



**For Immediate Release**

**Contact: Michael Burns, City Manager**  
City of Lowell, 616.897.8457

## **City of Lowell will hold City Council Meeting both in-person and virtually on Monday May 17, 2021**

**As a result of COVID -19 and the current social distancing practices being mandated statewide, the City of Lowell City Council will holding their regular City Council Meeting both in-person at 301 E. Main Street, Lowell, MI 49331 and via teleconferencing on Monday May 17, 2021 at 7:00 P.M.**

**The City Council will meet via the Zoom Computer Teleconferencing System. The meeting will be held in compliance with the State of Emergency declared in Kent County due to COVID-19 and Public Act 254 of 2020 pertaining to the ability to conduct public meetings remotely.**

**The Zoom application allows for interactive public participation. The meeting will be available to those via online and/or telephone. To participate in the meeting via Zoom here is the contact information below:**

### **Join Zoom Meeting**

**<https://us02web.zoom.us/j/9806911106>**

**Meeting ID: 980 691 1106**

**One tap mobile**

**+13126266799,,9806911106# US (Chicago)**

**+16465588656,,9806911106# US (New York)**

### **Dial by your location**

**+1 312 626 6799 US (Chicago)**

**+1 646 558 8656 US (New York)**

**+1 301 715 8592 US (Washington D.C)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 9128 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**Meeting ID: 980 691 1106**

**You may also provide input or ask questions of the City Council relating to any items of business that will come before them at the meeting by emailing the City Clerk at [sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us) who will forward them to the City Council, or by mailing them via regular U.S. Postal service to c/o City Clerk, City of Lowell, 301 E. Main St, Lowell, MI 49331, or by calling 616-897-8457.**

**Persons with disabilities may attend and participate using any of the above described methods. If you require special accommodations, please email [mburns@ci.lowell.mi.us](mailto:mburns@ci.lowell.mi.us) and we will be happy to accommodate you. If you have any questions or need further assistance, please email [sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us). More meeting information, including the meeting agenda, will be available at our website [www.lowellmi.gov](http://www.lowellmi.gov).**

**According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are being monitored and violations of statutes will be prosecuted.**

**# # #**



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

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, MAY 17, 2021, 7:00 P.M.  
**IN PERSON AND VIRTUAL**

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**Meeting ID: 980 691 1106**

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 May 3, 2021 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$229,398.13.

3. CITIZEN DISCUSSION FOR ITEMS NOT ON THE AGENDA

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

4. OLD BUSINESS

- a. COVID – 19
- b. Showboat- Showboat Construction Insurance
- c. MERS
- d. Downtown Traffic Control

5. NEW BUSINESS

- a. Public Hearing – Fiscal Year – 2021-22 Budget and Resolution 07-21
- b. Amity Bids
- c. Amity Construction Engineer Services
- d. Jane Ellen Construction Engineer Services

e. Comprehensive Tree Plan

6. BOARD/COMMISSION REPORTS

7. BUDGET REPORT

8. MONTHLY REPORTS

9. MANAGER'S REPORT

10. APPOINTMENTS

11. COUNCIL COMMENTS

12. ADJOURNMENT

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



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Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085  
[www.ci.lowell.mi.us](http://www.ci.lowell.mi.us)

## MEMORANDUM

TO: Lowell City Council  
FROM: Michael Burns, City Manager  
RE: Council Agenda for Monday, May 17, 2021

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

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- Approve and place on file the minutes of the May 3, 2021 Regular City Council meeting.
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4. OLD BUSINESS

- a. COVID – 19. City Manager Michael Burns will provide an update.
- b. Showboat and Insurance Discussion. City Manager Michael Burns will provide an update.
- c. MERS. City Manager Michael Burns will provide an update.
- d. Downtown Traffic Control. Police Chief Hurst will provide a memo.

5. NEW BUSINESS

- a. Public Hearing – Fiscal Year – 2021-22 Budget and Resolution 07-21. City Manager Michael Burns provided a memo.

Recommended Motion: **That the Lowell City Council approve Resolution 07-21 as presented.**

- b. Amity Bids. DPW Director Dan Czarnecki will provide a memo.

**Recommended Motion: That the Lowell City Council approve the Amity Street Improvements – 2021 Project Bid from CL Trucking LLC, Ionia, Michigan, for a cost not to exceed \$326,231.00, and authorize the Mayor to sign the documents, as necessary.**

- c. Amity Street Construction Engineering Services. DPW Director Dan Czarnecki will provide a memo.

**Recommended Motion: That the Lowell City Council approves the Amity Street Improvement Project Construction Engineering Services with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for the amount of \$35,500, with \$23,350 coming from the Local Street fund and \$10,150 being funded by the DDA.**

- d. Jane Ellen Construction Engineering Services. DPW Director Dan Czarnecki will provide a memo.

**Recommended Motion: That the Lowell City Council approve the Jane Ellen Drive Improvement Project Construction Engineering Services with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for the amount of \$26,500.00.**

- e. Comprehensive Tree Plan. DPW Director Dan Czarnecki will provide a memo.

**Recommended Motion: That the Lowell City Council approve the 2021-2022 Comprehensive Tree Plan.**

6. BOARD/COMMISSION REPORTS
7. BUDGET REPORT
8. MONTHLY REPORT
9. MANAGER'S REPORT
10. APPOINTMENTS
11. COUNCIL COMMENTS
12. ADJOURNMENT

**PROCEEDINGS  
OF  
CITY COUNCIL MEETING  
OF THE  
CITY OF LOWELL  
MONDAY, MAY 03, 2021, 7:00 P.M.**

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

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

Present: Councilmembers' Cliff Yankovich, Marty Chambers, Leah Groves, Jim Salzwedel and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, DPW Director Dan Czarnecki, Chief of Police Chris Hurst and via zoom City Attorney Jessica Wood.

**2. CONSENT AGENDA.**

- Approval of the Agenda as amended adding: Setting the date for the public hearing for Budget hearing under new business.
- Approve and place on file the minutes of the April 19, 2021 Regular City Council Meeting.
- Authorize payment of invoices in the amount of \$127,478.93.

IT WAS MOVED BY YANKOVICH and seconded by GROVES to approve the consent agenda as amended.

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

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.**

City Manager Michael Burns stated City Hall opened last week Monday, April 26, 2021. Federal Law had required us to provide 80 hours of sick leave for Covid which expired March 1, 2021. For our city employees, it will be ending June 1, 2021 and I will be sending a notice out regarding this.

**b. Showboat.**

City Manager Michael Burns gave an update stating they will be turning the boat this week to work on the other side. We should get the bathroom quote by the end of this week, question will be whether or

not we can afford it. We have a showboat committee meeting on Wednesday, May 7, 2021. Chris Chamberlin is putting together a maintenance plan for the boat once Wolverine is done.

Salzwedel updated Council on the fundraising committee stating the final meeting was last week. At this point they are between \$2,000-\$4,000 short of their fundraising goal, but pretty sure they will surpass that with the Gala event coming up which the Committee is now focused on. The Gala Event that will be held June 11, 2021. No tax dollars have been spent on the Showboat.

c. Downtown Traffic Control.

Chief of Police Chris Hurst provided an update. The City has no jurisdiction along Main Street as that is set by the State. Hurst provided suggestions like more speed signs and more narrow lanes. Will begin monitoring the time of day that is best for an officer to sit there at next week. Burns will email the state about additional speed signs.

5. NEW BUSINESS.

a. Ordinance 21-03 Special Land Use Light Industrial District.

City Clerk Sue Ullery stated at their meeting March 8, 2021, the Planning Commission reviewed a request from Chris Nelson for a vehicle towing service at 211 S. Washington Street SE. Subject to a Zoning Ordinance text amendment also considered at this meeting, vehicle towing services would be permitted in the I-L Light Industrial district only with a special land use approval.

IT WAS MOVED BY SALZWEDEL and seconded by YANKOVICH that the Lowell City Council approve Ordinance 21-03 as written.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

b. Detective Bureau Vehicle.

City Manager Michael Burns read his memo stating the current vehicle for the police detective is in very poor condition to the point it appears we are chasing good money after bad as the cost for repairs are becoming more than the value of the vehicle. Detective Lauren performs salvage inspections for One Way Auto and has come across a 2015 GMC Acadia in good shape and relatively low miles. Blue book on it is around \$22,000.

IT WAS MOVED BY CHAMBERS and seconded by GROVES that the Lowell City Council allow the Lowell Police Department to trade the 2011 Chevrolet Impala and the 2001 Sonoma to One Way Auto and utilize \$10,000 from the Salvage fund to purchase the 2015 Acadia for the detective use.



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

NO: None.

ABSENT: None.

MOTION CARRIED.

c. Memorial Day Events.

City Manager Michael Burns stated if you recall from last year, the Memorial Day events were modified to accommodate the COVID 19 pandemic. I received a request from Dirk Ritzema at the American Legion asking for permission to have the same event as they did last year; a small presentation at Oakwood Cemetery to honor fallen soldiers from the Lowell area. They followed all social distancing guidelines and intend on doing so this year. There will be no parade.

IT WAS MOVED BY DEVORE and seconded by SALZWEDEL that the Lowell City Council allow the Veterans of Foreign Wars and American Legion to hold their presentation at Oakwood Cemetery on Memorial Day.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

d. Garden Sale.

Councilmember Chambers stated Tonia North owner of North Star Antiques would like to hold her annual garden sale again this year so is requesting closing 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, May 22, 2021.

IT WAS MOVED BY CHAMBERS and seconded by GROVES that the Lowell City Council approve the partial closure of the parking lot within the 200 block of W. Main Street for the garden sale.

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

NO: None.

ABSENT: None.

MOTION CARRIED.

e. Set Public Hearing for Budget Hearing.

City Manager stated we just need to set the Public Hearing date for the Budget for Monday, May 17, 2021 at 7:00 p.m.

It was a general consensus by all the City Councilmembers.

6. BOARD/COMMISSION REPORTS.

Mayor DeVore stated that the Fire Authority met with Lou Bender with 50% attendance.

7. **BUDGET REPORT.**

There was nothing to report.

8. **MANAGER'S REPORT.**

City Manager Michael Burns went over a couple items:

- Today we had a pre-construction meeting for Foreman Street. Tentative date to start Foreman Street project is June 7, 2021 with 35 calendar days for completion. C & L Trucking was awarded the contract. They are also doing Alden Nash and Jane Ellen projects, so they will be coordinating all their jobs. C & L Trucking also bid on Amity.
- Bids for Amity will be opened tomorrow, May 4, 2021.
- Jane Ellen project is scheduled to plan sometime after July 1, 2021.
- Dan Czarnecki has already started sidewalk inspections and he will come back and explain the plan.
- Currently in the process of putting together a 7-year road plan.
- Darrin Docherty became our new DPW Sexton and started today.
- Eileen DeVries also started today in the Police Department.

Burns then turned it over to City Attorney Jessica Wood who gave a brief update on the USDA Rural Development Financing and the bonding involved. Still a few moving items but getting nearer to completion.

9. **APPOINTMENTS.**

Leah Groves submitted an application for the Arbor Board appointment.

It was a general consensus to appoint Leah Groves to the Arbor Board.

Mayor DeVore resigned from the Historic District Committee.

10. **COUNCIL COMMENTS**

Councilmember Groves stated there are several boards with open seats, so if you would like to be involved with the City, come join us.

Councilmember Chambers enjoyed Lew Bender the other day and good job to all involved on the budget.

Councilmember Yankovich also appreciated the great job everyone did who worked on the budget.

Mayor DeVore stated we are really lucky to have so much talent in the City.

11. ADJOURNMENT.

IT WAS MOVED BY SALWEDEL and seconded by CHAMBERS to adjourn at 7:34 p.m.

YES: 5.

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**

**ORDINANCE NO. 21-03**

**AN ORDINANCE TO AMEND SECTION 12A.03, "SPECIAL LAND USES"  
OF CHAPTER 12A, "I-L LIGHT INDUSTRIAL DISTRICT" OF  
APPENDIX A, "ZONING," OF THE CODE OF ORDINANCES OF THE  
CITY OF LOWELL**

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

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Amendment to Section 12A.03 of Chapter 12A.** Section 12A.03, "Special Land Uses," of Chapter 12A, "I-L Light Industrial District" of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by adding a new subsection J which reads as follows:

J. Vehicle towing service

**Section 2. 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.

YES: Councilmembers Mayor DeVore, Councilmembers Salzwedel, Yankovich,  
Chambers and Groves

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers None

**ORDINANCE DECLARED ADOPTED.**

Dated: May 3, 2021

  
\_\_\_\_\_  
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 May 3, 2021, 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 May 5, 2021. I further certify that the above ordinance was entered into the Ordinance Book of the City on May 13, 2021, and was effective May 13, 2021, ten (10) days after publication.

Dated: May 3, 2021

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

**PROCEEDINGS  
OF  
CITY COUNCIL BUDGET WORKSESSION MEETING  
OF THE  
CITY OF LOWELL  
IN PERSON AND VIRTUAL MEETING  
SATURDAY, MAY 1, 2021, 10:00 A.M.**

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

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

Present: Councilmembers Marty Chambers, Jim Salzwedel, Cliff Yankovich and Leah Groves.

Absent: Mayor DeVore.

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

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

There was none.

3. **BUDGET WORKSESSION.**

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

4. **ADJOURNMENT.**

IT WAS MOVED BY YANKOVICH and seconded by GROVES to adjourn at 1:05 pm.

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

Date:

APPROVED:

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Mike DeVore, Mayor

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Susan Ullery, City Clerk

05/14/2021 12:56 PM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL

Page: 1/5

User: LORI

EXP CHECK RUN DATES 05/01/2021 - 05/14/2021

DB: Lowell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
10816	AMAZON CAPITAL SERVICES		
	179L-KXJ4-NPMR	STERILE EYE WASH	12.70
	1FM9-XQNG-WD7M*	RUSTOLEUM WATER BASED PRECISION LINE MARKING PAINT	66.65
	1GDL-HXHQ-LYVH*	MARLEY INTERNAL POLE THERMOSTAT	130.00
	1J94-D7MN-4JW3	GLASS CLEANER	20.29
TOTAL FOR: AMAZON CAPITAL SERVICES			229.64
10559	BADER & SONS		
	158118	JOHN DEERE 6X4	1,472.24
	159336	JOHN DEERE GATOR #5	469.43
TOTAL FOR: BADER & SONS			1,941.67
00050	BERNARDS ACE HARDWARE		
	4/30/2021	ACCOUNT STATEMENT	404.01
TOTAL FOR: BERNARDS ACE HARDWARE			404.01
10686	BETTEN BAKER		
	140822	2013 GMC PICKUP #6 R & M	381.01
TOTAL FOR: BETTEN BAKER			381.01
10532	BROWN, CASEY		
	5/13/2021	AIRPORT -CHIPPER/SHREDDER	311.00
TOTAL FOR: BROWN, CASEY			311.00
01293	CALEDONIA FARMERS ELEVATOR CO		
	212382	GRASS SEED - AIRPORT	3,258.27
TOTAL FOR: CALEDONIA FARMERS ELEVATOR CO			3,258.27
00101	CHROUCH COMMUNICATIONS, INC.		
	11538300	NE PUMP TELEMETERY PROGRAMMING	245.00
TOTAL FOR: CHROUCH COMMUNICATIONS, INC.			245.00
10509	CONSUMERS ENERGY		
	5/6/2021	ACCOUNT STATEMENT	31.58
TOTAL FOR: CONSUMERS ENERGY			31.58
01156	CURTIS CLEANERS		
	061A43	POLICE DRY CLEANING	28.70
TOTAL FOR: CURTIS CLEANERS			28.70
10853	DAVIS & STANTON PROMOTIONS		
	141842	POLICE UNIFORM BARS	84.00
TOTAL FOR: DAVIS & STANTON PROMOTIONS			84.00
00148	DICKINSON WRIGHT PLLC		
	157086	RECREATIONAL MARIJUANA	222.00
	1575087	SALE OF BOWES RD PROPERTY	333.00
	1575088	WARE ROAD LANDFILL	55.50
	1575089	LOWELL TWP W/S AUTHORITY	370.00
	1575090	MI TAX TRIBUNAL MATTER	610.50
	1575091	ASSESSOR MATTERS	962.00
	1575092	RIVERSIDE PARK TRUST FUND	3,737.00
	1575093	SEPARATION WITH CHIEF	240.50
	1575094	CRAWFORD V CITY	623.50
	1575095	SOCIAL DISTRICT	1,646.50
	1575096	COST SHARING UTILITIES APPRAISAL	333.00
	1575097	GENERAL MUNICIPAL	18,432.23
TOTAL FOR: DICKINSON WRIGHT PLLC			27,565.73

Vendor Code	Vendor Name	Description	Amount
Invoice			
02460	DIESEL INJECTION SERVICE, LLC		
M000018967	ENGINE SERVICE		290.57
TOTAL FOR: DIESEL INJECTION SERVICE, LLC			290.57
CREEKSIDE	DRIER, BETH		
5/13/2021	CREEKSIDE DEPOSIT & REFUND SPEC EVENT		75.00
TOTAL FOR: DRIER, BETH			75.00
10670	FAHEY SCHULTZ BURZYCH RHODES PLC		
58903	SERVICES THRU APRIL 30, 2021		517.50
TOTAL FOR: FAHEY SCHULTZ BURZYCH RHODES PLC			517.50
10673	FERGUSON WATERWORKS		
0122553-2	PIT METER ANTENNAS		737.22
0125571	W/S DEPT METERS SUPPLIES		638.40
TOTAL FOR: FERGUSON WATERWORKS			1,375.62
10369	FLAT RIVER ELECTRIC LLC		
I4248	NE PUMP STATION REPAIRS		228.43
TOTAL FOR: FLAT RIVER ELECTRIC LLC			228.43
01307	GODWIN HARDWARE & PLUMBING		
C184154	ACCOUNT STATEMENT		489.35
TOTAL FOR: GODWIN HARDWARE & PLUMBING			489.35
10681	GR AMATEUR ASTRONOMICAL ASSOC		
40956	WELL & PUMP		7,450.00
TOTAL FOR: GR AMATEUR ASTRONOMICAL ASSOC			7,450.00
01508	GTW		
APRIL 2021	CYLINDER RENTAL		42.30
TOTAL FOR: GTW			42.30
00710	HAROLD ZEIGLER FORD, INC.		
224368	2015 FOR EXPLORER #841 R & M		389.18
225275	2015 EXPLORER #838 R & M		44.58
TOTAL FOR: HAROLD ZEIGLER FORD, INC.			433.76
02463	HYDROCORP		
0061774-IN	APRIL CROSS CONNECTIONS		937.00
TOTAL FOR: HYDROCORP			937.00
00291	KENT COUNTY ROAD COMMISSION		
412627	SIGNAL ELECTRIC CHARGES		45.85
TOTAL FOR: KENT COUNTY ROAD COMMISSION			45.85
00298	KENT COUNTY TREASURER		
21050700654	2020 PICTOMETRY PROJECT		285.83
TOTAL FOR: KENT COUNTY TREASURER			285.83



