



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, JUNE 15, 2020, 7:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/89825506839>

Meeting ID: 898 2550 6839

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Find your local number: <https://us02web.zoom.us/j/kdVWfKjt1C>

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 June 1, 2020 Regular City Council.
- Authorize payment of invoices in the amount of \$91,974.01

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.

**PUBLIC COMMENTS CAN BE RECEIVED AS FOLLOWS:**

- **PHONE PARTICIPATION – PLEASE PRESS \*9**
- **LAP TOP/COMPUTER PARTICIPATION – PLEASE GO TO THE PARTICIPANTS SCREEN AND RAISE YOUR HAND**

4. OLD BUSINESS
  - a. 990 N. Washington
  - b. 2019-2020 Budget Amendments
  - c. Tonia North – Garden Sale
  - d. LL&P Board Line Shack RFP Recommendation
  - e. Water/Sewer Rates
5. NEW BUSINESS
  - a. Wastewater Plant Digester #3 Repair
6. MONTHLY REPORTS
7. BOARD/COMMISSION REPORTS
8. MANAGER'S REPORT
9. APPOINTMENTS
10. COUNCIL COMMENTS
11. ADJOURNMENT

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



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## MEMORANDUM

TO: Lowell City Council

FROM: Michael Burns, City Manager

RE: Council Agenda for Monday, June 15, 2020

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

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4. OLD BUSINESS

- a. 990 N. Washington. City Manager Michael Burns provided a memo.

Recommended Motion: This lease meets the requests of the City Council and I recommend this lease for 990 N. Washington is approved as presented.

- b. 2019 – 2020 Budget Amendments. City Treasurer Suzanne Olin provided a memo.

Recommended Motion: That the Lowell City Council approve Resolution 17-20 which outlines the amendments to the City of Lowell annual budget for fiscal year 2019-2020.

- c. Tonia North – Garden Sale. North Star Antiques owner Tonia North will provide an update from the First Annual Garden Sale – June 13 and 14<sup>th</sup>.

- d. LL&P Board Line Shack RFP Recommendation. LL&P General Manager Steve Donkersloot provided a memo.

Recommended Motion: That the Lowell City Council reject the proposal and re-issue the RFP at a yet-to-be-determined future date.

- e. Water and Sewer Rates. City Manager Michael Burns provided a memo.

5. NEW BUSINESS

- a. Wastewater Plant Digester #3 Repair. City Manager Michael Burns provided a memo.

Recommended Motion: That the Lowell City Council approve for Suez to complete the repairs to the Digester #3 lid at a cost not to exceed \$135,181.

6. BOARD/COMMISSION REPORTS

7. MONTHLY REPORTS

8. MANAGER'S REPORT

9. APPOINTMENTS

10. COUNCIL COMMENTS

11. ADJOURNMENT

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
ZOOM MEETING  
MONDAY, JUNE 1, 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 Cliff Yankovich, Greg Canfield, Marty Chambers Jim Salzwedel and Mayor DeVore..

Absent: None.

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

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

- Approval of the Agenda.
- Approve and place on file the minutes of the May 18, 2020 Regular City Council meeting.
- Authorize payment of invoices in the amount \$161,964.70

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

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. COVID 19 Issues.**

City Manager Michael Burns stated today the Governor issued a new executive order in which a couple things pertain to the City of Lowell. Next week it appears we can open up park equipment with signs stating "play at your own risk". We can also open City Hall to the public as it looks right now. One of the requirements is to use social distancing as required and to wear masks when entering City Hall. As far as public meetings, gatherings of 10 indoors and anything outside can have up to 100. With that said, there has been a debate of whether there can be a Council meeting in the Chambers. Our City Attorney has indicated this current executive order indicates we cannot meet but this is the City Council's call. Burns noted applications have been sent out to all five downtown restaurants for them to complete if they wish to use public space for seating.

Mayor DeVore commented on indoor meetings and having more than 10 inside. Burns noted the option of meeting outside. By general consensus, the Council agreed to meet in person for the for the June 15, 2020 meeting on way or another.

b. Sidewalks.

City Manager Michael Burns presented a memo from March 2018, which spelled out the institution of our sidewalk plan. City Council wanted to see this re-implemented in 2020 when we met with Lew Bender. As you know, there were some communication issues pertaining to the original plan. There was also a concern by the previous Public Works Director that we didn't have a mechanism of enforcement once we notified residents of the deficiencies which slowed down implementation. In addition, this was trying to be implemented at a time there were some other issues that became higher priority to City Administration where this couldn't be given its full attention.

Due to the COVID-19 Pandemic, Burns is having difficulty getting this program reinstituted. He did not believe for City staff to try and institute it as our residents may be enduring hardships. Burns suggested tabling this matter until the beginning of 2021 and review it at that time.

Mayor DeVore suggested tabling the plan until the Fall of 2020. This gives us the winter to plan and inform the residents.

DPW Director Dan Czarnecki stated he would begin planning this summer and will report back by mid September.

By general consensus, Council agreed.

c. DNR Land Conversion.

City Manager Michael Burns presented a map of the area near 219 High. When we initially went to the DNR earlier this winter, we went with the 263' X 7' and then the 50' X 10' property in the SW corner of 219 High. At the time, they did not accept that conversion. During discussion, we could find property in the Riverwalk and add that to the encumbrance or use a portion of 238 High Street that we purchase as the use. The concern with 238 High Street is if you encumber a portion of that property you run a couple risks such as having a property that has a nonconforming use. The other issue is whatever you might want to do with that property in the future is it might restrict it by encumbering it. Therefore, the thought process was rather take a portion of it that is already park property to begin with and encumber it. We then cut out a 5,500 square foot piece and presented it to the DNR in which they were fine with it. There is be a survey and legal description completed but Burns wanted to bring it to the Council first.

Councilmember Yankovich commented it seems the perception from the public is that we are giving up more and the developers are not giving anything. Mayor DeVore explained this is already park land and we are adding it to the park land under the DNR grant which only protects it more. This means it is untouchable.

Councilmember Canfield stated originally we were going to get more property from the developers and we agreed to that pending DNR approval. We believed we are giving them roughly 1840 square feet and if the DEQ didn't approve, they would come up with the additional amount to make it work. DeVore stated that we are not giving up more than what we gave up than what we did when we originally agreed. The DNR

approval is protecting it more than before. This is a good thing and he would like to see all of the Riverwalk protected always.

Yankovich questioned the DNR concerns. Burns stated because the City was giving up more property than what we are getting. However, by us encumbering the additional property that we own and saying that this will be park property and perpetuity, that satisfied them with going forward with the land conversion.

IT WAS MOVED BY CHAMBERS and seconded by DEVORE to re-encumber the park land into DNR park property.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

5. **NEW BUSINESS**

a. **Parking Lot Closure – First Annual Lowell Garden Sale – June 13.**

Tonia North, owner of North Star Antiques has submitted a request to close off a portion of the parking lot within the 200 block of W. Main Street. The event would run from 10 a.m. to 5 p.m. on Saturday, June 13, 2020. They hope to promote this as the “First Annual Lowell Garden Sale”.

North presented drawings that showed the layout from the May 29, 2020 event and the second drawing is the tentative layout for the June 13, 2020 event if approved.

Eric Bartkus of 216 ½ asked if the parking lot was going to be used or just the road in from the post office.

North responded it would be a portion of the road and not the parking lot behind their businesses. Bartkus stated the location used at the last event deterred others from entering their business.

Councilmember Chambers stated Mike Larkin was not in favor of this location as they are getting ready to reopen. He suggested the parking lot across the street by King Milling.

Bartkus wanted to insure that the traffic going on Riverside would not be a problem.

Councilmember Salzwedel wanted to receive input on this first event before scheduling a second event.

After much discussion, the Council decided to change the location of the event along Riverside Drive from the dumpsters to the LL&P drop box and near the line shack building and green space. The event can be held June 13 and 14<sup>th</sup>.

Chambers reminded everyone that North needs to present a plan on how they will follow CDC guidelines.

It was noted North would work with Bukala and Burns on the details of the event.

b. Sandwich Board Moratorium.

At the last City Council meeting, City Administration was asked to look into allowing a second sandwich board for businesses in the Downtown District. After the meeting, Jessica Wood and Burns looked at the ordinance regarding this and since the sandwich board requirements are only allowed in the Central Business District (downtown) this will be much easier to implement than a moratorium throughout the entire city.

Since there is a specific emergency reason why to institute a moratorium, we can articulate the COVID 19 pandemic as a reason to implement.

Resolution 14-20 would provide 120 day moratorium of Section 20.06.A.14 of the City of Lowell Zoning ordinance that would allow no more than two sandwich boards per business or establishment in the C-2 Central Business District. This moratorium would run until October 8, 2020.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve Resolution 14-20 which would provide a 120 day moratorium to Section 20.06.A.14 of the City of Lowell Zoning Ordinance.

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

NO: None. ABSENT: Mayor DeVore. MOTION CARRIED.

c. Retirement Health Care Savings Plan.

In February, the City Council approved the Lowell Police Officer Association Labor Agreement and implemented a Retirement Health Care Savings Plan for nonunion and department director employees. If you recall, we agreed to create plans for those employees not eligible to retire by June 30, 2025. In addition, we agreed not to provide retirement health care provisions for any nonunion or department director employee hired after September 6, 2016 and for any new police hires after July 1, 2020

Burns has worked with the Michigan Municipal Employee Retirement System (MERS) to establish individual plans for employees who would be eligible for the health care savings plan. Currently, five employees of the City would be eligible to at this time. We are ready to implement these plans on July 1, 2020 however, we need to approve these by resolution for MERS to administer.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve Resolution 15-20.

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

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve Resolution 16-20.

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

6. BOARD/COMMISSION REPORTS.

Councilmember Yankovich stated he attended the Chamber of Commerce board meeting. The Farmers Market is now going to be located in the parking lot at Impact Church.



A survey had been completed regarding attending the Summer Concerts. Due to the response, these will be canceled.

Also, a "Cruise through Lowell" on June 20, 2020.

7. **MANAGER'S REPORT.**

- Burns thanked all the agencies that helped out with the recent fire that started from the transformer. It is believed that there was a defect to the transformer similar to that of the transformer that caused a fire in 2016. We are filing a claim with our insurance carrier on this matter and will also be seeking damages from the transformer provider.
- Construction will begin on June 8 for the paving of Elizabeth, Suffolk and Howard. Riverside Drive project will begin soon after. Zoom Informational meeting for the residents will be held on Wednesday at 7 p.m.
- Grant application from the Michigan Economic Development Corporation is providing a program called Match on Main, which is providing up to \$50,000 to the City in which this would assist the downtown store fronts. We are taking the first 25 application and so far have submitted 17 to the State.
- Applications have been sent out to the restaurants to utilize public space. He anticipates a couple will utilize this.
- Today RFP's were received for the Showboat and the Line Shack building. Three bids for the Showboat were received and one bid for the Line Shack. LL&P will provide a recommendation.

Councilmember Salzwedel asked how many more transformers are out there similar to the two that caught fire. Perry Beachum stated LL&P is researching this.

8. **APPOINTMENTS.**

There were no changes at this time.

9. **COUNCIL COMMENS.**

Councilmember Chambers hoped the event that Tonia North is having goes well.

Councilmember Yankovich was impressed with the speed on how fast the fire was handled.

Councilmember Salzwedel feels good that we are dealing with parking lot closures and sandwich board signs as many others are having to deal with riots and looting.

Mayor DeVore state he was approached by a resident who would like to help with the disposal of the burned boats. DeVore is going to help him.

Liz Baker is trying to help everyone and keep the merchants going. She is much appreciated.

DeVore stated he worked downtown over the weekend and felt defeated but then on Sunday he was amazed at the people that showed up to help.

Robert Marsman of 345 Donna Drive stated he is having an issue with rain water flooding his property from the Laurels of Kent. DPW Director Dan Czarnecki stated he would send a letter out to Laurels of Kent and copy him.

10. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by YANKOVICH to adjourn at 8:21.

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

DATE:

APPROVED:

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Mike DeVore, Mayor

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Sue Ullery, Lowell City Clerk

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 14-20**

**AN ORDINANCE TO IMPOSE A TEMPORARY MORATORIUM ON  
ENFORCEMENT OF A PORTION OF SECTION 20.06.A.14. OF THE  
CITY OF LOWELL ZONING ORDINANCE, APPENDIX A, CHAPTER 20  
“SIGNS” DUE TO THE DETRIMENTAL EFFECTS OF THE COVID-19  
CRISIS**

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Councilmember YANKOVICH supported by Councilmember CHAMBERS moved the adoption of the following ordinance:

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Intent and Purpose.** On March 10, 2020, Michigan Governor Gretchen Whitmer declared a state of emergency for the State of Michigan pursuant to Executive Order 2020-4 and subsequently issued a stay-at-home order pursuant to Executive Order 2020-21 that has been modified with subsequent stay-at-home orders. On April 1, 2020, an expanded emergency and disaster declaration was instituted by the Governor pursuant to Executive Order 2020-33 which describes the “harsh economic consequences” where “businesses have closed or significantly restricted their normal operations”. These Orders, among other Orders, seek to limit in-person contact to prevent the spread of the novel coronavirus (COVID-19). The City of Lowell recognizes the detrimental effect that COVID-19 has taken on effective communication between members of the public and businesses and the significant threat to businesses that must shutter and be otherwise inactive. Those without internet access and others still need to search for goods and services and businesses need opportunity to communicate such available commodities in a time of otherwise limited communication. To that end, the City wishes to temporarily modify enforcement as it pertains to the number of sandwich board signs allowed in the C-2 – Central Business District.

The City Council finds that this temporary moratorium is necessary to address this immediate threat and to promote the public health, safety and welfare of City residents.

**Section 2. Moratorium.** A moratorium is hereby imposed on the enforcement of City of Section 20.06.A.14. of the City of Lowell Zoning Ordinance to the extent that the section limits the number of sandwich board signs to one (1) per business or establishment in the C-2 Central Business District such that two (2) sandwich board signs shall be allowed per business or establishment in the C-2 Central Business District for a period of one hundred twenty (120) days or until such time as the Governor of Michigan declares that the State of Emergency and any stay-at-home Executive Orders are no longer in effect, whichever shall occur first. In all other respects the Section shall continue to be enforced. Prior to the expiration of the one hundred twenty (120) day moratorium, the City may extend the moratorium for an additional one hundred twenty (120) days by resolution if it determines that the immediate threat to the public health, safety, and welfare is still present.

**Section 3. Publication.** After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

**Section 3. Effective Date.** This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

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

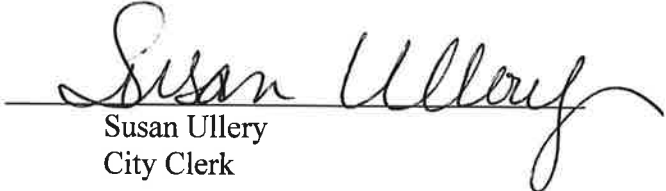
NAYS: Councilmembers None.

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**ORDINANCE DECLARED ADOPTED.**

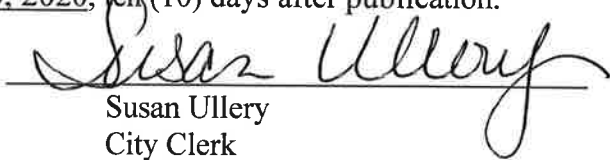
Dated: June 1, 2020

  
Susan Ullery  
City Clerk

**CERTIFICATION**

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on June 1, 2020, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on June 10, 2020. I further certify that the above ordinance was entered into the Ordinance Book of the City on June 20, 2020, and was effective June 20, 2020, ~~ten~~ (10) days after publication.

Dated: June 1, 2020

  
Susan Ullery  
City Clerk

RES # 15-20

## MERS Health Care Savings Program Uniform Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

**WHEREAS**, the Municipal Employees Retirement Act authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs including but not limited to defined benefit and defined contribution program (MERS Plan Document Section 72; MCL 38.1536(2)(a)).

**WHEREAS**, the Board has authorized MERS' establishment of the health care savings program ("HCSP" or "Program"), which a participating municipality or court, or another eligible public employer that constitutes a "municipality" under MERS Plan Document Section 2; MCL 38.1502b(2) ("Eligible Employer"), may adopt for its Eligible Employees.

**WHEREAS**, MERS has been determined by the Internal Revenue Service to be a tax qualified "governmental plan" and trust under section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code section 501(a) (IRS Letter of Favorable Determination dated October 8, 2016).

**WHEREAS**, the Board has established a governmental trust (the "Trust Fund") to hold the assets of the HCSP, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed Program Administrator.

**WHEREAS**, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 et seq. ("PA 149") provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries.

**WHEREAS**, a separate MERS health care trust fund created under PA 149 also constitutes a governmental trust established by an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the PA 149 trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code.

**WHEREAS**, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality as defined by the MERS 401(a) Plan Document, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the Annual Meeting as provided under Plan Section 78; MCL 38.1545.

**WHEREAS**, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the MERS Health Care Savings Program, Retiree Health Funding Vehicle, or Investment Service Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the Annual meeting under Plan Document Section Document 78; MCL 38.1545.



## MERS Health Care Savings Program Uniform Resolution

**WHEREAS**, adoption of this Uniform Resolution and the HCSP Participation Agreement (the "Uniform Resolution") by each Eligible Employer is necessary and required in order that the benefits available under the MERS HCSP may be extended to the Eligible Employer's employees.

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this HCSP Resolution that Section 43 of the MERS Plan Document shall not apply to this Uniform Resolution Adopting MERS HCSP, the Participation Agreement, the HCSP Plan Document, the Trust Agreement, and their administration or interpretation.
- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS HCSP is made or occurs, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to administer (or to have administered) the Trust Fund, or to continue administration.

**WHEREAS**, concurrent with this HCSP Uniform Resolution, and as a continuing obligation, this governing body has completed, approved, and submitted to MERS documents necessary for participation in and implementation of the HCSP. This obligation applies to any documents deemed necessary to the operation of the Trust Fund by MERS.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body adopts (or readopts) the MERS HCSP as provided below.

### SECTION 1. HCSP PARTICIPATION

**EFFECTIVE** \_\_\_\_\_, 20\_\_\_\_, (to be known as the ADOPTION DATE) the

MERS HCSP is hereby adopted by the City of Lowell

(MERS municipality or court or other eligible employer)

- (A) **CONTRIBUTIONS** shall be as allowed and specified in the MERS Health Care Savings Program Participation Agreement. Basic Employer Contributions, Mandatory Salary Reduction Contributions, Mandatory Leave Conversion Contributions, and Post-Tax Employee Contributions, shall be remitted pursuant to MERS by the Eligible Employer, and credited to the Eligible Employer's separate fund within the MERS Trust Fund.
- (B) **INVESTMENT** of funds accumulated and held in the Health Care Savings Program Trust Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to the Public Employee Retirement System Investment Act ("PERSIA"), 1965 PA 314, as provided by MERS Plan Document Section 76; MCL 38.1539, and PA 149.
- (C) **THE ELIGIBLE EMPLOYER** shall abide by the terms of the HCSP, including the HCSP Plan Document, HCSP Trust Agreement, all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.

## SECTION 2. IMPLEMENTATION DIRECTIONS FOR MERS

- (A) The governing body of this Eligible Employer desires that all assets placed in its MERS HCSP Trust Fund (as a sub-fund within all pooled HCSP trust funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under PERSIA, pursuant to PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.
- (B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS HCSP Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all HCSP funds held in trust for all Eligible Employers.
- (C) All monies in the MERS HCSP Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of "Eligible Employees" who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.
- (D) The Eligible Employer will fund on a defined contribution, individual account, basis its MERS HCSP Trust sub-fund to provide funds for health care benefits for "Eligible Employees" who shall constitute "qualified persons" under the Internal Revenue Code. Participation in and any coverage under HCSP shall not constitute nor be construed to constitute an "accrued financial benefit" under Article 9 Section 24 of the Michigan Constitution of 1963.
- (E) The Eligible Employer designates and incorporates as "Eligible Employees" who shall constitute "qualified persons" under this HCSP Resolution those who are "Eligible Employees" as defined in the HCSP Participation Agreement under this HCSP.
- (F) The Eligible Employer may designate employer contacts who shall receive necessary reports, notices, etc. and shall act on behalf of the Eligible Employer.

## SECTION 3. EFFECTIVENESS OF THIS HCSP UNIFORM RESOLUTION

This Resolution shall have no legal effect until an executed copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 72, PA 149 and other relevant laws, and this Resolution have been met. Upon MERS' determination that all necessary documents have been submitted, MERS shall execute this Resolution, and return a copy to the Eligible Employer's designated primary contact.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such Resolution or action may be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the Program Administrator if necessary). Section 86 of the MERS Plan Document shall apply to this Resolution and all acts performed under MERS' authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.



## MERS Health Care Savings Program Uniform Resolution

I hereby certify that the above is a true copy of the Uniform Resolution Adopting The MERS Health Care Savings Program, adopted at the official meeting held by the governing body of this municipality:

On JUNE 2, 2020 [Signature]  
(Signature of authorized official)

Printed name: MICHAEL BURNS Position title: CITY MANAGER  
(Authorized Official - printed) (Authorized Official - position)

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_\_  
(Authorized MERS signatory)

Resolution Establishing Authorized Signatories for MERS  
Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # 01 of the participating municipality listed below.

