



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

CITY OF LOWELL
CITY COUNCIL AGENDA
TUESDAY, JANUARY 2, 2018, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. ELECTION OF OFFICERS AND ORGANIZATION
 - a. Mayor
 - b. Mayor Pro Tem
 - c. Review and Adoption of Council Rules of Procedure
3. CONSENT AGENDA
 - Approval of the Agenda.
 - Approve and place on file the minutes of the December 4, 2017 regular City Council meeting.
 - Authorize payment of invoices in the amount of \$261,685.21
4. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

IF YOU WISH TO ADDRESS AN AGENDA ITEM, PUBLIC COMMENT FOR EACH ITEM WILL OCCUR AFTER THE INITIAL INFORMATION IS SHARED ON THE MATTER AND INITIAL DELIBERATIONS BY THE PUBLIC BODY. PUBLIC COMMENT WILL OCCUR BEFORE A VOTE ON THE AGENDA ITEM OCCURS.
5. OLD BUSINESS
 - a. None
6. NEW BUSINESS
 - a. Annual Authorization of Signature for City Bank Accounts and Designation of Depository Banks
 - b. Professional Services Agreement
 - c. Service Credit Purchase for Michael Burns
 - d. Resolution 01-18 - Performance Resolution for Governmental Agencies
 - e. Street Asset Management Proposal
 - f. Set Public Hearing for January 15th regarding Medical Marijuana
7. BOARD/COMMISSION REPORTS
8. MONTHLY REPORTS
9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

12. 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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**RULES OF PROCEDURE
FOR THE LOWELL CITY COUNCIL
2018**

A. REGULAR AND SPECIAL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the City Council will be held on the first and third Monday of each month beginning at 7 p.m. at the City office unless otherwise rescheduled by resolution of the Council.

2. Special Meetings

A special meeting shall be called by the Clerk upon the written request of the Mayor or any two members of the Council on at least 48 hours' written notice to each member of the Council served personally or left at the Councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

3. Posting requirements for regular and special meeting

- a. During the second regular meeting of December, the City Council will establish the dates, times and places of the regular bimonthly Council meetings. The listing will be posted in the City offices.
- b. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting at the City office.
- c. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

4. Minutes of regular and special meetings

The Clerk shall attend the Council meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the City Manager may appoint a member of City staff to temporarily perform the Clerk's duties.

Within 8 days of a Council meeting, the draft minutes shall be prepared by the Clerk and shall be placed on the city website for public viewing.

A copy of the minutes of each regular or special Council meeting shall be available for public inspection at the City offices during regular business hours.

5. Work Sessions

Upon the call of the Mayor or the Council and with at least 48 hours notice to the Councilmembers and to the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

An agenda shall be prepared at least 48 hours prior to the work session.

Work sessions shall be audio/video recorded in accordance with other provisions of these Rules of Procedure.

B. CONDUCT OF MEETINGS

1. Meetings to be public

All official meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

The City Clerk shall record all regular and special City Council meetings by audio device. Upon approval of that meeting's minutes, the audio shall be destroyed except in the absence of a video. The meetings shall be videoed. These will be stored electronically and available to the public for reviewing.

2. Agenda preparation

An agenda for each regular Council meeting shall be prepared by the City Manager with the following order of business:

- a. Call to Order; Pledge of Allegiance, Roll Call
- b. Consent Agenda
- c. Citizen Comments for Items Not on the Agenda
- d. Old Business
- e. New Business
- f. Board/Commission Reports
- g. Monthly Reports (prepared for the second regular meeting of the month)
- h. Appointments to Commissions and Boards
- i. Manager's Report
- j. Council Comments
- k. Executive Session
- l. Adjournment

Any Councilmember shall have the right to request new/additional items to the regular agenda during the Approval of the Agenda item of business.

3. Agenda distribution

Agendas shall be distributed so that Councilmembers receive their agendas by the Friday evening before the Monday meeting. Agendas will be distributed to Councilmember's place of residence.

4. Quorum

A majority of the elected or appointed and serving members of the Council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

5. Attendance at council meetings

Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the City. Attendance at Council meetings is critical to fulfilling this responsibility.

The Council may excuse absences for cause. Such cause must be communicated with the clerk prior to the meeting. If a Councilmember has more than three unexcused successive absences for regular or special Council meetings, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the Councilmember's resignation or both.

6. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor is the presiding officer. The Mayor Pro Tem shall preside in the absence of the Mayor. In the absence of the Mayor and Mayor Pro Tem, the member present who has the longest consecutive service on the Council shall preside.

7. Disorderly conduct

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting. MCL 15.268 Sec. 8(a)
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing. MCL 15.268 Sec. 8(c)
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. MCL 15.268 Sec. 8(d)
- d. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council. MCL 15.268 Sec. 8(e)
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting. MCL 15.268 Sec. 8(f)
- f. To consider material exempt from discussion or disclosure by state or federal statute. MCL 15.268 Sec. 8(h)

2. Calling closed meetings

At a regular or special meeting, the Councilmembers, elected or appointed and serving, may call a closed session by a two-thirds roll call vote for purposes (c), (d), (e) and (f) above, and by a simple majority for purposes (a) and (b). The roll call vote, the purpose(s) for calling the closed meeting, and the time in which the vote was taken shall be entered into the minutes of the open session during which the vote is taken. In addition, the time in which the Council returned to open session shall be recorded in the open session minutes.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Open Meetings Act. These minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, City ordinances or applicable state statutes. The Mayor may appoint a parliamentarian.

The chair shall preserve order and decorum and may speak to points of order in preference to other Councilmembers. The chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Councilmembers present.

Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "yes," the ruling of the chair is sustained; otherwise it is overruled.

2. Conduct of discussion

During the Council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question until every member desiring to speak to that question shall have had the opportunity to do so.

The chair, at his or her discretion and subject to the appeal process mentioned in Section D.1., may permit any person to address the Council during its deliberations.

3. Ordinances and resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.

4. Roll call

In all roll call votes, the names of members of the Council shall be called in random order as determined by the City Clerk.

5. Duty to vote

Election to a deliberative body carries with it the obligation to vote. Councilmembers present at a Council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Councilmember who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

6. Results of voting

In all cases where a vote is taken, the chair shall declare the result.

It shall be in order for any Councilmember voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN COMMENTS

1. General

Each Council meeting agenda shall provide for reserve time for citizen comments as requested.

2. Length of presentation - public hearings and public participation

Members of the public at the meeting shall not speak unless recognized by the chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes during any public hearing or public comment. The Sergeant of Arms shall notify the chair when time has expired.

At the discretion of the chair, the time for speaking may be added or reduced.

3. Person addressing the City Council

Prior to addressing the Council, members of the public may state their name and address and, if appropriate, group affiliation. The Council may in its discretion limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

4. Deviation

Either in his/her discretion, or upon the request of a member of the Council, the Mayor may recognize a member of the audience who shall be permitted to address the Council at a time other than audience participation; however, all other rules as provided herein shall apply.

5. Request to speak during citizen comments

Any person who wishes to speak on a subject not on the printed agenda may speak at this time. All rules of conduct still apply.

6. Requests to speak during regular agenda items

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 required to state their name and will be allowed five (5) minutes maximum to address the Council.

F. MISCELLANEOUS

1. Adoption and amendment of rules of procedure

These rules of procedure of the Council will be placed on the organizational meeting agenda for review and adoption. A copy of the rules adopted shall be distributed to each Councilmember.

The Council may alter or amend its rules at any time by a vote of a majority of its members after written notice has been given of the proposed alteration or amendment. The notice shall be given at least 48 hours in advance with a written copy of the proposed alteration or amendment provided to each Councilmember.

2. Suspension of rules

The rules of the Council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that Council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

3. Bid awards

Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of the Council if that action is announced in the notice of the special meeting.

4. Special committees

Special committees may be established for a specific period of time by the Mayor or by a resolution of the Council which specifies the task of the special committee and the date of its dissolution.

5. Authorization for contacting the City Attorney

The following officials (by title) are authorized to contact the City Attorney regarding municipal matters:

Mayor and City Councilmembers
City Manager
City Department Heads (upon approval of the City Manager)

6. These Rules of Procedure shall apply except as otherwise provided by the City Charter and/or applicable state statutes.

G. CERTIFICATE OF ADOPTION

Certified to be complete and accurate set of Rules of Procedures of the City Council of the City of Lowell, Michigan adopted by resolution of its regular meeting held January 2, 2018.

Adopted: January 2, 2018

Susan S. Ullery
City Clerk
City of Lowell



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Fax (616) 897-4085
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MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Tuesday, January 2, 2018

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. ELECTION OF OFFICERS AND ORGANIZATION

- Mayor
- Mayor Pro Tem
- Review and Adoption of Council Rules of Procedure

3. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the regular minutes of the December 4, 2017 City Council meeting.
- Authorize payment of invoices in the amount of \$261,685.21

4. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

IF YOU WISH TO ADDRESS AN AGENDA ITEM, PUBLIC COMMENT FOR EACH ITEM WILL OCCUR AFTER THE INITIAL INFORMATION IS SHARED ON THE MATTER AND INITIAL DELIBERATIONS BY THE PUBLIC BODY. PUBLIC COMMENT WILL OCCUR BEFORE A VOTE ON THE AGENDA ITEM OCCURS.

5. OLD BUSINESS

None

6. NEW BUSINESS

- a. Annual Authorization of Signature City Bank Accounts and Designation of Depository Banks. Memo is provided from City Treasurer Suzanne Olin.

Recommended Motion: That the City Council approve the annual authorization of signatures for the City bank accounts and designation of depository banks as proposed.

- b. Professional Services Agreement. Memo is provided from City Manager Michael Burns.

Recommended Motion: That the City Council vote on a direction for this task if they wish to bid out services.

- c. Service Credit Purchase for Michael Burns. Memo is provided from City Manager Michael Burns.

Recommended Motion: No recommendation was made on this matter.

- d. Resolution 01-18 – Performance Resolution for Governmental Agencies. Memo is provided from Police Chief Steve Bukala.

Recommended Motion: That the City Council approve and sign this resolution as presented.

- e. Street Asset Management Proposal. Memo is provided from DPW Director Rich LaBombard.

Recommended Motion: That the City Council accept Williams and Works proposal to develop the City's Street Asset Management Plan at a cost not to exceed \$19,500.

- f. Set Public Hearing for January 15th regarding Medical Marihuana.

A public hearing should be established for January 15th regarding Medical Marihuana.

7. BOARD/COMMISSION REPORTS

8. MONTHLY REPORTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 4, 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 Suzanne Olin called roll.

Present: Councilmembers Greg Canfield, Marty Chambers, Jeff Phillips, Jim Salzwedel, and Mayor DeVore.

Also Present: City Manager Mike Burns, City Treasurer Sue Olin, Department of Public Works Rich LaBombard, Lowell Light and Power General Manager Steve Donkersloot, and Police Chief Steve Bukala.

2. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the special meeting minutes of the November 13, 2017 City Council meeting.
- Approve and place on file the minutes of the November 20, 2017 Committee of the Whole meeting.
- Approve and place on file the regular minutes of the November 20, 2017 City Council meeting.
- Approve and place on file the minutes of the November 20, 2017 Zoning Board of Appeals meeting
- Approval of the 2018 City Council meeting dates.
- Authorize payment of invoices in the amount of \$58,726.44.

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

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were no comments.

4. OLD BUSINESS.

There was no old business.

5. NEW BUSINESS.

a. Audit Presentation.

Peter Haefner of Vredevelt Haefner gave the audit presentation and answered any questions the Council had in reference to the audit.

b. Resolution 32-17 – IFT Resolution Modifications.

City Manager Mike Burns explained that during the review with the State of Michigan Department of Treasury, the City did not add a legal description of the property affected or the terms that were approved on October 16, 2017. The modifications were made in Resolution 32-17 and it was recommended that the City Council approve Resolution 32-17 as presented.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve Resolution 32-17 as presented.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED.

c. Resolution 33-17 – Lowell Light and Power Board compensation for 2018.

Section 16.1 of Chapter 16 of the City Charter requires the City Council to set, each year, the compensation for the Boardmembers of the Board of Light and Power. In 2017, the compensation was set at \$35 per regular or special meeting with the maximum of 20 meetings that could be paid, which equates to a total annual amount not to exceed \$700.

General Manager Steve Donkersloot recommended that the City Council approve Resolution 33-17 for the 2018 calendar year.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL to approve Resolution 33-17 for the 2018 calendar year for compensation for the Boardmembers of Light and Power to be \$35 per regular or special meeting for a maximum of 20 meetings and a total annual amount not to exceed \$700.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore, and Councilmember Salzwedel.

NO: None. ABSENT: None. MOTION CARRIED.

d. Resolution 34-17 – J&K Showboat – Chris chamberlain Memorandum of Understanding.

The City has solicited a proposal from J&K Catering, also known as J&K Steamboat Line, Inc. to provide independent consulting services to the City for the purpose of constructing the new Lowell Showboat. Mr. Chris Chamberlain, President of J&K Catering, operates the family owned Princess Riverboats cruises. Michigan Princess in Lansing, the Grand Princess in Grand Ledge and the Detroit Princess in Detroit are all full service riverboats operating within Michigan by J&K Steamboat Line, Inc.

For his services, the City proposes to pay Mr. Chamberlain an hourly fee of \$80, not to exceed \$24,000 and the City will also reimburse his travel expenses, not to exceed \$5,000. A background check has been completed on Mr. Chamberlain and no adverse information was found.

Department of Public Works Rich LaBombard recommends that the City Council approve the Resolution to authorize the City Manager and City Attorney to develop a Memorandum of Understanding with the terms as presented to engage the services of J&K Catering, also known as J&K Steamboat Line, Inc. and authorize the Mayor and City Clerk to execute the approved Memorandum of Understanding for and on behalf of the City.

Mr. Chris Chamberlain spoke to the Council in reference to his experiences in boat construction, outfitting and maintenance; venue operation and marketing; commercial boat operation and extensive marine industry knowledge that will be beneficial to the City

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to approve Resolution 34-17 to develop a Memorandum of Understanding with the terms as presented to engage the services of J&K Catering, also known as J&K Steamboat Line, Inc. and authorize the Mayor and City Clerk to execute the approved Memorandum of Understanding on behalf of the City.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, and Councilmember Phillips.

NO: None. ABSENT: None. MOTION CARRIED.

e. LARA Trail Maintenance.

DPW Director Rich LaBombard advised the City has been working with Lowell Area Recreation Authority (LARA) to come to a better understanding of trail maintenance areas and activities within the City. While the City of Lowell, Lowell Township and Vergennes Township, are equal financial contributors to the funding contributions to LARA, the City accepted an additional financial and resource burden by performing routine snow removal activities on LARA owned trails.

It was recommended the City Council authorize the City Manager and City Attorney to develop a Memorandum of Understanding to formalize trail maintenance areas and activities within the City and further recommend the Mayor and City Clerk to execute the approved Memorandum of Understanding for and on behalf of the City.

