



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, MARCH 18, 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 regular City Council meeting of March 04, 2019.
- Authorize payment of invoices in the amount of \$102,272.37.

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. ArchiveSocial
- b. Architectural Services – Showboat.

5. NEW BUSINESS

- a. Public Hearing – LARA Trail Map
- b. Public input on the proposed applications by the City to the 2019 MDNR Trust Fund for a grant towards the non-motorized trail improvements.
- c. Resolution 12-19 MDNR Trust Fund Grant Application for the River Valley Rail Trail Lowell Connection Project.
- d. Resolution 13-19 Lease Agreement with Wind Craft Aviation, LLC
- e. Michigan Economic Development Corporation Grant - \$1,300,000
- f. Fire Authority Budget.
- g. Arbor Board –Comprehensive Tree Plan 2019-2020
- h. Fireworks.

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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[www.ci.lowell.mi.us](http://www.ci.lowell.mi.us)

## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, March 18, 2019

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 March 4, 2019 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$102,272.37.

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. ArchiveSocial – Memo provided by City Manager Michael Burns.

Recommended Motion: I recommend the Lowell City Council enter into an agreement with ArchiveSocial to provide archiving services to our social media pages.

- b. Architectural Services – Showboat. –Memo provided by Rich LaBombard.

Recommended Motion: I recommend the City Council accept Michael R. Lynch's proposal to provide Architectural Services for the Lowell Showboat Project for a not to exceed sum of \$26,000.

5. NEW BUSINESS

- a. Public Hearing – LARA Trail Map.
- b. Public input on the proposed applications by the City to the 2019 MDNR Trust Fund for a grant towards the non-motorized trail improvements.

- c. Resolution 12-19 MDNR Trust Fund Grant Application for the River Valley Rail Trail Lowell Connection Project. - Memo provided by City Manager Michael Burns.

Recommended Motion: I recommend submittal of a MDNR Trust Fund Grant in the amount of \$300,000.

- d. Resolution 13-19 – Lease Agreement with Wind Craft Aviation, LLC. – Memo provided by City Manager Michael Burns.

Recommended Motion: I am recommending the City Council approve Resolution 13-19 to enter into a lease with Windcraft Aviation as presented.

- e. Michigan Economic Development Corporation Grant - \$1,300,000. – Memo provided by Rich LaBombard.

Recommended Motion: I recommend the City Council accept the MEDC grant and authorize the Mayor to execute the Agreement on behalf of the City of Lowell.

- f. Fire Authority Budget.

- g. Arbor Board – Comprehensive Tree Plan 2019-2020. – Memo provided by Sue Ullery.

Recommended Motion: That the Lowell City Council approve the 2019-2020 Comprehensive Tree Plan.

- h. Fireworks. – Memo provided by City Manager Michael Burns.

Recommended Motion: I recommend the Lowell City Council approve the Fireworks application as requested.

6. BOARD/COMMISSION REPORTS

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**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, MARCH 04, 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, Cliff Yankovich, Jim Salzwedel, and Mayor DeVore.

Absent: None.

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

Mayor DeVore read a statement regarding the Council's decision to not move forward with the development of the Riverview Flats. They feel after reviewing the developers' requirements, it would not be in the best interest of our City of Lowell residents, business owners and community organizations.

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

- Approval of the Agenda.
- Approve and place on file the minutes of the February 19, 2019 Committee of the Whole, Regular and Closed Session City Council meetings and the regular and closed minutes of the February 28, 2019 City Council Special Meeting.
- Authorize payment of invoices in the amount of \$572,771.43.

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

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

NO: None.

ABSENT: None.

MOTION CARRIED.

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

There were none.

**5. OLD BUSINESS.**

There was none.

**6. NEW BUSINESS**

**a. LCTV Endowment Board Recommendations - 2019.**

LCTV Endowment Board Chairperson Dennis Kent advised the Council of the board's recommendations for the LCTV Endowment grant fund.

Councilmember Salzwedel thanked the LCTV Board Chairmen Dennis Kent for his leadership and also thanked Mark Mundt, Jeff Dickerman, Sue Simmonds & Bill Thompson and the rest of the board as they do a great job of distributing the funds fairly and equally and take their time with what they feel is warranted under the guidelines that were set.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the recommendations of the LCTV Endowment Board in the amount of \$104,370.93.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. Set Public Hearing Date – MDNR GRANT.

Mayor DeVore set the public hearing date for March 18, 2019 at 7:00 p.m. in Council Chambers for the purpose of receiving 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.

c. Police Accreditation.

Chief of Police Steve Bukala explained the purpose of the accreditation training for the City of Lowell and that it represents significant professional achievement and acknowledges the implementation of policies and procedures that are conceptually sound and operationally effective, while reflecting community values and guarding quality of life.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS that Lowell City Council approve the Lowell Police Department to begin the Accreditation process with the Michigan Association of Chiefs of Police .

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

NO: None.

ABSENT: None.

MOTION CARRIED.

d. Social Media Archiving.

City Manager Michael Burns explained he had met with ArchiveSocial, a vendor who provides archiving to governmental social media pages. While you might think it is a bizarre task, the fact of the matter is, Freedom of Information requests on governmental social media pages are becoming more and more frequent. ArchiveSocial would be able to provide us with an archiving service identical to what we currently use for our email system. The total annual cost for this subscription would be \$2,388. The cost for the 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.

Council conceded to get some more information before they made a decision on SocialArchives.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Canfield stated all his meetings are coming up that he will report back on: LARA, Airport Board and Park & Recreation Commission.

Councilmember Chambers stated he has his meetings coming up as well that he will report back on: The Lowell Light & Power Board and the Planning Commission.

Councilmember Salzwedel stated he has Arbor Board coming up and the LCTV Endowment Board will not meet again until December of 2019.

Mayor DeVore stated the Fire Authority meeting was cancelled this month and Downtown Development Authority will meet this Thursday at noon.

8. **MANAGER'S REPORT.**

City Manager Mike Burns reported on the following:

- Thursday February 28, 2019 we took action to diminish the showboat and it was a bittersweet day for many in the community. The good news is we are getting a new boat and we are moving very rapidly at attempting to do that. Rich LaBombard and the Showboat Committee have met several times last week and are meeting again this week regarding the mechanical and engineering components of the boat to be put in place. We also have an inventory list of all the items that were kept from the demolition of the boat and with Council approval in the future, the pieces can be used for fundraising efforts.
- The State of Michigan has a new program that we may be eligible for, up to \$250,000 for our underground street work on Amity, Lincoln Lake and Elm. Williams & Works is working with us to fill out the application and we will presenting that to you along with a resolution at the next City Council meeting.
- Lighthouse is close to having all the agreements in place for their pretreatment and once we have that finalized, we will make sure you have a copy of the agreement, but it's moving along well and close to completion.
- There was an article in the Detroit News pertaining to Proposal A. One of the issues with Proposal A is it hasn't really tracked with the economy and that has really left a lot of communities statewide in jeopardy for revenue. Revenue went down substantially in 2008 because of the economic crisis. While property values have gone back up, the revenue amount because of Proposal A, has not. We have been effected because of this here in the City as well. It looks like legislators are finally going to take a look at reviewing Proposal A. So we will wait and see what happens with that.
- Park & Recreation Committee will be meeting again Thursday, March 7, 2019 @ 7p.m. we will have a booth at the Expo trying to get input from people about what they would like to see at Recreation

Park and we will also have a Charette here at City Hall on Wednesday April 17, 2019. More details to come.

- Burns will be the keynote speaker at the Memorial Day Veterans Event at Oakfield Cemetery and is honored to be asked to speak.

9. **APPOINTMENTS.**

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

10. **COUNCIL COMMENTS.**

Councilmember Salzwedel stated last weekend, some of the City Council Boardmembers went to Frankenmuth for the Michigan Municipal League (MML) Classes and he enjoyed it.

Councilmember Canfield agreed the MML Classes were great and it takes a little money out of the City for Council to attend, but we have a lot of responsibilities and it helps us to do our job better. He would also like us to work on "Old Business " updates at the Council meetings to make sure all agenda items are completed.

Councilmember Chambers also enjoyed the MML Classes and learned some things that we are now applying, he feels it is worth it to attend these classes.

Mayor DeVore also enjoyed it and learns something new every time. Thanks to Jim Salzwedel for driving.

11. **ADJOURNMENT.**

IT WAS MOVED SALZWEDEL and seconded by CHAMBERS to adjourn at 7:27 p.m.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Amy Brown, Deputy Clerk



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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
POST DATES 03/02/2019 - 03/13/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
01513	ADDORIO TECHNOLOGIES, LLC		
	7962	ACCT STATEMENT	940.00
TOTAL FOR: ADDORIO TECHNOLOGIES, LLC			940.00
10649	APWA		
	2/5/2019	MEMBERSHIP - BRECKEN	227.00
TOTAL FOR: APWA			227.00
00046	BATCO, INC.		
	18186	R & M OF METROTECH	290.50
TOTAL FOR: BATCO, INC.			290.50
00050	BERNARDS ACE HARDWARE		
	FEB 2019	ACCOUNT STATEMENT	257.48
TOTAL FOR: BERNARDS ACE HARDWARE			257.48
10686	BETTEN BAKER		
	125738	2016 CHEVY SILVERADO	154.08
	125845	2010 CHEVY IMPALA	47.84
TOTAL FOR: BETTEN BAKER			201.92
REFUND UB	BRINKS, BUELL		
	03/13/2019	UB refund for account: 3-01540-3	11.02
TOTAL FOR: BRINKS, BUELL			11.02
REFUND UB	CANTRELL, JULIE		
	03/13/2019	UB refund for account: 5-00481-1	1.44
TOTAL FOR: CANTRELL, JULIE			1.44
REFUND UB	CARLSON, RANDY		
	03/13/2019	UB refund for account: 5-01530-1	2.41
TOTAL FOR: CARLSON, RANDY			2.41
00788	CDW GOVERNMENT, INC.		
	QZF8455	SAW GRANT	1,235.28
TOTAL FOR: CDW GOVERNMENT, INC.			1,235.28
10493	COMCAST CABLE		
	3/6 - 4/5/2019	ACCOUNT STATEMENET	35.04
TOTAL FOR: COMCAST CABLE			35.04
10499	COMPASS MINERALS		
	410492	ROAD SALT	3,767.22
TOTAL FOR: COMPASS MINERALS			3,767.22
10509	CONSUMERS ENERGY		
	1/22 - 2/22/19	ACCOUNT STATEMENT	7,511.21
TOTAL FOR: CONSUMERS ENERGY			7,511.21
01156	CURTIS CLEANERS		
	FEB 2019	POLICE UNIFORM DRYCLEANING	253.75
TOTAL FOR: CURTIS CLEANERS			253.75

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Vendor Code	Vendor Name	Invoice	Description	Amount
00132	D&D TRUCKING ACQUISITION, LLC	27600	2009 INTL WORKSTAR R & M	531.83
TOTAL FOR: D&D TRUCKING ACQUISITION, LLC				531.83
00148	DICKINSON WRIGHT PLLC	1346109	TOWNSHIP W/S RATES	1,443.00
		1346131	MANAGER AGREEMENT	1,091.50
		1346138	UTILITY EXTENSION TO ENWORK	388.50
		1346144	LEGAL SERVICES	5,087.50
TOTAL FOR: DICKINSON WRIGHT PLLC				8,010.50
REFUND UB	DREW, PHYLLIS	03/13/2019	UB refund for account: 3-04180-5	4.68
TOTAL FOR: DREW, PHYLLIS				4.68
02538	EARTHWORM DOZING & EXCAVATING	3647	SHOWBOAT DEMO	4,000.00
TOTAL FOR: EARTHWORM DOZING & EXCAVATING				4,000.00
10211	FIRE PROS INC.	INV-1756437	MUSEUM SPRINKLER INSPECTION	155.00
TOTAL FOR: FIRE PROS INC.				155.00
00225	GRAND RAPIDS COMMUNITY COLLEGE	2/16 - 2/28/2019	TAX DISBURSEMENT	275.06
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				275.06
01508	GTW	177159	ACCOUNT STATEMENT	34.96
		179485	EQUIP FUND	31.59
TOTAL FOR: GTW				66.55
00710	HAROLD ZEIGLER FORD, INC.	207308	POLICE 2014 EXPLORER	129.52
TOTAL FOR: HAROLD ZEIGLER FORD, INC.				129.52
01893	HEARTHSTONE DESIGN STUDIO LLC	5912	SHOWBOAT DESIGN WORK	3,094.02
TOTAL FOR: HEARTHSTONE DESIGN STUDIO LLC				3,094.02
00248	HOOPER PRINTING	56891	POLICE BADGE - KRESNAK/REAMSMA	25.00
		56962	POLICE BUSINESS CARDS - STEPHENS/LAUREN	71.00
TOTAL FOR: HOOPER PRINTING				96.00
02463	HYDROCORP	0051055-IN	CROSS CONNECTION JAN 2019	937.00
TOTAL FOR: HYDROCORP				937.00
10726	J&K CATERING	0005	SHOWBOAT CONSULTING	1,240.08
TOTAL FOR: J&K CATERING				1,240.08

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
REFUND UB	KEHOE, NANCY DIANE		
	03/13/2019	UB refund for account: 5-02661-6	10.52
TOTAL FOR: KEHOE, NANCY DIANE			10.52
00291	KENT COUNTY ROAD COMMISSION		
	27884	HUDSON MILL & FILL	2,790.45
	411293	SIGNAL LIGHT	74.11
TOTAL FOR: KENT COUNTY ROAD COMMISSION			2,864.56
00300	KENT COUNTY TREASURER		
	2/16 - 2/28/19	TAX DISBURSEMENT/IFT	4,754.89
	2/16-2/28/19	DELINQ TAX DISBURSEMENT	125.62
TOTAL FOR: KENT COUNTY TREASURER			4,880.51
00303	KENT DISTRICT LIBRARY		
	2/16 - 2/28/19	TAX DISBURSEMENT	1,504.98
	3/12/19	WINTER IFT TAX	171.19
TOTAL FOR: KENT DISTRICT LIBRARY			1,676.17
00302	KENT INTERMEDIATE SCHOOL DIST.		
	2/16 - 2/28/2019	TAX DISBURSEMENT	897.58
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.			897.58
10231	KING MILLING COMPANY		
	108295	TAXES ON PARKING LOT PROPERTY	622.89
TOTAL FOR: KING MILLING COMPANY			622.89
02168	LITES PLUS, INC.		
	50557	CITY HALL LIGHTS	3,517.95
TOTAL FOR: LITES PLUS, INC.			3,517.95
01374	LOWELL AREA HISTORICAL MUSEUM		
	2/16 - 2/28/2019	TAX DISBURSEMENT	38.93
	3/12/19	SUMMER 2018 IFT	32.57
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM			71.50
00562	LOWELL AREA SCHOOLS		
	2/16 - 2/28/2019	TAX DISBURSEMENT	10,098.89
TOTAL FOR: LOWELL AREA SCHOOLS			10,098.89
00330	LOWELL LEDGER		
	FEB 2019	ACCOUNT STATEMENT	527.19
TOTAL FOR: LOWELL LEDGER			527.19
10586	MI ASSOC OF CHIEF OF POLICE		
	200005565	LEVEL A - ACCEDIATION FEE	1,500.00
	30003658	MEMBERSHIP - HURST	100.00
TOTAL FOR: MI ASSOC OF CHIEF OF POLICE			1,600.00
01499	NAPA AUTO PARTS		
	FEB 2019	ACCOUNT STATEMENT	242.72
TOTAL FOR: NAPA AUTO PARTS			242.72

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
00468	NYE UNIFORM COMPANY		
	685276	POLICE UNIFORMS	69.50
TOTAL FOR: NYE UNIFORM COMPANY			69.50
10798	OZONE PRODUCTION		
	1180	VIDEOGRAPHY OF SHOWBOAT DEMO	312.50
TOTAL FOR: OZONE PRODUCTION			312.50
01270	PLUMMERS ENVIRONMENTAL SERVICE		
	1989049	JETTED SEWER LINE 217 S HUDSON	894.00
	1989622	SEWER BLOCKAGE 749 HUNT	2,797.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE			3,691.00
00512	PREIN & NEWHOF, INC.		
	48567	SAW GRANT ASSET MGMT	17,691.13
TOTAL FOR: PREIN & NEWHOF, INC.			17,691.13
10797	PREMIER SAFETY		
	04154449	WATER DEPT R & M	302.36
TOTAL FOR: PREMIER SAFETY			302.36
10762	PROFESSIONAL CODE INSPECTIONS OF MI		
	5889	NOVEMBER 2018 PERMITS	3,583.80
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			3,583.80
10130	RASHID, JEFFREY		
	FEB 2019	ASSESSING OFFICE EXPENSES	51.04
TOTAL FOR: RASHID, JEFFREY			51.04
10796	RESCUE ESSESNTIAL		
	20507	POLICE EQUIPMENT	1,019.00
TOTAL FOR: RESCUE ESSESNTIAL			1,019.00
01989	RICH'S SERVICE CO.		
	6461	CITY HALL FRIDGE REPAIR	75.00
TOTAL FOR: RICH'S SERVICE CO.			75.00
02248	RIVERSIDE INTEGRATED SYSTEMS INC.		
	144930	ANNUAL MONITORING OF CITY HALL/POLICE	540.00
TOTAL FOR: RIVERSIDE INTEGRATED SYSTEMS INC.			540.00
10651	RIVERSIDE MOTOR SPORTS		
	1922474	SNOWBLOWER REPAIR	47.60
	192449-1	WINDSHIELD LATCH KIT	329.99
	192490-1	EDGER # 76	62.26
	192646-1	SNOWBLOWER #69	53.50
	192662	AIR COMPRESSOR	81.44
TOTAL FOR: RIVERSIDE MOTOR SPORTS			574.79
10378	RUESINK, KATHIE		
	010968/010969	CLEANING SERVICES	510.00
TOTAL FOR: RUESINK, KATHIE			510.00

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
10341	STATE OF MICHIGAN		
	551-533531	POLICE SOR FEB 2019	60.00
	551-534139	FEBRUARY 2018 LIVE SCAN	214.25
TOTAL FOR: STATE OF MICHIGAN			274.25
02032	STEALTH PEST MANAGEMENT LLC		
	FEB 2019	PEST MANAGEMENT	180.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC			180.00
10678	SUNBELT RENTALS		
	87226801-0001	CHIPPER RENTAL	220.00
	87313250-0001	CHIPPER RENTAL	740.00
TOTAL FOR: SUNBELT RENTALS			960.00
00633	TIP TOP GRAVEL CO.		
	044780	WASHED SAND	871.04
TOTAL FOR: TIP TOP GRAVEL CO.			871.04
10543	TRACTOR SUPPLY CREDIT PLAN		
	FEB 2019	ACCOUNT STATEMENT	63.97
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN			63.97
REFUND UB	USRY, HUNTER		
	03/13/2019	UB refund for account: 4-00580-2	11.39
TOTAL FOR: USRY, HUNTER			11.39
REFUND UB	VANNOLLER, GAIL		
	03/13/2019	UB refund for account: 5-02400-6	1.00
TOTAL FOR: VANNOLLER, GAIL			1.00
02277	VERIZON WIRELESS		
	9825148259	ACCOUNT STATEMENT	40.01
TOTAL FOR: VERIZON WIRELESS			40.01
02203	VISA		
	FEB 2019	VISA STATEMENT	5,806.51
TOTAL FOR: VISA			5,806.51
10389	VREDEVELD HAEFNER LLC		
	4370	ACCOUNTING WORK/W/S RATE CALC	1,237.50
TOTAL FOR: VREDEVELD HAEFNER LLC			1,237.50
REFUND UB	WEST, TODD & KATHLEEN		
	03/13/2019	UB refund for account: 2-00240-6	114.64
TOTAL FOR: WEST, TODD & KATHLEEN			114.64
00692	WILLIAMS & WORKS INC.		
	87203	ENGINEERING SERVICES	1,056.00
	87233	WTP STUDY	187.50
	87240	REC PARK MASTER PLAN	1,473.00
TOTAL FOR: WILLIAMS & WORKS INC.			2,716.50
02205	WINZER CORPORATION		
	6296931	EQUIP R & M	58.47
TOTAL FOR: WINZER CORPORATION			58.47

