



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, AUGUST 7, 2017, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA
  - Approval of the Agenda.
  - Approve and place on file the regular minutes of the July 17, 2017 City Council meeting.
  - Approval and place on file the closed minutes of the August 1, 2017 Special City Council meeting.
  - Authorize payment of invoices in the amount of \$748,741.88.

3. CITIZEN COMMENTS 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. Discussion with Showboat Committee
  - b. Food Truck Ordinance – 17-02 and Resolution 21-17.
  - c. Medical Marihuana Discussion
5. NEW BUSINESS
  - a. N. Jefferson Street Resurfacing & Utility Improvement Bids
  - b. Resolution 22-17 – Approving and Authorizing Execution of a Professional Services Agreement with Hydrocorp related to the City's Cross Connection Control Program
  - c. MERS Annual Meeting Officer Delegate
6. BOARD/COMMISSION REPORTS
7. MANAGER'S REPORT
8. COUNCIL COMMENTS
9. 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](http://www.ci.lowell.mi.us)

## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, August 7, 2017

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4. OLD BUSINESS

- a. Discussion with Showboat Committee. City Manager Michael Burns provided a memo.

No recommended action this evening.

- b. Food Truck Ordinance – 17-02 and Resolution 21-17. City Manager Michael Burns provided a memo.

Recommended Motion: That the City Council approve Ordinance 17-02 pertaining to the Food Truck Ordinance. I am also recommending the City Council approve Resolution 21-17 setting the fee structure for the food truck licensing.

- c. Medical Marihuana Discussion. City Manager Michael Burns provided a memo.

No recommended motion.

5. NEW BUSINESS

- a. N. Jefferson Street Resurfacing & Utility Improvement Bids. DPW Director Rich LaBombard provided a memo.

Recommended Motion: That the City Council authorizes payment to CL Trucking and Excavating in the amount of \$80,482.06 (\$21,765.86 + \$58,716.20) for the N. Jefferson Street Resurfacing and Utility Improvement project and the additional resurfacing work on Fremont Street from Washington to Monroe.

- b. Resolution 22-17 – Approving and Authorizing Execution of a Professional Services Agreement with HydroCorp related to the City's Cross Connection Control Program. City Manager Michael Burns provided a memo.

Recommended Motion: That the City Council approve the Professional Services Agreement with HydroCorp and authorize the City Manager to sign on behalf of the City.

- c. MERS Annual Meeting Officer Delegate. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council appoint Steve Donkersloot as the Employer Delegate for the 2017 MERS Annual Meeting.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. COUNCIL COMMENTS

9. ADJOURNMENT

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, JULY 17, 2017, 7:00 P.M.**

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

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

Present: Councilmembers Greg Canfield, Jim Hodges, Jeff Phillips, Alan Teelander and Mayor DeVore.

Absent: None.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery and Police Sergeant Christopher Hurst.

**2. APPROVAL OF THE CONSENT AGENDA**

- Approval of the Agenda.
- Approve and place on file the regular and closed session minutes of the July 5, 2017 City Council meeting.
- Approve and place on file the closed minutes of the July 5, 2017 City Council meeting.
- Authorize payment of invoices in the amount of \$203,458.45.

IT WAS MOVED BY PHILLIPS and seconded by CANFIELD to approve the consent agenda as written.  
YES: Councilmember Canfield, Mayor DeVore, Councilmember Hodges, Councilmember Phillips, and Councilmember Teelander. NO: None. ABSENT: None. MOTION CARRIED.

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

There were no comments.

**4. OLD BUSINESS.**

No old business.

**5. NEW BUSINESS.**

**a. Ordinance No. 17-02 - Adding Chapter 28, "Mobile Food Vending" to the Code of Ordinances.**

At the request of Council, City Attorney Richard Wendt drafted the proposed ordinance regulating Food Trucks in the City. Wendt summarized and highlighted certain areas. A resolution and ordinance would need to be adopted.

The City Council should establish a license fee schedule by resolution. By general consensus, license fees will be discussed at the next Council meeting under "Old Business" and a discussion will be held with Liz Baker of the Chamber of Commerce.

b. Resolution 20-17 –and Agreement – Approving and Authorizing Execution of a Public Park Use Agreement with Lowell Youth Football.

City Manager Mike Burns advised this is a standardized three year contract with the option to renew annually. Each entity will be notified by November the year prior if there is an increase to the participation fee. This agreement is identical to the previous agreements for Lowell Little League, Backyard Dreams and the YMCA, which Council approved in May. The Park Board did not review this since they will not meet in July. Burns advised he has spoken to Parks Chairman Perry Beachum and he had no issues with it moving forward.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to adopt Resolution 20-17, approving the agreement and resolution for Lowell Youth Football as presented.

YES: Mayor DeVore, Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, and Councilmember Canfield. NO: None. ABSENT: 0. MOTION CARRIED.

c. City Park Signage.

Throughout previous years, the Youth Fair, Lowell Youth Football and the Lowell Little League have been allowed to place several temporary banners on the fences surrounding each field. While this provides donations from businesses sponsoring such banners, it does not coincide with our current sign ordinance.

What is occurring is the signage at Creekside Park and at Birch Field can only be seen in the proximity of those fields and oncoming traffic generally doesn't see them. A concern was made by the Parks and Recreation Commission about signage on the fencing surrounding the Fairgrounds property where traffic can see those and might be affected by them. None of these instances are in compliance with our ordinance.

It is important to note these organizations have utilized banners in this way for many years; however, there have been complaints regarding the condition of the banners. The City Council needs to determine how they would like the City Administration to enforce the ordinance. Should we enforce the matter as is or revise our ordinances to accommodate these concerns.

No action is being requested; however City Administration is requesting discussion on how to address this matter moving forward.

Councilmember Hodges advised the signage and banners are out of control.

Councilmember Phillips mentioned that at Coffee with Council, some citizens noticed some signs out and about and mentioned it to Council.

City Clerk Susan Ullery explained the signs in people's yards are fine as long as the appropriate square footage is met.

Councilmember Canfield noted there are many signs that are placed within the right of way which is not permitted.

6. **MONTHLY REPORTS.**

There were no comments.

7. **BOARDS AND COMISSION REPORTS.**

Councilmember Phillips advised the Historic District Commission meets on Tuesday, July 18, 2017 at 6:00 p.m. and he advised he attended the Lowell Light and Power board meeting for Councilmember Teelander and thoroughly enjoyed it.

Light and Power General Manager Steve Donkersloot then gave a summary of the Light and Power board meeting. They discussed the five year plan which will include thirteen projects. The first project was completed this past June. They approved engineering service proposals for three more projects. The projects are designed to upgrade the reliability and redundancy of Lowell Light and Power's infrastructure, replacing poles, replacing transformers and upgrading system voltage. The board approved infrastructure upgrades at the substation and the building of a brand new circuit. Donkersloot also spoke on the National Conference he attended where solar and renewable energy was discussed.

Councilmember Hodges had no meetings.

Councilmember Canfield had no meetings.

Councilmember Teelander thanked Councilmember Phillips for attending the Light and Power board meeting.

Mayor Mike DeVore had no meetings.

8. **MANAGER'S REPORT.**

City Manager Burns reported on the following:

- Attended first Riverwalk Festival and rode in a fire truck. It was a great event, he was very impressed and it was good for the community.
- No update on Chief Bukala.
- August 7<sup>th</sup> at 5:30 will be a Committee of the Whole meeting regarding marihuana.
- Authorized the purchase of IPADs.
- Phone system has been in place for three weeks and it's been a relatively smooth transition.
- On July 18<sup>th</sup>, Burns along with DPW Director Rich LaBombard will be going to Saginaw to take a tour of their splash pad. Rich was involved in that project a couple of years ago.
- On Wednesday, a group of individuals will travel to Grand Ledge and take a tour of a Showboat that is in the process of being constructed. After that, they will be going to Lansing to tour another Showboat.

9. COUNCIL COMMENTS.

Councilmember Phillips thanked all City employees, departments and staff for their hard work and dedication.

Councilmember Hodges had no comments.

Councilmember Canfield encouraged citizens to reach out to the Councilmembers and let them know what's on your mind, how you feel about the topics being discussed. This helps with decisions. He also encouraged the public to ask questions.

Councilmember Teelander encouraged citizens to come to the Coffee with Council. Teelander advised he was going to a Michigan Municipal League Conference in Gaylord with the topic being Medical Marihuana. Teelander advised he wanted to learn more about it.

Mayor DeVore encouraged citizens to go to the Farmer's Market every Thursday from noon to 5:00 p.m. and the Sizzlin' Concerts at 7:00 p.m.

10. ADJOURNMENT.

IT WAS MOVED BY HODGES and seconded by TEELANDER to adjourn at 7:40 p.m.

