



301 East Main Street
Lowell, Michigan 49331
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MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, December 6, 2021

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 15, 2021 Regular City Council meeting and the November 22, 2021 Special City Council meeting.
- Authorize payment of invoices in the amount of \$223,860.48.

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. Right-of-way Permit Review. Public Works Director Daniel Czarnecki provided a memo.

5. NEW BUSINESS

- a. Lowell Showboat VI Report. Mayor Pro Tem Jim Salzwedel provided an email.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL MEETING
OF THE
CITY OF LOWELL
MONDAY, NOVEMBER 15 2021, 7:00 P.M.**

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

The Regular Meeting was called to order at 7:00 p.m. by Mayor DeVore and City Clerk Sue Ullery called roll.

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

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, L & P Charlie West, Chief of Police Chris Hurst.

2. CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the minutes of the November 01, 2021, Regular City Council meeting.
- Authorize payment of invoices in the amount of \$105,256.27.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Michael Bachman who lives on Riverside Drive discussed three new hydraulic dams'/bridge ideas. City Manager Michael Burns directed him to discuss with EGLE first.

Patricia Mogor who resides at 605 Birchwood Ct and she suggested the City re-engage the leaf removal in the City.

4. OLD BUSINESS.

There was none.

5. NEW BUSINESS.

a. Conflict of Interest Policy Resolution.

City Manager Michael Burns read his memo regarding as part of our application for the USDA-RD loan for the Monroe and Washington projects, we must certify to the United States Department of Agriculture the City has a Conflict of Interest Policy. City Attorney Jessica Wood drafted a policy which

would the USDA requirements to disclose a potential conflict/conflict. It would also prohibit members for the governing body will manage identified or potential conflicts.

IT WAS MOVED BY YANOVICH and seconded by CHAMBERS that the Lowell City Council approve Resolution 21-21 as written.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. Skate Park Project.

City Manager Michael Burns read memo regarding the skate park project.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS that the Lowell City Council approve support Bob Rogers and his Lowell Skate Park Replacement Project 2022 as outlined in his letter to the Parks Board on November 9, 2021, including approval to move forward on implementing his project, and having the City Treasurers Office assist with the acceptance and holding of the donations for this improvement project.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Groves attended the Chamber meeting, they are doing a treasure for Troops donation. You can drop off at Chamber of Commerce or the Lowell High School. If you want to write a check, make it payable to Blue Star Mother.

Councilmember Chambers attended the Planning Commission 2335 W Main was reapproved.

Councilmember Salzwedel attended Lowell Light & Power meeting. Discussed the future and how we will need to replace energy as well as how to stay competitive.

Councilmember Yankovich stated LARA did not meet. Look Fund gave funds to \$10,000 YMCA and \$9000 to FROM. From working on more rental units in Lowell.

Mayor DeVore stated that Fire Authority was cancelled.

7. BUDGET REPORT.

Burns stated not much has changed with budget except IT issues. The audit is close to being complete and good news, we added \$400,000 to the fund budget than anticipated. Looking at taking that and putting a portion to the pension liability, portion to the streets and HVAC and some to this building.

Will discuss more in December once the audit is done.

8. **MANAGERS REPORT.**

- Last week we received a notice from MDOT that our ACT 51 will see an increase in Dec.
- MERS –attended meeting with CEO and investments are doing well. Going to be lowering the rate of return and there will be a slight increase in payments and funded liability.
- Final Bond sale is tomorrow morning, so the refinancing for City Hall will then be complete
- We will be having a small urban meeting for the small urban project for taking the money from Monroe St to Gee drive with reps from MDOT, The RAPID and West Michigan Regional Planning Council.
- Lew Bender coming December 13th. at the Fire Station at 5:30pm.

9. **APPOINTMENTS.**

Julie DeVoe will continue on Historic District Committee.

10. **COUNCIL COMMENTS**

Councilmember Yankovich asked for an update on the Showboat. Salzwedel will ask Liz regarding this.

Councilmember Salzwedel stated LCTV board meeting will be coming up December 2, 2021.

Councilmember Chambers asked if there is a Christmas lighting contest that was initiated by Rotary, Charlie West said there is interest, but maybe not this year.

Councilmember Groves stated every Thursday there is Open Table that provide meals from 4-6.

Mayor DeVore congratulated Chambers, Groves and Salzwedel for the election results.

11. **ADJOURNMENT.**

IT WAS MOVED BY SALWEDEL to adjourn at 7:39 p.m.

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

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

RESOLUTION NO. 21-21

RESOLUTION TO ADOPT A CONFLICT OF INTEREST POLICY

Councilmember YANKOVICH supported by Councilmember CHAMBERS moved the adoption of the following resolution:

WHEREAS, the City Council and City Manager deem it in the best interests of the City to formally adopt a policy reflecting the high standard of conduct, unbiased decision-making, and transparency currently practiced by the City as it pertains to conflicts of interest; and

WHEREAS, various state and federal grants and other opportunities are available only to entities with such a formalized policy with certain provisions contained therein; and

WHEREAS, the City of Lowell has developed a Conflict of Interest Policy in accordance with best practices and the law.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. The attached Conflict of Interest Policy is hereby approved and adopted.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YES: Councilmembers Groves, Mayor DeVore, Councilmembers Salzwedel, Yankovich, and Chambers

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: November 15, 2021


Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on November 15, 2021, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: November 15, 2021


Susan Ullery, City Clerk

**PROCEEDINGS
OF THE CITY OF LOWELL
CITY COUNCIL SPECIAL MEETING
MONDAY, NOVEMBER 22, 2021, 6:00 P.M.**

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

The Special Meeting was called to order at 6:00 p.m. by Mayor DeVore and City Clerk Sue Ullery called roll.

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

Absent: None.

Also Present: City Manager Michael Burns and City Clerk Susan Ullery.

2. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Perry Beachum of 924 Riverside Drive spoke regarding his concern with utility companies doing work within the right of way. He believed the DPW should be monitoring this.

3. CLOSED SESSION.

A closed session meeting was held to discuss a legal opinion subject to attorney/client privilege.

IT WAS MOVED BY CHAMBERS and seconded by YANKOVICH to go into closed session at 6:23 p.m. subject to discussing a legal opinion subject to attorney/client privilege.

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

NO: None. ABSENT: None. MOTION CARRIED.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to go back into open session at 7:18 p.m.

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

NO: None. ABSENT: None. MOTION CARRIED.

4. ADJOURNMENT.

IT WAS MOVED BY SALZWEDEL and seconded by GROVES to adjourn at 7:23 pm.

YES: 4. NO: None. ABSENT: 1. MOTION CARRIED.

Date:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

User: LORI

EXP CHECK RUN DATES 11/13/2021 - 12/03/2021

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
Invoice			
01513	ADDORIO TECHNOLOGIES, LLC		
9010		COMPUTER SERVICES	209.26
9028		COMPUTER SERVICES - LPD	266.25
9029		COMPUTER SERVICES - DPW	58.69
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			534.20
00007	ADT SECURITY SYSTEMS, INC.		
12/1 - 2/28/2022		WTP SECURITY SERVICES	565.13
TOTAL FOR: ADT SECURITY SYSTEMS, INC.			565.13
10934	ALPHA GR RENTALS		
12/3/2021		HDC GRANT - WINDOWS & BALCONY 214 E MAIN	10,048.00
TOTAL FOR: ALPHA GR RENTALS			10,048.00
10816	AMAZON CAPITAL SERVICES		
111-5911914-04858		WTP SUPPLIES	152.95
11MF-YMCW-7KJT		DPW SUPPLIES	8.84
1FPM-1CP6-6GTQ		NW PUMP STATION ANTENNA CABLE	27.50
1FPM-1CP6-6QVD		#14 CEMETERY TRUCK R & M	69.99
1GHF-WNJV-WCDP		LPD CONVEX MIRROR FOR FOREMAN ST/SCHOOL	98.64
1PJP-YLLD-HL76		W/S DEPT	518.61
1VWP-V1FP-NWYJ		W/S SILICONE ADHESIVE	29.86
1YKM-1Q46-P7MP		DPW OFFICE CHAIR	202.23
TOTAL FOR: AMAZON CAPITAL SERVICES			1,108.62
10409	APPLIED CONCEPTS, INC.		
1846381		CITY HALL COPY MACHINE	421.84
TOTAL FOR: APPLIED CONCEPTS, INC.			421.84
10818	AT&T MOBILITY		
287291107942X1114		FIRST NET PHONE STATEMENT	922.91
TOTAL FOR: AT&T MOBILITY			922.91
10327	AUTOMATED BUSINESS EQUIPMENT		
21753		SERVICE ON FOLDING MACHINE	55.00
TOTAL FOR: AUTOMATED BUSINESS EQUIPMENT			55.00
00045	BARTLETT, SANDY		
11/15/2021		METER READS & MILEAGE NOV	765.54
TOTAL FOR: BARTLETT, SANDY			765.54
10121	BEHRENS LIMITED, LCC		
1738		MUTT MITS	108.75
TOTAL FOR: BEHRENS LIMITED, LCC			108.75
10923	BK PHOTOGRAPHY LLC		
048		LPD HEADSHOTS	70.00
TOTAL FOR: BK PHOTOGRAPHY LLC			70.00
10483	BOURGETTE, BOB		
11/18/2021		AIRPORT REIMBURSEMENTS	247.59
TOTAL FOR: BOURGETTE, BOB			247.59
00084	CANFIELD PLUMBING & HEATING IN		
30295970		DOG PARK WINTERIZED	129.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			129.00

