKLIME	9,301.90
TOTAL FOR: GRAYMONT WESTERN LIME INC.			9,301.90
01285	GREAT LAKES PAVING 9519	HAUL COLD PATCH	500.00
TOTAL FOR: GREAT LAKES PAVING			500.00
10956	HIGHPOINT COMMUNITY BANK 11/10/22	G.O.L.T. REFUNDING BOND 2021	268,368.50
TOTAL FOR: HIGHPOINT COMMUNITY BANK			268,368.50
00248	HOOPER PRINTING, LLC 66533	POLICE BUSINESS CARDS	78.00
TOTAL FOR: HOOPER PRINTING, LLC			78.00
01970	KCI 319430	POSTAGE	607.29
TOTAL FOR: KCI			607.29
00298	KENT COUNTY TREASURER 23042700585	2023 PICTOMETRY PROJECT 1ST INSTALLMENT	272.90
TOTAL FOR: KENT COUNTY TREASURER			272.90
00300	KENT COUNTY TREASURER 04/27/23	TRAILER FEES FEB - MARCH	622.50
	4/01/23 - 4/15/23	TAX DISBURSEMENT - DELINQ.	121.88
TOTAL FOR: KENT COUNTY TREASURER			744.38

Vendor Code	Vendor Name	Invoice	Description	Amount
00303	KENT DISTRICT LIBRARY	04/01/23 - 04/15/	TAX DISBURSEMENT	76.60
TOTAL FOR: KENT DISTRICT LIBRARY				76.60
02209	KERKSTRA PORTABLE, INC.	222104	OAKWOOD CEMETERY	250.00
TOTAL FOR: KERKSTRA PORTABLE, INC.				250.00
MISC	KRISANDRA LIPPERT	04/18/23	ESCROW SLU - SPR	199.10
TOTAL FOR: KRISANDRA LIPPERT				199.10
11018	LAKELAND ASPHALT CORP.	42099	HAUL COLD PATCH	2,495.60
TOTAL FOR: LAKELAND ASPHALT CORP.				2,495.60
MISC	LINSDEY BRATHURST	04/09/23	REIMBURSEMENT COMPASS ROSE PAINT - AIRPORT	238.87
TOTAL FOR: LINSDEY BRATHURST				238.87
00562	LOWELL AREA SCHOOLS	4/01/23 - 4/15/23	TAX DISBURSEMENT	403.01
TOTAL FOR: LOWELL AREA SCHOOLS				403.01
00341	LOWELL LIGHT & POWER	03/26/23 - 04/25/	ELECTRIC BILL	19,318.09
	3650		COMCAST / SPECTROTEL - SEPT 2022	510.84
	3651		COUNCIL RE: IT VENDOR, APC SMARTUPS	2,684.84
	3704		IPC / SPECTROTEL / COMCAST - MARCH	4,681.18
TOTAL FOR: LOWELL LIGHT & POWER				27,194.95
10552	MI-AWWA PAYMENT PROCESSING	200020020	REGIONAL MEETING - VANVEELEN	145.00
TOTAL FOR: MI-AWWA PAYMENT PROCESSING				145.00
11017	MICHIGAN AGRIBUSINESS SOLUTIONS	2338	LIME HAULING 4/10 - 4/15 - WTP	146,946.80
TOTAL FOR: MICHIGAN AGRIBUSINESS SOLUTIONS				146,946.80
10525	MICHIGAN ASSOC OF PLANNING	4/2023	2023 GROUP MEMBERSHIP	725.00
TOTAL FOR: MICHIGAN ASSOC OF PLANNING				725.00
MISC	PINNACLE ENGINEERING GROUP	04/18/23	ESROW - REZONING	621.10
TOTAL FOR: PINNACLE ENGINEERING GROUP				621.10
00506	POSTMASTER	04/28/2023	MAILING WATER AND SEWER BILLS	520.59
TOTAL FOR: POSTMASTER				520.59
02331	PROGRESSIVE HEATING COOLING, CORP.	2021323	REPLACE EXCHANGER - WWP	1,711.81
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.				1,711.81
MISC	PROSEAL	04/18/23	ESCROW - SLU'S & SPR	33.61
TOTAL FOR: PROSEAL				33.61

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EXP CHECK RUN DATES 04/15/2023 - 04/28/2023

