



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

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, JUNE 4, 2018, 7:00 P.M.

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the Committee of the Whole minutes of the May 21, 2018 City Council meeting.
- Approve and place on file the regular minutes of the May 21, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$88,864.02

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

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

4. OLD BUSINESS

5. NEW BUSINESS

- a. Interim Building Inspection Services
- b. Employee Health Care
- c. PROTEC Membership
- d. Escanaba – MML Legal Defense Fund

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. CLOSED SESSION

- a. Labor Negotiations

11. ADJOURNMENT

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



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, June 4, 2018

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the Committee of the Whole minutes of the May 21, 2018 City Council meeting.
- Approve and place on file the regular minutes of the May 21, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$88,864.02.

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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

4. OLD BUSINESS
5. NEW BUSINESS

- a. Interim Building Department Services. Memo is provided by City Manager Mike Burns.

Recommended Motion: That the Lowell City Council enter into an agreement with Professional Code Inspections of Michigan in the manner prescribed.

- b. Employee Health Care. Memo is provided by City Manager Mike Burns.

Recommended Motion: That the Lowell City Council allow the City to enroll in the Priority Health HAS 1,400 account beginning on July 1, 2018 in the manner prescribed.

- c. PROTEC Membership. Memo is provided by City Manager Mike Burns.

Recommended Motion: That the Lowell City Council approve the City's membership in PROTEC

- d. MML Legal Defense Fund. Memo is provided by City Manager Mike Burns.

Recommended Motion: There is no recommended motion.

6. BOARD/COMMISSION REPORTS
7. MANAGER'S REPORT
8. APPOINTMENTS
9. COUNCIL COMMENTS
10. CLOSED SESSION
 - a. Labor Negotiations
11. ADJOURNMENT

**PROCEEDINGS
OF
THE COMMITTEE OF THE WHOLE
OF THE
CITY OF LOWELL
MONDAY, MAY 21, 2018, 5:34 P.M.**

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

The Meeting was called to order at 5:34 p.m. by Mayor Mike DeVore and City Clerk Susan Ullery called roll.

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

Absent: Councilmember Jeff Phillips.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery, City Treasurer Sue Olin and Police Officer Chris Hurst, Assistant City Manager Rich LaBombard.

2. EXCUSE ABSENCES.

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to excuse the absence of Councilmember Jeff Phillips.

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

NO: 0. ABSENT: Councilmember Phillips MOTION CARRIED

3. APPROVAL OF THE AGENDA

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

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

NO: 0. ABSENT: Councilmember Phillips. MOTION CARRIED.

4. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were no comments.

5. DISCUSSION REGARDING THE SHOWBOAT.

City Manager Michael Burns stated the showboat committee was in attendance and gave the floor to showboat project manager, Rich LaBombard, who introduced the showboat committee and recapped and stated that they had worked through the conceptual phase, received a million dollar grant from the State of Michigan as well as the Chamber of Commerce and Rotary Club had raised over \$130,000 for the project. LaBombard then presented conceptual drawings on the overhead screen to help visualize the next generation of the showboat, explaining it will be approximately 28' by 92' in size and ADA compliant with an elevator, code compliant and testing of its stability will be done before they even bid out the job. The committee discussed the Grant and its deadline of September 30th, and a representative from the office of

Dave Hildebrand stated they could make changes to the grant to make the deadline workable with the time line of the project. Chris Chamberlin gave a presentation of the 3-D model. They showed the different options for interior design for the showboat and decided on the American classic design. Rich LaBombard finished up by giving an update on expenses and stated the bid package for construction will be ready to go out soon.

6. **COUNCIL AND BOARDMEMBER COMMENTS.**

All councilmembers thanked the Showboat committee and everyone that have worked on the showboat and put time and effort into the project.

7. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 6:35p.m.

YES: 4. NO: None. ABSENT: Councilmember Phillips. MOTION CARRIED.

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, MAY 21, 2018, 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 Councilmember Mike DeVore and City Clerk Susan Ullery called roll.

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

Absent: Councilmember Jeff Phillips.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Police Officer Chris Hurst and Light & Power General Manager Steve Donkersloot.

2. EXCUSE ABSENCES.

IT WAS MOVED BY CHAMBERS and seconded by SALSWEDEL to excuse the absence of Councilmember Jeff Phillips.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the joint and closed minutes of the May 7, 2018 City Council and Lowell Light & Power joint meeting.
- Approve and place on file the regular and closed minutes of the May 7, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$128,872.13.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the consent agenda as presented.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Chambers.
NO: 0. ABSENT: Councilmember Phillips. MOTION CARRIED.

4. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Laura Huth-Rhoades spoke to announce a free marketing & communications group just formed that is called Business Brew. Their purpose is to dispense free advice for local businesses or non-profit organizations that need help with marketing and communication. Business Brew will meet every fourth Wednesday of the month at Big Boiler Brewing from 8:00 a.m. to 9:30 a.m.

Perry Beachum who resides at 924 Riverside spoke thanking Mike Burns and City Council for putting the sidewalk in at South Broadway to Ottawa but expressed his concern for not completing it all the way to Bowes Road.

Curt Benson introduced himself and spoke regarding his candidacy for Kent County Circuit Court. Benson explained there are two seats open as the current judges Johnston and Lieber are both retiring do to the age limit requirements of their current seats.

4. NEW BUSINESS.

a. Cascade Township Building Inspections Agreement.

City Manager Michael Burns stated at the April 16, 2018 Committee of the Whole meeting, he was directed by the City Council to prepare an agreement with Cascade Township to continue our relationship regarding Building Inspection Services.

Councilmember Canfield and Chambers both expressed their concern that the City did not really interview any other candidates and would like to make sure we do. Canfield expressed he has some concerns with Cascade Inspection services, so he would like to contact other firms and hear some other presentations.

Brian Wilson from Cascade Inspection Services spoke and explained the purpose of code regulations that are followed by his staff according to our ordinances and the safety that those regulations entail.

Perry Beachum at 924 Riverside expressed his concern with Cascade Inspections as well.

Eric Bartkus who owns the building at 215 W. Main spoke and thanked Brian Wilson for his time he had spent helping him, but expressed his concern for all the Historic District business owners regarding the cost for the rebuilding of the Historic District and hopes the City can find a way to make it a more efficient process in the future.

IT WAS MOVED BY SALZWEDEL, and seconded by MAYOR DEVORE to approve the agreement with Cascade Township for Building Inspection Services as presented.

YES: Councilmember Salzwedel, Mayor Devore.

NO: Councilmember Chambers and Councilmember Canfield. ABSENT: Councilmember Phillips.
MOTION FAILED.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to direct City Manager Mike Burns to contact PSI Inspections, IMS Inspections and a third firm of his choice to see if they are interested in performing inspections for us.

YES: Councilmember Salzwedel, Councilmember Chambers, Councilmember Canfield

NO: Mayor Devore. ABSENT: Councilmember Phillips. MOTION CARRIED.

b. Public Hearing - Resolution 16-18 - Adopting Annual Budget for Fiscal Year 2018-2019.

IT WAS MOVED BY CHAMBERS and seconded by CANFIELD to open the public hearing to adopt the Annual Budget for Fiscal Year 2018-2019.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel and Councilmember Phillips. NO: None. ABSENT: Councilmember Phillips
MOTION CARRIED

City Manager Michael Burns stated that he presented the new budget at the April 16, 2018 City Council meeting. Saturday April 28, 2018 there was a Budget Session meeting held where they went through the budget at length and made some minor modifications. The session proposed one change in the Scheduled Rate of Fees, which is to increase the fee for Zoning Board of Appeals application fee from \$500 to \$1000 which was recommended by William & Works. The water and sewer fees are still being analyzed and will be revisited in the near future. City Manager Mike Burns recommends we approve adopting the Annual Budget for Fiscal Year 2018-2019 with the modifications and rate revision as modified.

IT WAS MOVED BY CANFIELD, and seconded by CHAMBERS to approve Resolution 16-18 adopting City of Lowell's Annual Budget for the Fiscal Year 2018-2019, approving schedule of rates and fees and other matters related thereto.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel.
NO: 0. ABSENT: Councilmember Phillips. MOTION CARRIED.

c. Approve Adjustment Rates.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to recommend that the Lowell City Council approve the Adjustment Rates with the modification to the Zoning Board of Appeals application fee.

YES: Councilmember Canfield, Mayor Devore, Councilmember Salzwedel, Councilmember Chambers.
NO: 0. ABSENT: Councilmember Phillips. MOTION CARRIED.

d. Redevelopment Ready Communities- Resolution 17-18.

City Manager Michael Burns stated in order to continue to remain eligible for assistance from the Michigan Economic Development Corporation (MEDC), municipalities are now mandated to participate in their Redevelopment Ready Communities program. Burns explained the program is a voluntary, no-cost certification program designed to promote effective redevelopment strategies through a set of best practices.

IT WAS MOVED BY SALZWEDEL, and seconded by CHAMBERS to approve Resolution 17-18 - Redevelopment Ready Communities.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Chambers and Councilmember Canfield.
NO: 0. ABSENT: Councilmember Phillips. MOTION CARRIED.

5. BOARD/COMMISSION REPORTS.

Councilmember Canfield welcomed Rich Conrad to LARA and then stated that Phase 1.8 from Gee Drive down to Alden Nash should be completed by mid-June. Canfield stated LARA is expecting a response on the Grant Application for the MDOT portion of the new trail anytime and that they did receive the DNR response which they've responded to. DNR will walk the proposed route this summer but we do need easements in place and letters of support for our share of the privately raised money. Canfield also thanked Impact church for what they are doing around town.

Councilmember Chambers stated Light & Power voted on a new insurance package and the Planning Commission approved its first Airbnb Special Land Use with restrictions.

6. **MANAGERS REPORT.**

City Manager Michael Burns reported on the following:

- Residents with City water and sewer will start receiving notices regarding smoke testing of the City Sanitary Sewer System, it should not affect them unless their traps are empty and then they can pour a gallon of water into the floor drains to prevent that. Copy of the notice regarding this is on the City website and Facebook page.
- Had a good day with Dan Burton doing the walking audit, learned a lot and Dan will produce a report for the City in the next 60 days. Hope to take the findings of the report and tie them into the current City plan.
- The Hudson Construction Project is slated for June 11, 2018, however we have not received word on which section they are doing first; once we receive information, we will give an update.
- The Department of Treasury sent out a notice to all municipalities that they are looking at how the assessing standards are set here in the State of Michigan and are considering regionalizing the accessing process by using a more regionally standardized specially trained board of review instead of each municipality to have its own. They are also looking at requiring all municipalities to utilize a level 3 assessor (4 is the highest level and our City assessors are level 3).
- There is litigation in the Michigan Court of Appeals regarding the Headlee amendment which is being led by the taxpayers coalition in Michigan, so we are going to be paying attention to what transpires and what that means to us.
- The South Broadway project is moving along and expect it to be done before July 4, 2018 and do not expect it to impact King Millings harvest.
- Construction on North Broadway has begun and we expect about a three week process for completion.

