



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

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, MAY 4, 2020, 7:00 P.M.
Meeting will be held remotely via Zoom

Join Zoom Meeting
<https://us02web.zoom.us/j/86908959541>

Meeting ID: 869 0895 9541

One tap mobile

+16465588656,,86908959541# US (New York) 13017158592,,86908959541# US +(Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 869 0895 9541

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 April 20, 2020 Regular City Council meeting and the April 25, 2020 Budget meeting.
- Authorize payment of invoices in the amount of \$439,626.66.

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. Covid – 19 Issues
- b. Gift from Staal Estate
- c. Budget Presentation

5. NEW BUSINESS

- a. Set Public Hearing for the 2020/21 Budget
- b. 2020 HMA Crackfill Project Award
- c. Sanitary Sewer Repair in Alley
- d. Foreman Street Sanitary Sewer Engineering

e. Outdoor Seating

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

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



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

MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, May 4, 2020

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4. OLD BUSINESS

- a. Covid – 19 Issues. City Manager Michael Burns will provide an update.
- b. Gift from Staal Estate. City Manager Michael Burns will provide an update.
- c. Budget Presentation. City Manager Michael Burns provided a memo.

5. NEW BUSINESS

- a. Set Public Hearing for the 2020/21 Budget.
- b. 2020 HMA Crackfill Project Award. Public Works Director Dan Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the 2020 HMA Overband Crackfill Project bid from Wolverine Sealcoating LLC, Jackson, Michigan, for a cost of \$15,770.00

- c. Sanitary Sewer Repair in Alley. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the repair quote from Lee's Trenching Service, Inc., Byron Center, dated April 7, 2020, for the repairs to the sanitary sewer in the alley behind the 200 block of E. Main St., for an estimated cost of \$21,000.00.

- d. Foreman St. Sanitary Sewer Engineering. Public Works Director Daniel Czarnecki provided a memo.

Recommended Motion: That the Lowell City Council approve the proposal from Prein & Newhof, Grand Rapids, dated April 10, 2020, for the Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project at a cost "not-to-exceed" \$44,800.

- e. Outdoor Seating. City Manager Michael Burns provided a memo.

6. BOARD/COMMISSION REPORTS

7. MANAGER'S REPORT

8. APPOINTMENTS

9. COUNCIL COMMENTS

10. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
ZOOM MEETING
MONDAY, APRIL 20, 2020, 7:00 P.M.**

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

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

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

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Chief of Police Steve Bukala,
DPW Director Dan Czarnecki and Arbor Board Chair Jim Reagan.

2. APPROVAL OF THE CONSENT AGENDA.

- Approval of the Agenda.
- Approve and place on file the minutes of the April 6, 2020 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$207,240.60.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL 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.

3. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were no comments.

4. OLD BUSINESS

a. 2020 Street Improvement Project Award.

Public Works Director Daniel Czarnecki explained since the beginning of November 2019, Williams and Works have worked to put together a street paving project for our community. Our project plan started with the major streets of Howard St. and Suffolk St., and the local street of Elizabeth St. These all access the public school properties. In December we added to the project Riverside Dr. from the DDA area. Williams and Works developed the plans, put together project specifications and helped us to go out for bids on the project.

An important part of the process was the development of the work schedule. The streets are important connectors to the public school. To avoid the school year, we specified in the project documents the start of the project is after June 1st with completion by August 15th.

Bids on the construction project were opened on April 8, 2020 and 10 proposals were received. Bids ranged from a low of \$378,771.20 to a high of \$527,857. 90. The engineers estimate for the project was \$513,000.

The two low bids are:

- CL Trucking LLC, Ionia \$378,771.20
- USA Earthworks, Martin \$386,149.75

Upon review of the bids, CL Trucking indicated they would complete the project by September 30th and could not commit to completion any time sooner. This does not meet our project specified schedule to have the work substantially completed before the school year is scheduled to begin.

The second lowest bid is from USA Earthworks, from Martin, Michigan. Their bid meets the completion requirements. Williams and Works obtained a list of references from USA Earthworks and looked into a few of their projects. Williams and Works did not receive any negative feedback from the references they checked on.

Mayor DeVore questioned if work could begin prior to June considering school is not in session. Czarnecki is looking into this.

Councilmember Salzwedel asked if there was any kind of a warranty offered. Czarnecki explained they are typically one-year warranty's.

Yankovich confirmed all received bids were based upon the same specifications. Czarnecki responded yes.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve the 2020 Street Improvement Project bid from USA Earthworks, Martin, Michigan, for a cost of \$386,149.75, and authorize the Mayor to sign the documents.

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

NO: Councilmember Canfield. ABSENT: None MOTION CARRIED.

b. 2020 Street Improvement Project Construction Engineering Services.

Public Works Director Dan Czarnecki updated the Council on the 2020 Street Improvement Project noting it will need engineering oversight during construction. Williams and Works have provided the City with a scope of services for this work. Their services will include contract documentation, construction staking, construction observation of the proposed work, construction engineering as required to address and resolve issues as they arise, documentation of construction activities and pay item quantities, and coordinate material testing. Williams and Works will also handle all the contract administration including execution of contract documents, arrange and attend pre-construction and progress meetings, review request for construction payments, and finalize paperwork at the end of the project.

Williams and Works has indicated they can do all the construction engineering, administration, and materials testing work for a cost not to exceed \$37,900. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams and Works.

IT WAS MOVED BY SALZWEDEL and seconded by to CANFIELD approve the 2020 Street Improvement Project Construction Engineering Service with Williams and Works, as outlined in their scope of services, dated April 13, 2020, for the amount of \$37,900.00.

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

5. **NEW BUSINESS**

a. **2020 – 2021 Comprehensive Tree Plan.**

Arbor Board Chair Jim Reagan presented the 2020-2021 Comprehensive Tree Plan to the Council. He noted their funding comes from Lowell Light and Power, Look Fund, Lowell Area Community Fund and the General Fund.

Reagan referred to Zone 3 – Downtown/Riverwalk of the plan and explained future projects include the “Oklahoma” property and library. He also noted there were several trees that were damaged from the windstorm last year that will be replaced.

Betten Baker was the tree recipient last year, however they did their own tree planting and therefore the City will reimburse them \$250.00.

Reagan noted Arbor Day is April 24, 2020.

Reagan thanked all the boardmembers.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the 2020-2021 Comprehensive Tree Plan.

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

b. **Arbor Day and Week Proclamation.**

Mayor DeVore read the Arbor Day and Week Proclamation into record proclaiming every last Friday in April as Arbor Day in the City of Lowell.

c. **Gift from Staal Estate.**

City Manager Michael Burns stated the City of Lowell will soon be receiving a gift from the estate of Cheryl Ann Staal. Staal deceased on September 1, 2019 and resided at 738 High Street. We have been notified from the executor of her estate that the City will receive \$78,749 from the sale of her home very soon.

