



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, MARCH 04, 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 minutes of the Committee of the Whole, regular and closed City Council meetings of February 19, 2019 and the regular and closed minutes of City Council Special Meeting of February 28, 2019.
  - Authorize payment of invoices in the amount of \$572,771.43.
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.

None.
5. NEW BUSINESS
  - a. LCTV Recommendations - 2019
  - b. Set Public Hearing Date – MDNR Grant
  - c. Police Accreditation
  - d. Social media archiving
6. BOARD/COMMISSION REPORTS
7. MONTHLY REPORTS
8. MANAGER'S REPORT
9. APPOINTMENTS
10. COUNCIL COMMENTS
11. ADJOURNMENT

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



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## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Thursday, March 04, 2019

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4. OLD BUSINESS.

None.

5. NEW BUSINESS

- LCTV Recommendations – 2019. LCTV Endowment Board Chair, Dennis Kent will be presenting the recommendations.
- Set Public Hearing Date – MDNR Grant
- Police Accreditation – Memo is provided by Police Chief, Steven J. Bukala.

Recommended motion for Lowell City Council to approve for the Lowell Police Department to begin the Accreditation process with the Michigan Association of Chiefs of Police.

- Social media archiving - Memo is provided by Police Chief, Steven J. Bukala.

Recommended motion for Lowell City Council to enter into an agreement with ArchiveSocial to provide services to our social media pages.

6. BOARD/COMMISSION REPORTS
7. MONTHLY REPORTS
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**PROCEEDINGS  
OF  
THE COMMITTEE OF THE WHOLE  
OF THE  
CITY OF LOWELL  
TUESDAY, FEBRUARY 19, 2019, 5:30 P.M.**

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

The Meeting was called to order at 5:30 p.m. by Mayor Mike DeVore and Deputy Clerk Amy Brown called roll.

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

Absent: None.

Also Present: City Manager Mike Burns, Deputy Clerk Amy Brown, Police Chief Steve Bukala, DPW Director Rich LaBombard, and Utility Supervisor Ralph Brecken and members of the DPW staff Joe Baker, Scott Fosburg and Brian VanVeelan.

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the agenda as written.  
YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich, and Councilmember Chambers.

NO: None.

ABSENT: None.

MOTION CARRIED.

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

There was none.

4. **DPW STAFF AND RE-ORGANIZATION.**

DPW Director Rich LaBombard spoke and gave a slide presentation showing the multitude of services the Public Works department is responsible for and their commitment to professionalism and outstanding service. LaBombard then explained their staffing changes, staffing deficiencies and the need for reorganization as well as implementing new technology that will make them more efficient and in the future reduce expenses.

Utility Supervisor Ralph Brecken explained the details of implementing new technology and how it will change the department from working a reactive approach to a proactive approach.

City Manager Michael Burns stated this reorganizational structuring is overdue and is also a necessity.

5. **COUNCIL AND BOARDMEMBER COMMENTS.**

City Manager Michael Burns stated the DPW does an incredible job and never gets the acknowledgement or credit they deserve.

Councilmember Yankovich thanked the DPW staff for their dedicated service and hard work.

Councilmember Canfield also thanked the DPW staff for their service.

Councilmember Chambers stated he feels the new technology Ralph is trying to implement is a great idea and he hopes that it comes to light.

6. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn the meeting at 6:45 p.m.

YES: 5.

NO: 0.

ABSENT: None.

MOTION CARRIED.

DATE:

APPROVED:

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Mike DeVore, Mayor

---

Amy Brown, Deputy Clerk

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
TUESDAY, FEBRUARY 19, 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 Mike DeVore and Deputy Clerk Amy Brown called roll.

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

Absent: None.

Also Present: City Manager Michael Burns, Deputy Clerk Amy Brown, and Police Chief Steve Bukala and DPW Director Rich LaBombard, City Attorney Richard Wendt and Light & Power General Manager Steve Donkersloot.

**2. APPROVAL OF THE CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the minutes of the regular and closed City Council meetings of the February 4, 2019.
- Authorize payment of invoices in the amount of \$141,891.85.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the consent agenda as written.  
YES: Councilmember Canfield, Mayor Devore, Councilmember Salzwedel, and Councilmember Yankovich and Councilmember Chambers.

NO: None.

ABSENT: None.

MOTION CARRIED.

Mayor DeVore then turned the microphone over to City Manager Michael Burns.

City Manager Michael Burns announced there were two promotions of city staff and then turned the microphone over to Rich LaBombard to announce the first promotion.

DPW Director Rich LaBombard introduced and congratulated Ralph Brecken as the new Utilities Supervisor who has been a loyal employee with the City of Lowell for eighteen years.

Chief of Police Steve Bukala then introduced Michael Stephens who stated he has been with the City of Lowell Police Department for 2 ½ years and graduated from Ferris State University with a bachelor's degree in Criminal Justice and enjoys working for the City of Lowell and is excited for the Full-time promotion.

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

There were none.

4. **OLD BUSINESS.**

a. **Unity School Development.**

City Manager Michael Burns stated that we have met all the requirements for DNR on our end for them to consider the transfers of property, so the next step will be at our next council meeting, we will present a resolution to the council that will make amendments to the Park & Recreation Master Plan that will identify the land transfer. Also Council will approve the transfer of properties. Both of these items will be contingent with and approved by the DNR. There is paperwork being submitted to the DNR by the City and the Unity School Developers right now. Once the resolution is presented to the council, it has to sit for 20 days per the City of Lowell Charter.

b. **Showboat Demolition**

DPW Director Rich LaBombard stated we received 4 responses for the demolition of the Showboat on the Flat River, the lowest quote was from Earthworm Dozing and Excavating, Inc from Lowell, MI for \$6,000. Funds for the demolition of the Showboat are from grant funds received for the Showboat Construction Project. If awarded the demolition, Earthworm can begin demolition as early as the week of February 25, 2019. LaBombard also stated there was a request from the Blough family to receive the paddle wheel from the Showboat. Council all conceded the Bough family can have any items they want from the Showboat.

IT WAS MOVED BY CHAMBERS and seconded by YANKOVICH to accept the low bid of \$6,000 and award the demolition of the Showboat to Earthworm Dozing and Excavating, Inc. of Lowell, Michigan, and further authorize the City Clerk to sign the proposal on behalf of the City of Lowell.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

5. **NEW BUSINESS.**

a. **Lowell Historical Museum Annual Report.**

Lisa Plank presented her 2018 annual report for the Lowell Historical Museum with a slide presentation of pictures from throughout the past year. Lisa Plank also passed out a copy of the annual report showing the numbers on all the programs and events they have done. Plank thanked everyone for their support of the museum and everything that they are trying to do to keep the history alive in Lowell.

b. **Public Hearing – Industrial Development District – King Milling.**

City Manager Michael Burns stated we received an industrial facility tax credit (IFTC) application from King Milling for their new construction, a 41,000 square foot facility which will be a warehouse to package flour located at 149 S. Broadway (former Michigan Wire property). King Milling has received IFTC's in the past. King Milling meets the legal requirements to be considered for the IFTC. This project's revenue would be captured by the Downtown Development Authority (DDA) and would not have a negative impact to the tax base. The DDA would only capture 50% of the new taxable value of this project (except schools) during the abatement period. If the Council is in favor of this, the City Attorney and I will begin the process to formally establish the district and formally introduce the IFTC request. IFTC's are abatement of 50% of real and personal property taxes on the new investment. Since the State of Michigan

will have completely phased out the personal property tax on all property in 2023, the impact to the applicant is the real property on the new expansion. Burns recommends to initially grant a five-year IFTC, and then have the applicant return for the remaining seven years. This ensures the applicant has been compliant including proper documentation for the abatement and assurances they have been paying taxes on time. If City Council wishes to approve this, then Resolution 08-19 is being presented for consideration.

Mayor DeVore opened the Public Hearing.

Perry Beachum who resides at 924 Riverside stated he supports King Milling and their family but asks that King Milling help in a solution to getting water back to the ball fields as well as financially assisting with putting in the sidewalk that is going to run along South Broadway.

Mike Doyle explained the square footage of 41,000 feet is a total of all the floors of the building.

Mayor DeVore closed the Public Hearing.

Councilmember Salzwedel stated while they met the criteria, he was disappointed in the lack of job creation but knows they do a lot for the community.

Councilmember Canfield agreed with Salzwedel but realizes they are making a significant dollar investment in this project and there will be significant tax revenue from this down the road and the Doyle's and King Milling have been fabulous for Lowell. Canfield continued stating half of the parking lots in the City of Lowell would not be there if it were not for them allowing us to use their properties and they have been great community project supporters and partners, the oldest employers in the City as well and for these reasons, he supports this.