YES: 5. NO: NONE. ABSENT: 0. MOTION CARRIED.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Susan Ullery, City Clerk

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 07/20/2017 - 08/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/9

Vendor Code	Vendor Name	Description	Amount
	Invoice		
01878	ACTION CHEMICAL		
	351478	R & M	92.96
TOTAL FOR: ACTION CHEMICAL			92.96
00007	ADT SECURITY SYSTEMS, INC.		
	629963499	WTP SECURITY	129.82
TOTAL FOR: ADT SECURITY SYSTEMS, INC.			129.82
00015	ALEXANDER CHEMICAL CORP		
	SLS10061500	WTP CHEMICALS	2,207.36
TOTAL FOR: ALEXANDER CHEMICAL CORP			2,207.36
02239	APEX SOFTWARE		
	297786	SKETCHING SOFTWARE MAINTENANCE 2017-2018	235.00
TOTAL FOR: APEX SOFTWARE			235.00
10177	AT&T		
	6/17 - 7/16/2017	MONTHLY STATEMENT	2,800.14
TOTAL FOR: AT&T			2,800.14
02449	AT&T LONG DISTANCE		
	7/09/2017	LONG DISTANCE STATEMENT	1,154.23
TOTAL FOR: AT&T LONG DISTANCE			1,154.23
00045	BARTLETT, SANDY		
	8/1/2017	JULY 2017 METER READ MILEAGE	64.20
TOTAL FOR: BARTLETT, SANDY			64.20
10121	BEHRENS LIMITED, LCC		
	1285	MUTT MITTS	95.70
TOTAL FOR: BEHRENS LIMITED, LCC			95.70
10441	BFG SUPPLY		
	842039-00	CEMETERY SUPPLIES	33.45
TOTAL FOR: BFG SUPPLY			33.45
01916	BS&A SOFTWARE		
	113584	ACCESS MY GOV ANNUAL SUPPORT 2017-2018	2,137.00
TOTAL FOR: BS&A SOFTWARE			2,137.00
00084	CANFIELD PLUMBING & HEATING IN		
	60960	R & M - 219 N WASHINGTON	146.25
	60994	PARKS R & M	79.00
	61000	CITY HALL R & M	260.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			485.25
10656	CARLETON EQUIPMENT		
	02-2593504	EQUIP FUND R & M	42.61
TOTAL FOR: CARLETON EQUIPMENT			42.61
MISC	CHRISTIAN LIFE CENTER		
	JULY 23, 2017	CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR: CHRISTIAN LIFE CENTER			50.00



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Page: 2/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01343	CL TRUCKING & EXCAVATING			
	PAYMENT 3		JEFFERSON STREET PROJECT	21,765.86
	PYMT 3		JEFFERSON ST PROJECT (FREMONT)	58,716.20
TOTAL FOR: CL TRUCKING & EXCAVATING				80,482.06
10493	COMCAST CABLE			
	8/6 - 9/5/17		CABLE STATEMENT	31.93
TOTAL FOR: COMCAST CABLE				31.93
10509	CONSUMERS ENERGY			
	6/26 - 7 25/2017		MONTHLY STATEMENT	1,232.72
	6/27 - 7/25/17		ACCOUNT STATEMENT	45.94
TOTAL FOR: CONSUMERS ENERGY				1,278.66
REFUND UB	COTTON, LUCY			
	08/03/2017		UB refund for account: 1-02003-6	156.09
TOTAL FOR: COTTON, LUCY				156.09
01748	D'AGOSTINO CONTRUCTION LLC			
	8/1/2017		CABLE BUILDING WORK	5,000.00
TOTAL FOR: D'AGOSTINO CONTRUCTION LLC				5,000.00
00148	DICKINSON WRIGHT PLLC			
	1175935		LEGAL SERVICES	962.00
	1175936		LEGAL SERICES - KCYAA AGREEMENT	2,090.50
	1175937		LEGAL SERVICES - LITEHOUSE	333.00
	1175938		LEGAL SERVICES - TRAILWWAYS	2,090.50
	1175939		LEGAL SERVICES	2,271.65
	1175940		LEGAL SERVICES - GENERAL	3,792.50
TOTAL FOR: DICKINSON WRIGHT PLLC				11,540.15
01721	DREW WIRELESS			
	LPD073117		LPD EQUIPMENT	2,270.00
TOTAL FOR: DREW WIRELESS				2,270.00
REFUND UB	DUNCAN-OSBURN, GREG			
	08/03/2017		UB refund for account: 3-03938-2	39.45
TOTAL FOR: DUNCAN-OSBURN, GREG				39.45
10303	ECO GREEN SUPPLY			
	12020		LANDSCAPE SUPPLIES	122.23
TOTAL FOR: ECO GREEN SUPPLY				122.23
01955	ENVIRONMENTAL DOOR, INC.			
	59122		DPW R & M	300.00
TOTAL FOR: ENVIRONMENTAL DOOR, INC.				300.00
00744	ETNA SUPPLY COMPANY			
	S102257818.001		DRAIN WORK PROJECT	1,403.80
TOTAL FOR: ETNA SUPPLY COMPANY				1,403.80
00172	EVERGREEN UNDERGROUND, INC.			
	40586		LIBRARY IRRIGATION	2,075.00
	40657		DDA SPRINKLERS R & M	1,133.92
TOTAL FOR: EVERGREEN UNDERGROUND, INC.				3,208.92

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Page: 3/9

Vendor Code	Vendor Name	Invoice	Description	Amount
10693	FERGUSON ENTERPIRSES, INC.			
		0022822	WATER METERS	164.30
		0022822-1	WATER DEPT R & M	217.00
TOTAL FOR: FERGUSON ENTERPIRSES, INC.				381.30
10673	FERGUSON WATERWORKS			
		0023273	WATER DEPT R & M	180.35
TOTAL FOR: FERGUSON WATERWORKS				180.35
10369	FLAT RIVER ELECTRIC LLC			
		12094	R & M AT PARKS	233.93
TOTAL FOR: FLAT RIVER ELECTRIC LLC				233.93
02218	FLEX ADMINISTRATORS, INC.			
		989818	JUNE 2017 ADMIN FEE	69.00
TOTAL FOR: FLEX ADMINISTRATORS, INC.				69.00
10694	GAME TIME			
		PJI-0064169	STONEY LAKESIDE PROJECT	4,719.60
TOTAL FOR: GAME TIME				4,719.60
00247	GEORGE HOFACKER			
		89671	WALK MOWER	1,400.00
TOTAL FOR: GEORGE HOFACKER				1,400.00
02478	GIVE EM A BRAKE SAFETY			
		49400	WATER DEPT R & M	2,015.50
TOTAL FOR: GIVE EM A BRAKE SAFETY				2,015.50
00225	GRAND RAPIDS COMMUNITY COLLEGE			
		7/16 - 7/31/2017	TAX DISBURSEMENT	10,816.02
		7/20/2017	TAX DISBURSEMENT 7/1 - 7/15/2017	6,024.69
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				16,840.71
01285	GREAT LAKES PAVING			
		7820	DRAIN WORK PROJECT	1,850.00
TOTAL FOR: GREAT LAKES PAVING				1,850.00
10047	GREENBUD LANDSCAPING INC			
		7/24/2017	MOWING DOG PARK	130.00
TOTAL FOR: GREENBUD LANDSCAPING INC				130.00
01508	GTW			
		131246	EQUIP FUND SUPPLIES	30.24
		133507	EQUIP FUND SUPPLIES	31.24
TOTAL FOR: GTW				61.48
10587	HANES GEO COMPONENTS			
		64-470979	DRAIN FUND PROJECT	176.00
TOTAL FOR: HANES GEO COMPONENTS				176.00
10310	HASSELBRING-CLARK			
		INV86016	COPY MACHING CONTRACT	394.06
TOTAL FOR: HASSELBRING-CLARK				394.06

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Page: 4/9

Vendor Code	Vendor Name	Invoice	Description	Amount
00248	HOOPER PRINTING	52117	REVENUE SUMMARY ENVELOPES	141.69
TOTAL FOR: HOOPER PRINTING				141.69
02463	HYDROCORP	0043739-IN	CROSS CONNECTION JULY 2017	815.00
TOTAL FOR: HYDROCORP				815.00
00280	KAMMINGA & ROODVOETS, INC.	PAYMENT 5	VALLEY VISTA LIFT STATION	18,944.00
		PAYMENT 8	MAIN LIFT STATION	48,384.82
TOTAL FOR: KAMMINGA & ROODVOETS, INC.				67,328.82
00291	KENT COUNTY ROAD COMMISSION	410483	DUST CONTROL	298.85
TOTAL FOR: KENT COUNTY ROAD COMMISSION				298.85
00300	KENT COUNTY TREASURER	7/16 - 7/31/2017	TAX DISBURSEMENT - DELINQ	128.35
		7/16-31/2017	TAX DISBURSEMENT	18,008.25
		7/20/2017	TAX DISBURSEMENT 7/1 - 7/15/2017	51,044.84
TOTAL FOR: KENT COUNTY TREASURER				69,181.44
00303	KENT DISTRICT LIBRARY	7/16 - 7/31/2017	TAX DISBURSEMENT	53,284.52
TOTAL FOR: KENT DISTRICT LIBRARY				53,284.52
00302	KENT INTERMEDIATE SCHOOL DIST.	7/16 - 7/31/2017	TAX DISBURSEMENT	50,398.99
		7/20/2017	TAX DISBURSEMENT 7/1 - 7/15/2017	35,138.87
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.				85,537.86
02209	KERKSTRA PORTABLE, INC.	109138	PORTABLE RESTROOM - BOAT LAUNCH	30.00
		109343	PORTABLE RESTROOMS - BOAT LAUNCH	190.00
		109344	PORTABLE RESTROOM - OAKWOOD	75.00
		109345	PORTABLE RESTROOM - REC PARK	115.00
TOTAL FOR: KERKSTRA PORTABLE, INC.				410.00
00310	KING MILLING COMPANY	92001	TAXES ON PROPERTY	1,754.74
TOTAL FOR: KING MILLING COMPANY				1,754.74
REFUND UB	KOSBAR, DONALD L.	08/03/2017	UB refund for account: 2-00660-2	43.83
TOTAL FOR: KOSBAR, DONALD L.				43.83
10650	L.D. DOCSA ASSOCIATES, INC.	DRAW 5	EAST OXIDATION DITCH REPAIRS	5,000.00
TOTAL FOR: L.D. DOCSA ASSOCIATES, INC.				5,000.00
01374	LOWELL AREA HISTORICAL MUSEUM	7/16 - 7/31/2017	TAX DISBURSEMENT	1,653.88
		7/20/2017	TAX DISBURSEMENT 7/1 - 7/15/2017	1,501.34
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				3,155.22

