



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

**CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, NOVEMBER 2, 2020, 7:00 P.M.**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. RESIGNATION OF COUNCILMAN CANFIELD
 - a. City Manager Michael Burns provided a memo.
3. CONSENT AGENDA
 - Approval of the Agenda.
 - Approve and place on file the Regular and Closed Session meeting minutes of October 19, 2020 and the Special meeting minutes of the October 26, 2020 meeting.
 - Authorize payment of invoices in the amount of \$266,212.61.
4. 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.
5. OLD BUSINESS.
 - a. MERS
 - b. Showboat
 - c. Lowell Township Water/Sewer
 - d. Line Shack Building
6. NEW BUSINESS
 - a. Revised Oakwood Cemetery Rules and Regulations
 - b. DPW HVAC Unit
7. BOARD/COMMISSION REPORTS
8. MANAGER'S REPORT
9. APPOINTMENTS
10. COUNCIL COMMENTS
11. ADJOURNMENT

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



301 East Main Street
Lowell, Michigan 49331
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www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, November 2, 2020

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5. OLD BUSINESS

- a. MERS – City Manager Michael Burns will provide an update.
- b. Showboat – City Manager Michael Burns will provide an update.
- c. Lowell Township Water/Sewer – City Manager Michael Burns will provide an update.
- d. Line Shack Building – City Manager Michael Burns will provide an update.

6. NEW BUSINESS

- a. Revised Oakwood Cemetery Rules and Regulations – Memo is provided by Public Works Director Daniel Czarnecki.
- b. DPW HVAC Unit – Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion – The Lowell City Council approve the DPW HVAC replacement quote from Progressive Heating, Cooling & Refrigeration, Inc., Lowell, Michigan, dated September 23, 2020, for a cost of \$6,567.00.

7. BOARD/COMMISSION REPORT
8. MANAGER'S REPORT
9. APPOINTMENTS
10. COUNCIL COMMENTS
11. ADJOURNMENT



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: **October 29, 2020**

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

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

RE: **Resignation of Councilman Canfield**

Attached is the resignation letter for Councilman Greg Canfield effective Monday November 2, 2020. His term was set to expire in January 2021. Upon acceptance of the resignation, the City Charter calls for the position to be filled in 30 days. Requirements in the City Charter require the candidate to be "a resident of the City, or of the territory annexed to the City, or both, for at least one year immediately prior to, and was a registered elector on, the last day for filing nominating petitions for such office or prior to the time of his appointment to fill a vacancy, nor shall he be in default to the City."

If you recall, when Councilman Jeff Phillips resigned in November of 2018, the council established a two week letter of interest period that ended on a Monday and the following Saturday you held interviews for the vacancy. You are well within your right to do this again if you so choose.

Once this position is filled, the position will be contested in the November 2021 election. City Administration needs direction on how you would like to proceed.

October 27, 2020

Lowell City Council
301 E. Main Street
Lowell, MI 49331

Lowell City Council,

Please accept this as my formal resignation from the Lowell City Council effective as of November 2, 2020.

Signed:


Greg Canfield

**PROCEEDINGS
OF
CITY COUNCIL MEETING
OF THE
CITY OF LOWELL
MONDAY, OCTOBER 19, 2020, 7:00 P.M.**

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

The Meeting was called to order at 7:00 p.m. by Mayor DeVore and Deputy City Clerk Amy Brown called roll.

Present: Councilmembers Cliff Yankovich, Greg Canfield, Marty Chambers, Jim Salzwedel and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, Deputy City Clerk Amy Brown, DPW Director Dan Czarnecki, Chief of Police Chris Hurst and City Attorney Jessica Wood.

2. ADDITIONAL AGENDA ITEM.

Mayor DeVore requested that an additional item be added under new business regarding "Fire Chief Contract".

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

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

3. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the minutes of the Regular minutes of the October 5, 2020 meeting.
- Authorize payment of invoices in the amount of \$238,180.55.

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

YES: Councilmembers Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED.

4. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

No comments.

5. **OLD BUSINESS.**

a. **SHOWBOAT.**

City Manager Michael Burns stated there were a number of questions that the City Council wanted him to answer with regards to the ordinance regarding liquor and insurance liability. There is a provision in the ordinance that states alcohol is prohibited in all parks and city facilities. With this being an ordinance it is something that can be modified and be permitted for the Showboat and the parks surrounding it. The other issue involves the insurance liability. He spoke with the insurance carrier who had concerns with allowing alcohol on the boat be done through either a bartender or catered service. With regards to insurance requirements they could have a minimum \$500,000 liability insurance but would be recommended to have a million dollar liability insurance but also they were very adamant against having people bring their own alcohol on the boat.

The next step would be to discuss the operation of the boat.

Executive Director Liz Baker stated they have a desire to manage the boat but it needs to make sense which is why they are asking the City Council what they would like to see.

Councilmember Yankovich stated as a Council it was discussed they do not want to be in the rental business nor are they as a Council excited about new hires and adding to the payroll. Therefore, it may make more sense for the Chamber to manage it. Mayor DeVore believed it made sense as well.

Councilmember Salzwedel requested the Council hold a committee meeting to discuss details and then come back later to discuss the management of the boat.

Yankovich questioned who owns the boat. Burns stated the City took ownership of the boat years ago due to financial incapability's due to the previous nonprofit entity running it. Once our obligation with the State is complete it would not be an issue to give the boat to the Chamber.

Councilmember Canfield believed the boat should be managed by the Chamber.

Mark Mundt of 800 Bowes Road raised some concerns regarding fundraising etc. He also commented on the fundraising and as of today they have raised \$345,600.

A special meeting was established for October 26, 2020 at 6 p.m.

b. **LOWELL TOWNSHIP WATER/SEWER.**

City Manager Michael Burns stated received an email from Suzanne Schulz who is a project manager for Progressive AE Engineering. She has been asked to see if the City of Lowell would be willing to collaborate with Lowell Township in the creation of a task force to look at the water and sewer infrastructure needs of the City and Township.

Schulz stated she has been asked to assist with the industrial park that will be going in near the highway in the Lowell Township. They have had this area planned and zoned as industrial for approximately 2 decades however lack of water and sewer has prevented it from being developed. Therefore, the township

would like to have a conversation with the City to come up with answer of how to handle this and figure out what the future holds.

She suggested looking into a task force being formed that would consist of a variety of people from the City and the township.

A task force could consist of Greg Canfield and Liz Baker, Dan Czarnecki and Marty Chambers from the City and possibly Jerry Hale, Bill Thompson and Rhonda Benedict from the Township. DeVore state he would reach out to Hale.

c. **MERS.**

City Manager Mike Burns noted the audit has been completed. We are in negotiation with the IEBW.

Deputy City Clerk Amy Brown read a letter into record from Susan Hanline from 811 N. Jefferson Street who indicated she is against any taxpayer dollars being used for the Showboat. Mayor DeVore noted there has been no tax money being spent on the Showboat.

6. **NEW BUSINESS.**

a. **MONROE ST./WASHINGTON ST. CONSTRUCTION OVERVIEW.**

Public Works Director Daniel Czarnecki stated he was asked to provide an outline of the proposed infrastructure improvement projects for Monroe St. and Washington St. Overviews of both projects have been developed utilizing the asset management plans that have been previously developed for our storm water system and the sanitary sewer utility, the water reliability study, and the street PASER ratings.

To better help understand the scope of the proposed work, he presented a map showing the individual infrastructure work areas, information from the 2019 Capital Improvement Plan developed by Prein & Newhof, the most recent PASER ratings for the Monroe St. and Washington St.

b. **MONROE ST. AND WASHINGTON ST. USDA SCOPE OF SERVICES.**

Public Works Director Daniel Czarnecki went on to explain that for the Monroe St. and the Washington St. infrastructure improvement projects, the City is considering utilizing the United States Department of Agriculture to apply for a loan to perform the work through their Rural Utility Services loan program. The loan has several components within its application process. One item includes providing preliminary engineering reports for each street. The reports need to address the water component and the sanitary component separately for each street

Williams & Works has provided us with a scope of services to perform the Preliminary Engineering Reports (PER) and to provide utility right-of-way maps to meet the needs of USDA and the application process. The PER will better define the project and separate utility construction needs. Cost estimates

generated through the PER process will be used to apply for funding for our projects. The ROW map will show all our utilities within the City. The map will be utilized by the City Attorney as they prepare their legal opinion relative to the title of rights-of-ways and easements on the entire City of Lowell Water and Sanitary sewer system. Williams and Works has indicated they can do the PER and the ROW map for a cost not to exceed \$12,500.

City Attorney Jessica Wood explained what the process would look like for the loan process.

IT WAS MOVED BY SALWEDEL and seconded by CANFIELD to approve the N. Monroe and Washington Avenue USDA Preliminary Engineering Report and Right-of-Way Map services with Williams & Works, as outlined in their scope of services dated October 14, 2020 for the amount of \$12,500.00.

YES: Mayor DeVore, Councilmembers Salzwedel, Yankovich, Chambers and Canfield.

NO: None.

ABSENT: None.

MOTION CARRIED.

c. **FIRE CHIEF CONTRACT.**

Mayor DeVore stated the Fire Authority met last week to begin negotiation with Shannon Witherell to go from Interim Fire Chief to full time Fire Chief.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS to approve the employment contract agreement with Shannon Witherell to be presented at the next Fire Authority Meeting.

YES: Councilmembers Salzwedel, Yankovich, Chambers, Canfield, and Mayor DeVore.

NO: None.

ABSENT:

MOTION CARRIED.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Chambers stated the Planning Commission approved a retail building to be built at 126 S. West Street. He was unable to attend the LL&P meeting.