**WHEREAS**, City of Lowell ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. City Manager

Optional additional job positions:

2. \_\_\_\_\_
3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on JUNE 1, 2020.

Authorized signature (must be currently in a position named above): [Signature]

Name: MICHAEL BURNS

Title: CITY MANAGER

Witness signature: [Signature]

Witness name: Susan Ullery

Witness title: CITY CLERK

# MERS Health Care Savings Program Participation Agreement

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707



www.mersofmich.com

## I. PARTICIPATING EMPLOYER

Employer Name: City of Lowell

(Name of municipality or court)

Municipality Number: 4104

Division Number: \_\_\_\_\_

## II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:  
June 1, 2020

(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: \_\_\_\_\_

(Date)

Note: You only need to mark *changes* to your plan throughout the remainder of this Agreement.

## III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Full time Non-Union employees hired before Sept. 6, 2016 unless they meet retiree healthcare qualifications

(Name/s of HCSP covered group/s)

Note: To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

## IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

## V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows (next page):

# MERS Health Care Savings Program Participation Agreement

Check one or more (A or B, C and/or D):

- A. ☐ **Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify): \_\_\_\_\_

For active employees, please check one or more below (B, C, and/or D).

- B. ☒ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

2% base wages

**Vesting Cycle For Basic Employer Contributions Only.** The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

- ☒ Immediate Vesting upon Participation
- ☐ Cliff Vesting: The participant is 100% vested upon \_\_\_\_\_ year(s).  
(Stated years)
- ☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

**FORFEITURE PROVISION.** Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

- ☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- ☒ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- ☐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")



## MERS Health Care Savings Program Participation Agreement

- C. ☐ **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

- D. ☐ **Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

- ☐ Check here if the covered employee group has the option to direct any/all of the leave conversion lump sum to an existing 457 program.

**Check one or more:**

- ☐ As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.
- ☐ As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
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Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
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- ☐ As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.

# MERS Health Care Savings Program Participation Agreement

**Post-Tax Employee Contributions.** Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

## VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

## VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

## VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

## IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the 1 day of JUNE, 2020 at the official meeting held by City of Lowell

\_\_\_\_\_  
(Name of approving employer)

Authorized Signature: \_\_\_\_\_

Name: MICHAEL BURNS

Title: CITY MANAGER

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Authorized MERS signatory)

# MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

## I. PARTICIPATING EMPLOYER

Employer Name: City of Lowell

(Name of municipality or court)

Municipality Number: 4104

Division Number: \_\_\_\_\_

## II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

June 1, 2020

(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: \_\_\_\_\_

(Date)

*Note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

## III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Full time POLC employees hired before July 1, 2020 unless they meet retiree healthcare qualifications

(Name/s of HCSP covered group/s)

*Note:* To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

## IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

## V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

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# MERS Health Care Savings Program Participation Agreement

Check one or more (A or B, C and/or D):

- A. ☐ **Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify): \_\_\_\_\_

For active employees, please check one or more below (B, C, and/or D).

- B. ☒ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

2% base wages

**Vesting Cycle For Basic Employer Contributions Only.** The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

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☐ Cliff Vesting: The participant is 100% vested upon \_\_\_\_\_ year(s).  
(Stated years)

☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

**FORFEITURE PROVISION.** Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

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## MERS Health Care Savings Program Participation Agreement

- C. ☐ **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

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- ☐ Check here if the covered employee group has the option to direct any/all of the leave conversion lump sum to an existing 457 program.

Check one or more:

- ☐ As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.
- ☐ As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
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Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
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Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
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# MERS Health Care Savings Program Participation Agreement

**Post-Tax Employee Contributions.** Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

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## VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

## VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

## IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the 1st day of June, 2020 at the official meeting held by City of Lowell

(Name of approving employer)

Authorized Signature: \_\_\_\_\_

Name: Michael Burns

Title: CITY MANAGER

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Authorized MERS signatory)

06/12/2020 12:25 PM

User: LORI

DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

POST DATES 05/30/2020 - 06/12/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 1/5

Vendor Code	Vendor Name	Description	Amount
10816	AMAZON CAPITAL SERVICES		
	111-2884405-73282	WATER/SEWER DEPT R & M	40.47
	112-4094369-72322	WTP R & M	29.99
	1HLG-6XXT-VCL7	WTP R & M	289.28
TOTAL FOR: AMAZON CAPITAL SERVICES			359.74
00050	BERNARDS ACE HARDWARE		
	5/31/2020	ACCOUNT STATEMENT	562.58
TOTAL FOR: BERNARDS ACE HARDWARE			562.58
10686	BETTEN BAKER		
	134715	FORD EXPLORER 2016 LPD #837	34.91
	134732	CHEVY SILVERADO 08 #20 R & M	2,064.59
	134918	FORD EXPLORER 2016 #837	186.44
TOTAL FOR: BETTEN BAKER			2,285.94
10483	BOURGETTE, BOB		
	5/29/2020	MERNARDS/MOWER GAS FOR AIRPORT	62.25
	6/11/2020	REIMBURSE FOR AIRPORT R & M	44.43
TOTAL FOR: BOURGETTE, BOB			106.68
01916	BS&A SOFTWARE		
	127495*	ASSESSING SYSTEM ANNUAL SUPPORT	890.00
TOTAL FOR: BS&A SOFTWARE			890.00
01293	CALEDONIA FARMERS ELEVATOR CO		
	210887	AIRPORT GRASS SEED	3,153.88
TOTAL FOR: CALEDONIA FARMERS ELEVATOR CO			3,153.88
00084	CANFIELD PLUMBING & HEATING IN		
	183981	DOG PARK SERVICE CALL	99.00
TOTAL FOR: CANFIELD PLUMBING & HEATING IN			99.00
00101	CHROUCH COMMUNICATIONS, INC.		
	145002643-1	POLICE DEPT CHARGER	76.00
TOTAL FOR: CHROUCH COMMUNICATIONS, INC.			76.00
10493	COMCAST CABLE		
	JUN-JULY 2020	ACCOUNT STATEMENT	50.41
TOTAL FOR: COMCAST CABLE			50.41
10509	CONSUMERS ENERGY		
	2020 MAY	ACCOUNT STATEMENT	26.46
TOTAL FOR: CONSUMERS ENERGY			26.46
01156	CURTIS CLEANERS		
	15071-16968-2	POLICE DRY CLEANING	384.55
TOTAL FOR: CURTIS CLEANERS			384.55
02089	DORNBOS SIGN, INC		
	INV49398	STATE CHAMPS SIGNAGE	2,130.00
	INV49635	DPW SIGNAGE FOR STREETS	691.00
TOTAL FOR: DORNBOS SIGN, INC			2,821.00
10670	FAHEY SCHULTZ BURZYCH RHODES PLC		
	53133	PROFESSIONAL SERVICES	582.50
	53134	PROFESSIONAL SERVICES	136.00
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC			718.50

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Page: 2/5

Vendor Code	Vendor Name	Invoice	Description	Amount
10673	FERGUSON WATERWORKS	0101298	METER COUPLINGS	1,738.80
TOTAL FOR: FERGUSON WATERWORKS				1,738.80
00225	GRAND RAPIDS COMMUNITY COLLEGE	5/16 - 5/31/2020	TAX DISBURSING	23.98
TOTAL FOR: GRAND RAPIDS COMMUNITY COLLEGE				23.98
01508	GTW	217926	CYLINDER RENTAL	34.96
TOTAL FOR: GTW				34.96
REFUND UB	HEILER, TUCKER	06/08/2020	UB refund for account: 5-04865-4	151.31
TOTAL FOR: HEILER, TUCKER				151.31
10350	INTERSTATE BILLING SERVICE, INC.	277143	CRC RENTAL - PUMPS	2,790.50
TOTAL FOR: INTERSTATE BILLING SERVICE, INC.				2,790.50
00298	KENT COUNTY TREASURER	20060100693	2020 PICTOMETRY PROJECT	285.83
TOTAL FOR: KENT COUNTY TREASURER				285.83
00300	KENT COUNTY TREASURER	5/16 - 5/31/2020	TAX DISBURSING	139.75
TOTAL FOR: KENT COUNTY TREASURER				139.75
00302	KENT INTERMEDIATE SCHOOL DIST.	5/16 - 5/31/2020	TAX DISBURSING	76.45
TOTAL FOR: KENT INTERMEDIATE SCHOOL DIST.				76.45
02209	KERKSTRA PORTABLE, INC.	157700	PORTABLE RESTROOM CEMETERY	90.00
		157701	PORTABLE RESTROOM CREEKSIDE	145.00
TOTAL FOR: KERKSTRA PORTABLE, INC.				235.00
REFUND UB	KOOISTRA, CHAR	06/08/2020	UB refund for account: 3-04015-17	102.94
TOTAL FOR: KOOISTRA, CHAR				102.94
10018	KORE/HI COM, INC.	30047	COMPUTER SYSTEM SERVICES	562.50
		30048	COMPUTER SYSTEM SERVICES	3,281.25
		6/9/2020	UNTANGLE PREMIUM ANNUAL FEE	1,080.00
TOTAL FOR: KORE/HI COM, INC.				4,923.75
01374	LOWELL AREA HISTORICAL MUSEUM	5/16 - 5/31/2020	TAX DISBURSING	3.29
TOTAL FOR: LOWELL AREA HISTORICAL MUSEUM				3.29
00562	LOWELL AREA SCHOOLS	5/16 - 5/31/20	TAX DISBURSING	94.30
TOTAL FOR: LOWELL AREA SCHOOLS				94.30
00330	LOWELL LEDGER	5/31/2020	ACCOUNT STATEMENT	591.10
TOTAL FOR: LOWELL LEDGER				591.10

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
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Page: 3/5

Vendor Code	Vendor Name Invoice	Description	Amount
00341	LOWELL LIGHT & POWER		
	3429	MONTHLY ACESS POINT	963.22
	5/2/2020	2890 MI TOWNSHIP PLAN DIVIDEND REFUND	2,006.50
	5/31/2020	ELELCTRIC STATEMENTS	17,628.78
TOTAL FOR: LOWELL LIGHT & POWER			20,598.50
02461	LOWELL ROTARY CLUB		
	244	MEMBERSHIP - ULLERY	600.00
TOTAL FOR: LOWELL ROTARY CLUB			600.00
10615	MANSZEWSKI LANDSCAPING LLC		
	042	MOWING CONTRACT PYMT #1 OF 4	9,930.00
TOTAL FOR: MANSZEWSKI LANDSCAPING LLC			9,930.00
00414	MICHIGAN MUNICIPAL LEAGUE		
	21235	COMPENSATION STUDY	13,280.11
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			13,280.11
00418	MICHIGAN POLICE EQUIPMENT CO		
	003543	POLICE DEPT SUPPLIES	90.00
TOTAL FOR: MICHIGAN POLICE EQUIPMENT CO			90.00
00443	MUNICODE		
	00342993	ADMIN SUPPORT FEE 20-21	250.00
TOTAL FOR: MUNICODE			250.00
01499	NAPA AUTO PARTS		
	5/31/2020	ACCOUNT STATEMENT	31.49
TOTAL FOR: NAPA AUTO PARTS			31.49
10356	NELSON, ERIC		
	6/10/2020	AIRPORT MOWING GAS	159.90
TOTAL FOR: NELSON, ERIC			159.90
10195	O'LEARY PAINT		
	418220	TRAFFIC PAINT	1,009.95
	418436	STREET SUPPLIES	25.00
	5/28/2020	TRAFFIC PAINT	1,009.95
TOTAL FOR: O'LEARY PAINT			2,044.90
10103	PITNEY BOWES GLOBAL FIN. SRVS LLC		
	3311324206	POSTAGE MACHINE	150.00
TOTAL FOR: PITNEY BOWES GLOBAL FIN. SRVS LLC			150.00
00512	PREIN & NEWHOF, INC.		
	89321	STONEY LAKE PARK SAMPLES	155.00
TOTAL FOR: PREIN & NEWHOF, INC.			155.00
10762	PROFESSIONAL CODE INSPECTIONS OF MI		
	6346	INSPECTION/PERMITS MAY 2020	7,528.50
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			7,528.50
02331	PROGRESSIVE HEATING COOLING, CORP.		
	2016607	CITY HALL SERVICE CALL	400.00
TOTAL FOR: PROGRESSIVE HEATING COOLING, CORP.			400.00

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DB: Lowell

## INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

POST DATES 05/30/2020 - 06/12/2020

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BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 4/5

Vendor Code	Vendor Name	Invoice	Description	Amount
00523	RAYNOR OVERHEAD DOOR OF GRAND			
	29435		DPW R & M	125.00
	29437		REMOTES FOR FOREMAN BLDG	80.00
TOTAL FOR: RAYNOR OVERHEAD DOOR OF GRAND				205.00
10133	RED CREEK WASTE SERVICES INC.			
	05R00576		TRASH SERVICE	401.72
TOTAL FOR: RED CREEK WASTE SERVICES INC.				401.72
10378	RUESINK, KATHIE			
	911042/911043		CLEANING SERVICES 5/26-6/11/2020	480.00
TOTAL FOR: RUESINK, KATHIE				480.00
02575	SELF SERVE LUMBER			
	5/31/2020		ACCOUNT STATEMENT	172.50
TOTAL FOR: SELF SERVE LUMBER				172.50
10616	SITEONE LANDSCAPE SUPPLY LLC			
	100043113-001		LAWN SPRINKLER R & M	89.63
	100201639-001		LAWN SPRINKLER R & M	222.82
TOTAL FOR: SITEONE LANDSCAPE SUPPLY LLC				312.45
10849	SMART BUSINESS SOURCE			
	WO-74473-1		OFFICE SUPPLIES	402.67
TOTAL FOR: SMART BUSINESS SOURCE				402.67
02032	STEALTH PEST MANAGEMENT LLC			
	5/20/2020		PEST CONTROL	170.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC				170.00
10583	SUEZ WATER ENVIRONMENTAL SVC INC			
	202040147		WWTP SURCHARGES APRIL 2020	475.41
TOTAL FOR: SUEZ WATER ENVIRONMENTAL SVC INC				475.41
10328	SUSAN M STEVENS			
	2292020		FEBRUARY NEWSLETTER	575.00
	3312020		MARCH NEWSLETTER	550.00
TOTAL FOR: SUSAN M STEVENS				1,125.00
REFUND UB	TODENBUSH, THOMAS			
	06/08/2020		UB refund for account: 5-04681-3	16.15
TOTAL FOR: TODENBUSH, THOMAS				16.15
10543	TRACTOR SUPPLY CREDIT PLAN			
	5/31/2020		ACCOUNT STATEMENT	1,344.22
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN				1,344.22
10459	TRANSUNION RISK AND ALTERNATIVE			
	181229-202005-1		POLICE SALVAGE	100.00
TOTAL FOR: TRANSUNION RISK AND ALTERNATIVE				100.00
10759	VERBURG, LISA			
	3		ASSESSING OFFICE CONTRACT WORK	280.00
TOTAL FOR: VERBURG, LISA				280.00
02203	VISA			
	5/28/2020		MERCANTILE VISA	817.54
TOTAL FOR: VISA				817.54

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Vendor Code	Vendor Name	Invoice	Description	Amount
02101	WEST SHORE SERVICES, INC.	27487	INSPECTION OF WARNING SIRENS	850.00
TOTAL FOR: WEST SHORE SERVICES, INC.				850.00
00692	WILLIAMS & WORKS INC.	90452	HOWARD, SUFFOLK, ELIZ & RIVERSIDED	2,400.00
		90464	PROFESSIONAL SERVICES - PLANNING	4,170.00
TOTAL FOR: WILLIAMS & WORKS INC.				6,570.00
01295	X-CEL CHEMICAL SPECIALTIES CO.	77818	TRAFFIC PAINT	306.25
TOTAL FOR: X-CEL CHEMICAL SPECIALTIES CO.				306.25
TOTAL - ALL VENDORS				91,974.01

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LIGHT & POWER	2890 MI TOWNSHIP PLAN DIV	2,006.50	74373
101-000-085.000	DUE FROM LIGHT & POWER	LOWELL LEDGER	ACCOUNT STATEMENT	243.35	74370
Total For Dept 000				2,249.85	
Dept 101 COUNCIL					
101-101-864.000	CONFERENCES & CONVENTIONS VISA		MERCANTILE VISA	(195.00)	74399
Total For Dept 101 COUNCI				(195.00)	
Dept 172 MANAGER					
101-172-742.000	MARIJUANA ADMIN. FEES	VISA	MERCANTILE VISA	50.00	74399
101-172-801.000	PROFESSIONAL SERVICES	MICHIGAN MUNICIPAL LEAGUE	COMPENSATION STUDY	6,640.05	74376
101-172-801.000	PROFESSIONAL SERVICES	SUSAN M STEVENS	FEBRUARY NEWSLETTER	575.00	74394
101-172-801.000	PROFESSIONAL SERVICES	SUSAN M STEVENS	MARCH NEWSLETTER	550.00	74394
101-172-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	45.04	74399
101-172-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA	31.79	74399
Total For Dept 172 MANAGE				7,891.88	
Dept 209 ASSESSOR					
101-209-707.000	SALARIES-TEMPORARY	VERBURG, LISA	ASSESSING OFFICE CONTRACT	280.00	74398
101-209-740.000	OPERATING SUPPLIES	KENT COUNTY TREASURER	2020 PICTOMETRY PROJECT	285.83	74362
Total For Dept 209 ASSESS				565.83	
Dept 210 ATTORNEY					
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	PROFESSIONAL SERVICES	136.00	74356
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	PROFESSIONAL SERVICES	582.50	74356
Total For Dept 210 ATTORN				718.50	
Dept 215 CLERK					
101-215-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	45.04	74399
101-215-864.000	CONFERENCES & CONVENTIONS	VISA	MERCANTILE VISA	(1,759.26)	74399
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	347.75	74370
101-215-955.000	MISCELLANEOUS EXPENSE	LOWELL ROTARY CLUB	MEMBERSHIP - ULLERY	600.00	74374
Total For Dept 215 CLERK				(766.47)	
Dept 265 CITY HALL					
101-265-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	POSTAGE MACHINE	150.00	74382
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	134.41	74391
101-265-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	64.45	74387
101-265-802.000	CONTRACTUAL	PROGRESSIVE HEATING COOLI	CITY HALL SERVICE CALL	400.00	74385
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 5/26-6/	480.00	74388
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACESS POINT	472.51	74371
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	2,239.54	74372
Total For Dept 265 CITY H				3,940.91	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	44.97	74396
101-276-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA	243.25	74399
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM CEMETER	90.00	74365
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	93.17	74372
101-276-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	212.75	74345
Total For Dept 276 CEMETE				684.14	
Dept 301 POLICE DEPARTMENT					
101-301-624.000	SALVAGE INSPECTION FEES	TRANSUNION RISK AND ALTER	POLICE SALVAGE	100.00	74397
101-301-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	3.99	74345
101-301-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA	19.03	74399
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	384.55	74354
101-301-802.000	CONTRACTUAL	WEST SHORE SERVICES, INC.	INSPECTION OF WARNING SIR	850.00	74402
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACESS POINT	92.26	74371
101-301-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	399.58	74399
101-301-930.000	R & M EQUIPMENT	CHROUCH COMMUNICATIONS, I	POLICE DEPT CHARGER	76.00	74351
101-301-984.000	EQUIPMENT	MICHIGAN POLICE EQUIPMENT	POLICE DEPT SUPPLIES	90.00	74377



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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-984.000	EQUIPMENT	VISA	MERCANTILE VISA	690.19	74399
Total For Dept 301 POLICE				2,705.60	
Dept 400 PLANNING & ZONING					
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES - P	1,164.00	74403
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES - P	120.00	74403
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES - P	470.00	74403
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES - P	975.00	74403
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES - P	1,129.00	74403
101-400-801.000	PROFESSIONAL SERVICES	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES - P	312.00	74403
Total For Dept 400 PLANNI				4,170.00	
Dept 426 EMERGENCY MANAGEMENT					
101-426-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	143.71	74345
101-426-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	44.25	74389
101-426-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA	50.86	74399
Total For Dept 426 EMERGE				238.82	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	12.99	74396
101-441-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	207.86	74387
101-441-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	74392
101-441-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PYMT #1 O	1,020.00	74375
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	ACCOUNT STATEMENT	50.41	74352
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACESS POINT	27.20	74371
101-441-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	88.30	74399
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	267.62	74372
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	1,074.15	74372
101-441-930.000	REPAIR & MAINTENANCE	RAYNOR OVERHEAD DOOR OF G	DPW R & M	125.00	74386
Total For Dept 441 DEPART				2,923.53	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	149.99	74372
Total For Dept 747 CHAMBE				149.99	
Dept 751 PARKS					
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM CREEKSI	145.00	74365
101-751-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PYMT #1 O	8,130.00	74375
101-751-802.000	CONTRACTUAL	PREIN & NEWHOF, INC.	STONEY LAKE PARK SAMPLES	155.00	74383
101-751-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	38.24	74399
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	602.57	74372
101-751-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	13.80	74345
101-751-930.000	REPAIR & MAINTENANCE	RAYNOR OVERHEAD DOOR OF G	REMOTES FOR FOREMAN BLDG	80.00	74386
101-751-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	41.41	74389
101-751-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	333.95	74396
Total For Dept 751 PARKS				9,539.97	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	48.72	74372
Total For Dept 757 SHOWBO				48.72	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	47.97	74389
101-790-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	47.50	74387
101-790-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	74392
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACESS POINT	126.74	74371
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	1,024.17	74372
101-790-930.000	REPAIR & MAINTENANCE	SITEONE LANDSCAPE SUPPLY	LAWN SPRINKLER R & M	111.41	74390
Total For Dept 790 LIBRAR				1,397.79	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	74392