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Page: 5/9

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00562	LOWELL AREA SCHOOLS		
	7/16 - 7/31/2017	TAX DISBURSEMENT	84,040.30
	7/20/2017	TAX DISBURSEMENT 7/1 - 7/15/2017	50,431.80
TOTAL FOR: LOWELL AREA SCHOOLS			134,472.10
00341	LOWELL LIGHT & POWER		
	2988	STREET LIGHT MAINTENANCE	985.50
	2993	VOIP PHONE PROJECT	26,056.01
	JULY 2017	ELECTRIC BILLS	19,697.23
TOTAL FOR: LOWELL LIGHT & POWER			46,738.74
10079	LOWELL ROTARY CLUB		
	7/26/2017	LCTV GRANT - REBUILD SHOWBOAT	20,000.00
TOTAL FOR: LOWELL ROTARY CLUB			20,000.00
00352	LUBRICATION ENGINEERS INC.		
	340779	WWTP SUPPLIES	1,639.80
TOTAL FOR: LUBRICATION ENGINEERS INC.			1,639.80
10251	MAG PLUMBING SERVICE LLC		
	1024-215	DEVICE TESTING	2,151.60
TOTAL FOR: MAG PLUMBING SERVICE LLC			2,151.60
10615	MANSZEWSKI LANDSCAPING LLC		
	1356	MOWING CONTRACT	7,200.00
TOTAL FOR: MANSZEWSKI LANDSCAPING LLC			7,200.00
10692	MCGREGOR, CAROL A.		
	7/12/2017	DRAFTING FOR OLD DPW BLDG	250.00
TOTAL FOR: MCGREGOR, CAROL A.			250.00
00378	MCMI		
	160613C-IN	LIBRARY BLDG MGMT SYSTEM	125.00
TOTAL FOR: MCMI			125.00
10083	MICHIGAN CAT		
	PD7744757	EQUIP FUND R & M	302.89
	SD7716324	EQUIP FUND R & M	1,264.01
TOTAL FOR: MICHIGAN CAT			1,566.90
01924	MSC INDUSTRIAL SUPPLY CO INC		
	34796017	EQUIP FUND R & M	36.30
TOTAL FOR: MSC INDUSTRIAL SUPPLY CO INC			36.30
01794	MUNDT, THERESA		
	7/27/17	SAM'S CLUB REIMBURSEMENT	212.34
TOTAL FOR: MUNDT, THERESA			212.34
REFUND UB	NOALL, STEVEN		
	08/03/2017	UB refund for account: 3-00182-1	6.90
TOTAL FOR: NOALL, STEVEN			6.90
MISC	NUGENT, DENNIS		
	7/30/2017	CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR: NUGENT, DENNIS			50.00

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Page: 6/9

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00468	NYE UNIFORM COMPANY		
	616211	LPD UNIFORMS	303.00
TOTAL FOR: NYE UNIFORM COMPANY			303.00
RECYCLE	PHILLIPS, BRUCE		
	BIN 806	RECYCLE BIN REFUND	5.00
TOTAL FOR: PHILLIPS, BRUCE			5.00
01270	PLUMMERS ENVIRONMENTAL SERVICE		
	1752957	JETTED LINES - DONNA ST	1,647.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE			1,647.00
00506	POSTMASTER		
	7/31/17	W/S BILLS FOR AUGUST 2017	409.35
TOTAL FOR: POSTMASTER			409.35
00512	PREIN & NEWHOF, INC.		
	40128	SAW GRANT MGMT	21,190.65
	40229	PROFESSIONAL SERVICES	7,863.00
	73432	PARKS WATER SAMPLES	440.00
	73663	PARK WATER SAMPLE COLLECTION	440.00
TOTAL FOR: PREIN & NEWHOF, INC.			29,933.65
02331	PROGRESSIVE HEATING COOLING, CORP.		
	2014100	CITY HALL R & M	150.14
	2014106	LIBRARY R & M	3,130.23
	2014108	CITY HALL R & M	65.46
	2014127	DPW R & M	112.00
	2014128	MUSEUM R & M	180.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			3,637.83
10133	RED CREEK		
	77R00369	TRASH COLLECTION JULY 2017	525.53
TOTAL FOR: RED CREEK			525.53
REFUND TAX	REINBOLD SUZANNE		
	08/03/2017	Sum Tax Refund 41-20-02-338-009	71.41
TOTAL FOR: REINBOLD SUZANNE			71.41
02539	RONDA AUTO CENTERS		
	JUNE 2017	ACCOUNT STATEMENT	285.34
TOTAL FOR: RONDA AUTO CENTERS			285.34
10378	RUESINK, KATHIE		
	543238-543239	CLEANING SERVICES	570.00
	543242-543243	CLEANING - VACUUM USAGE	70.00
	54327	CLEANING SERVICES	420.00
TOTAL FOR: RUESINK, KATHIE			1,060.00
10691	RYAN EXCAVATING LLC		
	2017-0104	LIBRARY DECK GRANT WORK	1,400.00
TOTAL FOR: RYAN EXCAVATING LLC			1,400.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 07/20/2017 - 08/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 7/9

Vendor Code	Vendor Name	Invoice	Description	Amount
00556	RYAN'S MODERN SEWER CLEANING INC,			
	117367		JET SEWER - N WASHINGTON	570.00
	117429		JET LINE S WATER TO S BROADWAY	475.00
TOTAL FOR: RYAN'S MODERN SEWER CLEANING INC,				1,045.00
01044	S.A. MORMAN & CO.			
	632236		LIBRARY TOILET PAPER	36.32
TOTAL FOR: S.A. MORMAN & CO.				36.32
02383	SANISWEEP, INC.			
	89759		SWEEPING BARN 225 BROADWAY	210.00
TOTAL FOR: SANISWEEP, INC.				210.00
10344	SCHOLTEN LANDSCAPE MAINTENANCE			
	62844		FERTILIZER PROGRAM	332.00
	662844 *		FERTILIZER PROGRAM	332.00
TOTAL FOR: SCHOLTEN LANDSCAPE MAINTENANCE				664.00
02575	SELF SERVE LUMBER			
	JUNE 2017		ACCOUNT STATEMENT	403.60
TOTAL FOR: SELF SERVE LUMBER				403.60
02521	SINCLAIR RECREATION LLC			
	MO17125		STONE LAKESIDE PLAYGROUND/LOVE WEEK	2,000.00
TOTAL FOR: SINCLAIR RECREATION LLC				2,000.00
10616	SITEONE LANDSCAPE SUPPLY LLC			
	96291309		SUPPLIES	175.39
TOTAL FOR: SITEONE LANDSCAPE SUPPLY LLC				175.39
REFUND UB	SMIT, GREG			
	08/03/2017		UB refund for account: 5-00561-4	51.50
TOTAL FOR: SMIT, GREG				51.50
02085	SPECTRUM HEALTH OCCUPATIONAL			
	535695		MDOT TESTING	123.00
TOTAL FOR: SPECTRUM HEALTH OCCUPATIONAL				123.00
10276	SPRINT			
	6/10 - 7/9/17		ACCOUNT STATEMENT	653.86
TOTAL FOR: SPRINT				653.86
10341	STATE OF MICHIGAN			
	551-490794		SOR REGISTRATION JUNE	90.00
TOTAL FOR: STATE OF MICHIGAN				90.00
02032	STEALTH PEST MANAGEMENT LLC			
	JUNE 2017		PEST CONTROL	120.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC				120.00
MISC	STEVENS, JENNIFER			
	7/15/2017		CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR: STEVENS, JENNIFER				50.00

User: LORI

EXP CHECK RUN DATES 07/20/2017 - 08/03/2017

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10583	SUEZ WATER ENVIRONMENTAL SVC INC		
	201731230	WWTP SERVICES JULY 2017	36,852.48
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC			36,852.48
10678	SUNBELT RENTALS		
	70985391-0001	CHIPPER	1,652.88
TOTAL FOR: SUNBELT RENTALS			1,652.88
10514	SUPPLYGEEKS		
	524335-0	OFFICE SUPPLIES	83.78
TOTAL FOR: SUPPLYGEEKS			83.78
10458	THE BANK OF NY MELLON TRUST CO. NA		
	7/6/2017	WSS REV RDG BONDS	2,079.00
TOTAL FOR: THE BANK OF NY MELLON TRUST CO. NA			2,079.00
00630	THORNAPPLE RIVER NURSERY, INC.		
	10139	WOOD CHIPS	42.00
TOTAL FOR: THORNAPPLE RIVER NURSERY, INC.			42.00
00633	TIP TOP GRAVEL CO.		
	044309	CRUSHED CONCRETE	522.65
	044329	TOP SOIL FOR CEMETERY	103.00
TOTAL FOR: TIP TOP GRAVEL CO.			625.65
10069	TRUGREEN		
	1539860172	LAWN SERVICE WWTP	108.15
	1756130144	LAWN SERVICE - STONEY LAKESIDE	120.00
TOTAL FOR: TRUGREEN			228.15
00651	USA BLUE BOOK		
	307930	WATER DEPT R & M	282.07
TOTAL FOR: USA BLUE BOOK			282.07
10484	VERGENNES BROADBAND		
	3521-20170717-1	AIRPORT INERNET	49.99
TOTAL FOR: VERGENNES BROADBAND			49.99
00666	VERGENNES TOWNSHIP TREASURER		
	2017	SUMMER TAX 41-16-35-426-601	334.18
	S2017	SUMMER TAX 41-16-35-100-601	4,487.87
TOTAL FOR: VERGENNES TOWNSHIP TREASURER			4,822.05
02277	VERIZON WIRELESS		
	6/11 - 7/10/2017	ACCOUNT STATEMENT	316.18
	6/13 - 7/12/17	ACCOUNT STATEMENT	40.01
TOTAL FOR: VERIZON WIRELESS			356.19
REFUND UB	WADE, RANDY		
	08/03/2017	UB refund for account: 6-01940-3	16.69
TOTAL FOR: WADE, RANDY			16.69

08/03/2017 03:47 PM  
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 07/20/2017 - 08/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 9/9

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00692	WILLIAMS & WORKS INC.		
	82435	PROFESSIONAL SERVICES	2,977.75
	82456	JEFFERSON ST CONSTRUCTION SVCS	7,929.02
TOTAL FOR: WILLIAMS & WORKS INC.			10,906.77
REFUND UB	WORSLEY, BRIAN		
	08/03/2017	UB refund for account: 5-03601-2	21.46
TOTAL FOR: WORSLEY, BRIAN			21.46
01295	X-CEL CHEMICAL SPECIALTIES CO.		
	65856	SUPPLIES	418.35
	65954	CITY HALL SUPPLIES	189.00
TOTAL FOR: X-CEL CHEMICAL SPECIALTIES CO.			607.35
TOTAL - ALL VENDORS			748,741.88