Councilmember Canfield stated the LARA board met last Thursday night however he was unable to attend.

Mayor DeVore stated the Fire Authority met regarding the new fire chief. The full time fire chief is needed to move forward with the new fire truck.

8. **MONTHLY REPORTS.**

No comments were received.

9. **MANAGER'S REPORT.**

- Lowell Community Fund met in September and the City received \$150,000 for the Showboat. To date the City has received \$350,000 for the Showboat in the last four month from the Community Fund.
- Executive Order has created a number of issues. The City is allowed to go back to Zoom meetings if necessary. Also, previous meetings through Zoom are valid. We are now finding issues pertaining to election day. A law was passed to allow communities greater than 25,000 to have an extra day of counting absentee ballots. However, this does not pertain to the City of Lowell with being a smaller community. The other issue involves the SOS announcing there is no open carry allowed in precincts. There is a significant legal questions regarding the statutory authority of this being allowed. Our City Attorney is looking into this.
- Burns thanked Luanne Wisniewski for her service to the City. As discussed we are not filling her position but there may be some part-time needs.

10. **APPOINTMENTS.**

No appointments.

11. **COUNCIL COMMENTS.**

Councilmember Canfield stated 25 years ago he began serving on the Planning Commission as well as a few other community boards and commissions. With recent family issues he has decided to resign from the City Council because of time commitment. He believes the City is in a good place and he feels confident the Council will continue on. It has been a pleasure working together.

Councilmember Chambers stated he has known Canfield a long time. However, family is always first and he will be missed.

Councilmember Yankovich thanked Canfield for all he has done and it is much appreciated.

Councilmember Salzwedel thanked Canfield as well and for his services.

Mayor DeVore stated he had no doubt that he wouldn't be on the Council if it wasn't for Canfield and he is much appreciated.

City Manager Burns commented on working with Canfield. He has always respected him and his commitment to the community. His service is much appreciated.

12. **CLOSED SESSION**

- a. At the request of the City Manager to discuss performance review.

IT WAS MOVED BY CANFIELD and seconded by SALZWEDEL to go into Closed Session at the request of the City Manager to discuss performance review at 8:40 p.m.

YES: Councilmembers Yankovich, Chambers, Canfield, and Mayor DeVore.

NO: None.

ABSENT:

MOTION CARRIED.

The Council went back into open session at 9:46 p.m.

13. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL to adjourn at 9:46 p.m.

YES: 5.

NO: NONE.

ABSENT: None.

MOTION CARRIED.

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

**PROCEEDINGS
OF
CITY COUNCIL
SPECIAL MEETING
MONDAY, OCTOBER 26, 2020, 7:00 P.M.**

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

The Special Meeting was called to order at 7:00 p.m. by Mayor DeVore and Deputy City Clerk Amy Brown called roll.

Present: Councilmembers Chambers, Salzwedel, Yankovich and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, Deputy City Clerk Amy Brown and Police Chief Chris Hurst.

2. **APPROVAL OF THE AGENDA.**

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

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

NO: None. ABSENT: None. MOTION CARRIED.

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

None.

4. **SHOWBOAT BUDGET AND EXPECTATIONS OF MANAGEMENT OF SHOWBOAT.**

City Manager Michael Burns reviewed the Showboat Budget, and pointed out the amounts that have been approved, the amount that is outstanding for each of the contractors and then the amount that has been paid.

Burns went on to read his memo into record regarding the Chamber of Commerce's request on how the City wants to proceed with the Showboat Operations. He believes it is time for the Showboat to be placed in a separate non-profit LLC. The City will not own the boat nor be responsible for its management. His research has lead him to believe the Chamber of Commerce is best to manage this and they provide more flexibility to be successful than he believes the City may.

Burns believes the best possible scenario for the Showboat, is separation from the City's ownership to where it can be successful, and will allow for more flexibility. Furthermore, the Downtown Development Authority may only be responsible for public improvements and

cannot provide financial support to operations. In the future, there may be opportunities to assist when they are not committed with other issues.

The Showboat Committee and Chamber Board was also present and explained their research with comparisons such as John Ball Park Zoo and other similar entities. They also considered marketing, business, housekeeping, security etc. Concerns were also noted and questions raised of what the City would like to do.

The Councilmembers each voiced their concerns and provided comments.

It was noted the Showboat item will stay on the Council agenda in order to receive further discussion.

5. **COUNCIL COMMENTS.**

Councilmember Chambers stated Red Barn Antiques is selling photo prints of the new boat taken by Bruce Doll. All proceeds will go towards the Showboat.

Councilmember Yankovich thanked everyone for attending this meeting.

Mayor DeVore was at New Union Brewery where they have a replica of the last showboat that his Dad built in a case.

6. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL to adjourn at 7:27 p.m.

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 10/17/2020 - 10/30/2020
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BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Invoice	Description	Amount
00015	ALEXANDER CHEMICAL CORP			
	30481		WTP CHLORINE	60.00
	30969		WTP CHEMICALS	1,456.75
TOTAL FOR: ALEXANDER CHEMICAL CORP				1,516.75
10879	ALTO MEAT PROCESSING			
	10/22/2020		GLOVES FOR PARKS	52.00
TOTAL FOR: ALTO MEAT PROCESSING				52.00
10731	APPLIED IMAGING			
	1621869		CITY HALL COPY MACHINE	471.35
TOTAL FOR: APPLIED IMAGING				471.35
10660	ARROW ENERGY, INC.			
	128819		AIRPORT AV GAS	4,609.87
TOTAL FOR: ARROW ENERGY, INC.				4,609.87
10818	AT&T MOBILITY			
	287291108942X1014		CELL PHONE STATEMENT	945.03
TOTAL FOR: AT&T MOBILITY				945.03
00045	BARTLETT, SANDY			
	OCT 2020		METER READS/MILEAGE	780.88
TOTAL FOR: BARTLETT, SANDY				780.88
10686	BETTEN BAKER			
	137579		2016 CHEVY SILVERADO #9 R & M	66.90
	137860		2016 EXPLORER R & M	35.57
TOTAL FOR: BETTEN BAKER				102.47
01916	BS&A SOFTWARE			
	131940		ANNUAL SERVICE/SUPPORT	4,615.00
TOTAL FOR: BS&A SOFTWARE				4,615.00
00084	CANFIELD PLUMBING & HEATING IN			
	14009405		WTP DRAIN CLEANING	395.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN				395.00
10656	CARLETON EQUIPMENT			
	02-458683		LABOR #37-8 SKIDSTEER BROOM	202.99
	02-501962		ANGLE BROM #37-8	4,477.50
TOTAL FOR: CARLETON EQUIPMENT				4,680.49
10499	COMPASS MINERALS			
	692882		BULK HIGHWAY SALT	4,287.31
TOTAL FOR: COMPASS MINERALS				4,287.31
10817	COMPRENHENSIVE ENGINEERING PC			
	204496		SHOWBOAT DESIGN & DEVELOPMENT	3,360.00
TOTAL FOR: COMPRENHENSIVE ENGINEERING PC				3,360.00
10509	CONSUMERS ENERGY			
	9/23 - 10/22/2020		AIRPORT STATEMENTS	237.18
	OCTOBER 2020		ACCOUNT STATEMENTS	1,831.59
TOTAL FOR: CONSUMERS ENERGY				2,068.77
10487	ENVIRONMENTAL RESOURCE ASSOCIATES			
	949409		WTP COLIFORM MICROBE	339.10
TOTAL FOR: ENVIRONMENTAL RESOURCE ASSOCIATES				339.10