There is no exclusions as to what the City could do with the proceeds. However, we have been asked to use a small portion of the funds for some sort of memorial for the deceased parents George and Esther Staal who were involved in Lowell for many years before their passing. Burns spoke with the executor, and we are looking at placing a bench at one of our parks to memorialize them. The Public Works Director and he are looking into this option.

With the remaining funds, Burns would like to put them towards retirement health care payments. We have 8 current employees who will be eligible to retire before June 30, 2025. All of them currently are eligible for five years healthcare along with their spouse or until Medicare were to be established. Recently, we placed \$20,500 from the sale of 2560 Bowes Road into a designated fund. Burns is also beginning to prefund some funds for employees so it is not as much of an expenditure to our funds. By allowing this amount we would have close to \$100,000 in funds for this not including the amount set aside for each employee.

Councilmember Salzwedel asked about holding off putting these funds aside for retirement health care until we know what is happening with the recent events. Mayor DeVore agreed noting there is a great amount of uncertainty.

Councilmember Yankovich questioned the amount of a bench. Burns estimated \$3,000 to \$4,000.

After further discussion the Council agreed to discuss the issue further during the budget discussion that will be held on April 25, 2020.

Councilmember Canfield believed it would be nice to designate it somewhere rather than just putting it in the General Fund.

IT WAS MOVED BY YANKOVICH and seconded by SALZWEDEL to table the issue until the next City Council meeting to allow for further discussion.

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

6. **MONTHLY REPORTS.**

No comments.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Chambers stated the Lowell Expo has been cancelled and the first three summer concert series will be held at the end of the season. Also, the Farmers Market will open at a later time.

8. **MANAGER'S REPORT.**

- The budget has been submitted for review as required by Charter. This was the most difficult budget he has prepared.
- The playground equipment has been taped off as requested.
- The water department is working with individuals who are \$150 or more delinquent on their water bills. However, many are making their payments.
- Discussion will be held at the next City Council meeting on how the City will be moving forward.
- The first IEBW labor negotiations have been held.
- Groundhog Excavating has much of the sidewalk repair completed. DPW Director Dan Czarnecki noted they have completed all the concrete work.
- The Oklahoma property and vacation of High Street is being processed.

- DNR has notified the City there is an issue with the land swap.

Councilmember Salzwedel asked if the Ware Road landfill issues could be covered by the City's insurance company. Burns will check into this.

Councilmember Chambers questioned the work being done on the Water Treatment Plant. Czarnecki explained it is the Foreman building not the Water Treatment Plant. The work will be completed this spring.

9. **APPOINTMENTS.**

There were no changes at this time.

10. **COUNCIL COMMENS.**

Councilmember Yankovich encourage everyone to hang in there.

Councilmember Chambers stated Fans in the Stands is making the "Lowell Strong Signs" for people wishing to get one. Chambers also commented on what the City of Grand Rapids is doing for the restaurants that will be opening back up. They are considering tables outside to make up for limited capacity on the inside. Mayor DeVore and Council thought this was a great idea. Both City Manager Burns and Police Chief Bukala stated they would research the idea and report back.

11. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 7:41.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Sue Ullery, Lowell City Clerk

**PROCEEDINGS
OF
CITY COUNCIL BUDGET WORKSESSION MEETING
OF THE
CITY OF LOWELL
ZOOM MEETING
SATURDAY, APRIL 25, 2020, 10:00 A.M.**

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

The Special Meeting was called to order at 10:00 a.m. by Mayor Pro Tem Jim Salzwedel and City Clerk Sue Ullery called roll.

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

Absent: Mayor DeVore.

Also Present: City Manager Michael Burns, Public Works Director Dan Czarnecki, Police Chief Steve Bukala, City Treasurer Suzanne Olin and City Clerk Susan Ullery.

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

There was none.

3. **BUDGET WORKSESSION.**

City Manager Mike Burns, Department Heads, and Councilmembers reviewed the upcoming budget.

4. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 12:25 pm.

YES: 4. NO: None. ABSENT: 1. MOTION CARRIED.

Date:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk

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POST DATES 04/18/2020 - 04/30/2020

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10816	AMAZON CAPITAL SERVICES		
	19LQ-XKCT-9JM9	BABY CHANGING STATIONS	821.72
	1W7L-M1V7-7XFC	LOTION - COVID19	25.74
TOTAL FOR: AMAZON CAPITAL SERVICES			847.46
10731	APPLIED IMAGING		
	1529316	COPY MACHINE CONTRACT	325.34
TOTAL FOR: APPLIED IMAGING			325.34
MISC	BAIRD, DANIEL		
	4/28/2020	FENCE PERMIT REFUND	25.00
TOTAL FOR: BAIRD, DANIEL			25.00
10121	BEHRENS LIMITED, LCC		
	1471	MUTT MITTS	375.00
TOTAL FOR: BEHRENS LIMITED, LCC			375.00
10809	BETTEN BAKER		
	4/28/2020	ARBOR DAY TREE RECIPIENT	250.00
TOTAL FOR: BETTEN BAKER			250.00
10483	BOURGETTE, BOB		
	0053439	AIRPORT ROLLER RENTAL/FUEL	785.56
TOTAL FOR: BOURGETTE, BOB			785.56
10509	CONSUMERS ENERGY		
	APRIL 2020	ACCOUNT STATEMENTS	2,297.76
TOTAL FOR: CONSUMERS ENERGY			2,297.76
00148	DICKINSON WRIGHT PLLC		
	1467935	LEGAL SERVICES	515.30
	1467936	SUEZ AGREEMENT	462.50
	1467937	RIVERSIDE PARK	185.00
	1467938	GENERAL SERVICES	6,308.50
TOTAL FOR: DICKINSON WRIGHT PLLC			7,471.30
10681	GR AMATEUR ASTRONOMICAL ASSOC		
	4/28/2020	LCTV GRANT - DOME REFURBISH	10,000.00
TOTAL FOR: GR AMATEUR ASTRONOMICAL ASSOC			10,000.00
10518	GROUNDHAWG EXCAVATING & LANDSCAPING		
	882	SIDEWALK WORK	36,696.25
TOTAL FOR: GROUNDHAWG EXCAVATING & LANDSCAPING			36,696.25
00710	HAROLD ZEIGLER FORD, INC.		
	216769	2014 EXPLORER #836 R & M	719.40
TOTAL FOR: HAROLD ZEIGLER FORD, INC.			719.40
02463	HYDROCORP		
	0056682-IN	CROSS CONNECTION MARCH 2020	937.00
TOTAL FOR: HYDROCORP			937.00
00262	IDEXX DISTRIBUTION CORP.		
	3057200056	WTP CHEMICALS	213.52
TOTAL FOR: IDEXX DISTRIBUTION CORP.			213.52
02272	KENTWOOD SALES CORPORATION		
	4/15/2020	PLASTIC BAGS	2,145.00
TOTAL FOR: KENTWOOD SALES CORPORATION			2,145.00