IT WAS MOVED BY SALZWEDELL and seconded by CANFIELD to approve Resolution 08-19 approving application of King Milling for an industrial facilities exemption certificate for five years.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. BHS Health Insurance Administrator.

City Manager Michael Burns explained the BHS Insurance is the City of Lowell's Property and Liability Insurance broker and has approached the City to also serve as our administrator for our Health Care Plan. Burns feels we will receive more value on services they would be able to provide such as human resource consulting, HR related issues such as recruiting and hiring, policies and procedures, performance management and record keeping requirements. BHS will also provide us with an onboarding/benefit administration system we do not currently have. New and current employees will be able to complete new hire information and make benefit selections online minimizing paperwork for our staff.



Charles Schlosser then gave a presentation discussing the details of what they can provide the City.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve BHS as our benefits administrator for our employee insurance plans.

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

NO: None.

ABSENT: None

MOTION CARRIED.

d. FY 2020 Budget Calendar.

City Manager Michael Burns stated his responsibility is to provide Council with a balanced budget and he will ensure this occurs by the third Monday in April as the City Charter requires. Burns will be holding an all-day budget session on Saturday April 27, 2019. Public Hearing for the budget will be held Monday May 20, 2019. The Council can approve the budget that evening or changes, if needed. Burns provided a list of dates to be aware of.

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to approve the Fiscal Year 2020 Budget Calendar.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

e. Resolution 09-19 – Installment Purchase Agreement to Finance the Cost of a Control Panel/PRU Agreement with the Lowell Board of Light & Power.

Lowell Light & Power General Manager Steve Donkersloot stated for the past two years, LL&P has been researching and investigating the possibility and necessity of upgrading the control panel and related ancillary components (the "Upgrade") of our Solar Combustion Turbine. At this past Tuesday's LL&P Board meeting, the LL&P Board approved Solar Turbines Incorporated proposal of \$497,553.80 to perform this Upgrade through the financing vehicle of an Installment Purchase Agreement (IPA); very similar to a short term loan. Because LL&P cannot issue debt, the IPA must be issued by the City. Thus, the LL&P Board is recommending that the City enter into an installment Purchase Agreement, which is included as Exhibit A in Resolution 09-19, with Solar Turbines Incorporated and Macatawa Bank for the Upgrade. The approval does not impact the City financially in any way, LL&P has committed (through the IPA Payment Agreement) to make the debt service payments to Macatawa Bank on the City's behalf.

IT WAS MOVED BY CHAMBER and seconded by YANKOVICH to approve Resolution 09-19. A Resolution approving installment purchase agreement to finance the cost of a control panel/pru, authorizing execution of said installment purchase agreement and authorizing the undertaking of all other necessary and required acts in connection with the financing thereof.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

f. Resolution 10-19 – Approving and Authorizing Execution of an Installment Purchase Agreement Payment Agreement with the Lowell Board of Light & Power.

Lowell Light & Power General Manager Steve Donkersloot explained the details of approving the Solar Turbines Incorporated proposal of \$497,553.80 to upgrade Turbine Unit 1 by utilizing the proposed 36-month IPA from Macatawa Bank.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL to approve Resolution 10-19. A Resolution approving and authorizing execution of an installment purchase agreement payment agreement with the Lowell Board of Light & Power.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

g. Notice to Terminate 1927 Village of Lowell/Michigan Bell Telephone Company (not AT&T) Joint Use Pole Agreement.

Lowell Light & Power General Manager Steve Donkersloot explained through a series of events it was brought to our attention that an existing 1927 Joint Use Pole Agreement in place between the City & AT&T (in 1927, the Village of Lowell and Michigan Bell Telephone Company were the parties that executed the agreement). In order for LL&P to implement a meaningful and relevant modern-day Pole Attachment Agreement with AT&T, which has already been developed by the Michigan Municipal Electric Association on behalf of LL&P and the other 39 municipal electric utilities in the State, the Board of Lowell Light & Power, at its meeting on February 12, 2019, recommends that the City Council directs the Manager of LP&P to terminate the agreement between the City of Lowell and AT&T, successor to Michigan Bell Telephone Company, dated July 15, 1927 with notice given to AT&T on February 20, 2019 to be terminated on July 14, 2020.

IT WAS MOVED BY CHAMBERS and seconded by YANKOVICH to direct Lowell Light & Power to terminate the 1927 Village of Lowell/Michigan Bell Telephone Company (not AT&T) Joint Use Pole Agreement.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

6. BOARD/COMMISSION REPORTS.

Councilmember Canfield stated at the last LARA meeting, they shared some good news on fundraising and that is that Meijer has now contributed and out of the 6-6 ½ million we need to put together, we are within a million dollars of having the money raised for the trail and that is going to be great for the community. He thanked the LARA Committee for all they have done and are doing.

Councilmember Chamber stated Planning Commission started the discussion on how to go forward with the recreational marijuana ordinance. It's going to take some time, but had a good discussion.

Councilmember Yankovich attended his first Chamber Board meeting and said they are very fired up about the upcoming Expo and discussed all the other events they will be doing throughout the year as well.

Councilmember Salzwedel stated the LCTV Endowment Board will be meeting this coming Tuesday, February 26, 2019 at 7:00 p.m. to go over the applications and determine to whom the funds will be awarded.

Mayor DeVore stated there was a Fire Authority meeting last week, next truck should be here late this month or early next month. Budget meeting review in April. Vision met today, Liz at Chamber is preparing the grant for the upcoming community cleanup. Gregg Pratt with Lowell Area Schools said they did finalize the purchase of the St. Mary's School so they are going to start fixing that up to be a preschool and kindergarten.

7. **MANAGER'S REPORT.**

City Manager Mike Burns reported on the following:

- Thanks to the DPW for the hard work during the winter and all the weather events, they are short staffed right now but they have done a magnificent job.
- SAW Grant – need to resend correct numbers to Williams & Works and will send tomorrow.
- Tomorrow, WZZM will be interviewing City Manager Michael Burns about the increase in ACT51 funds of 2015 that we received in 2015 (money received to maintain our local and major streets through gas tax) that was approved by the legislature in 2015 to see what type of impact that has had to the City of Lowell.
- Burns stated his wedding went great.

8. **APPOINTMENTS.**

The Historic District Commission has an appointment opening.  
Construction Board of Appeals has an appointment opening.

9. **COUNCIL COMMENTS.**

Councilmember Yankovich stated as someone who owns a business and a home here in the City of Lowell, he wanted to thank the DPW for keeping things under control.

Councilmember Canfield stated Cliff Yankovich and himself had a tour a few weeks ago of the DPW and notice the culture change we have seen in our community because of the leadership (Michael Burns, Police Chief Steve Bukala and Rich LaBombard) and that it is incredible, things have really turned around, and attitudes are so much better and people are stepping up and doing things that are above and beyond the call

of duty. It says a lot about the leaders here in the different departments, so congratulations to the employees and the leaders.

Councilmember Chambers thanked the snow plowing crew, they are doing an outstanding job.

Mayor DeVore stated he also appreciates the DPW, the Police Department, Lowell Light & Power, and the Fire Department who had over 55 calls. What a great place to live when weather like we are having happens, not a diminished service to be found which is the ultimate compliment to leadership and it shows the respect employees have for them.

10. **MOTION TO GO INTO CLOSED SESSION.**

IT WAS MOVED BY CANFIELD and seconded by YANKOVICH to go into closed session @ 8:16 p.m.

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

NO: None. ABSENT: None. MOTION CARRIED.

11. **MOTION TO GO BACK INTO OPEN SESSION**

IT WAS MOVED BY SALZWEDEL and seconded by YANKOVICH to go back into open session @ 9:10 p.m.

YES: Councilmember Chamber, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, and Councilmember Yankovich.

NO: None. ABSENT: None. MOTION CARRIED.

IT WAS MOVED BY YANKOVICH and seconded by CANFIELD to direct City Manager Michael Burns to take action as discussed in closed session.

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

NO: None. ABSENT: None. MOTION CARRIED.

12. **ADJOURNMENT.**

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn at 9.16 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Susan Ullery, City Clerk

**PROCEEDINGS  
OF  
CITY COUNCIL & LOWELL LIGHT & POWER  
SPECIAL MEETING  
THURSDAY FEBRUARY 28, 2019, 6:00 P.M.**

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

The Special Meeting was called to order at 6:00 p.m. by Mayor DeVore and Deputy Clerk Amy Brown called roll.

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

Absent: None.