05/14/2021 12:56 PM  
User: LORI  
DB: Lowell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 05/01/2021 - 05/14/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

Page: 3/5

Vendor Code	Vendor Name	Description	Amount
Invoice			
02209	KERKSTRA PORTABLE, INC.		
174539		REC PARK PORTABLE RESTROOM	145.00
174540		BURCH FIELD PORTABLE RESTROOM	145.00
174541		CREEKSIDE PARK PORTABLE RESTROOM	145.00
176101		SOCIAL DISTRICT RESTROOMS	500.00
176102		CEMETERY PORTABLE RESTROOM	95.00
176406		REC PARK PORTABLE RESTROOM	145.00
176407		BURCH FIELD RESTROOM	145.00
176408		CREEKSIDE PORTABLE RESTROOM	145.00
TOTAL FOR: KERKSTRA PORTABLE, INC.			1,465.00
10911	KOLASA, BRITTANY		
043		POLICE DEPT PHOTOS	300.00
TOTAL FOR: KOLASA, BRITTANY			300.00
CREEKSIDE	KREY, MARGARET		
5/2/2021		CREEKSIDE PARK DEPOSIT	50.00
TOTAL FOR: KREY, MARGARET			50.00
10664	LEWIS G. BENDER, PH.D.		
04/26/2021		FIRE AUTHORITY AND COUNCIL WORKSHOPS	2,609.76
TOTAL FOR: LEWIS G. BENDER, PH.D.			2,609.76
00330	LOWELL LEDGER		
4/30/2021		ACCOUNT STATEMENT	92.88
TOTAL FOR: LOWELL LEDGER			92.88
00341	LOWELL LIGHT & POWER		
3499		PHONE/ IP CONSULT/CABINET	2,890.18
4/30/2021		ELECTRIC STATEMENTS	18,409.54
TOTAL FOR: LOWELL LIGHT & POWER			21,299.72
10907	LYNCHS METAL FABRICATION		
2120		CITY OF LOWELL TRASH RECEPTACLES AND BENCHES	23,150.00
TOTAL FOR: LYNCHS METAL FABRICATION			23,150.00
10525	MICHIGAN ASSOC OF PLANNING		
4/2021		ANNUAL MEMBERSHIP DUES	675.00
TOTAL FOR: MICHIGAN ASSOC OF PLANNING			675.00
10910	MIERENDORF, PAULA		
5/13/2021		GRANT MONEY, SOAKER HOSE, STRAW	573.00
TOTAL FOR: MIERENDORF, PAULA			573.00
00424	MML WORKERS' COMP FUND		
2495206		WC POLICY 7/2021 - 7/2022	6,215.00
TOTAL FOR: MML WORKERS' COMP FUND			6,215.00
00426	MODEL COVERALL SERVICE, INC.		
4/30/2021		ACCOUNT STATEMENT APRIL	325.30
TOTAL FOR: MODEL COVERALL SERVICE, INC.			325.30
01499	NAPA AUTO PARTS		
4/30/2020		ACCOUNT STATEMENT	6.82
TOTAL FOR: NAPA AUTO PARTS			6.82
10356	NELSON, ERIC		
5/13/2021		AIRPORT CLEANING SUPPLIES	27.80
TOTAL FOR: NELSON, ERIC			27.80

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
00468	NYE UNIFORM COMPANY CO		
	772646	POLICE UNIFORMS - SHEARS	192.50
TOTAL FOR: NYE UNIFORM COMPANY CO			192.50
10908	ONE WAY AUTO SALES LLC		
	5/11/2021	2015 GMC ACADIA DENALI	10,000.00
TOTAL FOR: ONE WAY AUTO SALES LLC			10,000.00
00749	OUDBIER INSTRUMENT CO.		
	9825	WTP CHLORINE DETECTOR	6,175.00
TOTAL FOR: OUDBIER INSTRUMENT CO.			6,175.00
10762	PROFESSIONAL CODE INSPECTIONS OF MI		
	APRIL 2021	PERMITS	2,620.80
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS OF MI			2,620.80
00827	RS TECHNICAL SERVICES, INC.		
	21640	WTP - REPAIRS	42,312.03
TOTAL FOR: RS TECHNICAL SERVICES, INC.			42,312.03
10378	RUESINK, KATHIE		
	745393/745394	CLEANING SERVICES 4/30 - 5/13/2021	720.00
TOTAL FOR: RUESINK, KATHIE			720.00
02383	SANISWEEP, INC.		
	101125	STREET SWEEPING	8,880.00
TOTAL FOR: SANISWEEP, INC.			8,880.00
10909	SCHAAL, TODD		
	5/11/2021	INSURANCE CLEAN-UP & RESTORATION	1,488.92
TOTAL FOR: SCHAAL, TODD			1,488.92
02575	SELF SERVE LUMBER		
	05/03/2021	ACCOUNT STATEMENT	240.17
TOTAL FOR: SELF SERVE LUMBER			240.17
10849	SMART BUSINESS SOURCE		
	OE-37045-1	CITY HALL SUPPLIES	80.12
	OE-37614-1	OFFICE SUPPLIES	36.35
	OE-38572-1	MULTIFOLD TOWELS & CLEANER	91.21
TOTAL FOR: SMART BUSINESS SOURCE			207.68
02032	STEALTH PEST MANAGEMENT LLC		
	4/28/2021	ACCOUNT STATEMENT APRIL	170.00
TOTAL FOR: STEALTH PEST MANAGEMENT LLC			170.00
00630	THORNAPPLE RIVER NURSERY, INC.		
	13531	WOOD CHIPS	180.00
TOTAL FOR: THORNAPPLE RIVER NURSERY, INC.			180.00
10543	TRACTOR SUPPLY CREDIT PLAN		
	APRIL 2021	ACCOUNT STATEMENT	2,153.73
TOTAL FOR: TRACTOR SUPPLY CREDIT PLAN			2,153.73
00930	TRUCK & TRAILER SPECIALTIES		
	DRO005762	2009 INTL SERVICE #16 PLOW TRUCK	537.18
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			537.18

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
10069	TRUGREEN		
	137635258	CHAMBER LAWN SERVICE	39.00
	137635393	LIBRARY LAWN SERVICE	105.00
	137638865	CITY HALL LAWN SERVICE	42.00
	137651846	MUSEUM LAWN SERVICE	39.00
TOTAL FOR: TRUGREEN			225.00
02146	VANSOLKEMA, SCOT		
	04/26/2021	REIMBURSEMENT FOR TRAINING EXPENSES	400.53
TOTAL FOR: VANSOLKEMA, SCOT			400.53
02203	VISA		
	4/27/2021	MERCANTILE VISA STATEMENT	4,414.75
TOTAL FOR: VISA			4,414.75
00692	WILLIAMS & WORKS INC.		
	91716	MONROE ST PROJECT	2,398.50
TOTAL FOR: WILLIAMS & WORKS INC.			2,398.50
02579	WMCJTC		
	4423	SPRING 2021 MCOLES	116.63
	4471	FTO BASIC - STEPHENS & SHEARS	200.00
TOTAL FOR: WMCJTC			316.63
10882	WOLVERINE BUILDING GROUP		
	#7	SHOWBOAT PROJECT	41,945.45
TOTAL FOR: WOLVERINE BUILDING GROUP			41,945.45
01295	X-CEL CHEMICAL LLC		
	90724	PARKS- STRIPING PAINT	377.16
TOTAL FOR: X-CEL CHEMICAL LLC			377.16
TOTAL - ALL VENDORS			229,398.13

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-264.003	WORKERS COMP INSURANCE PA	MML WORKERS' COMP FUND	WC POLICY 7/2021 - 7/2022	6,215.00	75691
101-000-285.004	CREEKSID DEPOSIT	KREY, MARGARET	CREEKSID PARK DEPOSIT	50.00	75685
101-000-285.004	CREEKSID DEPOSIT	DRIER, BETH	CREEKSID DEPOSIT & REFUN	50.00	75673
101-000-451.000	BUSINESS LIC & APPLICATIO	DRIER, BETH	CREEKSID DEPOSIT & REFUN	25.00	75673
101-000-676.000	INSURANCE RECOVERIES	SCHAAL, TODD	INSURANCE CLEAN-UP & REST	1,488.92	75658
Total For Dept 000				7,828.92	
Dept 172 MANAGER					
101-172-801.000	PROFESSIONAL SERVICES	LEWIS G. BENDER, PH.D.	FIRE AUTHORITY AND COUNCI	2,609.76	75654
Total For Dept 172 MANAGE				2,609.76	
Dept 209 ASSESSOR					
101-209-740.000	OPERATING SUPPLIES	KENT COUNTY TREASURER	2020 PICTOMETRY PROJECT	285.83	75682
Total For Dept 209 ASSESS				285.83	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	CRAWFORD V CITY	623.50	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	SEPARATION WITH CHIEF	240.50	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RIVERSIDE PARK TRUST FUND	3,737.00	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	ASSESSOR MATTERS	962.00	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	MI TAX TRIBUNAL MATTER	610.50	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	WARE ROAD LANDFILL	55.50	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	SALE OF BOWES RD PROPERTY	333.00	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	RECREATIONAL MARIJUANA	222.00	75670
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	GENERAL MUNICIPAL	18,432.23	75670
101-210-802.000	LABOR RELATIONS ATTORNEY	FAHEY SCHULTZ BURZYCH RHO	SERVICES THRU APRIL 30, 2	517.50	75674
Total For Dept 210 ATTORN				25,733.73	
Dept 215 CLERK					
101-215-900.000	PRINTING	LOWELL LEDGER	ACCOUNT STATEMENT	78.68	75686
Total For Dept 215 CLERK				78.68	
Dept 265 CITY HALL					
101-265-727.000	OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	36.35	75702
101-265-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	GLASS CLEANER	20.29	75660
101-265-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	14.99	75662
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	MULTIFOLD TOWELS & CLEANE	47.40	75702
101-265-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	CITY HALL SUPPLIES	80.12	75702
101-265-802.000	CONTRACTUAL	TRUGREEN	CITY HALL LAWN SERVICE	42.00	75707
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 4/30 -	360.00	75699
101-265-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	492.08	75688
101-265-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	2,812.76	75687
Total For Dept 265 CITY H				3,905.99	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	49.98	75662
101-276-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	97.49	75701
101-276-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	121.95	75705
101-276-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	CEMETERY PORTABLE RESTROO	95.00	75683
101-276-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	109.87	75687
101-276-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	37.98	75705
Total For Dept 276 CEMETE				512.27	
Dept 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	KOLASA, BRITTANY	POLICE DEPT PHOTOS	300.00	75659
101-301-744.000	UNIFORMS	CURTIS CLEANERS	POLICE DRY CLEANING	28.70	75668
101-301-744.000	UNIFORMS	DAVIS & STANTON PROMOTION	POLICE UNIFORM BARS	84.00	75669
101-301-744.000	UNIFORMS	NYE UNIFORM COMPANY CO	POLICE UNIFORMS - SHEARS	192.50	75695
101-301-744.000	UNIFORMS	VISA	MERCANTILE VISA STATEMENT	10.01	75708
101-301-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	270.08	75688
101-301-955.000	MISCELLANEOUS EXPENSE	VISA	MERCANTILE VISA STATEMENT	176.94	75708

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Fund 101 GENERAL FUND					
Dept 301 POLICE DEPARTMENT					
101-301-957.000	TRAINING	VANSOLKEMA, SCOT	REIMBURSEMENT FOR TRAININ	400.53	75655
101-301-957.000	TRAINING	WMCJTC	FTO BASIC - STEPHENS & SH	200.00	75710
101-301-958.000	MI CRIMINAL JUSTIS TRAIN.	WMCJTC	SPRING 2021 MCOLES	116.63	75710
101-301-960.000	SALVAGE EXPENSES	ONE WAY AUTO SALES LLC	2015 GMC ACADIA DENALI	10,000.00	75657
101-301-980.000	OFFICE EQUIPMENT	VISA	MERCANTILE VISA STATEMENT	1,928.40	75708
101-301-984.000	EQUIPMENT	VISA	MERCANTILE VISA STATEMENT	230.76	75708
Total For Dept 301 POLICE				13,938.55	
Dept 400 PLANNING & ZONING					
101-400-955.000	MISCELLANEOUS EXPENSE	MICHIGAN ASSOC OF PLANNIN	ANNUAL MEMBERSHIP DUES	675.00	75689
Total For Dept 400 PLANNI				675.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	STERILE EYE WASH	12.70	75660
101-441-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	ACCOUNT STATEMENT APRIL	50.00	75703
101-441-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	155.44	75688
101-441-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	289.52	75687
101-441-926.000	STREET LIGHTING	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,005.60	75687
101-441-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	9.90	75662
Total For Dept 441 DEPART				1,523.16	
Dept 747 CHAMBER/RIVERWALK					
101-747-920.000	CHAMBER UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	185.20	75687
Total For Dept 747 CHAMBE				185.20	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	15.18	75662
101-751-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	9.99	75701
101-751-740.000	OPERATING SUPPLIES	X-CEL CHEMICAL LLC	PARKS- STRIPING PAINT	377.16	75712
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	CREEKSIDE PORTABLE RESTRO	145.00	75683
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	BURCH FIELD RESTROOM	145.00	75683
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	REC PARK PORTABLE RESTROO	145.00	75683
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	CREEKSIDE PARK PORTABLE R	145.00	75683
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	BURCH FIELD PORTABLE REST	145.00	75683
101-751-802.000	CONTRACTUAL	KERKSTRA PORTABLE, INC.	REC PARK PORTABLE RESTROO	145.00	75683
101-751-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	456.54	75687
101-751-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	137.93	75662
101-751-930.000	REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	11.18	75705
Total For Dept 751 PARKS				1,877.98	
Dept 757 SHOWBOAT					
101-757-920.000	SHOWBOAT UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	150.20	75687
Total For Dept 757 SHOWBO				150.20	
Dept 790 LIBRARY					
101-790-740.000	OPERATING SUPPLIES	SMART BUSINESS SOURCE	MULTIFOLD TOWELS & CLEANE	43.81	75702
101-790-802.000	CONTRACTUAL	MODEL COVERALL SERVICE, I	ACCOUNT STATEMENT APRIL	325.30	75692
101-790-802.000	CONTRACTUAL	TRUGREEN	LIBRARY LAW SERVICE	105.00	75707
101-790-802.000	CONTRACTUAL	RUESINK, KATHIE	CLEANING SERVICES 4/30 -	360.00	75699
101-790-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	112.96	75688
101-790-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	ACCOUNT STATEMENT APRIL	40.00	75703
101-790-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,274.95	75687
Total For Dept 790 LIBRAR				2,262.02	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	ACCOUNT STATEMENT APRIL	40.00	75703
101-804-887.000	CONTRIBUTIONS & MAINTENAN	TRUGREEN	MUSEUM LAWN SERVICE	39.00	75707
101-804-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	207.84	75687
Total For Dept 804 MUSEUM				286.84	
Total For Fund 101 GENERA				61,854.13	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
Dept 450 CAPITAL OUTLAY					
202-450-970.000	CAPITAL OUTLAY	WILLIAMS & WORKS INC.	MONROE ST PROJECT	2,398.50	75709
		Total For Dept 450 CAPITA		2,398.50	
Dept 463 MAINTENANCE					
202-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	4,440.00	75700
		Total For Dept 463 MAINTENANCE		4,440.00	
Dept 474 TRAFFIC					
202-474-740.000	OPERATING SUPPLIES	KENT COUNTY ROAD COMMISSI	SIGNAL ELECTRIC CHARGES	45.85	75681
		Total For Dept 474 TRAFFIC		45.85	
		Total For Fund 202 MAJOR		6,884.35	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	19.95	75662
203-463-740.000	OPERATING SUPPLIES	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	17.99	75705
203-463-802.000	CONTRACTUAL	SANISWEEP, INC.	STREET SWEEPING	4,440.00	75700
		Total For Dept 463 MAINTENANCE		4,477.94	
		Total For Fund 203 LOCAL		4,477.94	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 450 CAPITAL OUTLAY					
248-450-970.000	CAPITAL OUTLAY	LYNCHS METAL FABRICATION	CITY OF LOWELL TRASH RECE	22,683.17	75656
		Total For Dept 450 CAPITA		22,683.17	
Dept 463 MAINTENANCE					
248-463-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	19.99	75662
248-463-740.000	OPERATING SUPPLIES	THORNAPPLE RIVER NURSERY,	WOOD CHIPS	180.00	75704
248-463-802.000	CONTRACTUAL	TRUGREEN	CHAMBER LAWN SERVICE	39.00	75707
248-463-880.000	COMMUNITY PROMOTION	KERKSTRA PORTABLE, INC.	SOCIAL DISTRICT RESTROOMS	500.00	75683
248-463-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	462.58	75687
248-463-955.000	MISCELLANEOUS EXPENSE	DICKINSON WRIGHT PLLC	SOCIAL DISTRICT	1,646.50	75670
		Total For Dept 463 MAINTENANCE		2,848.07	
		Total For Fund 248 DOWNTOWN		25,531.24	
Fund 249 BUILDING INSPECTION FUND					
Dept 371 BUILDING INSPECTION DEPARTMENT					
249-371-802.000	CONTRACTUAL	PROFESSIONAL CODE INSPECT	PERMITS	2,620.80	75697
		Total For Dept 371 BUILDING		2,620.80	
		Total For Fund 249 BUILDING		2,620.80	
Fund 260 DESIGNATED CONTRIBUTIONS					
Dept 751 PARKS					
260-751-740.000	OPERATING SUPPLIES	LYNCHS METAL FABRICATION	CITY OF LOWELL TRASH RECE	466.83	75656
260-751-970.000	CAPITAL OUTLAY	WOLVERINE BUILDING GROUP	SHOWBOAT PROJECT	41,945.45	75711
		Total For Dept 751 PARKS		42,412.28	
Dept 758 DOG PARK					
260-758-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	53.00	75687
		Total For Dept 758 DOG PARK		53.00	
Dept 759 COMMUNITY GARDEN					
260-759-740.000	OPERATING SUPPLIES	MIERENDORF, PAULA	GRANT MONEY, SOAKER HOSE,	573.00	75690
		Total For Dept 759 COMMUNITY		573.00	
		Total For Fund 260 DESIGN		43,038.28	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-740.000	OPERATING SUPPLIES	CALEDONIA FARMERS ELEVATO	GRASS SEED - AIRPORT	3,258.27	75665
581-000-740.000	OPERATING SUPPLIES	SELF SERVE LUMBER	ACCOUNT STATEMENT	127.54	75701
581-000-740.000	OPERATING SUPPLIES	BROWN, CASEY	AIRPORT -CHIPPER/SHREDDER	311.00	75664
581-000-740.000	OPERATING SUPPLIES	NELSON, ERIC	AIRPORT CLEANING SUPPLIES	27.80	75694