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	Invoice		
10567	WOLF KUBOTA		
	100054	EXMARK MOWER R&M	1,100.73
TOTAL FOR: WOLF KUBOTA			1,100.73
01295	X-CEL CHEMICAL SPECIALTIES CO.		
	72734	DPW HAND CLEANER	131.25
TOTAL FOR: X-CEL CHEMICAL SPECIALTIES CO.			131.25
TOTAL - ALL VENDORS			102,272.37

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
POST DATES 03/02/2019 - 03/13/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-222.001	DUE CO-DELINQ PERS PROP T	KENT COUNTY TREASURER	DELINQ TAX DISBURSEMENT	36.83	72544
101-000-225.001	DUE SCHL-DELINQ PERS PROP	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	60.24	72550
101-000-228.009	DUE TO STATE-DELINQ S.E.T	KENT COUNTY TREASURER	DELINQ TAX DISBURSEMENT	51.63	72544
101-000-234.001	DUE INTERMED SCHL-DELINQ	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	41.22	72546
101-000-235.001	DUE TO COM COLLEGE-DELINQ	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	15.37	72535
101-000-236.001	DUE TO LOWELL HISTORICAL	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	2.08	72549
101-000-274.000	UNDISTRIBUTED DELINQUENT	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	6.45	72535
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT COUNTY TREASURER	DELINQ TAX DISBURSEMENT	37.16	72544
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	17.31	72546
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	0.87	72549
101-000-274.000	UNDISTRIBUTED DELINQUENT	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	25.30	72550
Total For Dept 000				294.46	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS	VISA	VISA STATEMENT	1,235.70	72573
Total For Dept 101 COUNCI				1,235.70	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	VISA	VISA STATEMENT	101.73	72573
101-172-864.000	CONFERENCES & CONVENTIONS	VISA	VISA STATEMENT	100.00	72573
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	VISA STATEMENT	246.26	72573
Total For Dept 172 MANAGE				447.99	
Dept 191 ELECTIONS					
101-191-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	117.50	72551
Total For Dept 191 ELECTI				117.50	
Dept 209 ASSESSOR					
101-209-860.000	TRAVEL EXPENSES	RASHID, JEFFREY	ASSESSING OFFICE EXPENSES	51.04	72560
101-209-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	243.84	72551
Total For Dept 209 ASSESS				294.88	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	MANAGER AGREEMENT	1,091.50	72531
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	5,087.50	72531
Total For Dept 210 ATTORN				6,179.00	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	165.85	72551
Total For Dept 215 CLERK				165.85	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	VISA	VISA STATEMENT	37.50	72573
101-265-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	30.06	72520
101-265-802.000	CONTRACTUAL	RIVERSIDE INTEGRATED SYST	ANNUAL MONITORING OF CITY	540.00	72563
101-265-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST MANAGEMENT	50.00	72566
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	330.00	72564
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	2,378.22	72528
101-265-930.000	REPAIR & MAINTENANCE	RICH'S SERVICE CO.	CITY HALL FRIDGE REPAIR	75.00	72562
101-265-975.000	BUILDING IMPROVEMENTS	LITES PLUS, INC.	CITY HALL LIGHTS	3,517.95	72548
101-265-975.000	BUILDING IMPROVEMENTS	VISA	VISA STATEMENT	1,536.96	72573
Total For Dept 265 CITY H				8,495.69	
Dept 301 POLICE DEPARTMENT					
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	FEBRUARY 2018 LIVE SCAN	214.25	72565
101-301-626.000	REPORTS & FINGERPRINT FEE	STATE OF MICHIGAN	POLICE SOR FEB 2019	60.00	72565
101-301-727.000	OFFICE SUPPLIES	HOOPER PRINTING	POLICE BUSINESS CARDS - S	71.00	72539
101-301-727.000	OFFICE SUPPLIES	VISA	VISA STATEMENT	27.34	72573
101-301-740.000	OPERATING SUPPLIES	HOOPER PRINTING	POLICE BADGE - KRESNAK/RE	25.00	72539
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE UNIFORM DRYCLEANIN	253.75	72529
101-301-802.000	CONTRACTUAL	MI ASSOC OF CHIEF OF POLI	LEVEL A - ACCEDIATION FE	1,500.00	72552
101-301-864.000	CONFERENCES & CONVENTIONS	VISA	VISA STATEMENT	28.16	72573

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-864.000	CONFERENCES & CONVENTIONS	MI ASSOC OF CHIEF OF POLI	MEMBERSHIP - HURST	100.00	72552
101-301-930.000	R & M EQUIPMENT	VISA	VISA STATEMENT	1,273.61	72573
101-301-930.000	R & M EQUIPMENT	RESCUE ESSENTIAL	POLICE EQUIPMENT	1,019.00	72561
101-301-931.000	R & M POLICE CARS	HAROLD ZEIGLER FORD, INC.	POLICE 2014 EXPLORER	129.52	72537
101-301-931.000	R & M POLICE CARS	NAPA AUTO PARTS	ACCOUNT STATEMENT	0.84	72553
101-301-955.000	MISCELLANEOUS EXPENSE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	7.99	72520
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	VISA STATEMENT	94.24	72573
101-301-980.000	OFFICE EQUIPMENT	VISA	VISA STATEMENT	85.51	72573
101-301-984.000	EQUIPMENT	NYE UNIFORM COMPANY	POLICE UNIFORMS	69.50	72554
Total For Dept 301 POLICE				4,959.71	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	15.99	72520
101-441-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	42.98	72569
101-441-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	DPW HAND CLEANER	131.25	72580
101-441-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST MANAGEMENT	50.00	72566
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	35.04	72526
101-441-864.000	CONFERENCES & CONVENTIONS	VISA	VISA STATEMENT	199.50	72573
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,331.65	72528
Total For Dept 441 DEPART				1,806.41	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	129.70	72528
Total For Dept 747 CHAMBE				129.70	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	39.98	72520
101-751-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	20.99	72569
Total For Dept 751 PARKS				60.97	
Dept 790 LIBRARY					
101-790-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST MANAGEMENT	40.00	72566
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES	180.00	72564
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,311.86	72528
Total For Dept 790 LIBRAR				1,531.86	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	CONSUMERS ENERGY	ACCOUNT STATEMENT	830.12	72528
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST MANAGEMENT	40.00	72566
101-804-887.000	CONTRIBUTIONS & MAINTENAN	FIRE PROS INC.	MUSEUM SPRINKLER INSPECTI	155.00	72534
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	35.98	72549
Total For Dept 804 MUSEUM				1,061.10	
Total For Fund 101 GENERA				26,780.82	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	ENGINEERING SERVICES	528.00	72577
202-450-970.000	CAPITAL OUTLAY	KENT COUNTY ROAD COMMISSI	HUDSON MILL & FILL	2,790.45	72543
Total For Dept 450 CAPITA				3,318.45	
Dept 474 TRAFFIC					
202-474-802.000	CONTRACTUAL	KENT COUNTY ROAD COMMISSI	SIGNAL LIGHT	74.11	72543
Total For Dept 474 TRAFFI				74.11	
Dept 478 WINTER MAINTENANCE					
202-478-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER RENTAL	110.00	72567
202-478-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER RENTAL	370.00	72567
202-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	ROAD SALT	1,883.61	72527
202-478-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	WASHED SAND	435.52	72568
Total For Dept 478 WINTER				2,799.13	



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Fund 202 MAJOR STREET FUND					
		Total For Fund 202 MAJOR		6,191.69	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	ENGINEERING SERVICES	528.00	72577
		Total For Dept 450 CAPITA		528.00	
Dept 478 WINTER MAINTENANCE					
203-478-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER RENTAL	110.00	72567
203-478-740.000	OPERATING SUPPLIES	SUNBELT RENTALS	CHIPPER RENTAL	370.00	72567
203-478-740.000	OPERATING SUPPLIES	COMPASS MINERALS	ROAD SALT	1,883.61	72527
203-478-740.000	OPERATING SUPPLIES	TIP TOP GRAVEL CO.	WASHED SAND	435.52	72568
		Total For Dept 478 WINTER		2,799.13	
		Total For Fund 203 LOCAL		3,327.13	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	REC PARK MASTER PLAN	1,473.00	72577
		Total For Dept 450 CAPITA		1,473.00	
Dept 463 MAINTENANCE					
248-463-955.000	MISCELLANEOUS EXPENSE	KING MILLING COMPANY	TAXES ON PARKING LOT PROP	622.89	72547
248-463-955.000	MISCELLANEOUS EXPENSE	VISA	VISA STATEMENT	125.00	72573
		Total For Dept 463 MAINT		747.89	
		Total For Fund 248 DOWNT		2,220.89	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL		PROFESSIONAL CODE INSPECT NOVEMBER 2018 PERMITS	3,583.80	72559
		Total For Dept 371 BUILDI		3,583.80	
		Total For Fund 249 BUILDI		3,583.80	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-801.000	PROFESSIONAL SERVICES	HEARTHSTONE DESIGN STUDIO	SHOWBOAT DESIGN WORK	3,094.02	72538
260-751-801.000	PROFESSIONAL SERVICES	OZONE PRODUCTION	VIDEOGRAPHY OF SHOWBOAT D	312.50	72555
260-751-970.000	CAPITAL OUTLAY	EARTHWORM DOZING & EXCAVA	SHOWBOAT DEMO	4,000.00	72533
260-751-970.000	CAPITAL OUTLAY	J&K CATERING	SHOWBOAT CONSULTING	1,240.08	72541
		Total For Dept 751 PARKS		8,646.60	
		Total For Fund 260 DESIGN		8,646.60	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	1,397.89	72528
		Total For Dept 000		1,397.89	
		Total For Fund 581 AIRPOR		1,397.89	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-276.000	Sewer	BRINKS, BUELL	UB refund for account: 3-	6.89	72522
590-000-276.000	Sewer Inside 5/8"	CANTRELL, JULIE	UB refund for account: 5-	0.81	72523
590-000-276.000	Sewer	CARLSON, RANDY	UB refund for account: 5-	1.82	72524
590-000-276.000	Sewer Inside 5/8"	DREW, PHYLLIS	UB refund for account: 3-	2.46	72532
590-000-276.000	Sewer Inside 5/8"	KEHOE, NANCY DIANE	UB refund for account: 5-	5.23	72542
590-000-276.000	Sewer Inside 5/8"	USRY, HUNTER	UB refund for account: 4-	6.16	72570
590-000-276.000	Sewer Inside 5/8"	VANNOLLER, GAIL	UB refund for account: 5-	0.47	72571
		Total For Dept 000		23.84	
Dept 550 TREATMENT					
590-550-801.000	PROFESSIONAL SERVICES	CDW GOVERNMENT, INC.	SAW GRANT	1,235.28	72525
590-550-801.000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	SAW GRANT ASSET MGMT	17,691.13	72557
		Total For Dept 550 TREATM		18,926.41	

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Fund 590 WASTEWATER FUND					
Dept 551 COLLECTION					
590-551-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.00	72572
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER BLOCKAGE 749 HUNT	2,797.00	72556
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	JETTED SEWER LINE 217 S H	894.00	72556
590-551-930.000	REPAIR & MAINTENANCE	PREMIER SAFETY	WATER DEPT R & M	151.18	72558
590-551-955.000	MISCELLANEOUS EXPENSE	APWA	MEMBERSHIP - BRECKEN	74.91	72518
Total For Dept 551 COLLEC				3,937.09	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	UTILITY EXTENSION TO ENWO	194.25	72531
590-553-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	ACCOUNTING WORK/W/S RATE	618.75	72575
Total For Dept 553 ADMINI				813.00	
Total For Fund 590 WASTE				23,700.34	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	BRINKS, BUELL	UB refund for account: 3-	4.13	72522
591-000-276.000	Water Inside 5/8"	CANTRELL, JULIE	UB refund for account: 5-	0.63	72523
591-000-276.000	FLAT PENALTY	CARLSON, RANDY	UB refund for account: 5-	0.59	72524
591-000-276.000	Water	DREW, PHYLLIS	UB refund for account: 3-	2.22	72532
591-000-276.000	Water Inside 5/8"	KEHOE, NANCY DIANE	UB refund for account: 5-	5.29	72542
591-000-276.000	Water	USRY, HUNTER	UB refund for account: 4-	5.23	72570
591-000-276.000	Water	VANNOLLER, GAIL	UB refund for account: 5-	0.53	72571
591-000-276.000	Water	WEST, TODD & KATHLEEN	UB refund for account: 2-	114.64	72576
Total For Dept 000				133.26	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	125.48	72520
591-570-740.000	OPERATING SUPPLIES	NAPA AUTO PARTS	ACCOUNT STATEMENT	3.39	72553
591-570-864.000	CONFERENCES & CONVENTIONS	VISA	VISA STATEMENT	715.00	72573
591-570-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WTP STUDY	187.50	72577
Total For Dept 570 TREATM				1,031.37	
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION JAN 2019	937.00	72540
591-571-850.000	COMMUNICATIONS	VERIZON WIRELESS	ACCOUNT STATEMENT	20.01	72572
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	131.77	72528
591-571-930.000	REPAIR & MAINTENANCE	BATCO, INC.	R & M OF METROTECH	290.50	72519
591-571-930.000	REPAIR & MAINTENANCE	PREMIER SAFETY	WATER DEPT R & M	151.18	72558
591-571-955.000	MISCELLANEOUS EXPENSE	APWA	MEMBERSHIP - BRECKEN	77.18	72518
Total For Dept 571 DISTRI				1,607.64	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	TOWNSHIP W/S RATES	1,443.00	72531
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	UTILITY EXTENSION TO ENWO	194.25	72531
591-573-801.000	PROFESSIONAL SERVICES	VREDEVELD HAEFNER LLC	ACCOUNTING WORK/W/S RATE	618.75	72575
Total For Dept 573 ADMINI				2,256.00	
Total For Fund 591 WATER				5,028.27	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	ACCT STATEMENT	940.00	72517
Total For Dept 000				940.00	
Total For Fund 636 DATA P				940.00	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-741.000	FUEL	NAPA AUTO PARTS	ACCOUNT STATEMENT	54.52	72553
661-895-930.000	REPAIR & MAINTENANCE	RIVERSIDE MOTOR SPORTS	SNOWBLOWER REPAIR	47.60	72515
661-895-930.000	REPAIR & MAINTENANCE	RIVERSIDE MOTOR SPORTS	WINDSHIELD LATCH KIT	329.99	72515
661-895-930.000	REPAIR & MAINTENANCE	RIVERSIDE MOTOR SPORTS	EDGER # 76	62.26	72515

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Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	RIVERSIDE MOTOR SPORTS	SNOWBLOWER #69	53.50	72515
661-895-930.000	REPAIR & MAINTENANCE	RIVERSIDE MOTOR SPORTS	AIR COMPRESSOR	81.44	72515
661-895-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	37.98	72520
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	2016 CHEVY SILVERADO	154.08	72521
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	2010 CHEVY IMPALA	47.84	72521
661-895-930.000	REPAIR & MAINTENANCE	GTW	ACCOUNT STATEMENT	34.96	72536
661-895-930.000	REPAIR & MAINTENANCE	GTW	EQUIP FUND	31.59	72536
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	183.97	72553
661-895-930.000	REPAIR & MAINTENANCE	D&D TRUCKING ACQUISITION,	2009 INTL WORKSTAR R & M	531.83	72530
661-895-930.000	REPAIR & MAINTENANCE	WINZER CORPORATION	EQUIP R & M	58.47	72578
661-895-930.000	REPAIR & MAINTENANCE	WOLF KUBOTA	EXMARK MOWER R&M	1,100.73	72579
661-895-957.000	TRAINING	APWA	MEMBERSHIP - BRECKEN	74.91	72518
Total For Dept 895 FLEET				2,885.67	
Total For Fund 661 EQUIPM				2,885.67	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT/IFT	3,016.57	72516
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	1,504.98	72545
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	10,013.35	72550
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT/IFT	891.58	72516
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	839.05	72546
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	253.24	72535
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	KENT COUNTY TREASURER	TAX DISBURSEMENT/IFT	846.74	72516
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	KENT DISTRICT LIBRARY	WINTER IFT TAX	171.19	72545
703-000-274.001	UNDISTRIBUTED PA 198 TAXE	LOWELL AREA HISTORICAL MU	SUMMER 2018 IFT	32.57	72549
Total For Dept 000				17,569.27	
Total For Fund 703 CURREN				17,569.27	

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Fund Totals:

Fund 101	GENERAL FUND	26,780.82
Fund 202	MAJOR STREET FUN	6,191.69
Fund 203	LOCAL STREET FUN	3,327.13
Fund 248	DOWNTOWN DEVELOP	2,220.89
Fund 249	BUILDING INSPECT	3,583.80
Fund 260	DESIGNATED CONTR	8,646.60
Fund 581	AIRPORT FUND	1,397.89
Fund 590	WASTEWATER FUND	23,700.34
Fund 591	WATER FUND	5,028.27
Fund 636	DATA PROCESSING	940.00
Fund 661	EQUIPMENT FUND	2,885.67
Fund 703	CURRENT TAX COLL	17,569.27

102,272.37



# LOWELL CITY COUNCIL

## MEMORANDUM

**DATE:** March 14, 2019

**TO:** Mayor Devore and the Lowell City Council *MD*

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

**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 matter was tabled at the previous City Council meeting to clarify what would happen with our information if we ended an agreement with ArchiveSocial. I contacted them and verified if we ended service with them, we would have 30 days after cancellation to export all of our information. Once that 30 days expires we would not have access.

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.**



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

**DATE:** March 14, 2019

**TO:** Michael Burns  
City Manager

**FROM:** Rich LaBombard *ZML*  
Assistant City Manager

**RE:** Michael R. Lynch, Architect  
Architectural Services - Showboat

---

As the Lowell Showboat project is moving from concept phase to design and construction phase, it is necessary to retain professional architectural services to prepare plans, details and specifications for project bidding purposes on both the new showboat structure and the old Department of Public Works facility. Work such as demolition plans, architectural floor plans, special details, interior and exterior elevations, construction, mechanical, plumbing, electrical layouts are examples of the scope of work to be completed in order to get the projects into a biddable format for contractors.

I've requested several proposals from Michael R. Lynch, Architect to provide architectural services for the following items:

- Showboat build out – Not to Exceed \$10,000
- Old DPW Interior Renovations and facade improvement – Phase 1 – Not to Exceed \$7,500
- Old DPW Exterior facade improvements – Phase 2 – Not to Exceed - \$8,500

Funds for the professional services are available in the:

Showboat Project Fund – 260-751-740-PK1701

**I recommend the City Council accept Michael R. Lynch's proposal to provide Architectural Services for the Lowell Showboat Project for a not to exceed sum of \$26,000.**

MICHAEL R. LYNCH, ARCHITECT  
6220 CEDAR RUN NE, ADA, MICHIGAN 49301

PHONE: 616.822.0395  
mlyncharch@comcast.net

08 March 2019

Mr. Richard LaBombard  
Director of Public Works  
City of Lowell  
Lowell, Michigan, 49331

RE: Proposal to Provide Architectural Services  
Showboat Build Out  
Lowell, MI 49331

Rich,

Thank you for the considering me to assist you with this project.

Based on the information provided by you and the preliminary drawings prepared by M & M Drafting Service regarding the scope of work to be undertaken to build out the Showboat interior shell, Showboat exterior trim and implement detailing along with landing / dock area improvements supporting the Showboat, I am proposing a Not to Exceed fee to provide Architectural Services of \$10,000.00.

(Ten Thousand Dollars and No Cents).

My proposed fee is based on the following:

1. The Showboat hull and shell will be designed and built by others as directed by you or your appointed Representatives and will be assisted as required with input from M & M Drafting Service, Michael R. Lynch Architects and the Engineering Firms selected by you or the City of Lowell.
2. Any / all Electrical, Mechanical, Plumbing, Fire Protection, Data Communication and Structural Drawings, where and if required, will be prepared as "Design Build" and be completed, sealed and submitted for review and approval to the appropriate Authorities Having Jurisdiction by others as selected by you or The City of Lowell.
3. Michael R. Lynch Architects will coordinate all work with the Showboat Builders, Engineering Firms, Interior Designers, Contractors and Sub Contractors as chosen by you or The City of Lowell and will provide all necessary information and CAD files as required to assist them with the preparation of their construction documents.
4. All work performed by Michael R. Lynch Architects will conform to applicable building codes and consist of the following:
  - A. Preparation of Architectural Floor Plan drawing(s) for all decks indicating built out construction.
  - B. Prepare Plan Drawing and details of the landing / dock areas supporting the Showboat.
  - C. Preparation of Showboat Exterior Elevation drawing(s) indicating all exterior conditions, trim and details.