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

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Vendor Code	Vendor Name	Description	Amount
00744	ETNA SUPPLY COMPANY		
	S103704578.001/.0	WTP SUPPLIES FOR R & M (INCL CREDIT \$357.90)	109.41
	S103713284.002	WATER DEPT/ DISTRIBUTION R & M	651.00
	S103713304.001	WATER METER PITS & COVERS	980.00
TOTAL FOR: ETNA SUPPLY COMPANY			1,740.41
10867	FENCE CONSULTANTS OF WEST MI INC		
	49992	FENCE PANEL RENTALS - SHOWBOAT	390.00
TOTAL FOR: FENCE CONSULTANTS OF WEST MI INC			390.00
10673	FERGUSON WATERWORKS		
	0112628	W/S METERS	2,030.69
	0112958	METER & PARTS FOR 219 HIGH ST PROJECT	973.87
	0115323	METER 5/8 PITS	618.71
TOTAL FOR: FERGUSON WATERWORKS			3,623.27
00225	GRAND RAPIDS COMMUNITY COLLEGE		
	10/1 - 10/15/2020	TAX DISBURSING	19.71
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE			19.71
10463	GRAND RAPIDS COMMUNITY FOUNDATION		
	6/2/2020	REFUND REMAINDER OF LIBRARY HEATING & COOLING GRAN	2,200.00
TOTAL FOR: GRAND RAPIDS COMMUNITY FOUNDATION			2,200.00
00232	GRAND VALLEY METRO COUNCIL		
	3342	TRANSPORTATION DUE 2020-2021	901.00
TOTAL FOR: GRAND VALLEY METRO COUNCIL			901.00
10881	HILLARD ELECTRIC, INC.		
	3671	GENERATOR HOOK UP WWTP	1,614.64
TOTAL FOR: HILLARD ELECTRIC, INC.			1,614.64
00262	IDEXX DISTRIBUTION CORP.		
	3072089031	WTP SUPPLIES	903.72
TOTAL FOR: IDEXX DISTRIBUTION CORP.			903.72
01568	KENNEDY INDUSTRIES INC		
	621227	ANNUAL LIFT STATION R & M	2,970.00
TOTAL FOR: KENNEDY INDUSTRIES INC			2,970.00
00291	KENT COUNTY ROAD COMMISSION		
	412193	SIGNAL ELECTRIC	86.08
TOTAL FOR: KENT COUNTY ROAD COMMISSION			86.08
00300	KENT COUNTY TREASURER		
	10/1 - 10/15/20	TAX DISBURSEMENT	508.52
	K-5144	TAXES REFUNDED - BOR	37.38
TOTAL FOR: KENT COUNTY TREASURER			545.90
00302	KENT INTERMEDIATE SCHOOL DIST.		
	10/1 - 10/15/2020	TAX DISBURSEMENT	381.52
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			381.52
02209	KERKSTRA PORTABLE, INC.		
	166098	PORTABLE RESTROOM BOAT LAUNCH	230.00
	166524	PORTABLE RESTROOM CEMETERY	90.00
TOTAL FOR: KERKSTRA PORTABLE, INC.			320.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01374	LOWELL AREA HISTORICAL MUSEUM	10/1 - 10/15/2020 TAX DISBURSEMENT		16.00
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				16.00
00562	LOWELL AREA SCHOOLS	10/1 - 10/15/2020 TAX DISBURSEMENT		1,289.64
TOTAL FOR: LOWELL AREA SCHOOLS				1,289.64
10083	MICHIGAN CAT	ER11473428	CATERPILLAR GENERATOR RENTAL WWTP	4,511.00
		SD11468438	WWTP OVERCRANK ALARM R & M	3,512.44
TOTAL FOR: MICHIGAN CAT				8,023.44
10838	MORAN IRON WORKS, INC	16404	SHOWBOAT PYMT SCHEDULE	193,900.00
TOTAL FOR: MORAN IRON WORKS, INC				193,900.00
10880	OETMAN EXCAVATING, LLC	201011	TRUCKING 10-5-2020	280.00
TOTAL FOR: OETMAN EXCAVATING, LLC				280.00
00499	PETTY CASH	10/22/2020	MONEY FOR CASH DRAWER #2	300.00
		10/27/2020	PETTY CASH	84.79
TOTAL FOR: PETTY CASH				384.79
00991	POLLARDWATER	0177004	WATER DEPT R & M	152.57
TOTAL FOR: POLLARDWATER				152.57
00506	POSTMASTER	10/29/2020	WATER/SEWER BILLS FOR OCT 2020	443.17
TOTAL FOR: POSTMASTER				443.17
00512	PREIN & NEWHOF, INC.	56091	FOREMANT STREET SANITARY DESIGN	5,000.00
		90847	WATER SAMPLES	155.00
		91278	LEAD & COPPER SAMPLING	36.00
TOTAL FOR: PREIN & NEWHOF, INC.				5,191.00
01159	PURCHASE POWER	10/11/2020	POSTAGE METER REFILL	1,069.98
TOTAL FOR: PURCHASE POWER				1,069.98
10130	RASHID, JEFFREY	10/14/2020	ASSESSING OFFICE EXPENSES SEPT 2020	21.28
TOTAL FOR: RASHID, JEFFREY				21.28
10133	RED CREEK WASTE SERVICES INC.	0AR00580	TRASH SERVICE	584.58
TOTAL FOR: RED CREEK WASTE SERVICES INC.				584.58
02484	RHD TIRE INC	0042394	4 GOODYEAR TIRES	540.00
TOTAL FOR: RHD TIRE INC				540.00
02248	RIVERSIDE INTEGRATED SYSTEMS INC.	154014	SERVICE CALL	325.50
TOTAL FOR: RIVERSIDE INTEGRATED SYSTEMS INC.				325.50

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10042	SAWYER ENGINE & COMPRESSOR INC.	54102	R & M #33 AIR COMPRESSOR	1,488.72
TOTAL FOR: SAWYER ENGINE & COMPRESSOR INC.				1,488.72
10849	SMART BUSINESS SOURCE	OE-31265-3*	HAND SOAP	39.06
		OE-31859-1	TOWELS/TOISSUE	180.22
TOTAL FOR: SMART BUSINESS SOURCE				219.28
01627	STATE INSTALLATION & SERVICE LLC	20152	HOIST INSPECTIONS	268.50
TOTAL FOR: STATE INSTALLATION & SERVICE LLC				268.50
10341	STATE OF MICHIGAN	551-568130	STATEWIDE RECORDS MGMT FEES	1,600.00
TOTAL FOR: STATE OF MICHIGAN				1,600.00
10678	SUNBELT RENTALS	106587789-001	PRESSURE WASHER RENTAL	380.00
TOTAL FOR: SUNBELT RENTALS				380.00
00930	TRUCK & TRAILER SPECIALTIES	DRO005697	2000 INTERNATIONAL #17 R & M	1,742.52
TOTAL FOR: TRUCK & TRAILER SPECIALTIES				1,742.52
10484	VERGENNES BROADBAND	5267-20201017-1	CITY INTERNET STATEMENT	309.99
TOTAL FOR: VERGENNES BROADBAND				309.99
02432	WEST MICHIGAN INTERNATIONAL	R101025696:01	2001 INTERNATIONAL #17 R & M	929.72
		R101025743:01	2009 INTERNATIONAL #9 R & M	1,532.66
TOTAL FOR: WEST MICHIGAN INTERNATIONAL				2,462.38
00692	WILLIAMS & WORKS INC.	91111	WWTP EXPANSION STUDY	1,599.00
TOTAL FOR: WILLIAMS & WORKS INC.				1,599.00
TOTAL - ALL VENDORS				266,212.61

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Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	VERGENNES BROADBAND	CITY INTERNET STATEMENT	28.57	74962
101-000-085.000	DUE FROM LIGHT & POWER	VERGENNES BROADBAND	CITY INTERNET STATEMENT	58.58	74962
Total For Dept 000				87.15	
Dept 101 COUNCIL					
101-101-955.000	MISCELLANEOUS EXPENSE	AT&T MOBILITY	CELL PHONE STATEMENT	1.05	74920
Total For Dept 101 COUNCI				1.05	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	45.25	74920
Total For Dept 172 MANAGE				45.25	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	26.35	74916
Total For Dept 191 ELECTI				26.35	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING OFFICE EXPENSES	21.28	74952
Total For Dept 209 ASSESS				21.28	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	45.25	74920
Total For Dept 215 CLERK				45.25	
Dept 253 TREASURER					
101-253-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	MONEY FOR CASH DRAWER #2	300.00	74915
101-253-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH	1.40	74916
101-253-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY TREASURER	TAXES REFUNDED - BOR	37.38	74940
Total For Dept 253 TREASU				338.78	
Dept 265 CITY HALL					
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE METER REFILL	1,069.98	74951
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	5.04	74916
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	HAND SOAP	39.06	74957
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	TOWELS/TOISSUE	90.11	74957
101-265-802.000	CONTRACTUAL	RIVERSIDE INTEGRATED SYST	SERVICE CALL	325.50	74955
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	247.31	74953
101-265-850.000	COMMUNICATIONS	VERGENNES BROADBAND	CITY INTERNET STATEMENT	43.57	74962
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	800.92	74928
Total For Dept 265 CITY H				2,621.49	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM CEMETER	90.00	74942
Total For Dept 276 CEMETE				90.00	
Dept 301 POLICE DEPARTMENT					
101-301-802.000	CONTRACTUAL	STATE OF MICHIGAN	STATEWIDE RECORDS MGMT FE	1,600.00	74959
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	525.48	74920
101-301-850.000	COMMUNICATIONS	VERGENNES BROADBAND	CITY INTERNET STATEMENT	43.57	74962
101-301-931.000	R & M POLICE CARS	RHD TIRE INC	4 GOODYEAR TIRES	540.00	74954
Total For Dept 301 POLICE				2,709.05	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	OETMAN EXCAVATING, LLC	TRUCKING 10-5-2020	280.00	74947
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	207.86	74953
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	88.52	74920
101-441-850.000	COMMUNICATIONS	VERGENNES BROADBAND	CITY INTERNET STATEMENT	28.57	74962
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	129.80	74928
Total For Dept 441 DEPART				734.75	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	22.26	74928
Total For Dept 747 CHAMBE				22.26	
Dept 751 PARKS					