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 581 AIRPORT FUND					
Dept 000					
581-000-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	ACCOUNT STATEMENT	31.58	75667
581-000-970.000	CAPITAL OUTLAY	TRACTOR SUPPLY CREDIT PLA	ACCOUNT STATEMENT	1,964.63	75705
		Total For Dept 000		5,720.82	
		Total For Fund 581 AIRPOR		5,720.82	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	5,453.86	75687
590-000-043.000	DUE FROM EARTH TECH	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	226.40	75688
		Total For Dept 000		5,680.26	
Dept 551 COLLECTION					
590-551-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	RUSTOLEUM WATER BASED PRE	33.33	75653
590-551-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	W/S DEPT METERS SUPPLIES	319.20	75675
		Total For Dept 551 COLLEC		352.53	
Dept 553 ADMINISTRATION					
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	COST SHARING UTILITIES AP	166.50	75670
590-553-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LOWELL TWP W/S AUTHORITY	185.00	75670
		Total For Dept 553 ADMINI		351.50	
		Total For Fund 590 WASTEWE		6,384.29	
Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	71.85	75662
591-570-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	ACCOUNT STATEMENT APRIL	40.00	75703
591-570-850.000	COMMUNICATIONS	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	128.40	75688
591-570-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	4,826.74	75687
591-570-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	MARLEY INTERNAL POLE THER	130.00	75653
591-570-930.000	REPAIR & MAINTENANCE	VISA	MERCANTILE VISA STATEMENT	122.55	75708
591-570-955.000	MISCELLANEOUS EXPENSE	LOWELL LEDGER	ACCOUNT STATEMENT	14.20	75686
591-570-970.000	CAPITAL OUTLAY	OUDBIER INSTRUMENT CO.	WTP CHLORINE DETECTOR	6,175.00	75696
591-570-970.000	CAPITAL OUTLAY	RS TECHNICAL SERVICES, IN	WTP - REPAIRS	42,312.03	75698
591-570-970.000	CAPITAL OUTLAY	VISA	MERCANTILE VISA STATEMENT	1,946.09	75708
		Total For Dept 570 TREATM		55,766.86	
Dept 571 DISTRIBUTION					
591-571-740.000	OPERATING SUPPLIES	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	787.63	75688
591-571-801.000	CROSS CONNECTIONS	HYDROCORP	APRIL CROSS CONNECTIONS	937.00	75680
591-571-920.000	PUBLIC UTILITIES	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	1,120.88	75687
591-571-930.000	REPAIR & MAINTENANCE	AMAZON CAPITAL SERVICES	RUSTOLEUM WATER BASED PRE	33.32	75653
591-571-930.000	REPAIR & MAINTENANCE	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	64.24	75662
591-571-930.000	REPAIR & MAINTENANCE	CHROUCH COMMUNICATIONS, I	NE PUMP TELEMETERY PROGRA	245.00	75666
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	PIT METER ANTENNAS	737.22	75675
591-571-930.000	REPAIR & MAINTENANCE	SELF SERVE LUMBER	ACCOUNT STATEMENT	5.15	75701
591-571-930.000	REPAIR & MAINTENANCE	FERGUSON WATERWORKS	W/S DEPT METERS SUPPLIES	319.20	75675
591-571-930.000	REPAIR & MAINTENANCE	FLAT RIVER ELECTRIC LLC	NE PUMP STATION REPAIRS	228.43	75676
		Total For Dept 571 DISTRI		4,478.07	
Dept 573 ADMINISTRATION					
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	COST SHARING UTILITIES AP	166.50	75670
591-573-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LOWELL TWP W/S AUTHORITY	185.00	75670
		Total For Dept 573 ADMINI		351.50	
		Total For Fund 591 WATER		60,596.43	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-801.000	PROFESSIONAL SERVICES	LOWELL LIGHT & POWER	PHONE/ IP CONSULT/CABINET	717.19	75688
		Total For Dept 000		717.19	

05/14/2021 12:56 PM  
User: LORI  
DB: Lowell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL  
EXP CHECK RUN DATES 05/01/2021 - 05/14/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 636 DATA PROCESSING FUND		Total For Fund 636 DATA P		717.19	
Fund 661 EQUIPMENT FUND					
Dept 895 FLEET MAINT. & REPLACEMENT					
661-895-930.000	REPAIR & MAINTENANCE	BADER & SONS	JOHN DEERE 6X4	1,472.24	75661
661-895-930.000	REPAIR & MAINTENANCE	BADER & SONS	JOHN DEERE GATOR #5	469.43	75661
661-895-930.000	REPAIR & MAINTENANCE	BETTEN BAKER	2013 GMC PICKUP #6 R & M	381.01	75663
661-895-930.000	REPAIR & MAINTENANCE	DIESEL INJECTION SERVICE,	ENGINE SERVICE	290.57	75672
661-895-930.000	REPAIR & MAINTENANCE	GODWIN HARDWARE & PLUMBIN	ACCOUNT STATEMENT	489.35	75677
661-895-930.000	REPAIR & MAINTENANCE	GTW	CYLINDER RENTAL	42.30	75678
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	2015 FOR EXPLORER #841 R	389.18	75679
661-895-930.000	REPAIR & MAINTENANCE	HAROLD ZEIGLER FORD, INC.	2015 EXPLORER #838 R & M	44.58	75679
661-895-930.000	REPAIR & MAINTENANCE	NAPA AUTO PARTS	ACCOUNT STATEMENT	6.82	75693
661-895-930.000	REPAIR & MAINTENANCE	TRUCK & TRAILER SPECIALTI	2009 INTL SERVICE #16 PLO	537.18	75706
Total For Dept 895 FLEET				4,122.66	
Total For Fund 661 EQUIPM				4,122.66	
Fund 715 LOOK FUND					
Dept 000					
715-000-880.000	COMMUNITY PROMOTION	GR AMATEUR ASTRONOMICAL A	WELL & PUMP	7,450.00	1422
Total For Dept 000				7,450.00	
Total For Fund 715 LOOK F				7,450.00	



05/14/2021 12:56 PM

User: LORI

DB: Lowell

## INVOICE GL DISTRIBUTION REPORT FOR CITY OF LOWELL

EXP CHECK RUN DATES 05/01/2021 - 05/14/2021

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	61,854.13
Fund 202	MAJOR STREET FUN	6,884.35
Fund 203	LOCAL STREET FUN	4,477.94
Fund 248	DOWNTOWN DEVELOP	25,531.24
Fund 249	BUILDING INSPECT	2,620.80
Fund 260	DESIGNATED CONTR	43,038.28
Fund 581	AIRPORT FUND	5,720.82
Fund 590	WASTEWATER FUND	6,384.29
Fund 591	WATER FUND	60,596.43
Fund 636	DATA PROCESSING	717.19
Fund 661	EQUIPMENT FUND	4,122.66
Fund 715	LOOK FUND	7,450.00

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229,398.13



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

**DATE:** May 14, 2021  
**TO:** Mayor Mike DeVore and Lowell City Council  
**FROM:** Michael T. Burns, City Manager *ms*  
**RE:** Showboat Insurance

---

When the previous Showboat was in existence, the Showboat was insured under the City's Insurance Carrier. The cost annually was approximately \$6,000 per year.

The City has been quoted a price for the insurance coverage for the new Showboat. There were a number of issues associated with this quote especially with the "property" insurance. Mainly, this is considered a building on water. Normal marine insurance requires the boat to adhere to United States Coast Guard standards. Since this was constructed under the building code, it does not adhere to those standards. In fact, it took several months for BHS to find a carrier to cover the Showboat. It is what you would call "niche" insurance.

Other agencies attempted to provide an estimate and could not obtain quotes. One agency wanted me to list them as the insurance carrier of record, which I did not have the authority to do, nor was I willing to do anything, which might affect the City's insurance. Another agency could not find anyone to provide an insurance quote.

BHS originally quoted the price of the boat based on a \$2.9 Million value and a \$50,000 deductible for the property end of the insurance. The cost was \$27,500 for the property insurance and \$8,250 for the liability component. The total amounts to \$35,750.

The liability portion of the insurance was not really the issue. However, the property insurance was high. Therefore, we requested BHS provide estimates on a \$75,000 and \$100,000 deductible and determine the asset at \$2.7 million, \$2.9 million and \$3.2 million respectively.

Attached is the information they provided. However, you will see the premium did not change very much. The Showboat VI Organization board reviewed these and believe the boat would be best suited with a \$50,000 deductible and the value of the boat at \$2.7 million. This would reduce the property premium from \$27,500 to \$25,600 and the total insurance cost would be \$33,850 annually.

The next question that exists is who would pay for this insurance. While no action was recommended, some members of the board believed that since this is the City's asset, the City should pay for the insurance as we have in the past. If you recall, we formed a nonprofit entity, so the Showboat may be its own entity.

I spoke out against this, as this is not budgeted for in the general fund. I informed the board if this were going to be an annual expense, I would have to take something away from the general fund budget to provide for this.

I also informed them I have seen issues in other communities whereby the municipality ends up having to subsidize a community center, a theater or some other venue through their general fund. In many instances, this takes away from funding more items of necessity out of the general fund. My concern is this will become an issue for many years for the City and I could not recommend the City Council take this on.

I suggested, if the board were to seek a one-time loan from the City, as they are getting their events booked and generating revenue I would not have an issue with pursuing this option. I also discussed the possibility of using LCTV funds since this is the City's money and they can utilize as they wish.

Additionally, I mentioned while they still need to construct a restroom facility, it is projected they will have approximately \$207,000 on hand after Wolverine's work is complete to use towards this.

We held more discussion on this; however, I told them I would present these to the City Council. I also told them, I cannot recommend the City Council fund this on an annual basis, but will respect any action the City Council takes on this matter.

## Mike Burns

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**From:** Chris Arendshorst <CArendshorst@bhsins.com>  
**Sent:** Thursday, April 29, 2021 8:14 AM  
**To:** Mike Burns  
**Cc:** Chris Arendshorst; Sharon Lenhart  
**Subject:** Showboat Insurance Quote Options  
**Attachments:** City of Lowell Showboat Quote.pdf

Good morning Mike,

We received the alternate quotes back from the underwriter that you had requested. When you are considering the "Total Insured Value" of the Showboat, changing the value a few hundred thousand dollars does not change the premium a lot. Here's the alternate quotes for insuring the Showboat against Physical Damage:

- \$2.7M limit = \$25,600/year
- \$2.9M limit = \$27,500/year
- \$3.2M limit = \$30,400/year

All of the quotes above are using the \$50,000 per occurrence deductible. This is the lowest deductible amount that is offered by the carrier for the Showboat.

If you elect to go to a \$75,000 per occurrence deductible, the pricing would change as follows:

- \$2.7M limit = \$24,975/year
- \$2.9M limit = \$26,825/year
- \$3.2M limit = \$29,600/year

If you elect to go with a \$100,000 per occurrence deductible, the pricing would change as follows:

- \$2.7M limit = \$24,300/year
- \$2.9M limit = \$26,100/year
- \$3.2M limit = \$28,800/year

All of the other terms and conditions stay the same as the original quote I presented. I have attached a copy of the original quote for your reference.

Please feel free to reach out to me at your convenience with any questions, or if you would like to discuss further.

Thanks,

Chris



**Chris Arendshorst**

Phone: 616-396-2000

Direct: 616-510-2427

Cell: 616-893-2314

Fax: 616-396-9591

2822 W. Shore Dr. Holland, MI 49424

***The best compliment we can receive is your referral!***

This e-mail and any files transmitted with it are confidential and intended solely for the addressee. Any views or opinions expressed are solely those of Chris Arendshorst and do not necessarily represent those of BHS. The recipient should check this e-mail and any attachments for the presence of viruses. BHS accepts no liability for any damage caused by viruses. Please note that coverage cannot be bound or changed using email without verification from a licensed representative.



# MARKEL AMERICAN INSURANCE COMPANY

## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

Date: 3/2/2021  
 Policyholder/Applicant Name: CITY of Lowell  
 Submission Number: 3392929  
 Policy Number (if available): -0

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**SELECTION OR REJECTION OF TERRORISM INSURANCE COVERAGE**  
**PLEASE "X" ONE OF THE BOXES BELOW AND TAKE THE ACTION INDICATED.**

<input type="checkbox"/>	I hereby elect to purchase terrorism coverage for a prospective premium of <u>\$1,800.00</u> .
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

\_\_\_\_\_  
 Policyholder/Applicant Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date



## VESSEL PROTECTION & INDEMNITY

**VESSEL PROTECTION & INDEMNITY PREMIUM:** \$8,250.00

**LIMITS:**

Each Occurrence Limit: \$3,000,000.00

General Aggregate Limit: \$3,000,000.00

**DEDUCTIBLE:** \$5,000.00

**NAVIGATION WARRANTY:**

- moored at dock address in Lowell MI TBA

**FORMS & ENDORSEMENTS:** MIL 1214 09 17, MPIL 1007 03 14, MPIL 1041 02 12, MPIL 1083 04 15, IL 00 17 11 98, MEOM 2200 06 14, MEIL 1200 01 10, 011-1091 (1/06), MEOM 2302 01 15, OM-PandI-VS (1/06), OM-1061-3 05 16, OM-VESSELOPS (7/00), MEOM 2222 05 16, OM-SP38A (01/08), MEIL 1211 (06/10) - 50% minimum earned, OM-ROWEX (01/08), 011-1097 (1/02), CG 21 49 09 99, CG 21 67 12 04, TRIA Form MEOM 2201 (only if TRIA is accepted)

**TERMS, CONDITIONS & WARRANTIES**

**COMMENTS:**

- 5M limit @ \$11,000 annual

**THIS QUOTE IS SUBJECT TO THE FOLLOWING:**

- COI from all contractors and/or subcontractors working aboard vessel evidencing minimum 1M G/L with insured as A.I. with waiver of subrogation and minimum 1M state WC.



## VESSEL PHYSICAL DAMAGE

**VESSEL PHYSICAL DAMAGE PREMIUM:** \$27,500.00

**COVERAGE FORM:** Essex 'All Risk' ACV OM-SPWPD (9/98)  
Excluding Machinery Damage unless fire, sinking, total loss or constructive total loss of Vessel - OM-MACHEX (6/99)

**TOTAL INSURED VALUE-VESSEL(S):** \$2,900,000.00

**DEDUCTIBLE:** \$50,000.00

### **NAVIGATION WARRANTY:**

- moored at dock address in Lowell MI TBA

**FORMS & ENDORSEMENTS:** MIL 1214 09 17, MPIL 1007 03 14, MPIL 1041 02 12, MPIL 1083 04 15, IL 00 17 11 98, MEIL 1200 01 10, 011-1091 (1/06), MEOM 2303 01 15, OM-HULLDEC (1/06), OM-PSW (3/06), MEIL 1211 (06/10) - 50% minimum earned, OM-MACHEX (6/99), OM-SPWPD (9/98), 011-1097 (1/02), CG 21 49 09 99, CG 21 67 12 04, OM-GE-1 (2/97), TRIA Form MEOM 2202 (only if TRIA is accepted)

### **TERMS, CONDITIONS & WARRANTIES:**

#### **COMMENTS:**

- Amount Insured amended to:
- hull and bare superstructure at time of launch: \$1,500,000 (or amount paid labor and materials)
- furniture, fixtures and interior appointments: \$1,400,000 (or labor and material at time of loss)
- OM-GE-1: OM-PSW - Ansul Systems over all cooking areas
- 

### **THIS QUOTE IS SUBJECT TO THE FOLLOWING:**

- Current Marine Survey sent to Company (within 45 days of binding coverage)
- COI from all contractors and/or subcontractors working aboard vessel evidencing minimum 1M G/L with insured as A.I. with waiver of subrogation and minimum 1M state WC.





To:	Chris Arendshorst	Date:	3/2/2021
Company:	BHS Insurance	From:	Raymond La Fond
Subject:	CITY of Lowell		raymond.lafond@harborrisk.com
Submission No:	3392929	Pages:	4
Quote No:	2		

### **QUOTE CONFIRMATION**

**(Coverages quoted herein do not necessarily reflect coverages requested in application)**

Please find our quotation on the risk submitted. The basis of our quotation was the underwriting information presented to us in applications and/or other correspondence submitted. We rely on this information under the Doctrine of Utmost Good Faith.

Our quotation may differ from the terms requested in the submission. Please review our quotation carefully.

**Please note that coverage cannot be bound without the written authorization of an employee of this company. We reserve the right to refuse a request to bind due to current or future weather conditions, change in acceptable underwriting criteria, or material change of risk since the time our quotation was issued.**

We operate through appointed wholesale agents. The applications and underwriting information presented originated from a retail insurance agent. This retail agent is not an agent of, nor has any authority for, this Company.

Our policy, if bound, will not violate any United States economic or trade sanctions administered by the United States Treasury Department Office of Foreign Asset Control ("OFAC").

Thank you.

Sharon Covington

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#### **PREMIUM SUMMARY:**

Vessel Physical Damage Premium: \$27,500.00

Vessel Protection & Indemnity Premium: \$8,250.00

**Total Premium without TRIA:** \$35,750.00

TRIA Coverage Premium (optional): \$1,800.00 additional

Note - Deposit Premiums subject to audit.

Insuring Company – Markel American Insurance Company

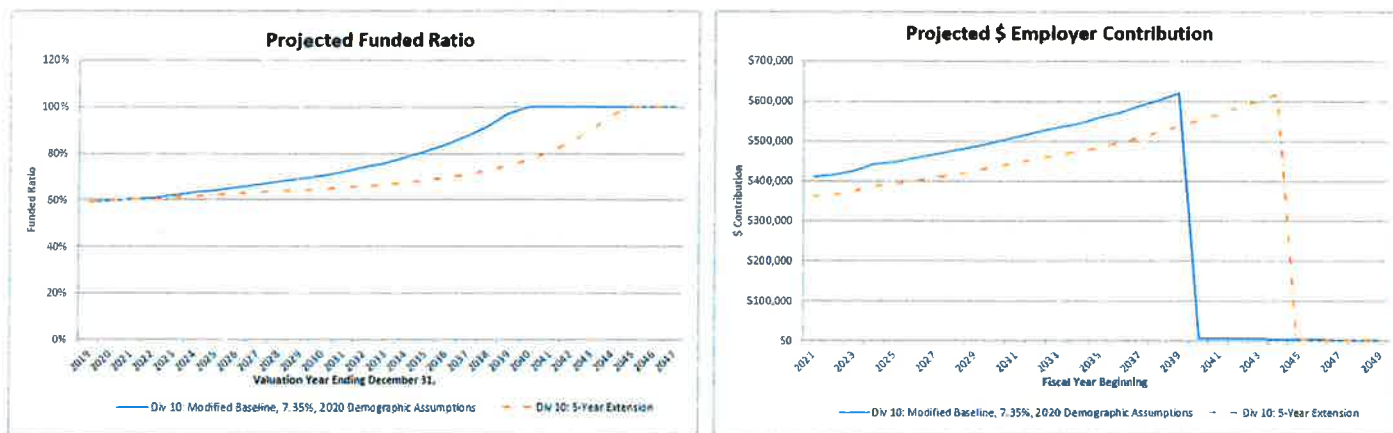
Commission – 10%

**Date:** April 21, 2021  
**To:** MERS Regional Staff  
**From:** MERS Actuarial Staff  
**Re:** Lowell, City of (4104) – Division 10

The purpose of this estimate is to illustrate the potential impact of an amortization extension on projected plan funding and contributions. **The results are based on the Board adopted 2020 demographic assumptions.** The scenarios are as follows:

- **Modified Baseline:** Reflects all benefit changes made through 2/22/2021 (5% member contribution rate, Bridge multiplier on 1/1/2021 to 2.00% with Termination FAC, Closed to DC for New Hires only)
- **5-Year Extension:** Based on the Modified Baseline, extend the amortization schedule of existing UAL to 24 years beginning with the 7/1/2021 fiscal year.

