



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

CITY OF LOWELL
CITY COUNCIL AGENDA
TUESDAY, SEPTEMBER 7, 2021, 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 August 16, 2021 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$946,306.76.

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. Donna Jean Ford Fund – Resolution 12-21
- b. USDA Bond Resolution for Monroe and Washington Streets – Resolution 13-21 and 15-21.
- c. Hillside Court

5. NEW BUSINESS

- a. TIMS Record Management
- b. EGLE Administrative Consent Order
- c. Water Reliability Study
- d. Historical Museum Lease Agreement – Resolution 14-21
- e. MERS – 2021 Officer and Employee Delegate
- f. MML Annual Meeting Officer Delegate

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
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www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for **Tuesday**, September 7, 2021

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA

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4. OLD BUSINESS

- a. Donna Jean Ford Fund – Resolution - 12-21. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve Resolution 12-21 authorizing Edward Jones to liquidate the mutual funds due to the City of Lowell and distribute them to the City of Lowell.

- b. USDA Bond Resolution for Monroe and Washington Streets – Resolutions 13-21 and 15-21.

Presentation will be provide.

- c. Hillside Court Revisited. Public Works Director Daniel Czarnecki provided a memo.

5. NEW BUSINESS

- a. TIMS Records Management. Chief of Police Christopher Hurst provided a memo.

Recommended Motion: That the Lowell City Council grant permission to the LPD to spend the amount not to exceed \$7,500.00 to have the Talon Incident Management System licensed/installed in the department and police cruisers, and for the first year's subscription to TIMS.

- b. EGLE Administrative Consent Order. Public Works Director Daniel Czarnecki provided a memo.

- c. Water Reliability Study. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approves the proposed Updated Water Reliability Study and General Plan with Williams & Works, as outlined in their scope of services, dated August 31, 2021, for the amount of \$14,950.00

- d. Historical Museum Lease Agreement – Resolution 14-21. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve Resolution 14-21 which would provide a ten-year lease of 325 E. Main with the Lowell Area Historical Museum.

- e. MERS – 2021 Officer and Employee Delegate. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council appoint Mike Burns as the Employer Delegate for the 2021 MERS Annual Meeting.

- f. MML Annual Meeting Officer Delegate. City Manager Michael Burns provided a memo.

No Recommended Motion: The Council will need to select their delegate and it must be an elected official. The City will file who the delegate is once selected.

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, AUGUST 16, 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: Councilmembers' Cliff Yankovich, Marty Chambers, Leah Groves, Jim Salzwedel and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Chief of Police Chris Hurst, DPW Director Dan Czarnecki, City Attorney Jessica Wood and Wastewater Treatment Plant Superintendent Brian VanderMulen.

2. **CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the minutes of the August 2, 2021, Regular City Council Meeting.
- Authorize payment of invoices in the amount of \$446,716.66.

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.**

There were no comments.

4. **OLD BUSINESS.**

None.

5. **NEW BUSINESS.**

a. **Wastewater Treatment System Valuation Report.**

City Manager Michael Burns stated he has been working with PFM on the Valuation study that was done for the water and wastewater facilities. Burns introduced Ben Kapenstein from PFM to present a PowerPoint about the study.

Ben Kapenstein then provided PowerPoints on both the water and wastewater treatment systems

Water Treatment System:

- Issues to consider when exploring sale (which is only to Lowell Township) and if it is not being sold, understand this is only to get a valuation of the facilities.
- Cost Approach – Asset List & Depreciation Schedule (one approach)
- Income Approach – 2021 - Operating
- Market Approach
- Reviewed Historical Rates

Wastewater Treatment Plant

- Introduction & Exploring Sale – already a shared system with the township only having 18% capacity
- General Description of WWTP
- Reviewed current rates
- Cost Approach – Asset List & Depreciation Schedule.
- Income Approach – 2021 Operating –cash flow, treatment, collection
 - DSCR – Financial Model
 - Future – Capital Spending
 - Future Rates
- Market Approach
 - any debt would be paid off

Burns stated based on this study, there isn't a lot of value for the city in selling these systems at this time, it just doesn't make sense and he doesn't recommend it.

b. Water Treatment System Valuation Report.

DPW Director Dan Czarnecki read his memo explaining the need for the Foreman Building Roof replacement, stated the different quotes and gave his recommendation.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS that the Lowell City Council approve the quote from Risner's Roofing and Home Improvement, Lowell, MI, for the replacement of the shingled roofing at the Foreman Building, as outlined in their quote dated May 31, 2021, for a cost of \$59,600.00.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Yankovich stated the LARA funds have been met as the final hour. Dave Austin is working with the state on a two-part completion to wrap it all up. Betsy Davis is working on a

new website for the Trail for announcements, information, updates and to proactively have a place for future funds to be given for maintenance and upkeep of the trail.

Councilmember Chambers stated they did have coffee with Council and it was a fun morning. Would like to thank officer VanSolkema who came as well as Charlie West from Lowell Light & Power who explained the new AMI meters, how they work and why they are needed. Planning Commission approved another marijuana facility and we had one back out.

Councilmember Groves stated Parks & Rec meeting tomorrow. Met with Chamber of Commerce, everything went well at all the events all summer, attendance was great and that is always nice to hear.

Mayor DeVore stated Fire Authority was cancelled.

7. **BUDGET REPORT.**

City Manager Michael Burns stated no big expenses for the year. Have been talking to marijuana facilities that are close to opening but the state deadline is September 30th.

8. **MANAGER'S REPORT.**

City Manager Michael Burns went over a couple items:

- Fair went well this past week.
- Amity project seems to be moving along smoothly, that is really the last project.
- We did get 2020 census numbers, the city did go up in population +395 people, so that will provide a slight increase to your revenue sharing and ACT51.
- Bathroom project is moving along as well.

9. **APPOINTMENTS.**

It was a general consensus to appoint Lisa Plank to the Downtown Historic District Commission.

10. **COUNCIL COMMENTS**

Councilmember Groves stated the Fair was wonderful. It is nice to see the community joining each other for events. As a representative of the City, feel free to reach out to me for finding resources.

Councilmember Chambers stated it was nice to see Lowell Township and the City of Lowell come together to get the trail system finally ready to be complete. We work well together.

Councilmember Yankovich wanted to stress that communication is the key. Appreciated the people that showed up to coffee with council and asked questions and with Officer Vansokema's help, got to the answer. Please ask if you have questions and show up to things where you can find answers, like Coffee with Council.

Councilmember Salzwedel inquired about the punch list for the showboat and whether we can hold up on paying things until all of that is complete.

Mayor DeVore stated that he attended the fair, it was great and weather was great for it as well as market on main. Cities all over the state are getting sued that have put a limit on marihuana facilities. What you are getting here in Lowell is cleaned up buildings, new buildings, no crime to date and money coming into the city.

11. **ADJOURNMENT.**

IT WAS MOVED BY SALWEDEL and seconded by CHAMBERS to adjourn at 7:49 p.m.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

Vendor Code	Vendor Name	Invoice	Description	Amount
01513	ADDORIO TECHNOLOGIES, LLC			
	8917		COMPUTER IT WORK	1,096.48
	8917*		COMPUTER IT WORK	275.00
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC				1,371.48
10816	AMAZON CAPITAL SERVICES			
	19H7-VFHF-KC63		WTP TOOLS	94.92
TOTAL FOR: AMAZON CAPITAL SERVICES				94.92
10731	APPLIED IMAGING			
	1792581		CITY HALL COPY MACHINE	354.83
TOTAL FOR: APPLIED IMAGING				354.83
10818	AT&T MOBILITY			
	8/6/2021		FIRST NET PHONE BILL - JULY 2021	910.03
TOTAL FOR: AT&T MOBILITY				910.03
10724	AXON ENTERPRISES, INC			
	INUS007648		POLICE R & M	187.80
TOTAL FOR: AXON ENTERPRISES, INC				187.80
00045	BARTLETT, SANDY			
	8/24/2021		METER READS & MILEAGE AUGUST 2021	770.03
TOTAL FOR: BARTLETT, SANDY				770.03
REFUND UB	BERGHOEF, KATIE			
	09/01/2021		UB refund for account: 3-02242-7	54.77
TOTAL FOR: BERGHOEF, KATIE				54.77
00065	BOUWHUIS SUPPLY, INC.			
	62480		TOWELS FOR PARKS	310.03
TOTAL FOR: BOUWHUIS SUPPLY, INC.				310.03
10925	BRATSCHIE & BORN, P.C.			
	7/12/2021		UNITY SCHOOL INVESTORS	9,111.50
TOTAL FOR: BRATSCHIE & BORN, P.C.				9,111.50
10917	BRINK WOOD PRODUCTS INC			
	7/31/2021		ACCOUNT STATEMENT	1,945.00
TOTAL FOR: BRINK WOOD PRODUCTS INC				1,945.00
CREEKSIDE	CALLIHAN, LIZ			
	8/15/2021		CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR: CALLIHAN, LIZ				50.00
00084	CANFIELD PLUMBING & HEATING IN			
	22412202		LOWELL DOG PARK	788.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN				788.00
01343	CL TRUCKING & EXCAVATING			
	PYMT 1 FINAL		JANE ELLEN DR IMPROVEMENT 2021	210,911.57
TOTAL FOR: CL TRUCKING & EXCAVATING				210,911.57
10493	COMCAST CABLE			
	9/6 - 10/5/2021		DPW CABLE TV	45.00
TOTAL FOR: COMCAST CABLE				45.00

User: LORI

EXP CHECK RUN DATES 08/14/2021 - 09/02/2021

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Invoice	Description	Amount
10817	COMPRENHENSIVE ENGINEERING PC			
	205017		SHOWBOAT CON DOC & SERVICES THRU MAY	2,000.00
	205018		SHOWBOAT - THRU MAY 2021	866.00
TOTAL FOR: COMPRENHENSIVE ENGINEERING PC				2,866.00
10509	CONSUMERS ENERGY			
	7/22 - 8/19/2021		ACCOUNT STATEMENTS	178.06
	7/22-8/19/2021		ACCOUNT STATEMENT	1,757.75
TOTAL FOR: CONSUMERS ENERGY				1,935.81
REFUND TAX	CORELOGIC CENTRALIZED REFUNDS			
	08/30/2021		2021 Sum Tax Refund 41-20-02-127-009	2,449.32
	08/30/2021		2021 Sum Tax Refund 41-20-01-178-002	4,313.01
	08/30/2021		2021 Sum Tax Refund 41-20-02-126-029	2,655.96
	08/30/2021		2021 Sum Tax Refund 41-20-03-151-009	3,000.00
	08/30/2021		2021 Sum Tax Refund 41-20-02-101-060	5,115.20
	08/30/2021		2021 Sum Tax Refund 41-20-02-354-034	1,882.56
TOTAL FOR: CORELOGIC CENTRALIZED REFUNDS				19,416.05
MISC	CROCKER, CARL & NICOLE			
	8/24/2021		96 W MAIN SITE PLAN REFUND	370.00
TOTAL FOR: CROCKER, CARL & NICOLE				370.00
01156	CURTIS CLEANERS			
	AC25E8		POLICE DRY CLEANING AUG 2021	218.30
TOTAL FOR: CURTIS CLEANERS				218.30
00148	DICKINSON WRIGHT PLLC			
	1603244		RECREATIONAL MARIJUANA	573.50
	1603245		CRAWFORD V CITY MATTERS	74.00
	1603246		GENERAL MUNICIPAL	16,846.50
	1609438		VACATION OF N 15 FT HIGH STREET	388.50
	1609439		HILLSIDE COURT R.O.W.	3,182.00
	1609440		GENERAL MUNICIPAL	3,446.50
TOTAL FOR: DICKINSON WRIGHT PLLC				24,511.00
02035	DIGITAL OFFICE MACHINES, INC.			
	19646		POLICE COPY MACHINE CONTRACT	43.83
	19674		DPW COPY MACHINE	62.94
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.				106.77
CREEKSIDE	DOVE, NICOLE			
	8/8/2021		CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR: DOVE, NICOLE				50.00
10303	ECO GREEN SUPPLY			
	26566		SEED MIXTURE	221.10
TOTAL FOR: ECO GREEN SUPPLY				221.10
02080	ENER TEMP, INC.			
	21-750		REPLACE FAILED OAT/H SENSOR	1,370.68
TOTAL FOR: ENER TEMP, INC.				1,370.68
10927	ENTRANCE TECHNOLOGIES INC			
	21494		REPOSITION SHOWBOAT CAMER	247.00
TOTAL FOR: ENTRANCE TECHNOLOGIES INC				247.00
REFUND TAX	Flat River Emplorium			
	08/30/2021		2021 Sum Tax Refund 41-20-02-418-011	109.77
TOTAL FOR: Flat River Emplorium				109.77

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Vendor Code	Vendor Name	Invoice	Description	Amount
REFUND TAX	Flat River Emporium	08/30/2021	2021 Sum Tax Refund 41-20-02-418-012	80.94
TOTAL FOR:	Flat River Emporium			80.94
00225	GRAND RAPIDS COMMUNITY COLLEGE	8/1 - 8/15/2021	TAX DISBURSEMENT	12,747.56
TOTAL FOR:	GRAND RAPIDS COMMUNITY COLLEGE			12,747.56
00234	HACH COMPANY	12589610	WTP SUPPLIES	179.55
		12599722	WTP SUPPLIES	102.60
TOTAL FOR:	HACH COMPANY			282.15
CREEKSIDE	HANSEN, MATTHEW	8/14/2021	CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR:	HANSEN, MATTHEW			50.00
00248	HOOPER PRINTING	62928	POLICE ID BADGE -CARTER/KRESNAK	30.00
TOTAL FOR:	HOOPER PRINTING			30.00
00298	KENT COUNTY TREASURER	8/1 - 8/15/2021	TAX DISBURSEMENT	123,295.06
TOTAL FOR:	KENT COUNTY TREASURER			123,295.06
00300	KENT COUNTY TREASURER	8/20/2021	JULY & AUGUST TRAILER FEES	622.50
TOTAL FOR:	KENT COUNTY TREASURER			622.50
00302	KENT INTERMEDIATE SCHOOL DIST.	8/1 - 8/15/2021	TAX DISBURSEMENT	88,432.57
TOTAL FOR:	KENT INTERMEDIATE SCHOOL DIST.			88,432.57
02209	KERKSTRA PORTABLE, INC.	183842	CEMETERY RESTROOM	95.00
		183843	DDA PORTABLE RESTROOM	500.00
		183862	BURCH FIELD RESTROOMS	145.00
TOTAL FOR:	KERKSTRA PORTABLE, INC.			740.00
REFUND TAX	LERETA LLC	08/30/2021	2021 Sum Tax Refund 41-20-02-206-006	500.54
TOTAL FOR:	LERETA LLC			500.54
REFUND TAX	LERETA, LLC	08/30/2021	2021 Sum Tax Refund 41-20-02-418-015	2,674.83
TOTAL FOR:	LERETA, LLC			2,674.83
10181	LOWELL AREA FIRE AUTHORITY	8/26/2021	HEARTSAVER/CPR TRAINING	300.00
TOTAL FOR:	LOWELL AREA FIRE AUTHORITY			300.00
01374	LOWELL AREA HISTORICAL MUSEUM	8/1 - 8/15/2021	TAX DISBURSEMENT	1,156.23
TOTAL FOR:	LOWELL AREA HISTORICAL MUSEUM			1,156.23
00562	LOWELL AREA SCHOOLS	8/1 - 8/15/2021	TAX DSIBURSEMENT	141,715.55
TOTAL FOR:	LOWELL AREA SCHOOLS			141,715.55

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
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Page: 4/6

Vendor Code	Vendor Name	Invoice	Description	Amount
00345	LOWELL GRANITE CO. INC.			
	21-0364		GROUP #8 8X8 BRICKS	60.00
	21-0365		GROUP #8 4X8 BRICKS	135.00
TOTAL FOR: LOWELL GRANITE CO. INC.				195.00
00341	LOWELL LIGHT & POWER			
	8/31/2021		ELECTRIC STATEMENTS	22,552.80
TOTAL FOR: LOWELL LIGHT & POWER				22,552.80
REFUND TAX	MEL TROTTER			
	08/30/2021		2021 Sum Tax Refund 41-50-72-020-223	40.40
TOTAL FOR: MEL TROTTER				40.40
00426	MODEL COVERALL SERVICE, INC.			
	JULY 2021		LIBRARY RUGS	230.08
TOTAL FOR: MODEL COVERALL SERVICE, INC.				230.08
01208	NICHOLLS, PAUL			
	8/18/2021		AIRPORT REIMBURSEMENTS	362.80
TOTAL FOR: NICHOLLS, PAUL				362.80
00468	NYE UNIFORM COMPANY CO			
	785087		POLICE UNIFORMS	134.00
	788998		POLICE UNIFORMS	18.00
TOTAL FOR: NYE UNIFORM COMPANY CO				152.00
00499	PETTY CASH			
	8/25/2021		PETTY CASH EXPENSES	105.71
TOTAL FOR: PETTY CASH				105.71
10103	PITNEY BOWES GLOBAL FIN. SRVS LLC			
	3314123425		POSTAGE METER LEASING	170.73
TOTAL FOR: PITNEY BOWES GLOBAL FIN. SRVS LLC				170.73
00506	POSTMASTER			
	8/31/2021		MAILING WATER/SEWER BILLS	445.99
TOTAL FOR: POSTMASTER				445.99
00512	PREIN & NEWHOF, INC.			
	62894		FOREMAN STREET SANITARY	3,569.81
TOTAL FOR: PREIN & NEWHOF, INC.				3,569.81
02331	PROGRESSIVE HEATING COOLING, CORP.			
	2019811		LIBRARY R & M	974.03
	2019828		CITY HALL R & M	129.00
	2020016		MUSEUM QTRLY R & M	180.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.				1,283.03
10133	RED CREEK WASTE SERVICES INC.			
	18R00667		TRASH SERVICE AUGUST 2021	577.58
TOTAL FOR: RED CREEK WASTE SERVICES INC.				577.58
10926	RIVERSIDE WIRE AND METAL			
	2977		PERGOAL FOR THE SHOWBOAT	3,175.00
TOTAL FOR: RIVERSIDE WIRE AND METAL				3,175.00
REFUND TAX	Ronald Janowski			
	08/30/2021		2021 Sum Tax Refund 41-20-02-254-006	80.84
TOTAL FOR: Ronald Janowski				80.84

