



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

**CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, DECEMBER 16, 2019, 7:00 P.M.**

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

2. CONSENT AGENDA

- Approval of the Agenda.
- Approve and place on file the Regular minutes of the December 2, 2019 City Council meeting.
- Authorize payment of invoices in the amount of \$324,013.29.

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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

4. OLD BUSINESS.

- a. Showboat Construction Specifications
- b. SAW – Grant Program Documentation

5. NEW BUSINESS

- a. Vredeveld Haefner LLC – City of Lowell Financial Statements
- b. Ordinance 19-09 – Consumers Energy Franchise Agreement
- c. Resolution 36-19 – Poverty Exemption Guidelines
- d. Little League Agreement Renewal
- e. #55 Mower Replacement Purchase
- f. Foreman St. Sanitary Sewer Replacement

6. BOARD/COMMISSION REPORTS

7. MONTHLY REPORTS

8. MANAGER'S REPORT

9. APPOINTMENTS

10. COUNCIL COMMENTS

11. CLOSED SESSION – to discuss pending litigation

12. ADJOURNMENT

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



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, December 16, 2019

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

- Approval of the Agenda.
- Approve and place on file the Regular minutes of the December 2, 2019 City Council meeting.
- Authorize payment of invoices in the amount of \$324,013.29.

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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

4. OLD BUSINESS

- a. Showboat Construction Specifications. Information will be presented at the meeting.
- b. SAW – Grant Program Documentation – Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approve the Wastewater Asset Management Plan and the Storm Water Asset Management Plan as presented.

5. NEW BUSINESS

- a. Vredeveld Haefner LLC – City of Lowell Financial Statements. Information will be presented at the meeting.
- b. Ordinance 19-09 – Consumers Energy Franchise Agreement. Memo is provided by City Manager Michael Burns.

Recommended Motion: That the Lowell City Council approve Ordinance 19-09 as presented.

- c. Resolution 36-19 – Poverty Exemption Guidelines. Memo is provided by City Manager Michael Burns.

Recommended Motion: That the Lowell City Council approve Resolution 36-19 setting the City of Lowell Poverty Exemption Guidelines.

- d. Little League Agreement Renewal. Memo is provided by City Manager Michael Burns.

Recommended Motion: That the Lowell City Council extend our current agreement with Lowell Little League beginning on July 1, 2020 until June 30, 2021.

- e. #55 Mower Replacement Purchase. Memo is provided by Utilities Supervisor Ralph Brecken.

Recommended Motion: That the Lowell City Council approve the purchase of a new mower at a cost not to exceed \$9,119.00

- f. Foreman St. Sanitary Sewer Replacement. Memo is provided by Public Works Director Daniel Czarnecki.

Recommended Motion: That the Lowell City Council approve the proposal from Prein & Newhof, Grand Rapids, for Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project at a cost “not-to-exceed” \$20,850.

6. BOARD/COMMISSION REPORTS
7. MONTHLY REPORTS
8. MANAGER’S REPORT
9. APPOINTMENTS
10. COUNCIL COMMENTS
11. CLOSED SESSION – to discuss pending litigation
12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 02, 2019, 7:00 P.M.**

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

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

Present: Councilmembers Marty Chambers, Cliff Yankovich, Councilmember Salzwedel and Mayor DeVore.

Absent: Councilmember Greg Canfield.

Also Present: City Manager Michael Burns, Chief of Police Steve Bukala, City Clerk Sue Ullery and DPW Director Dan Czarnecki.

2. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the Special Joint meeting between City Council and Lowell Light & Power and the Regular and Closed session minutes of the November 18, 2019 City Council meeting.
- Authorize payment of invoices in the amount of \$109,644.46.

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

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

NO: None.

ABSENT: Councilmember Canfield.

MOTION CARRIED.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Perry Beachum who resides at 924 Riverside Drive stated he feels the City Council needs to do a better job of explaining the city income tax proposal to the residents so they can understand it better and also feels there are no other workable options to consider using to replace the city income tax proposal for funding the City road repairs.

Jake Davenport who resides at 527 Lafayette suggested the City Council give the information on the city income tax proposal in smaller portions. He attended one of the meetings and felt overwhelmed by all the information. Davenport also feels, we should use Facebook live for access to our meetings and would like to see some of the money from the city income tax proposal if it passes, used for sewer/water repairs as well as city road repairs.

Eric Bartkus who will soon reside at 215 W Main, stated he was very impressed with DPW Director Dan Czarnecki's quick response when he and his wife smelled a gas leak. Dan was there in minutes to address the situation.

4. **OLD BUSINESS**

a. **Renewal of the Suez Agreement**

City Manager Michael Burns read the Suez Agreement memo and stated he would prefer to renew the agreement but then stated that is a decision for City Council. The City Councilmembers were all in favor of extending the current Suez agreement for an additional five years. Burns stated he and the City Attorney would like to go over a few items with Suez first and then will prepare the documents and bring it back to City Council for final approval.

5. **NEW BUSINESS**

a. **Well #4 Pump Overhaul and Cleaning.**

DPW Director Dan Czarnecki stated the well is due for an overhaul of its pump and a cleaning of the well. This well was put into service in February of 1990. The time has come to inspect and maintain the equipment so it can continue to provide an uninterrupted supply of the best tasting water in Michigan to the citizens of Lowell. The project consists of pulling the pump and inspecting it, replacing bearings, couplings and shafts. The motor will be disassembled and cleaned, bearings replaced, the motor balanced, and the unit tested. The well will be video inspected and the necessary cleaning performed. Funds have been budgeted in the current fiscal year to have this work performed. It should be noted that this work does not include repair/replacement of impellers, bowls, column, etc. Any additional work will need further approvals.

Two quotes were received for the work.

- Northern Pump & Well, Lansing \$18,980.15 (not including the cleaning of the well)
- Peerless Midwest, Inc., Ionia \$19,894.92

IT WAS MOVED BY CHAMBERS and seconded by YANKOVICH that Lowell City Council approve the quote from Peerless Midwest, Inc. Ionia, for the Well #4 pump overhaul and well cleaning (Quote #RWM 2019-1011 dated 10/11/19) at a total cost of \$19,894.92.

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

NO: None.

ABSENT: Councilmember Canfield.

MOTION CARRIED.

b. **Employee Handbook.**

City Manager Michael Burns stated our current employee handbook is not sufficient for a municipal operation and needs a significant upgrade. Burns worked with Anna Lindhurst from Lowell Light & Power to update our handbook and mirror it to Lowell Light & Power's policies and procedures as much as possible. The revised handbook is 40 pages, very thorough and meets federal and state legal requirements. Policies can be revised or added depending on the need. The upgraded policy includes guidelines for anti-harassment, work place violence, social media and many other items of necessity not in the current handbook. There is conflicting language between an employee's employment agreement and the handbook, in which we will defer to language in the employee's labor agreement to resolve the conflict. For example, the stand-by pay language in the handbook differs in one of our labor agreements compared to the handbook. In those instances, with those employees, we will defer to their labor agreement.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve the revised Employee Handbook as presented.

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

NO: None.

ABSENT: Councilmember Canfield.

MOTION CARRIED.

c. Donation of Police Cruiser to KCTC.

Chief of Police Steve Bukala stated the Kent Career Tech Center Junior Police Academy has requested any departments wanting to donate old police cruisers, that they will take the vehicles. The vehicles will serve two purposes there. The auto mechanics program will go through and check/repair anything the vehicle needs, and then it will serve as a police training vehicle for the KCTC Police Academy. There are several Lowell High School students in the KCTC criminal justice program as well as the auto mechanics programs.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL that the City of Lowell and the Lowell Police Department donate the 2010 Chevrolet Impala 9C-1 police vehicle to the Kent Career Tech Center High School Police Academy.

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

NO: None.

ABSENT: Councilmember Canfield.

MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Yankovich stated there is some cool stuff about to happen with the Historical District in town, so to be watching.

Councilmember Salzwedel stated Thursday, December 5, 2019 at 7:00 p.m. is the LCTV meeting.

Mayor DeVore stated Fire Authority is cancelled for this month of December and DDA is on Thursday, December 05, 2019 at noon.

7. MANAGER'S REPORT.

City Manager Michael Burns reported on the following:

- Close to coming to a close on the documentation for the Saw Grant which is due by the end of the year 2019.
- Lew Bender will be here January 23, 2020 from 5:30 p.m. to 9:30 p.m.
- Met with a marijuana entity looking to set up shop at the old Family Video location, they have not submitted a formal application yet.
- The Christmas through Lowell Santa Parade will be this Saturday, December 7, 2019 at 6:00 p.m.
- December 03, 2019, Hudson street will be closed at the bridge between 9:00 a.m. and 2:30 p.m. so Kent County can clear some logs and debris from the river.

8. APPOINTMENTS.

It was a general consensus, from the City Councilmembers that Mayor DeVore continue to serve on the Historic District Board.

The Construction Board of Appeals still has an appointment opening.

9. COUNCIL COMMENTS.

There were no council comments.

10. ADJOURNMENT.

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn at 7:30 p.m.

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

12/13/2019 11:11 AM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

Page: 1/6

User: SUE

POST DATES 12/03/2019 - 12/13/2019

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
Invoice			
01513	ADDORIO TECHNOLOGIES, LLC		
8276	COMPUTER SERVICES		1,077.74
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			1,077.74
00015	ALEXANDER CHEMICAL CORP		
SL510085609	WTP CHEMICALS		1,026.00
TOTAL FOR: ALEXANDER CHEMICAL CORP			1,026.00
10816	AMAZON CAPTIAL SERVICES		
111-2129734-97674	DPW - SPIKE ICE CLEATS		149.70
111-9705721-36690	DPW - SPIKE CLIP		11.39
TOTAL FOR: AMAZON CAPTIAL SERVICES			161.09
10417	AUTO SHADE WINDOW TINTING		
2988	LPD - 2010 FUSION		200.00
TOTAL FOR: AUTO SHADE WINDOW TINTING			200.00
10121	BEHRENS LIMITED, LCC		
11/25/19	MUTT MITT		97.95
TOTAL FOR: BEHRENS LIMITED, LCC			97.95
00050	BERNARDS ACE HARDWARE		
NOV 2019	STATEME OF ACCOUNT		843.09
TOTAL FOR: BERNARDS ACE HARDWARE			843.09
10686	BETTEN BAKER		
132005	CHEVY IMPALA 2010		47.55
TOTAL FOR: BETTEN BAKER			47.55
MISC	BRYAN, MICHAEL		
12/3/2019	REFUND FOR AIR B&B		1,050.00
TOTAL FOR: BRYAN, MICHAEL			1,050.00
00344	CITY OF LOWELL		
12/2/19	BAD DEBT FOR TAX ROLL W2019		56.05
TOTAL FOR: CITY OF LOWELL			56.05
10493	COMCAST CABLE		
12/22/2019	DPW CABLE TV		45.05
TOTAL FOR: COMCAST CABLE			45.05
10817	COMPRENHENSIVE ENGINEERING PC		
203689	SHOWBOAT CONSTRUCTION DOCUMENTS		14,716.50
TOTAL FOR: COMPRENHENSIVE ENGINEERING PC			14,716.50
10509	CONSUMERS ENERGY		
11/30/2019	ACCOUNT STATEMENT		25.99
TOTAL FOR: CONSUMERS ENERGY			25.99
01156	CURTIS CLEANERS		
NOV 2019	LPD DRY CLEANING SERVICES		284.25
TOTAL FOR: CURTIS CLEANERS			284.25

User: SUE

POST DATES 12/03/2019 - 12/13/2019

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Invoice	Description	Amount
00148	DICKINSON WRIGHT PLLC			
	1426550		RECREATIONAL MARIJUANA	629.00
	1426551		WARE ROAD LANDFILL	111.00
	1426552		CITY INCOME TAX	111.00
	1426553		W/S AUTHORITY	980.50
	1426554		GENERAL MUNICIPAL	1,739.00
TOTAL FOR: DICKINSON WRIGHT PLLC				3,570.50
02035	DIGITAL OFFICE MACHINES, INC.			
	18810		POLICE COPY MACHINE	57.47
	18811		DPW COPY MACHINE	29.49
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.				86.96
10713	ENGINEERED PROTECTION SYSTEMS INC			
	A1174867		WTP VIDEO SERVICE	225.00
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC				225.00
10670	FAHEY SCHULTZ BURZYCH RHODES PLC			
	50340		COLLECTIVE BARGAINING SERVICES	1,120.00
	50341		EMPLOYMENT MATTERS	560.00
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC				1,680.00
10693	FERGUSON ENTERPIRSES, INC.			
	0091675		METERS	1,314.91
	0091758		METERS	691.70
TOTAL FOR: FERGUSON ENTERPIRSES, INC.				2,006.61
10211	FIRE PROS INC.			
	INV-1778126		WTP EXTINGUISHER INSPECTION	143.00
	INV-1778430		CITY HALL FIRE SYSTEM INSPECTION	317.50
TOTAL FOR: FIRE PROS INC.				460.50
10369	FLAT RIVER ELECTRIC LLC			
	I3445		CHAMBER BLDG R & M	277.75
TOTAL FOR: FLAT RIVER ELECTRIC LLC				277.75
00711	GERARD, LORI			
	12/5/19		KCTA MEETING MILEAGE	20.07
TOTAL FOR: GERARD, LORI				20.07
00225	GRAND RAPIDS COMMUNITY COLLEGE			
	11/16 - 11/30/19		TAX DISBURSEMENT	261.03
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				261.03
01508	GTW			
	202403		CYCLINDER RENTAL NOV 2019	33.84
TOTAL FOR: GTW				33.84
00710	HAROLD ZEIGLER FORD, INC.			
	213305		LPD CAR #841	236.55
	213598		LPD 2014 EXPLORER	26.75
TOTAL FOR: HAROLD ZEIGLER FORD, INC.				263.30
10841	HELIX INTERNATIONAL			
	3788		CONSULTING SERVICES	845.00
TOTAL FOR: HELIX INTERNATIONAL				845.00

12/13/2019 11:11 AM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

Page: 3/6

User: SUE

POST DATES 12/03/2019 - 12/13/2019

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00248	HOOPER PRINTING		
	59032	NOTARY STAMP - VERHIL	49.29
	59078	1994 NW PUMP STATION DOC TO PDF	312.00
	59096	WATER BILL PAPER/ENVELOPES	658.24
TOTAL FOR: HOOPER PRINTING			1,019.53
02102	HUNTINGTON NATIONAL BANK		
	11/27/19	SAFE DEPOSIT RENTAL	85.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			85.00
10672	HUNTINGTON NATIONAL BANK		
	18961	CAP IMP BOND SERIES 2016	500.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			500.00
02463	HYDROCORP		
	0055238-IN	CROSS CONNECTION NOVEMBER 2019	937.00
TOTAL FOR: HYDROCORP			937.00
10112	IAAO		
	12/9/2019	MEMBERSHIP - RASHID, JEFF	220.00
TOTAL FOR: IAAO			220.00
10424	KCTA		
	12/11/19	2020 MEMBERSHIP - OLIN & GERARD	50.00
TOTAL FOR: KCTA			50.00
00291	KENT COUNTY ROAD COMMISSION		
	411780	TRAFFIC LIGHT SHARE	42.37
TOTAL FOR: KENT COUNTY ROAD COMMISSION			42.37
00300	KENT COUNTY TREASURER		
	11/16 - 11/30/19	TAX DISBURSEMENT	1,520.78
TOTAL FOR: KENT COUNTY TREASURER			1,520.78
00302	KENT INTERMEDIATE SCHOOL DIST.		
	11/16 - 11/30/19	TAX DISBURSEMENT	831.96
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			831.96
01374	LOWELL AREA HISTORICAL MUSEUM		
	11/16 -11/30/19	TAX DISBURSEMENT	35.91
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			35.91
00562	LOWELL AREA SCHOOLS		
	11/16 - 11/30/19	TAX DISBURSEMENT	591.24
TOTAL FOR: LOWELL AREA SCHOOLS			591.24
00347	LOWELL CHARTER TOWNSHIP		
	PYMT #10	WATER OVERPAYMENT	5,103.33
TOTAL FOR: LOWELL CHARTER TOWNSHIP			5,103.33
00330	LOWELL LEDGER		
	11/30/2019	ACCOUNT STATEMENT	293.33
TOTAL FOR: LOWELL LEDGER			293.33
00341	LOWELL LIGHT & POWER		
	11/30/2019	ELECTRIC STATEMENTS - NOV 2019	19,113.93
TOTAL FOR: LOWELL LIGHT & POWER			19,113.93

12/13/2019 11:11 AM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

Page: 4/6

User: SUE

POST DATES 12/03/2019 - 12/13/2019

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10615	MANSZEWSKI LANDSCAPING LLC		
	INV0034	NW RESERVOIR BRUSH REMOVAL	325.00
TOTAL FOR: MANSZEWSKI LANDSCAPING LLC			325.00
10038	MICHIGAN ASSESSOR ASSOCIATION		
	12/3/2019	MEMBERSHIP APPLICATION - RASHID	90.00
TOTAL FOR: MICHIGAN ASSESSOR ASSOCIATION			90.00
10083	MICHIGAN CAT		
	SD10514885	PREVENETIVE MAINT - SHEPARD DR	1,022.00
	SD10517720	PREVENTIVE MAINT - CITY HALL	785.00
	SSD10516610	PREVENTIVE MAINT - WWTP	825.00
TOTAL FOR: MICHIGAN CAT			2,632.00
10561	MID-MICHIGAN ASSESSOR'S ASSOC.		
	12/3/2019	MEMBERSHIP - RASHID, JEFF	20.00
TOTAL FOR: MID-MICHIGAN ASSESSOR'S ASSOC.			20.00
00424	MML WORKERS' COMP FUND		
	8826205	PAYROLL AUDIT 18-19	2,554.00
TOTAL FOR: MML WORKERS' COMP FUND			2,554.00
00426	MODEL COVERALL SERVICE, INC.		
	11/30/2019	LIBRARY RUGS	319.90
TOTAL FOR: MODEL COVERALL SERVICE, INC.			319.90
10838	MORAN IRON WORKS, INC		
	15901-1	SHOWBOAT PROJECT	22,670.55
	15929	SHOWBOAT PROJECT	5,463.33
	15930	SHOWBOAT PROJECT	18,484.15
	15931	SHOWBOAT PROJECT	14,857.04
TOTAL FOR: MORAN IRON WORKS, INC			61,475.07
01208	NICHOLLS, PAUL		
	12/9/2019	AIRPORT COURTESY CAR	500.00
TOTAL FOR: NICHOLLS, PAUL			500.00
00499	PETTY CASH		
	12/13/2019	PETTY CASH 12/13/2019	98.08
TOTAL FOR: PETTY CASH			98.08
10130	RASHID, JEFFREY		
	NOV 2019	ASSESSING DEPT EXPENSES	43.50
TOTAL FOR: RASHID, JEFFREY			43.50
10133	RED CREEK WASTE SERVICES INC.		
	9BR00509	TRASH SERVICES NOV 2019	349.81
TOTAL FOR: RED CREEK WASTE SERVICES INC.			349.81
10378	RUESINK, KATHIE		
	911013 - 911014	CLEANING SERVICES 11/14 -11/27	630.00
TOTAL FOR: RUESINK, KATHIE			630.00
10839	RYAN TEACHWORTH		
	12/06/2019	DOG LICENSE REFUND	68.00
TOTAL FOR: RYAN TEACHWORTH			68.00

12/13/2019 11:11 AM
User: SUE
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
POST DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 5/6

Vendor Code	Vendor Name	Invoice	Description	Amount
10316	SCENIC EXPRESSIONS LLC	2110	AIRPORT FLOWING NOV 2019	550.00
TOTAL FOR: SCENIC EXPRESSIONS LLC				550.00
02575	SELF SERVE LUMBER	NOV 2019	ACCOUNT STATEMENT	142.73
TOTAL FOR: SELF SERVE LUMBER				142.73
02085	SPECTRUM HEALTH OCCUPATIONAL	643258	DPT PHYSICAL - BAKER	64.00
		643395	DOT PHYSICAL - FOSBURG	64.00
TOTAL FOR: SPECTRUM HEALTH OCCUPATIONAL				128.00
10341	STATE OF MICHIGAN	551-553096	LIVE SCAN - NOVEMBER 2019	432.50
TOTAL FOR: STATE OF MICHIGAN				432.50
REFUND TAX	STEVENS ROBERT	12/13/2019	2019 Sum Tax Refund 41-20-02-276-016	2,090.12
TOTAL FOR: STEVENS ROBERT				2,090.12
10583	SUEZ WATER ENVIRONMENTAL SVC INC	201938361	WWTP SERVICES NOV 2019	38,490.00
		201938445	SURCHARGE OCT 2019	577.38
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				39,067.38
REFUND TAX	Sun Title Agency1410	12/10/2019	2019 Win Tax Refund 41-20-01-126-003	44.20
TOTAL FOR: Sun Title Agency1410				44.20
10514	SUPPLYGEEKS	OE-15509-1	OFFICE SUPPLIES	85.46
TOTAL FOR: SUPPLYGEEKS				85.46
MISC	TAILORED BUILDING	12/3/2019	ROW PERMIT - BETTEN BAKER	5,000.00
TOTAL FOR: TAILORED BUILDING				5,000.00
10543	TRACTOR SUPPLY CREDIT PLAN	NOV 2019	ACCOUNT STATEMENT	285.53
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN				285.53
MISC	VENTURE CONTRACTING & DEV LLC	12/4/2019	ROW PERMIT REFUND FOR BURGER KING	5,000.00
TOTAL FOR: VENTURE CONTRACTING & DEV LLC				5,000.00
10759	VERBURG, LISA	2	ASSESSING OFFICE CONTRACT WORK	720.00
TOTAL FOR: VERBURG, LISA				720.00
00666	VERGENNES TOWNSHIP TREASURER	12/9/2019	990 N WASHINGTON 41-16-35-426-601	193.76
		2/14/2020	AIRPORT 41-16-35-100-601	2,486.30
TOTAL FOR: VERGENNES TOWNSHIP TREASURER				2,680.06
02203	VISA	NOVEMBER 2019	MERCANTILE VISA CARD STMT	7,478.78
TOTAL FOR: VISA				7,478.78

12/13/2019 11:11 AM
User: SUE
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
POST DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 6/6

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10389	VREDEVELD HAEFNER LLC		
	4633	CITY AUDIT/ W&S RATE CALC	5,860.00
TOTAL FOR: VREDEVELD HAEFNER LLC			5,860.00
00692	WILLIAMS & WORKS INC.		
	89172	PROFESSIONAL SERVICES	3,676.16
	89187	PROFESSIONAL SERVICES	2,055.06
TOTAL FOR: WILLIAMS & WORKS INC.			5,731.22
10840	YANKOVICH, CLIFF		
	12/4/2019	MML WEBINAR TRAINING	40.00
TOTAL FOR: YANKOVICH, CLIFF			40.00
TOTAL - ALL VENDORS			204,147.54

12/13/2019 11:12 AM
User: SUE
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-222.002	DUE TO COUNTY-DOG LICENSE	RYAN TEACHWORTH	DOG LICENSE REFUND	68.00	73716
101-000-264.003	WORKERS COMP INSURANCE PA	MML WORKERS' COMP FUND	PAYROLL AUDIT 18-19	2,554.00	73761
101-000-285.000	DEPOSITS	VENTURE CONTRACTING & DEV	ROW PERMIT REFUND FOR BUR	5,000.00	73776
Total For Dept 000				7,622.00	
Dept 101 COUNCIL					
101-101-955.000	MISCELLANEOUS EXPENSE	YANKOVICH, CLIFF	MML WEBINAR TRAINING	40.00	73783
101-101-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH 12/13/2019	17.30	73784
Total For Dept 101 COUNCI				57.30	
Dept 172 MANAGER					
101-172-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA CARD STMT	140.00	73779
Total For Dept 172 MANAGE				140.00	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA CARD STMT	212.03	73779
Total For Dept 191 ELECTI				212.03	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING DEPT EXPENSES	43.50	73765
101-209-860.000	TRAVEL EXPENSES	VERBURG, LISA	ASSESSING OFFICE CONTRACT	720.00	73777
101-209-955.000	MISCELLANEOUS EXPENSE	IAAO	MEMBERSHIP - RASHID, JEFF	220.00	73747
101-209-955.000	MISCELLANEOUS EXPENSE	MICHIGAN ASSESSOR ASSOCIA	MEMBERSHIP APPLICATION -	90.00	73758
101-209-955.000	MISCELLANEOUS EXPENSE	MID-MICHIGAN ASSESSOR'S A	MEMBERSHIP - RASHID, JEFF	20.00	73760
Total For Dept 209 ASSESS				1,093.50	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RECREATIONAL MARIJUANA	629.00	73731
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	WARE ROAD LANDFILL	111.00	73731
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	CITY INCOME TAX	111.00	73731
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL MUNICIPAL	1,739.00	73731
101-210-801.000	PROFESSIONAL SERVICES	FAHEY SCHULTZ BURZYCH RHO	COLLECTIVE BARGAINING SER	1,120.00	73734
101-210-801.000	PROFESSIONAL SERVICES	FAHEY SCHULTZ BURZYCH RHO	EMPLOYMENT MATTERS	560.00	73734
Total For Dept 210 ATTORN				4,270.00	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	293.33	73755
Total For Dept 215 CLERK				293.33	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	CITY AUDIT/ W&S RATE CALC	4,852.50	73781
101-253-860.000	TRAVEL EXPENSES	GERARD, LORI	KCTA MEETING MILEAGE	20.07	73738
101-253-955.000	MISCELLANEOUS EXPENSE	HUNTINGTON NATIONAL BANK	SAFE DEPOSIT RENTAL	85.00	73744
101-253-955.000	MISCELLANEOUS EXPENSE	KCTA	2020 MEMBERSHIP - OLIN &	50.00	73748
101-253-955.000	MISCELLANEOUS EXPENSE	PETTY CASH	PETTY CASH 12/13/2019	16.28	73784
Total For Dept 253 TREASU				5,023.85	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	PETTY CASH	PETTY CASH 12/13/2019	8.47	73784
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	OFFICE SUPPLIES	85.46	73773
101-265-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA CARD STMT	3,093.45	73779
101-265-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 12/13/2019	15.90	73784
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 11/14 -	390.00	73715
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	CITY HALL FIRE SYSTEM INS	317.50	73736
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES NOV 2019	94.45	73766
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	2,327.17	73756
101-265-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	PREVENTIVE MAINT - CITY H	785.00	73759
Total For Dept 265 CITY H				7,117.40	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	13.49	73768
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	140.16	73756

