



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

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR

**IN PERSON AND VIRTUAL**

TUESDAY, MAY 18, 2021

12 NOON

Join Zoom Meeting

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

Meeting ID: 980 691 1106

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1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
  - a) April 8, 2021
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a) Amity
  - b) Holiday Lights
  - c) Showboat Brick Project
7. NEW BUSINESS
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
INFORMATIONAL MEETING  
THURSDAY, APRIL 08, 2021**

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

The Meeting was called to order at 12:00 p.m. by Chair Reagan.

Present: Board members Brian Doyle, Rita Reister via zoom from Lowell, Rick Seese, Mike Sprenger, Julie DeVoe via zoom from Lowell, Martha Davis via zoom from Fort Meyers, Florida and Chair Jim Reagan.

Absent: Board members Mike DeVore and Eric Wakeman.

Also Present: City Manager Michael Burns, Clerk Susan Ullery, DPW Director Dan Czarnecki, City Treasurer Sue Olin and Chamber of Commerce's Liz Baker

**2. EXCUSE OF ABSENCES.**

IT WAS MOVED BY SPRENGER and seconded by SEESE to excuse the absences of board members Mike DeVore and Eric Wakeman.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF THE AGENDA.**

IT WAS MOVED BY DOYLE and seconded by SPRENGER to approve the agenda as written.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

**4. APPROVAL OF THE MINUTES.**

IT WAS MOVED BY DOYLE and seconded by SEESE to approve the minutes of February 04, 2021 as written.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

**5. TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
March 30, 2021**

Beginning Balance:	\$427,461.68
Revenue:	
TIFA Revenue	\$706,176.53
Interest	
 Total Revenues	 \$1,133,638.21

**Expenditures:**

Capital Outlay	\$79,750.31
Salaries	\$23,380.33
Maintenance Supplies	\$29,388.94
Utilities	\$11,648.16
Misc and Community Promotions	\$10,520.19
Accrued Wages	\$4,626.50
Administration	\$33,038.95
Accrued Payables	\$2,901.55
Transfer to Equipment	\$17,340.00
Transfer to General Fund	\$308,632.00
Debt Service to light and power	\$34,263.28

**Total Expenditures:** \$555,490.21

**Ending Balance** \$578,148.00

IT WAS MOVED BY REISTER and seconded by DOYLE to accept the Treasurer's Report as submitted.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

**6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.**

Liz Baker with the Chamber of Commerce asked about more picnic tables for the social district area.

City Manager Michael Burns stated they are planning to put more tables out.

**7. OLD BUSINESS**

a.) Amity.

City Manager Michael Burns stated the Amity Street is currently out for bid with the County and they will approve the bid for us as it is a federal project. We should be ready to go on that project after July 01, 2021.

b.) Social District.

City Manager Michael Burns gave an update on Social District. It is still going very well and a lot of people are coming out to enjoy it. We pulled back on the amount of fires in the warming pits as the weather gets warmer Also pulled back on having an officer there on Thursday nights for now and looking at maybe pulling the officer from Sundays as well to save money. Most of the business is on Fridays and Saturdays., if it changes, we can reinstate the officers as needed. Will look at considering the Social District being permanent once pandemic is over but for now it is temporary and to help the restaurants.

8. NEW BUSINESS.

a.) Chamber of Commerce Marketing.

Liz Baker spoke stating the Chamber would now like to get out and get things moving again, work with the Social District (maybe have some live music), emphasize Lowell on billboards out by the highway, create a new video series about Lowell (what Lowell is about, targeting young families to Lowell). Asking the DDA to sponsor the Chamber of Commerce for \$50,000 for their marketing.

IT WAS MOVED BY SEESE and seconded by SPRENGER that the Downtown Development Authority provide a sponsorship to the Lowell Area of Chamber of Commerce at a cost not to exceed \$50,000 for their marketing sponsorship.

YES: Board member Riester, Board member Doyle, Board member Sprenger, Board member Seese, Board member DeVore, Board member Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore and Wakeman. MOTION CARRIED.

b.) Summer Concerts.

Baker spoke again stating at this time, they are planning on going ahead with Summer Concerts, they were fortunate enough to re-book everybody scheduled from last year thanks to Rick Seese's great negotiating skills. Planning to start the concerts later in June and are asking the DDA to contribute \$6000 this year, the same amount as last year.

IT WAS MOVED BY SEESE and seconded by SPRENGER that the Lowell Downtown Development Authority approve the contribution of \$6,000. for the Sizzling Summer Concert Series.

YES: Board member Riester, Board member Doyle, Board member Sprenger, Board member Seese, Board member DeVore, Board member Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore and Wakeman. MOTION CARRIED.

c.) Holiday Decorations.

City Manager Michael Burns stated for many years, the DDA has contracted with Hometown Decoration and Display, LLC in Hudsonville for our holiday light decorations. They have provided us a renewal agreement for the next three years.

IT WAS MOVED BY SPRENGER and seconded by DOYLE that the Downtown Development Authority approve a three-year agreement with Hometown Decoration and Display, LLC at a cost not to exceed \$5,032 for the holiday seasons of 2021, 2022 and 2023.