DB: Lowell

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BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
10701	QUEBERG, ANN M. 0005	DPW - JRB COUPLER BLANK	2,000.00
TOTAL FOR: QUEBERG, ANN M.			2,000.00
11016	RAM CONTRUCTION SERVICES 63062	LOWELL MUSEUM - STEPS	16,807.71
TOTAL FOR: RAM CONTRUCTION SERVICES			16,807.71
10916	SHEARS, IAN 04/17 - 4/19	REIMBURSEMENT OF TRAINING EXPENSES	455.79
TOTAL FOR: SHEARS, IAN			455.79
10849	SMART BUSINESS SOURCE OE-64522	USB SUPPLIES	37.42
TOTAL FOR: SMART BUSINESS SOURCE			37.42
10156	STATE OF MICHIGAN - MDOT 04/04/23	GEE DR MILL & OVERLAY	16,473.25
TOTAL FOR: STATE OF MICHIGAN - MDOT			16,473.25
10459	TRANSUNION RISK AND ALTERNATIVE 181229-202303-1	POLICE DEPT - MARCH 2023	220.00
TOTAL FOR: TRANSUNION RISK AND ALTERNATIVE			220.00
00692	WILLIAMS & WORKS INC.		
	95813	GEE DR. MILL & FILL CONTR.	778.21
	95816	GRINDLE DR IMPROV.	565.00
	95817	SHEPARD BLVD IMPROV,	965.00
	95882	WASHINGTON ST. IMPROVEMENTS	75.00
	96000	MONROE ST. IMPROVEMENTS	1,547.23
	96001	WASHINGTON STREET IMPROVEMENTS	992.97
	96020	GEE DR. MILL & FILL CONSTR.	450.00
	96023	GRINDLE DR IMPROVEMENTS	4,138.75
	96024	SHEP. BLVD IMPROVEMENTS	3,273.75
	96177	PLANNER OF RECORD	1,990.00
	96247	MONROE ST. IMPROV.	6,187.12
	96248	WASHINGTON ST. IMPROVEMENTS	1,220.00
	96262	GEE DR. MILL & FILL CONSTR.	200.00
	96265	GRINDLE IMPROVEMENTS	2,101.30
	96266	SHEPARD BLVD IMPROVEMENTS	1,444.00
	96267	OTTAWA DDA, BROOK LOCAL	300.00
	96268	STREET ASSET MANAGEMENT	280.00
TOTAL FOR: WILLIAMS & WORKS INC.			26,508.33
02579	WMCJTC		
	5159	STAFF & COMMAND JUNE 26 - OCT. 6, 2023	1,500.00
	5223	MCOLES SPRING 2023 DISTRIBUTION	340.33
TOTAL FOR: WMCJTC			1,840.33
TOTAL - ALL VENDORS			562,435.31