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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 11/13/2021 - 12/03/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name Invoice	Description	Amount
02540	CAREY, JAMES 12/3/2021	REIMBURSEMENTS FOR DOG PARK	142.28
TOTAL FOR: CAREY, JAMES			142.28
00344	CITY OF LOWELL 11/22/2021	BAD DEBT 3-04024-12 & 1-02001-6	270.10
TOTAL FOR: CITY OF LOWELL			270.10
10863	CNA SURETY DIRECT BILL 65696939N	SURETY BOND - DEVRIES	55.00
TOTAL FOR: CNA SURETY DIRECT BILL			55.00
10493	COMCAST CABLE 12/6 - 1/5/2022	DPW CABLE TV	55.00
TOTAL FOR: COMCAST CABLE			55.00
10499	COMPASS MINERALS 884367	HIGHWAY SALT	7,353.08
TOTAL FOR: COMPASS MINERALS			7,353.08
10509	CONSUMERS ENERGY 10/19 - 11/19/202 ACCOUNT STATEMENTS 10/8-11/8/2021 ACCOUNT STATEMENTS		434.36 4,119.80
TOTAL FOR: CONSUMERS ENERGY			4,554.16
01156	CURTIS CLEANERS 3292B2	POLICE DRY CLEANING	159.22
TOTAL FOR: CURTIS CLEANERS			159.22
00132	D&D TRUCKING ACQUISITION, LLC 33816	#14 CEMETERY TRUCK R & M	355.64
TOTAL FOR: D&D TRUCKING ACQUISITION, LLC			355.64
01783	DELL MARKETING L P 11/30/2021	COMPUTERS #10528456617 AND #10529178798	1,820.69
TOTAL FOR: DELL MARKETING L P			1,820.69
10940	DEVRIES, EILEEN 56.31	NOTARY BOND, MILEAGE & PARKING	56.31
TOTAL FOR: DEVRIES, EILEEN			56.31
00148	DICKINSON WRIGHT PLLC 1628180 1628181 1628182 1634660 1638921 1638922 1638923 1638924	LOWELL TWP W/S AUTHORITY LOWELL SHOWBOAT WATER DAMAGE GENERAL MUNICIPAL HIVE WELLNESS PLANNING COMM LOWELL TWP W/S GENERAL BUSINESS PLANNING - HIVE WELLNESS RIGHT OF WAY CERTIFICATION	111.00 92.50 6,179.00 2,645.50 980.50 5,161.50 2,849.00 203.50
TOTAL FOR: DICKINSON WRIGHT PLLC			18,222.50
10485	ELECTIONSOURCE 21-3497	ANNUAL TABULATOR SERVICE FEE	300.00
TOTAL FOR: ELECTIONSOURCE			300.00
10761	FANS IN THE STANDS 1864	SHIRTS - VANVEELEN	370.00
TOTAL FOR: FANS IN THE STANDS			370.00

User: LORI

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Vendor Code	Vendor Name	Invoice	Description	Amount
10211	FIRE PROS INC.			
	INV-129408		FIRE EXTINGUISHER INSPECTION - LIBRARY	76.50
	INV-1829356		FIRE EXTINGUISHER INSPECTION DPW	448.25
	INV-1829389		FIRE EXTINGUISHER INSPECTION - LPD	281.25
	INV-1829398		FIRE EXTINGUISHER INSPECTION - CITY HALL	90.00
TOTAL FOR: FIRE PROS INC.				896.00
01517	GR CITY TREASURER			
	22001453		PARKING VALIDATION	57.25
TOTAL FOR: GR CITY TREASURER				57.25
00225	GRAND RAPIDS COMMUNITY COLLEGE			
	10/16 - 10/31/21		TAX DISBURSEMENT	515.78
	11/1 - 11/15/2021		TAX DISBURSEMENT	2,152.78
	11/16 - 11/30/202		TAX DISBURSEMENT	275.29
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				2,943.85
01944	GREATER LOWELL CHAMBER FOUND.			
	103312		LOWELL COMMUNITY CLEAN UP DAY 2021	400.00
TOTAL FOR: GREATER LOWELL CHAMBER FOUND.				400.00
00234	HACH COMPANY			
	12719870		WTP SUPPLIES	37.90
TOTAL FOR: HACH COMPANY				37.90
00710	HAROLD ZEIGLER FORD, INC.			
	229484		#841 POLICE CAR	132.67
TOTAL FOR: HAROLD ZEIGLER FORD, INC.				132.67
10406	HOMETOWN DECORATION AND DISPLAY LLC			
	1781		LIGHTED HOLIDAY DEORATIONS	5,032.00
TOTAL FOR: HOMETOWN DECORATION AND DISPLAY LLC				5,032.00
00262	IDEXX DISTRIBUTION CORP.			
	3095880070		WTP SUPPLIES	970.96
TOTAL FOR: IDEXX DISTRIBUTION CORP.				970.96
01970	KCI			
	216602		ASSESSMENT MAILING POSTAGE	757.85
TOTAL FOR: KCI				757.85
10452	KENT COUNTY CHIEFS OF POLICE ASSOC.			
	2022		MEMBER SHIP DUES - HURST	25.00
TOTAL FOR: KENT COUNTY CHIEFS OF POLICE ASSOC.				25.00
00298	KENT COUNTY TREASURER			
	10/16 - 10/31/21		TAX DISBURSEMENT	3,035.46
TOTAL FOR: KENT COUNTY TREASURER				3,035.46
00300	KENT COUNTY TREASURER			
	11/1 - 11/15/2021		TAX DISBURSEMENT	12,669.16
	11/16 - 11/30/202		TAX DISBURSEMENT	1,620.00
TOTAL FOR: KENT COUNTY TREASURER				14,289.16
00302	KENT INTERMEDIATE SCHOOL DIST.			
	10/16 - 10/31/21		TAX DISBURSMENT	1,643.84
	11/1 - 11/15/2021		TAX DISBURSEMENT	6,860.98
	11/16 - 11/30/202		TAX DISBURSEMENT	877.32
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.				9,382.14