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 CEMETERY					
101-276-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	649.95	73722
101-276-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	112.49	73775
Total For Dept 276 CEMETE				916.09	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	LIVE SCAN - NOVEMBER 2019	432.50	73770
101-301-727.000	OFFICE SUPPLIES	VISA	MERCANTILE VISA CARD STMT	402.43	73779
101-301-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	18.98	73722
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING	NOTARY STAMP - VERHIL	49.29	73743
101-301-740.000	OPERATING SUPPLIES	PETTY CASH	PETTY CASH 12/13/2019	33.63	73784
101-301-744.000	UNIFORMS	CURTIS CLEANERS	LPD DRY CLEANING SERVICE	284.25	73730
101-301-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	88.88	73779
101-301-931.000	R & M POLICE CARS	AUTO SHADE WINDOW TINTING	LPD - 2010 FUSION	200.00	73720
101-301-980.000	OFFICE EQUIPMENT	VISA	MERCANTILE VISA CARD STMT	100.00	73779
101-301-984.000	EQUIPMENT	VISA	MERCANTILE VISA CARD STMT	23.30	73779
Total For Dept 301 POLICE				1,633.26	
Dept 400 PLANNING & ZONING					
101-400-611.000	SITE PLAN REVIEW RETAINER	TAILORED BUILDING	ROW PERMIT - BETTEN BAKER	5,000.00	73774
101-400-611.000	SITE PLAN REVIEW RETAINER	BRYAN, MICHAEL	REFUND FOR AIR B&B	1,050.00	73725
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,614.06	73782
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	60.00	73782
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	381.00	73782
Total For Dept 400 PLANNI				8,105.06	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	AMAZON CAPTIAL SERVICES	DPW - SPIKE CLIP	11.39	73719
101-441-740.000	OPERATING SUPPLIES	AMAZON CAPTIAL SERVICES	DPW - SPIKE ICE CLEATS	149.70	73719
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES NOV 2019	207.86	73766
101-441-802.000	CONTRACTUAL	SPECTRUM HEALTH OCCUPATIO	DPT PHYSICAL - BAKER	64.00	73769
101-441-802.000	CONTRACTUAL	SPECTRUM HEALTH OCCUPATIO	DOT PHYSICAL - FOSBURG	64.00	73769
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	DPW CABLE TV	45.05	73727
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	285.38	73756
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	1,109.75	73756
101-441-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	CHAMBER BLDG R & M	277.75	73737
Total For Dept 441 DEPART				2,214.88	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	181.88	73756
101-747-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	5.99	73722
Total For Dept 747 CHAMBE				187.87	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	24.98	73722
101-751-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	37.99	73775
101-751-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	123.72	73779
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	394.54	73756
Total For Dept 751 PARKS				581.23	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	48.49	73756
Total For Dept 757 SHOWBO				48.49	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	5.99	73722
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 11/14 -	240.00	73715
101-790-802.000	CONTRACTUAL	MODEL COVERALL SERVICE, I	LIBRARY RUGS	319.90	73762
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES NOV 2019	47.50	73766
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	1,251.64	73756
Total For Dept 790 LIBRAR				1,865.03	

12/13/2019 11:12 AM
User: SUE
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	SELF SERVE LUMBER	ACCOUNT STATEMENT	11.00	73768
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	217.23	73756
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	35.91	73752
Total For Dept 804 MUSEUM				264.14	
Total For Fund 101 GENERA				41,645.46	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	2,450.77	73782
Total For Dept 450 CAPITA				2,450.77	
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	42.03	73779
Total For Dept 463 MAINT				42.03	
Dept 474 TRAFFIC					
202-474-802.000	CONTRACTUAL	KENT COUNTY ROAD COMMISSI	TRAFFIC LIGHT SHARE	42.37	73749
Total For Dept 474 TRAFFI				42.37	
Total For Fund 202 MAJOR				2,535.17	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	1,225.39	73782
Total For Dept 450 CAPITA				1,225.39	
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	10.47	73722
203-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	26.98	73775
203-463-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	42.03	73779
Total For Dept 463 MAINT				79.48	
Dept 474 TRAFFIC					
203-474-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	23.95	73775
Total For Dept 474 TRAFFI				23.95	
Total For Fund 203 LOCAL				1,328.82	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BEHRENS LIMITED, LCC	MUTT MITT	97.95	73721
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	6.59	73722
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	1,035.31	73756
248-463-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	14.99	73722
Total For Dept 463 MAINT				1,154.84	
Dept 740 COMMUNITY PROMOTIONS					
248-740-880.000	COMMUNITY PROMOTION	PETTY CASH	PETTY CASH 12/13/2019	6.50	73784
Total For Dept 740 COMMUN				6.50	
Total For Fund 248 DOWNT				1,161.34	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-970.000	CAPITAL OUTLAY	COMPRENHENSIVE ENGINEERIN	SHOWBOAT CONSTRUCTION DOC	14,716.50	73728
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT PROJECT	22,670.55	73785
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT PROJECT	5,463.33	73785
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT PROJECT	18,484.15	73785
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT PROJECT	14,857.04	73785
Total For Dept 751 PARKS				76,191.57	
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	60.26	73756
Total For Dept 758 DOG PA				60.26	
Total For Fund 260 DESIGN				76,251.83	

12/13/2019 11:12 AM
User: SUE
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	NICHOLLS, PAUL	AIRPORT COURTESY CAR	500.00	73764
581-000-802.000	CONTRACTUAL	SCENIC EXPRESSIONS LLC	AIRPORT PLOWING NOV 2019	550.00	73767
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	25.99	73729
581-000-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	AIRPORT 41-16-35-100-601	2,486.30	73778
Total For Dept 000				3,562.29	
Total For Fund 581 AIRPOR				3,562.29	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	6,160.84	73756
Total For Dept 000				6,160.84	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SERVICES NOV 2019	38,490.00	73771
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	SURCHARGE OCT 2019	577.38	73771
590-550-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	PREVENTIVE MAINT - WWTP	825.00	73759
Total For Dept 550 TREATM				39,892.38	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	120.77	73779
590-551-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	6.43	73768
590-551-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	13.99	73722
590-551-970.000	CAPITAL OUTLAY	FERGUSON ENTERPIRSES, INC	METERS	657.45	73735
590-551-970.000	CAPITAL OUTLAY	FERGUSON ENTERPIRSES, INC	METERS	345.85	73735
Total For Dept 551 COLLEC				1,144.49	
Dept 552 CUSTOMER ACCOUNTS					
590-552-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER BILL PAPER/ENVELOPE	329.12	73743
590-552-969.000	BAD DEBTS	CITY OF LOWELL	BAD DEBT FOR TAX ROLL W20	45.62	73726
Total For Dept 552 CUSTOM				374.74	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	W/S AUTHORITY	490.25	73731
590-553-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	CITY AUDIT/ W&S RATE CALC	503.75	73781
590-553-996.000	PAYING AGENT FEES	HUNTINGTON NATIONAL BANK	CAP IMP BOND SERIES 2016	250.00	73745
Total For Dept 553 ADMINI				1,244.00	
Total For Fund 590 WASTEW				48,816.45	
Fund 591 WATER FUND					
Dept 000					
591-000-632.000	METERED SALES-TOWNSHIP	LOWELL CHARTER TOWNSHIP	WATER OVERPAYMENT	5,103.33	73754
Total For Dept 000				5,103.33	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	73.79	73722
591-570-743.000	CHEMICALS	ALEXANDER CHEMICAL CORP	WTP CHEMICALS	1,026.00	73718
591-570-802.000	CONTRACTUAL	FIRE PROS INC.	WTP EXTINGUISHER INSPECTI	143.00	73736
591-570-802.000	CONTRACTUAL	ENGINEERED PROTECTION SYS	WTP VIDEO SERVICE	225.00	73733
591-570-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	123.72	73779
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	4,683.81	73756
591-570-930.000	REPAIR & MAINTENANCE	VISA	MERCANTILE VISA CARD STMT	875.66	73779
Total For Dept 570 TREATM				7,150.98	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	3.38	73722
591-571-740.000	OPERATING SUPPLIES	HOOPER PRINTING	1994 NW PUMP STATION DOC	312.00	73743
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION NOVEMBER	937.00	73746
591-571-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA CARD STMT	45.77	73779
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS - NOV	1,217.47	73756
591-571-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	111.81	73768
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	STATEME OF ACCOUNT	13.99	73722

12/13/2019 11:12 AM
User: SUE
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	25.15	73775
591-571-930.000	REPAIR & MAINTENANCE	MANSZEWSKI LANDSCAPING LL	NW RESERVOIR BRUSH REMOVA	325.00	73757
591-571-930.000	REPAIR & MAINTENANCE	MICHIGAN CAT	PREVENETIVE MAINT - SHEPA	1,022.00	73759
591-571-955.000	MISCELLANEOUS EXPENSE	VERGENNES TOWNSHIP TREASU	990 N WASHINGTON 41-16-35	193.76	73778
591-571-970.000	CAPITAL OUTLAY	FERGUSON ENTERPIRSES, INC	METERS	657.46	73735
591-571-970.000	CAPITAL OUTLAY	FERGUSON ENTERPIRSES, INC	METERS	345.85	73735
591-571-970.000	CAPITAL OUTLAY	VISA	MERCANTILE VISA CARD STMT	1,669.99	73779
Total For Dept 571 DISTRI				6,880.63	
Dept 572 CUSTOMER ACCOUNTS					
591-572-740.000	OPERATING SUPPLIES	HOOPER PRINTING	WATER BILL PAPER/ENVELOPE	329.12	73743
591-572-969.000	BAD DEBTS	CITY OF LOWELL	BAD DEBT FOR TAX ROLL W20	10.43	73726
Total For Dept 572 CUSTOM				339.55	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	W/S AUTHORITY	490.25	73731
591-573-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	CITY AUDIT/ W&S RATE CALC	503.75	73781
591-573-996.000	PAYING AGENT FEES	HUNTINGTON NATIONAL BANK	CAP IMP BOND SERIES 2016	250.00	73745
Total For Dept 573 ADMINI				1,244.00	
Total For Fund 591 WATER				20,718.49	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	1,077.74	73717
636-000-801.000	PROFESSIONAL SERVICES	HELIIX INTERNATIONAL	CONSULTING SERVICES	845.00	73742
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE	29.49	73732
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	POLICE COPY MACHINE	57.47	73732
636-000-802.000	CONTRACTUAL	VISA	MERCANTILE VISA CARD STMT	375.00	73779
Total For Dept 000				2,384.70	
Total For Fund 636 DATA P				2,384.70	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	58.97	73775
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	LPD CAR #841	236.55	73741
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	LPD 2014 EXPLORER	26.75	73741
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	CHEVY IMPALA 2010	47.55	73724
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL NOV 2019	33.84	73740
Total For Dept 895 FLEET				403.66	
Total For Fund 661 EQUIPM				403.66	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	631.18	73750
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	591.24	73753
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	889.60	73750
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	831.96	73751
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	261.03	73739
703-000-275.000	DUE TO TAXPAYERS	Sun Title Agency1410	2019 Win Tax Refund 41-20	44.20	73772
703-000-275.000	DUE TO TAXPAYERS	STEVENS ROBERT	2019 Sum Tax Refund 41-20	2,090.12	73786
Total For Dept 000				5,339.33	
Total For Fund 703 CURREN				5,339.33	

12/13/2019 11:12 AM
User: SUE
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 12/03/2019 - 12/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	41,645.46	
			Fund 202 MAJOR STREET FUN	2,535.17	
			Fund 203 LOCAL STREET FUN	1,328.82	
			Fund 248 DOWNTOWN DEVELOP	1,161.34	
			Fund 260 DESIGNATED CONTR	76,251.83	
			Fund 581 AIRPORT FUND	3,562.29	
			Fund 590 WASTEWATER FUND	48,816.45	
			Fund 591 WATER FUND	20,718.49	
			Fund 636 DATA PROCESSING	2,384.70	
			Fund 661 EQUIPMENT FUND	403.66	
			Fund 703 CURRENT TAX COLL	5,339.33	
				<hr/>	
				204,147.54	

Memorandum



DATE: December 12, 2019

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: SAW Grant Program Documentation

As part of the SAW Grant the City received, we are required to establish and adopt a Wastewater Asset Management Plan and a Storm Water Asset Management Plan. Both plans must be made available to the public. The best way to do this is by linking the plans to the City's web page.

The documents are our Asset Management Plans for both systems. They lay out our system parameters, our desired level of service for the systems, and how we will oversee the systems and keep them operating properly at the lowest life-cycle cost.

We have developed asset management programs for storm water and wastewater. These internal documents define how we will apply asset management to achieve the goals as outlined in our Asset Management Plans. The asset management program documents are being provided at this time to help in the understanding of our Asset Management Plans.

Review of the system asset management plans are need, with approval of each plan by City Council to move forward with implementation at the conclusion of the SAW Grant process.

It is recommended the Lowell City Council approve the Wastewater Asset Management Plan and the Storm Water Asset Management Plan as presented.



Where we're going: System Goals



INTRODUCTION

About this Document

This document is our Wastewater Asset Management Plan (AMP). It defines the goals and guiding principles for running our wastewater system at its lowest life-cycle cost. With input from the community, we will maintain our AMP through a joint effort of our staff, administration, and elected officials. We will update it every five years to ensure its relevancy and effectiveness.

A companion document, our Wastewater Asset Management Program, shows how we will apply the principles of asset management to achieve the goals outlined in this AMP.

Our Commitment

Our wastewater system includes a complex set of components. We run and maintain them to processes our wastewater and reclaim fresh water from it before we recycle it back into the environment. Our wastewater system includes assets like collection sewers, lift stations, and a wastewater treatment plant which processes and cleans the wastewater. Each of us pays to operate, maintain and replace those assets through our utility rates. In effect, each of us is an owner of the wastewater system. As owners, we commit to manage our assets and make decisions based on long-term life cycle cost.

Asset Management Principals

All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical part, or asset. This progression over time from routine operation and maintenance through repairs and eventual replacement is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may decrease the lifespan of an asset. Replacing assets before they fail does not take full advantage of their value. It is this balance which puts decisions for operations, maintenance, repair, and replacement at the heart of asset management.

Asset management dictates needed actions after considering the condition of an asset, the consequences of its failure, and the action alternatives available. Asset Management drives those solutions with the lowest life cycle cost at the desired Level of Service (LoS).

CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PLAN

Contents

Part 1: Defining Our Goals – What is our desired Level of Service?	1
Part 2: Inventory - What do we own?.....	2
Part 3: Risk of Failure –What are the conditions of our assets?.....	3
Part 4: Consequence of Failure –What happens with a failure?	3
Part 5: Criticality – How do we prioritize our actions?	3
Part 6: Capacity – Do we have enough, now and for the future?.....	3
Part 7: Operations and Maintenance – Keeping up with routine work	4
Part 8: Capital Improvements – Continuing system renewal	4
Part 9: Financial Strategy – Rate planning and stability.....	5
Summary	5

Prepared with assistance by:

ENGINEER:
Prein&Newhof
PN# 2130576

FINANCIAL ADVISOR:
UMBAUGH

PART 1: DEFINING OUR GOALS—WHAT IS OUR DESIRED LEVEL OF SERVICE?

Our mission is to process our wastewater and recycle the fresh water in it for release into the environment. We will proactively manage our wastewater collection and treatment assets to meet our desired LoS goals.

Our community, as owners, must decide the LoS we want. Many factors play into this determination including: compliance with regulations, public health, aesthetics, service reliability, stable rates, available funds, etc. We have established these primary goals:

Goal 1: Meet Regulatory Requirements

Our wastewater system processes our wastewater in a way which meets or exceeds regulations established in the Federal Clean Water Act and State of Michigan Statutes/Rules. Our operators test our process products and water discharged to the environment according to Federal and State laws. We strive to achieve continued compliance with environmental regulations and produce the cleanest, safest treated water achievable with the treatment facilities we have.

Goal 2: Minimize Service Interruptions

Service interruptions from sewer breaks, repairs, and asset replacements are an inevitable part of operating a wastewater system. But, by better managing and investing in our system, we can decrease how often these interruptions occur.

Goal 3: Minimize Public Hazards

Sewer breaks can cause significant damage, not only to the streets above them but also to adjacent utilities and property. Sewer breaks/blockages may cause sewer backups which are a health concern and often damage property. We have over 18 miles of sewer pipes. Our goal is to have fewer than 5 sewer breaks and 10 backups a year.

To limit the potential damage from breaks and/or backups, we will keep staffing levels to allow emergency response services 24 hours per day, 7 days a week.

Goal 4: Manage Storm Water Inflow and Ground Water Infiltration

Storm water inflow through sources like roof drains and catch basins can cause sewer overflows and backups. Groundwater infiltration, if severe enough, can cause backups. Both inflow and infiltration (I/I) take up flow/treatment capacity. I/I reduces our capacity to collect and treat wastewater. It also increases our treatment costs. We will find and cut out sources of I/I wherever it is cost-effective to meet the Federal EPA guidelines for I/I and to minimize the potential for sewer overflows and back-ups.

Goal 5: Provide Capacity for Community Growth

We will maintain our wastewater assets to offer adequate capacity for existing development and will plan for improvements to allow growth. We will control expansion by balancing needs for community redevelopment/infill and desires for new development.

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PLAN**

Goal 6: Minimize Life Cycle Costs

The best financial decisions are those which achieve the lowest life cycle costs. This means we consider the full life cycle of each investment each time we look at making improvements. Short term fixes, while they may have low immediate costs, may not be the best long-term financial decision. Likewise, not spending money on maintenance and repairs can give short term cost savings but result in asset failure, increasing life-cycle costs. We will manage our system to pursue the lowest life-cycle cost possible for each asset.

Goal 7: Partner Communities

Our wastewater system serves not only our residents but also the community of Lowell Township. This makes us all co-owners. As co-owners, we must work together to manage our wastewater system. In accordance with our Interjurisdictional Sanitary Sewer Agreement with Lowell Township, we will meet annually with Lowell Township to facilitate communications regarding O&M, capital improvements, and rates.

PART 2: INVENTORY - WHAT DO WE OWN?

Our System

Our wastewater system includes assets such as collection sewers, lift stations, and a wastewater treatment plant which filters and purifies the wastewater. A variety of materials including vitrified clay pipe (heat-treated clay) and concrete pipe were the main choices for collection sewers in North America for many decades. Clay pipes are brittle and may crack. Root intrusion at joints is a significant problem. Concrete pipe succumbs to hydrogen sulfide corrosion over time under certain conditions. Both pipes come in short lengths and may leak at the joints.

In recent decades, plastic sewer pipe is common in new sewer construction. Although plastics have good corrosion resistance, they are vulnerable to poor installation practices.

The majority of our collection sewers were built before the 1970's. Most of these pipes are clay pipe. The remaining pipes from that era are either concrete or cast iron. Most pipes installed after 1980 are typically plastic.

A detailed summary of our waste water system assets are in our Wastewater Evaluation Report and in a detailed asset inventory maintained by our Department of Public Works (DPW).

The DPW keeps a list of non-pipe assets which includes purchase date, original cost, inspection reports, repair history, maintenance schedule, and specifications.

Our Plan

We will keep our system inventory current by storing records of our wastewater system in our Geographic Information System (GIS). A GIS contains maps of all collection system assets, lift stations, and the treatment plant. The City keeps an inventory of non-pipe assets (equipment, buildings, etc.) and asset data pertinent to Operations, Maintenance, and Replacement at the DPW.

PART 3: RISK OF FAILURE—WHAT ARE THE CONDITIONS OF OUR ASSETS?

Our System

To understand how long each of our assets may last, we must track their condition and potential failure risk. A functional asset failure is the primary consideration for Risk of Failure (RoF). However, we also must evaluate the risk of a physical asset failure for pipes, manholes, lift station and treatment equipment and structures. We will use break history, maintenance records, corrosion, and age to rate their condition. Non-pipe assets such as, buildings, wells, and storage tanks can be inspected to determine their physical condition.

Our Plan

We will keep our condition assessments current using periodic asset inspections at frequent intervals frequent enough to document reasonably expected condition changes. The inspection intervals will vary by asset type and its expected life. Next, we will score each asset on its likelihood or risk of failure. RoF ratings are on a scale of 1-5 with 5 being the highest RoF.

PART 4: CONSEQUENCE OF FAILURE—WHAT HAPPENS WITH A FAILURE?

Our System

It is important we understand the severity of consequences which may occur if any asset in our system fails. Functional failure consequences can occur when pumps stop working, valves cannot open or close, and when sewers become broken or blocked. Physical failure consequences can occur when we have sewer main breaks or catastrophic equipment failures.

Our Plan

We will evaluate the CoF of each asset, from both a functional and physical failure perspective. We will maintain redundancy on assets with a high CoF. All CoF ratings will be on a scale of 1-5 with 5 being the highest CoF.

PART 5: CRITICALITY—HOW DO WE PRIORITIZE OUR ACTIONS?

Our System

We must prioritize our actions to meet our Level of Service (LoS) goals while managing our work loads, utility rates, and minimizing life cycle costs. Consequence of Failure and Criticality should not be confused. Criticality is the product of an asset's Risk of Failure (RoF) and Consequence of Failure (CoF). Criticality drives an asset's action priority.

Our Plan

Criticality ratings help us prioritize improvements and with development of our Capital Improvement Plan. Criticality of assets within our system will be determined by multiplying each asset's RoF (1-5) by its CoF (1-5).

PART 6: CAPACITY—DO WE HAVE ENOUGH, NOW AND FOR THE FUTURE?

Our System

Our system must meet service demands both now and into the future based on current and future land use. Over time, flows fluctuate with changes in property use and population. System analysis shows we are currently meeting peak flow needs but we must make improvements to meet estimated future flows. A detailed analysis of our system capacity is in our Sewer Flow Study report.

Our Plan

We will maintain our wastewater assets to provide adequate capacity for existing development and will plan for system improvements which allow our community to grow. We will manage system expansion by balancing needs for community redevelopment/infill and desires for new development.

PART 7: OPERATIONS AND MAINTENANCE—KEEPING UP WITH ROUTINE WORK

Our System

Certain portions of our system need routine, on-going service to continue functioning. Our system Operations and Maintenance (O&M) demands are stable and we will manage the system to maintain stability. We will use CMMS tools to maintain asset inventories and schedule regular O&M activities.

Our Plan

We have established the following O&M goals:

1. Maintain staffing and equipment levels so in-house staff can perform routine O&M activities with a maximum overtime goal of 15%.
2. Use in-house staff to verify proper function of all system assets such as valves, pumps, motors, and other mechanical equipment.
3. We will hire outside consultants and contractors when we need specialized technical or equipment capabilities.

PART 8: CAPITAL IMPROVEMENTS—CONTINUING SYSTEM RENEWAL

Our System

Improvement recommendations for our wastewater system are in our Sewer Flow Study and Wastewater System Evaluation Reports. These reports identify the scope and priorities of proposed wastewater system improvements such as sewer pipe replacements, equipment replacements, and major O&M activities.

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PLAN**

Our Plan

We will incorporate the recommendations of the sewer reports into a comprehensive CIP which will document the major projects we plan to complete within the next 10 years. Criticality ratings set the order and timing of projects. Project timing often is driven by the availability of outside funding such as loans and grants. We will maintain and update our comprehensive CIP every year.

PART 9: FINANCIAL STRATEGY—RATE PLANNING AND STABILITY

Our System

Our wastewater billings cover our costs. We divide our wastewater portion of our utility bills into two categories: Readiness to Serve (RTS) charges and Commodity charges. RTS charges pay for our investment in physical assets including our collection system, lift stations, and wastewater treatment plant. We need these assets in-place before to collect and treat wastewater. We must maintain them regardless of the amount of wastewater we produce. The Commodity charge is based on water usage and it reflects the cost to collect, pump and treat wastewater. It is the smaller of the two cost categories. User categories like residential, commercial, industrial, etc. pay for the amount and type of wastewater they generate.

Our wastewater billings also support O&M and any utility bond payments (borrowed money) we use to fund major improvements.

Our Plan

We will maintain a life cycle forecast of expected costs, income from rates, and cash balances. We will use this forecast to fix sustainable and stable utility rates. This helps our residential, business, and industrial owners in their long-term financial planning.

We will fund O&M using cash from rates and will keep a minimum cash balance in accordance with the City of Lowell policies. These funds will allow us to pay cash for emergency repairs and minor unanticipated asset repairs or replacements. We may borrow (bond) for significant expenditures to manage rates and keep appropriate cash balances.