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DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
POST DATES 04/18/2020 - 04/30/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Invoice	Description	Amount
10521	MACATAWA BANK	4/21/2020	BACKHOE PAYMENT	10,666.15
TOTAL FOR: MACATAWA BANK				10,666.15
10525	MICHIGAN ASSOC OF PLANNING	4/28/2020	ANNUAL GROUP MEMBERSHIP 2020-2021	675.00
TOTAL FOR: MICHIGAN ASSOC OF PLANNING				675.00
10838	MORAN IRON WORKS, INC	16090	SHOWBOAT PROJECT	22,304.92
		16127	SHOWBOAT GRANT WORK	26,838.90
TOTAL FOR: MORAN IRON WORKS, INC				49,143.82
00468	NYE UNIFORM COMPANY CO	726817	NAMEBAR - GARNSEY	12.50
		730964	NAMEBAR - LUX	12.50
TOTAL FOR: NYE UNIFORM COMPANY CO				25.00
10346	PEACHTREE DATA	P159623	W/S CASS CERTIFICATION	75.00
TOTAL FOR: PEACHTREE DATA				75.00
01270	PLUMMERS ENVIRONMENTAL SERVICE	20116130	SEWER CLEANING 7 TELEVISED	287.70
		20116376	SEWER CLEANING & TELEVISED	710.50
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICE				998.20
00506	POSTMASTER	4/29/2020	WATER /SEWER BILLS DUE MAY 2020	442.60
TOTAL FOR: POSTMASTER				442.60
01159	PURCHASE POWER	4/10/2020	POSTAGE METER	13.89
TOTAL FOR: PURCHASE POWER				13.89
10133	RED CREEK WASTE SERVICES INC.	04R00564	TRASH SERVICES APRIL	401.72
TOTAL FOR: RED CREEK WASTE SERVICES INC.				401.72
00827	RS TECHNICAL SERVICES, INC.	DB-1356	WTP R & M	2,200.98
TOTAL FOR: RS TECHNICAL SERVICES, INC.				2,200.98
10378	RUESINK, KATHIE	4/23/2020	CLEANING CITY HALL AND POLICE	540.00
TOTAL FOR: RUESINK, KATHIE				540.00
MISC	SOCIETY FOR CREATIVE ANACHRONISM	176844	SPECIAL EVENT PERMIT REFUND	25.00
TOTAL FOR: SOCIETY FOR CREATIVE ANACHRONISM				25.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC	20200072	DIGESTER LID REPAIR	24,632.47
		202039645	WWTP SERVICES APRIL 2020	38,490.00
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				63,122.47
10489	THE BANK OF NEW YORK MELLON TRUST	4/2/2020	BLDG AUTH 2012 RFDG BOND	246,691.26
TOTAL FOR: THE BANK OF NEW YORK MELLON TRUST				246,691.26

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL
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BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor Name	Invoice	Description	Amount
10457	THE BANK OF NY MELLON CORP. TRUST	252-2280781	BLD AUTH 2012 REF BONDS	200.00
TOTAL FOR: THE BANK OF NY MELLON CORP. TRUST				200.00
00672	VOS GLASS	132546	POLICE EQUIPMENT R & M	240.00
TOTAL FOR: VOS GLASS				240.00
00692	WILLIAMS & WORKS INC.	90227	WWTP DIGESTER #3 COVER REPAIR	901.00
TOTAL FOR: WILLIAMS & WORKS INC.				901.00
02579	WMCJTC	4138	MCOLES SPRING 2020	175.98
TOTAL FOR: WMCJTC				175.98
TOTAL - ALL VENDORS				439,626.66

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DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 04/18/2020 - 04/30/2020
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					
101-000-040.000	ACCOUNTS RECEIVABLE	BAIRD, DANIEL	FENCE PERMIT REFUND	25.00	74239
101-000-451.000	BUSINESS LIC & APPLICATIO	SOCIETY FOR CREATIVE ANAC	SPECIAL EVENT PERMIT REFU	25.00	74259
Total For Dept 000				50.00	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	515.30	74244
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RIVERSIDE PARK	185.00	74244
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL SERVICES	6,308.50	74244
Total For Dept 210 ATTORN				7,008.80	
Dept 265 CITY HALL					
101-265-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	PLASTIC BAGS	303.33	74249
101-265-740.000	OPERATING SUPPLIES	PURCHASE POWER	POSTAGE METER	13.89	74256
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING CITY HALL AND P	540.00	74234
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES APRIL	64.93	74257
Total For Dept 265 CITY H				922.15	
Dept 301 POLICE DEPARTMENT					
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY CO	NAMEBAR - LUX	12.50	74252
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY CO	NAMEBAR - GARNSEY	12.50	74252
101-301-930.000	R & M EQUIPMENT	VOS GLASS	POLICE EQUIPMENT R & M	240.00	74263
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	MCOLES SPRING 2020	175.98	74265
Total For Dept 301 POLICE				440.98	
Dept 400 PLANNING & ZONING					
101-400-955.000	MISCELLANEOUS EXPENSE	MICHIGAN ASSOC OF PLANNIN	ANNUAL GROUP MEMBERSHIP 2	675.00	74250
Total For Dept 400 PLANNI				675.00	
Dept 426 EMERGENCY MANAGEMENT					
101-426-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	LOTION - COVID19	25.74	74237
Total For Dept 426 EMERGE				25.74	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	PLASTIC BAGS	303.34	74249
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES APRIL	207.86	74257
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	431.69	74243
Total For Dept 441 DEPART				942.89	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	58.96	74243
Total For Dept 747 CHAMBE				58.96	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	BABY CHANGING STATIONS	821.72	74237
101-751-740.000	OPERATING SUPPLIES	BEHRENS LIMITED, LCC	MUTT MITTS	375.00	74240
101-751-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	PLASTIC BAGS	1,235.00	74249
101-751-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES APRIL	81.91	74257
Total For Dept 751 PARKS				2,513.63	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	KENTWOOD SALES CORPORATIO	PLASTIC BAGS	303.33	74249
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICES APRIL	47.02	74257
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	482.26	74243
Total For Dept 790 LIBRAR				832.61	
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	320.99	74243
Total For Dept 804 MUSEUM				320.99	
Total For Fund 101 GENERA				13,791.75	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	GROUNDHAWG EXCAVATING & L	SIDEWALK WORK	12,668.13	74246

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DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL
EXP CHECK RUN DATES 04/18/2020 - 04/30/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/4