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Fund 101 GENERAL FUND					
Dept 804 MUSEUM					
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	154.39	74372
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSING	3.29	74368
Total For Dept 804 MUSEUM				197.68	
Total For Fund 101 GENERA				36,461.74	
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	HOWARD, SUFFOLK, ELIZ & R	1,560.00	74403
Total For Dept 450 CAPITA				1,560.00	
Dept 463 MAINTENANCE					
202-463-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	25.03	74399
Total For Dept 463 MAINT				25.03	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	DORNBOS SIGN, INC	STATE CHAMPS SIGNAGE	2,130.00	74355
202-474-740.000	OPERATING SUPPLIES	DORNBOS SIGN, INC	DPW SIGNAGE FOR STREETS	691.00	74355
Total For Dept 474 TRAFFI				2,821.00	
Total For Fund 202 MAJOR				4,406.03	
Fund 203 LOCAL STREET FUND					
Dept 450 CAPITAL OUTLAY					
203-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	HOWARD, SUFFOLK, ELIZ & R	840.00	74403
Total For Dept 450 CAPITA				840.00	
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	43.42	74396
203-463-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	25.03	74399
Total For Dept 463 MAINT				68.45	
Dept 474 TRAFFIC					
203-474-740.000	OPERATING SUPPLIES	O'LEARY PAINT	STREET SUPPLIES	12.50	74381
203-474-740.000	OPERATING SUPPLIES	O'LEARY PAINT	TRAFFIC PAINT	504.97	74381
203-474-740.000	OPERATING SUPPLIES	O'LEARY PAINT	TRAFFIC PAINT	504.97	74381
203-474-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	TRAFFIC PAINT	153.13	74404
Total For Dept 474 TRAFFI				1,175.57	
Total For Fund 203 LOCAL				2,084.02	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	O'LEARY PAINT	STREET SUPPLIES	12.50	74381
248-463-740.000	OPERATING SUPPLIES	O'LEARY PAINT	TRAFFIC PAINT	504.98	74381
248-463-740.000	OPERATING SUPPLIES	SITEONE LANDSCAPE SUPPLY	LAWN SPRINKLER R & M	89.63	74390
248-463-740.000	OPERATING SUPPLIES	O'LEARY PAINT	TRAFFIC PAINT	504.98	74381
248-463-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL SPECIALTIE	TRAFFIC PAINT	153.12	74404
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	437.43	74372
248-463-930.000	REPAIR & MAINTENANCE	SITEONE LANDSCAPE SUPPLY	LAWN SPRINKLER R & M	111.41	74390
Total For Dept 463 MAINT				1,814.05	
Total For Fund 248 DOWNT				1,814.05	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL	PROFESSIONAL CODE INSPECT	INSPECTION/PERMITS MAY 20	7,528.50	74384
Total For Dept 371 BUILDI				7,528.50	
Total For Fund 249 BUILDI				7,528.50	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 758 DOG PARK					
260-758-930.000	REPAIR & MAINTENANCE	CANFIELD PLUMBING & HEATI	DOG PARK SERVICE CALL	99.00	74350
Total For Dept 758 DOG PA				99.00	
Total For Fund 260 DESIGN				99.00	

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Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	802.92	74396
581-000-740.000	OPERATING SUPPLIES	CALEDONIA FARMERS ELEVATO	AIRPORT GRASS SEED	3,153.88	74349
581-000-740.000	OPERATING SUPPLIES	NELSON, ERIC	AIRPORT MOWING GAS	159.90	74380
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	26.46	74353
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	MERNARDS/MOWER GAS FOR AI	62.25	74347
581-000-930.000	REPAIR & MAINTENANCE	BOURGETTE, BOB	REIMBURSE FOR AIRPORT R &	44.43	74347
Total For Dept 000				4,249.84	
Total For Fund 581 AIRPOR				4,249.84	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	MONTHLY ACESS POINT	153.94	74371
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	5,570.85	74372
590-000-276.000	Sewer Inside 5/8"	HEILER, TUCKER	UB refund for account: 5-	75.95	74360
590-000-276.000	Sewer Inside 5/8"	KOOISTRA, CHAR	UB refund for account: 3-	55.16	74366
590-000-276.000	Sewer	TODENBUSH, THOMAS	UB refund for account: 5-	10.18	74395
Total For Dept 000				5,866.08	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER ENVIRONMENTAL	WWTP SURCHARGES APRIL 202	475.41	74393
590-550-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	38.24	74399
Total For Dept 550 TREATM				513.65	
Dept 551 COLLECTION					
590-551-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	3.85	74389
590-551-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	71.83	74399
590-551-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WATER/SEWER DEPT R &M	20.24	74344
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER COUPLINGS	869.40	74357
590-551-930.000	REPAIR & MAINTENANCE	INTERSTATE BILLING SERVIC	CRC RENTAL - PUMPS	2,790.50	74361
Total For Dept 551 COLLEC				3,755.82	
Dept 552 CUSTOMER ACCOUNTS					
590-552-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	101.32	74391
Total For Dept 552 CUSTOM				101.32	
Total For Fund 590 WASTEW				10,236.87	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water Inside 5/8"	HEILER, TUCKER	UB refund for account: 5-	75.36	74360
591-000-276.000	Water Inside 5/8"	KOOISTRA, CHAR	UB refund for account: 3-	47.78	74366
591-000-276.000	Water	TODENBUSH, THOMAS	UB refund for account: 5-	5.97	74395
Total For Dept 000				129.11	
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	112.45	74345
591-570-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	35.02	74389
591-570-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	65.63	74391
591-570-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	49.99	74396
591-570-802.000	CONTRACTUAL	RED CREEK WASTE SERVICES	TRASH SERVICE	81.91	74387
591-570-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	74392
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	MONTHLY ACESS POINT	90.57	74371
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	4,724.17	74372
591-570-930.000	REPAIR & MAINTENANCE	VISA	MERCANTILE VISA	447.63	74399
591-570-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP R & M	289.28	74344
591-570-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WTP R & M	29.99	74344
Total For Dept 570 TREATM				5,966.64	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	55.98	74396
591-571-802.000	CONTRACTUAL	MANSZEWSKI LANDSCAPING LL	MOWING CONTRACT PYMT #1 O	780.00	74375

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Fund 591 WATER FUND					
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	VISA	MERCANTILE VISA	71.83	74399
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELELCTRIC STATEMENTS	1,242.01	74372
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	75.88	74345
591-571-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	15.74	74379
591-571-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	WATER/SEWER DEPT R &M	20.23	74344
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	METER COUPLINGS	869.40	74357
Total For Dept 571 DISTRI				3,131.07	
Dept 572 CUSTOMER ACCOUNTS					
591-572-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	101.31	74391
Total For Dept 572 CUSTOM				101.31	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	MICHIGAN MUNICIPAL LEAGUE	COMPENSATION STUDY	6,640.06	74376
Total For Dept 573 ADMINI				6,640.06	
Total For Fund 591 WATER				15,968.19	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	VISA	MERCANTILE VISA	375.00	74399
636-000-801.000	PROFESSIONAL SERVICES	KORE/HI COM, INC.	COMPUTER SYSTEM SERVICES	3,281.25	74367
636-000-801.000	PROFESSIONAL SERVICES	KORE/HI COM, INC.	COMPUTER SYSTEM SERVICES	562.50	74367
636-000-802.000	CONTRACTUAL	KORE/HI COM, INC.	UNTANGLE PREMIUM ANNUAL F	1,080.00	74367
636-000-802.000	CONTRACTUAL	VISA	MERCANTILE VISA	15.89	74399
636-000-802.000	CONTRACTUAL	BS&A SOFTWARE	ASSESSING SYSTEM ANNUAL S	890.00	74348
636-000-802.000	CONTRACTUAL	MUNICODE	ADMIN SUPPORT FEE 20-21	250.00	74378
Total For Dept 000				6,454.64	
Total For Fund 636 DATA P				6,454.64	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	15.75	74379
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	CHEVY SILVERADO 08 #20 R	2,064.59	74346
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	FORD EXPLORER 2016 LPD #8	34.91	74346
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	FORD EXPLORER 2016 #837	186.44	74346
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL	34.96	74359
Total For Dept 895 FLEET				2,336.65	
Total For Fund 661 EQUIPM				2,336.65	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSING	58.00	74363
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSING	94.30	74369
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSING	81.75	74363
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSING	76.45	74364
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSING	23.98	74358
Total For Dept 000				334.48	
Total For Fund 703 CURREN				334.48	

06/12/2020 12:26 PM  
User: LORI  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 05/30/2020 - 06/12/2020  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 6/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101	GENERAL FUND	36,461.74
Fund 202	MAJOR STREET FUN	4,406.03
Fund 203	LOCAL STREET FUN	2,084.02
Fund 248	DOWNTOWN DEVELOP	1,814.05
Fund 249	BUILDING INSPECT	7,528.50
Fund 260	DESIGNATED CONTR	99.00
Fund 581	AIRPORT FUND	4,249.84
Fund 590	WASTEWATER FUND	10,236.87
Fund 591	WATER FUND	15,968.19
Fund 636	DATA PROCESSING	6,454.64
Fund 661	EQUIPMENT FUND	2,336.65
Fund 703	CURRENT TAX COLL	334.48


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

**DATE:** June 12, 2020

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

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

**RE:** 990 N. Washington

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In February 2020, I presented to you the issue regarding the lease expiration at 990 N. Washington with Gary Dietzel and Sandy Bartlett. At the time, I was directed to have the City Attorney draft a lease which increases the current monthly lease from \$450 per month to \$500 per month, beginning on July 1, 2020 and then a \$20 increase beginning on July 1, 2021. Council also directed me to prepare only a two year lease and they would review the future lease options for the property then.

Jessica Wood prepared this lease in February and I presented it to Mr. Dietzel via U.S. Mail in late March. In April, Mr. Dietzel contacted me and asked to be present and provided items attached to the memo. I informed him that due to COVID-19, we were meeting virtually and he stated he couldn't do that. I told him he could telephone in and he didn't want to do that.

In May, I spoke to his wife Sandy Bartlett and they asked to be present when this is presented to the City Council. I informed her about how Council is meeting virtually and could phone in. She said she wanted to meet in person but would phone in as a last resort and asked for me to wait until June 15, 2020 to present to the City Council. I also told them I didn't know when we would meet in person. However, I told them that regardless if we were virtual or not, I had to present this no later than June 15 since the lease expires June 30<sup>th</sup>. I provided them the call in for this meeting.

While I presented this lease to Mr. Dietzel they have not indicated if it is satisfactory. Although, the terms of the lease are the same as before except the rental rate. **This lease meets the requests of the City Council and I recommend this lease for 990 N. Washington is approved as presented.**

## LEASE AGREEMENT

### NOTICE

**MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF THE PROVISIONS OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.**

**THIS LEASE AGREEMENT** ("Lease") has been made effective as of July 1, 2020, between the **CITY OF LOWELL**, a Michigan municipal corporation ("Landlord"), whose address is 301 E. Main Street, Lowell, Michigan 49331, and **GARY C. DIETZEL AND SANDRA BARTLETT** (collectively and individually, "Tenant"), whose address is 990 N. Washington Avenue, Lowell, Michigan 49331. In consideration of the mutual covenants herein contained, Landlord and Tenant agree as follows:

- 1. Leased Premises.** Landlord leases to Tenant, and Tenant leases from Landlord, on the terms and subject to the conditions of this Lease, the premises located at 990 N. Washington Avenue, Lowell Michigan and identified on the attached Exhibit A (the "Premises").
- 2. Term.** The term of this Lease ("Term") shall be for a period of twenty-four (24) months commencing on July 1, 2020, and continuing until midnight on June 30, 2022, unless the Term shall sooner terminate (the "Termination Date"). Either Landlord or Tenant may terminate this Lease sooner for any reason upon giving the other party thirty (30) days' advance notice in accordance with paragraph 7 hereof.
- 3. Rent.** Tenant shall pay rent monthly in accordance with the following schedule:

<u>Period</u>	<u>Amount Per Month</u>
July 2020 through June 2021	\$500.00
July 2021 through June 2022	520.00

Tenant shall pay each monthly rental payment, in advance, without any setoff or deductions, on or before the first day of each calendar month during the Term. All payments shall be made by check or money order payable to Landlord, and mailed to Landlord at such place as Landlord may designate. No receipt by Landlord of a lesser amount than the monthly rental payment or endorsement of any check or any letter accompanying a rental payment shall be deemed an accord and satisfaction. All payments received shall be applied first to returned check charges and late fees due pursuant to paragraph 4 below, then to other amounts, excluding rent, due hereunder, then to rent due hereunder.

**4. Late Charges; Returned Checks; Costs of Collection.** To compensate Landlord for the extra administrative costs it will incur: (i) Tenant shall pay a late charge of Twenty Dollars (\$20.00) if the monthly rent is not received by landlord within ten (10) days after rent is due. The late charge is neither a liquidated damage nor the sole or exclusive remedy of Landlord for the late payment of rent; (ii) if any of Tenant's checks are returned to Landlord, unpaid, Tenant shall pay Landlord an additional service charge of Fifty Dollars (\$50.00) for each such check. If Landlord must institute legal proceedings against Tenant for a violation of this Lease, Landlord shall, to the extent permitted by law, be entitled to recover from Tenant its reasonable costs of enforcement.

**5. Utilities and Property Taxes.** Tenant shall be responsible for and pay the entire amount of charges for all utilities, phone or communications service, cable, and residential garbage service in respect of the Premises.

Landlord shall not be responsible for any failure or interruption of any utility or service if the interruption is permitted by law. Landlord shall pay any property taxes due on the Premises.

**6. Notices.** Any notice which either party may or is required to give hereunder may be served personally or sent by certified mail, return receipt requested, and postage prepaid, as follows:

(1) To Tenant at the Premises or at the forwarding address Tenant leaves with Landlord pursuant to paragraph 6 above;

(2) To Landlord at:

City of Lowell  
Attention: City Manager  
301 E. Main Street  
Lowell, Michigan 49331

or at such other places as may be designated in writing by the parties from time to time.

**7. Use and Occupancy of the Premises.** Tenant shall use and occupy the Premises for single family residential purposes, and for no other purpose. Tenant shall comply with all laws and covenants affecting the Premises or their use or occupancy, all covenants, rules and regulations regarding the Premises, and shall not permit any nuisance or waste, loud noises, disturbances of the peace, harassment, or any acts or omissions that bring ill-repute to the Premises or Landlord or that result in neighbors' complaints. Tenant shall not permit any illegal, immoral or hazardous activities on the Premises or any activities which will increase insurance rates or generate an unusual amount of traffic. Tenant shall be liable for, and shall indemnify and hold Landlord harmless from, any personal injury or property damage claims, expenses and actual attorney fees related to the Premises, unless caused by reckless, intentional or criminal action of Landlord. Tenant shall not permit hazardous, flammable or explosive substances on the Premises and shall comply with all environmental laws at Tenant's expense

**8. Condition of Premises; Maintenance; Repair.** Tenant agrees that Landlord has made no warranties or representations as to condition or repair of the Premises, nor has any promise to alter, repair or improve the Premises been made except as contained in this Lease. Tenant accepts the Premises in their current condition, acknowledges that they are habitable and agree, during the term of this lease, to keep them in the same or better condition (reasonable wear and tear excepted) and at the expiration thereof, yield and deliver up in the same condition as when taken, reasonable wear and tear excepted. Tenant acknowledges that the Premises are in habitable condition, and accepts the Premises in its "AS IS/WHERE IS" condition. Tenant agrees not to use the structure identified as "Old Pump House Brick" on the attached Exhibit A until, at Tenant's Cost, it has been examined by a licensed structural engineer and repairs and modifications as recommended by such structural engineer have been completed at Tenant's sole cost and Tenant has provided Landlord reasonable documentation evidencing the same. Tenant shall keep the lawn and landscaping watered and neatly trimmed, free of rubbish or unsightly items, and shall employ periodic extermination services as necessary to keep the Premises free of all pest infestations. Tenant shall, at Tenant's expense, also keep the foundation, roof, furnace, air conditioning, electrical and plumbing systems, exterior walls and all load-bearing portions of the Premises in good repair throughout the Term, but shall not be required to replace any of them unless damage was caused by or permitted by Tenant. Tenant shall pay for plumbing service for removal of foreign substances or clogging of any plumbing system or fixture. Tenant shall not permit parking on any portion of the Premises except the driveway. Tenant agrees it shall be Tenant's sole responsibility to repair and maintain the Premises pursuant to Tenant's obligations as set forth in this Lease. Tenant shall be responsible for any damage caused to the Premises by Tenant or by Tenant's family members, guests or invitees. Tenant agrees to report promptly to Landlord any damage caused to or discovered in the Premises. Landlord may repair, at Landlord's sole



option and at the expense of the Tenant, all damage to the Premises for which Tenant is responsible hereunder. To the extent permitted by law, Landlord's reasonable delay in providing services it is required to provide shall be excused when caused by events beyond Landlord's reasonable control.

**9. Personal Property.** Tenant agrees that all personal property is kept on the Premises at Tenant's own risk. Landlord shall not be responsible for any loss of or damage to any personal property whatsoever that may be on the Premises. Tenant agrees to maintain Tenant's own personal property insurance. Tenant releases Landlord from any and all liability for any loss of or damage to personal property left by Tenant after Tenant vacates the Premises.

**10. Fire or Destruction; Premises Not Habitable.** If the Premises, or any substantial part thereof, are destroyed or rendered untenable by fire or other casualty, Landlord shall have the right to terminate this Lease upon written notice. If the Premises are rendered non-habitable for any reason whatsoever, and Tenant fails to perform Tenant's obligations under this Lease, including Tenant's repair and maintenance obligations, this Lease shall terminate immediately.

**11. Waiver of Subrogation.** Landlord and Tenant each hereby release the other, including employees, agents, family members, invitees, and guests of the other, from all liability arising from loss, damage or injury caused by fire or other casualty to the extent of any recovery by the injured party under a policy of insurance which permits waiver of liability and waives the insurer's rights of subrogation.

**12. Indemnification.** Landlord shall not be liable for any damage or injury occurring on or about the Premises to Tenant, Tenant's family members, guests or invitees, except in the case of Landlord's failure to perform, or negligent performance of, a duty imposed by law. Tenant hereby agrees to protect, indemnify and hold Landlord harmless from and against any and all loss, costs, expense, damage or liability arising out of any accident or other occurrence on the Premises or any part thereof, or in any common area, causing injury to any person or property whomsoever or whatsoever, no matter how caused, except in the case of Landlord's failure to perform or negligent performance of a duty imposed by law.

**13. Smoke Detectors.** Tenant agrees that unit is equipped with a working smoke detector. Tenant agrees to keep the number of smoke detectors required by law in working order, including replacement of batteries as necessary.

**14. Assignment and Subletting.** Tenant shall not assign the Lease in whole or in part (for security or otherwise) or sublet all or any portion of the Premises, *provided, however*, one of the persons identified as Tenant in the first paragraph hereof may be substituted with another person upon (a) notice to Landlord in accordance with paragraph 7 hereof and (b) such substituted person signing an addendum to this Lease agreeing to abide by its terms.

**15. Default.** Notwithstanding Landlord's right to impose a late charge, Tenant's failure to pay any monthly rental payment when due, or to perform any of Tenant's obligations hereunder, shall constitute a default. If Tenant defaults in the payment of Rent, allows a material health hazard, criminal act or continuing physical injury to the Premises to exist and such default shall continue for seven (7) days (fifteen (15) days for a non-monetary default) after notice from Landlord (unless a lesser notice period is at any time permitted by law, in which case such shorter period shall apply), or Tenant is late in paying rent three or more times, or Tenant defaults in the performance of any of its other obligations under this Lease and such default shall continue for seven (7) days after notice thereof from Landlord specifying the default (unless a lesser notice period is at any time permitted by law such as related to illegal substances on the premises, in which case such shorter period shall apply), then Landlord may cure such default, and any costs and expenses incurred by Landlord therefor shall be deemed additional rent due upon demand. Alternatively, Landlord may retake the Premises without

terminating this Lease, in which case Tenant shall continue to pay rent and shall pay all costs of retaking, repairing and reletting the Premises and any difference in rental received if the Premises are relet, all as allowed by applicable law, or Landlord may terminate this Lease with such notice as is required by law and require Tenant to peaceably surrender possession of the Premises to Landlord and pay all damages caused by the default, including without limitation Landlord's reasonable attorney fees and costs. If Tenant shall be absent from the Premises for a period of fifteen (15) consecutive days while in default, Tenant shall, at Landlord's option, be deemed to have abandoned the Premises. Tenant shall be in default and may be evicted if tenant, member of tenant's household, or other person under the tenant's control, has manufactured, delivered, possessed with intent to deliver or possessed a controlled substance as defined by Public Act 368 of 1978, as amended, on the Premises. Tenant agrees that acceptance of monthly rental payments by Landlord after notice of termination or forfeiture will not constitute waiver of the notice of termination or forfeiture unless Landlord agrees to a waiver in writing, nor will such payment affect any legal proceedings taken or to be taken by Landlord except to reduce Tenant's obligation to Landlord by the amount of such partial payment.