7. **APPOINTMENTS.**

By general consensus the City Council reappointed Bruce Barker to the Planning Commission.

8. **COUNCIL COMMENTS.**

Councilmember Chambers stated it was good to see the boat design and the project moving forward. He feels the City is alive and vibrant and the boat is an extension of great things we are going to have in our City.

Councilmember Salzwedel thanked City Manager Mike Burns and the City Staff for their efforts with the budget that was approved and that they did a great job.

9. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 7:45 p.m.

YES: 4 NO: 0. ABSENT: Councilmember Phillips MOTION APPROVED

DATE:

Mike DeVore, Mayor

APPROVED:

Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 16-18

**RESOLUTION ADOPTING CITY OF LOWELL ANNUAL
BUDGET FOR FISCAL YEAR 2018-19, APPROVING
MILLAGE LEVIES, APPROVING SCHEDULE OF RATES
AND FEES AND OTHER MATTERS RELATED THERETO**

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

WHEREAS, the City Manager has prepared and presented to the City Council at its meeting on April 16, 2018, a proposed complete itemized annual budget for the 2018-19 fiscal year of the City (the "FY 18-19 Budget") in accordance with the City Charter, applicable State of Michigan law and applicable federal law and regulations, if any; and

WHEREAS, after the FY 18-19 Budget was presented to the City Council, a copy has been available for public inspection at City Hall at the office of the City Clerk; and

WHEREAS, the City Charter requires that before the FY 18-19 Budget may be considered for adoption by the City Council, the City Council shall hold a public meeting; and

WHEREAS, a public hearing on the FY 18-19 Budget, properly noticed as referenced by Section 8.4 of Chapter 8 of the City Charter and Section 2 of Act 43 of the Public Acts of Michigan (2nd Ex. Sess.), was held at 7:00 p.m. on May 21, 2018, in the City Council Chambers in City Hall at which time all interested persons were given an opportunity to be heard; and

WHEREAS, the City Charter requires that the City Council adopt a budget for the City for the 2018-19 fiscal year of the City not later than the first Monday in June, including the amount to be levied in such fiscal year on taxable real and personal property in the City to meet the requirements of the FY 18-19 Budget; and

WHEREAS, in connection with the approval of the FY 18-19 Budget, the City Council desires to approve a schedule of rates and fees to be applicable in the City commencing at the beginning of the City's 2018-19 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the FY 18-19 Budget as presented at this meeting, including modifications, if any, made at the time of public hearing and noted in the FY 18-19 Budget document, is hereby adopted.
2. That for the 2018-19 fiscal year of the City there shall be levied on all taxable real and personal property in the City (a) a general *ad valorem* tax rate of 15.70 mills for general purposes (i.e., administration, fire, police, parks and recreation, etc.), and (b) a general *ad valorem* tax rate of 0.2423 mills for improvements to, and operation of, the public museum. The total 2018-19

fiscal year City general *ad valorem* tax levy on all taxable real and personal property in the City is 15.9423 mills.

3. That in accordance with the FY 18-19 Budget which is adopted at the fund level, the following are the estimated City revenues and expenses for the 2018-19 fiscal year of the City:

REVENUES

General Fund, \$3,005,115.45
Major Street Fund, \$273,000.00
Local Street Fund, \$202,000.00
Historic District Fund, \$50,100.00
Downtown Development Authority Fund, \$529,000.00
Designated Contributions Fund, \$505,000.00
Airport Fund, \$70,066.00
Wastewater Fund, \$1,353,600.00
Water Fund, \$1,112,240.00
Cable Fund, \$114,000.00
Light & Power Fund, \$8,527,819.00
Data Processing Fund, \$80,274.00
Equipment Fund, \$235,340.00
Lee Fund, \$4,000.00
Look Fund, \$18,000.00

APPROPRIATIONS

General Fund, \$2,974,369.78
Major Street Fund, \$226,802.23
Local Street Fund, \$214,720.80
Historic District Fund, \$50,000.00
Downtown Development Authority Fund, \$489,849.03
Designated Contributions Fund, \$505,000.00
Airport Fund, \$83,000.00
Wastewater Fund, \$1,677,247.62
Water Fund, \$1,290,692.77
Cable Fund, \$114,000.00
Light & Power Fund, \$9,184,042.00
Data Processing Fund, \$84,940.00
Equipment Fund, \$366,124.05
Lee Fund, \$4,000.00
Look Fund, \$18,000.00

4. That in a Fund where total appropriations exceed estimated revenue the City has determined that there is sufficient surplus, or undesignated fund balance, in the Fund to meet the requirements of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of Michigan of 1968, as amended ("Act 2").

5. That pursuant to the provisions of Act 2, the City Manager is hereby authorized to make budgetary transfers within the identified fund in the FY 18-19 Budget or between identified

activities within a fund. All other budgetary transfers in the FY 18-19 Budget shall be in accordance with Act 2 when City Council approval is required.

6. That the City Manager or his designee(s) is authorized to make expenditures budged in the FY 18-19 Budget in accordance with applicable law, ordinances, rules, regulations and policies.

7. That the Schedule of Rates and Fees presented at this meeting is approved to be effective July 1, 2018.

8. That all resolutions or parts of resolutions to the extent of any conflict herewith are rescinded.

YEAS: Councilmembers Chambers, Canfield, Mayor DeVore, Councilmembers

Salzwedel and Phillips


NAYS: Councilmembers None.

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

RESOLUTION DECLARED ADOPTED.


Dated: May 21, 2018


Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Lowell, Michigan (the "City") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, at a meeting held on May 21, 2018, 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: May 21, 2018


Susan Ullery, City Clerk

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

REDEVELOPMENT READY COMMUNITIES RESOLUTION NO. 17 – 18

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

WHEREAS, the City of Lowell recently adopted a new Master Plan for Land Use, charting the future development and redevelopment of the City and noting the City's strengths and future challenges; and,

WHEREAS, opportunities for redevelopment of existing parcels and buildings are the future for major investment in the City, as there is limited open space for new development within the City limits; and,

WHEREAS, the City has previously undergone an outside evaluation process to become more business friendly and wishes to continue making our planning and development processes transparent and streamlined; and,

WHEREAS, the Michigan Economic Development Corporation has created the Redevelopment Ready Communities (RRC) program to help identify and strengthen weak areas in a community's development process and highlight opportunities in the community; and,

WHEREAS, the City of Lowell wishes to join the program and further refine our development processes for future opportunities.

NOW, THEREFORE, BE IT RESOLVED, that the City Council supports Staff's efforts in the self-evaluation process of the RRC program and looks forward to the feedback from the MEDC on our processes and procedures and how to improve them.

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

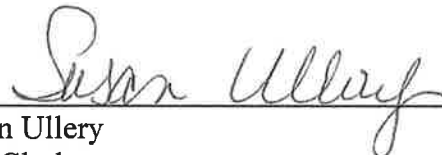
NO: Councilmembers None

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

RESOLUTION DECLARED ADOPTED.

Dated: **MAY 21, 2018**

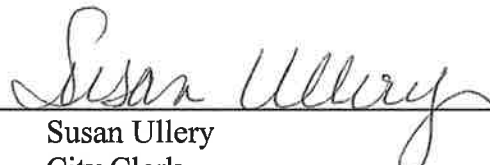


Susan Ullery
City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 17-18 adopted by the City Council of the City of Lowell, Kent County, Michigan at a regular meeting held on the 21st day of May, 2018, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: May 21, 2018



Susan Ullery
City Clerk

User: SUE

EXP CHECK RUN DATES 05/18/2018 - 05/31/2018

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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	BOND TRAVIS COURTRIGHT	100.00	71243
101-000-084.015	DUE FROM FIRE AUTHORITY	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PAYMENT 1	150.00	71282
101-000-123.000	PREPAID EXPENSES	MICHIGAN ASSOCIATION OF M	SUMMER WORKSHOP 7/26 & 7/	125.00	71262
		Total For Dept 000		375.00	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	DEVORE, MICHAEL	MILEAGE GRAND HAVEN CONFE	55.59	71244
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	RIVERWALK CORPORATE DUCK	125.00	71260
101-101-955.000	MISCELLANEOUS EXPENSE	MAIN STREET BBQ	COMMITTEE OF THE WHOLE 5/	115.00	71240
		Total For Dept 101 COUNCI		295.59	
Dept 253 TREASURER					
101-253-955.000	MISCELLANEOUS EXPENSE	KENT COUNTY TREASURER	2016 LOCAL ADMIN FEE 41-2	8.83	71257
		Total For Dept 253 TREASU		8.83	
Dept 265 CITY HALL					
101-265-730.000	POSTAGE	PURCHASE POWER	POSTAGE	593.06	71267
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 4/26-5/	510.00	71241
101-265-802.000	CONTRACTUAL	RED CREEK	MULTI SITE TRASH PICKUP	64.45	71269
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL AND LI	390.00	71270
101-265-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	CITY HALL PREVENTIVE R &	417.00	71266
101-265-975.000	BUILDING IMPROVEMENTS	ENGINEERED PROTECTION SYS	CITY HALL SECURITY CAMERA	578.10	71250
		Total For Dept 265 CITY H		2,552.61	
Dept 276 CEMETERY					
101-276-802.000	CONTRACTUAL	RED CREEK	MULTI SITE TRASH PICKUP	60.00	71269
		Total For Dept 276 CEMETE		60.00	
Dept 301 POLICE DEPARTMENT					
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	POLICE AIR CARDS	158.09	71279
101-301-930.000	R & M EQUIPMENT	PRINTEK LLC	POLICE R & M	811.32	71265
		Total For Dept 301 POLICE		969.41	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	850.00	71280
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	50.00	71280
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	50.00	71280
		Total For Dept 400 PLANNI		950.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	RED CREEK	MULTI SITE TRASH PICKUP	207.86	71269
101-441-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PAYMENT 1	150.00	71282
101-441-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	DPW PREVENTIVE R & M	112.00	71266
101-441-975.000	BUILDING IMPROVEMENTS	QUALITY DOOR COMPANY, INC	DPW GARAGE DOOR OPENERS	3,879.00	71268
		Total For Dept 441 DEPART		4,348.86	
Dept 751 PARKS					
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - CREEK	125.00	71258
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM BURCH F	210.00	71258
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM REC PAR	210.00	71258
101-751-802.000	CONTRACTUAL	TRUGREEN	LAWN SERVIE REC PARK	123.00	71277
101-751-802.000	CONTRACTUAL	RED CREEK	MULTI SITE TRASH PICKUP	225.72	71269
101-751-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PAYMENT 1	5,760.00	71282
101-751-930.000	REPAIR & MAINTENANCE	SUNBELT RENTALS	PARKS - CHIPPER	1,003.86	71274
		Total For Dept 751 PARKS		7,657.58	
Dept 774 RECREATION CONTRIBUTIONS					
101-774-886.000	RECREATION CONTRIBUTIONS	LOWELL AREA RECREATION AU	ANNUAL OPERATION & MAINTEN	2,000.00	71261
		Total For Dept 774 RECREA		2,000.00	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 4/26-5/	270.00	71241
101-790-802.000	CONTRACTUAL	FIRE PROS INC.	FIRE ALARM INSPECTION -LI	248.00	71252