Also Present: City Manager Michael Burns, Deputy Clerk Amy Brown, City Attorney Dick Wendt, Police Chief Steve Bukala and Lowell Light & Power General Manager Steve Donkersloot.

Chair Perry Beachum call Roll for Lowell Light & Power Board.

Present: Boardmembers Tina Cadwallader, Jeff Dickerman, Andrew Schrauben, Dave Vankeulen and Chair Perry Beachum.

2. **APPROVAL OF THE AGENDA.**

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

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

NO: None. ABSENT: None. MOTION CARRIED.

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

Perry Beachum who resides at 924 Riverside stated he feels things are going really well for the City of Lowell and he would like to continue to see it moving forward.

4. **MOTION TO GO INTO CLOSED SESSION.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to go into closed session @ 6:05 p.m.

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

NO: None. ABSENT: None. MOTION CARRIED.

FOR THE BOARD OF LOWELL LIGHT & POWER:

IT WAS MOVED BY VANKEULEN and seconded by SCHRAUBEN to go into closed session @ 7:05 p.m.

YES: Boardmember Cadwallader, Boardmember Dickerman, Boardmember Schrauben, Boardmember Vankeulen, and Chair Beachum.

NO: None.

ABSENT: None.

MOTION CARRIED.

11. **MOTION TO GO BACK INTO OPEN SESSION**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to go back into open session @ 8:00 p.m.

YES: Councilmember Salwedel, Councilmember Yankovich, Councilmember Chambers, Councilmember Canfield and Mayor DeVore.

NO: None.

ABSENT: None

MOTION CARRIED.

FOR THE BOARD OF LOWELL LIGHT & POWER:

IT WAS MOVED BY DICKERMAN and seconded by VANKEULEN to go back into open session @ 8:00 p.m.

YES: Boardmember Cadwallader, Boardmember Dickerman, Boardmember Schrauben, Boardmember Vankeulen, and Chair Beachum.

NO: None.

ABSENT: None.

MOTION CARRIED.

12. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 8:01 p.m.

IT WAS MOVED BY SCHRAUBEN and seconded by CADWALLADER to adjourn at 8:01 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Amy Brown, Deputy Clerk

User: LORI

EXP CHECK RUN DATES 02/15/2019 - 03/01/2019

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-084.015	DUE FROM FIRE AUTHORITY	VERGENNES BROADBAND	FIBER OPTIC INTERNET	33.30	72510
101-000-085.000	DUE FROM LIGHT & POWER	DICKINSON WRIGHT PLLC	LEASE WITH LITEHOUSE	527.25	72474
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LIGHT & POWER	DELINQ ELEC - TOM BILLING	43.13	72492
101-000-085.000	DUE FROM LIGHT & POWER	VERGENNES BROADBAND	FIBER OPTIC INTERNET	63.34	72510
101-000-222.000	DUE TO COUNTY-TRAILER FEE	KENT COUNTY TREASURER	TRAILER FEES	136.00	72487
101-000-222.002	DUE TO COUNTY-DOG LICENSE	KENT COUNTY ANIMAL SHELTE	DOG LICENSES	348.40	72485
101-000-225.000	DUE TO SET -TRAILER FEES	KENT COUNTY TREASURER	TRAILER FEES	544.00	72487
Total For Dept 000				1,695.42	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	181.45	72493
101-172-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	52.22	72505
Total For Dept 172 MANAGE				233.67	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING OFFICE EXPENSES	45.82	72500
101-209-900.000	PRINTING	KCI	ASSESSMENT NOTICES	490.00	72484
Total For Dept 209 ASSESS				535.82	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	129.50	72474
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	296.00	72474
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVCIES	1,961.00	72474
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVCIES	92.50	72474
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SVC - RIVERSIDE PAR	666.00	72474
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEASE WITH LITEHOUSE	527.25	72474
Total For Dept 210 ATTORN				3,672.25	
Dept 215 CLERK					
101-215-730.000	POSTAGE	PURCHASE POWER	POSTAGE	533.91	72499
101-215-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	52.22	72505
Total For Dept 215 CLERK				586.13	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	FLEX ADMINISTRATORS, INC.	JANUARY ADMIN	19.50	72478
Total For Dept 253 TREASU				19.50	
Dept 265 CITY HALL					
101-265-740.000	OPERATING SUPPLIES	OLIN, SUZANNE	SAM'S CLUB SUPPLIES	69.63	72496
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL - SERVICE CALL	350.00	72498
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL - SERVCIE CALL	170.00	72498
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL - QTRLY R & M	417.00	72498
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES	64.45	72501
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	360.00	72503
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	381.18	72493
101-265-850.000	COMMUNICATIONS	VERGENNES BROADBAND	FIBER OPTIC INTERNET	96.68	72510
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	2,366.96	72494
Total For Dept 265 CITY H				4,275.90	
Dept 276 CEMETERY					
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	203.98	72494
Total For Dept 276 CEMETE				203.98	
Dept 301 POLICE DEPARTMENT					
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	94.08	72493
101-301-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	329.06	72505
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	STATEMENT 1/11 - 2/10/201	158.07	72511
Total For Dept 301 POLICE				581.21	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	ENGINEERING SERVICES	5,325.00	72512
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	ENGINEERING SERVICES	105.00	72512

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 400 PLANNING & ZONING					
		Total For Dept 400 PLANNI		5,430.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BOUWHUIS SUPPLY, INC.	TOWELS	226.76	72468
101-441-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	DPW QTRLY R&M	112.00	72498
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES	207.86	72501
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	30.02	72493
101-441-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	52.22	72505
101-441-850.000	COMMUNICATIONS	VERGENNES BROADBAND	FIBER OPTIC INTERNET	33.34	72510
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	304.87	72494
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	705.21	72493
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,127.05	72494
101-441-955.000	MISCELLANEOUS EXPENSE	WILLIAMS & WORKS INC.	GENERAL CONSULTING	130.00	72512
		Total For Dept 441 DEPART		2,929.33	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	181.24	72494
		Total For Dept 747 CHAMBE		181.24	
Dept 751 PARKS					
101-751-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	25.00	72505
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	450.99	72494
		Total For Dept 751 PARKS		475.99	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	44.94	72494
		Total For Dept 757 SHOWBO		44.94	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	LIBRARY QTRLY R & M	398.00	72498
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES	47.50	72501
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	180.00	72503
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	126.34	72493
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,311.80	72494
101-790-930.000	REPAIR & MAINTENANCE	MODEL COVERALL SERVICE, I	LIBRARY RUGS	255.92	72495
		Total For Dept 790 LIBRAR		2,319.56	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	FIRE PROS INC.	MUSEUM FIRE ALARM INSPECT	190.00	72477
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	250.08	72494
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	47.34	72490
		Total For Dept 804 MUSEUM		487.42	
		Total For Fund 101 GENERA		23,672.36	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	25.45	72505
		Total For Dept 463 MAINT		25.45	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	STREET SALT	1,786.24	72471
202-478-740.000	OPERATING SUPPLIES	GRAND RAPIDS GRAVEL COMPA	GRAVEL MATERIALS	622.94	72480
		Total For Dept 478 WINTER		2,409.18	
Dept 483 ADMINISTRATION					
202-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	GENERAL CONSULTING	490.00	72512
202-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	STREET ASSET MGMT STUDY	607.75	72512
		Total For Dept 483 ADMINI		1,097.75	
		Total For Fund 202 MAJOR		3,532.38	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	25.45	72505