IT WAS MOVED BY CHAMBERS and seconded by PHILLIPS to approve the development of a Memorandum of Understanding to formalize trail maintenance areas and activities within the city and further recommend the Mayor and City Clerk execute the approved Memorandum of Understanding for an on behalf of the City.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers,

NO: None. ABSENT: None. MOTION CARRIED.

f. Kent County Dispatch Agreement.

Chief Bukala advised the City received a renewal package from the Kent County Central Dispatch Authority earlier this month. This agreement has been in place since they joined the Kent County Dispatch back in 2009, which is now under the umbrella of the Kent County Central Dispatch Authority. This is only a renewal of the existing contract with no major changes. However, the attached agreement is confirming that the fire dispatch costs are part of the funds generated when the 911 millage passed in 2016 and we will not be billed for them.

Chief Bukala recommended that the City Council approve this renewal beginning January 1, 2018 with an expiration of December 31, 2020.

IT WAS MOVED BY PHILLIPS and seconded by SALZWEDEL to approve the renewal agreement with Kent County Central Dispatch beginning January 1, 2018 and expiring on December 31, 2020.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, and Councilmember Canfield.

NO: None. ABSENT: None. MOTION CARRIED.

g. Wastewater Treatment Plan - Suez Additional Services Agreement – West Oxidation Ditch.

DPW Director Rich LaBombard advised Suez, the operator of the City's Wastewater Treatment Plant has presented to the City an Additional Service Agreement to rehabilitate the west oxidation ditch at the facility. This operation is similar to the rehabilitation performed last year on the east ditch by an independent contractor. Based on the rehabilitation process observed during last year's project, Suez proposed to complete the work as an additional service with Mark Mundt, Plant Manager, overseeing the project on the City's behalf. Suez will be the City on a time and material basis, which we believe will result in a cost savings to the City.

It is recommended the City Council accept the Suez Additional Service Agreement and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the Suez Additional Services Agreement and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Canfield advised Parks and Rec met and they are working getting a new teeter totter at Stoney Lakeside Park to replace the one that became hazardous. Parks and Rec and the Kent County Youth Fair are working on a joint meeting to review their situation when they move out of the fairgrounds. The City did receive a grant for drinking fountains at Stoney Lakeside Park and Creekside Park. Parks and Rec Board will be submitting their five-year plan to the DNR, which allows them to apply for further grants.

Councilmember Chambers advised there was a joint Planning Commission meeting with Lowell Township and Vergennes Township. Vergennes Township will be getting a new town hall.

Councilmember Phillips advised the Historical District meeting was cancelled and the next one will be after the first of the year.

Councilmember Salzwedel advised he is not currently on any boards or commissions.

Mayor DeVore advised the DDA meeting has been cancelled and the next Fire Authority meeting will be held next week. DeVore also advised there will be no Arbor Board meeting this month as well.

7. **MANAGER'S REPORT.**

City Manager Burns reported on the following:

- Wishing everyone happy holidays and Merry Christmas since this is the last meeting of the year.
- The State Legislature possibly to consider possible pension and retiree health care for municipalities.
- Chief Bukala reported on data collected from the speed boards and speeding isn't the issue, it is the quantity of vehicles coming through the town. Bukala also mentioned they will be enforcing the no parking on the streets and vehicles will be ticketed.
- Public Work employees are getting ready for the snow.
- Review placement of cameras throughout City facilities. This will be brought back to Council for further review in January.
- Attended the Christmas parade. Many people attended.
- No second meeting this month.
- Lew Bender will be here on January 26, 2018.
- City offices will also be closed on Christmas day and the day after.

8. **APPOINTMENTS.**

Mayor DeVore advised he has talked with everyone currently serving and they would like to continue on their boards. Mike Sprenger resigned from the DDA board and Rick Seese has submitted his application to be on the board if there were no objections.

Light and Power board has an opening and an application was submitted by Dave VanKuelen, but he will not be a resident of Lowell for a year until February.

There was one application submitted by Colin Plank for the Planning Commission.

By general consensus, the appointments were approved.

9. **COUNCIL COMMENTS.**

Councilmember Canfield commented that the Christmas parade was great and it was nice to see so many people in the vibrant downtown area. He also wondered if there could be a joint township meeting with the Council in order for everyone to work together. Canfield also suggested another public hearing be established in January for further public input on Medical Marihuana prior to the Council taking action.

By general consensus, Council agreed to have a public hearing On January 16, 2018.

Councilmember Chambers encourage the public to come to Coffee with Council. He also noted the Christmas parade was good and many attended.

Councilmember Phillips thanked city departments and staff for all their hard work and dedication. Phillips also wished everyone Happy Holidays.

Councilmember Salzwedel wished everyone a Happy Holiday. He did not believe there would be a Coffee with the Council until next month.

Mayor DeVore wished everyone a Merry Christmas. He noted that both Tim Wittenbach of Vergennes Township and Jerry Hale of Lowell Township had been invited to attend the public hearing on medical marihuana but were unable to attend due to scheduling conflicts.

10. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 8:00 p.m.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 32-17

**RESOLUTION APPROVING AN IFT APPLICATION FOR BIG BOILER
BREWING, LLC.**

The following motion was offered by Councilmember CANFIELD supported by Councilmember CHAMBERS, to approve the application of Big Boiler Brewing, LLC for Industrial Facilities Exemption Certificate for a new rehabilitation facility.

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on March 21, 2016, the Lowell City Council by resolution established BGR Investments, LLC Industrial Development District; and

WHEREAS, Big Boiler Brewery has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed within the Industrial Development BGR Investments, LLC; and

WHEREAS, before acting on said application, the City of Lowell held a hearing on October 2, 2017 at 301 E. Main Street, in the Council Chambers at 7:00 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before July 13, 2017, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, the completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Lowell; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Lowell, after granting this certificate, will/will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY Lowell City Council of the City of Lowell that:

1. That Lowell City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of City of Lowell, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in City of Lowell.

2. The application from Big Boiler Brewing, LLC for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcel of real property situated within the Industrial Development District, to wit: LOTS 4, 5, 6, & 7 ALSO E 16 FT OF LOTS 3 & 8 OF BLK 11 * AVERY'S PLAT be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of five (5) years with an option to renew for the remainder of time per statute.

YES: Councilmember Salzwedel, Phillips, Chambers, Canfield and Mayor DeVore

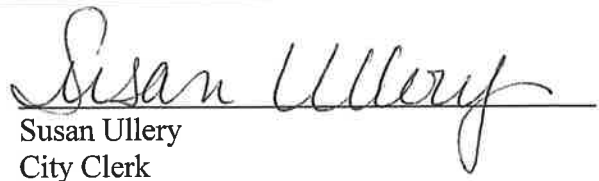
NO: Councilmember None.

ABSTAIN: Councilmember None

ABSENT: Councilmember None

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 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 meeting held on December 4, 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: December 4, 2017


Susan Ullery
City Clerk

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

RESOLUTION NO. 33-17

**RESOLUTION SETTING COMPENSATION OF BOARDMEMBERS OF
THE CITY OF LOWELL BOARD OF LIGHT AND POWER**

Councilmember CHAMBERS, supported by Councilmember SALZWEDEL moved the adoption of the following resolution:

WHEREAS, Section 16.1 of Chapter 16 of the City Charter requires the City Council to set each year the compensation for Boardmembers of the City's Board of Light and Power; and

WHEREAS, the City Council has determined to set such compensation for the 2018 calendar year.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That for the 2018 calendar year the compensation for the Boardmembers of the City's Board of Light and Power shall be \$35 per regular or special meeting for a maximum of 20 meetings and a total annual amount of not to exceed \$700.

2. That all resolutions or parts of resolutions to the extent they are in conflict with this resolution are hereby rescinded.

YES: Councilmembers Phillips, Chambers, Canfield, Mayor DeVore and
Councilmember Salzwedel

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 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 December 4, 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: December 4, 2017



Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 34-17

**RESOLUTION APPROVING THE TERMS OF AN
AGREEMENT WITH J&K CATERING AKA J&K
STEAMBOAT FOR ITS PRINCIPAL, CHRISTOPHER
JOHN CHAMBERLAIN, TO SERVE AS THE CITY'S
OWNERS REPRESENTATIVE FOR THE DESIGN,
CONSTRUCTION, ASSEMBLY AND INSTALLATION OF
A REPLACEMENT CITY-OWNED RIVERBOAT**

Councilmember SALZWEDEL,¹ supported by Councilmember CANFILED, moved the adoption of the following resolution:

WHEREAS, it has been determined that the existing Lowell Showboat (the fifth edition) has fallen into disrepair and needs to be replaced as community icon and attraction; and

WHEREAS, the Lowell Chamber of Commerce Showboat Committee (the "Committee") was to form the plan and raise funds for a replacement to the existing Lowell Showboat; and

WHEREAS, the Committee has raised funds and the City has received a grant of \$1,000,000 from the State of Michigan (the "Grant") to replace the existing Lowell Showboat; and

WHEREAS, the City has identified Christopher John Chamberlain ("Chamberlain"), the principal of J&K Catering aka J&K Steamboat of Grand Ledge, Michigan ("J&K") as a person with extensive experience in the construction, maintenance and operation of riverboats similar to the existing Lowell Showboat; and

WHEREAS, the City has determined to engage the services of Chamberlain through J&K to act as its owner's representative in the design, construction, assembly and installation of a new riverboat similar in design to the existing Lowell Showboat and to assist with certain related activities and J&K has agreed to be so engaged subject to the terms and conditions of this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That, subject to the terms and conditions hereof, the City engages J&K through Chamberlain to act as its owner's representative in the design, construction, assembly and installation of a new riverboat and to assist with certain related activities.

2. That the City and J&K shall enter into a memorandum of understanding ("MOU") which shall contain the following terms and conditions:

- a. all services to be provided pursuant to the MOU shall be provided personally by Chamberlain unless otherwise agree to by the City;
- b. Chamberlain shall act as the City's owner's representative in the design, construction, assembly and installation of a new riverboat similar in design and size as the existing Lowell Showboat;
- c. Chamberlain shall assist the City with input of the Committee of development of conceptual plans for the riverboat needed to prepare final design plans and specifications (the "Plans and Specifications") by a design engineer which he will assist the City in selecting;
- d. Chamberlain will assist the City in the distribution of the Plans and Specifications to potential contractors and in the selection of a contractor to build the riverboat;
- e. Chamberlain will, as the City's owner's representative, oversee the construction, delivery, assembly and installation of the riverboat including both exterior and internal construction (carpeting, floor coverings, mill work, window coverings, etc.), mooring the riverboat to the seawall at Riverwalk Park, providing for ingress and egress (both externally and internally), heating and cooling mechanical systems, electrical, lighting, bilge, safety and security systems, barrier free design compliance and audio and video systems;
- f. Chamberlain will make recommendations to the City related to furnishing and equipping the riverboat including tables, chairs, food temperature control equipment, safety equipment, security equipment, etc.;
- g. Chamberlain will identify any required permits and approvals and assist the City in obtaining them; and
- h. Chamberlain will prepare a written operation and maintenance manual and schedule and provide initial operational and maintenance training to City staff.

3. That pursuant to the terms of the MOU, J&K shall be reimbursed beginning November 28, 2017, for services performed by Chamberlain at the rate of \$80 per hour up to a maximum amount of \$24,000 upon providing the City satisfactory documentation. In addition, J&K shall be entitled to be reimbursed for Chamberlain's travel, mileage and other out-of-pocket expenses up to a maximum amount of \$5,000 upon providing the City with satisfactory documentation. Such maximum reimbursement amounts may only be exceeded upon prior approval of the City Council. All reimbursements shall be made from proceeds of the Grant.

4. That the MOU shall contain such other normal and customary provisions not materially adverse to the City approved as to content by the City Manager and as to form by the City Attorney.

5. That the Mayor and City Clerk are authorized and directed to execute the approved MOU for and on behalf of the City.

6. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Councilmembers Chambers, Canfield, Mayor DeVore and Councilmembers
Salzwedel and Phillips.

NAYS: Councilmembers None.

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 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 at a regular meeting held on December 4, 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: December 4, 2017



Susan Ullery
City Clerk

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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
10550	63RD DISTRICT COURT		
	17-2228	POLICE BOND - HILLS, NICOLE	100.00
TOTAL FOR: 63RD DISTRICT COURT			100.00
10721	A-1 LASER, DIE & ENGINEERING INC		
	55169	CUT PLATES - SHOWBOAT PROJECT	361.00
TOTAL FOR: A-1 LASER, DIE & ENGINEERING INC			361.00
00007	ADT SECURITY SYSTEMS, INC.		
	1/1 - 3/31/18	WTP SECURITY	113.64
TOTAL FOR: ADT SECURITY SYSTEMS, INC.			113.64
00015	ALEXANDER CHEMICAL CORP		
	SLS 10066140	WTP CHEMICALS	1,239.00
TOTAL FOR: ALEXANDER CHEMICAL CORP			1,239.00
10724	AXON ENTERPRISES, INC		
	SI1514384	LPD - BATTERY PACK	1,079.67
TOTAL FOR: AXON ENTERPRISES, INC			1,079.67
MISC	BAILEY, JACKIE		
	16-09936	DOG LICENSE REFUND	10.00
TOTAL FOR: BAILEY, JACKIE			10.00
00050	BERNARDS ACE HARDWARE		
	NOV 2017	STATEMENT OF ACCOUNT	155.62
TOTAL FOR: BERNARDS ACE HARDWARE			155.62
10493	COMCAST CABLE		
	12/18 - 1/17/2017	MONTHLY STATEMENT	149.85
	12/8 - 1/7/18	ACCOUNT STATEMENT	123.86
TOTAL FOR: COMCAST CABLE			273.71
10509	CONSUMERS ENERGY		
	NOV 2017	ACCOUNT STATEMENT	43.98
TOTAL FOR: CONSUMERS ENERGY			43.98
REFUND TAX	Corelogic		
	12/15/2017	2017 Sum Tax Refund 41-20-02-254-009	1,689.67
TOTAL FOR: Corelogic			1,689.67
01156	CURTIS CLEANERS		
	NOV 2017	POLICE UNIFORM CLEANING	288.50
TOTAL FOR: CURTIS CLEANERS			288.50