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Page: 5/6

Vendor Code	Vendor Name	Invoice	Description	Amount
02383	SANISWEEP, INC.	102414	SWEEPING FOREMAN BLDG	150.00
TOTAL FOR: SANISWEEP, INC.				150.00
10042	SAWYER ENGINE & COMPRESSOR INC.	56885	SERVCE ON KAESER	634.91
TOTAL FOR: SAWYER ENGINE & COMPRESSOR INC.				634.91
10849	SMART BUSINESS SOURCE	OE-40726-1	TONER	321.74
		OE-40767-1	CITY HALL SUPPLIES	41.44
		OE-41711-1	OFFICE SUPPLIES	21.83
TOTAL FOR: SMART BUSINESS SOURCE				385.01
00403	STATE OF MICHIGAN	7/5/2021	FOREMAN ST - CARE1591REIM21001227	113,111.34
		8/4/2021	FOREMAN ST - CARE1591REIM21001403	18,135.69
TOTAL FOR: STATE OF MICHIGAN				131,247.03
00924	STATE OF MICHIGAN	761-10627392	LABORATORY SERVICES	1,181.00
TOTAL FOR: STATE OF MICHIGAN				1,181.00
10228	STATE OF MICHIGAN	99R2109062	ELEVATOR CERTIFICATE OF OPERATION	180.00
TOTAL FOR: STATE OF MICHIGAN				180.00
10341	STATE OF MICHIGAN	551-587343	SOR REGISTRATION MAY 2021	30.00
		551-588171	SOR REGISTRATION JUNE 20201	60.00
		551-589030	SOR REGISTRATION JULY 2021	30.00
TOTAL FOR: STATE OF MICHIGAN				120.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC	20210143	WWTP SURCHARGES JUNE 2021	1,084.85
		20210161	WWTP SURCHARGES JULY 2021	1,166.58
		202143316	WWTP SERVICES JULY 2021	40,511.25
		202143503	WWTP SERVICES AUGUST 2021	40,511.25
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				83,273.93
10192	TERRA VERDE LANDSCAPING LLC	006948	SHOWBOAT BRICK AREA	12,837.52
		007204	LANDSCAPING AT MUSEUM	1,000.00
TOTAL FOR: TERRA VERDE LANDSCAPING LLC				13,837.52
10459	TRANSUNION RISK AND ALTERNATIVE	JULY 2021	ACCOUNT STATEMENT	100.00
		JUNE 2021	ACCOUNT STATEMENT	100.00
TOTAL FOR: TRANSUNION RISK AND ALTERNATIVE				200.00
10069	TRUGREEN	144589806	DPW LAWN CARE	76.00
		144606726	CREEKSIDE PARK	534.00
TOTAL FOR: TRUGREEN				610.00

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Page: 6/6

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00692	WILLIAMS & WORKS INC.		
	92689	AMITY STREET RESURFACING	5,103.19
	92690	MONROE ST W/S, RESURFACING	8,865.75
	92691	JANE ELLEN STREET RESURFACING	7,915.61
	92706	PLANNING SERVICES	1,225.00
TOTAL FOR: WILLIAMS & WORKS INC.			23,109.55
10882	WOLVERINE BUILDING GROUP		
	42021-CEN	SHOWBOAT CARPET REPLACEMENT	7,480.67
TOTAL FOR: WOLVERINE BUILDING GROUP			7,480.67
TOTAL - ALL VENDORS			946,306.76

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
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	JULY & AUGUST TRAILER FEE	124.50	76132
101-000-225.000	DUE TO SET -TRAILER FEES	KENT COUNTY TREASURER	JULY & AUGUST TRAILER FEE	498.00	76132
101-000-285.004	CREEKSIDE DEPOSIT	DOVE, NICOLE	CREEKSIDE PARK DEPOSIT	50.00	76121
101-000-285.004	CREEKSIDE DEPOSIT	CALLIHAN, LIZ	CREEKSIDE PARK DEPOSIT	50.00	76110
101-000-285.004	CREEKSIDE DEPOSIT	HANSEN, MATTHEW	CREEKSIDE PARK DEPOSIT	50.00	76129
Total For Dept 000				772.50	
Dept 101 COUNCIL					
101-101-955.000	MISCELLANEOUS EXPENSE	AT&T MOBILITY	FIRST NET PHONE BILL - JU	36.24	76096
Total For Dept 101 COUNCI				36.24	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	45.33	76096
101-172-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH EXPENSES	45.00	76102
Total For Dept 172 MANAGE				90.33	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL MUNICIPAL	16,846.50	76119
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RECREATIONAL MARIJUANA	573.50	76119
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	CRAWFORD V CITY MATTERS	74.00	76119
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	VACATION OF N 15 FT HIGH	388.50	76119
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	HILLSIDE COURT R.O.W.	3,182.00	76119
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL MUNICIPAL	3,446.50	76119
Total For Dept 210 ATTORN				24,511.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	45.33	76096
Total For Dept 215 CLERK				45.33	
Dept 253 TREASURER					
101-253-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH EXPENSES	5.84	76102
Total For Dept 253 TREASU				5.84	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	PETTY CASH	PETTY CASH EXPENSES	3.25	76102
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	21.83	76152
101-265-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	POSTAGE METER LEASING	170.73	76145
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	CITY HALL SUPPLIES	41.44	76152
101-265-802.000	CONTRACTUAL	STATE OF MICHIGAN	ELEVATOR CERTIFICATE OF O	180.00	76154
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE AUGUST 2021	30.00	76148
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,275.78	76114
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	3,698.80	76141
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	CITY HALL R & M	129.00	76147
101-265-930.000	REPAIR & MAINTENANCE	ENER TEMP, INC.	REPLACE FAILED OAT/H SENS	1,370.68	76123
Total For Dept 265 CITY H				6,921.51	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH EXPENSES	29.38	76102
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	CEMETERY RESTROOM	95.00	76134
101-276-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE AUGUST 2021	69.45	76148
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	63.57	76141
101-276-930.000	REPAIR & MAINTENANCE	ECO GREEN SUPPLY	SEED MIXTURE	221.10	76122
Total For Dept 276 CEMETE				478.50	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	BRATSCHIE & BORN, P.C.	UNITY SCHOOL INVESTORS	9,111.50	76098
Total For Dept 294 UNALLO				9,111.50	
Dept 301 POLICE DEPARTMENT					
101-301-660.002	SEX OFFENDER FEES	STATE OF MICHIGAN	SOR REGISTRATION MAY 2021	30.00	76094
101-301-660.002	SEX OFFENDER FEES	STATE OF MICHIGAN	SOR REGISTRATION JULY 202	30.00	76094
101-301-660.002	SEX OFFENDER FEES	STATE OF MICHIGAN	SOR REGISTRATION JUNE 202	60.00	76094

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 2/6

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-727.000	OFFICE SUPPLIES	HOOPER PRINTING	POLICE ID BADGE -CARTER/K	30.00	76130
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY CO	POLICE UNIFORMS	18.00	76144
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY CO	POLICE UNIFORMS	134.00	76144
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING AUG 2	218.30	76118
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	454.95	76096
101-301-930.000	R & M EQUIPMENT	AXON ENTERPRISES, INC	POLICE R & M	187.80	76106
101-301-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH EXPENSES	22.24	76102
101-301-955.000	MISCELLANEOUS EXPENSE	TRANSUNION RISK AND ALTER	ACCOUNT STATEMENT	100.00	76157
101-301-955.000	MISCELLANEOUS EXPENSE	TRANSUNION RISK AND ALTER	ACCOUNT STATEMENT	100.00	76157
101-301-957.000	TRAINING	LOWELL AREA FIRE AUTHORIT	HEARTSAVER/CPR TRAINING	300.00	76137
Total For Dept 301 POLICE				1,685.29	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	535.00	76159
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	125.00	76159
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	40.00	76159
101-400-801.000	PROFESSIONAL SERVICES	CROCKER, CARL & NICOLE	96 W MAIN SITE PLAN REFUN	370.00	76117
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	25.00	76159
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	250.00	76159
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING SERVICES	250.00	76159
Total For Dept 400 PLANNI				1,595.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	SANISWEEP, INC.	SWEEPING FOREMAN BLDG	150.00	76151
101-441-802.000	CONTRACTUAL	TRUGREEN	DPW LAWN CARE	76.00	76158
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE AUGUST 2021	217.86	76148
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	88.61	76096
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE TV	45.00	76113
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	118.46	76114
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	367.14	76141
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,005.60	76141
Total For Dept 441 DEPART				2,068.67	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	19.09	76114
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	153.61	76141
Total For Dept 747 CHAMBE				172.70	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	TOWELS FOR PARKS	310.03	76108
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	BURCH FIELD RESTROOMS	145.00	76134
101-751-802.000	CONTRACTUAL	TRUGREEN	CREEKSIDE PARK	534.00	76158
101-751-802.000	CONTRACTUAL	BRINK WOOD PRODUCTS INC	ACCOUNT STATEMENT	1,945.00	76109
101-751-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE AUGUST 2021	209.77	76148
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	38.24	76096
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,226.19	76141
Total For Dept 751 PARKS				4,408.23	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE AUGUST 2021	50.50	76148
101-790-802.000	CONTRACTUAL	MODEL COVERALL SERVICE, I	LIBRARY RUGS	230.08	76143
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	100.95	76114
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,599.70	76141
101-790-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	LIBRARY R & M	974.03	76147
Total For Dept 790 LIBRAR				2,955.26	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	PROGRESSIVE HEATING COOLI	MUSEUM QTRLY R & M	180.00	76147
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	15.00	76114
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	419.63	76141

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EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	1,156.23	76138
	Total For Dept 804 MUSEUM			1,770.86	
	Total For Fund 101 GENERA			56,628.76	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST W/S, RESURFACIN	2,955.25	76159
	Total For Dept 450 CAPITA			2,955.25	
	Total For Fund 202 MAJOR			2,955.25	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	JANE ELLEN DR IMPROVEMENT	210,911.57	76112
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	3,643.68	76159
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	JANE ELLEN STREET RESURFA	7,915.61	76159
	Total For Dept 450 CAPITA			222,470.86	
	Total For Fund 203 LOCAL			222,470.86	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	TERRA VERDE LANDSCAPING L	SHOWBOAT BRICK AREA	12,837.52	76156
248-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	1,459.51	76159
	Total For Dept 450 CAPITA			14,297.03	
Dept 463 MAINTENANCE					
248-463-880.000	COMMUNITY PROMOTION	KERKSTRA PORTABLE, INC.	DDA PORTABLE RESTROOM	500.00	76134
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	437.66	76141
	Total For Dept 463 MAINT			937.66	
	Total For Fund 248 DOWNT			15,234.69	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-699.598	TRANSFER FROM CABLE	WOLVERINE BUILDING GROUP	SHOWBOAT CARPET REPLACEME	7,480.67	76161
260-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	583.06	76141
260-751-970.000	CAPITAL OUTLAY	COMPRENHENSIVE ENGINEERIN	SHOWBOAT - THRU MAY 2021	866.00	76093
260-751-970.000	CAPITAL OUTLAY	COMPRENHENSIVE ENGINEERIN	SHOWBOAT CON DOC & SERVIC	2,000.00	76093
260-751-970.000	CAPITAL OUTLAY	LOWELL GRANITE CO. INC.	GROUP #8 4X8 BRICKS	135.00	76140
260-751-970.000	CAPITAL OUTLAY	LOWELL GRANITE CO. INC.	GROUP #8 8X8 BRICKS	60.00	76140
260-751-970.000	CAPITAL OUTLAY	ENTRANCE TECHNOLOGIES INC	REPOSITION SHOWBOAT CAMER	247.00	76124
260-751-970.000	CAPITAL OUTLAY	RIVERSIDE WIRE AND METAL	PERGOAL FOR THE SHOWBOAT	3,175.00	76149
	Total For Dept 751 PARKS			14,546.73	
Dept 758 DOG PARK					
260-758-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	LOWELL DOG PARK	788.00	76111
	Total For Dept 758 DOG PA			788.00	
Dept 774 RECREATION CONTRIBUTIONS					
260-774-740.000	OPERATING SUPPLIES	TERRA VERDE LANDSCAPING L	LANDSCAPING AT MUSEUM	1,000.00	76156
	Total For Dept 774 RECREA			1,000.00	
	Total For Fund 260 DESIGN			16,334.73	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	NICHOLLS, PAUL	AIRPORT REIMBURSEMENTS	362.80	76099
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	178.06	76114
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	34.64	76114
	Total For Dept 000			575.50	
	Total For Fund 581 AIRPOR			575.50	
Fund 590 WASTEWATER FUND					
Dept 000					

09/02/2021 01:16 PM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
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 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	5,298.60	76141
	Total For Dept 000			5,298.60	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SERVICES JULY 2021	40,511.25	76155
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SURCHARGES JUNE 2021	1,084.85	76155
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SURCHARGES JULY 2021	1,166.58	76155
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SERVICES AUGUST 2021	40,511.25	76155
	Total For Dept 550 TREATM			83,273.93	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	81.54	76096
590-551-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST W/S, RESURFACIN	2,955.25	76159
590-551-970.000	CAPITAL OUTLAY	STATE OF MICHIGAN	FOREMAN ST - CARE1591REIM	18,135.69	76101
590-551-970.000	CAPITAL OUTLAY	STATE OF MICHIGAN	FOREMAN ST - CARE1591REIM	113,111.34	76101
590-551-970.000	CAPITAL OUTLAY	PREIN & NEWHOF, INC.	FOREMAN STREET SANITARY	3,569.81	76146
	Total For Dept 551 COLLEC			137,853.63	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE AUG	353.38	76097
590-552-730.000	POSTAGE	POSTMASTER	MAILING WATER/SEWER BILLS	222.99	76103
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE AUG	31.64	76097
	Total For Dept 552 CUSTOM			608.01	
	Total For Fund 590 WASTEW			227,034.17	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	BERGHOEF, KATIE	UB refund for account: 3-	54.77	76107
	Total For Dept 000			54.77	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	179.55	76128
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	102.60	76128
591-570-801.000	PROFESSIONAL SERVICES	STATE OF MICHIGAN	LABORATORY SERVICES	1,181.00	76153
591-570-802.000	CONTRACTUAL	SAWYER ENGINE & COMPRESSO	SERVCE ON KAESER	634.91	76100
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	158.71	76114
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	5,323.64	76141
591-570-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP TOOLS	94.92	76095
	Total For Dept 570 TREATM			7,675.33	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE BILL - JU	119.79	76096
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	35.12	76114
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	2,375.60	76141
591-571-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST W/S, RESURFACIN	2,955.25	76159
	Total For Dept 571 DISTRI			5,485.76	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE AUG	353.37	76097
591-572-730.000	POSTAGE	POSTMASTER	MAILING WATER/SEWER BILLS	223.00	76103
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE AUG	31.64	76097
	Total For Dept 572 CUSTOM			608.01	
	Total For Fund 591 WATER			13,823.87	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	TONER	321.74	76152
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER IT WORK	1,096.48	76104
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER IT WORK	275.00	76104
636-000-801.000	PROFESSIONAL SERVICES	APPLIED IMAGING	CITY HALL COPY MACHINE	354.83	76105
636-000-801.000	PROFESSIONAL SERVICES	DIGITAL OFFICE MACHINES,	POLICE COPY MACHINE CONTR	43.83	76120

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EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE	62.94	76120
Total For Dept 000				2,154.82	
Total For Fund 636 DATA P				2,154.82	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	27,097.40	76131
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DSIBURSEMENT	141,715.55	76139
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	96,197.66	76131
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	88,432.57	76133
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	12,747.56	76127
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Sum Tax Refund 41-20	2,655.96	76115
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Sum Tax Refund 41-20	5,115.20	76115
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Sum Tax Refund 41-20	1,882.56	76115
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Sum Tax Refund 41-20	2,449.32	76116
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Sum Tax Refund 41-20	4,313.01	76116
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REF	2021 Sum Tax Refund 41-20	3,000.00	76116
703-000-275.000	DUE TO TAXPAYERS	Flat River Emplorium	2021 Sum Tax Refund 41-20	109.77	76125
703-000-275.000	DUE TO TAXPAYERS	Flat River Emporium	2021 Sum Tax Refund 41-20	80.94	76126
703-000-275.000	DUE TO TAXPAYERS	LERETA LLC	2021 Sum Tax Refund 41-20	500.54	76135
703-000-275.000	DUE TO TAXPAYERS	LERETA, LLC	2021 Sum Tax Refund 41-20	2,674.83	76136
703-000-275.000	DUE TO TAXPAYERS	MEL TROTTER	2021 Sum Tax Refund 41-50	40.40	76142
703-000-275.000	DUE TO TAXPAYERS	Ronald Janowski	2021 Sum Tax Refund 41-20	80.84	76150
Total For Dept 000				389,094.11	
Total For Fund 703 CURREN				389,094.11	

09/02/2021 01:16 PM
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EXP CHECK RUN DATES 08/14/2021 - 09/02/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/6

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

Fund 101	GENERAL FUND	56,628.76
Fund 202	MAJOR STREET FUN	2,955.25
Fund 203	LOCAL STREET FUN	222,470.86
Fund 248	DOWNTOWN DEVELOP	15,234.69
Fund 260	DESIGNATED CONTR	16,334.73
Fund 581	AIRPORT FUND	575.50
Fund 590	WASTEWATER FUND	227,034.17
Fund 591	WATER FUND	13,823.87
Fund 636	DATA PROCESSING	2,154.82
Fund 703	CURRENT TAX COLL	389,094.11

946,306.76



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: September 1, 2021
TO: Mayor Mike DeVore and Lowell City Council
FROM: Michael T. Burns, City Manager *MTB*
RE: Donna Jean Ford Fund

As you are aware, the City received a donation of approximately \$110,000 from the estate of Donna Jean Ford to be used in conjunction with the Lowell Showboat Garden Club for community beautification projects.