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Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
		Total For Dept 463 MAINTENANCE		25.45	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	STREET SALT	1,786.23	72471
203-478-740.000	OPERATING SUPPLIES	GRAND RAPIDS GRAVEL COMPA	GRAVEL MATERIALS	622.93	72480
		Total For Dept 478 WINTER		2,409.16	
Dept 483 ADMINISTRATION					
203-483-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	STREET ASSET MGMT STUDY	607.75	72512
		Total For Dept 483 ADMINI		607.75	
		Total For Fund 203 LOCAL		3,042.36	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	ENGINEERING SERVCIES	1,180.00	72512
		Total For Dept 450 CAPITA		1,180.00	
Dept 463 MAINTENANCE					
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	571.55	72494
248-463-930.000	REPAIR & MAINTENANCE	HANAH'S FLAG & BANNERS LL	REPAIR FLAGS	33.00	72481
248-463-930.000	REPAIR & MAINTENANCE	CONCRETE CUTTING & BREAKI	DDA - CURB SAWING AT L&P	475.00	72472
		Total For Dept 463 MAINTENANCE		1,079.55	
		Total For Fund 248 DOWNTOWN		2,259.55	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL		PROFESSIONAL CODE INSPECT CODE INSPECTIONS FEB 2019	1,320.30	72497
		Total For Dept 371 BUILDI		1,320.30	
		Total For Fund 249 BUILDI		1,320.30	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 474 TRAFFIC					
260-474-740.000	OPERATING SUPPLIES	WILLIAMS & WORKS INC.	ENGINEERING SERVICES	39.00	72512
		Total For Dept 474 TRAFFI		39.00	
Dept 751 PARKS					
260-751-970.000	CAPITAL OUTLAY	HEARTHSTONE DESIGN STUDIO	JANUARY SHOWBOAT CONSULTI	1,500.00	72482
		Total For Dept 751 PARKS		1,500.00	
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	51.35	72494
		Total For Dept 758 DOG PA		51.35	
		Total For Fund 260 DESIGN		1,590.35	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	STATE OF MICHIGAN	12 RUNWAY CONES	600.00	72506
581-000-802.000	CONTRACTUAL	SCENIC EXPRESSIONS LLC	SNOW PLOWING - AIRPORT	2,750.00	72504
		Total For Dept 000		3,350.00	
		Total For Fund 581 AIRPOR		3,350.00	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	155.10	72493
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	4,941.05	72494
		Total For Dept 000		5,096.15	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	CDW GOVERNMENT, INC.	DPW COMPUTERS FOR GIS & A	1,607.16	72469
		Total For Dept 550 TREATM		1,607.16	
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	38.61	72505
590-551-850.000	COMMUNICATIONS	VERIZON WIRELESS	STATEMENT 1/13 - 2/12/201	20.01	72511

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
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Fund 590 WASTEWATER FUND					
Dept 551 COLLECTION					
	Total For Dept 551 COLLEC			58.62	
Dept 552 CUSTOMER ACCOUNTS					
590-552-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READ PAY & MILEAGE	353.65	72467
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READ PAY & MILEAGE	32.98	72467
	Total For Dept 552 CUSTOM			386.63	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SVC - W/S RATES	92.50	72474
	Total For Dept 553 ADMINI			92.50	
	Total For Fund 590 WASTE			7,241.06	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	RECEIPTS REFUNDABLE	STATE OF MICHIGAN	UNCLAIMED PROPERTY	34.83	72507
	Total For Dept 000			34.83	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	IDEXX DISTRIBUTION CORP.	WTP SUPPLIES	245.85	72483
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WTP SUPPLIES	85.79	72508
591-570-743.000	CHEMICALS	USALCO	WTP CHEMICALS	8,018.58	72509
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	STREET LTS/HANDBOOK/ACCES	153.73	72493
591-570-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	25.00	72505
591-570-850.000	COMMUNICATIONS	VERGENNES BROADBAND	FIBER OPTIC INTERNET	33.34	72510
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	5,324.38	72494
591-570-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WTP STUDY	1,452.50	72512
	Total For Dept 570 TREATM			15,339.17	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	SPRINT	STATEMENET 10/10 - 2/9/20	38.61	72505
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	STATEMENT 1/13 - 2/12/201	20.00	72511
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	STATEMENT OF ACCT	207.60	72473
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,025.49	72494
	Total For Dept 571 DISTRI			1,291.70	
Dept 572 CUSTOMER ACCOUNTS					
591-572-703.000	SALARIES-METER READS	BARTLETT, SANDY	METER READ PAY & MILEAGE	353.65	72467
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	METER READ PAY & MILEAGE	32.97	72467
	Total For Dept 572 CUSTOM			386.62	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SVC - W/S RATES	92.50	72474
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LGL SVC - UTILITY EXTENSI	203.50	72474
591-573-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	GENERAL CONSULTING	162.50	72512
	Total For Dept 573 ADMINI			458.50	
	Total For Fund 591 WATER			17,510.82	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES	1,548.49	72465
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES - DPW	80.00	72465
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVICES - WTP	240.00	72465
636-000-801.000	PROFESSIONAL SERVICES	REVIZE LLC	WEBSITE TECH SUPPORT	1,800.00	72502
636-000-802.000	CONTRACTUAL	APPLIED IMAGING	COPY MACHINE CONTRACT	292.16	72466
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	DPW COPY MACHINE CONTRACT	51.62	72476
636-000-802.000	CONTRACTUAL	DIGITAL OFFICE MACHINES,	LPD COPY MACHINE CONTRACT	87.04	72476
	Total For Dept 000			4,099.31	
	Total For Fund 636 DATA P			4,099.31	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	MOWER REPAIRS	939.14	72514

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EXMARK MOWER R & M	613.54	72514
		Total For Dept 895 FLEET		1,552.68	
		Total For Fund 661 EQUIPM		1,552.68	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	74,515.52	72486
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	46,576.32	72488
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	361,297.93	72491
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	1,173.13	72486
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	1,103.99	72489
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	346.37	72479
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	LOWELL AREA SCHOOLS	2018 WINTER IFT	7,958.40	72491
703-000-275.000	DUE TO TAXPAYERS	CGFH 521 HOWARD LLC	2018 Win Tax Refund 41-20	1,552.89	72470
		Total For Dept 000		494,524.55	
		Total For Fund 703 CURREN		494,524.55	
Fund 715 LOOK FUND					
Dept 000					
715-000-880.000	COMMUNITY PROMOTION	LOWELL ARTS	TECHNOLOGY UPGRADE GRANT	9,075.71	1411
		Total For Dept 000		9,075.71	
		Total For Fund 715 LOOK F		9,075.71	

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Fund Totals:					
			Fund 101 GENERAL FUND	23,672.36	
			Fund 202 MAJOR STREET FUN	3,532.38	
			Fund 203 LOCAL STREET FUN	3,042.36	
			Fund 248 DOWNTOWN DEVELOP	2,259.55	
			Fund 249 BUILDING INSPECT	1,320.30	
			Fund 260 DESIGNATED CONTR	1,590.35	
			Fund 581 AIRPORT FUND	3,350.00	
			Fund 590 WASTEWATER FUND	7,241.06	
			Fund 591 WATER FUND	17,510.82	
			Fund 636 DATA PROCESSING	4,099.31	
			Fund 661 EQUIPMENT FUND	1,552.68	
			Fund 703 CURRENT TAX COLL	494,524.55	
			Fund 715 LOOK FUND	9,075.71	
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				572,771.43	

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Vendor Code	Vendor Name		
	Invoice	Description	Amount
01513	ADDORIO TECHNOLOGIES, LLC		
	7936	COMPUTER SERVICES	1,548.49
	7952	COMPUTER SERVICES - WTP	240.00
	7958	COMPUTER SERVICES - DPW	80.00
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			1,868.49
10731	APPLIED IMAGING		
	1290083	COPY MACHINE CONTRACT	292.16
TOTAL FOR: APPLIED IMAGING			292.16
00045	BARTLETT, SANDY		
	FEB 2019	METER READ PAY & MILEAGE	773.25
TOTAL FOR: BARTLETT, SANDY			773.25
00065	BOUWHUIS SUPPLY, INC.		
	59665	TOWELS	226.76
TOTAL FOR: BOUWHUIS SUPPLY, INC.			226.76
00788	CDW GOVERNMENT, INC.		
	RGH9025	DPW COMPUTERS FOR GIS & ASSET MGMT	1,607.16
TOTAL FOR: CDW GOVERNMENT, INC.			1,607.16
REFUND TAX	CGFH 521 HOWARD LLC		
	02/22/2019	2018 Win Tax Refund 41-20-02-189-002	1,552.89
TOTAL FOR: CGFH 521 HOWARD LLC			1,552.89
10499	COMPASS MINERALS		
	397665	STREET SALT	3,572.47
TOTAL FOR: COMPASS MINERALS			3,572.47
00116	CONCRETE CUTTING & BREAKING		
	SSCU18990	DDA - CURB SAWING AT L&P	475.00
TOTAL FOR: CONCRETE CUTTING & BREAKING			475.00
10509	CONSUMERS ENERGY		
	1/18 - 2/19/19	STATEMENT OF ACCT	207.60
TOTAL FOR: CONSUMERS ENERGY			207.60
00148	DICKINSON WRIGHT PLLC		
	1339024	LEGAL SERVICES	129.50
	1339025	LEGAL SVC - W/S RATES	185.00
	1339026	LEGAL SERVICES	296.00
	1339027	LEASE WITH LITEHOUSE	1,054.50
	1339028	LGL SVC - UTILITY EXTENSION TO ENWORK	203.50
	1339029	LEGAL SVC - RIVERSIDE PARK PROP	666.00
	1339030	LEGAL SERVCIES	92.50
	1339031	LEGAL SERVCIES	1,961.00
TOTAL FOR: DICKINSON WRIGHT PLLC			4,588.00
02035	DIGITAL OFFICE MACHINES, INC.		
	18399	LPD COPY MACHINE CONTRACT	87.04
	18400	DPW COPY MACHINE CONTRACT	51.62
TOTAL FOR: DIGITAL OFFICE MACHINES, INC.			138.66