SUMMARY

Our Asset Management Program outlines how we will achieve our Asset Management Plan goals. We will adjust it from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate Asset Management into our everyday activities, including system improvements and master planning. By proactively managing our wastewater system, we can meet our desired Level of Service goals at the lowest possible long-term cost.



How we'll get there: The Action Plan



CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM

INTRODUCTION

About this Document

This document is our Wastewater Asset Management Program. It is an internal document which defines how we will apply the principles of asset management to achieve the goals outlined in our Asset Management Plan.

Maintaining our Asset Management Program will be a joint effort of our staff and administration. We will review our program every year to make sure it is relevant and effective, and will update the program as necessary.

This document covers the City of Lowell and all portions of the wastewater system within the City, including those portions that fall under the Interjurisdictional Sanitary Sewer Use Agreement between the City of Lowell and Lowell Township. The responsibility of the collection system within Lowell Township is NOT a part of this document.

Our Commitment

Our wastewater system includes a complex set of components. We run and maintain them to processes our wastewater and reclaim fresh water from it before we recycle it back into the environment. Our wastewater system includes assets like collection sewers, lift stations, and a wastewater treatment plant which processes and cleans the wastewater. Each of us pays to operate, maintain and replace those assets through our utility rates. In effect, each of us is an owner of the wastewater system. As owners, we commit to manage our assets and make decisions based on long-term life cycle cost.

Asset Management Principles

All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical part, or asset. This progression over time from routine operation and maintenance through repairs and eventual replacement is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may decrease the lifespan of an asset. Replacing assets before they fail does not take full advantage of their value. It is this balance which puts decisions for operations, maintenance, repair, and replacement at the heart of asset management.

Asset management dictates needed actions after considering the condition of an asset, the consequences of its failure, and the action alternatives available. Asset Management drives those solutions with the lowest life cycle cost at the desired Level of Service (LoS).

CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM

CONTENTS

Part 1: Defining Our Goals – What is our desired Level of Service?	1
Part 2: Inventory - What do we own?.....	3
Part 3: Risk Of Failure–In what condition are our assets?	4
Part 4: Consequence of Failure–What happens with a failure?	5
Part 5: Criticality–How do we prioritize?	6
Part 6: Capacity–Do we have enough, now and for the future?	6
Part 7: Operations and Maintenance–Keeping up with routine work.....	7
Part 8: Capital Improvements–Continuing system renewal.....	8
Part 9: Financial Strategy–Rate planning and stability	10
Summary	11

Prepared with assistance by:

ENGINEER:
Prein&Newhof
PN #2130576

FINANCIAL ADVISOR:
UMBAUGH

PART 1: DEFINING OUR GOALS – WHAT IS OUR DESIRED LEVEL OF SERVICE?

Our mission is to process our wastewater and reclaim the fresh water for release back into the environment. We will do this by proactively managing our wastewater collection and treatment assets to meet our desired Level of Service goals.

Our Asset Management Program identifies how we plan to meet our goals.

Our community, as the system owners, must determine the Level of Service we want from our system. Many factors go into this determination including: compliance with regulations, public health, aesthetics, service reliability, stable rates, etc. We have established primary system goals in a separate document called our Asset Management Plan.

Goal 1: Meet Regulatory Requirements

We will have a minimum of 2 certified water system operators to provide staff coverage, quality control, and broadened institutional knowledge.

We will perform the required testing in-house by maintaining a laboratory space and through a third-party certified laboratory when needed to supplement in-house capabilities.

We will maintain our Industrial Pre-treatment Program.

Goal 2: Minimize Service Interruptions

We will monitor and maintain all of our wastewater collection and treatment system assets so there are no reasonably preventable service interruptions.

We will maintain service crew levels to ensure continued operations and maintenance activities to limit emergency responses to 15 or less per year.

Goal 3: Minimize Public Hazards

Environmental conditions such as corrosion, inflow/infiltration, and flooding all affect our wastewater assets. Our asset management plan recognizes this and schedules asset improvement and replacement to minimize failure vulnerability.

Our 24-hour emergency response services will be staffed to provide maximum 60-minute response times to sewer breaks and major equipment failures. We will strive to limit the duration of service interruptions to less than 6 hours. Our staff will carry cell phones and/or other contact mechanisms to facilitate a rapid response.

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM**

Goal 4: Manage Storm Water Inflow and Ground Water Infiltration

We will establish a flow monitoring program to identify the sources and magnitude of both inflow and infiltration (I/I) into our system. If we find significant sources of I/I, we will incorporate improvements into our Capital Improvement Plan to reduce the I/I to meet the EPA guidelines.

If any areas of combined sewers are found within our system, we will develop a combined sewer separation plan which maximizes separating of storm water from wastewater. Our Capital Improvement Plan will include projects to meet our flow separation goals.

Goal 5: Provide Capacity for Community Growth

Our wastewater system is designed to provide capacity for full community development based on current and approved future land use plans. The City will help with development to the extent possible. The City will adopt a rate structure which will help control growth in the wastewater system without over-expansion.

Goal 6: Minimize life cycle costs.

We will track asset conditions and evaluate criticality assessments to determine the optimum time for asset maintenance and/or replacement. Our decisions will strike a balance between maximizing the lifecycle use of all assets, minimizing the risks of asset failure, and providing adequate funding to perform necessary improvements.

Goal 7: Maintain Active Relationships with our Partner Communities

The City of Lowell will meet with representatives from Lowell Township as required by the Interjurisdictional Sanitary Sewer Agreement between the City of Lowell and Lowell Township. The two entities will schedule to meet annually to review Operation and Maintenance demands, Capital Improvement Plans, and rates.

PART 2: INVENTORY - WHAT DO WE OWN?

Our System

Our wastewater system includes assets such as collection sewers, lift stations, and a wastewater treatment plant which filters and purifies the wastewater. A variety of materials including vitrified clay pipe (heat-treated clay) and concrete pipe were the main choices for collection sewers in North America for many decades. Clay pipes are brittle and may crack. Root intrusion at joints is a significant problem. Concrete pipe succumbs to hydrogen sulfide corrosion over time under certain conditions. Both pipes come in short lengths and may leak at the joints.

In recent decades, plastic sewer pipe is common in new sewer construction. Although plastics have good corrosion resistance, they are vulnerable to poor installation practices.

The majority of our collection sewers were built before the 1970's. Most of these pipes are clay pipe. The remaining pipes from that era are either concrete or cast iron. Most pipes installed after 1980 are typically plastic.

A detailed summary of our wastewater system assets are in our Wastewater Evaluation Report and in a detailed asset inventory maintained by our Department of Public Works (DPW).

The DPW keeps a list of non-pipe assets which includes purchase date, original cost, inspection reports, repair history, maintenance schedule, and specifications.

Our Plan

We will keep our system inventory current by storing records of our wastewater system in our Geographic Information System (GIS). A GIS contains maps of all collection system assets, lift stations, and the treatment plant. An inventory of non-pipe assets (equipment, buildings, etc.) and asset data pertinent to Operations, Maintenance, and Replacement will be kept at the DPW.

Our Program

Whenever we replace, repair or add to our wastewater system we will keep records of each project in our GIS.

Collection System

We will maintain pipe materials data, installation dates, sizes, and other attributes to assist our asset management efforts. Scanned/linked drawings and other records will show pipe locations.

Manhole locations will initially be identified using aerial photographs and field inspections. When time and budgets allow, we will use either a handheld GPS or surveying to refine asset locations.

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM**

We will use a Computerized Maintenance and Management System (CMMS) to track assets in our pumping stations. A CMMS uses tools to maintain asset inventories, schedule regular O&M activities, and create financial projections for future replacement.

Wastewater Treatment

Our treatment facility location will be identified in our GIS system. Our CMMS will keep treatment asset records including inventories, schedule regular O&M activities, and create financial projections for future replacement.

Other Assets

We will maintain active inventories of assets like trucks, loaders, generators, backhoes, and any other functionally or financially significant assets. We will track data like manufacture date, purchase price, maintenance budget, and warranty information. This information will be kept at the DPW.

Our GIS will be regularly updated and will store a complete record of our current system inventory. We will use our inventory and database to operate and manage our assets.

PART 3: RISK OF FAILURE—IN WHAT CONDITION ARE OUR ASSETS?

Our System

To understand how long each of our assets may last, we must track their condition and potential failure risk. A functional asset failure is the primary consideration for Risk of Failure (RoF). However, we also must evaluate the risk of a physical asset failure for pipes, manholes, lift station and treatment equipment and structures. We will use break history, maintenance records, corrosion, and age to rate their condition. Non-pipe assets such as, buildings, wells, and storage tanks can be inspected to determine their physical condition.

Our Plan

We will keep our condition assessments current using periodic asset inspections at frequent intervals, frequent enough to document reasonably expected condition changes. The inspection intervals will vary by asset type and its expected life. We will score each asset on its likelihood or risk of failure. RoF ratings are on a scale of 1-5 with 5 being the highest RoF.

Our Program

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM**

We will assess sewer pipe and manhole conditions on a regular basis based on break/repair records, break history, material, and age. All system data for the distribution network, including RoF ratings, will be maintained within our DPW.

We will use Closed Circuit Television to look inside sewer pipes and manholes on a 15-year cycle.

We will exercise equipment and valves to make sure they are in working order. Exercise frequency will be based on the Consequence of Failure (CoF) for each asset. We will keep all asset data at our DPW or wastewater treatment facility.

Condition information updates on the assets within the lift stations and wastewater treatment plant will be included as part of routine maintenance and operations activities.

We may inspect higher CoF assets more often.

PART 4: CONSEQUENCE OF FAILURE—WHAT HAPPENS WITH A FAILURE?

Our System

It is important we understand the severity of consequences which may occur if any asset in our system fails. Functional failure consequences can occur when pumps stop working, valves cannot open or close, and when sewers become broken or blocked. Physical failure consequences can occur when we have sewer main breaks or catastrophic equipment failures.

Our Plan

We will evaluate the CoF of each asset, from both a functional and physical failure perspective. We will maintain redundancy on assets with a high CoF. All CoF ratings will be on a scale of 1-5 with 5 being the highest CoF.

Our Program

It is important we understand the severity of consequences which may occur if any asset in our system fails. Functional failure considerations include potential health risks, service interruption, and damage to connected assets. Physical failure considerations include damage to adjacent infrastructure, environmental damage, and property damage. We will consider each of these factors separately and compile them into a single CoF rating for each asset.

For the collection system of pipes and manholes, we will keep all CoF ratings at our DPW. For all other assets, we will store CoF in either CMMS software or in customized asset spreadsheets.

PART 5: CRITICALITY—HOW DO WE PRIORITIZE?

Our System

We must prioritize our actions to meet our Level of Service (LoS) goals while managing our work loads, utility rates, and minimizing life cycle costs. Consequence of Failure and Criticality should not be confused. Criticality is the product of an asset's Risk of Failure (RoF) and Consequence of Failure (CoF). Criticality drives an asset's action priority.

Our Plan

Criticality ratings help us prioritize improvements and with development of our Capital Improvement Plan. Criticality of assets within our system will be determined by multiplying each asset's RoF (1-5) by its CoF (1-5).

Our Program

As with all the components of the Asset Management program, the criticality analysis is an on-going process. The condition of any asset, and therefore its RoF, changes with time. The CoF may also change. We will review the criticality of each asset regularly and make adjustments to account for changes. We will keep our criticality assessments current after performing repairs, improvements, or inspections. When rating an asset's criticality we also consider redundancy which can lower its CoF. We will use criticality assessments when making maintenance, repair, and capital improvement decisions.

PART 6: CAPACITY—DO WE HAVE ENOUGH, NOW AND FOR THE FUTURE?

Our System

Our system must meet service demands both now and into the future based on current and future land use. Over time, flows fluctuate with changes in property use and population. System analysis shows we are currently meeting peak flow needs. A detailed analysis of our system capacity is in our Sewer Flow Study report.

Our Plan

We will maintain our wastewater assets to provide adequate capacity for existing development and will plan for system improvements which allow our community to grow. We will manage system expansion by balancing needs for community redevelopment/infill and desires for new development.

Our Program

We will plan our wastewater system to provide enough capacity for full community development based on current and approved land use plans.

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM**

We will help development to the extent possible. We will adopt a rate structure which will help control growth in the wastewater system without over-expansion.

System improvement needs identified in the both the Wastewater System Evaluation and the Sewer Flow Study are shown in our comprehensive Capital Improvement Plan.

PART 7: OPERATIONS AND MAINTENANCE—KEEPING UP WITH ROUTINE WORK

Our System

Certain portions of our system need routine, on-going service to continue functioning. Our system Operations and Maintenance (O&M) demands are stable and we will manage the system to maintain stability. We will use CMMS tools to maintain asset inventories and schedule regular O&M activities.

Our Plan

We have established the following O&M goals:

1. Maintain staffing and equipment levels so in-house staff can perform routine O&M activities with a maximum overtime goal of 15%.
2. Use in-house staff to verify proper function of all system assets such as valves, pumps, motors, and other mechanical equipment.
3. We will hire outside consultants and contractors when we need specialized technical or equipment capabilities.

Our Program

Staffing and Equipment

We will monitor crew workloads and production rates to establish general workload goals for our crews. This will include periodic review of crew size, methods, and equipment to maximize staff efficiency and effectiveness. We will evaluate equipment ownership vs. rental. We will adjust staffing levels using normalized workload projections and workload goals.

Collection System Cleaning

We will monitor the system using in-house staff and equipment. At this time any cleaning will be performed by outside contractors. We will set cleaning frequency on the accumulation rate of roots, debris, and/or grease derived from system condition assessment data and calculated flows (calculations for predicted flow rates and velocities

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM**

to verify cleansing flows). System cleaning frequency and status data will be kept in our DPW.

Lift Stations and Wastewater Treatment Plant

We will continue operating these facilities and perform maintenance as dictated by site-specific operations and maintenance plans. This includes inspecting lift stations twice per year and assets within the treatment plant during scheduled maintenance. We will keep O&M manuals on file to document and schedule recommended maintenance. Asset cleaning frequency and status data will be kept in our CMMS at the wastewater treatment facility

Supporting Assets

We plan to renew our maintenance equipment and other supporting assets on a scheduled replacement cycle. This will allow us to keep reliable equipment in service for operating and maintaining the system to achieve our Level of Service goals.

System Management

We will monitor the break history of the sewers and record the date and locations of breaks. We will track maintenance activities to identify assets requiring higher than expected maintenance levels.

We will perform O&M activities to extend the useful life of these assets until full rehabilitation or replacement is more cost effective. We will use our software systems to manage this data and keep our planned activities up to date. We will maintain regularly scheduled O&M activities, plan/schedule appropriate replacements, and coordinate activities with work on other assets sharing common space (i.e. within the same road right-of-way).

PART 8: CAPITAL IMPROVEMENTS—CONTINUING SYSTEM RENEWAL

Our System

Improvement recommendations for our wastewater system are in our Sewer Flow Study and Wastewater System Evaluation Reports. These reports identify the scope and priorities of proposed wastewater system improvements such as sewer pipe replacements, equipment replacements, and major O&M activities.

Our Plan

We will incorporate the recommendations of the sewer reports into a comprehensive CIP which will document the major projects we anticipate to complete within the next 10 years. Criticality

CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM

ratings set the order and timing of projects. Project timing often is driven by the availability of outside funding such as loans and grants. We will maintain and update our comprehensive CIP annually.

Our Program

Planning for capital improvements is a continual management process. The CIP shows our foreseeable project priorities based on available information. The CIP may adjust every year and will consider the following influences:

- Outside funding sources (grants and loans) may become available for certain types of projects from time to time. When this happens, we will reprioritize to make best use of available funds.
- Changes in asset condition assessments.
- Changes in economic conditions such as costs of materials, labor, and financing.
- Changes in available funding.
- Coordination with road work and other utility work may force timing changes in system improvements. Roadway conditions often change after severe winters, for example. Where utility projects require below-street excavation, coordinating utility and road projects is essential to get the lowest life cycle cost. As roadway conditions change and paving plans are revised, the wastewater system project dates may move, too.

We will keep the CIP up to date annually:

- Adjusting the cost estimates for capital projects based on current market pricing
- Reconsidering capital improvements priorities based on any updated criticality assessments
- Reconsidering implementation years for upcoming capital projects to coordinate with changing conditions of roads, other utilities, land available funds.
- Adjusting financial forecasts based on number of users, current rates, and cash balances
- Adjusting utility rates according to changed conditions to be consistent with our long term financial strategy.

We will make miscellaneous system repairs as-needed if they are small enough to do without project plans or project-specific budgeting. We will keep budgeting for repairs based on prior year expenses and known system repair needs. When deciding on system repairs, we will consider an asset's criticality with planned rehabilitation and replacement projects. We will perform proactive repairs with in-house staff and equipment if possible. We will contract for repairs beyond our available staff resources or abilities.

We will rehabilitate or replace pipes, manholes, valves, and equipment when doing so provides the lowest life cycle cost. We will identify these projects in our CIP.

PART 9: FINANCIAL STRATEGY–RATE PLANNING AND STABILITY

Our System

We will fund our system costs through our wastewater system billings.

Our Plan

We will maintain a life cycle forecast of estimated costs, income from rates, and cash balances. We will use this forecast to establish sustainable and stable utility rates. This helps our residential, business, and industrial owners in their long-term financial planning and is an economic development advantage when recruiting new employers.

We will fund system O&M with cash through the rate structure and we plan to maintain minimum cash balance in accordance with current City of Lowell financial policies. This will also allow us to pay cash for emergency repairs and minor unanticipated asset replacements.

We will pay cash for planned system repairs and replacements if that can be accomplished with a stable rate structure and suitable cash reserves. We may borrow funds to pay for significant expenditures so we can stabilize rates and maintain reasonable cash balances.

Our Program

We will maintain a life cycle forecast of expected costs, income from rates, and cash balances. The early years of our forecast come from our CIP cost estimates while the later years of the forecast are projected from our system inventory and life cycle data. We will use this forecast to establish sustainable and stable utility rates.

We will pay cash for system operations and maintenance through the rate structure and will maintain a minimum cash balance as set by City policies.

We will cash-fund planned system repairs and replacements. At times we may borrow for significant expenditures to stabilize rate impacts and maintain reasonable cash reserves. We will review and update our CIP every year, including review with necessary financial advisors to confirm acceptable rates and cash balances.

We will, at a minimum, raise rates equal to the rate of inflation on an annual basis to maintain a steady Level of Service and stable rate base.

To keep the financial strategy current with changing conditions, we plan to review these each year, and adjust as necessary:

- Spending and income projections
- Our long term financial strategy
- User rates.

**CITY OF LOWELL
WASTEWATER ASSET MANAGEMENT PROGRAM**

- Available funds on hand.

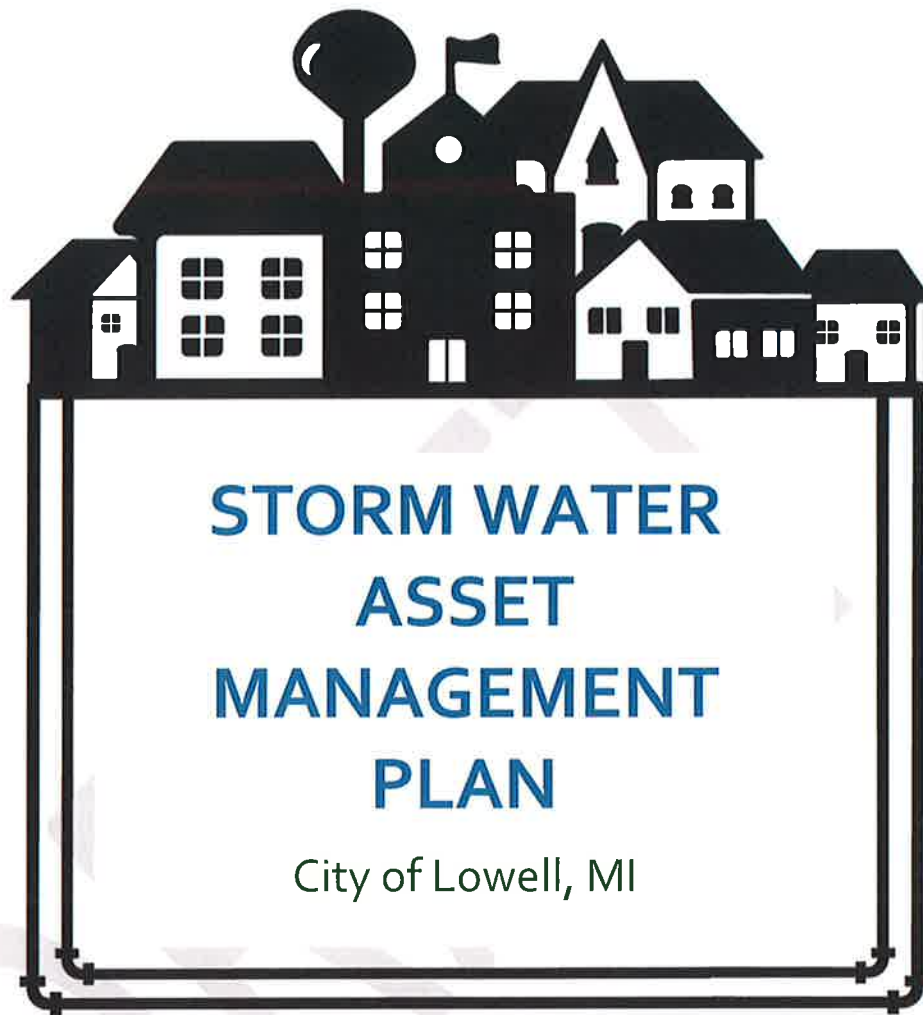
SUMMARY

Our Asset Management Program outlines how we will achieve our Asset Management Plan goals. We will adjust it from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate Asset Management into our everyday activities, including system improvements and master planning. By proactively managing our wastewater system, we can meet our desired Level of Service goals at the lowest possible long-term cost.

The table below table notes start dates of work completed to date for each of the major activities:

Activity	Estimated Start
Inventory	May 2018
Condition Assessment	July 2018
Criticality Determination	August 2018
Capacity Analysis	October 2018
Capital Improvement Plan	January 2018

Special Programs	Estimated Start
Utility Partner Board	July 2018
I/I Study	August 2018
Smoke Testing	September 2018



STORM WATER ASSET MANAGEMENT PLAN

City of Lowell, MI

Where we're going: System Goals



INTRODUCTION

About this Document

This document is our Storm Water Asset Management Plan (AMP). It defines the goals and guiding principles for running our storm water system at its lowest life-cycle cost. With input from the community, we will maintain our AMP through a joint effort of our staff, administration, and elected officials. We will update it every five years to ensure its relevancy and effectiveness.

A companion document, our Storm Water Asset Management Program, shows how we will apply the principles of asset management to achieve the goals outlined in this AMP.

Our Commitment

Our storm water system is comprised of pipes, manholes, catch basins, detention basins, and outlets. We run and maintain them to collect our storm water, manage water quality, and discharge the water back into the environment in chosen locations. Currently, each of us pays to operate, maintain and replace those assets through our taxes. At some point in the future, we may decide to fund the system through a utility rate structure. Regardless of how we pay for our system, each of us is an owner of the storm water system. As owners, we commit to manage our assets and make decisions based on long-term life cycle cost.

Asset Management Principals

All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical part, or asset. This progression over time from routine operation and maintenance through repairs and eventual replacement is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may decrease the lifespan of an asset. Replacing assets before they fail does not take full advantage of their value. It is this balance which puts decisions for operations, maintenance, repair, and replacement at the heart of asset management.

Asset management dictates needed actions after considering the condition of an asset, the consequences of its failure, and the action alternatives available. Asset Management drives those solutions with the lowest life cycle cost at the desired Level of Service (LoS).

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PLAN

Contents

Part 1: Defining Our Goals–What is our desired Level of Service?	1
Part 2: Inventory - What do we own?.....	2
Part 3: Risk of Failure – What are the conditions of our assets?	3
Part 4: Consequence of Failure – What happens with a failure?.....	3
Part 5: Criticality – How do we prioritize our actions?	3
Part 6: Capacity – Do we have enough, NOW AND for the future?	4
Part 7: Operations and Maintenance – Keeping up with routine work	4
Part 8: Capital Improvements – Continuing system renewal	4
Part 9: Financial Strategy–Rate planning and stability	5
Summary	5

Prepared with assistance by:

ENGINEER:
Prein&Newhof
PN# 2130576

FINANCIAL ADVISOR:
UMBAUGH

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PLAN

PART 1: DEFINING OUR GOALS—WHAT IS OUR DESIRED LEVEL OF SERVICE?

Our mission is to collect our storm water, manage water quality, and discharge it back into the environment in chosen locations. We will proactively manage our storm water collection and treatment assets to meet our desired LoS goals.

Our community, as owners, must decide the LoS we want. Many factors play into this determination including: compliance with regulations, public health, aesthetics, service reliability, stable costs, etc. We have established these primary goals:

Goal 1: Meet Regulatory Requirements

Our storm water system is designed to meet or exceed regulations established in the Federal Clean Water Act and State of Michigan Statutes/Rules. We strive to achieve continued compliance with environmental regulations and maintain the quality of our environment.

Goal 2: Minimize Flooding and Public Hazards

Our storm water system allows us to collect surface runoff water, convey it to a desired location, and discharge it back into the environment. Breaks, blockages, and erosion can affect our storm water assets. Flooding can cause roadway accidents, reduce life of pavements, inhibit use of our transportation assets, and may cause property damage/erosion. We will schedule maintenance, improvements, and replacement to minimize failure vulnerability.