- D. Preparation of enlarged plans as required for areas needing additional or special detailing.
- E. Preparation of drawing sheet(s) of details as required for construction.
- F. Preparation of Interior Elevation drawing(s) indicating built in items such as casework and counter tops, toilet room layouts / elevations and elevations of any other areas needing additional detailing or clarification. The location of required fixtures, devices, accessories, electrical outlets, data jacks, equipment, etc. and items unique to the areas being detailed will be indicated on these drawings.
- G. Preparation of a Ceiling Plan(s) for all decks indicating ceiling layouts, ceiling height, materials, bulkheads, light fixture types and locations, special construction, etc. Emergency lighting and exit sign locations will be indicated on this (these) drawing sheet(s). Mechanical, Plumbing and Electrical Contractors will determine the location and installation of their respective fixtures, louvers, grilles, duct work, systems, devices, accessories, etc. on their "Design/Build drawings based on this (these) ceiling plan(s)".
- H. Preparation of a Door and Hardware Schedule drawing sheet. It is my understanding that the selection of interior finishes, specifications, materials, their areas of application and the preparation of Room Finish Schedules will be completed and provided by your selected Interior Designer.
- I. Preparation of a Door and Hardware Schedule drawing sheet.
- J. All specifications for materials, products, manufacturers, etc. will be indicated on the Construction Drawings.
- K. All of the above drawings will be combined into sets constituting the Construction Drawings for this project and be issued as the Construction Documents.

The above will be provided with the following conditions:

- 1. Drawings will be prepared based on information provided by you, The City of Lowell or your appointed Agents, Contractors or Representatives.
- 2. Preliminary Plans will be completed using information provided as described above and submitted to you and The City of Lowell for review indicating any necessary corrections, revisions and approvals. Multiple meetings and revisions are anticipated before final Construction Drawings are prepared and issued.
- 3. All Architectural Drawings for this project will be sealed and signed by Michael R. Lynch Architects and be provided to you, The City of Lowell or your appointed Agents, Contractors or Representatives for Building Permit application.
- 4. My fee is inclusive of all work necessary up to and through the issuance of a Building Permit.
- 5. Mileage, mailings and office supplies are included in my proposed fee.
- 6. Printing costs are not included in my fee and will be billed straight through as incurred. Three, (3) sealed sets of Construction Drawings will be required for Building Permit application. Additional sets of Construction Drawings will be printed as required and determined by you.
- 7. Michael R. Lynch Architects will provide you and The City of Lowell with PDF CAD files of this project.
- 8. My fee proposal includes Shop Drawing review and approvals as needed.
- 9. My fee proposal includes Construction Administration services. We anticipate one, (1) on site project meeting / walk through per week for the duration of this project.
- 10. Reimbursement for providing the above services will be expected and billed when Construction Drawings / Documents are completed and before the release or issuance of any work or drawings.

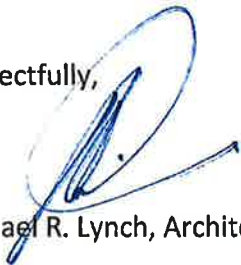


11. Extras to my proposed fee, including, but not limited to Client / Contractor requested changes in project scope and / or revisions to the Construction Documents after their issuance, or any unforeseen circumstances or conditions necessitating the preparation and issuance of Addendums, Bulletins, or Change Orders or additional site meetings will be billed to The City of Lowell at the hourly rate of \$75.00. (Seventy Five Dollars and No Cents).
12. Invoicing for any Extra Services will be billed to The City of Lowell at the point of their completion and issuance with payment due within ten, (10) days of invoice date.
13. I will be available to answer all inquiries and questions from you, the City of Lowell, and your selected Contractors / Sub Contractors for the duration of this project.
14. Michael R. Lynch Architects will prepare and provide you and The City of Lowell with PDF CAD file "As Built" drawings with information provided by your selected Contractor at project completion.
15. Any / all work performed by Michael R. Lynch Architects outside of the proposed scope of work for the build-out of the Showboat shell and landing areas supporting the Showboat, as directed by you, The City of Lowell or your appointed Agents or Representatives will be considered by Michael R. Lynch Architects as a change in project scope and be outside the scope of services provided for in the above fee proposal, be deemed as Extra Services, and be billed as such unless there is an agreement in place between you, The City of Lowell and Michael R. Lynch Architects to the contrary.
16. Any / all work outside of the original project scope will be approved by you or The City of Lowell before initiation.

Preparation of Construction Drawings will commence after obtaining the approval to proceed from you or The City of Lowell, or at a date agreed upon by both parties, and a signed copy of this proposal is returned to me

I hope you find my proposal acceptable. Feel free to contact me if you have any questions or concerns or if you require additional information or clarification.

Respectfully,



Michael R. Lynch, Architect

Accepted by: \_\_\_\_\_

Mr. Richard LaBombard  
Director of Public Works  
City of Lowell, Michigan

Date: \_\_\_\_\_

MICHAEL R. LYNCH, ARCHITECT  
6220 CEDAR RUN NE, ADA, MICHIGAN 49301

PHONE: 616.822.0395  
mlyncharch@comcast.net

07 March 2019

Mr. Richard LaBombard  
Director of Public Works  
City of Lowell  
Lowell, Michigan, 49331

RE: Proposal to Provide Architectural Services  
Phase One – Interior Renovations and Selective Riverside Façade Improvements  
Lowell Department of Public Works Building  
Riverwalk Plaza  
Lowell, MI 49331

Rich,

Thank you for the considering me to assist you with this project.

Based on the information provided by you and the preliminary drawings prepared by M & M Drafting Service regarding the scope of work to be undertaken to renovate the interior of, and selective exterior improvements to the riverside façade of the Department of Public Works building, I am proposing a Not to Exceed fee to provide Architectural Services of \$7,500.00.  
(Seven Thousand Five Hundred Dollars and No Cents).

My proposed fee is based on the following:

1. Any / all Mechanical, Electrical, Plumbing, Structural, Fire Protection and Data/Communication work / drawings will be prepared as Design Build and be completed, sealed and submitted for review and approval to the appropriate Authorities Having Jurisdiction by others as selected by you or The City of Lowell.
2. Michael R. Lynch Architects will coordinate all work with the appropriate Contractors or their Sub Contractors as chosen by you or The City of Lowell and will provide all necessary information and CAD files as required to assist them with the preparation of their construction drawings.
3. All work performed by Michael R. Lynch Architects will conform to applicable building codes and consist of the following:
  - A. Preparation of Demolition drawings indicating extent of existing construction to be removed.
  - B. Preparation of Architectural Floor Plan drawing(s) indicating new construction.
  - C. Preparation of enlarged plans as required for areas needing additional or special detailing.
  - D. Preparation of Interior Elevation drawing(s) indicating built in items such as casework and counter tops, toilet room layouts / elevations and elevations of any other areas needing additional detailing or clarification. The location of required fixtures, devices, accessories, electrical outlets, data jacks, equipment, etc. and items unique to the areas being detailed will be indicated on these drawings.

- E. Preparation of drawing sheet(s) of details as required for construction.
- F. Preparation of a Ceiling Plan for the areas of renovation or new construction indicating ceiling layouts, ceiling height, materials, bulkheads, light fixture types and locations, etc. Emergency lighting and exit sign locations will be indicated on this drawing sheet. Mechanical, Plumbing and Electrical Contractors will determine the location and installation of their respective fixtures, louvers, grilles, systems, devices and accessories on their "Design/Build drawings based on this ceiling plan.
- G. Preparation of a Door and Hardware Schedule drawing sheet. It is my understanding that the selection of interior finishes, specifications, materials, their areas of application and the preparation of Room Finish Schedules will be completed and provided by you selected Interior Designer.
- H. All specifications for materials, products, manufacturers, etc. will be indicated on the **Construction Drawings.**
- I. All of the above drawings will be combined into sets constituting the Construction Drawings for this project and be issued as the Construction Documents.

The above will be provided with the following conditions:

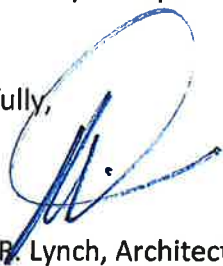
- 1. Drawings will be prepared based on information provided by you, The City of Lowell or your appointed Agents, Contractors or Representatives.
- 2. Preliminary Plans will be completed using information provided as described above and submitted to you and The City of Lowell for review indicating any necessary corrections, revisions and approvals. Two, (2), meetings to develop Preliminary Plans and two, (2), revisions to the Preliminary Plans are anticipated before final Construction Drawings are prepared and issued.
- 3. All Architectural Drawings for this project will be sealed and signed by Michael R. Lynch Architects and be provided to you, The City of Lowell or your appointed Agents, Contractors or Representatives for Building Permit application.
- 4. My fee is inclusive of all work necessary up to and through the issuance of a Building Permit.
- 5. Mileage, mailings and office supplies are included in my proposed fee.
- 6. Printing costs are not included in my fee and will be billed straight through as incurred. Three, (3) sealed sets of Construction Drawings will be required for Building Permit application. Additional sets of Construction Drawings will be printed as required and determined by you.
- 7. Michael R. Lynch Architects will provide you and The City of Lowell with PDF CAD files of this project.
- 8. My fee proposal includes Shop Drawing review and approvals as needed.
- 9. My fee proposal includes Construction Administration services. We anticipate one, (1) on site project meeting / walk through per week for the duration of this project.
- 10. Reimbursement for providing the above services will be expected and billed when Construction Drawings / Documents are completed and before the release or issuance of any work or drawings.
- 11. Extras to my proposed fee, including, but not limited to Client / Contractor requested changes in project scope and / or revisions to the Construction Documents after their issuance, or any unforeseen circumstances or conditions necessitating the preparation and issuance of Addendums, Bulletins, or Change Orders or additional site meetings will be billed to The City of Lowell at the hourly rate of \$75.00. (Seventy Five Dollars and No Cents).
- 12. Invoicing for any Extra Services will be billed to the The City of Lowell at the point of their completion and issuance with payment due within ten, (10) days of invoice date.
- 13. I will be available to answer all inquiries and questions from you, the City of Lowell, your selected Contractors / Sub Contractors for the duration of this project.

14. Michael R. Lynch Architects will prepare and provide you and The City of Lowell with PDF CAD file "As Built" drawings with information provided by your selected Contractor at project completion.
15. Any / all work performed by Michael R. Lynch Architects outside of the proposed interior renovations and selective façade improvements to the Department of Public Works building, as directed by you, The City of Lowell or your appointed Agents or Representatives will be considered by Michael R. Lynch Architects as a change in project scope and be outside the scope of services provided for in the above fee proposal, be deemed as Extra Services, and be billed as such unless there is an agreement in place between you, The City of Lowell and Michael R. Lynch Architects to the contrary.
16. Any / all work outside of the original project scope will be approved by you or The City of Lowell before initiation.

Preparation of Construction Drawings will commence after obtaining the approval to proceed from you or The City of Lowell, or at a date agreed upon by both parties, and a signed copy of this proposal is returned to me

I hope you find my proposal acceptable. Feel free to contact me if you have any questions or concerns or if you require additional information or clarification.

Respectfully,



Michael R. Lynch, Architect

Accepted by: \_\_\_\_\_

Mr. Richard LaBombard  
Director of Public Works  
City of Lowell, Michigan

Date: \_\_\_\_\_

MICHAEL R. LYNCH, ARCHITECT  
6220 CEDAR RUN NE, ADA, MICHIGAN 49301

PHONE: 616.822.0395  
mlyncharch@comcast.net

07 March 2019

Mr. Richard LaBombard  
Director of Public Works  
City of Lowell  
Lowell, Michigan, 49331

RE: Proposal to Provide Architectural Services  
Phase Two – Riverside Façade Improvements  
Lowell Department of Public Works Building  
Riverwalk Plaza  
Lowell, MI 49331

Rich,

Thank you for considering me to assist you with this project.

Based on the information provided by you and the preliminary drawings prepared by M & M Drafting Service regarding the scope of work to be undertaken to renovate the riverside façade of the Department of Public Works building, I am proposing a Not to Exceed fee to provide Architectural Services of \$8,500.00.

(Eight Thousand Five Hundred Dollars and No Cents).

My proposed fee is based on the following:

1. Any / all Electrical and Structural drawings where and if required will be prepared as Design Build and be completed, sealed and submitted for review and approval to the appropriate Authorities Having Jurisdiction by others as selected by you or The City of Lowell.
2. Michael R. Lynch Architects will coordinate all work with the appropriate Contractors or their Sub Contractors as chosen by you or The City of Lowell and will provide all necessary information and CAD files as required to assist them with the preparation of their construction drawings.
3. All work performed by Michael R. Lynch Architects will conform to applicable building codes and consist of the following:
  - A. Preparation of Demolition drawings indicating extent of existing construction to be removed.
  - B. Preparation of Architectural Floor Plan drawing(s) indicating new construction.
  - C. Preparation of Exterior Elevation drawing(s) indicating the proposed façade improvements including materials selected, exterior lighting, and any / all items and devices unique to the new building façade.
  - D. Preparation of enlarged plans as required for areas needing additional or special detailing.
  - E. Preparation of drawing sheet(s) of details as required for construction.
  - F. Preparation of a Door and Hardware Schedule drawing sheet.

- G. All specifications for materials, products, manufacturers, etc. will be indicated on the Construction Drawings.
- H. All of the above drawings will be combined into sets constituting the Construction Drawings for this project and be issued as the Construction Documents.

The above will be provided with the following conditions:

1. Drawings will be prepared based on information provided by you, The City of Lowell or your appointed Agents, Contractors or Representatives.
2. Preliminary Plans will be completed using information provided as described above and submitted to you and The City of Lowell for review indicating any necessary corrections, revisions and approvals. Two, (2), meetings to develop Preliminary Plans and two, (2), revisions to the Preliminary Plans are anticipated before final Construction Drawings are prepared and issued.
3. All Architectural Drawings for this project will be sealed and signed by Michael R. Lynch Architects and be provided to you, The City of Lowell or your appointed Agents, Contractors or Representatives for Building Permit application.
4. My fee is inclusive of all work necessary up to and through the issuance of a Building Permit.
5. Mileage, mailings and office supplies are included in my proposed fee.
6. Printing costs are not included in my fee and will be billed straight through as incurred. Three, (3) sealed sets of Construction Drawings will be required for Building Permit application. Additional sets of Construction Drawings will be printed as required and determined by you.
7. Michael R. Lynch Architects will provide you and The City of Lowell with PDF CAD files of this project.
8. My fee proposal includes Shop Drawing review and approvals as needed.
9. My fee proposal includes Construction Administration services. We anticipate one, (1) on site project meeting / walk through per week for the duration of this project.
10. Reimbursement for providing the above services will be expected and billed when Construction Drawings / Documents are completed and before the release or issuance of any work or drawings.
11. Extras to my proposed fee, including, but not limited to Client / Contractor requested changes in project scope and / or revisions to the Construction Documents after their issuance, or any unforeseen circumstances or conditions necessitating the preparation and issuance of Addendums, Bulletins, or Change Orders or additional site meetings will be billed to The City of Lowell at the hourly rate of \$75.00. (Seventy Five Dollars and No Cents).
12. Invoicing for any Extra Services will be billed to the The City of Lowell at the point of their completion and issuance with payment due within ten, (10) days of invoice date.
13. I will be available to answer all inquiries and questions from you, the City of Lowell, your selected Contractors / Sub Contractors for the duration of this project.
14. Michael R. Lynch Architects will prepare and provide you and The City of Lowell with PDF CAD file "As Built" drawings with information provided by your selected Contractor at project completion.
15. Any / all work performed by Michael R. Lynch Architects outside of the proposed riverside façade improvements to the Department of Public Works building, as directed by you, The City of Lowell or your appointed Agents or Representatives will be considered by Michael R. Lynch Architects as a change in project scope and be outside the scope of services provided for in the above fee proposal, be deemed as Extra Services, and be billed as such unless there is an agreement in place between you, The City of Lowell and Michael R. Lynch Architects to the contrary.
16. Any / all work outside of the original project scope will be approved by you or The City of Lowell before initiation.

Preparation of Construction Drawings will commence after obtaining the approval to proceed from you or The City of Lowell, or at a date agreed upon by both parties, and a signed copy of this proposal is returned to me

I hope you find my proposal acceptable. Feel free to contact me if you have any questions or concerns or if you require additional information or clarification.

Respectfully,



Michael R. Lynch, Architect

Accepted by: \_\_\_\_\_

Mr. Richard LaBombard  
Director of Public Works  
City of Lowell, Michigan

Date: \_\_\_\_\_

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 ADMINISTRATION**  
**INTER OFFICE MEMORANDUM**

**DATE:** March 14, 2019

**TO:** Mayor Devore and the Lowell City Council

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

**RE:** City of Lowell – 2019 MDNR Grant

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Last year, the City of Lowell and the Lowell Area Recreation Authority (LARA), both submitted applications to the Michigan Department of Natural Resources (MDNR) Trust Fund grant program in support of the planned rail trail connection project through Lowell. While the applications scored well, the City and LARA voluntarily withdrew their applications to allow for more time to secure needed matching funds. At this time, both LARA and the City are resubmitting the applications to MDNR for this current years grant program. As a part of the application process, the City is required to hold a public meeting to allow for citizen input to the application. Dave Austin from Williams & Works will make a brief presentation after which we will invite public input. After the public input period, the City will entertain a resolution authorizing the submittal of a grant application for \$300,000 to the 2019 MDNR Trust Fund Program, due April 1, 2019.

**I recommend submittal of a MDNR Trust Fund Grant in the amount of \$300,000.**



CITY OF LOWELL  
MDNR TRUST FUND GRANT APPLICATION for the  
RIVER VALLEY RAIL TRAIL LOWELL CONNECTION PROJECT  
RESOLUTION OF ADOPTION

RESOLUTION – 12-19

WHEREAS, the City of Lowell supports the submission of an application titled, "River Valley Rail Trail Lowell Connection Project" to the Michigan Natural Resources Trust Fund for development of non-motorized trails thru the Lowell Community to connect the Flat River Valley Rail Trail to the Grand River Valley Rail Trail, and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan, and

WHEREAS the City is working cooperatively with the Lowell Area Recreation Authority who is also seeking funding from the MDNR and private foundations for this project, and,

WHEREAS the City's portion of the estimated total project cost is \$5,417,000 and

WHEREAS, the City of Lowell has made a financial commitment to the project in the amount of \$5,120,000 matching funds, in cash and/or force account,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

MDOT TAP Grant -	\$ 3,100,000
Private Foundations -	\$ 1,995,000
City of Lowell –	\$ 25,000
<hr/>	
Total	\$ 5,120,000

NOW THEREFORE, BE IT RESOLVED that the City of Lowell hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000, and further resolves to make available a local match through financial commitment and donation(s) of \$5,120,000 (94%) of a total \$5,420,000 project cost.

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Motion: **Approved**

I, **Sue Ullery**, Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Lowell at a regular City Council Meeting held on the 18th day of March, 2019.

\_\_\_\_\_  
**Sue Ullery, Clerk**  
City of Lowell



**LOWELL CITY COUNCIL  
MEMORANDUM**

**DATE: March 15, 2019**

**TO: Mayor Devore and the Lowell City Council**

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

**RE: Wind Craft Airport Lease**

---

If you recall last year, we had a student at Lowell High School by the name of Alex Taylor present his project regarding personalized aircraft. He formed his company named Wind Craft Aviation to work on this endeavor.

He has been working with Airport Manager Casey Brown on this and is using space at the Lowell Airport. The City Attorney and I have been working with Casey to draft a lease for this usage.

Attached is an annual lease and resolution for use of Building 3 at the Airport. It would be a one year lease at \$1,000 per month.

