



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

CITY OF LOWELL
CITY COUNCIL AGENDA
DECEMBER 5, 2022

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 November 21, 2022 Regular Session City Council Meeting.
 - Authorize payment of invoices in the amount of \$101,045.79.
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. Line Shack
5. NEW BUSINESS
 - a. IT Managed Service Agreement
 - b. Grindle and Shepard Design Engineering
 - c. Cancellation of December 19, 2022 City Council meeting
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.



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www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, December 5, 2022

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 November 21, 2022 Regular Session City Council Meeting.
- Authorize payment of invoices in the amount of \$101,045.79.

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. Line Shack. Resolution is provided.

5. NEW BUSINESS

- a. IT Managed Service Agreement. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve the proposal presented by IP Consulting for IT Managed Services.

- b. Grindle and Shepard Design Engineering. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the Design Engineering Services quote for the 2023 Grindle Dr. and Shepard Dr. Improvements Project, as proposed by Williams & Works in their letter dated November 28, 2022, in the amount of \$41,000.00.

- c. Cancellation of December 19, 2022 City Council meeting.

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

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, NOVEMBER 21, 2022, 7:00 P.M.**

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

Mayor DeVore called the Meeting to order at 7:00 p.m. and City Clerk Sue Ullery called roll.

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

Absent: None.

Present: City Clerk Sue Ullery, DPW Director Dan Czarnecki, City Manager Michael Burns, Chief of Police Chris Hurst.

2. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda as amended.
- Approve and place on file the minutes of the November 7, 2022 regular meeting.
- Authorize payment of invoices for \$171,038.41.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Perry Beachum who resides at 924 Riverside stated his concern for the contaminated pile on the Moose property and feels it needs to be removed as this is a part of a park property. Possibly a sign or a fence to keep people out.

4. OLD BUSINESS

a. New Police Car.

Chief of Police Chris Hurst gave an update on the car that had been ordered for the Police department, apparently, it has been reordered for 2023 and no way to know the cost. Hurst then asked to re-allocate the funds for the new car to purchase a used car, a 2021 Ford Police Interceptor Utility, that is currently available from WMU DPS at a cost not to exceed, \$51,315.00.

IT WAS MOVED BY YANKOVICH and seconded by SALZWEDEL that Lowell City Council approve that the Lowell Police Department reallocate the funds that were set aside to purchase a cruiser from Signature Ford and use these funds to purchase and equip the WMU DPS cruiser for a cost not to exceed \$51,315.00.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

5. **NEW BUSINESS**

a. Rockford EMS Contract.

City Manager Michael Burns read his memo regarding the renewal of the current Rockford EMS contract stating everything is the same except changing the dates for a new five year agreement.

Tim Armstrong, representing Rockford Ambulance answered questions from the council.

IT WAS MOVED BY DEVORE and seconded by GROVES that the Lowell City Council renew a 5-year agreement with Rockford Ambulance for EMS Services to the City of Lowell.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. Mowing Bids 2023-2025.

DPW Director Dan Czarnecki read his memo stating the contract for mowing and trimming of City properties has expired. New bids were requested and opened on November 7, 2022. The work areas include City Parks and recreation areas, water storage areas, several roadsides and city properties. Received three bids. Manszewski Landscaping has performed the mowing for the past several years and they have done a good job. They are the lowest bid received.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS that Lowell City Council approve the bid and award the three year mowing contract to Manszewski Landscaping, Lake Odessa, as outlined in their bid received November 7, 2022, for a total yearly cost of \$42,600.00, for each year of the mowing seasons of 2023, 2024, and 2025.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. Draft Park and Recreations Plan 2023-2027.

DPW Director Dan Czarnecki read his memo stating for the past year, the Parks and Recreation Commission has been working on updating the Recreation Master Plan. This is a process that takes place every five years to meet requirements of the State of Michigan Department of Natural Resources. Public Notice has been sent and any comments will be relayed at the next meeting. Final approval is needed no later than the January 3, 2023 regular meeting. This will provide the needed time to finalize all paperwork and deliver the documents to the MDNR no later than February 1, 2023.

Mayor DeVore opened up the floor for Public Comment.

Bruce Matthews who resides at 326 Riverside read his letter into record regarding the Lowell Scout Park and thanked Dan Czarnecki for his services.

Bill Schuer who resides at 538 Flat River read his letter into record regarding the Lowell Scout Park and also thanks Dan Czarnecki and the DPW workers.

6. **BOARD/COMMISSION REPORTS.**

Councilmember Groves stated Chamber of Commerce meeting was at the beginning of the month. Reminded everyone about Christmas through Lowell as well as the December 3, 2022, The Santa Parade. Parks & Rec meeting they are working on masterplan.

Councilmember Chambers stating the Planning Commission will begin working on their new master plan for the City which will take 14 to 18 months so it will take some time. Public input will also be implemented when taken at the Riverwalk concerts as well as the Lowell Expo.

Councilmember Salzwedel stated at the Lowell Light & Power meeting, Ron VanOverbeek will be retiring after 25 years. Congratulations to Ron. Also, Mark Droog will have 23 years at LL&P.

Councilmember Yankovich wanted to thank City Manager Michael Burns and City Clerk Sue Ullery for eliminating Styrofoam cups. Congratulations to the DPW on working on the snow removal this past week. The LOOK Foundation was not able to grant all that was requested but spent \$26,000. No one received what they requested. Senior neighbors and The Gilda's Club are moving to the First Congregational Church.

Mayor DeVore stated Vison was rescheduled but had Fire Authority meeting and voted two probationary members to full-pledged fire fighters. Staffing is at about 32 right now which is the highest it has ever been. Preliminary budget they will be working on during December and January. We renewed the contract with the Fire Chief and gave him an increase and a review. Fire Authority is doing a great job and DeVore is really glad he is on that board.

7. **BUDGET REPORT.**

8. **MANAGER'S REPORT.**

City Manager Michael Burns reported on the following:

- Thanked the DPW and Dan Czarnecki for their hard work and they did a great job.
- 990 N. Washington – Today was the deadline that they were to be out of the property, tomorrow they will not be in compliance with the judge's orders so we will file a motion tomorrow to evict them.
- Lineshack – 20-day resolution period began last Monday, it is in the Clerk's office.

- Gee Drive – MDOT repave project- issues from the contractor (noise and esthetics) - They will come back in the spring.
- Late last week, the Department of Treasury released the inflation rate multiplier (an increase on property). Highest increase since proposal A was in place. Will be 5% on capped property.

9. **APPOINTMENTS.**

No changes.

10. **COUNCIL COMMENTS.**

Councilmember Chambers mentioned the vibration he felt on Gee Drive from the paving job. Also thanked the DPW for their hard work snowplowing and salting streets and sidewalks.

Councilmember Salzwedel wished everyone a Happy Thanksgiving and asked about walking in the parade. Chambers stated we could ride in his truck.