User: SUE

EXP CHECK RUN DATES 05/18/2018 - 05/31/2018

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	RED CREEK	MULTI SITE TRASH PICKUP	47.50	71269
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL AND LI	150.00	71270
101-790-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	LIBRARY SERVICE CALL	183.08	71266
101-790-930.000	REPAIR & MAINTENANCE	PROGRESSIVE HEATING COOLI	LIBRARY PREVENTIVE R & M	508.50	71266
		Total For Dept 790 LIBRAR		1,407.08	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	PROGRESSIVE HEATING COOLI	MUSEUM PREVENTIVE R & M	180.00	71266
		Total For Dept 804 MUSEUM		180.00	
		Total For Fund 101 GENERA		20,804.96	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-930.000	REPAIR & MAINTENANCE	LINCOLN NURSERIES, INC.	PLANTS FOR DDA	82.50	71259
248-463-930.000	REPAIR & MAINTENANCE	THORNAPPLE RIVER NURSERY,	WOOD CHIPS/FLOWERS	233.80	71276
		Total For Dept 463 MAINTEN		316.30	
		Total For Fund 248 DOWNTO		316.30	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 443 ARBOR BOARD					
260-443-929.000	TREE FUND EXPENDITURES	TERRA VERDE LANDSCAPING L	TREES	3,585.75	71275
		Total For Dept 443 ARBOR		3,585.75	
Dept 474 TRAFFIC					
260-474-740.000	OPERATING SUPPLIES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,050.00	71280
		Total For Dept 474 TRAFFI		1,050.00	
Dept 751 PARKS					
260-751-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	SHOWBOAT CONTRACT	388.50	71248
		Total For Dept 751 PARKS		388.50	
		Total For Fund 260 DESIGN		5,024.25	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES BROADBAND	AIRPORT INTERNET	49.99	71278
		Total For Dept 000		49.99	
		Total For Fund 581 AIRPOR		49.99	
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	CONTRACT OPERATIONS MAY 2	36,852.48	71273
		Total For Dept 550 TREATM		36,852.48	
Dept 551 COLLECTION					
590-551-802.000	CONTRACTUAL	SERVPRO OF IONIA & MONTCA	WATER DAMAGE 1027 LINCOLN	1,610.83	71272
590-551-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.01	71279
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER	315.95	71251
590-551-930.000	REPAIR & MAINTENANCE	GRAINGER INDUSTRIAL SUPPL	WATER/SEWER DEPT R & M	67.60	71254
590-551-970.000	CAPITAL OUTLAY	KENT COUNTY ROAD COMMISSI	TRAFFIC SIGNAL HUDSON & B	215.00	71256
		Total For Dept 551 COLLEC		2,229.39	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READ MILEAGE & PAYR	354.75	71238
590-552-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	216.06	71264
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READ MILEAGE & PAYR	30.25	71238
		Total For Dept 552 CUSTOM		601.06	
		Total For Fund 590 WASTE		39,682.93	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-802.000	CONTRACTUAL	SAWYER ENGINE & COMPRESSO	WTP COMPRESSOR SERVICE	341.08	71271
591-570-802.000	CONTRACTUAL	NORTHERN PUMP & WELL INC.	INSPECTION TESTING 18-J12	700.00	71263

05/31/2018 02:37 PM
User: SUE
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/18/2018 - 05/31/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/4

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PAYMENT 1	660.00	71282
Total For Dept 570 TREATM				1,701.08	
Dept 571 DISTRIBUTION					
591-571-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PAYMENT 1	480.00	71282
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.00	71279
591-571-930.000	REPAIR & MAINTENANCE	BATCO, INC.	WATER DEPT R & M	3,275.10	71246
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER	315.96	71251
591-571-930.000	REPAIR & MAINTENANCE	GREAT LAKES PAVING	WET STREET PATCHING	450.00	71255
591-571-970.000	CAPITAL OUTLAY	GREAT LAKES PAVING	REMOVE & PAVE AT PUMP HOU	4,490.00	71255
Total For Dept 571 DISTRI				9,031.06	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READ MILEAGE & PAYR	354.75	71238
591-572-730.000	POSTAGE	POSTMASTER	WATER/SEWER BILLS	216.05	71264
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READ MILEAGE & PAYR	30.25	71238
Total For Dept 572 CUSTOM				601.05	
Total For Fund 591 WATER				11,333.19	
Fund 598 CABLE TV FUND					
Dept 000					
598-000-970.000	CAPITAL OUTLAY	FRIENDS OF THE LIBRARY	LCTV GRANT LIBRARY READIN	10,000.00	71253
Total For Dept 000				10,000.00	
Total For Fund 598 CABLE				10,000.00	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	140.00	71281
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	897.50	71281
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	LPD COPY MACHINE CONTRACT	39.08	71249
Total For Dept 000				1,076.58	
Total For Fund 636 DATA P				1,076.58	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-741.000	FUEL	BRECKEN, RALPH	REIMBURSE FUEL	92.59	71242
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EQUIP FUND R & M	129.90	71245
661-895-930.000	REPAIR & MAINTENANCE	CARLETON EQUIPMENT	GLASS DOOR	215.92	71247
661-895-957.000	TRAINING	BRECKEN, RALPH	PUBLIC FLEET SUMMIT	137.41	71239
Total For Dept 895 FLEET				575.82	
Total For Fund 661 EQUIPM				575.82	

05/31/2018 02:37 PM

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL

Page: 4/4

User: SUE

EXP CHECK RUN DATES 05/18/2018 - 05/31/2018

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 101	GENERAL FUND	20,804.96
Fund 248	DOWNTOWN DEVELOP	316.30
Fund 260	DESIGNATED CONTR	5,024.25
Fund 581	AIRPORT FUND	49.99
Fund 590	WASTEWATER FUND	39,682.93
Fund 591	WATER FUND	11,333.19
Fund 598	CABLE TV FUND	10,000.00
Fund 636	DATA PROCESSING	1,076.58
Fund 661	EQUIPMENT FUND	575.82

88,864.02

05/31/2018 02:37 PM
User: SUE
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/18/2018 - 05/31/2018
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 1/4

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10550	63RD DISTRICT COURT		
	05/23/2018	BOND TRAVIS COURTRIGHT	100.00
TOTAL FOR: 63RD DISTRICT COURT			100.00
01513	ADDORIO TECHNOLOGIES, LLC		
	7511	PROFESSIONAL SERVICES	897.50
	7512	PROFESSIONAL SERVICES	140.00
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			1,037.50
00045	BARTLETT, SANDY		
	5/21/2018	METER READ MILEAGE & PAYROLL	770.00
TOTAL FOR: BARTLETT, SANDY			770.00
00046	BATCO, INC.		
	18090	WATER DEPT R & M	3,275.10
TOTAL FOR: BATCO, INC.			3,275.10
01375	BRECKEN, RALPH		
	05/22/2018	REIMBURSE FUEL	92.59
	5/13 & 5/16/18	PUBLIC FLEET SUMMIT	137.41
TOTAL FOR: BRECKEN, RALPH			230.00
10656	CARLETON EQUIPMENT		
	02-334467	GLASS DOOR	215.92
TOTAL FOR: CARLETON EQUIPMENT			215.92
10640	DEVORE, MICHAEL		
	05/18/2018	MILEAGE GRAND HAVEN CONFERENCE	55.59
TOTAL FOR: DEVORE, MICHAEL			55.59
00148	DICKINSON WRIGHT PLLC		
	1253969	SHOWBOAT CONTRACT	388.50
TOTAL FOR: DICKINSON WRIGHT PLLC			388.50
02035	DIGITAL OFFICE MACHINES, INC.		
	18001	LPD COPY MACHINE CONTRACT	39.08
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.			39.08
10713	ENGINEERED PROTECTION SYSTEMS INC		
	S672674	CITY HALL SECURITY CAMERA WORK	578.10
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC			578.10
10673	FERGUSON WATERWORKS		
	0045608	METER	631.91
TOTAL FOR: FERGUSON WATERWORKS			631.91
10211	FIRE PROS INC.		
	INV-1733422	FIRE ALARM INSPECTION -LIBRARY	248.00
TOTAL FOR: FIRE PROS INC.			248.00
10099	FRIENDS OF THE LIBRARY		
	05/30/2018	LCTV GRANT LIBRARY READING GARDEN	10,000.00
TOTAL FOR: FRIENDS OF THE LIBRARY			10,000.00

05/31/2018 02:37 PM
User: SUE
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/18/2018 - 05/31/2018
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 2/4

Vendor Code	Vendor Name	Description	Amount
	Invoice		
01493	GRAINGER INDUSTRIAL SUPPLY		
	9775089858	WATER/SEWER DEPT R & M	67.60
TOTAL FOR: GRAINGER INDUSTRIAL SUPPLY			67.60
01285	GREAT LAKES PAVING		
	8025	WET STREET PATCHING	450.00
	8026	REMOVE & PAVE AT PUMP HOUSE	4,490.00
TOTAL FOR: GREAT LAKES PAVING			4,940.00
00291	KENT COUNTY ROAD COMMISSION		
	27780	TRAFFIC SIGNAL HUDSON & BOWES	215.00
TOTAL FOR: KENT COUNTY ROAD COMMISSION			215.00
00300	KENT COUNTY TREASURER		
	-4548	2016 LOCAL ADMIN FEE 41-20-03-418-009	8.83
TOTAL FOR: KENT COUNTY TREASURER			8.83
02209	KERKSTRA PORTABLE, INC.		
	121165	PORTABLE RESTROOM - CREEKSIDE	125.00
	121564	PORTABLE RESTROOM BURCH FIELD	210.00
	121901	PORTABLE RESTROOM REC PARK SOFTBALL	210.00
TOTAL FOR: KERKSTRA PORTABLE, INC.			545.00
10179	LINCOLN NURSERIES, INC.		
	0000212592	PLANTS FOR DDA	82.50
TOTAL FOR: LINCOLN NURSERIES, INC.			82.50
00317	LOWELL AREA CHAMBER		
	15402	RIVERWALK CORPORATE DUCK SPONSOR	125.00
TOTAL FOR: LOWELL AREA CHAMBER			125.00
02222	LOWELL AREA RECREATION AUTH.		
	1/15/2018	ANNUAL OPERATION & MAINTENANCE CONTRIBUTION	2,000.00
TOTAL FOR: LOWELL AREA RECREATION AUTH.			2,000.00
10717	MAIN STREET BBQ		
	5/21/2018	COMMITTEE OF THE WHOLE 5/21/18	115.00
TOTAL FOR: MAIN STREET BBQ			115.00
10615	MANSZEWSKI LANDSCAPING LLC		
	05/14/2018	MOWING CONTRACT PAYMENT 1 OF 4	7,200.00
TOTAL FOR: MANSZEWSKI LANDSCAPING LLC			7,200.00
10311	MICHIGAN ASSOCIATION OF MAYORS		
	MAMSW18	SUMMER WORKSHOP 7/26 & 7/27/18 - DEVORE	125.00
TOTAL FOR: MICHIGAN ASSOCIATION OF MAYORS			125.00
10357	NORTHERN PUMP & WELL INC.		
	05/1/2018	INSPECTION TESTING 18-J1241	700.00
TOTAL FOR: NORTHERN PUMP & WELL INC.			700.00
00506	POSTMASTER		
	05312018	WATER/SEWER BILLS	432.11
TOTAL FOR: POSTMASTER			432.11