YES: Board member Riester, Board member Doyle, Board member Sprenger, Board member Seese, Board member DeVore, Board member Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore and Wakeman. MOTION CARRIED.

d.) FY Budget 2021-2022.

City Manager Michael Burns stated the proposed Fiscal Year 2021-2022 Budget is in tonight's packet. This past year we saw an approximate \$104,000 increase to the DDA fund. We originally budgeted \$602,300. in the current year revenues and have taken in \$706,176.53 this current fiscal year. The major increases are the land sales and opening of the marijuana facilities, all of which are in the Downtown Development Authority district. The City will see an increase of \$6 Million in taxable value of real property (land) in the upcoming year. This is a significant increase in value. I anticipate seeing some tax tribunal requests and some value dropping, especially with restaurants and hotels. Since we have both in the district, I am being a little conservative with our revenue estimate for the upcoming year. This is so we can pay back tax revenue on those requests if the Michigan Tax Tribunal grants them. Our new revenue projection in the upcoming fiscal year is \$788,049.57 but for concerns I mentioned, I am budgeting \$755,000 in new revenue for the upcoming fiscal year. The proposed budget and cash flow are in the packet for the DDA. The DDA is going to use a significant amount of fund balances this year to complete the capital projects. That being said, we still have a projected 8.6% fund balance at the end of the upcoming fiscal year. The cushion by under projecting next year's revenue along with this year should provide us manageable financial reserves. In addition to reducing the revenue projection for potential chargebacks, the City is projected to receive \$411,000 from the American Recovery Plan. I intend to set aside \$100,000 to cover potential chargebacks in the event they occur in the next four years. This money could go and address the DDA's needs if this happens.

IT WAS MOVED BY DOYLE and seconded by REISTER that the Lowell Downtown Development Authority amend the current fiscal year budget and approve the Fiscal Year 2021-2022 Budget as presented.

YES: Board member Riester, Board member Doyle, Board member Sprenger, Board member Seese, Board member DeVore, Board member Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore and Wakeman. MOTION CARRIED.

9. REPORTS AND MEMBER COMMENTS.

Chair Reagan hopes the Social District continues to do well and continues without any problems.

Board Member Davis introduced herself and said she has been in Lowell 6 years, owns the Taphouse Boutique and loves and owes a lot to the City of Lowell.

IT WAS MOVED BY REISTER and seconded by SPRENGER to adjourn at 12:45.

Date:

APPROVED:

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James E. Reagan, Chair

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Susan Ullery, Lowell City Clerk

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**  
**May 7, 2021**

<b>Beginning Balance:</b>	<b>\$427,461.68</b>
<b>Revenue:</b>	
<b>TIFA Revenue</b>	<b>\$706,176.53</b>
<b>Interest</b>	
<b>Total Revenues</b>	<b>\$1,133,638.21</b>
<b>Expenditures:</b>	
<b>Capital Outlay</b>	<b>\$103,564.08</b>
<b>Salaries</b>	<b>\$25,692.52</b>
<b>Maintenance Supplies</b>	<b>\$32,449.94</b>
<b>Utilities</b>	<b>\$12,170.39</b>
<b>Misc and Community Promotions</b>	<b>\$10,520.19</b>
<b>Accrued Wages</b>	<b>\$4,626.50</b>
<b>Administration</b>	<b>\$36,688.63</b>
<b>Accrued Payables</b>	<b>\$2,901.55</b>
<b>Transfer to Equipment</b>	<b>\$17,340.00</b>
<b>Transfer to General Fund</b>	<b>\$308,632.00</b>
<b>Debt Service to light and power</b>	<b>\$34,263.28</b>
<b>Total Expenditures:</b>	<b>\$588,849.08</b>
<b>Ending Balance</b>	<b>\$544,789.13</b>

05/07/2021 03:18 PM

User: SUE

DB: Lowell

## CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL

CHECK DATE FROM 04/01/2021 - 05/07/2021

Page 1/1

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/15/2021	GEN	75577	KERKSTRA PORTABLE, INC.	SOCIAL DISTRICT PORTABLE RESTROOM	880.000	463	500.00
04/15/2021	GEN	75582	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	522.23
04/15/2021	GEN	75589	SELF SERVE LUMBER	ACCOUNT STATEMENT	880.000	463	11.12
04/15/2021	GEN	75593	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	802.000	463	43.97
04/15/2021	GEN	75603	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	210.00
04/30/2021	GEN	75646	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	970.000	450	1,130.60
05/06/2021	GEN	75656	LYNCHS METAL FABRICATION	CITY OF LOWELL TRASH RECEPTACLES AND BENCHES	970.000	450	22,683.17
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							25,101.09

**LOWELL DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEMORANDUM**



**DATE: May 12, 2021**

**TO: Downtown Development Authority Board of Directors**

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

**RE: Amity Street Improvements**

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Attached are two memorandums regarding the Amity Street improvements. The low bid for this project is \$326,231. The DDA is responsible for 28.6 percent of this project as two blocks of the seven-block improvement are in the DDA district. Total DDA contribution for construction is \$93,293.20.