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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 07/20/2017 - 08/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT	150.00	69898
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	69.03	69917
101-000-084.015	DUE FROM FIRE AUTHORITY	MAG PLUMBING SERVICE LLC	DEVICE TESTING	37.50	69959
101-000-085.000	DUE FROM LIGHT & POWER	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,051.33	69929
101-000-085.000	DUE FROM LIGHT & POWER	MAG PLUMBING SERVICE LLC	DEVICE TESTING	75.00	69959
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	45.31	69945
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	4.99	69947
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	87.50	69954
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	53.81	69945
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	42.44	69948
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	16.01	69939
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	2.16	69953
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	5.01	69939
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	29.23	69945
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	0.25	69947
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	13.23	69948
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.68	69953
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	19.86	69954
101-000-285.001	DEPOSITS/RECYCLE CONTAIN	PHILLIPS, BRUCE	RECYCLE BIN REFUND	5.00	69900
101-000-285.004	CREEKSID	STEVENS, JENNIFER	CREEKSID	50.00	69904
101-000-285.004	CREEKSID	CHRISTIAN LIFE CENTER	CREEKSID	50.00	69923
101-000-285.004	CREEKSID	NUGENT, DENNIS	CREEKSID	50.00	69965
Total For Dept 000				1,858.34	
Dept 172 MANAGER					
101-172-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT	51.80	69901
Total For Dept 172 MANAGE				51.80	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	APEX SOFTWARE	SKETCHING SOFTWARE MAINTEN	235.00	69915
Total For Dept 209 ASSESS				235.00	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - TRAILWWA	2,090.50	69881
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - LITEHOUS	333.00	69881
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - KCYAA AGR	2,090.50	69881
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	962.00	69881
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES - GENERAL	3,792.50	69881
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,220.32	69929
Total For Dept 210 ATTORN				10,488.82	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT	51.80	69901
Total For Dept 215 CLERK				51.80	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	JUNE 2017 ADMIN FEE	69.00	69885
Total For Dept 253 TREASU				69.00	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	HOOPER PRINTING	REVENUE SUMMARY ENVELOPES	141.69	69942
101-265-740.000	OPERATING SUPPLIES	ECO GREEN SUPPLY	LANDSCAPE SUPPLIES	45.20	69932
101-265-740.000	OPERATING SUPPLIES	MUNDT, THERESA	SAM'S CLUB REIMBURSEMENT	120.19	69963
101-265-740.000	OPERATING SUPPLIES	SITEONE LANDSCAPE SUPPLY	SUPPLIES	43.84	69981
101-265-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	CITY HALL SUPPLIES	189.00	69993
101-265-802.000	CONTRACTUAL	CONSUMERS ENERGY	MONTHLY STATEMENT	875.32	69926
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL R & M	65.46	69969
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL R & M	150.14	69969
101-265-802.000	CONTRACTUAL	RED CREEK	TRASH COLLECTION JULY 201	60.45	69970
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	300.00	69973

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 CITY HALL					
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	360.00	69973
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING - VACUUM USAGE	70.00	69973
101-265-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	2,030.99	69916
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	410.17	69917
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	318.47	69955
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	3,597.52	69955
101-265-930.000	REPAIR & MAINTENANCE	ACTION CHEMICAL	R & M	92.96	69913
101-265-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	CITY HALL R & M	260.00	69922
101-265-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	225.00	69959
Total For Dept 265 CITY H				9,356.40	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	BFG SUPPLY	CEMETERY SUPPLIES	33.45	69920
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	42.00	69979
101-276-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	TOP SOIL FOR CEMETERY	103.00	69987
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - OAKWO	75.00	69895
101-276-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
101-276-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	53.62	69955
101-276-930.000	REPAIR & MAINTENANCE	ECO GREEN SUPPLY	LANDSCAPE SUPPLIES	18.75	69932
101-276-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	770.39	69959
Total For Dept 276 CEMETE				1,262.21	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	SELF SERVE LUMBER	ACCOUNT STATEMENT	17.97	69979
Total For Dept 294 UNALLO				17.97	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	SOR REGISTRATION JUNE	90.00	69902
101-301-740.000	OPERATING SUPPLIES	MUNDT, THERESA	SAM'S CLUB REIMBURSEMENT	92.15	69963
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY	LPD UNIFORMS	303.00	69966
101-301-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT	473.03	69901
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	316.18	69909
101-301-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	78.77	69916
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	534.87	69917
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	89.78	69955
101-301-984.000	EQUIPMENT	DREW WIRELESS	LPD EQUIPMENT	2,270.00	69930
Total For Dept 301 POLICE				4,247.78	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	2,847.75	69910
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	130.00	69910
Total For Dept 400 PLANNI				2,977.75	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT	150.00	69898
101-441-802.000	CONTRACTUAL	RED CREEK	TRASH COLLECTION JULY 201	207.86	69970
101-441-802.000	CONTRACTUAL	SPECTRUM HEALTH OCCUPATIO	MDOT TESTING	123.00	69983
101-441-850.000	COMMUNICATIONS	AT&T	MONTHLY STATEMENT	690.38	69916
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	65.66	69917
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	CABLE STATEMENT	31.93	69925
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	25.86	69955
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	36.58	69926
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	320.38	69955
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	STREET LIGHT MAINTENANCE	985.50	69955
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC BILLS	846.88	69955
101-441-930.000	REPAIR & MAINTENANCE	ENVIRONMENTAL DOOR, INC.	DPW R & M	300.00	69933
101-441-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	37.50	69959
101-441-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	DPW R & M	112.00	69969

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-975.000	BUILDING IMPROVEMENTS	D'AGOSTINO CONTRUCTION LL	CABLE BUILDING WORK	1,000.00	69928
		Total For Dept 441 DEPART		4,933.53	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	17.80	69926
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	124.12	69955
		Total For Dept 747 CHAMBE		141.92	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BEHRENS LIMITED, LCC	MUTT MITTS	95.70	69919
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	184.35	69993
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS - BOAT	190.00	69895
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - REC P	115.00	69895
101-751-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT	5,760.00	69898
101-751-802.000	CONTRACTUAL	TRUGREEN	LAWN SERIVCE - STONEY LAK	120.00	69907
101-751-802.000	CONTRACTUAL	KENT COUNTY ROAD COMMISSI	DUST CONTROL	298.85	69944
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	PARK WATER SAMPLE COLLECT	440.00	69968
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	PARKS WATER SAMPLES	440.00	69968
101-751-802.000	CONTRACTUAL	RED CREEK	TRASH COLLECTION JULY 201	210.72	69970
101-751-802.000	CONTRACTUAL	SANISWEEP, INC.	SWEEPING BARN 225 BROADWA	210.00	69977
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	686.54	69955
101-751-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	R & M AT PARKS	233.93	69884
101-751-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	PARKS R & M	79.00	69922
101-751-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	160.17	69979
		Total For Dept 751 PARKS		9,224.26	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	51.85	69955
		Total For Dept 757 SHOWBO		51.85	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	83.78	69905
101-790-740.000	OPERATING SUPPLIES	SITEONE LANDSCAPE SUPPLY	SUPPLIES	43.84	69981
101-790-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	69903
101-790-802.000	CONTRACTUAL	MCMI	LIBRARY BLDG MGMT SYSTEM	125.00	69960
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	LIBRARY R & M	3,130.23	69969
101-790-802.000	CONTRACTUAL	RED CREEK	TRASH COLLECTION JULY 201	46.50	69970
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	120.00	69973
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	210.00	69973
101-790-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
101-790-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	196.69	69955
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	45.94	69926
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	1,519.21	69955
101-790-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	262.15	69959
101-790-930.000	REPAIR & MAINTENANCE	S.A. MORMAN & CO.	LIBRARY TOILET PAPER	36.32	69976
101-790-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	29.98	69979
101-790-975.000	BUILDING IMPROVEMENTS	EVERGREEN UNDERGROUND, IN	LIBRARY IRRIGATION	2,075.00	69934
101-790-975.000	BUILDING IMPROVEMENTS	RYAN EXCAVATING LLC	LIBRARY DECK GRANT WORK	1,400.00	69974
		Total For Dept 790 LIBRAR		9,530.64	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	69903
101-804-887.000	CONTRIBUTIONS & MAINTENAN	MAG PLUMBING SERVICE LLC	DEVICE TESTING	75.00	69959
101-804-887.000	CONTRIBUTIONS & MAINTENAN	PROGRESSIVE HEATING COOLI	MUSEUM R & M	180.00	69969
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SITEONE LANDSCAPE SUPPLY	SUPPLIES	43.87	69981
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	13.58	69926

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 07/20/2017 - 08/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 4/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	390.04	69955
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT 7/1 - 7/	1,501.34	69896
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	1,651.04	69953
		Total For Dept 804 MUSEUM		4,060.87	
		Total For Fund 101 GENERA		58,559.94	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	JEFFERSON ST CONSTRUCTION	6,660.38	69991
202-450-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	JEFFERSON ST PROJECT (FRE	58,716.20	69924
		Total For Dept 450 CAPITA		65,376.58	
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	1.29	69979
202-463-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT	12.71	69901
		Total For Dept 463 MAINT		14.00	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	117.00	69993
		Total For Dept 474 TRAFFI		117.00	
		Total For Fund 202 MAJOR		65,507.58	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	1.30	69979
203-463-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER	1,652.88	69985
203-463-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT	12.72	69901
		Total For Dept 463 MAINT		1,666.90	
Dept 474 TRAFFIC					
203-474-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	9.99	69979
203-474-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	SUPPLIES	117.00	69993
		Total For Dept 474 TRAFFI		126.99	
		Total For Fund 203 LOCAL		1,793.89	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	D'AGOSTINO CONTRUCTION LL	CABLE BUILDING WORK	4,000.00	69928
		Total For Dept 450 CAPITA		4,000.00	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	ECO GREEN SUPPLY	LANDSCAPE SUPPLIES	58.28	69932
248-463-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	29.70	69979
248-463-740.000	OPERATING SUPPLIES	SITEONE LANDSCAPE SUPPLY	SUPPLIES	43.84	69981
248-463-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - BOAT	30.00	69949
248-463-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
248-463-802.000	CONTRACTUAL	SCHOLTEN LANDSCAPE MAINT	FERTILIZER PROGRAM	83.00	69978
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	1,000.45	69955
248-463-930.000	REPAIR & MAINTENANCE	MCGREGOR, CAROL A.	DRAFTING FOR OLD DPW BLDG	250.00	69899
248-463-930.000	REPAIR & MAINTENANCE	EVERGREEN UNDERGROUND, IN	DDA SPRINKLERS R & M	1,133.92	69934
248-463-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	150.00	69959
248-463-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	42.00	69986
248-463-955.000	MISCELLANEOUS EXPENSE	KING MILLING COMPANY	TAXES ON PROPERTY	1,754.74	69950
		Total For Dept 463 MAINT		4,658.93	
		Total For Fund 248 DOWNT		8,658.93	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-974.000	LAND IMPROVEMENTS	GAME TIME	STONEY LAKESIDE PROJECT	4,719.60	69886
260-751-974.000	LAND IMPROVEMENTS	SINCLAIR RECREATION LLC	STONEY LAKESIDE PLAYGROUN	2,000.00	69980