05/31/2018 02:37 PM
User: SUE
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/18/2018 - 05/31/2018
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 3/4

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10752	PRINTEK LLC		
	302998	POLICE R & M	811.32
TOTAL FOR: PRINTEK LLC			811.32
02331	PROGRESSIVE HEATING COOLING, CORP.		
	2014804	CITY HALL PREVENTIVE R & M	417.00
	2014805	MUSEUM PREVENTIVE R & M	180.00
	2014806	DPW PREVENTIVE R & M	112.00
	2014807	LIBRARY PREVENTIVE R & M	508.50
	2014808	LIBRARY SERVICE CALL	183.08
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			1,400.58
01159	PURCHASE POWER		
	5/21/2018	POSTAGE	593.06
TOTAL FOR: PURCHASE POWER			593.06
10751	QUALITY DOOR COMPANY, INC.		
	GR180210	DPW GARAGE DOOR OPENERS	3,879.00
TOTAL FOR: QUALITY DOOR COMPANY, INC.			3,879.00
10133	RED CREEK		
	85R00437	MULTI SITE TRASH PICKUP	605.53
TOTAL FOR: RED CREEK			605.53
10378	RUESINK, KATHIE		
	05/30/2018	CLEANING CITY HALL AND LIBRARY	540.00
	541051/541052	CLEANING SERVICES 4/26-5/15/18	780.00
TOTAL FOR: RUESINK, KATHIE			1,320.00
10042	SAWYER ENGINE & COMPRESSOR		
	44950	WTP COMPRESSOR SERVICE	341.08
TOTAL FOR: SAWYER ENGINE & COMPRESSOR			341.08
10634	SERVPRO OF IONIA & MONTCALM		
	4/3/2018	WATER DAMAGE 1027 LINCOLN LAKE	1,610.83
TOTAL FOR: SERVPRO OF IONIA & MONTCALM			1,610.83
10583	SUEZ WATER ENVIRONMENTAL SVC INC		
	201833989	CONTRACT OPERATIONS MAY 2018	36,852.48
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC			36,852.48
10678	SUNBELT RENTALS		
	78307107-0001	PARKS - CHIPPER	1,003.86
TOTAL FOR: SUNBELT RENTALS			1,003.86
10192	TERRA VERDE LANDSCAPING LLC		
	005322	TREES	3,585.75
TOTAL FOR: TERRA VERDE LANDSCAPING LLC			3,585.75
00630	THORNAPPLE RIVER NURSERY, INC.		
	10736	WOOD CHIPS/FLOWERS	233.80
TOTAL FOR: THORNAPPLE RIVER NURSERY, INC.			233.80

05/31/2018 02:37 PM
User: SUE
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 05/18/2018 - 05/31/2018
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 4/4

Vendor Code	Vendor Name	Invoice	Description	Amount
10069	TRUGREEN	05/21/18	LAWN SERVCIE REC PARK	123.00
TOTAL FOR: TRUGREEN				123.00
10484	VERGENNES BROADBAND	3521-20180517-1	AIRPORT INTERNET	49.99
TOTAL FOR: VERGENNES BROADBAND				49.99
02277	VERIZON WIRELESS	4/13 - 5/12/18	ACCOUNT STATEMENT	40.01
		9807061080	POLICE AIR CARDS	158.09
TOTAL FOR: VERIZON WIRELESS				198.10
00692	WILLIAMS & WORKS INC.	84984	PROFESSIONAL SERVICES	2,000.00
TOTAL FOR: WILLIAMS & WORKS INC.				2,000.00
10567	WOLF KUBOTA	01-65296	EQUIP FUND R & M	129.90
TOTAL FOR: WOLF KUBOTA				129.90
TOTAL - ALL VENDORS				88,864.02

LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM



DATE: June 1, 2018

TO: Mayor DeVore and the Lowell City Council

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

RE: Interim Building Department Services

At the May 21, 2018 City Council meeting, my recommendation to approve Cascade Township to continue building services was not moved forward. I was directed to seek quotes from PCI, IMS and a company of my choice. The next day, I met with Cascade Township, and they informed me they will no longer provide building inspection services after July 1, 2018. In fact, they informed me if we could find an entity sooner they would prefer that as they cited irreconcilable differences with the Lowell City Council on this matter. My discussions with them were concerning, as they did not believe they were given a fair opportunity to correct any concerns the City Council had.

Since that meeting, I have been in the process of trying to find an interim provider. It was suggested by Cascade Township I reach out to Professional Code Inspections of Michigan (PCI) to assist us. PCI provides building inspection services to many cities, villages and townships in West Michigan and are held in high regard.

I reached out to Kirk Scharphorn, Sr. President of the company to discuss if they can assist us on short notice. Tuesday, Chief Bukala and I met with Mr. Scharphorn to deliberate this further. I was pleased his firm could assist. They can provide us with all the services we received from Cascade Township, which include building, mechanical, electrical and plumbing inspections.

In our initial meeting, we were informed we are somewhat out of PCI's footprint as they hold offices in Jenison, Dorr and Hastings. They informed us all plans will have to come through City Hall. Currently with Cascade Township, everything goes directly to them. However, the building inspector whom would be assigned to us lives in Grattan Township. Additionally, one of the other inspectors' lives nearby and we could formalize a process through them. Furthermore, PCI cannot provide office hours. The City currently doesn't hold office hours now and City Staff does not have issue with this.

The fee structure we have currently in place will need to change. There will be some differences in permit and site plan review fees. My initial review of fees determines some permit fees may be slightly higher. However, review fees are somewhat lower. In addition, the City will no longer receive 20 percent of all fees collected as we did with Cascade Township. PCI will allow for a sliding scale of fees for projects beginning with 10% for projects over \$1.5 million in value. That being said, there will be no general fund expenditures to PCI. However, greater administrative tasks by City staff will ensue due to the new arrangement. The City Clerk's office will be responsible for all intake procedures and PCI will need to work with our assessors so they

receive final permits in a reasonable time they assess values properly. Please see below the proposed sliding scale:

1.5 million – 2.5 million = 10% returned to City
2.5 million – 3.5 million = 15% returned to City
3.5 million – 4.5 million = 20% returned to City
Projects over 4.5 million = 25% returned to City

PCI is also proposing a one year agreement. It should be noted that time is of the essence and I am satisfactory to this as it will give our staff time to develop our processes needed to improve service to the businesses and residents.

Based on the current situation, I did not seek quotes from all firms directed because it cannot be done properly before July 1, 2018. I am making an executive decision to move forward solely with PCI in the proposed manner.

I have referenced checked PCI with the City Manager of Hudsonville and the Assistant City Manager of Grandville, both of whom currently use them. Both speak highly of PCI and recognize them as a member of their team. It should be noted, our clerk staff will head to Hudsonville to learn their intake processes in the near future.

I recommend a one-year interim agreement with PCI (proposal attached). I suggest this matter be reviewed at six months and nine months to ensure we are satisfied. If so, I would like to consider a long term relationship with PCI. If we are not pleased with their service, then we should proceed with an RFQ. Hopefully, this will allow for City Administration to focus on greater needs of the City.

I recommend that the Lowell City Council enter into an agreement with Professional Code Inspections of Michigan in the manner prescribed.

Professional

**CODE
INSPECTIONS**



Proposal For

Building Department Services

City of Lowell

**Kirk Scharphorn Sr.
President
616.877.2000
kscharphornsr@pcimi.com**

May 31, 2018

All information contained in this document shall be considered proprietary and confidential



May 31, 2018

Mr. Michael Burns
City of Lowell
301 East Main St.
Lowell, MI 49331

Dear Mr. Burns,

Thank you for considering our company for your Building Department Services provider.

Professional Code Inspections of Michigan Inc. (PCI) specializes in providing construction code enforcement and zoning administration services to local units of government. PCI has built long-term partnerships with numerous municipalities in West Michigan and we are excited for the opportunity to bring our services to the City of Lowell.

At PCI we understand the need of a community to have a local partner that possesses the knowledge and experience to effectively administer construction and zoning programs. Our team works hard to provide the highest quality inspection services by understanding each customer's unique needs and developing a program to best suit them. Our customized programs are reliable, efficient, effective and affordable. Our goal is to exceed municipal expectations by moving projects forward quickly and smoothly, while never taking our eyes off the most important target: safety and wellbeing of the community.

Once again, we thank you for considering Professional Code Inspections of Michigan Inc. If you should need any additional information, please contact me at your convenience.

Sincerely,

Kirk Scharphorn /s/

Kirk Scharphorn Sr., President
Professional Code Inspections of Michigan Inc.



TABLE OF CONTENTS

<i>TABLE OF CONTENTS.....</i>	<i>3</i>
<i>PROPOSAL CERTIFICATION \ NON-COLLUSION AFFIDAVIT.....</i>	<i>4</i>
<i>ABOUT US.....</i>	<i>5</i>
<i>OUR SERVICES.....</i>	<i>6</i>
Building Official and Plan Review Services.....	6
Building, Electrical, Mechanical, Plumbing Inspection Services.....	7
<i>BENEFITS TO YOUR COMMUNITY.....</i>	<i>8</i>
<i>STAFFING.....</i>	<i>9</i>
<i>FEE SCHEDULES.....</i>	<i>..</i>
Building Permits.....	10
Electrical Permits.....	11
Mechanical Permits.....	12
Plumbing Permits.....	14
<i>INSURANCE.....</i>	<i>15</i>
<i>CONTRACT TERMS.....</i>	<i>15</i>
<i>REFERENCES.....</i>	<i>16</i>
<i>CLIENT LIST.....</i>	<i>17</i>



PROPOSAL CERTIFICATION / NON-COLLUSION AFFIDAVIT

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications set forth, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this proposal, all specifications as stated, all bid prices and certify that I am authorized to sign for the bidder.

Vendor: Professional Code Inspections of Michigan Inc.
Street Address: 1575 142nd St.
City/State/Zip Code: Dorr, MI 49323

Phone No: 616-877-2000
Fax No: 616-877-4455
E-mail: kscharphornsr@pcimi.com
Web Site: <http://www.pcimi.com>

Signature: Kirk Scharphorn /s/
Signer's Name Printed: Kirk Scharphorn Sr.
Signer's Title: President
Date Signed: May 31, 2018



ABOUT US

Professional Code Inspections of Michigan Inc. (PCI) was founded in 1988 with our first office opening in the City of Hastings to serve Barry County. Since that time our operations have grown to include an office in Dorr Township serving communities in Allegan and Kent counties and an office in the City of Jenison serving communities in Ottawa County. The foundation of our business is and always has been providing the best privatized building department solutions to those communities that do not have the resources or staffing to manage this responsibility internally.