To date, the City has received approximately \$12,000 of these funds. The remaining funds are invested in mutual funds which have yet to be turned over to the City of Lowell. These funds are being administered by Edward Jones. Michigan statute does not allow for municipalities to own stocks or mutual funds.

For several months, the City Attorney has been working with legal counsel from Edward Jones on how the City may receive these funds. One solution, is Edward Jones can in essence cash out the mutual funds and turn them over to the City. In order to do this, the City must approve this action via Council Resolution.

I have attached a letter from Edward Jones explaining this process and Resolution 12-21 to approve this transaction.

I am recommending the Lowell City Council approve Resolution 12-21 authorizing Edward Jones to liquidate the mutual funds due to the City of Lowell and distribute them to the City of Lowell.

201 Progress Parkway
Maryland Heights, MO 63043-3042

Lowell City Hall
Attn: Mike Burns-City Manager
301 East Main Street
Lowell, MI 49331

Date: August 16, 2021

Re: Donna Ford Accounts

Sent Via UPS Tracking Number: 1Z9W347A3595601959

Dear Mr. Burns:

Since the passing of Donna Ford ("Decedent") on December 11, 2020, representatives of Edward Jones have been in contact with you in your capacity as a representative of the City of Lowell Michigan (the "City") to distribute brokerage assets to the City that the City may be entitled to as a beneficiary on Edward Jones accounts registered to Decedent.

Edward Jones does understand that under Michigan law, the City is unable to open a brokerage account with Edward Jones. However, Edward Jones does have certain requirements which includes proper tax reporting when distributing assets and ensuring proper liquidation and distribution instructions are received by an authorized person from the City. At a minimum, Edward Jones requires a current Corporate Resolution from the City, or something comparable on the City of Lowell Michigan letterhead, a W-9 form completed by an authorized person from the City and an Edward Jones Retirement Distribution form signed by an authorized person from the City. The Edward Jones Retirement Distribution Form will be provided after the assets are liquidated and the cash is available for distribution.

Please be advised, in the event a beneficiary does not claim the assets within a year of the date of death of the Decedent, then the beneficiary may be considered a "missing beneficiary" under Missouri statute section 461.062.3(12). Accordingly, Edward Jones may transfer the City's share of Decedent's accounts as if the City is a "predeceased beneficiary."

If you have any questions, please contact Greg Flick.

Sincerely,



Michelle K. Stokes
Estates Hotline Specialist, Estates Insights & Solutions

cc: Greg Flick
Financial Advisor
Phone Number: 616-676-0891

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 12-21

**RESOLUTION AUTHORIZING THE CITY TO CLAIM BROKERAGE
ASSETS AS BENEFICIARY FROM DECEDENT DONNA FORD AS
ADMINISTERED BY EDWARD JONES AND TO TAKE ANY ALL
ACTIONS NECESSARY TO ACCEPT THE BEQUEST**

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following resolution:

WHEREAS, Donna Ford passed away on December 11, 2020; and

WHEREAS, Ms. Ford as decedent left certain assets to the City as beneficiary; and

WHEREAS, the City has been in contact with Edward Jones as the estate's administrator
who will distribute the brokerage assets upon certain action by the City;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOW:

1. That the City hereby accepts the brokerage assets from decedent Donna Ford.
2. That the City Manager is authorized to take any and all actions and execute any
and all required documentation as may needed in order to effectuate this resolution to claim the
assets, whether now or after the distribution of assets.
3. That the City Treasurer shall deposit any and all assets received in compliance
with law and subject to any lawful conditions attached to the bequest.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: _____, 2021

Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Lowell, Michigan (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on _____, 2021, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____, 2021

Susan Ullery, City Clerk

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

RESOLUTION NO. 13-21

**RESOLUTION AUTHORIZING THE PUBLICATION OF A NOTICE OF
INTENT TO ISSUE BONDS IN CONNECTION WITH THE ISSUANCE OF
SEWER SYSTEM REVENUE BONDS PURSUANT TO ACT 94 OF THE
PUBLIC ACTS OF MICHIGAN OF 1933, AS AMENDED, AND
DECLARING INTENT OF THE CITY TO REIMBURSE ITSELF FOR THE
COSTS OF IMPROVEMENTS**

Councilmember _____, supported by Councilmember _____,

moved the adoption of the following resolution:

WHEREAS, the City of Lowell intends to finance all or a portion of the costs of the improvements and renovations to the sewer system along Washington Street and Monroe Street (the “Improvements”) by the issuance of one or more series of revenue bonds (the “Bonds”) in an amount not to exceed \$6,000,000 pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended (“Act 94”); and

WHEREAS, it is necessary to publish a notice of intent to issue bonds for the Bonds pursuant to Section 33 of Act 94; and

WHEREAS, the City desires to express its intent to reimburse itself the cost of all or a portion of the costs of the Improvements from proceeds of the Bonds.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That a notice of intent to issue bonds for the Bonds in an amount not to exceed \$6,000,000 shall be published in accordance with Section 33 of Act 94.

2. That the City Clerk is authorized and directed to publish the notice of intent to issue bonds in *The Lowell Ledger*, a newspaper of general circulation in the City, determined to be the newspaper reaching the largest number or persons to whom said notice is diverted, which notice shall be substantially in the form of Exhibit A attached hereto.

3. That the City, pursuant to Section 1.150-2 of the Treasury Regulations promulgated pursuant to the Internal Revenue Code of 1984, as amended, declares its intent to reimburse itself the costs of all or a portion of the Improvements from proceeds of the Bonds.

4. That a copy of this resolution shall be available for public inspection at the office of the City Clerk at City Hall, 301 E. Main Street, Lowell, Michigan or a copy will be sent to the requester upon request to the City Clerk by telephone at 616-897-8457.

5. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of such conflict.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: September 7, 2021

Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on September 7, 2021, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have affixed my official signature this 7th day of September, 2021.

Susan Ullery, City Clerk

EXHIBIT A

CITY OF LOWELL KENT COUNTY, MICHIGAN

NOTICE OF INTENT TO ISSUE BONDS TO ELECTORS AND TAXPAYERS OF THE CITY OF LOWELL, KENT COUNTY, MICHIGAN SECURED BY THE REVENUES OF THE CITY'S SEWER SYSTEM AND THE RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE THAT THE CITY OF LOWELL (the "City") intends to issue revenue bonds in a maximum amount of not to exceed \$6,000,000.

The bonds shall be used for the purpose of paying all or a portion of the costs of improvements and renovations to the sewer system along Washington Street and Monroe Street in the City.

The bonds, to be issued in one or more series, shall mature within the maximum term permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law. The bonds shall be issued pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended ("Act 94").

SOURCE OF PAYMENT

The principal of and interest on the bonds shall be payable from the revenues derived from the operations of the City's sewer system and shall not constitute a general obligation of the City nor an indebtedness of the City within any constitution, statutory and charter limitation.

RIGHT OF REFERENDUM

The bonds will be issued without a vote of the electors of the City approving said bonds unless within 45 days from the date of publication of this notice, a petition signed by not less than 10% of the registered electors residing within the limits of the City, shall have been filed with the City Clerk requesting a referendum upon the question of the issuance of the bonds, then the bonds shall not be issued until approved by the vote of a majority of the electors of the City qualified to vote and voting thereon at a general or special election.

This notice is published pursuant to the requirements of Section 33 of Act 94.

Susan Ullery
City Clerk

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

RESOLUTION NO. 15-21

**RESOLUTION AUTHORIZING THE PUBLICATION OF A NOTICE OF
INTENT TO ISSUE BONDS IN CONNECTION WITH THE ISSUANCE OF
WATER SYSTEM REVENUE BONDS PURSUANT TO ACT 94 OF THE
PUBLIC ACTS OF MICHIGAN OF 1933, AS AMENDED, AND
DECLARING INTENT OF THE CITY TO REIMBURSE ITSELF FOR THE
COSTS OF IMPROVEMENTS**

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following resolution:

WHEREAS, the City of Lowell intends to finance all or a portion of the costs of the improvements and renovations to the water system along Washington Street and Monroe Street (the “Improvements”) by the issuance of one or more series of revenue bonds (the “Bonds”) in an amount not to exceed \$3,500,000, pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended (“Act 94”); and

WHEREAS, it is necessary to publish a notice of intent to issue bonds for the Bonds pursuant to Section 33 of Act 94; and

WHEREAS, the City desires to express its intent to reimburse itself the cost of all or a portion of the costs of the Improvements from proceeds of the Bonds.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That a notice of intent to issue bonds for the Bonds in an amount not to exceed \$3,500,000, shall be published in accordance with Section 33 of Act 94.

2. That the City Clerk is authorized and directed to publish the notice of intent to issue bonds in *The Lowell Ledger*, a newspaper of general circulation in the City, determined to be the newspaper reaching the largest number or persons to whom said notice is diverted, which notice shall be substantially in the form of Exhibit A attached hereto.

3. That the City, pursuant to Section 1.150-2 of the Treasury Regulations promulgated pursuant to the Internal Revenue Code of 1984, as amended, declares its intent to reimburse itself the costs of all or a portion of the Improvements from proceeds of the Bonds.

4. That a copy of this resolution shall be available for public inspection at the office of the City Clerk at City Hall, 301 E. Main Street, Lowell, Michigan or a copy will be sent to the requester upon request to the City Clerk by telephone at 616-897-8457.

5. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of such conflict.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: September 7, 2021

Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on September 7, 2021, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have affixed my official signature this 7th day of September, 2021.

Susan Ullery, City Clerk

EXHIBIT A

CITY OF LOWELL KENT COUNTY, MICHIGAN

NOTICE OF INTENT TO ISSUE BONDS TO ELECTORS AND TAXPAYERS OF THE CITY OF LOWELL, KENT COUNTY, MICHIGAN SECURED BY THE REVENUES OF THE CITY'S WATER SYSTEM AND THE RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE THAT THE CITY OF LOWELL (the "City") intends to issue revenue bonds in a maximum amount of not to exceed \$3,500,000.

The bonds shall be used for the purpose of paying all or a portion of the costs of improvements and renovations to the water system along Washington Street and Monroe Street in the City.

The bonds, to be issued in one or more series, shall mature within the maximum term permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law. The bonds shall be issued pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended ("Act 94").

SOURCE OF PAYMENT

The principal of and interest on the bonds shall be payable from the revenues derived from the operations of the City's water system and shall not constitute a general obligation of the City nor an indebtedness of the City within any constitution, statutory and charter limitation.

RIGHT OF REFERENDUM

The bonds will be issued without a vote of the electors of the City approving said bonds unless within 45 days from the date of publication of this notice, a petition signed by not less than 10% of the registered electors residing within the limits of the City, shall have been filed with the City Clerk requesting a referendum upon the question of the issuance of the bonds, then the bonds shall not be issued until approved by the vote of a majority of the electors of the City qualified to vote and voting thereon at a general or special election.

This notice is published pursuant to the requirements of Section 33 of Act 94.

Susan Ullery
City Clerk

Memorandum



DATE: August 31, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: Hillside Court Revisited

PUBLIC WORKS

As was requested by City Council, we have met with the residents of the west end of Hillside Ct. and obtained their input for potential changes to their street. On August 24th we met with the residents. We mailed out seven invitations to the meeting and six of the parcels were represented. The meeting went well as information was shared and input received. The group was informed their feedback would be presented to the City Council at the September 7th regular City Council meeting.

At the start of the meeting we went over the July 15th memo, discussing the background of the memo and the different options that could be considered. Mr. Thompson said the existing turn-around was a mud area in 2016 and the DPW filled it in with gravel/millings to help the situation. He said he felt the millings were put in to help with the mud and not to create a turn-around. Because of the location where the gravel/millings were placed, and the proximity of the end of the existing driveways at the end of the street, this gravel/milling area has become the turn-around for this portion of Hillside Ct.

When asked which option from the 6+ options presented would be preferred, the majority in attendance felt the installation of a new road, including addressing drainage and with a full sized cul-de-sac at the end of the right-of-way would be the best choice. There were comments made at how the garbage trucks had to back out of this portion of Hillside Ct. and some school buses would not travel to the end as there is no place for them to turn around. Concern was also brought up on not having sufficient room for delivery trucks and emergency vehicles (fire trucks) to maneuver at the end of the existing street.

We had further discussions on the current 7-year paving plan, and that it does not include Hillside Ct. As was pointed out, there are many City streets not included within the current 7-year plan. It was explained the plan was developed knowing there would be property owners who felt their street was the worse in town and should be included in the current plan. There are many City streets in disrepair, however, our current funding does not provide enough funds to do every street at this time. It was mentioned Hillside Ct. could be discussed for inclusion within the next 7-year plan, or could be done within the next year if the cost was to be special assessed to the adjacent properties in this section of Hillside Ct. All residents in attendance did not feel they should be special assessed for this street, for various reasons.

The group had a good discussion on street funding. The funding of the 7-year plan was explained, including the current funding of streets by the State of Michigan, as was the decision of City Council on how they will be utilizing future marijuana funding received from the State. As the City is only into the second year of resurfacing streets, and only the second year of the marijuana funding, the overall plan and its financing are still being reviewed to be sure the City is able to meet the expectations of the 7-year plan. We expect to be making this review regularly and adjusting the plan accordingly.

From our discussions the group came to the conclusion that any street improvement project for Hillside Ct. would not take place in 2021. While they would like to see their street reconstructed, they discussed what could be done to the current situation to make improvements today, before the end of the current construction season.

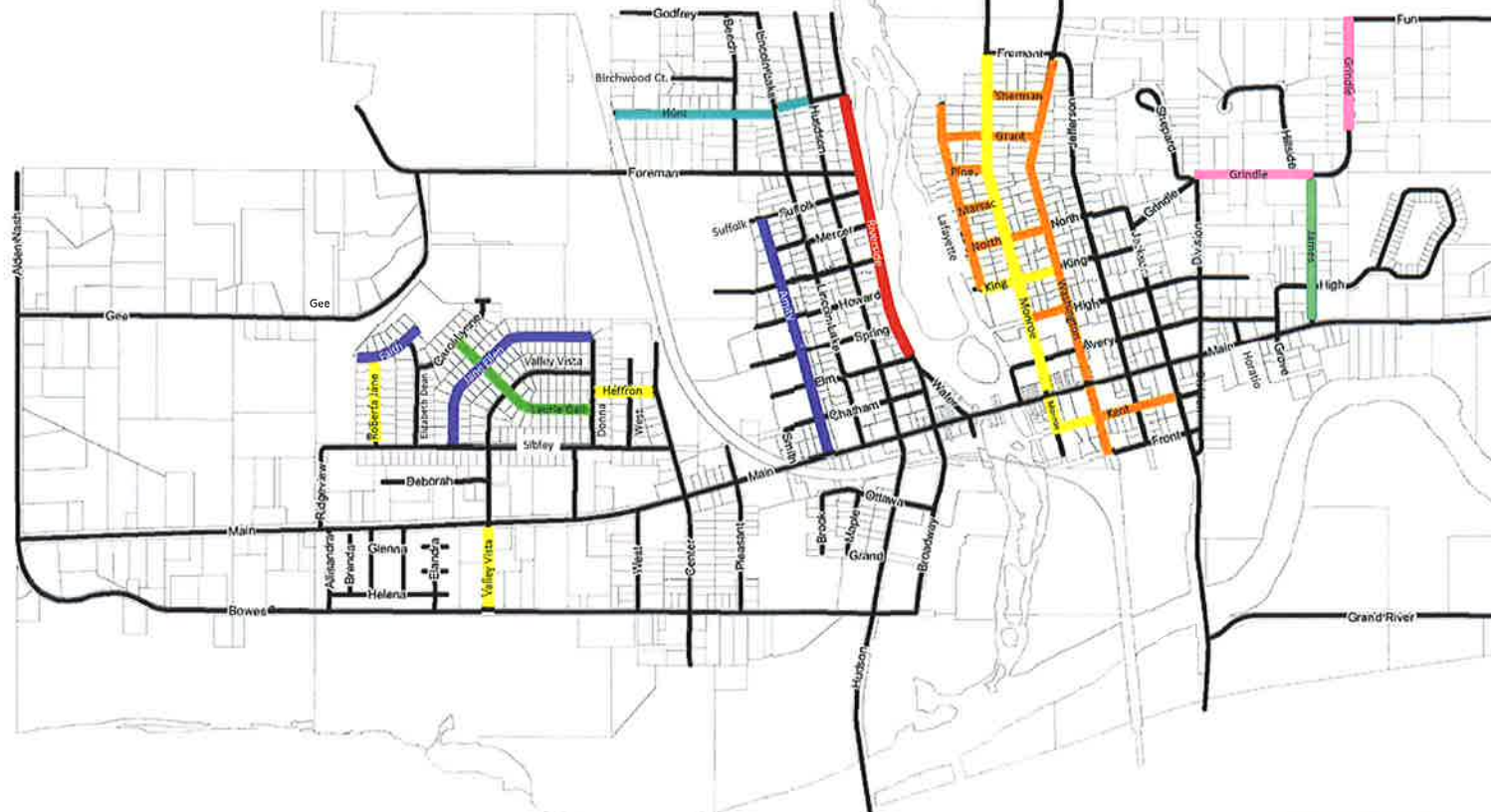
The dust situation was brought up. We were informed there is a health issue for a resident at the end of the street where elimination of the dusty gravel/millings would greatly help them. Covering the gravel/millings area with asphalt could be a temporary repair to allow more time for the planning of a more permanent solution. At the time of preparing options for Hillside Ct. improvements, we did suggest paving a 24 ft. by 40 ft. area of the existing turn-around. While this would not provide a solution for emergency vehicles, busses or garbage trucks, it should help to reduce the dust that is being experienced. It would also provide a solid area for smaller vehicles to maneuver around the end of the street pavement in this area. We have estimated the cost for paving to be approximately \$7,500. This does not include any paving of the existing street surface. We would obtain quotes to have the paving work be performed by a paving contractor who has the proper equipment and expertise to do this work. Depending on the availability of a contractor, we would try hard to have this completed before December.