The second attachment is for construction engineering. Total engineering cost is \$35,500. Since the DDA is 28.6% of this project, our cost is \$10,150.

The total project cost is \$103,443.20. The DDA budgeted \$184,000 for their share of the project. This total project came in approximately \$174,000 less than our original estimate.

**I am recommending the DDA approve for CL Trucking to complete the Amity Street project at a cost not to exceed \$103,443.20, which is 28.6 percent of the total project cost.**

# Memorandum



DATE: May 11, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Amity Street Improvement Project  
Construction Engineering Services

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The Amity Street Improvement Project will need engineering oversight during construction. Our engineers, Williams & Works, have provided us with a scope of services for this work. Their services will include contract documentation, construction staking, construction observation of the proposed work, construction engineering as required to address and resolve issues as they arise, documentation of construction activities and pay item quantities, and coordinate material testing. Williams & Works will also handle all the contract administration including execution of contract documents, arrange and attend pre-construction and progress meetings, review request for construction payments, and finalize paperwork at the end of the project.

Williams & Works has indicated they can do all the construction engineering, administration, and materials testing work for a cost not exceed \$35,500. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams & Works.

Because two blocks of the Amity St. project are within the Downtown Development Authority, the DDA will pay 28.6% of the construction engineering work, or \$10,150. The Local streets fund will pay the remaining \$23,350.

It is my recommendation: **That the Lowell Downtown Development Authority approves their portion of the Amity Street Improvement Project Construction Engineering Service with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for \$10,150 (28.6%) of the total amount of \$35,500.**

# williams&works

engineers | surveyors | planners

May 5, 2021

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

RE: Amity Street Improvements - 2021  
Construction Engineering Services

Dear Mr. Czarnecki:

Following is our proposed Scope of Services and budget for the construction phase of the **Amity Street Improvements – 2021** projects.

## Schedule

- For the purpose of budgeting, we are basing our service on a contracted construction time frame of 60 calendar days (eight work weeks). Currently, the Contractor is expecting to begin this work sometime in mid-late August.
- For on-site construction observation, we have assumed a total 176 on-site hours. This is based on an average of 24 hours per week for 4 weeks and 40 hours per week for 2 weeks, plus final inspections. *Our efforts and fees will be adjusted with the Contractor's actual completion time.*

## Services

- **Contract Document Preparation** – Collect and review Contractor bonds, insurances and assemble Contract Documents for review and signature by all parties.
- **Preconstruction Meeting** – Participate in CDBG preconstruction meeting. Prepare agenda, conduct meeting and issue minutes.
- **Public Notices & Information Meeting** – Provide the City with written notices for the City to issue to impacted residents & businesses. Arrange and conduct public information meeting prior to construction if desired by the City.
- **Construction Staking** – Staking will be provided as necessary to establish grade of new curb and sidewalk ramps.
- **On-Site Field Observation** – Provide periodic, part time field observation services.
  - Provide pre-construction video and photographs of entire project area.
  - Confirm the work limits with the Contractor and the City including intersections, driveway approaches, curb, castings, etc.

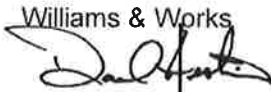
- Once the existing material has been removed, we will observe the existing base and recommend areas that may need improvement before paving.
- Check grades and forms at sidewalk ramp, curbs and drive approaches before concrete work is completed. Observe finished concrete work.
- Provide on-site observation during all paving activities.
- Conduct on-site progress meetings as required.
- Interact with and inform impacted property owners during construction.
- Conduct post completion walk thru with City and Contractor to develop punch list.
- Record as-constructed information and prepare as-constructed drawings for submittal to the City.
- **Materials Testing** – We will subcontract with an independent testing facility for concrete and density testing. Our budget includes an allowance of \$6,000 for these contracted services.
- **Administration** – Provide as-needed construction administration services.
  - Prepare any necessary field orders and change orders.
  - Review all requests for payment by the Contractor and recommend payment to the City Council. Provide breakdown of project costs by department for submittal to City Treasurer.
  - Attend on-site progress meetings as necessary.
  - Provide project update updates at City Council meetings as needed.

**Proposed Budget** – Based on the above services, we recommend the City budget a total of \$35,500 as follows:

Construction Engineering -	\$ 29,500
<u>Materials Testing Allowance -</u>	<u>\$ 6,000</u>
Total	\$ 35,500

After you have had an opportunity to review this proposed budget, we'd be happy to meet with you to discuss any questions you may have.

Sincerely,

Williams & Works  
  
David Austin, P.E.

# Memorandum



**DATE:** May 11, 2021

**TO:** Michael Burns, City Manager

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

**PUBLIC WORKS**

**RE: Amity St. Improvements 2021 Award**

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Bids have been received for the Amity St. Improvement Project. This project was bid out by Kent County as a requirement for utilizing Federal Community Development Block Grant (CDBG) funds on the project.

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 curb and gutter repairs, as well as some new ADA sidewalk ramps installed. 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. The project is anticipated to begin on or after July 6, 2021.