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Vendor Code	Vendor Name	Invoice	Description	Amount
02209	KERKSTRA PORTABLE, INC.	189696	PORTABLE RESTROOM DDA	500.00
TOTAL FOR: KERKSTRA PORTABLE, INC.				500.00
00317	LOWELL AREA CHAMBER	11/12/21	SAM'S CLUB REIMBURSEMENT	116.56
		12/21/2021	CHRISTMAS FESTIVITIES & PARADE	6,800.00
		18586*	LOWELL BUCKS	1,025.00
TOTAL FOR: LOWELL AREA CHAMBER				7,941.56
01374	LOWELL AREA HISTORICAL MUSEUM	10/16 - 10/31/21	TAX DISBURSEMENT	67.96
		11/1 - 11/15/2021	TAX DISBURSEMENT	283.71
		11/16 - 11/30/202	TAX DISBURSEMENT	36.27
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				387.94
00562	LOWELL AREA SCHOOLS	10/16 - 10/31/202	TAX DISBURSEMENT	1,436.21
		11/1 - 11/15/2021	TAX DISBURSEMENT	14,801.98
		11/16 - 11/30/202	TAX DISBURSEMENT	1,710.92
TOTAL FOR: LOWELL AREA SCHOOLS				17,949.11
00330	LOWELL LEDGER	11/30/2021	ACCOUNT STATEMENT	85.00
TOTAL FOR: LOWELL LEDGER				85.00
00341	LOWELL LIGHT & POWER	11/30/2021	ELECTRIC STATEMENTS 10/26 - 11/26/2021	19,286.86
		3545	AUG - OCT PHONE CHARGES	2,398.65
TOTAL FOR: LOWELL LIGHT & POWER				21,685.51
10251	MAG PLUMBING SERVICE LLC	3246	WINTERIZED IRRIGATION	1,161.50
TOTAL FOR: MAG PLUMBING SERVICE LLC				1,161.50
10615	MANSZEWSKI LANDSCAPING LLC	695	CONTRACT MOWING PYMT 4	10,440.00
TOTAL FOR: MANSZEWSKI LANDSCAPING LLC				10,440.00
10692	MCGREGOR, CAROL A.	12/3/2021	REIMBURSEMENTS FOR SHOWBOAT	1,050.63
TOTAL FOR: MCGREGOR, CAROL A.				1,050.63
01211	MI. ASSOC. OF MUNICIPAL CLERKS	11/29/2021	MASTER CLERKS CONFERENCE - ULLERY/BROWN	1,000.00
TOTAL FOR: MI. ASSOC. OF MUNICIPAL CLERKS				1,000.00
10552	MI-AWWA PAYMENT PROCESSING	200016584	MI-ACE VIRTUAL - VANVEELEN	425.00
TOTAL FOR: MI-AWWA PAYMENT PROCESSING				425.00
00426	MODEL COVERALL SERVICE, INC.	10/31/2021	LIBRARY RUGS - OCTOBER	287.60
TOTAL FOR: MODEL COVERALL SERVICE, INC.				287.60
00468	NYE UNIFORM COMPANY CO	796834	LPD UNIFORM - COAKER	12.00
TOTAL FOR: NYE UNIFORM COMPANY CO				12.00

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Vendor Code	Vendor Name	Description	Amount
Invoice			
00499	PETTY CASH		
11/24/2021	PETTY CASH		91.22
TOTAL FOR: PETTY CASH			91.22
10898	POINT BROADBAND		
5267-20211116-1	INTERNET STATEMENT		309.99
TOTAL FOR: POINT BROADBAND			309.99
00506	POSTMASTER		
11/20/2021	MAILING PERMIT#25 ANNUAL FEE		265.00
11/30/2021	W/S BILLS POSTAGE		483.59
11/30/21	WINTER TAX 2021 POSTAGE		576.71
TOTAL FOR: POSTMASTER			1,325.30
02331	PROGRESSIVE HEATING COOLING, CORP.		
2020249	LIBRARY PREVENTIVE MAINTENANCE		398.00
2020250	CITY HALL PREVENTIVE MAINTENANCE		417.00
2020251	CITY HALL SERVICE CALL		218.00
2020262	CITY HALL SERVICE CALL		608.32
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			1,641.32
01159	PURCHASE POWER		
11/18/2021	POSTAGE METER		1,094.93
TOTAL FOR: PURCHASE POWER			1,094.93
10133	RED CREEK WASTE SERVICES INC.		
1BR00675	TRASH SERVICE		367.81
TOTAL FOR: RED CREEK WASTE SERVICES INC.			367.81
02484	RHD TIRE INC		
0311828	4 TIRES FOR PATROL VEHICLES		540.08
0311829	DELIVERY CHARGE FOR TIRES		32.00
TOTAL FOR: RHD TIRE INC			572.08
02248	RIVERSIDE INTEGRATED SYSTEMS INC.		
160681	KDL ANNUAL MONITORING FEE		300.00
TOTAL FOR: RIVERSIDE INTEGRATED SYSTEMS INC.			300.00
10890	ROCKET ENTERPRISSE INC		
166048	VETTRAN'S PARK FLAG CABLES		400.00
166049	RIVERWALK PLAZA FLAG POLE REPAIR		850.70
TOTAL FOR: ROCKET ENTERPRISSE INC			1,250.70
REFUND UB	ROUNDPOINT MORTGAGE		
11/22/2021	UB refund for account: 3-02222-2		33.80
TOTAL FOR: ROUNDPOINT MORTGAGE			33.80
10378	RUESINK, KATHIE		
388321/388322	CLEANING 10/29 - 11/11/2021		720.00
388323 - 388325	CLEANING SERVICES 11/12 - 12/2/2021		960.00
TOTAL FOR: RUESINK, KATHIE			1,680.00
REFUND TAX	Servicelink LLC		
12/03/2021	2021 Win Tax Refund 41-20-01-306-006		22.09
TOTAL FOR: Servicelink LLC			22.09

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Vendor Code	Vendor Name	Invoice	Description	Amount
02085	SHMG OCCUPATIONAL HEALTH			
	717238		DOT PHYSICAL - SOYKA	64.00
	718402		DOT PHYSICAL - FOSBURG	64.00
TOTAL FOR: SHMG OCCUPATIONAL HEALTH				128.00
10849	SMART BUSINESS SOURCE			
	OE-44495-1		COPY PAPER	679.00
	OE-44978-1		OFFICE SUPPLIES	16.73
TOTAL FOR: SMART BUSINESS SOURCE				695.73
01095	STATE OF MICHIGAN			
	L0115220594		ACCOUNT BALANCE	253.12
TOTAL FOR: STATE OF MICHIGAN				253.12
01225	STATE OF MICHIGAN			
	11/22/2021		NOTARY BOND - EILEEN DEVRIES	10.00
TOTAL FOR: STATE OF MICHIGAN				10.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC			
	20210224		OCT SURCHARGES	2,254.70
	202144136		WWTP CONTRACT NOVEMBER	40,511.25
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				42,765.95
10383	TRI-TOWN CONSERVATION CLUB			
	11/23/2021		FIREARMS TRAINING 2022	1,100.00
TOTAL FOR: TRI-TOWN CONSERVATION CLUB				1,100.00
00646	ULLERY, SUSAN			
	12/3/2021		MILEAGE FOR CLERK MASTER ACADEMY	78.40
TOTAL FOR: ULLERY, SUSAN				78.40
02203	VISA			
	OCTOBER 2021		MERCANTILE VISA STATEMENT	2,073.79
TOTAL FOR: VISA				2,073.79
10942	WATKINS ROSS			
	86809		SERVICES AUG-NOV 2021	4,200.00
TOTAL FOR: WATKINS ROSS				4,200.00
00692	WILLIAMS & WORKS INC.			
	93109		AMITY STREET RESURFACING	108.00
	93110		MONROE STREET W/S & RESURFACE	10,525.50
	93171		WATER RELIABILITY STUDT 2021	1,981.10
	93228		PLANNING	1,555.00
TOTAL FOR: WILLIAMS & WORKS INC.				14,169.60
10941	ZYLSTRA DOOR, INC			
	22042A		POLICE DOOR R & M	120.00
TOTAL FOR: ZYLSTRA DOOR, INC				120.00
TOTAL - ALL VENDORS				223,860.48