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Fund 101 GENERAL FUND					
Dept 751 PARKS					
101-751-744.000	UNIFORMS	ALTO MEAT PROCESSING	GLOVES FOR PARKS	26.00	74918
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	WATER SAMPLES	155.00	74950
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	38.24	74920
Total For Dept 751 PARKS				219.24	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	TOWELS/TOISSUE	90.11	74957
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	47.50	74953
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	438.14	74928
Total For Dept 790 LIBRAR				575.75	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	132.41	74928
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	16.00	74943
Total For Dept 804 MUSEUM				148.41	
Total For Fund 101 GENERA				7,686.06	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	26.00	74916
Total For Dept 463 MAINTE				26.00	
Dept 474 TRAFFIC					
202-474-920.000	PUBLIC UTILITIES	KENT COUNTY ROAD COMMISSI	SIGNAL ELECTRIC	86.08	74938
Total For Dept 474 TRAFFI				86.08	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	BULK HIGHWAY SALT	2,143.65	74926
Total For Dept 478 WINTER				2,143.65	
Dept 483 ADMINISTRATION					
202-483-955.000	MISCELLANEOUS EXPENSE	GRAND VALLEY METRO COUNCI	TRANSPORTATION DUE 2020-2	450.50	74934
Total For Dept 483 ADMINI				450.50	
Total For Fund 202 MAJOR				2,706.23	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	26.00	74916
203-463-744.000	UNIFORMS	ALTO MEAT PROCESSING	GLOVES FOR PARKS	26.00	74918
Total For Dept 463 MAINTE				52.00	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	BULK HIGHWAY SALT	2,143.66	74926
Total For Dept 478 WINTER				2,143.66	
Dept 483 ADMINISTRATION					
203-483-955.000	MISCELLANEOUS EXPENSE	GRAND VALLEY METRO COUNCI	TRANSPORTATION DUE 2020-2	450.50	74934
Total For Dept 483 ADMINI				450.50	
Total For Fund 203 LOCAL				2,646.16	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM BOAT LA	230.00	74942
Total For Dept 463 MAINTE				230.00	
Total For Fund 248 DOWNTO				230.00	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-970.000	CAPITAL OUTLAY	FENCE CONSULTANTS OF WEST	FENCE PANEL RENTALS - SHO	390.00	74931
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT PYMT SCHEDULE	193,900.00	74946
260-751-970.000	CAPITAL OUTLAY	COMPREHENSIVE ENGINEERIN	SHOWBOAT DESIGN & DEVELOP	3,360.00	74927
Total For Dept 751 PARKS				197,650.00	
Dept 790 LIBRARY					

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Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 790 LIBRARY					
260-790-970.000	CAPITAL OUTLAY	GRAND RAPIDS COMMUNITY FO	REFUND REMAINDER OF LIBRA	2,200.00	74914
Total For Dept 790 LIBRAR				2,200.00	
Total For Fund 260 DESIGN				199,850.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	ARROW ENERGY, INC.	AIRPORT AV GAS	4,609.87	74913
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	AIRPORT STATEMENTS	237.18	74928
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	CITY INTERNET STATEMENT	49.99	74962
Total For Dept 000				4,897.04	
Total For Fund 581 AIRPOR				4,897.04	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	VERGENNES BROADBAND	CITY INTERNET STATEMENT	28.57	74962
Total For Dept 000				28.57	
Dept 550 TREATMENT					
590-550-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	38.24	74920
590-550-930.000	REPAIR & MAINTENANCE	HILLARD ELECTRIC, INC.	GENERATOR HOOK UP WWTP	1,614.64	74935
590-550-930.000	REPAIR & MAINTENANCE	KENNEDY INDUSTRIES INC	ANNUAL LIFT STATION R & M	2,970.00	74937
590-550-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	CATERPILLAR GENERATOR REN	4,511.00	74945
590-550-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	WWTP OVERCRANK ALARM R &	3,512.44	74945
Total For Dept 550 TREATM				12,646.32	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	81.50	74920
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	W/S METERS	1,015.35	74932
590-551-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	WATER METER PITS & COVERS	490.00	74930
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER 5/8 PITS	309.36	74932
590-551-930.000	REPAIR & MAINTENANCE	PREIN & NEWHOF, INC.	LEAD & COPPER SAMPLING	18.00	74950
590-551-970.000	CAPITAL OUTLAY	PREIN & NEWHOF, INC.	FOREMANT STREET SANITARY	5,000.00	74950
Total For Dept 551 COLLEC				6,914.21	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS/MILEAGE	353.93	74921
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS FOR OCT	221.58	74949
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS/MILEAGE	36.52	74921
Total For Dept 552 CUSTOM				612.03	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	WWTP EXPANSION STUDY	1,599.00	74964
Total For Dept 553 ADMINI				1,599.00	
Total For Fund 590 WASTEWE				21,800.13	
Fund 591 WATER FUND					
Dept 000					
591-000-040.004	ACCOUNTS RECEIVABLE-219 H	FERGUSON WATERWORKS	METER & PARTS FOR 219 HIG	973.87	74932
Total For Dept 000				973.87	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	PRESSURE WASHER RENTAL	380.00	74960
591-570-740.000	OPERATING SUPPLIES	IDEXX DISTRIBUTION CORP.	WTP SUPPLIES	903.72	74936
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHLORINE	60.00	74917
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	1,456.75	74917
591-570-801.000	PROFESSIONAL SERVICES	ENVIRONMENTAL RESOURCE AS	WTP COLIFORM MICROBE	339.10	74929
591-570-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	81.91	74953
591-570-850.000	COMMUNICATIONS	VERGENNES BROADBAND	CITY INTERNET STATEMENT	28.57	74962
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	213.87	74928
591-570-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	WTP SUPPLIES FOR R & M (I	109.41	74930
591-570-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	WATER DEPT/ DISTRIBUITON	156.00	74930

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Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	WTP DRAIN CLEANING	395.00	74924
Total For Dept 570 TREATM				4,124.33	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE STATEMENT	81.50	74920
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	94.19	74928
591-571-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	WATER DEPT/ DISTRIBUTION	495.00	74930
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	W/S METERS	1,015.34	74932
591-571-930.000	REPAIR & MAINTENANCE	POLLARDWATER	WATER DEPT R & M	152.57	74948
591-571-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	WATER METER PITS & COVERS	490.00	74930
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER 5/8 PITS	309.35	74932
591-571-930.000	REPAIR & MAINTENANCE	PREIN & NEWHOF, INC.	LEAD & COPPER SAMPLING	18.00	74950
Total For Dept 571 DISTRI				2,655.95	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS/MILEAGE	353.92	74921
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS FOR OCT	221.59	74949
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS/MILEAGE	36.51	74921
Total For Dept 572 CUSTOM				612.02	
Total For Fund 591 WATER				8,366.17	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT	4,615.00	74923
636-000-802.000	CONTRACTUAL	APPLIED IMAGING	CITY HALL COPY MACHINE	471.35	74919
Total For Dept 000				5,086.35	
Total For Fund 636 DATA P				5,086.35	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	2016 CHEVY SILVERADO #9 R	66.90	74922
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	2016 EXPLORER R & M	35.57	74922
661-895-930.000	REPAIR & MAINTENANCE	SAWYER ENGINE & COMPRESSO	R & M #33 AIR COMPRESSOR	1,488.72	74956
661-895-930.000	REPAIR & MAINTENANCE	STATE INSTALLATION & SERV	HOIST INSPECTIONS	268.50	74958
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	2000 INTERNATIONAL #17 R	1,742.52	74961
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN INTERNATION	2009 INTERNATIONAL #9 R &	1,532.66	74963
661-895-930.000	REPAIR & MAINTENANCE	WEST MICHIGAN INTERNATION	2001 INTERNATIONAL #17 R	929.72	74963
661-895-981.000	EQUIPMENT	CARLETON EQUIPMENT	LABOR #37-8 SKIDSTEER BRO	202.99	74925
661-895-981.000	EQUIPMENT	CARLETON EQUIPMENT	ANGLE BROM #37-8	4,477.50	74925
Total For Dept 895 FLEET				10,745.08	
Total For Fund 661 EQUIPM				10,745.08	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	97.44	74939
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	1,289.64	74944
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	411.08	74939
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	381.52	74941
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSING	19.71	74933
Total For Dept 000				2,199.39	
Total For Fund 703 CURREN				2,199.39	

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Fund Totals:					
			Fund 101 GENERAL FUND	7,686.06	
			Fund 202 MAJOR STREET FUN	2,706.23	
			Fund 203 LOCAL STREET FUN	2,646.16	
			Fund 248 DOWNTOWN DEVELOP	230.00	
			Fund 260 DESIGNATED CONTR	199,850.00	
			Fund 581 AIRPORT FUND	4,897.04	
			Fund 590 WASTEWATER FUND	21,800.13	
			Fund 591 WATER FUND	8,366.17	
			Fund 636 DATA PROCESSING	5,086.35	
			Fund 661 EQUIPMENT FUND	10,745.08	
			Fund 703 CURRENT TAX COLL	2,199.39	
				266,212.61	



Showboat VI Management

The Lowell Area Chamber of Commerce Board of Directors met Tuesday, October 27, 2020 to brainstorm regarding the management of the Lowell Showboat VI.

We are confident that we can find creative ways to assist the City of Lowell in the success of this new and repurposed venue. The following are suggestions and ways we can support:

- Chamber staff would assist with informational phone calls and scheduling during normal business hours
- Chamber staff will provide you with community scheduling
- Chamber staff will assist in the marketing the Showboat VI with our weekly eblasts, Facebook and maintain a up to date information on our web page located on www.discoverlowell.org. This will be done with in our current budget
- Chamber staff and Board of Directors will assist with creating and setting up an LLC/Non-profit to conduct the business of the Lowell Showboat VI under the direction of a Board of Directors
 - 2 members from the Chamber
 - 2 members from the City
 - 3 members from the Community at Large

Per the Lowell Area Chamber of Commerce Board's discussion when the LLC/Non-profit is set-up and running we believe that this entity would hire a manager and any additional staff required to operate the venue adequately, including scheduling, marketing and day to day operations. When that time comes the Chamber will step back from their assistance of this business start-up apart from providing the community schedule for events that pertain to the use of the Lowell Showboat VI and serving on the Board of Directors.