Councilmember Groves also thanked the DPW. Thanked the Parks and Recreation Board, it was her first time working on the plan and thank you as well to the citizens who did come out and share their comments with them. Also, Happy Thanksgiving.

Mayor Devore also thanked the DPW and believes it is the culture down there at the DPW, a pride in what they do. Also thank you to the Parks and Rec Board, thanks to the personal committee on the Fire Authority for doing a good review on the Fire Chief.

11. **ADJOURNMENT.**

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn @ 7:46 p.m.

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

12/02/2022 03:08 PM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

Page: 1/4

User: LORI

EXP CHECK RUN DATES 11/18/2022 - 12/02/2022

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00007	ADT SECURITY SYSTEMS, INC.		
	11/13/2022	MONITOR WTP 12/2022 - 2/2023	133.53
TOTAL FOR: ADT SECURITY SYSTEMS, INC.			133.53
00015	ALEXANDER CHEMICAL CORP		
	61898	WTP CHLORINE	62.00
TOTAL FOR: ALEXANDER CHEMICAL CORP			62.00
10816	AMAZON CAPITAL SERVICES		
	1P14-9TTT-HPY7	CITY HALL SUPPLIES	17.50
	1TRM-F791-RXXK	CITY HALL OFFICE SUPPLIES	108.60
TOTAL FOR: AMAZON CAPITAL SERVICES			126.10
10625	AQUARIUS LAWN SPRINKLING INC		
	68286	WINTERIZE DOG PARK METER	50.00
TOTAL FOR: AQUARIUS LAWN SPRINKLING INC			50.00
10818	AT&T MOBILITY		
	11/06/22	FIRSTNET PHONE BILL	1,010.20
TOTAL FOR: AT&T MOBILITY			1,010.20
10121	BEHRENS LIMITED, LCC		
	2336	DPW HAND CLEANER	136.00
TOTAL FOR: BEHRENS LIMITED, LCC			136.00
REFUND UB	BGR INVESTMENTS		
	11/30/2022	UB refund for account: 4-00181-2	1,851.40
TOTAL FOR: BGR INVESTMENTS			1,851.40
10656	CARLETON EQUIPMENT		
	02-573791	#37 BOBCAT SKIDSTEER R & M	478.49
TOTAL FOR: CARLETON EQUIPMENT			478.49
10950	CITRIX SYSTEMS, INC		
	440000396637	SHAREFILE SERVICE SUBSCRIPTION	960.00
TOTAL FOR: CITRIX SYSTEMS, INC			960.00
10493	COMCAST CABLE		
	12/6 - 1/5/23	DPW CABLE TV	58.85
TOTAL FOR: COMCAST CABLE			58.85
10509	CONSUMERS ENERGY		
	NOV 2022	ACCOUNT STATEMENTS	611.32
TOTAL FOR: CONSUMERS ENERGY			611.32
01156	CURTIS CLEANERS		
	06A849	POLICE DRY CLEANING	54.43
TOTAL FOR: CURTIS CLEANERS			54.43
00132	D&D TRUCKING ACQUISITION, LLC		
	36241	#16 PLOWE TRUCK R & M	38.00
TOTAL FOR: D&D TRUCKING ACQUISITION, LLC			38.00
10303	ECO GREEN SUPPLY		
	30964	ICE MELT	553.70
TOTAL FOR: ECO GREEN SUPPLY			553.70

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Page: 2/4

Vendor Code	Vendor Name Invoice	Description	Amount
10988	ETNA SUPPLY		
	S10424111.001	WTP CHLORINE	61.09
	S104825098.001	WTP CHLORINE	724.00
TOTAL FOR: ETNA SUPPLY			785.09
10670	FAHEY SCHULTZ BURZYCH RHODES PLC		
	7639	LABOR ATTORNEY	180.00
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC			180.00
10413	GR CENTRAL IRON & STEEL INC		
	9155	PLOW SHOES	900.00
TOTAL FOR: GR CENTRAL IRON & STEEL INC			900.00
01493	GRAINGER INDUSTRIAL SUPPLY		
	9513719881	WTP CEILING HEATER	889.30
TOTAL FOR: GRAINGER INDUSTRIAL SUPPLY			889.30
01508	GTW		
	298902	CYLINDER RENTAL NOV 2022	47.85
TOTAL FOR: GTW			47.85
00248	HOOVER PRINTING, LLC		
	65724	TAX PAPER - BLUE	92.40
TOTAL FOR: HOOVER PRINTING, LLC			92.40
02463	HYDROCORP		
	0069794-IN	CROSS CONNECTION NOV 2022	1,806.25
TOTAL FOR: HYDROCORP			1,806.25
00301	KENT COUNTY HEALTH DEPT		
	LOWEC2022Q3	DOG LICENSES	229.20
TOTAL FOR: KENT COUNTY HEALTH DEPT			229.20
00291	KENT COUNTY ROAD COMMISSION		
	413365	SIGNAL ELECTRIC CHARGES	93.16
TOTAL FOR: KENT COUNTY ROAD COMMISSION			93.16
10296	LAKESHORE SCALE INC.		
	26722	SCALE INSPECTION WTP	280.00
TOTAL FOR: LAKESHORE SCALE INC.			280.00
00341	LOWELL LIGHT & POWER		
	3652	IPC INVOICES	3,580.23
	3658	KORE HI & DELL WARRANTIES	8,515.76
	3659	COMCAST & SPECTROTEL CHARGES	505.53
TOTAL FOR: LOWELL LIGHT & POWER			12,601.52
01991	MEEKHOF TIRE SALES & SERVICE		
	22-0119265-041	#16 PLOW TRUCK R & M	428.00
TOTAL FOR: MEEKHOF TIRE SALES & SERVICE			428.00
00424	MML WORKERS' COMP FUND		
	6354206	WC POLICY 2022-2023 #3	5,028.00
TOTAL FOR: MML WORKERS' COMP FUND			5,028.00
10103	PITNEY BOWES GLOBAL FIN. SRVS LLC		
	3316621511	POSTAGE MACHINE	170.73
TOTAL FOR: PITNEY BOWES GLOBAL FIN. SRVS LLC			170.73

12/02/2022 03:08 PM
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Page: 3/4