**I am recommending the City Council approve Resolution 13-19 to enter into a lease with Windcraft Aviation as presented.**

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 13-19**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A  
LEASE AGREEMENT WITH WIND CRAFT AVIATION, LLC RELATED  
TO THE LOWELL AIRPORT**

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

**WHEREAS**, the City owns and operates the Lowell Airport (the “Airport”); and

**WHEREAS**, Wind Craft Aviation, LLC (“Wind Craft”) has requested to lease from the  
City Building 3 and related parking and an adjacent concrete pad (the “Leased Premises”); and

**WHEREAS**, the City is willing to lease the Leased Premises to Wind Craft subject to the  
terms and conditions of a lease agreement.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Lease Agreement (the “Lease”) in the form presented at this meeting is  
approved with such modifications not materially adverse to the City approved as to content by  
the City Manager and as to form by the City Attorney.

2. That the Mayor and the City Clerk are authorized and directed to execute the  
approved Lease 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 \_\_\_\_\_  
\_\_\_\_\_

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

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

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

**RESOLUTION DECLARED ADOPTED.**

Dated: March 18, 2019

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

#### **CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell, at a regular meeting held on March 18, 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: March 18, 2019

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

## LEASE AGREEMENT

**THIS LEASE AGREEMENT** (the "Lease") is made and executed as of January 1, 2019 (the "Effective Date"), between the **CITY OF LOWELL**, a Michigan municipal corporation, 301 East Main Street, Lowell, Michigan 49331 (the "City") and **WIND CRAFT AVIATION, LLC**, a Michigan limited liability company, 11517 Peck Lake Road, Lowell, Michigan 49331 (the "Wind Craft").

**Section 1. Leased Premises.** The City owns the Lowell Airport (the "Airport") including Building 3 (the "Building") at the Airport and a certain parking area south of the Building and a concrete pad north of the Building as depicted on the attached Exhibit A (the "Leased Premises"). The City hereby leases the Leased Premises to Wind Craft. Wind Craft has inspected the Leased Premises prior to occupancy and by executing this Lease, Wind Craft shall be deemed to have accepted the Leased Premises in their then current condition, on an "AS-IS, WHERE-IS" basis and to have acknowledged that the Leased Premises are in the condition and of the nature required by this Lease.

**Section 2. Used Leased Premises.** Wind Craft shall occupy the Leased Premises for use as an office and to conduct aviation related services and programs (the "Designated Use") and shall be permitted to make such physical improvements to the Leased Premises (either interior or exterior) in connection with such Designated Use (the "Improvements") as are preapproved by the Manager of the Airport. Any request to make Improvements shall be made in writing by Wind Craft to the Manager of the Airport and the Manager of the Airport shall approve, approve with modifications and/or conditions or disapprove in writing to Wind Craft. In connection with the Designated Use, Wind Craft and persons authorized by it shall have access to the Leased Premises through existing roadways in the Airport.

**Section 3. Term of Lease.** The term of this Lease shall be for a period of 12 calendar months from the Effective Date (the "Term").

**Section 4. Rent.** Wind Craft shall pay the City rent for the Leased Premises of \$1,000 per month payable in advance on the first business day of each calendar month during the Term.

**Section 5. Taxes and Special Assessments.** The Leased Premises is not currently subject to *ad valorem* property taxes or special assessments. Should the Leased Premises become subject to either during the Term, Wind Craft shall be responsible for such taxes and assessments.

**Section 6. Insurance and Indemnity.** Wind Craft shall maintain during the Term of this Lease a comprehensive general liability insurance policy covering the Leased Premises covering bodily injury and property damages in the amount of \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate. Any such policy shall add the City as an additional insured and shall provide that it shall not be subject to non-renewal or cancellation without not less than 30 days' prior written notice to the City. Wind Craft shall provide the City with written evidence of such insurance.

Wind Craft shall indemnify the City and its officers, councilmembers, employees and agents (the "Indemnified Parties") and hold the Indemnified Parties harmless from any liability or claim for damages which may be assessed against the Indemnified Parties by reason of any accident or casualty occurring in, on, or about the Leased Premises except for any liability or claim for damages which arise from the negligence of the Indemnified Parties. The provisions of this paragraph shall survive the Term or termination of this Lease.

**Section 7. Utilities.** Wind Craft shall timely pay for its pro rata share of any and all utilities serving the Building.

**Section 8. Maintenance of Leased Premises; Repair and Replacement.** Wind Craft, at its expense, shall keep and maintain the interior of the Leased Premises and every part thereof including the heating and air conditioning equipment and keep the exterior grounds around the Building neat and clean, to the satisfaction of the City. The City shall be responsible for the maintenance of the exterior of the Building including the parking areas, walks and drives, and the removal of snow therefrom and for major repairs related to the Leased Premises including repair and/or replacement of the Building roof and other required major repairs to the Leased Premises.

**Section 9. Termination.** If Wind Craft shall default and fail to perform any of its obligations in this Lease and shall fail to have such default cured within 15 days of receiving written notice from the City, the City shall be entitled to terminate this Lease.

**Section 10. Improvements.** At the end of the Term of this Lease or upon early termination, any Improvements to Leased Premises, except as hereinafter provided, shall thereafter belong to the City. Any Improvements which may be removed without damaging the Leased Premises shall belong to Wind Craft provided they are removed by Wind Craft, at its expense, within 15 days of the end of the Term of this Lease or earlier termination date. If not removed within such period, said Improvements shall belong to the City. Any damages to the Leased Premises resulting from removal of Improvements shall be repaired at Wind Craft's expense.

**Section 11. Signage.** Any signage, either temporary or permanent, on the exterior of the Leased Premises shall be preapproved by the Manager of the Airport.

**Section 12. Assignment.** Wind Craft shall not assign this Lease or sublease all or any part of the Leased Premises without the prior written approval of the City.

**Section 13. Notices.** All notices required or permitted under this Lease shall be in writing and deemed given upon personal delivery or 2 business days after being mailed postage prepaid in the United States mail to the party to be notified at the address set forth in the first paragraph of this Lease or such other address as the party shall have indicated by notice to the other party.

**Section 14. Governing Law.** This Lease shall be governed by the laws of the State of Michigan. If any provisions of this Lease or portions of this Lease, or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this



Lease shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

**Section 15. No Partnership.** Nothing contained in this Lease shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or by joint venture between the parties hereto, it being understood and agreed that no provision of this Lease, nor any acts of the parties under this Lease, shall be deemed to create any relationship between the parties other than the relationship of the City, as landlord, and Wind Craft, as tenant.

**Section 16. Waiver.** The failure of the City or Wind Craft to insist upon the strict performance of any of the terms, covenants or conditions of this Lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants and conditions in this Lease.

**Section 17. Quiet Enjoyment.** The City covenants and agrees with Wind Craft that upon Wind Craft's paying the rent and observing and performing all the terms, covenants and conditions on Wind Craft's part to be performed and observed, Wind Craft may peaceably and quietly hold, occupy, possess and enjoy the Leased Premises for the full term of this Lease.

**Section 18. Entire Agreement; Amendment.** This Lease contains all of the terms and conditions of the agreement of the parties concerning the Leased Premises. This Lease may be amended only by a written agreement signed by both the City and Wind Craft.

**IN WITNESS WHEREOF**, the City and Wind Craft have executed this Lease.

**CITY OF LOWELL**

By: \_\_\_\_\_  
Michael DeVore, Mayor

Attest: \_\_\_\_\_  
Susan Ullery, City Clerk

**WIND CRAFT AVIATION, LLC**

By: \_\_\_\_\_  
Alexander Taylor, Member

**EXHIBIT A**

**BUILDING AND LEASED PREMISES**



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

**DATE:** March 14, 2019

**TO:** Michael Burns  
City Manager

**FROM:** Rich LaBombard *RML*  
Assistant City Manager

**RE:** Michigan Economic Development  
Corporation Grant - \$1,300,000

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On December 28, 2018, Governor Snyder signed legislation directing the Michigan Economic Development Corporation (MEDC) to award the City of Lowell a grant in the amount of \$1,300,000. The grant provides working capital to replace the Lowell Showboat with a steel barge structure which serves as a focal point for the citizens and visitors of Lowell. The term of the grant shall commence on January 1, 2019, and shall terminate on January 31, 2021.

**I recommend the City Council accept the MEDC grant and authorize the Mayor to execute the Agreement on behalf of the City of Lowell.**

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
GRANT WITH  
CITY OF LOWELL**

The Michigan Economic Development Corporation (the "MEDC") enters into a binding agreement (the "Agreement") with City of Lowell (the "Grantee"). As used in this Agreement, the MEDC and Grantee are sometimes individually referred to as a "Party" and collectively as "Parties."

**Grantee:** City of Lowell  
Contact: Rich LaBombard  
301 E. Main Street, Lowell Michigan 49331

- I. **NATURE OF SERVICES.** The purpose of this Agreement is to provide funding to the Grantee to use working capital to replace the Lowell Showboat with a steel barge structure which serves as a focal point for citizens and visitors in Lowell. ("Project") (the Project, together with the Grantee's Duties described in Section V, are collectively referred to as the "Grant Activities"). The Grantee agrees to undertake and perform the Grant Activities.

II. **PERFORMANCE SCHEDULE.**

Starting Date: January 1, 2019

Ending Date: January 31, 2021

The term of this Agreement shall commence on the Starting Date and shall continue until earlier terminated as permitted by this Agreement ("Term").

III. **PAYMENT SCHEDULE INFORMATION.**

- A. The MEDC agrees to pay the Grantee a sum not to exceed \$1,300,000.00 (the "Grant") as soon as practical after full execution of this Agreement by the Parties. This Agreement does not commit the MEDC to approve requests for additional funds during or beyond the Term. Provided however, if the Grantee is also a recipient of grant funds under one or more of a prior grant agreement authorized by any of PA 268 of 2016, PA 107 of 2017 and/or PA 207 of 2018, Grantee must first certify in writing to the Grant Administer that all such grant funds disbursed thereunder have been expended as required under the applicable prior grant agreement, before any of this Grant may be disbursed to Grantee.
- B. MEDC requires that payments under this Agreement be processed by electronic funds transfer (EFT). Grantee is required to register to receive payments by EFT at the State Integrated Governmental Management

Applications (SIGMA) Vendor Self Service (VSS) website  
([www.michigan.gov/VSSLogin](http://www.michigan.gov/VSSLogin)).

- IV. **MEDC GRANT ADMINISTRATOR.** The Grantee must communicate with the MEDC representative named below or his or her designee regarding this Agreement. The Grant Administrator may be changed, at any time, at the discretion of the MEDC.

Kristyn Blackmer (the "Grant Administrator")  
Michigan Economic Development Corporation  
300 North Washington Square  
Lansing, Michigan 48913  
[blackmerk1@michigan.org](mailto:blackmerk1@michigan.org)

- V. **GRANTEE DUTIES.** The Grantee agrees to undertake, perform, and complete the following duties:

- A. All Grant funds paid to the Grantee shall be spent by the Grantee for Grant Activities;
- B. As to any portion of the Project in which in excess of fifty percent (50%) of the Grant funds will be used by Grantee to pay any contractor or other independent third party, Grantee shall engage in a competitive bidding process, including, at a minimum, soliciting quotes from at least two (2) independent sources capable of performing the applicable portion of the Project;
- C. All Grant funds paid to Grantee shall be spent by the Grantee in accordance with the budget, attached as Exhibit A ("Budget"). Other than general administrative expenses necessary to implement the Project, the Budget shall not reflect additional general administrative expenses in excess of ten percent (10%) of the Grant, without the prior written consent of the Grant Administrator. Changes in the Budget will be allowed only upon prior review and written approval by the Grant Administrator; provided however, the Grantee may re-allocate expenditures up to ten percent (10%) within the categories of the Budget upon prior written notice to the Grant Administrator.
- D. Unless this Agreement is terminated prior to the Ending Date as permitted by this Agreement, the Grant Activities shall be completed no later than the Ending Date;
- E. Within fifteen (15) calendar days following the end of each calendar quarter, beginning with the calendar quarter ending 6/30/2019 and continuing through the first to occur of: (i) submission of the Final Progress Report (as defined below) or (ii) the calendar quarter 12/31/2020, the Grantee shall submit a written quarterly progress report to the Grant Administrator reporting (the

below, collectively, "Quarterly Progress Report"):

- i. a summary of the Grant Activities performed over the immediately prior calendar quarter;
- ii. An accounting of Grantee's actual expenditure of all funds on the Project over the immediately prior quarter, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements;
- iii. the Grantee's then estimated percentage of completion of the Project; and
- iv. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

F. Upon the first to occur of: (i) Grantee's completion of the Project or (ii) 01/31/2021, the Grantee shall submit a written final progress report to the Grant Administrator reporting (the below, collectively, "Final Progress Report"):

- i. An accounting of Grantee's actual expenditure of all funds on the Project from the date of the immediately prior Quarterly Progress Report, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements;
- ii. A comprehensive narrative of all of the Grant Activities, including a summary about the completed Project and its impact on the community in which the Project is located;
- iii. the Grantee's then estimated percentage of completion of the Project;
- iv. One or more photos evidencing the completed Project; and
- v. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

G. The Grantee shall submit such other and further information about the Project and documentation of the expenditures of Grant funds as reasonably requested by the MEDC; and

H. Upon expiration of the Term, or earlier termination as provided by this Agreement, in addition to all other remedies available to the MEDC, any portion of Grant funds paid to Grantee and not expended by the Grantee in accordance with this Agreement shall be returned by the Grantee to the MEDC.

**VI. RELATIONSHIP OF THE PARTIES.**

- A. Neither Grantee nor any of its employees or agents is or shall become an employee of the MEDC due to this Agreement.
- B. Grantee will perform the Grant Activities free from the direction or control of the MEDC as to means and methods of performance.
- C. The MEDC is not responsible for any insurance or other fringe benefits, including, but not limited to, Social Security, Worker's Compensation, income tax withholdings, retirement or leave benefits, for Grantee or its employees. Grantee assumes full responsibility for the provision of all such insurance coverage and fringe benefits for its employees.
- D. All tools, supplies, materials, equipment, and office space necessary to carry out the services described in this Agreement are the sole responsibility of Grantee unless otherwise specified herein.
- E. Grantee shall retain all control of its employees and staffing decisions independent of the direction and control of the MEDC.

**VII. TERMINATION.** This Agreement shall terminate upon the earlier of the following:

- A. The Ending Date;
- B. Termination by the MEDC, by giving thirty (30) calendar days prior written notice to the Grantee. In the event that the Legislature of the State of Michigan, the State Government, or any State official, commission, authority, body, or employee or the federal government (a) takes any legislative or administrative action which fails to provide, terminates, or reduces the funding necessary for this Agreement; or (b) takes any legislative or administrative action, which is unrelated to the source of funding for the Grant, but which affects the MEDC's ability to fund and administer this Agreement and other MEDC programs, provided, however, that in the event such action results in an immediate absence or termination of funding, cancellation may be made effective immediately upon delivery of notice to the Grantee;
- C. Termination by the MEDC pursuant to Section XIV of this Agreement; or
- D. Written agreement of the Parties.

**VIII. MEDC EMPLOYEES.** The Grantee will not hire any employee of the MEDC to perform any obligations of Grantee covered by this Agreement without prior written approval from the Chief Executive Officer of the MEDC.

**IX. CONFLICT OF INTEREST.** Except as has been disclosed to the MEDC, Grantee affirms that neither the Grantee, nor any of its officers, directors, employees, or

affiliates have, shall have, or shall acquire any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner with Grantee's performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee further affirms that neither Grantee nor any of its officer, directors, employees, or affiliates have accepted, shall accept, have offered, or shall offer, anything of value to influence the MEDC, its Corporate Board, Executive Committee and their respective directors, participants, officers, agents and employees. Grantee shall not attempt to influence any MEDC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, nor its Affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its affiliate, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MEDC regarding possible conflicts of interest which may arise as a result of such change. Grantee agrees that conflicts of interest shall be resolved to the MEDC's satisfaction or the MEDC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

- X. **INDEMNIFICATION AND GRANTEE LIABILITY INSURANCE.** The Grantee shall indemnify, defend and hold harmless the MEDC, its Corporate Board, Executive Committee, and their respective directors, participants, officers, agents and employees from any damages that it may sustain by any acts or omissions pertaining to the Grant Activities. The Grantee shall maintain such insurance to protect the Indemnified Persons from claims that might arise out of, or as a result of, the Grant Activities and Grantee's operations; however, Grantee's indemnification obligations under this Agreement shall not be limited to the limits of liability imposed under the Grantee's insurance policies. The Grantee will provide and maintain its own general liability, property damage, and workers compensation insurance.
- XI. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** The Grantee shall not assign, transfer, convey, subcontract, or otherwise dispose any interest of the Grantee under this Agreement without the prior written consent of the MEDC.
- XII. **COMPLIANCE WITH LAWS.** The Grantee is not, and will not during the Term, be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties under this Agreement.
- XIII. **DEFAULT.** The occurrence of any one or more of the following events or conditions shall constitute an "Event of Default" under this Agreement, unless a written waiver



of the Event of Default is signed by the MEDC: (a) any representation, covenant, certification or warranty made by the Grantee shall prove incorrect at the time that such representation, covenant, certification or warranty was made in any material respect; or (b) the Grantee's failure to comply with any of its obligations or duties under this Agreement, including the Grantee's Duties.

- XIV. **AVAILABLE REMEDIES.** Upon the occurrence of any one or more of the Events of Default: (a) the MEDC may suspend any MEDC obligation to make any payments under this Agreement, and (b) in the sole discretion and at the option of the MEDC, the MEDC may terminate this Agreement immediately upon notice to the Grantee. The termination of this Agreement is not intended to be the sole and exclusive remedy in case any Event of Default shall occur and each remedy, including seeking damages for breach of this Agreement, shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law or equity.
- XV. **ACCESS TO RECORDS AND INSPECTION RIGHTS.** During the Term and for a period of three (3) years following the end of the Term, the Grantee shall retain reasonable records related to the Grant Activities, including records evidencing that the Grant Activities were actually performed and the identity of all persons and entities that are paid any portion of the Grant funds. There will be frequent contact between the Grant Administrator and the Grantee. To monitor and ensure compliance with the terms of this Agreement, the Grantee shall permit the MEDC and/or the Auditor General of the State of Michigan ("Auditor General") to visit the Grantee, the Project location, and any other location where books and records of the Grantee are normally kept, to inspect the Project, the books and records, including financial records and all other information and data relevant to the terms of this Agreement, including the expenditure of the Grant disbursements; provided, however, that such inspection and audit rights shall survive the end of the Term by three (3) years. At such visits, the Grantee shall permit any employee or agent of the MEDC and/or the Auditor General to make copies or extracts from information and to discuss the Project, the affairs, finances, and accounts of the Grantee related to this Agreement with its officers, employees, or agents. The MEDC and/or the Auditor General shall have the right to remove, photocopy, photograph, or otherwise record in any way any part of such books and records with the prior written consent of the Grantee, which consent shall not be unreasonably withheld.
- XVI. **GOVERNING LAW.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan without regard to the doctrines of conflict of laws.
- XVII. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and e-mailed, or faxed, or mailed by first class, postage prepaid, or sent by express, overnight courier to the respective Party at the e-mail, fax or physical addresses as last known or otherwise reasonably identified by the notifying Party. The MEDC and Grantee may, by notice given hereunder, designate

any further or different addresses to which subsequent notices shall be sent.

**XVIII. TOTAL AGREEMENT.** This Agreement, including Exhibit A, is the entire agreement between the Parties as to the subject matter of this Agreement.

**XIX. SURVIVAL.** The terms and conditions of sections VI, X, XV, XVI, XVII, XVIII and XIX shall survive the expiration, or earlier termination, of the Term.

**XX. COUNTERPARTS AND COPIES.** This Agreement may be signed in one or more counterparts, and such signatures may be electronically delivered, and in such circumstances, shall be considered one document and an original for all purposes.

**(SIGNATURE PAGE FOLLOWS)**

Execution Copy

The signatories below warrant that they are empowered to enter into this Agreement.