INFRASTRUCTURE CAPACITY TASK FORCE

10/26/2020

PROPOSED MEETING LOGISTICS

Recurring meeting: 2nd and 4th Tuesday of each month at 7pm

Beginning meeting date: Tuesday, November 10, 2020

End meeting date: Tuesday, February 9, 2021

Location:

PROPOSED AGENDAS

Meeting #1 – Task Force Launch

Tuesday, November 10th

- Welcome and introductions
- Define common vision and values
- Determine decision-making model
- Discuss public input expectations
- Measures of success

Meeting #2 – Water System

Tuesday, November 24th

- Existing infrastructure facts (location, miles of pipe, condition, etc.)
- Asset management strategy and CIP
- System agreements
- Future city and township needs
- Additional data needed

Meeting #3 – Sewer System

Tuesday, December 8th

- Existing infrastructure facts (location, miles of pipe, condition, etc.)
- Asset management strategy and CIP
- System agreements
- Future city and township needs
- Additional data needed

Meeting #4 – Alternative Scenarios

Tuesday, December 22nd

- Options for water infrastructure
- Options for sewer infrastructure
- Cost
- Prioritization of alternatives

Meeting #5 – Funding Mechanisms

Tuesday, January 12th

- Review preferred scenario/s, costs, and alignment with vision
- Funding approaches (incl grants)

- Best practice case studies
- Prioritization and selection

Meeting #6 – Implementation

Tuesday, January 26th

- Governance
- Roles and responsibilities
- Implementation strategy
- Task Force recommendations

Meeting #7 – Review Final Recommendations

Tuesday, February 9th


- Review and discuss changes
 - Share report findings with the community
 - Presentation of the report – schedule
 - City of Lowell City Council
 - Lowell Township Board
 - Celebrate!
-



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: **October 30, 2020**

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

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

RE: **Lineshack**

I was asked to place the Lineshack RFP on the agenda. If you recall due to an administrative error, we could not move forward with this process.

I would suggest referring this matter back to Lowell Light and Power to see what they would like to do with the property before moving forward.

Memorandum



DATE: October 29, 2020

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

**RE: Revised Oakwood Cemetery
Rules and Regulations**

At our Oakwood Cemetery, there are rules and regulations to protect the public health, safety and welfare. These rules give everyone an understand and direction on how the different aspects of the cemetery facility operate. It has been nine years since the Rules and Regulations of Oakwood Cemetery were last amended. During this time City personnel have seen areas that need amending. There have also been some new ideas with cemeteries that are happening and we would like to addresses some of these before they become an issue in Lowell. These new ideas include increased burial densities, new eco-friendly burial containers, more cremations and spreading of ashes, private markers with abilities to inter many cremains, and additional recreational uses of cemeteries.

Overall, the current rules and regulations work to keep some order in the cemetery and its use. City personnel have been good to work with cemetery users, however, there have been some past actions taken by staff to appease relatives and families that have caused issues as we move forward. The current rules allow for purchase of burial rights by city residents at a reduced cost to them. However, there is no language to address the transferring of those burial rights to people who do not live in the city. The City loses money when this happens. Also, there have been issues when people ask to use empty spaces that were purchased by their great-great uncle or aunt. The relative chain becomes difficult to follow and sometimes other relatives start asking about the spaces and how we determined who we would allow to be buried on the vacant sites. The new rules will hopefully clean up these issues and clarify many other rules.

These revised Rules and Regulations do not include any changes to the current fee schedule. Changes to the charges and fees will come before City Council after any of the proposed rules and regulations changes are approved, and prior to the next budget year.

Besides the several changes that involve cleaning up language, some of the more specific changes to the rules are:

- Directing payments to be made at City Hall instead of the cemetery (Sec 3.4)
- Prohibiting metal detecting within the cemetery (Sec 3.8)
- Defining shepherd hooks and where they can be placed (Sec 3.10)
- Defining the layout of markers and where items can be placed around them (Sec 3.10)

- Extending time to allow flags to be placed at Veteran's graves (3.15)
- Assigning specific people to each burial space at time of purchase (Sec 4.1)
- Purchasing, resale and transferring of spaces/burial rights (Sec 4.2)
- City repurchasing burial rights back at cost minus administration fee (Sec 4.3)
- Transferring burial rights to other family members (Sec 4.11 and Sec 4.12)
- Reclaiming of burial rights (Sec 4.16)
- Private niches prohibited (Sec 6.1)
- Notices of Funerals (Sec 7.1)
- Additional charges after regular hours (Sec 7.4)
- Number of interments per grave space (Sec 7.5)

I can best explain these changes when they are presented to City Council for their review. In the future the rules and regulations should be reviewed and modified or adjusted in a more timely basis to allow city personnel to better run the cemetery.

Chapter 9 - CEMETERIES

Footnotes:

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Charter reference— *Authority to construct, provide, maintain, operate, etc., cemeteries, § 3.1(b)(5)(b); to enact cemetery regulations, § 5.9.*

Cross reference— *Administration, Ch. 2.*

Sec. 9-1. - Enforcement.

The responsibility for the enforcement of this chapter, including the rules and regulations, shall be vested in the city manager.

(Code 1971, § 8-2)

Sec. 9-2. - Jurisdiction.

The city manager shall have jurisdiction over all areas and their facilities, which are designated as public cemeteries and the construction, maintenance and operation of public cemeteries.

(Code 1971, § 8-3)

Sec. 9-3. - Rules and regulations.

The city manager is authorized to make necessary cemetery rules and regulations to protect the public health, safety and welfare. The rules and regulations shall be submitted to the city council for approval. Any change or alteration in the rules and regulations shall be submitted to the city council for approval. No such rule or regulation shall become effective until approved by the city council.

(Code 1971, § 8-4)



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RULES AND REGULATIONS OF OAKWOOD CEMETERY LOWELL, MICHIGAN



Revised 2020

(Please check with City Hall for updates)

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CITY OF LOWELL

CEMETERY RULES AND REGULATIONS

For the mutual protection of grave space and lot burial rights owners, persons interred and the cemetery as a whole, the following Rules and Regulations have been adopted by the City of Lowell as the Rules and Regulations of Oakwood Cemetery. All persons interred within the cemetery and all burial rights certificates shall be subject to these Rules and Regulations, and amendments or alternations as shall be adopted by the City Council from time to time.

ARTICLE I

DEFINITIONS

Section 1.1 Definitions. The following words and terms shall have the following meanings in these Rules and Regulations unless the context in which they are used shall indicate another meaning:

"Burial rights certificate" means the original conveyance given by the cemetery to the original purchaser. The burial rights certificate entitles the person to the privilege of burial on the lot or grave space. The burial rights certificate is not a deed to a parcel of property.

"Cemetery" means the Oakwood Cemetery.

"City Hall" means the general office conducting the business of the cemetery and is located at Lowell City Hall, 301 East Main Street, Lowell, Michigan. Telephone: (616) 897-8457.

"Columbarium" means a wall or other structure that provides the final resting place for the cremated ashes of your loved ones.

"Foundations" means the poured concrete bases required for all memorials which shall be installed in a line and level with adjacent memorials, finished 2 inches below the lowest point of the grade, and 3 inches larger on all sides than the memorial that is to be placed thereon. The depth of the foundation shall be 6 to 12 inches for single and double grave spaces with two postholes or legs going 18" deep.

"Grave space" means a space of approximately 4 feet by 9 feet of sufficient size to accommodate an adult interment.

"Immediate family" means spouse, parent, children, sisters and brothers.

"Interment" means the permanent disposition of the remains of a deceased person by burial or cremation .

"Lot" means the numbered divisions as shown on the record plot of the cemetery which consists of 4 or more grave spaces.

"Lot marker" means a ceramic, metal or granite post used by the cemetery management to locate corners of the lot.

"Marker" means a memorial of granite, marble, bronze or similar material that is flush with the ground.

"Mausoleum" means a building constructed as a monument enclosing the interment space or burial chamber of a deceased person. means a building or other aboveground structure that is affixed to land and is a permanent repository for human remains.

"Memorial" means a monument or marker located on a grave space and identifying the deceased person whose remains are located there.

"Monument" means a memorial of granite, marble, bronze or similar material which shall extend above the surface of the ground.

"Monument with Niche" means a monument that includes an area to inter cremains into the monument.

"Resident" means any person or persons whose domicile is in the City of Lowell city limits at the time of obtaining a burial rights certificate.

"Shepherd Hook" means a long metal pole which is curved over at the top for holding hanging baskets

ARTICLE II

CEMETERY MANAGEMENT

Section 2.1. Cemetery Management. Cemetery management is composed of the administrative officials of the City, including the City Manager, the Director of Public Works and the Cemetery Sexton.

Section 2.2. Cemetery Sexton. The Cemetery Sexton is manager of cemetery operations under the direction of the City Manager and Director of Public Works. The Cemetery Sexton is responsible for seeing to it that these Rules and Regulations and all other matters necessary for the proper operation of the cemetery are complied with.

ARTICLE III
GENERAL RULES

Section 3.1. Business Hours. City Hall will be open during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except on days declared a holiday by the City.

Section 3.2. Cemetery Hours. The cemetery will be open Monday through Friday except on days declared a holiday by the City. Employees of the cemetery are not expected to work on Saturday, Sunday or designated holidays unless absolutely necessary in the preservation of public health, safety and welfare. If it is necessary, interments may be made on Saturdays, Sundays or designated holidays or after 3:00 p.m. Monday through Friday, if additional charges are paid according to the rate schedule established from time to time by the City Council.

Section 3.3. Public on Cemetery Grounds. No person shall be allowed in the cemetery from a period beginning one hour after sunset and continuing to one hour before sunrise, without first obtaining permission from the Cemetery Sexton.

Section 3.4. Payment of Fees and Charges. All fees and charges for services at the cemetery are payable at City Hall and employees are not to accept any fees or payments, however, the Cemetery Sexton or his authorized representative may accept checks payable to the City for interment. Full payment of all fees and charges must be made prior to any interment

Section 3.5. Travel in Cemetery. Automobiles or other means of transportation must observe a 15 m.p.h. speed limit in the cemetery. Driving any motorized or non-motorized vehicle or animal across or upon any grave space, lot or lawn in the cemetery or parking or leaving the same thereon is not permitted. Vehicles must not be parked in such a way to obstruct cemetery roads and, if so parked, will be removed at the owner's expense.