**16. Holdover.** Any holding over after the Termination Date will be only with the prior written consent of the Landlord and will, in any case, be construed as a month-to-month tenancy, subject to all other conditions of this Lease, and with the holdover rent to be the monthly rate stated in this Lease, plus the cumulative increase since the Lease's effective date in the Consumer Price Index Midwest Urban since the commencement date of this Lease.

**17. Waiver.** Landlord's failure to enforce any term of this Lease shall not be deemed a waiver of the enforcement of that or any other term. The receipt by Landlord of rent with knowledge of a breach of any term of this Lease shall not be deemed a waiver of such breach, nor shall partial payment of rent be deemed a waiver of Landlord's right to the full amount thereof.

**18. Lead Paint.** Tenant(s) acknowledges review and execution of the Lead Warning and Disclosure Statements and receipt of the Environmental Protection Agency pamphlet entitled "Protect Your Family From Lead in Your Home."

**19. Joint and Several Agreements.** If the Premises are rented to more than one Tenant, all Tenants are jointly and severally responsible for the payment of rent and all covenants and terms of this Lease.

**20. Covenants and Conditions.** Each provision of this Lease performable by Tenant shall be deemed both a covenant and a condition.

**21. Reserved Rights.** Landlord reserves the right to enter the Premises, as may be allowed by law for inspection, repairs, alterations or additions, inspection of the Premises, and other like purposes including specifically an annual inspection by Landlord's building official all of which shall be made at reasonable times and with notice to Tenant, except in case of emergency.

**22. Severability.** If any provision of this Lease should be or become invalid, such invalidity shall not in any way affect any of the other provisions of this Lease, which shall continue to remain in full force and effect. This Lease shall bind and benefit Landlord and Tenant and their successors, heirs, administrators, legal representatives, executors or assigns.

**23. Entire Agreement; Modifications in Writing.** Tenant acknowledges that Landlord has made no representations or promises with respect to the Premises except as herein expressly set forth and that the foregoing constitutes the entire agreement between the parties. No modifications of this Lease shall be binding unless in writing, signed by the Tenant and by an authorized agent of Landlord. This Lease may be executed

in multiple counterparts which together shall constitute one original. Facsimile signatures shall be of the same effect as original signatures.

**IN WITNESS WHEREOF**, the undersigned have executed this Lease deemed effective as of the date first written above.

**TENANT:**

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

\_\_\_\_\_  
Gary C. Dietzel

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

\_\_\_\_\_  
Sandra Bartlett

**LANDLORD:**

**CITY OF LOWELL**

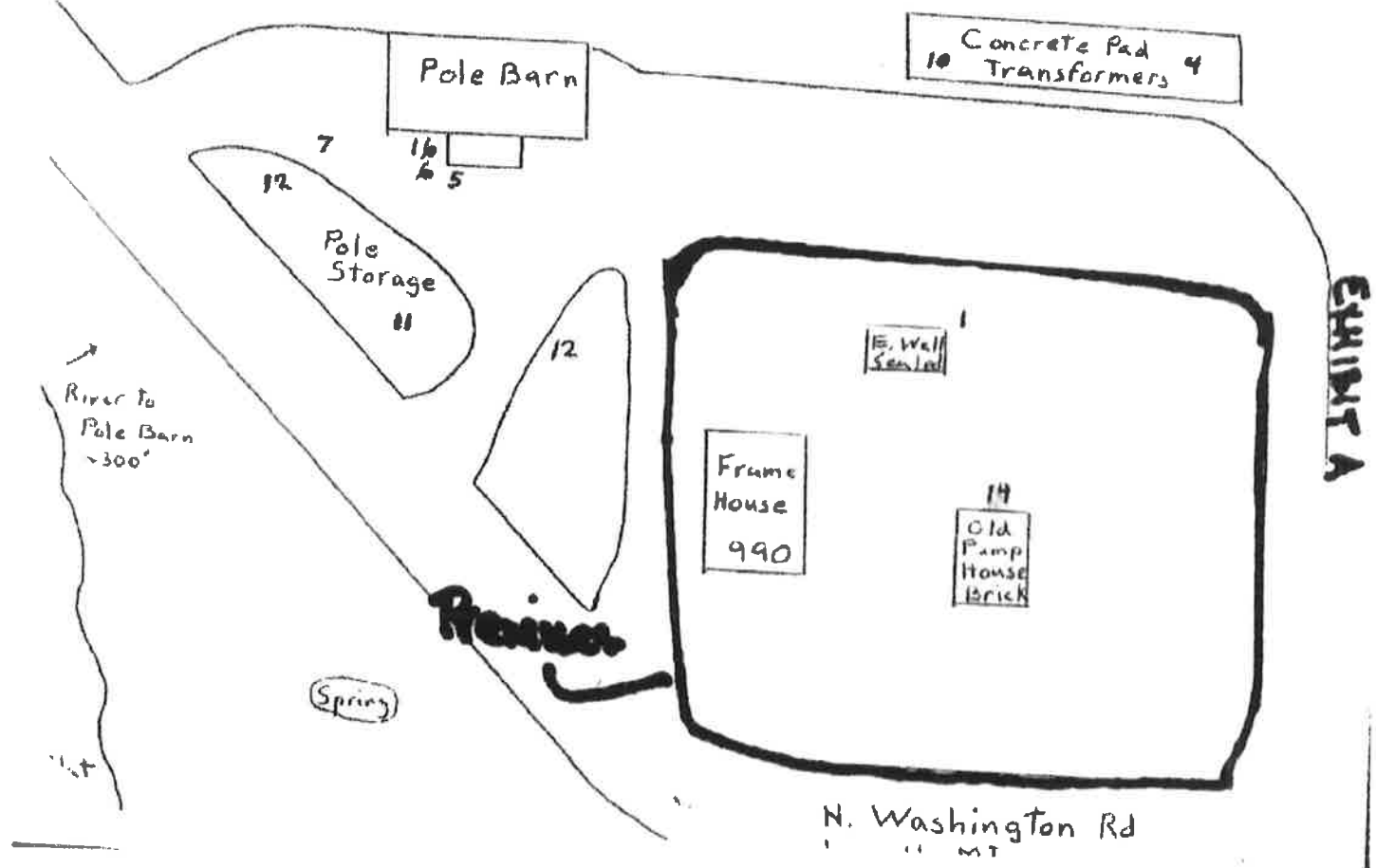
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Devore, Mayor

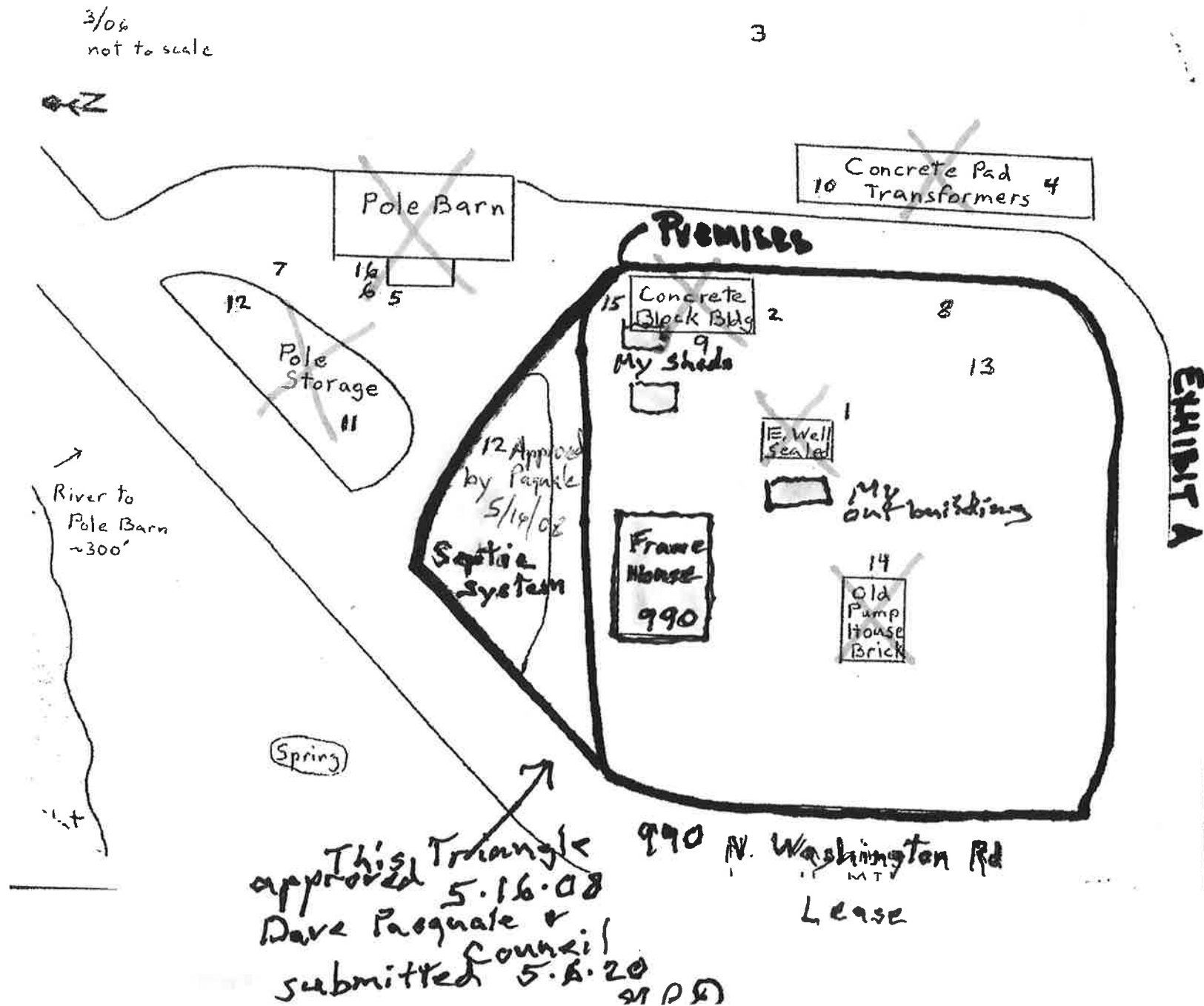
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Susan Ullery, City Clerk

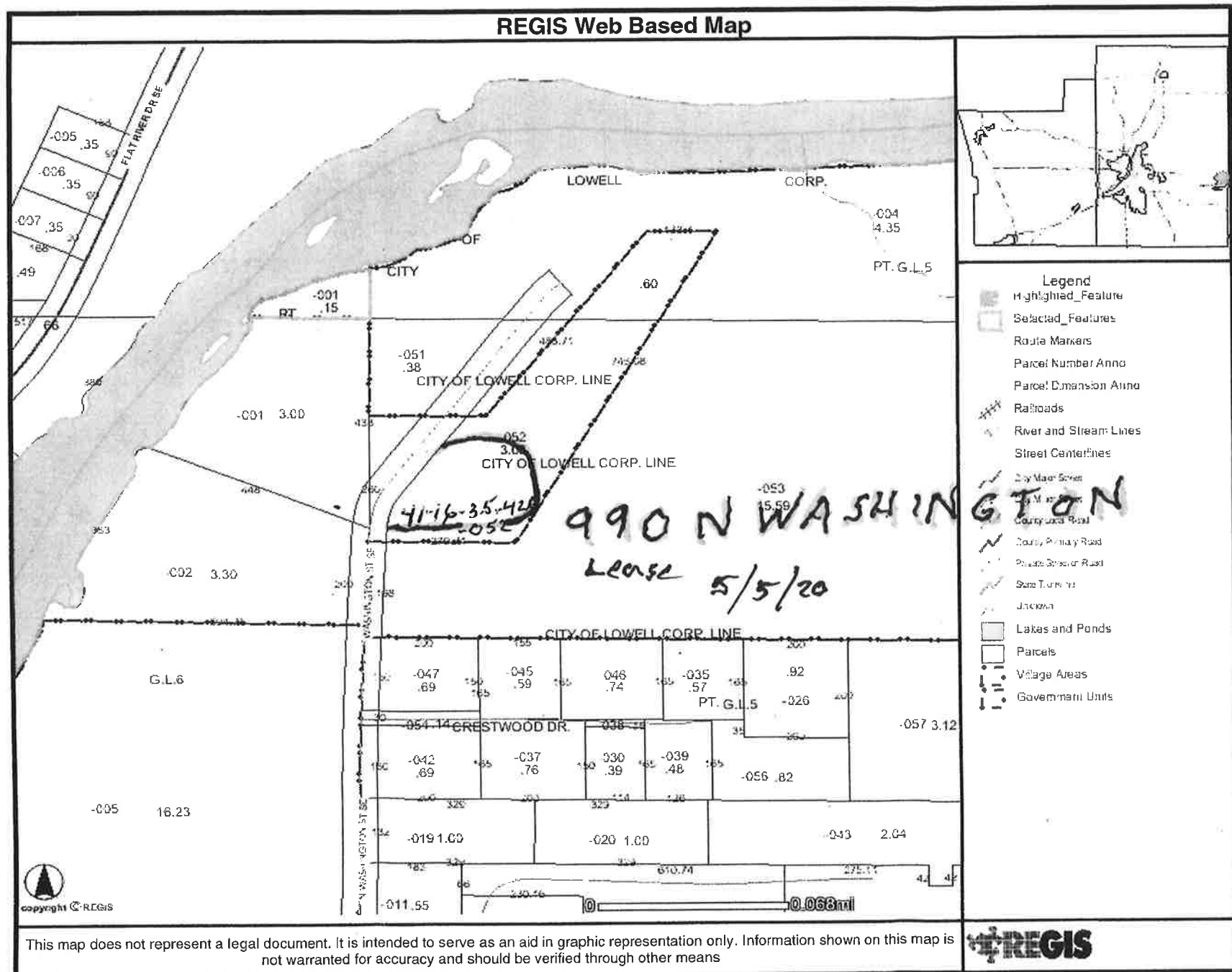
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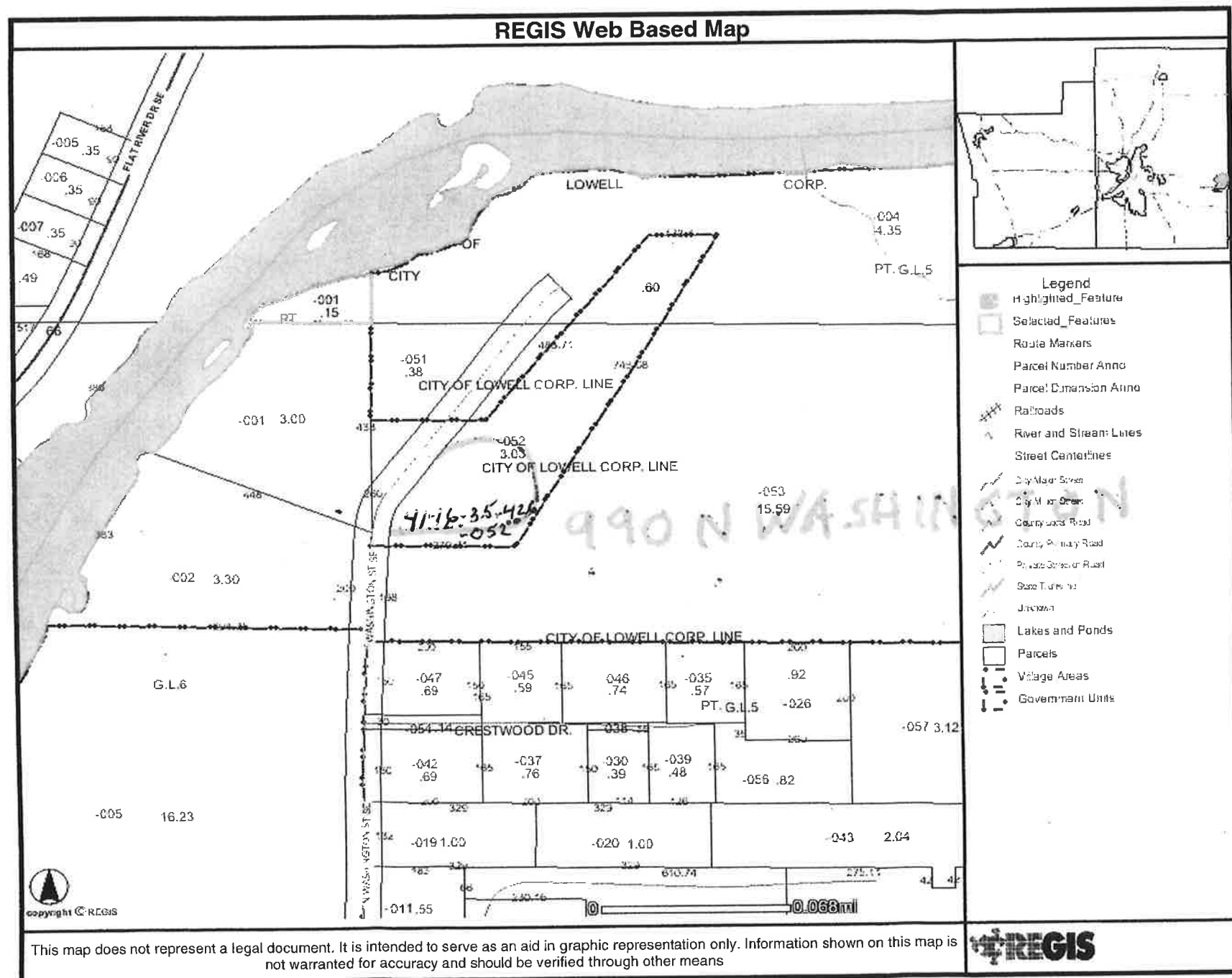
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**LOWELL CITY ADMINISTRATION**  
**INTER OFFICE MEMORANDUM**

**DATE:** June 8, 2020  
**TO:** Michael T. Burns  
**FROM:** Suzanne M. Olin *SO*  
**RE:** 2019-2020 Budget Amendments

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Throughout the year, revenue and expenses are monitored from the various city funds. Attached please find the annual budgeted amendments and resolution for your consideration.

Recommended Motion: That the Lowell City Council approve resolution 17-20 which outlines the amendments to the City of Lowell annual budget for fiscal year 2019-2020.

**Recommended Motion: That the Lowell City Council approve resolution 17-20 which outlines the amendments to the City of Lowell annual budget for fiscal year 2019-2020.**



2019/2020	Budgeted	Amended	Difference
<b>GENERAL FUND REVENUES</b>			
Interest	\$ 8,000.00	\$ 15,100.00	\$ 7,100.00
Miscellaneous revenue	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00
Marijuana fees	\$ -	\$ 20,000.00	\$ 20,000.00
Transfer from Look Fund	\$ -	\$ 18,384.00	\$ 18,384.00
Look grant received for assistance with bldi and ware road			
Transfer from LCTV		\$ 30,000.00	\$ 30,000.00
LCTV grant received for assistance with bldi and ware road			
Rotary Rental	\$ 3,450.00	\$ 1,500.00	\$ (1,950.00)
Rotary not held often from january to june due to covid			\$ -
Police fines	\$ 3,500.00	\$ 6,800.00	\$ 3,300.00
Kent county youth fair contributions	\$ -	\$ 4,000.00	\$ 4,000.00
more monies received this fiscal year with new fair agreement			
Site plan review fees retainer	\$ -	\$ 12,000.00	\$ 12,000.00
Special use application fee planning	\$ -	\$ 1,275.00	\$ 1,275.00
<b>TOTAL REVENUES AS AMENDED:</b>	\$ 17,450.00	\$ 114,959.00	\$ 96,609.00
<b>GENERAL FUND EXPENDITURES</b>			
Manager professional services	\$ 25,000.00	\$ 110,000.00	\$ 85,000.00
Costs associated with Ware road and BLDI Environmental			
Attorney Fees	\$ 50,000.00	\$ 75,000.00	\$ 25,000.00
Higher than anticipated			
Labor attorney	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00
Costs for union negotiations			
City Hall salaries	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00
more workers at city hall mowing or plowing			
City Hall supplies	\$ 4,000.00	\$ 5,500.00	\$ 1,500.00
Higher than anticipated			
City Hall postage	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00
City hall building improvements	\$ 25,000.00	\$ 20,000.00	\$ (5,000.00)
A few capital items not completed this year			
Dpw building improvements	\$ 60,000.00	\$ -	\$ (60,000.00)
Building addition and cold storage shed not completed			
Emergency management supplies	\$ -	\$ 2,000.00	\$ 2,000.00
Supplies needed for Covid			
Emergency management professional services	\$ -	\$ 1,200.00	\$ 1,200.00
Dickinson wright invoice related to covid.			
Unallocated miscellaneous	\$ 5,000.00	\$ 5,443.00	\$ 443.00
costs for Lew Bender attending fire authority, official errors insurance			
Repair and maintenance police cars	\$ 14,000.00	\$ 20,000.00	\$ 6,000.00
Planning professional svcs	\$ 22,500.00	\$ 35,000.00	\$ 12,500.00
More assistance needed from Williams and Works and Andy Moore for various site plan review			
Planning misc		\$ 675.00	\$ 675.00
Michigan associaton of planning membership fee not budgeted for	\$ -		
showboat utilities	\$ -	\$ 550.00	\$ 550.00
electric still being invoiced on the riverwalk for concerts			
Historic District Commission	\$ -	\$ 180.00	\$ 180.00
Cost for Michigan Historic district membership			
<b>TOTAL GENERAL FUND EXPENDITURES AS AMENDED:</b>	\$ 226,500.00	\$ 310,548.00	\$ 84,048.00
<b>MAJOR STREET REVENUES</b>			
No amendments			
<b>TOTAL MAJOR STREET REVENUES AS AMENDED:</b>		\$ -	\$ -
<b>MAJOR STREET EXPENDITURES</b>			
Traffic salaries	\$ 1,100.00	\$ 1,500.00	\$ 400.00
More work in traffic dept by dpw personnel			
Traffic rentals	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
more equipment used for traffic than anticipated		\$ -	
Major capital outlay		\$ 25,000.00	\$ 25,000.00
Williams and Works engineering fees for Howard & Suffolk resurfacing	\$ -		
Major professional services	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00
street asset management plan - Williams and Works		\$ -	