**GRANTEE ACCEPTANCE:**

City of Lowell

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Mike DeVore  
Its: Mayor

**MEDC ACCEPTANCE:**

Michigan Economic Development Corporation

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Linda Asciutto  
Its: General Counsel

**EXHIBIT A**

**GRANTEE'S BUDGET**

1. Grantee: City of Lowell		2. Project Title: Lowell Showboat			
3. Project Cost Elements		4. Funding Sources			
Activities	Other/Additional Notes	Special Legislative Grant	Local Funding	Other Funding	Total
Construction:	Showboat fabrication and finishing	\$ 1,300,000.00		\$ 1,000,000.00	\$ 2,300,000.00
Construction:	Auxiliary Building and Restrooms		\$ 299,000.00		\$ 299,000.00
<b>Total</b>		\$ 1,300,000.00	\$ 299,000.00	\$ 1,000,000.00	\$ 2,599,000.00



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

**DATE: March 14, 2019**

**TO: City Manager Michael Burns**

**FROM: City Clerk Susan Ullery**

**RE: 2019-2020 Comprehensive Tree Plan**

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The City's Arbor Board reviewed the 2019-2020 Comprehensive Tree Plan at its March 11, 2019 meeting. The tree plan is presented to the City Council annually and it outlines the proposed Arbor Board activities on city-owned property and within the right-of-way for the upcoming fiscal year. Arbor Board activities include coordinating Arbor Day celebrations, developing spring and fall plantings, tree removal and trimming, water and general care of trees, shrubs and plants.

With the Comprehensive Tree Plan, the Arbor Board develops a vision for the community's tree canopy, develops a planned approach to executing the vision and achieves the goal of maintaining and improving the City's urban forest canopy. Funding for these activities comes from the City of Lowell, Lowell Light & Power, the LCTC Fund, the Look Fund, and the Lowell Area Community Fund.

**Recommendation: That the Lowell City Council approve the 2019-2020 Comprehensive Tree Plan.**

# Arbor Board

## Official Comprehensive Tree Plan 2019-2020

### Report to the Lowell City Council

#### Introduction

An urban forest is a valuable asset to any city. Trees improve the quality of our air and water, reduce our energy costs by providing shade, they reduce noise pollution, increase our property values, and make a neighborhood a more attractive and desirable place to live, work, and shop.

Trees have other benefits, too. Especially in an urban environment, tree canopies filter and absorb toxic gases including carbon monoxide, nitrogen dioxide and sulphur dioxide. Trees have also been shown to be very effective at trapping fine dusts and toxic particles, the trapped dust being washed to the ground by rain.

If you look out your window and see a tree, do you know what kind of a tree it is? Do you know how healthy it is? Do you know how old it is? Does it matter?

**Benefits of Community Trees:** As architectural elements, trees create interest with their ever changing colors and textures. They act as unifiers, pulling together disparate elements in the urban landscape. They serve to soften and smooth (or de-emphasize) harsh angles and lines of individual buildings.

As articulators, trees help to clarify, delineate, and emphasize areas. Because of their natural beauty, trees help to humanize harsh city landscapes by encouraging people to stop, reflect, and relax. Trees modify the urban climate by slowing wind movement, reducing irritating noise levels, controlling glare and reflection from buildings, cooling city streets in summer, and purifying air as they filter out pollutants and add oxygen to the immediate environment.

Properly placed trees can reduce residential heating and cooling costs by an estimated 20 to 50 percent. Trees also have real estate value. According to the U.S. Forest Service, trees increase property values by 10 to 15 percent.

#### Roles and Responsibilities

The general powers granted to the City of Lowell through its charter define the role of the City Council, the Arbor Board and the City Manager (and staff). Generally, the charter states the following under Section 3.1:

*Providing for the control over all trees, shrubs and plants in the public streets, highways, parks, or other public places in the City, all dead and diseased trees on private property and trees on private property overhanging the street, sidewalk, or public places, including the removal thereof and assessing the cost thereof against the abutting property as a special assessment.*

**City Council:** The City Council has overall responsibility for setting policy and vision and ensuring that activities of the Arbor Board and the City Manager relating to trees support the overall vision and mission. Specifically, the City Council:

- Consents to appointments to the Arbor Board as directed by the Mayor.
- Approves an annual plan submitted to the Council by the Arbor Board.
- Approves a budget that appropriates resources to implement the annual plan and for other tree-related activities.
- Sets fees and special assessment districts for removal and replacement of trees.

**City Arbor Board:** The Arbor Board was organized in 2007 in response to citizen concerns that action needed to be taken to offset the impact of trees being removed through infrastructure growth and improvements. At the time, the city was lacking an overall policy pertaining to the removal and replacement of trees within the community. With the creation of the Arbor Board there is greater interaction between citizens and city staff that results in the creation and implementation of a long-term plan.

The duties and responsibilities of the Lowell Arbor Board are defined in Chapter 23 of the Code of Ordinances for the City of Lowell. Specifically, the Arbor Board:

- Shall study, investigate, counsel, and develop, annually update and administer a written plan for the care preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in public parks, along public streets and roads, within public right-of-ways and within other public areas.
- At the request of the City Council, consider, investigate, make findings, and report and make recommendations on any matter or question within the scope of its work.
- Work with the City Manager and staff to administer the Comprehensive Tree Plan.

**City Manager and Staff:** The City Manager has specific duties outlined in the City Charter relating to trees and carries out these duties with the assistance of qualified staff. Specifically, the City Manager must:

- Provide technical assistance to the Arbor Board and ensure that the Comprehensive Tree Plan is implemented.
- Accept application from any person desiring to plant shade or ornamental trees in any public right-of-way and make a determination providing whether or not such trees may be planted.
- Authorize trimming of trees standing in or that may overhang any highways, streets, avenues, or which in any manner obstruct the public lighting of the city.

- Authorize the removal of an existing tree, shrub or other woody plant located in the street right-of-way, a city park, or other city-owned property.
- Authorize the planting and spacing of new trees in accordance with prescribed planting practices. See attached guidelines.
- Ensure that provisions of the City Code of Ordinances relating to noxious shrubs, weeds and grass are enforced.

## Comprehensive Tree Plan for the City of Lowell

**The Vision Statement:** It is the intent of the Arbor Board to seek input from the community as to the direction and accomplishments to be pursued by the Arbor Board. This can be done through community meetings or on-line surveys utilizing the city website. One significant goal should be for the planting and the continuing maintenance of trees along West Main Street. The preferred plan is to locate trees within the highway right-of-way, placement on private property would be an acceptable alternative. Although the economy has been slow to recover Lowell is fortunate to have the financial support of our local foundations for our continued support.

**The Plan Area:** For the purposes of defining the plan area the City of Lowell is divided into several geographical areas. The Flat River will define the East and West boundaries of the city and Main Street will define the northern and southern boundaries. Additionally, we can further define Lowell by designating generic "Downtown Shopping Areas" and "West Main Shopping Areas." If any additional areas are to be defined, they will be outlined by utilizing common street names.

**The Goal(s):** To maintain, at a minimum, and to improve on the Urban Forest Canopy within the city proper. To date, we have not been restrictive in our areas of involvement, placing trees where we found areas of need. This includes residential neighborhoods, city park properties and commercial districts. Recently, significant amounts of trees throughout the community have been devastated by insect infestation, thereby causing the loss of tree cover and inventory. A significant cost will be incurred in the coming year(s) and may curtail some of the planting progress. Fortunately, this is being offset by progress in the past few years.

To date, the Arbor Board has authorized the installation of 701 trees of various varieties throughout the community. Tree selections and tree planting has been accomplished through the use of selected contractors, under the direct supervision of the Department of Public Works.

This has been done with the financial participation from the City of Lowell through Lowell Light and Power, the LCTV Fund, and the Look Fund and the very generous support of the Lowell Area Community Fund. It will be our intent to continue to utilize funds from these various community sources on, at least, an annual basis.



## **Comprehensive Tree Plan Areas by Zone**

### **Zone 1 – North / East Side Lowell**

1. Removal of selected dead trees from street parkways.
2. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

### **Zone 2 – South / East Side Lowell**

1. Maintain and trim trees along ROW when needed.
2. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

### **Zone 3 – Downtown/Riverwalk**

1. It is suggested that the Arbor Board take over the responsibilities of planting from the DDA, allowing the DDA to concentrate on development, and to provide the Arbor Board with coordinating planting activities throughout the community.
2. Assist with landscaping at library as budget allows.
3. Avery Lots – Arborvitaes – Discussion was held about trimming trees – Reagan referred to area around library, Beachum mentioned fence going around it.

### **Zone 4 – West Main Shopping Area**

1. Annual budgeting should include tree planting in this area. Our hope is that we will eventually be allowed by the state and county, to plant within the right-of-way. In the meantime, we should concentrate on planting on private property fronting Main Street.
2. LARA – Tree planting on private property.

### **Zone 5 – North / West Side of Lowell**

1. Add and/or replace trees in Creekside Park as needed. Screen on north side – Shade trees.

### **Zone 6 – South / West Side of Lowell - DONE**

### **Implementation Tree Plan for 2019/20**

1. It is suggested that the Arbor Board take over the responsibilities of planting from the DDA, allowing the DDA to concentrate on development, and to provide the Arbor Board with coordinating planting activities throughout the community.

**Projected Budget:** It is anticipated that a budget of \$6,000.00 committed through June 2018 for planting new trees with maintenance expenses coming from City. This will be needed in order to carry out the Implementation Plan for spring 2018.

**Submitted by the Lowell Arbor Board**

**Jim Reagan, Chair**

**Perry Beachum**

**Jim Salzwedel (Councilmember)**

**Diane LaWarre**

**Melissa Spino**

## **Design Tips & Guidelines: Spacing**

Many neglect to space their trees properly which leads to overgrown, crowded conditions. This is detrimental to your trees' nutrient intake and overall health.

- For trees which mature greater than 60 feet, plant a minimum 20 feet from a building and 40 feet apart.
- For tree which mature between 30 and 60 feet, plant a minimum 15 feet from a building and 35 feet apart.
- For trees which mature less than 30 feet, plant a minimum 10 feet from a building and 15 feet apart.
- Plant trees no less than 15 feet from a driveway, 10 feet from a utility pole, and 30 feet from an intersection.
- Do not plant trees that grow over 20 feet tall under power lines.



**LOWELL CITY COUNCIL  
MEMORANDUM**

**DATE: March 14, 2019**

**TO: Mayor Devore and the Lowell City Council**

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

**RE: Fireworks**

---

We received a request from the Lowell Area Chamber of Commerce for this year's fireworks show at the Stony Lakeside Park. This is an annual request and the event is being held on Saturday July 13, 2019.

Attached is the application form which will be filed to the state, a map of where they will be detonating and a copy of their liability insurance listing the City of Lowell as an additional insured.

**I recommend the Lowell City Council approve the Fireworks application as requested.**

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
GRANT WITH  
CITY OF LOWELL**

The Michigan Economic Development Corporation (the "MEDC") enters into a binding agreement (the "Agreement") with City of Lowell (the "Grantee"). As used in this Agreement, the MEDC and Grantee are sometimes individually referred to as a "Party" and collectively as "Parties."

**Grantee:** City of Lowell  
Contact: Rich LaBombard  
301 E. Main Street, Lowell Michigan 49331

**I. NATURE OF SERVICES.** The purpose of this Agreement is to provide funding to the Grantee to use working capital to replace the Lowell Showboat with a steel barge structure which serves as a focal point for citizens and visitors in Lowell. ("Project") (the Project, together with the Grantee's Duties described in Section V, are collectively referred to as the "Grant Activities"). The Grantee agrees to undertake and perform the Grant Activities.

**II. PERFORMANCE SCHEDULE.**

Starting Date: January 1, 2019

Ending Date: January 31, 2021

The term of this Agreement shall commence on the Starting Date and shall continue until earlier terminated as permitted by this Agreement ("Term").

**III. PAYMENT SCHEDULE INFORMATION.**

- A.** The MEDC agrees to pay the Grantee a sum not to exceed \$1,300,000.00 (the "Grant") as soon as practical after full execution of this Agreement by the Parties. This Agreement does not commit the MEDC to approve requests for additional funds during or beyond the Term. Provided however, if the Grantee is also a recipient of grant funds under one or more of a prior grant agreement authorized by any of PA 268 of 2016, PA 107 of 2017 and/or PA 207 of 2018, Grantee must first certify in writing to the Grant Administer that all such grant funds disbursed thereunder have been expended as required under the applicable prior grant agreement, before any of this Grant may be disbursed to Grantee.
- B.** MEDC requires that payments under this Agreement be processed by electronic funds transfer (EFT). Grantee is required to register to receive payments by EFT at the State Integrated Governmental Management

Applications (SIGMA) Vendor Self Service (VSS) website  
([www.michigan.gov/VSSLogin](http://www.michigan.gov/VSSLogin)).

- IV. **MEDC GRANT ADMINISTRATOR.** The Grantee must communicate with the MEDC representative named below or his or her designee regarding this Agreement. The Grant Administrator may be changed, at any time, at the discretion of the MEDC.

Kristyn Blackmer (the "Grant Administrator")  
Michigan Economic Development Corporation  
300 North Washington Square  
Lansing, Michigan 48913  
[blackmerk1@michigan.org](mailto:blackmerk1@michigan.org)

- V. **GRANTEE DUTIES.** The Grantee agrees to undertake, perform, and complete the following duties:

- A. All Grant funds paid to the Grantee shall be spent by the Grantee for Grant Activities;
- B. As to any portion of the Project in which in excess of fifty percent (50%) of the Grant funds will be used by Grantee to pay any contractor or other independent third party, Grantee shall engage in a competitive bidding process, including, at a minimum, soliciting quotes from at least two (2) independent sources capable of performing the applicable portion of the Project;
- C. All Grant funds paid to Grantee shall be spent by the Grantee in accordance with the budget, attached as Exhibit A ("Budget"). Other than general administrative expenses necessary to implement the Project, the Budget shall not reflect additional general administrative expenses in excess of ten percent (10%) of the Grant, without the prior written consent of the Grant Administrator. Changes in the Budget will be allowed only upon prior review and written approval by the Grant Administrator; provided however, the Grantee may re-allocate expenditures up to ten percent (10%) within the categories of the Budget upon prior written notice to the Grant Administrator.
- D. Unless this Agreement is terminated prior to the Ending Date as permitted by this Agreement, the Grant Activities shall be completed no later than the Ending Date;
- E. Within fifteen (15) calendar days following the end of each calendar quarter, beginning with the calendar quarter ending 6/30/2019 and continuing through the first to occur of: (i) submission of the Final Progress Report (as defined below) or (ii) the calendar quarter 12/31/2020, the Grantee shall submit a written quarterly progress report to the Grant Administrator reporting (the

below, collectively, "Quarterly Progress Report"):

- i. a summary of the Grant Activities performed over the immediately prior calendar quarter;
- ii. An accounting of Grantee's actual expenditure of all funds on the Project over the immediately prior quarter, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements;
- iii. the Grantee's then estimated percentage of completion of the Project; and
- iv. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

F. Upon the first to occur of: (i) Grantee's completion of the Project or (ii) 01/31/2021, the Grantee shall submit a written final progress report to the Grant Administrator reporting (the below, collectively, "Final Progress Report"):

- i. An accounting of Grantee's actual expenditure of all funds on the Project from the date of the immediately prior Quarterly Progress Report, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements;
- ii. A comprehensive narrative of all of the Grant Activities, including a summary about the completed Project and its impact on the community in which the Project is located;
- iii. the Grantee's then estimated percentage of completion of the Project;
- iv. One or more photos evidencing the completed Project; and
- v. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

G. The Grantee shall submit such other and further information about the Project and documentation of the expenditures of Grant funds as reasonably requested by the MEDC; and

H. Upon expiration of the Term, or earlier termination as provided by this Agreement, in addition to all other remedies available to the MEDC, any portion of Grant funds paid to Grantee and not expended by the Grantee in accordance with this Agreement shall be returned by the Grantee to the MEDC.

**VI. RELATIONSHIP OF THE PARTIES.**

- A.** Neither Grantee nor any of its employees or agents is or shall become an employee of the MEDC due to this Agreement.
- B.** Grantee will perform the Grant Activities free from the direction or control of the MEDC as to means and methods of performance.
- C.** The MEDC is not responsible for any insurance or other fringe benefits, including, but not limited to, Social Security, Worker's Compensation, income tax withholdings, retirement or leave benefits, for Grantee or its employees. Grantee assumes full responsibility for the provision of all such insurance coverage and fringe benefits for its employees.
- D.** All tools, supplies, materials, equipment, and office space necessary to carry out the services described in this Agreement are the sole responsibility of Grantee unless otherwise specified herein.
- E.** Grantee shall retain all control of its employees and staffing decisions independent of the direction and control of the MEDC.

**VII. TERMINATION.** This Agreement shall terminate upon the earlier of the following:

- A.** The Ending Date;
- B.** Termination by the MEDC, by giving thirty (30) calendar days prior written notice to the Grantee. In the event that the Legislature of the State of Michigan, the State Government, or any State official, commission, authority, body, or employee or the federal government (a) takes any legislative or administrative action which fails to provide, terminates, or reduces the funding necessary for this Agreement; or (b) takes any legislative or administrative action, which is unrelated to the source of funding for the Grant, but which affects the MEDC's ability to fund and administer this Agreement and other MEDC programs, provided, however, that in the event such action results in an immediate absence or termination of funding, cancellation may be made effective immediately upon delivery of notice to the Grantee;
- C.** Termination by the MEDC pursuant to Section XIV of this Agreement; or
- D.** Written agreement of the Parties.

**VIII. MEDC EMPLOYEES.** The Grantee will not hire any employee of the MEDC to perform any obligations of Grantee covered by this Agreement without prior written approval from the Chief Executive Officer of the MEDC.

**IX. CONFLICT OF INTEREST.** Except as has been disclosed to the MEDC, Grantee affirms that neither the Grantee, nor any of its officers, directors, employees, or



affiliates have, shall have, or shall acquire any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner with Grantee's performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee further affirms that neither Grantee nor any of its officer, directors, employees, or affiliates have accepted, shall accept, have offered, or shall offer, anything of value to influence the MEDC, its Corporate Board, Executive Committee and their respective directors, participants, officers, agents and employees. Grantee shall not attempt to influence any MEDC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, nor its Affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its affiliate, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MEDC regarding possible conflicts of interest which may arise as a result of such change. Grantee agrees that conflicts of interest shall be resolved to the MEDC's satisfaction or the MEDC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

- X. **INDEMNIFICATION AND GRANTEE LIABILITY INSURANCE.** The Grantee shall indemnify, defend and hold harmless the MEDC, its Corporate Board, Executive Committee, and their respective directors, participants, officers, agents and employees from any damages that it may sustain by any acts or omissions pertaining to the Grant Activities. The Grantee shall maintain such insurance to protect the Indemnified Persons from claims that might arise out of, or as a result of, the Grant Activities and Grantee's operations; however, Grantee's indemnification obligations under this Agreement shall not be limited to the limits of liability imposed under the Grantee's insurance policies. The Grantee will provide and maintain its own general liability, property damage, and workers compensation insurance.
- XI. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** The Grantee shall not assign, transfer, convey, subcontract, or otherwise dispose any interest of the Grantee under this Agreement without the prior written consent of the MEDC.
- XII. **COMPLIANCE WITH LAWS.** The Grantee is not, and will not during the Term, be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties under this Agreement.
- XIII. **DEFAULT.** The occurrence of any one or more of the following events or conditions shall constitute an "Event of Default" under this Agreement, unless a written waiver

of the Event of Default is signed by the MEDC: (a) any representation, covenant, certification or warranty made by the Grantee shall prove incorrect at the time that such representation, covenant, certification or warranty was made in any material respect; or (b) the Grantee's failure to comply with any of its obligations or duties under this Agreement, including the Grantee's Duties.