Our communities vary in shapes and sizes from the bustling metropolis to the quaint farm town. The needs of each community vary as well, and we pride ourselves on being able to develop a customized program to suit the individual needs of everyone that we represent. The range of services that we provide varies from the enforcement of a single code to full departmental administration overseeing all construction codes, zoning and community improvement programs. All of our programs are developed with three (3) core objectives in mind: the unique needs of the community, improved service levels, and cost effectiveness.

Our current client base consists of 65 townships, cities and villages throughout West Michigan. Our service area covers approximately 1500 square miles with an estimated population of over 300,000 people. In an average year our company oversees in excess of \$200,000,000.00 in construction projects.

PCI has been a leading provider of construction code enforcement and administration services in the State of Michigan for over 25 years. The reasons for our success can be attributed to not only our commitment to providing our customers with the best services available, but to the quality of our staff. All of our employees possess the unique combination of technical skills, professionalism, and the customer-centric ideals that it takes to do the job we do in the way you need it done.



OUR SERVICES

Below is a brief description of the services that we offer and may be the most beneficial to your community. Please remember that all of our programs are completely customizable and will be tailored to fit the needs of the City of Lowell.

Building Official Services

The Building Official plays one of the most critical roles in ensuring that your community has an effective and efficient code enforcement program. The Building Official acts as the jurisdictional administrator. The Building Official Responsibilities include:

- ◆ Supervision of project planning, pre-submittal assistance and plan review operations prior to permit issuance
- ◆ Technical interpretation of the codes for inspection staff, contractors and members of the community
- ◆ Effective communication and cooperation between the building department and other governmental units involved in public safety, construction and/or uses of a building or property
- ◆ Ensuring the health, safety and welfare of the public in all matters pertaining to new construction and dangerous or un-safe conditions of structures
- ◆ Representing the jurisdiction in cases in which the need for legal action arises
- ◆ Assuring the services being provided to a community meet and exceed expectation
- ◆ Serves as a liaison between the building department and City Council

Plan Review Services

Regardless of the size and scope of a project, plan reviews are an integral part of the permitting process. Thorough plan reviews ensure that the design and intentions of a project are done in compliance with the applicable codes and local ordinances. Plan reviews are often able to prevent not only construction failures but can help to reduce the amount of corrections needed following field inspections. Our Plan Reviewer responsibilities include:

- ◆ Pre-project planning with developers, contractors and members of the community
- ◆ Review of plans for compliance with local codes and ordinances
- ◆ Documentation of compliance or issuance of corrective notices as necessary
- ◆ Provides direction for obtaining necessary permits and/or approvals from other governmental agencies



OUR SERVICES

Building Inspection Services

Our company is fortunate enough to have a number of personal that are able to act as not only Building Inspectors but Building Officials and Plan Reviewers. What this means, is that with PCI, the individuals conducting field inspections are the same people who played a part in the planning and plan review stages of the project. They are well informed and up to date on all that is transpiring with a given project. Our Building Inspectors responsibilities include:

- ◆ Onsite inspections of construction work in various stages of completion to ensure compliance with approved plans, applicable codes and local ordinances
- ◆ Documentation of all inspections including approvals and code violations
- ◆ Notification of inspection results to permit holders
- ◆ Assisting developers, contractors and members of the community with interpretations and applicability of the code
- ◆ Verification that all subordinate permits have been issued

Electrical, Mechanical, Plumbing (EMP) Inspections Services

The most elaborately constructed building is nothing but walls and a roof without the EMP systems. No electricity means no lights or appliances, no heating/cooling results in uncomfortable conditions no matter the time of year and no plumbing? Well, that is uncomfortable too! Our EMP inspectors understand the importance of their respective trades and know the ins and outs to make sure the systems are designed and installed properly. Our EMP inspectors responsibilities include:

- ◆ Plan reviews to insure that the proposed system is compliant with the code and capable of handling its designed functions
- ◆ Onsite inspections of work in various stages of completion to insure compliance with approved plans and applicable codes
- ◆ Documentation of all inspections including approvals and code violations
- ◆ Notification of inspection results to permit holders
- ◆ Assistance to contractors and members of the community with interpretations and applicability of the code
- ◆ Verification that all subordinate permits have been issued



BENEFITS TO YOUR COMMUNITY

Partnership

Our company has history of serving the communities we do business with for extended periods of time. We do not arbitrarily take on any customer. We want our customers to have similar goals, commitments, direction and a long term vision of what this partnership means to your community. It is our goal to become an integral part of your team and work in conjunction with you to deliver the best code inspection and zoning administration services available to the people that live and work in your community. We desire to not merely be a presence, but to become ingrained into the fabric of the City of Lowell.

Improved Quality of Service

Making a change of this magnitude is a large undertaking, and one that should result in a significant improvement to services that are being provided. Our company has the ability to raise the bar for the quality of service being provided to the applicants and citizens of your community utilizing the processes, procedures and superior levels of customer service that we have developed throughout our 25 years in this industry. We will provide improved turn around times for plan reviews and permit issuance, a more constant presence in the community resulting in a decrease in wait times for inspections. We have also found that the best way to improve a customer's experience is to have a helpful, informative and educational approach to their needs. All of our office staff and inspectors understand that we do more than just perform inspections, we are here to assist and help make this process easier on the end user.

Centralized Management

By choosing PCI, you are selecting a team with the capability to seamlessly assume responsibility for all the operations involved with the administration of the building and zoning department while relieving yourselves of the worry associated with staffing, information systems, records management, office space, vehicles, insurance etc.

Our inspection staff is available to the public for phone calls, meetings, code questions, project reviews etc. typically from 8:00 am to 11:00 am each day before they go out into the field to conduct inspections. We make a conscious effort to make our staff available to public so that we can be of assistance when needed.

Our office operations have been developed with only the highest standards in mind. The keeping of records and tracking of information is one of the most challenging aspects of construction code enforcement. All projects, regardless of their size, generate a large amount of paperwork and information that must be properly recorded, kept up to date and easily accessible. All permits, inspection results, plan reviews, Certificates of Occupancy, complaints etc. are recorded in our customized information system and hard copies of such are kept and stored in compliance with the statutes set forth by State law. All the information collected is property of the municipality and will be available at all times. We are also able to supply your community with detailed reports of the operations at intervals of your choosing.



STAFFING

By forming a partnership with PCI, the City of Lowell is gaining instant access to a team of the most experienced, well qualified and highly respected professionals in the business. At present time, our company employs twenty-three (23) code officials registered under the provisions set forth in the State of Michigan Public Act 54. No other private company in the State of Michigan possesses such a depth of talent and experience as the staff at PCI.

Our inspectors hold a wealth of knowledge about the construction industry which they have obtained through their experience not only as inspectors, but from their time spent in the field. Many of our inspectors have owned and operated their own companies, worked for larger well known contractors in the business and all are well versed in the many facets of the construction industry.

All of our inspectors are required to attend code update classes to maintain their inspectors' licenses as well as any trade licenses that they may hold. PCI is responsible for all of the associated expenses for our staff's continuing education and also provides employees with the paid time needed to attend all of necessary continuing education courses.

Our office staff is equally as talented. Their primary function is the handling of the day to day administrative tasks that the office requires, assisting customers with the permitting process and the scheduling of inspections. The level of customer service our employees provide is second to none. No matter the scope of your project, when you reach out to PCI you will find a pleasant disposition and an eagerness to assist. All members of our staff are true professionals who have a common desire to get the job done the right way, the first time.

What may be the greatest benefit of using PCI for your building and zoning department services is that the community will no longer need to worry about the staffing of the department, employee training, fluctuations in labor demands, cost of compensation packages, employee turnover, operational expenses etc. We will assume responsibility both administratively and financially for all of those concerns. In addition, the size and depth of our team allows us the flexibility to have other team members assist with seamless customer service while covering for vacations, training and/or sick time. In short, there will not be a time that PCI is not able to meet the demands set forth by your community.



FEE SCHEDULES

Another advantage of utilizing PCI for your Building Department Services is that your community will have no actual out of pocket costs for these services. Our business functions primarily on a user-based fee model. Plan reviews, inspections, and administrative costs are built into the fee schedule that is used to calculate the cost of a permit. The user is responsible for this cost at the time the permit is issued, decreasing the burden on the community and the tax payers within it. The portion of the permit fees that we retain is negotiable. Typically, the more involved we are with the overall administration of the program the higher the percentage we retain. Below is an example of one of our common fee schedules. These fee schedules can be adjusted to suit the needs of your community.

Building Permits

The cost of building permits is based on the valuation of the project. This valuation includes the cost of all materials and labor necessary to complete the project. This figure is provided to us by the permit applicant at the time of application. In event that a submitted figure is determined to be un-realistic, we will determine the cost of the project based cost per square footage calculation set forth by State of Michigan Bureau of Construction codes.

Building Permit fees are calculated as follows:

Permit Rate Table

Project Valuation		Cost of Permit
\$0.00 - \$1000.00		\$40.00
\$1000.00 - \$10,000.00		\$40.00 + \$10.00 per \$1000.00 of valuation
\$10,000.00 +		\$130.00 + \$4.00 per \$1000.00 of valuation
Examples:	Project Valuation	Permit Cost
	\$5000.00	\$80.00
	\$10,000.00	\$130.00
	\$50,000.00	\$290.00
	\$100,000.00	\$490.00
	\$250,000.00	\$1090.00
	\$500,000.00	\$2090.00
	\$1,000,000.00	\$4090.00

Plan Reviews

Plan review fees are also paid at the time of permit issuance by the permit applicant.

Plan review fees are calculated as follows:

Residential Plan Review below 3500 sqft - no charge

Residential Plan Review over 3500 sqft- \$50.00

Commercial Plan Reviews- .001% of total project evaluation, minimum \$100.00



FEE SCHEDULES

Electrical Permits

Electrical permits are a user based fee. For most projects, this is itemized fee based on what is going to be installed. We have developed a flat rate fee for new single and two family homes.