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
		Total For Dept 450 CAPITA		12,668.13	
		Total For Fund 248 DOWNTO		12,668.13	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 442 SIDEWALK					
260-442-974.000	LAND IMPROVEMENTS	GROUNDHAWG EXCAVATING & L SIDEWALK WORK		24,028.12	74246
		Total For Dept 442 SIDEWA		24,028.12	
Dept 443 ARBOR BOARD					
260-443-929.000	TREE FUND EXPENDITURES	BETTEN BAKER	ARBOR DAY TREE RECIPIENT	250.00	74241
		Total For Dept 443 ARBOR		250.00	
Dept 751 PARKS					
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT PROJECT	22,304.92	74236
260-751-970.000	CAPITAL OUTLAY	MORAN IRON WORKS, INC	SHOWBOAT GRANT WORK	26,838.90	74251
		Total For Dept 751 PARKS		49,143.82	
		Total For Fund 260 DESIGN		73,421.94	
Fund 351 GENERAL DEBT SERVICE (NON-VOTED BONDS)					
Dept 906 DEBT SERVICE					
351-906-991.000	PRINCIPAL	THE BANK OF NEW YORK MELL BLDG AUTH 2012 RFDG BOND		190,000.00	74261
351-906-995.000	INTEREST	THE BANK OF NEW YORK MELL BLDG AUTH 2012 RFDG BOND		56,691.26	74261
351-906-996.000	PAYING AGENT FEES	THE BANK OF NY MELLON COR BLD AUTH 2012 REF BONDS		200.00	74262
		Total For Dept 906 DEBT S		246,891.26	
		Total For Fund 351 GENERA		246,891.26	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	BOURGETTE, BOB	AIRPORT ROLLER RENTAL/FUE	44.56	74242
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	466.50	74243
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	AIRPORT ROLLER RENTAL/FUE	741.00	74242
		Total For Dept 000		1,252.06	
		Total For Fund 581 AIRPOR		1,252.06	
Fund 590 WASTEWATER FUND					
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SERVICES APRIL 2020	38,490.00	74260
590-550-970.000	CAPITAL OUTLAY	SUEZ WATER ENVIRONMENTAL	DIGESTER LID REPAIR	24,632.47	74260
590-550-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	WWTP DIGESTER #3 COVER RE	901.00	74264
		Total For Dept 550 TREATM		64,023.47	
Dept 551 COLLECTION					
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER CLEANING 7 TELEWISE	287.70	74254
590-551-930.000	REPAIR & MAINTENANCE	PLUMMERS ENVIRONMENTAL SE	SEWER CLEANING & TELEWISE	710.50	74254
		Total For Dept 551 COLLEC		998.20	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	WATER /SEWER BILLS DUE MA	221.30	74255
590-552-740.000	OPERATING SUPPLIES	PEACHTREE DATA	W/S CASS CERTIFICATION	37.50	74253
		Total For Dept 552 CUSTOM		258.80	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	SUEZ AGREEMENT	462.50	74244
		Total For Dept 553 ADMINI		462.50	
		Total For Fund 590 WASTEW		65,742.97	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	IDEXX DISTRIBUTION CORP.	WTP CHEMICALS	213.52	74235
591-570-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	316.26	74243
591-570-930.000	REPAIR & MAINTENANCE	RS TECHNICAL SERVICES, IN	WTP R & M	2,200.98	74258
		Total For Dept 570 TREATM		2,730.76	

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User: LORI
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	CROSS CONNECTION MARCH 20	937.00	74248
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENTS	221.10	74243
Total For Dept 571 DISTRI				1,158.10	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	WATER /SEWER BILLS DUE MA	221.30	74255
591-572-740.000	OPERATING SUPPLIES	PEACHTREE DATA	W/S CASS CERTIFICATION	37.50	74253
Total For Dept 572 CUSTOM				258.80	
Total For Fund 591 WATER				4,147.66	
Fund 598 CABLE TV FUND					
Dept 000					
598-000-970.000	CAPITAL OUTLAY	GR AMATEUR ASTRONOMICAL A	LCTV GRANT - DOME REFURBI	10,000.00	74245
Total For Dept 000				10,000.00	
Total For Fund 598 CABLE				10,000.00	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-802.000	CONTRACTUAL	APPLIED IMAGING	COPY MACHINE CONTRACT	325.34	74238
Total For Dept 000				325.34	
Total For Fund 636 DATA P				325.34	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	2014 EXPLORER #836 R & M	719.40	74247
661-895-991.000	PRINCIPAL	MACATAWA BANK	BACKHOE PAYMENT	9,460.00	74233
661-895-995.000	INTEREST PAYABLE	MACATAWA BANK	BACKHOE PAYMENT	1,206.15	74233
Total For Dept 895 FLEET				11,385.55	
Total For Fund 661 EQUIPM				11,385.55	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund Totals:					
			Fund 101 GENERAL FUND	13,791.75	
			Fund 248 DOWNTOWN DEVELOP	12,668.13	
			Fund 260 DESIGNATED CONTR	73,421.94	
			Fund 351 GENERAL DEBT SER	246,891.26	
			Fund 581 AIRPORT FUND	1,252.06	
			Fund 590 WASTEWATER FUND	65,742.97	
			Fund 591 WATER FUND	4,147.66	
			Fund 598 CABLE TV FUND	10,000.00	
			Fund 636 DATA PROCESSING	325.34	
			Fund 661 EQUIPMENT FUND	11,385.55	
				<hr/>	
				439,626.66	



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: April 30, 2020

TO: Mayor DeVore and the Lowell City Council

FROM: Michael T. Burns, City Manager

RE: COVID 19 issues

We are still working under the current executive orders due to the COVID-19 pandemic. This being said, there are a few items I would like Council to consider as this matter continues.

Festivals and Events – While the Executive Orders will most likely dictate when large gatherings can begin. Concern will be with ensuring events are complying with Center of Disease Control standards. While it may be difficult to prove on the end of liability, the concern is for mass exposures at events. Rather than the City dictating what must be done at events, I would like to have events develop plans (in writing) to submit to the City that they will ensure sanitary conditions, proper social distancing and proper CDC guidelines they will be following to manage their events in order to have the event on our property. I anticipate the event planners for these events will need to be responsible for these safety practices as we move forward.

Opening City Hall – We are currently complying with the Executive Order regarding Staying at Home. DPW returned to full staffing last week and are working but following social distancing. We are making sure equipment is sanitized and are assigning only one employee in a vehicle at a time. We have also provided masks and hand sanitizer. Employees are also going to be required to take their temperature at the beginning and end of their shifts and have provided each department with a thermometer if they don't have one at home.

City Hall staff is currently working remotely but we have had one employee in City Hall daily to answer phone calls coming in. I am planning on having all City Hall employees come back to City Hall on May 18, 2020, which is three days after the current stay at home orders will be lifted. When city hall staff returns, I will have policies in place requiring they wear masks in dealing with the public. We have also placed Plexiglas protections at the Police Department and City Hall desks to provide additional protection for the public and our staff.

There are discussion with many cities as to when the municipal buildings will open their doors. The standard being considered for this is 14 consecutive days where diminishing new exposures in the municipalities county. Earlier this week, I began tracking the number of new exposures daily and it is my hope we can open the doors to the public on June 1, 2020.