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EXP CHECK RUN DATES 07/20/2017 - 08/03/2017  
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BOTH OPEN AND PAID

Page: 5/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
		Total For Dept 751 PARKS		6,719.60	
Dept 758 DOG PARK					
260-758-930.000	REPAIR & MAINTENANCE	GREENBUD LANDSCAPING INC	MOWING DOG PARK	130.00	69940
		Total For Dept 758 DOG PA		130.00	
Dept 790 LIBRARY					
260-790-975.000	BUILDING IMPROVEMENTS	SELF SERVE LUMBER	ACCOUNT STATEMENT	69.19	69979
260-790-975.000	BUILDING IMPROVEMENTS	TIP TOP GRAVEL CO.	CRUSHED CONCRETE	522.65	69987
		Total For Dept 790 LIBRAR		591.84	
		Total For Fund 260 DESIGN		7,441.44	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	175.04	69926
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INERNET	49.99	69908
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	SUMMER TAX 41-16-35-100-6	4,487.87	69989
		Total For Dept 000		4,712.90	
		Total For Fund 581 AIRPOR		4,712.90	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	61.71	69917
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC BILLS	4,708.90	69955
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	25.86	69955
590-000-276.000	Sewer Inside 5/8"	COTTON, LUCY	UB refund for account: 1-	80.23	69927
590-000-276.000	Sewer Inside 5/8"	DUNCAN-OSBURN, GREG	UB refund for account: 3-	19.59	69931
590-000-276.000	Sewer Inside 5/8"	NOALL, STEVEN	UB refund for account: 3-	3.43	69964
590-000-276.000	Sewer Inside 5/8"	WADE, RANDY	UB refund for account: 6-	10.64	69990
590-000-276.000	FLAT PENALTY	WORSLEY, BRIAN	UB refund for account: 5-	5.00	69992
		Total For Dept 000		4,915.36	
Dept 550 TREATMENT					
590-550-740.000	OPERATING SUPPLIES	LUBRICATION ENGINEERS INC	WWTP SUPPLIES	1,639.80	69958
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	SAW GRANT MGMT	21,190.65	69968
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SERVICES JULY 2017	36,852.48	69984
590-550-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	75.00	69959
590-550-970.000	CAPITAL OUTLAY	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	3,375.17	69955
590-550-970.000	CAPITAL OUTLAY	L.D. DOCSA ASSOCIATES, IN	EAST OXIDATION DITCH REPA	5,000.00	69952
590-550-970.000	CAPITAL OUTLAY	KAMMINGA & ROODVOETS, INC	MAIN LIFT STATION	48,384.82	69892
590-550-970.000	CAPITAL OUTLAY	KAMMINGA & ROODVOETS, INC	VALLEY VISTA LIFT STATION	18,944.00	69892
		Total For Dept 550 TREATM		135,461.92	
Dept 551 COLLECTION					
590-551-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	JEFFERSON ST CONSTRUCTION	555.03	69991
590-551-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSIONAL SERVICES	7,863.00	69968
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON ENTERPIRSES, INC	WATER METERS	82.15	69883
590-551-930.000	REPAIR & MAINTENANCE	GREAT LAKES PAVING	DRAIN WORK PROJECT	1,850.00	69888
590-551-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	R & M - 219 N WASHINGTON	73.12	69922
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON ENTERPIRSES, INC	WATER DEPT R & M	108.50	69935
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER DEPT R & M	90.17	69936
590-551-930.000	REPAIR & MAINTENANCE	GIVE EM A BRAKE SAFETY	WATER DEPT R & M	1,007.75	69938
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	JETTED LINES - DONNA ST	1,647.00	69967
590-551-930.000	REPAIR & MAINTENANCE	RYAN'S MODERN SEWER CLEAN	JET SEWER - N WASHINGTON	570.00	69975
590-551-930.000	REPAIR & MAINTENANCE	RYAN'S MODERN SEWER CLEAN	JET LINE S WATER TO S BRO	475.00	69975
590-551-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	14.85	69979
590-551-930.000	REPAIR & MAINTENANCE	ETNA SUPPLY COMPANY	DRAIN WORK PROJECT	1,403.80	69882
590-551-930.000	REPAIR & MAINTENANCE	HANES GEO COMPONENTS	DRAIN FUND PROJECT	176.00	69890
590-551-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	JEFFERSON STREET PROJECT	11,086.84	69924
		Total For Dept 551 COLLEC		27,003.21	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 WASTEWATER FUND					
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	W/S BILLS FOR AUGUST 2017	204.67	69911
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	JULY 2017 METER READ MILE	32.10	69918
Total For Dept 552 CUSTOM				236.77	
Total For Fund 590 WASTE				167,617.26	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	COTTON, LUCY	UB refund for account: 1-	75.86	69927
591-000-276.000	Water Inside 5/8"	DUNCAN-OSBURN, GREG	UB refund for account: 3-	19.86	69931
591-000-276.000	Water	KOSBAR, DONALD L.	UB refund for account: 2-	43.83	69951
591-000-276.000	Water Inside 5/8"	NOALL, STEVEN	UB refund for account: 3-	3.47	69964
591-000-276.000	Water	SMIT, GREG	UB refund for account: 5-	51.50	69982
591-000-276.000	Water Inside 5/8"	WADE, RANDY	UB refund for account: 6-	6.05	69990
591-000-276.000	FLAT PENALTY	WORSLEY, BRIAN	UB refund for account: 5-	16.46	69992
Total For Dept 000				217.03	
Dept 570 TREATMENT					
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	2,207.36	69879
591-570-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT	660.00	69898
591-570-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	69903
591-570-802.000	CONTRACTUAL	TRUGREEN	LAWN SERVICE WWTP	108.15	69907
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	WTP SECURITY	129.82	69914
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCE STATEMENT	12.79	69917
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	87.97	69955
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	83.73	69926
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	4,738.79	69955
591-570-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	112.50	69959
591-570-970.000	CAPITAL OUTLAY	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	3,814.17	69955
Total For Dept 570 TREATM				11,995.28	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	27.16	69979
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION JULY 201	815.00	69943
591-571-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	JEFFERSON ST CONSTRUCTION	713.61	69991
591-571-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT	480.00	69898
591-571-850.000	COMMUNICATIONS	SPRINT	ACCOUNT STATEMENT	51.80	69901
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	40.01	69909
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	MONTHLY STATEMENT	30.67	69926
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC BILLS	1,658.93	69955
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON ENTERPIRSES, INC	WATER METERS	82.15	69883
591-571-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	R & M - 219 N WASHINGTON	73.13	69922
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON ENTERPIRSES, INC	WATER DEPT R & M	108.50	69935
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	WATER DEPT R & M	90.18	69936
591-571-930.000	REPAIR & MAINTENANCE	GIVE EM A BRAKE SAFETY	WATER DEPT R & M	1,007.75	69938
591-571-930.000	REPAIR & MAINTENANCE	MAG PLUMBING SERVICE LLC	DEVICE TESTING	331.56	69959
591-571-930.000	REPAIR & MAINTENANCE	USA BLUE BOOK	WATER DEPT R & M	282.07	69988
591-571-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	SUMMER TAX 41-16-35-426-6	334.18	69989
591-571-970.000	CAPITAL OUTLAY	CL TRUCKING & EXCAVATING	JEFFERSON STREET PROJECT	10,679.02	69924
Total For Dept 571 DISTRI				16,805.72	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	W/S BILLS FOR AUGUST 2017	204.68	69911
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	JULY 2017 METER READ MILE	32.10	69918
Total For Dept 572 CUSTOM				236.78	
Dept 573 ADMINISTRATION					
591-573-995.000	INTEREST-BONDS	THE BANK OF NY MELLON TRU	WSS REV RDG BONDS	2,079.00	69906
Total For Dept 573 ADMINI				2,079.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
		Total For Fund 591 WATER		31,333.81	
Fund 598 CABLE TV FUND					
Dept 000					
598-000-970.000	CAPITAL OUTLAY	LOWELL ROTARY CLUB	LCTV GRANT - REBUILD SHOW	20,000.00	69957
		Total For Dept 000		20,000.00	
		Total For Fund 598 CABLE		20,000.00	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHING CONTRACT	394.06	69891
636-000-802.000	CONTRACTUAL	BS&A SOFTWARE	ACCESS MY GOV ANNUAL SUPP	2,137.00	69921
636-000-986.000	COMPUTER EQUIPMENT	LOWELL LIGHT & POWER	VOIP PHONE PROJECT	18,122.04	69955
		Total For Dept 000		20,653.10	
		Total For Fund 636 DATA P		20,653.10	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	GTW	EQUIP FUND SUPPLIES	30.24	69889
661-895-740.000	OPERATING SUPPLIES	GTW	EQUIP FUND SUPPLIES	31.24	69941
661-895-930.000	REPAIR & MAINTENANCE	CARLETON EQUIPMENT	EQUIP FUND R & M	42.61	69880
661-895-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	EQUIP FUND R & M	302.89	69961
661-895-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	EQUIP FUND R & M	1,264.01	69961
661-895-930.000	REPAIR & MAINTENANCE	MSC INDUSTRIAL SUPPLY CO	EQUIP FUND R & M	36.30	69962
661-895-930.000	REPAIR & MAINTENANCE	RONDA AUTO CENTERS	ACCOUNT STATEMENT	285.34	69972
661-895-981.000	EQUIPMENT	GEORGE HOFACKER	WALK MOWER	1,400.00	69937
		Total For Dept 895 FLEET		3,392.63	
		Total For Fund 661 EQUIPM		3,392.63	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT 7/1 - 7/	16,529.13	69893
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	18,008.25	69946
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT 7/1 - 7/	50,431.80	69897
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	83,932.94	69954
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT 7/1 - 7/	34,515.71	69893
703-000-228.009	DUE TO STATE-S.E.T.	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	53,279.28	69947
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT 7/1 - 7/	35,138.87	69894
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	50,343.32	69948
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT 7/1 - 7/	6,024.69	69887
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	10,795.00	69939
703-000-275.000	DUE TO TAXPAYERS	REINBOLD SUZANNE	Sum Tax Refund 41-20-02-3	71.41	69971
		Total For Dept 000		359,070.40	
		Total For Fund 703 CURREN		359,070.40	