Electrical Permit fees are calculated as follows:

<u>Residential\Commercial\Industrial</u>	<u>Fee</u>
Permit base fee (non refundable, no inspections included)	40.00
Final Inspection	40.00
Rough In Inspections	40.00
Re-inspection	40.00
Underground/Pool Bonding	40.00
Additional Inspection	40.00
Inspections, hourly rate	50.00
Electrical Services thru 600 amp Permanent and Temp	20.00
600 amp - 800 amp	20.00
over 800 amp	25.00
Sub Panel	5.00
Circuits, each	5.00
Light Fixtures per 25 and fraction thereof	5.00
Dishwashers, garbage disposal & range hood each	4.00
Furnace, unit heaters	5.00
Electric heating units (baseboards) each	4.00
Power outlets (including ranges, dryers, etc.), each	4.00
Exhaust and ventilation fans	5.00
Signs per circuit	5.00
Feeders, bus ducts, etc. per 50 ft & fraction thereof	6.00
Mobile home park site, each	6.00
Recreational vehicle park site, each	4.00
K.V.A. & H.P., each up to 20 K.V.A. or H.P.	4.00
over 20 K.V.A. or H.P.	8.00
Fire alarms up to 10 stations and horns	50.00
11 to 20 stations and horns	100.00
over 20 stations and horns, each	5.00
New Single Family Dwelling	160.00
Duplex	210.00
Special inspections not requiring permit	75.00



FEE SCHEDULES

Mechanical Permits

Mechanical permits are a user based fee. For most projects, this is itemized fee based on what is going to be installed. We have developed a flat rate fee for new single and two family homes.

Mechanical Permit fees are calculated as follows:

<u>Residential</u>	<u>Fee</u>
Permit Base Fee (non refundable)	40.00
Final inspection, Additional inspections	40.00
Underground inspection	40.00
Rough-in inspection	40.00
Inspections, hourly rate	50.00
Inspections not requiring a permit	75.00
 Furnaces, heat pumps, boilers, fireplaces, solid fuel equipment, complete woodstoves	 20.00
Add on furnaces and water heaters, each	20.00
Chimney factory built	15.00
Duct system or hydronic piping	20.00
Solar equipment, piping fee included	15.00
Gas piping new installation	5.00
Exhaust fans, each	3.00
LPG piping fee	10.00
Central Air Conditioning	15.00
 Single Family (new)	 160.00
Duplex (new)	210.00
 <u>Commercial - Industrial</u>	 <u>Fee</u>
Permit Base Fee	40.00
Final inspection, Additional inspections	40.00
Underground inspection	40.00
Rough-in inspection	40.00
Inspections, hourly rate	50.00
Inspections not requiring a permit	75.00
Fire Suppression Plan Review	100.00
Gas/oil burning equipment (New or Conversion)	30.00
Gas piping, each outlet new installation	4.00
Solar equipment, each panel & tank, piping fee included	15.00



FEE SCHEDULES

Mechanical Permits

continued

Air Conditioning and Refrigeration heat pumps,
self-contained:

Under 15 HP a/c each,	15.00
Evaporator coils, each	25.00
Under 5 HP, Split System, each	25.00
5HP and over, split system, each	35.00
Chiller, each	80.00
Fireplaces	30.00
Chimney factory built	15.00
Cooling towers, each	35.00
Compressor, 15 HP to 50 HP, each	30.00
over 50 HP, each	50.00
Air handlers, self-contained units	
Ventilation & Exhaust fans under 1500CFM, each	5.00
1500 CFM to 10,000 CFM, each	25.00
over 10,000CFM, each	50.00
heat recovery and wall fan coils, each	10.00
unit heaters, each	15.00

Ducts, insulation, piping, fire suppression/protection systems, baseboard

Based on bid price

under \$3000	30.00
\$3000 to \$7999	40.00
\$8000 to \$10,999	50.00
over \$ 11,000.00 (\$ 10.00 for each \$ 3,000.00 over the above rate) (\$ 10.00 for each \$ 3,000.00 in addition to above rate)	
Incinerators, each	15.00
Crematories, each	15.00
Humidifiers, each	10.00
Electronic air cleaners with washer, each	30.00



FEE SCHEDULES

Plumbing Permits

Plumbing permits are a user based fee. For most projects, this is itemized fee based on what is going to be installed. We have developed a flat rate fee for new single and two family homes.

Plumbing Permit fees are calculated as follows:

<u>Residential\Commercial\Industrial</u>	<u>Fee</u>
Permit base fee (non refundable, no inspections included)	40.00
Final Inspection	40.00
Rough In Inspections	40.00
Re-inspection	40.00
Underground	40.00
Inspection, hourly rate	50.00
Subsoil Drains, each	5.00
Fixtures, each	5.00
Stacks, Vents and Roof Conductors	5.00
Sewers, each (city sewer)	10.00
Water services, each (city water)	10.00
Utility Holes, Catch Basins, each	5.00
Sewage Pumps, sewage injectors, each	5.00
Water distributing pipe (systems)	
up to one inch	5.00
over one inch	20.00
Reduced pressure zone backflow preventer, each	5.00
Water connected appliances	
equipment and devices, each	2.00
All drains and traps, each	2.00
Laboratory, hospital, clinic fixtures	
equipment and devices, each	2.00
New Single Family Residence	160.00
New Duplex	210.00
Pre-Manufactured Dwelling w/o a basement	40.00
Inspections not requiring a permit	75.00



Insurance

PCI currently carries fleet auto, general liability, workers' compensation, professional liability (errors and omissions) and personal property liability. Our current coverages will meet or exceed the requirements set forth by your community. We carry this insurance as a requirement of State Law and therefore there is no additional charge to the municipalities with which we service for our coverages.

Copy of Certificates of Insurance are available upon request.

Contract Terms

Typically we request that our clients commit to a minimum of a one year contract. This gives not only PCI, but also City of Lowell ample time to transition and to allow community members to adjust to the change. Terms are however negotiable.

PCI is more than happy to prepare a contract should you choose to partner with us. Our contracts have been in place in numerous communities and reviewed by esteemed legal council and proven to be sound and fair to both parties. We can also assist with the preparation of fee schedule resolutions.

For a community of your size we would recommend that our billing schedule be monthly. At that time all monies collected for permit fees would be turned over to the municipality with an invoice for our services. Billing terms would be Net 30 days. This too is negotiable.



REFERENCES

Thad Beard, City Manager
City of Rockford
7 S. Monroe St. NE
Rockford, MI 49341
616.866.1537
tbeard@rockford.mi.us

Erik Wilson, City Manager
City of Plainwell
211 N. Main St.
Plainwell, MI 49080
269.685.6821
ewilson@plainwell.org

Kenneth Krombeen, City Manager
City of Grandville
3195 Wilson Ave. SW
Grandville, MI 49418
616.530.4980
krombeenk@cityofgrandville.com

Alan Elenbaas, Supervisor
Allendale Charter Township
6676 Lake Michigan Dr.
Allendale, MI 49401
616.895.6295
adamelenbaas@allendale-twp.org

Ken Bergwerff, Supervisor
Jamestown Township
2345 Riley St.
Hudsonville, MI 49426
616.896.8376
kbergwerff@twp.jamestown.mi.us

Jim Wierenga, Supervisor
Georgetown Township
1515 Baldwin St.
Jenison, MI 49429
616.457.2340
jwierenga@georgetown-mi.gov



CLIENT LIST

Below is full list of our current clients:

Hastings Office Jurisdictions	
Municipality	Services Provided
Assyria Township - Barry County	Bldg, Elec, Plmb, Mech
Baltimore Township - Barry County	Bldg, Elec, Plmb, Mech
Barry Township -Barry County	Bldg, Elec, Plmb, Mech
Bowne Township - Kent County	Bldg, Elec, Plmb, Mech, Zon
Carlton Township - Barry County	Bldg, Elec, Plmb, Mech
Castleton Township - Barry County	Bldg, Elec, Plmb, Mech
Village of Freeport - Barry County	Bldg, Elec, Plmb, Mech
City of Hastings - Barry County	Bldg, Elec, Plmb, Mech, Zon
Hastings Township - Barry County	Bldg, Elec, Plmb, Mech
Hope Township - Barry County	Plbg, Mech
Irving Township - Barry County	Bldg, Elec, Plmb, Mech
Johnstown Township - Barry County	Bldg, Elec, Plmb, Mech
Maple Grove Township -Barry County	Bldg, Elec, Plmb, Mech
Village of Middleville - Barry County	Bldg, Elec, Plmb, Mech
Village of Nashville - Barry County	Bldg, Elec, Plmb, Mech
Orangeville Township -Barry County	Bldg, Elec, Plmb, Mech
Prairieville Township -Barry County	Bldg, Elec, Plmb, Mech, Zon
Rutland Township - Barry County	Plbg, Mech
Thornapple Township - Barry County	Bldg, Elec, Plmb, Mech
Woodland Township - Barry County	Bldg, Elec, Plmb, Mech
Village of Woodland - Barry County	Bldg, Elec, Plmb, Mech
Yankee Springs Township - Barry County	Bldg, Elec, Plmb, Mech

Jenison Office Jurisdictions	
Municipality	Services Provided
Allendale Township - Ottawa County	Bldg, Elec, Plmb, Mech, Zon
Blendon Township - Ottawa County	Bldg
Georgetown Township - Ottawa County	Bldg, Elec, Plmb, Mech
City of Coopersville - Ottawa County	Bldg
City of Grandville - Kent County	Bldg, Elec, Plmb, Mech
City of Hudsonville - Kent County	Bldg, Elec, Plmb, Mech, Zon
City of Walker - Kent County	Elec, Plbg, Mech
Olive Township - Ottawa County	Bldg
Tallmadge Township - Ottawa County	Bldg, Elec, Plmb, Mech



CLIENT LIST

Below is full list of our current clients:

Dorr Office Jurisdictions

Municipality	Services Provided
Allegan City - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Allegan Twp - Allegan County	Elec, Mech, Plbg
Byron Twp - Kent County	Elec, Mech, Plbg
Cheshire Twp - Allegan County	Bldg, Elec, Plbg, Mech
Dorr Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Fillmore Twp - Allegan County	Bldg
Gaines Charter Twp-Kent County	Elec, Plbg, Mech
Gun Plain Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Heath Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Hopkins Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Hopkins Village - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Jamestown Twp - Kent County	Bldg, Elec, Plbg, Mech
Leighton Twp -Allegan County	Bldg, Elec, Plbg, Mech, Zon
Martin Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Martin Village - Allegan County	Bldg, Elec, Plbg, Mech
Monterey Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Oakfield Twp - Kent County	Bldg, Elec, Plbg, Mech
Otsego City - Allegan County	Bldg, Elec, Plbg, Mech
Otsego Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Oversiel Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Plainwell City - Allegan County	Bldg, Elec, Plbg, Mech
Rockford City-Kent County	Bldg, Elec, Plbg, Mech
Salem Twp - Allegan Twp	Bldg, Elec, Plbg, Mech, Zon
Trowbridge Twp - Allegan County	Bldg, Elec, Plbg, Mech
Watson Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Wayland City - Allegan County	Bldg, Elec, Plbg, Mech, Zon
Wayland Twp - Allegan County	Bldg, Elec, Plbg, Mech, Zon

LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM



DATE: June 1, 2018

TO: Mayor DeVore and the Lowell City Council

FROM: Michael T. Burns, City Manager MB

RE: Employee and Retiree Healthcare

In April, the City was informed we would be seeing a 7.4 percent increase in our health care premium costs which this brings over a 10 percent increase in the past two years. The current plan, a Priority Health HMO, is no longer a sustainable policy for the City to maintain. Because our current plan is a pre ACA policy, I predict the costs will continue to increase astronomically as insurance companies no longer want to provide these. As a result, the City was forced to look at other options for Healthcare for our employees.