I am also considering the possibility of having all employees tested for COVID-19. There may be logistical issues with this but we are researching this possibility also.

The Police Chief and I are working with Servpro so we can have weekly foggings of our facility as an extra sanitation measure. We are also looking at doing this with our vehicles.

I believe we will be embarking in a new normal once we return. However, I believe the City of Lowell is trying to be responsive to the public and working safely through this pandemic. If there are any concerns against this please let me know and we can adjust accordingly.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: April 17, 2020
TO: Mayor DeVore and the Lowell City Council
FROM: Michael T. Burns, City Manager *MB*
RE: Gift from Staal Estate

The City of Lowell will soon be receiving a gift from the estate of Cheryl Ann Staal. Cheryl Ann Staal deceased on September 1, 2019 and resided at 738 High Street. We have been notified from the executor of her estate that the City will receive \$78,749 from the sale of her home very soon.

There are no exclusions as to what the City could do with the proceeds. However, we have been asked to use a small portion of the funds for some sort of memorial for the deceased parents George and Esther Staal who were involved in Lowell for many years before their passing. I have spoken with the executor, and we are looking at placing a bench at one of our parks to memorialize them. The Public Works Director and I are looking into this option.

With the remaining funds, I would like to put them towards retirement health care payments. We have 8 current employees who will be eligible to retire before June 30, 2025. All of them currently are eligible for five years healthcare along with their spouse or until Medicare were to be established. Recently, we placed \$20,500 from the sale of 2560 Bowes Road into a designated fund. I am also beginning to prefund some funds for employees so it is not as much of an expenditure to our funds. By allowing this amount we would have close to \$100,000 in funds for this not including the amount set aside for each employee.

The use of these funds in this matter would ease potential concerns in the future. **I am recommending the City of Lowell use the gifted funds from the Cheryl Ann Staal estate be used for future retirement health care of our employees after a small portion has been set aside to memorialize George and Esther Staal.**



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: April 30, 2020

TO: Mayor DeVore and the Lowell City Council

FROM: Michael T. Burns, City Manager

RE: Budget Presentation

At our April 25, 2020 City Council budget work session, I provided a PowerPoint presentation with a number of budget reduction options. Many of the options in my option would be more policy decisions of the City Council than the City Manager. I have attached the slides from the presentation in your packet.

City Administration would like to know if any of the items suggested are actually items, the City Council would like me to pursue before I move forward.

BUDGET REDUCTION STRATEGIES

APRIL 24, 2020

How to cut 10% of budget

- Administration was asked to look at reducing 10% of our expenditures and put funding towards streets.
- With a \$3.2 Million general fund this is about \$320 K.
- Request was made before Covid 19 pandemic really began to play out.

Since Covid 19 has played out

- We projected a 15% cut to our revenue sharing and Act 51 dollars from this fiscal years calculation.
- We projected an 11.5% reduction of our LLP PILOT.
- This was a loss of \$192,000 from general fund and about \$40,000 from street funds.
- State of Michigan has a reconciliation meeting in May to review revenue sharing, act 51, school aid and all other state funds.
- State of Michigan is looking to close a \$3 billion gap between this and next fiscal year.

Since Covid 19 has played out

- Michigan dept. of treasury projects (by April 30) revenue sharing payments will not be impacted (act 51 payment is monthly revenue sharing is bimonthly)
- April and May sales tax revenue projections are down 50% statewide from last year
- Didn't see this dropoff in 2009-2010 great recession
- 25% of work force or 10% of state population in Michigan is unemployed
- Treasury doesn't project economy recovering to what it was for quite some time as people may take less risk once stay at home order is complete
- Gas taxes will be down significantly because people aren't driving

Is there an end in sight?

- Won't have a true depiction of loss until possibly May and then January 2021
- These are when treasury holds reconciliation meetings
- Legislature made request to provide CVD's and counties \$1.25 billion of 34 billion from Cares Act
- Working on federal funding for municipalities
- Situation is fluid and nothing is finalized
- City has applied for funding for Covid 19 expenses from FEMA but will be minimal

Property taxes

- Currently not impacted
- Tax filers will probably upset and might have to reimburse from current year
- Will be a few years to play out if it does
- Major hit would be to DDA but since DDA has taken bond payment for city and other items this will still hurt general fund
- We must fight these

You asked me to cut? What do I suggest

- ▶ Library \$74,000
 - ▶ We receive about \$11,000 from RDC to subsidize building operations to help that other communities aren't subsidizing us as first patrons
 - ▶ Last study showed only 30% of patrons are city residents
 - ▶ Why does city have to subsidize operations for other patrons

Do we shut the libraries doors?

- ▶ The answer is no.
 - ▶ Use \$63,000 of LCTV funds to put to library since entire sewer area uses it
 - ▶ If there are capital needs to library in the future above operations costs use LCTV funds
 - ▶ Take the remaining \$10,000 of LCTV funds and put to streets
 - ▶ Use current expenditure and shift to streets
 - ▶ This is the city's money (don't let anyone say it isn't) and you are entitled to do with it what you think is best

ELIMINATE POSITIONS

- ▶ TWO RETIREMENTS SCHEDULED JULY 31
 - ▶ EQUIPMENT OPERATOR & POLICE OFFICE MANAGER
- ▶ ELIMINATED PART TIME POLICE CADET AND PART TIME ADMIN ASST
 - ▶ \$30,000 EXPENDITURE REDUCTION
- ▶ HAVEN'T REPLACED THE SECTION POSITION YET
- ▶ HAVEN'T FILLED THE ADDITIONAL UTILITY POSITION YET (PAID MOSTLY FROM WATER AND SEWER FUNDS)
- ▶ ALL STILL BUDGETED DPW POSITIONS NOT FILLED DUE TO COUNCIL'S CONCERN ABOUT PENSIONS

SAVINGS

- ▶ IF YOU ELIMINATED ALL OF THE POSITIONS THERE WOULD BE \$183,472.74 REDUCTION OF EXPENDITURES TO GENERAL FUND AND \$30,734.83 BETWEEN THE MAJOR AND LOCAL STREET FUNDS
- ▶ WILL IMPACT SERVICES
- ▶ IN ALL PRACTICALITY I BELIEVE TWO OF THE THREE POSITIONS NEED TO BE REPLACED WHEN THE RETIREMENT OCCURS AND THE CONTRACT IS SETTLED