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Vendor Code	Vendor Name		
	Invoice	Description	Amount
00148	DICKINSON WRIGHT PLLC		
	1213675	LEGAL SERVICES	1,125.50
	1213676	LEGAL SERVICES	333.00
	1213677	LEGAL SERVICES	111.00
	1213678	LEGAL SERVICES	55.50
	1213679	LEGAL SERVICES	777.00
	1213700	LEGAL SERVICES	64.00
TOTAL FOR: DICKINSON WRIGHT PLLC			2,466.00
REFUND TAX	ELZINGA BONITA		
	12/15/2017	2017 Sum Tax Refund 41-20-03-418-009	4.45
TOTAL FOR: ELZINGA BONITA			4.45
10713	ENGINEERED PROTECTION SYSTEMS INC		
	107266	SECURITY SERVICES	225.00
	A1072266	VIDEO SERVICE AGREEMENT	225.00
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC			450.00
10536	FANDANGLED CUSTOM APPAREL & GIFTS		
	1439	NAME PLATES - SCHRAUBEN & PLANK	42.00
TOTAL FOR: FANDANGLED CUSTOM APPAREL & GIFTS			42.00
10211	FIRE PROS INC.		
	INV-1720587	CHAMBER EXTINGUISHER INSPECTION	92.00
	INV-1721181	AIRPORT EXTINGUISHER INSPECTIONS	377.75
	INV-1721697	WTP EXTINGUISHER TESTING	210.50
TOTAL FOR: FIRE PROS INC.			680.25
02218	FLEX ADMINISTRATORS, INC.		
	992297	NOV 2017 ADMIN FEES	50.00
TOTAL FOR: FLEX ADMINISTRATORS, INC.			50.00
00225	GRAND RAPIDS COMMUNITY COLLEGE		
	11/16 - 11/30/201	TAX DISBURSEMENT	716.82
	12/1 - 12/15/17	TAX DISBURSEMENT	61.94
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE			778.76
02295	GRAYMONT WESTERN LIME INC.		
	104646	WTP QUICKLIME	6,896.40
TOTAL FOR: GRAYMONT WESTERN LIME INC.			6,896.40
10518	GROUNDHAWG EXCAVATING & LANDSCAPING		
	484	6" SEWER LATERAL 113 JAMES	7,250.00
TOTAL FOR: GROUNDHAWG EXCAVATING & LANDSCAPING			7,250.00
01508	GTW		
	143235	EQUIP FUND R & M	30.24
	143863	STREET SUPPLIES	57.67
TOTAL FOR: GTW			87.91

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
10310	HASSELBRING-CLARK		
	INV98675	COPY MACHINE CONTRACT	321.80
TOTAL FOR: HASSELBRING-CLARK			321.80
10672	HUNTINGTON NATIONAL BANK		
	1901	CAP IMPROVEMENT BOND 2016 #3584180404	500.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			500.00
02463	HYDROCORP		
	0045248-IN	NOVEMBER 2017 CROSS CONNECTION	937.00
TOTAL FOR: HYDROCORP			937.00
10722	JANKOWIAK, SCOT		
	12580	SIGN REMOVAL - 611 W MAIN	105.60
TOTAL FOR: JANKOWIAK, SCOT			105.60
10452	KENT COUNTY CHIEFS OF POLICE ASSOC.		
	2018	MEMBERSHIP DUES - BUKALA	25.00
TOTAL FOR: KENT COUNTY CHIEFS OF POLICE ASSOC.			25.00
00301	KENT COUNTY HEALTH DEPT		
	LOWEC2017 QTR3	DOG LICENSES	310.20
TOTAL FOR: KENT COUNTY HEALTH DEPT			310.20
00300	KENT COUNTY TREASURER		
	11/16 - 11/30/17	TAX DISBURSEMENT	4,142.88
	12/1 - 12/15/17	TAX DSIBURSEMENT	18,395.23
	12/1 - 12/15/2017	TAX DISBURSEMENT - DELINQ	76.67
	12/7/2017	TRAILER FEES	272.50
TOTAL FOR: KENT COUNTY TREASURER			22,887.28
00890	KENT COUNTY TREASURERS ASSOC.		
	2018	MEMBERSHIP DUES	50.00
TOTAL FOR: KENT COUNTY TREASURERS ASSOC.			50.00
00303	KENT DISTRICT LIBRARY		
	12/1 - 12/15/2017	TAX DISBURSEMENT	8,063.08
TOTAL FOR: KENT DISTRICT LIBRARY			8,063.08
00302	KENT INTERMEDIATE SCHOOL DIST.		
	11/16 - 11/30/201	TAX DISBURSEMENT	2,284.72
	12/1 - 12/15/2017	TAX DISBURSEMENT	189.93
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			2,474.65
02209	KERKSTRA PORTABLE, INC.		
	115882	PORTABLE RESTROOMS -CEMETERY	75.00
TOTAL FOR: KERKSTRA PORTABLE, INC.			75.00
00310	KING MILLING COMPANY		
	96057	WINTER TAXES PARKING LOTS	602.52
TOTAL FOR: KING MILLING COMPANY			602.52

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00317	LOWELL AREA CHAMBER		
	14851	MEMBERSHIP INVESTMENT	250.00
TOTAL FOR: LOWELL AREA CHAMBER			250.00
01374	LOWELL AREA HISTORICAL MUSEUM		
	11/16 - 11/30/17	TAX DISBURSEMENT	97.62
	12/1 - 12/15/17	TAX DISBURSEMENT	8.41
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			106.03
00562	LOWELL AREA SCHOOLS		
	11/16 - 11/30/201	TAX DISBURSEMENT	4,059.84
	12/1 - 12/15/17	TAX DISBURSEMENT	88,447.06
TOTAL FOR: LOWELL AREA SCHOOLS			92,506.90
00949	LOWELL CITY DIRECTORY		
	121117-19	FULL PAGE DIRECTORY AD	807.50
TOTAL FOR: LOWELL CITY DIRECTORY			807.50
00330	LOWELL LEDGER		
	11/30/2017	ACCOUNT STATEMENT	246.06
TOTAL FOR: LOWELL LEDGER			246.06
00341	LOWELL LIGHT & POWER		
	12/1 - 12/15/2017	DELINQ ELECTRIC - FLENTJE	95.48
	3053	MONTHLY ACCESS POINT	997.71
TOTAL FOR: LOWELL LIGHT & POWER			1,093.19
01078	MAMC		
	12/14/2017	SLIDE IN CERTIFICATE - SUSAN ULLERY CLERK	40.00
TOTAL FOR: MAMC			40.00
10648	MICHIGAN ECONOMIC DEV ASSOC		
	11858	2017 MEMBERSHIP DUE	280.00
TOTAL FOR: MICHIGAN ECONOMIC DEV ASSOC			280.00
10206	MISS DIG SYSTEM, INC.		
	20180396	MEMBERSHIP FEE 2018	588.85
TOTAL FOR: MISS DIG SYSTEM, INC.			588.85
10128	MMAAO		
	CLASS/MEMBERSHIP	JAN 10, 2018 MEETING - RASHID	50.00
TOTAL FOR: MMAAO			50.00
00426	MODEL COVERALL SERVICE, INC.		
	NOV 2017	LIBRARY MATS	255.92
TOTAL FOR: MODEL COVERALL SERVICE, INC.			255.92
01499	NAPA AUTO PARTS		
	NOV 2017	ACCOUNT STATEMENT	523.92
TOTAL FOR: NAPA AUTO PARTS			523.92

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Vendor Code	Vendor Name	Invoice	Description	Amount
02020	OTIS ELEVATOR CORPORATION			
	CVG16342001		ELEVATOR INSPECTIONS	412.00
TOTAL FOR: OTIS ELEVATOR CORPORATION				412.00
02064	PEP TALK			
	10/24/2017		UNIFORM SHIRTS - VANSETTERS	214.00
TOTAL FOR: PEP TALK				214.00
01270	PLUMMERS ENVIRONMENTAL SERVICE			
	1760419		VAC & JETTED STORM LINE	402.75
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE				402.75
00506	POSTMASTER			
	11/20/2017		PERMIT #25	225.00
TOTAL FOR: POSTMASTER				225.00
00512	PREIN & NEWHOF, INC.			
	42477		PROFESSIONAL SERVICES	17,558.08
	42483		PROF SERVICES - WATER ASSEST MGMT	897.00
TOTAL FOR: PREIN & NEWHOF, INC.				18,455.08
02331	PROGRESSIVE HEATING COOLING, CORP.			
	2014107		LIBRARY SERVICE CALL	723.80
	2014109		LIBRARY SERVICE CALL	80.00
	2014405		SERVICE CALL - CITY HALL	445.78
	2014440		SERVICE CALL WTP	312.26
	2014454		LIBRARY SERVICE CALL	3,082.87
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.				4,644.71
10130	RASHID, JEFFREY			
	NOVEMBER 2017		ASSESSING EXPENSES	32.10
TOTAL FOR: RASHID, JEFFREY				32.10
REFUND TAX	RITTERSDORF PAULA			
	12/15/2017		2017 Sum Tax Refund 41-20-02-352-024	254.26
TOTAL FOR: RITTERSDORF PAULA				254.26
10378	RUESINK, KATHIE			
	671 & 673		CLEANING SERVICES	540.00
TOTAL FOR: RUESINK, KATHIE				540.00
00556	RYAN'S MODERN SEWER CLEANING INC,			
	118245		TELEVISED SEWER S PLEASANT	630.00
TOTAL FOR: RYAN'S MODERN SEWER CLEANING INC,				630.00
02383	SANISWEEP, INC.			
	91114		STREET SWEEPING	13,837.94
	91115		SWEEPING M21	1,610.50
TOTAL FOR: SANISWEEP, INC.				15,448.44

User: LORI

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
10723	SCHRAUBEN, AMANDA B.		
	1	NEWSLETTER JUNE-DECEMBER 2017	1,400.00
TOTAL FOR: SCHRAUBEN, AMANDA B.			1,400.00
02575	SELF SERVE LUMBER		
	NOV 2017	ACCOUNT STATEMENT	23.54
TOTAL FOR: SELF SERVE LUMBER			23.54
00573	SHULTS EQUIPMENT INC.		
	0003284	CARBIDE BLADES	1,457.31
	0003285	CONVEYOR CHAIN	942.00
TOTAL FOR: SHULTS EQUIPMENT INC.			2,399.31
02085	SPECTRUM HEALTH OCCUPATIONAL		
	552817	DOT PHYSICALS- BAKER, BRECKEN, FOSBURG	192.00
TOTAL FOR: SPECTRUM HEALTH OCCUPATIONAL			192.00
10276	SPRINT		
	353302524-165	MONTHLY STATEMENT	552.20
TOTAL FOR: SPRINT			552.20
10341	STATE OF MICHIGAN		
	551-502539	LIVE SCAN NOV 2017	210.00
TOTAL FOR: STATE OF MICHIGAN			210.00
02032	STEALTH PEST MANAGEMENT LLC		
	NOV 2017	PEST CONTROL	180.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC			180.00
01561	STORMZAND ASPHALT MAINTENANCE		
	1222	AIRPORT ASPHALT REPAIRS	4,800.00
TOTAL FOR: STORMZAND ASPHALT MAINTENANCE			4,800.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC		
	201732411	WWTP SERVICES DEC 2017	36,852.48
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC			36,852.48
10678	SUNBELT RENTALS		
	74487442-0001	CHIPPER RENTAL	750.36
TOTAL FOR: SUNBELT RENTALS			750.36
10514	SUPPLYGEEKS		
	535398-0	OFFICE SUPPLIES	86.98
	536062-0	OFFICE SUPPLIES	50.11
	536567-0	OFFICE SUPPLIES	494.23
TOTAL FOR: SUPPLYGEEKS			631.32
10489	THE BANK OF NEW YORK MELLON TRUST		
	12/5/2017	LOWELL 20205 TRAN FD IMP BDS	1,056.25
TOTAL FOR: THE BANK OF NEW YORK MELLON TRUST			1,056.25

User: LORI

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Vendor Code	Vendor Name	Invoice	Description	Amount
10068	THE ROBERT C. SHAVER CO., INC.	246	STREET LIGHTING	1,344.00
TOTAL FOR: THE ROBERT C. SHAVER CO., INC.				1,344.00
10543	TRACTOR SUPPLY CREDIT PLAN	NOV 2017	ACCOUNT STATEMENT	59.97
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN				59.97
REFUND TAX	VANDERWILP JOHN	12/15/2017	2017 Sum Tax Refund 41-20-01-126-004	3,047.84
TOTAL FOR: VANDERWILP JOHN				3,047.84
00666	VERGENNES TOWNSHIP TREASURER	WTAX 17	TAXES 990 N WASHINGTON 41-16-35-426-601	183.65
		WTAX2017	AIRPORT TAX 41-16-35-100-601	2,466.46
TOTAL FOR: VERGENNES TOWNSHIP TREASURER				2,650.11
02277	VERIZON WIRELESS	9797159050	MONTHLY STATEMENT	40.01
		9797966620	STATEMENT 11/13 - 12/12/17	40.01
TOTAL FOR: VERIZON WIRELESS				80.02
02324	VERMEER MIDWEST	048332	EQUIP FUND R & M	442.01
TOTAL FOR: VERMEER MIDWEST				442.01
10626	VISA	NOV 2017	ACCOUNT STATEMENT	1,185.22
TOTAL FOR: VISA				1,185.22
01759	WEATHER SHIELD INC	12225	WTP ROOF REPAIRS	170.48
TOTAL FOR: WEATHER SHIELD INC				170.48
02127	WELLER TRUCK PARTS	401446032/4014413	EQUIP FUND R & M	883.94
TOTAL FOR: WELLER TRUCK PARTS				883.94
00692	WILLIAMS & WORKS INC.	83860	PROFESSIONAL SERVICES	989.76
		83861	PROFESSIONAL SERVICES	3,365.00
TOTAL FOR: WILLIAMS & WORKS INC.				4,354.76
TOTAL - ALL VENDORS				261,685.21

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	POLICE BOND - HILLS, NICO	100.00	70523
101-000-040.000	ACCOUNTS RECEIVABLE	JANKOWIAK, SCOT	SIGN REMOVAL - 611 W MAIN	105.60	70539
101-000-040.000	ACCOUNTS RECEIVABLE	SUPPLYGEEKS	OFFICE SUPPLIES	14.32	70610
101-000-084.015	DUE FROM FIRE AUTHORITY	NAPA AUTO PARTS	ACCOUNT STATEMENT	37.27	70555
101-000-085.000	DUE FROM LIGHT & POWER	COMCAST CABLE	ACCOUNT STATEMENT	20.64	70527
101-000-085.000	DUE FROM LIGHT & POWER	POSTMASTER	PERMIT #25	112.50	70559
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LIGHT & POWER	DELINQ ELECTRIC - FLENTJE	95.48	70601
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	TRAILER FEES	54.50	70542
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	21.00	70593
101-000-222.002	DUE TO COUNTY-DOG LICENSE	KENT COUNTY HEALTH DEPT	DOG LICENSES	310.20	70540
101-000-222.002	DUE TO COUNTY-DOG LICENSE	BAILEY, JACKIE	DOG LICENSE REFUND	10.00	70584
101-000-225.000	DUE TO SET -TRAILER FEES	KENT COUNTY TREASURER	TRAILER FEES	218.00	70542
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	31.89	70600
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	29.44	70593
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	23.01	70597
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	8.76	70588
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	1.19	70599
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	4.56	70588
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	TAX DISBURSEMENT - DELINQ	26.23	70593
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	11.96	70597
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.62	70599
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	16.58	70600
Total For Dept 000				1,253.75	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	VISA	ACCOUNT STATEMENT	95.00	70524
Total For Dept 101 COUNCI				95.00	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	SCHRAUBEN, AMANDA B.	NEWSLETTER JUNE-DECEMBER	1,400.00	70607
101-172-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	51.99	70609
101-172-955.000	MISCELLANEOUS EXPENSE	MICHIGAN ECONOMIC DEV ASS	2017 MEMBERSHIP DUE	280.00	70551
Total For Dept 172 MANAGE				1,731.99	
Dept 191 ELECTIONS					
101-191-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	44.96	70548
Total For Dept 191 ELECTI				44.96	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING EXPENSES	32.10	70604
101-209-955.000	MISCELLANEOUS EXPENSE	MMAAO	JAN 10, 2018 MEETING - RA	50.00	70553
Total For Dept 209 ASSESS				82.10	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	64.00	70531
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	777.00	70531
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	55.50	70531
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	333.00	70531
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	1,125.50	70531
Total For Dept 210 ATTORN				2,355.00	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	51.99	70609
101-215-900.000	PRINTING	LOWELL CITY DIRECTORY	FULL PAGE DIRECTORY AD	807.50	70547
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	201.10	70548
101-215-955.000	MISCELLANEOUS EXPENSE	MAMC	SLIDE IN CERTIFICATE - SU	40.00	70550
Total For Dept 215 CLERK				1,100.59	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	NOV 2017 ADMIN FEES	50.00	70534
101-253-955.000	MISCELLANEOUS EXPENSE	VISA	ACCOUNT STATEMENT	(104.94)	70524