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Main Flat River

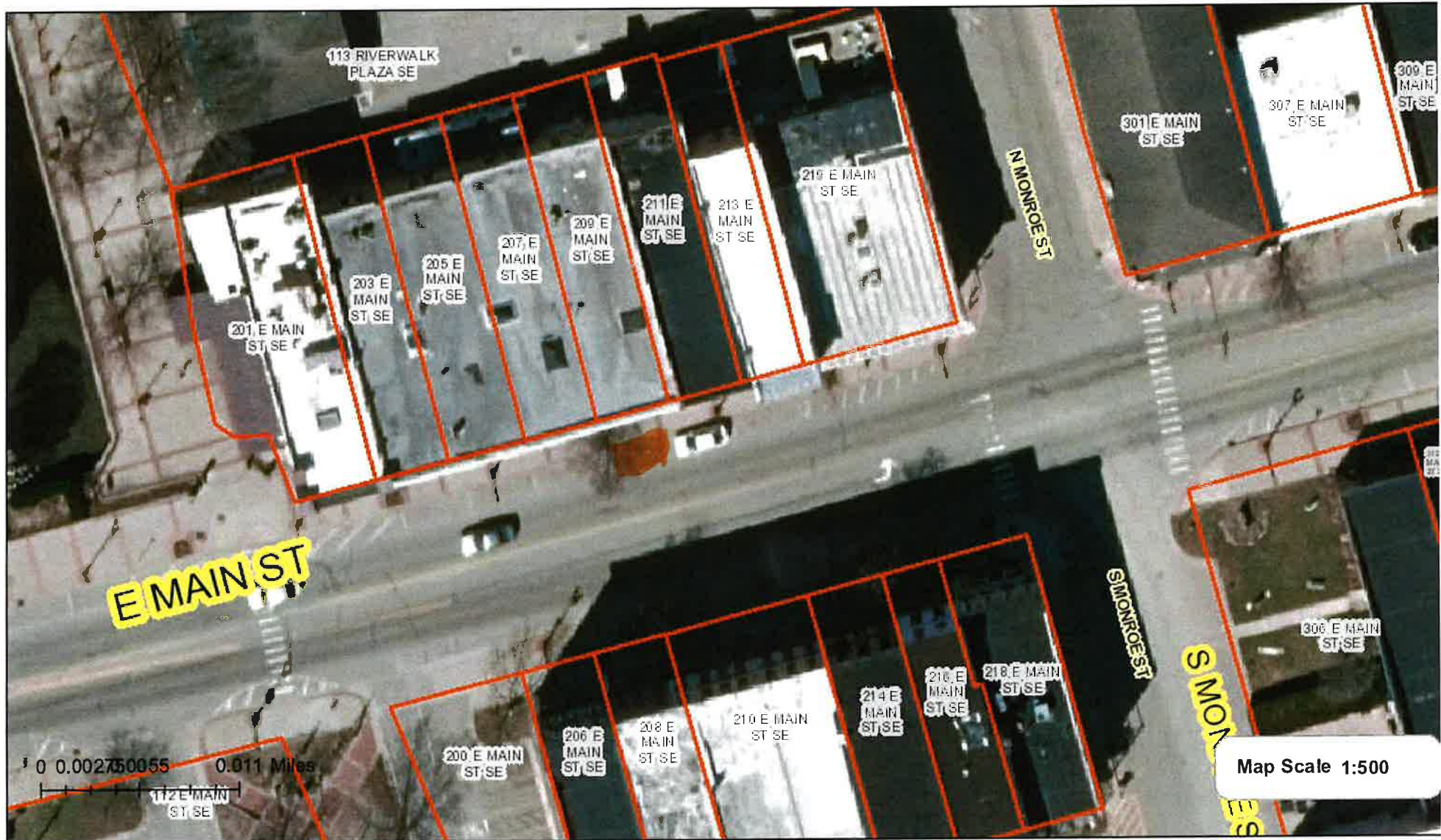


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Main Monroe to Flat River

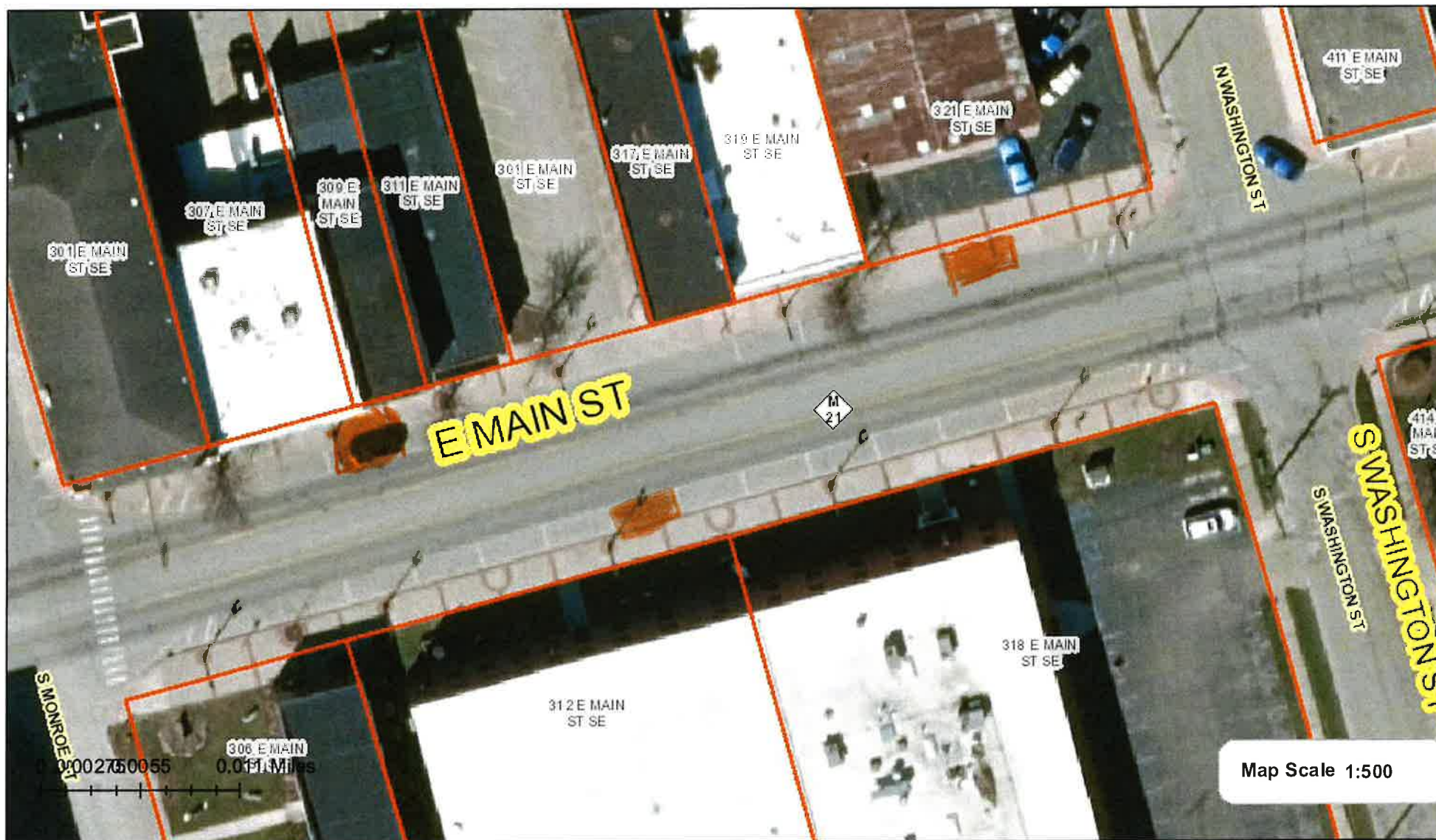


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Main Monroe to Washington



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Memorandum



DATE: April 26, 2023

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: ROW Permit Fees

After a recent discussion with City Council, the Right-of-Way permit fees have been reviewed.

Currently, there are two tiers for ROW Permit fees for different work that takes place within the City's right-of-ways that is being performed by property owners or private contractors. We currently charge \$50 for a ROW permit for sidewalks and curb cuts. For all other ROW work we charge \$250 for a ROW permit. This larger amount was raised in 2022 (it was \$50 and was raised to \$250). At that time we were experiencing a large increase in the amount permits being submitted, and many of these permits were taking a considerable amount of time to process. In order to keep the permits simple we continued with a two-tiered system. We did not separate public utility work (water and sewer work) from all other work.

After review of the permit fees, we are proposing to add a third tier to the ROW Permit fees. For work on water or sewer lines by property owners or private contractors, we propose a fee of \$150. This amount should cover the average cost of the City's work to review, process and inspect any repairs or installations of these utilities.