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Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	VISA	MERCANTILE VISA STATEMENT	24.00	76476
101-000-084.015	DUE FROM FIRE AUTHORITY	POINT BROADBAND	INTERNET STATEMENT	28.57	76469
101-000-085.000	DUE FROM LIGHT & POWER	POINT BROADBAND	INTERNET STATEMENT	58.58	76469
101-000-085.000	DUE FROM LIGHT & POWER	POSTMASTER	MAILING PERMIT#25 ANNUAL	132.50	76509
Total For Dept 000				243.65	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA STATEMENT	177.58	76476
101-101-880.000	COMMUNITY PROMOTION	GREATER LOWELL CHAMBER FO	LOWELL COMMUNITY CLEAN UP	400.00	76495
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	LOWELL BUCKS	1,025.00	76531
101-101-955.000	MISCELLANEOUS EXPENSE	AT&T MOBILITY	FIRST NET PHONE STATEMENT	36.24	76449
101-101-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	89.58	76476
101-101-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH	23.72	76508
Total For Dept 101 COUNCI				1,752.12	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	WATKINS ROSS	SERVICES AUG-NOV 2021	1,400.00	76519
101-172-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	45.27	76449
101-172-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA STATEMENT	645.82	76476
101-172-864.000	CONFERENCES & CONVENTIONS	PETTY CASH	PETTY CASH	32.84	76508
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	9.99	76476
Total For Dept 172 MANAGE				2,133.92	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	ELECTIONSOURCE	ANNUAL TABULATOR SERVICE	300.00	76455
Total For Dept 191 ELECTI				300.00	
Dept 209 ASSESSOR					
101-209-900.000	PRINTING	KCI	ASSESSMENT MAILING POSTAG	757.85	76459
Total For Dept 209 ASSESS				757.85	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL MUNICIPAL	6,179.00	76454
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	HIVE WELLNESS PLANNING CO	2,645.50	76454
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	PLANNING - HIVE WELLNESS	2,849.00	76491
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL BUSINESS	5,161.50	76491
Total For Dept 210 ATTORN				16,835.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	45.27	76449
101-215-860.000	TRAVEL EXPENSES	ULLERY, SUSAN	MILEAGE FOR CLERK MASTER	78.40	76536
101-215-864.000	CONFERENCES & CONVENTIONS	MI. ASSOC. OF MUNICIPAL C	MASTER CLERKS CONFERENCE	1,000.00	76507
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	85.00	76532
Total For Dept 215 CLERK				1,208.67	
Dept 253 TREASURER					
101-253-740.000	OPERATING SUPPLIES	POSTMASTER	WINTER TAX 2021 POSTAGE	576.71	76479
Total For Dept 253 TREASU				576.71	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	16.73	76515
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE METER	1,094.93	76470
101-265-730.000	POSTAGE	PETTY CASH	PETTY CASH	5.80	76508
101-265-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA STATEMENT	43.52	76476
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	19.86	76508
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING 10/29 - 11/11/20	360.00	76445
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE EXTINGUISHER INSPECT	90.00	76493
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE EXTINGUISHER INSPECT	281.25	76493
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL SERVICE CALL	218.00	76510
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL PREVENTIVE MAIN	417.00	76510
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL SERVICE CALL	608.32	76510
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	69.45	76511

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Fund 101 GENERAL FUND					
Dept 265 CITY HALL					
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 11/12 -	450.00	76534
101-265-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET STATEMENT	43.57	76469
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	AUG - OCT PHONE CHARGES	789.32	76504
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	1,735.48	76453
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	2,249.08	76505
101-265-930.000	REPAIR & MAINTENANCE	ZYLSTRA DOOR, INC	POLICE DOOR R & M	120.00	76520
Total For Dept 265 CITY H				8,612.31	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	30.00	76511
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	171.35	76505
101-276-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	WINTERIZED IRRIGATION	290.37	76465
Total For Dept 276 CEMETE				491.72	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	STATE OF MICHIGAN	ACCOUNT BALANCE	253.12	76516
Total For Dept 294 UNALLO				253.12	
Dept 301 POLICE DEPARTMENT					
101-301-727.000	OFFICE SUPPLIES	VISA	MERCANTILE VISA STATEMENT	34.22	76476
101-301-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA STATEMENT	35.15	76476
101-301-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	LPD CONVEX MIRROR FOR FOR	98.64	76481
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY CO	LPD UNIFORM - COAKER	12.00	76468
101-301-744.000	UNIFORMS	BK PHOTOGRAPHY LLC	LPD HEADSHOTS	70.00	76483
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	159.22	76487
101-301-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	468.07	76449
101-301-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET STATEMENT	43.57	76469
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	AUG - OCT PHONE CHARGES	344.18	76504
101-301-930.000	R & M EQUIPMENT	VISA	MERCANTILE VISA STATEMENT	46.18	76476
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	115.00	76476
101-301-955.000	MISCELLANEOUS EXPENSE	CNA SURETY DIRECT BILL	SURETY BOND - DEVRIES	55.00	76452
101-301-955.000	MISCELLANEOUS EXPENSE	GR CITY TREASURER	PARKING VALIDATION	57.25	76456
101-301-955.000	MISCELLANEOUS EXPENSE	DEVRIES, EILEEN	NOTARY BOND, MILEAGE & PA	56.31	76490
101-301-955.000	MISCELLANEOUS EXPENSE	STATE OF MICHIGAN	NOTARY BOND - EILEEN DEVR	10.00	76517
101-301-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY CHIEFS OF POL	MEMBER SHIP DUES - HURST	25.00	76530
101-301-957.000	TRAINING	TRI-TOWN CONSERVATION CLU	FIREARMS TRAINING 2022	1,100.00	76518
Total For Dept 301 POLICE				2,729.79	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	1,010.00	76477
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	230.00	76477
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	125.00	76477
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PLANNING	190.00	76477
Total For Dept 400 PLANNI				1,555.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	DPW SUPPLIES	8.84	76481
101-441-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	CONTRACT MOWING PYMT 4	810.00	76466
101-441-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE EXTINGUISHER INSPECT	448.25	76493
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	217.86	76511
101-441-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	88.55	76449
101-441-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET STATEMENT	28.57	76469
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	AUG - OCT PHONE CHARGES	144.51	76504
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE TV	55.00	76521
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	791.31	76453
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	480.63	76505
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	1,005.60	76505
101-441-955.000	MISCELLANEOUS EXPENSE	SHMG OCCUPATIONAL HEALTH	DOT PHYSICAL - SOYKA	64.00	76473
101-441-955.000	MISCELLANEOUS EXPENSE	AMAZON CAPITAL SERVICES	DPW OFFICE CHAIR	202.23	76481

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Fund 101 GENERAL FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-955.000	MISCELLANEOUS EXPENSE	SHMG OCCUPATIONAL HEALTH	DOT PHYSICAL - FOSBURG	64.00	76514
Total For Dept 441 DEPART				4,409.35	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	51.49	76453
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	266.76	76505
Total For Dept 747 CHAMBE				318.25	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH	9.00	76508
101-751-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	CONTRACT MOWING PYMT 4	8,970.00	76466
101-751-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	38.24	76449
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	454.48	76505
101-751-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	WINTERIZED IRRIGATION	290.37	76465
Total For Dept 751 PARKS				9,762.09	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING 10/29 - 11/11/20	360.00	76445
101-790-802.000	CONTRACTUAL	MODEL COVERALL SERVICE, I	LIBRARY RUGS - OCTOBER	287.60	76467
101-790-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE EXTINGUISHER INSPECT	76.50	76493
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	LIBRARY PREVENTIVE MAINT	398.00	76510
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	50.50	76511
101-790-802.000	CONTRACTUAL	RIVERSIDE INTEGRATED SYST	KDL ANNUAL MONITORING FEE	300.00	76512
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 11/12 -	510.00	76534
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	AUG - OCT PHONE CHARGES	338.88	76504
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	636.78	76453
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	1,439.30	76505
Total For Dept 790 LIBRAR				4,397.56	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	301.22	76453
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	233.96	76505
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	67.96	76463
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	283.71	76502
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	36.27	76525
Total For Dept 804 MUSEUM				923.12	
Total For Fund 101 GENERA				57,260.23	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE STREET W/S & RESUR	3,508.50	76477
Total For Dept 450 CAPITA				3,508.50	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	HIGHWAY SALT	3,676.54	76485
Total For Dept 478 WINTER				3,676.54	
Total For Fund 202 MAJOR				7,185.04	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	77.02	76477
Total For Dept 450 CAPITA				77.02	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	HIGHWAY SALT	3,676.54	76485
Total For Dept 478 WINTER				3,676.54	
Total For Fund 203 LOCAL				3,753.56	
Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
238-000-880.000	COMMUNITY PROMOTION	ALPHA GR RENTALS	HDC GRANT - WINDOWS & BAL	10,048.00	76527