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Vendor Code	Vendor Name	Invoice	Description	Amount
10211	FIRE PROS INC.	INV-1753394	MUSEUM FIRE ALARM INSPECTION	190.00
TOTAL FOR: FIRE PROS INC.				190.00
02218	FLEX ADMINISTRATORS, INC.	101360	JANUARY ADMIN	19.50
TOTAL FOR: FLEX ADMINISTRATORS, INC.				19.50
00225	GRAND RAPIDS COMMUNITY COLLEGE	2/1 - 2/15/2019	TAX DISBURSEMENT	346.37
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				346.37
00228	GRAND RAPIDS GRAVEL COMPANY	193014	GRAVEL MATERIALS	1,245.87
TOTAL FOR: GRAND RAPIDS GRAVEL COMPANY				1,245.87
10053	HANAH'S FLAG & BANNERS LLC	3574	REPAIR FLAGS	33.00
TOTAL FOR: HANAH'S FLAG & BANNERS LLC				33.00
01893	HEARTHSTONE DESIGN STUDIO LLC	5904	JANUARY SHOWBOAT CONSULTING	1,500.00
TOTAL FOR: HEARTHSTONE DESIGN STUDIO LLC				1,500.00
00262	IDEXX DISTRIBUTION CORP.	3041712230	WTP SUPPLIES	245.85
TOTAL FOR: IDEXX DISTRIBUTION CORP.				245.85
01970	KCI	276591	ASSESSMENT NOTICES	490.00
TOTAL FOR: KCI				490.00
10426	KENT COUNTY ANIMAL SHELTER	LOWEC 07.01.18-09	DOG LICENSES	348.40
TOTAL FOR: KENT COUNTY ANIMAL SHELTER				348.40
00300	KENT COUNTY TREASURER	2/1 - 2/15/2019	TAX DISBURSEMENT	75,688.65
		FEB 2019	TRAILER FEES	680.00
TOTAL FOR: KENT COUNTY TREASURER				76,368.65
00303	KENT DISTRICT LIBRARY	2/1 - 2/15/2019	TAX DISBURSEMENT	46,576.32
TOTAL FOR: KENT DISTRICT LIBRARY				46,576.32
00302	KENT INTERMEDIATE SCHOOL DIST.	2/1 - 2/15/2019	TAX DISBURSEMENT	1,103.99
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.				1,103.99
01374	LOWELL AREA HISTORICAL MUSEUM	2/1 - 2/15/2019	TAX DISBURSEMENT	47.34
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				47.34

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
00562	LOWELL AREA SCHOOLS		
	2/1 - 2/15/19	TAX DISBURSEMENT	361,297.93
	2/25/2019	2018 WINTER IFT	7,958.40
TOTAL FOR: LOWELL AREA SCHOOLS			369,256.33
01006	LOWELL ARTS		
	2/19/2019	TECHNOLOGY UPGRADE GRANT	9,075.71
TOTAL FOR: LOWELL ARTS			9,075.71
00341	LOWELL LIGHT & POWER		
	2/1 - 2/15/2019	DELINQ ELEC - TOM BILLINGS	43.13
	3254	STREET LTS/HANDBOOK/ACCESS POINT	1,827.11
	FEB 2019	ELECTRIC STATEMENTS	18,155.73
TOTAL FOR: LOWELL LIGHT & POWER			20,025.97
00426	MODEL COVERALL SERVICE, INC.		
	FEB 2019	LIBRARY RUGS	255.92
TOTAL FOR: MODEL COVERALL SERVICE, INC.			255.92
00480	OLIN, SUZANNE		
	2/22/2019	SAM'S CLUB SUPPLIES	69.63
TOTAL FOR: OLIN, SUZANNE			69.63
10762	PROFESSIONAL CODE INSPECTIONS OF MI		
	5968	CODE INSPECTIONS FEB 2019	1,320.30
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			1,320.30
02331	PROGRESSIVE HEATING COOLING, CORP.		
	2015495	CITY HALL - SERVCIE CALL	170.00
	2015518	DPW QTRLY R&M	112.00
	2015519	CITY HALL - QTRLY R & M	417.00
	2015526	LIBRARY QTRLY R & M	398.00
	2015529	CITY HALL - SERVICE CALL	350.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			1,447.00
01159	PURCHASE POWER		
	2/10/2019	POSTAGE	533.91
TOTAL FOR: PURCHASE POWER			533.91
10130	RASHID, JEFFREY		
	JAN 2019	ASSESSING OFFICE EXPENSES	45.82
TOTAL FOR: RASHID, JEFFREY			45.82
10133	RED CREEK WASTE SERVICES INC.		
	92R00469	TRASH SERVICES	319.81
TOTAL FOR: RED CREEK WASTE SERVICES INC.			319.81
10732	REVIZE LLC		
	7912	WEBSITE TECH SUPPORT	1,800.00
TOTAL FOR: REVIZE LLC			1,800.00

03/01/2019 01:54 PM  
User: LORI  
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 02/15/2019 - 03/01/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID - CHECK TYPE: PAPER CHECK

Page: 4/4

Vendor Code	Vendor Name	Invoice	Description	Amount
10378	RUESINK, KATHIE	010966/010967	CLEANING SERVICES	540.00
TOTAL FOR: RUESINK, KATHIE				540.00
10316	SCENIC EXPRESSIONS LLC	1648	SNOW PLOWING - AIRPORT	2,750.00
TOTAL FOR: SCENIC EXPRESSIONS LLC				2,750.00
10276	SPRINT	353302524-179	STATEMENET 10/10 - 2/9/2019	663.84
TOTAL FOR: SPRINT				663.84
00617	STATE OF MICHIGAN	2019-2-19 CMD	12 RUNWAY CONES	600.00
TOTAL FOR: STATE OF MICHIGAN				600.00
10258	STATE OF MICHIGAN	1/25/2019	UNCLAIMED PROPERTY	34.83
TOTAL FOR: STATE OF MICHIGAN				34.83
00651	USA BLUE BOOK	804876	WTP SUPPLIES	85.79
TOTAL FOR: USA BLUE BOOK				85.79
02359	USALCO	1330847	WTP CHEMICALS	8,018.58
TOTAL FOR: USALCO				8,018.58
10484	VERGENNES BROADBAND	5267-20192017-1	FIBER OPTIC INTERNET	260.00
TOTAL FOR: VERGENNES BROADBAND				260.00
02277	VERIZON WIRELESS	9824016131	STATEMENT 1/11 - 2/10/2019	158.07
		9824065864	STATEMENT 1/13 - 2/12/2019	40.01
TOTAL FOR: VERIZON WIRELESS				198.08
00692	WILLIAMS & WORKS INC.	87143	ENGINEERING SERVICES	39.00
		87144	ENGINEERING SERVCIES	1,180.00
		87145	ENGINEERING SERVICES	5,430.00
		87176	STREET ASSET MGMT STUDY	1,215.50
		87178	GENERAL CONSULTING	782.50
		87181	WTP STUDY	1,452.50
TOTAL FOR: WILLIAMS & WORKS INC.				10,099.50
10567	WOLF KUBOTA	100053	EXMARK MOWER R & M	613.54
		100055	MOWER REPAIRS	939.14
TOTAL FOR: WOLF KUBOTA				1,552.68

TOTAL - ALL VENDORS

572,771.43



**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 08-19**

**RESOLUTION APPROVING APPLICATION OF KING MILLING FOR AN  
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE**

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

**WHEREAS**, Act 198 of the Public Acts of Michigan of 1974, as amended ("Act 198"), authorizes the City to approve applications for Industrial Facilities Exemption Certificates; and

**WHEREAS**, pursuant to Act 198 and after a duly noticed public hearing held on February 19, 2019, this City Council by its resolution adopted January 22, 2019 established an Industrial Development District (Plant Rehabilitation District) as legally described in said resolution (the "District"); and

**WHEREAS**, King Milling (the "Applicant") has filed an application for an Industrial Facilities Exemption Certificate under the provisions of Act 198 for facilities to be located in the District and this City Council has set this time and date to give the Applicant, the City Assessor, a representative of each taxing unit which levies *ad valorem* property taxes in the City, and the residents and taxpayers of the City an opportunity to be heard regarding said application; and

**WHEREAS**, written notification of the hearing has been given, not less than 7 days prior to the hearing, to the Applicant, the City Assessor and to the legislative body of each taxing unit which levies *ad valorem* property taxes within the City and notice of the public hearing was published in the *Lowell Ledger*, a newspaper of general circulation in the City; and

**WHEREAS**, the Applicant, the City Assessor, a representative of the affected taxing units, and the residents and taxpayers of the City have been given an opportunity to be heard, and the City

Council has considered any objections with regard to the approval of an Industrial Facilities Exemption Certificate for the Applicant.