Review of other public entities find their ROW permits for utility type work range in cost. Some nearby entities charge: \$50/\$250 Hudsonville; \$100/\$200 East Grand Rapids; \$150+ Kalamazoo; \$100/\$300 Kentwood; \$100 KCRC; \$100/\$300 ICRC. Many of these same entities charge more for other utility work in the ROW such as gas and telecommunications.

For new construction, the City of Lowell's ROW permit for water and sewer work is in addition to any special assessments, capital connection charges, or water/sewer connections fees that have been previously set.

It is my recommendation: **That the Lowell City Council approve Right-of-Way permit fees for Fiscal Year 2023-2024 to be set at \$50 for ROW Access (curb cuts, driveway approaches, sidewalks), \$150 for work on City Utilities (water service, sewer lateral), and \$250 for Franchise Utilities (gas, telecommunications).**



Permit No.:

Date:

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

City of Lowell Right of Way Construction Permit

Is this a Revision? Yes ☐ No ☐
If so, Permit # _____

Fee: \$ _____
SEE FEE SCHEDULE

Application and permit to construct, operate, use, and/or maintain with the right-of-way.

If a contractor is to perform the construction entailed in this application and permit, and is supplying the bond, they will fill out the information and thereby assumes responsibility, along with the applicant, for any provisions of this application and permit which apply to them. Failure to fill out form in its entirety may lead to permit being denied.