The County opened bids for the construction on May 4, 2021. They receive 3 bid proposals. The original engineers estimate for the project was \$500,000.

The bids are:

CL Trucking LLC, Ionia	\$326,231.00
Groundhawk Excavating and Landscaping, LLC, Lowell	\$333,844.00
Fischer-Idema Excavating, Alto	\$474,636.00

There was an alternate bid amount for having the street millings delivered to the DPW for our use. The bid amounts came in higher than we anticipated for this, therefore, we will not be taking the millings from the project.

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. and Jane Ellen St. projects during the 2021 construction season. CL Trucking indicated their bid completion date is October 8, 2021. While the project proposal indicated a mid-September completion date, the date indicated by CL Trucking is acceptable for our project as we do not anticipate additional disruptions to the schools by allowing this project to extend an additional 3 weeks.

Since the project bids are less than the engineers original estimate, the CDBG funds will be reduced to 50% of the actual project costs. At the same time the DDA projected funding and the Local street funding will also be reduced accordingly to cover the costs of the project.

It is my recommendation: **That the Lowell Downtown Development Authority approve the Amity Street Improvements – 2021 Project bid from CL Trucking LLC, Ionia, Michigan, for a cost of \$326,231.00.**

Kent County Purchasing Division  
Bid 4339: Street Improvements - Lowell  
Due: 05/04/2021 at 2 p.m.

<u>Line</u>	<u>Description</u>	<u>Vendor</u>	<u>Quote</u>
1	Total Base Bid	CL Trucking & Excavating, LLC	\$326,231
2	Bid Alternate	CL Trucking & Excavating, LLC	\$10,000
1	Total Base Bid	FISCHER-IDEMA EXCAVATING	\$474,636
2	Bid Alternate	FISCHER-IDEMA EXCAVATING	\$15,000
1	Total Base Bid	groundhawk excavating & landscaping llc	\$333,844
2	Bid Alternate	groundhawk excavating & landscaping llc	\$10,000

*Note: This document shall not be construed as a comment on the responsiveness and is subject to change during the review process. This information is not an indicator of award.*

# williams&works

engineers | surveyors | planners

May 5, 2021

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

RE: Amity Street Improvements 2021 - Bid Summary

Dear Mr. Czarnecki:

On May 4, 2021, the Kent County Community Development Block Grant program received bids for the Amity Street – 2021 project which includes resurfacing from W. Main St to Suffolk St. A total of 3 bids were received and the results of the reviewed bid amounts are presented below. A detailed tabulation of all the bids is attached.

<p style="text-align: center;"><b>City of Lowell</b> <b>Amity Street Improvements 2021</b> <b>Public Bid Opening</b> <b>Tuesday May 4, 2021</b></p>
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Bidder	As Read	As Corrected
CL Trucking & Excavating, LLC	\$ 326,231.00	
Groundhawk Excavating & Landscaping	\$ 333,844.00	
Fischer- Idema Excavating	\$ 474,636.00	

The Engineer's estimate for the project was \$377,000.

The low bidder, CL Trucking & Excavating indicated their bid was based on a completion date of October 8, 2021. The contract calls for a 60-day completion period, so this would result in a contract start date of approximately August 9, 2021. In conversation with them, they said they would plan to start actual work in late August or early September and planning on 4 weeks of work.

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

Mr. Dan Czarnecki  
City of Lowell  
May 5, 2021  
Page 2 of 2

and Foreman St. occurring this summer. They are also doing some work for Lowell Light and Power and a private development on W. Main Street 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, Groundhawk Excavating & Landscaping, 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.

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 Army Street Improvements - 2021  
May 4, 2021