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Fund 101 GENERAL FUND					
Dept 253 TREASURER					
101-253-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY TREASURERS AS MEMBERSHIP DUES		50.00	70595
		Total For Dept 253 TREASU		(4.94)	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	12.99	70570
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	86.98	70570
101-265-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	425.13	70610
101-265-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	9.49	70526
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	40.79	70610
101-265-802.000	CONTRACTUAL	OTIS ELEVATOR CORPORATION	ELEVATOR INSPECTIONS	412.00	70556
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	SERVICE CALL - CITY HALL	445.78	70560
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	360.00	70562
101-265-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	70566
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	20.64	70527
101-265-850.000	COMMUNICATIONS	COMCAST CABLE	MONTHLY STATEMENT	149.85	70527
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	406.56	70549
		Total For Dept 265 CITY H		2,420.21	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	99.49	70524
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOMS -CEMET	75.00	70544
		Total For Dept 276 CEMETE		174.49	
Dept 294 UNALLOCATED MISCELLANEOUS					
101-294-955.000	UNALLOCATED MISCELLANEOUS	LOWELL AREA CHAMBER	MEMBERSHIP INVESTMENT	250.00	70598
		Total For Dept 294 UNALLO		250.00	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	LIVE SCAN NOV 2017	210.00	70565
101-301-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	37.12	70570
101-301-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	4.49	70526
101-301-742.000	INVESTIGATIVE EXPENSE	VISA	ACCOUNT STATEMENT	236.52	70524
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE UNIFORM CLEANING	288.50	70530
101-301-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	20.64	70527
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	107.94	70549
101-301-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	318.60	70609
101-301-864.000	CONFERENCES & CONVENTIONS	KENT COUNTY CHIEFS OF POL	MEMBERSHIP DUES - BUKALA	25.00	70592
101-301-930.000	R & M EQUIPMENT	AXON ENTERPRISES, INC	LPD - BATTERY PACK	1,079.67	70583
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	ACCOUNT STATEMENT	27.27	70524
101-301-984.000	EQUIPMENT	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	4.99	70526
		Total For Dept 301 POLICE		2,360.74	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	989.76	70612
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	2,065.00	70612
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	600.00	70612
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	300.00	70612
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	400.00	70612
101-400-955.000	MISCELLANEOUS EXPENSE	FANDANGLED CUSTOM APPAREL	NAME PLATES - SCHRAUBEN &	42.00	70586
		Total For Dept 400 PLANNI		4,396.76	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	79.97	70524
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	17.96	70526
101-441-802.000	CONTRACTUAL	SPECTRUM HEALTH OCCUPATIO	DOT PHYSICALS- BAKER, BRE	192.00	70564
101-441-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	70566
101-441-802.000	CONTRACTUAL	FIRE PROS INC.	CHAMBER EXTINGUISHER INSP	92.00	70587
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	20.64	70527
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	29.25	70549
101-441-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	51.99	70609

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Fund 101 GENERAL FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
		Total For Dept 441 DEPART		533.81	
Dept 751 PARKS					
101-751-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	23.54	70563
		Total For Dept 751 PARKS		23.54	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	180.00	70562
101-790-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	70566
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL	3,082.87	70603
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL	80.00	70603
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL	723.80	70603
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	148.94	70549
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	LIBRARY MATS	255.92	70554
		Total For Dept 790 LIBRAR		4,511.53	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	70566
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	6.60	70599
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	97.62	70599
		Total For Dept 804 MUSEUM		144.22	
		Total For Fund 101 GENERA		21,473.75	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	26.99	70524
202-463-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER RENTAL	375.18	70569
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	SWEEPING M21	1,610.50	70606
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	6,918.97	70606
202-463-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	12.82	70609
		Total For Dept 463 MAINTEN		8,944.46	
		Total For Fund 202 MAJOR		8,944.46	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	26.98	70524
203-463-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER RENTAL	375.18	70569
203-463-740.000	OPERATING SUPPLIES	GTW	STREET SUPPLIES	57.67	70590
203-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	6,918.97	70606
203-463-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	12.82	70609
		Total For Dept 463 MAINTEN		7,391.62	
Dept 906 DEBT SERVICE					
203-906-995.000	INTEREST	THE BANK OF NEW YORK MELL	LOWELL 20205 TRAN FD IMP	1,056.25	70571
		Total For Dept 906 DEBT S		1,056.25	
		Total For Fund 203 LOCAL		8,447.87	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	THE ROBERT C. SHAVER CO.,	STREET LIGHTING	1,344.00	70572
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	9.48	70526
248-463-955.000	MISCELLANEOUS EXPENSE	KING MILLING COMPANY	WINTER TAXES PARKING LOTS	602.52	70545
		Total For Dept 463 MAINTEN		1,956.00	
		Total For Fund 248 DOWNTOWN		1,956.00	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-740.000	OPERATING SUPPLIES	A-1 LASER, DIE & ENGINEER	CUT PLATES - SHOWBOAT PRO	361.00	70581
		Total For Dept 751 PARKS		361.00	
		Total For Fund 260 DESIGN		361.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 581 AIRPORT FUND					
Dept 000					
581-000-132.000	LAND IMPROVEMENTS	STORMZAND ASPHALT MAINTEN	AIRPORT ASPHALT REPAIRS	4,800.00	70567
581-000-740.000	OPERATING SUPPLIES	FIRE PROS INC.	AIRPORT EXTINGUISHER INSP	377.75	70587
581-000-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	111.00	70531
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	43.98	70528
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	AIRPORT TAX 41-16-35-100-	2,466.46	70575
Total For Dept 000				7,799.19	
Total For Fund 581 AIRPOR				7,799.19	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	COMCAST CABLE	ACCOUNT STATEMENT	20.66	70527
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	153.70	70549
Total For Dept 000				174.36	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROFESSIONAL SERVICES	17,558.08	70602
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SERVICES DEC 2017	36,852.48	70568
Total For Dept 550 TREATM				54,410.56	
Dept 551 COLLECTION					
590-551-744.000	UNIFORMS	PEP TALK	UNIFORM SHIRTS - VANSETTE	107.00	70557
590-551-800.000	CUSTOMER INSTALLATION EXP	GROUNDHAWG EXCAVATING & L	6" SEWER LATERAL 113 JAME	7,250.00	70536
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	VAC & JETTED STORM LINE	402.75	70558
590-551-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	7.78	70526
590-551-930.000	REPAIR & MAINTENANCE	RYAN'S MODERN SEWER CLEAN	TELEVISED SEWER S PLEASAN	630.00	70605
Total For Dept 551 COLLEC				8,397.53	
Dept 552 CUSTOMER ACCOUNTS					
590-552-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	PERMIT #25	56.25	70559
Total For Dept 552 CUSTOM				56.25	
Dept 553 ADMINISTRATION					
590-553-996.000	PAYING AGENT FEES	HUNTINGTON NATIONAL BANK	CAP IMPROVEMENT BOND 2016	150.00	70538
Total For Dept 553 ADMINI				150.00	
Total For Fund 590 WASTEW				63,188.70	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-727.000	OFFICE SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	13.99	70610
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	29.97	70526
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	1,239.00	70525
591-570-743.000	CHEMICALS	GRAYMONT WESTERN LIME INC	WTP QUICKLIME	6,896.40	70589
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	WTP SECURITY	113.64	70582
591-570-802.000	CONTRACTUAL	ENGINEERED PROTECTION SYS	SECURITY SERVICES	225.00	70585
591-570-802.000	CONTRACTUAL	FIRE PROS INC.	WTP EXTINGUISHER TESTING	210.50	70587
591-570-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	20.64	70527
591-570-850.000	COMMUNICATIONS	VERIZON WIRELESS	MONTHLY STATEMENT	40.01	70576
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	151.32	70549
591-570-850.000	COMMUNICATIONS	VERIZON WIRELESS	STATEMENT 11/13 - 12/12/1	40.01	70611
591-570-930.000	REPAIR & MAINTENANCE	VISA	ACCOUNT STATEMENT	524.79	70524
591-570-930.000	REPAIR & MAINTENANCE	WEATHER SHIELD INC	WTP ROOF REPAIRS	170.48	70578
591-570-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	SERVICE CALL WTP	312.26	70603
Total For Dept 570 TREATM				9,988.01	
Dept 571 DISTRIBUTION					
591-571-744.000	UNIFORMS	PEP TALK	UNIFORM SHIRTS - VANSETTE	107.00	70557
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	NOVEMBER 2017 CROSS CONNE	937.00	70591
591-571-802.000	CONTRACTUAL	ENGINEERED PROTECTION SYS	VIDEO SERVICE AGREEMENT	225.00	70533
591-571-850.000	COMMUNICATIONS	SPRINT	MONTHLY STATEMENT	51.99	70609
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	64.97	70526

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Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-955.000	MISCELLANEOUS EXPENSE	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE 2018	588.85	70552
591-571-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	TAXES 990 N WASHINGTON 41	183.65	70575
		Total For Dept 571 DISTRI		2,158.46	
Dept 572 CUSTOMER ACCOUNTS					
591-572-955.000	MISCELLANEOUS EXPENSE	POSTMASTER	PERMIT #25	56.25	70559
		Total For Dept 572 CUSTOM		56.25	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	PROF SERVICES - WATER ASS	897.00	70602
591-573-996.000	PAYING AGENT FEES	HUNTINGTON NATIONAL BANK	CAP IMPROVEMENT BOND 2016	350.00	70538
		Total For Dept 573 ADMINI		1,247.00	
		Total For Fund 591 WATER		13,449.72	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	HASSELBRING-CLARK	COPY MACHINE CONTRACT	321.80	70537
		Total For Dept 000		321.80	
		Total For Fund 636 DATA P		321.80	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	VISA	ACCOUNT STATEMENT	154.86	70524
661-895-930.000	REPAIR & MAINTENANCE	VISA	ACCOUNT STATEMENT	18.29	70524
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	486.65	70555
661-895-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	59.97	70573
661-895-930.000	REPAIR & MAINTENANCE	VERMEER MIDWEST	EQUIP FUND R & M	442.01	70577
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	6.49	70526
661-895-930.000	REPAIR & MAINTENANCE	WELLER TRUCK PARTS	EQUIP FUND R & M	883.94	70580
661-895-930.000	REPAIR & MAINTENANCE	GTW	EQUIP FUND R & M	30.24	70590
661-895-930.000	REPAIR & MAINTENANCE	SHULTS EQUIPMENT INC.	CONVEYOR CHAIN	942.00	70608
661-895-930.000	REPAIR & MAINTENANCE	SHULTS EQUIPMENT INC.	CARBIDE BLADES	1,457.31	70608
		Total For Dept 895 FLEET		4,481.76	
		Total For Fund 661 EQUIPM		4,481.76	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	1,724.92	70541
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DSIBURSEMENT	18,231.26	70594
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	8,063.08	70596
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	4,059.84	70546
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	88,398.59	70600
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	2,417.96	70541
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DSIBURSEMENT	163.97	70594
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	2,284.72	70543
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	154.96	70597
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	716.82	70535
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	48.62	70588
703-000-275.000	DUE TO TAXPAYERS	Corelogic	2017 Sum Tax Refund 41-20	1,689.67	70529
703-000-275.000	DUE TO TAXPAYERS	ELZINGA BONITA	2017 Sum Tax Refund 41-20	4.45	70532
703-000-275.000	DUE TO TAXPAYERS	RITTERSDORF PAULA	2017 Sum Tax Refund 41-20	254.26	70561
703-000-275.000	DUE TO TAXPAYERS	VANDERWILP JOHN	2017 Sum Tax Refund 41-20	3,047.84	70574
		Total For Dept 000		131,260.96	
		Total For Fund 703 CURREN		131,260.96	

12/22/2017 12:24 PM
User: LORI
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/08/2017 - 12/22/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/6

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

Fund 101	GENERAL FUND	21,473.75
Fund 202	MAJOR STREET FUN	8,944.46
Fund 203	LOCAL STREET FUN	8,447.87
Fund 248	DOWNTOWN DEVELOP	1,956.00
Fund 260	DESIGNATED CONTR	361.00
Fund 581	AIRPORT FUND	7,799.19
Fund 590	WASTEWATER FUND	63,188.70
Fund 591	WATER FUND	13,449.72
Fund 636	DATA PROCESSING	321.80
Fund 661	EQUIPMENT FUND	4,481.76
Fund 703	CURRENT TAX COLL	131,260.96

261,685.21



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: December 28, 2017
TO: Michael T. Burns
FROM: Suzanne M. Olin
RE: **Annual Authorization of Signatures
for City Bank Accounts and
Designation of Depository Banks**

Authorized Signatures:

Mayor
Mayor Pro Tem

City Manager Michael T. Burns
City Treasurer Suzanne Olin
Police Chief Steve Bukala
Deputy City Treasurer Lori Gerard

Safety Deposit Box:

Susan Ullery
Theresa Mundt
Luanne Wisniewski

Depository Banks:

Comerica Bank – Grand Rapids	(Grand Rapids)
Huntington Banks	(Lowell)
PNC Bank	(Grand Rapids)
Fifth Third Bank	(Lowell, Ada, Grand Rapids)
Macatawa Bank	(Grand Rapids)
Bank of America	(Grand Rapids)
Mercantile Bank of Michigan	(Lowell, Grand Rapids)

Recommended Motion: That the Lowell City Council approve the annual authorization of signatures for City Bank Accounts and designation of depository banks as proposed.



LOWELL CITY COUNCIL

MEMORANDUM

DATE: December 18, 2017

TO: Mayor DeVore and the City Council

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

RE: Professional Services Agreement

It was requested that the City Council look at all contracts the City has currently to determine if any of them should be re-bid. Many of our agreements are professional service agreements which do not comply within the same parameters of our purchase policy. We don't need to bid out if we are satisfied with the service they provide. These agreements are not necessarily lowest bidder and we can select entities to reach out to rather than put out a bid. I would strongly suggest not selecting attorneys and/or engineers because they are the lowest bid. You need to look at their experience and evaluate their ability to service municipalities such as ours.