Applicant (Property Owner/Utility):

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Email _____

Signature (if other than owner, give title) _____

Contractor (Individual or Company):

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Email _____

Signature (if signing for contractor, give title) _____

The above named applicant/contractor hereby makes application for a permit to construct, use, and/or maintain within the right-of-way of _____ (Street) the exact location as follows:

Location of work to be done: _____
Address

Work to be performed shall commence on: _____ and shall be completed by: _____

Type of work to be performed: _____

The Applicant/Contractor agrees to the following:

1. Applicant/Contractor shall provide written scope of work and provide proposed plan/sketch of work to be done before permit will be considered for approval. See requirements for plan/sketch information at the end of this permit.
2. Applicant/Contractor must provide a copy of certificate of insurance showing coverage for liability in the amount of two million dollars (\$2,000,000.00) and the City of Lowell as an additional insured.
3. Applicant/Contractor shall provide a bond to the City of Lowell equal to the amount for all repairs within the City's right of way, minimum of \$10,000. The City will determine if any additional bond amount is necessary. All work must be completed and inspected by City of Lowell before bond will be returned. Contact the City of Lowell for final inspection.
4. Applicant/Contractor hereby agrees to abide by the ordinances and regulations of the City of Lowell, Michigan.

PERMIT REQUIREMENTS

The following conditions shall apply to the Right-of-Way Permit:

- Contractor must call Miss Dig at 811 (or 800-482-7171) for the location of existing underground utilities to be marked in the field. Contractor shall not abuse Miss Dig for emergency staking calls to have utilities marked for routine work. Calling of Miss Dig does not relieve the Contractor of the responsibility of notifying utility owners who may not be a part of the Miss Dig notification system, including property owners.
- The City has information on watermain and water services as well as sanitary sewer and storm sewer main. The City **DOES NOT** have information on sewer laterals to business and homes. The City does not have locations of other utilities. It shall be the responsibility of the requestor of the permit to investigate the location of other utilities and to coordinate with them on the placement of any additional utilities/cables.
- PA-174 requires hand exposing of all utilities when working in proximity to the marked lines. Contractor to determine location and depth prior to use of power equipment within 4-feet of marked utility lines, in accordance with PA-174 and MiOSHA.
- Failure to follow PA-174 requirements shall: First offense will result in a stop-work order until contractor performs necessary utility locating; Second offense will result in a revocation of permit and may result in exclusion of contractor and/or applicant from working within the City of Lowell right-of-way.
- Contractor shall not deviate from approved plans without written approval by the City of Lowell. Work that is installed improperly or in the wrong location shall be removed immediately.
- All work shall maintain a minimum horizontal separation of 5-ft and a minimum vertical separation of 3-ft from water lines, sanitary sewer pipes, and storm sewer pipes. Must maintain a minimum clearance of 18-inches when crossing over/under an existing utility.
- All disturbed surfaces must be restored to a pre-construction condition or better within 30 days of the conclusion of utility installation. Work performed during winter shall be restored no later than April 15th. Failure to complete restoration in the proper time frame may result in future permits being denied until a restoration plan is provided and previous work has been completed.
- Traffic control shall be provided by the applicant/contractor and must follow the most current version of the Michigan Manual of Uniform Traffic Control Devices for all work zones and street closures.
- No street closures or lane closures are allowed without PRIOR approval of the City of Lowell Department of Public Works.
- Contractor shall contact the City of Lowell Department of Public Works at least 3 days prior to the commencement of the operation covered by the permit. The City MAY require a pre-construction meeting prior to the start of any work to go over the project limits and determine how contractor intends to install the utility while meeting the requirements of the permit.
- Work is allowed between 7am and 7pm weekdays. No work shall be performed on weekends or legal holidays unless authorized by the City Manager.
- This permit is only for the work described in the permit and only for work within the City Right-of-Way. Work outside of the public ROW will require written permission from the affected property owner(s).
- In any and all operations under this permit, the contractor shall meet all requirements of the current Michigan Department of Transportation Standard Specifications and/or any other Supplemental Specifications set forth by the City.

- Contractor shall take, provide and maintain all necessary precautions to prevent injury or damage to person and property from operations covered by this permit.
- Nothing in this permit shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to impair anywise any existing rights granted in accordance with the constitution or laws of this state.
- This permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.
- Applicant must immediately remove, alter, relocate at the applicant's own expense the facility for which this permit is granted, if requested by the City to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the City, the applicant must reimburse the City for its cost in doing the same.