As-Bid		Engineer		CL Trucking & Excavating (Low Bidder)		Groundhawg Excavating & Landscaping		Fischer-Idema Excavating		As-Bid		As-Bid		As-Bid	
Item	Description	Units	Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization (Maximum \$15,000)	LSUM	1	\$15,000.00	\$ 15,000.00	\$15,000.00	\$15,000.00	\$ 15,000.00	\$15,000.00	\$ 15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
2	Maintaining Traffic (Max \$5,000)	LSUM	1	\$5,000.00	\$ 5,000.00	\$5,000.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3	Erosion & Sedimentation Control	LSUM	1	\$1,500.00	\$ 1,500.00	\$3,500.00	\$3,500.00	\$ 5,000.00	\$5,000.00	\$ 7,500.00	\$7,500.00	\$2,285.71	\$2,285.71	\$7,500.00	\$7,500.00
4	Kent County Project Signs	LSUM	1	\$2,500.00	\$ 2,500.00	\$800.00	\$800.00	\$ 2,500.00	\$2,500.00	\$1,200.00	\$1,200.00	\$642.86	\$642.86	\$2,500.00	\$2,500.00
5	Concrete Driveway and Sidewalk, Rem	Syd	170	\$16.00	\$ 2,720.00	\$8.50	\$1,445.00	\$ 27.00	\$4,590.00	\$24.00	\$4,080.00	\$8.50	\$1,445.00	\$27.00	\$4,590.00
6	Curb and Gutter, Rem	Fl	990	\$8.00	\$ 7,920.00	\$6.50	\$6,435.00	\$ 2.75	\$2,722.50	\$14.00	\$13,660.00	\$3.32	\$3,288.21	\$14.00	\$13,660.00
7	Pavt, Rem	Syd	6,440	\$8.00	\$ 51,840.00	\$2.25	\$14,560.00	\$ 1.50	\$9,720.00	\$10.50	\$68,242.00	\$3.04	\$13,191.43	\$10.50	\$68,242.00
8	Dr Structure, Repair	Ea	5	\$150.00	\$ 750.00	\$550.00	\$2,750.00	\$ 600.00	\$3,600.00	\$1,100.00	\$5,500.00	\$327.14	\$1,635.71	\$1,100.00	\$5,500.00
9	Conc Curb and Gutter	Fl	792	\$22.00	\$ 17,424.00	\$21.00	\$16,632.00	\$ 28.50	\$22,572.00	\$27.00	\$21,384.00	\$10.89	\$8,655.43	\$28.50	\$22,572.00
10	Gutter Pan	Fl	198	\$22.50	\$ 4,455.00	\$21.00	\$4,158.00	\$ 37.75	\$7,474.50	\$29.00	\$5,742.00	\$12.54	\$2,482.07	\$37.75	\$7,474.50
11	Subbase, CIP	Cyd	250	\$16.00	\$ 3,760.00	\$18.00	\$4,500.00	\$ 24.00	\$6,000.00	\$21.00	\$5,250.00	\$9.00	\$2,250.00	\$24.00	\$6,000.00
12	Agg Base, 8 inch	Syd	6,480	\$13.00	\$ 84,240.00	\$12.00	\$77,760.00	\$ 18.00	\$117,360.00	\$13.50	\$88,480.00	\$5.36	\$34,714.29	\$13.50	\$88,480.00
13	Machine Grading	Syd	18.8	\$1,600.00	\$ 29,760.00	\$1,600.00	\$30,080.00	\$ 1,650.00	\$30,930.00	\$2,850.00	\$53,550.00	\$871.43	\$16,381.29	\$2,850.00	\$53,550.00
14	Dr. Structure Cover, Adj	Ea	9	\$624.00	\$ 5,616.00	\$600.00	\$5,400.00	\$ 650.00	\$5,850.00	\$950.00	\$8,550.00	\$342.86	\$3,085.71	\$950.00	\$8,550.00
15	Dr. Structure Cover	LBS	2,700	\$2.00	\$ 5,400.00	\$1.70	\$4,590.00	\$ 4.00	\$10,800.00	\$3.50	\$9,450.00	\$1.31	\$3,548.57	\$4.00	\$10,800.00
16	Gate Box, Adj	Ea	5	\$425.00	\$ 2,125.00	\$375.00	\$1,875.00	\$ 600.00	\$3,600.00	\$550.00	\$2,750.00	\$203.87	\$1,017.86	\$550.00	\$2,750.00
17	Water Shutoff, Adj	Ea	4	\$300.00	\$ 1,200.00	\$300.00	\$1,200.00	\$ 150.00	\$600.00	\$400.00	\$1,600.00	\$121.43	\$728.57	\$400.00	\$1,600.00
18	HMA, LVSP	Ton	1,270	\$85.00	\$ 107,850.00	\$78.00	\$99,060.00	\$ 70.00	\$89,400.00	\$78.00	\$106,860.00	\$32.29	\$44,231.43	\$78.00	\$106,860.00
19	Sidewalk, Conc, 8 inch	Syd	735	\$8.00	\$ 5,880.00	\$7.50	\$5,512.50	\$ 6.00	\$4,410.00	\$5.00	\$3,675.00	\$2.79	\$2,047.50	\$7.50	\$5,512.50
20	Sidewalk Ramp, Conc, 8 inch	Syd	575	\$7.00	\$ 4,025.00	\$6.50	\$3,737.50	\$ 6.00	\$3,450.00	\$4.50	\$2,587.50	\$14.00	\$8,050.00	\$6.50	\$3,737.50
21	Driveway Apron, Conc, 8 inch	Syd	200	\$7.00	\$ 1,400.00	\$10.25	\$2,050.00	\$ 8.50	\$1,700.00	\$12.00	\$2,400.00	\$4.11	\$821.43	\$12.00	\$2,400.00
22	Detectable Warning Surface	Fl	120	\$35.00	\$ 4,200.00	\$40.00	\$4,800.00	\$ 35.00	\$4,200.00	\$65.00	\$7,800.00	\$20.00	\$2,400.00	\$65.00	\$7,800.00
23	Slope Restoration	LSUM	1	\$2,500.00	\$ 2,500.00	\$4,216.00	\$4,216.00	\$ 7,600.00	\$7,600.00	\$25,500.00	\$25,500.00	\$5,316.57	\$5,316.57	\$25,500.00	\$25,500.00
Total Base \$ 377,826.00				Total Base \$326,231.00		Total Base \$333,844.00		Total Base \$474,636.00							