Vendor Code	Vendor Name Invoice	Description	Amount
00506	POSTMASTER 11/30/2022 11-30-2022	POSTAGE FOR W/S BILLS AND WINTER TAX TAX BILL ADDITIONAL POSTAGE	1,134.91 26.78
TOTAL FOR: POSTMASTER			1,161.69
00512	PREIN & NEWHOF, INC. 102406	PARKS WATER TESTING	155.00
TOTAL FOR: PREIN & NEWHOF, INC.			155.00
02331	PROGRESSIVE HEATING COOLING, CORP. 2021083	LIBRARY PREVENTIVE MAINT	398.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			398.00
00827	RS TECHNICAL SERVICES, INC. 22677 22678	WTP CAPTIAL OUTLAY WTP SUPPLES NW GEE BOOSTER	12,191.70 678.73
TOTAL FOR: RS TECHNICAL SERVICES, INC.			12,870.43
10378	RUESINK, KATHIE 047784 047786/047787	CLEANING SERVICES 11/04 - 11/17/22 CLEANING 11/18 -12/1/2022	720.00 630.00
TOTAL FOR: RUESINK, KATHIE			1,350.00
10042	SAWYER ENGINE & COMPRESSOR INC. 61367	#33 AIR COMPRESSOR R & M	151.43
TOTAL FOR: SAWYER ENGINE & COMPRESSOR INC.			151.43
10849	SMART BUSINESS SOURCE OE-58569-1	OFFICE SUPPLIES	56.78
TOTAL FOR: SMART BUSINESS SOURCE			56.78
10678	SUNBELT RENTALS 132416521-0001	PRESSURE WASHER RENTAL	669.75
TOTAL FOR: SUNBELT RENTALS			669.75
02473	SUPERIOR ASPHALT, INC. 71818	ROAD SUPPLIES	1,153.20
TOTAL FOR: SUPERIOR ASPHALT, INC.			1,153.20
00930	TRUCK & TRAILER SPECIALTIES DSO011283 DSO011316	#15-3 & #16-3 PLOW TRUCK WING BLADES PUSHARM ASSY JR WING	1,321.52 868.53
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			2,190.05
10860	ULINE 156360484 156697420	SOAP & DISINFECT WIPES DPW MAT & GLOVES	370.97 304.42
TOTAL FOR: ULINE			675.39
00646	ULLERY, SUSAN 12/2/2022	MASTER CLERK - MT PLEASANT MILEAGE	87.36
TOTAL FOR: ULLERY, SUSAN			87.36
10969	VEOLIA 20220253 20220335 202246938	SURCHARGES JULY 2022 SURCHARGES OCT 2022 WWTP SERVICES NOV 2022	1,607.67 1,267.08 44,090.88
TOTAL FOR: VEOLIA			46,965.63

12/02/2022 03:08 PM
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Page: 4/4

Vendor Code	Vendor Name Invoice	Description	Amount
00692	WILLIAMS & WORKS INC.		
	95154	WATER RELIABILITY STUDY 2021	220.00
	95293	2022 STREET IMPROVEMENTS (FAITH,ROB JANE, HEFFRON,	160.00
	95295	GEE DR MILL & FILL	519.00
	95311	MONROE ST RESURFACE, W/S IMP	2,456.72
			<hr/>
			3,355.72
TOTAL FOR: WILLIAMS & WORKS INC.			
02579	WMCJTC		
	4989	MCOLES FALL 2022 DISTRIBUTION	149.84
			<hr/>
			149.84
TOTAL FOR: WMCJTC			
TOTAL - ALL VENDORS			101,045.79

12/02/2022 03:08 PM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/18/2022 - 12/02/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-222.002	DUE TO COUNTY-DOG LICENSE KENT COUNTY HEALTH DEPT	DOG LICENSES		229.20	77974
101-000-264.003	WORKERS COMP INSURANCE PA MML WORKERS' COMP FUND	WC POLICY 2022-2023 #3		5,028.00	77981
	Total For Dept 000			5,257.20	
Dept 101 COUNCIL					
101-101-955.000	MISCELLANEOUS EXPENSE	AT&T MOBILITY	FIRSTNET PHONE BILL	36.24	77950
	Total For Dept 101 COUNCI			36.24	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	44.99	77950
	Total For Dept 172 MANAGE			44.99	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CITY HALL OFFICE SUPPLIES	13.99	77957
	Total For Dept 209 ASSESS			13.99	
Dept 210 ATTORNEY					
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	LABOR ATTORNEY	180.00	77968
	Total For Dept 210 ATTORN			180.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	44.99	77950
101-215-864.000	CONFERENCES & CONVENTIONS	ULLERY, SUSAN	MASTER CLERK - MT PLEASAN	87.36	77993
	Total For Dept 215 CLERK			132.35	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	HOOPER PRINTING, LLC	TAX PAPER - BLUE	92.40	77972
101-253-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	POSTAGE FOR W/S BILLS AND	629.85	77953
101-253-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	TAX BILL ADDITIONAL POSTA	26.78	77954
	Total For Dept 253 TREASU			749.03	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CITY HALL OFFICE SUPPLIES	13.99	77957
101-265-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CITY HALL SUPPLIES	17.50	77957
101-265-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	POSTAGE MACHINE	170.73	77982
101-265-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CITY HALL OFFICE SUPPLIES	80.62	77957
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	56.78	77988
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 11/04 -	360.00	77951
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING 11/18 -12/1/2022	300.00	77986
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	140.00	77978
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	31.29	77978
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC INVOICES	1,356.43	77979
	Total For Dept 265 CITY H			2,527.34	
Dept 301 POLICE DEPARTMENT					
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	54.43	77964
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	556.50	77950
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	22.08	77978
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	69.97	77978
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC INVOICES	313.36	77979
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	MCOLAS FALL 2022 DISTRIBU	149.84	77996
	Total For Dept 301 POLICE			1,166.18	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	ULINE	SOAP & DISINFECT WIPES	71.59	77992
101-441-740.000	OPERATING SUPPLIES	ULINE	DPW MAT & GLOVES	304.42	77992
101-441-740.000	OPERATING SUPPLIES	BEHRENS LIMITED, LCC	DPW HAND CLEANER	136.00	77959
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	88.26	77950
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	14.72	77978
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC INVOICES	633.91	77979
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE TV	58.85	77962
	Total For Dept 441 DEPART			1,307.75	

12/02/2022 03:08 PM
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Page: 2/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 751 PARKS					
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	PARKS WATER TESTING	155.00	77983
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	38.24	77950
Total For Dept 751 PARKS				193.24	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 11/04 -	360.00	77951
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOL	LIBRARY PREVENTIVE MAINT	398.00	77984
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING 11/18 -12/1/2022	330.00	77986
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	143.06	77978
Total For Dept 790 LIBRAR				1,231.06	
Total For Fund 101 GENERA				12,839.37	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST RESURFACE, W/S	818.90	77995
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	GEE DR MILL & FILL	519.00	77995
Total For Dept 450 CAPITA				1,337.90	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	KENT COUNTY ROAD COMMISSI	SIGNAL ELECTRIC CHARGES	93.16	77975
Total For Dept 474 TRAFFI				93.16	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ROAD SUPPLIES	576.60	77990
202-478-740.000	OPERATING SUPPLIES	SUPERIOR ASPHALT, INC.	ROAD SUPPLIES	576.60	77990
Total For Dept 478 WINTER				1,153.20	
Total For Fund 202 MAJOR				2,584.26	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	2022 STREET IMPROVEMENTS	160.00	77995
Total For Dept 450 CAPITA				160.00	
Total For Fund 203 LOCAL				160.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	ECO GREEN SUPPLY	ICE MELT	553.70	77966
248-463-740.000	OPERATING SUPPLIES	ULINE	SOAP & DISINFECT WIPES	299.38	77992
Total For Dept 463 MAINTEN				853.08	
Total For Fund 248 DOWNTO				853.08	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-930.000	REPAIR & MAINTENANCE	AQUARIUS LAWN SPRINKLING	WINTERIZE DOG PARK METER	50.00	77958
Total For Dept 758 DOG PA				50.00	
Total For Fund 260 DESIGN				50.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	37.59	77963
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	30.12	77963
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	264.79	77963
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	278.82	77963
Total For Dept 000				611.32	
Total For Fund 581 AIRPOR				611.32	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	9.20	77978
590-000-043.000	DUE FROM VEOLIA	LOWELL LIGHT & POWER	IPC INVOICES	99.31	77979
590-000-276.000	Sewer Inside 5/8"	BGR INVESTMENTS	UB refund for account: 4-	936.02	77952