### Projections of Funded Ratios and Employer Contributions – Division 10 (DB Only)



\*All projected funded percentages and all projected contributions are shown with no phase-in, and exclude any surplus assets.

\*The graph above shows the employer contribution to the DB plan only.

### Important Comments

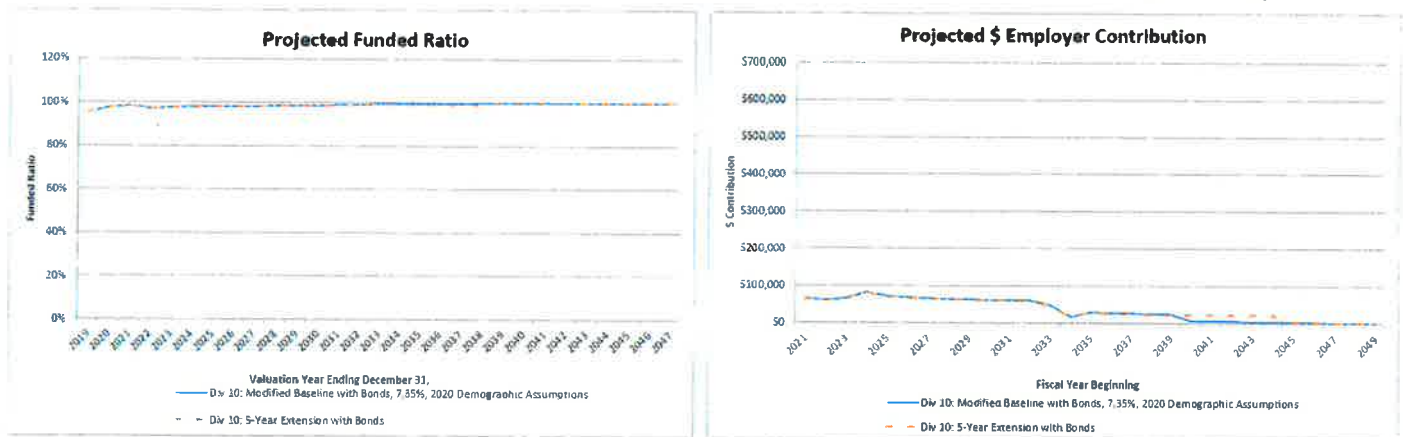
- This document is not a final actuarial report. The contribution amounts and rates in this document are estimates (not actual contribution amounts or rates) and are for illustrative purposes only. Neither the employer, nor any other party receiving or reviewing this document may rely on these calculations as indicative of future contribution amounts or rates. By requesting and accepting this document, the employer agrees that MERS shall have no liability arising out of the provision of these amounts and rates, and agrees to indemnify MERS for any liability arising from same due to the provision of this letter or any information therein to any other party or individual. Pursuant to MCL 38.1140h and Sections 44 and 45 of the MERS Plan Document, the System's Actuary shall complete a supplemental actuarial report before the employer implements any proposed benefit change for any current plan participants.
- The above projection results are mathematical estimates of future events based on assumptions that may or may not materialize. These calculations can and do vary from one valuation year to the next, and the actual impact of any proposed plan change will change over time as the assumptions about future events are replaced by actual experience. In particular, the recent outbreak of COVID-19 is a significant event subsequent to the valuation date not reflected in this report, and likely has had and will continue to have some impact on retirement plans.
- The results are based on the same plan provisions, financial and demographic data, and actuarial assumptions and methods underlying the December 31, 2019 Annual Actuarial Valuation except where otherwise noted. Employer contributions through the start of the applicable fiscal year were not adjusted or recalculated as a result of the proposed change(s).
- For a detailed description of the actuarial assumptions and funding methods used in the annual valuation please refer to its [Appendix](#) on the MERS website. In addition, please refer to the [Actuarial Policy](#) adopted by the MERS Retirement Board.

**Date:** April 21, 2021  
**To:** MERS Regional Staff  
**From:** MERS Actuarial Staff  
**Re:** Lowell, City of (4104) – Division 10

The purpose of this estimate is to illustrate the potential impact of an amortization extension on projected plan funding and contributions. **The results are based on the Board adopted 2020 demographic assumptions.** The scenarios are as follows:

- **Modified Baseline with Bonds:** Reflects all benefit changes made through 2/22/2021 (5% member contribution rate, Bridge multiplier on 1/1/2021 to 2.00% with Termination FAC, Closed to DC for New Hires only); assumed POB proceeds of approximately \$4 million contributed to the division.
- **5-Year Extension:** Based on the Modified Baseline, extend the amortization schedule of existing UAL to 24 years beginning with the 7/1/2021 fiscal year.

### Projections of Funded Ratios and Employer Contributions – Division 10 (DB Only)



\*Bond amounts were estimated as if bond proceeds were contributed on 12/31/2019 in the amount of  $0.95 \times [AAI] - [AVA]$ . This amount is for illustration (not an actual amount) and final POB proceeds may differ, possibly materially, depending on future specifics as determined.

\*All projected funded percentages and all projected contributions are shown with no phase-in, and exclude any surplus assets.

\*The graph above shows the employer contribution to the DB plan only.

### Important Comments

- This document is not a final actuarial report. The contribution amounts and rates in this document are estimates (not actual contribution amounts or rates) and are for illustrative purposes only. Neither the employer, nor any other party receiving or reviewing this document may rely on these calculations as indicative of future contribution amounts or rates. By requesting and accepting this document, the employer agrees that MERS shall have no liability arising out of the provision of these amounts and rates, and agrees to indemnify MERS for any liability arising from same due to the provision of this letter or any information therein to any other party or individual. Pursuant to MCL 38.1140h and Sections 44 and 45 of the MERS Plan Document, the System's Actuary shall complete a supplemental actuarial report before the employer implements any proposed benefit change for any current plan participants.
- The above projection results are mathematical estimates of future events based on assumptions that may or may not materialize. These calculations can and do vary from one valuation year to the next, and the actual impact of any proposed plan change will change over time as the assumptions about future events are replaced by actual experience. In particular, the recent outbreak of COVID-19 is a significant event subsequent to the valuation date not reflected in this report, and likely has had and will continue to have some impact on retirement plans.
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- For a detailed description of the actuarial assumptions and funding methods used in the annual valuation please refer to its [Appendix](#) on the MERS website. In addition, please refer to the [Actuarial Policy](#) adopted by the MERS Retirement Board.

May 10, 2021

To: **Mike Burns, Lowell City Manager**  
**Mayor Mike Devore and Lowell City Council**

From: **Christopher Hurst**  
**Chief of Police**

Re: **Downtown Traffic**

Sgt VanSolkema was able to download our two speed signs at E Main & Broadway, and W Main & Jefferson from Tuesday, April 27, 2021 to Thursday, May 6, 2021 (9 days).

The portion of Main St between the speed signs at Broadway and Jefferson is posted at 25MPH. This portion of Main St is 2,100 feet (.39 miles) long.

From Hudson St east to Broadway is three lanes (left turn lane at Hudson). From Broadway to Lafayette the street is two lanes, with on-street parking on the south and north side of Main St. From Lafayette to Monroe, the street is two lanes with on-street parking on the north side only and a left turn lane for Monroe. From Monroe to Jefferson, the street is three lanes (center left turn lane), with parking on both sides of the street. The entire area is considered business/Historic District.

East bound from the intersection of Jefferson, the roadway speed is posted at 40 Mph, and then increases to 50 Mph at James St.

West bound from the intersection Hudson St, the roadway speed is posted at 35 mph and increases to 45 mph at Church St.

**Data Collected:**

1. W Main Sign (W Main & Broadway)
  - a. # of Incoming (east bound vehicles) – 43,488 cars
  - b. # of Outgoing (west bound vehicles) - 34,379 cars
  - c. % of incoming vehicles traveling <25-30MPH = 90.26 %
  - d. % of incoming vehicles traveling <25-35MPH = 98.71%
  - e. % of outgoing vehicles traveling <25-40 MPH = 98.40 %

\*\*Speed changes from 25 to 35 mph west of Hudson St.\*\*
2. E Main Sign (E Main & Jefferson)
  - a. # of Incoming (west bound vehicles) – 39,301 cars
  - b. # of outgoing (east bound vehicles) – 13,961 cars
  - c. % of incoming vehicles traveling <25-30 mph = 97.96 %
  - d. % of incoming vehicles traveling <25-35 mph = 99.72%
  - e. % of outgoing vehicles traveling <25-30 mph = 90.35 %
  - f. % of outgoing vehicles traveling <25-40 mph = 99.22 %

\*\*Speed changes from 25 to 40 mph east of Jefferson St.

3. 85<sup>th</sup> Percentile Speed\*:

- a. W Main & Broadway = 25 mph
- b. E Main & Jefferson = 30 mph

\*85 percent of traffic was traveling at this speed. A benchmark used by the MDOT to set speed limits.

**A few conclusions can be drawn by looking at this data:**

- 1. With the average speeds for both incoming and outgoing cars at both ends of Main St being nearly the same, one could conclude that the overwhelming majority of drivers are obeying the speed limits. Unless they enter at the posted speed, speed through downtown, and then slow again.
- 2. For west bound traffic with an average of 36,840 cars passing each of the speed signs, with an average of 99.06 % of these vehicles traveling at <25-30 mph, only 346 cars were over the 30 mph. 346 divided into 216 hrs (9 days) comes to 1.6 vehicles per hour are speeding.
- 3. For eastbound traffic with an average of 28,724 passing each of the speed signs, with an average 94.84 % of these vehicles traveling at <25-30 mph, only 1,482 were over the 30 mph. 1,482 divided by 216 hrs (9 days) comes to 6.8 vehicles per hour.

**Informal Study:**

On Wednesday myself and a part time officer will park in an unmarked car along Main St and record traffic with a LIDAR device and record speeds near Monroe and Main St. This will be done for both east and west bound traffic. This is to get a ballpark idea what the vehicle speeds are at the midway point between the visible speed signs.

May 13, 2021

To: **Mike Burns, Lowell City Manager**  
**Mayor Devore and Lowell City Council**

From: **Christopher Hurst**  
**Chief of Police**

Re: **Downtown Traffic Control/In House Study/Findings/Conclusion**

On Wednesday, May 12<sup>th</sup> our department spent 3 hours in the 100 block of E Main St monitoring traffic. The times are listed below. The weather for this day was sunny, dry, no precipitation. We monitored traffic east and west in this portion of the street using stationary radar or LIDAR (Light Detection and Ranging).

**9:50am – 10:50am**

324 cars observed

Slowest speed observed: 12 mph (1 car)

Fastest speed observed: 37 mph (1 car)

25mph or slower:	217 cars (67.2%)
26mph-30mph :	93 cars (28.8%)
30 mph – 37mph:	13 cars (4%)

96% of traffic is at or below 30mph

**1:45pm-2:40pm**

383 cars observed

Slowest speed observed: 16 mph (10 cars)

Fastest speed observed: 31 mph (1 car)

25mph or slower:	338 cars (85.6%)
26mph – 30mph:	55 cars (13.9%)
31 mph:	3 cars (0.8%)

99.5% of traffic is at or below 30mph

**7:15pm-7:45pm**

141 cars observed

Slowest speed observed: 20 mph (14 cars)

Fastest speed observed: 31 mph (2 cars)

25mph or slower:	99 cars (70.2%)
26mph-30mph :	40 cars (28.4%)
31 mph:	2 cars (1.4%)

98.6% of traffic is at or below 30mph

**9:00pm-9:30pm**

146 cars observed

Slowest speed observed: 20 mph (6 cars)

Fastest speed observed: 31 mph (1 car)

25mph or slower: 99 cars (67.8%)

25mph – 30mph: 46 cars (31.5 %)

31 mph: 1 car (0.7%)



99.3% of traffic is at or below  
30mph

**Findings:**

Throughout the day, on average, 98.3 % of all traffic (994 cars) were at or below 30 mph through the 100 block of E Main. The 100 block of E Main St is the approximate mid-point between the illuminated speed signs at Main & Broadway, and Main & Jefferson.

The data collected from the illuminated speed signs is consistent with what we found directly observing traffic on E Main St. The information collected from the speed signs for traffic coming into the downtown area from Broadway and Jefferson, show that 90.26% (at Broadway) and 97.96% (at Jefferson) are traveling at or below 30mph.

It appears that traffic is maintaining this speed or even slowing slightly in the 100 block of E Main.

**Conclusion:**

In my opinion, there does not appear to be a rampant speeding problem in the downtown area. It may be a matter of perception of the observer. Larger and/or louder vehicles contained within the canyon like area of downtown can give the appearance and sound like excessive speed, when in reality they are not.

There will be those drivers who will be excessive, but these appear to be the exception.

I will be directing our patrol staff to be observant of speed and other violations in the downtown area.

I do not recommend assigning patrol staff exclusively to this street. We have only one officer working for most of the week and we have 3.1 square miles of territory to cover.

Respectfully Submitted,

Christopher Hurst  
Chief of Police



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

**DATE:** May 14, 2021  
**TO:** Mayor Mike DeVore and Lowell City Council  
**FROM:** Michael T. Burns, City Manager *mtb*  
**RE:** Fiscal Year 2021-22 budget

---

On Monday April 19, 2021, I presented the City Council with the proposed Fiscal Year 2021-22 for initial review. On Saturday May 1, 2021 we held our City Council budget work session where we reviewed the budget.

I have attached my budget memo I previously submitted to the City Council. We are to hold our public hearing at this meeting. If you would like more public hearing opportunities this is your option. It is also your option to approve the proposed budget at this meeting.

I have provided Resolution 07-21 approving the budget for the upcoming fiscal year. **I recommend the Lowell City Council approve Resolution 07-21 as presented.**





April 19, 2021

Mayor DeVore and the Lowell City Council.

In accordance with the provision of the Lowell City Charter, I am pleased to present for your review and consideration the budget for the current fiscal year and the proposed budget for fiscal year 2021-22, which will begin July 1, 2021.

### **Economy**

Last year, the COVID 19 pandemic was providing many unknowns. The economy fell rapidly and there was uncertainty everywhere. We were preparing for a doomsday scenario, as there were too many unknowns. I am pleased to state that we are seeing a recovery for the most part as the vaccine is now available and more people are taking advantage of it.

That said, there are still many unknowns and this is an ever-fluid situation we must be prepared for.

From the past year, we saw approximately a \$6 million increase of taxable value of real property. This has resulted in a modest increase in our overall Real Property Tax Revenue to the General Fund of about \$50,000. A large portion of the taxable value capture went to the Downtown Development Authority due to opening of adult marijuana facilities. Last year we projected significant reductions in sales tax revenue, Act 51 gas tax revenue and our Light and Power Payment In Lieu of Taxes. The reductions turned out to not be near where projected. In addition, we also received a number of allocations from the CARES Act. This year we anticipate a significant amount from the American Recovery Plan.

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Property taxes could be impacted at a later date due to the possibility of commercial businesses appealing their property taxes to the Michigan Tax Tribunal. I would have to believe that our restaurants and hotels would do this. If this occurs, I sense this will be more of an impact to the Downtown Development Authority than the General Fund.

### **Employee Healthcare & Retirement**

For the last several years, the City has made major changes to employee provided health care. The constant rise in healthcare costs and the new federal laws, have required the City to look at the issue each year. Currently, the City has Priority Health as our health care provider. In Fiscal Year 2021, we saw a 6.7% increase from when we switched plans in July of 2018. This year, we anticipate a 6.33 percent increase. That said, I evaluated other plans and do not recommend changing at this time. However, we are looking at making a modification to our current plan which could reduce our costs 11% from the projected increases in costs. Additionally, I will only proceed if it minimally affects our employees and I am researching this in the upcoming weeks. The cities healthcare will be something to evaluate annually as I am continuing to look at plans that provide quality service to the employees and keep our costs down as much as possible.

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In the next four years, we have five employees eligible to retire and receive retiree health care from the City. The retirement health care contributions will be significantly high when those employees do retire. In addition to the contributions made, I budgeted \$5,000 for each of those employees eligible to retire so we can begin to have some funds set aside for their retirement health care. We have negotiated with both unions and will not provide retirement health care to employees who retire after June 30, 2035 (June 30, 2025 for all non-union positions). Two employees will have retirement health care savings accounts whereby the City will be subsidizing a percentage of base pay to them for this purpose.

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This budget reflects the concerns and goals of the City Council. Following the Board of Review meetings, the city's taxable value for the General Fund actually improved, resulting in an increase in property tax revenue to the General Fund of \$50,000. In order to achieve the balanced budget several contributions from other funds are needed. The General Fund for several years has charged the other funds Administrative Services fees which are in essence administrative service costs that are charged for city facility usage along with city staff. This practice will remain. In addition, I am projecting \$100,000 from our share of the Marijuana excise tax. I am also projecting \$55,000 in annual marijuana facility application fees. I am also projecting approximately a \$50,000 increase to the Lowell Light and Power PILOT from what was anticipated last fiscal year.

This year, I budgeted for the entire City Hall Bond Payment to occur from the Downtown Development Authority. This freed up \$150,000 from the general fund. This allowed us to set aside retirement health care costs previously mentioned. We have budgeted an appropriation of \$250,000 to the Local Street Fund. This is a \$70,000 increase from previous fiscal years. This year we will make a \$25,000 contribution to the Equipment fund to stabilize it. This is substantially less than previous years.

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In the upcoming fiscal year, we also plan to repave Valley Vista from Bowes to Main, Roberta Jane, Faith and Heffron Street.

Since 2006, the City has modified water rates ten times and sewer rates seven times. We had a rate adjustment in July 2020. We are starting to see more process water coming into the Wastewater Treatment Plant due to Litehouse coming back online. This has caused a financial strain to the wastewater fund, however revenue is improving. Rates needed to be adjusted to provide adequate funds to maintain the system. Our rate study conducted through the Stormwater Asset Management (SAW) grant recommended an adjustment to the residential customer by a \$1.46 increase (6%) to the monthly water ready to serve charge. Also recommending a \$.14 increase (6%) to their consumption charge per 1,000 gallons. The residential sewer customer would have seen a \$.49 (2%) increase to their monthly water ready to serve charge and a \$.08 increase (2%) to their consumption charge per 1,000 gallons. This fiscal year we made those changes. For the upcoming year, we are recommending a 2.5% increase to the water ready to serve and commodity charges. We are also recommending a 2% increase to the sewer readiness to serve and commodity charges. These came from the rate study provided by the SAW grant.