(A) BID Alternate - Deliver HMA Millings to City Yard

Add/Deduct	\$10,000.00	Add/Deduct	\$10,000.00	Add/Deduct	\$10,000.00
Total W/ Millings	\$336,231.00	Total W/ Millings	\$343,844.00	Total W/ Millings	\$484,636.00
Work Complete by Oct 8					

As read	As read	\$326,231.00	As read	\$333,844.00	As read	\$474,636.00
Difference from As Read	\$0.00	Difference from As Read	\$0.00	Difference from As Read	\$0.00	
Asphalt Concrete	Rieth-Riley M&H		Asphalt Concrete	Rieth-Riley M&S	Asphalt Concrete	Michigan Paving L&O

# LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE: May 12, 2021**

**TO: Downtown Development Authority Board of Directors**

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

**RE: Holiday Decorations**

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At our last DDA meeting, we approved a three year rental for our holiday lights. It was asked if we could get better lights. Since that time, Liz Baker has received two quotes to further investigate.

I attached the quotes and they are definitely confusing. Liz and I will walk through these with you. We were only able to gather photos from Christmas Creations LLC.

No action is needed at this time. However, there would technically be funds to do this since the quotes for Amity were significantly less.

Dear Liz

Thank you for reaching out to me on the decorating for Downtown Lowell for this year.  
I have attached 3 set of quotes as we discussed.

The first set is the Labor quote and Light quote for the left side including a lease option  
The second set of quotes is Labor and then Lights quote for the Right side including a lease option

The Third set of quotes is the labor for the Riverwalk area labor then the light purchase option and lease option is on the bottom of the quote.

There is also a charge for us to run power about 50 Feet from each lamppost 20 ft up in the air to be attached in the upper part of the tree to power all of the trees.

Quote#6440           \$960.00

Please see below

Quote#6437       Labor only for the left side of Downtown. year #1 \$1535  
          6441       Lights purchase option for left side downtown \$3990 1 time buy  
          6436       Lease option for Left side Downtown 3-year contract \$2440 yr 1 \$2280 yrs 2 &3

Quote# 6438   Labor only for the right side of Downtown year#1 \$1035  
          6442   Lights purchase option for Right side downtown\$2205  
          6443   Lease option for Right side Downtown 3-year contract \$1365 yr1 Yr#2 &3 1260 per year

On the lease program after the third-year payment is received you own the lights, and we provide free storage with leasing.

Quote# 6439   Labor for Riverwalk Area    Year#1   \$1000  
          6444   Light purchase for Riverwalk area    \$2835  
                  Lease option for Riverwalk   year#1 1755 Year#2 \$1620 &year#3 \$1620

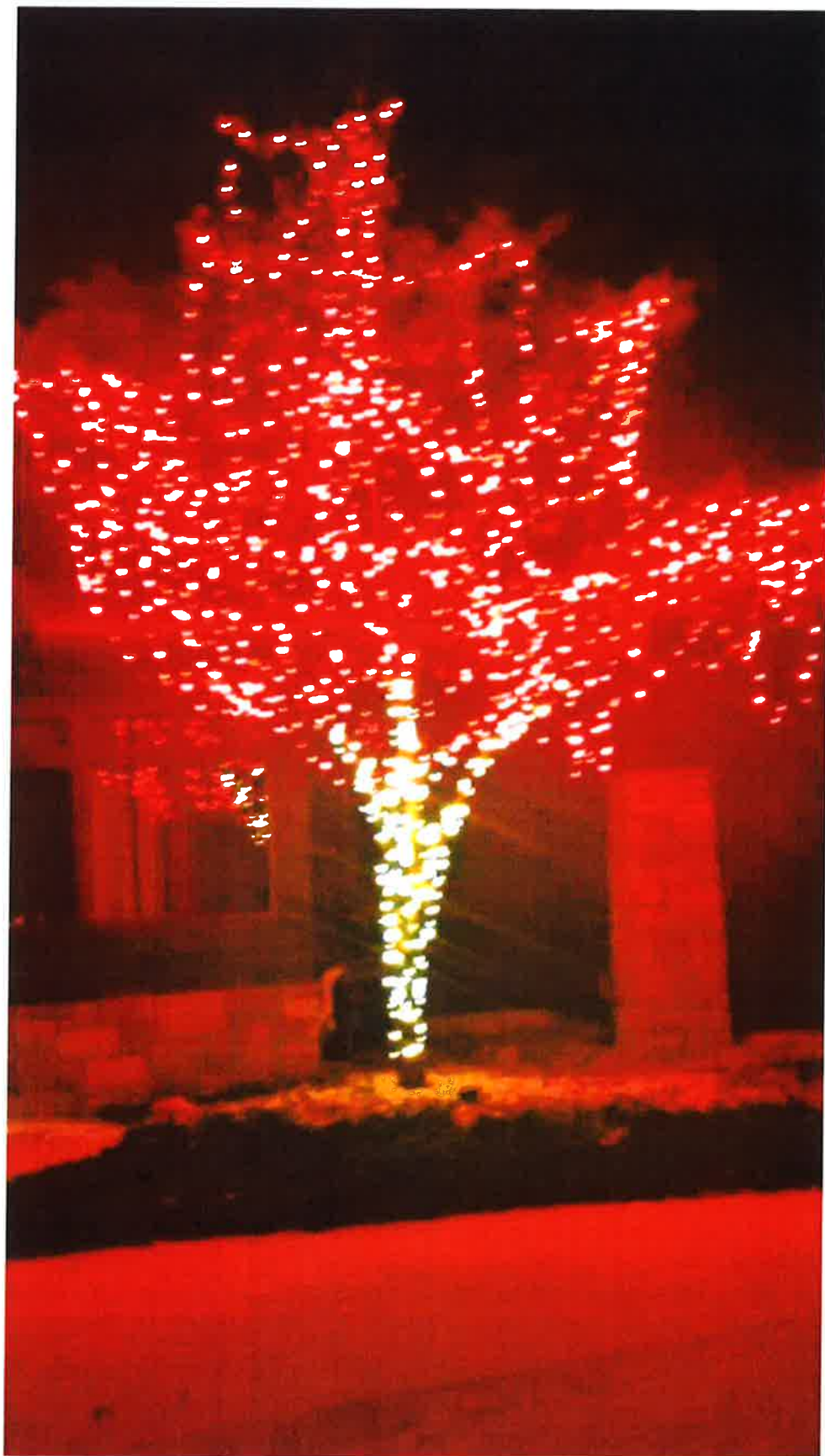
I know that this is a lot of information. Please let me know if you have questions or if I can explain how the layout will be or the trees we are lighting or if you just want to talk. Please call with any questions