Goal 3: Manage Storm Water Inflow into our Wastewater System

Storm water inflow through sources like roof drains and catch basins can cause sewer overflows and backups. Groundwater infiltration, if severe enough, can cause backups. Both inflow and infiltration (I/I) take up flow/treatment capacity. I/I reduces our capacity to collect and treat wastewater. It also increases our treatment costs. We will find and cut out sources of I/I wherever it is cost-effective to meet the Federal EPA guidelines for I/I and to minimize the potential for sewer overflows and back-ups.

Goal 4: Provide Capacity for Community Growth

We will maintain our storm water assets to offer adequate capacity for existing development and will plan for improvements to allow growth. We will control expansion by balancing needs for community redevelopment/infill and desires for new development.

Goal 5: Minimize Life Cycle Costs

The best financial decisions are those which achieve the lowest life cycle costs. This means we consider the full life cycle of each investment each time we look at making improvements. Short term fixes, while they may have low immediate costs, may not be the best long-term financial decision. Likewise, not spending money on maintenance and repairs can give short term cost savings but result in asset failure, increasing life-cycle costs. We will manage our system to pursue the lowest life-cycle cost possible for each asset.

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PLAN

Goal 6: Maintain Water Quality

As storm water travels to and through our system, it can collect sediment, debris (leaves and trash), and vehicle oils. We will design and maintain our system to collect these things to the best practical extent before our storm water is discharged.

PART 2: INVENTORY - WHAT DO WE OWN?

Our System

Our storm water system includes assets such as collection pipes, culverts, manholes, catch basins, detention basins, and discharge outlets. Vitrified clay pipe (heat-treated clay) and concrete pipe were the main choices for storm sewers in North America for many decades. Material for culverts is typically either concrete or corrugated metal. The metal pipes are subject to rusting and shorter life cycles. Clay brick with mortared joints used to be the primary material for manholes and catch basins. Our system also has structures made with concrete block and precast concrete.

In recent decades, plastic sewer pipe is common in new sewer construction. Although plastics have good corrosion resistance, they are vulnerable to poor installation practices. Given this vulnerability, we typically utilize concrete pipe as our material of choice.

A detailed summary of our storm water system assets are in our Storm Water Evaluation Report and in a detailed asset inventory maintained by our Department of Public Works (DPW).

The DPW keeps a list of non-pipe assets which includes purchase date, original cost, inspection reports, repair history, maintenance schedule, and specifications.

Our Plan

We will keep our system inventory current by storing records of our storm water system in our Geographic Information System (GIS). A GIS contains maps of all pipes, manholes, catch basins, and outlets. An inventory of non-pipe assets (equipment, buildings, etc.) and asset data pertinent to Operations, Maintenance, and Replacement is maintained at DPW.

PART 3: RISK OF FAILURE – WHAT ARE THE CONDITIONS OF OUR ASSETS?

Our System

To understand how long each of our assets may last, we must track their condition and potential failure risk. A functional asset failure is the primary consideration for Risk of Failure (RoF). However, we also must evaluate the risk of a physical asset failure for pipes, manholes, catch basins, culverts, and outlets. We will use physical inspections and maintenance records to rate their condition.

Our Plan

We will keep our condition assessments current using periodic asset inspections at frequent intervals frequent enough to document reasonably expected condition changes. The inspection intervals will vary by asset type and its expected life. Next, we will score each asset on its likelihood or risk of failure. RoF ratings are on a scale of 1-5 with 5 being the highest RoF.

PART 4: CONSEQUENCE OF FAILURE – WHAT HAPPENS WITH A FAILURE?

Our System

It is important we understand the severity of consequences which may occur if any asset in our system fails. Functional failure consequences can occur when pipes and catch basins become blocked with sediment or debris. Physical failure consequences can occur when we have pipe breaks, outlet washouts, and structure collapses.

Our Plan

We will evaluate the CoF of each asset, from both a functional and physical failure perspective. We will maintain redundancy on assets with a high CoF. All CoF ratings will be on a scale of 1-5 with 5 being the highest CoF.

PART 5: CRITICALITY – HOW DO WE PRIORITIZE OUR ACTIONS?

Our System

We must prioritize our actions to meet our Level of Service (LoS) goals while managing our work loads, utility rates, and minimizing life cycle costs. Consequence of Failure and Criticality should not be confused. Criticality is the product of an asset's Risk of Failure (RoF) and Consequence of Failure (CoF). Criticality drives an asset's action priority.

Our Plan

Criticality ratings help us prioritize improvements and with development of our Capital Improvement Plan. Criticality of assets within our system will be determined by multiplying each asset's RoF (1-5) by its CoF (1-5).

PART 6: CAPACITY – DO WE HAVE ENOUGH, NOW AND FOR THE FUTURE?

Our System

Our system must meet service demands both now and into the future based on current and future land use. Over time, flows fluctuate with changes in property use and population. The majority of our system is providing our desired level of flood protection. However, there are a few areas where improvements are required. Analysis of our system capacity is in our Sewer Flow Study report.

Our Plan

We will maintain our storm water assets to provide adequate capacity for existing development and will plan for system improvements which allow our community to grow. We will manage system expansion by balancing needs for community redevelopment/infill and desires for new development.

PART 7: OPERATIONS AND MAINTENANCE – KEEPING UP WITH ROUTINE WORK

Our System

Certain portions of our system need routine maintenance to continue functioning. Catch basins need sediment removed, structures need repairs, and detention systems kept free of overgrowth. Our system Operations and Maintenance (O&M) demands are stable and we will manage the system to maintain our current service levels. We will use CMMS tools to maintain asset inventories and schedule regular O&M activities.

Our Plan

We have established the following O&M goals:

1. Maintain staffing and equipment levels so in-house staff can perform routine O&M activities with a maximum overtime goal of 15%.
2. Use in-house staff to verify proper function of all system assets.
3. We will hire outside consultants and contractors when we need specialized technical or equipment capabilities.

PART 8: CAPITAL IMPROVEMENTS – CONTINUING SYSTEM RENEWAL

Our System

Improvement recommendations for our storm water system are in our Flow Study and Storm Water System Evaluation Reports. These reports identify the scope and priorities of proposed storm water system improvements such as pipe replacements, equipment replacements, and major O&M activities.

**CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PLAN**

Our Plan

We will incorporate the recommendations of the various reports into a comprehensive CIP which will document the major projects we plan to complete within the next 10 years. Criticality ratings set the order and timing of projects. Project timing often is driven by the availability of current funding and outside funding such as loans and grants. We will maintain and update our comprehensive CIP every year.

PART 9: FINANCIAL STRATEGY–RATE PLANNING AND STABILITY

Our System

Actions on our storm water system are funded through our General Fund or through charges to private development when required to support that development.

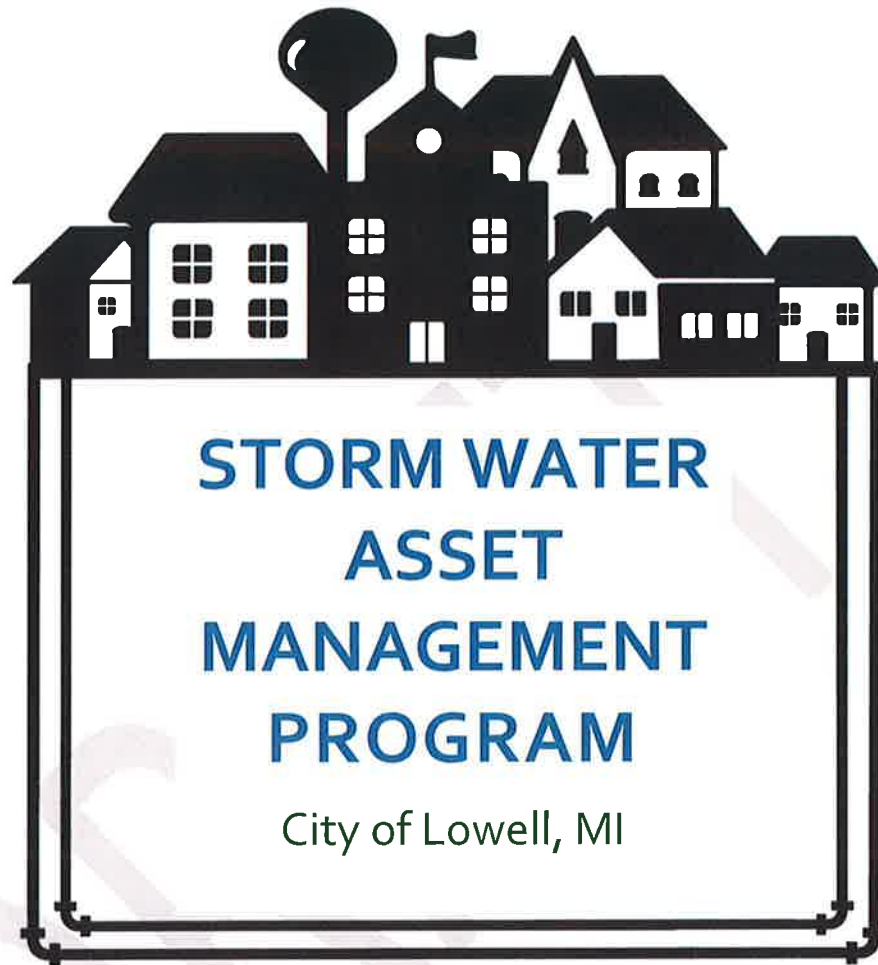
Our Plan

We will maintain a life cycle forecast of expected costs to minimize and stabilize budget impacts to the General Fund.

Recognizing that our storm water system is a utility similar to our drinking water and wastewater systems, we will evaluate the potential establishment of a storm water utility.

SUMMARY

Our Asset Management Program outlines how we will achieve our Asset Management Plan goals. We will adjust it from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate Asset Management into our everyday activities, including system improvements and master planning. By proactively managing our storm water system, we can meet our desired Level of Service goals at the lowest possible long term cost.



How we'll get there: The Action Plan



CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM

INTRODUCTION

About this Document

This document is our Storm Water Asset Management Program. It is an internal document which defines how we will apply the principles of asset management to achieve the goals outlined in our Asset Management Plan.

Maintaining our Asset Management Program will be a joint effort of our staff and administration. We will update our program every year to make sure it is relevant and effective.

Our Commitment

Our storm water system is comprised of pipes, manholes, catch basins, detention basins, and outlets. We run and maintain them to collect our storm water, manage water quality, and discharge the water back into the environment in chosen locations. Currently, each of us pays to operate, maintain and replace those assets through our taxes. At some point in the future, we may decide to fund the system through a utility rate structure. Regardless of how we pay for our system, each of us is an owner of the storm water system. As owners, we commit to manage our assets and make decisions based on long-term life cycle cost.

Asset Management Principles

All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical part, or asset. This progression over time from routine operation and maintenance through repairs and eventual replacement is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may decrease the lifespan of an asset. Replacing assets before they fail does not take full advantage of their value. It is this balance which puts decisions for operations, maintenance, repair, and replacement at the heart of asset management.

Asset management dictates needed actions after considering the condition of an asset, the consequences of its failure, and the action alternatives available. Asset Management drives those solutions with the lowest life cycle cost at the desired Level of Service (LoS).

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM

CONTENTS

Part 1: Defining Our Goals – What is our desired Level of Service?	1
Part 2: Inventory - What do we own?.....	3
Part 3: Risk Of Failure – In what condition are our assets?	4
Part 4: Consequence of Failure - What happens with a failure?	4
Part 5: Criticality – How do we prioritize?	5
Part 6: Capacity – Do we have enough, now and for the future?.....	6
Part 7: Operations and Maintenance - Keeping up with routine work.....	6
Part 8: Capital Improvements–Continuing system renewal.....	8
Part 9: Financial Strategy–Rate planning and stability	9
Summary	10

Prepared with assistance by:

ENGINEER:
Prein&Newhof
PN #2130576

FINANCIAL ADVISOR:
UMBAUGH

PART 1: DEFINING OUR GOALS – WHAT IS OUR DESIRED LEVEL OF SERVICE?

Our mission is to collect our storm water, manage water quality, and discharge it back into the environment in chosen locations. We will proactively manage our storm water collection and treatment assets to meet our desired LoS goals.

Our community, as owners, must decide the LoS we want. Many factors play into this determination including: compliance with regulations, public health, aesthetics, service reliability, stable costs, etc. We have established these primary goals:

Goal 1: Meet Regulatory Requirements

We will have a minimum staffing level of utility system operators to provide inspection, quality control, and broadened institutional knowledge.

We will maintain our Illicit Discharge program.

Goal 2: Minimize Flooding and Public Hazards

We will perform regularly scheduled monitoring and maintenance on all of our storm water system assets so there are no reasonably preventable flooding events which cause damage.

We will maintain service crew levels and equipment inventory to ensure regular inspection and maintenance of catch basins, pipes, and other system assets.

System extensions and replacements in our system will be designed to meet the planned Level of Service (LoS) of a 10-year 24-hour design storm. Areas where flooding may cause significant damage or create hazards may be designed to a higher LOS.

Goal 3: Manage Storm Water Inflow into our Wastewater System

We will establish a flow monitoring program to identify the sources and magnitude of inflow of groundwater and storm water into our sanitary sewer system. If we find significant sources of I/I, we will incorporate improvements into our Capital Improvement Plan to reduce the I/I to meet the EPA guidelines.

If any areas of combined sewer are found within our system we will develop a combined sewer separation plan which maximizes separating of wastewater from storm water. Our Capital Improvement Plan will include projects to meet our flow separation goals.

Goal 4: Provide Capacity for Community Growth

We will design our storm water system to provide capacity for full community development based on current and approved future land use plans. We will adopt development plans which

**CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM**

promote redevelopment over new development to ensure a controlled growth in the storm water system without over-expansion.

Goal 5: Minimize life cycle costs.

We will track asset conditions and evaluate criticality assessments to determine the optimum time for asset maintenance and/or replacement. Our decisions will strike a balance between maximizing the lifecycle use of all assets and minimizing the risks of asset failure.

Goal 6: Maintain Water Quality

We will establish a street sweeping and catch basin cleaning program to remove accumulated sediment and debris before it can reach the system outlets.

We will maintain our Illicit Discharge program to prevent pollutants from entering our system.

We will perform regular maintenance on detention basins and outlets to ensure proper function.

We will maintain relationship with the Kent County Drain Commission Office, all area upstream communities that drain into the City, and local watershed groups to promote water quality efforts in the watershed.

PART 2: INVENTORY - WHAT DO WE OWN?

Our System

Our storm water system includes assets such as collection pipes, culverts, manholes, catch basins, detention basins, and discharge outlets. Vitrified clay pipe (heat-treated clay) and concrete pipe were the main choices for storm sewers in North America for many decades. Material for culverts is typically either concrete or corrugated metal. The metal pipes are subject to rusting and shorter life cycles. Clay brick with mortared joints used to be the primary material for manholes and catch basins. Our system also has structures made with concrete block and precast concrete.

In recent decades, plastic sewer pipe is common in new sewer construction. Although plastics have good corrosion resistance, they are vulnerable to poor installation practices. Given this vulnerability, we typically utilize concrete pipe as our material of choice.

A detailed summary of our storm water system assets are in our Storm Water Evaluation Report and in a detailed asset inventory maintained by our Department of Public Works (DPW).

The DPW keeps a list of non-pipe assets which includes purchase date, original cost, inspection reports, repair history, maintenance schedule, and specifications.

Our Plan

We will keep our system inventory current by storing records of our storm water system in our Geographic Information System (GIS). A GIS contains maps of all pipes, manholes, catch basins, and outlets. An inventory of non-pipe assets (equipment, buildings, etc.) and asset data pertinent to Operations, Maintenance, and Replacement will be kept at the DPW.

Our Program

Whenever we replace, repair or add to our storm water system we will keep records of each project in our GIS.

Collection System

We will maintain pipe materials data, installation dates, sizes, and other attributes to assist our asset management efforts. Scanned/linked drawings and other records will show pipe locations.

Manhole, catch basin, and outlet locations will initially be identified using aerial photographs and field inspections. When time and budgets allow, we will use either a handheld GPS or surveying to refine asset locations.

**CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM**

Other Assets

We will maintain active inventories of assets like trucks, loaders, generators, backhoes, and any other functionally or financially significant assets. We will track data like manufacture date, purchase price, maintenance budget, and warranty information. Information will be available at DPW.

Our GIS and asset spreadsheets will be regularly updated and store a complete record of our current system inventory.

PART 3: RISK OF FAILURE – IN WHAT CONDITION ARE OUR ASSETS?

Our System

To understand how long each of our assets may last, we must track their condition and potential failure risk. A functional asset failure is the primary consideration for Risk of Failure (RoF). However, we also must evaluate the risk of a physical asset failure for pipes, manholes, catch basins, culverts, and outlets. We will use physical inspections and maintenance records to rate their condition.

Our Plan

We will keep our condition assessments current using periodic asset inspections at frequent intervals frequent enough to document reasonably expected condition changes. The inspection intervals will vary by asset type and its expected life. Next, we will score each asset on its likelihood or risk of failure. RoF ratings are on a scale of 1-5 with 5 being the highest RoF.

Our Program

We will assess sewer pipe, manhole, and catch basin conditions on a regular basis based on break/repair records, break history, material, and age. All system data for the distribution network, including RoF ratings, will be maintained within our GIS.

We will use Closed Circuit Television to look inside pipes and manholes on a 20-year cycle.

We will field inspect detention basins every two years for vegetative growth, sediment accumulation, embankment conditions, and outlet condition.

We may inspect higher CoF assets more often.

PART 4: CONSEQUENCE OF FAILURE - WHAT HAPPENS WITH A FAILURE?

Our System

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM

It is important we understand the severity of consequences which may occur if any asset in our system fails. Functional failure consequences can occur when pipes and catch basins become blocked with sediment or debris. Physical failure consequences can occur when we have pipe breaks, outlet washouts, and structure collapses.

Our Plan

We will evaluate the CoF of each asset, from both a functional and physical failure perspective. We will maintain redundancy on assets with a high CoF. All CoF ratings will be on a scale of 1-5 with 5 being the highest CoF.

Our Program

It is important we understand the severity of consequences which may occur if any asset in our system fails. Functional failure considerations include potential health risks, service interruption, and damage to connected assets. Physical failure considerations include damage to adjacent infrastructure, environmental damage, and property damage. We will consider each of these factors separately and compile them into a single CoF rating for each asset.

For the collection system of pipes, manholes, catch basins, and culverts we will keep all CoF ratings in our GIS. For all other assets, we will store CoF on CMMS software and in customized asset spreadsheets.

PART 5: CRITICALITY – HOW DO WE PRIORITIZE?

Our System

We must prioritize our actions to meet our Level of Service (LoS) goals while managing our work loads, utility rates, and minimizing life cycle costs. Consequence of Failure and Criticality should not be confused. Criticality is the product of an asset's Risk of Failure (RoF) and Consequence of Failure (CoF). Criticality drives an asset's action priority.

Our Plan

Criticality ratings help us prioritize improvements and with development of our Capital Improvement Plan. Criticality of assets within our system will be determined by multiplying each asset's RoF (1-5) by its CoF (1-5).

Our Program

As with all the components of the Asset Management program, the criticality analysis is an on-going process. The condition of any asset, and therefore its RoF, changes with time. The CoF may also change. We will review the criticality of each asset every year and make adjustments to account for changes. We will keep our criticality assessments current after performing repairs, improvements, or inspections. When rating an asset's criticality we also consider redundancy

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM

which can lower its CoF. We will use criticality assessments when making maintenance, repair, and capital improvement decisions.

PART 6: CAPACITY – DO WE HAVE ENOUGH, NOW AND FOR THE FUTURE?

Our System

Our system must meet service demands both now and into the future based on current and future land use. Over time, flows fluctuate with changes in property use and population. The majority of our system is providing our desired level of flood protection. However, there are a few areas where improvements are required. Analysis of our system capacity is in our Sewer Flow Study report.

Our Plan

We will maintain our storm water assets to provide adequate capacity for existing development and will plan for system improvements which allow our community to grow. We will manage system expansion by balancing needs for community redevelopment/infill and desires for new development.

Our Program

We will plan our storm water system to provide enough capacity for full community development based on current and approved land use plans.

We will implement storm water management regulations to promote on-site infiltration and treatment.

System improvement needs identified in the both the Storm Water System Evaluation and the Sewer Flow Study are shown in our comprehensive Capital Improvement Plan.

PART 7: OPERATIONS AND MAINTENANCE - KEEPING UP WITH ROUTINE WORK

Our System

Certain portions of our system need routine maintenance to continue functioning. Catch basins need sediment removed, structures need repairs, and detention systems kept free of overgrowth. Our system Operations and Maintenance (O&M) demands are stable and we will manage the system to maintain our current service levels. We will use CMMS tools to maintain asset inventories and schedule regular O&M activities.

Our Plan

We have established the following O&M goals:

**CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM**

1. Maintain staffing and equipment levels so in-house staff can perform routine O&M activities with a maximum overtime goal of 15%.
2. Use in-house staff to verify proper function of all system assets.
3. We will hire outside consultants and contractors when we need specialized technical or equipment capabilities.

Our Program

Staffing and Equipment

We will monitor crew workloads and production rates to establish general workload goals for our crews. This will include periodic review of crew size, methods, and equipment to maximize staff efficiency and effectiveness. We will evaluate equipment ownership vs. rental using annual cost of service analyses. We will adjust staffing levels using normalized workload projections and workload goals.

Collection System Cleaning

We will clean the system using in-house staff and equipment. We will set cleaning frequency on the accumulation rate of sediment and debris. System cleaning frequency and status data will be kept in our GIS.

Supporting Assets

We plan to renew our maintenance equipment and other supporting assets on a scheduled replacement cycle. This will allow us to keep reliable equipment in service for operating and maintaining the system to achieve our Level of Service goals.

System Management

We will track maintenance activities to identify assets requiring higher than expected maintenance levels. Those will be evaluated for replacement under CIP activities.

We will perform O&M activities to extend the useful life of these assets until full rehabilitation or replacement is more cost effective. We will use our software systems to manage this data and keep our planned activities up to date. We will maintain regularly scheduled O&M activities, plan/schedule appropriate replacements, and coordinate activities with work on other assets sharing common space (i.e. within the same road right-of-way).

PART 8: CAPITAL IMPROVEMENTS—CONTINUING SYSTEM RENEWAL

Our System

Improvement recommendations for our storm water system are in our Flow Study and Storm Water System Evaluation Reports. These reports identify the scope and priorities of proposed storm water system improvements such as sewer pipe replacements, equipment replacements, and major O&M activities.

Our Plan

We will incorporate the recommendations of the sewer reports into a comprehensive CIP which will document the major projects we plan to complete within the next 10 years. Criticality ratings set the order and timing of projects. Project timing often is driven by the availability of outside funding such as loans and grants. We will maintain and update our comprehensive CIP every year.

Our Program

Planning for capital improvements is a continual management process. The CIP shows our foreseeable project priorities based on available information. The CIP may adjust every year and will consider the following influences:

- Outside funding sources (grants and loans) may become available for certain types of projects from time to time. When this happens, we will reprioritize to make best use of available funds.
- Changes in asset condition assessments.
- Changes in economic conditions such as costs of materials, labor, and financing.
- Coordination with road work and other utility work may force timing changes in system improvements. Roadway conditions often change after severe winters, for example. Where utility projects require below-street excavation, coordinating utility and road projects is essential to get the lowest life cycle cost. As roadway conditions change and paving plans are revised, the storm water system project dates may move, too.

We will keep the CIP up to date every year by:

- Adjusting the cost estimates for capital projects based on current market pricing
- Reconsidering capital improvements priorities based on any updated criticality assessments
- Reconsidering implementation years for upcoming capital projects to coordinate with changing conditions of roads and other utilities
- Adjusting budgets according to changed conditions to be consistent with our long term financial strategy.

CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM

We will make miscellaneous system repairs as-needed if they are small enough to do without project plans or project-specific budgeting. We will keep budgeting for repairs based on prior year expenses and known system repair needs. When deciding on system repairs, we will consider an asset's criticality with planned rehabilitation and replacement projects. We will perform proactive repairs with in-house staff and equipment if possible. We will contract for repairs beyond our available staff resources or abilities.

We will rehabilitate or replace pipes, manholes, catch basins, culverts, and equipment when doing so provides the lowest life cycle cost. We will identify these projects in our CIP.

PART 9: FINANCIAL STRATEGY—RATE PLANNING AND STABILITY

Our System

Actions on our storm water system are funded through our General Fund or through charges to private development when required to support that development.

Our Plan

We will maintain a life cycle forecast of expected costs to minimize and stabilize budget impacts to the General Fund.

Recognizing that our storm water system is a utility similar to our drinking water and wastewater systems, we will evaluate the potential establishment of a storm water utility. Establishment of a storm water utility would include development of a rate structure and billing system. It could relieve some of the budget demands on the General Fund while maintaining an equitable assessment of storm system costs.

Our Program

We will maintain a life cycle forecast of expected costs, income from rates, and cash balances. The early years of our forecast come from our CIP cost estimates while the later years of the forecast are projected from our system inventory and life cycle data. We will use this forecast to establish stable fund balances.

We will evaluate the establishment of a storm water utility. Establishment of a storm water utility would include development of a rate structure and billing system. It could relieve some of the budget demands on the General Fund while maintaining an equitable assessment of storm system costs.

To keep the financial strategy current with changing conditions, we plan to update these each year:

- Spending and income projections
- Our long term financial strategy

**CITY OF LOWELL
STORM WATER ASSET MANAGEMENT PROGRAM**

- CIP
- Available funds on hand

SUMMARY

Our Asset Management Program outlines how we will achieve our Asset Management Plan goals. We will adjust it from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate Asset Management into our everyday activities, including system improvements and master planning. By proactively managing our storm water system, we can meet our desired Level of Service goals at the lowest possible long-term cost.