I am expecting several of the residents of Hillside Ct. to be in attendance at the City Council meeting to help further discuss their thoughts on this matter.

1 inch = 1,000 feet



2021-2027 Street Improvement Areas



2021	
2022	
2023	
2024	
2025	
2026	
2027	

<u>YEAR</u>	<u>PROJECT</u>	<u>Eng. Estimate</u>	<u>\$200/ft ESTIMATE</u>
2021-22	JANE ELLEN *AWARDED	\$ 294,000.00	
2021-22	AMITY (50% FUNDED BY CDBG AND 20% DDA) *AWARDED	\$ 361,832.00	
2021-22	VALLEY VISTA (DDA)	\$ 244,625.00	\$ 145,000.00
2021-22	HEFFRON, FAITH, ROBERTA JEAN	\$ 198,975.00	\$ 186,500.00
2022-23	HEFFRON, FAITH, ROBERTA JEAN	\$ 198,975.00	\$ 186,500.00
2022-23	*MONROE INFRASTRUCTURE PROJECT*	\$ 3,840,000.00	
2022-23	MONROE/WASHINGTON CROSSOVERS	\$ 317,626.00	\$ 525,000.00
2023-24	*WASHINGTON INFRASTRUCTURE PROJECT*	\$ 3,510,000.00	
2023-24	LAFAYETTE/MONROE CROSSOVERS LAFAYETTE	\$ 660,760.00	\$ 525,000.00
2023-24	KENT STREET WASHINGTON TO JACKSON (MAJOR)	\$ 152,504.00	\$ 160,000.00
2024-25	RIVERSIDE ELM TO HUNT (WILL SEEK CDBG FUNDING FOR 50%)	\$ 514,000.00	\$ 500,000.00
2025-26	GRINDLE (Division to James & Reagan Property to Fun St.)	\$ 400,000.00	\$ 400,000.00
2026-27	HUNT Hudson to cul de sac	\$ 427,482.00	\$ 354,400.00
2027-28	JAMES	\$ 295,528.00	\$ 262,500.00
2027-28	LAURIE GAIL	\$ 358,216.00	\$ 290,000.00

* Monroe & Washington water and sewer project funded by USDA

Memorandum



DATE: July 15, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Hillside Ct.

I was contacted by Mr. William Thompson, 720 Hillside Ct. He wanted to inform me he was getting ready to remove the gravel turn-around on Hillside Ct. and replacing it with grass. He said he previously received permission to do so from the City Manager and the previous Public Works Director in January 2019. I met with Mr. Thompson on July 9th and we discussed what he is intending to do. He claims the gravel turn-around is creating too much dust and causing his daughter to power wash her house (address 835 Hillside Ct.). By removing the gravel and replacing it with grass Mr. Thompson said he feels this would resolve the dust problem. The platted street layout can be seen in picture #1. FYI, in 2011 the eastern portion of Hillside Ct. was reconstructed with rolled curb along the edge to help alleviate a drainage problem.

Currently, the street portion of Hillside Ct. in this vicinity is pavement with many potholes (see picture #2). There are some locations that allow water to pond. These ponding areas could be remedied with some grading of the road edge to allow the water to flow off the street and onto the existing grass. The current pavement width varies between 15ft and 18ft wide. While there is a platted right-of-way (ROW) through this area, the street was not properly constructed. There is room for a cul-de-sac at the end of the ROW, but the street was never installed to the end of the ROW and the cul-de-sac was never built (see picture #1).

The current turn-around is gravel/dirt and is adjacent to where most of the driveways all come together (see picture #3). The current turn-around functions well for smaller vehicles, and larger personal vehicles can easily navigate it utilizing a three-point turn. Some people most likely use a driveway to turn around. Garbage trucks appear to back out of the street instead of turning around. I was informed the snow plow operators turn around in the area provided having to back up several times to turn around. The current turn-around has been constructed all within the street ROW (see picture #4).

If Mr. Thompson were to remove the existing gravel/dirt as he proposes, this will take away the location most vehicles utilize for turning around. Without an area for turning around I would expect vehicles to utilize existing driveways. There are several options that could be considered to make improvement to this area. However, several of the options have an expense that needs to be considered.

Improvement Options

Improvement at this location of Hillside Ct. have been brought up several times in the past, the most recently in 2018. At that time the City Engineer was asked for cost estimates to install a full-blown cul-de-sac and address drainage. He provided two options for this work. His information for Option #1 and Option #2, plus additional background information is attached.

After discussions with Mr. Thompson on his desire to remove the existing turn-around area and replace it with grass, several other options have come up that could be considered. These options are listed below. It should be noted there have been no funds earmarked for any of these proposed work options in the current fiscal year budget.

The following options could be considered:

1. Installation of a new street at proper construction specifications and dimensions, including installation of the cul-de-sac at the end of the street in the available ROW location. This should provide the necessary elements for the street, including turning around, especially for garbage trucks and fire trucks. The estimated cost for this in 2018 was \$272,000.
2. Installation of a new street at proper construction specifications and dimensions, including installation of a new cul-de-sac at the location where most of the existing driveways come together (the cul-de-sac would be relocated about 160ft northeast of the original proposed ROW cul-de-sac area, see Option #2 drawing). While this too would provide the necessary elements for the street and turn-around, the City would need to obtain additional ROW to install a full turn-around. The estimated cost in 2018 for this construction work, and not including any costs to obtain additional property, was \$222,000.
3. Vacate the portion of Hillside Ct. from the top of the hill to the west and allow the current property owners to utilize this area as a private street (see attached Option #3). This would allow the property owners to make their own determination on how this portion of street would be treated.
4. Allow Mr. Thompson to remove the existing gravel/dirt turn-around and install grass, not leaving an area for vehicles to turn around. This would cause motorists to either back up out of this stretch of street or utilize driveways to turn around. There are currently several streets in Lowell that are configured in this manner, however, most have slightly larger paved areas and some have curbs to keep vehicles from driving onto the grass. These dead ends include High St., S. Center St., Beech St., N. West St., and both ends of Faith St. It should be noted the north end of Lafayette St. has a small cul-de-sac that has been constructed wholly within the 49.5-ft ROW on this street.
5. Allow Mr. Thompson to remove the existing gravel/dirt turn-around and allow him to install grass, with the City rebuilding the turn-around a short distance to the east, far enough away from the area Mr. Thompson feels is causing the dust issues. This would

leave a longer portion of street/driveway for the residents to maintain themselves as they currently do for the area west of the existing turn-around. The cost to grade and install a new gravel turn-around would be approximately \$2,500.

6. Leave the area as-is and do not allow Mr. Thompson to do anything with this area of Hillside Ct. ROW.

In addition to the listed options, to help improve the ROW at the existing turn-around, the City could plant 3-4 evergreen trees (\$150/tree +/-) along the southwest perimeter of the turn-around area to help filter the dust. As the trees grow larger the tree branches would provide more privacy and would help to collect dust blowing in the direction of the house. The City could also pave the existing turn-around area. The City could also pave the existing turn-around area. A 24ft by 40ft paved area on the existing gravel/dirt would cost approximately \$7,500.

Mr. Thompson would like to move forward with his project, however, at this time he has been put on hold until City Council can have time to consider options. With these options in mind, **City staff is requesting input from City Council on the direction they would like to see taken for the west portion of Hillside Ct.**

Picture #1



This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended.

Printed 7/15/2021 12:07:48 PM

PICTURE #2



PICTURE #3



PICTURE #4



williams&works

engineers | surveyors | planners

October 25, 2018

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

RE: Hillside Court Street & Drainage Improvements Estimate

Dear Mr. Burns:

At your request, we have prepared a preliminary estimate of costs for the construction of road and drainage improves to the northern east-west portion of Hillside Court. This estimate was performed using Google Earth and approximate topographic information from Kent County's accessKent site.

The assumptions included in this estimate include:

- Replacement of the existing pavement from the north end of Hillside Court to the west. (This ranges from 440 ft. to 600 ft. depending on the location of the cul-de-sac)
- Pavement Width = 22 ft.
- Pavement Thickness = 3.5 inches
- Cul-de-sac Diameter = 60 ft.
- Existing Street right-of-way (R.O.W.) = 60 ft.
- Existing Cul-de-sac right-of-way (R.O.W.) = 120 ft.
- Assumes cross section of the street would be graded from north to south and a 6 inch concrete curb and gutter section would be installed on the south side of the street only, to collect stormwater.
- Stormwater would be collected in a 12 inch storm sewer. The stormwater would be directed to the N/S portion Hillside Court via the 12 inch stormsewer, flowing to the ditch on the N.E. side of Grindle via a new 12 inch stormsewer placed on the west side of the N/S portion of the street.

Mr. Burns
October 25, 2018
Page 2 of 2

Two options for the placement of the street and cul-de-sac were evaluated. The attached figures illustrate the options.

Option 1

The first option assumes that the cul-de-sac would be placed in the location defined by the current street R.O.W. and requires the longest street section of the two options at 600 feet from the N/S intersection. No changes to the R.O.W. would be required if this option is selected.

Option 1 Estimated Project Cost = \$272,000 (includes contingencies, engineering)

Option 2

The second option is less expensive as it assumes that the cul-de-sac would be placed approximately 440 feet west of the N/S intersection. In this option, 4 properties would extend their driveway to the cul-de-sac. This would require abandonment of the existing R.O.W. to the west of the new cul-de-sac and creation of a new R.O.W. to allow for the new cul-de-sac. To minimize impact on the adjacent properties, the cul-de-sac R.O.W. could be reduced to a diameter of 100 ft. .

Option 2 Estimated Project Cost = \$222,000 (includes contingencies, engineering)

Again, these estimates are preliminary and a detailed survey and design would be necessary to be more specific given the unique circumstance of this area.

We are available to meet at any time to discuss our assumptions and the resulting estimates.

Sincerely,

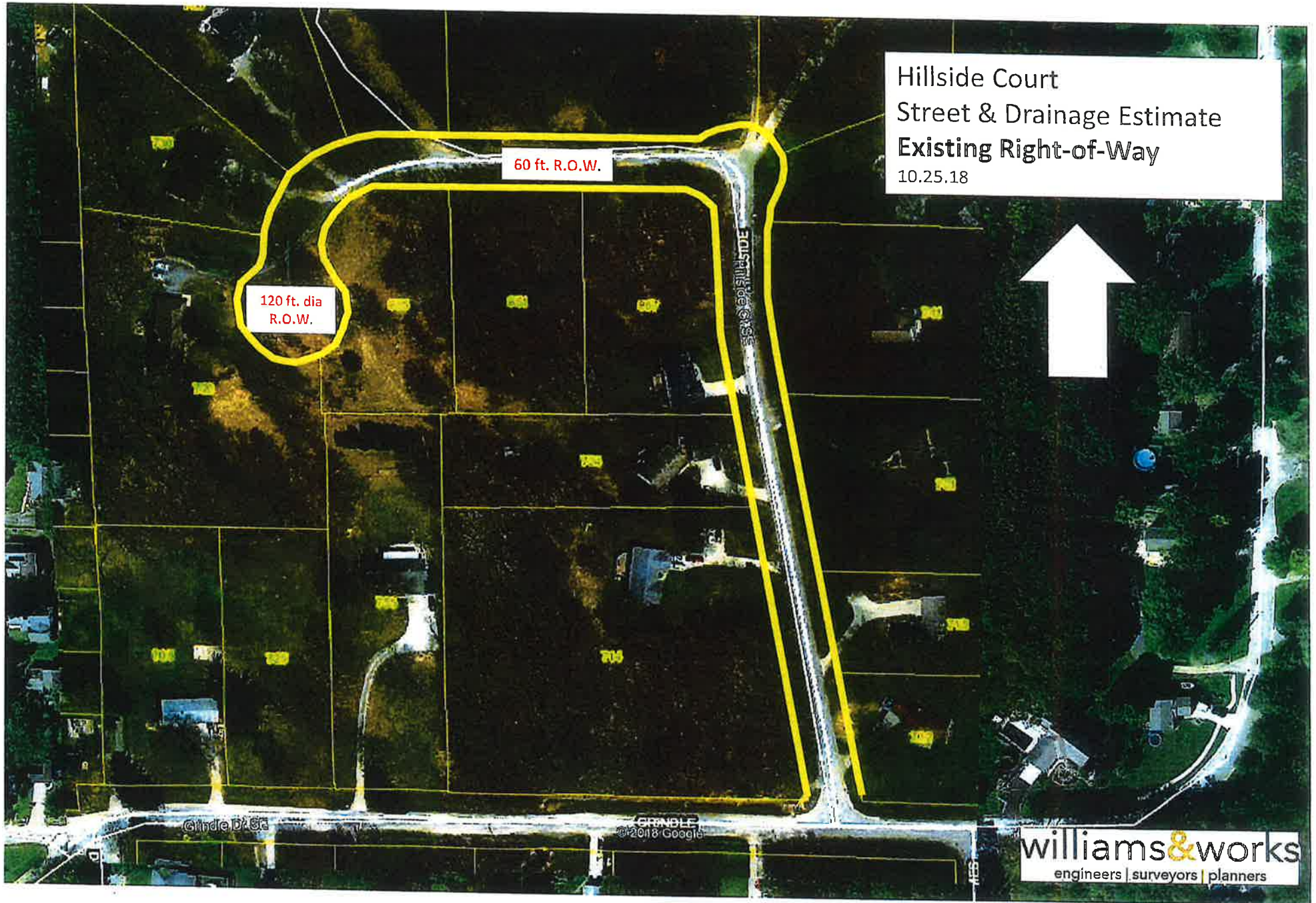
Williams & Works



David Austin, P.E.

attach:

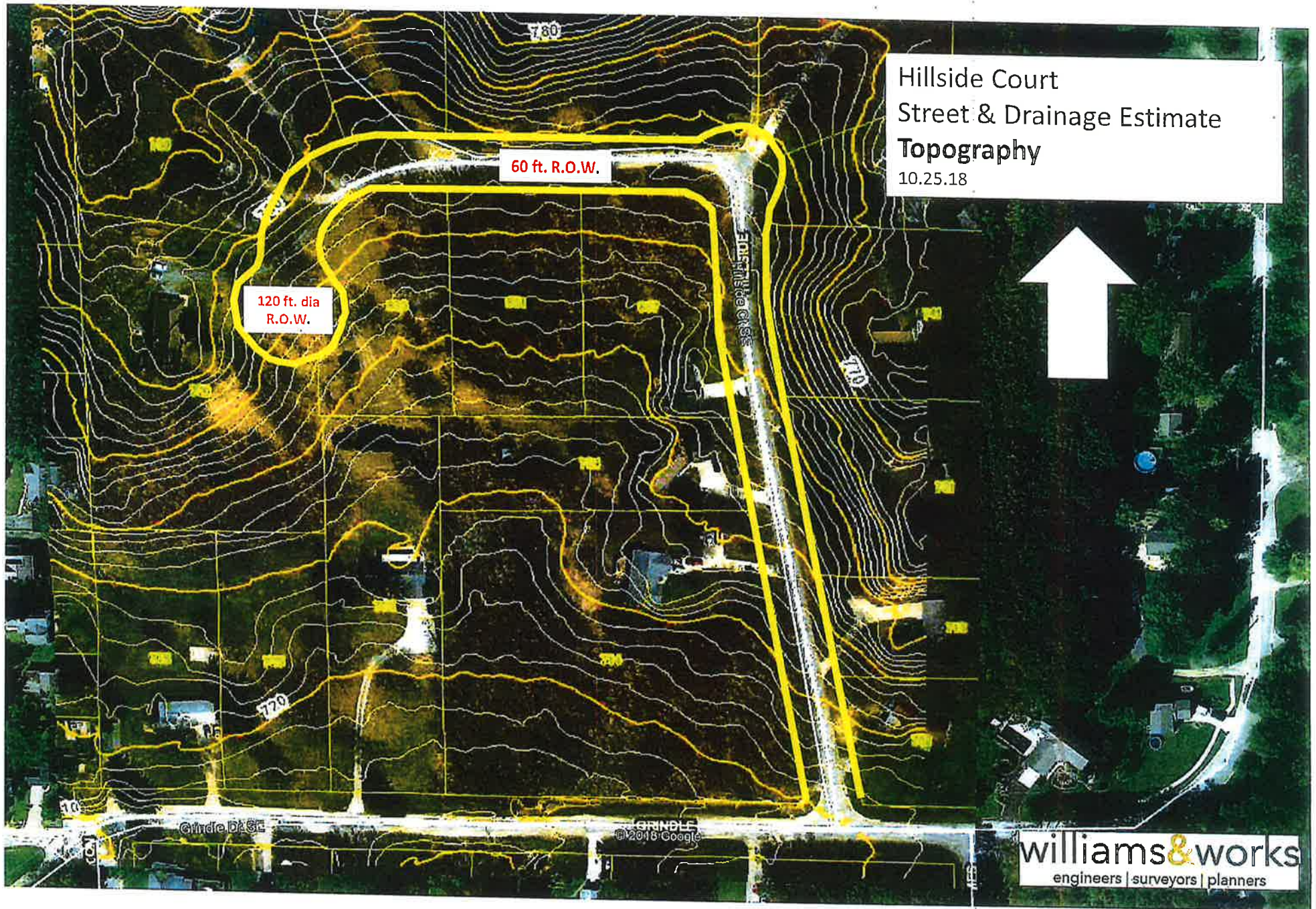
cc: Rich LaBombard – City of Lowell



Hillside Court
Street & Drainage Estimate
Existing Right-of-Way
10.25.18



williams&works
engineers | surveyors | planners



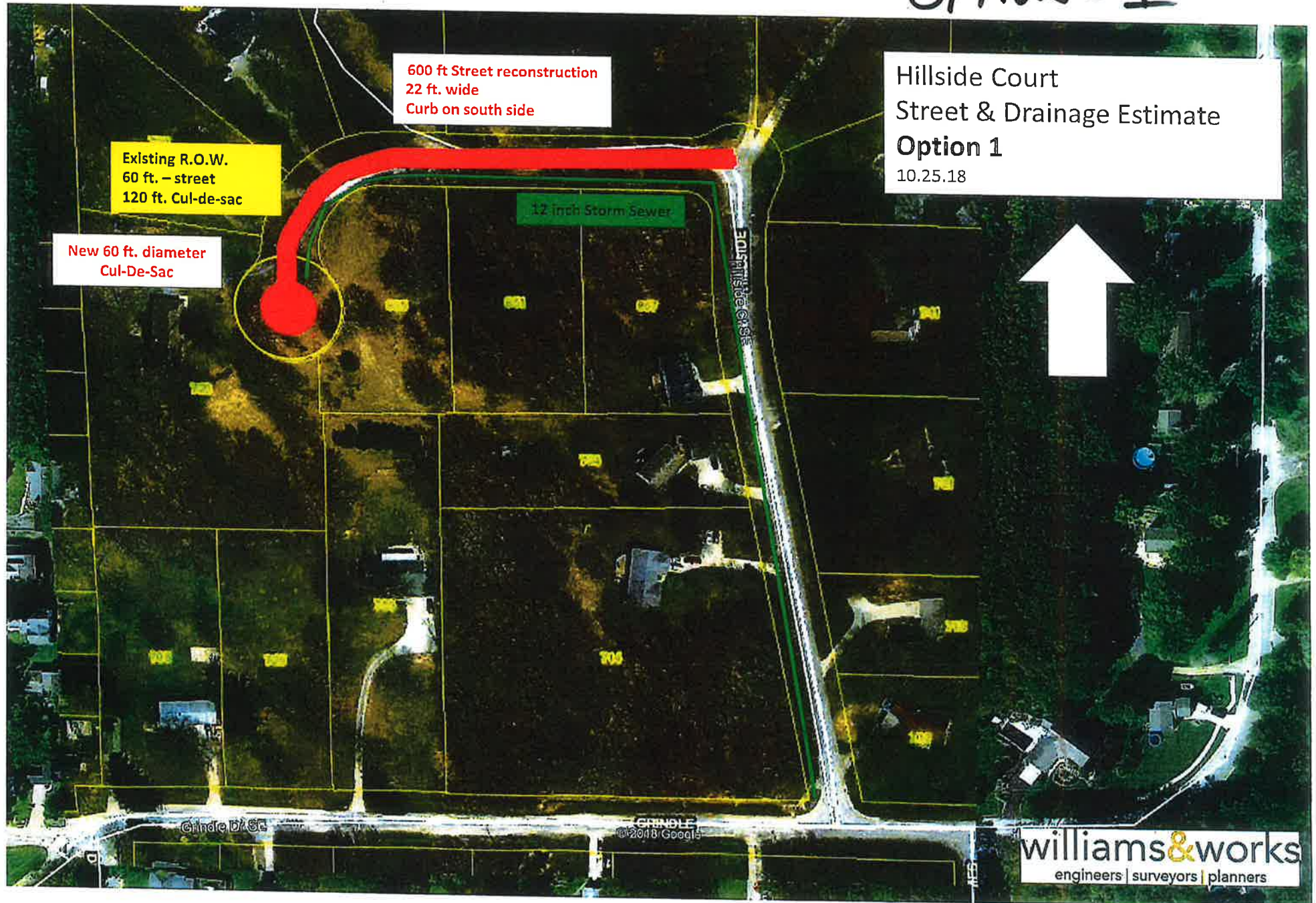
Hillside Court
Street & Drainage Estimate
Topography
10.25.18

60 ft. R.O.W.

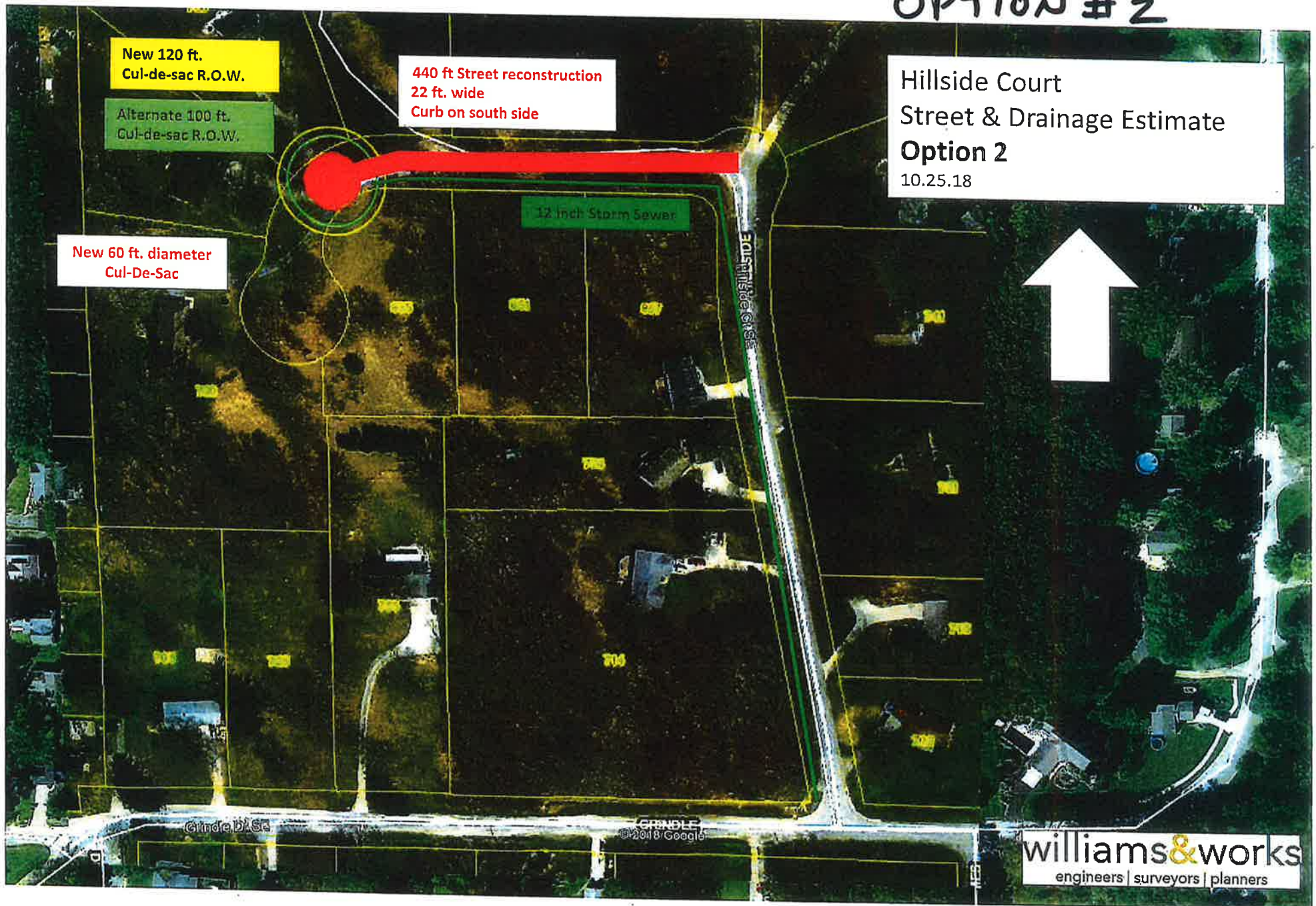
120 ft. dia
R.O.W.

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OPTION #1



OPTION #2



HILLSIDE COURT

OPTION # 3 - VACATE PORTION OF STREET



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Printed 7/15/2021 12:07:48 PM

Police Department

Christopher Hurst
Chief of Police



September 7, 2021

To: Mayor Devore and the Lowell City Council

From: Christopher Hurst
Chief of Police

Re: TIMS Records Management
(Talon Incident Management System)

Attachments: TIMS Features
Talon Invoice for 2021
TIMS Quote

The Lowell Police Department currently uses and pays for the State Records Management System (SMRS). SMRS is a service invented, maintained, and provided by the Michigan State Police. The SRMS is offered to law enforcement agencies to complete and maintain department incident reports. The data is transmitted via secure lines to Saginaw for storage.

The SRMS is adequate at best for our department. We can enter and retrieve data, search the system for names, addresses, and incidents. We use the SRMS to print reports for other agencies, courts, and the prosecutor's office. The SRMS is only available to our officers in the department on a desktop and cannot be used on the cruiser laptop. We pay \$1,600.00 per year for SRMS.

Lowell PD also subscribes to a program called TALON. TALON is the program officers use to run checks on names, property, and vehicles. TALON is the LEIN connection for the officer. It allows us to check for warrants, stolen vehicles, and stolen property. The TALON program is a sub-program of Talon Incident Management System (TIMS). The cost of our TALON subscription is \$1,075.00 per year.

A third program that Lowell PD uses Lexis-Nexis E-citation/E-crash. This program allows officers to electronically issue citations with the ability to print off the citation to the violator. The citation or crash report is electronically sent to the court or to the State, saving the department time and postage for delivery to each agency. The cost of E-Citation/E-Crash is \$572.00 (\$143 x 4 cars) per year.

The surrounding agencies such as Kent and Ionia Counties, Sparta PD, Rockford PD and EGR DPS, use the records management program called TIMS (Talon Incident Management System). TIMS is a much more capable system with many features not offered by SRMS. For the duration of my existence at the Lowell

Police Department, we have never had the capability of starting/completing reports in our cruisers. Because SRMS could not be installed in our cruisers, your patrol officers must return to the station and complete all reports on a desktop, taking them off the street. With TIMS, the officer can remain out in the public and complete a simple report from their car. Please see the attached "TIMS Features" document to view specific features and surrounding agencies that subscribe to TIMS.

TIMS will be helpful from an administrative standpoint in its ability to track statistics from traffic stops, crime reports overall, or specific crime reports with a report feature not available from SRMS. TIMS will interface with the Kent County CAD (Computer Aided Dispatch), keeping response, arrival, and clear times accurate. Since TIMS is used by the surrounding agencies, Lowell PD will have limited information sharing amongst these departments, something we are currently missing with SRMS. Core Technology, the company that created TIMS, has been around for nearly 40 years and is used by many departments in Michigan and Wisconsin.

Core Technology has 2 redundant secure servers with 128 bit FIPS encryption as well as a secondary site back up. Having that type of security is necessary to keep CJIS data secure per FBI rules. Keeping our data off site will limit our data from being hacked or attacked by hackers or ransomware.

TIMS also interfaces with Talon and has the ability to connect with the E-Citation/E-Crash programs (for an additional fee \$750 per program). There will be a time saving aspect with TALON to TIMS, saving officer report writing time by allowing some data to be moved from program to the next. We are holding off on spending the extra \$1500 for the E-Crash/E-Citation aspect to determine if we will need that. If we decide we need the E-Crash/E-Citation down the line, it is available as an additional option.

Cost Comparison:

Staying with SRMS:

SRMS	\$1,600.00/yr
Talon	\$1,075.00/yr
E-Citation	\$ 572.00/yr

Total \$3,247.00/yr

Switching to TIMS:

TIMS	\$3,500.00/yr
Talon	\$1,075.00/yr
E-Citation	\$ 572.00/yr

Total \$5,147.00/yr

This is an increase of \$1,900.00 per year to the cost of maintaining our records management system. We have not had to pay for E-Crash/E-Citation for past 10 years as the company has been bought and sold several times and the paperwork/billing never got sent to Lowell PD. Going forward we will have this added expense.

Initial Startup cost:

In order to have TIMS installed, there is a one-time set up and licensing fee of \$4,000.00 (a \$180.00 discount for pre-pay). This pays for getting all cruiser laptops and department desktops connected and licensed with TIMS. This will allow officers to complete reports anywhere in the department as well as administrative personnel to access TIMS for statistical data.

Paying for it:

Currently the Lowell Police Department has monies in our salvage line item to pay to have the TIMS installed at our department and in our cruisers. The initial one-time fee for set up and the first year's subscription will cost the department \$7,500.00 (\$4,000 Install + \$3,500 1st year subscription). See the attached quote from CORE Technology.

The Lowell Police Department is asking the council's permission to spend the amount not to exceed \$7,500.00 to have the Talon Incident Management System licensed/installed in our department and police cruisers, and for the first year's subscription to TIMS.

TIMS Features

- Complete Records Management Software
 - Wizard to guide the data entry process
- Built on Talon
 - LEIN can populate RMS to save time/avoid duplicate entry
 - Familiar look and feel for existing Talon users so very intuitive to use
- MICR Compliant
 - Can schedule MICR to automatically submit to MSP to avoid manual submission
- CAD Import
 - Start incident with data from CAD to save time/avoid duplicate entry
- Narrative templates to make report writing easier and not forget anything
 - Based on the MSP report writing handbook
- Includes Property/Evidence Management
 - Chain of Custody
 - Printing of barcode labels
- Can interface with Prosecutor's Karpel system to electronically submit reports to Prosecutor
- Can attach photos and documents
- Provides extensive searching
 - Wildcard searches for difficult person and/or street names
- Provides extensive reports
- Includes Dashboard for high level visual of top crimes
- Agency can customize pull down menus
 - Categories and Descriptions
 - Local Use Fields to track agency specific codes
- Bike Registration
- Ticket Storage (manual entry)
- Activity Logs – department wide police plotter
- **Excellent Reputation for Quality Technical Support**

TIMS Agencies

150 agencies use TIMS. Most are in Michigan and 25 in Wisconsin. Agency sizes vary from 1 sworn officer to 250 Sworn.

Nearly all agencies in Kent County use TIMS:

Kent County Sheriff (250 sworn)

Wyoming PD (83 sworn)

Walker PD (36 sworn)

Grandville PD (24 sworn)

East Grand Rapids DPS (27 sworn)

Rockford DPS (11 sworn)

Sparta PD (7 sworn)

Grand Rapids Community College PD (13 sworn)

Gerald R Ford Airport Police

Nearby Agencies:

Hastings

Ionia

Portland

Belding

Greenville

Lakeview

Newaygo

Grant

RECEIVED AUG 23 2021



at the center of connectivity
Remit To: Core Technology Corporation
PO BOX 74008484,
Chicago,
IL 60674-8484

Invoice
Date
Page

CORMN0000243
8/25/2021
1 of 1

Bill To

Lowell Police Department
111 North Monroe
Lowell, MI 49331
US

Ship To

Lowell Police Department
111 North Monroe
Lowell, MI 49331
US

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	LOW3000		LOCAL DELIVERY	MN OCT

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	Annual CORE Technology Maintenance CANCELLATION POLICY (updated Feb 2021): Cancellations and changes must be received 30 days PRIOR to the start of the maintenance term. Any notices received after will require a 3 month minimum term. Email to: AR@CoreTechCorp.com We appreciate your business!	US\$0.00	US\$0.00
1.00	CORE-MOBILE	Talon Desktop Client (5): October 2021 to September 2022	US\$1,075.00	US\$1,075.00

EXTENSION CK'D

ACCT. NO.