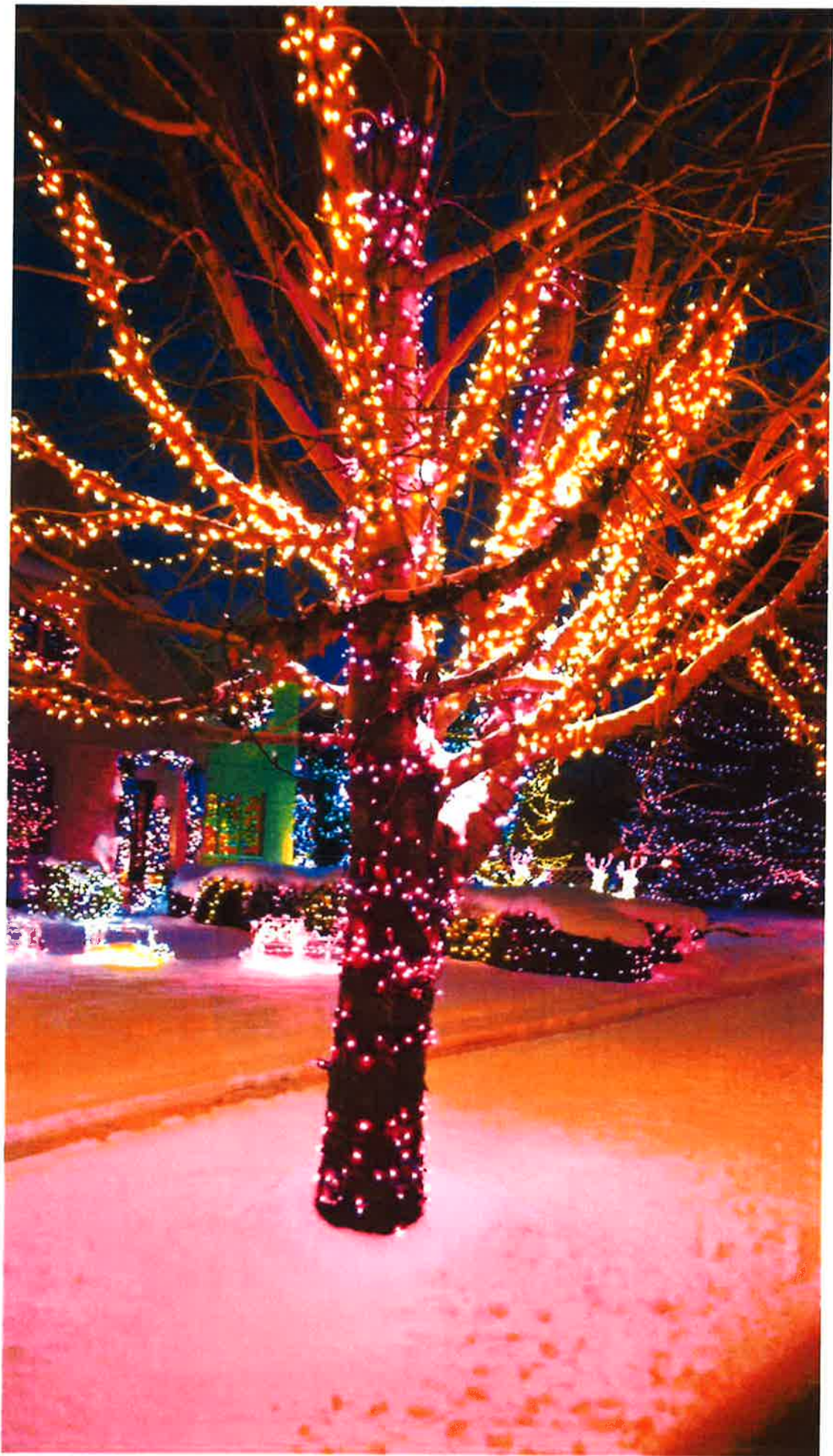
Liz

Per our conversation today I have the Green Commercial grade extension cords that are estimated to be used to connect 1 tree per lamppost. This is for just the cords. We have a quote already submitted just for setup and takedown labor for the annual labor to have to run 40-50 ft power lines to each tree and takedown after the season.