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Fund 238 HISTORICAL DISTRICT FUND					
Dept 000					
		Total For Dept 000		10,048.00	
		Total For Fund 238 HISTOR		10,048.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	30.98	76477
		Total For Dept 450 CAPITA		30.98	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA STATEMENT	24.00	76476
248-463-740.000	OPERATING SUPPLIES	BEHRENS LIMITED, LCC	MUTT MITS	108.75	76450
248-463-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM DDA	500.00	76462
248-463-802.000	CONTRACTUAL	ROCKET ENTERPRISSE INC	VETRAN'S PARK FLAG CABLES	400.00	76513
248-463-802.000	CONTRACTUAL	ROCKET ENTERPRISSE INC	RIVERWALK PLAZA FLAG POLE	850.70	76513
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	1,168.05	76505
248-463-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	WINTERIZED IRRIGATION	580.76	76465
		Total For Dept 463 MAINTEN		3,632.26	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	HOMETOWN DECORATION AND D	LIGHTED HOLIDAY DEORATION	5,032.00	76497
248-740-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	CHRISTMAS FESTIVITIES & P	6,800.00	76531
		Total For Dept 740 COMMUN		11,832.00	
		Total For Fund 248 DOWNTO		15,495.24	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-955.000	CAPITAL OUTLAY	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	189.71	76505
260-751-970.000	CAPITAL OUTLAY	DICKINSON WRIGHT PLLC	LOWELL SHOWBOAT WATER DAM	92.50	76454
260-751-970.000	CAPITAL OUTLAY	LOWELL AREA CHAMBER	SAM'S CLUB REIMBURSEMENT	116.56	76531
260-751-970.000	CAPITAL OUTLAY	MCGREGOR, CAROL A.	REIMBURSEMENTS FOR SHOWBOA	1,050.63	76533
		Total For Dept 751 PARKS		1,449.40	
Dept 758 DOG PARK					
260-758-740.000	OPERATING SUPPLIES	CAREY, JAMES	REIMBURSEMENTS FOR DOG PA	142.28	76529
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	56.52	76505
260-758-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	DOG PARK WINTERIZED	129.00	76528
		Total For Dept 758 DOG PA		327.80	
		Total For Fund 260 DESIGN		1,777.20	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BOURGETTE, BOB	AIRPORT REIMBURSEMENTS	9.53	76451
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	434.36	76486
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	AIRPORT REIMBURSEMENTS	238.06	76451
581-000-955.000	MISCELLANEOUS EXPENSE	POINT BROADBAND	INTERNET STATEMENT	49.99	76469
		Total For Dept 000		731.94	
		Total For Fund 581 AIRPOR		731.94	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	POINT BROADBAND	INTERNET STATEMENT	28.57	76469
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	5,990.22	76505
590-000-276.000	Sewer Inside 5/8"	ROUNDPOINT MORTGAGE	UB refund for account: 3-	16.60	76472
		Total For Dept 000		6,035.39	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	OCT SURCHARGES	2,254.70	76475
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP CONTRACT NOVEMBER	40,511.25	76475
590-550-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	AUG - OCT PHONE CHARGES	477.73	76504
		Total For Dept 550 TREATM		43,243.68	
Dept 551 COLLECTION					

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Fund 590 WASTEWATER FUND					
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	81.51	76449
590-551-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA STATEMENT	414.37	76476
590-551-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	W/S DEPT	259.31	76447
590-551-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	W/S SILICONE ADHESIVE	14.93	76481
590-551-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	NW PUMP STATION ANTENNA C	13.75	76481
590-551-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE STREET W/S & RESUR	3,508.50	76477
Total For Dept 551 COLLEC				4,292.37	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE NOV	353.65	76444
590-552-730.000	POSTAGE	POSTMASTER	W/S BILLS POSTAGE	241.79	76478
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE NOV	29.12	76444
590-552-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	MAILING PERMIT#25 ANNUAL	66.25	76509
590-552-969.000	BAD DEBTS	CITY OF LOWELL	BAD DEBT 3-04024-12 & 1-0	156.67	76484
Total For Dept 552 CUSTOM				847.48	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LOWELL TWP W/S AUTHORITY	55.50	76454
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RIGHT OF WAY CERTIFICATIO	101.75	76491
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LOWELL TWP W/S	490.25	76491
590-553-801.000	PROFESSIONAL SERVICES	WATKINS ROSS	SERVICES AUG-NOV 2021	1,400.00	76519
Total For Dept 553 ADMINI				2,047.50	
Total For Fund 590 WASTE				56,466.42	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	ROUNDPOINT MORTGAGE	UB refund for account: 3-	17.20	76472
Total For Dept 000				17.20	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	HACH COMPANY	WTP SUPPLIES	37.90	76458
591-570-740.000	OPERATING SUPPLIES	IDEXX DISTRIBUTION CORP.	WTP SUPPLIES	970.96	76498
591-570-744.000	UNIFORMS	FANS IN THE STANDS	SHIRTS - VANVEELEN	370.00	76492
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	WTP SECURITY SERVICES	565.13	76480
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	AUG - OCT PHONE CHARGES	304.03	76504
591-570-864.000	CONFERENCES & CONVENTIONS	MI-AWWA PAYMENT PROCESSIN	MI-ACE VIRTUAL - VANVEELE	425.00	76506
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	4,404.79	76505
591-570-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP SUPPLIES	152.95	76447
Total For Dept 570 TREATM				7,230.76	
Dept 571 DISTRIBUTION					
591-571-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	CONTRACT MOWING PYMT 4	660.00	76466
591-571-850.000	COMMUNICATIONS	AT&T MOBILITY	FIRST NET PHONE STATEMENT	119.76	76449
591-571-850.000	COMMUNICATIONS	POINT BROADBAND	INTERNET STATEMENT	28.57	76469
591-571-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA STATEMENT	414.38	76476
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	603.52	76453
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/26	1,176.41	76505
591-571-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	W/S DEPT	259.30	76447
591-571-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	W/S SILICONE ADHESIVE	14.93	76481
591-571-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	NW PUMP STATION ANTENNA C	13.75	76481
591-571-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE STREET W/S & RESUR	3,508.50	76477
Total For Dept 571 DISTRI				6,799.12	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READS & MILEAGE NOV	353.65	76444
591-572-730.000	POSTAGE	POSTMASTER	W/S BILLS POSTAGE	241.80	76478
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READS & MILEAGE NOV	29.12	76444
591-572-969.000	BAD DEBTS	CITY OF LOWELL	BAD DEBT 3-04024-12 & 1-0	113.43	76484
Total For Dept 572 CUSTOM				738.00	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
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BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LOWELL TWP W/S AUTHORITY	55.50	76454
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RIGHT OF WAY CERTIFICATIO	101.75	76491
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LOWELL TWP W/S	490.25	76491
591-573-801.000	PROFESSIONAL SERVICES	WATKINS ROSS	SERVICES AUG-NOV 2021	1,400.00	76519
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	WATER RELIABILITY STUDDT 2	1,981.10	76477
591-573-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	MAILING PERMIT#25 ANNUAL	66.25	76509
Total For Dept 573 ADMINI				4,094.85	
Total For Fund 591 WATER				18,879.93	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	COPY PAPER	679.00	76474
636-000-740.000	OPERATING SUPPLIES	AUTOMATED BUSINESS EQUIPM	SERVICE ON FOLDING MACHIN	55.00	76482
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	209.26	76446
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES - DPW	58.69	76446
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES - LPD	266.25	76446
636-000-802.000	CONTRACTUAL	APPLIED CONCEPTS, INC.	CITY HALL COPY MACHINE	421.84	76448
636-000-986.000	COMPUTER DATA PROCESSING	DELL MARKETING L P	COMPUTERS #10528456617 AN	1,820.69	76489
Total For Dept 000				3,510.73	
Total For Fund 636 DATA P				3,510.73	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	#14 CEMETERY TRUCK R & M	69.99	76447
661-895-930.000	REPAIR & MAINTENANCE	RHD TIRE INC	4 TIRES FOR PATROL VEHICL	540.08	76471
661-895-930.000	REPAIR & MAINTENANCE	RHD TIRE INC	DELIVERY CHARGE FOR TIRES	32.00	76471
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	#14 CEMETERY TRUCK R & M	355.64	76488
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	#841 POLICE CAR	132.67	76496
Total For Dept 895 FLEET				1,130.38	
Total For Fund 661 EQUIPM				1,130.38	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	1,247.25	76460
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	5,205.74	76499
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	665.65	76523
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	1,436.21	76464
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	14,801.98	76503
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	1,710.92	76526
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	1,788.21	76460
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	7,463.42	76499
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	954.35	76523
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSMNT	1,643.84	76461
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	6,860.98	76500
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	877.32	76524
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	515.78	76457
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	2,152.78	76494
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	275.29	76522
703-000-275.000	DUE TO TAXPAYERS	ServiceLink LLC	2021 Win Tax Refund 41-20	22.09	76535
Total For Dept 000				47,621.81	
Total For Fund 703 CURREN				47,621.81	