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

1. That this City Council finds as follows that:

(a) the facilities, for which the Industrial Facilities Exemption Certificate is requested, are new facilities (facilities to be rehabilitated) within the meaning of Act 198;

(b) the commencement of the construction and/or acquisition (rehabilitation) of the intended facilities occurred not more than six (6) months before the filing of the application for an Industrial Facilities Exemption Certificate by the Applicant;

(c) the facilities are calculated to have the reasonable likelihood to create employment and retain employment;

(d) the facilities will not cause the transfer of employment from another governmental unit in the State of Michigan to the City (the facilities will cause the transfer of employment from Lowell, Michigan ("Lowell") to the City and the consent of King Milling to the transfer of employment will be (has been) obtained);

(e) the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificate previously granted and currently in force will not have the effect of substantially impeding the operation of the City or impair the financial soundness of the taxing units which levy *ad valorem* property taxes in the City.

2. That the application of the Applicant for an Industrial Facilities Exemption Certificate be and is hereby approved for a period of five (5) years (may approve for up to 12 years).

3. That the date of completion of the facilities subject to the Industrial Facilities Exemption Certificate shall be within two years of the effective date of the Industrial Facilities Exemption Certificate issued pursuant hereto.

4. That the cost of the new facilities to be covered by the Industrial Facilities Exemption Certificate is estimated to be \$5,766,000 (SEV \$5,766,00).

5. That approval of the Application is contingent upon the Applicant executing the Property Tax Abatement Agreement attached hereto as Exhibit A.

6. That all resolutions or parts of resolutions in conflict herewith are rescinded.

YEAS: Councilmember Yankovich, Chambers, Canfield, Salzwedel and Mayor Devore.

NAYS: Councilmember None

ABSTAIN: Councilmember None

ABSENT: Councilmember None

**RESOLUTION DECLARED ADOPTED.**

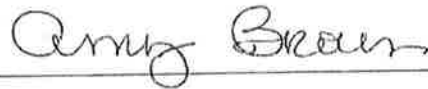
Dated: February 19, 2019

  
\_\_\_\_\_  
Amy Brown  
Deputy City Clerk

### **CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a meeting held on February 19, 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: February 19, 2019

A handwritten signature in cursive script, appearing to read "Amy Brown", written over a horizontal line.

Amy Brown  
Deputy City Clerk

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 09-19**

**RESOLUTION APPROVING INSTALLMENT PURCHASE  
AGREEMENT TO FINANCE THE COST OF A CONTROL  
PANEL/PRU, AUTHORIZING EXECUTION OF SAID  
INSTALLMENT PURCHASE AGREEMENT AND  
AUTHORIZING THE UNDERTAKING OF ALL OTHER  
NECESSARY AND REQUIRED ACTS IN CONNECTION  
WITH THE FINANCING THEREOF**

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

**WHEREAS**, the Department of Light and Power ("LL&P") of the City of Lowell (the "City") has determined to acquire a Control Panel/PRU (the "Control Retrofit") at a cost of \$497,553.80 and to finance the costs thereof through an installment purchase; and

**WHEREAS**, the LL&P has selected SOLAR Turbines Incorporated, San Diego, California, as the vendor (the "Vendor"), for the Control Retrofit; and

**WHEREAS**, the cost of the Control Retrofit is \$497,553.80, and the City has determined to finance the entire cost through an installment purchase; and

**WHEREAS**, under the provisions of Act 99 of the Public Acts of Michigan of 1933, as amended ("Act 99"), the City is authorized to enter into an agreement for the acquisition of the Control Retrofit to be used for public purposes, to be paid for in installments over a period not to exceed the lesser of (a) 15 years or (b) the useful life of the Control Retrofit acquired as determined by resolution of the City Council; and

**WHEREAS**, the outstanding balance of all such installment purchases by the City under Act 99, exclusive of interest, shall not exceed one and one-quarter percent (1-1/4%) of the equalized assessed value of real and personal property in the City on the date of such agreement or agreements; and

**WHEREAS**, the acquisition of the Control Retrofit pursuant to an installment purchase agreement will not result in the outstanding balance of all such installment purchases to be in excess of the limitations contained in Act 99 as set forth above; and

**WHEREAS**, the City requested proposals for financing the cost of the Control Retrofit and related financing costs through an installment purchase agreement pursuant to Act 99; and

**WHEREAS**, the City received proposals from Macatawa Bank, Huntington Public Capital Corporation, Mercantile Bank of Michigan and Choice One Bank and the proposal of Macatawa Bank (the "Financial Institution"), has been determined to be the lowest responsive proposal; and

**WHEREAS**, the City Council has had presented to it at this meeting the form Installment Purchase Agreement (the "Agreement") attached hereto as Exhibit A to be entered into by the City, the Financial Institution and the Vendor in connection with such financing, and it is the desire of the City Council to approve and authorize the execution of such Agreement; and

**WHEREAS**, the City Council desires to authorize the undertaking of all such acts necessary to complete the financing of the cost of the Control Retrofit, i.e. \$497,553.80.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the acquisition of the Control Retrofit is hereby found and declared to be for valid public purposes and in the best interests of the health, safety and welfare of the residents of the City.

2. That the proposal of the Financial Institution is hereby approved and that the cost of the Control Retrofit in the amount of \$497,553.80 shall be financed through the Financial Institution through an installment purchase at an interest rate of 2.15% per annum by equal annual payments of principal plus accrued interest commencing March 1, 2020, and ending March 1, 2022.

3. That the Agreement is hereby approved substantially in the form presented at this meeting with such additions, changes and modifications as shall be approved by the Mayor and City Clerk and shall be acknowledged by their execution of the Agreement.

4. That the Control Retrofit has a useful life extending beyond March 1, 2022, the term of the Agreement.

5. That the City hereby agrees to include in its budget for each fiscal year during the term hereof an amount sufficient to pay when due the principal of and interest coming due under the Agreement during such fiscal year. In addition, the City hereby pledges to levy in each fiscal year *ad valorem* taxes on all taxable property in the City in an amount which, together with other funds available for such purpose, shall be sufficient for the payments required under the Agreement in such fiscal year. Any such tax levy is, however, subject to existing statutory, constitutional and charter tax limitations.

6. That the City designates the interest payments payable pursuant to the Agreement as "qualified tax-exempt obligations" pursuant to Section 265(b)(3)(B)(i)(III) of the Internal Revenue Code of 1986, as amended (the "Code"), and does not reasonably anticipate that it and all its subordinate entities will issue qualified tax-exempt obligations in excess of \$10,000,000 during the 2019 calendar year.

7. That the City covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest component of the payments due under the Agreement from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code").

8. That the Mayor, City Clerk, City Treasurer, City Manager, or any of them, are hereby directed and authorized to execute the Agreement and such additional certificates and

other documents in a form approved by the City Attorney as shall be necessary to effectuate the closing contemplated by the Agreement.

9. That all resolutions or parts of resolutions insofar as they conflict with the provisions hereof be and the same hereby are rescinded to the extent of such conflict.

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


NAYS: Councilmembers None.

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

**RESOLUTION DECLARED ADOPTED.**


Dated: February 19, 2019

  
Amy Brown, Deputy City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, at a regular meeting held on February 19, 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: February 19, 2019

  
Amy Brown, Deputy City Clerk



**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 10-19**

**RESOLUTION APPROVING AND AUTHORIZING  
EXECUTION OF AN INSTALLMENT PURCHASE  
AGREEMENT PAYMENT AGREEMENT WITH THE  
LOWELL BOARD OF LIGHT AND POWER**

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

**WHEREAS**, the Lowell Board of Light and Power (the "Board") has determined to purchase for use by the City's electric utility a Control Panel/PRU (the "Control Retrofit") and has requested that the cost thereof be financed through a three-year installment purchase of the City pursuant to Act 99 of the Public Acts of Michigan of 1933, as amended, ("Act 99"); and

**WHEREAS**, pursuant to the Board's request and pursuant to Act 99, the City has agreed to enter into an installment purchase agreement (the "IPA") with the vendor of the Control Retrofit and Macatawa Bank for the financing; and

**WHEREAS**, it has been agreed by the City and the Board, since the Control Retrofit will be used entirely by the electric utility, that the Board shall be responsible for paying the IPA installment payments when due pursuant to an agreement between the City and the Board.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the Installment Purchase Agreement Payment Agreement (the "Agreement") between the City and the Board in the form presented at this meeting is approved.
2. That the Mayor and City Clerk are authorized and directed to execute the Agreement for and on behalf of the City.