This application, if approved, shall authorize only the work described herein. No other work shall be performed within the City right-of-way by the applicant or any other party (including, without limitation, the installation of additional wires or lines along or within any facilities or structures described in this application) without a separate written application approved by the City of Lowell. The City of Lowell shall not be responsible for any damages to wires, poles, conduits, or any other facilities or structures constructed or installed within the City right-of-way.

The period applied for and granted in this application and permit covers activity within the right-of-way. The obligation to operate, use and/or maintain the facility to the satisfaction of the City of Lowell remains in force as long as the facility exists and is within an area under the jurisdiction of the City of Lowell.

The undersigned agrees that if this application is approved, he/she will meet all legal requirements and that he/she will be responsible to the City of Lowell for any damages done to the City, and that he/she shall pay for all damages, fines and penalties in which he/she shall become liable to pay, and shall hold the City of Lowell harmless from all suits, claims, damages and proceedings of any kind due to his/her operations within the City.

Signature of Applicant/Contractor

FOR: _____

The Permit is approved only after it is signed by the Public Works Director or his/her designee.

The permit request has been reviewed and approved by the following:

Approved: _____
Utilities Supervisor Date Streets & Parks Supervisor Date

Approved: _____
Public Works Director Date

All work and repairs must be inspected by a City employee before bond is returned. Call City Hall to set up appointment for inspections at 616-897-8457.

Date of final inspection: _____
City Supervisor

Shared/ROW/RightofWayConstuctionPermit

RIGHT-OF-WAY FEE SCHEDULE

Effective Date: July 2023

ROW ACCESS: \$50

- Sidewalks
- Curb Cuts
- Driveway Approach

CITY UTILITIES: \$150

- Water
- Sewer
- (Connection and special assessment fees billed separate)

FRANCHISE UTILITIES: \$250

- Gas
- Telecommunications



**LOWELL CITY COUNCIL
MEMORANDUM**

DATE: April 27, 2023

TO: Mayor DeVore and Lowell City Council

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

RE: Lowell Pride closure

The third annual Lowell Pride will be held on Saturday June 3, 2023 on the Lowell Riverwalk. We have received a request from Board President Nicole Lintemuth regarding a closure of the north portion of the Oklahoma property, 216 N. Monroe on this date from 9:00 AM to 5:00 PM. This is the area where the parking spaces are (or the panhandle portion of the property.)

There will still be access to the boat launch as a result of this. Nicole will be available for any questions. I have attached a sketch of what is proposed.

I recommend the Lowell City Council approve the closure requested at 216 N. Monroe for Lowell Pride on June 3, 2023 from 9:00 AM to 5:00 PM.

High Street Closure



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Printed 4/26/2023 11:35:31 AM

**CITY OF LOWELL
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Lowell City Council will hold a public hearing on Monday, May 15, 2023 at 7:00 p.m. in the Lowell City Hall Council Chambers on the second floor of the City Hall, 301 E. Main Street in the City of Lowell to receive public comment, verbally or in writing, on the proposed 2023-2024 City Budget and the proposed 2023-2024 Millage Rates. The proposed budget provides for general fund expenditures of \$4,008,797.99. The proposed millage rates are 15.70 mills for City operations and .2476 extra voted millage for museum operations.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT
THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

A copy of the proposed 2023-2024 Budget is available for review and inspection during normal business hours at the Lowell City Hall and is also available on the City's web site at www.lowell.mi.gov

Interested persons may submit written comments to the City Clerk prior to the hearing or may appear and speak in person at the hearing. Persons with special needs, as defined in the Americans with Disabilities Act, should contact the City Clerk at (616) 897-8457 or the Michigan Relay Center TDD 1-800-649-3777 for accommodations.

Add City

Susan Ullery
City Clerk

APPOINTMENTS

	Expires
Airport Board	
Vacancy (Paul Nicholls – Currently Serving)	01/01/2023
Vacancy (Jeff Ostrander – Currently Serving)	01/01/2023
Vacancy (Tom Grimm – Currently Serving)	01/01/2023
Board of Review	
Vacancy (Maureen Pawloski – Currently Serving)	01/01/2023
Vacancy (Leah Vredenburg – Currently Serving)	01/01/2023
Vacancy (Jim Hodges – Currently Serving)	01/01/2023
Construction Board of Appeals	
Vacancy (Greg Canfield – Currently Serving)	01/01/2023
Downtown Development Authority	
Vacancy (Rick Seese – Currently Serving)	01/01/2023
Downtown Historic District Commission	
Vacancy (Ardis Barber – Currently Serving)	01/01/2023