Since this is going to take time preparing bid specifications and due diligence procedures, I am asking direction from the Council on which agreements they want to direct me on to seek Request for Proposals/Qualifications on. Something to mention, we currently do not have an Engineer of Record. We utilize Williams and Works and Prien and Newhof for engineering services. My former employer had an instance where we had three engineers for the City, DDA and Local Development Finance Authority. That created several management issues and unnecessary expenses to the municipality because the City Engineer of Record always had to review the Engineer for the other entities. We combined those to one engineer for the City. This made projects much smoother to manage. This is something the City Council may want to consider.

Attached is a spreadsheet of all agreements the City has currently. **I am requesting that council vote on a direction for this task if they wish to bid out services.**

CONTRACTS AND LEASES							
NAME	JOB	ORIGINAL DATE	CONTRACT	CURRENT PROJECT	ONGOING PROJECT	RENEWAL PROVISION	EXPIRATION DATE
Fahey Schultz Burzych Rhode	Labor Attorney	January 18, 2017	Yes	Yes	Yes	N/A	N/A
Addorio Technologies	Technology		Yes	Yes	Yes	N/A	N/A
Assessall LLC/Rashid	Assessors	October 21, 2009	Yes	Yes	Yes		June 30, 2018
Backyard Dreams	Recreation	April 1, 2009	Yes	Yes	Yes	Yearly	March 31, 2020
Comcast							
Cascade Charter Twp.	Inspection Services	July 1, 2012	Yes	Yes	Yes	Yearly	July 1, 2018
Dietzel, Gary and Sandra	Rental		Yes	Yes	Yes		June 30, 2020
Dickinson Wright	Attorney		Yes	Yes	Yes		
Dixon	Steel Reservoir	July 28, 2016	Yes	Yes			
Dog Park	Park	July 1, 2008	Yes	Yes	Yes	Donation	July 1, 2018
Donkersloot, Steve	L&P General Man	July 1, 2016					N/A
First Baptist Church	Utility Easement Lease	September 21, 2015			Yes		Until Completed
Friends of the Library	Reading Garden	April 19, 2017					Until Completed
Gillmore Collection	Fiat River Grill	September 17, 2012	Yes	Yes	Yes		August 25, 2022
GR Comm Foundation		October 3, 2007	Yes	Yes	Yes		N/A
GRAR	Data Sharing	April 1, 2013	Yes	Yes	Yes	Until Term.	N/A
GRO America, LLC	Lime Removal						N/A
Hometown Decoration	Christmas Décor.		Yes	Yes	Yes		December 1, 2017
Honeywell	Energy Savings Eval						N/A
Hope Network	North Kent Transit	March 23, 2012	Yes	Yes	Yes		June 30, 2016
HUB International	Emp. Insurance		Yes	Yes	Yes	Until Term.	N/A
Hydro Designs	Cross Connection		Yes	Yes	Yes		August 7, 2020
IBEW							June 30, 2020
Kent County Dispatch	Dispatch Services	October 4, 2010	Yes	Yes	Yes		December 31, 2017
Kent County GIS	Geographic Info	April 23, 2012	Yes	Yes	Yes	Until Term.	N/A
Kent County REGIS	Municipal Analytics	January 16, 2012	Yes	Yes	Yes	Until Term.	N/A
Kent County Youth Fair	Fairgrounds	November 5, 2007	Yes	Yes	Yes		December 31, 2016
Kent District Library	Library	July 14, 1994	Agreement			Millage	
King Milling	Lease	March 1, 2012	Yes	Yes	Yes		March 1, 2022
Litehouse	Lease	July 1, 2010	Yes	Yes	Yes		June 30, 2025

CONTRACTS AND LEASES							
NAME	JOB	ORIGINAL DATE	CONTRACT	CURRENT PROJECT	ONGOING PROJECT	RENEWAL PROVISION	EXPIRATION DATE
LCTV Fund		October 1, 2007					N/A
Lowell Fire Authority	Dispatch Services	January 1, 2015	Yes	Yes	Yes		December 31, 2017
Lowell Area Rec (LARA)	Trails	November 10, 2014	Yes	Yes	Yes		June 30, 2019
Lowell Chamber of Comm	Lease	May 1, 2010	Yes	Yes	Yes		May 1, 2020
Lowell Boy Scouts	Agreement	July 1, 2008	Yes	Yes	Yes		June 30, 2018
Lowell Historical Museum	Agreement	March 22, 2011	Yes	Yes	Yes		April 24, 2021
Lowell Light & Power	Lease Agreement	May 19, 2014	Yes	Yes	Yes		
Lowell Light & Power	Payment Agreement	Financing					June 1, 2022
LL & P/BIOGAS Facility	Lease Agreement	December 30, 2013	Yes	Yes	Yes		December 30, 2023
LL & P/Truck	Lease Agreement	September 2, 2014	Yes	Yes	Yes		Final Payment
Lowell Lacrosse	Park Agreement	February 18, 2014	Yes	Yes	Yes		March 31, 2017
Lowell Little League	Park Agreement	January 1, 2014	Yes	Yes	Yes		May 31, 2020
Lowell Police Departmnet	Agreement						June 30, 2017
Lowell & Vergennes Twp.	Emerg. Services	February 9, 2009	Yes	Yes	Yes		December 31, 2026
Lowell Rotary Club	Rental Agreement	June 19, 2012	Yes	Yes	Yes		June 30, 2019
Lowell Township	Sewer Agreement	August 1, 1987	Yes	Yes	Yes		August 1, 2027
Lowell Township	Water Supply Agreement	October 19, 1992	Yes	Yes	Yes		October 19, 2032
Lowell YMCA	Park Agreement	January 1, 2014	Yes	Yes	Yes		March 31, 2020
Lowell Youth Football	Park Agreement	August 8, 2012	Yes	Yes	Yes		December 31, 2016
Macatawa Bank	Backhoe Agreement	January 15, 2015	Yes	Yes			Final Payment
Manszewski Landscaping	Lawn Mowing	January 1, 2016	Yes	Yes	Yes		December 31, 2018
McKenna	Master Plan						N/A
MDOT	State Trunkline						September 30, 2019
Michwave Technology	Tower Rental						Until Terminated
Mid Michigan Railroad							N/A
Miss Dig							Renew on Line
Michigan State Police	Records		Yes	Yes	Yes		June 10, 2019
North Country Trails	Understanding	March 22, 2013					Until Terminated
North Kent Well & Pump	Well Abandonment						Finished 2007
The PFM Group	Financial Advisory	January 10, 2012	Yes	Yes	Yes		Until Terminated
Pitney Bowes	Mailing Machine						
QVF Life Agreement	Election Machine	March 20, 2014	Yes	Yes	Yes		Until Terminated

CONTRACTS AND LEASES							
NAME	JOB	ORIGINAL DATE	CONTRACT	CURRENT PROJECT	ONGOING PROJECT	RENEWAL PROVISION	EXPIRATION DATE
Rails to Trails	Trails	April 19, 2011	Yes	Yes	Yes		Until Terminated
Red Creek	Disposal Agreement	December 1, 2013	Yes	Yes	Yes		November 30, 2016
Revitalize LLC	Downtown Rental	July 1, 2012	Yes	Yes	Yes		June 30, 2014
Right Place	Investments	October 18, 2010	Yes	Yes	Yes		October 18, 2019
Rockford/Lowell Ambul.	Ambulance Service	October 1, 2012	Yes	Yes	Yes		September 30, 2022
Sanisweep	Street Sweeping	March 1, 2014	Yes	Yes	Yes		December 30, 2020
Scenic Expressions	Airport Snowplowing		Yes	Yes	Yes	Inactive	April 30, 2016
Suez Environmental	WWTP	July 7, 1989	Yes	Yes	Yes		June 30, 2020
Tower Rentals							Monthly Payments
Towing Agreements	Police						
Tri Town Conservation	Police Training					\$1000 year	Until Terminated
Utility Contracting Co.		BOND					January 1, 2018
Williams & Works			Yes	Yes	Yes		Until Terminated



LOWELL CITY COUNCIL
MEMORANDUM

DATE: December 18, 2017

TO: Mayor DeVore and the City Council

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

RE: Service Credit Purchase for Michael Burns

I am requesting to purchase additional service credits from my previous service time towards my defined benefit pension I am eligible to receive in the City of Lowell. As you are aware, all full-time employees are eligible for the defined benefit pension.

During my seven and a half year tenure as Assistant City Manager in Fenton, I participated in a defined contribution plan offered by the Michigan Municipal Employees Retirement System (MERS). While those years count toward my total time in the MERS system they are not accounted for currently in a defined benefit pension. I am looking to rollover the proceeds from this to the defined benefit system.

MERS allows for an employee to purchase up to five years' time. This can be generically for five years of full time work, transfer from one Act 88 MERS entity towards another and/or military service. I am requesting to purchase 3 years and 9 months of generic service credits at a cost of \$66,100.

This is of no cost to the City as I am paying for this fully by rolling over my defined contribution account into the City pension plan. The rate I am charged is done so based on a number of actuarial assumptions. I have attached the document submitted to me from MERS in order to process this request.

In order to process this request, the governing body must approve the purchase and there is a resolution on the second page of the document that would need to be signed by the Mayor if approved.

I am not making a recommendation on this matter.

Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after January 1, 2018, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

Michael Burns

Date of Birth: 7/21/1978
 Age: 39 years, 5 months
 FAC as of calculation date: \$93,531.32

Service Credit

Earned service credit as of calculation date: 1 year, 4 months
 Vesting Only Service:
 Other Governmental Service used for Eligibility (MERS or Act 88):
 Type of Credited Service to be Purchased: Generic
 Amount of additional service requested: 3 years, 9 months (may not be used for vesting)

Employer Information

Lowell, City of

4104 / 10

Benefit Program

Benefit B-4 (80% max)
 Benefit F55 (With 25 Years of Service)
 Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
 Benefit FAC-3 (3 Year Final Average Compensation)
 10 Year Vesting
 Defined Benefit Normal Retirement Age - 60

Benefit Impact

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	X	Service Credit	X	Benefit Multiplier	=	Annual Benefit
Before Proposed Purchase	2/1/2034	55 years 6 months	\$169,082.67		17 years 5 months		2.5%		\$73,621.56
After Proposed Purchase	8/1/2033	55 years 0 months	\$165,998.83		20 years 8 months		2.5%		\$85,766.16

Estimated Cost of This Service Credit Purchase: \$66,100.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.

NOTE: Special Conditions Applicable to this Calculation can be found at the end of this application

Section 2: Calculation Assumptions

1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.75% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

4. Benefit Program

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

5. Investment Assumption

The current investment return assumption for service credit purchase is 6.75%.

6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

Section 3: Certification and Authorization

PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.

Participant Signature

Date

GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on _____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official

Date

Title

MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	

Special Conditions Applicable to this Calculation

The participant indicated that \$66,894.00 was available to purchase service credit. The amount is adequate to purchase 3 years, 9 months of credited service, with an actuarial cost of \$66,100.00. An additional 1 month of credited service (beyond the 3 years, 9 months) would cost an additional \$1,513.00.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: December 28, 2017
TO: Mike Burns, City Manager
FROM: Steve Bukala, Police Chief
RE: Performance Resolution for
Governmental Agencies

The resolution that MDOT has on file for the City of Lowell is outdated. It was last signed on 12/12/2014. The attached resolution to the City Council for their adoption comes from MDOT. Once adopted and executed, this allows the city to apply for its annual permit. The annual permit is needed for road projects, tree plantings, banners, and parades. Due to the retirement of Dan DesJarden, I have also added Rich LaBombard as a liaison along with Sue Olin and myself to act on behalf of the city.

It is my recommendation the city council approve and sign this resolution as presented.

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the City of Lowell
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name:

Steve Bukala Chief of Police

Sue Olin, City Treasurer

Rich LaBombard, Public Works Director

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the Lowell City Council

(Name of Board, etc)

of the City of Lowell

(Name of GOVERNMENTAL AGENCY)

of Kent

(County)

at a City of Lowell Council Meeting meeting held on the 2 day

of January A.D. 2018.

Signed _____

Title Mayor, City of Lowell



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: December 27, 2017
TO: Mike Burns, City Manager
FROM: Rich LaBombard, DPW Director
RE: Street Asset Management Proposal

The City requested a proposal for professional services from Williams and Works to complete the City's Street Asset Management Plan. The Street Asset Management Plan will be a tool for assisting the City with making decisions as it relates to the operation, maintenance and funding of future street projects. The major components of the plan will include and inventory of the street assets, review of the City's financial status, evaluation of the street assets and treatments, prioritization of projects, financial plan and a written asset plan.

If approved, the plan will be completed within 10-12 weeks. The professional services needed for development of the plan is estimated to cost between \$16,500 and \$19,500. Funding for the plan development is available in the following accounts:

Major Street Fund – Professional and Contractual – 202-463-802 - \$9,750
Local Street Fund – Professional and Contractual – 203-463-802 - \$9,750

The outcome of the Street Asset Management Plan; together with the Water Asset Management Plan; and the Storm water, Asset Management and Wastewater Plan will be comingled to determine how best to prioritize the City's infrastructure needs for the next 10 to 15 years.

I recommend the City Council accept Williams and Works proposal to develop the City's Street Asset Management Plan at a cost not to exceed \$19,500.



December 20, 2017

Rich LaBombard
City of Lowell DPW Director
301 E. Main Street
Lowell, Michigan 49331

RE: Street Asset Management Proposal

Dear Mr. LaBombard:

At your request, we have prepared this proposal to work with the City of Lowell to develop a Streets Asset Management Plan.

Background

The City of Lowell contains over 41 lane miles of major and local streets within the City limits. Over the past seventeen years, the City has made a few of attempts to integrate a formal management plan for the operation and maintenance of these road surfaces. In 2000, the City commissioned a detailed rating of all the City streets and sidewalks. While this study prioritized and assigned costs to the various surface treatments, the City did not develop an annual plan to fund and implement the recommend improvements. Then, between 2011 and 2014, new City administration started to again street management by obtaining new current PASER ratings and starting to internally enter surface condition and cost data into RoadSoft software. Due to other issues within the City at the time, this effort was never completed. In 2015 and early 2016, the new interim DPW Superintendent put a fresh set of eyes on the situation and started to draft a formal plan using a template developed by the Michigan Transportation Asset Management Council (TAMC), but was unable to complete it before his tenure was over.

Since that time, the City has hired a new Manager, a new DPW Superintendent, and there is a relatively new Council in place, all who have identified addressing the City's poor street conditions as a high priority. Nearing completion of a detailed review of underground utilities, most of which lie under the streets, the City staff has wisely decided to proactively begin the development of a comprehensive Street Asset Management Plan.

Purpose

The purpose of the Street Asset Management Plan is to provide a functional tool to assist the City in make intelligent operation, maintenance and funding decisions for their street systems.