The table below table notes start dates of work completed to date for each of the major activities:

Activity	Estimated Start
Inventory	May 2018
Condition Assessment	July 2018
Criticality Determination	August 2018
Capacity Analysis	October 2018
Capital Improvement Plan	December 2018

Special Programs	Estimated Start
Utility Partner Board	July 2018
I/I Study	August 2018
Smoke Testing	September 2018



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: December 12, 2019
TO: Mayor DeVore and the Lowell City Council
FROM: Michael T. Burns, City Manager *MS*
RE: Consumers Energy Franchise Agreement

Our Franchise Agreement with Consumers Energy to provide natural gas to our community is about to expire and needs to be renewed. Attached is a copy of the proposed Consumers Energy Gas Franchise Ordinance.

The agreement with the City is a thirty year agreement for Consumers to lay, maintain and commercially operate gas lines and facilities across public places within the City of Lowell.

I had the City Attorney review the agreement and the only concern was the last sentence in section 2 pertaining to Consumers right to trim and remove trees if necessary.

During our review, the City requested to have a minimum of a two inch caliper tree replacing what every might be removed if this occurred. During my discussion with Consumers, they informed us that tree removal is accounted for in their rates assessed to customers but not tree replacement. Our government representative from Consumers informed us that if this did happen, and we discussed it with them, most likely they would replace the tree but couldn't put the language in their agreements with municipalities. This issue occurred last year in the gas project they worked on with Lowell Light and Power and in that instance replaced a tree where needed. The representative from Consumers Energy will be present if you have questions.

I am recommending the Lowell City Council approve Ordinance 19-9 as presented.

ORDINANCE NO. 19-09

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the CITY OF LOWELL, KENT COUNTY, MICHIGAN, for a period of thirty years.

THE CITY OF LOWELL ORDAINS:

SECTION 1. GRANT and TERM. The CITY OF LOWELL, KENT COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Consumers" the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the CITY OF LOWELL, KENT COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONDITIONS. No public place used by Consumers shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Consumers' gas lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Consumers shall have the right to trim or remove trees if necessary in the conducting of such business.

SECTION 3. HOLD HARMLESS. Consumers shall save the City free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the City on account of the permission herein given, Consumers shall, upon notice, defend the City and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance.

SECTION 4. EXTENSIONS. Consumers shall construct and extend its gas distribution system within said City, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES and CONDITIONS. Consumers shall be entitled to provide gas service to the inhabitants of the City at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 8. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers remains subject to the reasonable rules and regulations of the Michigan Public Service Commission

applicable to gas service in the City and those rules and regulations preempt any term of any ordinance of the City to the contrary.

SECTION 9. REPEALER. This ordinance, when enacted, shall repeal and supersede the provisions of any previous Consumers' gas franchise ordinance adopted by the City including any amendments.

SECTION 10. EFFECTIVE DATE. This ordinance shall take effect on _____.

We certify that the foregoing Franchise Ordinance was duly enacted by the City Council of the CITY OF LOWELL, KENT COUNTY, MICHIGAN, on the ____ day of _____, 20__.

Mike Devore, City Mayor

Attest:

I, _____, Clerk of the CITY OF LOWELL, KENT COUNTY, MICHIGAN, DO HEREBY CERTIFY that the ordinance granting Consumers Energy Company, a gas franchise, was properly adopted by the City Council of the CITY OF LOWELL, KENT COUNTY, MICHIGAN, and that all proceedings were regular and in accordance with all legal requirements.

Susan Ullery, City Clerk

—
Dated: _____, 20__

Possible Franchise Enactment Schedule
REVOCABLE GAS FRANCHISE
CITY OF LOWELL, KENT COUNTY, MICHIGAN

Must enact Franchise pursuant to rules within your Charter



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: December 12, 2019

TO: Mayor DeVore and the Lowell City Council

FROM: Michael T. Burns, City Manager MS

RE: Poverty Exemption Guidelines

In the 2019 Assessment year, the Michigan Tax Commission requires local governing bodies to adopt guidelines that set poverty exemption guidelines to have in effect when these request are made by property owners.

Attached is a resolution and a proposed copy of the guidelines. We are utilizing the income levels set by the United States Department of Health and Human Services. Our guidelines and procedures for applicants to follow are established. Our guidelines also set the procedure for an appearance with the Board of Review and how the board is to evaluate the applicant.

Going forward, these guidelines must be set annually and approved by the local governing body.

I recommend the Lowell City Council approve Resolution 36-19 setting the City of Lowell Poverty Exemption Guidelines.

**CITY OF LOWELL
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 36-19

**RESOLUTION APPROVING POVERTY EXEMPTION
GUIDELINES FOR THE EXEMPTION OF REAL
PROPERTY TAXES OF CERTAIN PRINCIPAL
RESIDENCES**

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

WHEREAS, the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893, as amended, including by amendment, Act 390 of the Public Acts of Michigan of 1994 ("Act 206") provides for the granting of an exemption from real property taxes of the principal residence of persons in poverty; and

WHEREAS, in accordance with the provisions of Act 206, the City has determined to adopt guidelines for the determination of whether it shall grant a real property tax exemption for the principal residence for which a poverty exemption is requested.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the City of Lowell Poverty Exemption Guidelines in the form presented at this meeting are approved and the City Assessor and Board of Review shall use said Guidelines in making determinations regarding principal residence real property taxes poverty exemptions.

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

YEAS: Councilmembers _____

NAYS: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: December 16, 2019

Susan Ullery, City Clerk

CERTIFICATION

I, the undersigned City 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 December 16, 2019, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 16, 2019

Susan Ullery, City Clerk

CITY OF LOWELL
POVERTY EXEMPTION GUIDELINES

1. Purpose. The principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation. Principal residence is defined as the "principal residence or qualified agricultural property" as those items are defined in MCL 211.7dd(c) and (d).
2. Eligibility. To be eligible for the poverty exemption:
 - (a) The applicant must be an owner of, and occupy as principal residence, the property for which the exemption is requested.
 - (b) Household income may not exceed poverty levels as annually defined by the United States Department of Health and Human Services.

POVERTY INCOME STANDARDS FOR 2019 ASSESSMENTS

1 Person	\$12,140
2 Persons	\$16,460
3 Persons	\$20,780
4 Persons	\$25,100
5 Persons	\$29,420
6 Persons	\$33,740
7 Persons	\$38,060
8 Persons	\$42,380

Each additional person, add \$4,320.

- (c) Total assets, except the principal residence being claimed, essential household goods, and market value of motor vehicles, should not exceed \$10,000 for the applicant or \$15,000 for the household.

Assets include, but are not limited to: real estate (other than the principal residence); motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds. Assets do not include essential household goods (such as furniture, appliances, dishes, and clothing) or term life insurance.

The Board of Review will not reduce the value of the assets by the amount of any indebtedness owed on such assets, or any indebtedness otherwise owned by the applicant.

If the applicant meets these eligibility requirements, the applicant will be entitled to a poverty exemption as long as the applicant complies with the remaining requirements and procedures set forth in these guidelines.

3. Application. To apply for the poverty exemption, a person shall do all of the following on an annual basis:

- (a) File a Poverty Exemption Application with the Assessor or Board of Review. Applicants must obtain the Application from the Assessor's Office. Physically challenged or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
- (b) Submit copies of federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year. (or file Poverty Exemption Affidavit Michigan Department of Treasury form 4988)
- (c) Produce a valid driver's license or other forms of identification, if requested.
- (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if such proof of ownership is requested by the Board of Review.
- (e) Provide evidence of other assets including investments, real property, and retirement accounts, which include but are not limited to W-2 forms, interest income statements, dividend income statements, social security benefit statement, pension benefit statements, SSE benefit statements, worker's compensation benefit statement, public assistance benefit statement, general assistance benefit statements, ADC benefit statements, child support documentation, and alimony documentation.
- (f) Information and documents submitted in support of this application will be kept confidential, to the maximum extent permitted by law.

4. Appearance before the Board of Review. The applicant, or a representative of the applicant, will be required to appear before the Board of Review to respond to any questions that the Board or Assessor may have concerning the exemption application, unless a written medical excuse provided by his/her doctor at the time the application is submitted.

- (a) An applicant may be called to appear before the Board of Review on short notice.
- (b) An applicant may have to answer questions regarding the applicant's financial affairs, health, or the status of people living in the applicant's home before the Board of Review at a meeting that is open to and will be attended by the public.
- (c) An applicant appearing before the Board of Review may be administered an oath as follows:

"Do you _____ swear and affirm that the evidence and testimony you will give in your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth, so help you?"

- (d) The Secretary of the Board of Review may tape record and will keep minutes of all proceedings before the Board of Review.

- (e) If called to appear before the Board of Review, physically challenged or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
 - (f) The Board of Review may, in its discretion, review poverty exemption applications without the applicant or the applicant's representative being physically present.
5. Evaluation of Application. Applications for poverty exemptions will be evaluated based on information submitted to the Board of Review by the applicant, testimony taken from the applicant, and information gathered by the Board of Review from any source.
- (a) The Board of Review is not required to grant poverty exemption for property owned by multiple owners as long as at least one owner is not eligible for the poverty exemption.
 - (b) The Board of Review may conduct an investigation to verify the information submitted or statements made to the Assessor or Board of Review in regard to the applicant's poverty exemption claim.
 - (c) The Board of Review may not deny a poverty exemption based upon mere speculation regarding the level of an applicant's income or assets.
 - (d) A poverty exemption, if granted, shall remain in effect for one year and an applicant's eligibility for the poverty exemption shall be determined each year.
6. Special Circumstances Warranting Application of the Poverty Exemption. As applicable by law, the Board of Review may, in its discretion, grant a poverty exemption to a taxpayer who does not meet the income and asset tests contained in these guidelines where one or more of the following has resulted in hardship to the taxpayer:
- (a) unforeseen prolonged cessation of income due to circumstances beyond the applicant's control;
 - (b) trauma or critical illness of the applicant or the applicant's immediate family member which resulted in excessive financial liabilities for which the taxpayer does not receive reimbursement;
 - (c) catastrophic loss; or
 - (d) other extenuating circumstances which the Assessor and Board of Review agree are legitimate hardships over which the applicant has no control.
7. Deviation from the Guidelines. As applicable by law, the Board of Review shall follow the guidelines as approved by the Lowell City Council in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from these guidelines and the substantial and compelling reasons are communicated in writing to the applicant.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: December 12, 2019

TO: Mayor DeVore and the Lowell City Council

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

RE: Lowell Little League Agreement

The City has an agreement with Lowell Little League to use Creekside and Recreation Parks for their youth baseball games. The agreement is set to expire on May 30, 2020.

Lowell Little League would like to begin registration at the beginning of the New Year and was hoping to renew the contract. After discussing the current agreement, Lowell Little League and I had no issue with extending the current agreement for the next year.

The requirements regarding user fees and participation fees will remain the same and the city will continue to maintain the facilities in the same manner we do now.

I recommend the Lowell City Council extend our current agreement with Lowell Little League beginning on July 1, 2020 until June 30, 2021.

PUBLIC PARKS USE AGREEMENT

THIS PUBLIC PARK USE AGREEMENT (the "Agreement") dated as of May 1, 2017, by and between the **LOWELL LITTLE LEAGUE**, a Michigan nonprofit corporation ("LLL") of 3535 Bewell Avenue, S.E., Lowell, Michigan 49331 and the **CITY OF LOWELL**, a Michigan municipal corporation (the "City"), of 301 E. Main Street, Lowell, Michigan 49331.

RECITALS

A. The City owns Creekside and Recreation Parks, public parks (the "Parks"), within the limits of the City.

B. LLL has requested permission to use the Parks for purposes of youth baseball games and related activities (the "Use").

C. The City is willing to permit the LLL to use the Parks for the Use subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the respective representations, covenants and agreements contained herein, the parties hereto agree as follows:

1. **Use of Parks.** The City agrees, pursuant to the terms and conditions of this Agreement to permit LLL to use the Parks for the Use.

2. **Usage Fees.** LLL shall pay the City the following usage fees:

A. Participation Fee. An annual participation fee shall be paid by LLL to the City for each LLL participant participating in regular league baseball games at the Parks (the "Participant Fee"). The Participant Fee for the 2017 calendar year shall be \$10 per participant. The Participant Fee for subsequent calendar years during the term of this Agreement and any extensions hereof shall be established by the City. The City agrees to notify LLL of the amount of the Participant Fee on or before November 1 proceeding the calendar year the Participant Fee is to be in effect. The Participant Fee shall be paid by LLL to the City not less than 30 days prior to the date LLL's regular league season's games are scheduled to begin. The City will rely on LLL's signed written statement of the total number of participants to which the Participant Fee applies, *provided, however*, LLL will provide documentation of the number of such participants upon request of the City.

B. User Fees. LLL shall pay the City a user fee equal to 10% of gross revenues from (i) concession operations, if any, conducted at the Parks by LLL during activities not related to regular league play and (ii) tournaments, all-star games and playoff or other special activities of LLL held at the Parks that generates income to LLL (the "User Fees"). LLL shall pay the City the User Fees not later than 30 days after the date it receives gross revenues from operations or special activities subject to User Fees. The City will rely on LLL's signed written statement of the calculation of such User Fee's, *provided, however*, LLL will provide documentation supporting such calculation upon request of City.

3. Use of Participant and User Fees. The City agrees to utilize the Participant Fees and User Fees it receives from LLL for improvements and upgrades to the ballfields at the Parks. Within 30 days of the date of this Agreement and on or before March 1 of each year thereafter during the term of this Agreement and any extension thereof, LLL will provide a list of suggested improvements and upgrades to the baseball fields. The City agrees to undertake such improvements and upgrades by including them in the annual capital budget for the following fiscal year to the extent of the funds it has received or expects to receive from Participant Fees and User Fees in such fiscal year during the term of this Agreement.

4. Scheduling Activities. The City shall be responsible for coordinating the scheduling of all requested and special activities of LLL and other users of the Parks. LLL agrees to work cooperatively with other users of the Parks who may wish to utilize the ball fields for tournaments, etc. LLL agrees not to reserve ballfields and then not use them except in the event of weather conditions or other extraordinary circumstances prevent such use. The City shall determine the final schedule of activities at the ballfields giving priority, in the event of a conflict, to the activities which will have the greatest number of participants.

5. Maintenance. During the time it has activities at the Parks, LLL will be responsible for keeping those portions of the Parks it is using including the restrooms clean of litter and other debris and in an orderly and safe condition.

6. Utilities. To the extent determinable by the City, LLL shall be responsible for the timely payment of the cost of utilities, i.e. water, sanitary sewer, electric, etc., directly related to the facilities it is using at the Parks.

7. General Maintenance. The City will be responsible for mowing the ballfields used by LLL as needed during the time such ballfields are being used by LLL and for providing routine cleaning and maintenance of the Parks' restrooms and other facilities. The City will be responsible for one application per year of fertilizer and weed control to the ballfields used by LLL. LLL shall be responsible, under the City's supervision, for repairing and restoring any damage or deterioration of such ballfields caused by the LLL's abnormal use.

8. Signage. All signage at the Parks placed or caused to be placed by LLL shall have the prior written approval of the City Manager or his designee and shall be in compliance with the applicable provisions of the City Zoning Ordinance related to signs.

9. Concession Permits. If LLL operates a concession business during its use of the Parks, it shall be responsible for obtaining and keeping current any licenses and permits required by the Kent County Department of Public Health or other governmental body or agency.

10. Indemnification and Insurance. LLL shall indemnify and hold harmless the City and its officers, councilmembers, agents and employees from and against any and all losses, expenses (including attorneys fees and costs) claims and demands sustained by the reason of the negligence of LLL and its members, volunteers, participants, guests and

invitees while using the Parks. LLL shall obtain and continuously maintain in effect during the term of this Agreement a policy of general liability insurance in the amount of \$2,000,000 per occurrence and in the annual aggregate with an insurance company licensed to do business in the State of Michigan. The City shall be named as an additional insured on the policy and the policy shall contain a waiver of subrogation and provide at least 30 days written notice to the City of any cancellation, termination or material modification of the policy. LLL shall provide the City a current copy of the policy or a certificate of insurance evidencing such coverage.

11. Term. The term of this Agreement shall begin on June 1, 2017, and shall end on May 31, 2020. Thereafter, upon written approval of the City (including approval of the City Council) and LLL, this Agreement may be renewed for successive one-year terms.

12. Annual Review. LLL and the City agree to meet annually in April of each year beginning April 2018, to review this Agreement and the use of the Parks by LLL during the prior calendar year.

13. Early Termination. This Agreement may be terminated by either party upon written notice to the other party for failure to comply with the terms of this Agreement and continued non-compliance for 30 days after such notice is given. In addition, this Agreement may be terminated at any time with or without cause upon 180 days advanced written notice by one party to the other party. Any notice given to the City shall be by first class mail or personal delivery to 301 East Main Street, Lowell, Michigan 49331, Attention: City Manager, and to LLL by first class mail or personal delivery at 3535 Bewell Avenue, S.E., Lowell, Michigan 49331, Attention: President. Either party may notify the other of a change in the notice address by written notice in accordance with this paragraph.

14. Applicable Law. This Agreement shall be interpreted in accordance with the laws of the State of Michigan.

15. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto related to the subject matter hereof and there are no other representations, promises or agreements, oral or written, expressed or implied between the parties hereto.

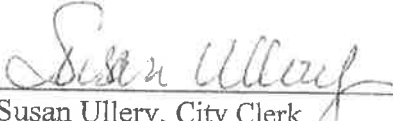
IN WITNESS WHEREOF, LLL and the City have caused these presents to be signed by their respective authorized officer(s) all as of the day and year first written above.

LOWELL LITTLE LEAGUE

By: 
Michael K. Hoovenaar, President

CITY OF LOWELL

By: 
Michael DeVore, Mayor

Attest: 
Susan Ullery, City Clerk



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: 8/1/2019

TO: Mike Burns, City Manager *MB*
Dan Czarnecki, Dept. of Public Works Director *[Signature]*

FROM: Ralph Brecken, Utilities Supervisor *[Signature]*

RE: #55 Mower replacement purchase

In accordance with the approved 2019 – 2020 fiscal year budget, #55 mower is scheduled for replacement. The City staff has determined it is financially responsible to replace this mower at this time due to its age and condition.

The current #55 mower is a 2000 Scagg 72" commercial mower. This 19 year old mower has 2500+ hours of operational time and serves as a primary mower used at the water and waste water plant along with serving as a backup mower to other city departments as needed.

The proposed new mower is an Ex-Mark 60" rear discharge mower and is listed for \$9,119.00 on the Mi-Deal State of Michigan competitive bidding process.

I recommend for the Lowell City Council to approve the purchase of a new mower at a cost not to exceed \$9,119.00

[Signature]

Sales Order

Date 9/9/2019

Company Name	City of Lowell
Contact Name	Ralph Brecken
Address	
City, State, Zip	

Work
Phone
Fax
Email

Product

Make	Model #	Serial #	Description	List Price	Sell Price
Exmark	LZE751GKA60RA1		Lazer-Z E-Series, 26 HP Kawasaki	Bid Price	\$9,119.00
			60" Rear Discharge Deck, Suspensi		
			Seat		
			Subtotal	\$0.00	\$9,119.00

Trade In: Buyer Certifies Below Trade-Ins to be Free of Encumbrances

Make	Model #	Serial #	Description	Trade Value

SPECIAL INSTRUCTIONS

Product (Above)		\$9,119.00
Freight Charges		
Other/Setup		
Subtotal		\$9,119.00
Sales Tax		
Finance Doc. Fee		
Total Price (1)		<u>\$9,119.00</u>
Down Payment		
Trade-In	<u>\$0.00</u>	
Total Down Payment (2)		<u>\$0.00</u>
Total Balance (1 - 2)		<u>\$9,119.00</u>

We want your business! Please let us know if there is anything we can do to earn it!

Price, Discounts, Incentives, and Finance Rates Subject To Change.

WARRANTY

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | SOLD USED AS-IS. No warrant of any kind has been given by the dealer or agent. |
| <input type="checkbox"/> | SOLD USED WITH REMAINING FACTORY WARRANTY. |
| <input checked="" type="checkbox"/> | SOLD NEW WITH ORIGINAL MANUFACTURER'S WARRANTY. |

ALL WARRANTY REPAIRS MADE UNDER THIS AGREEMENT must be made in dealer's shop and buyer is responsible for hauling equipment for repair. No warranty is given by the dealer for tires, batteries or accessories, and the buyer is fully responsible for repairs necessitated by accident, misuse or negligence.

I hereby agree to the conditions of this order, expressed in the foregoing, constituting a purchase order contract. I hereby certify that I am 21 years of age or older and acknowledge receipt of a copy of this order. **Notice to the buyer:** Do not sign this contract before you read it. You are entitled to a copy of this contract. No Returns or Exchanges. All Sales Final.

Buyer's Signature

THIS ORDER IS VALID ONLY WHEN SIGNED & ACCEPTED BY THE DEALER OR AGENT-ALL SALES ARE FINAL

Date _____

- | | |
|---|--|
| X | This quote is valid only when signed by the dealer or agent. |
| X | This sales contract is agreed upon as written above. |

SALESPERSON

John Osborn 616-299-6754

johnno@wolfkubota.com

Accepted by

All prices valid for 24 days

May be less if noted due to manufacture promotion periods

Memorandum



DATE: December 12, 2019

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Foreman St Sanitary Sewer Replacement

The SAW Grant program has indicated areas of our sanitary sewer system that are receiving a significant amount of Inflow/Infiltration (I/I) of clean groundwater. This groundwater is taking up space in the treatment process at our facility. Removal of groundwater from our sanitary sewer system, and from the treatment process is critical for maintaining future capacity within our treatment facility.

I/I was found on Foreman St between Hudson and Beech St. Review of flows and videos of the sewer pipe in this shows a considerable amount of water entering the pipe at joints and cracks in the pipe. It has been estimated the replacement of this section of Foreman Dr. has the potential of reducing 288,000 gallons of water per day from entering our wastewater treatment facility.

We are looking to replace this section of sewer main in Summer 2020. Engineering design work needs to be started immediately to meet our small window of construction. Because of the public school buildings on Foreman Dr., our window of construction is essentially June 1 through August 15th.

A request for proposals for professional design services and construction engineering services were sent out to our two local engineering firms. They have returned their proposals along with scope of services. The low proposal was received from Prein & Newhof, Grand Rapids. Their project costs for design services is \$9,050 and for construction engineering services is \$11,800, for a total amount of \$20,850.

It is our recommendation: **That the Lowell City Council approve the proposal from Prein & Newhof, Grand Rapids, for Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project at a cost "not-to-exceed" \$20,850.**



PROPOSAL FORM

Will be accepted until **12:00 pm (noon) on Wednesday, December 11, 2019**

Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project

PROJECT COSTS

Design Services: \$9,050

Construction Services: \$11,800

TOTAL COST: \$20,850

Company: Prein & Newhof

Address: 3355 Evergreen Drive, NE

Grand Rapids, MI 49525

Phone: (616) 364-8491

Email: bvilmont@preinnewhof.com

Authorized Name: Brian G. Vilmont

Signature: 

Please indicate any minimum specifications that you will not meet:

N/A

- Place pavement top course over entire roadway, restripe pavement markings, and restore other surfaces.

Although this is a short stretch of sanitary sewer, it requires both dewatering and bypass pumping which add to the project cost. Based on current unit pricing on recent construction projects, our preliminary construction cost estimate for replacement of the sanitary sewer, sewer laterals, and surface restoration is \$303,000.

Professional Services

Our proposed services shall include the following:

Design Engineering, Survey and Geotechnical Services

- Topographical survey needed to create base plans and design ADA accessible sidewalk ramps
- Two geotechnical soil borings to identify soils and groundwater levels
- Design sanitary sewer, sewer lateral connections, and surface restoration
- Sidewalk will be replaced as needed for replacement of service laterals and ADA ramps
- Prepare and submit the required SESC and EGLE permits
- Prepare bidding documents including opinion of probable cost, construction drawings, specifications and construction contract documents
- Provide bidding assistance to answer questions during bidding, review bids, and tabulate bids
- Attend two plan review meetings with City staff and one with City Council
- Other specific tasks/deliverables as identified in the Request for Proposals.

Construction Phase Services

As noted in the RFP, a construction schedule of 75 calendar days is assumed. We offer the following scope of construction services for your consideration.

- Full-time construction inspection – 10 hours per day, 5 days per week
- Construction staking for sanitary sewer, sidewalk, curb, and roadway.
- Compilation of construction record drawings in AutoCADD format and in PDF format. PDF drawings will be provided to REGIS for upload. Utility data will also be recorded in GIS format for inclusion in the REGIS database.
- Project administration for all daily report records, payment applications and project closeout documents.
- Material and density testing
- Other specific tasks/deliverables as identified in the Request for Proposals.

Fee Estimate

Design: \$6,950

Geotech: \$500

Topographic Survey: \$1,600

Construction Inspection and Survey: \$7,950

Construction Administration: \$3,850

We propose to perform professional services at our normal hourly rates plus expenses billed monthly with the total not-to-exceed \$20,850.

Additional Services

Should additional services be requested by you or required by conditions encountered, we will contact you and obtain your authorization prior to performing such services. The fees for additional engineering services will be established according to our Current Fee Schedule.

Sincerely,

Prein&Newhof



Brian G Vilmont, P.E.