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

Fund 101	GENERAL FUND	57,260.23
Fund 202	MAJOR STREET FUN	7,185.04
Fund 203	LOCAL STREET FUN	3,753.56
Fund 238	HISTORICAL DISTR	10,048.00
Fund 248	DOWNTOWN DEVELOP	15,495.24
Fund 260	DESIGNATED CONTR	1,777.20
Fund 581	AIRPORT FUND	731.94
Fund 590	WASTEWATER FUND	56,466.42
Fund 591	WATER FUND	18,879.93
Fund 636	DATA PROCESSING	3,510.73
Fund 661	EQUIPMENT FUND	1,130.38
Fund 703	CURRENT TAX COLL	47,621.81

223,860.48

Memorandum



DATE: December 2, 2021

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Right-of-way Permit Review

A permit issued by the City is needed whenever anyone works within our street right-of-way. This work can consist of anything such as electric, phone, gas, sewer, water, and telecommunications work. They are also required for surface type work such as sidewalk and curb work and tree planting.

Prior to 2020, the City would issue two different Right-of-Way Construction Permits, one for underground work and one for surface type work. These permits were almost identical, two page documents with minimal requirements of the applicant and minimal direction given by the City. They are attached. The requirements for their work in our right-of-way and any specifications were minimal. These permits were issued and where possible the work would be inspected by DPW staff.

Large underground work with outside contractors started picking up in 2020 and we noticed we were always having to discuss with these contractors our requirements of their work. To alleviate confusion and to provide clearer expectations to those who wish to work in our right-of-way, the right-of-way permit was rewritten and a new permit was used starting in 2021 (see attached). Included with the additional conditions on the new permit, we also developed specification and plan submittal requirements. Also, the Public Works Director has taken over all reviews and approvals of permits.

Right-of-Way permits are submitted by anyone who needs to work in the right-of-way. The permit is submitted in person or electronically to City Hall and passed along to DPW. There is a \$50 fee for permits (this amount was set prior to 2016 and has not changed).

The information supplied by the applicant is reviewed and additional information requested, if needed. If the work is a one-location utility repair or surface repair the information is quickly reviewed and approvals given. The work is completed and someone from DPW will stop by and make any inspections and approvals, as needed. Surface work is inspected before any concrete is installed and again afterwards. Underground work is inspected when working around our utilities and at connection points. For the local contractors, they know the procedure pretty well, they know our DPW personnel, and they will make calls to those workers who make the inspections. These smaller, local contractor and property owner permits go fairly well with very few, if any problems or issues.

For larger projects, such as those by Consumer's Energy or any of the telecommunication companies in our area, more time is usually necessary to review all their information. Their work locations are reviewed and compared to our existing GIS information. If there appears to be any conflict with the existing utilities, or if there could be a conflict with upcoming work, old construction plans are reviewed. These documents are shared with the applicant if they are applicable to the area they will be working. Once all known information is reviewed and compared to the proposed work within the right-of-way, the permit is finalized. If everything checks out sufficiently, the permit is approved and returned to the applicant so they can start their work. If additional information is needed, the permit may be partially approved with additional information requested. The partial approval is relayed to the applicant by phone/email and in writing with the permit. Once the additional information is supplied, and if it is sufficient, the permit can then be final approved. Most times this final approval is completed either in the field or over the phone. When the proposed work has direct conflicts with our existing utility system the permit is denied and changes requested. This information is also relayed to the applicant by phone/email and in writing with the permit. Additional review of their permit request will take place after we receive the necessary information and changes.

When a permit is approved the applicant or their contractor is requested to contact the City DPW at least 3-days in advance so we know their work is starting. For larger projects we request a pre-construction meeting to go over the proposed work and to discuss our concerns with the contractor. Many times we will meet with them on site and point out our utilities and discuss our concerns. One time consuming part of the larger projects is responding to the MissDig requests contractors are required to make before starting any underground work. Any time the contractor might pass by our existing underground utilities they need to be marked. The request goes to the Utility personnel and they mark out the location of water shutoffs, watermains, sanitary sewer mains, and storm sewers. Our records for this information can be difficult to decipher and utilize as personnel try to locate the existing utilities. The utility personnel are taking more time to record additional information in the field as they are performing other work to help with the process, but the work involved to obtain the additional information is time consuming. So far in calendar year 2021 we have received 960 MissDig requests to have utilities marked. The work necessary to provide the required Miss Dig information can be tremendous. You will see the other utility companies (AT&T, Consumers Energy, other telecommunication companies, etc.) utilizing a third-party locating company to have their items marked in the field. Our three utility personnel will spend a considerable amount of time locating all our utilities for these larger projects. Note: We do not locate and mark sanitary sewer laterals from the sewer main to the building because we do not have any records of these lines. According to City Ordinance the sewer laterals are the responsibility of the property owner from the building to the main. Unfortunately, most property owners do not know where their sewer laterals are. Sometimes this does become a problem. The City does have some info from sewer main televising and if we have info on locations from that data we will share it. Also, some old construction drawings will show laterals. We will share this info with the contractor when we can.

During the applicants construction work there are times DPW staff will visit the work site to inspect a connection, to perform or witness testing, or to help answer any questions or concerns that may come up during the work. DPW personnel and myself will visit work sites as time allows to review the work taking place. Most times these are drive-by inspections unless there is

work going on that allows us to witness the installations or repairs. If we see anything that comes to our attention we pass this along to the contract and/or applicant.

When we receive complaints from residents we try to quickly inform the contractor and/or applicant and get them to resolve the issues as quickly as possible. Many times it's a matter of the contractor talking to the complainant about a property or installation issues and taking care of their concern. Unfortunately, at times the contractor and/or applicant is not as timely in rectifying the situation and additional contacts with them are needed.

When the permit work is completed the applicant, contractor, or bonding company may sometime ask for their bond to be returned. At that time if there are any issues needing addressing we will hold the bond until all work is completed to the City's satisfaction. Unfortunately, collecting on a construction bond can be difficult. However, all the permits have a start and end date that is submitted by the applicant. If additional permit requests come in from an applicant, and there is work still needed to be completed on a previous outstanding permit, I will not be approving any new permits until the old permits are finalized to the City's satisfaction. This procedure has a tendency to get the applicants attention. Most applicants on these larger projects have not been to Lowell. They rely on their contractor's explanation of the work and issues which sometimes causes problems.

When issues come up with a permitted project I will first try to discuss the issues with the contractor on site. If that does not produce results, then I will contact the applicant and/or the contractor listed on the permit. Unfortunately, I have been finding times where the contractor listed is not the contractor on site. The work may have been contracted out to a subcontractor or a sub-sub-contractor. The applicant may not even know the work was subcontracted out to someone not on the permit.

We will be reviewing the permit process and making changes that we feel should make the process better. We will be adding a line for email addresses of the applicant and the contractor. We are also considering an addition of requiring an applicant who will be working on a full city block or more to send out a notice of construction activity to the affected property owner. This notice will introduce the company involved, explain the work being done, and provide the contractor name as well as contact information for the applicant and the contractor. Maybe this will help our property owners to better understand the work and give them someone else to call if they have an issue, in addition to the City.

We are limited with the amount of space available in our right-of-way. There are already several utilities buried there, as well as power poles along the sides of some streets. More utilities want to use our right-of-way. We are trying our best to keep conflicts today and in the future to a minimum. Property owners do not like seeing the grass in front of their property tore up over and over and access boxes added. Unfortunately, Public Act 48 of 2002, also known as the Metro Act does not give us the power to limit who uses our right-of-way for telecommunications purposes.