- XIV. AVAILABLE REMEDIES.** Upon the occurrence of any one or more of the Events of Default: (a) the MEDC may suspend any MEDC obligation to make any payments under this Agreement, and (b) in the sole discretion and at the option of the MEDC, the MEDC may terminate this Agreement immediately upon notice to the Grantee. The termination of this Agreement is not intended to be the sole and exclusive remedy in case any Event of Default shall occur and each remedy, including seeking damages for breach of this Agreement, shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law or equity.
- XV. ACCESS TO RECORDS AND INSPECTION RIGHTS.** During the Term and for a period of three (3) years following the end of the Term, the Grantee shall retain reasonable records related to the Grant Activities, including records evidencing that the Grant Activities were actually performed and the identity of all persons and entities that are paid any portion of the Grant funds. There will be frequent contact between the Grant Administrator and the Grantee. To monitor and ensure compliance with the terms of this Agreement, the Grantee shall permit the MEDC and/or the Auditor General of the State of Michigan ("Auditor General") to visit the Grantee, the Project location, and any other location where books and records of the Grantee are normally kept, to inspect the Project, the books and records, including financial records and all other information and data relevant to the terms of this Agreement, including the expenditure of the Grant disbursements; provided, however, that such inspection and audit rights shall survive the end of the Term by three (3) years. At such visits, the Grantee shall permit any employee or agent of the MEDC and/or the Auditor General to make copies or extracts from information and to discuss the Project, the affairs, finances, and accounts of the Grantee related to this Agreement with its officers, employees, or agents. The MEDC and/or the Auditor General shall have the right to remove, photocopy, photograph, or otherwise record in any way any part of such books and records with the prior written consent of the Grantee, which consent shall not be unreasonably withheld.
- XVI. GOVERNING LAW.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan without regard to the doctrines of conflict of laws.
- XVII. NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and e-mailed, or faxed, or mailed by first class, postage prepaid, or sent by express, overnight courier to the respective Party at the e-mail, fax or physical addresses as last known or otherwise reasonably identified by the notifying Party. The MEDC and Grantee may, by notice given hereunder, designate

any further or different addresses to which subsequent notices shall be sent.

**XVIII. TOTAL AGREEMENT.** This Agreement, including Exhibit A, is the entire agreement between the Parties as to the subject matter of this Agreement.

**XIX. SURVIVAL.** The terms and conditions of sections VI, X, XV, XVI, XVII, XVIII and XIX shall survive the expiration, or earlier termination, of the Term.

**XX. COUNTERPARTS AND COPIES.** This Agreement may be signed in one or more counterparts, and such signatures may be electronically delivered, and in such circumstances, shall be considered one document and an original for all purposes.

**(SIGNATURE PAGE FOLLOWS)**

The signatories below warrant that they are empowered to enter into this Agreement.

**GRANTEE ACCEPTANCE:**

City of Lowell

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Mike DeVore  
Its: Mayor

**MEDC ACCEPTANCE:**

Michigan Economic Development Corporation

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Linda Asciutto  
Its: General Counsel

FIREWORKS DISPLAY PERMIT  
Michigan Department of Energy, Labor, & Economic Growth  
Bureau of Fire Services  
P.O. Box 30700  
Lansing, MI 48909  
(517) 241-8847

2019

Authority: 1988 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

*This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.*

☒ PUBLIC DISPLAY

☐ AGRICULTURAL PEST CONTROL

Issued To <b>MELROSE PYROTECHNICS, INC.</b>		Age (18 or over)
Address <b>9019 W. BELDING RD, SUITE 3., BELDING, MI 48809</b>		
Name of Organization, Group, Firm, or Corporation <b>LOWELL AREA CHAMBER OF COMMERCE</b>		
Address <b>113 RIVERWALK, LOWELL, MICHIGAN</b>		
Number and Types of Fireworks <b>Approximately 500 aerial display shells ranging in size from 1 1/4 inches to 6 inches in diameter.</b>		
Exact Location of Display <b>STONE LAKESIDE PARK, 1200 BOWES ROAD</b>		
City, Village, Township <b>LOWELL, MI</b>	Date <b>JULY 13, 2019</b>	Time <b>Dusk</b>
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Amount <b>\$5,000,000.00</b>

Issued by action of : ☐ council ☐ commission ☐ board of the  
☐ city ☐ village ☐ township of \_\_\_\_\_  
(Name of City, Village, Township)

on the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
 (Signature and Title of Council/Commission/Board Representative)

APPLICATION FOR FIREWORKS DISPLAY PERMIT  
Michigan Department of Energy, Labor, & Economic Growth  
Bureau of Fire Services  
P.O. Box 30700  
Lansing, MI 48909  
(517) 241-8847

2019

Authority: 1988 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

<input checked="" type="checkbox"/> PUBLIC DISPLAY	<input type="checkbox"/> AGRICULTURAL PEST CONTROL	Date of Application <b>3/7/2019</b>
Name of Applicant <b>MELROSE PYROTECHNICS, INC.</b>	Address <b>P.O. BOX 302, KINGSBURY, IN 46345</b>	Age (18 or over)
If a Corporation, Name of President <b>MICHAEL CARTOLANO</b>	Address <b>P.O. BOX 302, KINGSBURY, IN 46345</b>	
If a Non-resident Applicant: Name of MI Attorney or Resident Agent <b>MICHAEL FALK</b>	Address <b>9019 W. BELDING RD, SUITE 3, BELDING, MI 48809</b>	Phone No. <b>(616) 794-0205</b>
Name of Pyrotechnic Operator <b>RANDY LOVELAND</b>	Address <b>9019 W. BELDING RD, SUITE 3, BELDING, MI 48809</b>	Age (18 or over) <b>65</b>
No. Years Experience / No. Displays <b>21 YEARS / 270+ DISPLAYS</b>	Where <b>MICHIGAN</b>	
Name of Assistant: <b>BRIAN LOPER</b>	Address <b>9019 W. BELDING RD, SUITE 3, BELDING, MI 48809</b>	Age <b>52</b>
Name of Other Assistant: <b>DAVE ENBODY</b>	Address <b>9019 W. BELDING RD, SUITE 3, BELDING, MI 48809</b>	Age <b>45</b>
Exact Location of Proposed Display <b>STONE LAKESIDE PARK, 1200 BOWES ROAD, LOWELL, MI</b>		
Date of Proposed Display <b>JULY 13, 2019</b>		Time of Proposed Display <b>Dusk</b>

No. Of Fireworks	Kind of Fireworks to be Displayed
<i>Approximately 500</i>	<i>Aerial display shells ranging in size from 1 1/4 inches to 6 inches in diameter.</i>

**Manner & Place of Storage Prior to Display (Subject to Approval of Local Fire Authorities)**  
**NO STORAGE NECESSARY, DELIVERED ON DATE OF DISPLAY**

<b>Amount of Bond of Insurance (to be set by local gov't)</b> <b>\$5,000,000.00</b>	<b>Name of Bonding Corporation or Insurance Company</b> <b>BRITTON-GALLAGHER &amp; ASSOCIATES</b>
--	--

**Address of Bonding Corporation or Insurance Company**  
**One Cleveland Center, Floor 30; 1375 East 9<sup>th</sup> Street, Cleveland, Ohio 44114**

**Signature of Applicant**  


*For Melrose Pyrotechnics, Inc.*



Melrose Pyrotechnics Inc.  
12/14/2018 Michael Falk





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

Thursday, March 07, 2019

Fire Authority Board:

We responded to 112 total incidents for the month of February. With the storms that came through we can relate at least half of those to the weather.

We welcome home the new tender on March 15th. We will be training with the dealer on Saturday the 16<sup>th</sup> at 8 am. We will get the truck ready for service over the coming weeks.

While visiting the truck manufacturer last month the guys were able to drive and flow water with it. They had great things to say about Rosenbauer, Wendy and the truck itself. We are eager to get it in service.

Our new members are doing well in class. We continue to get updates from the academy.

We are continuing to work on the punch list provided by the DPW director regarding our station needs. Ceiling tiles are gradually being replaced.

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.



# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 3/1/2019 8:40:24 AM



## Incident Count per User-Defined Fields for Date Range

Start Date: 02/01/2019 | End Date: 02/28/2019

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	110
2	1
6	1

<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	112

<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	112

<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	112

<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
(2) 4 Gas, (2) Fans	1
0	101
00	1
1	1
1 chain saw, 1 shovel, 1 broom	1
2 gas monitors	1
Shovel, Rake	1
Thermal cameras	3
Thermal Imager camera, 4 gas monitor	1
TIC, Vent Fan, Water Can	1

<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
0	109
00	1
saw	1
saws	1

<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	111
1250	1

<b>USER-DEFINED FIELD: LUCAS (Required)</b>	
NO	109

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

ANSWERS	# INCIDENTS
Yes	3

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 3/1/2019 8:39:51 AM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 02/01/2019 | End Date: 02/28/2019

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	37	63:12
Lowell Township - Lowell Township	35	56:30
Saranac - Saranac	1	33:34
Vergennes Township - Vergennes Township	39	84:35
<b>TOTAL</b>	<b>112</b>	<b>237:51</b>

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.

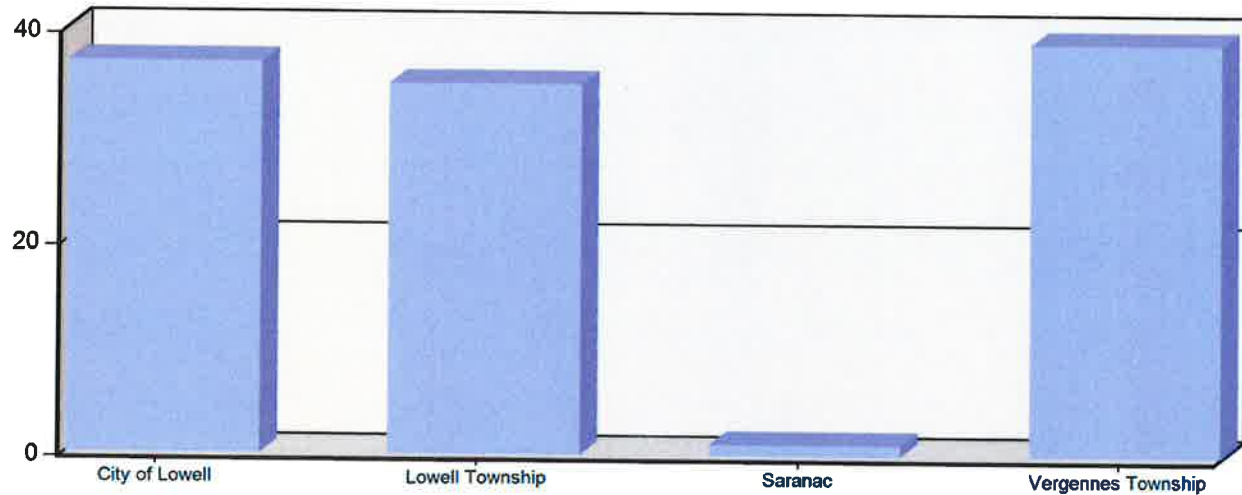
Lowell, MI

This report was generated on 3/1/2019 8:38:48 AM



## Incident Count per Zone for Date Range

Start Date: 02/01/2019 | End Date: 02/28/2019



ZONE	# INCIDENTS
City of Lowell - City	37
Lowell Township - Lowell Township	35
Saranac - Saranac	1
Vergennes Township - Vergennes Township	39
TOTAL:	112

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

**Dept. of Public Works, City of Lowell**

217 S. Hudson

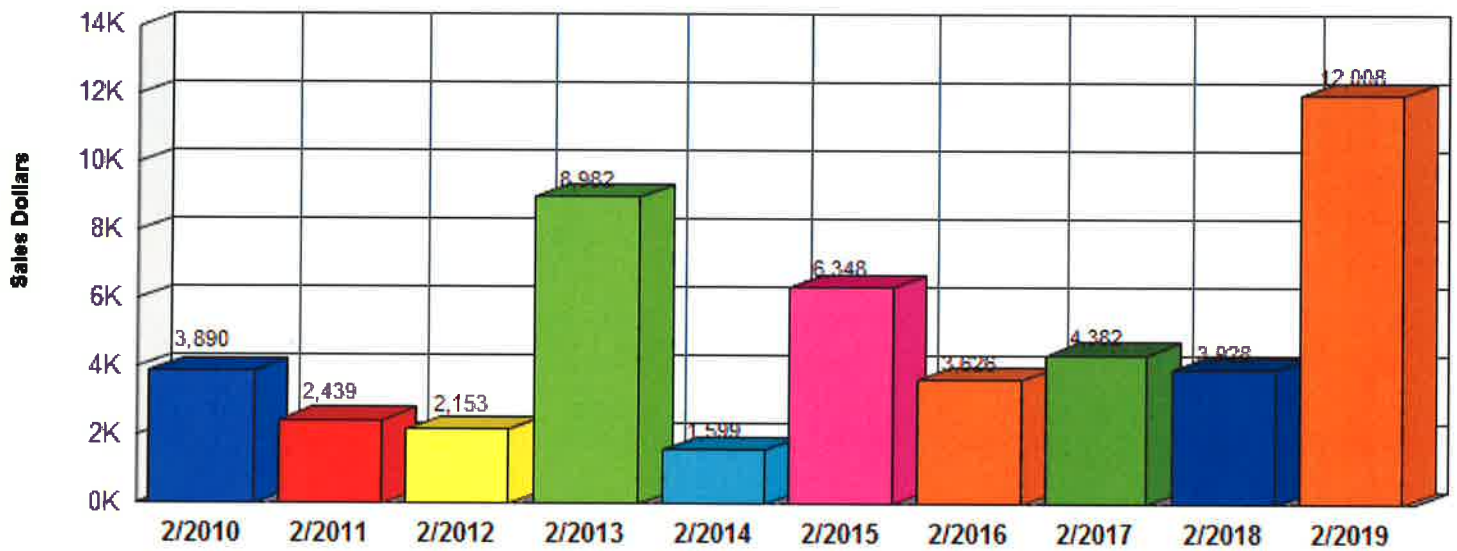
Lowell, MI. 49331

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

**Sales By Selected Month For The Month Of February**

Report Date: 03/05/2019

<u>Month &amp; 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>
2/2010	277.87	14	3,890.11	164.79	2,307.00	106.34	1,488.76
2/2011	187.63	13	2,439.24	133.85	1,740.00	47.79	621.24
2/2012	179.40	12	2,152.79	75.50	906.00	100.12	1,201.49
2/2013	598.80	15	8,981.98	358.80	5,382.00	233.46	3,501.88
2/2014	114.21	14	1,598.91	94.29	1,320.00	15.21	212.91
2/2015	705.37	9	6,348.31	409.43	3,684.91	286.51	2,578.55
2/2016	725.28	5	3,626.40	132.00	660.00	586.68	2,933.40
2/2017	337.08	13	4,382.08	185.54	2,412.00	145.09	1,886.23
2/2018	280.59	14	3,928.24	165.21	2,313.00	109.67	1,535.44
2/2019	632.01	19	12,008.19	540.98	10,278.69	80.82	1,535.59
<b>Totals:</b>		<b>128</b>	<b>49,356.25</b>		<b>\$31,003.60</b>		<b>\$17,495.49</b>



**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: 03/05/2019

Period From: 02/01/2019 To: 02/28/2019

Invoice Number	Date	Name	Tax	Total	Balance Due
001410	02/13/2019	Equipment	0.00	4,139.00	157.50
001411	02/13/2019	Equipment	0.00	520.94	157.50
001413	02/13/2019	Equipment	0.00	178.69	157.50
001414	02/13/2019	Equipment	0.00	83.19	157.50
001415	02/13/2019	Equipment	0.00	659.51	157.50
001416	02/13/2019	Equipment	0.00	86.48	157.50
001417	02/13/2019	Equipment	0.00	93.29	157.50
001418	02/13/2019	Equipment	0.00	437.99	157.50
001419	02/13/2019	Equipment	0.00	103.41	157.50
001420	02/13/2019	Equipment	0.00	38.69	157.50
001421	02/13/2019	Equipment	0.00	303.32	157.50
001423	02/21/2019	Equipment	0.00	1,225.80	157.50
001424	02/21/2019	Equipment	0.00	1,048.05	157.50
001425	02/21/2019	Equipment	0.00	689.89	157.50
001428	02/25/2019	Equipment	0.00	177.96	157.50
001429	02/12/2019	Water Distribution	0.00	94.06	338.14
001430	02/04/2019	Equipment	0.00	963.60	157.50
001431	02/04/2019	Equipment	0.00	924.00	157.50
001433	02/05/2019	Equipment	0.00	240.32	157.50
<b>Grand Totals:</b>			<b>0.00</b>	<b>12,008.19</b>	<b>3,173.14</b>
<b>Number of Invoices:</b>		<b>19</b>	<b>* - Indicates a Counter Sale</b>		
<b>Averages:</b>				<b>\$632.01</b>	<b>167.01</b>

CITY OF LOWELL  
REPORT FOR : FEBRUARY  
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 15.07869 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE  
MONTH OF: FEBRUARY TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION  
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 238.83 HOURS, WHICH RESULTED IN  
245.5 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 174.73

ELECTRICAL COST PER MILLION GALLONS: \$ 338.70

TOTAL COST PER MILLION GALLONS: \$ 513.43

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WATER PRODUCTION

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DAILY AVERAGE: 0.539 MILLION GALLONS

DAILY MAXIMUM: 0.592 MILLION GALLONS

DAILY MINIMUM: 0.468 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 7.7043 HOURS PER DAY.

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,009,573.45	1,814,677.80	39,043.07	194,895.65	90.30
STATE	STATE GRANTS	439,153.00	207,350.58	64,869.00	231,802.42	47.22
LICPER	LICENSES AND PERMITS	43,600.00	31,908.16	10,077.22	11,691.84	73.18
CHARGES	CHARGES FOR SERVICES	325,156.00	42,891.66	4,058.43	282,264.34	13.19
INT	INTEREST AND RENTS	4,850.00	8,911.40	56.28	(4,061.40)	183.74
OTHER	OTHER REVENUE	15,500.00	8,224.03	778.04	7,275.97	53.06
TRANSIN	TRANSFERS IN	151,273.00	151,273.00	0.00	0.00	100.00
FINES	FINES AND FORFEITURES	5,500.00	12,002.41	2,004.26	(6,502.41)	218.23
LOCAL	LOCAL CONTRIBUTIONS	10,510.00	11,108.64	2,902.88	(598.64)	105.70
TOTAL REVENUES		3,005,115.45	2,288,347.68	123,789.18	716,767.77	76.15
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	21,659.00	14,689.44	222.33	6,969.56	67.82
172	MANAGER	125,197.22	83,963.65	12,043.40	41,233.57	67.07
191	ELECTIONS	14,860.00	5,876.50	0.00	8,983.50	39.55
209	ASSESSOR	54,900.00	36,106.31	5,823.86	18,793.69	65.77
210	ATTORNEY	45,000.00	32,848.46	3,672.25	12,151.54	73.00
215	CLERK	129,383.95	79,559.58	10,847.60	49,824.37	61.49
253	TREASURER	213,323.66	150,893.11	45,343.33	62,430.55	70.73
265	CITY HALL	150,925.36	95,858.61	11,289.93	55,066.75	63.51
276	CEMETERY	123,889.57	81,099.40	4,004.99	42,790.17	65.46
294	UNALLOCATED MISCELLANEOUS	5,000.00	113,565.12	362.90	(108,565.12)	2,271.30
301	POLICE DEPARTMENT	736,428.68	450,785.94	49,937.29	285,642.74	61.21
305	CODE ENFORCEMENT	87,900.26	57,156.17	7,829.89	30,744.09	65.02
336	FIRE	125,060.00	90,256.24	292.86	34,803.76	72.17
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	65,511.95	51,086.66	7,693.23	14,425.29	77.98
426	EMERGENCY MANAGEMENT	0.00	2,511.90	0.00	(2,511.90)	100.00
441	DEPARTMENT OF PUBLIC WORKS	295,771.47	147,961.41	18,730.61	147,810.06	50.03
442	SIDEWALK	3,909.01	1,914.28	203.85	1,994.73	48.97
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	19,807.05	10,959.61	273.81	8,847.44	55.33
747	CHAMBER/RIVERWALK	6,500.00	2,000.08	376.15	4,499.92	30.77
751	PARKS	158,142.04	80,343.55	4,608.23	77,798.49	50.80
757	SHOWBOAT	7,600.00	6,484.50	46.76	1,115.50	85.32
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	0.00	5,000.00	0.00	(5,000.00)	100.00
790	LIBRARY	82,229.06	40,902.95	5,307.15	41,326.11	49.74
803	HISTORICAL DISTRICT COMMISSION	0.00	30.00	0.00	(30.00)	100.00
804	MUSEUM	53,825.50	37,225.73	1,510.93	16,599.77	69.16
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	447,546.00	0.00	0.00	447,546.00	0.00