Thank you  
Geoff

Geoff Clark  
Director of Operations  
Christmas Creations LLC







# Absolutely Bright Lights

**Estimate**

16996

## CUSTOMER

Lowell Area Chamber of Commerce  
113 Riverwalk Plaza  
Lowell, MI 49331

## SERVICE LOCATION

113 Riverwalk Plaza  
Lowell, MI 49331

**Comments or Special Instructions: \$400 MINIMUM**

**DATE 4/26/2021**

Trees on either side of E Main St between Hudson St. to Jefferson St.  
Power is coming from light poles along E Main St.

DESCRIPTION	AMOUNT
Christmas Light Install - Install light bulb hangers, cords, LED light bulbs, and timer.	0.00
Lights will be maintained throughout the season. If there is any problem with the lights	
please let us know and they will be fixed within 24 hours. Light removal will happen	
when it is safe for the trees and employees.	
WHCL - Tree - Tree - Trunk Wrap use warm white 5MM mini strands. 4" - 6" spacing.	1,144.00
Each trunk will take either 1, 2 or 3 strands depending on circumference of the trunk.	
32 trees counted total strands needed if doing all trees is 52 strands.	
WHCL - Tree - Tree - Canopy Wrap use Warm White 5MM mini strands, 10" - 12"	20,394.00
spacing, large canopies 12". Each canopy wrap will require between 8-67 strands.	
<i>Above includes light rental, installation, extension cords, timers and take down</i>	

## FEES & TERMS

Your signature is evidence that you have read and accepted the Everything You Need to Know document attached.

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Absolutely Bright Lights Representative

1131 59th St SE  
Grand Rapids, MI 49508  
616.608.7586  
[www.absolutelycleanservices.com](http://www.absolutelycleanservices.com)

# Absolutely Bright Lights

**Estimate**

16996

## CUSTOMER

Lowell Area Chamber of Commerce  
113 Riverwalk Plaza  
Lowell, MI 49331

## SERVICE LOCATION

113 Riverwalk Plaza  
Lowell, MI 49331

*Comments or Special Instructions:* **\$400 MINIMUM**

**DATE** 4/26/2021

Trees on either side of E Main St between Hudson St. to Jefferson St.  
Power is coming from light poles along E Main St.

DESCRIPTION	AMOUNT
32 trees counted total strands needed if doing all canopies is 927 strands.	
You can choose which trunks or canopies and we can narrow down the strand count.	
WHCL - Lift Rental - WHCL - Lift Rental 2 days for install and 1 day for take down. 3	795.00
total days of lift rental.	
Please see attached information.	
1/2 down is required to hold dates and to purchase materials, the other 1/2 is due	
upon completion of the job. Save 5% if installation is completed the 2nd week of	
October. Lights will be plugged in when customer is ready.	
Allow tree growth add 10% to each tree if needed.	
<i>Above includes light rental, installation, extension cords, timers and take down</i>	<i>\$22,333.00</i>

## FEES & TERMS

Your signature is evidence that you have read and accepted the Everything You Need to Know document attached.

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Absolutely Bright Lights Representative

1131 59th St SE  
Grand Rapids, MI 49508  
616.608.7586

[www.absolutelycleanservices.com](http://www.absolutelycleanservices.com)



**LOWELL DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**

**DATE: May 12, 2021**

**TO: Downtown Development Authority Board of  
Directors**

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

**RE: Showboat Bricks**

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We went out and sought three quotes to install the bricks for the Showboat brick donation project. We have received responses from two of the entities we sought quotes from. We asked them to install bricks in a 40-foot long and 10-foot wide area.

The following are the quotes from the bidders:

- \$10,240.01 Terra Verde Landscaping (Lowell)
- \$19,812 Katerberg Verhage (Grand Rapids)

The one item not quoted by either entity is the cost to fit the foundation of the ramps coming from the Showboat into the brick area along with placing bricks around the ramps. We are awaiting pricing on this, however, if it is in my spending authority of \$5,000 I will go ahead and approve administratively. I should mention, we budgeted \$25,000 for this project.

This work would have to be after July 1, 2021 as this is budgeted for the upcoming fiscal year. The City budget will be up for approval on Monday evening. If we awarded the work, it would not be effective until the City Council approves our budget.

**I recommend the Lowell Downtown Development Authority approve for Terra Verde to complete the Showboat Donation Brick project at a cost not to exceed \$10,240.01. This would not become effective until City Council budget approval is granted.**