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Page: 8/8

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

Fund 101	GENERAL FUND	58,559.94
Fund 202	MAJOR STREET FUN	65,507.58
Fund 203	LOCAL STREET FUN	1,793.89
Fund 248	DOWNTOWN DEVELOP	8,658.93
Fund 260	DESIGNATED CONTR	7,441.44
Fund 581	AIRPORT FUND	4,712.90
Fund 590	WASTEWATER FUND	167,617.26
Fund 591	WATER FUND	31,333.81
Fund 598	CABLE TV FUND	20,000.00
Fund 636	DATA PROCESSING	20,653.10
Fund 661	EQUIPMENT FUND	3,392.63
Fund 703	CURRENT TAX COLL	359,070.40

748,741.88





# LOWELL CITY COUNCIL MEMORANDUM

**DATE:** August 3, 2017

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

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

**RE:** Showboat

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The Showboat Committee has made some positive strides in the past few months. They will be providing an update to the City Council. They would like to make a recommendation to the City Council regarding the possibility of hiring a consultant to assist with design of the boat. While City Administration is supportive of this concept, City Administration needs to review some items before I can recommend action to the Council on this.

**No recommended action this evening.**



# LOWELL CITY COUNCIL

## MEMORANDUM

**DATE:** August 3, 2017

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

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

**RE:** Food Truck Ordinance

---

Attached is a proposed ordinance regulating food trucks in the City of Lowell. At our last City Council meeting, we reviewed the ordinance and I did not sense any concern with what was proposed. I was directed to come back to the Council with recommended license fee options for entities which would seek licensing under this ordinance.

I have reviewed a number of communities' ordinances and fee structures. They vary across the state. The City of Muskegon has become a place with a strong food truck presence in their downtown and after discussing with them their fee structure, I chose to recommend a model similar. I am recommending the following fee structure:

- An annual fee of \$300 for food truck, trailer or cart to operate on City-owned or controlled property and private property.
- An annual fee of \$150 for food truck, trailer or cart operating only on private property.
- An annual fee of \$50 for food truck, trailer or cart owned and operated by a property tax-paying brick and mortar restaurant operating on City-owned or controlled property.
- No fee (although a license is still required) for operating a food truck, trailer or cart on property owned by vendor.
- Vendor buying multiple licenses in the same year shall pay the full price for the most expensive license and half price of the applicable license fee for all additional licenses.
- A food truck, trailer or cart selling only prepackage and nonperishable food shall pay a license fee equal to one half of the otherwise applicable fee.
- A food truck, trailer or cart operating at a one-time event on either City-owned or controlled property or private property who has not paid an annual license fee shall pay a \$50 fee per event per food truck, trailer or cart.

**I am recommending the City Council approve Ordinance 17-02 pertaining to the Food Truck Ordinance. I am also recommending the City Council approve Resolution 21-17 setting the fee structure for the food truck licensing.**

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**ORDINANCE NO. 17-02**

**AN ORDINANCE TO ADD CHAPTER 28, "MOBILE FOOD VENDING"  
TO THE CODE OF ORDINANCES OF THE CITY OF LOWELL**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_,  
moved the adoption of the following ordinance:

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Addition of Chapter 28.** Chapter 28, "Mobile Food Vending," is added to the Code of Ordinances of the City of Lowell to read as follows:

**Chapter 28 – MOBILE FOOD VENDING**

**Sec. 28-1. – Short title.**

This chapter shall be known as the "Mobile Food Vending Ordinance."

**Sec. 28-2. – Definitions.**

As used in this chapter:

*Brick and mortar restaurant* means a business which is on the City's tax rolls and which provides a public seating area and whose normal business includes a preparation and sale of food and/or beverages.

*Food cart* means a mobile food vending unit propelled by human power alone, which has been specifically designed or used for mobile food vending and in which food or drink is not prepared on the premises.

*Food trailer* means any vehicle without motive power that is designed to be drawn by a motor vehicle and is specifically designed or used for food vending operations.

*Food truck* means a vehicle propelled by an engine which has been specifically designed or used for mobile food vending.

*Mobile food vending* means vending, serving or offering for sale food and/or beverages from a mobile food vending unit; or vending, serving, or offering for sale food and/or beverages prepared for consumption in a mobile food vending unit, and may include the ancillary sales of branded items consistent with

the food, such as a tee shirt that bears the name of the organization engaged in mobile food vending.

*Mobile food vending unit* means any motorized or non-motorized truck, trailer, cart or other device designed to be portable and not permanently attached to the ground and in which food or drink is prepared for direct consumption through service on the premises or elsewhere.

*Operate* means all activities associated with the conduct of business, including set up and take down, and/or actual hours where the mobile food vending unit is open for business.

*Prepackaged and non-perishable food* means any food or beverage which is not capable of supporting rapid and progressive growth of microorganisms which may cause food infections; and which is packaged in a hermetically sealed container designed to keep the contents free of contamination and to maintain the commercial sterility of its contents after thermal processing. The term shall include packaged candy, gum and confections and bottled or canned water or soft drinks, if the package, bottle or can includes a manufacturer's quality assurance date. In no case shall the term include fresh or processed meats, poultry, seafood, dairy products, eggs, or fresh fruit and vegetables.

*Vendor* means any individual engaged in the business of mobile food vending. If more than one individual is operating a single mobile food vending unit then vendor shall mean all individuals operating such mobile food vending unit.

#### **Sec. 28-3. – License required.**

No vendor shall engage in mobile food vending without a license from the city clerk authorizing such vending. The city clerk shall prescribe the form of such license and application for such license. All licenses shall be prominently displayed on the mobile food vending unit. No vending through a mobile food vending unit of food and/or other human consumables shall be permitted unless it meets the definition of mobile food vending as defined by this chapter.

#### **Sec. 28-4. – Duration; nontransferability.**

Licenses may be issued by the city clerk, May 1 through April 30 of the following year. Any license issued under this chapter is nontransferable.

#### **Sec. 28-5. – Application.**

Every vendor desiring to engage in mobile food vending shall make a written application to the city clerk for a license under this chapter. The applicant shall truthfully state, in full, all information requested by the city clerk. The

application for a license shall be on forms provided by the city clerk and shall include the following information:

- (1) name, signature, phone number, email contact, driver license copy, and address of the applicant;
- (2) a list of the food products offered for sale and a description of preparation methods;
- (3) a description of and information on the mobile food vending unit including size;
- (4) information setting forth the proposed hours of operation, intended areas of operation, plans for electrical access, wastewater disposal, and trash disposal;
- (5) copies of all applicable licenses and/or permits issued by the Kent County Health Department; and
- (6) proof of comprehensive liability insurance with limits of no less than \$1,000,000 combined single coverage which names the city as an additional insured.

Prior to a license being issued for a mobile vending unit, the unit must be deemed satisfactory following a fire safety inspection conducted by the Lowell Area Fire and Emergency Services Authority. If applicable, applicants will be required to provide satisfactory proof of a propane inspection, conducted by a certified inspector.

#### **Sec. 28-6. – Fees.**

An application for a license under this chapter shall be accompanied by a fee in the amount established by resolution of the city council. There shall be no proration of fees. Fees are non-refundable. No one shall hire or subcontract such vendors in an attempt to evade the provisions of this chapter.

#### **Sec. 28-7. – Residential vending by permission.**

In residential areas not identified by city council resolution as vending locations, mobile food vending is permitted on a case-by-case basis. Following a review of proposed vending times and activities, approval may be given by the chief of police.

#### **Sec. 28-8. – Requirements.**

Any vendor engaging in mobile food vending shall comply with the following requirements:

- (1) may only operate at during hours established by city council resolution;
- (2) if operating on city-owned or controlled property, may only locate on property identified under city council resolution;
- (3) mobile food vending unit shall not exceed 36 feet in length or 9 feet in width;
- (4) must provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis;
- (5) the customer service area for mobile food vending unit shall be on the side of the street that faces a curb, lawn or sidewalk when parked. No food service shall be provided on the driving lane side of the truck or vehicle;
- (6) mobile food vending units utilizing public parking spaces or parked on public streets shall conform to all applicable parking regulations and shall not hinder the lawful parking or operation of other vehicles;
- (7) no food shall be displayed outside of a mobile food vending unit;
- (8) while operating on city-owned or controlled property, shall not provide or allow any dining area within 10 feet of mobile food vending unit, including but not limited to tables and chairs, booths, stools, benches and stand up counters;
- (9) when extended, awnings for mobile food vending units shall have a minimum clearance of 7 feet between the ground level and the lowest point of the awning or support structure;
- (10) shall not operate on city-owned or controlled property within one block of a city-sanctioned or authorized street fair, public festival, farmers market or event being conducted without authorization from the event sponsor;
- (11) shall not use external signage, bollards, seating or other equipment that is not contained in the vehicles, signage is only permitted when physically part of the mobile food vending units, and no separate freestanding signs are permitted.
- (12) shall not use any flashing or blinking lights or strobe lights; and all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward;
- (13) shall comply with all other city ordinances; specifically all operations related to vending must comply with and are subject to enforcement of Section 14-60 and of the Code 15-2 of Ordinances related to noise;

- (14) shall comply with all applicable federal, state and county regulations;
- (15) shall not be left unattended;
- (16) a mobile food vending unit on city-owned or controlled property shall be removed during the hours stipulated under city council resolution;
- (17) any power required for the mobile food vehicle located on city-owned or controlled property shall be self-contained and shall not use utilities drawn from the city-owned or controlled property;
- (18) mobile food vending units on private property may use electrical power from the property being utilized with prior written authorization of the power customer;
- (19) power cables or similar devices shall not be run across any city street or alley, and shall not be run on the ground across or within pedestrian walkways or areas;
- (20) mobile food vending units parked on city-owned or controlled property shall not be parked within 150 feet of any entrance to an existing brick and mortar restaurant during the hours when such restaurant is open for business to the public, unless written permission, a copy of which must be provided to the city, is first given by the restaurant owner;
- (21) vendors may not represent the granting of a license under this chapter as an endorsement by the city; and
- (22) at any time, such mobile food vending unit shall be at least 25 feet from all intersections and driveways.