Proposed Scope of Services

In order to take advantage of the most recent efforts expended by the City, we propose to generally follow the template utilized by the interim DPW Superintendent.

- **Kick Off Meeting** – We will meet with City staff to review and refine the project scope and to begin the collection of data for the work.
- **Inventory of Assets**
 - **Streets** – We will update of the database of the City's street components including age, length, width, surface type, curbs & gutter, sidewalk ramps, signs, and the presence of underground utilities.
 - **Equipment** – An inventory of City owned equipment used for street maintenance.
 - **Current DataTools** – How does the City store, access and maintain data about the streets now? This includes manual and electronic methods. An inventory of programs used by the City in the management of the street system. *(Note – Previous administrations use RoadSoft software. We will work with the City to communicate with Michigan Tech to access the database and update the software for this effort)*
- **Review of Financial Situation** – In this section we will work with City staff and financial advisors to document the financial status of the City's street assets.
 - Current Asset Investment
 - Depreciated Values
 - Income
 - Expenses
- **Evaluation of Assets and Treatments** – We will work with the City to evaluate the existing street system, and assess various treatment alternatives using RoadSoft software (starting with an update of the existing database).
 - **Input of Current Conditions** *(will utilize 2017 PASER Ratings provided by the City)*
 - **Assess Treatment Alternatives (Mix of Fix Analysis)** – Look at practical applications in the three broad categories defined by the TAMC
 - Routine Maintenance
 - Capital Preventative Maintenance
 - Structural Improvement
 - **Estimate Treatment Costs**
 - **Evaluate Impact of Various Treatment Options**
 - Run scenarios varying treatments, timing, budgets.
 - Develop optimum strategy for short and long term street management plans for major and local streets.

- **Develop Prioritization of Projects** – We will work with City staff to identify a priority list of projects taking into account several factors including, but not limited to:
 - Condition of existing road, curb & gutter
 - Area served
 - Traffic load
 - Future water & sewer work
 - Funding availability
 - Safety issues
- **Financial Plan** – We will provide the resulting budget information to City staff and financial advisor who will develop a financial strategy for raising the funds required to implement the necessary improvements. We will meet with City staff and financial advisor as necessary to aid in the evaluation.
- **Written Asset Management Plan** – The final delivered product will be a written Asset Management plan incorporating the results of the above investigations and analysis and will include tables, charts and corresponding mapping.

Our scope includes a public presentation of the final plan to City Council for approval. Once approved, we will assist the City in submitting the approved plan to MDOT.

Professional Fee

We currently recommend the City budget a range of \$16,500 - \$19,500 for the above services. *This includes a total of between 190 – 225 hours of professional time with the various tasks. The amount of effort required will depend on the availability and condition of the information provided by the previous City Staff.*

Schedule

We are available to begin this work immediately upon authorization and expect a complete time of approximately 10 – 12 weeks.

We look forward to working with you on this long awaited assignment. Please feel free to contact us should you have any questions.

Respectfully,

Williams & Works



Dave Austin, P.E.
Principal

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI 49331

Phone: 616-897-5929 Fax: 616- -

Posted Totals by Invoice Number

Report Date: 12/22/2017

Period From: 12/01/2017 To: 12/22/2017

Invoice Number	Date	Name	Tax	Total	Balance Due
001220	12/01/2017	Equipment	0.00	1,547.83	
001221	12/07/2017	Equipment	0.00	770.00	
001232	12/04/2017	Equipment	0.00	35.25	
001233	12/05/2017	Equipment	0.00	658.14	
001234	12/06/2017	Equipment	0.00	1,477.97	
001235	12/06/2017	Equipment	0.00	47.25	
001236	12/07/2017	Equipment	0.00	204.75	
001237	12/07/2017	Equipment	0.00	189.00	
001238	12/07/2017	Equipment	0.00	31.50	
001239	12/08/2017	Equipment	0.00	65.88	
001240	12/12/2017	Equipment	0.00	1,527.41	
001241	12/13/2017	Equipment	0.00	110.25	
001242	12/15/2017	Equipment	0.00	157.50	
001243	12/15/2017	Equipment	0.00	218.89	
001244	12/15/2017	Equipment	0.00	141.45	
001245	12/15/2017	Equipment	0.00	85.08	
001246	12/18/2017	Equipment	0.00	1,437.00	
001247	12/19/2017	Equipment	0.00	594.26	
001248	12/19/2017	Equipment	0.00	224.11	
001249	12/20/2017	D.P.W., Organization.	0.00	218.97	
001250	12/20/2017	Equipment	0.00	97.49	
001252	12/20/2017	Equipment	0.00	140.14	
001253	12/22/2017	Police	0.00	120.65	

Grand Totals:

0.00 10,100.77 0.00

Time Allocation Per Department

Week	Straight time					Overtime					Emergency Call Out					Standby				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
City Hall																				
Cemetery																				
Public Works	1	5.25	5.75																	
Sidewalks																				
Parks																				
Library																				
Fire																				
Maj. Maint.																				
Maj. Traffic																				
Maj. Winter(Plowing)			0.75																	
Loc. Maint.																				
Loc. Traffic																				
Loc. Winter (Plowing)		0.5	2																	
D.D.A.																				
WW Plant																				
Sewer Mains																				
Water Plant																				
Water Mains	0.25	0.25	0.75																	
Equip. Maint.	6.75	34	30.8					0.5												
Sick Leave																				
Vacation				24																
PPH																				
Holiday				16																
Totals Hrs. Per Week	8	40	40	40				0.5												

Straight time

Overtime

Call Out

Stand By

NOV

12/01/2017

CITY OF LOWELL - PERMIT LIST

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PB17901674	2175 W MAIN ST SE	11/08/2017	41-20-03-326-027	INTERIOR REMODEL - G	380.00	95,000
PB17901731	2051 BOWES RD SE	11/17/2017	41-20-03-385-016	ANTENNA UPGRADE TO	100.00	27,000
PB17901676	1800 W MAIN ST SE	11/06/2017	41-20-03-451-001	MOBILE HOME LOT 45	50.00	2,000
PB17901684	621 E MAIN ST SE	11/10/2017	41-20-02-429-003	RE ROOF CHURCH	179.00	27,325
PB17900228	803 W MAIN ST SE	11/13/2017	41-20-02-352-023	NEW SIGNAGE - SNOWPI	50.00	150
PB17901633	2001 W MAIN ST SE	11/02/2017	41-20-03-401-027	SIGNS - MARATHON	50.00	7,300

Total Permits: 6**Total Fee Amount: 809.00****Total Const. Value: 158,775**

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PE17901772	12080 GEE DR SE	11/01/2017	41-20-03-301-004	INTERIOR REMODEL & P	158.00	0
PE17901781	1245 JANE ELLEN DR SE	11/01/2017	41-20-03-433-012		56.00	0
PE17901789	2001 W MAIN ST SE	11/02/2017	41-20-03-401-027	SIGNSMARATHON	80.00	0
PE17901835	1400 FOREMAN ST SE	11/09/2017	41-20-03-276-008	Power for (1) process motor	71.00	0
PE17901837	113 JAMES ST SE	11/09/2017	41-20-01-155-001	RESIDENCE W/FINISHED	242.00	0
PE17901861	422 E MAIN ST SE	11/13/2017	41-20-02-431-003		65.00	0
PE17901881	1975 W MAIN ST	11/15/2017	41-20-03-401-028		65.00	0
PE17901922	2175 W MAIN ST SE	11/20/2017	41-20-03-326-027	INTERIOR REMODELGO	226.00	0

Total Permits: 8**Total Fee Amount: 963.00****Total Const. Value: 0**

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PM17902801	920 HIGH ST SE	11/03/2017	41-20-01-155-001		195.00	0
PM17902809	1800 W MAIN ST SE	11/03/2017	41-20-03-451-001	Lot 45	55.00	0
PM17902852	2146 GEE DR SE	11/09/2017	41-20-03-326-006	Replace furnace	80.00	0
PM17902858	1400 FOREMAN ST SE	11/09/2017	41-20-03-276-008	Install process exhaust fan, r	140.00	0

NOV

CITY OF LOWELL - PERMIT LIST

12/01/2017

PM17902866	333 DONNA DR	11/10/2017	41-20-03-451-001		90.00	0
PM17902951	1975 W MAIN ST	11/16/2017	41-20-03-401-028		170.00	0
PM17902962	1400 FOREMAN ST SE	11/17/2017	41-20-03-276-008		120.00	0

Total Permits: 7

Total Fee Amount: 850.00

Total Const. Value: 0

Permit	Address	Issue Date	Parcel No.	Work Description	Permit Fee	Value
PP17901295	765 HUNT ST SE	11/02/2017	41-20-02-101-021	water heater	55.00	0
PP17901313	1800 W MAIN ST SE	11/03/2017	41-20-03-451-001	LOT 45	55.00	0
PP17901326	938 LINCOLN LAKE	11/07/2017	41-20-02-104-007		55.00	0

Total Permits: 3

Total Fee Amount: 165.00

Total Const. Value: 0

Grand Total Permits:	24
Grand Total Permit Fee:	2,787.00
Grand Total Const. Value:	\$158,775

Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

November 2017



- Replaced many safety signs around the plant (1)
- Purchased drop ceiling tiles for stock (2)
- Purchased new LED lighting fixtures for chemical feed room (3)
- Refreshed the roofing tar around aerobic digesters 2 & 2, paint supplies, fasteners, replaced some rusted conduit in chemical feed room, etc.

PROJECTS FOR THE FUTURE

- Replacing eye wash stations in chemical feed room
- Continue painting projects

If you have any questions or would like additional information, please feel free to call me at your convenience.

Respectfully submitted,

SUEZ



Mark Mundt
Plant Manager

NOVEMBER EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 5.1 mg/l, 80% under the NPDES limit of 25 mg/l. The worst 7-day average was 7.7 mg/l, 81% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 7.1 mg/l, 76% under the NPDES limit is 30 mg/l. The worst 7-day average was 9.4 mg/l, 79% under the NPDES limit is 45 mg/l.

The monthly average for Phosphorus was 0.49 mg/l, the limit is 1.0 mg/l.

The average removal rate for BOD was 94%; a minimum of 85% is required. The average removal rate for Suspended Solids was 92%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 115 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 240 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.035 mg/l; the limit is 0.038 mg/l. The monthly average was 0.013 mg/l.

Appendix A



Plant Influent Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R4607 4/74
4833-6040

Weather Code	
1. Clear	6. Warm
2. Partly Cloudy	7. Cold
3. Cloudy	8. Windy
4. Rain	9. Melting Snow
5. Snow	

Plant No. 410049 Month November Year 2017

Superintendent's Signature _____
Mark Mundt, Supt.

WEATHER			FLOW			RAW SEWAGE QUALITY												
D	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	BOD mg/l	LBS	SS mg/l	LBS	Total-P mg/l	VSS mg/l	NH3-N mg/l	Mercury ng/l	D			
A															A			
Y															Y			
PN															PN			
SF	0033	0045	50050	50051	00011	00400	00310	85001	00530	85002	00665	00535	00610	71900	SF			
1	246	0.25	1.74	2.10	62	7.3	109	1582	90	1306	1.5	88	5.7		1			
2	246	0.10	1.73	2.10											2			
3	247	0.03	1.55	2.10	62	7.2	88	1138	82	1060		80			3			
4	2468	0.34	1.65	2.20											4			
5	246	0.02	1.73	2.00											5			
6	26	0.00	1.59	2.00	62	7.2	113	1498	66	875		48			6			
7	26	0.00	1.56	1.90											7			
8	27	0.00	1.55	1.90	60	7.3	76	982	60	776	1.6	52	7.1		8			
9	257	0.00	1.46	1.90											9			
10	27	0.00	1.39	1.90	60	7.3	88	1020	60	696		58			10			
11	27	0.00	1.44	1.80											11			
12	247	0.15	1.49	1.80											12			
13	27	0.00	1.36	1.80	60	7.2	103	1168	76	862	1.4	66	7.2		13			
14	26	0.00	1.36	2.10											14			
15	246	0.72	1.41	1.80	60	7.3	106	1246	98	1152		74			15			
16	26	0.00	1.42	1.80											16			
17	3478	0.60	1.30	2.10	60	7.2	89	965	80	867		78			17			
18	3468	0.55	1.67	2.10											18			
19	27	0.00	1.88	2.10											19			
20	26	0.00	1.80	2.30	60	7.3	81	1216	84	1261	1.2	66	6.1		20			
21	246	0.00	1.74	2.10	60	7.3	79	1146	70	1016		56			21			
22	278	0.00	1.56	2.00	58	6.9	71	924	48	624		46			22			
23	26	0.00	1.42	2.00											23			
24	26	0.00	1.59	1.90											24			
25	268	0.00	1.40	1.80											25			
26	26	0.00	1.53	1.80											26			
27	26	0.00	1.37	1.70	58	7.3	105	1200	78	891		66			27			
28	26	0.00	1.33	1.70											28			
29	246	0.03	1.33	1.60	57	7.2	85	943	64	710	1.7	62	8.3		29			
30	26	0.00	1.25	1.60											30			
31															31			
TL	XXXX	2.79	45.60	XXXX	XXXX	XXXX	XXXX	34682	XXXX	27915	XXXX	XXXX	XXXX	XXXX	TL			
ME	XXXX	XXXX	1.52	XXXX	60	7.2	92	1156	74	931	1.5	65	6.9	XXXX	ME			
MAX	XXXX	0.72	1.88	2.30	62	7.3	113	1582	98	1306	1.7	88	8.3	XXXX	MAX			
MIN	XXXX	XXXX	1.25	1.60	57	6.9	71	924	48	624	1.2	46	5.7	XXXX	MIN			

Activated Sludge Sheet

PM Code
1. Coventional
2. Step Feed
3. Complete Mix
4. Extended Aeration
5. Contact Stabilization
6. Other

Lowell, Michigan

Superintendent's Signature _____
Mark Mundt, Supt.