<b>TOTAL MAJOR STREET EXPENDITURES AS AMENDED:</b>	\$ 3,600.00	\$ 32,000.00	<b>\$28,400.00</b>
<b>LOCAL STREET REVENUES</b>			
No amendments			
<b>TOTAL LOCAL STREET REVENUES AS AMENDED:</b>		\$ -	
<b>LOCAL STREET EXPENDITURES</b>			
<b>Local traffic salaries regular</b>	\$ 3,250.00	\$ 4,500.00	\$1,250.00
More time spent working in traffic and street signage			
<b>Local traffic salaries temporary</b>	\$ 425.00	\$ 1,173.00	\$ 748.00
More temporary employee hours workers working with traffic			
<b>Local traffic rentals</b>	\$ 1,500.00	\$ 3,821.00	\$ 2,321.00
More equipment used in traffic than planned			
<b>Local admin. Profession</b>	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00
street asset management study		\$ -	
		\$ -	
<b>TOTAL LOCAL STREET EXPENDITURES AS AMENDED:</b>	\$ 6,175.00	\$ 11,994.00	<b>\$5,819.00</b>
<b>HISTORIC DISTRICT FUND</b>			
<b>HISTORIC DISTRICT REVENUES</b>	\$ 50,000.00	\$ 75,000.00	\$ 25,000.00
To cover additional grants for the HDC			
<b>TOTAL HISTORIC DISTRICT REVENUES AS AMENDED:</b>		\$ 25,000.00	
<b>HISTORIC DISTRICT EXPENSES</b>			
<b>Historic district grant expenses</b>	\$ 50,000.00	\$ 10,000.00	\$ (40,000.00)
Less HDC grants issued then budgeted			
<b>TOTAL HISTORIC DISTRICT FUND EXPENDITURES AS AMENDED:</b>		\$ (40,000.00)	
<b>DDA REVENUE</b>			
<b>Loan proceeds</b>	\$ -	\$ 165,000.00	\$ 165,000.00
Proceeds from light and power for High Street			
	\$ -		
<b>TOTAL DDA REVENUES AS AMENDED:</b>		\$ 165,000.00	
	\$ -		
<b>DDA EXPENDITURES</b>			
<b>Capital professional services</b>	\$ -	\$ 1,250.00	\$ 1,250.00
Rec park master plan Williams and Works			
<b>Capital Outlay</b>	\$ 210,000.00	\$ 250,000.00	\$ 40,000.00
Purchase of High Street			
		\$ -	\$ -
<b>TOTAL DDA EXPENSES AS AMENDED:</b>	\$ 210,000.00	\$ 250,000.00	<b>\$ 41,250.00</b>
<b>DESIGNATED CONTRIBUTION FUND REVENUES</b>			
<b>Showboat donations</b>	\$ -	\$ 5,793.00	\$ 5,793.00
Donations received for the showboat			
<b>TOTAL DESIGNATED CONTRIBUTION REVENUES AS AMENDED:</b>		\$ 5,793.00	
<b>DESIGNATED CONTRIBUTION EXPENDITURES</b>	\$ -		
<b>Sidewalk land improvements</b>		\$ 27,600.00	\$ 27,600.00
monies spent this year for sidewalk project grant received in a prior year	\$ -		
<b>Traffic Supplies</b>		\$ 23,257.30	\$ 23,257.30
Funds returned to grand rapids foundation for wayfinding monies not utilized	\$ -		
<b>Library capital</b>	\$ -	\$ 15,300.00	\$ 15,300.00
lowell library ecostructure paid by mcmi from a library grant received in prior year			
<b>TOTAL DESIGNATED CONTRIBUTIONS EXPENDITURES AS AMENDED:</b>	\$ -	\$ 66,157.30	<b>\$ 66,157.30</b>
<b>AIRPORT REVENUES</b>			
<b>Airport fuel sales</b>	\$ 12,500.00	\$ 19,000.00	\$ 6,500.00
More airport fuel sold than anticipated.			
<b>TOTAL AIRPORT REVENUES AS AMENDED:</b>	\$ 12,500.00	\$ 19,000.00	<b>\$ 6,500.00</b>

<b><u>AIRPORT EXPENDITURES</u></b>			
<b>Airport supplies</b>	\$ 15,000.00	\$ 22,000.00	\$ 7,000.00
Fuel purchased for airport			
<b>Airport capital</b>	\$ 8,000.00	\$ -	\$ (8,000.00)
pavement project by Great Lake done in prior year	\$ -		
		\$ -	
<b>TOTAL AIRPORT EXPENDITURES AS AMENDED:</b>			<b>\$ (1,000.00)</b>
<b><u>WASTEWATER REVENUES</u></b>			
<b>Industrial treatment charges</b>	\$ 500.00	\$ 12,000.00	\$ 11,500.00
biodigester back online	\$ -		
<b>TOTAL WASTEWATER REVENUES AS AMENDED:</b>			<b>\$ 11,500.00</b>
<b><u>WASTEWATER EXPENDITURES</u></b>			
<b>Wastewater distribution salaries</b>	\$ 25,900.00	\$ 30,000.00	\$ 4,100.00
more work in distribution than anticipated			
<b>Wastewater salaries temporary</b>		\$ 3,774.02	\$ 3,774.02
more temporary workers in distribution than anticipated			
<b>Wastewater workers comp</b>	\$ 1,100.00	\$ 2,000.00	\$ 900.00
More wages paid, more workers comp			
<b>Wastewater distribution rentals</b>	\$ 12,000.00	\$ 21,000.00	\$ 9,000.00
Higher equipment usage in the distribution departments			
<b>TOTAL WASTEWATER EXPENDITURES AS AMENDED:</b>	\$ 39,000.00	\$ 56,774.02	<b>\$ 17,774.02</b>
<b><u>WATER REVENUES</u></b>			
<b>Water meters</b>	\$ -	\$ 1,628.00	\$ 1,628.00
<b>TOTAL WATER FUND REVENUES AS AMENDED:</b>		\$ 1,628.00	\$ 1,628.00
<b><u>WATER FUND EXPENDITURES</u></b>		\$ -	
<b>Water treatment salaries overtime</b>	\$ 25,000.00	\$ 29,000.00	\$ 4,000.00
More overtime than budgeted			
<b>Water administration professional services</b>	\$ 15,000.00	\$ 16,000.00	\$ 1,000.00
mainly attributed to water rate study			\$ -
<b>TOTAL WATER FUND EXPENDITURES AS AMENDED:</b>	\$ 45,000.00	\$ 50,306.12	<b>\$ 5,000.00</b>
	\$ -	\$ -	
<b><u>CABLE TV FUNDS</u></b>	\$ -		
<b>Cable tv funds Grand rapids foundation</b>	\$ 110,000.00	\$ 112,629.00	\$ 2,629.00
More than anticipated revenues	\$ -		
<b>TOTAL CABLE REVENUES AS AMENDED:</b>	\$ 110,000.00	\$ 112,629.00	<b>\$ 2,629.00</b>
<b><u>CABLE TV EXPENDITURES</u></b>			
<b>Capital Outlay</b>	\$ 110,000.00	\$ 119,629.00	\$ 9,629.00
part of showboat restroom grant from lctv paid out of this fiscal year.			
			\$ -
<b>TOTAL CABLE EXPENDITURES AS AMENDED:</b>	\$ 110,000.00	\$ 119,629.00	<b>\$ 9,629.00</b>
<b><u>DATA PROCESSING REVENUES</u></b>			
No amendments			
<b><u>DATA PROCESSING EXPENSES</u></b>			
<b>Data processing professional services</b>	\$ 20,000.00	\$ 35,000.00	\$ 15,000.00
<b>Data processing contractual</b>	\$ 22,300.00	\$ 30,000.00	\$ 7,700.00
<b>TOTAL DATA PROCESSING EXPENSES AS AMENDED</b>			<b>\$ 22,700.00</b>
<b><u>EQUIPMENT REVENUES</u></b>			
<b>City vehicle R &amp; M charges</b>	\$ 8,000.00	\$ 15,000.00	\$ 7,000.00
More repairs to city vehicles than anticipated			
<b>Equipment Fund Miscellaneous Revenue</b>		\$ 3,592.00	\$ 3,592.00

[illegible]

# Memorandum



To: Michael Burns, City Manager  
From: Steve Donkersloot  
Date: June 11, 2020  
Re: LL&P Board Line Shack RFP Recommendation

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In September 2019, the LL&P Board recommended to the City Council that the City pursue a sale of LL&P's Line Shack located at 115 Riverside Drive pursuant to the guidelines in the City Charter. At the November 4, 2019 City Council Meeting, the Council accepted LL&P's recommendation and directed an RFP be drafted to proceed with the potential sale process. Since that time, in accordance with the City Charter, an RFP was drafted and published with a response date of June 1<sup>st</sup>.

One proposal was received in response to the RFP, which is included in the packet.

At their June 10<sup>th</sup> Board Meeting, the LL&P Board reviewed and discussed the lone proposal that was received. **The result of that discussion was a recommendation to the City Council to reject the proposal and re-issue the RFP at a yet-to-be-determined future date.** The rationale for the LL&P Board's decision was the RFP process (the posting and response timeframe) took place during the height of the COVID-19 pandemic (a 3<sup>rd</sup> or 4<sup>th</sup> standard deviation event for the country and the City), which was the cause of great economic and financial uncertainty in the market – potentially resulting in decreased awareness and/or interest in the property.

# Real Estate Summary Sheet

# VALUE ESTIMATE

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

12/19/2019 3:38 PM

<b>Parcel:</b>	41-20-02-403-027	<b>Current Class:</b>	201.COMMERCIAL
<b>Owner's Name:</b>	CITY OF LOWELL LIGHT & POWER	<b>Previous Class:</b>	705.EXEMPT OTHER REAL PROPERTY
<b>Property Address:</b>	115 RIVERSIDE DR SE LOWELL, MI 49331	<b>Gov. Unit:</b>	72 CITY OF LOWELL
		<b>MAP #</b>	
		<b>School:</b>	41170 District 41170
		<b>Neighborhood:</b>	EX LOWELL - EXEMPT
<b>Liber/Page:</b>		<b>Created:</b>	//
<b>Split:</b>	//	<b>Active:</b>	Active
<b>Public Impr.:</b>	Paved Road, Storm Sewer, Water, Sewer, Electric, Gas, Curb		
<b>Topography:</b>	Rolling, Waterfront, 0		

## Mailing Address:

CITY OF LOWELL LIGHT & POWER  
127 N BROADWAY ST SE  
LOWELL MI 49331

## Description:

PART OF GOVT LOT NO.7 COM 235 FT NWLY FROM NLY LINE OF MAIN ST ON ELY LINE OF W WATER ST TH NWLY ON ELY LINE OF W WATER ST 101 FT TH NELY PERP TO ELY LINE OF W WATER ST TO RT BANK OF FLAT RIVER TH SELY ALONG SD RIVER BANK TO A LINE BEARING NELY PERP TO ELY LINE OF W WATER ST FROM BEG TH SWLY PERP TO W WATER ST TO BEG \* SEC 2 T6N R9W 0.10 A.

## Most Recent Sale Information

None Found

## Most Recent Permit Information

None Found

## Physical Property Characteristics

<b>2020 S.E.V.:</b>	50,800	<b>2020 Taxable:</b>	50,800	<b>Lot Dimensions:</b>	
<b>2019 S.E.V.:</b>	0	<b>2019 Taxable:</b>	0	<b>Acreage:</b>	0.09
<b>Zoning:</b>	PF	<b>Land Value:</b>	67,300	<b>Frontage:</b>	100.0
<b>PRE:</b>	0.000	<b>Land Impr. Value:</b>	0	<b>Average Depth:</b>	39.0

## Improvement Data

# of Commercial Buildings: 1  
Type: Warehouses - Storage  
Desc: #1  
Class: D,Pole  
Quality: Average  
Built: 0 Remodeled: 0  
Overall Building Height: 15  
Floor Area: 1,800  
Sale Price/Floor Area: 0.00

Estimated TCV: 34,360

BUILDING  
67,300 LAND

\$100,000 TRUE CASH VALUE

\$50,000 SEN

## Image





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

**DATE:** June 12, 2020

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

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

**RE:** Water and Sewer Rates

---

In April, I asked the City Council what they wanted me to budget for in regard to water and sewer rates. If you recall we had a rate study for our water and sewer rates in accordance to the SAW Grant. The study recommended a 6% increase to our water ready to serve and commodity charges and 2% on our wastewater ready to serve customers. To the average residential customer who uses a 5/8" meter and consumes 3000 gallons a month this is a \$2.67 monthly increase to their water and sewer bills with rates varying as meter size increases. That said, I recognize the reluctance of the City Council to not raise rates while municipal financial advisors would always recommend a small increase annually to account for inflation.

The currently approved budget was not approved with those increases when I submit it to you on April 20, 2020. We will need to issue debt to complete the water and sewer utility projects on Monroe St. and Washington St. and rates will need to reflect proper debt coverage. Administration was planning on completing the utility work on Washington St. beginning in Spring 2021 and Monroe St. in Spring 2022 as there are transportation funds earmarked in 2022 for Monroe. The projects are necessary for the reliability of our water and sewer systems so I would propose flipping the Washington St. project from Spring 2021 to Spring 2023. That said we run the risk of a slighter increase when we begin those projects.

When I brought this to you in April you asked me to bring this back in June. I am seeking input from the council further. Once directed, I will move forward as we discuss.



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

**DATE:** June 12, 2020  
**TO:** Mayor DeVore and the Lowell City Council  
**FROM:** Michael T. Burns, City Manager MB  
**RE:** Digester #3 Lid Repair

---

In the upcoming Fiscal Year 2020-2021 budget, we budgeted a repair to the Digester #3 lid at the Wastewater Treatment Plant. Suez had the ability to complete this work as a maintenance item under current agreement. The work would entail removing and disposing of the existing coating, all 2" concrete topping, and hollow-core concrete planking. Preparing top of the tank for installation of the aluminum geodesic dome. Installing the aluminum geodesic dome over the existing tank. Terminating the electrical connections for existing mixers and completing site restoration.

Suez proposes the cost for this work not exceeding \$135,181 which came in much lower than Williams and Works engineering estimate of \$175,000. This work will be paid over two fiscal cycles. 50% will be due on completion and the remaining 50% will be due on July 1, 2021 to alleviate our budget constraints.

Attached is an agreement with Suez to complete this work. **I recommend the Lowell City Council approve for Suez to complete the repairs to the Digester #3 lid at a cost not to exceed \$135,181.**





Xavier Castro  
President  
SUEZ Water Environmental Services Inc.  
461 From Road  
Paramus, New Jersey 07652  
xavier.castro@suez.com

June 10, 2020

Mayor Mike Devore  
Lowell City Hall  
301 E. Main Street  
Lowell, MI 49331

Sue Ullery, City Clerk  
Lowell City Hall  
301 E. Main Street  
Lowell, MI 49331

**RE: Additional Service Agreement (“ASA”) by and between SUEZ Water Environmental Services Inc. (“SUEZ”) and the City of Lowell, Michigan (the “City”) to repair the Digester #3 lid.**

Dear Mayor Devore and City Clerk Ullery:

SUEZ is pleased to present this updated ASA to the City for repair of the Digester #3 lid at the City’s wastewater treatment facility (the “Digester Lid Repair”). This updated ASA replaces the previous version dated August 30, 2019 and adds necessary scope as further described below.

This ASA is offered pursuant to Section 2.01 of the Amended and Restated Operations and Maintenance Agreement for the City’s wastewater treatment plant between SUEZ and the City dated as of March 31, 2015 (the “Agreement”).

The following is the scope of work, the pricing assumptions, and the proposed terms for this ASA.

**Scope of Work**

The Scope of Work to be completed under this ASA is to repair the Digester Lid by performing the following:

1. Remove and dispose of existing coating, all 2” concrete topping, and hollow-core concrete planking.
2. Prepare top of tank for installation of an aluminum geodesic dome.



3. Install aluminum geodesic dome over existing tank.
4. Terminate electrical connections for existing mixers.
5. Complete site restoration.

### **Price and Terms**

SUEZ and the City agree that the cost for this work shall be time and material based and the total cost includes but is not limited to all direct labor and non-labor costs that SUEZ incurs in performance of this work. Costs for materials and any subcontractor will be paid by City to SUEZ at cost plus 10% on the actual cost of materials to reimburse SUEZ for its administrative expenses and profit. Costs for direct wages and fringe benefits associated with this work will be paid by City to SUEZ with a 20% markup to reimburse SUEZ for its administrative expenses and profit.

The costs for the work described herein shall not exceed \$135,181. This work will be billed in its entirety to the City upon completion, with 50% payment due upon completion according to the customary terms of the Agreement, and the balance 50% due on July 1, 2021. In the event that the costs for this work are approaching or likely to exceed the total projected cost of \$135,181 due to unforeseeable circumstances, SUEZ shall consult with the City for further direction and request if necessary additional written approval of the City to complete the Scope of Work.

SUEZ and the City further agree that the performance of the scope of work contemplated by this ASA will remain in accordance with Sections 2.01 and 4.07 of the Agreement and will be billed separately to the City.

### **Assumptions**

1. Upon our receipt of the City's countersignature of this proposal indicating acceptance of the ASA, SUEZ and the City will discuss and coordinate a mutually agreeable timetable for the services outlined herein.
2. Except as expressly stated herein, this ASA shall be performed pursuant to the terms of the Agreement.
3. The work will be performed by SUEZ's Mechanical Services Group employees, none of whom are regularly assigned to the Lowell site.



If this ASA is acceptable to the City, please sign and return two (2) copies of this signed proposal to SUEZ, to the attention of Brian Vander Meulen, our Lowell Project Manager. We greatly appreciate the opportunity given to render these additional services in support of our partnership with the City of Lowell.

Sincerely,

A handwritten signature in black ink that reads "Xavier Castro".

---

Xavier Castro  
SUEZ Water Environmental Services Inc.

cc: Brian Vander Meulen, SUEZ Lowell Project Manager

**Additional Service Agreement ("ASA") by and between SUEZ Water Environmental Services Inc. ("SUEZ") and the City of Lowell, Michigan (the "City") to repair the Digester #3 lid.**

Accepted, Agreed to and Approved by Mayor Mike Devore, Mayor and City Clerk Sue Ullery as of this 15<sup>th</sup> day of June, 2020.

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Signature  
Name: Mike Devore  
Title: Mayor City of Lowell, MI

---

Signature  
Name: Sue Ullery  
Title: Clerk City of Lowell, MI

## Mike Burns

---

**From:** Vandermeulen, Brian <brian.vandermeulen@suez.com>  
**Sent:** Wednesday, June 10, 2020 2:24 PM  
**To:** Mike Burns  
**Subject:** FW: Digester #3 Cover Replacement Options

Mike,

Here is the email from Brandon Mieras of Williams & Works detailing budget prices to replace the cover on Digester #3. Items #1 & #2 are what we are proposing to do, totaling \$175,000.

*Brian Vander Meulen*  
Suez-Lowell, MI

**From:** Mieras, Brandon <Mieras@williams-works.com>  
**Sent:** Wednesday, February 26, 2020 3:35 PM  
**To:** Vandermeulen, Brian <brian.vandermeulen@suez.com>  
**Subject:** Digester #3 Cover Replacement Options

Brian,

Our structural engineering staff has already identified two existing hollow core planks that are recommended to be replaced before re-topping the tank cover. They have not had an opportunity to examine all the hollow core planks. There may be more planks that need to be removed and replaced. This changes the original scope of the cover repair work.

I have talked this project over with a general contractor regularly engaged in this type of work, and have been provided some budget pricing for a three options to remove and replace the top. There is approximately 2,300 sft of top area.

1. The budget cost to completely remove the existing tank cover is approximately \$50,000
2. The budget costs to provide and install an aluminum geodesic cover would be about \$53/sft = \$125,000 above removal cost.
3. The budget costs to provide and install a truss supported flat aluminum cover would be about \$42/sft = \$100,000 above removal cost.
4. The budget costs to provide and install a hollow core concrete and topping cover would also be about \$42/sft = \$100,000 above removal cost.

The best case scenario would be that all the north half planks would have to be removed and replaced (we've already identified two), and then the tank re-topped. The estimated cost for that would be about \$110,000. This would not be recommended at this time.