**Sec. 28-9. – Enforcement of parking regulations.**

Subject to the other provisions of this chapter, any mobile food vending unit with a valid mobile food vending license may park in a city-controlled parking space and such mobile food vending unit shall be restricted to all regulations in the particular parking space, including time limits. Provided, however, that no mobile food vending unit shall park in a city-owned or controlled parking space if parking is prohibited altogether.

**Sec. 28-10. – Impoundment.**

Any equipment associated with food vending that is not in compliance with this chapter and left on public property may be impounded at the owner's expense.

#### **Sec. 28-11. – Other licenses or permits.**

A license obtained under this chapter shall not relieve any vendor of the responsibility for obtaining any other permit or authorization required by any other ordinance, statute or administrative rule.

#### **Sec. 28-12. – Revocation.**

The license may be voided at any time by written notice to the city clerk by a duly authorized law enforcement officer observing a violation of this chapter, a violation of any federal, state or local regulation, or a situation that is adverse to the protection of the public health, safety and welfare. A license may also be revoked if it is discovered that an applicant has made a false statement on its application. Immediately upon such revocations, the license shall become null and void.

#### **Sec. 28-13. – Complaints; appeals.**

If a written complaint is filed with the city clerk alleging a mobile food vendor has violated the provisions of this chapter, the city clerk shall promptly send a copy of the written complaint to the vendor together with a notice that an investigation will be made as to the truth of the complaint. The vendor shall be invited to respond to the complaint and present evidence and respond to evidence produced by the investigation. If the city clerk or designee, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified. If a license is denied or revoked by the city clerk, or a written complaint is certified pursuant to this chapter, the applicant or holder of a license may appeal to and have a hearing before the city manager or designee. The city manager or designee shall make a written determination, after presentation by the applicant and investigation by the city clerk or designee as to whether or not the grounds for denial, revocation or complaint are true. If the city manager or designee determines that such grounds are supported by a preponderance of the evidence, the action of the city clerk or filing of the complaint shall be sustained and the applicant may appeal the city manager's decision to a court of competent jurisdiction.

#### **Sec. 28-14. – Appearance tickets.**

The police chief and sworn officers of the police department or such other officials as designated by the city manager are authorized to issue and serve appearance tickets with respect to a violation of this chapter pursuant to Michigan law. Appearance tickets shall be in such form as determined by the city attorney and shall be in conformity with all statutory requirements.



**Sec. 28-15. – Civil Infraction.**

A vendor who violates this chapter commits for a civil infraction and is subject to a fine of \$500.00 per day.

**Section 2. Publication.** After its adoption, the City Clerk shall publish or cause to be published this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

**Section 3. Effective Date.** This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published as provided in Section 2 above.

YES: Councilmembers \_\_\_\_\_

\_\_\_\_\_

NO: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**ORDINANCE DECLARED ADOPTED.**

Dated: August 7, 2017

\_\_\_\_\_  
Susan Ullery  
City Clerk

## CERTIFICATION

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on August 7, 2017, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including the full ordinance or a summary of its contents and its effective date, was published in the *Lowell Ledger*, on \_\_\_\_\_, 2017. I further certify that the above ordinance was entered into the Ordinance Book of the City on \_\_\_\_\_, 2017, and was effective \_\_\_\_\_, 2016, ten (10) days after publication.

Dated: August 7, 2017

\_\_\_\_\_  
Susan Ullery  
City Clerk

GRAPIDS 60857-898 460131v1

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 21-17**

**RESOLUTION SETTING LICENSE FEES FOR MOBILE  
FOOD VENDING UNITS AND HOURS OF OPERATION IN  
THE CITY AND DETERMINING WHERE MOBILE FOOD  
VENDING UNITS MAY BE LOCATED ON CITY-OWNED  
OR CONTROLLED PROPERTY**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_,  
moved the adoption of the following resolution:

**WHEREAS**, on the date hereof the City Council adopted Ordinance No. 17-02 adding Chapter 28, "Mobile Food Vending," related to the regulation of food trucks, trailers and carts to the Code of Ordinances of the City of Lowell; and

**WHEREAS**, Ordinance No. 17-02 provides that the City Council shall establish by resolution licensing fees, hours of operation and permitted location on City-owned or controlled property of mobile food vending units.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. That all terms used herein and not defined shall have such meanings as defined in Ordinance No. 17-02.
2. The following license fees shall apply to the operation of mobile food vending units in the City:
  - a. An annual fee of \$300 for food truck, trailer or cart to operate on City-owned or controlled property and private property
  - b. An annual fee of \$150 for food truck, trailer or cart operating only on private property.
  - c. An annual fee of \$50 for food truck, trailer or cart owned and operated by a property tax-paying brick and mortar restaurant operating on City-owned or controlled property.

d. No fee (although a license is still required) for operating a food truck, trailer or cart on property owned by vendor.

e. Vendor buying multiple licenses in the same year shall pay the full price for the most expensive license and half price of the applicable license fee for all additional licenses.

f. A food truck, trailer or cart selling only prepackage and nonperishable food shall pay a license fee equal to one half of the otherwise applicable fee.

g. A food truck, trailer or cart operating at a one-time event on either City-owned or controlled property or private property who has not paid an annual license fee shall pay a \$50 fee per event per food truck, trailer or cart.

3. A mobile food truck vending unit may only operate within the City between the hours of 7:00 a.m. and 10:00 p.m.

4. All operations of food trucks, trailers or carts on City-owned or controlled property must receive the prior written approval of the City Manager or his/her designee and shall comply with the requirements related thereto in Ordinance No. 17-02.

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

YEAS: Councilmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: August 7, 2017

\_\_\_\_\_  
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 August 7, 2017, 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: August 7, 2017

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Susan Ullery, City Clerk



**LOWELL CITY COUNCIL**  
**MEMORANDUM**

**DATE:** August 3, 2017

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

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

**RE:** Medical Marihuana

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If further discussion is necessary on this topic from the Committee of the Whole meeting, I designated an agenda item on this matter.

**No recommended action.**

# LOWELL CITY COUNCIL

## MEMORANDUM



**DATE:** March 30, 2017

**TO:** Michael Burns  
City Manager

MB

**FROM:** Rich LaBombard  
Director of Public Works

**RE:** N. Jefferson Street Resurfacing  
& Utility Improvement Bids

---

On April 3, 2017, the City Council awarded the bid for the N. Jefferson Street Resurfacing and Utility Improvement project to CL Trucking and Excavating in the amount of \$449,110.50. The N. Jefferson Street project included resurfacing from Avery Street to Fremont Street with select curb replacement, select water main and sanitary sewer replacement and limited sidewalk replacement.

Approved project change orders for items such as additional road grading and material, and utility field changes to water, sanitary and storm have been submitted for an additional \$21,765.86. Funds for the change order are available in the following accounts:

- Wastewater Collection – Capital Outlay - 590-551-970 - \$11,086.84
- Water Distribution – Capital Outlay - 591-571-970 - \$10,679.02

With the approval of the change order, the total cost for the Jefferson Street Resurfacing and Utility Improvement project is \$438,172.85.

In addition, Fremont Street from Washington to Monroe was resurfaced by CL Trucking in conjunction with the Jefferson Street resurfacing project as additional work. The justification for adding the work was:

- Fremont is a major street and truck route connected to the Jefferson Street project
- Underground utility work was not necessary and the road base material was sufficient for resurfacing
- Low PASER 2 rating and visual inspection indicated Fremont Street is a good candidate for resurfacing
- Low unit bid pricing for the labor and material made the additional work economical and the contractor and equipment was mobilized on site for the Jefferson Street work which resulted in a cost savings to the City.

Funding for Fremont Street resurfacing was established in the 2017-2018 budget and estimated to be \$99,000. CL Trucking has submitted a final payment request in the amount of \$58,716.20 for the Fremont Street resurfacing work. Funds for the additional work are available in the following account:

# **LOWELL CITY COUNCIL**

## **MEMORANDUM**

- Major Street – Capital Outlay – 202-450-970 - \$58,716.20

**Recommended Motion:** That the City Council authorize payment to CL Trucking and Excavating in the amount of \$80,482.06 (\$21,765.86 + \$58,716.20) for the N. Jefferson Street Resurfacing and Utility Improvement project and the additional resurfacing work on Fremont Street from Washington to Monroe.





## LOWELL CITY COUNCIL MEMORANDUM

**DATE:** August 2, 2017  
**TO:** Michael Burns, City Manager MB  
**FROM:** Rich LaBombard, DPW Director  
**RE:** HydroCorp Professional Services Agreement Renewal

---

Attached is a proposed Professional Services Agreement between the City and HydroCorp to provide ongoing cross connection control program inspection services for a three (3) year period to maintain compliance with Michigan Department of Environmental Quality Water Bureau Cross Connection Control Regulations. HydroCorp has been providing this service to the City for the past 12 years.

HydroCorp currently manages the City of Lowell's cross connection control program. The purpose of a cross connection control program is to protect the drinking water system from any non-potable water sources. The rules and standards are set from the state of Michigan Safe Drinking Water Act 399 of 1976.

Currently, we have 345 industrial, commercial and institutional accounts that are routinely inspected based on the level of hazard. HydroCorp handles all scheduling, mailing, record keeping, and all communication with the State of Michigan DEQ. The current contract costs \$815.00 a month, or \$9,780.00 a year.

The proposed Professional Service Agreement will increase to \$947.00 a month, or \$11,364.00 a year for the addition of residential cross connection inspections. The State of Michigan DEQ is increasing compliance requirements on communities that do not have a residential cross connection program. Failure to comply with the standard can result in fines. HydroCorp proposes to complete 297 inspections / re-inspections over the term of the contract.