The right-of-way permit process takes a considerable amount of time, especially for the telecommunication company work requests. Our ROW permit records at DPW go back to 2016 and break down as follows:

2016	24 permits total	Consumer's Energy- Gas 10 permits AT&T 5 permits Other 9 permits
2017	51 permits total	Consumer's Energy – Gas 33 permits Comcast 5 permits Other 13 permits
2018	30 permits total	Consumer's Energy - Gas 4 permits Comcast 10 permits AT&T 6 permits Other 10 permits
2019	41 permits total	Consumer's Energy – Gas 14 permits Comcast 3 permits ATT 2 permits Other 22 permits
2020	41 permits total	Consumer's Energy - Gas 22 permits Comcast 9 permits Other 20 permits
2021	65 permits total	Consumer's Energy - Gas 13 permits Comcast 17 permits AT&T 3 permits Point Broadband 10 permits Others 22 permits

The Consumer's Energy permits are mostly for replacement of individual service lines scattered around the City. The "Other" permits are the individual water, sewer, or surface repairs for local contractors or for property owners. In 2019 the City started seeing larger projects coming in from Comcast for installation of or new facilities. The number of these types of projects grew in 2020 and 2021. This year there was also a city wide project by Point Broadband (previously Vergennes Broadband) for installation of new facilities. It's these larger projects that seem to take the most time for review and bring the most complaints from property owners.

NEW 2021



For City Admin Only

Permit No.:

Date:

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

City of Lowell Right of Way Construction Permit

Is this a Revision? Yes ☐ No ☐

If so, Permit # _____

Fee: \$50.00

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

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

Applicant (Property Owner/Utility):

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Signature (if other than owner, give title) _____

Contractor (Individual or Company):

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Signature (if signing for contractor, give title) _____

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

Location of work to be done: _____
Address

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

Type of work to be performed: _____

The Applicant/Contractor agrees to the following:

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

PERMIT REQUIREMENTS

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

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

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

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

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

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

Signature of Applicant/Contractor

FOR: _____

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

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

Approved: _____
Utilities Supervisor Date Streets & Parks Supervisor Date

Approved: _____
Public Works Director Date

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

Date of final inspection: _____
City Supervisor

Shared/ROW/RightofWayConstuctionPermit

SPECIFICATION AND PLAN SUBMITTAL REQUIREMENTS

All construction work performed in the City of Lowell shall be done in accordance with the most recent Michigan Department of Transportation Standard Specifications for Construction, as well as including the additional specifications listed below.

All plans submitted for permit review shall, at a minimum, contain the following information. Failure to supply the requested info may lead to delay or possibly denial of the permit request.

- Location information, north arrow, name and address and contact info of utility, name and contact info of contractor, if known.
- Scale of not more than 1" = 50'
- Plan shall include information for any parcels that will be accessed during the proposed work. Information to include parcel identification numbers and addresses.
- Plans shall include all relevant street names.
- Plans shall show location of proposed facility, including elevations and dimensions from pavements, right-of-way lines, property lines, existing facilities.
- Plans shall show location of all physical structures, manholes, hydrants, trees or any other permanent physical objects within the area to be constructed in.
- Plan shall show the length, size, and type of each section of proposed pipe/conduit/utility installation.
- All existing utilities in the right-of-way or within 25-ft of the proposed facility shall be shown on plans.
- Plans shall clearly show locations of all crossings of existing water and sewer utilities.
- Plans shall indicate contractor/utility is responsible to contact any private utility owners to verify the location of their utility in the area to be under construction.
- Provide a note on plan stating the contractor shall field verify all existing utility locations prior to the start of any work, as per PA-174.
- Utilities shall not be installed within 5-ft horizontally, 3-ft vertically, from any existing or proposed watermain or sanitary sewer main.
- Underground facilities shall maintain a minimum 18-inch clearance on all utility crossings.
- Underground utilities shall be installed no less than 3-ft below the centerline of the streets, or 3-ft below any ditches, whichever is greater.
- Street crossings shall be at 90-degree angle to the adjacent street.
- Above ground facilities (access boxes, poles, etc.) shall be placed at property lines or other locations agreed upon by the City. City prefers utility access boxes that are flush with the ground.
- Plans must show any trees that are within the work area, with information on how the tree shall be protected. Any trimming of trees must be done in accordance with proper arborist techniques. Applicant/Contractor is responsible for properly disposing of any wood materials. No cut/trimmed material may be left in the right-of-way at the conclusion of the project.
- Directional boring entries/exits near trees must stay a minimum of ten feet away from the base of the tree in all directions.

- Any traffic closure requests MUST be submitted to the City at least 3-days prior to the start of any work. Submittals shall show map of closure, any detour routes, and show/list all control devices to be utilized. All work areas in the street right-of-way must be properly signed and controlled in accordance with the latest edition of the Michigan Manual of Traffic Control Devices. The applicant/contractor is responsible for providing all necessary traffic control devices, including the proper signage.
- Any material excavated during the project must be disposed of outside of the right-of-way. Excavated materials shall not obstruct vision on the traveled portion of the street and shall not impede traffic.
- Existing material excavated may only be reused for backfill upon approval of the City Public Works Director. Backfilled material shall be placed in successive layers, not more than 6-inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping to not less than 95% of the maximum unit weight as determined by the MDOT Controlled Density Method. Contract shall be required to provide density reports for an independent testing firm, if requested by the City.
- Excavated topsoil shall be stockpiled separately from other excavated material. Any mixed topsoil shall be replaced with new, approved topsoil.
- Any excavations that results in pavement removal must be inspected prior to any repaving. Disturbed gravel base material shall be installed at no less than 6-inch depth of 21AA gravel that meets MDOT requirements.
- Any trench excavation of asphalt pavements must be saw-cut prior to resurfacing. The existing pavement shall be cut straight, as approved by the City. The existing asphalt shall be cut back to solid asphalt on either side of the excavated trench, a minimum of 12 inches outside of the trench area.
- Asphalt pavement shall be replaced at 4-inches of material that is placed in two courses of 220-lbs per syd each. The leveling and top material to be placed must be approved by the City prior to installation.
- All concrete placed shall meet all current MDOT Standard Specifications for Construction requirements.
- Final clean-up shall be such that it will provide a condition equal to or better than the original condition. Contractor may wish to provided dated pictures prior to any work performed in the right-of-way in order to establish the original condition. Failure to provide adequate pre-condition evidence will result in applicant/contractor having to restore the area as requested by the City. Restoration of lawns will be completed when satisfactory growth results, with no bare spots.



OLD

Permit No.:

Date:

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

City of Lowell
Right of Way Permit Application
Fee: \$50.00

Applicant:

Purpose:*

Name

Address

Address

Phone Number

Electric

Gas

Phone

Sewer Line Repair

Sewer Main Tap

Water Line Repair

Water Main Tap

Barricade

Other

Location of work to be done:

Address

Contractor:

1. ~~Contractor is responsible for all repairs within the right of way, such as sidewalk, curb, street, and lawn repairs.~~
2. Contractor must provide a copy of certificate of insurance showing coverage for liability in the amount of two million dollars (\$2,000,000.00) and the City of Lowell as an additional insured.
3. ~~Contractor will provide a bond to the City of Lowell equal to the amount for all repairs within the City's right of way.~~
4. All safety issues must be observed such as signage, barricades, etc. Violations will cause stop order and revocation of permit.
5. Contractor will provide written scope of work and provide proposed plan/sketch of work to be done.
6. ~~If road is removed, the water/sewer supervisor must inspect the premises before it is repaved (with a minimum of 6" of 21AA modified or screened road millings compacted and 4" of asphalt.)~~

Reason for stop work order

Contractor hereby agrees to abide by the ordinances and regulations of the City of Lowell, Michigan.

Signature required before permit will be issued.

Contractor's Signature - Must be signed for work to begin

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

Permission is requested to do the following work within the limits of the City and it is hereby agreed to do this work in accordance with the "Specifications & Conditions" of the City of Lowell.

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

All work and repairs must be inspected by a City employee before bond is returned. Call Lowell City Hall to schedule an inspection at 616-897-8457.