In working with our agent Tina Harbin from HUB International, she presented a Priority Health, Health Savings Account policy that reduced costs for the City and the employee.

The plan proposed is different than the current plan as it is a high deductible plan. Before insurance would kick in, the insured would need to contribute \$1,400 (single) or \$2,800 (double or family). This means, rather than going to the doctor and making a \$15 co-pay, you would pay the negotiated full price for Priority Health payments for the visit. Once you reach the deductible amount, insurance pays 90% of costs (prescription costs differ) until the individual reaches their total out of pocket amount of \$3,500 (single) or \$7,000 (family), then insurance funds 100% beyond those amounts. Preventative care (i.e. annual checkups) are funded at 100% regardless if the deductible has been met.

Additionally, when you visit the drug store for a prescription, you will pay the Priority Health negotiated price, rather than the generic, preferred brand (etc.) co pay amount of \$20 or \$40. This will continue until you reach your deductible. After which, co pay costs will vary depending on the circumstances.

With the changes to the plan, on July 1, 2018, there will be **no payroll deduction** for employees who accept the health care. However, the employee will be responsible for the deductible, which is \$1,400 single or \$2,800 double or family. The individual premium costs fall under the State of Michigan hard cap amounts which municipalities are required to follow under Public Act 152. The current plan's individual premium costs do not fall under the hard cap provision. Therefore the employee is forced to pay the individual premium cost above the prescribed amount.

By converting to the H.S.A. plan, the annual premium cost to the City will be \$204,131.16, which will be paid entirely by the City. If the City stayed in the Priority Health H.M.O. the total annual premium cost would be \$247,339.92, with the City contributing \$213,271.75 toward the

premium. Under the hard cap provisions required by the State of Michigan under Public Act 152, the employees would be responsible for \$34,068.17. This doesn't include the additional \$2,000 (single) or \$4,000 (double or family) the employee would pay in deductibles before the insurance is activated.

This change in policy also alleviates a past concern. Recently it was brought to my attention that the retiree has a better health care arrangement than the working employee. Under the current policy, the retiree who meets the MERS definition of retirement receives five years of insurance until age 65. The city pays in full the amount of the premium for the retiree and the retiree funds the deductible and the taxes (approximately \$300 per year). Under the new plan, the coverage and deductible for the employee and the retiree are identical. The only difference is the retiree is responsible for paying the taxes as required by law.

Attached are the policy comparisons between the current and proposed Priority Health proposals. Please note the total annual premium costs in the attached sheet are crossed out as they are not correct there have been changes in enrollment since receiving this.

Health care is something the City needs to monitor on an annual basis and we have to make changes based on cost assessment. Health care will continue to increase but ensuring we are reducing costs where we can and ensure employees have adequate care is essential. I believe the proposed plan meets this concern.

I am recommending the Lowell City Council allow the City to enroll in the Priority Health HSA 1,400 account beginning on July 1, 2018 in the manner prescribed.

City of Lowell

Medical Cost and Coverage Comparison - July 1, 2018

		Current/Renewal Plan Priority Health HMO	Priority Health HMO \$2,500	Priority Health \$2,000	Priority Health HSA \$1,400
In-Network					
Deductible (Indi/Fam)		\$2,000/\$4,000	\$2,500/\$5,000	\$2,000/\$4,000	\$1,400/\$2,800
Coinsurance %		80%	70%	80%	90%
Coinsurance Maximum		\$1,500/\$3,000	N/A	\$4,500/\$9,000	N/A
Total Out-of-Pocket Maximum (Includes Medical, Rx, Copays)		N/A	\$7,350/\$14,700	\$7,350/\$14,700	\$3,500/\$7,000
Preventative Services		100%	100%	100%	100%
Advanced Imaging		80% after deductible	70% after deductible	80% after deductible	90% after deductible
Emergency Room		\$100 copay after deductible	\$250 copay after deductible	\$150 copay after deductible	90% after deductible
Urgent Care		\$15 copay after deductible	\$75 copay	\$75 copay	90% after deductible
Office Visit Copay (PCP/Specialist)		\$15/\$15 after deductible	\$35/\$65 copay	\$20/\$50 copay	90% after deductible
Office Visits Services		80% after deductible	70% after deductible	80% after deductible	90% after deductible
Prescriptions					
Generic		\$10 copay	\$35 copay	\$20 copay	\$20 copay after deductible
Preferred Brand		\$40 copay	\$75 copay	\$60 copay	\$60 copay after deductible
Non-Preferred Brand		\$40 copay	\$100 copay	\$80 copay	\$80 copay after deductible
Preferred Specialty Drugs		\$40 copay	20%	20%	20% after deductible
Non-Preferred Specialty Drugs		\$40 copay	25%	30%	20% after deductible
Mail Order - 90 day supply		2x copay	2x copay	2x copay	2x copay
Enrollment		Current Rates	Renewal Rates	Member Level Rated	Member Level Rated
Single	4	\$686.92	\$630.35		
Double	6	\$1,291.22	\$1,386.77		
Family	5	\$1,814.02	\$1,733.46		
Estimated Monthly Premium		\$18,155.10	\$19,000.32	\$15,204.23	\$16,184.12
Estimated Annual Premium		\$217,861.20	\$228,111.84	\$182,450.76	\$194,209.44
Percentage Change			7.40%	-16.30%	-10.91%
Annual Dollar Change			\$16,130.64	(\$35,530.44)	(\$23,771.76)

RATES SUBJECT TO FINAL UNDERWRITING APPROVAL

See Benefit Summary of Charges (SBC) for full details.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: June 1, 2018

TO: Mayor DeVore and the Lowell City Council

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

RE: PROTEC Membership

Attached is a letter from PROTEC-The Michigan Coalition to Protect Public Rights-of-Way. PROTEC has been an organization for 22 years. Their purpose is to take the lead to coordinate actions to protect local government interests and to inform municipal officials of significant developments in the area of public right of way management. In the past they have been actively involved in issues regarding the placement of cable boxes, and other utility objects in the right-of-way. They have also been involved in protecting PEG Channels and the fees associated with them. This group is currently involved in the fight regarding Small Cell/DAS legislation that I mentioned previously.

The cost of membership to the City of Lowell is \$472.88.

I am recommending that the Lowell City Council approve the City's membership in PROTEC.

PROTEC

The Michigan Coalition to Protect Public Rights-of-Way

www.protec-mi.org

May, 2018

Mr. Michael T. Burns
City Manager, Lowell
301 E. Main St.
Lowell, MI 49331-1798

Dear Municipal Official:

PROTEC CELEBRATES OUR 22nd ANNIVERSARY!!

For 22 years, PROTEC has worked on behalf of local governments across Michigan to address a variety of rights-of-way issues facing our state, as detailed in PROTEC's most recent **Annual Report**, available online at **www.protec-mi.org**. Our efforts have included:

- **PROTEC STALLS SB 637**

With the explosion of smart phone and device usage, the Wireless DAS/Small Cell industry is trying to install **millions of new antennas** in American community rights of way ASAP in large part, to save the industry money. In October 2017, state legislators introduced SB 637, which sought unfettered access to public Rights-of-Way for essentially free, and trampled our Constitutional Home Rule rights and our obligations to our residents. PROTEC has opposed that bill from the beginning and is now the only vocal municipal organization in opposition to it. **The bill is now stalled and hopefully stopped altogether in the House, largely as a result of PROTEC's efforts.**

- **PROTEC has also provided help to members and supporters by creating and sharing draft DAS franchise agreements and policy documents.**
- PROTEC has kept tabs on ITC, one of the nation's largest electric transmission companies, and its plans for massive build outs of 100-150 foot transmission towers in Michigan communities and across the Midwest.
- PROTEC meets monthly and provides timely and informal assistance to communities facing immediate rights-of-way issues.
- PROTEC advances the cause of growing municipal broadband provisioning for the economic benefit of our region including serving as an advisor to the Governor's broadband commission.

- PROTEC is addressing aging and hazardous gas and liquid pipelines by filing and monitoring comments at the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA). PROTEC is also monitoring the State of Michigan's review of the two 20-inch Enbridge petroleum pipelines crossing the Straits of Mackinac just west of the Mackinac Bridge.
- PROTEC is also actively involved in monitoring, coalition building and promoting positive Rights of Way outcomes in the Courts, the FCC and Congress as well as the Michigan Legislature.

These are just a sampling of issues and efforts that PROTEC has taken on. Our mission throughout Michigan is to coordinate actions that protect local community interests and inform municipal officials of significant developments in public rights-of-way management including on utility poles, in the ground and via the airwaves. PROTEC has taken a proactive approach to the many challenges faced by communities across the state. Now, more than ever, local governments must be diligent in protecting their interests in all rights-of-way issues.

Though we have made great strides in protecting our shared interests, it is crucial to remain committed to these efforts, to protect the gains that have been made, and to continue being a formidable voice in guarding our economic wellbeing.

PROTEC relies solely on its members and contributing communities as its sole support. Your contributions allow PROTEC to participate in judicial, legislative and administrative activities, both on the state and federal levels, to protect local governments' rights concerning the use of public rights-of-way by cable, telecommunications, electric, pipeline and other utility industries.

PROTEC has no paid staff. Administrative support for its operations is generously donated by member communities and the Michigan Municipal League. Please consider supporting the work of PROTEC by becoming a member or renewing your community's annual membership. Your dues and contributions will help ensure PROTEC has the resources necessary to continue its strong advocacy on behalf of *all* Michigan municipalities.

Respectfully,

Mayor John B. O'Reilly, Jr.
City of Dearborn

Mayor Dennis K. Wright
City of Livonia

Mayor Kenson J. Siver
City of Southfield

PROTEC

The Michigan Coalition to Protect Public Rights-of-Way

www.protec-mi.org

26000 Evergreen Road
Southfield, MI 48076
TEL: 248-796-4503
FAX: 248-796-4505

Attention Mr. Michael T. Burns

Application for PROTEC Annual Membership: Fiscal year beginning July 1, 2018.

Membership dues are based on population figures as reported in the 2010 Census (\$.125 per resident, capped at \$12,500).

Dues for the community of
Lowell

would be
\$ 472.88

MEMBERSHIP INFORMATION:

Please complete membership information and return with your payment.

Contact Person _____

Title _____

City/Village _____

Address _____

Zip Code _____

10 Digit Phone _____

10 Digit Fax _____

Email Address _____

Checks should be made payable to PROTEC and mailed to:
Michigan Municipal League
P.O. Box 7409
Ann Arbor, MI 48107-7409

Board of Directors: City of Dearborn, City of Livonia, City of Southfield
Fiscal Agent: Michigan Municipal League

* A copy of this statement has also been sent to your municipality's Mayor/President/Administrator (as appropriate).