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REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/28/2019

Page: 2/18

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,974,369.78	1,679,079.20	190,421.35	1,295,290.58	56.45
TOTAL REVENUES		3,005,115.45	2,288,347.68	123,789.18	716,767.77	76.15
TOTAL EXPENDITURES		2,974,369.78	1,679,079.20	190,421.35	1,295,290.58	56.45
NET OF REVENUES & EXPENDITURES		30,745.67	609,268.48	(66,632.17)	(578,522.81)	1,981.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	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	500.00	1,264.76	0.00	(764.76)	252.95
OTHER	OTHER REVENUE	272,500.00	187,194.96	17,198.83	85,305.04	68.70
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		273,000.00	188,459.72	17,198.83	84,540.28	69.03
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	98,900.00	41,821.00	257.63	57,079.00	42.29
463	MAINTENANCE	55,606.19	13,345.16	5,600.86	42,261.03	24.00
474	TRAFFIC	8,831.53	4,086.15	42.20	4,745.38	46.27
478	WINTER MAINTENANCE	48,020.51	34,797.14	20,275.91	13,223.37	72.46
483	ADMINISTRATION	15,444.00	4,118.25	3,341.75	11,325.75	26.67
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		226,802.23	98,167.70	29,518.35	128,634.53	43.28
TOTAL REVENUES		273,000.00	188,459.72	17,198.83	84,540.28	69.03
TOTAL EXPENDITURES		226,802.23	98,167.70	29,518.35	128,634.53	43.28
NET OF REVENUES & EXPENDITURES		46,197.77	90,292.02	(12,319.52)	(44,094.25)	195.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	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	0.00	618.98	0.00	(618.98)	100.00
OTHER	OTHER REVENUE	102,000.00	85,675.65	6,562.67	16,324.35	84.00
TRANSIN	TRANSFERS IN	100,000.00	0.00	0.00	100,000.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		202,000.00	86,294.63	6,562.67	115,705.37	42.72
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	16,250.00	895.62	257.62	15,354.38	5.51
463	MAINTENANCE	72,087.93	49,602.14	12,693.03	22,485.79	68.81
474	TRAFFIC	11,569.60	4,054.02	177.64	7,515.58	35.04
478	WINTER MAINTENANCE	69,064.27	48,328.75	22,225.89	20,735.52	69.98
483	ADMINISTRATION	19,162.00	4,546.25	3,769.75	14,615.75	23.73
906	DEBT SERVICE	26,587.00	26,587.50	0.00	(0.50)	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		214,720.80	134,014.28	39,123.93	80,706.52	62.41
TOTAL REVENUES		202,000.00	86,294.63	6,562.67	115,705.37	42.72
TOTAL EXPENDITURES		214,720.80	134,014.28	39,123.93	80,706.52	62.41
NET OF REVENUES & EXPENDITURES		(12,720.80)	(47,719.65)	(32,561.26)	34,998.85	375.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	100.00	43.51	0.00	56.49	43.51
OTHER	OTHER REVENUE	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		50,100.00	43.51	0.00	50,056.49	0.09
Expenditures						
000		50,000.00	6,623.00	0.00	43,377.00	13.25
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	6,623.00	0.00	43,377.00	13.25
TOTAL REVENUES		50,100.00	43.51	0.00	50,056.49	0.09
TOTAL EXPENDITURES		50,000.00	6,623.00	0.00	43,377.00	13.25
NET OF REVENUES & EXPENDITURES		100.00	(6,579.49)	0.00	6,679.49	6,579.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	520,000.00	524,559.35	6,236.11	(4,559.35)	100.88
STATE	STATE GRANTS	8,000.00	0.00	0.00	8,000.00	0.00
INT	INTEREST AND RENTS	1,000.00	1,963.16	0.00	(963.16)	196.32
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		529,000.00	526,522.51	6,236.11	2,477.49	99.53
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	86,000.00	1,180.00	1,180.00	84,820.00	1.37
463	MAINTENANCE	96,131.34	71,792.57	15,475.86	24,338.77	74.68
483	ADMINISTRATION	34,104.69	12,558.66	3,009.71	21,546.03	36.82
740	COMMUNITY PROMOTIONS	105,000.00	53,640.58	0.00	51,359.42	51.09
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	168,613.00	151,273.00	0.00	17,340.00	89.72
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		489,849.03	290,444.81	19,665.57	199,404.22	59.29
TOTAL REVENUES		529,000.00	526,522.51	6,236.11	2,477.49	99.53
TOTAL EXPENDITURES		489,849.03	290,444.81	19,665.57	199,404.22	59.29
NET OF REVENUES & EXPENDITURES		39,150.97	236,077.70	(13,429.46)	(196,926.73)	602.99

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	500,000.00	0.00	0.00	500,000.00	0.00
INT	INTEREST AND RENTS	1,000.00	1,539.67	0.00	(539.67)	153.97
OTHER	OTHER REVENUE	4,000.00	17,500.00	0.00	(13,500.00)	437.50
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		505,000.00	19,039.67	0.00	485,960.33	3.77
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	4,000.00	0.00	0.00	4,000.00	0.00
474	TRAFFIC	0.00	5,084.20	39.00	(5,084.20)	100.00
751	PARKS	500,000.00	8,324.40	1,500.00	491,675.60	1.66
758	DOG PARK	1,000.00	412.50	92.53	587.50	41.25
759	COMMUNITY GARDEN	0.00	0.00	0.00	0.00	0.00
790	LIBRARY	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		505,000.00	13,821.10	1,631.53	491,178.90	2.74
TOTAL REVENUES		505,000.00	19,039.67	0.00	485,960.33	3.77
TOTAL EXPENDITURES		505,000.00	13,821.10	1,631.53	491,178.90	2.74
NET OF REVENUES & EXPENDITURES		0.00	5,218.57	(1,631.53)	(5,218.57)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	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	58,772.51	0.00	(58,772.51)	100.00
TOTAL EXPENDITURES		0.00	58,772.51	0.00	(58,772.51)	100.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	58,772.51	0.00	(58,772.51)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(58,772.51)	0.00	58,772.51	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	12,216.00	9,943.09	206.49	2,272.91	81.39
INT	INTEREST AND RENTS	56,850.00	29,968.34	8,848.00	26,881.66	52.71
OTHER	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		70,066.00	39,911.43	9,054.49	30,154.57	56.96
Expenditures						
000		83,000.00	39,507.41	4,851.46	43,492.59	47.60
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		83,000.00	39,507.41	4,851.46	43,492.59	47.60
TOTAL REVENUES		70,066.00	39,911.43	9,054.49	30,154.57	56.96
TOTAL EXPENDITURES		83,000.00	39,507.41	4,851.46	43,492.59	47.60
NET OF REVENUES & EXPENDITURES		(12,934.00)	404.02	4,203.03	(13,338.02)	3.12



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	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	1,066,100.00	625,227.03	154,979.52	440,872.97	58.65
INT	INTEREST AND RENTS	7,000.00	6,080.32	0.00	919.68	86.86
OTHER	OTHER REVENUE	500.00	437.53	0.00	62.47	87.51
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		1,073,600.00	631,744.88	154,979.52	441,855.12	58.84
Expenditures						
000		0.00	2,500.00	0.00	(2,500.00)	100.00
550	TREATMENT	1,036,972.50	560,421.61	29,853.30	476,550.89	54.04
551	COLLECTION	244,588.47	195,584.86	3,980.03	49,003.61	79.96
552	CUSTOMER ACCOUNTS	80,345.15	57,828.41	25,275.40	22,516.74	71.97
553	ADMINISTRATION	315,341.50	125,364.38	542.50	189,977.12	39.76
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,677,247.62	941,699.26	59,651.23	735,548.36	56.15
TOTAL REVENUES		1,073,600.00	631,744.88	154,979.52	441,855.12	58.84
TOTAL EXPENDITURES		1,677,247.62	941,699.26	59,651.23	735,548.36	56.15
NET OF REVENUES & EXPENDITURES		(603,647.62)	(309,954.38)	95,328.29	(293,693.24)	51.35

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,093,700.00	723,916.02	161,313.55	369,783.98	66.19
INT	INTEREST AND RENTS	13,540.00	9,007.96	440.00	4,532.04	66.53
OTHER	OTHER REVENUE	5,000.00	7,210.72	788.78	(2,210.72)	144.21
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,112,240.00	740,134.70	162,542.33	372,105.30	66.54
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	442,575.85	244,574.44	30,839.01	198,001.41	55.26
571	DISTRIBUTION	312,462.27	334,791.20	13,536.39	(22,328.93)	107.15
572	CUSTOMER ACCOUNTS	86,013.15	61,239.53	28,743.36	24,773.62	71.20
573	ADMINISTRATION	449,641.50	59,422.57	908.50	390,218.93	13.22
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		1,290,692.77	700,027.74	74,027.26	590,665.03	54.24
TOTAL REVENUES		1,112,240.00	740,134.70	162,542.33	372,105.30	66.54
TOTAL EXPENDITURES		1,290,692.77	700,027.74	74,027.26	590,665.03	54.24
NET OF REVENUES & EXPENDITURES		(178,452.77)	40,106.96	88,515.07	(218,559.73)	22.47

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	80,274.00	80,285.50	80,274.00	(11.50)	100.01
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		80,274.00	80,285.50	80,274.00	(11.50)	100.01
Expenditures						
000		84,940.00	54,539.07	12,003.68	30,400.93	64.21
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		84,940.00	54,539.07	12,003.68	30,400.93	64.21
TOTAL REVENUES		80,274.00	80,285.50	80,274.00	(11.50)	100.01
TOTAL EXPENDITURES		84,940.00	54,539.07	12,003.68	30,400.93	64.21
NET OF REVENUES & EXPENDITURES		(4,666.00)	25,746.43	68,270.32	(30,412.43)	551.79

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	172,350.00	134,136.49	34,576.99	38,213.51	77.83
INT	INTEREST AND RENTS	150.00	354.70	0.00	(204.70)	236.47
OTHER	OTHER REVENUE	500.00	35.83	0.00	464.17	7.17
TRANSIN	TRANSFERS IN	62,340.00	0.00	0.00	62,340.00	0.00
TOTAL REVENUES		235,340.00	134,527.02	34,576.99	100,812.98	57.16
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	366,124.05	110,920.02	17,882.08	255,204.03	30.30
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		366,124.05	110,920.02	17,882.08	255,204.03	30.30
TOTAL REVENUES		235,340.00	134,527.02	34,576.99	100,812.98	57.16
TOTAL EXPENDITURES		366,124.05	110,920.02	17,882.08	255,204.03	30.30
NET OF REVENUES & EXPENDITURES		(130,784.05)	23,607.00	16,694.91	(154,391.05)	18.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	10,000.00	0.00	(10,000.00)	100.00
INT	INTEREST AND RENTS	0.00	1,905.06	0.00	(1,905.06)	100.00
TOTAL REVENUES		0.00	11,905.06	0.00	(11,905.06)	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	11,905.06	0.00	(11,905.06)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	11,905.06	0.00	(11,905.06)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	4,000.00	1,602.01	(186.09)	2,397.99	40.05
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		4,000.00	1,602.01	(186.09)	2,397.99	40.05
Expenditures						
000		4,000.00	0.00	0.00	4,000.00	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		4,000.00	0.00	0.00	4,000.00	0.00
TOTAL REVENUES		4,000.00	1,602.01	(186.09)	2,397.99	40.05
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,602.01	(186.09)	(1,602.01)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	18,000.00	3,582.40	(1,778.69)	14,417.60	19.90
OTHER	OTHER REVENUE	0.00	19,575.71	0.00	(19,575.71)	100.00
TOTAL REVENUES		18,000.00	23,158.11	(1,778.69)	(5,158.11)	128.66
Expenditures						
000		18,000.00	17,575.71	9,075.71	424.29	97.64
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		18,000.00	17,575.71	9,075.71	424.29	97.64
TOTAL REVENUES		18,000.00	23,158.11	(1,778.69)	(5,158.11)	128.66
TOTAL EXPENDITURES		18,000.00	17,575.71	9,075.71	424.29	97.64
NET OF REVENUES & EXPENDITURES		0.00	5,582.40	(10,854.40)	(5,582.40)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	72.73	0.00	(72.73)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	72.73	0.00	(72.73)	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	72.73	0.00	(72.73)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	72.73	0.00	(72.73)	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
INT	INTEREST AND RENTS	0.00	255.09	0.00	(255.09)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	255.09	0.00	(255.09)	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	255.09	0.00	(255.09)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	255.09	0.00	(255.09)	100.00
TOTAL REVENUES - ALL FUNDS		7,157,735.45	4,772,304.25	593,249.34	2,385,431.20	66.67
TOTAL EXPENDITURES - ALL FUNDS		7,984,746.28	4,145,191.81	457,852.15	3,839,554.47	51.91
NET OF REVENUES & EXPENDITURES		(827,010.83)	627,112.44	135,397.19	(1,454,123.27)	75.83

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

[illegible]

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

<b>Comp. #</b>	<b>Date</b>	<b>Incident Type</b>	<b>Agency</b>	<b>Status</b>	<b>Venue</b>
19-0179	2/3/2019	SUICIDAL SUBJECT	KENT COUNTY	ASSISTED	LOWELL
19-0180	2/3/2019	WELFARE CHECK	KENT COUNTY	BACK-UP	LOWELL
19-0192	2/6/2019	SPARKING WIRES / AREA CHECK	LOWELL FIRE	ASSISTED	LOWELL
19-0203	2/7/2019	9-1-1 HANG-UP	KENT COUNTY	ASSISTED	VERGENNES
19-0204	2/7/2019	PD ACCIDENT	KENT COUNTY	ASSISTED	VERGENNES
19-0207	2/8/2019	ALARM	KENT COUNTY	BACK-UP	LOWELL
19-0210	2/8/2019	ALARM	KENT COUNTY	BACK-UP	VERGENNES
19-0216	2/10/2019	TRAFFIC STOP / ROAD RAGE	KENT COUNTY	ASSISTED	CITY OF LOWELL
19-0223	2/12/2019	POSSIBLE CO POISONING	LOWELL FIRE	ASSISTED	CITY OF LOWELL
19-0249	2/16/2019	OWI ARREST	KENT COUNTY	ASSISTED	LOWELL
19-0256	2/16/2019	DOMESTIC	KENT COUNTY	ASSISTED	LOWELL
19-0258	2/16/2019	DEATH NOTIFICATION	IONIA COUNTY	ASSISTED	CITY OF LOWELL
19-0276	2/20/2019	UNKNOWN ACCIDENT	KENT COUNTY	ASSISTED	VERGENNES

# AGENCIES ASSISTING LOWELL POLICE DEPARTMENT

FEBRUARY 2019

Comp. #	Date	Incident Type	Agency	Status
19-0277	2/21/2019	ALARM	KENT COUNTY	ASSISTED
19-0293	2/22/2019	CITIZEN ASSIST	ROCKFORD AMBULANCE	ASSISTED
19-0304	2/24/2019	POSSIBLE OD	ROCKFORD AMBULANCE	ASSISTED

**MONTHLY COMPARISON TOTALS  
FEBRUARY 2018 AND 2019**

ACTIVITY	FEBRUARY	2018 YEAR-TO-DATE	FEBRUARY	2019 YEAR-TO-DATE
Total Arrests	30	62	14	35
Alcohol (MIP/Open Intox)	1	1	1	1
Drug Law Violations	2	10	1	2
Drunk Driving	5	7	2	3
Suspended License	1	4	1	3
Warrant Arrest	17	24	7	15
Other Arrests	4	16	2	11
Assault	1	1	0	2
Assault (Verbal)	2	8	1	3
Assault (Domestic)	2	3	0	0
Assist from Other Agency	4	12	3	9
Assist to Other Agency	18	31	13	25
Assist to Citizen	44	72	42	78
Breaking & Entering	0	0	2	5
Disorderly Conduct	0	0	2	7
Dog Complaints	1	2	1	3
Larceny	4	13	4	13
Malicious Destruction	2	3	1	1
Motorist Assist	7	13	8	22
Ordinance Violations	8	10	1	3
Accident Total	12	25	10	22
{Property Damage}	10	21	10	22
{Personal Injury}	2	4	1	0
Citations Issued	37	63	13	42
Traffic Stops: Warned	119	265	58	146
# of Traffic Stops Made	145	312	63	176
TOTAL COMPLAINTS	162	351	164	331

# Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

February 2019





March 14, 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 February Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 45.75 million gallons of wastewater were treated, up from 41.17 million gallons the month before.

All NPDES Permit requirements were satisfied. Copies of the Monthly Operating Reports for January 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 February surcharges were \$5.43 for the month. No operational problems were experienced at the plant from this discharge.

Litehouse Inc. was issued a discharge permit in September 2018, we have received no discharge from them.

#### MAINTENANCE COST REPORT

Date	Vendor	Cost
2/4	North Central Labs (1)	\$ 1212.23
2/5	Star Crane & Hoist (2)	348.40
2/5	Showboat Automotive (3)	60.63
2/5	Ace Hardware (4)	38.33
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY 17-18)*		\$ 12,225.88*
Maintenance Allowance Spent YTD		\$ 8,730.94
Balance of Maintenance Allowance		\$ 3,494.94

\*The maintenance spending for FY 17-18 was under the annual allotment by \$225.88. That amount will be added to the beginning balance on July 1<sup>st</sup>. That makes the beginning balance \$12,225.88 (\$12,000+\$225.88).

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

- Replaced Chlorine testing meter for the Lab (1)
- Conducted annual hoist inspections (2)
- Replaced belts on the grit airlift blower (3)
- Replaced piping on grit airlift system (4)

#### PROJECTS FOR THE FUTURE

- Continuc painting projects
- Miscellaneous plumbing projects

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 black ink, appearing to read "B-Vander Meulen". The signature is fluid and cursive, with a large initial "B" and a long horizontal stroke extending to the right.

Brian Vander Meulen  
Plant Manager



#### FEBRUARY EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 5 mg/l, 80% under the NPDES limit of 25 mg/l. The worst 7-day average was 6 mg/l, 85% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 6.6 mg/l, 78% under the NPDES limit of 30 mg/l. The worst 7-day average was 9.5 mg/l, 79% under the NPDES limit of 45 mg/l.

The monthly average for Phosphorus was 0.42 mg/l, the limit is 1.0 mg/l.

The average removal rate for BOD was 95%; a minimum of 85% is required. The average removal rate for Suspended Solids was 92%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 91 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 172 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.038 mg/l; the limit is 0.038 mg/l. The monthly average was 0.028 mg/l.

## Appendix A

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State of Michigan  
Department of Environmental Quality

# Plant Influent Sheet

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 February 2019

Superintendent's Signature  
Brian Vander Meulen, Supt.