Section 3.6. Traversing on Cemetery Grounds. Walking or driving through the cemetery for the purpose of saving time or distance is prohibited.

Section 3.7 Special Work for Grave or Lot Space Owners.

Employees of the cemetery are not permitted to do any work for grave or lot space burial rights owners except upon order of the Cemetery Sexton.

Section 3.8. Conduct of Individuals in Cemetery. All persons while in the cemetery shall avoid conduct unbecoming a sacred place, including:

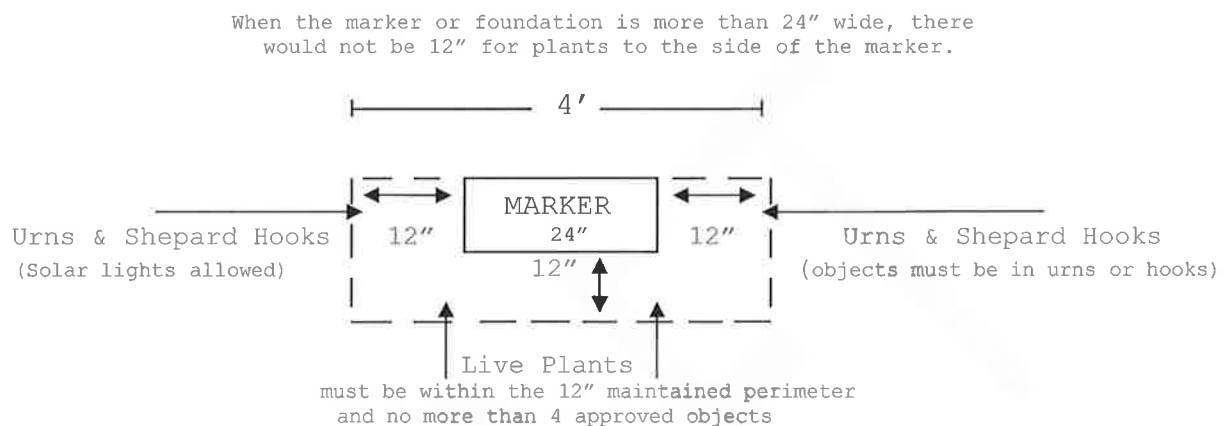
- (a) loud or boisterous talking;
- (b) idling or loafing in the cemetery or in any of the buildings;
- (c) pedaling or soliciting the sale of any commodity within the Cemetery
- (D) approaching the bereaved for the purpose of soliciting any business;

- (d) placing notices or advertisements of any kind within the cemetery;
- (e) bringing animals into the cemetery or any of its buildings, except those assisting persons with disabilities or animals on a 6-ft leash on the hard surfaced walkways.
- (g) metal detecting prohibited within the cemetery property

Section 3.9. Picking of Flowers, Damage of Foliage and Defacing and Damaging Memorials, Etc. The picking of flowers, wild or cultivated; damaging any trees, shrubs or plants; or writing upon, defacing or injuring any memorials, markers, fences or other buildings or structures within the cemetery is strictly forbidden.

Section 3.10 Objects on Grounds Around and On Marker. No more than four approved items by the Cemetery Sexton per grave space are permitted to be placed around markers, of which only one (1) shepherd hook may be placed. Shepherd hooks and urns are allowed within the 12 inches to each side of the marker and turned toward the marker for safety of maintenance personnel (Note: marker or memorial size may not permit 12 inches on each side for plantings.) Items that are not approved include, but are not limited to, decorative fencing, coping, edging, boxes, shells, toys, ornaments, chairs, benches, vases that are not part of the marker, rocks, pea stone, woodchips and similar articles. Statues less than 2 feet high or other approved objects are permitted in the maintained 12-inch area. Solar lights and artificial flowers are permitted in the urns and shepherd hooks only as shown in the illustration below. Shepherd hooks that

are not in use shall be promptly removed. Cemetery employees may remove and dispose of prohibited objects without notice to the owners of the grave.



Section 3.11. Planting of Flowers and Plants. The planting of live flowers and plants is permitted during the growing season. Such plantings must be placed in front of markers and memorials and may not extend more than 12 inches from the base of a marker or memorial. (note: marker or memorial size may not permit 12 inches on each side for plantings). Flowers and plants that become unsightly or have died may be removed and disposed of by cemetery employees without notice to burial rights owners. Cut flowers and arrangements may also be removed and disposed of by Cemetery employees if they become unsightly without notice to the burial rights owners.

Section 3.12. Artificial Flowers and Arrangements.

Artificial flowers and arrangements are permitted on lots or grave spaces from November 1 through March 31 each year. Such artificial flowers and arrangements remaining from April 1 through October 31 each year may be removed and disposed of by Cemetery employees without notice to the owners of lot burial rights. Artificial flowers and arrangements may be placed only in urns and shepherd hooks from April 1 through October 31st.

Section 3.13. Special Remembrances. Special remembrances such as birthdays, wedding anniversaries and anniversary of death are permitted with written notification to City Hall, provided they are placed on a lot or grave space no earlier than one week before the date of the remembered event and removed no later than one week after such remembered event.

Section 3.14. Special Allowance for New Burials. For a period of one year after the anniversary of a death up to five additional objects are permitted on a lot or grave space with the prior written permission of the Cemetery Sexton.

Section 3.15. Flags and Flag Holders. Flags will be permitted on Veteran's graves two weeks before Memorial Day to one week after July 4th. Flags must then be collected by those persons or groups responsible for placing them. One (1) metal flag holder will be permitted on veterans gravesites only. City shall have a

supply of Veteran's marker/flag holders and flags for use only on Veteran's graves.

Section 3.16. Littering Prohibited. Receptacles for waste material are located throughout the cemetery. The disposing of any rubbish, garbage, debris or similar material in the cemetery in other than designated receptacles is prohibited.

Section 3.17. Private Contractors in Cemetery. Any person, firm, corporation or agent thereof while working in the cemetery shall be responsible for any damage caused and under the supervision of the Cemetery Sexton. Contractors must notify the Cemetery Sexton prior to the beginning of any work in the cemetery other than routine maintenance. Contractors must comply with City's insurance and purchasing policy requirements and any applicable contract. All work shall cease while a funeral or interment is being conducted and all workmen and equipment shall withdraw to a reasonable distance from the funeral service.

ARTICLE IV

LOTS

Section 4.1. Purchase of Lots and Grave Spaces. A person desiring to purchase burial rights to a lot or grave space shall visit the cemetery where the Cemetery Sexton will assist him/her in making a selection. Purchase of lots shall acquire only the privilege or right to make interments in the lot so purchased. **At the time of acquisition of burial rights, each cemetery lot or**

grave space shall be assigned the name of the specific person who shall be interred in that space upon death. Each such person must be a current Resident of the City or the non-resident fee shall be paid.

Section 4.2. Lot and Grave Space Price Schedule. Every lot or grave space is subject to these Rules and Regulations as amended from time to time. The price for obtaining burial rights to lots and graves shall be in accordance with the current price schedule adopted from time to time by the City Council. Lots or grave spaces may not be purchased for resale and are not transferrable except to an Immediate Family member upon approval by the Cemetery Sexton. Prior to purchase, lots and grave spaces with approval of the Cemetery Sexton may be placed on hold for a period of not more than 60 days. Burial rights for such lots or grave spaces not purchased within the 60 days will be released for sale.

Section 4.3. Repurchase of Burial Rights for Lots and Grave Spaces by City. The owner of burial rights to an unused lot or grave space may request the City repurchase such burial rights. The City may repurchase the burial rights of such lot or grave space for the amount paid for the lot minus a 20% administration fee. When the original amount paid for the burial rights cannot be determined, the City may pay up to \$100 to repurchase back the burial rights. The City shall not, however, be obligated to make such purchase until or unless the owner of such burial

rights has removed all monuments, markers, footings, plantings, urns, flowers, trees, shrubs, bushes and other objects, obstacles and appurtenances on the lots as shall be requested by the City. The owner of burial rights to a lot or grave space may not transfer such interest to any other person or entity without the prior written approval of the City.

Section 4.4. Location of Lots. The location of lots will be in accordance with the cemetery plot plan which is kept on file at City Hall. The corner of each lot will be laid out by the Cemetery Sexton.

Section 4.5. Classification of Lots and Grave Spaces. Burial rights for lots and grave spaces are sold only for the interment of deceased persons. A single grave space shall be approximately 4 feet by 9 feet. A lot shall consist of 4 or more grave spaces. Grave spaces for indigent persons shall be located in the cemetery at the discretion of the Cemetery Sexton. Infant grave spaces are for placement of a vault not more than 4 feet long.

Section 4.6. Design of Cemetery. The City reserves the right to enlarge, reduce, replot or change the boundaries or grading of the cemetery, or a section or sections thereof, from time to time, including the right to modify or change the locations of or remove or regrade roads, drives, walks, or aisles, or any part thereof. The City also reserves the right to lay, maintain, operate, alter or change pipelines or gutters for such activities as sprinkling and drainage. The City may use cemetery property where burial

rights have not been sold for any purpose necessary, incidental or convenient to cemetery use and operation as determined solely by the City. The City reserves perpetual right of ingress and egress over lots and grave spaces for the purpose of passing to and from other lots and grave spaces.