Why I should join PROTEC!

22 years ago, a group of Michigan municipalities, together with the leadership of the Michigan Municipal League (MML), determined that there was a need to form a special consortium of communities for the purpose of focusing on the various issues affecting our Rights of Way (ROW). The immediate concerns at that time included efforts by the telecommunications industry to access our ROW with little or no local regulation - and for free, without covering actual costs to the community, let alone market-based rents. PROTEC fought hard on these issues. Several years later, PROTEC led the charge on opposing PA 480, The Uniform Video Services Local Franchise Act. Both Acts ended far better than they started as a result, in no small part, of PROTEC's contribution to the local community team, and pressing for fair market value fees and local control.

When a couple years ago, AT&T cut several million dollars from their Metro Fees which are paid to all of us, it was PROTEC alone that objected and fought through that issue until AT&T recanted their position and paid the balance owed.

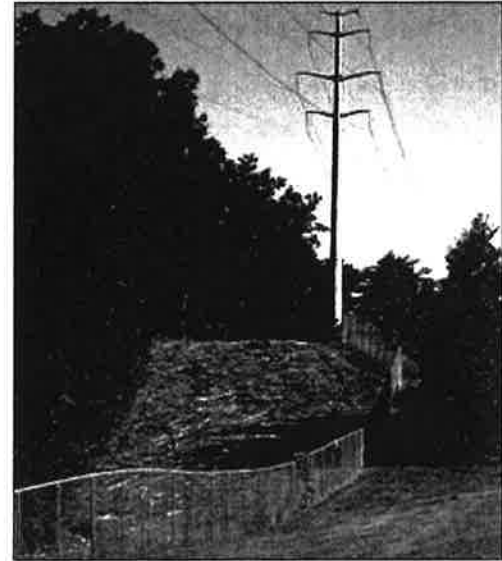
When the wireless industry claimed a 12-year-old regulation allowed wireless facilities in our ROW for free and unregulated, it was PROTEC alone that successfully challenged that regulation and had it terminated.

Today, we continue to lead Michigan communities in addressing that same telecom industry, as well as opposing proposals such as ITC's 100 foot electric transmission towers and lines right down community main streets, as well as the ROW inroads being attempted by the pipeline industry.

PROTEC has a proud history of close collaboration with our local community partners including MML, MTA, MAC, CRA, CWW, CEW, GVMC, NATOA, The Alliance, The Washington based Pipeline Safety Trust and Telecommunity and many more partners across Michigan and the Country, on these complex and increasingly demanding industry demands.

This very hour, our battle again concerns the intrusion of wireless facilities into the ROW and new legislation that would reverse the last 4 years of local effort to reach rational accommodations with the industry.

Distributed Antenna Systems (DAS) and Small Cells which the industry claims require 34 cubic feet of monstrous equipment on towers reaching vertically as high as 120 feet are the threat. SB 637, the industry bill, is moving again and now largely unopposed but for PROTEC.



Our need is great. The current wireless ROW issues permeate not only the State of Michigan, but reach Washington where the FCC and Congress are also moving on these issues. Keeping track of and coordinating responses to these industry efforts to eliminate local governance is a full time job with current PROTEC funding at post 2008 levels amounting to only a part time budget.

We need you, your community and your support now more than ever.

If you receive free updates from PROTEC that you find helpful, if you receive all your Metro Act Funds, if you receive all your Cable franchise and/or PEG fees today, understand all those benefits come directly and in no small measure, as a result of the dues paying members of PROTEC.

Won't you join us?





LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: June 1, 2018
TO: Mayor DeVore and the Lowell City Council
FROM: Michael T. Burns, City Manager *MTB*
RE: MML Legal Defense Fund

As you are aware the City of Escanaba has been involved in a fight to preserve the correct assessment of large box stores. Several “big box” stores have been involved of challenging assessments based on closed stores and/or deed restrictions on the closed properties, thereby lowering the value of that property, and then claimed that the value of those stores be used as a comparable to set the value of the new property (store). This is an improper way to set values for new properties and it has artificially reduced the property taxes for the vibrant “big box” stores. Unfortunately, the Michigan Tax Tribunal has upheld their claims.

Recently the City of Escanaba has won a significant victory in the Michigan Supreme Court in the litigation of Menard Inc. v. City of Escanaba. The case has been remanded back to the Michigan Tax Tribunal for a determination of actual value.

During the appeal to the Michigan Supreme Court, the City of Lowell joined about 34 other municipalities in an amicus brief on behalf of ourselves and the various municipalities supporting the City of Escanaba. The City of Escanaba now needs additional help in the Michigan Tax Tribunal case (please see attached letter from the Michigan Municipal League).

I would like the City Council to consider assistance for this case. The decision of this case would likely have an impact on our assessments and we should assist in the defense. I would like the City Council to consider making a contribution to the Michigan Municipal League Legal Defense Fund and designate it for the MML LDF-Escanaba Fund.

April 19, 2018

Hon. Mike DeVore
Mayor
Lowell
301 E. Main St.
Lowell, MI 49331-1798

Dear Mike,

This letter is to ask that your community support the efforts of the City of Escanaba regarding the fight to preserve the correct assessment of large big box stores—a fight that will have a significant impact on local governments state wide. For those of you who are on the Michigan Municipal Executives listserv, you may have seen the recent request by the city manager. The League supports his request.

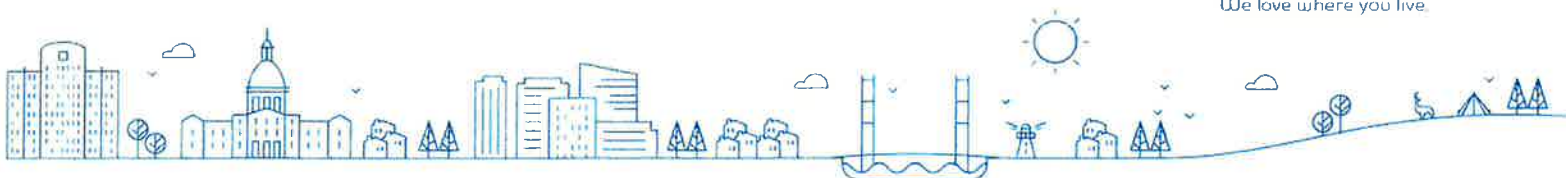
The “dark store” or “obsolescence” property valuation theory cast a cloud over the ability of local governments to defend their assessments of a wide variety of commercial and large industrial facilities, especially corporate headquarters and unique properties found in many communities. The City of Escanaba won a significant victory in the Michigan Supreme Court for equitable property assessments in the “dark store” litigation of *Menard Inc. v City of Escanaba*. During the several stages of the litigation, the League’s Legal Defense Fund and the League financially assisted Escanaba, as did the Michigan Townships Association, the Michigan Association of Counties, the Michigan Association of School Boards, the Michigan School Business Officials, the Michigan Assessors Association, and the Government Law Section of the State Bar of Michigan. The case has been remanded back to the Michigan Tax Tribunal (MTT) for a determination of actual valuation. Local governments throughout Michigan have a huge stake in the Tribunal’s decision.

The remand hearing before the Tribunal could undermine what was won in the Court of Appeals and subsequently upheld by the Supreme Court. Big box retailers and appraisers are preparing studies to either support or undermine the *Menard* decision. Both the Tax Tribunal and Menard have stated that this case will be precedent setting and will determine how big box stores should be assessed.

The City of Escanaba, with a population of 12,616 and a taxable value of \$299,460,000 has expended close to \$190,000 on the Menard appeal; other Delta County taxing entities have added approximately \$40,000 to the city’s defense. We understand, however, that their contributions represent all they can provide. Because city leaders recognize the state-wide impact of their case, exceptionally high costs have been incurred by the city to achieve an outcome from which many more communities will also benefit.

Approximately 80% of MML member communities are also members of our Legal Defense Fund (LDF). We greatly appreciate your contribution and if this were a normal LDF case, there would be sufficient funds to make sure the city was getting the assistance it needs. This is not, however, a normal case, due

We love where you live.



to its cost and potential impact. The LDF and the League itself have already expended and committed approximately \$40,000 on "big box store" litigation, an amount that is much greater when counting the assistance of the other state associations mentioned above. We and the other state associations will do more, but we don't have sufficient financial resources to give the city all the financial help it needs.

Because we are not likely to see a legislative fix pass before the Tribunal hears this case, it is imperative that the City prevails in this case, establishing a standard for valuation that is clear and fair. Many cities and townships stepped up to support one of several *amicus* briefs filed when this case was before the Supreme Court, indicating a strong statewide interest to play a part in a successful outcome. Additionally, the Michigan Department of Treasury recognizes the importance of this case and is considering providing a level of financial support for technical appraisal experts. However, more will be needed, and it is not fair that Escanaba fights this battle alone when many more communities will share in a fair and positive outcome.

For those communities that don't currently have, and don't expect to have, the sort of big box store at issue in this case—please note the following quote from a recent article by S&P Global Market Intelligence entitled "'Dark Store' Tactic By Big-Box Retailers Could Pressure U.S. Municipal Budgets And Credit Quality":

We have also observed the use of dark store arguments by pharmacies, auto parts stores, and, in a few instances, fast food chains, and believe there's some potential for these arguments to be employed more widely than they have been. The basic argument regarding functional obsolescence seems to apply equally well to other types of properties, giving rise to the potential for a domino effect of property tax appeals across the commercial and industrial portions of the tax base, which, were it to occur, could have a much more profound effect on some governments' ability to levy ad valorem property taxes on a significant cross-section of taxpayers.

Thus, the Escanaba case may have a significant impact on all Michigan local governments.

If your community can offer financial assistance at this critical juncture, this is your opportunity. Checks can be made payable to the City of Escanaba, P.O. Box 948, Escanaba, MI 49829-0948. Please enclose a notation that the check is intended for the *Menards* Tax Tribunal appeal as the city has established a segregated account for this purpose. If you prefer, checks may be sent to the Municipal League's Ann Arbor address, payable to "MML LDF – Escanaba" and we will forward the funds gathered to Escanaba. For more information regarding a community's authority to make a contribution, please have your municipal attorney review *Hess v. Cannon and Grattan Townships*, (265 Mich. App. 582, 696 N.W.2d 742) regarding pertinent municipal authority and the court's deference to legislative determinations of public purpose.

Thanks for your consideration. If you have any questions, please do not hesitate to contact Bill Mathewson at 734-669-6305 or wmathewson@mml.org.

Sincerely,



Daniel P. Gilmartin
Executive Director/CEO

We love where you live



APPOINTMENTS

Expires

Board of Review

Vacancy (Herb Vanderbilt – Resigned 04/16/18)

06/30/2020

Vacancy (Nancy Wood-Currently Serving)

06/30/2018

Local Officers Compensation Commission

Vacancy (Barb Zandstra – Resigned 03/20/18)

06/30/2021

LCTV Endowment Board

Vacancy (Barb Zandstra – Resigned 03/20/18)

12/31/2018