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/18/2022 - 12/02/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 000					
		Total For Dept 000		1,044.53	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	VEOLIA	SURCHARGES OCT 2022	1,267.08	77994
590-550-802.000	CONTRACTUAL	VEOLIA	SURCHARGES JULY 2022	1,607.67	77994
590-550-802.000	CONTRACTUAL	VEOLIA	WWTP SERVICES NOV 2022	44,090.88	77994
		Total For Dept 550 TREATM		46,965.63	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	81.37	77950
590-551-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST RESURFACE, W/S	818.91	77995
		Total For Dept 551 COLLEC		900.28	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	POSTAGE FOR W/S BILLS AND	252.53	77953
		Total For Dept 552 CUSTOM		252.53	
		Total For Fund 590 WASTE		49,162.97	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	BGR INVESTMENTS	UB refund for account: 4-	915.38	77952
		Total For Dept 000		915.38	
Dept 570 TREATMENT					
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHLORINE	62.00	77956
591-570-743.000	CHEMICALS	ETNA SUPPLY	WTP CHLORINE	61.09	77967
591-570-743.000	CHEMICALS	ETNA SUPPLY	WTP CHLORINE	724.00	77967
591-570-801.000	PROFESSIONAL SERVICES	LAKESHORE SCALE INC.	SCALE INSPECTION WTP	280.00	77976
591-570-801.000	PROFESSIONAL SERVICES	RS TECHNICAL SERVICES, IN	WTP SUPPLS NW GEE BOOSTE	678.73	77985
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	MONITOR WTP 12/2022 - 2/2	133.53	77955
591-570-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	38.24	77950
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	71.53	77978
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	COMCAST & SPECTROTEL CHAR	3.68	77978
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	IPC INVOICES	39.72	77979
591-570-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	WTP CEILING HEATER	889.30	77970
591-570-930.000	REPAIR & MAINTENANCE	SUNBELT RENTALS	PRESSURE WASHER RENTAL	669.75	77989
591-570-970.000	CAPITAL OUTLAY	RS TECHNICAL SERVICES, IN	WTP CAPTIAL OUTLAY	12,191.70	77985
		Total For Dept 570 TREATM		15,843.27	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION NOV 2022	1,806.25	77973
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRSTNET PHONE BILL	81.37	77950
591-571-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST RESURFACE, W/S	818.91	77995
		Total For Dept 571 DISTRI		2,706.53	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	POSTAGE FOR W/S BILLS AND	252.53	77953
		Total For Dept 572 CUSTOM		252.53	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	WATER RELIABILITY STUDY 2	220.00	77995
		Total For Dept 573 ADMINI		220.00	
		Total For Fund 591 WATER		19,937.71	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	LOWELL LIGHT & POWER	KORE HI & DELL WARRANTIES	1,234.37	77977
636-000-801.000	PROFESSIONAL SERVICES	CITRIX SYSTEMS, INC	SHAREFILE SERVICE SUBSCRI	960.00	77961
636-000-802.000	CONTRACTUAL	LOWELL LIGHT & POWER	IPC INVOICES	1,137.50	77979
636-000-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	KORE HI & DELL WARRANTIES	7,281.39	77977
		Total For Dept 000		10,613.26	
		Total For Fund 636 DATA P		10,613.26	

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EXP CHECK RUN DATES 11/18/2022 - 12/02/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GR CENTRAL IRON & STEEL I	PLOW SHOES	900.00	77969
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	#15-3 & #16-3 PLOW TRUCK	1,321.52	77991
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	PUSHARM ASSY JR WING	868.53	77991
661-895-930.000	REPAIR & MAINTENANCE	CARLETON EQUIPMENT	#37 BOBCAT SKIDSTEER R &	478.49	77960
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	#16 PLOWE TRUCK R & M	38.00	77965
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL NOV 2022	47.85	77971
661-895-930.000	REPAIR & MAINTENANCE	MEEKHOF TIRE SALES & SERV	#16 PLOW TRUCK R & M	428.00	77980
661-895-930.000	REPAIR & MAINTENANCE	SAWYER ENGINE & COMPRESSO	#33 AIR COMPRERSSOR R &	151.43	77987
Total For Dept 895 FLEET				4,233.82	
Total For Fund 661 EQUIPM				4,233.82	

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EXP CHECK RUN DATES 11/18/2022 - 12/02/2022

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Page: 5/5

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

Fund 101	GENERAL FUND	12,839.37
Fund 202	MAJOR STREET FUN	2,584.26
Fund 203	LOCAL STREET FUN	160.00
Fund 248	DOWNTOWN DEVELOP	853.08
Fund 260	DESIGNATED CONTR	50.00
Fund 581	AIRPORT FUND	611.32
Fund 590	WASTEWATER FUND	49,162.97
Fund 591	WATER FUND	19,937.71
Fund 636	DATA PROCESSING	10,613.26
Fund 661	EQUIPMENT FUND	4,233.82

101,045.79

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 34-22

**RESOLUTION AUTHORIZING THE SALE OF A CITY-OWNED
PROPERTY COMMONLY REFERRED TO AS THE LINESHACK
PROPERTY TO THE ESTES GROUP.**

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

WHEREAS, in accordance with the requirements of Section 13.3 of the City Charter, the City advertised twice for bids on the sale of the City-owned property consisting of approximately 0.10 acres with an approximately 1,800 square foot building located at 115 Riverside Drive commonly referred to as the Lineshack Property (the “City Property”); and

WHEREAS, the City Council has received bids and corresponding development proposals and has found that it is in the best interests of the City to authorize the sale of the City Property to the Estes Group (“Developer”) subject to certain requirements to be negotiated and formally agreed to by contract, which requirements shall include, but are not limited to, Developer obtaining all planning and zoning requirements for a development project consistent with Developer’s development proposal;

NOW, THEREFORE, BE IT RESOLVED:

1. That in accordance with Section 13.3 of the City Charter, the City Clerk shall keep this resolution on file for public inspection for 20 days after which the City Council will consider final adoption in the same manner at its December 5, 2022 regular meeting and final adoption will require at least four affirmative votes.