Sincerely,

Brandon Mieras, P.E.  
Principal

**williams&works**

549 Ottawa Ave. NW  
Grand Rapids, MI 49503  
T 616-224-1500

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**MONTHLY COMPARISON TOTALS  
FOR THE YEARS 2019 AND 2020**

<b>ACTIVITY</b>	<b>May</b>	<b>2019 YEAR-TO-DATE</b>	<b>May</b>	<b>2020 YEAR-TO-DATE</b>
<b>Total Arrests</b>	<b>37</b>	<b>148</b>	<b>0</b>	<b>42</b>
Alcohol (MIP/Open Intox)	4	5	0	2
Drug Law Violations	2	17	0	0
Drunk Driving	2	12	0	6
Suspended License	1	11	0	8
Warrant Arrest	20	72	0	12
Other Arrests	8	31	0	14
Assault	3	7	0	6
Assault (Verbal)	3	16	6	17
Assault (Domestic)	4	14	1	14
Assist from Other Agency	11	46	2	38
Assist to Other Agency	13	67	17	93
Assist to Citizen	48	225	11	83
Breaking & Entering	0	1	1	3
Disorderly Conduct	5	15	6	15
Dog Complaints	3	9	0	15
Larceny	9	34	5	17
Malicious Destruction	2	10	1	5
Motorist Assist	8	35	2	25
Ordinance Violations	9	33	4	28
Accident Total	14	50	6	32
{Property Damage}	13	44	6	29
{Personal Injury}	1	6	0	3
Citations Issued	52	185	0	130
Traffic Stops: Warned	121	646	4	278
# of Traffic Stops Made	149	754	2	379
<b>TOTAL COMPLAINTS</b>	<b>116</b>	<b>885</b>	<b>38</b>	<b>752</b>

# Dept. of Public Works, City of Lowell

217 S. Hudson

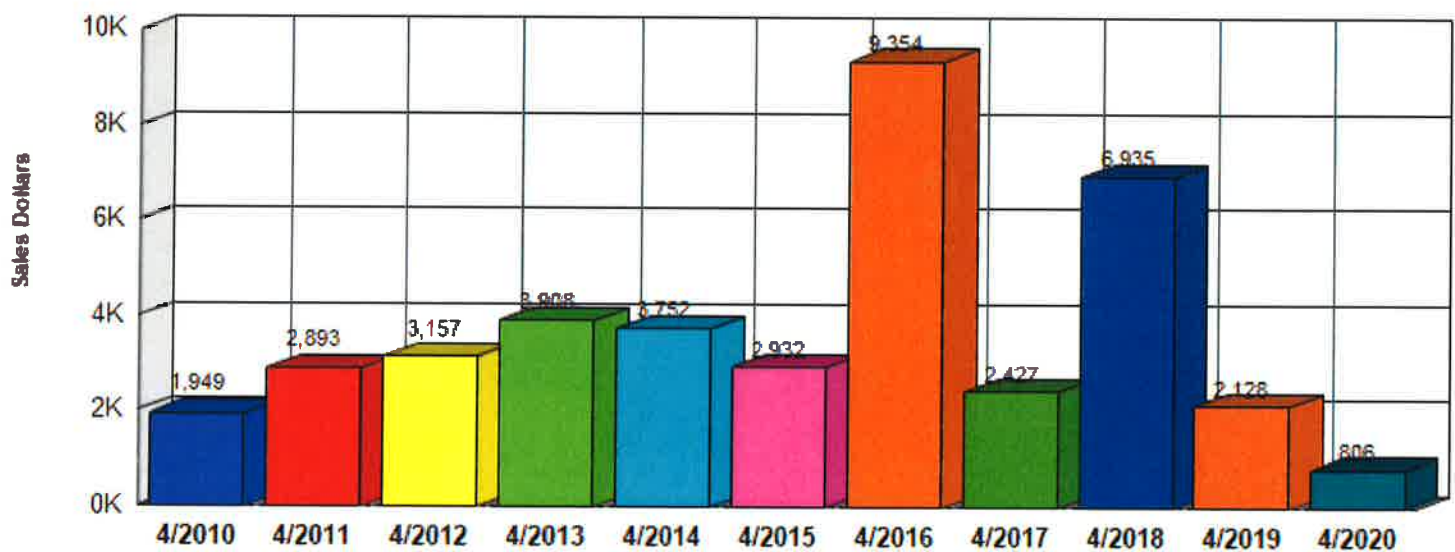
Lowell, MI. 49331

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

## Sales By Selected Month For The Month Of April

Report Date: 06/05/2020

Month & Year	Avg. RO	Car Count	Sales Amount	Avg. Labor	Total Labor	Avg. Parts	Total Parts
4/2010	194.88	10	1,948.83	82.80	828.00	107.94	1,079.43
4/2011	289.29	10	2,892.94	135.48	1,354.80	147.07	1,470.70
4/2012	225.54	14	3,157.49	89.36	1,251.00	131.71	1,843.94
4/2013	260.52	15	3,907.75	161.79	2,426.85	91.17	1,367.51
4/2014	250.11	15	3,751.64	135.20	2,028.00	109.39	1,640.84
4/2015	366.44	8	2,931.50	179.88	1,439.00	177.57	1,420.55
4/2016	850.40	11	9,354.43	597.27	6,570.00	245.90	2,704.93
4/2017	606.75	4	2,426.99	367.50	1,470.00	224.25	896.99
4/2018	495.37	14	6,935.11	192.97	2,701.56	292.98	4,101.77
4/2019	709.23	3	2,127.69	698.37	2,095.11	0.00	0.00
4/2020	806.34	1	806.34	791.34	791.34	0.00	0.00
<b>Totals:</b>		<b>105</b>	<b>40,240.71</b>		<b>\$22,955.66</b>		<b>\$16,526.66</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: 06/05/2020  
Period From: 04/01/2020 To: 04/30/2020

Invoice Number	Date	Name	Tax	Total	Balance Due
001557	04/23/2020	Police	0.00	806.34	1,293.79
Grand Totals:			0.00	806.34	1,293.79
Number of Invoices:		1	* - Indicates a Counter Sale		
Averages:				\$806.34	1,293.79

**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: 06/05/2020

Period From: 05/01/2020 To: 05/31/2020

Invoice Number	Date	Name	Tax	Total	Balance Due
001558	05/07/2020	Police	0.00	40.32	1,293.79
001559	05/15/2020	Water Distribution	0.00	2,286.05	338.14
001560	05/13/2020	Police	0.00	40.32	1,293.79
001561	05/29/2020	Police	0.00	215.33	1,293.79
<b>Grand Totals:</b>			<b>0.00</b>	<b>2,582.02</b>	<b>4,219.51</b>
<b>Number of Invoices:</b>		<b>4</b>	<b>* - Indicates a Counter Sale</b>		
<b>Averages:</b>				<b>\$645.51</b>	<b>1,054.88</b>

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

217 S. Hudson

Lowell, MI. 49331

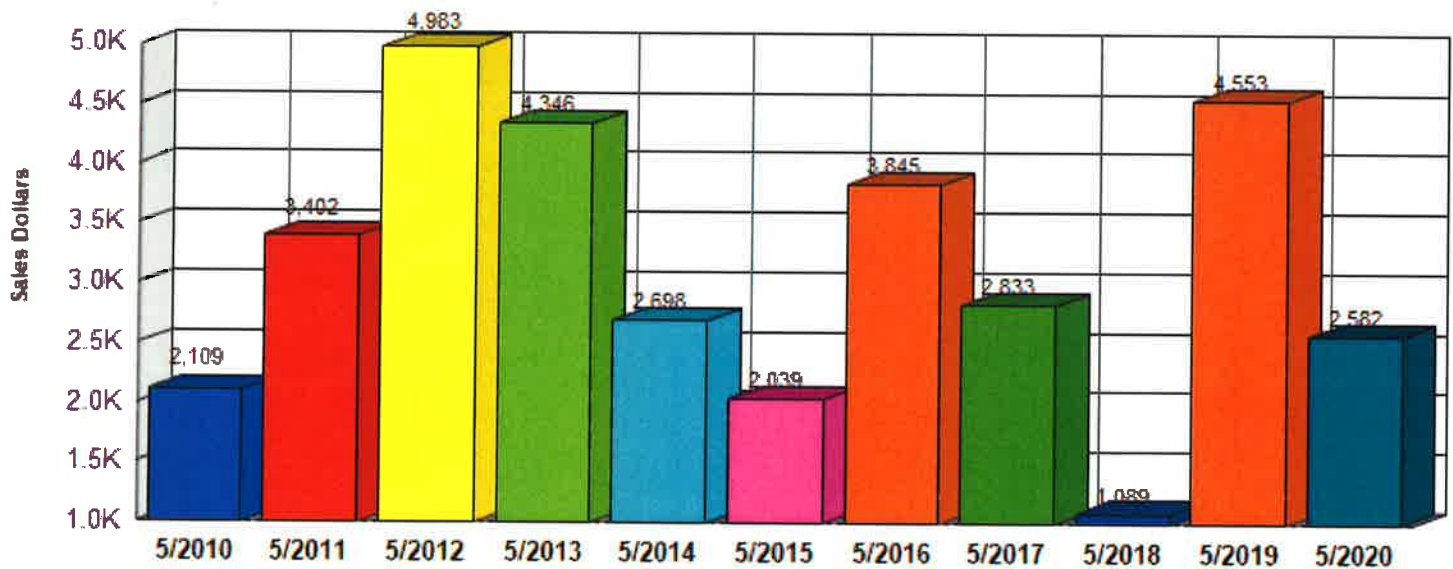
Phone - 616-897-5929 Fax - 616- -

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

Report Date: 06/05/2020

<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>
5/2010	234.36	9	2,109.24	93.00	837.00	136.71	1,230.39
5/2011	212.62	16	3,401.88	159.00	2,544.00	47.68	762.93
5/2012	415.29	12	4,983.46	252.25	3,027.00	155.80	1,869.61
5/2013	543.22	8	4,345.76	281.63	2,253.00	251.85	2,014.76
5/2014	539.56	5	2,697.79	336.60	1,683.00	193.51	967.54
5/2015	254.88	8	2,039.05	205.88	1,647.00	42.09	336.70
5/2016	274.65	14	3,845.15	183.65	2,571.05	83.65	1,171.05
5/2017	157.41	18	2,833.43	104.67	1,884.00	47.51	855.23
5/2018	155.57	7	1,089.01	71.26	498.85	80.75	565.22
5/2019	413.89	11	4,552.80	407.78	4,485.58	0.00	0.00
5/2020	645.51	4	2,582.02	638.23	2,552.93	0.00	0.00

<b>Totals:</b>		<b>112</b>	<b>34,479.59</b>		<b>\$23,983.41</b>		<b>\$9,773.43</b>
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**Note:** Labor and Part columns do not include Shop Supplies or Hazmat

**LOWELL POLICE DEPARTMENT  
MONTHLY REPORT SUMMARY  
CALENDAR YEAR 2020**

<b>Complaint Book Total</b>	<b>203</b>	<b>369</b>	<b>512</b>	<b>628</b>	<b>752</b>								
<b>Activity</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>Total Arrests</b>	12	13	10	0	7								42
<b>Alcohol (MIP/Open Intox)</b>	2	0	0	0	0								2
<b>Drug Law Violations</b>	0	0	0	0	0								0
<b>Drunk Driving</b>	1	2	1	0	2								6
<b>Suspended License</b>	0	4	2	0	2								8
<b>Warrant Arrest</b>	4	2	4	0	2								12
<b>Other Arrests</b>	5	5	3	0	1								14
<b>Assault</b>	5	0	0	0	1								6
<b>Assault (Civil/Verbal)</b>	2	5	3	6	1								17
<b>Assault (Domestic)</b>	4	0	5	1	4								14
<b>Assist from Other Agency</b>	13	9	6	2	8								38
<b>Assist to Other Agency</b>	14	20	18	17	24								93
<b>Assist to Citizen</b>	17	26	15	11	14								83
<b>Breaking &amp; Entering</b>	1	0	0	1	1								3
<b>Disorderly Conduct</b>	3	4	1	6	1								15
<b>Dog/Animal</b>	5	2	5	0	3								15
<b>Larceny</b>	4	2	2	5	4								17
<b>Malicious Destruction</b>	0	2	2	1	0								5
<b>Motorist Assist</b>	9	6	3	2	5								25
<b>Ordinance Violations</b>	10	6	6	4	2								28
<b>Accident Total</b>	8	9	5	6	4								32
<b>{Property Damage}</b>	8	6	5	6	4								29
<b>{Personal Injury}</b>	0	3	0	0	0								3
<b>Citations Issued</b>	38	47	15	0	30								130
<b>Traffic Stops: Warned</b>	109	101	55	4	9								278
<b>Total # of Traffic Stops</b>	147	130	62	2	38								379

## **AGENCIES ASSISTING LOWELL PD**

**MAY 2020**

<b>20-0660</b>	<b>5/11/2020</b>	<b>RECKLESS DRIVING</b>	<b>KENT COUNTY</b>	<b>BACK-UP</b>
<b>20-0666</b>	<b>5/11/2020</b>	<b>DOMESTIC</b>	<b>KENT COUNTY</b>	<b>BACK-UP</b>
<b>20-0685</b>	<b>5/17/2020</b>	<b>WELFARE CHECK</b>	<b>ON-STAR</b>	<b>UNABLE TO LOCATE</b>
<b>20-0709</b>	<b>5/22/2020</b>	<b>UNLAWFUL ENTRY</b>	<b>KENT COUNTY</b>	<b>BACK-UP</b>
<b>20-0714</b>	<b>5/23/2020</b>	<b>UNARMED ROBBERY</b>	<b>KENT COUNTY</b>	<b>ASSISTED</b>
<b>20-0719</b>	<b>5/24/2020</b>	<b>WELFARE CHECK</b>	<b>ROCKFORD AMBULANCE</b>	<b>ASSISTED</b>
<b>20-0722</b>	<b>5/25/2020</b>	<b>DOMESTIC</b>	<b>KENT COUNTY</b>	<b>BACK-UP</b>
<b>20-0741</b>	<b>5/29/2020</b>	<b>DOMESTIC</b>	<b>KENT COUNTY</b>	<b>BACK-UP</b>

# **LOWELL POLICE ASSISTING OTHER AGENCIES**

**MAY 2020**

20-0630	5/1/2020	WELFARE CHECK	KENT COUNTY	ASSISTED	VERGENNES
20-0633	5/1/2020	DOMESTIC / INTOXICATED SUBJECT	KENT COUNTY	ASSISTED	VERGENNES
20-0640	5/4/2020	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
20-0641	5/4/2020	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
20-0644	5/5/2020	UNKNOWN ACCIDENT	MSP	ASSISTED	CITY OF GR
20-0648	5/5/2020	RECKLESS DRIVING	KENT COUNTY	ASSISTED	LOWELL
20-0655	5/9/2020	POSSIBLE FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
20-0664	5/11/2020	SUICIDAL SUBJECT	KENT COUNTY	BACK-UP	LOWELL
20-0665	5/11/2020	STRUCTURE FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
20-0676	5/14/2020	SUICIDAL SUBJECT	KENT COUNTY	BACK-UP	LOWELL
20-0678	5/14/2020	SUSPICIOUS SUBJECTS	KENT COUNTY	BACK-UP	LOWELL
20-0680	5/15/2020	DISORDERLY	KENT COUNTY	ASSISTED	LOWELL
20-0681	5/15/2020	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL
20-0683	5/16/2020	RETAIL FRAUD	KENT COUNTY	BACK-UP	LOWELL
20-0684	5/17/2020	NOISE COMPLAINT	KENT COUNTY	BACK-UP	LOWELL
20-0686	5/17/2020	WELFARE CHECK	KENT COUNTY	ASSISTED	LOWELL
20-0689	5/18/2020	MENTAL SUBJECT	ROCKFORD AMBULANCE	ASSISTED	CITY OF LOWELL
20-0702	5/19/2020	STRUCTURE FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
20-0711	5/22/2020	OVERDOSE	KENT COUNTY	BACK-UP	VERGENNES
20-0713	5/23/2020	OVERDOSE	KENT COUNTY	BACK-UP	VERGENNES
20-0723	5/25/2020	RETAIL FRAUD	KENT COUNTY	BACK-UP	LOWELL
20-0725	5/26/2020	FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
20-0749	5/30/2020	PI ACCIDENT	KENT COUNTY	ASSISTED	CASCADE TWP
20-0750	5/31/2020	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL



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

Tuesday, June 02, 2020

Fire Authority Board:

We responded to 46 total incidents for the month of May.

Medical first responder training has started with an on-line format. We have 3 team members attending.

We participated in many birthday drive-bys over the past month. With everyone being back to work we are no longer scheduling any more.

We will be helping to honor the 2020 graduates on Thursday the 4<sup>th</sup> at 7 pm.

The new boat will be arriving the first week of June. Reed Yacht Sales will be delivering the boat and doing an in service most likely on Wednesday June 3<sup>rd</sup>. We will be ordering new life vests and water rescue helmets to complete the project.

Beginning in June we will start back to our normal training routine. This means we will have the team at the station and breaking into smaller groups for training. We will continue to practice all protocols to keep our members safe.

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.

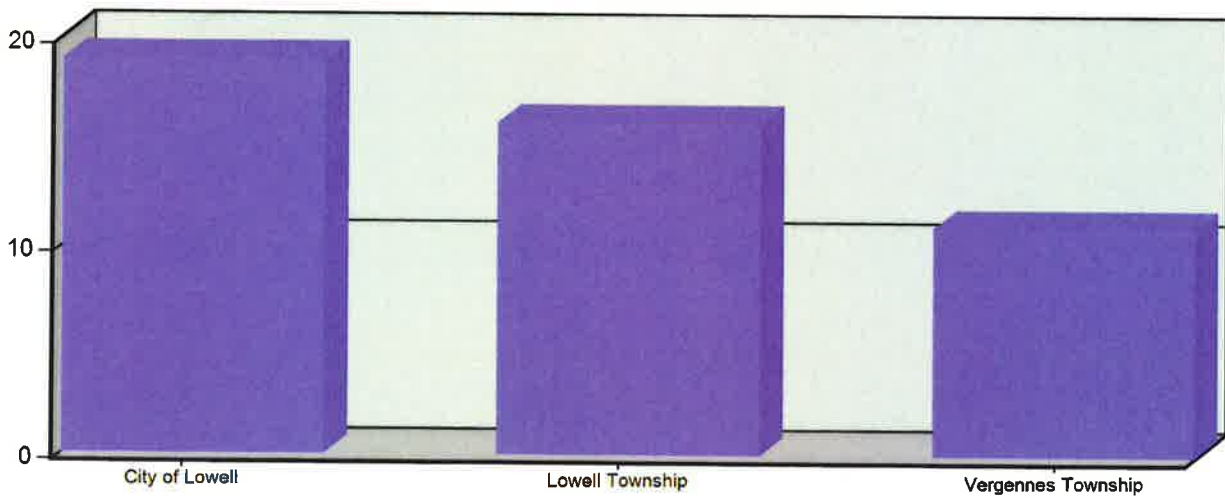
Lowell, MI

This report was generated on 6/1/2020 11:54:50 AM



## Incident Count per Zone for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020



ZONE	# INCIDENTS
City of Lowell - City	19
Lowell Township - Lowell Township	16
Vergennes Township - Vergennes Township	11
TOTAL:	46

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

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 6/1/2020 11:54:12 AM



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

Start Date: 05/01/2020 | End Date: 05/31/2020

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	41
00	1
000	1
6	3

<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	43
200	2
400	1

<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	46

<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	44
200	1
300	1

<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
0	42
1 pry bar, 1 TIC	1
Bolt Cutter	1
TIC gas monitor	1
TIC, 2 - portable lights, vent fan	1

<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
0	46

<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	42
100	1
15	1
1500	1
400	1

<b>USER-DEFINED FIELD: LUCAS (Required)</b>	
NO	45

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



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Doc Id: 805

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ANSWERS	# INCIDENTS
Yes	1

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 6/1/2020 11:46:55 AM



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

Start Date: 05/01/2020 | End Date: 05/31/2020

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	19	51:36
Lowell Township - Lowell Township	16	16:03
Vergennes Township - Vergennes Township	11	14:14
<b>TOTAL</b>	<b>46</b>	<b>81:53</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**

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# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 6/1/2020 11:52:28 AM



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

Start Date: 05/01/2020 | End Date: 05/31/2020

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
05/01/2020	2020-273		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
05/02/2020	2020-275		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4
05/02/2020	2020-276		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	4
05/03/2020	2020-278		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	8
05/03/2020	2020-279		622 - No incident found on arrival at dispatch address		City of Lowell - City	2	7
05/03/2020	2020-281		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	3
05/04/2020	2020-282		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	1
05/06/2020	2020-283		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
05/06/2020	2020-284		733 - Smoke detector activation due to malfunction		City of Lowell - City	1	2
05/06/2020	2020-285		611 - Dispatched & cancelled en route		City of Lowell - City	1	4
05/07/2020	2020-286		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	6
05/07/2020	2020-287		424 - Carbon monoxide incident		Lowell Township - Lowell Township	1	5
05/09/2020	2020-288		611 - Dispatched & cancelled en route		City of Lowell - City	1	4
05/09/2020	2020-289		160 - Special outside fire, other		City of Lowell - City	2	8

Only REVIEWED incidents included.