Section 4.7. Responsibility for Loss or Damage. The City will take all reasonable precautions to protect lot and grave burial rights owners from loss or damage to lots and grave spaces and property of burial rights owners placed thereon. The City, however, assumes no liability for any such loss or damage and any lot or grave burial rights owner as a condition for receiving a burial rights certificate agrees that the City shall have no such liability.

Section 4.8. Change of Address. It is the duty of the grave burial rights owner to notify City Hall in writing of any change in address.

Section 4.9. Interment in Grave Spaces. No interment will be allowed without a proper burial right certificate and/or a notarized City owned assignment of burial rights grave spaces along with a burial-transit permit from the County Health Department. The owner of burial rights or relative acceptable to the City must also sign a grave opening authorization form before a burial. All burials shall be in a vault. All cremations may be buried in a container approved by the City in a grave space or in an approved columbarium. Ashes from cremains must be buried in

the ground and no cremains shall be scattered within the cemetery. No burial spaces shall be opened and closed except under the direction and control of the Cemetery Sexton or other authorized City employee. All fees and charges must be paid in full prior to any interment.

Section 4.10. Power of Attorney. A power of attorney to act for a lot or grave burial rights owner must be filed at City Hall, to be effective.

Section 4.11. Transfer of Burial Rights. Transfer of burial rights to Immediate Family is subject to the rules stated in this Section. If the owner of a lot or grave space desires to make a name change in the burial rights to a person who is not his/her immediate family, he/she must sell the burial rights to the lot or grave space back to the City and then repurchase the burial rights to that lot or space at the fee determined by residency status set by City Council from time to time.

Section 4.12. Owner Dies Without Designating Use of Grave Spaces. If a person entitled to burial rights to a lot or grave space dies without designating the person(s) to be buried in the remaining lot or grave spaces, the City will permit the burial of heirs as designated in writing by a court of competent jurisdiction, when presented for recording at City Hall. If time does not permit obtaining a court order, the City may accept an affidavit by all of the immediate family heirs of the burial

rights owner together with a hold harmless agreement, in a form acceptable to the City. Possession of a burial rights certificate is not in itself sufficient evidence of burial rights ownership of a grave space. The legal right to ownership of burial rights must be established. The transfer of burial rights to Immediate Family members is subject to the rules stated in this Section.

Section 4.13. Correction of Errors. The City reserves the right to correct any errors that may be made in making interments disinterments, or removals, or in the description, transfer, or conveyance of lots and grave spaces by either canceling the burial rights certificate and substituting a burial rights certificate for another lot or grave space or refunding without interest the amount paid for such burial rights. If the error involves the interment of a deceased person in the wrong lot or grave space the City may remove and transfer the remains so interred to the correct lot or grave space or to a lot or grave space of equal value and similar location.

Section 4.14. Governing Documents and Rules. The burial rights certificate, these Rules and Regulations as amended by the City Council from time to time, or other written agreement signed by the City constitute the sole agreement between the City and a lot or grave space burial rights owner. Any oral statement of any officer, employee or agent of the City, shall not be binding on the City.

Section 4.15. Interment of Indigent Persons. The City will provide grave spaces at the cemetery for indigent persons as required by State law, provided such deceased indigent person is a Resident of the City or shall have died within the corporate limits of the City and has no residence elsewhere.

Section 4.16. Forfeiture and Termination of Burial Rights.

Proceedings relative to the forfeiture and termination of burial rights may be initiated by the City as provided for by law.

ARTICLE V

CARE OF LOTS AND GRAVE SPACES

Section 5.1 Perpetual Care. A portion of the purchase price for burial rights of lots and grave spaces as set forth in the schedule of prices adopted from time to time by the City Council shall be set aside and deposited in the cemetery perpetual care fund. The interest earned on the deposits in such fund shall be used for the care and maintenance of lots and grave spaces. Perpetual care includes (a) the mowing of grass; (b) the trimming around memorials; (c) the filling, sodding and/or seeding of sunken graves; (d) sodding/seeding over the surface of winter graves to lot level; (e) watering as needed to establish growth of plants and grass that are planted by the City; (f) the raking/mulching of leaves and cleaning of grounds; and (g) the pruning of hardy trees. Perpetual care does **NOT** include (a) the

trimming of shrubs and the watering of plants and flowers planted by lot and grave space burial rights owners; (b) the care of flower urns; and (c) the maintenance, repair or replacement of any memorial, columbarium or mausoleum placed or erected on the lot or grave space, unless caused by a direct act of negligence by a cemetery employee.

Section 5.2. Special Care of Lots. A lot or grave space burial rights owner who desires special care of his/her lot must make arrangements for such care with a private person, firm, or corporation not employed by the City. All such arrangements shall be subject to prior written approval by the Cemetery Sexton.

Section 5.3. Plants, Trees and Shrubs. A lot or grave space burial rights owner may beautify his lot or grave space upon prior written approval of the Cemetery Sexton. Plantings must be in harmony with the general landscape design of the cemetery grounds, and should not interfere with adjacent lots or grave spaces. A lot or grave space burial rights owner may choose plantings from a variety of plants, trees and shrubs approved by the Cemetery Sexton.

Section 5.4. Removal of Plants, Trees and Shrubs. The Cemetery Sexton has the right to remove and dispose of, without notice, plants, trees and shrubs planted in violation of these Rules and Regulations. The Cemetery Sexton also has the right to trim, cut

down and remove any plantings which are undesirable in their present condition, or that may be interfering with maintenance of the cemetery. When it is necessary to remove any trees or shrubs on a lot or grave space in order to make the lot or grave space usable, the cost of removal will be borne by the person with burial rights to the lot or grave space.

ARTICLE VI

MEMORIALS AND MARKERS

Section 6.1. Requirements for Memorials and Markers. The following requirements shall apply to memorials and markers in the cemetery:

- (a) Materials used for memorials must be first quality granite guaranteed by the producer to be of highest quality and finish. Manufactured or cast stone or concrete materials is not permitted. White slab head or foot markers, because of their tendency for rapid deterioration, shall not be placed in the cemetery except for the purpose of duplicating an existing marker on the same grave space or lot.
- (b) All designs and specifications of memorials to be installed in the cemetery must be submitted to the Cemetery Sexton for his approval before commencing installation. No markers or memorials shall have any vulgar or sexual language or image.
- (c) A memorial may not be erected on any lot or grave space unless all indebtedness on said lot or grave space and services of the City provided in connection therewith are paid in full. This shall include all indigent burials where the difference between any social services burial allowance and the charge for the cost of the grave space and the

grave opening and closing charge, shall be paid in full before a memorial is permitted.

- (d) The City assumes no responsibility for the composition or quality of a memorial or marker or the handling and setting of a memorial or marker.
- (e) A single memorial embracing 2 grave spaces shall be allowed if both grave spaces are paid for and the burial rights owner agrees to bear the cost of removing and resetting the memorial if the memorial interferes with a subsequent interment. Where two infant interments are made in one grave space, only one monument is permitted which shall be consistent with other monuments on the lot. A marker is permitted to mark the other grave.
- (f) A single marker may be installed in the rear one half of a grave space when two infants are interred in the same grave space.
- (g) Markers embracing 2 grave spaces are permitted under the same conditions as monuments. Raised letters are not permitted on markers that are level with the adjacent lawn. Each marker shall consist of one part or piece.
- (h) Except as otherwise provided herein, all markers and monuments must be placed at the head of the grave space and shall not be placed so as to interfere with any other grave space. All memorials must be installed on a foundation which is approved by the Cemetery Sexton. The front edge of memorials shall be in line with the lot line in the case of the front half of the lot, and the front edge of the foundation in line with the north-south centerline, in the case of the back half of the lot.
- (i) The location of any memorial or marker on a lot or grave space must be approved by the Cemetery Sexton. Memorials or markers may not be erected on a lot or grave space which is not paid in full.
- (j) Mausoleums, columbariums, and markers and/or monuments with niches are prohibited unless the City gives its prior written approval.

- (k) Installation of Veteran's markers to the back of a monument shall be the responsibility of the monument company or funeral home. The City is not responsible to install the Veteran's marker.

ARTICLE VII

INTERMENTS

Section 7.1. Notice of Funerals. Notice of funerals with the exact location of the grave space must be given to the Cemetery Sexton at least 2 business days in advance of the interment service. Consideration of notice less than 2 business days will be given, but the City is not required to complete a grave opening upon less than 2 business days' notice. All requests for interments must be signed by the lot or grave space burial rights owner or his legal representative. It is the responsibility of the burial rights owner or his/her legal representative to verify the City has received their request if they fax or email the information to the City.

Section 7.2. Supervision of Funerals and Interments. All funerals and interments in the cemetery shall be under the supervision and direction of the Cemetery Sexton.

Section 7.3. Rates and Charges. All rates and charges made by the City for lots, grave spaces, grave openings and closing,

removals, or other services shall be in accordance with the schedule adopted from time to time by the City Council.

Section 7.4. Interments after Normal Business Hours. An additional charge will be made for burial services when the funeral services are not concluded by 3:00 p.m. Monday through Friday. This additional fee may be charged to the funeral home or to the persons requesting the funeral. Additional charges will be made for burial services that take place on a Saturday, Sunday or City designated holiday. These additional charges shall be part of the schedule adopted from time to time by the City Council.

Section 7.5. Number of Interments Per Grave Space.

A Grave space may contain:

- a. One (1) full burial and up to three (3) cremations
- b. One (1) child or infant and up to three (3) cremations
- c. Two (2) children or infants
- d. Four (4) cremations

Section 7.6. Position of Graves. Graves shall not be placed in a manner other than as designated on the cemetery lot plan on file at City Hall.