LOOK TO THE FUTURE

- ▶ COVID-19 HAS CHANGED HOW WE OPERATE
- ▶ ONE THING OBVIOUS TO ME IS CITY HALL CAN OPERATE WITH LESS STAFF
- ▶ CHARTER REQUIRES WE HAVE A CITY MANAGER, CLERK AND TREASURER
- ▶ CITY SPENDS \$113,000 IN PERSONNEL COSTS BETWEEN WATER AND WASTEWATER FUND FOR CUSTOMER ACCOUNTS (UTILITY BILLING)
- ▶ 3 POSITIONS PARTIALLY FUNDED
 - ▶ Deputy clerk – 30% between water and wastewater funds (40% GF)
 - ▶ Deputy treasurer – 40% between water and wastewater funds (40% GF)
 - ▶ Receptionist – 40% between water and wastewater funds (40% GF)

Look to the future

- ▶ Approximately 10 years ago City and Light and Power looked at LL&P taking on utility billing
- ▶ Almost ready to go and suddenly stopped
 - ▶ Revenue is 2 would impact city hall staffing of the time (three months)
 - ▶ Other question was City uses 85% for accounting and billing, LL&P uses 100% for this
 - ▶ Issues between systems taking (however Steve Donkumov believes this was corrected)

Look to the future

- ▶ Should reconsider opportunity for U&P
 - ▶ Unknown savings but it would reduce city's personnel expenditure
 - ▶ Streamline services between U&P and city
- ▶ If doesn't work could contract with city or township (that is open 5 days a week) who uses BS&A and bills for water and sewer

Look to the future

- ▶ Would take a year to implement I believe
 - ▶ Would propose eliminating 2 positions
 - ▶ Employees in both positions would be able to rotate
 - ▶ Might need to consider buyout
- ▶ Create a deputy clerk-leader position with the remaining position and have position take on most tasks but split some other to rest of staff

Look to the future

- ▶ Consider exploring a police services contract with the Kent county sheriff's office
- ▶ City pays approximately \$890 K for police (\$732K in PERSONNEL COSTS)
- ▶ City of Cedar Springs currently pays \$456K for 24/7 police coverage (Crime Enforcement not included) 4 deputies and a sergeant
- ▶ This would reduce future pension and insurance liabilities
- ▶ Difference between the deputy assigned and a local police force

Look to the future

- While we are nowhere near this point, if an emergency manager ever came into place these plus other cuts would happen

Memorandum



DATE: April 29, 2020

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: 2020 HMA Crackfill Project Award

Maintenance of our pavements (streets and parking lots) is important for the extension of the useful life of the pavement surface. As the asphalt ages it will crack. The cracks will allow water to penetrate into and below the pavement. Water is one of the worse causes of potholes and pavement deterioration.

A sealant can be placed on the cracks to deter water from entering. This Crackfill process places a band of rubberized asphalt material 4-6 inches wide over and into the crack, filling and sealing any potential voids. This leaves a black stripe of materials on the pavement surface. While this isn't the most visually appealing solution, it is an effective process for sealing pavement.

Bid documents were created for this work and the request for proposals package was sent out to five companies that perform this type of work. The proposal was also listed at The Builders Exchange in Grand Rapids and on our City webpage.

The work areas include Bowes Rd., Gee Dr., and Foreman St. (Gee to Beech), plus five downtown parking lots.

We received one bid proposal for the project:

Wolverine Sealcoating LLC, Jackson \$15,770.00

I talked to the contractor and they are set up to perform this project for the City of Lowell. They currently have several sealing projects and feel confident they can have our project completed by July 1st, weather permitting.

It is my recommendation: **That the Lowell City Council approve the 2020 HMA Overband Crackfill Project bid from Wolverine Sealcoating LLC, Jackson, Michigan, for a cost of \$15,770.00.**



BID FORM

2020 – HMA Overband Crackfill Project

Sealed proposals will be received at the City of Lowell, 301 E. Main St., Lowell, Michigan 49331 until 11:00 am on April 28, 2020 for the 2020 HMA Overband Crackfill Project

DESCRIPTION

This work consists of treating cracks in the HMA surface using an overband process in accordance to MDOT 2012 Standard Specifications for Construction Section 502, as modified by any special provisions which are attached.

This bid includes all equipment, materials, labor, and traffic control necessary to complete the crackfill treatment process.

LOCATIONS

City Parking Lots:

1. Light/Power lot behind 207-223 West Main St
2. Chamber lot behind 201-229 East Main St
3. Veteran's Memorial lot next to 206 East Main St
4. BBQ lot behind 206-218 East Main St
5. City Hall lot NE corner North Monroe/Avery St

City Streets:

Bowes Rd Main St to Hudson St (7960 ft)
Foreman St. Gee to Beech St (2800 ft)
Gee Dr. Foreman to Alden Nash (7600 ft)

SCHEDULE

The work is to begin after May 15, 2020, and all items shall be completed on or before July 1, 2020.

BID AMOUNTS

The undersigned proposes to provide the requested services for the following lump sum amounts:

- | | |
|--|----------|
| 1. Light/Power lot | \$ |
| 2. Chamber lot | \$ |
| 3. Veteran's Memorial lot | \$ |
| 4. BBQ lot | \$ |
| 5. City Hall lot | \$ |
| 6. Bowes Rd Main St to Hudson St | \$ |
| 7. Foreman St. Gee to Beech St | \$ |
| 8. Gee Dr. Foreman to Alden Nash..... | \$ |
| TOTAL BID.....\$ | |

COMPANY: _____ PHONE: _____

CONTACT PERSON: _____ Email: _____

ADDRESS: _____

AUTHORIZED SIGNATURE

TITLE

DATE

City Parcels



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Memorandum



PUBLIC WORKS

DATE: April 29, 2020

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: Sanitary Sewer Repair in Alley

Recently, we had Plummer Environmental in town to clean a sanitary sewer line near city hall. This line goes behind the stores on the north side of the street in the 200 block of E. Main St. An upstream manhole was found to be full of water which caused DPW to have the line investigated. Ralph Brecken put together a powerpoint showing the location. Attached is a slide showing the location.

This line has been having problems for a while. After cleaning the pipe they ran a camera down it and found a broken pipe with a separation, which is most likely the culprit for causing backups. The DPW contacted Lee's trenching and they provide a quote of T&M to fix the problem. Based on their T&M amounts, I am guessing the cost for Lee's Trenching to fix the line will be about \$21,000. I am figuring it could take them up to 2 days to do all the work (\$1,100/hr) plus the necessary materials needed for the repair.

While that is a large sum of money, the area to work in is questionable. Being behind the businesses in an older part of the city there is no telling what they will find in the ground. And there is another problem that could rear its ugly head. According to Bob Robinson there is an old galvanized water line that services these stores and it also runs behind the buildings in the same alleyway as the sewer main. Extra caution and care will be necessary for any excavation work. Unfortunately, old galvanized pipe can break from the vibrations of equipment. Any repairs to the water line would be in addition to the amount above.