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

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

NAYS: Councilmembers None.

ABSTAIN: Councilmembers None.

ABSENT: Councilmembers None.

**RESOLUTION DECLARED ADOPTED.**

Dated: February 19, 2019

  
Amy Brown, Deputy City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, at a regular meeting held on February 19, 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: February 19, 2019

  
Amy Brown, Deputy City Clerk



**LOWELL CITY ADMINISTRATION**  
**INTER OFFICE MEMORANDUM**

**DATE: March 4, 2018**

**TO: Mike Burns, City Manager**

**FROM: Amy Brown, Deputy Clerk**

**RE: LCTV Endowment Fund Recommendations**

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The LCTV Endowment Board met on February 26, 2019 to discuss the applications received for grant opportunities.

Recommendations will be presented at the City Council Meeting.

There will be discussion with City Council for a 3 year allocation for the Showboat.

2019 LCTV Endowment Board Recommendations				
Applicant	Project Name	Amount Requested	Total Cost of Project	Recommended Amount
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00	\$4,000.00	\$4,000.00
City of Lowell	Showboat Replacement Project- Public Restrooms	\$50,000.00	\$2,900,000.00	\$50,000.00
Englehardt Library	Library Reading Garden	\$4,500.00	\$4,500.00	\$4,500.00
Flat River Outreach Ministries	Update Security System at FROM	\$13,760.93	\$20,935.93	\$13,760.93
Junior Achievement of the Michigan Great Lakes	A Relevant Business Education for Lowell Youth	\$2,000.00	\$6,000.00	\$2,000.00
Lowell Area Arts Council	LowellArts Facility Rental and Performances	\$7,245.00	\$7,245.00	\$6,000.00
Lowell Area Historical Museum	Exhibit Gallery Renovation and New Exhibit	\$3,000.00	\$22,000.00	\$3,000.00
Lowell Charter Township	Grand River Riverfront Park - North	\$20,000.00	\$4,750,000.00	\$20,000.00
Lowell YMCA	Energize Lowell	\$8,541.00	\$8,541.00	\$1,110.00
	TOTALS	\$113,046.93	\$5,113,221.93	\$104,370.93



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

City of Lowell  
NOTICE OF PUBLIC MEETING

The City of Lowell will conduct a public meeting on Monday, March 18, 2019 at 7:00 p.m. at the Lowell City Hall, 301 E. Main Street, Lowell Michigan 49331. The purpose of the Public Meeting is to receive input and comments from the public on the proposed application by the City to the 2019 Michigan Department of Natural Resources Trust Fund for a grant for the construction of non-motorized trail improvements.

The proposed improvements include the installation of new paved non-motorized trails, pedestrian bridges, benches, picnic shelters and signage. This project will go through the Lowell community will connect to the existing Fred Meijer River Valley Rail Trail network which extends to Belding, Saranac and points beyond. A copy of the proposed trail route is available for viewing at City Hall and on line at <http://www.lowellmi.gov/>.

Following the public comment period, the City Council will consider a resolution authorizing submittal of their application, which is due on or before April 1, 2019.

Interested persons may offer comments at the public meeting or submit them in writing prior to the meeting directly to the City Hall address.

Sue Ullery, City Clerk, City of Lowell



# LOWELL CITY COUNCIL

## MEMORANDUM

**DATE:** March 1, 2019

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

**FROM:** Steven J. Bukala, Police Chief

**RE:** Accreditation approval

---

A few months back I spoke briefly on the accreditation process, and in late February, Sgt. Hurst and I attended the accreditation training in Lansing with the Michigan Association of Chiefs of Police. Accreditation is a time proven way of helping law enforcement agencies calculate and improve their overall performance. The foundation of accreditation lies in the adoption of standards containing a clear statement of professional objectives, while ensuring transparency and accountability. Participating agencies conduct a thorough self-analysis to determine how existing operations can be adapted to meet these objectives. When the procedures are in place, a team of trained assessors verifies that applicable standards have been successfully implemented.

Accreditation status represents a significant professional achievement. Accreditation acknowledges the implementation of policies and procedures that are conceptually sound and operationally effective, while reflecting community values and guarding quality of life.

The Michigan Association of Chiefs of Police MACP has pursued the concept and development of a voluntary law enforcement accreditation program for Michigan law enforcement agencies. This effort has resulted in the formation of the Michigan Law Enforcement Accreditation Commission (MLEAC), consisting of Commissioners appointed by the MACP. Personnel from the MACP provide support services to the commission and to applicant agencies.

The attitudes, training, and actions of personnel of Michigan's accredited law enforcement agencies best reflect compliance with the standards contained in this program. Policy and Procedure based on Accreditation will not insure a crime-free environment for citizens, nor will it ensure an absence of litigation against law enforcement agencies and executives. Consistent application and reinforcement of written department directives will strengthen community trust.

However, effective and comprehensive leadership through professionally based policy development is directly influenced by a law enforcement accreditation program that is comprehensive, obtainable, and based on standards that reflect professional service delivery.

Attached is a contract I would like you to authorize me to enter with the MACP and allow me to act as the primary accreditation manager along with Sgt. Chris Hurst to oversee the process and implementation of accreditation to the Lowell Police Department and authorize the one time expenditure of \$1500 for the initial accreditation fee. This will be paid out of the contractual line item of the police department budget.

**I recommend the Lowell City Council approve for the Lowell Police Department to begin the Accreditation process with the Michigan Association of Chiefs of Police.**



MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM

**STATE ACCREDITATION APPLICATION**

Note: This form is fillable, however, it must be downloaded and saved to your computer.

**AGENCY PROFILE**

Agency Name: Lowell Police Department

Agency Address: 111 N. Monroe

City: Lowell Zip: MI County: Kent

Agency Website (if applicable): Lowellmi.gov

Chief Executive Officer (CEO) Name: Chief Steve Bukala

CEO Telephone: 616-897-7120

CEO Email: [sbukala@ci.lowell.mi.us](mailto:sbukala@ci.lowell.mi.us)

Accreditation Manager (AM) Name: Steve Bukala and Chris Hurst

AM Telephone: 616-897-7120

AM Email: [churst@ci.lowell.mi.us](mailto:churst@ci.lowell.mi.us)

**ACCREDITED STATUS**

Is department currently accredited by the national accreditation program?

Yes ☐ No ☒ If yes, what year(s):

**AGENCY SIZE**

Authorized Sworn Personnel (include SLEO):

Full Time: 5 Part Time: 8

Authorized Non-Sworn Personnel (e.g., communications, crossing guards, etc.):

Full Time: 1 Part Time: 2

Does agency utilize Auxiliary Police Officers? Yes ☐ No ☒

Briefly describe Auxiliary Police Officers' duties: N/A

Does agency utilize volunteers (e.g., interns, CERT, VIPs, etc.)? Yes ☐ No ☒

Briefly describe volunteer duties: N/A

**GEOGRAPHIC AREA OF RESPONSIBILITY**

Indicate political subdivisions or municipalities where your agency provides law enforcement services. County, state, or regional agencies should indicate all political subdivisions that rely on the agency for law enforcement or communications services.

Square mileage of service area: 3 Population (latest Census): 4000

Indicate any property located within the confines of another political subdivision for which your agency has law enforcement responsibility (e.g., airports, storage facilities, garages, schools, colleges, etc.): N/A

If the agency has entered into a contractual agreement for the provision or receipt of law enforcement services with another jurisdiction, indicate the services provided and the name(s) of recipient entities: N/A

### **PERSONNEL FUNCTIONS**

Which department handles the agency personnel function?