**EMERGENCY  
REPORTING**

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Doc Id: 948

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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
05/10/2020	2020-290		611 - Dispatched & cancelled en route		City of Lowell - City	1	4
05/11/2020	2020-291		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	3
05/11/2020	2020-292		131 - Passenger vehicle fire		City of Lowell - City	5	13
05/12/2020	2020-293		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	4
05/13/2020	2020-294		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	3
05/14/2020	2020-295		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	6
05/16/2020	2020-296		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	5
05/16/2020	2020-297		111 - Building fire		City of Lowell - City	1	7
05/19/2020	2020-298		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	2
05/19/2020	2020-299		111 - Building fire		City of Lowell - City	4	10
05/20/2020	2020-300		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4
05/21/2020	2020-301		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	3
05/21/2020	2020-302		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
05/22/2020	2020-303		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	3
05/22/2020	2020-304		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	3
05/23/2020	2020-305		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	4
05/23/2020	2020-306		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4
05/24/2020	2020-307		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	3

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
05/24/2020	2020-308		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	5
05/25/2020	2020-309		735 - Alarm system sounded due to malfunction		City of Lowell - City	2	3
05/25/2020	2020-310		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
05/26/2020	2020-311		160 - Special outside fire, other		City of Lowell - City	6	13
05/26/2020	2020-312		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	9
05/27/2020	2020-313		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	7
05/27/2020	2020-314		632 - Prescribed fire		Lowell Township - Lowell Township	1	5
05/27/2020	2020-315		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	5
05/28/2020	2020-316		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	5
05/28/2020	2020-317		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	6
05/28/2020	2020-318		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	3
05/29/2020	2020-319		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	4
05/30/2020	2020-320		611 - Dispatched & cancelled en route		City of Lowell - City	1	3
05/30/2020	2020-321		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4

**TOTAL # INCIDENTS: 46**

Only REVIEWED incidents included.

CITY OF LOWELL  
REPORT FOR : MAY  
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 19.1896 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE  
MONTH OF: MAY TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION  
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 300.25 HOURS, WHICH RESULTED IN  
412.25 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 133.85

ELECTRICAL COST PER MILLION GALLONS: \$ 227.12

TOTAL COST PER MILLION GALLONS: \$ 360.97

---

WATER PRODUCTION

DAILY AVERAGE: 0.619 MILLION GALLONS

DAILY MAXIMUM: 0.896 MILLION GALLONS

DAILY MINIMUM: 0.466 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 9.6855 HOURS PER DAY.



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,082,750.79	1,964,429.89	26,306.37	118,320.90	94.32
STATE	STATE GRANTS	415,009.00	281,247.06	0.00	133,761.94	67.77
LICPER	LICENSES AND PERMITS	42,300.00	42,527.58	9,635.15	(227.58)	100.54
CHARGES	CHARGES FOR SERVICES	360,733.00	44,844.43	7,876.75	315,888.57	12.43
INT	INTEREST AND RENT'S	8,100.00	15,034.17	0.00	(6,934.17)	185.61
OTHER	OTHER REVENUE	13,150.00	14,026.55	166.86	(876.55)	106.67
TRANSIN	TRANSFERS IN	303,382.00	351,766.00	30,000.00	(48,384.00)	115.95
FINES	FINES AND FORFEITURES	9,500.00	7,437.40	112.50	2,062.60	78.29
LOCAL	LOCAL CONTRIBUTIONS	11,108.00	15,522.21	0.00	(4,414.21)	139.74
TOTAL REVENUES		3,246,032.79	2,736,835.29	74,097.63	509,197.50	84.31
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	21,675.00	15,841.14	(250.00)	5,833.86	73.08
172	MANAGER	135,807.79	192,624.62	45,906.70	(56,816.83)	141.84
191	ELECTIONS	15,525.00	5,648.73	0.00	9,876.27	36.38
209	ASSESSOR	60,600.00	47,503.95	4,297.79	13,096.05	78.39
210	ATTORNEY	60,000.00	67,658.35	5,282.00	(7,658.35)	112.76
215	CLERK	130,930.47	103,663.54	7,637.94	27,266.93	79.17
253	TREASURER	225,789.26	187,852.51	7,903.04	37,936.75	83.20
265	CITY HALL	148,663.83	115,783.36	8,507.51	32,880.47	77.88
276	CEMETERY	128,196.54	84,715.67	7,237.36	43,480.87	66.08
294	UNALLOCATED MISCELLANEOUS	5,000.00	5,443.17	0.00	(443.17)	108.86
301	POLICE DEPARTMENT	744,687.81	657,680.70	47,659.17	87,007.11	88.32
305	CODE ENFORCEMENT	113,016.55	75,879.25	5,745.90	37,137.30	67.14
336	FIRE	118,155.00	89,081.57	0.00	29,073.43	75.39
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	54,986.35	57,078.58	5,628.61	(2,092.23)	103.80
426	EMERGENCY MANAGEMENT	0.00	75,585.52	24,915.33	(75,585.52)	100.00
441	DEPARTMENT OF PUBLIC WORKS	341,640.96	184,943.20	14,317.51	156,697.76	54.13
442	SIDEWALK	3,788.58	1,901.00	19.20	1,887.58	50.18
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
523	TRASH	0.00	0.00	0.00	0.00	0.00
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00
672	SENIOR CITIZEN CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
728	ECONOMIC DEVELOPMENT	1,100.00	0.00	0.00	1,100.00	0.00
747	CHAMBER/RIVERWALK	4,000.00	3,123.37	281.90	876.63	78.08
751	PARKS	157,832.42	110,220.70	7,925.61	47,611.72	69.83
757	SHOWBOAT	0.00	501.08	47.86	(501.08)	100.00
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	5,000.00	5,000.00	0.00	0.00	100.00
790	LIBRARY	78,874.24	57,049.77	2,742.03	21,824.47	72.33
803	HISTORICAL DISTRICT COMMISSION	0.00	181.24	0.00	(181.24)	100.00
804	MUSEUM	49,166.45	39,935.72	1,034.10	9,230.73	81.23
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	538,382.00	483,382.00	0.00	55,000.00	89.78
TOTAL EXPENDITURES		3,142,818.25	2,668,278.74	196,839.56	474,539.51	84.90
TOTAL REVENUES		3,246,032.79	2,736,835.29	74,097.63	509,197.50	84.31
TOTAL EXPENDITURES		3,142,818.25	2,668,278.74	196,839.56	474,539.51	84.90
NET OF REVENUES & EXPENDITURES		103,214.54	68,556.55	(122,741.93)	34,657.99	66.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	1,500.00	3,037.13	0.00	(1,537.13)	202.48
OTHER	OTHER REVENUE	345,284.00	246,655.77	24,754.39	98,628.23	71.44
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		346,784.00	249,692.90	24,754.39	97,091.10	72.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	7,500.00	20,226.05	1,015.24	(12,726.05)	269.68
463	MAINTENANCE	55,811.76	30,340.81	8,709.25	25,470.95	54.36
474	TRAFFIC	9,459.29	6,982.61	102.73	2,476.68	73.82
478	WINTER MAINTENANCE	59,941.61	38,393.58	808.76	21,548.03	64.05
483	ADMINISTRATION	16,944.00	5,170.43	0.00	11,773.57	30.51
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		149,656.66	101,113.48	10,635.98	48,543.18	67.56
TOTAL REVENUES		346,784.00	249,692.90	24,754.39	97,091.10	72.00
TOTAL EXPENDITURES		149,656.66	101,113.48	10,635.98	48,543.18	67.56
NET OF REVENUES & EXPENDITURES		197,127.34	148,579.42	14,118.41	48,547.92	75.37

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	700.00	1,114.84	0.00	(414.84)	159.26
OTHER	OTHER REVENUE	148,602.00	103,703.63	9,904.97	44,898.37	69.79
TRANSIN	TRANSFERS IN	175,000.00	180,000.00	0.00	(5,000.00)	102.86
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		324,302.00	284,818.47	9,904.97	39,483.53	87.83
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	125,500.00	10,423.95	546.67	115,076.05	8.31
463	MAINTENANCE	84,685.22	73,098.99	8,874.01	11,586.23	86.32
474	TRAFFIC	11,090.31	13,090.74	230.51	(2,000.43)	118.04
478	WINTER MAINTENANCE	80,830.73	55,126.00	1,046.47	25,704.73	68.20
483	ADMINISTRATION	20,662.00	6,088.43	0.00	14,573.57	29.47
906	DEBT SERVICE	25,531.00	25,531.25	0.00	(0.25)	100.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		348,299.26	183,359.36	10,697.66	164,939.90	52.64
TOTAL REVENUES		324,302.00	284,818.47	9,904.97	39,483.53	87.83
TOTAL EXPENDITURES		348,299.26	183,359.36	10,697.66	164,939.90	52.64
NET OF REVENUES & EXPENDITURES		(23,997.26)	101,459.11	(792.69)	(125,456.37)	422.79

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	152.09	0.00	(152.09)	100.00
OTHER	OTHER REVENUE	50,000.00	75,000.00	0.00	(25,000.00)	150.00
TOTAL REVENUES		50,000.00	75,152.09	0.00	(25,152.09)	150.30
Expenditures						
000		50,000.00	5,058.00	0.00	44,942.00	10.12
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	5,058.00	0.00	44,942.00	10.12
TOTAL REVENUES		50,000.00	75,152.09	0.00	(25,152.09)	150.30
TOTAL EXPENDITURES		50,000.00	5,058.00	0.00	44,942.00	10.12
NET OF REVENUES & EXPENDITURES		0.00	70,094.09	0.00	(70,094.09)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	545,794.00	549,128.68	0.00	(3,334.68)	100.61
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	2,700.00	5,501.34	0.00	(2,801.34)	203.75
OTHER	OTHER REVENUE	0.00	165,000.00	0.00	(165,000.00)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		548,494.00	719,630.02	0.00	(171,136.02)	131.20
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	210,000.00	258,367.08	0.00	(48,367.08)	123.03
463	MAINTENANCE	112,304.09	51,273.02	3,017.69	61,031.07	45.66
483	ADMINISTRATION	61,761.10	39,187.48	2,870.62	22,573.62	63.45
740	COMMUNITY PROMOTIONS	85,000.00	52,245.68	0.00	32,754.32	61.47
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	320,722.00	303,382.00	0.00	17,340.00	94.59
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		789,787.19	704,455.26	5,888.31	85,331.93	89.20
TOTAL REVENUES		548,494.00	719,630.02	0.00	(171,136.02)	131.20
TOTAL EXPENDITURES		789,787.19	704,455.26	5,888.31	85,331.93	89.20
NET OF REVENUES & EXPENDITURES		(241,293.19)	15,174.76	(5,888.31)	(256,467.95)	6.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 249 - BUILDING INSPECTION FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	90,000.00	23,627.00	193.00	66,373.00	26.25
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		90,000.00	23,627.00	193.00	66,373.00	26.25
Expenditures						
371	BUILDING INSPECTION DEPARTMENT	90,000.00	17,607.60	173.70	72,392.40	19.56
TOTAL EXPENDITURES		90,000.00	17,607.60	173.70	72,392.40	19.56
TOTAL REVENUES		90,000.00	23,627.00	193.00	66,373.00	26.25
TOTAL EXPENDITURES		90,000.00	17,607.60	173.70	72,392.40	19.56
NET OF REVENUES & EXPENDITURES		0.00	6,019.40	19.30	(6,019.40)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	582,000.00	200,000.00	200,000.00	382,000.00	34.36
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	1,500.00	4,686.53	0.00	(3,186.53)	312.44
OTHER	OTHER REVENUE	0.00	5,793.00	0.00	(5,793.00)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		583,500.00	210,479.53	200,000.00	373,020.47	36.07
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	179.91	0.00	(179.91)	100.00
301	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
442	SIDEWALK	0.00	27,600.00	0.00	(27,600.00)	100.00
443	ARBOR BOARD	0.00	0.00	(250.00)	0.00	0.00
474	TRAFFIC	0.00	23,257.30	0.00	(23,257.30)	100.00
751	PARKS	582,000.00	528,808.33	87,968.69	53,191.67	90.86
758	DOG PARK	1,500.00	552.52	0.00	947.48	36.83
759	COMMUNITY GARDEN	0.00	409.40	0.00	(409.40)	100.00
790	LIBRARY	0.00	15,300.00	0.00	(15,300.00)	100.00
TOTAL EXPENDITURES		583,500.00	596,107.46	87,718.69	(12,607.46)	102.16
TOTAL REVENUES		583,500.00	210,479.53	200,000.00	373,020.47	36.07
TOTAL EXPENDITURES		583,500.00	596,107.46	87,718.69	(12,607.46)	102.16
NET OF REVENUES & EXPENDITURES		0.00	(385,627.93)	112,281.31	385,627.93	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	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	303,382.00	0.00	(303,382.00)	100.00
TOTAL REVENUES		0.00	303,382.00	0.00	(303,382.00)	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	0.00	303,582.52	0.00	(303,582.52)	100.00
TOTAL EXPENDITURES		0.00	303,582.52	0.00	(303,582.52)	100.00
TOTAL REVENUES		0.00	303,382.00	0.00	(303,382.00)	100.00
TOTAL EXPENDITURES		0.00	303,582.52	0.00	(303,582.52)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(200.52)	0.00	200.52	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	12,716.00	20,082.76	1,263.06	(7,366.76)	157.93
INT	INTEREST AND RENTS	55,200.00	48,091.02	2,980.00	7,108.98	87.12
OTHER	OTHER REVENUE	0.00	75.00	0.00	(75.00)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		67,916.00	68,248.78	4,243.06	(332.78)	100.49
Expenditures						
000		74,000.00	47,815.68	923.32	26,184.32	64.62
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		74,000.00	47,815.68	923.32	26,184.32	64.62
TOTAL REVENUES		67,916.00	68,248.78	4,243.06	(332.78)	100.49
TOTAL EXPENDITURES		74,000.00	47,815.68	923.32	26,184.32	64.62
NET OF REVENUES & EXPENDITURES		(6,084.00)	20,433.10	3,319.74	(26,517.10)	335.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	1,200,983.00	1,045,435.44	166,261.80	155,547.56	87.05
INT	INTEREST AND RENTS	7,000.00	(18,460.32)	0.00	25,460.32	(263.72)
OTHER	OTHER REVENUE	57,810.00	3,281.05	0.00	54,528.95	5.68
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,265,793.00	1,030,256.17	166,261.80	235,536.83	81.39
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	815,895.50	675,361.47	40,499.48	140,534.03	82.78
551	COLLECTION	248,549.76	84,895.21	5,054.04	163,654.55	34.16
552	CUSTOMER ACCOUNTS	82,700.25	70,743.33	3,210.06	11,956.92	85.54
553	ADMINISTRATION	392,291.50	161,482.63	220.00	230,808.87	41.16
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,539,437.01	992,482.64	48,983.58	546,954.37	64.47
TOTAL REVENUES		1,265,793.00	1,030,256.17	166,261.80	235,536.83	81.39
TOTAL EXPENDITURES		1,539,437.01	992,482.64	48,983.58	546,954.37	64.47
NET OF REVENUES & EXPENDITURES		(273,644.01)	37,773.53	117,278.22	(311,417.54)	13.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,202,583.00	1,007,388.64	173,501.36	195,194.36	83.77
INT	INTEREST AND RENTS	17,040.00	15,246.20	450.00	1,793.80	89.47
OTHER	OTHER REVENUE	10,000.00	5,288.80	25.00	4,711.20	52.89
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,229,623.00	1,027,923.64	173,976.36	201,699.36	83.60
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
552	CUSTOMER ACCOUNTS	0.00	0.00	0.00	0.00	0.00
570	TREATMENT	447,124.10	358,367.52	31,373.10	88,756.58	80.15
571	DISTRIBUTION	489,996.27	251,919.46	18,947.39	238,076.81	51.41
572	CUSTOMER ACCOUNTS	88,668.25	74,175.16	3,210.09	14,493.09	83.65
573	ADMINISTRATION	350,056.50	95,919.25	0.00	254,137.25	27.40
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,375,845.12	780,381.39	53,530.58	595,463.73	56.72
TOTAL REVENUES		1,229,623.00	1,027,923.64	173,976.36	201,699.36	83.60
TOTAL EXPENDITURES		1,375,845.12	780,381.39	53,530.58	595,463.73	56.72
NET OF REVENUES & EXPENDITURES		(146,222.12)	247,542.25	120,445.78	(393,764.37)	169.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	80,274.00	80,282.60	0.00	(8.60)	100.01
OTHER	OTHER REVENUE	0.00	344.98	0.00	(344.98)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		80,274.00	80,627.58	0.00	(353.58)	100.44
Expenditures						
000		73,300.00	69,792.49	4,552.13	3,507.51	95.21
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		73,300.00	69,792.49	4,552.13	3,507.51	95.21
TOTAL REVENUES		80,274.00	80,627.58	0.00	(353.58)	100.44
TOTAL EXPENDITURES		73,300.00	69,792.49	4,552.13	3,507.51	95.21
NET OF REVENUES & EXPENDITURES		6,974.00	10,835.09	(4,552.13)	(3,861.09)	155.36

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	208,625.00	165,931.66	14,462.86	42,693.34	79.54
INT	INTEREST AND RENTS	500.00	816.48	0.00	(316.48)	163.30
OTHER	OTHER REVENUE	0.00	3,592.61	0.00	(3,592.61)	100.00
TRANSIN	TRANSFERS IN	71,878.46	0.00	0.00	71,878.46	0.00
TOTAL REVENUES		281,003.46	170,340.75	14,462.86	110,662.71	60.62
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	439,863.85	255,287.12	5,010.48	184,576.73	58.04
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		439,863.85	255,287.12	5,010.48	184,576.73	58.04
TOTAL REVENUES		281,003.46	170,340.75	14,462.86	110,662.71	60.62
TOTAL EXPENDITURES		439,863.85	255,287.12	5,010.48	184,576.73	58.04
NET OF REVENUES & EXPENDITURES		(158,860.39)	(84,946.37)	9,452.38	(73,914.02)	53.47

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	6,000.00	0.00	(6,000.00)	100.00
INT	INTEREST AND RENTS	0.00	83.62	0.00	(83.62)	100.00
TOTAL REVENUES		0.00	6,083.62	0.00	(6,083.62)	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	6,083.62	0.00	(6,083.62)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	6,083.62	0.00	(6,083.62)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	5,000.00	2,706.21	100.93	2,293.79	54.12
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		5,000.00	2,706.21	100.93	2,293.79	54.12
Expenditures						
000		5,000.00	0.00	0.00	5,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		5,000.00	2,706.21	100.93	2,293.79	54.12
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,706.21	100.93	(2,706.21)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	10,319.39	405.23	(10,319.39)	100.00
OTHER	OTHER REVENUE	20,000.00	52,386.00	0.00	(32,386.00)	261.93
TOTAL REVENUES		20,000.00	62,705.39	405.23	(42,705.39)	313.53
Expenditures						
000		20,000.00	46,686.00	6,604.00	(26,686.00)	233.43
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		20,000.00	46,686.00	6,604.00	(26,686.00)	233.43
TOTAL REVENUES		20,000.00	62,705.39	405.23	(42,705.39)	313.53
TOTAL EXPENDITURES		20,000.00	46,686.00	6,604.00	(26,686.00)	233.43
NET OF REVENUES & EXPENDITURES		0.00	16,019.39	(6,198.77)	(16,019.39)	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	139.08	0.00	(139.08)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	139.08	0.00	(139.08)	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	139.08	0.00	(139.08)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	139.08	0.00	(139.08)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
INT	INTEREST AND RENTS	0.00	11.39	0.00	(11.39)	100.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	11.39	0.00	(11.39)	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	11.39	0.00	(11.39)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	11.39	0.00	(11.39)	100.00
TOTAL REVENUES - ALL FUNDS		8,138,722.25	7,052,659.91	668,400.23	1,086,062.34	86.66
TOTAL EXPENDITURES - ALL FUNDS		8,681,507.34	6,772,007.74	431,557.99	1,909,499.60	78.00
NET OF REVENUES & EXPENDITURES		(542,785.09)	280,652.17	236,842.24	(823,437.26)	51.71

# Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

May 2020





June 11, 2020

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 May Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 60.07 million gallons of wastewater were treated, up significantly from 43.76 million gallons the month before. The treatment plant received two significant rain events of 1.27 and 2.69 inches a few days apart resulting in the Grand River to rise to 17.23 feet. This caused the need for bypass pumping on the collection system and we saw flows over 3 million gallons per day at the treatment plant. The treatment process was affected for a few days but did not result in any exceedances of permit parameters.

All NPDES Permit requirements were satisfied. Copies of the Discharge Monitoring Report for the month 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.

Due to the Covid-19 virus staffing changes were continued during May but have returned to normal staffing for June. Continued disinfection of contact areas within the plant continue and staff is segregated as much as possible.

#### INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic May surcharges were \$91.51. No operational problems were experienced at the plant from this discharge.

The Litehouse April surcharges were \$817.38 for the month. No operational problems were experienced at the plant from their discharge.

## MAINTENANCE COST REPORT

Date	Vendor	Cost
5/7	Hach Company (1)	\$ 2,512.07
5/29	Showboat Auto (2)	29.23
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY 18-19)*		\$ 12,089.01*
Maintenance Allowance Spent YTD		\$ 11,185.80
Balance of Maintenance Allowance		\$ 903.21

\*The maintenance spending for FY 18-19 was under the annual allotment by \$89.01. That amount will be added to the beginning balance on July 1<sup>st</sup>. That makes the beginning balance \$12,089.01 (\$12,000+\$89.01).