2. That, upon final adoption, the Mayor, City Manager, and City Clerk are authorized to negotiate and execute (1) a Purchase and Development Agreement in a form approved by the City Attorney containing terms consistent with both the City’s request for proposals and the

Developer's development proposal as acceptable to the City Manager, and (2) all other documents necessary to effectuate the transaction in the same manner as appears herein.

3. That the City shall, following final adoption and contingent upon the City Manager's agreement that the terms of the Purchase and Development Agreement are satisfied, sell and convey the City Property to Developer for no less than \$130,000, as is, with no warranties whatsoever, pursuant to a quit claim deed subject to the terms of the Purchase and Development Agreement.

4. 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 AUTHORIZING THE SALE DECLARED ADOPTED.

Dated: December 5, 2022

Susan S. 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 November 7, 2022, and that public notice of said meetings were given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 5, 2022

Susan S. Ullery
City Clerk



LOWELL CITY COUNCIL

MEMORANDUM

DATE: November 16, 2022

TO: Mayor DeVore and Lowell City Council

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

RE: IT Managed Service Agreement

As you are aware, we were informed in September that Addorio Technologies will be going out of business and as of January 1, 2023 and will no longer be providing IT services to the City of Lowell. They handled our day-to-day front-end needs for many years.

In the Spring, the City and Lowell Light and Power retained IP Consulting to manage our network services and upgrades. Being their familiarity with the city as a professional service, Charlie West, General Manager of Lowell Light and Power and I met with IP Consulting to look into them providing our front end needs as well.

They provided a proposal for the infrastructure needs and desktop needs. They also addressed security features needed such as notification two-factor authentication and endpoint protection (anti-virus). Finally, they quoted us for Security Incident and Event Management. While they have provided a total monthly price for each of these, there will be 50/50 splits with Light and Power (i.e., the infrastructure) while the remaining prices will be separated either by total computers between the City and Light and Power or the number of users between our staff and total endpoints from each facility.

As it relates to the cost of the services, Charlie and I have conducted a detailed cost-sharing analysis of the totality of the IP Consulting agreements. The cost sharing was determined based on the pro rata utilization of the various components and services contained in the agreements. The result of the analysis is the mutually agreed upon split of 60% City of Lowell, 40% Lowell Light and Power. Included is a breakdown of the cost sharing.

Agreement	City of Lowell	Lowell Light and Power	Total
Original Agreement with IP Consulting	\$26,707.10/ year	\$17,804.74/ Year	\$44,511.84/ year
Additional Services Agreement (being considered tonight)	\$34,423.20/ year	\$22,948.80/ year	\$57,372.00/ year
Total	\$61,130.30/ year	\$40,753.54/ year	\$101,883.34/ year

The following is a breakdown of the additional services that are contained in the proposal from IP Consulting:

Infrastructure – This includes the management of individual servers and rounds out the remaining portion of network management that was not contained in the original IP Consulting agreement. This

includes our managed services for Windows, Linux and. Monthly cost is \$1,960 and will be split evenly between the City and Light and Power.

Desktop services – This is helpdesk and support for the front-end IT issues staff and council may have. Monthly amount is \$1,150. The city will pay \$900 of this and LL&P will pay \$250.

Two- Factor Authentication – This is where employees have accessed their account via their password and alert sent via cell phone. Monthly cost is \$111. The city will pay \$81 for this and LL&P will pay \$30.

Endpoint Protection – This is where malicious behavior is detected in our network and the steps to remediate it. Monthly cost is \$640. The city will pay \$390 of this and LL&P will pay \$250. Our current endpoint protection was purchased through our previous IT vendors and will need to be replaced. The option presented by IP Consulting provides additional benefits and enhancement over our current endpoint protection.

Security Incident & Event Management – This is all aspects of incident support for any attacks to the network. This is a recommended enhancement of our services we have currently and aligns with industry best practices and standards. The monthly cost is \$920. The city will pay \$720 and LL&P will pay \$200.

Security Sensor for SIEM – This is a one-time purchase of equipment to assist with SIEM. This is a recommended enhancement of our services we have currently and aligns with industry best practices and standards. The cost is \$1,985.42 and will be split evenly between the City and LL&P.

The total cost is \$68,000 to replace all services previously provided by Addorio (along with some work from Kore Hi Com). In the past, we spent for these services \$53,000. The increase is due to market rate discount with previous vendors and enhanced services. We were paying \$85 per hour with Addorio but as I said, we will be receiving approximately \$12,000 a year in enhancements that align with best practices and industry standards, which we did not have prior. This also allows for IP Consulting to handle all our needs rather than piecemealing them. The remaining expenses are associated with products and licenses. These expenses are not unique to IP Consulting and would remain, in some fashion and amount, regardless of what IT vendor we utilize or if we hired an IT person.

Charlie and I believe this is better than hiring an IT person because there are too many complexities to IT which no one person can address. With IP Consulting we have a team of experts to help us at a moment's notice.

This proposal will expire when the Network Management Service Agreement does. The City Council and Lowell Light and Power approved a five-year agreement in Spring 2022.

I recommend the Lowell City Council approve the proposal presented by IP Consulting for IT Managed Services.

IP CONSULTING

We have prepared a quote for you

IT Managed Services - Add-On

Quote # 022453
Version 1

Prepared for:

City of Lowell

Charlie West
cwest@lowell-light.org

Prepared by:

IP Consulting Inc

Jeff Winker
jeff.winker@ipconsultinginc.com

Infrastructure (Monthly)

Description	Price	Qty	Ext. Price
Managed Windows Server - Remote Monitoring & Management	\$100.00	16	\$1,600.00
Managed Linux Server - Remote Monitoring & Management	\$65.00	2	\$130.00
Managed Firewall - Audit, Policy & Management	\$85.00	2	\$170.00
Adding the two Untangle devices that were not part of the original agreement			
Monitored Network/Firewall - Monitoring (PRTG)	\$0.20	300	\$60.00
Add-on for additional items			
Subtotal:			\$1,960.00

Desktop (Monthly)

Description	Price	Qty	Ext. Price
Managed Users - Helpdesk Support and Management for Staff, Level 1 & 2 support, including tools	\$25.00	46	\$1,150.00
User counts - L&P (10), City (36)			
Subtotal:			\$1,150.00

Security Features (Monthly)

Description	Price	Qty	Ext. Price
DUO Two Factor Authentication	\$3.00	37	\$111.00
Add-on for remaining users. Already have 9 seats for Police Department			
Endpoint Protection (Fortify)	\$8.00	80	\$640.00
<ul style="list-style-type: none"> When malicious behavior is detected, the software will activate remediation steps including scrubbing the system of any remnant of an attack, such as malicious processes or registry keys, and performing system rollback, if required, to restore system and data access Device Control for policy-based control of all USB device peripherals Firewall Control for policy-based control of network connectivity to and from assets, including location awareness Vulnerability Management, in addition to Application Inventory, for insight into 3rd party apps that have known vulnerabilities mapped to the MITRE CVE database 			
Subtotal:			\$751.00