#### **Fiscal Year 2020-2021 Current Projections**

Based upon the actual figures for the first nine months and projections for the remainder of the current budget year, FY 2020-21 will close with a variance in the General Fund. As I have mentioned, our revenues came in much higher than originally forecasted. Specifically, a surplus of \$132,791.35 is anticipated.

During the 2020-21 Fiscal Year, the city had a number of accomplishments totaling \$492,923.05 in new investment that include:

- \$366,204.05 to repave Elizabeth, Suffolk, Howard and Riverside Dr. (DDA Fund, Major Street, Local Street Funds)
- \$120,000 to make repairs to the panel of Digester #3 (Wastewater Fund – 50% billed in Fiscal Year 2021-22)
- \$6,719 to replace Mower #54 (Equipment Fund)

### **Fiscal Year 2020-21 Recommended Budget**

By Charter of the City of Lowell can levy up to 20 mills for general operating. Currently, the City levies one millage and that is for general operating. For many years, the city has levied 15.70 mills. This is below the 17.4597 mills, which were allowed by the implementation of the Headlee Amendment of the State Constitution.

The budget for FY 2021 was developed using the following assumptions:

- Revenues are calculated based upon a millage rate of 15.70.
- Constitutional State Revenue Sharing and Act 51 gas tax is calculated according to Michigan Department of Management and Budget projections.
- Interest rates will continue to be low.
- Services will remain the same or improved through efficiency.

### **Revenues**

Revenues in the General Fund are expected to show a increase in FY 2021-22 from the current year's approved budget of \$3,240,222.37. Our projected revenue for the current fiscal year will come in approximately \$398,000 higher than we projected. Listed below is an analysis of how much the City receives from each of its revenue sources.

### **Expenditures**

Budgeted expenditures from the General Fund for FY 2021-22 are expected to be \$3,659,510.34, which is approximately \$45,933.08 more than projected for the current fiscal year. Of the actual General Fund revenue, approximately 20.2% or approximately \$737,632 of General Fund Expenditures will be transferred to other funds to subsidize their expenditures. Listed below are an analysis of expenditures based on each City function and each expenditure classification.

The significant new expenditures for the following year are:

- \$500,000 to repave Amity (DDA and Local Street Fund and Community Development Block Grant)
- \$315,900 for repaving Jane Ellen Street (Local Street Fund)
- \$307,382.30 to replace the sewer main on Foreman from Beech to Hudson (Wastewater Fund and State of Michigan Grant)
- \$186,500 for repaving Heffron, Faith, Roberta Jane Streets (50% in FY 2021-22 and 50% in FY 2022-23)
- \$175,000 for Gee Drive Pump Improvement (Water Fund)
- \$150,000 for City of Lowell's contribution for the new County Fire Truck (Fire Capital Fund)
- \$145,000 for repaving Valley Vista from Bowes to Main (Downtown Development Authority)
- \$100,000 to excavate small lime pond at Water Treatment Plant (Water Fund)
- \$65,000 for Chevrolet 3500 truck and utility box (Equipment Fund)
- \$60,000 for new roof at Foreman Building
- \$53,000 for new Police Vehicle
- \$45,000 to replace variable frequency drive to the high secure pump at Water Treatment Plant (Water Fund)
- \$40,000 for Cold Storage at DPW Building

- \$37,000 for Water Plant/Staff Car (Equipment Fund)
- \$37,000 for Ware Rd.
- \$15,000 for Service Line Replacement (Water Fund)
- \$15,000 for Water Reliability Study
- \$15,000 for Steel and Concrete work at Wastewater Treatment Plant (Wastewater Fund)
- \$10,000 for concrete work at pump station (Water Fund)

These projects represent civic and infrastructure improvements for \$2,271,782.30.

In regards to the City's other funds, all are in good condition. The DDA is in good long-term condition and is committed to revitalizing the Downtown area. The DDA fund has been able to alleviate the General Fund of some expenditures (mainly addressing streets in the district) and still complete improvement projects in the Downtown District.

### **Recommendation**

I am recommending that the City Council maintain the current millage and collect 15.7 mills for Fiscal Year 2021-2022. Reasons for this recommendation include:

1. The Council can increase the millage rate to 17.20 without a vote of the people as a result of the Headlee Rollback. Going beyond that to the Charter limit would require a vote of the people.
2. The budget, as presented, reflects the revenue and expenditures to balance the budget and provide public services.
3. Overall, City services will remain the same, but are offset by administrative service charges from other City funds to assist with administrative costs for providing services. That being said, the City will continue to evaluate strategies for generating revenue to replace local streets and underground infrastructure.
4. Additional technology and possibly changing our work procedures may lead to financial efficiencies.

Under the provisions of the Charter, the City Council has until the third Monday of May to adopt the budget for the coming fiscal year. Our budget work session is scheduled to take place on Saturday, May 1, 2021 from 10:00 AM to 2:00 PM in City Council Chambers and via Zoom. Our current schedule calls for us to hold our Public Hearing on the budget as well as adopt the budget at our regular meeting on Monday, May 17, 2021.

I would like to thank two outstanding employees for their work in putting together the budget for fiscal year 2021-22. City Treasurer Sue Olin and Deputy Treasurer Lori Gerard have done an outstanding job and worked many long hours to make this document possible. The City of Lowell is very fortunate to have these two individuals serving our City.

The entire staff has worked diligently with much thought and care to put together this budget. While work remains to be done, we have accomplished much in this city and the positive changes in the community are proof we are making progress. As we move forward into the new fiscal year we will continue to look for efficiencies, partnerships and structural changes to better serve the residents and businesses in our city.

The city staff and I look forward to assisting you in your review and consideration of the proposed budget. If you have any questions at any time throughout the process, please do not hesitate to let

me know. While I don't know what the future entails, I believe we are well positioned for the time being to whether this storm.

Respectfully submitted,

Michael T. Burns  
City Manager

## Where General Fund Revenue come from

<b>Total General Fund Revenue</b>	<b>\$</b>	<b>3,655,201.96</b>	
REAL PROPERTY TAXES	\$	1,570,328.96	43%
STATE REVENUE SHARING (SALES TAX)	\$	402,266.00	11%
LOWELL LIGHT & POWER PILOT	\$	395,996.00	11%
ADMINISTRATIVE SERVICES FEE	\$	314,483.00	9%
DDA TRANSFER	\$	312,632.00	9%
PERSONAL PROPERTY TAX/INDUSTRIAL FACILITY TAX	\$	142,470.00	4%
FEDERAL GRANT	\$	125,000.00	3%
USER FEES, INTEREST, FINES	\$	141,226.00	4%
MARIJUANA EXCISE TAX	\$	100,000.00	3%
MARIJUANA APPLICATION FEES	\$	55,000.00	2%
PROPERTY TAX ADMINISTRATION FEE	\$	68,000.00	2%
MUSEUM TAXES	\$	27,800.00	1%

REVENUE GENERATED



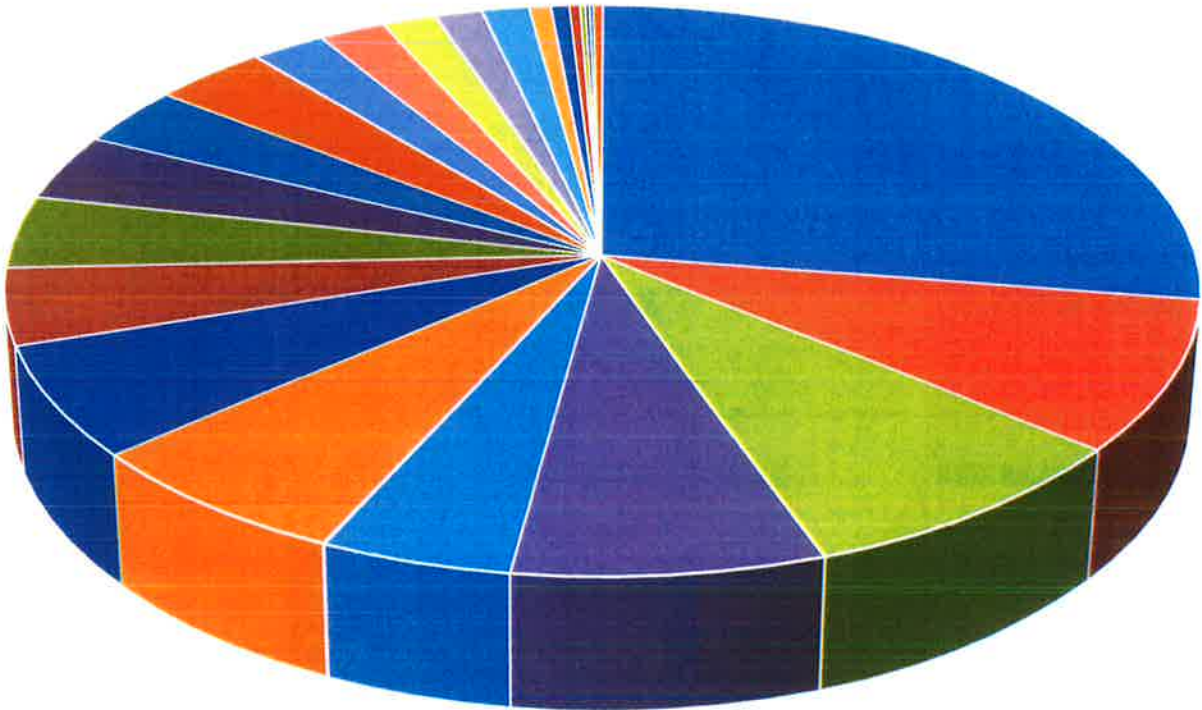
- REAL PROPERTY TAXES
- STATE REVENUE SHARING (SALES TAX)
- LOWELL LIGHT & POWER PILOT
- ADMINISTRATIVE SERVICES FEE
- DDA TRANSFER



## General Fund Expenditures by service

Total Expenditures	\$ 3,659,510.34	
Police/Code Enfor	\$ 1,000,392.33	27.34%
City Hall Bond	\$ 312,632.00	8.54%
Public Works	\$ 317,639.01	8.68%
Treasurer	\$ 276,626.18	8.68%
City Manager	\$ 168,825.74	4.61%
Local Street XFER	\$ 250,000.00	6.83%
Parks	\$ 230,008.10	6.29%
Clerk/Elections	\$ 157,786.98	4.31%
Fire Capital Fund XFER	\$ 150,000.00	4.10%
City Hall	\$ 138,053.89	3.77%
Cemetery	\$ 123,448.09	3.37%
Fire	\$ 129,000.00	3.53%
Library	\$ 82,886.10	2.26%
Attorney	\$ 75,000.00	2.05%
Assessor	\$ 59,620.00	1.63%
Planing/Zoning	\$ 51,873.07	1.42%
Museum	\$ 52,699.69	1.44%
Equipment Fund XFER	\$ 25,000.00	0.68%
City Council	\$ 20,752.00	0.57%
Unallocated Miscellaneous	\$ 12,000.00	0.33%
Riverwalk	\$ 5,500.00	0.15%
Recreation	\$ 5,000.00	0.14%
Sidewalks	\$ 4,152.16	0.11%
Showboat	\$ 10,615.00	0.29%

## EXPENDITURES BY SERVICE

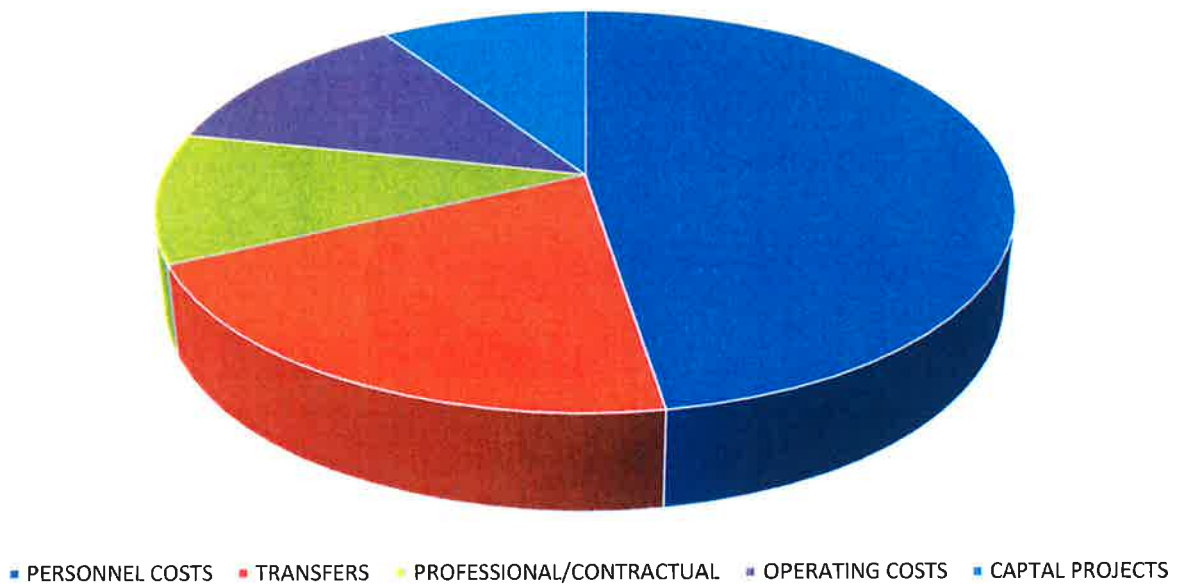


- |                     |                             |                          |
|---------------------|-----------------------------|--------------------------|
| ■ Police/Code Enfor | ■ City Hall Bond            | ■ Public Works           |
| ■ Treasurer         | ■ City Manager              | ■ Local Street XFER      |
| ■ Parks             | ■ Clerk/Elections           | ■ Fire Capital Fund XFER |
| ■ City Hall         | ■ Cemetery                  | ■ Fire                   |
| ■ Library           | ■ Attorney                  | ■ Assessor               |
| ■ Planing/Zoning    | ■ Museum                    | ■ Equipment Fund XFER    |
| ■ City Council      | ■ Unallocated Miscellaneous | ■ Riverwalk              |
| ■ Recreation        | ■ Sidewalks                 | ■ Showboat               |

## General Fund Expenditures by Classification

Total Expenditures	\$	3,659,510.34	
PERSONNEL COSTS	\$	1,705,113.34	46.6%
TRANSFERS	\$	737,632.00	20.2%
PROFESSIONAL/CONTRACTUAL	\$	375,600.00	10.3%
OPERATING COSTS	\$	439,190.00	12.0%
CAPTAL PROJECTS	\$	332,500.00	9.1%
SUPPLIES	\$	69,875.00	1.9%

EXPENDITURES BY CLASSIFICATION





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In addition, the Stormwater Asset Management study is completed, we have identified many capital projects to complete over the next fifteen years. One major project we are working on is Washington and Monroe Streets and complete major underground utility projects on almost a one and a half mile area of utility and street. We hope to begin this project with Monroe St. in the Spring of 2022 and Washington Street in Spring of 2023. Total project cost is in excess of \$7,000,000. We are in the process of seeking financing through the United States Department of Agriculture Rural Development Program.

In the upcoming fiscal year, we also plan to repave Valley Vista from Bowes to Main, Roberta Jane, Faith and Heffron Street.

Since 2006, the City has modified water rates ten times and sewer rates seven times. We had a rate adjustment in July 2020. We are starting to see more process water coming into the Wastewater Treatment Plant due to Litehouse coming back online. This has caused a financial strain to the wastewater fund, however revenue is improving. Rates needed to be adjusted to provide adequate funds to maintain the system. Our rate study conducted through the Stormwater Asset Management (SAW) grant recommended an adjustment to the residential customer by a \$1.46 increase (6%) to the monthly water ready to serve charge. Also recommending a \$.14 increase (6%) to their consumption charge per 1,000 gallons. The residential sewer customer would have seen a \$.49 (2%) increase to their monthly water ready to serve charge and a \$.08 increase (2%) to their consumption charge per 1,000 gallons. This fiscal year we made those changes. For the upcoming year, we are recommending a 2.5% increase to the water ready to serve and commodity charges. We are also recommending a 2% increase to the sewer readiness to serve and commodity charges. These came from the rate study provided by the SAW grant.

#### **Fiscal Year 2020-2021 Current Projections**

Based upon the actual figures for the first nine months and projections for the remainder of the current budget year, FY 2020-21 will close with a variance in the General Fund. As I have mentioned, our revenues came in much higher than originally forecasted. Specifically, a surplus of \$132,791.35 is anticipated.

During the 2020-21 Fiscal Year, the city had a number of accomplishments totaling \$492,923.05 in new investment that include:

- \$366,204.05 to repave Elizabeth, Suffolk, Howard and Riverside Dr. (DDA Fund, Major Street, Local Street Funds)
- \$120,000 to make repairs to the panel of Digester #3 (Wastewater Fund – 50% billed in Fiscal Year 2021-22)
- \$6,719 to replace Mower #54 (Equipment Fund)

### **Fiscal Year 2020-21 Recommended Budget**

By Charter of the City of Lowell can levy up to 20 mills for general operating. Currently, the City levies one millage and that is for general operating. For many years, the city has levied 15.70 mills. This is below the 17.4597 mills, which were allowed by the implementation of the Headlee Amendment of the State Constitution.

The budget for FY 2021 was developed using the following assumptions:

- Revenues are calculated based upon a millage rate of 15.70.
- Constitutional State Revenue Sharing and Act 51 gas tax is calculated according to Michigan Department of Management and Budget projections.
- Interest rates will continue to be low.
- Services will remain the same or improved through efficiency.

### **Revenues**

Revenues in the General Fund are expected to show a increase in FY 2021-22 from the current year's approved budget of \$3,240,222.37. Our projected revenue for the current fiscal year will come in approximately \$398,000 higher than we projected. Listed below is an analysis of how much the City receives from each of its revenue sources.

### **Expenditures**

Budgeted expenditures from the General Fund for FY 2021-22 are expected to be \$3,659,510.34, which is approximately \$45,933.08 more than projected for the current fiscal year. Of the actual General Fund revenue, approximately 20.2% or approximately \$737,632 of General Fund Expenditures will be transferred to other funds to subsidize their expenditures. Listed below are an analysis of expenditures based on each City function and each expenditure classification.