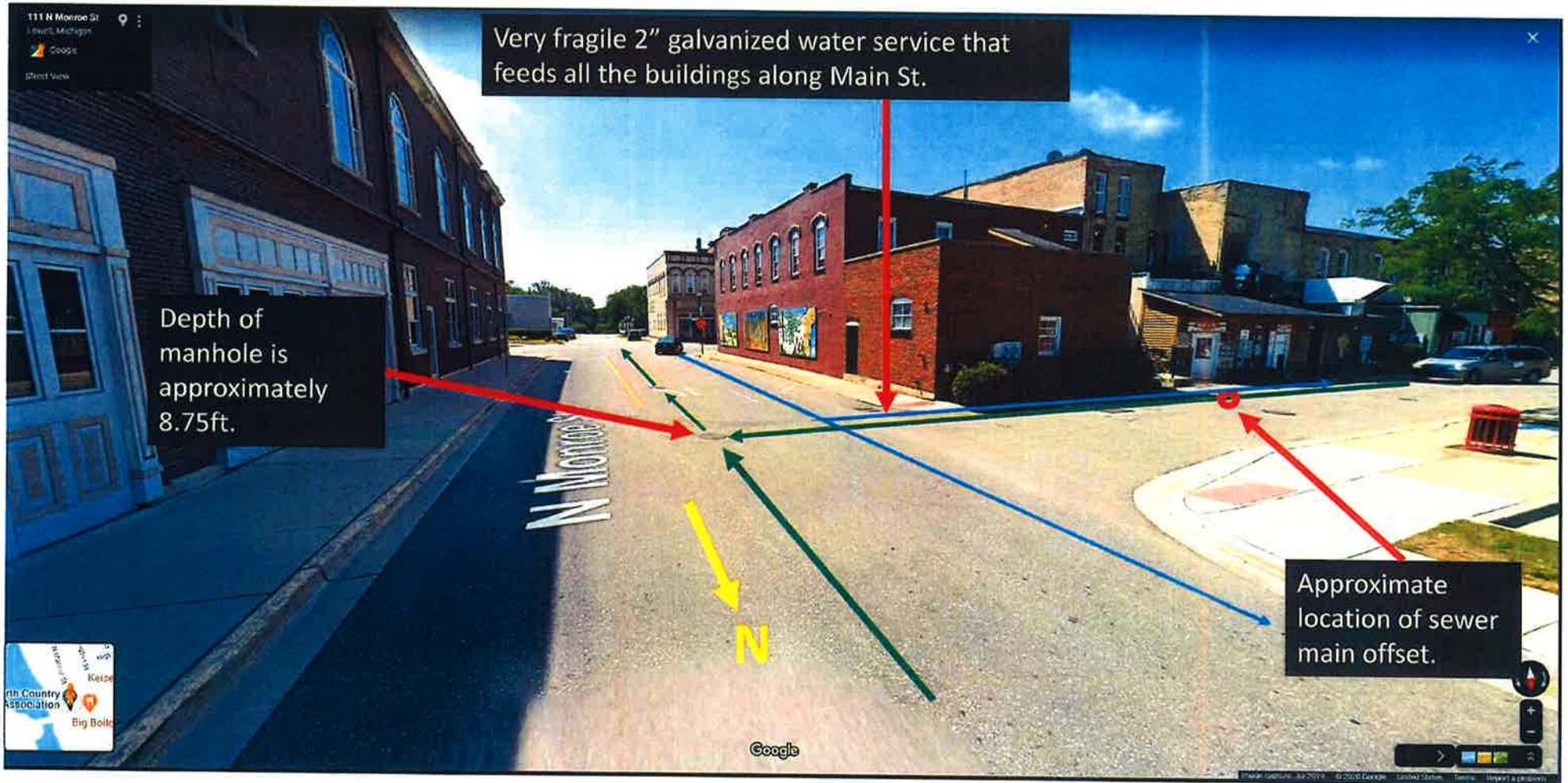
The problem isn't going to go away on its own. While we could add this sewer repair and replacement of the water line to the Monroe St. project, that project isn't scheduled to be completed until 2022. We should get the sewer line fixed soon as backups have the potential to continue until the broken pipe is fixed. We also should consider replacement of the water line as part of the Monroe St project in 2022.

In review of the budget on BS&A there is \$125,500 budgeted in the Wastewater Collection Repair & Maintenance line (590-551-930.000). According to the current budget for this year, \$25,000 has been set aside for main repairs.

With the state still in shut down mode, now might be a good time to get this line fixed, before Sneaker's, Flat River Grill, Fans in the Stands, etc. are opened back up full-time and more people are congregating in the area. Currently Gary's Country Meats, Sneakers (part-time), and the Beer Store are open during the day. Their back entrances will be affected by the work. Any deliveries to them would have to use the parking lot and walk around the excavation, or park on Main and use the front door. We would make sure the businesses know what we are doing in advance of any work being started and everything would be done as safely as possible.

FYI, Lee's Trenching is a preferred vendor that we use on our underground repairs such as this. They helped us to repair the broken watermain and valve at M-21/West St. Their proposal includes costs for all materials for the sewer repair and the placement of an asphalt patch. It does not include any work on the waterline.

It is my recommendation: **That the Lowell City Council approve the repair quote from Lee's Trenching Service, Inc., Byron Center, dated April 7, 2020, for the repairs to the sanitary sewer in the alley behind the 200 block of E. Main St., for an estimated cost of \$21,000.00.**



Lee's Trenching Service, Inc.

April 7, 2020

City of Lowell

Attn: Ralph

Re: Sewer main & manhole repair

PROPOSAL

To repair flow lines in manhole & repair apx 10' of sewer

Crew time \$1100.00/hr
(includes Lee's labor, Ryan's Vac Truck & enclosed space & Dewatering)

Materials – as per needed

Sand	\$10.00/yd
Gravel	\$15.00/yd
Stone	\$30.00/ton
Tipping fees for spoils	\$3.50/yd
Paving	\$1500.00 (budget)
Materials (pipe, ect)	\$500.00 (budget)
Asphalt cutting	\$300.00 (budget)

** Paving, materials and saw cutting prices are approximate, they will change as needed.

Thank you for the opportunity to quote you. Please call if you have any questions.

Thanks

Dave Van Kley

Lee's Trenching Service, Inc. 1201 76th St. SW, Byron Center, MI 49315
Phone: (616)878-0077 Fax: (616) 878-0840 Email: leestrenching@att.net

Memorandum



DATE: April 30, 2020

TO: Michael Burns, City Manager

FROM: Daniel Czarnecki, Public Works Director

PUBLIC WORKS

RE: Foreman St Sanitary Sewer Engineering

Back in December 2019, City Council approved the design and construction engineering work for the Foreman St. Sanitary Sewer Replacement Project. At that time the City was looking at utilizing all city funds to replace a small section of sanitary sewer that is experiencing a large amount of infiltration and inflow. In February 2020 the City was awarded \$132,000 in Small Urban funds from MDOT for the street replacement portion of this project. These funds are to be obligated during the current fiscal year.

With the use of Small Urban funds on our project we are required to follow MDOT procedures for design, bidding, construction oversight, and project payment. The MDOT process is more in depth than is necessary for projects with only City oversight.