APPR. BY

DATE PD

Annual Software Support Includes:

Unlimited telephone support (M-F, 8:00am to 5:00pm EST, excluding holidays), Internet Support, FTP
Support & Product Updates Phone 800-338-2117 ext. 0

Invoice Questions? Please call 1-888-847-7747 ext. 2525; or email us at ar@coretechcorp.com

Subtotal	US\$1,075.00
Misc	US\$0.00
Tax	US\$0.00
Freight	US\$0.00
Trade Discount	US\$0.00
Total	US\$1,075.00



Quotation/Order Form

Quote #: CORE-00001696
Quote Date: August 20, 2021
Expiration Date: September 30, 2021

Quote For: Chief Christopher Hurst
Lowell Police Department, MI

Address: 111 N. Monroe Street

City, State Zip: Lowell, MI 49331

Prepared By: Sarah Lee
Phone: (517) 256-6995
Email: slee@coretechcorp.com

Annual Subscription

PRODUCT NAME	DESCRIPTION	QTY	PRICE	LINE TOTAL
Subscription Talon Incident Management System (TIMS) Base	Subscription Talon Incident Management System (TIMS) Base Initial 5 Sworn	1	\$1,500.00	\$1,500.00
Subscription TIMS Client	Subscription TIMS Client 8 Part Time = 4 Sworn	4	\$250.00	\$1,000.00
Subscription TIMS CAD Import	Subscription TIMS CAD Import – Import from Kent County Dispatch Motorola CAD Software	1	\$1,000.00	\$1,000.00
SUBTOTAL				\$3,500.00

One Time Service

PRODUCT NAME	DESCRIPTION	QTY	PRICE	LINE TOTAL
Core - Installation and Configuration Services	Installation and Configuration Services – TIMS Remote Training and Services	1	\$3,300.00	\$3,300.00
Core - Installation and Configuration Services	Installation and Configuration Services – CAD Import Remote Training and Services	1	\$880.00	\$880.00
SUBTOTAL				\$4,180.00

TOTAL: \$7,680.00

Less Pre-Pay Discount (\$ 180.00)

GRAND TOTAL: \$7,500.00

- **Basic Subscription and Annual Maintenance provides access to our support services Monday through Friday 8 am to 5 pm. 24/7 support is available for an additional fee. Please contact your sales representation for a quote.**

Terms and Conditions:

This is a price quote for the product and/or services names above, it is valid through the expiration date. Core Technology Corporation reserves the right to withdraw this price quote if it is not accepted by the expiration date.

1. This Order Authorization form incorporates by reference the following document(s) between Core and Customer:
 - o Software License Agreement; and (if applicable)
 - o Core Service Bureau terms and conditions; and (if applicable)

Memorandum



DATE: August 31, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: EGLE Administrative Consent Order

On July 27, 2021, City staff met with Mr. Wood Chooi, District Engineer for the Drinking Water and Environmental Health Division of EGLE. During June and July, Mr. Chooi had been working with Water Department staff to complete the annual water Sanitary Survey. A Sanitary Survey of the water system is a general review of the entire system, including the treatment facility and distribution system. During the review, any discrepancies or omissions are discussed and a list of follow up items is created. The City then has time to correct any issues. Because the results of these meetings have turned up a significant deficiency, EGLE has issued an Administrative Consent Order (ACO) for corrective actions to be made by the City.

During the sanitary survey review, several deficiencies were noted. Two of the deficiencies we were aware of during our budget creation, and we have already included these items in the current fiscal year budget. These include upgrading the pumps at the Northwest Pumping Station on Gee Dr. and the update of our Reliability Study. A third deficiency pointed out upgrading screens on the water storage tank rooftop vent and overflow pipe, plus the need for a tank access cover gasket.

The pump upgrades started to come into focus during the summer of 2020 as the water plant was having difficulty pumping enough water through the Northwest Pump Station into the township to meet their maximum day water use needs. We have three pumps at the station capable of pumping 200 GPM each. This gives us an output of 600 GPM or 0.864 million gallons per day (MGD) when all three are running. The township has a maximum day water use of 0.657 MGD. While we can meet the demand utilizing all three pumps, EGLE requires us to meet the firm booster pumping capacity only utilizing two pumps, with the third pump as redundancy or backup if a pump were to fail. Two pumps will provide 0.576 MGD, therefore, not meeting the pumping requirements into the township for their maximum day needs.

Knowing we had a few days where we had difficulty meeting township demands, and anticipating the township growth to continue increasing, we can see their maximum daily demand to become greater each year. Because of this we budgeted in FY 21-22 to increase the pump sizes at the northwest station. During our meeting with Mr. Chooi we discussed with him our plan to upgrade the pumps and double their size so we can provide 400 GPM in each pump, which would give us a firm booster pumping capacity of 1.153 MGD.

We have already begun obtaining information for moving forward with the pump station improvements. We have requested quotes from contractors to provide the new pumps, motors and electronics. Permitting is being reviewed. I am anticipating bring this project to City Council sometime in September for approval.

During the year we utilize the current water Reliability Study as we look at water needs and improvement projects. The book in the DPW office is dated 2015 and should have been updated in 2020. This was an oversight. When we prepared the current budget we included the update to the Reliability Study. During our meeting with Mr. Chooi we discussed the study and our plan for updating it during this fiscal year. Our engineers have indicated they can meet the ACO deadline requirements for the Reliability Study.

Previously, the City installed a 24-mesh screen on the 0.5-million gallon underground reservoir rooftop vent and overflow outlet at the water plant. It was discovered the storage tanks in the distribution system are also in need of the mesh screens being replaced, as well as a tank access hatch cover needs a gasket. These are items the water department staff will be working to correct this fall.

The inability to meet the approved finished water supply requirements for supplying water to Lowell Township is considered a significant deficiency. EGLE has determined the need to distribute an Administrative Consent Order (ACO) to document and put the City on notice to make the needed improvements to meet the water needs of the Lowell Township. The storage tank repairs and the Reliability Study are considered deficiencies and need action and have also been included in the ACO.

Upon receipt of the ACO we have been in contact with EGLE and with Mr. Chooi. We are also working with our engineers to move forward to resolve the deficiencies indicated in the ACO. We are anticipating meeting the deadlines of the ACO, provided we are able to obtain the necessary pumps, motors and electronics to complete the improvements, and this has been discussed with Mr. Chooi. The ACO does provide the ability to request an extension to the deadlines if we have issues meeting them.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



LIESL EICHLER CLARK
DIRECTOR

August 26, 2021

VIA MICHIGAN eSIGNATURE SOLUTIONS – ONESPAN

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

Dear Mr. Burns:

SUBJECT: Administrative Consent Order (ACO) ACO-399-13-2021;
City of Lowell; WSSN: 03950

Attached to this cover letter, please find a copy of a proposed ACO between the City of Lowell and the Department of Environment, Great Lakes, and Energy (EGLE), Drinking Water and Environmental Health Division (DWEHD), regarding the water supply at the City of Lowell. The compliance schedule in this ACO is meant to bring the water supply into compliance with the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399).

The DWEHD requests that Mr. Burns electronically sign the document using OneSpan no later than **September 2, 2021**. Upon notification of the signed document by you, the required authorized signature from EGLE will be secured and I will promptly notify you via execution of the ACO via electronic communication. The fully executed ACO will be available to you in OneSpan for thirty (30) days. EGLE will send a pdf of the fully executed ACO upon request. The effective date of the ACO will be the date it is signed by the Director of the DWEHD. Failure to timely enter into a binding compliance schedule, such as contained in the ACO, may result in additional enforcement action.

If you are not amenable to the terms and conditions of the proposed ACO, please do not sign the ACO in OneSpan. Please contact me at the telephone number or email address below or contact your District staff.

Since the Significant Deficiency (SD) remains unresolved until the work identified in this ACO is completed, the City of Lowell is required to provide a Special Notice in its annual Consumer Confidence Report (CCR) informing your customers of the unresolved SD and how the water supply plans to resolve this issue. This Special Notice shall be included in your CCR until the SD is resolved.

Mr. Michael Burns
City of Lowell
August 26, 2021

If you have any questions regarding the ACO, please contact me at 517-242-8328; NelsonM2@Michigan.gov; or EGLE, DWEHD, P.O. Box 30817, Lansing, Michigan 48909-8311. You may also contact Ms. Alexandra Clark, Enforcement Section Manager, Materials Management Division, at 248-752-2740; ClarkA37@Michigan.gov, or Mr. Wood Chooi, Grand Rapids District Office, at 616-430-7257; ChooiW@Michigan.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maureen Nelson', with a stylized flourish at the end.

Maureen Nelson, Enforcement Specialist
Drinking Water and Environmental Health
Division

Attachments

cc/att: Mr. Brian VanVeelen, City of Lowell (via email)
Mr. Brian Thurston, EGLE (via email)
Ms. Alexandra Clark, EGLE (via email)
Mr. Luke Dehtiar, EGLE (via email)
Mr. Wood Chooi, EGLE (via email)

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

ADMINISTRATIVE CONSENT ORDER

In the matter of:

DWEHD Order No. ACO-399-13-2021

SECTION I

FACILITY OWNER/OPERATOR

NAME City of Lowell		OWNER <input checked="" type="checkbox"/>	OPERATOR <input checked="" type="checkbox"/>
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS BUSINESS IDENTIFICATION NUMBER			
ADDRESS 301 East Main Street			
CITY Lowell	STATE Michigan	ZIP CODE 49331	
CONTACT NAME/TITLE Michael Burns, City Manager		PHONE # 616-897-8457	

FACILITY NAME AND LOCATION

FACILITY NAME City of Lowell		WATER SUPPLY SERIAL NUMBER 03950
FACILITY OWNER IF NOT IDENTIFIED ABOVE		
ADDRESS 301 East Main Street		
CITY Lowell	STATE Michigan	ZIP CODE 49331
COUNTY Kent		
CONTACT NAME Brian VanVeelen		PHONE # 616-897-5234

- 1.1 This document results from allegations by the Department of Environment, Great Lakes, and Energy (EGLE), Drinking Water and Environmental Health Division (DWEHD). EGLE alleges that the City of Lowell (Owner/Operator), owner/operator of the above-referenced facility, is in violation of the Safe Drinking Water Act, 1976 PA 399, as amended (Act 399), and the administrative rules promulgated thereunder.
- 1.2 Specific violations are referenced in the EGLE Significant Deficiency Violation Notice (SDVN) attached to this Administrative Consent Order (Consent Order) as Exhibit A. The Owner/Operator and EGLE agree to resolve the violations set forth therein through entry of this Consent Order. The Owner/Operator agrees to resolve all compliance issues set forth in Exhibit A in accordance with the requirements contained in this Consent Order. This Consent Order, in its entirety, shall consist of Section I, the attached Sections II, III, and IV, Exhibit A, and any other referenced attachments, exhibits, or appendices. This Consent Order shall be considered null and void if it does not include, at a minimum, Sections I, II, III, and IV and Exhibit A. The Owner/Operator further agrees that this Consent Order shall become effective on the date it is signed by the DWEHD Director, designee of the EGLE Director.

City of Lowell
ACO-399-13-2021

- 1.3 The Owner/Operator agrees to pay a civil fine of \$200 per day for failure to complete corrective actions as specified in Section II, Compliance Schedule, unless an extension has been approved under Section 4.14. Failure to make a timely payment constitutes a violation of this Consent Order.
- 1.4 The Owner/Operator agrees to make payment of all funds due pursuant to this agreement by certified check made payable to the "State of Michigan" and mailed to the Accounting Services Division, Cashier's Office for EGLE, P.O. Box 30657, Lansing, Michigan 48909-8157. To ensure proper credit, all payments made pursuant to this Consent Order must include "Payment Identification Number RMD90087" on the check. The Owner/Operator agrees not to contest the legality of the civil fine.

Signatories

DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Eric J. Oswald, Director
Drinking Water and Environmental Health Division

Date

I, the undersigned, CERTIFY that I am fully authorized by the party identified above to enter into this Consent Order to comply by consent and to EXECUTE and LEGALLY BIND that party to it. I further attest that all information provided herein is accurate and true.

CITY OF LOWELL

Michael Burns, City Manager

Date

SECTION II - COMPLIANCE SCHEDULE

IT IS THEREFORE AGREED AND ORDERED THAT the Owner/Operator shall take the following actions to prevent further violations of Act 399 and the administrative rules promulgated thereunder and/or to correct the significant deficiencies identified in the SDVN attached to this Consent Order as Exhibit A.

- 2.1 Not later than December 31, 2021, the Owner/Operator shall submit to EGLE, for review and approval, a draft reliability study in accordance with R 325.11203 of the Administrative Rules. At a minimum, the draft reliability study shall include a complete analysis of pumping conditions at the water supply. Pending the flow tests during high demand conditions, the hydraulic model developed for the study may be submitted with the final reliability study as specified in Paragraph 2.3., below. EGLE will notify the Owner/Operator in writing of any deficiencies of the plan.
- 2.2 Not later than January 15, 2022, the Owner/Operator shall work in cooperation with Lowell Township and submit documentation of approval and adoption of a water shortage response plan to EGLE.
- 2.3 Not later than March 31, 2022, the Owner/Operator shall submit to EGLE an approvable, final reliability study with a complete, calibrated hydraulic model.
- 2.4 Not later than May 31, 2022, before beginning any construction or modification of its water supply system, the Owner/Operator shall submit to EGLE, for review and approval, an Act 399 permit in accordance with Section 4 of the Safe Drinking Water Act (Michigan Compiled Law 325.1004).
- 2.5 Not later than October 15, 2022, the Owner/Operator shall commence construction of the approved pumping system remedy in accordance with Act 399 permit issued by EGLE.
- 2.6 Not later than November 30, 2022, the Owner/Operator shall complete construction of the pumping system remedy and be fully operational such that the supply is meeting firm capacity requirements and is in full compliance with the requirements of R 325.11204 of the Administrative Rules.

Sections III and IV of this Consent Order shall not be altered in any way, including adding or eliminating any language, striking terms or parts of terms, retyping in whole or in part, or using a different format. Any changes to this document without written approval from EGLE renders the Consent Order null and void.

SECTION III - STIPULATIONS

The Owner/Operator and EGLE stipulate as follows:

- 3.1 EGLE is authorized to enter this Consent Order requiring the Owner/Operator to comply with state law under Section 15 of Act 399.
- 3.2 The Owner/Operator consents to the issuance and entry of this Consent Order and stipulates that the entry of this Consent Order constitutes a final order of EGLE and is enforceable as such under the appropriate provisions of state law identified in this Consent Order. The Owner/Operator agrees not to contest the issuance of this Consent

Order and that the resolution of this matter by the entry of this Consent Order is appropriate and acceptable.

- 3.3 The Owner/Operator and EGLE agree that the signing of this Consent Order is for settlement purposes only and does not constitute an admission by the Owner/Operator that the law has been violated.
- 3.4 The Signatory to this Consent Order on behalf of the Owner/Operator agrees and attests that he/she is fully authorized to ensure that the Owner/Operator will comply with all requirements under this Consent Order.
- 3.5 The Owner/Operator shall achieve compliance with the aforementioned regulations in accordance with the requirements contained in Section II of this Consent Order.

SECTION IV - GENERAL PROVISIONS

The Owner/Operator and EGLE further stipulate as follows:

- 4.1 With respect to any violations not specifically addressed and resolved by this Consent Order, EGLE reserves the right to pursue any other remedies to which it is entitled for any failure on the part of the Owner/Operator to comply with the requirements of Act 399 and the administrative rules promulgated thereunder.
- 4.2 EGLE and the Owner/Operator consent to enforcement of this Consent Order in the same manner and by the same procedures for all final orders entered pursuant to the provisions of Act 399.
- 4.3 This Consent Order in no way affects the Owner/Operator's responsibility to comply with any other applicable local, state, or federal laws or regulations.
- 4.4 EGLE reserves its right to pursue appropriate action, including injunctive relief to enforce the provisions of this Consent Order, and applicable statutory fines for any violation of this Consent Order.
- 4.5 Nothing in this Consent Order is or shall be considered to affect any liability the Owner/Operator may have for natural resource damages caused by the Owner/Operator's acts or omissions at the facility. The State of Michigan does not waive any rights to bring an appropriate action to recover such damages to the natural resources.
- 4.6 In the event the Owner/Operator sells or transfers the facility, he/she shall advise any purchaser or transferee of the existence of this Consent Order in connection with such sale or transfer. Within 30 calendar days, the Owner/Operator shall also notify the DWEHD District Supervisor, in writing, of such sale or transfer, the identity and address of any purchaser or transferee, and confirm the fact that notice of this Consent Order has been given to the purchaser and/or transferee. The purchaser and/or transferee of this Consent Order must agree, in writing, to assume all of the obligations of this Consent Order. A copy of that agreement shall be submitted to the DWEHD District Supervisor within 30 days of assuming the obligations of this Consent Order.
- 4.7 The provisions of this Consent Order shall apply to and be binding upon the parties to this action and their successors and assigns.

- 4.8 This Consent Order constitutes a civil settlement and satisfaction as to the resolution of the violations specifically addressed herein; however, it does not resolve any criminal action that may result from these same violations.

Reporting

- 4.9 The Owner/Operator shall make all submittals and written notifications required by this Consent Order, to the DWEHD District Supervisor, EGLE, Grand Rapids District Office, State Office Building, 5th Floor, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, Michigan 49503-2341. The cover letter with each submittal or notification shall identify the specific paragraph and requirement of this Consent Order that the submittal or notification is intended to satisfy.
- 4.10 The Owner/Operator shall verbally report any violation(s) of the terms and conditions of this Consent Order to the DWEHD District Supervisor 616-307-0322 by no later than the close of the next business day following detection of such violation(s) and shall follow such notification with submittal of a written report within five business days following detection of such violation(s). The written report shall include a detailed description of the violation(s), as well as a description of any actions proposed or taken to correct the violation(s). The Owner/Operator shall report any anticipated violation(s) of this Consent Order to the above-referenced individual in advance of the relevant deadlines whenever possible.

Retention of Records

- 4.11 Upon request by an authorized representative of EGLE, the Owner/Operator shall make available to EGLE all records, plans, logs, and other documents required to be maintained under this Consent Order or pursuant to applicable laws or rules. All such documents shall be retained by the Owner/Operator for at least a period of three years from the date of generation of the record unless a longer period of record retention is required by the applicable law or its rules.