The Department of Public Works has planned for the increased compliance and budgeted accordingly for FY 17-18. Funds for this activity are available from the following account.

Cross connections - 591-571-801.000

**I recommend that council approve the Professional Services Agreement with HydroCorp and authorize the City Manager to sign on behalf of the City.**



July 27, 2017

Jeff Vansetters  
City of Lowell  
217 South Hudson St.  
Lowell, MI 49331

Dear Jeff:

Based on your current program, we have prepared a proposal that will meet your specific Cross-Connection Control Program needs. Also, included within this package is our standard Professional Services Agreement. For your convenience, this presentation has been divided into three sections. They include:

- ◆ Scope of Work
- ◆ Professional Services Agreement
- ◆ Qualifications/Experience

This proposal is based upon completing a total of **297** initial inspections, compliance inspections/re-inspections of your residential, commercial, industrial & institutional facilities over the term of the contract.

High hazard non-residential facilities will be re-inspected on an annual basis with all remaining low hazard non-residential facilities being placed on a five-year re-inspection frequency. HydroCorp Inspectors will assess the degree of hazard of each facility and determined the re-inspection frequency during initial inspections.

If you have any questions, please feel free to contact me directly at 248.250.5022 or via email at **[ppatterson@hydrocorpinc.com](mailto:ppatterson@hydrocorpinc.com)**. We look forward to working with you and your staff again on this project.

Sincerely,

**Paul M.  
Patterson**

Paul M. Patterson  
Vice President

Digitally signed by Paul M. Patterson  
DN: cn=Paul M. Patterson, o=HydroCorp,  
ou, email=ppatterson@hydrocorpinc.com,  
c=US  
Date: 2017.07.31 07:36:37 -04'00'

CORPORATE OFFICE

5700 Crooks Road, Suite 100, Troy, MI 48098 P 800.690.6651 248.250.5000 F 248.786.1789 [hydrocorpinc.com](http://hydrocorpinc.com)

# PROPOSAL

DEVELOPED FOR

Jeff Vansetters

City of Lowell, MI

217 South Hudson Street

Lowell, MI 49331

July 27, 2017

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

CROSS-CONNECTION  
CONTROL / BACKFLOW  
PREVENTION

WATER SYSTEM  
SURVEYS / AUDITS

PIPE SYSTEM MAPPING  
AND LABELING

WATER SAMPLING  
AND ANALYSIS / RISK  
ASSESSMENTS

PROGRAM  
AND PROJECT  
MANAGEMENT

COMPLIANCE  
ASSISTANCE /  
DOCUMENTATION

MICHIGAN CORPORATE OFFICE  
5700 Crooks Road, Suite 100  
Troy, MI 48098  
800.690.6651 TOLL FREE  
248.250.5000 PHONE  
248.786.1788 FAX GENERAL  
[info@hydrocorpinc.com](mailto:info@hydrocorpinc.com) EMAIL



SCOPE OF WORK .....	3
PROFESSIONAL SERVICE AGREEMENT .....	4-10
QUALIFICATIONS .....	11



## SCOPE OF WORK

Based on our conversations, HydroCorp™ will provide the following services to the City of Lowell. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the City with the necessary data and information to maintain compliance with the Michigan Department of Environmental Quality (DEQ) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the City and HydroCorp, you may expect completion of the following elements within a three (3) year period. The components of the project include:

1. Perform a minimum of **261** initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and **29** residential homes within the City served by the public water supply for cross-connections. Inspections will be conducted in accordance with the DEQ Water Bureau Cross Connection Control regulations.
2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results and general customer service and program education inquiries.
4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
5. Submit comprehensive management reports on a quarterly basis.
6. Conduct an annual review meeting to discuss overall program status and recommendations.
7. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers, (i.e. combination) per facility as required, in order to place a facility into immediate compliance at the time of inspection.
8. Prepare the annual State of Michigan, DEQ Water Bureau Cross Connection Report.
9. Assist the City with a community wide public relations program including general awareness brochures and customized web site cross connection control program overview content and resources.
10. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

**Monthly Amount: \$ 937.00**

**Annual Amount: \$ 11,244.00**

**Contract Total: \$ 33,732.00**

Contract Amount is based upon a 36-month period. HydroCorp will invoice in 36 equal amounts of \$ 937.00

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this DATE \_\_\_\_\_ by and between the City of Lowell, organized and existing under the laws of the State of Michigan, referred to as "Utility", and HydroCorp™ a Michigan Corporation, referred to as "HydroCorp".

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users' facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquires, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Services"). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW/PROGRAM START UP MEETING.** HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
  - Inspection Notice
  - Compliance Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (Village buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

**2.2 INSPECTIONS.** HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Michigan Department of Environmental Quality Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle).

**2.3 INSPECTION SCHEDULE.** HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

**2.4 PROGRAM DATA.** HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program.
- Maintain program to comply with all MDEQ regulations

**2.5 MANAGEMENT REPORTS.** HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

**2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** HydroCorp will provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
  - Institutional
  - Commercial
  - Residential
  - Miscellaneous Water users
  - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform a minimum of **297** total inspections over a **three – (3) year** contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ).** HydroCorp will assist in compliance with DEQ and Michigan Plumbing Code cross connection control program requirements for all commercial, industrial, institutional, residential, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **600** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers' compensation and errors and omissions insurance naming the Utility as an additional insured if required.





### ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

### ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on DATE and end three – (3) years from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement the utility will have the option to renew this contract for two (2) consecutive one (1) year periods. Any increases in fees during the renewal periods will be equal to increases in the consumer price index, or three percent (3%), whichever is less.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, **\$937.00 per month, \$11,244.00 annually for a three –(3) year total of \$33,732.00.** Completed inspections shall consist of all initial inspections, re-inspections and compliance inspections as defined in section 2.2.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not



made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Public Records Law. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

#### ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage's and limits:
- |  | Occurrence  | Aggregate   |
|--|-------------|-------------|
| Comprehensive General Liability              | \$1 Million | \$2 Million |
| Excess Umbrella Liability                    | \$5 Million | \$5 Million |
| Automobile Liability (Combined Single Limit) | \$1 Million |             |
| Worker's Compensation/ Employer's Liability  | \$1 Million |             |
| Errors and Omissions                         | \$2 Million | \$2 Million |

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according



to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.



- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp  
c/o Mark Martin  
5700 Crooks Road, Ste. 100  
Troy, MI 48337  
(248) 250-5005

If to Utility:

City of Lowell  
c/o Jeff Vansetters  
217 South Hudson Street  
Lowell, MI 49331  
(616) 897-5929

- 5.15 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

**SIGNATURES**

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

**City of Lowell**

*Attest:*

By: Michael T. Burns  
Title: City Manager

Susan Ullery  
City Clerk

**HydroCorp**

John Hudak

By: John Hudak  
Its: President



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# Appendix

## Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 22-17**

**RESOLUTION APPROVING AND AUTHORIZING  
EXECUTION OF A PROFESSIONAL SERVICES  
AGREEMENT WITH HYDROCORP RELATED TO THE  
CITY'S CROSS CONNECTION CONTROL PROGRAM**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_,  
moved the adoption of the following resolution:

**WHEREAS**, the City has previously had an agreement with Hydrocorp to perform inspections and related services in connection with the City's cross connection control program;  
and

**WHEREAS**, the term of the prior agreement has ended and the City desires to enter into a new agreement with Hydrocorp to continue to perform inspections, re-inspections and related services in connection with the City's cross connection control program and in compliance with the Michigan Department of Environmental Quality regulations; and

**WHEREAS**, Hydrocorp has indicated to the City it is willing to provide such services in accordance with a Professional Services Agreement (the "Agreement") between it and the City.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. That the Agreement presented at this meeting is approved and the City Manager and City Clerk are authorized to execute the Agreement for and on behalf of the City.
2. That all resolutions or parts of resolutions in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS: Councilmembers \_\_\_\_\_  
\_\_\_\_\_

NAYS: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: August 7, 2017

\_\_\_\_\_  
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 August 7, 2017, 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: August 7, 2017

\_\_\_\_\_  
Susan Ullery, City Clerk



# LOWELL CITY COUNCIL

## MEMORANDUM

**DATE:** August 3, 2017

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

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

**RE:** MERS Annual Meeting Officer Delegate

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The 2017 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on September 21<sup>st</sup> and 22<sup>nd</sup> at the Marriott Renaissance Center in Detroit. Council needs to appoint an Employer Delegate to the Annual Meeting. Ballots were distributed to the employees and they selected Gail Chitwood as their delegate to represent the City of Lowell Employees.

**Recommended Motion: That the Lowell City Council appoint Steve Donkersloot as the Employer Delegate for the 2017 MERS Annual Meeting.**



## 2017 Officer and Employee Delegate Certification Form

MERS 71<sup>st</sup> Annual Conference | September 21-22, 2017 | Detroit Marriott at the Renaissance Center

Please print clearly • Retain a copy for your records

**IMPORTANT:** A **voting delegate registered** to attend the **MERS Annual Conference** is **NOT** confirmed to have voting rights until this form has been received by MERS.

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

**If you are NOT attending MERS Annual Conference, you do not need to submit this form.**

### 1. Officer (and alternate) delegate information

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

Officer Delegate name

Steve Donkersloot

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve at the 2017 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on August 7, 2017.

### 2. Employee (and alternate) delegate information

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

Employee Delegate name

Gail Chitwood

Employee Alternate name

Employee delegate and alternate listed above were elected to serve at the 2017 MERS Annual Conference by secret ballot election conducted by an authorized officer on August 1, 2017.

### 3. Certification

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

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

Employer/municipality name\*

City of Lowell

Municipality number\*

410401

Email address

lgerard@ci.lowell.mi.us

Employer address

301 E Main

Employer city

Lowell

Employer state

MI

Employer zip code

49331

Signature of authorized authority\*

*Lori A Gerard*

Printed name

Lori A Gerard

Title of authorized authority\*

Deputy Treasurer

Date

8/2/2017

\* Required field

**TIP:** Scan and upload this completed form to your computer. Then attach it to your registration when you register online to attend the conference.

www.mersofmich.com