The significant new expenditures for the following year are:

- \$500,000 to repave Amity (DDA and Local Street Fund and Community Development Block Grant)
- \$315,900 for repaving Jane Ellen Street (Local Street Fund)
- \$307,382.30 to replace the sewer main on Foreman from Beech to Hudson (Wastewater Fund and State of Michigan Grant)
- \$186,500 for repaving Heffron, Faith, Roberta Jane Streets (50% in FY 2021-22 and 50% in FY 2022-23)
- \$175,000 for Gee Drive Pump Improvement (Water Fund)
- \$150,000 for City of Lowell's contribution for the new County Fire Truck (Fire Capital Fund)
- \$145,000 for repaving Valley Vista from Bowes to Main (Downtown Development Authority)
- \$100,000 to excavate small lime pond at Water Treatment Plant (Water Fund)
- \$65,000 for Chevrolet 3500 truck and utility box (Equipment Fund)
- \$60,000 for new roof at Foreman Building
- \$53,000 for new Police Vehicle
- \$45,000 to replace variable frequency drive to the high secure pump at Water Treatment Plant (Water Fund)
- \$40,000 for Cold Storage at DPW Building



- \$37,000 for Water Plant/Staff Car (Equipment Fund)
- \$37,000 for Ware Rd.
- \$15,000 for Service Line Replacement (Water Fund)
- \$15,000 for Water Reliability Study
- \$15,000 for Steel and Concrete work at Wastewater Treatment Plant (Wastewater Fund)
- \$10,000 for concrete work at pump station (Water Fund)

These projects represent civic and infrastructure improvements for \$2,271,782.30.

In regards to the City's other funds, all are in good condition. The DDA is in good long-term condition and is committed to revitalizing the Downtown area. The DDA fund has been able to alleviate the General Fund of some expenditures (mainly addressing streets in the district) and still complete improvement projects in the Downtown District.

### **Recommendation**

I am recommending that the City Council maintain the current millage and collect 15.7 mills for Fiscal Year 2021-2022. Reasons for this recommendation include:

1. The Council can increase the millage rate to 17.20 without a vote of the people as a result of the Headlee Rollback. Going beyond that to the Charter limit would require a vote of the people.
2. The budget, as presented, reflects the revenue and expenditures to balance the budget and provide public services.
3. Overall, City services will remain the same, but are offset by administrative service charges from other City funds to assist with administrative costs for providing services. That being said, the City will continue to evaluate strategies for generating revenue to replace local streets and underground infrastructure.
4. Additional technology and possibly changing our work procedures may lead to financial efficiencies.

Under the provisions of the Charter, the City Council has until the third Monday of May to adopt the budget for the coming fiscal year. Our budget work session is scheduled to take place on Saturday, May 1, 2021 from 10:00 AM to 2:00 PM in City Council Chambers and via Zoom. Our current schedule calls for us to hold our Public Hearing on the budget as well as adopt the budget at our regular meeting on Monday, May 17, 2021.

I would like to thank two outstanding employees for their work in putting together the budget for fiscal year 2021-22. City Treasurer Sue Olin and Deputy Treasurer Lori Gerard have done an outstanding job and worked many long hours to make this document possible. The City of Lowell is very fortunate to have these two individuals serving our City.

The entire staff has worked diligently with much thought and care to put together this budget. While work remains to be done, we have accomplished much in this city and the positive changes in the community are proof we are making progress. As we move forward into the new fiscal year we will continue to look for efficiencies, partnerships and structural changes to better serve the residents and businesses in our city.

The city staff and I look forward to assisting you in your review and consideration of the proposed budget. If you have any questions at any time throughout the process, please do not hesitate to let

me know. While I don't know what the future entails, I believe we are well positioned for the time being to whether this storm.

Respectfully submitted,

Michael T. Burns  
City Manager

## Where General Fund Revenue come from

<b>Total General Fund Revenue</b>	<b>\$</b>	<b>3,655,201.96</b>	
REAL PROPERTY TAXES	\$	1,570,328.96	43%
STATE REVENUE SHARING (SALES TAX)	\$	402,266.00	11%
LOWELL LIGHT & POWER PILOT	\$	395,996.00	11%
ADMINISTRATIVE SERVICES FEE	\$	314,483.00	9%
DDA TRANSFER	\$	312,632.00	9%
PERSONAL PROPERTY TAX/INDUSTRIAL FACILITY TAX	\$	142,470.00	4%
FEDERAL GRANT	\$	125,000.00	3%
USER FEES, INTEREST, FINES	\$	141,226.00	4%
MARIJUANA EXCISE TAX	\$	100,000.00	3%
MARIJUANA APPLICATION FEES	\$	55,000.00	2%
PROPERTY TAX ADMINISTRATION FEE	\$	68,000.00	2%
MUSEUM TAXES	\$	27,800.00	1%

REVENUE GENERATED

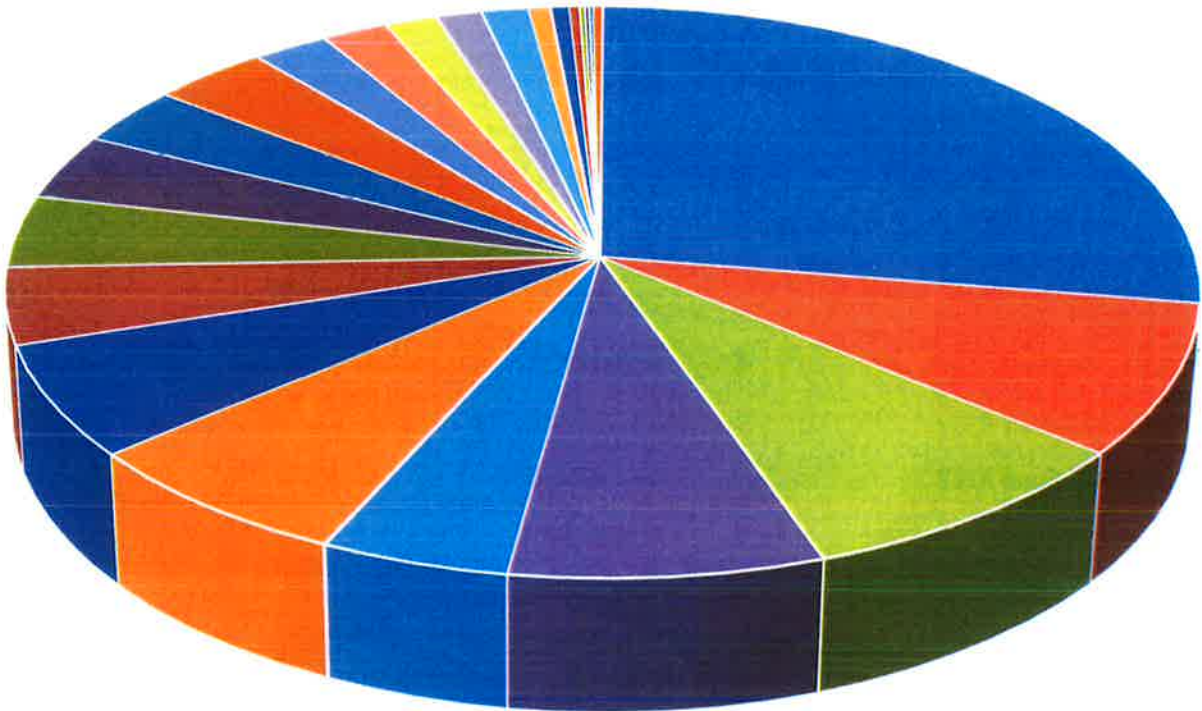


- REAL PROPERTY TAXES
- STATE REVENUE SHARING (SALES TAX)
- LOWELL LIGHT & POWER PILOT
- ADMINISTRATIVE SERVICES FEE
- DDA TRANSFER

## General Fund Expenditures by service

Total Expenditures	\$ 3,659,510.34	
Police/Code Enfor	\$ 1,000,392.33	27.34%
City Hall Bond	\$ 312,632.00	8.54%
Public Works	\$ 317,639.01	8.68%
Treasurer	\$ 276,626.18	8.68%
City Manager	\$ 168,825.74	4.61%
Local Street XFER	\$ 250,000.00	6.83%
Parks	\$ 230,008.10	6.29%
Clerk/Elections	\$ 157,786.98	4.31%
Fire Capital Fund XFER	\$ 150,000.00	4.10%
City Hall	\$ 138,053.89	3.77%
Cemetery	\$ 123,448.09	3.37%
Fire	\$ 129,000.00	3.53%
Library	\$ 82,886.10	2.26%
Attorney	\$ 75,000.00	2.05%
Assessor	\$ 59,620.00	1.63%
Planing/Zoning	\$ 51,873.07	1.42%
Museum	\$ 52,699.69	1.44%
Equipment Fund XFER	\$ 25,000.00	0.68%
City Council	\$ 20,752.00	0.57%
Unallocated Miscellaneous	\$ 12,000.00	0.33%
Riverwalk	\$ 5,500.00	0.15%
Recreation	\$ 5,000.00	0.14%
Sidewalks	\$ 4,152.16	0.11%
Showboat	\$ 10,615.00	0.29%

## EXPENDITURES BY SERVICE

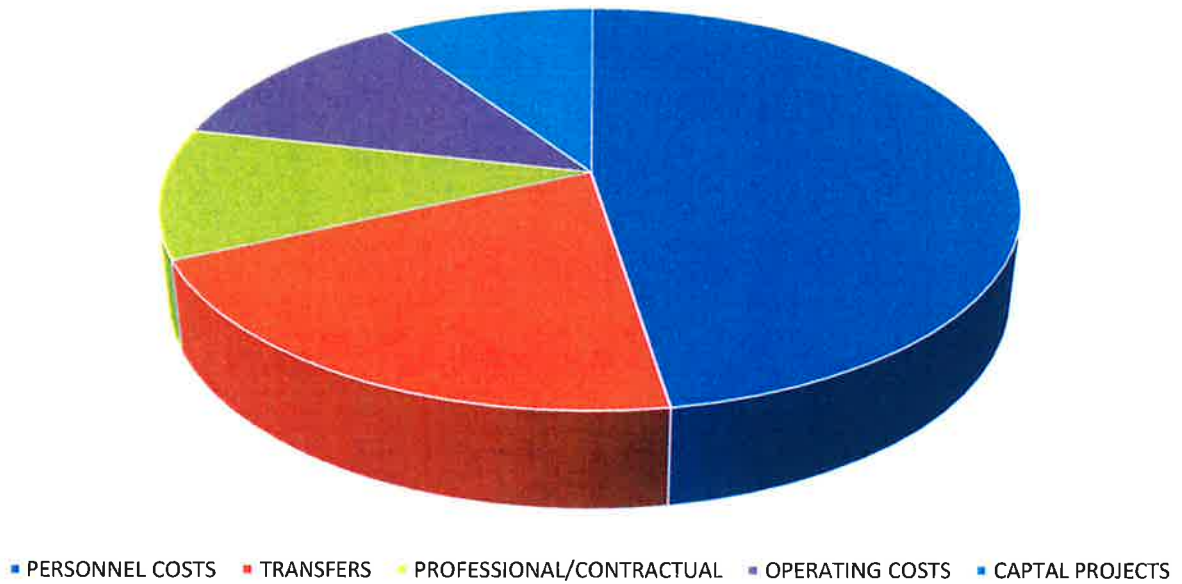


- |                     |                             |                          |
|---------------------|-----------------------------|--------------------------|
| ■ Police/Code Enfor | ■ City Hall Bond            | ■ Public Works           |
| ■ Treasurer         | ■ City Manager              | ■ Local Street XFER      |
| ■ Parks             | ■ Clerk/Elections           | ■ Fire Capital Fund XFER |
| ■ City Hall         | ■ Cemetery                  | ■ Fire                   |
| ■ Library           | ■ Attorney                  | ■ Assessor               |
| ■ Planing/Zoning    | ■ Museum                    | ■ Equipment Fund XFER    |
| ■ City Council      | ■ Unallocated Miscellaneous | ■ Riverwalk              |
| ■ Recreation        | ■ Sidewalks                 | ■ Showboat               |

## General Fund Expenditures by Classification

Total Expenditures	\$	3,659,510.34	
PERSONNEL COSTS	\$	1,705,113.34	46.6%
TRANSFERS	\$	737,632.00	20.2%
PROFESSIONAL/CONTRACTUAL	\$	375,600.00	10.3%
OPERATING COSTS	\$	439,190.00	12.0%
CAPTAL PROJECTS	\$	332,500.00	9.1%
SUPPLIES	\$	69,875.00	1.9%

EXPENDITURES BY CLASSIFICATION



**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. – 07-21  
RESOLUTION ADOPTING CITY OF LOWELL ANNUAL  
BUDGET FOR FISCAL YEAR 2021-2022, APPROVING  
MILLAGE LEVIES, APPROVING SCHEDULE OF RATES  
AND FEES AND OTHER MATTERS RELATED THERETO**

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

**WHEREAS**, the City Manager has prepared and presented to the City Council at its meeting on April 19, 2021, a proposed complete itemized annual budget for the 2021-22 fiscal year of the City (the “FY 21-22 Budget”) in accordance with the City Charter, applicable State of Michigan law and applicable federal law and regulations, if any; and

**WHEREAS**, after the FY 21-22 Budget was presented to the City Council, a copy has been available for public inspection at City Hall at the office of the City Clerk; and

**WHEREAS**, the City Charter requires that before the FY 21-22 Budget may be considered for adoption by the City Council the City Council shall hold a public meeting; and

**WHEREAS**, a public hearing on the FY 21-22 Budget, properly noticed as referenced by Section 8.4 of Chapter 8 of the City Charter and Section 2 of Act 43 of the Public Acts of Michigan of 1963, as amended (2<sup>nd</sup> Ex. Sess.), was held at 7:00 p.m. on May 17, 2021, in the City Council Chambers in City Hall at which time all interested persons were given an opportunity to be heard; and

**WHEREAS**, the City Charter requires that the City Council adopt a budget for the City for the 2021-2022 fiscal year of the City not later than the first Monday in June, including the amount to be levied in such fiscal year on taxable real and personal property in the City to meet the requirements of the FY 21-22 Budget; and

**WHEREAS**, in connection with the approval of the FY 21-22 Budget, the City Council desires to approve a schedule of rates and fees to be applicable in the City commencing at the beginning of the City’s 2021-2022 fiscal year.

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

1. That the FY 21-22 Budget as presented at this meeting, including modifications, if any, made at the time of public hearing and noted in the FY 20-21 Budget document, is hereby adopted.
2. That for the 2021-2022 fiscal year of the City there shall be levied on all taxable real and personal property in the City (a) a general *ad valorem* tax rate of 15.70 mills for general purposes (*i.e.*, administration, fire, police, parks and recreation, etc.), and (b) a general *ad valorem* tax rate of 0.2281 mills for improvements to, and operation of, the public museum. The total 2021-2022

fiscal year City general *ad valorem* tax levy on all taxable real and personal property in the City is 15.9281 mills.

3. That in accordance with the FY 21-22 Budget, the following are the estimated City revenues and expenses for the 2021-2022 fiscal year of the City:

**REVENUES**

General Fund, \$3,655,201.96  
Major Street Fund, \$418,658.33  
Local Street Fund, \$999,383.50  
Historic District Fund, \$25,000.00  
Downtown Development Authority Fund, \$757,500.00  
Building Inspectors Fund, \$75,000.00  
Designated Contributions Fund, \$151,000.00  
Airport Fund, \$77,036.00  
Wastewater Fund, \$1,302,851.07  
Water Fund, \$1,280,291.71  
LCTV Fund, \$109,000.00  
Light and Power Fund, \$9,276,150.00  
Data Processing Fund, \$122,406.00  
Equipment Fund, \$257,191.48  
Lee Fund, \$4,000.00  
Look Fund, \$45,000.00

**APPROPRIATIONS**

General Fund, \$3,659,510.34  
Major Street Fund, \$482,232.76  
Local Street Fund, \$1,254,691.07  
Historic District Fund, \$25,000.00  
Downtown Development Authority Fund, \$1,095,763.87  
Building Inspectors Fund, \$65,000.00  
Designated Contributions Fund, \$151,000.00  
Airport Fund, \$78,000.00  
Wastewater Fund, \$1,495,329.94  
Water Fund, \$1,650,343.07  
LCTV Fund, \$109,000.00  
Light and Power Fund, \$9,684,169  
Data Processing Fund, \$144,298.94  
Equipment Fund, \$371,582.95  
Lee Fund, \$4,000.00  
Look Fund, \$45,000.00

4. That in a Fund where total appropriations exceed estimated revenue the City has determined that there is sufficient surplus, or undesignated fund balance, in the Fund to meet the requirements of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of Michigan of 1968, as amended ("Act 2").



5. That pursuant to the provisions of Act 2, the City Manager is hereby authorized to make budgetary transfers within the identified fund in the FY 21-22 Budget or between identified activities within a fund. All other budgetary transfers in the FY 21-22 Budget shall be in accordance with Act 2 when City Council approval is required.

6. That the City Manager or his designee(s) is authorized to make expenditures budgeted in the FY 21-22 Budget in accordance with applicable law, ordinances, rules, regulations and policies.