Advanced Security Features (Monthly)

* Optional

Description	Price	Qty	Ext. Price
Security Incident & Event Management (SIEM) - Log and Security Management CMMC The SOC will provide monitoring, detection, investigation, escalation and incident support for all incidents within the current supported toolset and visibility of the managed services. The SOC is responsible for incident monitoring, detection, analysis, investigation, escalation, and incident support. The SOC will be responsible for remote incident analysis and investigation to determine if alerts or security events warrant incident classification. If an event is classified as an incident by the SOC, the SOC will track the incident with You. The SOC will perform incident triage to include determining threat scope, urgency, potential impact and make recommendations designed to allow for remediation. During incident investigation the SOC may perform the following activities: <ul style="list-style-type: none"> • Perform analysis on client assets / traffic, document results noting attacker profiles. • Assist in identifying potential impact of incidents on client systems and using available ConnectWise security tools to assist client in determining if data was exfiltrated. • Document and track events (false positives and false negatives, blacklists, whitelists) within the ConnectWise security toolset. • Escalate incidents to identified client contacts for further remediation. Some incidents can be remediated by the analysts. These remediation actions are visible in the endpoint console. Clients can opt-out of allowing SOC Analysts to execute the automated remediation actions on affected endpoints. The current remediation actions that can be performed are, but are not limited to: <ul style="list-style-type: none"> • Kill Process • Quarantine Files • Remediate Threat • Rollback Threat 	\$20.00	46	\$920.00

* Optional Subtotal: \$920.00

Advanced Security Feature (One Time)

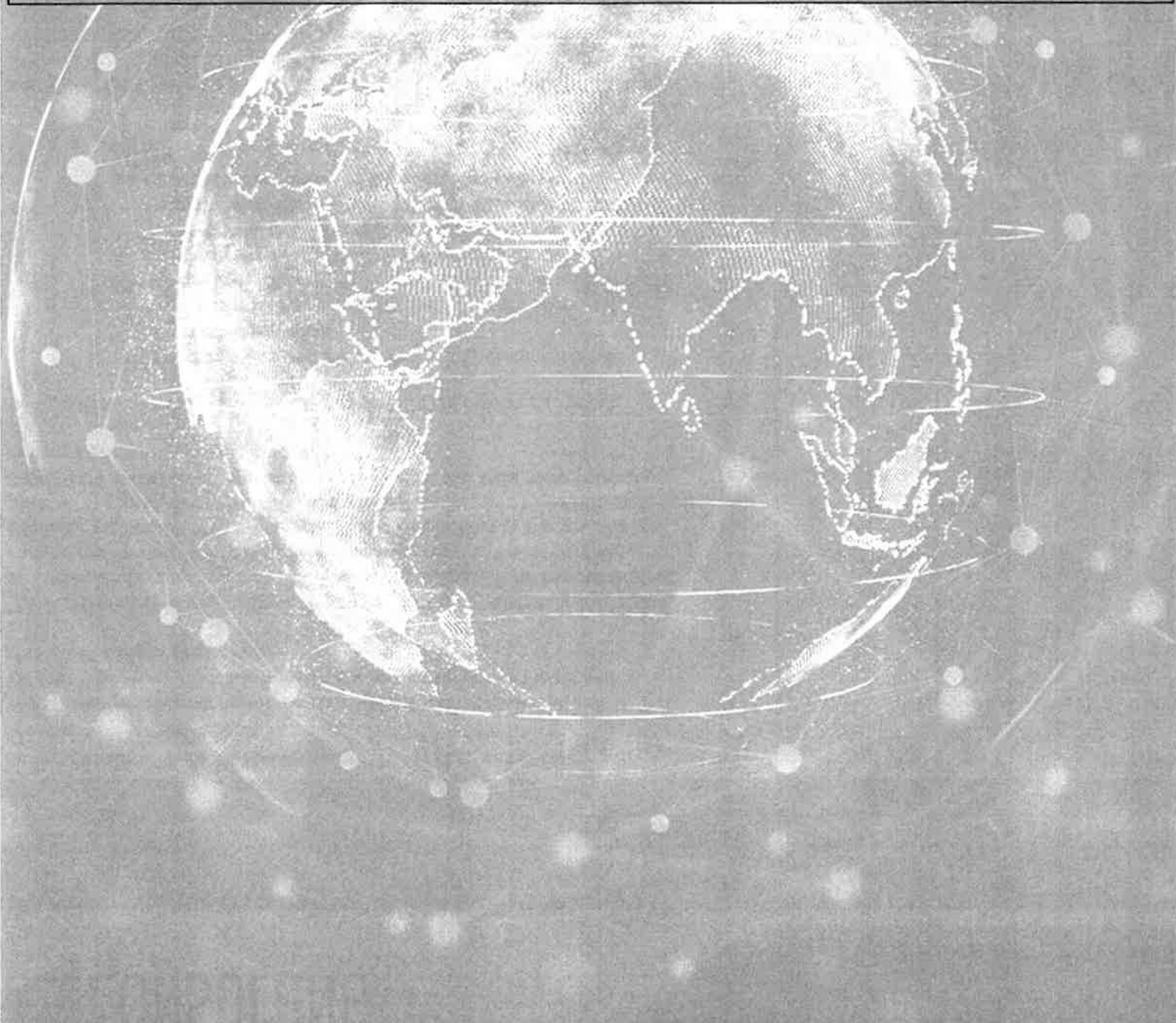
* Optional

Description	Price	Qty	Ext. Price
Security Sensor for SIEM	\$992.71	2	\$1,985.42

* Optional Subtotal: \$1,985.42

Supply Chain Pricing Notification

Description	Qty
<p>**Please note** In these unprecedented times, IP Consulting is experiencing volatile price fluctuations in supply chain. Because of unforeseen and unpredictable changes in manufacturer pricing, the pricing displayed on this quote is not intended to be an offer, and the parties do not intend for the terms to be a binding agreement among the parties with respect to the subject matter hereof. Product, available inventory, additional fees and pricing data are updated frequently and may change without notice. Pricing is not finalized until the date payment for the entire order amount has been received. Certain Vendors require pass-through terms for the Product to resellers and end users. By purchasing from IP Consulting, the end user agrees to these pass-through terms. If IP Consulting is made aware of a price change coming, we will let you know to the best of our ability.</p>	



IT Managed Services - Add-On

Quote Information:

Quote #: 022453

Version: 1

Delivery Date: 11/10/2022

Expiration Date: 11/30/2022

Prepared for:

City of Lowell

301 East Main Street

Lowell, MI 49331

Charlie West

(616) 897-8402

cwest@lowell-light.org

Prepared by:

IP Consulting Inc

Jeff Winker

616-818-1974

Fax (616) 828-4417

jeff.winker@ipconsultinginc.com

Quote Summary

Description	Amount
Infrastructure (Monthly)	\$1,960.00
Desktop (Monthly)	\$1,150.00
Security Features (Monthly)	\$751.00
Total:	\$3,861.00

*Optional Expenses

Description	One-Time
Advanced Security Features (Monthly)	\$920.00
Advanced Security Feature (One Time)	\$1,985.42
Optional Subtotal:	\$2,905.42

- By approving this quote you also agree to the terms of any and all attached materials
- Please note credit card processing, sales tax, shipping & handling, and other fees may apply. We reserve the right to cancel or requote orders arising from pricing or other errors.
- Product returns are subject to a 20% return fee. Certain products may not be returned.
- Visible damage must be refused at delivery. Customer has up to 2 days for post-delivery inspection of hidden damage and must promptly report such damage to IP Consulting for appropriate return measures.
- Leasing options are available upon request.