Department Name: Addorio Technology

Department Address: PO Box 611 Ada, MI 49301

Contact Name: Betsy Davidson

Contact Telephone: 616-293-3206

Contact Email: [betsy@addorio.com](mailto:betsy@addorio.com)

### **WORKFORCE**

Indicate the number of employees for each category:

	<u>Administration</u>	<u>Patrol</u>	<u>Investigations</u>
Ranks above Captain	1	0	0
Captain	0	0	0
Lieutenant	0	0	0
Sergeant		1	0
Other Supervisory Rank	0	0	0
Officer/Detective		2	1
Other Sworn (SLEO, Aux., etc.)	0	0	0
Civilian	1	0	0
Adult School Crossing Guards	1	0	0
Other	1	0	0

Provide additional comments on above workforce (if any): part time cadet

### **PATROL ALLOCATION**

Describe your method of allocating officers to the patrol function. List any fixed shifts, walking beats, overlapping shifts, power shifts, etc.: The patrol unit works 12 hour shifts 6am to 6pm with rotating weekends off. One patrol officer splits time as an investigator and supervises the part-time officers

### **CRIMINAL INVESTIGATIONS**

Does the agency routinely use uniformed patrol officers to conduct follow-up investigations of criminal cases? Yes ☒ No ☐



If yes, describe under what circumstances (e.g., crimes, offenses only, non-criminal matters, etc.): Crimes, Traffic Crashes, and other non-criminal matters

List any current multi-jurisdictional task force participation (include agencies involved): N/A

### **COMMUNICATIONS**

Does the agency operate its own communications center? Yes ☐ No ☒

PSAP ☐ PDSP ☐ Both ☐

If Yes, where is the center located? N/A

If No, who manages and operates the communications center, and where is it located? Kent County Central Dispatch, Grand Rapids MI 49505

### **SUBSTATIONS OR OTHER FACILITIES**

List the address and type of any facilities used by your agency other than those already provided (e.g., substations, precincts, training facilities, task force offices, etc.): N/A

### **HOLDING FACILITIES**

Does your agency operate a detention facility (e.g., temporary detention, holding facility, jail facility, etc.)? Yes ☐ No ☒

If yes, what is the maximum capacity of the holding area? N/A

Do you process (photograph, fingerprint) arrestees at your facility? Yes ☒ No ☐

Do you use a central booking facility for processing, detention and/or transporting to jail facilities (e.g. county or state facility)? Yes ☒ No ☐

If yes, which booking facility do you use (please include name and address): Kent County Jail, 701 Ball Ave, Grand Rapids, MI 49505

Additional information (if necessary):


### **VEHICLES**

Please list the type and number of vehicles utilized by your agency (e.g., including bicycles, motorcycles, ATVs, helicopters, etc.): 4 marked units, two unmarked units, two motorcycles, three bicycles

### **COMMENTS**

Please provide any additional information you would like us to know about the operations of your agency: We operate 24/7/365 and use part time officers to assist in scheduling and additional weekend coverage.

**AUTHORIZED BY:**

  
Chief Executive Officer

3/04/2019  
Date

**ACCREDITATION FEE SCHEDULE**

Level	Full Time Sworn LE Personnel	Initial Accreditation Fee		Annual Continuation Fee*	
		Not Nationally Accredited	Nationally Accredited	Not Nationally Accredited	Nationally Accredited
A	1-10	\$1,500	\$1,500	\$600	\$600
B	11-25	\$1,800	\$1,500	\$700	\$600
C	26-99	\$2,700	\$1,500	\$1,000	\$700
D	100-199	\$3,900	\$1,950	\$1,300	\$800
E	200-299	\$4,800	\$2,400	\$1,600	\$900
F	300+	\$6,000	\$3,000	\$2,000	\$1,200

\*The first Annual Continuation Fee is due on the anniversary date, which is one year following the date initial accreditation is granted and every year thereafter. Fees subject to change.

Note: MLEAC policy states that agencies that withdraw during the accreditation process will not receive a refund of program fees.

### **ATTACHMENTS**

Please enclose the following documents when submitting application:

- a. Copy of Agency's Latest Annual Report (if produced)
- b. Agency's Organizational Chart
- c. Agency's Current Personnel Roster
- d. Detail Map of Service Area

### **Application Submission**

Return completed application, attachments and payment to (email submission will be accepted if payment is by credit card):

**Michigan Association of Chiefs of Police  
Law Enforcement Accreditation Program**  
3474 Alaiedon Parkway, Suite 600  
Okemos, MI 48864  
info@michiganpolicechiefs.org

### **METHOD OF PAYMENT**

☐ Check payable to Michigan Association of Chiefs of Police is enclosed.

Visa ☐    Master Card ☐    Amex ☐    If paying by credit card, be sure to complete all sections.

Card #:

Name on Card:

Expiration Date:

CVC# **REQUIRED:**

Phone Number:

Signature of Cardholder: \_\_\_\_\_

Email for receipt **REQUIRED:**



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

**DATE:** March 1, 2019

**TO:** Michael T. Burns, City Manager *MS*

**FROM:** Steven J. Bukala, Police Chief *SJB*

**RE:** Social media archiving

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Recently, I met with ArchiveSocial, a vendor who provides archiving to governmental social media pages. While one might think this is a bizarre task, the fact of the matter is, Freedom of Information Requests on governmental social media pages are becoming. There are a number of examples where municipalities have made payment to civil suits because of improper responses to FOIA requests from Social Media pages.

In the event we were to receive one of these requests, both the Chief of Police and I believe we may be vulnerable. An example might be if a comment was made that someone wanted to FOIA, but was in fact deleted by the writer. While it might be deleted, the municipality could still be deemed responsible to provide the data. If we needed to contact Facebook to acquire a deleted record, it would be near impossible.

ArchiveSocial would be able to provide us with an archiving service identical to what we use currently for our email system. I viewed the product and it has the ability to archive material for us very easily. The State of Michigan, City of Battle Creek, Calhoun County and the Village of Sparta use the services of ArchiveSocial. I discussed this with Julius Suchy, the Village Manager of Sparta, and he recognized the need for this service. He views it as a very low cost approach in the event one of these complaints occurred.

The total annual cost for this subscription would be \$2,388. The cost for this project through the end of this fiscal year is \$796. This would archive the City and Police Department Facebook Page along with the City Twitter and YouTube accounts. Funds are available in the Data Processing Fund.

This is a very good insurance policy after our review of our FOIA processes. **I recommend the Lowell City Council enter into an agreement with ArchiveSocial to provide archiving services to our social media pages.**

## Mike Burns

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**From:** Kevin Hyde <kevin.hyde@archivesocial.com>  
**Sent:** Tuesday, February 26, 2019 4:46 PM  
**To:** Mike Burns  
**Subject:** Recap: ArchiveSocial product demo + ease of purchase

Mike,

It was a pleasure speaking with you and Chief Bukala. I know we covered a lot of information, so I wanted to recap the presentation for you, with the intent to simplify and help expedite your ability to get ArchiveSocial in place for the City of Lowell, MI. Please feel free to forward this email along!

**ArchiveSocial recap:** We agreed that ArchiveSocial will bring City of Lowell, MI in compliance with Michigan Public Records Law requirements, as well as address your concerns. I also shared why ArchiveSocial is recognized as the Industry Standard in Government and demonstrated how our solution stands alone in terms of addressing your requirements. Specifically:

- Our 100% specialization in social media ensures that we provide the highest level of social media compliance available, even as social networks make unannounced changes and introduce new features (such as live video)
- ArchiveSocial provides several unique capabilities that are critical for responding to records requests for social media, including:
  - Automatic detection & tagging of edits, deletions, and hidden content across all social networking platforms
  - The ability to generate a ready-to-go response in PDF that fully reconstructs and recombines individual search results back to their original social media conversations
- As the only archiving solution focused almost entirely on public agencies, ArchiveSocial has an unmatched track record in terms of protecting agencies in real-world public information requests and legal situations. As I mentioned, agencies including the Archives of Michigan, the Village of Sparta, Allendale Charter Township, Calhoun County, City of Battle Creek and others already rely on our solution. I strongly encourage you to speak with any of our customers.

### **Ease of purchase:**

Based on our discussion, I indicated that your agency would likely fall into our Economy Plan which is \$199 per month with an annual subscription. Some key points about getting ArchiveSocial in place:

- Agencies find that purchasing ArchiveSocial is substantially easier than other IT purchases given our low price point. We also do not require contracts and can prorate invoicing to ensure that it is a discretionary spend.
- Our pricing model gives you a single, fixed price with absolutely no hidden or additional fees. It provides your agency with the flexibility to arrange and grow your social media as needed within your usage tier. We understand that there will be temporary spikes (especially during crisis situations and controversies!) and never charge overages.
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- On average, our customers are up and running with their entire presence being archived in less than 20 minutes. We can truly deliver an "instant win" when it comes to compliance and protecting your agency on social media.

**Prorate Option:**

To prorate from March 1st - June 30th with the Economy Plan it would be \$796.

**Next step:**

You indicated that your next step is to speak with council about getting ArchiveSocial in place and that would be at the meeting on Monday, March 18th. We have planned to reconnect on Tuesday, March 19th at 10:00am ET to see if council approved and we can get your archive started. Please do not hesitate to contact me if you have any questions in the meantime.

Thank you for your time today. I look forward to speaking with you again soon!

- Kevin

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**Kevin Hyde**

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