	WEATHER		FLOW		RAW SEWAGE QUALITY											
D A Y P N S	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	D A Y P N S
	0033	0045	50050	50051	00011	00400	00310	85001	00530	85002	00665	85004	00535	00610	71900	
1	17	0.00	1.13	1.40	59	7.4	114	1074	62	584			58		*G	1
2	269	0.00	1.21	1.40												2
3	2479	0.01	1.36	1.60												3
4	349	0.10	1.32	1.60	57	7.4	146	1607	116	1277			106			4
5	347	0.78	1.61	1.90												5
6	347	0.12	1.70	2.70	57	7.4	131	1857	100	1418	2.3	32.6	88	9.0		6
7	34578	0.40	1.93	2.20												7
8	357	0.09	1.97	2.30	58	7.4	140	2300	118	1939			116			8
9	27	0.00	2.05	2.40												9
10	357	0.05	2.14	2.40												10
11	3578	0.46	1.98	2.30	59	7.4	105	1734	76	1255			70			11
12	3578	9.21	1.94	2.10												12
13	257	0.00	1.80	2.00	60	7.5	98	1471	76	1141	1.2	18.0	68	5.8		13
14	257	0.00	1.80	2.00												14
15	77	0.00	1.58	1.80	60	7.4	82	1081	50	659			46			15
16	178	0.00	1.73	1.90												16
17	257	0.13	1.58	1.80												17
18	27	0.00	1.54	1.80	60	7.5	115	1477	74	950			70			18
19	27	0.00	1.51	1.80												19
20	27	0.00	1.47	1.60	58	7.5	119	1459	76	932	1.9	23.3	62	7.7		20
21	17	0.00	1.53	1.80												21
22	169	0.00	1.35	1.60	58	7.5	106	1193	74	833			72			22
23	34789	0.45	1.51	1.80												23
24	3578	0.11	1.65	1.80												24
25	3578	0.00	1.60	1.70	58	7.5	78	1041	52	694			50			25
26	357	0.16	1.59	1.70												26
27	257	0.00	1.57	1.80	58	7.4	109	1427	96	1257	1.8	23.6	92	6.8		27
28	47	0.00	1.60	1.90												28
29																29
30																30
31																31
TL	XXXX	3.07	45.75	XXXX	XXXX	XXXX	XXXX	41352	XXXX	30191	XXXX	682	XXXX	XXXX	XXXX	TL
ME	XXXX	XXXX	1.63	XXXX	59	7.4	112	1477	81	1078	1.8	24.4	75	7.3	XXXX	ME
MAX	XXXX	0.78	2.14	2.70	60	7.5	146	2300	118	1939	2.3	32.6	116	9.0	XXXX	MAX
MIN	XXXX	XXXX	1.13	1.40	57	7.4	78	1041	50	584	1.2	18.0	46	5.8	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. Month Year  
410049 February 2019

Superintendent's Signature  
Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code		REMARKS
D A Y PN SF	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	80889	D A Y PN SF	
1	96	15.2	31.5	0.08	3069	2385	18	1.71	6.3	59	0.48	0.37	19.6	4	1	
2		14.2											0.0		2	
3		12.7											0.0		3	
4		13.1	15.1	0.11	3219	2518	17	1.89	4.2	53	0.61	0.47	24.8		4	
5		10.7											23.8		5	
6		10.1	10.2	0.17	2425	1879	15	1.62	3.4	62	0.41	0.32	0.0		6	
7		8.9											0.0		7	
8		8.7	8.8	0.17	2845	2246	17	1.67	5.7	60	0.52	0.41	21.4		8	
9		8.4											0.0		9	
10		8.1											0.0		10	
11		8.7	15.8	0.11	3301	2579	20	1.65	2.5	61	0.71	0.55	23.5		11	
12		8.9											22.0		12	
13		9.6	16.3	0.10	3100	2358	19	1.63	5.6	61	0.51	0.40	0.0		13	
14		9.6											0.0		14	
15		10.9	30.0	0.07	3296	2572	20	1.65	4.4	61	0.65	0.51	23.7		15	
16		10.0											0.0		16	
17		10.9											0.0		17	
18		11.2	20.2	0.10	3201	2482	24	1.33	4.5	75	0.67	0.52	0.0		18	
19		11.4											0.0		19	
20		11.7	21.1	0.10	3277	2530	24	1.37	5.1	73	0.60	0.46	22.0		20	
21		11.3											22.3		21	
22		12.8	23.5	0.08	3263	2553	20	1.63	5.2	61	0.54	0.42	19.0		22	
23		11.4											0.0		23	
24		10.4											0.0		24	
25		10.8	27.7	0.07	3214	2481	23	1.40	6.1	72	0.70	0.54	22.1		25	
26		10.8											25.3		26	
27		11.0	15.6	0.10	3269	2282	20	1.63	6.3	61	0.61	0.47	24.3		27	
28		10.8											27.2		28	
29															29	
30															30	
31															31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	321.0	XXXX	TL	
ME	96	10.8	19.6	0.10	3123	2405	20	1.60	4.9	63	0.58	0.45	11.5	XXXX	ME	
MAX	XXXX	15.2	31.5	0.17	3301	2579	24	1.89	6.3	75	0.71	0.55	27.2	XXXX	MAX	
MIN	XXXX	8.1	8.8	0.07	2425	1879	15	1.33	2.5	53	0.41	0.32	XXXX	XXXX	MIN	

Remarks:

4833-5034  
R4609 4/74

# Final Effluent Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

	Fecal	Total
MF	31616	31504
MPW	31615	31505

Plant No. 410049  
Month February  
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	7	66	94	100	94	84				9.2	7.2	11.9	148		0.035	*G	1
2																	2
3																	3
4	6	66	96	120	132	90				7.6	7.3	11.2	118		0.011		4
5																	5
6	6	85	95	64	91	94	0.51	7.23	78	5.6	7.3	10.1	210	0.90	0.001		6
7																	7
8	5	82	96	64	105	95				6.0	7.2	10.0	204		0.001		8
9																	9
10																	10
11	6	99	94	52	86	93				4.8	7.2	9.9	112		0.007		11
12																	12
13	5	75	95	56	84	93	0.30	4.50	75	4.0	7.1	10.6	54	0.05	0.032		13
14																	14
15	5	66	94	60	79	88				4.6	7.4	10.5	100		0.031		15
16																	16
17																	17
18	5	64	96	48	62	94				4.6	7.4	11.2	60		0.032		18
19																	19
20	7	86	94	92	113	88	0.49	6.01	74	6.0	7.3	11.8	42	0.04	0.038		20
21																	21
22	3	34	97	24	27	97				2.0	7.3	12.4	64		0.027		22
23																	23
24																	24
25	4	53	95	42	56	92				4.0	7.3	12.5	74		0.032		25
26																	26
27	5	65	95	64	84	93	0.37	4.84	79	4.0	7.3	11.2	60	0.04	0.034		27
28																	28
29																	29
30																	30
31																	31
TL	XXXX	1964	XXXX	XXXX	2363	XXXX	XXXX	158.1	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	TL
ME	5	70	95	6.6	84	92	0.42	5.65	77	5.2	7.3	11.1	91	0.26	0.028	XXXX	ME
WA	6	89	94	9.5	109	89	XXXX	XXXX	XXXX	7.5	7.4	10.0	172	0.90	0.034	XXXX	WA
MAX	7	99	97	12.0	132	97	0.51	7.23	79	9.2	7.4	12.5	210	0.90	0.038	XXXX	MAX
MIN	3	34	94	2.4	27	84	0.30	4.50	74	2.0	7.2	9.9	42	0.04	0.007	XXXX	MIN

Remarks: Fecal Coli for February are actually "Greater Than"  
Cl2 Residuals for February 6, 8 are actually "Less Than"

State of Michigan  
Department of Environmental Quality

# Miscellaneous Sheet

Lowell, Michigan

R 4607 4/74  
4833-6040

Plant No. 410049    Month February    Year 2019

Superintendent's Signature Brian Vander Meulen, Supt.

DAY PN SF	Grit	Aux Fuel	Power Consumption	Chemicals Applied		
		Nat. Gas		CL2	FeCL2	
	CF	CF	KWH	LBS	GAL	
		2	3			
1	1	18	1.4	5	40	
2	1	15	1.4	6	40	
3	1	13	1.6	10	40	
4	1	22	1.2	8	40	
5	1	20	1.4	7	40	
6	1	24	1.6	7	45	
7	1	27	1.4	13	40	
8	1	34	1.6	11	40	
9	1	20	1.6	10	40	
10	1	25	1.6	12	40	
11	1	32	1.6	12	40	
12	1	29	2.0	11	35	
13	1	35	1.6	10	40	
14	1	24	1.6	11	30	
15	1	26	1.6	10	35	
16	1	18	1.6	12	35	
17	1	27	1.6	8	35	
18	1	31	1.6	10	30	
19	1	27	1.6	9	30	
20	1	30	1.6	10	35	
21	1	27	2.0	9	35	
22	1	15	1.4	10	35	
23	1	11	1.6	10	35	
24	1	37	1.6	8	30	
25	1	42	1.6	10	35	
26	1	28	1.8	10	30	
27	1	34	1.6	8	30	
28	1	25	1.8	9	35	
29						
30						
31						
TL	28	716	44.6	266	1015	0
ME	1	26	1.6	10	36	0
MAX	1	42	2.0	13	45	0
MIN	1	11	1.2	5	30	0

Manpower						
Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires
Superintendent	1	0	180	0	0	0
Shift Operator	1	1	212	0	0	0
Total	2	1	392	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
<b>PERMIT NUMBER</b>	<b>DISCHARGE NUMBER</b>

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

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

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
FROM 2019	2	01	TO 2019	2	28

\*\*\* 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	<b>SAMPLE MEASUREMENT</b>	1.63	2.14	(03)	*****	*****	*****		-	7/7	RECORD FLOW
	<b>PERMIT REQUIREMENT</b>	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED 00530 B 0 0 PRIOR TO DISINFECT	<b>SAMPLE MEASUREMENT</b>	84	109	(26)	*****	6.6	9.5	(19)	0	3/7	24 HR COMP
	<b>PERMIT REQUIREMENT</b>	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	<b>SAMPLE MEASUREMENT</b>	70	89	(26)	*****	5	6	(19)	0	3/7	24 HR COMP
	<b>PERMIT REQUIREMENT</b>	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	<b>SAMPLE MEASUREMENT</b>	*****	*****		*****	*****	0.90	(19)	0	1/7	24 HR COMP
	<b>PERMIT REQUIREMENT</b>	*****	*****	****	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P) 00665 B 0 0 PRIOR TO DISINFECT	<b>SAMPLE MEASUREMENT</b>	5.6	7.2	(26)	*****	0.42	0.51	(19)	0	1/7	24 HR COMP
	<b>PERMIT REQUIREMENT</b>	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	<b>SAMPLE MEASUREMENT</b>	*****	*****		*****	*****	0.038	(19)	0	3/7	GRAB
	<b>PERMIT REQUIREMENT</b>	*****	*****	****	*****	*****	0.038 DAILY MAX	mg/L		WEEKDAYS	GRAB
MERCURY, TOTAL 71900 B 0 0 PRIOR TO DISINFECT	<b>SAMPLE MEASUREMENT</b>	*****	*G		*****	*****	*G		0	1/90	GRAB
	<b>PERMIT REQUIREMENT</b>	*****	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	3	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

**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		YEAR	MO	DAY
FROM 2019	2	01		TO 2019	2	28

\*\*\* 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	*****	0.000004		*****	*****	0.44		0	1/90	CALCTD
71900 X 0 0 PRIOR TO DISINFECT	PERMIT REQUIREMENT	*****	0.000036 12-Mo Rolling Avg	lbs/day	*****	*****	3.0 12-Mo Rolling Avg	ng/L		QUARTERLY	CALCTD
COLIFORM, FECAL GENERAL	SAMPLE MEASUREMENT	*****	*****		*****	91	172	(19)	0	3/7	GRAB
74055 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	*****	*****	200 MONTHLY AVG	400 7 DAY AVG	mg/L		DAILY	GRAB
BOD, 5-DAY PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		95	*****	94	(23)	0	1/30	CALCTD
81010 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****	*****	85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
SOLIDS, SUSPENDED PERCENT REMOVAL	SAMPLE MEASUREMENT	*****	*****		92	*****	84	(23)	0	1/30	CALCTD
81011 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****	*****	85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER-CENT		ONCE/MON	CALCTD
pH	SAMPLE MEASUREMENT	*****	*****		7.2	*****	7.4	(12)	0	3/7	GRAB
00400 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	****	6.5 DAILY MINIMUM	*****	9.0 DAILY MAX	S.U.		WEEKDAYS	GRAB
OXYGEN, DISSOLVED (DO)	SAMPLE MEASUREMENT	*****	*****		9.9	*****	*****	(19)	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	3	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)

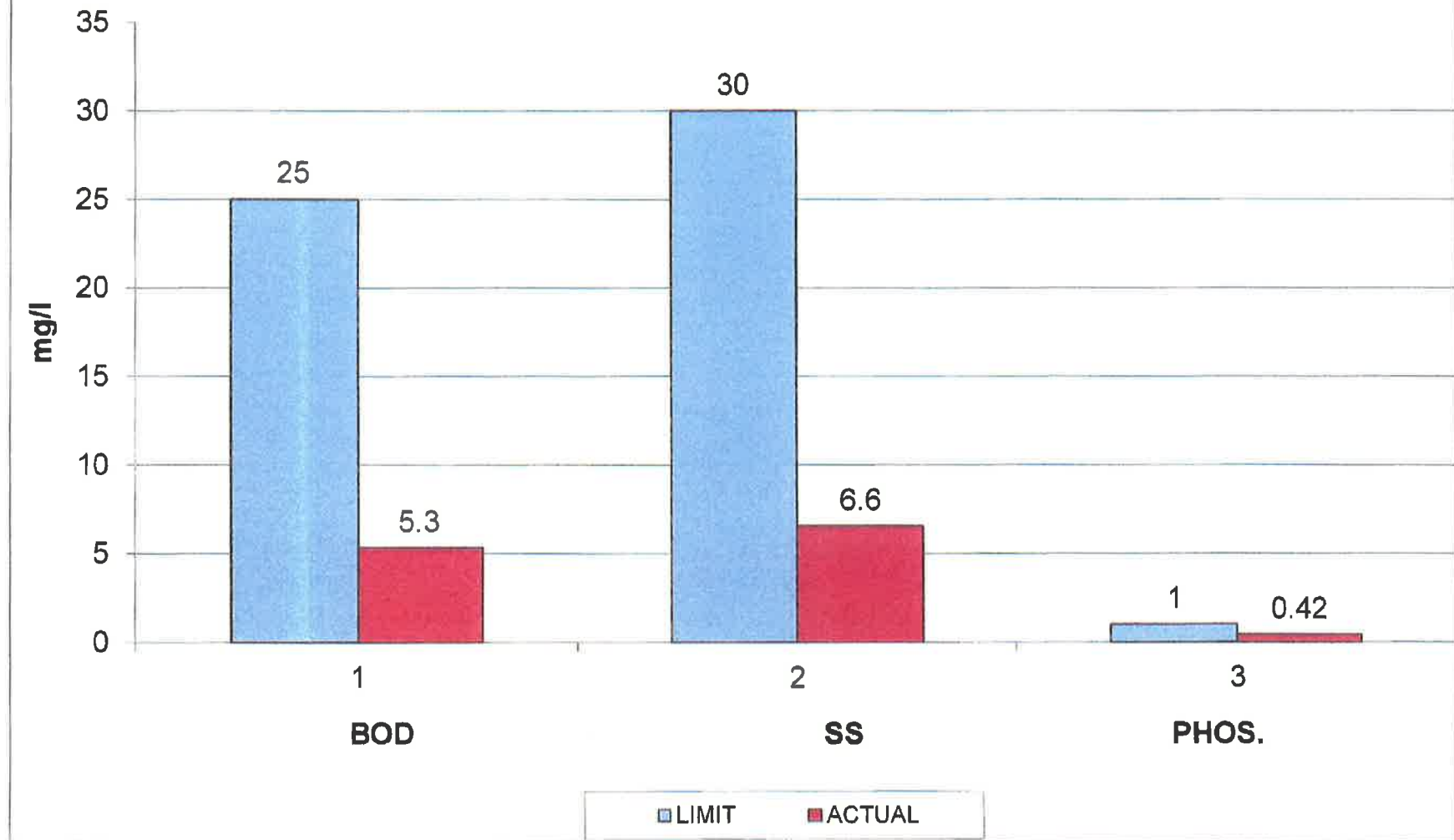
P=AFTER DISINFECTION



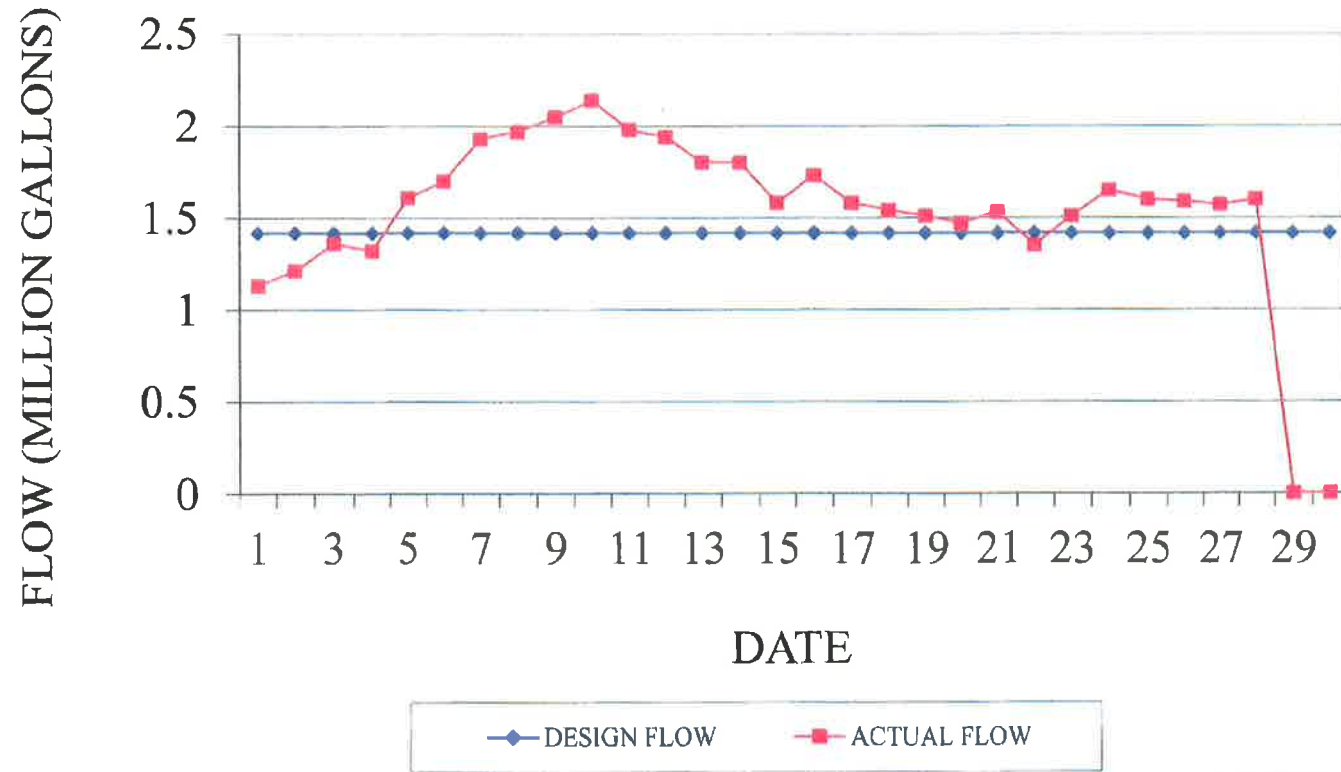
## Appendix B



## EFFLUENT LIMIT vs ACTUAL



DESIGN FLOW vs ACTUAL FLOW





## February 2019 Sexton's Report

Total of Burials: 1 of those were: full:1 cremations: 0 Year to date 4

Oakwood: Spent 40 hr's

- Moving snow.
- Normal paper work.
- *Spent time looking for some new plants for the downtown spaces.*
- Made sure I put all recent burials into my records.
- Spent time cleaning out a few drawers keeping the important things.

City Hall : Spent 16 hrs.

- Removing snow and salting, mounting a 75 inch tv onto wall .
- Changed a few light bulbs.

Englehardt Library: Spent 3.5 hr's doing the following:

- Filled soap dispensers in both bathrooms.
- Changed a few light bulbs.

D.D.A. Spent 77.25 hr's doing the following: removing a lot of snow, salting, plus 5 hr's ot.

Parks: 15.75 hr's removing snow, and taking pieces off the showboat plus .25 hr's ot .

Museum: 1 hr. removing snow, checking the arbs for any snow damage.

D.P.W. 4.25 hr's removing snow plus morning meetings and 1 hr ot

Water Plant: 1 hr. removing snow plus .25 hr ot

Fire Barn: .5 hr moving snow

Major Maint. 2 hr's Lent Ron to dpw

Loc. Winter: 3.5 hr's Lent Ron to dpw for cold patch

Major Winter: 3.5 hr's more cold patch work

Loc. Maint. 21 hr's more cold patch

Water Mains: helped Ralph .5 hr.at north well