7. That the Schedule of Rates and Fees presented at this meeting is approved to be effective July 1, 2021.

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

YEAS: Councilmembers \_\_\_\_\_

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

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

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

**RESOLUTION DECLARED ADOPTED.**

Dated: May 17, 2021

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

**CERTIFICATION**

I, the undersigned Clerk of the City of Lowell, Michigan (the "City") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, at a meeting held on May 17, 2021, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: May 17, 2021

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

**City of Lowell**  
**Schedule of Rates and Fees**  
**FY 2021-2022**

	Current	Proposed	Notes
<b>General</b>			
<b>Check Returned for Insufficient Funds (13-213)</b>	\$ 25.00	\$ 25.00	
<b>Photocopies (per page)</b>	\$ 0.10	\$ 0.10	
Property Cards (per page)	\$ 0.50	\$ 0.50	
<b>Use of Public Buildings</b>			
City Hall			
Council Chambers (\$100 refundable deposit for all rentals)			
Business Hours			
Non-Profit	\$ 25.00	\$ 25.00	First hour, \$25/hour afterward
City Business/Organization	\$ 50.00	\$ 50.00	First hour, \$25/hour afterward
Non City Business/Organization	\$ 75.00	\$ 75.00	First hour, \$25/hour afterward
Non-Business Hours			
Non-Profit	\$ 40.00	\$ 40.00	First hour, \$25/hour afterward
City Business/Organization	\$ 75.00	\$ 75.00	First hour, \$25/hour afterward
Non City Business/Organization	\$ 100.00	\$ 100.00	First hour, \$25/hour afterward
Grand River Room (\$75 refundable deposit for all rentals)			
Business Hours			
Non-Profit	\$ 20.00	\$ 20.00	First hour, \$15/hour afterward
City Business/Organization	\$ 40.00	\$ 40.00	First hour, \$15/hour afterward
Non City Business/Organization	\$ 60.00	\$ 60.00	First hour, \$15/hour afterward
Non-Business Hours			
Non-Profit	\$ 30.00	\$ 30.00	First hour, \$15/hour afterward
City Business/Organization	\$ 50.00	\$ 50.00	First hour, \$15/hour afterward
Non City Business/Organization	\$ 75.00	\$ 75.00	First hour, \$15/hour afterward
Flat River Room (No deposit required)			
Business Hours			
Non-Profit	No Charge	No Charge	
City Business/Organization	No Charge	No Charge	
Non City Business/Organization	No Charge	No Charge	
Non-Business Hours			
Non-Profit	Unavailable	Unavailable	
City Business/Organization	Unavailable	Unavailable	
Non City Business/Organization	Unavailable	Unavailable	
Showboat			
Chamber of Commerce	TBD	TBD	
Chamber Members	TBD	TBD	
Non-Profit Organizations	TBD	TBD	
Private Individuals/Businesses	TBD	TBD	

# City of Lowell

## Schedule of Rates and Fees

### FY 2021-2022

	Current	Proposed	Notes
<b>Cemetery</b>			
Adult/Child Lot			
Resident	\$ 250.00	\$ 275.00	
Non-Resident	\$ 500.00	\$ 550.00	
Adult/Child Grave Opening/Closing (April 1 through November 30)			
Weekdays	\$ 500.00	\$ 600.00	
After 3:00 pm (billed to funeral home)		\$ 100.00	
Saturday	\$ 575.00	\$ 675.00	
Sunday/Holiday	\$ 700.00	\$ 800.00	
Adult/Child Grave Opening/Closing (December 1 through March 31)			
Weekdays	\$ 600.00	\$ 700.00	
After 3:00 pm (billed to funeral home)		\$ 100.00	
Saturday	\$ 675.00	\$ 775.00	
Sunday/Holiday	\$ 800.00	\$ 900.00	
Infant Lot			
Resident	\$ 50.00	\$ 50.00	
Non-Resident	\$ 100.00	\$ 100.00	
Infant Grave Opening/Closing (April 1 through November 30)			
Weekdays	\$ 150.00	\$ 150.00	
Saturday	\$ 200.00	\$ 200.00	
Sunday/Holiday	\$ 260.00	\$ 260.00	
Infant Grave Opening/Closing (December 1 through March 31)			
Weekdays	\$ 250.00	\$ 250.00	
Saturday	\$ 300.00	\$ 300.00	
Sunday/Holiday	\$ 360.00	\$ 360.00	
Resident and Non-Resident Cremation (April 1 through November 30)			
Weekdays	\$ 80.00	\$ 150.00	
After 3:00 pm (billed to funeral home)		\$ 100.00	
Saturday	\$ 150.00	\$ 225.00	
Sunday/Holiday	\$ 210.00	\$ 325.00	
Resident and Non-Resident Cremation (December 1 through March 31)			
Weekdays	\$ 180.00	\$ 250.00	
After 3:00 pm (billed to funeral home)		\$ 100.00	
Saturday	\$ 250.00	\$ 325.00	
Sunday/Holiday	\$ 310.00	\$ 4,125.00	
Transfer of Ownership	\$ 10.00	\$ 10.00	

Note: fees raised to cover costs. Added fee for after 3:00 pm to help encourage funeral homes to keep their customers on schedule and covers extra worker expenses for going into overtime

# City of Lowell

## Schedule of Rates and Fees

### FY 2021-2022

	Current	Proposed	Notes
<b>Community Development, Planning &amp; Zoning</b>			
<b>Trades, exhibitions or demonstrations (14-58)</b>	\$ 150.00	\$ 150.00	
<b>Auctioneer Application (6-22)</b>	\$ 25.00	\$ 25.00	
Annual Permit Fee	\$ 50.00	\$ 50.00	
<b>Peddler Application (15-47)</b>	\$ 25.00	\$ 25.00	
Permit, Per Day/Per Person	\$ 25.00	\$ 25.00	
Permit, Per Week/Per Person	\$ 50.00	\$ 50.00	
Permit, Per Month/Per Person	\$ 100.00	\$ 100.00	
Permit, Greater Than One Month	TBD	TBD	Requires Council Review
<b>Transient Merchant Application (15-135)</b>	\$ 25.00	\$ 25.00	
Permit, Per Day/Per Vendor Location	\$ 50.00	\$ 50.00	
Permit, Per Week/Per Vendor Location	\$ 75.00	\$ 75.00	
Permit, Per Month/Per Vendor Location	\$ 100.00	\$ 100.00	
Permit, First Day/Per Vendor Location (Recurring, Intermittent Event)	\$ 50.00	\$ 50.00	
Each Additional Day/Per Vendor Location (Recurring, Intermittent Event)	\$ 15.00	\$ 15.00	
<b>Planning Commission special meeting (16-30)</b>	\$ 500.00	\$ 500.00	
<b>Zoning</b>			
Zoning Application	\$ 25.00	\$ 25.00	
<b>Special Land Use (17.02)</b>	\$ 250.00	\$ 250.00	
Minimum Escrow	\$ 500.00	\$ 500.00	
<b>Site Plan Review (18.08)</b>	\$ 100.00	\$ 100.00	
Minimum Escrow	\$ 1,000.00	\$ 1,000.00	
<b>Zoning Board of Appeals Hearing (Variances) (21.03)</b>	\$ 100.00	\$ 100.00	
Minimum Escrow	\$ 1,000.00	\$ 1,000.00	
<b>Zoning Ordinance Amendment (22.04)</b>	\$ 250.00	\$ 250.00	
Minimum Escrow	\$ 1,500.00	\$ 1,500.00	
<b>Sexually Oriented Business Application Fee (17A.04, 08)</b>	\$ 250.00	\$ 250.00	
Minimum Escrow	\$ 1,000.00	\$ 1,000.00	
Sign Permit Application	\$ 25.00	\$ 25.00	
Fence Permit Application	\$ 25.00	\$ 25.00	
Land Division Application	\$ 25.00	\$ 25.00	
<b>Application for liquor license (4-25)</b>			
New Licenses	\$ 250.00	\$ 250.00	
Temporary License (City Business/Organization)	\$ 50.00	\$ 50.00	
Temporary License (Non City Business/Organization)	\$ 100.00	\$ 100.00	
<b>Snow Plowing Permit (per motor vehicle, annually)</b>	\$ 10.00	\$ 10.00	
<b>Trash Hauling Permit (per motor vehicle, annually)</b>	\$ 30.00	\$ 30.00	
<b>Special events permit</b>	\$ 25.00	\$ 25.00	
<b>Adult Use Marijuana Facility Application Fee</b>	\$ 5,000.00	\$ 5,000.00	
<b>Planned Unit Development -PUD</b>			
Application fee	\$ 100.00	\$ 100.00	
Escrow amount	\$ 5,000.00	\$ 5,000.00	
<b>Building</b>			
<b>Permit, plan review, inspection, extra service and penalty fees relating to buildings (7-28)</b>	separate schedule	separate schedule	
<b>Moving permit (7-65), and reimbursement of costs (7-74)</b>	\$ 250.00	\$ 250.00	
Minimum Escrow - includes deposit of expenses and deposit for completion of work	\$ 7,500.00	\$ 7,500.00	
<b>Property maintenance code (7-80)</b>	separate schedule	separate schedule	
<b>Act 198 Tax Abatement</b>			
Industrial Development District application fee	\$ 250.00	\$ 250.00	
IFT Certificate application fee	\$ 600.00	\$ 600.00	

# City of Lowell

## Schedule of Rates and Fees

### FY 2021-2022

	Current	Proposed	Notes
<b>Public Safety</b>			
<b>Parking Violations Bureau penalties (21-91)</b>			
Meter Violation	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
Time Limit Violation	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
Handicap Parking Space/Zone	\$ 75.00	\$ 75.00	Add \$10 if paid after 14 days, \$25 if after 28 days
No Parking Zone	\$ 30.00	\$ 30.00	Add \$10 if paid after 14 days, \$20 if after 28 days
No Stopping, Standing or Parking	\$ 30.00	\$ 30.00	Add \$10 if paid after 14 days, \$20 if after 28 days
No Parking Between 2 a.m. and 6 a.m.	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
Improper Parking	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
Permit Parking Area	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
Private Parking Area	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
No Parking in Alley	\$ 30.00	\$ 30.00	Add \$10 if paid after 14 days, \$20 if after 28 days
Blocking Drive or Sidewalk	\$ 30.00	\$ 30.00	Add \$10 if paid after 14 days, \$20 if after 28 days
Blocking Traffic Lane or Traffic Hazard	\$ 40.00	\$ 40.00	Add \$10 if paid after 14 days, \$20 if after 28 days
Special Parking	\$ 40.00	\$ 40.00	Add \$10 if paid after 14 days, \$20 if after 28 days
Failure to Pay Prescribed Fee	\$ 15.00	\$ 15.00	Add \$10 if paid after 14 days, \$35 if after 28 days
Fire Lane	\$ 40.00	\$ 40.00	Add \$10 if paid after 14 days, \$20 if after 28 days
All Over Violations	\$ 20.00	\$ 20.00	Add \$10 if paid after 14 days, \$30 if after 28 days
<b>Accident Reports</b>	\$ 5.00	\$ 5.00	
<b>Personel Protection Order Service</b>	\$ 50.00	\$ 50.00	
<b>PBT</b>	\$ 5.00	\$ 5.00	
Mouthpiece	\$ 2.00	\$ 2.00	
<b>Police Reports</b>			See FOIA Schedule
<b>Records</b>			See FOIA Schedule
<b>DVD Copy</b>	\$ 30.00	\$ 30.00	
<b>CD Copy</b>	\$ 25.00	\$ 25.00	
<b>35 mm Photos Copy</b>	\$ 15.00	\$ 15.00	Plus actual lab costs
<b>Applicant Fingerprints</b>	\$ 10.00	\$ 10.00	Plus \$49.25 State/Federal fees
<b>Inked Fingerprint Cards</b>	\$ 20.00	\$ 20.00	Per Card
<b>Salvage Vehicle Inspection</b>	\$ 100.00	\$ 100.00	
<b>Abatement of nuisances, noxious shrubs, weeds and grass (23-51)</b>	\$ 50.00	\$ 50.00	Billed if remedial action required
<b>On-Street Parking Permit</b>	\$ 25.00	\$ 25.00	
<b>Vehicles For Hire Application (24-46)</b>	\$ 25.00	\$ 25.00	
Annual License	\$ 150.00	\$ 150.00	
<b>Animal Control</b>			
<b>Dog Impoundment Fee (5-33)</b>	\$ 25.00	\$ 25.00	
Boarding after Impoundment	Actual Costs	Actual Costs	

# City of Lowell

## Schedule of Rates and Fees

### FY 2021-2022

	Current	Proposed	Notes
<b>Public Works</b>			
Opening pavement/city street (19-3), Resolution 15-05	\$ 50.00	\$ 250.00	
Construction in right of way, sidewalks (19-27)	\$ 50.00	\$ 50.00	
<b>Note Increased fee for ROW or Street Opening permit to help offset cost to review permits and provide information to the applicants</b>			
<b>Parks &amp; Recreation</b>			
Creekside Park Pavillion Rental	\$ 75.00	\$ 100.00	
Deposit (returned on inspection)	\$ 50.00	\$ 50.00	
City Athletic Field Exclusive Use Per Field/Day	\$ 150.00	\$ 150.00	
Extended or Recurrent Use	TBD	TBD	Negotiated contract with City Manager
<b>Note: County Park fees are \$150 per day</b>			
<b>Airport</b>			
<b>Airport Hangar Fees (3-27)</b>			
Middle Hangars	\$ 140.00	\$ 140.00	
End Hangars	\$ 150.00	\$ 150.00	
Utility Hangar	\$ 410.00	\$ 410.00	
Hangar building 1	\$ 300.00	\$ 300.00	
Hangar building 2	\$ 310.00	\$ 310.00	
Hangar building 3	\$ 1,000.00	\$ 1,000.00	
Tie Down Fees	\$ 20.00	\$ 20.00	
Outside Storage	\$ 25.00	\$ 25.00	
Winter Storage as space permits (Nov. 1 - April 15)	\$ 275.00	\$ 275.00	

**City of Lowell**  
**Schedule of Rates and Fees**  
**FY 2021-2022**

	Current	Proposed	Notes
<b>Sewer</b>			
Readiness to Serve			
5/8" Meter (per month)	\$ 24.93	\$ 25.43	2% increase effective July 16, 2021
1" Meter (per month)	\$ 62.33	\$ 63.58	2% increase effective July 16, 2021
1.5" Meter (per month)	\$ 199.43	\$ 203.42	2% increase effective July 16, 2021
2" Meter (per month)	\$ 249.30	\$ 254.29	2% increase effective July 16, 2021
3" Meter (per month)	\$ 560.92	\$ 572.14	2% increase effective July 16, 2021
4" Meter (per month)	\$ 1,495.80	\$ 1,525.72	2% increase effective July 16, 2021
6" Meter (per month)	\$ 3,739.13	\$ 3,813.91	2% increase effective July 16, 2021
User/Commodity			
Per 1,000 gallons of metered usage for users connected to City's water system	\$ 4.12	\$ 4.20	2% increase effective July 16, 2021
Per Residential Equivalent Unit for users not connected to the City's water system	\$ 59.96	\$ 61.13	2% increase effective July 16, 2021
Late Fee	\$ 10.00	\$ 10.00	Plus 2% of Overdue Balance
Capital Connection			
5/8" Meter	\$ 402.00	\$ 422.00	2% increase effective July 16, 2021
1" Meter	\$ 1,004.00	\$ 1,024.00	2% increase effective July 16, 2021
1.5" Meter	\$ 3,211.00	\$ 3,275.00	2% increase effective July 16, 2021
2" Meter	\$ 4,014.00	\$ 4,094.00	2% increase effective July 16, 2021
3" Meter	\$ 9,031.00	\$ 9,212.00	2% increase effective July 16, 2021
4" Meter	\$ 24,082.00	\$ 24,564.00	2% increase effective July 16, 2021
6" Meter	\$ 60,208.00	\$ 61,412.00	2% increase effective July 16, 2021
Storm Sewer Separation	\$ 1,250.00	\$ 1,250.00	
Sewer Inspection	\$ 300.00	\$ 300.00	

# City of Lowell

## Schedule of Rates and Fees

### FY 2021-2022

	Current	Proposed	Notes
<b>Water</b>			
Readiness to Serve (All except Mobile Home Parks and Apartments)			
5/8" Meter (per month)	\$ 25.71	\$ 26.35	2.5% Increase effective July 16, 2021
1" Meter (per month)	\$ 64.25	\$ 65.86	2.5% Increase effective July 16, 2021
1.5" Meter (per month)	\$ 205.59	\$ 210.73	2.5% Increase effective July 16, 2021
2" Meter (per month)	\$ 256.99	\$ 263.41	2.5% Increase effective July 16, 2021
3" Meter (per month)	\$ 578.22	\$ 592.68	2.5% Increase effective July 16, 2021
4" Meter (per month)	\$ 1,541.93	\$ 1,580.48	2.5% Increase effective July 16, 2021
6" Meter (per month)	\$ 3,850.73	\$ 3,947.00	2.5% Increase effective July 16, 2021
Readiness to Serve (Mobile Home Parks and Apartments)			
Per Trailer Pad	\$ 25.71	\$ 26.35	2.5% Increase effective July 16, 2021
Per Apartment Unit	\$ 25.71	\$ 26.35	2.5% Increase effective July 16, 2021
Late Fee	\$ 10.00	\$ 10.00	Plus 2% of Overdue Balance
User/Commodity			
Per 1,000 gallons of metered usage for users connected to City's water system	\$ 2.51	\$ 2.56	2.5% Increase effective July 16, 2021
Capital Connection			
5/8" Meter	\$ 591.00	\$ 606.00	2.5% Increase effective July 16, 2021
1" Meter	\$ 1,478.00	\$ 1,515.00	2.5% Increase effective July 16, 2021
1.5" Meter	\$ 4,730.00	\$ 4,848.00	2.5% Increase effective July 16, 2021
2" Meter	\$ 5,912.00	\$ 6,060.00	2.5% Increase effective July 16, 2021
3" Meter	\$ 13,303.00	\$ 13,636.00	2.5% Increase effective July 16, 2021
4" Meter	\$ 35,474.00	\$ 36,361.00	2.5% Increase effective July 16, 2021
6" Meter	\$ 88,683.00	\$ 90,900.00	2.5% Increase effective July 16, 2021
High Pressure District Connection Fee	\$ 1,077.00	\$ 1,077.00	
Existing Service Connection Fee	\$ 1,200.00	\$ 1,200.00	
Meter & Pit Fees			
5/8" Meter	\$ 425.00	\$ 425.00	
1" Meter	\$ -	\$ -	Call Water Dept for current pricing
1.5" Meter	\$ -	\$ -	Call Water Dept for current pricing
2" Meter	\$ -	\$ -	Call Water Dept for current pricing
Larger than 2" must be ordered.			
Meter Pit	\$ 300.00	\$ 300.00	
Additional Meters (Apartments & Lawn Sprinkling)			
5/8" Meter	\$ 300.00	\$ 300.00	
1" Meter			Call Water Dept for current pricing
Meter and/or Pit Replacements			
Fire Protection Sprinkler			
2" or Larger Service Lines (annually)	\$ 100.00	\$ 100.00	
Bulk Water Sales			
Connection	\$ 25.00	\$ 100.00	
User/Commodity Rate (5,000 gallon minimum)	\$ 2.51	\$ 10.00	
Water Hydrant Bulk Water Sales			
Connection	\$ 50.00	\$ 150.00	
User/Commodity Rate (10,000 gallon minimum, then in 5,000 gallon increments)	\$ 2.51	\$ 10.00	2.5% Increase effective July 16, 2021
Service On fee	\$ 35.00	\$ 35.00	
New Account Fee	\$ 25.00	\$ 25.00	
Landlord Fee	\$ 10.00	\$ 10.00	

Note: Connection fees will help cover cost to set up account, plus provide funds to offset cost of new connection hose as needed. User rate increase on bulk sales to offset cost to install the bulk fill station. Fees increased for water hydrant sales to help discourage requests to use hydrants as we now have the station at the DPW and prefer that is used instead of hydrants (although do not want to remove from the list as there are some cases where utilizing a hydrant may be necessary)



# Memorandum



**DATE:** May 11, 2021

**TO:** Michael Burns, City Manager

**FROM:** Daniel Czarnecki, Public Works Director

**PUBLIC WORKS**

**RE:** Amity St. Improvements 2021 Award

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Bids have been received for the Amity St. Improvement Project. This project was bid out by Kent County as a requirement for utilizing Federal Community Development Block Grant (CDBG) funds on the project.

The main portion of the work consists of removing the existing, worn out pavement, repair any gravel subbase that has failed, and then pave the street back. There will be some curb and gutter repairs, as well as some new ADA sidewalk ramps installed. At this time, we do not anticipate performing any underground utility work on the water distribution or sanitary sewer collection system, nor any driveway approach replacement. The project is anticipated to begin on or after July 6, 2021.

The County opened bids for the construction on May 4, 2021. They receive 3 bid proposals. The original engineers estimate for the project was \$500,000.

The bids are:

CL Trucking LLC, Ionia	\$326,231.00
Groundhawk Excavating and Landscaping, LLC, Lowell	\$333,844.00
Fischer-Idema Excavating, Alto	\$474,636.00

There was an alternate bid amount for having the street millings delivered to the DPW for our use. The bid amounts came in higher than we anticipated for this, therefore, we will not be taking the millings from the project.