City of Lowell

Signature: _____

Name: _____

Charlie West

Date: _____

Memorandum



DATE: November 29, 2022

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Grindle and Shepard Design Engineering

For the 2023 construction season, Grindle Dr. is on the Street Improvement list for resurfacing. In order to obtain bids for the construction work, design engineering is needed.

Back in 2005, about half of the length of Grindle Dr. was reconstructed, a section from Jackson St. to Division St. and a section from James St. to the driveway at 751 & 753 Grindle Dr. The remaining portions of Grindle Dr. (between Division St. and James St. and to the city limits at Fun St.) were not resurfaced. It is the intent of this project to reconstruct or resurface the entire length of Grindle Dr. from Jackson St. to Fun St.

The proposed construction work will take the areas that were previously reconstructed and have the existing asphalt milled and the street resurfaced. The 17 year-old street surface is showing signs of distress in many areas. The sections that were not resurfaced in 2005 will have the existing asphalt and gravel base removed, and the street reconstructed. Curb and gutter will be installed between Division and James. Drainage issues will also be addressed.

Preliminary construction estimates for the work on Grindle Dr. is about \$390,000. This estimate could change once the design work is completed.

In this same area, Shepard Dr. is in need of reconstruction. While at this time we are unsure how much funding the City will be receiving from the State of Michigan for the adult-use marijuana sales, in the past these funds have been utilized for street resurfacing in Lowell. If sufficient funding is available, Shepard Dr. could be included for the 2023 resurfacing work. In order to be prepared for the possibility of resurfacing work on Shepard Dr., design engineering work is necessary.

Construction work for Shepard Dr. would include removal of the street surface along with the gravel base, and the street would be reconstructed. Because of the grade of the existing street and the surface grades onto private property, drainage along the entire length of Shepard Dr. needs to be reviewed and improved.

Preliminary construction estimates for the work on Shepard Dr. is about \$195,000. This estimate could change after the design work is completed.

Once the design portion is completed, bids will be taken for the work on Grindle Dr. Only if funding appears to be available will we then include Shepard Dr. in the bidding process. Advertisement for bids is anticipated for mid-spring. Construction work will be scheduled for after July 1st, to take place in fiscal year 2023-2024.

Williams & Works has provided a scope of services for the design engineering work for both Grindle Dr. and Shepard Dr. To provide an adequate design the proposed work includes survey and soil borings. These portions of the work would take place in December. When the engineering design work is completed, Williams & Works will assist us with the bidding process.

Williams & Works has provided a proposed fee for their work at \$41,000. This breaks down to \$24,500 for Grindle Dr. and \$16,500 for Shepard Dr.

It is my recommendation: **That the Lowell City Council approve the Design Engineering Services quote for the 2023 Grindle Dr. and Shepard Dr. Improvements Project, as proposal by Williams & Works in their letter dated November 28, 2022, in the amount of \$41,000.00.**

williams&works

engineers | surveyors | planners

November 28, 2022

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

Via email to:

dczarnecki@ci.lowell.mi.us

**Re: 2023 Grindle Drive and Shepard Blvd Improvements Project
Design Engineering Services**

Dear Mr. Czarnecki:

The city desires to proceed with the improvements of Grindle Drive and Shepard Blvd. during the 2023 construction season. This letter details our proposed services for the necessary design engineering tasks.

Project Scope

The primary scope of the proposed construction project includes the pavement resurfacing of the following local street sections:

Grindle Drive - The scope includes Grindle Drive from N. Jackson St. to Fun St. Areas of the road that were reconstructed in 2005 will be improved with a proposed mill & resurface treatment. The sections that were not included in the 2005 projects will include removal of the existing pavement, replacement of any unsuitable sand and gravel base material, and improvements to existing drainage structures and paving with a new Hot Mix Asphalt (HMA) surface.

- Jackson St. to N. Division St. – Mill & resurface - 980 ft
- N. Division St. to James St. — Remove & replace gravel and HMA, new curb - 900 ft.
- James St. to Grindle Court – Mill & resurface – 630 ft.
- Grindle Court to Fun St. – Remove & replace gravel and HMA – 960 ft.

Shepard Blvd – The proposed scope includes removal of the existing pavement, replacement of any unsuitable sand and gravel base material, and improvements to existing drainage structures to improve drainage and paving with a new Hot Mix Asphalt (HMA) surface - 1,500 ft.

Both Grindle Drive and Shepard Blvd have storm water drainage issues. Once the area is surveyed, the site will be designed with additional storm water structures, curb, and drains to provide a solution to the preexisting drainage issues.

549 Ottawa Avenue NW, Grand Rapids, MI 49503 | (616) 224-1500 | williams-works.com

These projects will be constructed with local funds and do not involve any state or federal grants. At this time, no underground utility improvements (water, sanitary sewer) are planned for these project areas. Drainage improvements may be necessary in some of the areas.

The preliminary construction estimates for the above improvements is approximately \$585,000.

Grindle Drive -	\$ 390,000
Shepard Blvd-	\$ 195,000
Grindle Dr and Shepard Blvd Construction - Total	\$ 585,000

Design Engineering Services

- **Soil Borings** – We recommend that a total of 10 soil borings, spaced approximately 500 ft., at a depth of 10 feet, be taken on the site to verify the thickness of the HMA, make-up of the underlying materials and check for ground water. This will help determine the proper resurfacing process and identify areas for potential base material upgrades.
- **Survey** – A topographic survey will be provided to identify the elevations of the existing centerline and gutters. It will also include a few features such as driveway openings, utility castings, and power poles. This will aid in the bidding process and will be information available to the city for future utility and sidewalk work if needed. The survey limits would be 50 feet either side of the centerline and connecting intersections.
- **Design Engineering** – Using the soil boring and survey information, we will prepare preliminary plans, specifications, and estimate. Once complete, we will review the documents in detail with the city. After review, we will address all comments and prepare a final set of all construction documents, and submit a bid package for review by the city.
- **Advertisement & Bidding** – On behalf of the City of Lowell, we will advertise the project for bidding in early in 2023 to allow for a Spring 2023 construction. We will advertise the project in the state wide MITN web site and will alert local contractors directly. We propose a 3-week advertisement period. We will attend the bid opening and review the bids received for accuracy. If necessary, we will check references on the lowest qualified bidders and issue a letter to the city summarizing the results.