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

- Replaced circuit board for the influent sampler (1)
- Replaced bearings in Main Lift Station vent fan (2)

## PROJECTS FOR THE FUTURE

- Continue miscellaneous painting projects
- Replace belts on grit blower
- Purchase additional gas can for lawn mowers

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

Respectfully submitted,

SUEZ



Brian Vander Meulen  
Plant Manager

#### MAY EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 4 mg/l, 84% under the NPDES limit of 25 mg/l. The worst 7-day average was 9 mg/l, 78% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 3.8 mg/l, 87% under the NPDES limit of 30 mg/l. The worst 7-day average was 11.8 mg/l, 74% under the NPDES limit of 45 mg/l.

The monthly average for Phosphorus was 0.41 mg/l, the limit is 1.0 mg/l.

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

The geometric average for fecal coliform bacteria was 81 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 255 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.035 mg/l; the limit is 0.038 mg/l. The monthly average was 0.016 mg/l.

## Appendix A



# Plant Influent Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

R4607 4/74  
4833-6040

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

Plant No. 410049  
Month May  
Year 2020

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	26	0.00	1.68	2.20	52	7.7	199	2788	174	2438			170		*G	1
2	26	0.00	1.68	2.10												2
3	168	0.00	1.74	2.10												3
4	26	0.00	1.64	2.10	52	7.4	213	2913	90	1231			88			4
5	26	0.00	1.64	2.10												5
6	16	0.00	1.54	2.00	52	7.5	101	1297	64	822	1.9	24.4	60	7.2		6
7	26	0.00	1.57	2.00												7
8	26	0.00	1.48	2.00	52	7.9	96	1185	68	839			62			8
9	26	0.00	1.40	1.90												9
10	347	0.10	1.43	1.80												10
11	27	0.00	1.42	1.80	52	7.6	80	947	56	663			54			11
12	16	0.00	1.40	1.80												12
13	246	0.04	1.37	1.80	54	7.6	145	1657	88	1005	2.1	24.0	86	8.6		13
14	246	1.27	1.42	2.20												14
15	26	0.00	1.38	1.80	52	7.4	159	1830	116	1335			102			15
16	26	0.00	1.35	1.70												16
17	34	2.35	1.72	2.00												17
18	34	0.34	2.41	2.80	54	7.3	137	2754	80	1608			78			18
19	26	0.00	2.87	3.00												19
20	16	0.00	3.16	3.50	55	7.6	100	2635	46	1212	1.3	34.3	42	4.1		20
21	16	0.00	3.10	3.30												21
22	26	0.00	2.88	3.00	55	7.6	26	624	24	576			18			22
23	16	0.00	2.69	2.80												23
24	26	0.00	2.74	3.00												24
25	16	0.00	2.55	2.80												25
26	16	0.00	2.32	2.90	55	7.4	62	1200	56	1084			50			26
27	246	0.12	2.12	2.70	55	7.2	195	3448	162	2864	1.6	28.3	152	3.3		27
28	246	0.45	2.04	2.70												28
29	246	0.10	1.87	2.30	56	7.5	112	1747	70	1092			66			29
30	26	0.00	1.73	2.20												30
31	16	0.00	1.73	2.10												31
TL	XXXX	4.77	60.07	XXXX	XXXX	XXXX	XXXX	59676	XXXX	39991	XXXX	860	XXXX	XXXX	XXXX	TL
ME	XXXX	XXXX	1.94	XXXX	54	7.5	125	1925	84	1290	1.7	27.7	79	5.8	XXXX	ME
MAX	XXXX	2.35	3.16	3.50	56	7.9	213	3448	174	2864	2.1	34.3	170	8.6	XXXX	MAX
MIN	XXXX	XXXX	1.35	1.70	52	7.2	26	624	24	576	1.3	24.0	18	3.3	XXXX	MIN



# Activated Sludge Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

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

Plant No. 410049  
Month May  
Year 2020

Superintendent's Signature  
Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code 80889		REMARKS
D A Y P N S	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		D A Y P N S	
1	192	20.5	10.5	0.14	2140	1718	37	0.58	6.6	173	0.36	0.29	0.0	4	1	
2		20.5											0.0		2	
3		19.8											0.0		3	
4		21.0	20.8	0.14	2139	1716	36	0.59	4.4	168	0.39	0.32	0.0		4	
5		21.0											0.0		5	
6		22.4	29.9	0.07	2054	1659	39	0.53	4.8	190	0.34	0.28	40.5		6	
7		22.0											0.0		7	
8		23.3	30.1	0.06	2113	1716	47	0.45	4.7	222	0.36	0.30	0.0		8	
9		24.6											0.0		9	
10		24.1											0.0		10	
11		24.3	37.7	0.05	2090	1691	60	0.35	2.7	287	0.37	0.29	0.0		11	
12		24.6											0.0		12	
13		25.2	25.7	0.08	2155	1740	61	0.35	3.6	283	0.38	0.31	0.0		13	
14		24.3											0.0		14	
15		25.0	21.0	0.08	2336	1893	64	0.37	2.4	274	0.43	0.34	0.0		15	
16		25.5											0.0		16	
17		20.0											0.0		17	
18		14.3	21.6	0.10	2896	2346	58	0.50	2.9	200	0.54	0.43	0.0		18	
19		12.0											19.4		19	
20		10.9	24.9	0.11	2524	2032	54	0.47	2.8	214	0.59	0.47	19.3		20	
21		11.1											0.0		21	
22		12.0	39.3	0.03	1893	1519	15	1.26	2.8	79	0.00	0.00	0.0		22	
23		12.8											0.0		23	
24		12.6											0.0		24	
25		13.5											0.0		25	
26		14.9	31.1	0.04	2813	2252	31	0.91	2.7	110	0.63	0.50	0.0		26	
27		16.3	11.5	0.13	2757	2186	32	0.86	2.0	116	0.60	0.47	78.5		27	
28		16.9											21.9		28	
29		18.4	25.1	0.08	2292	1837	24	0.96	3.8	105	0.45	0.36	0.0		29	
30		19.9											0.0		30	
31		19.9											0.0		31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	179.6	XXXX	TL	
ME	192	19.1	25.3	0.08	2323	1870	43	0.63	3.6	186	0.42	0.34	5.8	XXXX	ME	
MAX	XXXX	25.5	39.3	0.14	2896	2346	64	1.26	6.6	287	0.63	0.50	78.5	XXXX	MAX	
MIN	XXXX	10.9	10.5	0.03	1893	1519	15	0.35	2.0	79	0.00	0.00	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 May  
Year 2020  
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	
	80082	85001	80091	00530	85002	81011	00665	85004	81012	00535	00400	00300	31616	00610	50060	71900	
1	5	70	97	2.0	28	99				1.6	7.8	10.5	28		0.030	*G	1
2																	2
3																	3
4	3	41	99	1.2	16	99				0.8	7.6	10.5	117		0.029		4
5	5	64	95	1.2	15	98	0.49	6.29	74	0.8	7.5	10.9	141	0.07	0.021		5
6	3	37	97	2.4	30	96				2.0	7.7	10.5	52		0.001		6
7																	7
8																	8
9																	9
10	3	36	96	3.6	43	94				3.2	7.5	10.6	42		0.035		10
11																	11
12	3	34	98	2.4	27	97	0.49	5.60	77	2.0	7.5	10.4	28	0.08	0.010		12
13																	13
14	3	35	98	4.6	53	96				2.4	7.6	10.1	580		0.001		14
15																	15
16																	16
17	2	40	99	4.0	80	95				3.6	7.3	10.1	46		0.007		17
18																	18
19	6	158	94	9.6	253	79	0.54	14.23	58	7.2	7.4	9.2	600	0.12	0.001		19
20																	20
21	11	264	58	14.0	336	42				12.0	7.0	6.0	600		0.001		21
22																	22
23													4		0.031		23
24																	24
25	3	58	95	2.4	46	96				1.2	7.2	8.5	188		0.017		25
26	4	71	98	1.6	28	99	0.11	1.94	93	1.2	7.2	8.6	196	0.05	0.001		26
27																	27
28	5	81	95	0.8	12	99				0.4	7.5	9.1	14		0.035		28
29																	29
30																	30
31																	31
TL	XXXX	2359	XXXX	XXXX	2312	XXXX	XXXX	217.5	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	TL
ME	4	76	97	3.8	75	95	0.41	7.02	76	3.0	7.4	9.6	81	0.08	0.016	XXXX	ME
WA	9	211	76	11.8	295	60	XXXX	XXXX	XXXX	9.6	7.6	7.6	255	0.12	0.027	XXXX	WA
MAX	11	264	99	14.0	336	99	0.54	14.23	93	12.0	7.8	10.9	600	0.12	0.035	XXXX	MAX
MIN	2	34	58	0.8	12	42	0.11	1.94	58	0.4	7.0	6.0	4	0.05	0.001	XXXX	MIN

Remarks: Fecal Coli for May 20,22 are actually "Greater Than"  
Cl2 Residuals for May 8,15,20,22,27 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 May  
Year 2020

Superintendent's Signature  
Brian Vander Meulen, Supt.

D A Y P N S F	Grit	Aux Fuel	Power Consumption	Chemicals Applied		
		Nat. Gas		CL2	FeCL2	
	CF	CF	KWH	LBS	GAL	
		2	3			
1	1	4	1.4	9	20	
2	1	0	1.4	9	15	
3	1	1	1.6	7	15	
4	1	2	1.6	5	15	
5	1	3	1.6	8	15	
6	1	4	1.6	8	15	
7	1	3	1.6	14	15	
8	1	5	1.4	8	15	
9	1	4	1.4	6	15	
10	1	8	1.6	6	15	
11	1	14	1.4	8	15	
12	1	8	1.6	7	15	
13	1	4	1.4	10	20	
14	1	2	1.6	7	15	
15	1	0	1.4	9	20	
16	1	0	1.4	9	15	
17	1	2	1.6	10	20	
18	1	2	1.8	10	20	
19	1	3	2.0	10	20	
20	1	0	1.6	12	15	
21	1	0	1.2	18	20	
22	1	1	1.2	15	45	
23	1	0	1.2	13	50	
24	1	0	2.0	12	50	
25	1	1	2.2	15	50	
26	1	0	2.0	15	55	
27	1	0	2.4	15	50	
28	1	0	2.2	15	30	
29	1	0	2.0	10	25	
30	1	0	1.8	10	25	
31	1	1	1.8	10	25	
TL	31	72	51.0	320	755	0
ME	1	2	1.6	10	24	0
MAX	1	14	2.4	18	55	0
MIN	1	0	1.2	5	15	0

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

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

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

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**
**DISCHARGE MONITORING REPORT (DMR)**

MI0020311	001 A
PERMIT NUMBER	DISCHARGE NUMBER

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

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

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
2020	5	01	2020	5	31

\*\*\* NO DISCHARGE ☐ \*\*\*

NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT 50050 1 0 0 EFFLUENT GROSS VALUE	SAMPLE MEASUREMENT	1.94	3.16	(03)	*****	*****	*****		-	7/7	RECORD FLOW
	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED 00530 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	75	295	(26)	*****	3.8	11.8	(19)	0	3/7	24 HR COMP
	PERMIT REQUIREMENT	360 MONTHLY AVG	530 7 DAY AVG	lbs/day	*****	30 MONTHLY AVG	45 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
BOD, CARBONACEOUS 05 DAY, 20C 80082 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	76	211	(26)	*****	4	9	(19)	0	3/7	24 HR COMP
	PERMIT REQUIREMENT	300 MONTHLY AVG	470 7 DAY AVG	lbs/day	*****	25 MONTHLY AVG	40 7 DAY AVG	mg/L		WEEKDAYS	24 HR COMP
NITROGEN, AMMONIA TOTAL (AS N) 00610 B 1 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*****	****	*****	*****	0.12	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P) 00665 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	7.0	14.2	(26)	*****	0.41	0.54	(19)	0	1/7	24 HR COMP
	PERMIT REQUIREMENT	12 MONTHLY AVG	REPORT DAILY MAX	lbs/day	*****	1.0 MONTHLY AVG	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
CHLORINE, TOTAL RESIDUAL 50060 P 0 0 SEE COMMENTS BELOW	SAMPLE MEASUREMENT	*****	*****	****	*****	*****	0.035	(19)	0	3/7	GRAB
	PERMIT REQUIREMENT	*****	*****	****	*****	*****	0.038 DAILY MAX	mg/L		WEEKDAYS	GRAB
MERCURY, TOTAL 71900 B 0 0 PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*G		*****	*****	*G		0	1/90	GRAB
	PERMIT REQUIREMENT	*****	Report Max Monthly Avg	lbs/day	*****	*****	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.						PHONE NUMBER		DATE		
Brian Vander Meulen, Supt.							(616) 897-8135		2020	6	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	
2020	5	01	FROM	2020	5	31	TO

\*\*\* NO DISCHARGE ☐ \*\*\*

**NOTE:** Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
MERCURY, TOTAL	SAMPLE MEASUREMENT	*****	0.000009		*****	*****	0.54		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	*****	*****		*****	81	255	(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	*****	*****		97	*****	58	(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	*****	*****		95	*****	42	(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	*****	*****		7.0	*****	7.8	(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	*****	*****		6.0	*****	*****	(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										
<b>NAME/TITLE PRINCIPAL EXECUTIVE OFFICER</b>	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.					<b>PHONE NUMBER</b>		<b>DATE</b>			
Brian Vander Meulen, Supt.						(616) 897-8135		2020	6	10	
<b>TYPED OR PRINTED</b>						<b>SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT</b>	<b>AREA CODE</b>	<b>NUMBER</b>	<b>YEAR</b>	<b>MO</b>	<b>DAY</b>

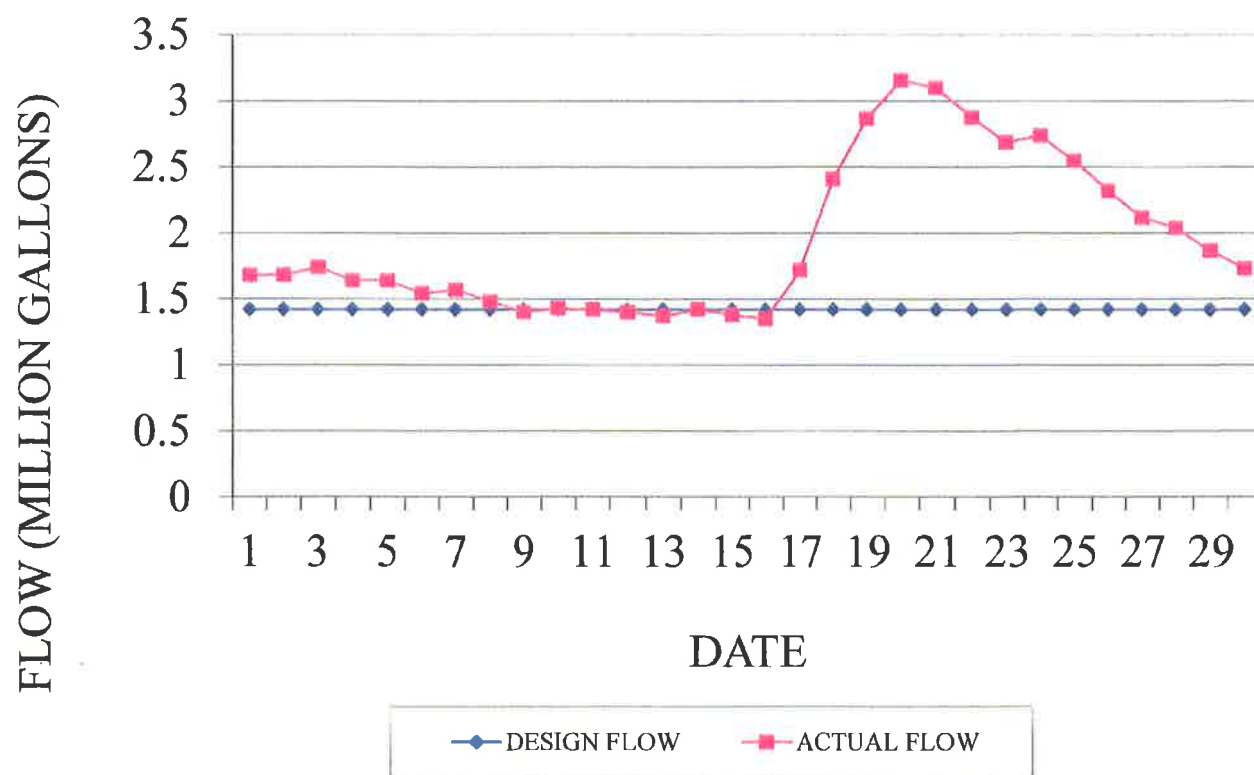
**COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)**

P=AFTER DISINFECTION

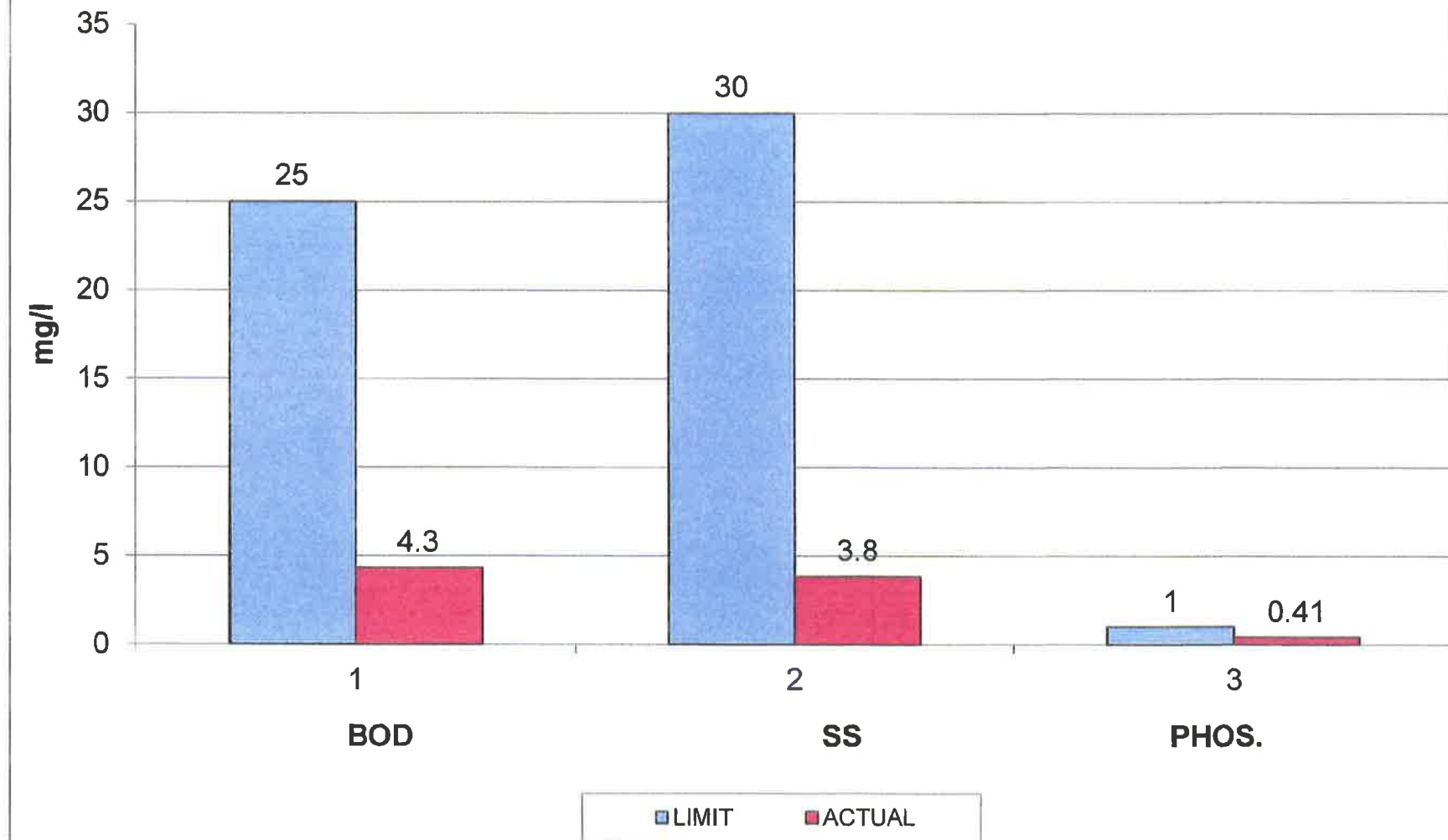
## Appendix B



## DESIGN FLOW vs ACTUAL FLOW



## EFFLUENT LIMIT vs ACTUAL







## **APPOINTMENTS**

	Expires
Arbor Board	
Vacancy (Diane LaWarre – Resigned)	06/30/2020
Vacancy (Melissa Spino – Currently Serving)	06/30/2020
Construction Board of Appeals	
Vacancy	01/01/2021
Downtown Development Authority	
Vacancy (Eric Wakeman – Currently Serving)	01/01/2020
Local Officers Compensation Commission	
Vacancy (Roger LaWarre – Currently Serving)	06/30/2020
Lowell Light and Power Board	
Vacancy (Perry Beachum – Currently Serving)	06/30/2020
Vacancy (Daniel Crawford – Currently Serving)	06/30/2020
Lowell Area Fire and Emergency Services Authority	
Vacancy (Dave Pasquale – Currently Serving)	01/01/2020
Planning Commission	
Vacancy (David Cadwallader – Currently Serving)	06/30/2020
Vacancy (Colin Plank – Currently Serving)	06/30/2020