Enclosures: None

Memorandum

Date:	10/08/2019
To:	Mike Burns, Dan Czarnecki
Company:	City of Lowell
From:	Prein&Newhof
Project #:	2130576
Re:	Inflow & Infiltration

The sanitary sewer flow monitoring done as part of the City's SAW Grant project revealed significant amounts of groundwater infiltration into the sanitary system west of the Flat River. Flow monitor locations on Riverside Drive as illustrated on Map 1 had the following monitoring results:

Average Infiltration Rates

Location Number	2015 Data (gpm)	2019 Data (gpm)
4	190	400
5	400	600

The metering data revealed an approximate 200 gallon per minute increase in the amount of groundwater infiltration in the Riverside Drive sanitary sewer over the past four years. Given the consistent rise of groundwater levels and rainfall intensities, not only in the City of Lowell but across the State of Michigan, we believe the increase in infiltration is directly related to both the rise in the ground water table and the high rainfalls.

During April and May of 2019, we performed visual inspections of the sanitary sewer flows in a concentrated time frame which provided correlations of relative flow depths from one manhole to another. We observed noticeable flow changes between manholes along Foreman Drive and Riverside Drive. Additionally, flows visually appeared relatively clear (instead of gray colored) which is an indication of groundwater infiltration. We then conducted Closed Circuit Televising (CCTV) of the sanitary sewers in and adjacent to those streets to see if we could find evidence of significant infiltration.

Review of the CCTV data revealed that the sanitary sewer on Foreman Drive between Beech Street and Lincoln Lake Avenue had infiltration evident at almost every joint including 8 that had significant flow. Additionally, the segment from Lincoln Lake Avenue to Hudson Street had significant wall cracking and joint failures. Given the infiltration and physical defects, we recommend full replacement of the sanitary sewer in Foreman Drive from Beech Street to Lincoln Lake Avenue (approx. 600 feet). This could potentially reduce the base flow to the wastewater plant by 288,000 gallons per day.



City of Lowell, Michigan

Advertisement

Sealed Requests for Proposals for the **Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project 2020** will be received by the City Clerk at Lowell City Hall, 301 E. Main Street, Lowell, Michigan until **12:00 pm (noon) on Wednesday, December 11, 2019**, and then publicly opened and read aloud at Lowell City Hall.

Proposals shall be submitted in a sealed envelope with the outside clearly marked **"Foreman St. Sewer Project 2020"**

Any questions about this proposal request shall be directed to the Public Works Director. The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. Sealed proposals must be submitted on the bid forms furnished by the City.

The City Council reserves the right to reject any or all bids and to accept any bid, or portion thereof, which, in their opinion, is most advantageous to the City.

Daniel Czarnecki
Director of Public Works

+++++



Request for Proposal

City of Lowell, Michigan
301 East Main Street
Lowell, Michigan 49331
www.ci.lowell.mi.us

September 24, 2018

City of Lowell – Foreman St. Sanitary Sewer Replacement 2020

1.0 Introduction

The City of Lowell (City) is seeking Requests for Proposals (RFP) for professional design services and construction engineering work on the replacement of approximately 600–LF of sanitary sewer on Foreman St. between Beech St and Lincoln Lake Ave. This sewer line is in poor condition. A recent inspection has found the pipe to have significant cracking and joint failures. This section of pipe has been determined to be a source of groundwater infiltration into our sanitary sewer system.

The construction work for this project will not be able to make any street closures on Foreman St. until after the Lowell Public Schools let out for their summer break (tentatively scheduled for May 29, 2020) and the project needs to be substantially completed (street open to traffic) before Lowell Public Schools return from their summer break (tentative date August 18, 2020).

2.0 Scope of Work – Minimum Specifications

Design Services: Project design for replacement of approximately 600 ft of sanitary sewer main on Foreman St. between Beech St and Lincoln Lake Ave., including service laterals, manholes, and other appurtenances as necessary, street replacement, curb/gutter/driveway approaches, etc. Soil borings (minimum of 2), survey work to provide proper design, apply for all necessary EGLE permits, preparation of all final plans and project specifications, contract documents, engineer's estimate of construction costs, and bid package. Assistance for acceptance of bids, review, and recommendation of award. Engineer to supply the City with 4 full sets of plans and specifications. Engineer should plan on attending a minimum of 2 daytime meetings with City staff to review project designs and should plan on attending a minimum of 1 City Council meeting to explain the project design. It should be noted there will most likely be groundwater within the construction area that will need to be addressed. Also, the existing sanitary sewer line and flow will need to be addressed.

Construction Services:

Construction Engineering/Observation: Project oversight during the project, including: Daily observation of the project while construction work is occurring to verify materials, installation, and construction methods used conform with the project plans and specifications; Full time



observation during all pavement and utility construction; Provide daily field reports documenting construction activities and record quantities of contract pay items; Prepare and provide the contractor with a list of required submittals and review shop drawings construction schedule, materials certs and other submittals; Address contractors construction concerns and resolve conflicts with the contract plans and specifications; Arrange/attend any progress meetings during the project; coordinate with those affected by the construction work (property owners, business owners, school, etc.) regarding the construction work, including access, traffic, schedule, and any other pertinent items for the project; Coordinate materials testing for necessary items.

Contract Administration: Coordinate with the contractor and City to execute the contract documents; arrange/attend pre-construction meeting; Provide signed copies of the construction documents to the City (2 copies) and contractor (1 copy); prepare monthly construction pay estimates and process any necessary contract change orders; Request/collect contractors declarations, contractors affidavit, waivers for major suppliers and subcontractors, obtain release of surety and releases from other public agencies for which permits have been obtain under this contract; finalize project at completion for project closeout; provide as-built drawings (paper and digital) of the work completed.

Construction Survey: Establish horizontal and vertical controls; Provide required construction staking for line and elevation of contract items (sewer mains, curb/gutter, sidewalk ramp, pavement construction, etc.); Work with contractor to provide one set of offset stakes for contract items.

Geotechnical Items: Provide the necessary materials testing services for HMA and concrete mix design reviews, field density as needed on all aspects of the project, field/lab testing of concrete and HMA, other geotechnical work as needed.

The project timeline is short. It is important to have the work completed in Summer 2020. Engineer shall keep timing in mind as they work to obtain the necessary permits. To help compare proposed project costs please assume the construction work will take 75 calendar days.



PROPOSAL FORM

Will be accepted until **12:00 pm (noon) on Wednesday, December 11, 2019**

Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project

PROJECT COSTS

Design Services: _____

Construction Services: _____

TOTAL COST: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Authorized Name: _____

Signature: _____

Please indicate any minimum specifications that you will not meet:

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/2/2019 7:46:17 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	23	32:29
Lowell Township - Lowell Township	30	54:47
Vergennes Township - Vergennes Township	21	84:52
TOTAL	74	172:09

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 1306

Page # 1

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/2/2019 7:47:06 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	73
6	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	72
50	1
600	1

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	74

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	73
200	1

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	69
4 gas meter	1
door wedge, door hook, door wedge	1
Roof hook, Bolt cutters, and Trash hook	1
tic	1
TIC, gas monitors	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	72
cutters, spreaders	1
gas monitor	1

USER-DEFINED FIELD: Water used (gal) (Required)	
0	72
500	1
6500	1

USER-DEFINED FIELD: LUCAS (Required)	
NO	72

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

ANSWERS	# INCIDENTS
Yes	2

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

Lowell Area Fire Dept.

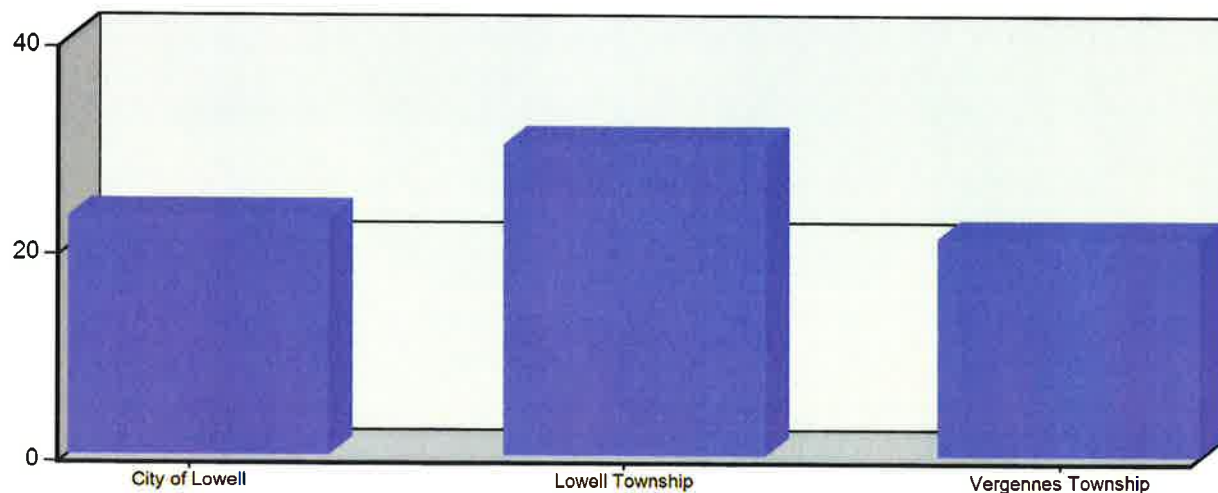
Lowell, MI

This report was generated on 12/2/2019 7:48:56 AM



Incident Count per Zone for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019



ZONE	# INCIDENTS
City of Lowell - City	23
Lowell Township - Lowell Township	30
Vergennes Township - Vergennes Township	21
TOTAL:	74

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.
Archived Zones cannot be unarchived.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/2/2019 7:47:59 AM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/01/2019	2019-831		322 - Motor vehicle accident with injuries		Vergennes Township - Vergennes Township	5	10
11/01/2019	2019-832		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	2
11/01/2019	2019-833		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	4
11/01/2019	2019-834		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	6
11/02/2019	2019-835		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4
11/02/2019	2019-836		331 - Lock-in (if lock out , use 511)		City of Lowell - City	1	5
11/02/2019	2019-837		551 - Assist police or other governmental agency		Lowell Township - Lowell Township	2	6
11/03/2019	2019-838		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	3	9
11/03/2019	2019-839		322 - Motor vehicle accident with injuries		Vergennes Township - Vergennes Township	5	11
11/04/2019	2019-840		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	5
11/04/2019	2019-841		611 - Dispatched & cancelled en route		City of Lowell - City	1	2
11/04/2019	2019-842		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	6
11/04/2019	2019-843		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	6
11/05/2019	2019-844		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	3

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/06/2019	2019-846		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4
11/06/2019	2019-847		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	2
11/07/2019	2019-848		600 - Good intent call, other		City of Lowell - City	1	1
11/07/2019	2019-849		735 - Alarm system sounded due to malfunction		City of Lowell - City	1	4
11/08/2019	2019-850		735 - Alarm system sounded due to malfunction		City of Lowell - City	2	3
11/08/2019	2019-851		611 - Dispatched & cancelled en route		Vergennes Township - Vergennes Township	1	1
11/08/2019	2019-852		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	4
11/09/2019	2019-853		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	16
11/09/2019	2019-854		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	8
11/09/2019	2019-855		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
11/09/2019	2019-856		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4
11/09/2019	2019-857		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	3	6
11/11/2019	2019-858		611 - Dispatched & cancelled en route		Vergennes Township - Vergennes Township	1	6
11/11/2019	2019-859		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	4
11/11/2019	2019-860		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	8
11/11/2019	2019-861		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	8
11/11/2019	2019-862		600 - Good intent call, other		Lowell Township - Lowell Township	3	6
11/11/2019	2019-863		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/12/2019	2019-864		311 - Medical assist, assist EMS crew		Lowell Township - Lowell Township	1	4
11/13/2019	2019-865		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4
11/13/2019	2019-866		600 - Good intent call, other		Lowell Township - Lowell Township	3	3
11/13/2019	2019-867		611 - Dispatched & cancelled en route		Vergennes Township - Vergennes Township	1	3
11/14/2019	2019-868		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	5
11/14/2019	2019-869		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	3
11/15/2019	2019-870		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4
11/15/2019	2019-871		324 - Motor vehicle accident with no injuries.		City of Lowell - City	1	3
11/15/2019	2019-872		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	3	3
11/15/2019	2019-873		320 - Emergency medical service, other		Lowell Township - Lowell Township	3	5
11/16/2019	2019-874		322 - Motor vehicle accident with injuries		Lowell Township - Lowell Township	3	9
11/16/2019	2019-875		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	6
11/16/2019	2019-876		412 - Gas leak (natural gas or LPG)		Lowell Township - Lowell Township	2	4
11/17/2019	2019-877		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	6
11/17/2019	2019-879		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	5
11/17/2019	2019-880		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	7
11/17/2019	2019-881		531 - Smoke or odor removal		City of Lowell - City	2	8
11/17/2019	2019-882		441 - Heat from short circuit (wiring), defective/worn		City of Lowell - City	4	8

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/19/2019	2019-883		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	1
11/20/2019	2019-884		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	5
11/21/2019	2019-885		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
11/21/2019	2019-886		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	5
11/21/2019	2019-887		322 - Motor vehicle accident with injuries		Vergennes Township - Vergennes Township	3	5
11/21/2019	2019-888		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	8
11/23/2019	2019-889		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4
11/23/2019	2019-890		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	8
11/24/2019	2019-892		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	5
11/24/2019	2019-893		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	4	9
11/24/2019	2019-894		611 - Dispatched & cancelled en route		City of Lowell - City	1	6
11/24/2019	2019-895		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	3
11/26/2019	2019-896		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	3
11/26/2019	2019-897		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	4
11/26/2019	2019-898		611 - Dispatched & cancelled en route		City of Lowell - City	2	3
11/27/2019	2019-899		622 - No incident found on arrival at dispatch address		Lowell Township - Lowell Township	2	5
11/27/2019	2019-900		111 - Building fire		Vergennes Township - Vergennes Township	5	11

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/27/2019	2019-901		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	12
11/27/2019	2019-902		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	1	1
11/27/2019	2019-903		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	4	8
11/28/2019	2019-904		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	7
11/29/2019	2019-905		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	5
11/30/2019	2019-906		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	3	4
11/30/2019	2019-907		151 - Outside rubbish, trash or waste fire		Vergennes Township - Vergennes Township	3	8

TOTAL # INCIDENTS: 74

Only REVIEWED incidents included.



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 948

Page # 5

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI 49331

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

Posted Totals by Invoice Number

Report Date: 12/02/2019

Period From: 11/01/2019 To: 11/30/2019

Invoice Number	Date	Name	Tax	Total	Balance Due
001505	11/14/2019	Equipment	0.00	877.75	157.50
001507	11/18/2019	Equipment	0.00	925.80	157.50
001508	11/13/2019	Equipment	0.00	269.64	157.50
001509	11/14/2019	Equipment	0.00	113.19	157.50
001513	11/20/2019	Police	0.00	877.43	1,293.79
001514	11/08/2019	Equipment	0.00	719.92	157.50
001515	11/08/2019	Equipment	0.00	719.92	157.50
001517	11/19/2019	Equipment	0.00	428.78	157.50
001518	11/06/2019	Water Distribution	0.00	84.32	338.14
001519	11/19/2019	Equipment	0.00	114.81	157.50
001520	11/19/2019	Equipment	0.00	66.27	157.50
001521	11/19/2019	Equipment	0.00	66.05	157.50
001522	11/21/2019	Police	0.00	37.58	1,293.79
001523	11/07/2019	Police	0.00	273.22	1,293.79
001524	11/19/2019	Police	0.00	30.90	1,293.79
Grand Totals:			0.00	5,605.58	7,088.30
Number of Invoices:		15	* - Indicates a Counter Sale		
Averages:				\$373.71	472.55

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI. 49331

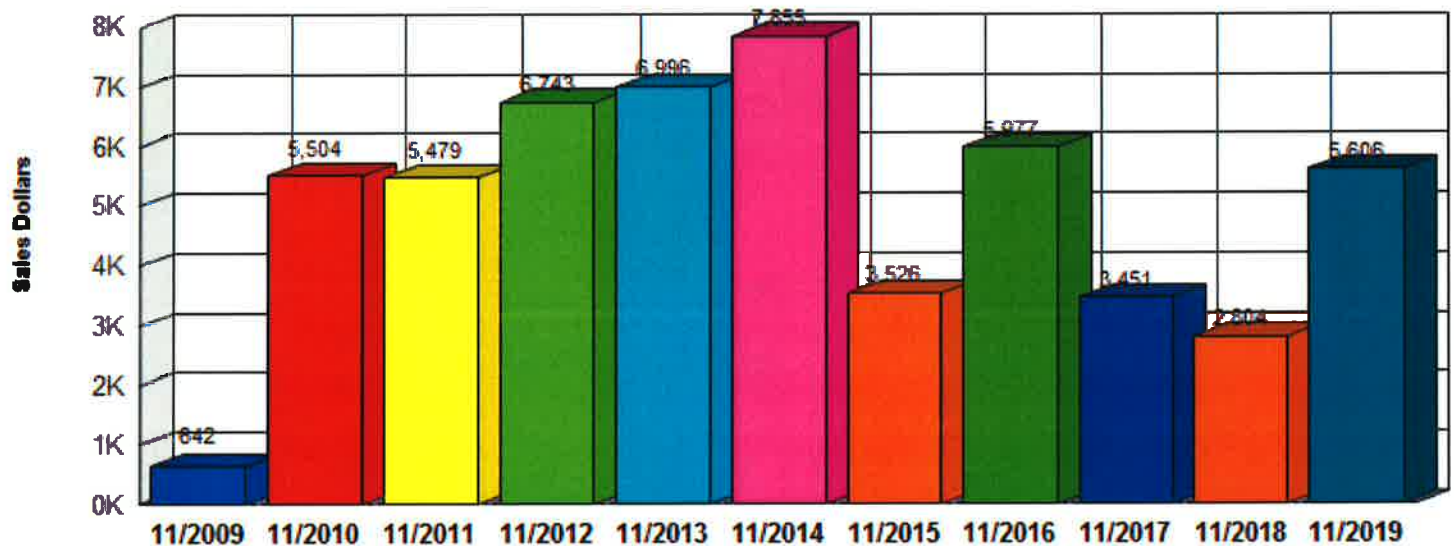
Phone - 616-897-5929 Fax - 616- -

Sales By Selected Month For The Month Of November

Report Date: 12/02/2019

<u>Month & Year</u>	<u>Avg. RO</u>	<u>Car Count</u>	<u>Sales Amount</u>	<u>Avg. Labor</u>	<u>Total Labor</u>	<u>Avg. Parts</u>	<u>Total Parts</u>
11/2009	107.00	6	642.01	85.00	510.00	17.75	106.51
11/2010	458.64	12	5,503.66	296.50	3,558.00	157.19	1,886.26
11/2011	608.82	9	5,479.36	238.11	2,142.95	363.80	3,274.16
11/2012	259.36	26	6,743.29	139.85	3,636.00	113.04	2,938.99
11/2013	636.00	11	6,995.98	345.94	3,805.29	281.25	3,093.79
11/2014	714.06	11	7,854.61	417.27	4,590.00	286.83	3,155.11
11/2015	503.72	7	3,526.05	394.29	2,760.00	103.01	721.05
11/2016	398.43	15	5,976.52	152.20	2,283.00	240.38	3,605.77
11/2017	287.61	12	3,451.34	185.50	2,226.00	96.02	1,152.29
11/2018	934.82	3	2,804.46	355.00	1,065.00	569.32	1,707.96
11/2019	373.71	15	5,605.58	320.22	4,803.34	44.46	666.92

Totals:		127	54,582.86		\$31,379.58		\$22,308.81
----------------	--	------------	------------------	--	--------------------	--	--------------------



Note: Labor and Part columns do not include Shop Supplies or Hazmat

Dept. of Public Works, City of Lowell

217 S. Hudson

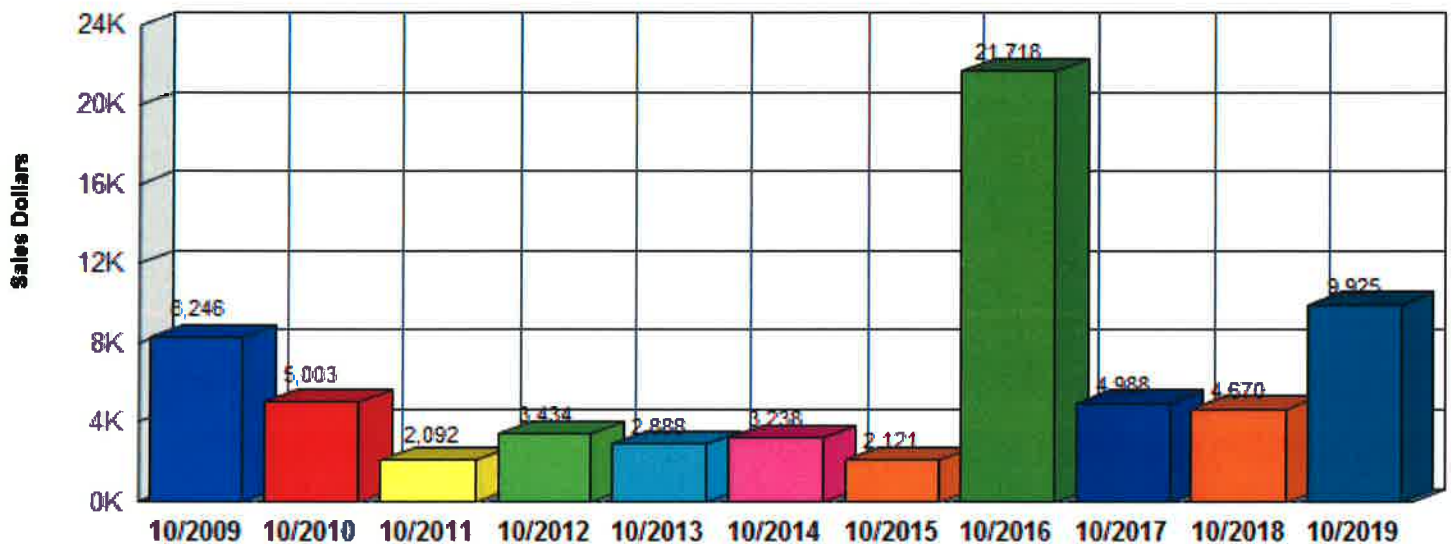
Lowell, MI. 49331

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

Sales By Selected Month For The Month Of October

Report Date: 11/20/2019

<u>Month & Year</u>	<u>Avg. RO</u>	<u>Car Count</u>	<u>Sales Amount</u>	<u>Avg. Labor</u>	<u>Total Labor</u>	<u>Avg. Parts</u>	<u>Total Parts</u>
10/2009	485.04	17	8,245.69	249.90	4,248.38	222.64	3,784.89
10/2010	384.85	13	5,003.00	217.24	2,824.15	161.26	2,096.35
10/2011	190.15	11	2,091.60	132.55	1,458.00	51.79	569.70
10/2012	264.15	13	3,433.91	183.46	2,385.00	73.59	956.66
10/2013	262.54	11	2,887.98	154.08	1,694.83	101.99	1,121.91
10/2014	323.82	10	3,238.21	145.20	1,452.00	171.36	1,713.61
10/2015	424.11	5	2,120.54	213.00	1,065.00	202.17	1,010.84
10/2016	1,447.84	15	21,717.65	160.00	2,400.00	1,282.14	19,232.15
10/2017	311.75	16	4,987.92	222.81	3,564.90	82.56	1,321.03
10/2018	518.89	9	4,670.00	386.60	3,479.37	124.88	1,123.93
10/2019	827.07	12	9,924.80	688.11	8,257.30	129.17	1,550.06
Totals:		132	68,321.30		\$32,828.93		\$34,481.13



Note: Labor and Part columns do not include Shop Supplies or Hazmat

Dept. of Public Works, City of Lowell

217 S. Hudson

Lowell, MI 49331

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

Posted Totals by Invoice Number

Report Date: 11/20/2019

Period From: 10/01/2019 To: 10/31/2019

Invoice Number	Date	Name	Tax	Total	Balance Due
001479	10/01/2019	Equipment	0.00	506.02	157.50
001485	10/03/2019	Equipment	0.00	2,131.79	157.50
001486	10/03/2019	Equipment	0.00	92.05	157.50
001499	10/09/2019	Police	0.00	1,333.84	
001500	10/07/2019	Equipment	0.00	1,341.31	157.50
001501	10/10/2019	Equipment	0.00	2,386.05	157.50
001502	10/09/2019	Equipment	0.00	166.99	157.50
001503	10/14/2019	Equipment	0.00	307.23	157.50
001504	10/10/2019	Equipment	0.00	1,334.31	157.50
001506	10/09/2019	Police	0.00	59.08	1,293.79
001510	10/09/2019	Police	0.00	59.08	1,293.79
001511	10/22/2019	Equipment	0.00	207.05	157.50
Grand Totals:			0.00	9,924.80	4,005.08
Number of Invoices:		12	* - Indicates a Counter Sale		
Averages:				\$827.07	333.76

CITY OF LOWELL
REPORT FOR : NOVEMBER
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 16.10731 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE
MONTH OF: NOVEMBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 254.33 HOURS, WHICH RESULTED IN
390.25 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 149.08

ELECTRICAL COST PER MILLION GALLONS: \$ 287.27

TOTAL COST PER MILLION GALLONS: \$ 436.35

WATER PRODUCTION

DAILY AVERAGE: 0.537 MILLION GALLONS

DAILY MAXIMUM: 0.759 MILLION GALLONS

DAILY MINIMUM: 0.379 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 8.2043 HOURS PER DAY.