Schedule

Williams & Works can begin work on this project immediately upon authorization. We will pursue the design efforts to allow the city to bid the project at their earliest convenience in the coming year.

Proposed Fee

We propose to provide the design engineering services as defined above for the 2023 Grindle and Shepard Reconstruction Project for the proposed fee of **\$41,000**.

Grindle Drive -	\$ 24,500
Shepard Blvd-	\$ 16,500
Grindle Dr and Shepard Blvd Improvements - Total	\$ 41,000

Thank you for this opportunity to be of service and please feel free to contact us should you have any questions.

Respectfully,

Williams & Works

A handwritten signature in black ink, appearing to read 'Katie Mendez', with a stylized flourish at the end.

Katie Mendez, E.I.T.
Project Engineer

cc: Mike Burns, City of Lowell
Brandon Mieras P.E., Williams & Works



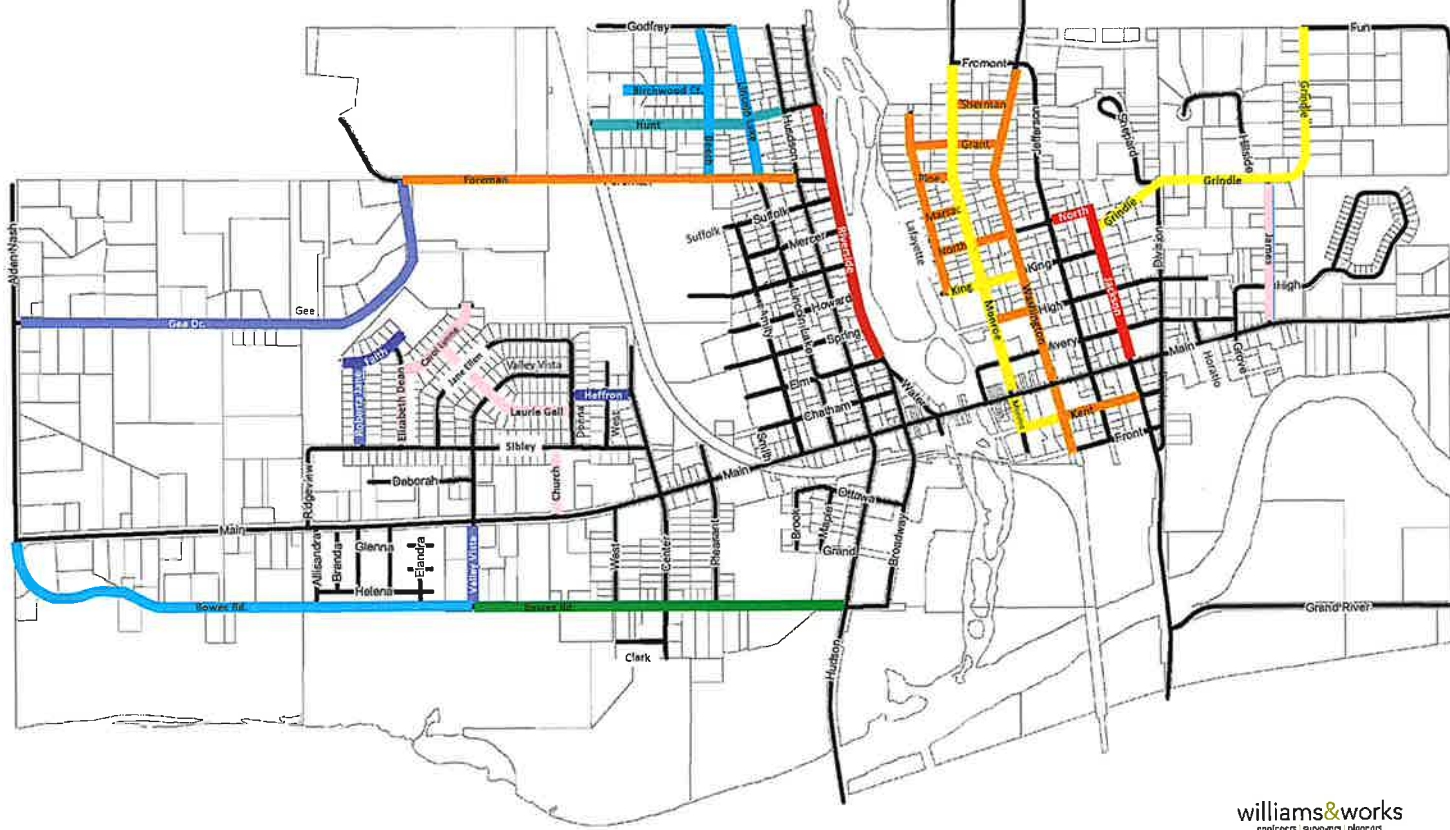
City of Lowell, Michigan

1 Inch = 1,000 feet
0 500 1,000 2,000 Feet



DRAFT

2022-2028 Street Improvement Areas



2022	Blue
2023	Yellow
2024	Orange
2025	Red
2026	Teal
2027	Pink
2028	Green

March 31, 2022

williams&works
engineers surveyors planners

APPOINTMENTS

	Expires
Airport Board	
Vacancy (Paul Nicholls – Currently Serving)	01/01/2023
Vacancy (Jeff Ostrander – Currently Serving)	01/01/2023
Vacancy (Tom Grimm – Currently Serving)	01/01/2023
Board of Review	
Vacancy (Maureen Pawloski – Currently Serving)	01/01/2023
Vacancy (Leah Vredenburg – Currently Serving)	01/01/2023
Vacancy (Jim Hodges – Currently Serving)	01/01/2023
Vacancy (Craig Fonger – Currently Serving – Alternate)	01/01/2023
Building Authority	
Vacancy (Jim Salzwedel – Currently Serving)	01/01/2023
Construction Board of Appeals	
Vacancy (Mark Mundt – Currently Serving)	01/01/2023
Vacancy (Greg Canfield – Currently Serving)	01/01/2023
Vacancy (Marty Chambers – Currently Serving)	01/01/2023
Downtown Development Authority	
Vacancy (Rick Seese – Currently Serving)	01/01/2023
Vacancy (Laurie Chambers – Currently Serving)	01/01/2023
Vacancy (Eric Bartkus – Currently Serving)	01/01/2023
Downtown Historic District Commission	
Vacancy (Jake Davenport – Currently Serving)	01/01/2023
Vacancy (Ardis Barber – Currently Serving)	01/01/2023
Look Memorial Fund Committee	
Vacancy (Leah Vredenburg – Resigned)	
Note: new member must be Congregational Church rep.	
Parks and Recreation Commission	
Vacancy (Paula Mierendorf – Currently Serving)	01/01/2023