With the changes to the project we have asked our engineers, Prein & Newhof, to put together a new scope of services following the additional MDOT requirements. They have broken down the additional requirements involved with the project and their additional engineering services to be provided during design and construction. They have submitted a new cost proposal for professional services for design and construction of \$44,800 (Design Engineering \$13,750; Construction Engineering \$31,050). This new proposal takes the place of the original proposal which has been cancelled.

We are looking to perform this project during Summer 2021, starting immediately after school ends for the summer. Our anticipated construction window will be June 1 through August 15th.

It is our recommendation: **That the Lowell City Council approve the proposal from Prein & Newhof, Grand Rapids, dated April 10, 2020, for Professional Design Services and Construction Engineering Services for the Foreman St. Sanitary Sewer Replacement Project at a cost "not-to-exceed" \$44,800.**

April 10, 2020

Dan Czarnecki
Director of Public Works
City of Lowell
301 East Main Street
Lowell, MI 49331

RE: Foreman Street Sanitary Sewer Replacement Project 2020

Dear Mr. Czarnecki:

City Council had approved our previous services proposal for the referenced project and we understand that the City has now elected to use funding from the Small Urban Grant Program through the Michigan Department of Transportation (MDOT). As with most State funding sources, the Small Urban program carries with it specific design and construction requirements that are not necessary for locally funded projects.

Noted below are the additional requirements which will change our scope of services for the project:

- Applications through the State Historic Preservation Office (SHPO) to review any alterations to historic areas and a requirement form through the National Environmental Policy Act (NEPA). This involves submitting pictures of all houses/structures in the project area to demonstrate to SHPO that there are no historic structures and environmental review for NEPA to ensure no impact to endangered species (i.e. Indiana Bat).
- We will need to generate special provisions for the utility pay items to conform to MDOT requirements.
- MDOT requires an on-site design review meeting (Grade Inspection) at 90% design.
- The use of prevailing wages is required. If a new wage rate determination is issued while the project is out to bid, we will be required to prepare an Addendum to issue the new prevailing wage package.
- During construction, additional material testing will be required for concrete mixtures and aggregate material gradation. MDOT also requires extraction testing and inspection at the asphalt plant while paving is taking place.
- The contract must be managed through the MDOT Field Manager software program. The set-up and close out of this contract through this software will require additional time, plus weekly maintenance to review certified payrolls, material certifications, and daily reports from our on-site inspector.

Professional Services

Our proposed services shall include the following:

Design Engineering, Survey and Geotechnical Services (per original proposal)

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

Additional Design Engineering Services to meet MDOT requirements

- Prepare on behalf of the City the MDOT Programming Application, Section 106 SHPO Review, and NEPA review.
- A Grade Inspection with Prein&Newhof, the City, MDOT, and utility personnel to review the project scope and design.
- A Maintenance of Traffic Plan required by MDOT to redirect traffic during the construction phase of the project.
- Special Provisions and prevailing wage sections for contract bidding documents.

Construction Phase Services (per original proposal)

- Construction staking for sanitary sewer, sidewalk, curb, and roadway.
- Compilation of construction record drawings in AutoCADD format and in PDF format. PDF drawings will be provided to REGIS for upload. Utility data will also be recorded in GIS format for inclusion in the REGIS database.
- Project administration for all daily report records, payment applications and project closeout documents.
- Material and density testing.

Additional Construction Phase Services to meet MDOT requirements

- Based on a 5-week construction schedule: Full-time construction inspection – 8 hours per day, 5 days per week.
- Setting up of the contract through the project filing software, Field Manager.
- Outside material testing including concrete cylinder breaks, gradation of aggregate base material, and on-site asphalt plant inspection during top course paving.
- Weekly maintenance through Field Manager of the project files including review of certified payrolls, material certifications, and daily reports from the inspector on-site.
- Project file review with MDOT to document shop drawings, certifications, testing records, certified payrolls, wage rate interviews, and other pertinent MDOT paperwork.

Fee Estimate

Design: \$13,750

Construction Observation, Material Testing, and Contract Administration: \$31,050

We propose to perform professional services at our normal hourly rates plus expenses billed monthly with the total not-to-exceed \$44,800

Sincerely,

Prein&Newhof

A handwritten signature in blue ink, appearing to read 'P. Novak', is written over the printed name.

Payton Novak, P.E.



LOWELL CITY ADMINISTRATION
INTER OFFICE MEMORANDUM

DATE: April 30, 2020

TO: Mayor DeVore and the Lowell City Council

FROM: Michael T. Burns, City Manager

RE: Outdoor seating

The City has received a request to consider to utilize a portion of our municipal parking lots as seating areas for our Downtown restaurants. This is due to concern that once restaurants are allowed to open to patrons, they will not be able to fully utilize their current space as social guidelines would most likely still be in place. As you know there are currently five restaurants in the downtown district this could possibly impact. In addition, two of the businesses have open space that doesn't encumber municipal property. The remaining three would.

City Administration looked at this as there were concerns pertaining to their liquor licenses and insurance liability. So in the past two weeks, the Police Chief and I looked into these issues further.

Liquor licenses – Currently all the restaurants have Class C liquor licenses. The Police Chief confirmed with the Liquor Control Commission and the only thing the licensee would need as an additional outdoor permit which can be done by a call or application.

Insurance – Since the City is looking at possibly switching insurance carriers on July 1, 2020, I contacted both our current and possible future provider. Neither carrier had issue with this as both would require they provide insurance and list us as additional insureds and provides their proof of workers compensation insurance. The insurance company also would want to make sure health standards with the Kent County Health Department are being met. The area of the parking lot they are operating in is in good condition and that there is appropriate lighting if they are operating in the area after sun down. The insurance company would also like to review the contracts written between the city and the restaurateur are drafted.

The only other concern is you might be taking parking away from another business that is not a restaurant. The only area I see this as a possible concern is behind Main Street Barbeque. There is an alley behind the business that could be utilized. However I assume this a communal lot between all of the business so we might have to use the parking lot.

As for the lot behind Sneakers and Flat River Grill, this lot is owned by the City. There is also an alley behind Larkins in control of the City, however, I would assume they could utilize the area for outside seating they have currently and may not need additional space. That being said, we could work with Larkins to use the alley if needed.

If the City Council is interested the City Administration could develop an application for these businesses or we could develop individual agreements with each applicant with the concerns above and incorporate them into said agreements. Would you want to charge an application fee for this permit?

I spoke to one restaurant owner on this on multiple occasions in the last week and they would be interested. City Administration needs direction on how to proceed further.

APPOINTMENTS

	Expires
Downtown Development Authority Vacancy (Eric Wakeman – Currently Serving)	01/01/2020
Lowell Area Fire and Emergency Services Authority Vacancy (Dave Pasquale – Currently Serving)	01/01/2020