Right of Entry

- 4.12 The Owner/Operator shall allow any authorized representative or contractor of EGLE, upon presentation of proper credentials, to enter upon the premises of the facility at all reasonable times for the purpose of monitoring compliance with the provisions of this Consent Order. This paragraph in no way limits the authority of EGLE to conduct tests and inspections pursuant to Act 399 and the administrative rules promulgated thereunder or any other applicable statutory provision.

EGLE Approval of Submittals

- 4.13 For any work plan, proposal, or other document, excluding applications for permits or licenses, that are required by this Consent Order to be submitted to EGLE by the Owner/Operator, the following process and terms of approval shall apply:
- a. All work plans, proposals, and other documents required to be submitted by this Consent Order shall include all of the information required by the applicable statute and/or rule and all of the information required by the applicable paragraph(s) of this Consent Order.

- b. In the event EGLE disapproves a work plan, proposal, or other document, it will notify the Owner/Operator, in writing, specifying the reasons for such disapproval. The Owner/Operator shall submit, within 30 days of receipt of such disapproval, a revised work plan, proposal, or other document that adequately addresses the reasons for EGLE's disapproval. If the revised work plan, proposal, or other document is still not acceptable to EGLE, EGLE will notify the Owner/Operator, in writing, of this disapproval.
- c. In the event EGLE approves with specific modifications, a work plan, proposal, or other document, it will notify the Owner/Operator, in writing, specifying the modifications required to be made to such work plan, proposal, or other document prior to its implementation and the specific reasons for such modifications. EGLE may require the Owner/Operator to submit, prior to implementation and within 30 days of receipt of such approval with specific modifications, a revised work plan, proposal, or other document that adequately addresses such modifications. If the revised work plan, proposal, or other document is still not acceptable to EGLE, EGLE will notify the Owner/Operator, in writing, of this disapproval.
- d. Upon EGLE approval, or approval with modifications, of a work plan, proposal, or other document, such work plan, proposal, or other document shall be incorporated by reference into this Consent Order and shall be enforceable in accordance with the provisions of this Consent Order.
- e. Failure by the Owner/Operator to submit an approvable work plan, proposal, or other document, within the applicable time periods specified above, constitutes a violation of this Consent Order, and shall subject the Owner/Operator to the enforcement provisions of this Consent Order.
- f. Any delays caused by the Owner/Operator's failure to submit an approvable work plan, proposal, or other document when due shall in no way affect or alter the Owner/Operator's responsibility to comply with any other deadline(s) specified in this Consent Order.
- g. No informal advice, guidance, suggestions, or comments by EGLE regarding reports, work plans, plans, specifications, schedules, or any other writing submitted by the Owner/Operator will be construed as relieving the Owner/Operator of his/her obligation to obtain written approval, if and when required by this Consent Order.

Extensions

- 4.14 The Owner/Operator and EGLE agree that EGLE may grant the Owner/Operator a reasonable extension of the specified deadlines set forth in this Consent Order. Any extension shall be preceded by a written request to the DWEHD District Supervisor no later than ten business days prior to the pertinent deadline and shall include:
- a. Identification of the specific deadline(s) of this Consent Order that will not be met.
 - b. A detailed description of the circumstances that will prevent the Owner/Operator from meeting the deadline(s).

- c. A description of the measures the Owner/Operator has taken and/or intends to take to meet the required deadline(s).
- d. The length of the extension requested and the specific date on which the obligation will be met.

No change or modification to this Consent Order shall be valid unless in writing from EGLE and, if applicable, signed by both parties.

Termination

4.15 This Consent Order shall remain in full force and effect until terminated by a written Termination Notice (TN) issued by EGLE. Prior to issuance of a written TN, the Owner/Operator shall submit a request consisting of a written certification that the Owner/Operator has fully complied with the requirements of this Consent Order and has made payment of any fines required in this Consent Order. Specifically, this certification shall include:

- a. The date of compliance with each provision of the compliance program in Section II of this Consent Order, and the date any fines or penalties were paid.
- b. A statement that all required information has been reported to the DWEHD District Supervisor.
- c. Confirmation that all records required to be maintained pursuant to this Consent Order are being maintained at the facility.

EGLE may also request additional relevant information. EGLE shall not unreasonably withhold issuance of a TN.

Exhibit A
Administrative Consent Order

Enforcement Type

Significant Deficiency Violation Notice

Issue Date

August 25, 2021



GRETCHEN WHITMER
GOVERNOR

Exhibit A
STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
GRAND RAPIDS DISTRICT OFFICE

EGLE
LIESL EICHLER CLARK
DIRECTOR

August 25, 2021

Mr. Michael Burns
City of Lowell
301 East Main Street
Lowell, Michigan 49345

WSSN: 03950

Dear Mr. Burns:

SUBJECT: Significant Deficiency Violation Notice (SDVN); City of Lowell (City)
Water System Sanitary Survey (Survey)

This letter confirms the Department of Environment, Great Lakes and Energy (EGLE) staff meeting with Mr. Ralph Brecken and Brian VanVeelen on July 20, 2021 to conduct a water system sanitary survey. Also, on July 27, 2021, a meeting was conducted with Mr. Daniel Czarnecki, Public Works Director, water operators Mr. Brecken and Mr. VanVeelen, and yourself at City Hall specifically to discuss the significant deficiency violation found during the Survey. The purpose of a Survey is to evaluate the water supply system with respect to the requirements of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399). It is also an opportunity to update EGLE's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. Enclosed, is a copy of the Sanitary Survey Report (Report) for your reference.

Since the last 2017 Survey, EGLE acknowledges that the City has completed the following water facility improvements and operations:

- Installed a new SCADA system for water system monitoring and control.
- Filter media maintenance to add anthracite to the two filter units.
- Completed and certified water system vulnerability assessment required by EPA.
- Obtained fluoride grant funding to purchase a fluoride feed pump and fluoride ion meter.
- Bacteriological sampling site plan was updated in December 2020.
- Updated Emergency Response Plan in 2020.
- Continued effort in maintaining annual well pump efficiency testing with the latest test completed for all the wells in 2020.
- 24-mesh screen was installed for the 0.5 million gallon below grade concrete reservoir rooftop vent and overflow outlet.
- Replaced incorrect inline check valve to a swing check valve on the pilot control valve sensing line of the 0.8-million-gallon concrete reservoir to correct the pressure imbalance on the pilot valve sensing line that caused the altitude valve to never work properly.
- Water storage tanks were inspected within the 5-year inspection schedule.
- The high pressure district hydropneumatics tank has never been flushed and is now being put on a two to three times per year flushing schedule.
- Water system records were very well-maintained using computers to monitor and track water system operations and activities.
- A motion light sensor was installed this year for the northeast pumping station that will provide security to the area.

- Variable Frequency Drive was installed for high service pump 2 and the City has plans to install VFD for the remaining high service pumps and booster pumps.

The following table summarizes EGLE's final findings from the Survey of the water system:

Survey Element	Findings
Source	Recommendations Made
Treatment	Recommendations Made
Distribution System	No Deficiencies/recommendations
Finished Water Storage	Deficiencies Identified
Pumps	Significant Deficiency
Monitoring & Reporting	No Deficiencies/recommendations
Management & Operations	Deficiencies Identified
Operator Compliance	No Deficiencies/recommendations
Security	No Deficiencies/recommendations
Financial	No deficiencies/recommendations
Other	None

Significant Deficiencies:

Significant deficiencies represent an immediate health risk to consumers of water and indicate non-compliance with one or more Act 399 requirements. Significant deficiencies are serious sanitary deficiencies identified in water systems which include, but are not limited to, defects in design, operation, maintenance, or a failure or malfunction of the sources; treatment, storage, or distribution systems that are determined to be causing, or have the potential to cause, contamination into the public water supply (PWS).

The following are two items that the water supplier needs to do in response to the Significant Deficiency:

The water supplier can consult with EGLE staff within 30 days of receipt of the SDVN to address the significant deficiency. We shall promptly honor all requests by the water supplier for the consultation.

Significant deficiencies must be corrected within 120 days of receipt of this letter or a Corrective Action Plan, approved by EGLE, must be completed within 120 days of receipt of this letter. Failure to meet the 120-day deadline is a treatment technique violation.

During the Survey, one significant deficiency was identified:

SD1: Insufficient Water System Capacity:

Act 399 Administrative Rule R325.11204 requires a public community water supply to have sufficient capacity in the waterworks system to meet the approved finished water supply

requirements. Based on our records, the Lowell Township historical maximum day water use is at 0.657 million gallons per day (MGD). Also, the historical past ten years from 2011 to 2020 indicated a maximum day water use ranging from 0.300 to 0.657 MGD. The maximum day use information was obtained from monthly operation reports submitted by Lowell Township.

City of Lowell Gee Drive booster pump station, which serves Lowell Township, has three booster pumps and each pump has a capacity of 200 gallons per minute (gpm). Firm pumping capacity is the total pumping capacity excluding the largest capacity pump. Thus, the Gee Drive booster pump station has a firm pumping capacity of 400 gpm or 0.576 MGD. Act 399 Rule R325.11204 requirement is not complied as Lowell Township's maximum day water use at 0.657 MGD exceeded the Gee Drive pump station firm pumping capacity.

During our meeting it was our understanding that the City was aware of the Lowell Township's water demand impact on the booster pump capacity and has financially budgeted for upsizing the booster pump capacity. Also, the City's plan is to upsize the pumping capacity of each of the three pumps to 400 gpm thus increasing the firm booster pumping capacity to 800 gpm or 1.153 MGD.

In our meeting discussion regarding the timeline to begin construction to upgrade the pump, due to potential uncertainties that could delay installation to meet the 120 day constraint, we agreed that it is best that an EGLE Administrative Consent Order (ACO) be initiated to set a timeline for completing the project.

Deficiencies:

Deficiencies indicate non-compliance with one or more Act 399 requirements, which include defects in a water system's infrastructure, design, operation, maintenance, or management that cause, or may cause, interruptions to the "multiple barrier" protection system and adversely affect the system's ability to produce safe and reliable drinking water in adequate quantities.

During the Survey, two deficiencies were identified and are listed below:

D1. R 325.11118 Protection of water storage tanks; water supplies shall take reasonable precautions to protect water storage tanks from trespassers and to prevent introduction of contaminants into the distribution system or storage tanks.

The City's 0.8 million gallon (MG) above grade concrete reservoir and 0.5 MG elevated water storage tank rooftop tank vent and overflow pipe outlet does not have a 24-mesh screen. Also, the tank access hatch cover to gain entry inside the tank wet interior does not have a gasket.

A 24-mesh screen has a very small opening to prevent small particulate as well as small insects from getting inside the tank bowl. A rooftop tank vent with a 24-mesh screen must have an automated pressure-vacuum relief mechanism for when the 24-mesh screen gets frosted during the winter season. The City's elevated water storage tanks and concrete reservoir does not have a gasket on the hatch cover that allows entry to the tank wet interior. The gasket provides a tight seal to eliminate any small gaps that could allow contaminants to get inside the tank. We are asking that the above improvements be

completed by **December 31, 2021**, and if the date is not possible, please provide a reasonable date for us to consider.

D2. R325.11203(2) The water system reliability study (Study) shall be updated every five years unless the owner demonstrates that water use projections are stable, and this requirement is waived by the department.

Our records showed that the City's Study was last completed in 2014 and was not updated since. The purpose of the Study is to evaluate water system capability in capacity and hydraulics to meet current and future demands. The Study will cover water system assessment for current and projected five and 20-year periods. The due date for the draft Study to be completed and submitted to this office for review and comments is **December 31, 2021**. The completion of the Study after any necessary revisions shall be submitted to this office by **March 31, 2022**.

Recommendations:

Recommendations are suggestions the public water supply should consider, to enhance its operations and services, and to avoid future deficiencies.

During the Survey, the following recommendations were identified:

R1. Treatment Plant Capacity:

Based on our records, the City's lime softening plant has a rated plant design capacity of 1.75 MGD. However, according to Mr. VanVeelen the treatment plant's highest operating capacity is at 1.5 MGD, which we will use in our assessment of the plant capacity to meet maximum day demands. Our records showed that the 10-year historical maximum day water use ranges from 1.036 to 1.359 MGD. The highest maximum day water use at 1.359 MGD is about 90.6 percent of the 1.5 MGD plant capacity.

It is our understanding during the meeting that there is great awareness by you and Mr. Czarnecki for the need to increase plant capacity to meet future water demands. Lowell Township developing continues to grow thus increasing water demand in the near and distant future. The required reliability study mentioned above should provide the insight and planning to increase plant capacity. Based on our discussion on plant expansion, the current plant has the ability for future expansion. Also, the City still has a remaining 11 year contract to serve Lowell Township and thus it is unavoidable for the City to increase plant capacity.

Considering the maximum day demand at 90.6 percent of plant capacity, the City cannot delay any longer and needs to initiate a plan for expansion. Please note that if maximum day water use exceeds plant capacity, this office will stop issuing permits for water main extensions or improvements that will increase water demand in the City and Township.

R2. Treatment Plant and Booster Pump Station Standby Power:

During a power outage the treatment plant will not operate as it does not have standby power. Well 1 having a right-angle drive and Well 4 having a portable generator capability are relied on to serve the water system in bypassing the treatment plant. The City should consider having in its capital improvement plan to provide standby power for the treatment

plant. The treatment plant continuous operation during power outages ensures treated softened water being serve to the water system.

Currently the booster pump station at Gee Drive has a power hookup for a portable generator. The City has a portable generator that is shared between the booster pump station and sewer lift station, making an inconvenient task of moving the generator from one location to another location. For both water and wastewater utility to be adequately served during a power outage we recommend getting a second portable generator. The second portable generator besides being dedicated to each utility can serve as a backup generator if either generator fails to operate.

R3. Wellhead Protection Program (WHPP):

It is our understanding that since the WHPP was updated in 2016 the City was not active in pursuing WHPP activities. Only by conducting WHPP activities can a water supplier ensure that that WHPP intent is met to protect or eliminate potential contaminants in the wellhead delineated area. The wellhead delineated area that serves the wells has great importance and thus needs to properly managed. We recommend that City submit an application WHPP grant funding which is a 50/50 local match to conduct WHPP activities. Please reference the EGLE website on WHPP to know the various WHPP activities.

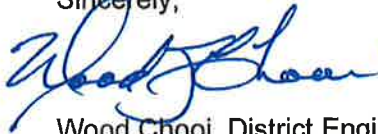
R4. Asset Management Plan (AMP):

The City's AMP was approved by this office in January 28, 2020. The AMP is a living document that should be reviewed and updated annually by the water supplier. Information on what is an AMP and tracking of water system assets were emailed to Mr. Brecken. The annual tracking would allow the City to prioritize capital improvement projects. Also, the AMP must account for the presence of lead service lines in the water system.

If you have any factual information that you would like EGLE to consider regarding the deficiency identified above, please provide it in a written response to this office by **September 30, 2021.**

If you have any questions, please feel free to contact me at the phone number listed below, or by email at chooiw@michigan.gov.

Sincerely,



Wood Chooi, District Engineer
Grand Rapids District Office
Drinking Water and Environmental Health Division
616-430-7257

Enclosure

cc/enc: Mr. Dan Czarnecki, City of Lowell
Mr. Ralph Brecken, City of Lowell
Mr. Brian VanVeelen, City of Lowell

Sanitary Survey of Community Water Supply - Review Summary

Water Supply: City of Lowell
County: Kent
Evaluator: Wood Chooi

WSSN: 03950
District: 62
Date: 7/20/2021

Category	Comment	N/A	NotEv	NoD/R	Rec	Def	SigDef
Source					X		
Construction & Maintenance				x			
Standby Power				x			
Isolation				x			
Source Water Protection	<i>not active in WHPP</i>				x		
Capacity				x			
Treatment					X		
Disinfection				x			
Fluoride				x			
Phosphate Addition				x			
Softening				x			
Iron/Manganese Removal		x					
Arsenic Removal		x					
Pretreatment				x			
Filtration (gravity or membranes)				x			
C*T		x					
Other	<i>no standby power for treatment plant</i>				x		
Distribution System				X			
Interconnections w/ Other WS		x					
Hydrants & Valves				x			
Service Lines & Metering				x			
General Plan				x			
Cross Connections				x			
Construction & Maintenance				x			
Capacity				x			
Finished Water Storage						X	
Construction & Maintenance	<i>no 24 mesh screen for rooftop tank vent.</i>					x	
Controls				x			
Capacity				x			
Pumps (All Pumping Facilities)							X
Construction & Maintenance				x			
Controls				x			
Capacity	<i>Max day exceed firm booster pumping capacity</i>						X
Monitoring & Reporting				X			
Bacteriological Monitoring							
Chemical Monitoring				x			
MOR or Annual Pumpage Report				x			
Consumer Confidence Report				x			
Analytical Capabilities				x			
System Management & Operations						X	
Owner Responsibility				x			
Capacity Development		x					
Reliability Study	<i>Study need updating this year.</i>					x	
Operations Oversight					x		
Permits				x			
Operator Compliance				X			
Operator Certification				x			
Technical Knowledge & Training				x			
Security				X			
Emergency Response Plan				x			
Site Security (Fences, Alarms...)				x			
Financial				X			
Rates				x			
Budget & Capital Imp. Plan				x			
Other							

N/A - Not Applicable
Rec - Recommendations Made

NotEv - Not Evaluated
Def - Deficiencies Identified

NoD/R - No Deficiencies/Recommendations Made
SigDef - Significant Deficiencies Identified

Memorandum



DATE: August 31, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: Water Reliability Study

PUBLIC WORKS

A requirement from the Michigan Department of Environment, Great Lakes and Energy (EGLE) is for our water system to provide a Water System Reliability Study and General Plan every 5 years. This was last completed in 2015.