Lowell Department of Public Works Signature



OLD

Permit No.:

Date:

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

City of Lowell
Right of Way Permit
Fee: \$50.00

Applicant:

Purpose: _____ Curb Cuts

_____ Sidewalks

Name

Address

Address

Phone Number

Location of work to be done: _____
Address

Contractor:

1. ~~Contractor is responsible for all repairs within the right of way, such as sidewalk, curb, street, and lawn repairs.~~
2. Contractor must provide a copy of certificate of insurance showing coverage for liability in the amount of two million dollars (\$2,000,000.00) and the City of Lowell as an additional insured.
3. ~~Contractor will provide a bond to the City of Lowell equal to the amount for all repairs within the City's right of way.~~
4. All safety issues must be observed such as signage, barricades, etc. Violations will cause stop order and revolt of permit.
5. Contractor will provide written scope of work and provide proposed plan/sketch of work to be done.
6. ~~If road is removed, the water/sewer supervisor must inspect the premises before it is repaved (with a minimum of 4" of asphalt put back).~~

Reason for stop work order _____

Contractor hereby agrees to abide by the ordinances and regulations of the City of Lowell, Michigan.

Contractor's Signature

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

**Before permit can be approved, the streets supervisor must approve the scope of work.*

Permission is requested to do the following work within the limits of the City and it is hereby agreed to do this work in accordance with the "Specifications & Conditions" of the City of Lowell.

Work to commence on _____ and to be completed by _____.

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

Signature of Applicant

For

Scott Fosburg

Date

All work and repairs must be inspected by a City employee before bond is returned. Call the Department of Public Works for inspections at 616-897-5929.

Date of final inspection: _____

Scott Fosburg

Additional Notes:

Sue Ullery

From: Jim Salzwedel
Sent: Tuesday, November 23, 2021 8:15 AM
To: Marty Chambers; Cliff Yankovich; Mike DeVore; Mike Burns; Leah Groves; Sue Ullery
Subject: Lowell Showboat VI Report for our next Council meeting
Attachments: Scanned from a Xerox multifunction device.pdf

City Council, Mike Burns and Sue Ullery.

Please see in the attached document containing the following.

Financial Report
Up Coming Rentals
Committee Work Sheet

Accomplishments for the 501C3

By-laws
Articles of Incorporation
Conflict of Interest Policy
Non-profit rental Policy
Policies and procedures Manual
Lease Agreement Rental Policy

Web-site has been up for test runs and hope to have up and fully operational soon. (No this is not the Death Star)

Working with the city on the following

Turning the LSBVI over to the 501C3, Mike is working on what the city is allowed to do, such as a lease of purchase.

If you have any questions please let me know.

Jim Salzwedel
President of the LSBVI Committee

Sent from my iPad

Begin forwarded message:

From: "Salzwedel, James" <jim.salzwedel@aus.com>
Date: November 22, 2021 at 9:34:09 AM EST
To: Jim Salzwedel <jsalzwedel@ci.lowell.mi.us>
Subject: FW: Scanned from a Xerox multifunction device

This e-mail transmission and any documents, files or previous e-mail messages attached to it, are confidential and are protected by the attorney-client privilege and/or work product doctrine. Any and all rights to confidentiality and privilege are not waived, and are hereby specifically preserved. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are hereby notified that any review, disclosure, retention, copying, dissemination, distribution or use of any of the information contained in, or attached to this e-mail transmission is STRICTLY PROHIBITED. If you have received this transmission in error, please immediately notify me by return email or by telephone at the above number and delete the original message and its attachments from your system.

-----Original Message-----

From: auts-gr-mfp04@aus.com <auts-gr-mfp04@aus.com>
Sent: Monday, November 22, 2021 9:30 AM
To: Salzwedel, James <jim.salzwedel@aus.com>
Subject: Scanned from a Xerox multifunction device

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Common Area
Device Name: AUTS-GR-MFP04

10:50 AM
10/27/21
Cash Basis

Greater Lowell Chamber Foundation
Profit & Loss by Class
January 1 through October 27, 2021

	Lowell ShowboatVI-501 C3	TOTAL
Ordinary Income/Expense		
Income		
Donations/Commissions	3,200.00	3,200.00
Rentals/Fees/Registration	10,138.00	10,138.00
Total Income	13,338.00	13,338.00
Gross Profit	13,338.00	13,338.00
Expense		
contract labor	858.54	858.54
News Print	410.88	410.88
promotional items	104.94	104.94
Signs	60.00	60.00
Website Design	396.00	396.00
Website Domain Name	10.17	10.17
Total Expense	1,840.53	1,840.53
Net Ordinary Income	11,497.47	11,497.47
Net Income	11,497.47	11,497.47

Upcoming Rentals on the Calendar

November 2021

Jones Meat Market – 5-hour rental \$600, paid

December 2021

Santa Visits – No charge

January 2022

February 2022 - 0

March 2022

Hildenbrand Birthday Party – 5-hour rental, \$780, maybe 2nd deck as well, no deposit collected

Bloom Dress Rehearsal – 5-hour rental, \$780, no deposit collected

May 2022

The Parkers Wedding Anniversary Party – 5-hour rental, \$1100, no deposit collected

Forest Hills Class of 1970 -5-hour rental, \$1400, no deposit collected

June 2022

Thomas Renewal of Wedding Vows, 8-hour rental, \$2240, des

Erin Brechbiel, possible Wedding, noting written in stone until tour is given.

July 2022 - 0

August 2022 - 0

September 2022

Lowell Class of 2000, 5-hour rental, \$1860, deposit coming in January

2023

February 2023

Amble Electric – 5-hour rental \$1400 or \$780 if only 1st deck no deposit collected

Task	Task Leader	Contactors	Start Date	End Date	Notes
Submit 5013 to IRS	Mike				
Outside Lighting training	Liz	Michigan Lighting systems (Greg Smith)	11/17/2021		
Issues with outside lighting	Liz	Amble Electric			
Spiral Staircase lighting	Carol	Great Lakes, Wolverine & Amble Elec			
Mechanicals Heating & Cooling issues	Teresa	Progressive			
Training on HVAC	Teresa	Progressive			Do we have PM contract and warranty info
Night Hawk system controls of HVAC	Betsy/Liz/Teresa	Night Hawk			
Ballast of Boat	Lou	Chris Chamberlin			Turn over lap top & controls to Showboat
Morring the	Lou	Chris Chamberlin			Still waiting on on two bladders
Bilge pumps	Lou	Chris Chamberlin			Secure boat & and decorative ropes
Elevator inspection & signage	Lou				Where are the bilge pumps
Ramps for the Boat	Lou	Bill Doan			Need contractor info/ check out signage and certification records
Thresholds on 1st deck	Lou	Bill Doan			Need ballast of the boat done first- then check function of ramps
Insurance Inspection findings	Mike Burns				Safety issue
Fire protection	Mike Burns				Who is our insurance provider/ need copy of insurance
Fence around utilities	Carol	Chris Chamberlin			Who is contractor and protocols
Quick disconnect for the boat					
Network Issues	Betsy				Who Installed it and what is the procedure for disconnecting
Key card entry	Betsy / Jim				Need status update on Network
Secure IT equipment	Betsy				When will this be operational
Hospitality Coordinator	Liz				Purchase gate for IT equipment
Cleaning the boat interior	Lisa				Andy Coaker? \$20/hr.
Cleaning the boat exterior					Get in touch with cleaning company for rates
Heat mats for first deck	Liz				
8ft and 6ft tables					
Coffee Makers					
Freezer					
Rugs for entrance					
Bar	Liz	Gless Boards			
Donor Board	Liz	United Sign			
Brass plaques naming opportunities		United Sign			
Marketing:					
Brochure, bussiness cards, letter head etc					
Website	Teres/Liz/Betsy				
Real Estate Video					
Professional pictures of the boat	Teresa				
Marketing plan					Approval granted for \$188

APPOINTMENTS

	Expires
Airport Board	
Vacancy (Dave Pasquale – Currently Serving)	01/01/2022
Vacancy (Eric Nelson – Currently Serving)	01/01/2022
Board of Review	
Vacancy (alternate)	01/01/2023
Building Authority	
Vacancy (Suzanne Olin – Currently Serving)	01/01/2022
Construction Board of Appeals	
Vacancy	01/01/2021
Downtown Development Authority	
Vacancy (Mike Sprenger – Currently Serving)	01/01/2022
Lowell Area Fire and Emergency Services Authority	
Vacancy (Dave Pasquale – Currently Serving)	01/01/2020
Parks and Recreation Commission	
Vacancy (Casey Butler – Currently Serving)	01/01/2022