**LOWELL POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
CALENDAR YEAR 2019**

Complaint Book Total	167	331	523	693	885	1073	1277	1513	1708	1901	2088		
Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Total Arrests	21	14	13	16	12	10	19	39	29	22	15		210
Alcohol (MIP/Open Intox)	0	1	0	1	1	0	2	12	4	2	0		23
Drug Law Violations	1	1	0	2	1	0	0	4	0	0	2		9
Drunk Driving	1	2	2	2	1	1	2	0	3	3	2		9
Suspended License	2	1	2	2	0	1	0	0	2	5	1		16
Warrant Arrest	8	7	6	4	6	4	7	11	13	5	4		75
Other Arrests	9	2	3	5	3	4	8	12	7	7	6		66
Assault	2	0	3	1	1	0	2	1	2	2	3		17
Assault (Civil/Verbal)	2	1	5	2	4	6	4	5	6	3	6		44
Assault (Domestic)	0	0	2	1	2	1	0	6	1	1	5		19
Assist from Other Agency	6	3	12	10	10	18	15	11	8	6	7		106
Assist to Other Agency	12	13	13	6	16	13	12	23	20	27	17		172
Assist to Citizen	36	42	43	18	38	21	23	41	29	20	28		339
Breaking & Entering	3	2	0	1	0	3	3	0	1	1	0		14
Disorderly Conduct	5	2	2	3	4	3	8	7	7	4	3		48
Dog/Animal	2	1	4	2	6	4	2	4	4	7	4		40
Larceny	9	4	9	2	8	9	13	13	8	5	7		87
Malicious Destruction	0	1	4	2	4	2	2	2	2	1	2		22
Motorist Assist	14	8	9	15	10	5	11	5	4	10	4		95
Ordinance Violations	2	1	2	2	5	8	8	5	8	5	5		51
Accident Total	12	10	12	3	7	6	11	21	10	16	12		120
{Property Damage}	12	10	12	2	5	6	9	17	9	15	12		109
{Personal Injury}	0	0	0	1	2	0	2	4	1	1	0		11
Citations Issued	29	13	33	37	31	17	25	43	38	37	37		340
Traffic Stops: Warned	88	58	90	107	96	77	80	98	94	124	116		1028
Total # of Traffic Stops	113	63	113	126	116	88	98	138	128	146	150		1279

AGENCIES ASSISTING LOWELL PD
NOVEMBER 2019

COMP. #	DATE	INCIDENT	DEPARTMENT	STATUS
19-1915	11/3/2019	LOOSE DOG	KC ANIMAL CONTROL	ASSISTED
19-1960	11/10/2019	DOMESTIC	KENT COUNTY	BACK-UP
19-1986	11/13/2019	DOMESTIC	KENT COUNTY	BACK-UP
19-2024	11/20/2019	DOMESTIC	KENT COUNTY	BACK-UP
19-2029	11/20/2019	SUSPICIOUS	KENT COUNTY	ASSISTED
19-2079	11/27/2019	WELFARE CHECK	KENT COUNTY	ASSISTED
19-2084	11/29/2019	CHILD ABUSE	BELDING PD	ASSISTED

**LOWELL POLICE DEPARTMENT
ASSISTING OTHER AGENCIES
NOVEMBER 2019**

COMP. #	DATE	INCIDENT	DEPARTMENT	STATUS	VENUE
19-1907	11/2/2019	ALARM	KENT COUNTY	BACK-UP	VERGENNES
19-1915	11/3/2019	LOOSE DOG	ANIMAL CONTROL	ASSISTED	CITY OF LOWELL
19-1931	11/5/2019	SUSPICIOUS SUBJECTS	KENT COUNTY	BACK-UP	LOWELL
19-1956	11/8/2019	POSSIBLE DOMESTIC	KENT COUNTY	ASSISTED	CITY OF LOWELL
19-1958	11/9/2019	POSSIBLE DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
19-1964	11/10/2019	MDOP	KENT COUNTY	BACK-UP	LOWELL
19-1977	11/12/2019	ASSAULT / CPS INVESTIGATION	CPS	ASSISTED	CITY OF LOWELL
19-1985	11/13/2019	HIT & RUN ACCIDENT	GRAND RAPIDS	ASSISTED	CITY OF LOWELL
19-1987	11/14/2019	ALARM	KENT COUNTY	BACK-UP	LOWELL
19-1996	11/15/2019	RETAIL FRAUD	KENT COUNTY	ASSISTED	LOWELL
19-2003	11/16/2019	ALARM	KENT COUNTY	BACK-UP	LOWELL
19-2006	11/17/2019	DISORDERLY	KENT COUNTY	BACK-UP	LOWELL
19-2008	11/17/2019	ODOR INVESTIGATION	LOWELL FIRE	ASSISTED	CITY OF LOWELL
19-2034	11/21/2019	DISORDERLY	KENT COUNTY	ASSISTED	CITY OF LOWELL
19-2049	11/23/2019	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
19-2058	11/24/2019	MEDICAL	KENT COUNTY	ASSISTED	LOWELL
19-2078	11/27/2019	PI ACCIDENT	KENT COUNTY	ASSISTED	LOWELL

**MONTHLY COMPARISON TOTALS
NOVEMBER 2018 AND 2019**

ACTIVITY	NOVEMBER	2018 YEAR-TO-DATE	NOVEMBER	2019 YEAR-TO-DATE
Total Arrests	23	305	15	210
Alcohol (MIP/Open Intox)	0	10	0	23
Drug Law Violations	0	35	2	9
Drunk Driving	2	26	2	9
Suspended License	3	31	1	16
Warrant Arrest	15	128	4	75
Other Arrests	3	75	6	66
Assault	0	16	3	17
Assault (Verbal)	2	34	6	44
Assault (Domestic)	4	26	5	19
Assist from Other Agency	7	90	7	106
Assist to Other Agency	12	149	17	172
Assist to Citizen	30	445	28	339
Breaking & Entering	1	4	0	14
Disorderly Conduct	7	39	3	48
Dog Complaints	1	17	4	40
Larceny	6	79	7	87
Malicious Destruction	0	14	2	22
Motorist Assist	12	90	4	95
Ordinance Violations	2	76	5	51
Accident Total	11	140	12	120
{Property Damage}	10	121	12	109
{Personal Injury}	1	19	0	11
Citations Issued	23	546	37	340
Traffic Stops: Warned	84	1460	116	1028
# of Traffic Stops Made	98	1817	150	1279
TOTAL COMPLAINTS	157	2037	187	2088



Lowell Area Fire and
Emergency Services Authority
Lowell Area Fire Department
315 S. Hudson St. Lowell, MI 49331
616-897-7354

Monday, December 02, 2019

Fire Authority Board:

We responded to 74 total incidents for the month of November.

We had 3 people try out during the open tryouts. Interviews will be December 4th.

We had a new Wi-Fi system installed at the station. This will allow a guest access with a password. We needed this so we can download information from the LUCAS/CPR machine to medical control.

We are continuing to work on the punch list provided by the former DPW director regarding our station needs. Ceiling tiles are gradually being replaced. LED lighting in the bays will be next.

Shannon, Corey and I are reviewing all reports.

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

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,082,750.79	1,727,280.72	36,126.66	355,470.07	82.93
STATE	STATE GRANTS	415,009.00	74,292.50	3,454.09	340,716.50	17.90
LICPER	LICENSES AND PERMITS	42,300.00	21,839.55	10,058.92	20,460.45	51.63
CHARGES	CHARGES FOR SERVICES	360,733.00	24,234.68	6,169.50	336,498.32	6.72
INT	INTEREST AND RENTS	8,100.00	5,779.19	0.00	2,320.81	71.35
OTHER	OTHER REVENUE	13,150.00	5,127.00	1,015.01	8,023.00	38.99
TRANSIN	TRANSFERS IN	303,382.00	0.00	0.00	303,382.00	0.00
FINES	FINES AND FORFEITURES	9,500.00	2,585.25	262.50	6,914.75	27.21
LOCAL	LOCAL CONTRIBUTIONS	11,108.00	8,966.45	3,160.69	2,141.55	80.72
TOTAL REVENUES		3,246,032.79	1,870,105.34	60,247.37	1,375,927.45	57.61
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	21,675.00	4,547.01	204.49	17,127.99	20.98
172	MANAGER	135,807.79	82,393.15	28,564.72	53,414.64	60.67
191	ELECTIONS	15,525.00	3,142.13	2,726.43	12,382.87	20.24
209	ASSESSOR	60,600.00	19,823.00	4,672.97	40,777.00	32.71
210	ATTORNEY	60,000.00	38,655.95	6,539.50	21,344.05	64.43
215	CLERK	130,930.47	50,339.10	9,856.97	80,591.37	38.45
253	TREASURER	225,789.26	79,127.71	24,145.12	146,661.55	35.04
265	CITY HALL	148,663.83	46,473.46	17,295.25	102,190.37	31.26
276	CEMETERY	128,196.54	58,938.88	8,405.50	69,257.66	45.98
294	UNALLOCATED MISCELLANEOUS	5,000.00	113,929.03	0.00	(108,929.03)	2,278.58
301	POLICE DEPARTMENT	744,687.81	302,064.83	75,174.89	442,622.98	40.56
305	CODE ENFORCEMENT	113,016.55	34,614.94	6,852.20	78,401.61	30.63
336	FIRE	118,155.00	58,880.82	82.20	59,274.18	49.83
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	54,986.35	24,313.81	6,825.49	30,672.54	44.22
426	EMERGENCY MANAGEMENT	0.00	0.00	0.00	0.00	0.00
441	DEPARTMENT OF PUBLIC WORKS	341,640.96	78,908.75	17,909.21	262,732.21	23.10
442	SEWAGE	3,788.58	502.46	19.14	3,286.12	13.26
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
523	TRASH	0.00	0.00	0.00	0.00	0.00
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00
672	SENIOR CITIZEN CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
728	ECONOMIC DEVELOPMENT	1,100.00	0.00	0.00	1,100.00	0.00
747	CHAMBER/RIVERWALK	4,000.00	1,049.55	314.19	2,950.45	26.24
751	PARKS	157,832.42	73,042.38	6,462.46	84,790.04	46.28
757	SHOWBOAT	0.00	207.53	49.09	(207.53)	100.00
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	5,000.00	5,000.00	0.00	0.00	100.00
790	LIBRARY	78,874.24	29,120.20	5,601.71	49,754.04	36.92
803	HISTORICAL DISTRICT COMMISSION	0.00	180.00	150.00	(180.00)	100.00
804	MUSEUM	49,166.45	31,008.31	1,284.72	18,158.14	63.07
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	538,382.00	0.00	0.00	538,382.00	0.00
TOTAL EXPENDITURES		3,142,818.25	1,136,263.00	223,136.25	2,006,555.25	36.15
TOTAL REVENUES		3,246,032.79	1,870,105.34	60,247.37	1,375,927.45	57.61
TOTAL EXPENDITURES		3,142,818.25	1,136,263.00	223,136.25	2,006,555.25	36.15
NET OF REVENUES & EXPENDITURES		103,214.54	733,842.34	(162,888.88)	(630,627.80)	710.99

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	1,500.00	1,293.66	0.00	206.34	86.24
OTHER	OTHER REVENUE	345,284.00	83,015.36	26,494.55	262,268.64	24.04
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		346,784.00	84,309.02	26,494.55	262,474.98	24.31
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	7,500.00	578.50	578.50	6,921.50	7.71
463	MAINTENANCE	55,811.76	16,853.07	463.70	38,958.69	30.20
474	TRAFFIC	9,459.29	5,478.19	2,078.23	3,981.10	57.91
478	WINTER MAINTENANCE	59,941.61	9,311.78	6,383.46	50,629.83	15.53
483	ADMINISTRATION	16,944.00	1,875.43	558.75	15,068.57	11.07
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		149,656.66	34,096.97	10,062.64	115,559.69	22.78
TOTAL REVENUES		346,784.00	84,309.02	26,494.55	262,474.98	24.31
TOTAL EXPENDITURES		149,656.66	34,096.97	10,062.64	115,559.69	22.78
NET OF REVENUES & EXPENDITURES		197,127.34	50,212.05	16,431.91	146,915.29	25.47

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	700.00	544.57	0.00	155.43	77.80
OTHER	OTHER REVENUE	148,602.00	31,238.54	10,102.65	117,363.46	21.02
TRANSIN	TRANSFERS IN	175,000.00	0.00	0.00	175,000.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		324,302.00	31,783.11	10,102.65	292,518.89	9.80
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	125,500.00	578.50	578.50	124,921.50	0.46
463	MAINTENANCE	84,685.22	39,576.50	5,059.61	45,108.72	46.73
474	TRAFFIC	11,090.31	9,306.10	3,399.75	1,784.21	83.91
478	WINTER MAINTENANCE	80,830.73	15,590.83	8,863.80	65,239.90	19.29
483	ADMINISTRATION	20,662.00	1,875.43	558.75	18,786.57	9.08
906	DEBT SERVICE	25,531.00	25,531.25	0.00	(0.25)	100.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		348,299.26	92,458.61	18,460.41	255,840.65	26.55
TOTAL REVENUES		324,302.00	31,783.11	10,102.65	292,518.89	9.80
TOTAL EXPENDITURES		348,299.26	92,458.61	18,460.41	255,840.65	26.55
NET OF REVENUES & EXPENDITURES		(23,997.26)	(60,675.50)	(8,357.76)	36,678.24	252.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	33.03	0.00	(33.03)	100.00
OTHER	OTHER REVENUE	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		50,000.00	33.03	0.00	49,966.97	0.07
Expenditures						
000		50,000.00	4,413.00	3,693.00	45,587.00	8.83
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	4,413.00	3,693.00	45,587.00	8.83
TOTAL REVENUES		50,000.00	33.03	0.00	49,966.97	0.07
TOTAL EXPENDITURES		50,000.00	4,413.00	3,693.00	45,587.00	8.83
NET OF REVENUES & EXPENDITURES		0.00	(4,379.97)	(3,693.00)	4,379.97	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	545,794.00	476,944.32	0.00	68,849.68	87.39
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	2,700.00	2,497.05	0.00	202.95	92.48
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		548,494.00	479,441.37	0.00	69,052.63	87.41
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	210,000.00	1,241.56	0.00	208,758.44	0.59
463	MAINTENANCE	112,304.09	29,970.51	6,175.61	82,333.58	26.69
483	ADMINISTRATION	61,761.10	19,422.04	3,570.20	42,339.06	31.45
740	COMMUNITY PROMOTIONS	85,000.00	52,119.52	4,927.26	32,880.48	61.32
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	320,722.00	0.00	0.00	320,722.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		789,787.19	102,753.63	14,673.07	687,033.56	13.01
TOTAL REVENUES		548,494.00	479,441.37	0.00	69,052.63	87.41
TOTAL EXPENDITURES		789,787.19	102,753.63	14,673.07	687,033.56	13.01
NET OF REVENUES & EXPENDITURES		(241,293.19)	376,687.74	(14,673.07)	(617,980.93)	156.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 249 - BUILDING INSPECTION FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	90,000.00	12,986.00	4,659.00	77,014.00	14.43
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		90,000.00	12,986.00	4,659.00	77,014.00	14.43
Expenditures						
371	BUILDING INSPECTION DEPARTMENT	90,000.00	8,030.70	4,193.10	81,969.30	8.92
TOTAL EXPENDITURES		90,000.00	8,030.70	4,193.10	81,969.30	8.92
TOTAL REVENUES		90,000.00	12,986.00	4,659.00	77,014.00	14.43
TOTAL EXPENDITURES		90,000.00	8,030.70	4,193.10	81,969.30	8.92
NET OF REVENUES & EXPENDITURES		0.00	4,955.30	465.90	(4,955.30)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	582,000.00	0.00	0.00	582,000.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	1,500.00	2,240.94	0.00	(740.94)	149.40
OTHER	OTHER REVENUE	0.00	793.00	0.00	(793.00)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		583,500.00	3,033.94	0.00	580,466.06	0.52
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
265	CITY HALL	0.00	0.00	0.00	0.00	0.00
276	CEMETERY	0.00	0.00	0.00	0.00	0.00
301	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
474	TRAFFIC	0.00	23,257.30	0.00	(23,257.30)	100.00
751	PARKS	582,000.00	47,465.40	40,315.90	534,534.60	8.16
758	DOG PARK	1,500.00	274.07	175.62	1,225.93	18.27
759	COMMUNITY GARDEN	0.00	409.40	0.00	(409.40)	100.00
790	LIBRARY	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		583,500.00	71,406.17	40,491.52	512,093.83	12.24
TOTAL REVENUES		583,500.00	3,033.94	0.00	580,466.06	0.52
TOTAL EXPENDITURES		583,500.00	71,406.17	40,491.52	512,093.83	12.24
NET OF REVENUES & EXPENDITURES		0.00	(68,372.23)	(40,491.52)	68,372.23	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	0.00	56,691.26	0.00	(56,691.26)	100.00
TOTAL EXPENDITURES		0.00	56,691.26	0.00	(56,691.26)	100.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	56,691.26	0.00	(56,691.26)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(56,691.26)	0.00	56,691.26	100.00

12/12/2019 11:51 AM
User: SUE
DB: Lowell

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

Page: 9/21

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	12,716.00	11,876.84	1,473.53	839.16	93.40
INT	INTEREST AND RENTS	55,200.00	12,273.89	2,560.00	42,926.11	22.24
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		67,916.00	24,150.73	4,033.53	43,765.27	35.56
Expenditures						
000		74,000.00	25,605.03	6,234.88	48,394.97	34.60
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		74,000.00	25,605.03	6,234.88	48,394.97	34.60
TOTAL REVENUES		67,916.00	24,150.73	4,033.53	43,765.27	35.56
TOTAL EXPENDITURES		74,000.00	25,605.03	6,234.88	48,394.97	34.60
NET OF REVENUES & EXPENDITURES		(6,084.00)	(1,454.30)	(2,201.35)	(4,629.70)	23.90

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	1,200,983.00	466,341.83	98,187.29	734,641.17	38.83
INT	INTEREST AND RENTS	7,000.00	4,955.64	0.00	2,044.36	70.79
OTHER	OTHER REVENUE	57,810.00	929.55	0.00	56,880.45	1.61
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,265,793.00	472,227.02	98,187.29	793,565.98	37.31
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	815,895.50	356,400.31	36,510.63	459,495.19	43.68
551	COLLECTION	248,549.76	45,411.45	4,699.74	203,138.31	18.27
552	CUSTOMER ACCOUNTS	82,700.25	24,146.74	4,978.79	58,553.51	29.20
553	ADMINISTRATION	392,291.50	114,767.00	536.50	277,524.50	29.26
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,539,437.01	540,725.50	46,725.66	998,711.51	35.12
TOTAL REVENUES		1,265,793.00	472,227.02	98,187.29	793,565.98	37.31
TOTAL EXPENDITURES		1,539,437.01	540,725.50	46,725.66	998,711.51	35.12
NET OF REVENUES & EXPENDITURES		(273,644.01)	(68,498.48)	51,461.63	(205,145.53)	25.03

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,202,583.00	442,100.14	84,014.29	760,482.86	36.76
INT	INTEREST AND RENTS	17,040.00	6,252.48	0.00	10,787.52	36.69
OTHER	OTHER REVENUE	10,000.00	2,221.06	48.70	7,778.94	22.21
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,229,623.00	450,573.68	84,062.99	779,049.32	36.64
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
552	CUSTOMER ACCOUNTS	0.00	0.00	0.00	0.00	0.00
570	TREATMENT	447,124.10	151,516.11	28,434.06	295,607.99	33.89
571	DISTRIBUTION	489,996.27	125,158.38	17,172.39	364,837.89	25.54
572	CUSTOMER ACCOUNTS	88,668.25	24,087.58	4,919.81	64,580.67	27.17
573	ADMINISTRATION	350,056.50	49,514.25	595.25	300,542.25	14.14
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,375,845.12	350,276.32	51,121.51	1,025,568.80	25.46
TOTAL REVENUES		1,229,623.00	450,573.68	84,062.99	779,049.32	36.64
TOTAL EXPENDITURES		1,375,845.12	350,276.32	51,121.51	1,025,568.80	25.46
NET OF REVENUES & EXPENDITURES		(146,222.12)	100,297.36	32,941.48	(246,519.48)	68.59

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 598 - CABLE TV FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	149.32	0.00	(149.32)	100.00
OTHER	OTHER REVENUE	110,000.00	0.00	0.00	110,000.00	0.00
TOTAL REVENUES		110,000.00	149.32	0.00	109,850.68	0.14
Expenditures						
000		110,000.00	0.00	0.00	110,000.00	0.00
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		110,000.00	0.00	0.00	110,000.00	0.00
TOTAL REVENUES		110,000.00	149.32	0.00	109,850.68	0.14
TOTAL EXPENDITURES		110,000.00	0.00	0.00	110,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	149.32	0.00	(149.32)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	80,274.00	8.60	0.00	80,265.40	0.01
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		80,274.00	8.60	0.00	80,265.40	0.01
Expenditures						
000		73,300.00	37,663.17	8,662.27	35,636.83	51.38
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		73,300.00	37,663.17	8,662.27	35,636.83	51.38
TOTAL REVENUES		80,274.00	8.60	0.00	80,265.40	0.01
TOTAL EXPENDITURES		73,300.00	37,663.17	8,662.27	35,636.83	51.38
NET OF REVENUES & EXPENDITURES		6,974.00	(37,654.57)	(8,662.27)	44,628.57	539.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	208,625.00	84,531.89	16,206.27	124,093.11	40.52
INT	INTEREST AND RENTS	500.00	463.57	0.00	36.43	92.71
OTHER	OTHER REVENUE	0.00	584.95	0.00	(584.95)	100.00
TRANSIN	TRANSFERS IN	71,878.46	0.00	0.00	71,878.46	0.00
TOTAL REVENUES		281,003.46	85,580.41	16,206.27	195,423.05	30.46
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	439,863.85	73,080.68	12,081.40	366,783.17	16.61
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		439,863.85	73,080.68	12,081.40	366,783.17	16.61
TOTAL REVENUES		281,003.46	85,580.41	16,206.27	195,423.05	30.46
TOTAL EXPENDITURES		439,863.85	73,080.68	12,081.40	366,783.17	16.61
NET OF REVENUES & EXPENDITURES		(158,860.39)	12,499.73	4,124.87	(171,360.12)	7.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	4,750.00	1,000.00	(4,750.00)	100.00
INT	INTEREST AND RENTS	0.00	34.16	0.00	(34.16)	100.00
TOTAL REVENUES		0.00	4,784.16	1,000.00	(4,784.16)	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	4,784.16	1,000.00	(4,784.16)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	4,784.16	1,000.00	(4,784.16)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	5,000.00	732.45	0.00	4,267.55	14.65
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		5,000.00	732.45	0.00	4,267.55	14.65
Expenditures						
000		5,000.00	0.00	0.00	5,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		5,000.00	732.45	0.00	4,267.55	14.65
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	732.45	0.00	(732.45)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	3,233.69	160.31	(3,233.69)	100.00
OTHER	OTHER REVENUE	20,000.00	10,275.00	0.00	9,725.00	51.38
TOTAL REVENUES		20,000.00	13,508.69	160.31	6,491.31	67.54
Expenditures						
000		20,000.00	6,175.00	0.00	13,825.00	30.88
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		20,000.00	6,175.00	0.00	13,825.00	30.88
TOTAL REVENUES		20,000.00	13,508.69	160.31	6,491.31	67.54
TOTAL EXPENDITURES		20,000.00	6,175.00	0.00	13,825.00	30.88
NET OF REVENUES & EXPENDITURES		0.00	7,333.69	160.31	(7,333.69)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	61.54	0.00	(61.54)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	61.54	0.00	(61.54)	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	61.54	0.00	(61.54)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	61.54	0.00	(61.54)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 717 - PENSION TRUST FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
INT	INTEREST AND RENTS	0.00	4.98	0.00	(4.98)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	4.98	0.00	(4.98)	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	4.98	0.00	(4.98)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	4.98	0.00	(4.98)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 737 - OTHER POST EMPLOYEE BENEFITS						
Revenues						
INT	INTEREST AND RENTS	0.00	61.76	0.00	(61.76)	100.00
TOTAL REVENUES		0.00	61.76	0.00	(61.76)	100.00
Expenditures						
483	ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	61.76	0.00	(61.76)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	61.76	0.00	(61.76)	100.00
TOTAL REVENUES - ALL FUNDS		8,248,722.25	3,533,535.15	305,153.96	4,715,187.10	42.84
TOTAL EXPENDITURES - ALL FUNDS		8,791,507.34	2,539,639.04	439,535.71	6,251,868.30	28.89
NET OF REVENUES & EXPENDITURES		(542,785.09)	993,896.11	(134,381.75)	(1,536,681.20)	183.11

Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

November 2019





December 12, 2019

Mr. Mike Burns
City Manager
City of Lowell
301 East Main Street
Lowell, MI 49331

Dear Mr. Burns:

On behalf of Suez I am pleased to submit the November Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 53.44 million gallons of wastewater were treated, down from 60.04 million gallons the month before.

All NPDES Permit requirements were satisfied. Copies of the Monthly Operating Reports for November can be seen in Appendix A. Appendix B contains graphs representing how the actual lab results compared to the limits in the NPDES Permit and how the actual plant flows compared to the design flow.

INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic November surcharges were \$46.85. No operational problems were experienced at the plant from this discharge.

The Litehouse November surcharges were \$975.96 for the month. No operational problems were experienced at the plant from their discharge.