State of Michigan
Department of Environmental Quality

Plant No. 410049 Month November Year 2017

AERATION SYSTEM										MIXED LIQUOR						SECONDARY SLUDGE			Process Modification see code 80889	REMARKS
D	A	Y	PN	Aeration Volume KCF 80993	Detention Time Hours 81001	Sludge Age Days 80990	Organic Loading F/M 80992	MLSS mg/l 70323	MLVSS mg/l 70324	Settle. % 81004	SDI % 81007	DO mg/l 00300	SVI % 8100	SS % 81006	VSS % 70325	Waste Kgal 80991				
1			SF	96	9.9	8.8	0.18	1909	1460	19	1.00	3.8	100	0.23	0.18	0.0	4	1		
2					10.0											0.0		2		
3					11.1	12.4	0.11	2201	1710	20	1.10	3.5	91	0.40	0.31	24.9		3		
4					10.4											0.0		4		
5					10.0											0.0		5		
6					10.8	15.2	0.15	2223	1682	20	1.11	3.0	90	0.41	0.31	0.0		6		
7					11.0											29.7		7		
8					11.1	16.3	0.10	2110	1600	20	1.06	4.2	95	0.37	0.28	30.0		8		
9					11.8											24.4		9		
10					12.4	15.4	0.13	1788	1346	20	0.89	4.6	112	0.34	0.26	26.0		10		
11					12.0											0.0		11		
12					11.6											0.0		12		
13					12.7	16.2	0.11	2333	1779	21	1.11	3.3	90	0.39	0.30	109.2		13		
14					12.7											31.7		14		
15					12.2	9.0	0.16	1739	1336	20	0.87	5.1	115	0.31	0.24	0.0		15		
16					12.1											31.4		16		
17					13.3	12.4	0.11	1803	1402	25	0.72	4.5	139	0.32	0.25	0.0		17		
18					10.3											0.0		18		
19					9.2											0.0		19		
20					9.6	10.0	0.13	2098	1623	47	0.45	2.6	224	0.38	0.29	114.8		20		
21					9.9	9.2	0.16	1564	1210	16	0.98	4.4	102	0.29	0.22	29.7		21		
22					11.0	13.8	0.14	1434	1121	14	1.02	5.5	98	0.27	0.21	0.0		22		
23					12.1											0.0		23		
24					10.8											0.0		24		
25					12.3											0.0		25		
26					11.3											0.0		26		
27					12.6	13.2	0.13	1963	1519	19	1.03	3.3	97	0.29	0.23	0.0		27		
28					13.0											94.2		28		
29					13.0	13.7	0.12	1619	1276	17	0.95	4.4	105	0.26	0.20	25.0		29		
30					13.8											0.0		30		
31																		31		
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	571.0	XXXX	TL		
ME	96	11.5	12.7	0.13	1906	1466	0.95	4.0	112	0.33	0.25	19.0	XXXX	XXXX	XXXX	19.0	XXXX	ME		
MAX	XXXX	13.8	16.3	0.18	2333	1779	1.11	5.5	224	0.41	0.31	114.8	XXXX	XXXX	XXXX	114.8	XXXX	MAX		
MIN	XXXX	9.2	8.8	0.10	1434	1121	0.45	2.6	90	0.23	0.18	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	MIN		

4833-5034

Remarks: 4833-5034 R4609 4/74

Final Effluent Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

	Fecal	Total
MF	31616	31504
MPW	31615	31505

R 4610 4/74
4833-5468

Superintendent's Signature _____
Mark Mundt, Supt.

Plant No. 410049 Month November Year 2017
Sampling Point Code 001

D	COD	SS	Total - P	VSS	pH	DO	E.Coli	NH3	Cl2	Mercury	D
A	LBS.	LBS.	LBS.	mg/l	SU	mg/l	#/100ml	mg/l	mg/l	ng/l	A
Y	% Rem	% Rem	% Rem	% Rem							Y
PN	85001	85002	85004	81012	00400	00300	31616	00610	50060	71900	PN
SF	80082	00530	00665	81011	00535						SF
1	8.9	5.6	5.66	74	5.4	10.3	38	0.02	0.007		1
2											2
3	4.5	6.2		92	6.0	9.9	83		0.012		3
4				92							4
5	9.8	6.6		90	4.8	9.4	220		0.001		5
6				90							6
7	4.3	6.6	7.11	66	6.4	9.7	148	0.05	0.005		7
8				89							8
9	4.7	7.0		88	6.4	10.5	67		0.001		9
10											10
11											11
12	4.0	8.0	5.10	68	5.8	10.1	24	0.05	0.001		12
13											13
14	4.4	5.2		95	3.2	10.3	93		0.033		14
15				90							15
16	4.4	8.4		90	7.8	10.1	82		0.001		16
17											17
18											18
19											19
20	4.6	13.6	7.66	58	9.2	9.5	228	0.05	0.035		20
21	5.4	10.4		84	6.0	9.4	240		0.020		21
22	4.0	4.2		91	4.0	10.0	204		0.017		22
23											23
24											24
25											25
26											26
27	3.9	5.6		93	4.8	10.1	208		0.031		27
28	4.0	5.4	6.32	92	4.8	11.0	220	0.06	0.010		28
29											29
30											30
31											31
TL	XXXX	XXXX	191.1	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	TL
ME	5.1	7.1	6.37	66	5.7	7.5	115	0.05	0.013	XXXX	ME
WA	7.7	9.4	XXXX	87	6.8	9.6	223	0.06	0.024	XXXX	WA
MAX	9.8	13.6	7.66	95	9.2	11.0	240	0.06	0.035	XXXX	MAX
MIN	3.9	4.2	5.10	84	3.2	9.4	24	0.02	0.001	XXXX	MIN

Remarks: Fecal Coli for November 21 are actually "Greater Than"
Cl2 Residuals for November 6, 10, 13, 17, are actually "Less Than"

Miscellaneous Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R 4607 4/74
4833-6040

Plant No. 410049 Month November Year 2017

Superintendent's Signature _____
Mark Mundt, Supt.

Grit		Aux Fuel	Power Consumption	Chemicals Applied		Manpower										
				CL2	FeCL2	Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires				
D	CF	Nat. Gas	KWH	LBS	GAL											
A		CF														
Y																
PN																
SF		2		3												
1		0	1.6	15	30	Superintendent	1	0	176	0	0	0				
2		0	1.6	10	35	Shift Operator	1	1	196	0	0	0				
3		0	1.6	10	30	Total	2	1	372	0	0	0				
4		0	1.6	10	35	Weekday Hrs.	9									
5		0	1.6	10	30	Saturday Hrs.	4									
6		0	1.6	9	35	Sunday Hrs.	4									
7		0	1.8	7	30	Holiday Hrs.	4									
8		0	1.6	10	35											

PERMITTEE NAME/ADDRESS (Include Facility Name/Location if Different)

NAME: LOWELL WWTP
ADDRESS: 301 EAST MAIN STREET
LOWELL

MI 49331

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR
(SUBR GG)
F-FINAL
001 MUN.WASTE#H20--FLAT RIVER

FACILITY: LOWELL WWTP
LOCATION: LOWELL
ATTN: MARK MUNDT

MI 49331

MONITORING PERIOD

YEAR	MO	DAY	YEAR	MO	DAY
2017	11	01	2017	11	30

*** NO DISCHARGE ***

NOTE: Read Instructions before completing this form.

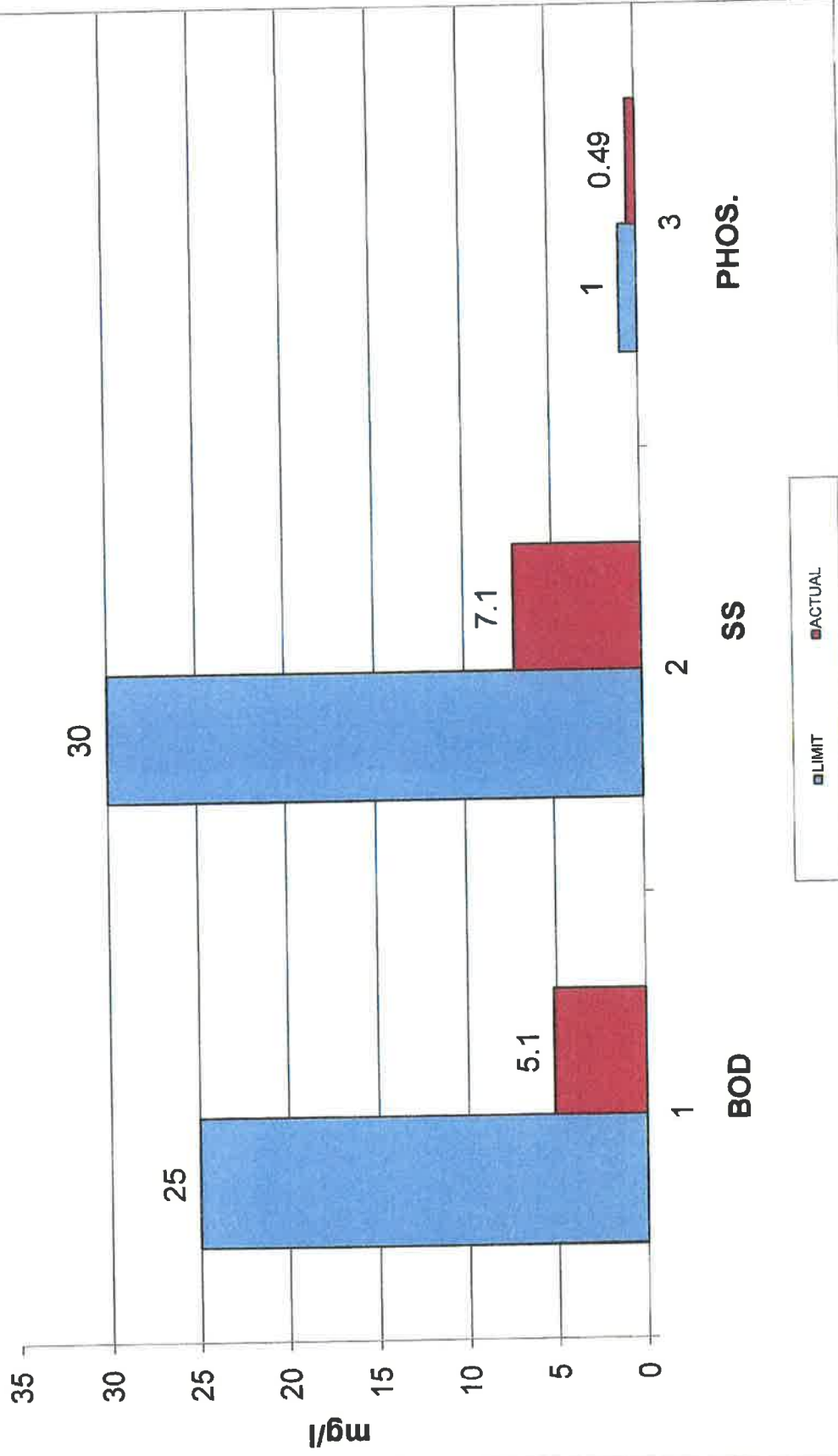
PARAMETER	X	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT		1.52	1.88	(03)	*****	*****	*****	-	7/7	RECORD FLOW
50050 1 0 0		REPORT MONTHLY AVG	REPORT DAILY MAX		*****	*****	*****		WEEKDAYS	RECORD FLOW
EFFLUENT GROSS VALUE		92	137	MGD	*****	*****	(19)	0	3/7	24 HR COMP
SOLIDS, TOTAL				(26)	*****	*****	9.4		WEEKDAYS	24 HR COMP
SUSPENDED		360	530	lbs/day	*****	*****	30		WEEKDAYS	24 HR COMP
00530 B 0 0		MONTHLY AVG	7 DAY AVG		*****	*****	MONTHLY AVG	0	3/7	24 HR COMP
PRIOR TO DISINFECT		66	106	(26)	*****	*****	5.1		WEEKDAYS	24 HR COMP
BOD, CARBONACEOUS		300	470	lbs/day	*****	*****	25		WEEKDAYS	24 HR COMP
05 DAY, 20C		*****	*****		*****	*****	7.7		WEEKDAYS	24 HR COMP
80082 B 0 0		MONTHLY AVG	7 DAY AVG		*****	*****	MONTHLY AVG	0	1/7	24 HR COMP
PRIOR TO DISINFECT		6.4	7.66	(26)	*****	*****	0.49		WEEKLY	24 HR COMP
NITROGEN, AMMONIA		*****	*****		*****	*****	REPORT DAILY MAX		WEEKLY	24 HR COMP
TOTAL (AS N)		*****	*****		*****	*****	0.57		WEEKLY	24 HR COMP
00610 B 1 0		*****	*****		*****	*****	0.035		WEEKDAYS	24 HR COMP
PRIOR TO DISINFECT		*****	*****		*****	*****	0.038		WEEKDAYS	24 HR COMP
PHOSPHORUS, TOTAL		*****	*****		*****	*****	*G		WEEKDAYS	24 HR COMP
(AS P)		*****	*****		*****	*****	Report Max Monthly Avg		QUARTERLY	24 HR COMP
00665 B 0 0		12	REPORT DAILY MAX	lbs/day	*****	*****	1.0		QUARTERLY	24 HR COMP
PRIOR TO DISINFECT		*****	*****		*****	*****	0.035		QUARTERLY	24 HR COMP
CHLORINE, TOTAL		*****	*****		*****	*****	0.038		QUARTERLY	24 HR COMP
RESIDUAL		*****	*****		*****	*****	*G		QUARTERLY	24 HR COMP
50060 P 0 0		*****	*****		*****	*****	Report Max Monthly Avg		QUARTERLY	24 HR COMP
SEE COMMENTS BELOW		*****	*****		*****	*****	Report Max Monthly Avg		QUARTERLY	24 HR COMP
MERCURY, TOTAL		*****	*****		*****	*****	Report Max Monthly Avg		QUARTERLY	24 HR COMP
71900 B 0 0		*****	*****		*****	*****	Report Max Monthly Avg		QUARTERLY	24 HR COMP
PRIOR TO DISINFECT		*****	*****		*****	*****	Report Max Monthly Avg		QUARTERLY	24 HR COMP
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER		I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.			SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		PHONE NUMBER		DATE	
Mark Mundt, Supt.							(616) 897-8135		2017 12 10	
TYPED OR PRINTED							NUMBER		YEAR MO DAY	

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)