The Reliability Study portion includes documenting all the information on customers, review of the future needs such as present and future demands (including Township service), basis of projections, production information, usage, and an updated Emergency Plan.

The General Plan portion includes layout of the entire system from the wells, through the treatment facility, and all of our distribution system. Also as part of the plan is performance testing of selected hydrant locations to collect flow data, modeling of the system for specific water demands, inventory of the system, and projected capital improvements including estimated costs.

Williams & Works Engineers have provided a scope of service to complete the Reliability Study and General Plan. Their fee is not to exceed \$14,950.00. We have anticipated the need for the study and have budgeted funds for this work. EGLE has placed this work into their recent Administrative Consent Order which requires a draft of the study to be provided by the end of 2021 with the final study submitted by March 31, 2022. Williams & Works has indicated they will be able to complete the study within the time frames required.

It is my recommendation: **That the Lowell City Council approves the proposed Updated Water Reliability Study and General Plan with Williams & Works, as outlined in their scope of services, dated August 31, 2021, for the amount of \$14,950.00.**

williams&works

engineers | surveyors | planners

August 31, 2021

Dan Czarnecki
City of Lowell
301 E. Main Street
Lowell, Michigan 49331

Re: Proposal for Updated Water Reliability Study and General Plan

Dear Mr. Czarnecki:

The Michigan Department of Environment, Great Lakes and Energy (EGLE) requires public water systems to provide a Water System Reliability Study and General Plan update every five years that conforms to and satisfies the requirements outlined in Part 12 (Reliability) and Part 16 (General Plan) of the Michigan Safe Drinking Water Act, 1976, P.A. 399, as amended. The City's last Reliability Study was submitted by Williams & Works and approved in 2014. EGLE's recent Administrative Consent Order to the City indicates they wish to have an updated draft submitted by the end of this year. Following is our proposal to assist the City in meeting this requirement.

Part 12 of Act 399, Reliability provides a summary of all system components. We will review available information from the City and EGLE, and request a walk through with City personnel to each of the major system components (production wells, wellhouses, treatment components, etc.). We will interview City staff to determine known issues and concerns with the water system (if any). Initially, we will request the following information;

1. Water use records for the past 5 years (2016 through 2021).
2. City planning information pertaining to water system extensions, improvements or planned expansion of service area(s). This includes any potential changes in service to the Townships.
3. The most recent ISO rating document.

Our proposed work plan for the Reliability component of the study will include at a minimum all of the following information:

1. Basic planning data, including current population, number of service connections, and equivalent residential units.
2. Sufficient water production and consumption data to identify trends for both 5-year and 20-year planning periods, including the following elements:
 - a) The present and projected average daily demand.
 - b) The present and projected maximum daily demand.

- c) The present and projected maximum hourly demand.
- d) The present and projected fire flow demand.
- e) The basis of demand projections.
- f) Monthly and annual production totals for each groundwater source.
- g) Annual usage totals for each customer class as determined by the public water supply (normally the ten largest users).

3. An updated Emergency Response Plan.

Regarding Part 16 of Act 399, General Plan, our proposed work will include City-assisted field work related to hydrant testing at various locations in the water system. At a minimum, our work plan will include all of the following information and field work pertaining to the description and performance of the City water system:

- 1. The general layout of the entire waterworks system, including any treatment system, the distribution system, and the location of valves, hydrants, storage tanks, watermains, pumps, wells, and pumping facilities. We have the latest City water system map in our files and, therefore, we can efficiently update the map accordingly.
- 2. The rated capacity of the waterworks system, including capacity of the production wells, treatment system, storage tanks, pumping facilities, and other equipment to maintain system reliability.
- 3. Performance of hydrant testing at various locations throughout the City water system. This task is to confirm flow performance at various points in the system, and the data will be used to calibrate the existing WaterCAD water system model. We will request assistance from the Water Department when opening hydrant valves. We will provide all testing and measurement equipment.
- 4. Update the existing WaterCAD model with new system information, and calibrate the model in accordance with the hydrant testing information (our files have the latest approved run of this model). The hydraulic analysis of the distribution system will show pressure contours under max day and peak demands, and will show pressure contours under several fire flow scenarios while concurrently under max day demands.
- 5. An inventory of water main by size, material and age.
- 6. Service area maps including existing and future service area boundaries.
- 7. Projected capital improvements, estimated costs of construction, and prioritization; these will either be City planned improvements, or proposed system performance improvements in accordance with the recommendations of the Reliability Study.

Dan Czarnecki, City of Lowell
August 31, 2021
Page 3 of 3

Proposed Fee and Schedule

We propose to complete the Reliability Study and General Plan update for a total not to exceed fee of \$14,950.00. If authorized to proceed at your September 7, 2021 meeting, we will be able complete the field work and complete the study within the time frames required by EGLE.

Again, thank you for the opportunity to be of continuing service to the City. Please contact us should you have any questions.

Sincerely,

Williams & Works

Brandon Mieras

Brandon Mieras
Aug 31 2021 9:36 AM

Brandon Mieras, P.E.
Principal

Cc David Austin, P.E., Williams & Works
Nathan Breese, P.E., Williams & Works
File



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: September 2, 2021

TO: Mayor Mike DeVore and Lowell City Council

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

RE: Historical Museum Lease Agreement

In April, a ten-year lease agreement with the Lowell Area Historical Museum Agreement to use the city owned Graham Building at 325 E. Main expired. I have been working with Lisa Plank to update the agreement. Attached is an agreement between the City of Lowell and the Lowell Area Historical Museum. Also attached is Resolution 14-21 for approval.

The terms of the lease agreement remain the same from the previous ten years. The only change was the amount for utilities per month was increased from \$200 per month to \$300 per month. The agreement was also back dated to April 25, 2021, which was the first date the previous agreement expired.

I recommend approving Resolution 14-21 which would provide a ten-year lease of 325 E. Main with the Lowell Area Historical Museum.

LEASE

THIS LEASE, is entered into this 7th day of September, 2021, between the **CITY OF LOWELL**, a Michigan municipal corporation, of 301 East Main Street, Lowell, Michigan ("Landlord") and the **LOWELL AREA HISTORICAL MUSEUM**, a Michigan nonprofit corporation of 325 West Main Street, Lowell, Michigan ("Tenant"), upon the terms and conditions stated below.

RECITALS

WHEREAS, Landlord owns a building and real property within the City located at 325 West Main Street and legally described on the attached Exhibit A (the "Premises"); and

WHEREAS, the Premises is currently occupied by the Tenant in conformance with the terms of a lease between Landlord and Tenant that expired on April 24, 2021 (the "Previous Lease"); and

WHEREAS, the Tenant and Landlord desire to continue the tenancy of the Tenant in the Premises under substantially the same terms as in the Previous Lease.

NOW, THEREFORE in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Description of Leased Premises.** The "Leased Premises" consists of the entire Premises.
2. **Lease of Leased Premises.** The Landlord shall lease the Leased Premises to the Tenant pursuant to the terms of this Lease.
3. **Term.** The term of this Lease shall be for a period of 10 years, beginning on April 25, 2021, and ending on April 24, 2031.
4. **Rental.** Tenant shall pay to Landlord as annual rental the sum of \$1.00 annually, receipt of which is hereby acknowledged, during the term of this Lease.
5. **Improvements.** The Landlord acknowledges that the Tenant has previously invested approximately \$160,000.00 in improvements to the Leased Premises which improvements constitute a part of the Premises. Further, the Tenant agrees during the term of this Lease to invest a minimum of \$10,000 in improvements to the Premises. The ownership of improvements to the Premises made by the Tenant previously have vested in the City per the terms of the Previous Lease and any improvement made during this Lease shall upon termination of this Lease also belong to Landlord.
6. **Operating Expenses.** Tenant shall pay the Operating Expenses associated with the Leased Premises, not to exceed the amount of \$300 per month. The cap on the Tenant's contribution toward Operating Expenses shall be reviewed by the parties to this Lease on an annual basis to determine if an adjustment should be made. Landlord shall pay all other Operating

Expenses associated with the Leased Premises. "Operating Expenses" means the operating costs of the Leased Premises, including, without limitation, water, sewer, electricity and gas.

7. **Maintenance and Repair.** Landlord shall maintain and keep the Leased Premises in good condition and repair, including the heating and air conditioning equipment and the electrical and plumbing systems. Landlord's obligation to maintain and repair the Leased Premises includes maintenance of the parking areas, walks and drives, and snow removal. Landlord shall be available to answer emergency calls regarding the Leased Premises and shall make immediate repairs if necessary.

8. **Real Estate Taxes and Assessments.** Landlord shall pay all taxes and special assessments, if any, levied against the land and improvements, on and in which the Leased Premises are situated. Tenant shall pay all personal property taxes, if any, assessed against any personal property owned by Tenant on the Leased Premises.

9. **Use.** Tenant shall use and occupy the Leased Premises as a public museum and for archival storage and related programs and services as determined from time to time by Tenant's Board of Directors.

10. **Assignment and Subletting.** Tenant may license and/or sublet the Leased Premises or a portion of the Leased Premises for temporary use by other persons or organizations. Tenant may not assign, mortgage, pledge, or in any manner transfer this Lease without the prior written consent of Landlord.

11. **Insurance.** Landlord shall, at its sole cost and expense, during the entire term hereof, keep in full force and effect: (a) a policy of commercial general liability and property damage insurance with respect to the Leased Premises in which the limits of commercial general liability shall be not less than Five Million Dollars (\$5,000,000.00) for injury or death to persons per occurrence and in the annual aggregate and in which the limit of property damage shall be not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence or in the annual aggregate or in each case in such other amounts as from time to time shall be determined by the City in its sole discretion and (b) a policy or policies to insure the Leased Premises for fire, vandalism, windstorm, explosion, smoke damage, malicious mischief, and such other perils as are from time to time included in a standard extended coverage endorsement, insuring the Leased Premises, fixtures, and equipment in an amount not less than Six Hundred Thirteen Thousand Six Hundred Dollars (\$613,600.00) or in such other amounts as from time to time shall be determined by the City in its sole discretion. Tenant may in its sole discretion carry, at its own cost and expense, a policy or policies of insurance insuring its personal property kept at the Leased Premises and the Landlord shall have no obligation, liability or responsibility with respect to any such personal property.

12. **Damage or Destruction.** If, during the term of this Lease, the Leased Premises shall be partially or totally destroyed by fire or other casualty so as to become partially or totally untenable, the Leased Premises shall be repaired as speedily as possible at the expense of Landlord if the Landlord shall determine in its sole discretion that it is feasible to do so. Landlord shall not

be liable for any inconvenience and annoyance to Tenant or injury to the operations of Tenant resulting in any way from such damage or the repair thereof.

13. **Condemnation.** If the whole or any part of the Leased Premises is taken by any public authority under the power of eminent domain, including any conveyances or grants made in anticipation of, or in lieu of such a taking, then the term of this Lease shall cease on the day the possession of that part shall be acquired by such public authority. All damages awarded for the taking shall belong to and be the property of Landlord, whether the damages shall be awarded as compensation for diminution of value of the leasehold or the fee of the Premises, *provided, however,* that those damages awarded for the loss or interruption of Tenant's operations, for Tenant's relocation costs, or for the taking of Tenant's improvements to the Leased Premises shall be the property of the Tenant.

14. **Alterations and Improvements.** Tenant shall have the right and authority to make improvements, alterations, additions, or physical changes to the Leased Premises as desired by Tenant, except that Tenant shall make no physical alterations or additions to the Premises for which the total cost shall exceed \$5,000 without the prior written consent of Landlord, which consent shall not be unreasonably withheld. All alterations and improvements, but not moveable equipment and trade fixtures, put in at the expense of Tenant shall be the property of Landlord and shall remain upon and be surrendered with the Leased Premises at the termination of the Lease, *provided, however,* that Landlord may require that Tenant remove the alterations and improvements and repair any damages to the Leased Premises caused by the removal.

15. **Remedies and Default.** If Tenant shall: (a) default in the payment of any sums to Landlord when due, and fail to cure said default within 10 days after written notice from Landlord; or (b) default in the performance of any other covenant or condition of the Lease and shall not cure the other default within 30 days after written notice from Landlord specifying the default; or (c) cease to exist as a non-profit organization; then, in such an event, Landlord may terminate this Lease.

If Landlord fails to perform any agreement or covenant to be performed by it hereunder, and if such default continues to exist for 30 days after written notice is given to Landlord of such default and of Tenant's intent to terminate this Lease, Tenant may, at its option, terminate this Lease and its obligations hereunder without further notice to Landlord.

In addition thereto, but not in limitation thereof, Landlord and Tenant shall have such other and further remedies as are available to them under the laws of the State of Michigan.

16. **Waiver.** The failure of Landlord or Tenant to insist upon a strict performance of any of the terms, covenants or conditions of this Lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants and conditions in this Lease. This Lease may not be changed, modified or discharged orally.

17. **Notices.** All notices required under this Lease shall be in writing, and shall be deemed to be given if either delivered personally or mailed by certified or registered mail to

Landlord or to Tenant at their respective addresses set forth in the first paragraph of this Lease, or to such other address as either party may furnish in writing, during the term of this Lease.

18. **Quiet Enjoyment.** Landlord covenants and agrees with Tenant, its successors and assigns, that upon Tenant's paying the rent and observing and performing all the terms, covenants and conditions on Tenant's part to be performed and observed, Tenant may peaceably and quietly hold, occupy, possess and enjoy the Leased Premises for the full term of this Lease.

19. **Applicable Law.** This Lease shall be construed under the laws of the State of Michigan. If any provision of this Lease or portions of this Lease, or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

20. **Effective Date.** Landlord and Tenant have signed this Lease and it shall be effective as of April 25, 2021.

CITY OF LOWELL
"Landlord"

LOWELL AREA HISTORICAL MUSEUM
"Tenant"

By: _____
Michael DeVore, Mayor

By: _____
James M. Doyle, President

Attest: _____
Susan Ullery, City Clerk

EXHIBIT A

Legal Description of Premises

Lot 15 and the West 1/2 of Lot 14, Block 4 of Richard and Wickham's Plat, City of Lowell, Kent County, Michigan.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 14-21

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A
LEASE WITH THE LOWELL AREA HISTORICAL MUSEUM**

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following resolution:

WHEREAS, the City and the Lowell Area Historical Museum (the “LAHM”) have previously entered into agreements pursuant to which LAHM has leased from the City for the nominal rental of \$1.00 per year the real property located at 325 West Main Street in the City (the “Leased Premises”) for use as a public museum and archival storage including related programs and services for a ten-year term ending April 24, 2021; and

WHEREAS, the City and LAHM have agreed to continue the Lease of the Leased Premises by LAHM for an additional ten years for the nominal rental of \$1.00 per year and subject to the terms of a lease agreement between the City and LAHM.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOW:

1. That the Lease of the Leased Premises between the City and LAHM in the form presented at this meeting with such minor modifications not materially adverse to the City approved as to content by the City Manager and as to form by the City Attorney is approved.
2. That the Mayor and City Clerk are authorized and directed to execute the approved Lease for and on behalf of the City.
3. That all resolutions and parts of resolutions to the extent of any conflict herewith are hereby rescinded.

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: _____, 2021

Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Lowell, Michigan (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on _____, 2021, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____, 2021

Susan Ullery, City Clerk



LOWELL CITY COUNCIL
MEMORANDUM

DATE: September 2, 2021
TO: Mayor DeVore and the City Council
FROM: Michael T. Burns, City Manager *MTB*
RE: MERS Annual Meeting Officer Delegate

The 2021 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on October 7th and 8th, 2021 at the Amway Grand Plaza Hotel in Grand Rapids, MI. Council needs to appoint an Employer Delegate to the Annual Meeting. Ballots were distributed to the employees and they selected Scot VanSolkema as their delegate to represent the City of Lowell Employees.

Recommended Motion: That the Lowell City Council appoint Mike Burns as the Employer Delegate for the 2021 MERS Annual Meeting.



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2021 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2021

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Michael Burns

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve during the 2021 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on September 7, 2021, 2021.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Scot VanSolkema

Employee Alternate name

Employee delegate and alternate listed above were elected to serve during the 2021 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on August 11, 2021, 2021.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*

City of Lowell

Municipality number*

4104

Email address

lgerard@ci.lowell.mi.us

Employer address

301 E Main Street

Employer city

Lowell

Employer state

MI

Employer zip code

49331

Printed name

Michael Burns

Title of authorized authority*

City Manager

Authorized signature*

Date

8/16/2021

* Required field

2

ways to
complete

1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).



LOWELL CITY COUNCIL

MEMORANDUM

DATE: September 2, 2021

TO: Mayor DeVore and the City Council

FROM: Michael T. Burns, City Manager

RE: MML Annual Meeting Officer Delegate

The 2021 Michigan Municipal League will be holding their annual conference on September 22-24 at the Amway Grand in Downtown Grand Rapids. As in years past, the City will need to select a delegate to the annual business meeting on September 21, 2021.

The City Council will need to select their delegate and it must be an elected official. The City will file who the delegate is once selected.

APPOINTMENTS

	Expires
Board of Review Vacancy (alternate)	01/01/2023
Construction Board of Appeals Vacancy	01/01/2021
Lowell Area Fire and Emergency Services Authority Vacancy (Dave Pasquale – Currently Serving)	01/01/2020