MAINTENANCE COST REPORT

Date	Vendor	Cost
11/1	Ace hardware (1)	\$ 137.69
11/11	Michigan CAT (2)	500.00
11/13	Cummins Bridgeway (3)	1059.28
11/25	Amazon (4)	9.99
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY 18-19)*		\$ 12,089.01*
Maintenance Allowance Spent YTD		\$ 4,719.12
Balance of Maintenance Allowance		\$ 7,369.89

*The maintenance spending for FY 18-19 was under the annual allotment by \$89.01. That amount will be added to the beginning balance on July 1st. That makes the beginning balance \$12,089.01

(\$12,000+89.01).

In addition to the preventive maintenance the following corrective maintenance activities occurred:

- Replaced mower blades & influent thermometer (1)
- Replaced speed sensor on stationary generator (2)
- Troubleshoot stationary generator surging problem (3)
- Replaced sampler thermometers (4)

PROJECTS FOR THE FUTURE

- Continue miscellaneous painting projects
- Replace portable chlorine gas detector

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

Respectfully submitted,

SUEZ

A handwritten signature in blue ink, appearing to read "B. Van der Meulen".

Brian Vander Meulen
Plant Manager

NOVEMBER EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 3 mg/l, 88% under the NPDES limit of 25 mg/l. The worst 7-day average was 4 mg/l, 90% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 5.1 mg/l, 83% under the NPDES limit of 30 mg/l. The worst 7-day average was 6.4 mg/l, 86% under the NPDES limit of 45 mg/l.

The monthly average for Phosphorus was 0.35 mg/l, the limit is 1.0 mg/l.

The average removal rate for BOD was 97%; a minimum of 85% is required. The average removal rate for Suspended Solids was 95%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 125 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 211 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.037 mg/l; the limit is 0.038 mg/l. The monthly average was 0.030 mg/l.

Appendix A

=====

Plant Influent Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R4607 4/74
4833-6040

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

Plant No. Month Year
410049 November 2019

Superintendent's Signature
Brian Vander Meulen, Supt.

D A Y P N S F	WEATHER		FLOW		RAW SEWAGE QUALITY											D A Y P N S F
	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	BOD		SS		Total-P		VSS mg/l	NH3-N mg/l	Mercury ng/l	
	0033	0045	50050	50051	00011	00400	00310	85001	00530	85002	00665	85004	00535	00610	71900	
1	347	0.24	2.14	2.60	61	7.4	52	928	52	928			50		*G	1
2	2458	0.36	2.43	2.80												2
3	27	0.00	2.46	2.70									110			3
4	27	0.00	2.34	2.70	60	7.2	117	2283	132	2576						4
5	27	0.00	2.26	2.80												5
6	257	0.05	2.16	2.40	59	7.4	78	1405	58	1045	1.3	23.4	56	5.0		6
7	27	0.00	2.12	2.50									56			7
8	278	0.00	1.85	2.40	59	7.3	95	1466	58	895						8
9	278	0.00	1.89	2.20												9
10	257	0.16	1.89	2.20									114			10
11	357	0.15	1.74	2.20	59	7.2	149	2162	122	1770						11
12	27	0.00	1.72	2.00												12
13	257	0.00	1.66	2.00	59	7.5	97	1343	66	914	1.5	20.8	64	6.0		13
14	27	0.00	1.64	2.00												14
15	28	0.00	1.51	1.90	58	7.5	92	1159	72	907			70			15
16	27	0.00	1.63	1.90												16
17	27	0.00	1.63	1.80												17
18	27	0.00	1.58	1.90	59	7.3	191	2517	146	1924			136			18
19	27	0.00	1.54	3.30												19
20	347	0.02	1.56	1.90	58	7.4	149	1939	94	1223	2.2	28.6	84	7.3		20
21	3478	0.21	1.50	2.00												21
22	27	0.00	1.43	1.90	57	7.4	191	2278	112	1336			110			22
23	27	0.00	1.45	1.90												23
24	27	0.00	1.53	1.80												24
25	27	0.00	1.48	1.90	57	7.4	94	1160	94	1160			86			25
26	2478	1.04	1.57	3.40	57	7.4	155	2030	114	1493	2.2	28.8	110	8.6		26
27	3678	0.27	1.55	2.10	58	7.3	197	2547	124	1603			114			27
28	37	0.00	1.58	2.00												28
29	37	0.00	1.81	2.00												29
30	34578	0.65	1.79	2.10												30
31																31
TL	XXXX	3.15	53.44	XXXX	XXXX	XXXX	XXXX	53575	XXXX	41015	XXXX	762	XXXX	XXXX	XXXX	TL
ME	XXXX	XXXX	1.78	XXXX	59	7.4	127	1786	96	1367	1.8	25.4	89	6.7	XXXX	ME
MAX	XXXX	1.04	2.46	3.40	61	7.5	197	2547	146	2576	2.2	28.8	136	8.6	XXXX	MAX
MIN	XXXX	XXXX	1.43	1.80	57	7.2	52	928	52	895	1.3	20.8	50	5.0	XXXX	MIN

Activated Sludge Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

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

Plant No. 410049
Month November
Year 2019

Superintendent's Signature
Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code 80889	D A Y P N S F	REMARKS
D A Y P N S F	Aeration Volume KCF 80993	Detention Time Hours 81001	Sludge Age Days 80990	Organic Loading F/M 80992	MLSS mg/l 70323	MLVSS mg/l 70324	Settle. % 81004	SDI % 81007	DO mg/l 00300	SVI % 8100	SS % 81006	VSS % 70325	Waste Kgal 80991			
1	192	8.1	12.0	0.11	1858	1366	20	0.93	6.8	108	0.39	0.29	0.0	4	1	
2		7.1											0.0		2	
3		7.0											0.0		3	
4		7.4	4.9	0.25	2087	1530	24	0.87	5.8	115	0.45	0.33	81.3		4	
5		7.6											21.3		5	
6		8.0	9.4	0.19	1644	1216	20	0.82	5.6	122	0.31	0.23	0.0		6	
7		8.1											61.8		7	
8		9.3	10.6	0.19	1587	1273	25	0.63	7.3	158	0.35	0.26	21.7		8	
9		9.1											0.0		9	
10		9.1											0.0		10	
11		9.9	5.6	0.29	1653	1239	35	0.47	4.8	212	0.30	0.23	23.2		11	
12		10.0											0.0		12	
13		10.4	12.3	0.16	1882	1420	35	0.54	7.4	186	0.33	0.25	0.0		13	
14		10.5											14.8		14	
15		11.4	12.0	0.14	1815	1392	15	1.21	5.1	83	0.30	0.23	0.0		15	
16		10.6											0.0		16	
17		10.6											0.0		17	
18		10.9	5.4	0.32	1732	1317	13	1.33	5.0	75	0.34	0.26	0.0		18	
19		11.2											0.0		19	
20		11.0	7.3	0.28	1496	1153	12	1.25	5.6	80	0.26	0.20	0.0		20	
21		11.5											0.0		21	
22		12.1	9.1	0.24	2035	1558	20	1.02	5.7	98	0.35	0.27	0.0		22	
23		11.9											0.0		23	
24		11.3											0.0		24	
25		11.6	10.7	0.12	2075	1578	24	0.86	4.7	116	0.33	0.25	70.9		25	
26		11.0	7.6	0.23	1902	1463	22	0.86	6.5	116	0.29	0.22	19.4		26	
27		11.1	7.3	0.28	1941	1495	30	0.65	3.5	155	0.35	0.27	0.0		27	
28		10.9											0.0		28	
29		9.5											0.0		29	
30		9.6											0.0		30	
31															31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	314.4	XXXX	TL	
ME	192	9.9	8.8	0.22	1824	1385	23	0.88	5.7	125	0.33	0.25	10.5	XXXX	ME	
MAX	XXXX	12.1	12.3	0.32	2087	1578	35	1.33	7.4	212	0.45	0.33	81.3	XXXX	MAX	
MIN	XXXX	7.0	4.9	0.11	1496	1153	12	0.47	3.5	75	0.26	0.20	XXXX	XXXX	MIN	

4833-5034
R4609 4/74

Remarks:

Final Effluent Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

	Fecal	Total
MF	31616	31504
MPW	31615	31505

Plant No. 410049
Month November
Year 2019
Sampling Point Code 001

Superintendent's Signature: Brian Vander Meulen, Supt.

R 4610 4/74
4833-5468

DAY PN SF	CBOD			SS			Total - P			VSS	pH	DO	F.Coli	NH3	Cl2	Mercury	DAY PN SF
	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	SU	mg/l	#/100ml	mg/l	mg/l	ng/l	
1	80082	85001	80091	00530	85002	81011	00665	85004	81012	00535	00400	00300	31616	00610	50060	71900	1
2	5	86	91	4.8	86	91				4.4	7.4	9.8	250		0.035	*G	2
3																	3
4	8	59	97	7.2	141	95				5.2	7.3	9.2	199		0.028		4
5																	5
6	4	72	95	5.2	94	91	0.33	5.94	75	4.8	7.4	9.7	188	0.04	0.032		6
7																	7
8	3	46	97	4.4	68	92				4.0	7.4	10.1	240		0.033		8
9																	9
10																	10
11	3	44	98	7.6	110	94				4.8	7.4	10.1	20		0.034		11
12																	12
13	3	42	97	2.0	28	97	0.36	4.98	76	1.2	7.4	10.7	85	0.03	0.036		13
14																	14
15	4	50	96	7.2	91	90				6.8	7.3	10.8	152		0.033		15
16																	16
17																	17
18	2	26	99	3.6	47	98				3.2	7.4	11.4	68		0.034		18
19																	19
20	1	52	97	2.8	36	97	0.29	3.77	87	2.4	7.4	10.4	124	0.04	0.031		20
21																	21
22	3	36	98	2.4	29	98				2.0	7.3	10.9	116		0.037		22
23																	23
24																	24
25	4	49	96	7.2	89	92				5.2	7.2	10.2	100		0.036		25
26	1	39	98	5.2	68	95	0.43	5.63	80	4.8	7.3	10.3	107	0.44	0.011		26
27	4	52	98	6.8	88	95				3.6	7.3	10.1	300		0.013		27
28																	28
29																	29
30																	30
31																	31
TL	XXXX	1506	XXXX	XXXX	2247	XXXX	XXXX	152.5	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	TL
ME	3	50	97	5.1	75	95	0.35	5.08	79	4.0	7.3	10.3	125	0.14	0.030	XXXX	ME
WA	4	72	94	6.4	107	92	XXXX	XXXX	XXXX	4.8	7.4	9.6	211	0.44	0.035	XXXX	WA
MAX	5	86	99	7.6	141	98	0.43	5.94	87	6.8	7.4	11.4	300	0.44	0.037	XXXX	MAX
MIN	2	26	91	2.0	28	90	0.29	3.77	75	1.2	7.2	9.2	20	0.03	0.011	XXXX	MIN

Remarks: Fecal Coli for November are actually "Greater Than"
Cl2 Residuals for November are actually "Less Than"

Miscellaneous Sheet

State of Michigan
Department of Environmental Quality

Lowell, Michigan

R 4607 4/74
4833-6040

Plant No. 410049 Month November Year 2019

Superintendent's Signature Brian Vander Meulen, Supt.

Grit		Aux Fuel	Power Consumption	Chemicals Applied		
D	CF	Nat. Gas		CL2	FeCL2	
A		CF	KWH	LBS	GAL	
Y						
PN		2	3			
SF						
1	1	10	2.2	10	40	
2	1	6	2.0	10	40	
3	1	0	2.4	5	45	
4	1	15	2.2	8	40	
5	1	16	2.2	10	40	
6	1	21	2.0	10	30	
7	1	19	2.2	12	25	
8	1	15	1.8	15	25	
9	1	5	2.0	10	30	
10	1	17	1.8	10	30	
11	1	31	2.0	5	25	
12	1	29	2.2	10	25	
13	1	30	1.8	4	30	
14	1	24	2.0	5	25	
15	1	14	1.8	5	25	
16	1	10	1.8	10	30	
17	1	15	2.0	15	25	
18	1	22	1.8	10	30	
19	1	13	1.8	7	25	
20	1	15	1.8	8	25	
21	1	14	1.8	8	30	
22	1	20	1.6	12	30	
23	1	1	1.8	8	25	
24	1	12	1.8	4	30	
25	1	23	2.0	8	30	
26	1	16	1.8	7	25	
27	1	17	1.8	3	25	
28	1	16	1.6	10	20	
29	1	16	1.8	10	10	
30	1	9	2.0	10	15	
31						
TL	30	471	57.8	259	850	0
ME	1	16	1.9	9	28	0
MAX	1	31	2.4	15	45	0
MIN	1	0	1.6	3	10	0

Manpower						
Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires
Superintendent	1	0	168	0	0	0
Shift Operator	1	1	188	0	0	0
Total	2	1	356	0	0	0
Weekday Hrs.	9					
Saturday Hrs.	4					
Sunday Hrs.	4					
Holiday Hrs.	4					

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

NAME: LOWELL WWTP
ADDRESS: 301 EAST MAIN STREET
LOWELL MI 49331

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR
(SUBR GG)
F-FINAL
001 MUN.WASTE20--FLAT RIVER

FACILITY: LOWELL WWTP
LOCATION: LOWELL MI 49331
ATTN: BRIAN VANDER MEULEN

MONITORING PERIOD							
YEAR	MO	DAY	FROM	TO	YEAR	MO	DAY
2019	11	01			2019	11	30

*** NO DISCHARGE ☐ ***
NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT 50050 1 0 0 EFFLUENT GROSS VALUE	SAMPLE MEASUREMENT	1.78	2.46	(03)	*****	*****	*****		-	7/7	RECORD FLOW
	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED 00530 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	75	107	(26)	*****	5.1	6.4	(19)	0	3/7	24 HR COMP
	PERMIT REQUIREMENT	360 MONTHLY AVG	530 7 DAY AVG	lbs/day	*****	30 MONTHLY AVG	45 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
BOD, CARBONACEOUS 05 DAY, 20C 80082 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	50	72	(26)	*****	3	4	(19)	0	3/7	24 HR COMP
	PERMIT REQUIREMENT	300 MONTHLY AVG	470 7 DAY AVG	lbs/day	*****	25 MONTHLY AVG	40 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
NITROGEN, AMMONIA TOTAL (AS N) 00610 B 1 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*****	****	*****	*****	0.44	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P) 00665 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	5.1	5.9	(26)	*****	0.35	0.43	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	12 MONTHLY AVG	REPORT DAILY MAX	lbs/day	*****	1.0 MONTHLY AVG	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
CHLORINE, TOTAL RESIDUAL 50060 P 0 0 SEE COMMENTS BELOW	SAMPLE MEASUREMENT	*****	*****	****	*****	*****	0.037	(19)	0	3/7	GRAB
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	0.038 DAILY MAX	mg/L		WEEKDAYS	GRAB
MERCURY, TOTAL 71900 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*G		*****	*****	*G		0	1/90	GRAB
	PERMIT REQUIREMENT	*****	Report Max Monthly Avg	lbs/day	*****	*****	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER		I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					PHONE NUMBER		DATE		
Brian Vander Meulen, Supt.							(616)	897-8135	2019	12	10
TYPED OR PRINTED							SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		AREA CODE	NUMBER	YEAR

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

P=AFTER DISINFECTION

EPA Form 3320-1 (Rev 3/99) Previous editions may be used.

This is an electronic copy.

Page 1 of 2

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

NAME: LOWELL WWTP
ADDRESS: 301 EAST MAIN STREET
LOWELL MI 49331

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

DISCHARGE MONITORING REPORT (DMR)

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

MINOR
(SUBR GG)
F-FINAL
001 MUN. WASTE H2O--FLAT RIVER

FACILITY: LOWELL WWTP
LOCATION: LOWELL MI 49331
ATTN: BRIAN VANDER MEULEN

MONITORING PERIOD						
YEAR	MO	DAY	TO	YEAR	MO	DAY
2019	11	01		2019	11	30

*** NO DISCHARGE ☐ ***
NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
MERCURY, TOTAL	SAMPLE MEASUREMENT	*****	0.000009	lbs/day	*****	*****	0.67		0	1/90	CALCTD
71900 X 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	*****	0.000036 12-Mo Rolling Avg		*****	*****	3.0 12-Mo Rolling Avg	ng/L (19)		QUARTERLY	CALCTD
COLIFORM, FECAL GENERAL	SAMPLE MEASUREMENT	*****	*****	****	*****	125	211		0	3/7	GRAB
74055 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****		*****	200 MONTHLY AVG	400 7 DAY AVG	mg/L (23)		DAILY	GRAB
BOD, 5-DAY PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****	****	97	*****	91		0	1/30	CALCTD
81010 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****		85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER- CENT (23)		ONCE/MON	CALCTD
SOLIDS, SUSPENDED PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****	****	95	*****	90		0	1/30	CALCTD
81011 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****		85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER- CENT (12)		ONCE/MON	CALCTD
pH	SAMPLE MEASUREMENT	*****	*****	****	7.2	*****	7.4		0	3/7	GRAB
00400 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****		6.5 DAILY MINIMUM	*****	9.0 DAILY MAX	S.U. (19)		WEEKDAYS	GRAB
OXYGEN, DISSOLVED (DO)	SAMPLE MEASUREMENT	*****	*****	****	9.2	*****	*****		0	3/7	GRAB
00300 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****		3.0 DAILY MINIMUM	*****	*****	mg/L		WEEKDAYS	GRAB
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					PHONE NUMBER		DATE			
Brian Vander Meulen, Supt.						(616) 897-8135		2019	12	10	
TYPED OR PRINTED	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT					AREA CODE	NUMBER	YEAR	MO	DAY	

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

P=AFTER DISINFECTION

EPA Form 3320-1 (Rev 3/99) Previous editions may be used.

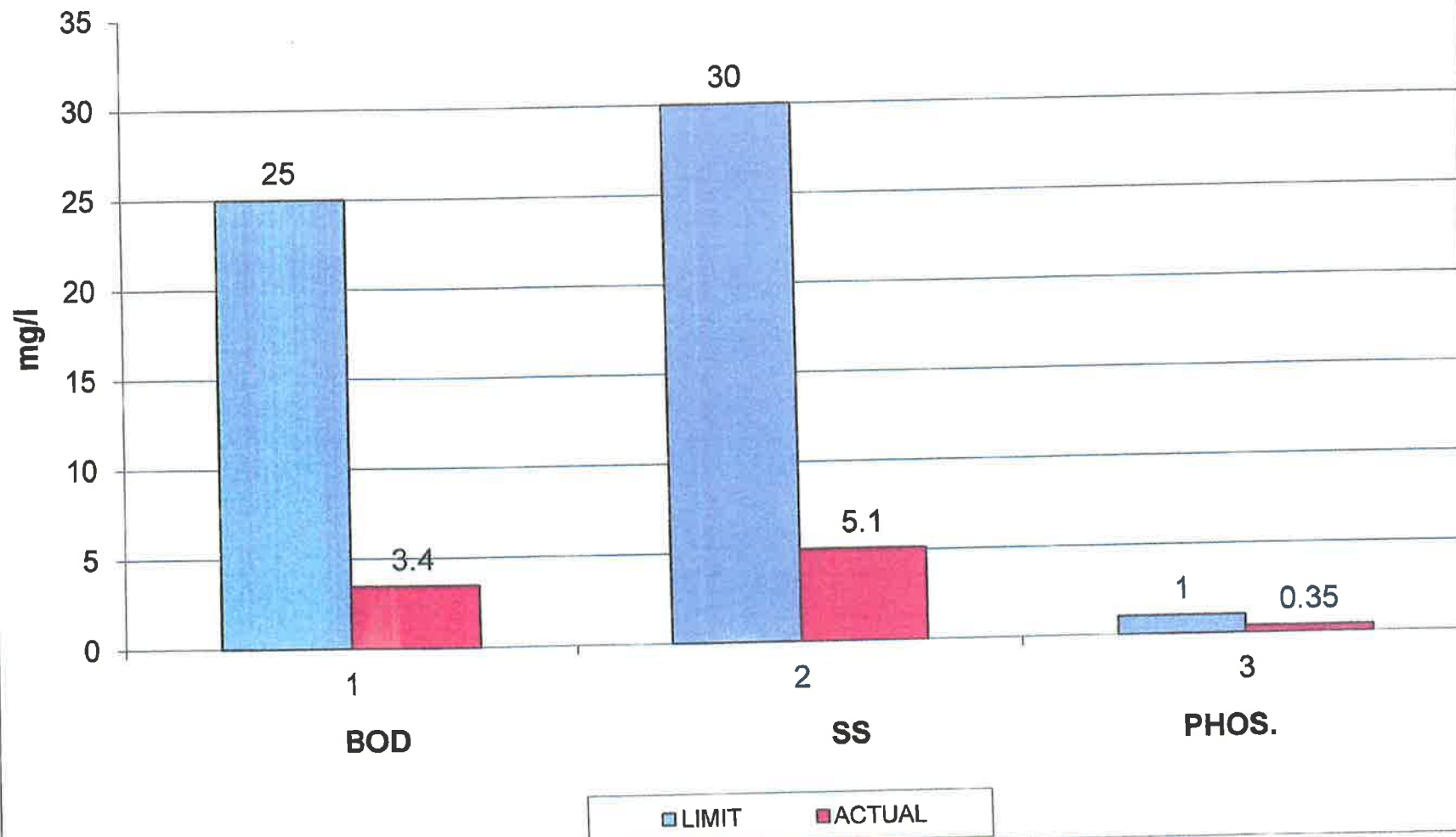
This is an electronic copy.

Page 2 of 2

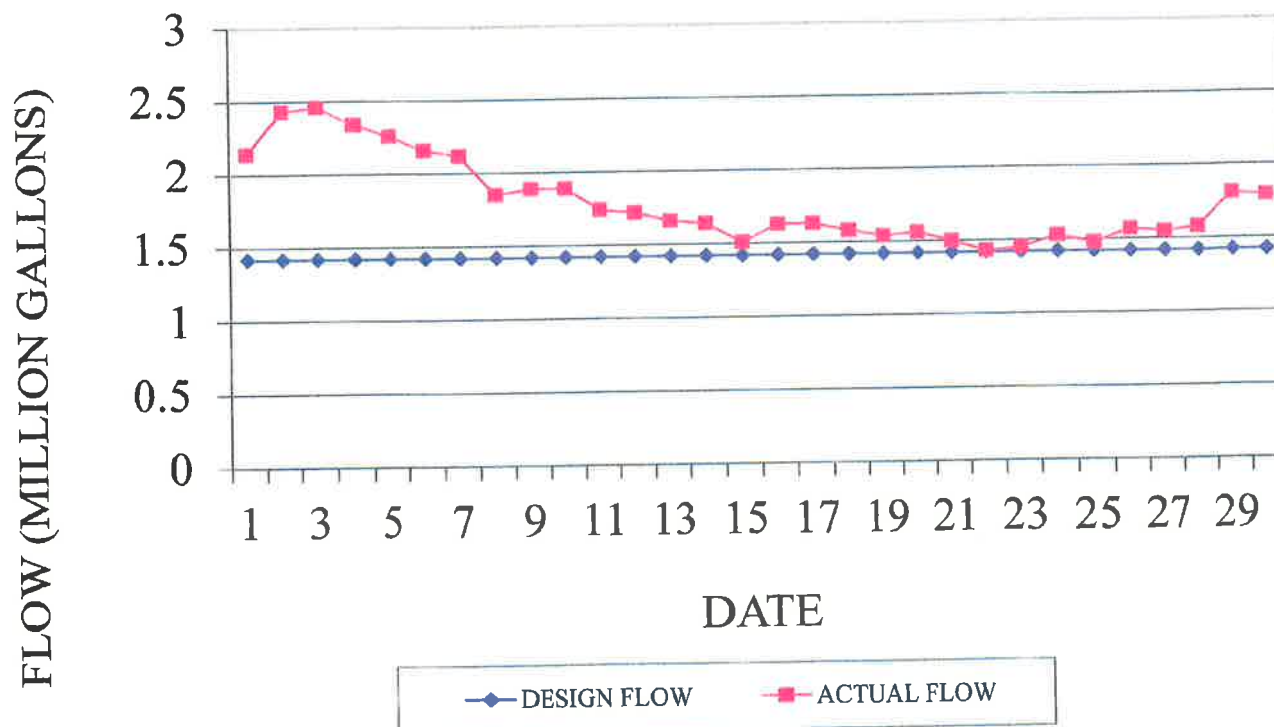
Appendix B



EFFLUENT LIMIT vs ACTUAL



DESIGN FLOW vs ACTUAL FLOW



APPOINTMENTS

	Expires
Airport Board	
Vacancy (Paul Nicholls – Currently Serving)	01/01/2020
Vacancy (Jeff Ostrander – Currently Serving)	01/01/2020
Vacancy (Tom Grimm – Currently Serving)	01/01/2020
Building Authority	
Vacancy (Charles Myers – Currently Serving)	01/01/2020
Construction Board of Appeals	
Vacancy (Dan DesJarden – Resigned)	01/01/2019
Downtown Development Authority	
Vacancy (Eric Wakeman – Currently Serving)	01/01/2020
Vacancy (Rita Reister – Currently Serving)	01/01/2020
Downtown Historic District Commission	
Vacancy (Ardis Barber – Currently Serving)	01/01/2020
LCTV Endowment Board	
Vacancy (Mark Mundt – Currently Serving)	12/31/2019
Lowell Area Fire and Emergency Services Authority	
Vacancy (Dave Pasquale – Currently Serving)	01/01/2020
Parks and Recreation Commission	
Vacancy (Paula Mierendorf – Currently Serving)	01/01/2020