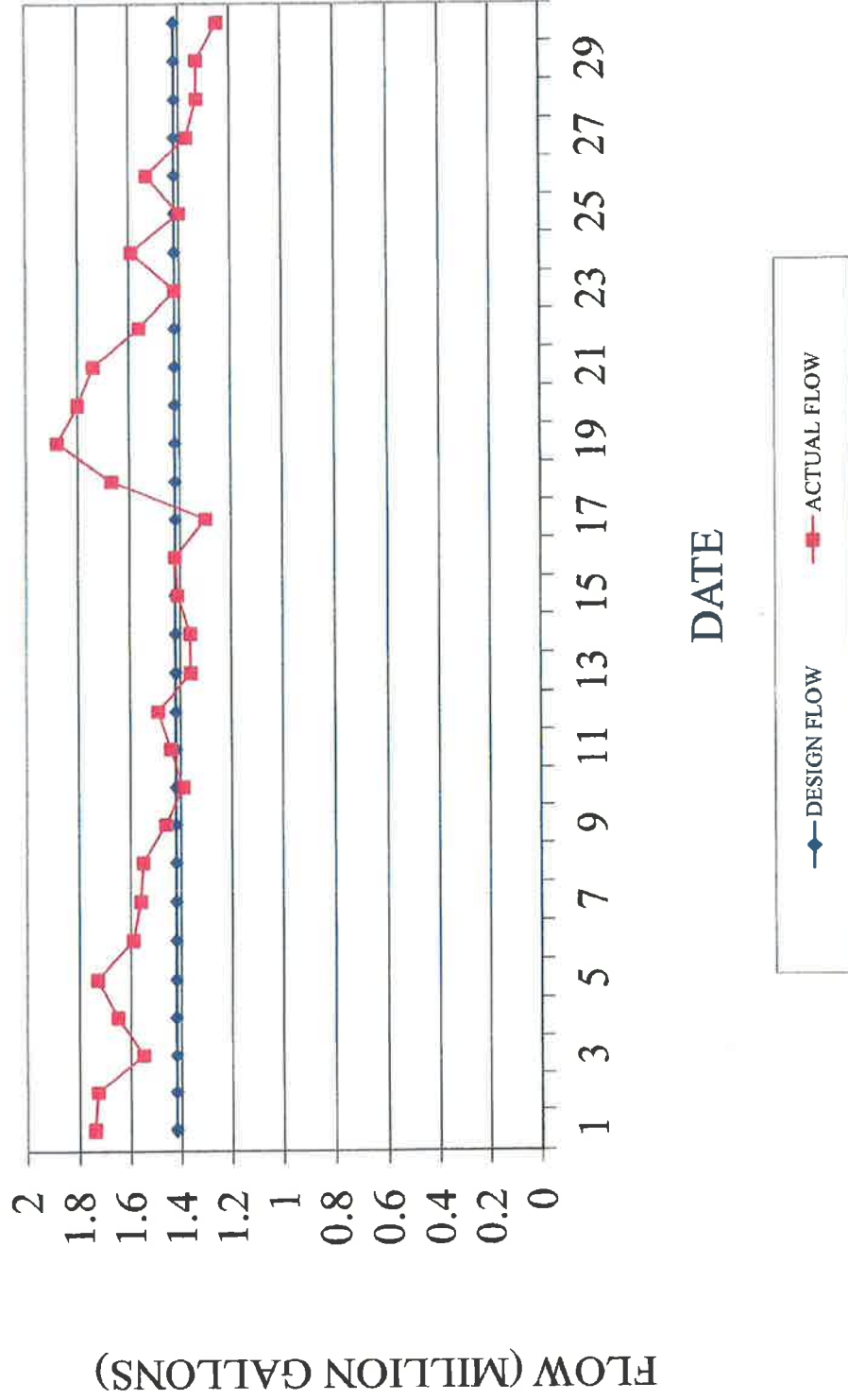
Appendix B



EFFLUENT LIMIT vs ACTUAL



DESIGN FLOW vs ACTUAL FLOW



**LOWELL POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
CALENDAR YEAR 2017**

Complaint Book Total													171	352	548	746	964	1173	1389	1601	1820	2063	2211		
Activity													Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year Total
Total Arrests													27	16	26	26	27	19	30	20	54	23	28		296
Alcohol (MIP/Open Intox)													2	1	0	1	1	0	1	0	4	0	3		13
Drug Law Violations													2	2	4	6	4	1	2	2	7	2	2		34
Drunk Driving													0	1	4	0	2	0	2	2	6	0	0		17
Suspended License													5	2	7	3	2	1	6	1	9	1	2		39
Warrant Arrest													16	7	7	7	8	11	10	7	16	10	18		117
Other Arrests													2	3	4	9	10	6	9	8	12	10	3		76
Assault													2	0	1	0	3	1	0	1	3	2	2		15
Assault (Civil/Verbal)													3	4	1	3	4	4	8	1	4	10	8		50
Assault (Domestic)													3	2	0	1	2	0	4	7	1	6	2		28
Assist from Other Agency													5	7	5	4	10	12	9	4	13	10	5		84
Assist to Other Agency													10	14	7	14	15	10	24	20	13	23	7		157
Assist to Citizen													44	50	35	40	41	46	43	41	47	60	30		477
Breaking & Entering													0	0	0	2	1	1	0	1	1	3	1		10
Disorderly Conduct													2	2	4	2	5	6	3	5	8	5	5		47
Dog/Animal													1	1	4	4	3	2	3	6	7	3	5		39
Larceny													3	9	7	2	7	13	11	7	8	7	6		80
Malicious Destruction													1	1	3	2	1	3	3	0	1	3	2		20
Motorist Assist													7	4	7	10	13	5	6	6	13	11	9		91
Ordinance Violations													10	2	8	7	13	15	16	16	9	7	3		106
Accident Total													9	14	9	12	14	12	13	13	13	19	10		138
{Property Damage}													9	14	8	12	12	10	10	12	10	19	10		126
{Personal Injury}													0	0	1	0	2	2	3	1	3	0	0		12
Citations Issued													23	35	55	50	38	27	31	38	48	29	25		399
Traffic Stops: Warned													93	72	161	159	132	115	116	98	110	126	115		1297
Total # of Traffic Stops													102	88	203	186	142	119	128	112	129	141	133		1483

**MONTHLY COMPARISON TOTALS
NOVEMBER 2016 AND 2017**

ACTIVITY	NOVEMBER	2016 YEAR-TO-DATE	NOVEMBER	2017 YEAR-TO-DATE
Total Arrests	19	262	28	296
Alcohol (MIP/Open Intox)	3	22	3	13
Drug Law Violations	1	35	2	34
Drunk Driving	1	20	0	17
Suspended License	2	42	2	39
Warrant Arrest	7	71	18	117
Other Arrests	5	72	3	76
Assault	0	9	2	15
Assault (Verbal)	5	51	8	50
Assault (Domestic)	4	26	2	28
Assist from Other Agency	5	84	5	84
Assist to Other Agency	12	128	7	157
Assist to Citizen	46	414	30	477
Breaking & Entering	2	19	1	10
Disorderly Conduct	5	42	5	47
Dog Complaints	2	34	5	39
Larceny	6	73	6	80
Malicious Destruction	3	30	2	20
Motorist Assist	8	138	9	91
Ordinance Violations	29	193	3	106
Accident Total	19	133	10	138
{Property Damage}	18	118	10	126
{Personal Injury}	1	15	0	12
Citations Issued	18	240	25	399
Traffic Stops: Warned	59	903	115	1297
# of Traffic Stops Made	62	1017	133	1483
TOTAL COMPLAINTS	245	2301	148	2211

**LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES
NOVEMBER 2017**

COMP. #	DATE	INCIDENT	DEPARTMENT	STATUS	VENUE
17-2074	11/1/2017	CPS INVESTIGATION	CPS	ASSIST	CITY OF LOWELL
17-2122	11/13/2017	OVERDOSE	KCSD	ASSIST	LOWELL
17-2134	11/16/2017	SUICIDAL SUBJECT	KCSD	ASSIST	LOWELL
17-2158	11/20/2017	RETAIL FRAUD	KCSD	ASSIST	LOWELL
17-2178	11/24/2017	DISORDERLY GROUP	KCSD	ASSIST	LOWELL
17-2201	11/29/2017	CITIZEN ASSIST	KCSD	ASSIST	VERGENNES
17-2202	11/30/2017	PD ACCIDENT	MSP	ASSIST	LOWELL

**AGENCIES ASSISTING
LOWELL POLICE DEPARTMENT
NOVEMBER 2017**

COMP. #	DATE	INCIDENT	DEPARTMENT	STATUS
17-2095	11/6/17	MIP - ALCOHOL	KCSD	BACK-UP
17-2124	11/16/17	EMBEZZLEMENT	KCSD	ASSISTED
17-2145	11/18/17	WARRANT ARREST	KCSD	BACK-UP
17-2154	11/20/17	OBSCENITY	KCSD	ASSISTED
17-2198	11/28/17	OVERDOSE	LOWELL AMBULANCE	ASSISTED

STREETS DEPARTMENT

NOVEMBER 2017

Major & Local Streets

Snow and Ice Control

Hauled in 100 ton of salt, 80 yards of sand, 60 yards of crushed asphalt
14 ton of cold patch and 20 yards of black dirt

Pot holes:

6 Tons - pot holes filled with cold patch

Tons - of hot mix put down

Storm drains and ditches:

Cleaned catch basins throughout the City
Cleaned ditch line out on James Street hill

Parking Lots

Public Works:

Cleaned up back parking lot

Airport:

Graded main driveway

Sidewalks:

Trees, bushes, shrubs trimming and removal:

Trimmed trees throughout the City
Cut up fallen pine tree in Veterans Lot
Took out dead pine tree in Recreation Park

Traffic & Signs:

Put up two new school crossing signs on Amity and Howard

Misc:

Weekly Park Trash, D.D.A. Pickup (twice a week)
Set up City Hall weekly
Worked on plows and salters getting ready for winter
Winterized parks
Put garland up for Chamber

CITY OF LOWELL
REPORT FOR : NOVEMBER
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 14.42928 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: NOVEMBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 226.83 HOURS, WHICH RESULTED IN
360.75 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 163.41

ELECTRICAL COST PER MILLION GALLONS: \$ 288.75

TOTAL COST PER MILLION GALLONS: \$ 452.16

WATER PRODUCTION

DAILY AVERAGE: 0.481

DAILY MAXIMUM: 0.558

DAILY MINIMUM: 0.358

THE AVERAGE PLANT OPERATION TIME WAS 7.3172 HOURS PER DAY.

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI 49331

Phone: 616-897-5929 Fax: 616- -

Posted Totals by Invoice Number

Report Date: 12/01/2017

Period From: 11/01/2017 To: 11/30/2017

Invoice Number	Date	Name	Tax	Total	Balance Due
001215	11/01/2017	Water Distribution, Organization	0.00	442.40	
001219	11/07/2017	Police	0.00	105.40	
001222	11/15/2017	Equipment	0.00	161.74	
001223	11/20/2017	Equipment	0.00	32.29	
001224	11/21/2017	Equipment	0.00	249.02	
001225	11/20/2017	Water Distribution	0.00	87.79	
001226	11/22/2017	Equipment	0.00	325.10	
001227	11/22/2017	Equipment	0.00	71.30	
001228	11/22/2017	Equipment	0.00	71.30	
001229	11/30/2017	Equipment	0.00	1,697.56	
001230	11/29/2017	Equipment	0.00	157.50	
001231	11/29/2017	Police	0.00	49.94	
			0.00	3,451.34	0.00

Time Allocation Per Department

Week	Straight time					Overtime					Emergency Call Out					Standby				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
City Hall			3																	
Cemetery																				
Public Works	1.25	7.5	4	4	8.5															
Sidewalks																				
Parks																				
Library																				
Fire																				
Maj. Maint.																				
Maj. Traffic																				
Maj. Winter(Plowing)		1		0.5																
Loc. Maint.																				
Loc. Traffic																				
Loc. Winter (Plowing)		1		0.5																
D.D.A.																				
WW Plant																				
Sewer Mains																				
Water Plant			3.5	0.5																
Water Mains				0.5	0.25															
Equip. Maint.	6.75	30.5	13.5	18	23.3				0.5											
Sick Leave																				
Vacation																				
PPH			16																	
Holiday	16			16																
Totals Hrs. Per Week	24	40	40	40	32				0.5											

Straight time
Overtime
Call Out
Stand By

Totals Hrs. For Month

176
0.5



Lowell Area Fire and
Emergency Services Authority
Lowell Area Fire Department
301 E. Main St. Lowell, MI 49331
616-897-7354

Monday, December 04, 2017

Fire Authority Board:

We responded to 71 total incidents for the month of November.

After going through an interview and testing process we promoted FF Bob Hults to the rank of Lieutenant.

On December 18th and 19th Shannon, Corey and I will be flying to Rosenbauer SD for a pre-construction meeting on the new truck. We have secured daytime responders so our area will be protected while we are gone.

January 14th-19th I will be on vacation. Shannon and the Lt's will be available if you need anything in my absence.

The new brush truck arrived on 12-4-2017. We will be working on putting it into service over coming weeks.

With the holidays just around the corner we have decided to adopt two families this year. We will be collecting donations from the team once again. This will allow us to buy gifts and food for local families and then invite them to the station for a tour and to receive the gifts.

The membership Christmas party was held December 9th.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon, Corey and I are reviewing all reports. The Sunday evening officer meetings continue to be very productive.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/1/2017 2:24:55 PM



Incident Count per User-Defined Fields for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017

ANSWERS		# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)		
0		68
000		1
1		1
2		1
USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)		
0		69
100'		1
200		1
USER-DEFINED FIELD: Hose 3 inch Feet used (Required)		
0		70
25		1
USER-DEFINED FIELD: Hose 5 inch feet used (Required)		
0		70
25		1
USER-DEFINED FIELD: Hand Tools Used (Required)		
0		65
1 4ft pike pole, 1 water extinguisher		1
2 roof hooks, 1 pick pole		1
3		1
dry chem, hand tools, tic		1
Thermal imager		1
Vehicle entry tools and hook		1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	71

USER-DEFINED FIELD: Water used (gal) (Required)	
0	67
100	1
1750	1
35	1
5	1

Lowell Area Fire Dept.

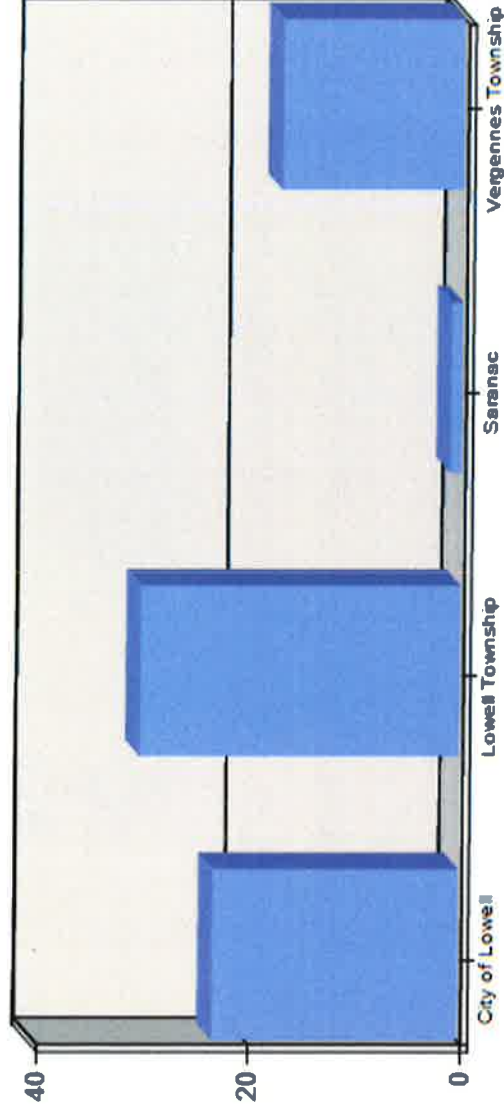
Lowell, MI

This report was generated on 12/4/2017 10:58:54 AM



Incident Count per Zone for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017



ZONE	# INCIDENTS
City of Lowell - City	23
Lowell Township - Lowell Township	30
Saranac - Saranac	1
Vergennes Township - Vergennes Township	17
TOTAL:	71

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/4/2017 11:00:19 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	23	29:13
Lowell Township - Lowell Township	30	49:50
Saranac - Saranac	1	2:30
Vergennes Township - Vergennes Township	17	25:15
TOTAL	71	106:48

APPOINTMENTS

Expires

Parks and Recreation Commission

Vacancy (Nancy Anderson – Resigned)

01/01/2018

Planning Commission

Vacancy (Commissioner Gerard resigned)

06/30/2019

Vacancy (Commissioner Salzwedel recently elected to Council)

06/30/2018