Section 7.7. Opening and Closing of Graves. All graves shall be opened and closed by City employees only.

Section 7.8. Orders Given by Telephone. Under no condition will the City assume responsibility for errors in opening grave spaces

when orders are given by telephone. Orders by a funeral director for the opening of a grave space will be considered as an order from the lot or grave space burial rights owner.

Section 7.9. Misrepresentations or Error. While the Cemetery Sexton will make all reasonable efforts to establish the identity of the person or persons claiming burial rights ownership of the lot or grave space or making arrangements for the interment, the City shall not be responsible for misrepresentations or errors made by the person or persons alleging to be the burial rights owner or his/her legal representative.

Section 7.10. Interment Containers. In order to maintain a high standard of care and to prevent sunken graves caused by the collapse of wooden boxes, all interments shall be made in vaults made of natural stone, metal, reinforced concrete, or other materials approved by the Cemetery Sexton. Such approval shall be based on permanency, durability and strength. Size of vaults shall be:

- (a) 4 feet or less for infants;
- (b) 4 feet or more for children; and
- (c) 6 feet or more for adults.

Section 7.11. Grave Mounds. Grave mounds are not permitted.

Section 7.12. Removal of Flowers, Flags, Etc. As soon as flowers, flags or emblems used at funerals and for adornment of graves become unsightly in the opinion of the Cemetery Sexton,

they will be removed and disposed of by City employees without notice to lot or grave space burial rights owners.

Section 7.13. Opening of Caskets. Once a casket containing a deceased person is in the cemetery, no person shall be permitted to open the casket without the consent of the legal representative of the deceased or an order signed by a court of competent jurisdiction or otherwise as permitted by law.

Section 7.14. Disinterments and Removals. No disinterment and removal to another location within the cemetery of the remains of a deceased person shall be permitted without the written consent of the legal heir of the deceased person or the written direction of a duly authorized public official. No disinterment and removal to another location outside of the cemetery shall be permitted without a permit from the Kent County Public Health Department, an order by a court of competent jurisdiction or otherwise as permitted by law. Charges for disinterments and removals shall be part of the schedule adopted from time to time by the City Council. Sexton must receive a minimum of one (1) weeks' notice prior to any disinterments or removals.

Section 7.15. Interments in Other Cemeteries. The cemetery personnel on request may assist other cemeteries in the area with the opening and closing of graves. The City requires that the exact location of the grave to be opened be clearly staked 8 business hours prior to the funeral service. Consideration of

notice less than 2 business days will be given, but the City is not required to complete a grave opening upon less than 2 business days' notice. The City requires that all the grave markers on adjacent grave spaces be cleared of snow at the time the grave to be opened is staked and that the snow be plowed on the cemetery roads leading to the grave space prior to the time the grave is opened. Charges for interments in other cemeteries will be the set fees charged for Oakwood Cemetery plus 50%.

As amended through April 19, 2004.

As amended February 7, 2005.

As amended July 6, 2010.

As amended September 6, 2011.

As amended XXX, 2020

Memorandum



DATE: October 29, 2020

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

MD
D
R

PUBLIC WORKS

RE: DPW HVAC Unit

The Department of Public Works building on Hudson St. had issues with the building's HVAC unit during the summer. Several times Progressive Heating and Cooling was out to inspect and fix, as well as recharge the unit. During one of the inspections they found a crack in the heat exchanger. With winter on the horizon now would be a good time to replace the 12+ year-old unit. This is an unanticipated and unbudgeted expense. However, there is \$10,000 in the DPW Building Improvement line item that could be redirect to this replacement.

Progressive Heating and Cooling has quoted a replacement AC unit of equal size to be \$4,896.00, installed. The current energy code requires a new low leak economizer be included with these units. The cost for the economizer is \$1,671.00. The total cost to replace the existing HVAC unit, with economizer, is \$6,567.00.

The old unit would be removed and disposed of properly, and a new unit would be installed in the same location. They will also utilize the existing ductwork, electric lines, and gas lines.

It is my recommendation: **That the Lowell City Council approve the DPW building HVAC replacement quote from Progressive Heating, Cooling & Refrigeration, Inc., Lowell, Michigan, dated September 23, 2020, for a cost of \$6,567.00.**



1375 East Main St. • Lowell, MI 49331 • (616) 897-1559 • Fax (616) 897-2773
100% Veteran Owned Company

Date: September 23, 2020

Page 1 of 1

To: Lowell DPW

Attn.: Mike

RE: RTU Replacement

We will replace the following:

One 3-ton Carrier/Bryant unit of equal size. This is a horizontal discharge unit. We will reconnect to the existing ductwork.

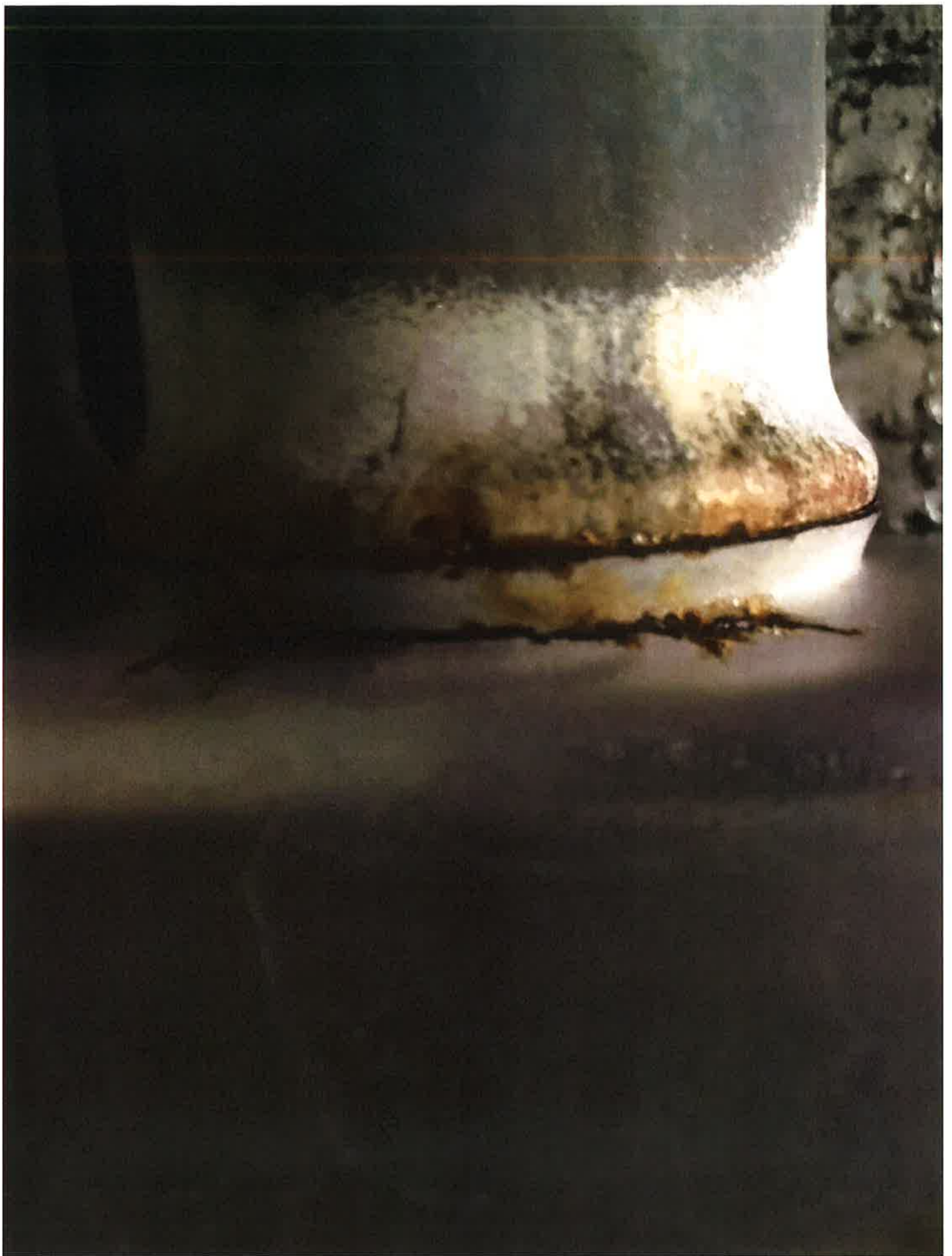
Total installed replacement cost... \$4,896.00

Energy code requires a new low leak economizer. The current system does not have a economizer. To Add W7220 compliant economizer ADD... \$ 1,671.00

Includes: 3-ton unit, one full year parts and labor warranty, 10-year heat exchanger and five compressor parts warranty, crane rental, disconnecting with proper disposal of existing unit, disconnecting and reconnecting of electrical and gas piping, normal business hours (7:00am - 3:30pm), condensate P-Trap and piping as required.

Excludes: Any electric above direct reconnection any line voltage work by others, structural support and/or roof flashing (non should be required we will reuse existing slab).

Sincerely,
Paul Flanagan
Project Coordinator
Cell 616-437-2387



APPOINTMENTS

	Expires
Arbor Board Vacancy (Melissa Spino – Currently Serving)	06/30/2020
Construction Board of Appeals Vacancy	01/01/2021
Local Officers Compensation Commission Vacancy (Roger LaWarre – Currently Serving)	06/30/2020
Lowell Area Fire and Emergency Services Authority Vacancy (Dave Pasquale – Currently Serving)	01/01/2020
Planning Commission Vacancy (David Cadwallader – Currently Serving)	06/30/2020
Vacancy (Colin Plank – Currently Serving)	06/30/2020