CL Trucking has performed satisfactory work for the City of Lowell in the past. They will also be performing the work on the Foreman St. and Jane Ellen St. projects during the 2021 construction season. CL Trucking indicated their bid completion date is October 8, 2021. While the project proposal indicated a mid-September completion date, the date indicated by CL Trucking is acceptable for our project as we do not anticipate additional disruptions to the schools by allowing this project to extend an additional 3 weeks.

Since the project bids are less than the engineers original estimate, the CDBG funds will be reduced to 50% of the actual project costs. At the same time the DDA projected funding and the Local street funding will also be reduced accordingly to cover the costs of the project.

It is my recommendation: **That the Lowell City Council approve the Amity Street Improvements – 2021 Project bid from CL Trucking LLC, Ionia, Michigan, for a cost of \$326,231.00, and authorize the Mayor to sign the documents, as necessary.**

Kent County Purchasing Division  
Bid 4339: Street Improvements - Lowell  
Due: 05/04/2021 at 2 p.m.

<u>Line</u>	<u>Description</u>	<u>Vendor</u>	<u>Quote</u>
1	Total Base Bid	CL Trucking & Excavating, LLC	\$326,231
2	Bid Alternate	CL Trucking & Excavating, LLC	\$10,000
1	Total Base Bid	FISCHER-IDEMA EXCAVATING	\$474,636
2	Bid Alternate	FISCHER-IDEMA EXCAVATING	\$15,000
1	Total Base Bid	groundhawg excavating & landscaping llc	\$333,844
2	Bid Alternate	groundhawg excavating & landscaping llc	\$10,000

*Note: This document shall not be construed as a comment on the responsiveness and is subject to change during the review process. This information is not an indicator of award.*

# williams&works

engineers | surveyors | planners

May 5, 2021

Mr. Dan Czarnecki  
Public Works Director  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331-1798

RE: Amity Street Improvements 2021 - Bid Summary

Dear Mr. Czarnecki:

On May 4, 2021, the Kent County Community Development Block Grant program received bids for the Amity Street – 2021 project which includes resurfacing from W. Main St to Suffolk St. A total of 3 bids were received and the results of the reviewed bid amounts are presented below. A detailed tabulation of all the bids is attached.

<p style="text-align: center;"><b>City of Lowell</b> <b>Amity Street Improvements 2021</b> <b>Public Bid Opening</b> <b>Tuesday May 4, 2021</b></p>
---

Bidder	As Read	As Corrected
CL Trucking & Excavating, LLC	\$ 326,231.00	
Groundhawg Excavating & Landscaping	\$ 333,844.00	
Fischer- Idema Excavating	\$ 474,636.00	

The Engineer's estimate for the project was \$377,000.

The low bidder, CL Trucking & Excavating indicated their bid was based on a completion date of October 8, 2021. The contract calls for a 60-day completion period, so this would result in a contract start date of approximately August 9, 2021. In conversation with them, they said they would plan to start actual work in late August or early September and planning on 4 weeks of work.

CL Trucking & Excavating is performing the sanitary sewer work for the City on Foreman St. starting in June, the Jane Ellen resurfacing work in July and is involved with the Kent County resurfacing project on Alden Nash between M-21

Mr. Dan Czarnecki  
City of Lowell  
May 5, 2021  
Page 2 of 2

and Foreman St. occurring this summer. They are also doing some work for Lowell Light and Power and a private development on W. Main Street this summer.

CL Trucking & Excavating has performed work for the City of Lowell in the past on the following projects:

N. Jefferson – Avery to Fremont (utilities and street)	2017
N. Jefferson, N. Washington, N. Jackson (utilities and street)	2015
Grove & High Street (street)	2015
N. Center and Heffron (utilities and street)	2011
Sibley - Donna to Valley Vista (street)	2010

The second low bidder, Groundhawg Excavating & Landscaping, did not request a modification of the project time. They have not performed any work for the City of Lowell in the past 20 years that we are aware of.

Please feel free to contact should you have any questions regarding this bid summary.

Respectfully,



Williams & Works

David Austin, P.E.

attach.

cc: Michael Burns – City of Lowell

Lowell Amity Street Improvements - 2021  
May 4, 2021

As-Bid Item	Description	Units	Quantity	Engineer		CL Trucking & Excavating (Low Bidder)		Groundhog Excavating & Landscaping		Fischer-Idema Excavating		AVERAGE		HIGH		LOW	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization (Maximum \$15,000)	LSUM	1	\$15,000.00	\$ 15,000.00	\$15,000.00	\$15,000.00	\$ 15,000.00	\$15,000.00	\$ 15,000.00	\$15,000.00	\$6,428.57	\$6,428.57	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
2	Maintaining Traffic (Max \$5,000)	LSUM	1	\$5,000.00	\$ 5,000.00	\$5,000.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$2,142.86	\$2,142.86	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3	Erosion & Sedimentation Control	LSUM	1	\$1,500.00	\$ 1,500.00	\$3,500.00	\$3,500.00	\$ 5,000.00	\$5,000.00	\$ 7,500.00	\$7,500.00	\$2,285.71	\$2,285.71	\$7,500.00	\$7,500.00	\$3,500.00	\$3,500.00
4	Kent County Project Signs	LSUM	1	\$2,500.00	\$ 2,500.00	\$800.00	\$800.00	\$ 2,500.00	\$2,500.00	\$1,200.00	\$1,200.00	\$842.86	\$842.86	\$2,500.00	\$2,500.00	\$800.00	\$800.00
5	Concrete Driveway and Sidewalk, Rem	Syd	170	\$16.00	\$ 2,720.00	\$8.50	\$1,445.00	\$ 27.00	\$4,590.00	\$24.00	\$4,080.00	\$8.50	\$1,445.00	\$27.00	\$4,590.00	\$8.50	\$1,445.00
6	Curb and Gutter, Rem	Fl	990	\$8.00	\$ 7,920.00	\$6.50	\$6,435.00	\$ 2.75	\$2,722.50	\$14.00	\$13,860.00	\$3.32	\$3,288.21	\$14.00	\$13,860.00	\$2.75	\$2,722.50
7	Pavt, Rem	Syd	5,480	\$8.00	\$ 43,840.00	\$2.25	\$12,330.00	\$ 1.50	\$8,220.00	\$10.50	\$57,840.00	\$2.04	\$11,179.43	\$10.50	\$57,840.00	\$1.50	\$8,220.00
8	Dr Structure, Repair	Ea	5	\$750.00	\$ 3,750.00	\$550.00	\$2,750.00	\$ 500.00	\$2,500.00	\$1,100.00	\$5,500.00	\$307.14	\$1,635.71	\$1,100.00	\$5,500.00	\$500.00	\$2,500.00
9	Cone Curb and Gutter	Fl	792	\$22.00	\$ 17,424.00	\$21.00	\$16,632.00	\$ 28.50	\$22,572.00	\$27.00	\$21,384.00	\$10.03	\$8,655.43	\$28.50	\$22,572.00	\$21.00	\$16,632.00
10	Gutter Pan	FL	198	\$22.00	\$ 4,356.00	\$21.00	\$4,158.00	\$ 37.75	\$7,474.50	\$28.00	\$5,544.00	\$12.54	\$2,482.07	\$37.75	\$7,474.50	\$21.00	\$4,158.00
11	Subbase, CIP	Cyd	250	\$16.00	\$ 4,000.00	\$18.00	\$4,500.00	\$ 24.00	\$6,000.00	\$21.00	\$5,250.00	\$9.00	\$2,250.00	\$24.00	\$6,000.00	\$18.00	\$4,500.00
12	Agg Base, 8 inch	Syd	8,480	\$13.00	\$ 110,440.00	\$12.00	\$101,760.00	\$ 12.00	\$101,760.00	\$13.50	\$114,480.00	\$5.36	\$45,171.29	\$13.50	\$114,480.00	\$12.00	\$101,760.00
13	Machine Grading	Sta	18.8	\$1,800.00	\$ 33,840.00	\$1,800.00	\$33,840.00	\$ 1,800.00	\$33,840.00	\$2,850.00	\$53,550.00	\$871.43	\$16,381.29	\$2,850.00	\$53,550.00	\$1,800.00	\$33,840.00
14	Dr. Structure Cover, Adj	Ea	9	\$524.00	\$ 4,716.00	\$600.00	\$5,400.00	\$ 850.00	\$7,650.00	\$850.00	\$8,550.00	\$342.86	\$3,085.71	\$850.00	\$8,550.00	\$600.00	\$5,400.00
15	Dr. Structure Cover	LBS	2,700	\$2.00	\$ 5,400.00	\$1.70	\$4,590.00	\$ 4.00	\$10,800.00	\$3.50	\$9,450.00	\$1.31	\$3,548.57	\$4.00	\$10,800.00	\$1.70	\$4,590.00
16	Gate Box, Adj	Ea	8	\$425.00	\$ 3,400.00	\$375.00	\$3,000.00	\$ 600.00	\$6,000.00	\$550.00	\$5,400.00	\$203.57	\$1,628.57	\$550.00	\$5,400.00	\$375.00	\$3,000.00
17	Water Shutoff, Adj	Ea	6	\$300.00	\$ 1,800.00	\$300.00	\$900.00	\$ 150.00	\$450.00	\$400.00	\$1,600.00	\$121.43	\$728.57	\$400.00	\$1,600.00	\$150.00	\$450.00
18	HMA, LVSP	Ton	1,370	\$85.00	\$ 116,450.00	\$78.00	\$106,860.00	\$ 70.00	\$95,900.00	\$78.00	\$106,860.00	\$32.29	\$44,231.43	\$78.00	\$106,860.00	\$70.00	\$95,900.00
19	Sidewalk, Conc, 4 inch	SR	735	\$6.00	\$ 4,410.00	\$7.50	\$5,512.50	\$ 6.00	\$4,410.00	\$6.00	\$4,410.00	\$2.79	\$2,047.50	\$7.50	\$5,512.50	\$6.00	\$4,410.00
20	Sidewalk Ramp, Conc, 8 inch	SR	575	\$7.00	\$ 4,025.00	\$8.50	\$4,887.50	\$ 9.00	\$5,175.00	\$14.00	\$8,050.00	\$4.50	\$2,587.50	\$14.00	\$8,050.00	\$8.50	\$4,887.50
21	Driveway Apron, Conc, 8 inch	SR	200	\$7.00	\$ 1,400.00	\$10.25	\$2,050.00	\$ 6.50	\$1,300.00	\$12.00	\$2,400.00	\$4.11	\$821.43	\$12.00	\$2,400.00	\$6.50	\$1,300.00
22	Detectable Warning Surface	Fl	120	\$35.00	\$ 4,200.00	\$40.00	\$4,800.00	\$ 35.00	\$4,200.00	\$65.00	\$7,800.00	\$20.00	\$2,400.00	\$65.00	\$7,800.00	\$35.00	\$4,200.00
23	Slope Restoration	LSUM	1	\$2,500.00	\$ 2,500.00	\$4,216.00	\$4,216.00	\$ 7,500.00	\$7,500.00	\$25,500.00	\$25,500.00	\$5,316.57	\$5,316.57	\$25,500.00	\$25,500.00	\$4,216.00	\$4,216.00
Total Base				\$ 377,526.00		\$326,231.00		\$333,844.00		\$474,636.00		\$5,316.57		\$25,500.00		\$4,216.00	

A1 BID Alternate - Deliver HMA Millings to City Yard

Add/Deduct	\$10,000.00	Add/Deduct	\$10,000.00	Add/Deduct	\$10,000.00
Total W Millings	\$336,231.00	Total W Millings	\$343,844.00	Total W Millings	\$484,636.00
Work Complete by Oct 8					

As read	As read	\$326,231.00	As read	\$333,844.00	As read	\$474,636.00
Difference from As Read	\$0.00	Difference from As Read	\$0.00	Difference from As Read	\$0.00	
Asphalt Concrete	Riehl-Riley M&H	Asphalt Concrete	Riehl-Riley M&S	Asphalt Concrete	Michigan Paving L&O	

# Memorandum



**DATE:** May 11, 2021

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

**FROM:** Daniel Czarnecki, Public Works Director *DC*

**PUBLIC WORKS**

**RE: Amity Street Improvement Project  
Construction Engineering Services**

---

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

Williams & Works has indicated they can do all the construction engineering, administration, and materials testing work for a cost not exceed \$35,500. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams & Works.

Because two blocks of the Amity St. project are within the Downtown Development Authority, the DDA will pay 28.6% of the construction engineering work, or \$10,150. The Local streets fund will pay the remaining \$23,350.

It is my recommendation: **That the Lowell City Council approves the Amity Street Improvement Project Construction Engineering Services with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for the amount of \$35,500, with \$23,350 coming from the Local Street fund and \$10,150 being funded by the DDA.**

# williams&works

engineers | surveyors | planners

May 5, 2021

Mr. Dan Czarnecki, Public Works Director  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331-1798

RE: Amity Street Improvements - 2021  
Construction Engineering Services

Dear Mr. Czarnecki:

Following is our proposed Scope of Services and budget for the construction phase of the **Amity Street Improvements – 2021** projects.

## Schedule

- For the purpose of budgeting, we are basing our service on a contracted construction time frame of 60 calendar days (eight work weeks). Currently, the Contractor is expecting to begin this work sometime in mid-late August.
- For on-site construction observation, we have assumed a total 176 on-site hours. This is based on an average of 24 hours per week for 4 weeks and 40 hours per week for 2 weeks, plus final inspections. *Our efforts and fees will be adjusted with the Contractor's actual completion time.*

## Services

- **Contract Document Preparation** – Collect and review Contractor bonds, insurances and assemble Contract Documents for review and signature by all parties.
- **Preconstruction Meeting** – Participate in CDBG preconstruction meeting. Prepare agenda, conduct meeting and issue minutes.
- **Public Notices & Information Meeting** – Provide the City with written notices for the City to issue to impacted residents & businesses. Arrange and conduct public information meeting prior to construction if desired by the City.
- **Construction Staking** – Staking will be provided as necessary to establish grade of new curb and sidewalk ramps.
- **On-Site Field Observation** – Provide periodic, part time field observation services.
  - Provide pre-construction video and photographs of entire project area.
  - Confirm the work limits with the Contractor and the City including intersections, driveway approaches, curb, castings, etc.



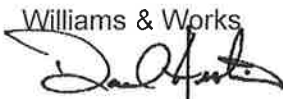
- Once the existing material has been removed, we will observe the existing base and recommend areas that may need improvement before paving.
- Check grades and forms at sidewalk ramp, curbs and drive approaches before concrete work is completed. Observe finished concrete work.
- Provide on-site observation during all paving activities.
- Conduct on-site progress meetings as required.
- Interact with and inform impacted property owners during construction.
- Conduct post completion walk thru with City and Contractor to develop punch list.
- Record as-constructed information and prepare as-constructed drawings for submittal to the City.
- **Materials Testing** – We will subcontract with an independent testing facility for concrete and density testing. Our budget includes an allowance of \$6,000 for these contracted services.
- **Administration** – Provide as-needed construction administration services.
  - Prepare any necessary field orders and change orders.
  - Review all requests for payment by the Contractor and recommend payment to the City Council. Provide breakdown of project costs by department for submittal to City Treasurer.
  - Attend on-site progress meetings as necessary.
  - Provide project update updates at City Council meetings as needed.

**Proposed Budget** – Based on the above services, we recommend the City budget a total of \$35,500 as follows:

Construction Engineering -	\$ 29,500
<u>Materials Testing Allowance -</u>	<u>\$ 6,000</u>
Total	\$ 35,500

After you have had an opportunity to review this proposed budget, we'd be happy to meet with you to discuss any questions you may have.

Sincerely,

Williams & Works  
  
David Austin, P.E.

# Memorandum



**DATE:** May 11, 2021

**TO:** Michael Burns, City Manager

**FROM:** Daniel Czarnecki, Public Works Director

**PUBLIC WORKS**

**RE:** Jane Ellen Dr. Improvement Project  
Construction Engineering Services

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The Jane Ellen Drive Improvement Project will need engineering oversight during construction. Our engineers, Williams & Works, have provided us with a scope of services for this work. Their services will include contract documentation, construction staking, construction observation of the proposed work, construction engineering as required to address and resolve issues as they arise, documentation of construction activities and pay item quantities, and coordinate material testing. Williams & Works will also handle all the contract administration including execution of contract documents, arrange and attend pre-construction and progress meetings, review request for construction payments, and finalize paperwork at the end of the project.

Williams & Works has indicated they can do all the construction engineering, administration, and materials testing work for a cost not exceed \$26,500. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams & Works.

It is my recommendation: **That the Lowell City Council approves the Jane Ellen Drive Improvement Project Construction Engineering Services with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for the amount of \$26,500.00.**

# williams&works

engineers | surveyors | planners

May 5, 2021

Mr. Dan Czarnecki, Public Works Director  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331-1798

RE: Jane Ellen Drive Improvements - 2021  
Construction Engineering Services

Dear Mr. Czarnecki:

Following is our proposed Scope of Services and budget for the construction phase of the **Jane Ellen Drive Improvements – 2021** project.

## Schedule

- For the purpose of budgeting, we are basing our service on a contracted construction time frame of 45 calendar days (six work weeks). Currently, the Contractor is expecting to begin this work sometime in early July.
- For on-site construction observation, we have assumed a total 136 on-site hours. This is based on an average of 24 hours per week for 4 weeks and 40 hours per week for 1 week, plus final inspections. *Our efforts and fees will be adjusted with the Contractor's actual completion time.*

## Services

- **Contract Document Preparation** – Collect and review Contractor bonds, insurances and assemble Contract Documents for review and signature by all parties.
- **Preconstruction Meeting** – Prepare for and conduct preconstruction meeting. Prepare agenda, conduct meeting and issue minutes.
- **Public Notices & Information Meeting** – Provide the City with written notices for the City to issue to impacted residents & businesses. Arrange and conduct public information meeting prior to construction if desired by the City.
- **Construction Staking** – Staking will be provided as necessary to establish grade of new curb, utilities and sidewalk ramps.
- **On-Site Field Observation** – Provide periodic, part time field observation services.
  - Provide pre-construction video and photographs of entire project area.
  - Confirm the work limits with the Contractor and the City including intersections, driveway approaches, curb, castings, etc.

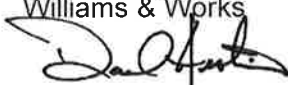
- Once the existing material has been removed, we will observe the existing base and recommend areas that may need improvement before paving.
- Check grades and forms at sidewalk ramp, curbs and drive approaches before concrete work is completed. Observe finished concrete work.
- Provide on-site observation during all paving and underground utility activities.
- Conduct on-site progress meetings as required.
- Interact with and inform impacted property owners during construction.
- Conduct post completion walk thru with City and Contractor to develop punch list.
- Record as-constructed information and prepare as-constructed drawings for submittal to the City.
- **Materials Testing** – We will subcontract with an independent testing facility for concrete and density testing. Our budget includes an allowance of \$5,000 for these contracted services.
- **Administration** – Provide as-needed construction administration services.
  - Prepare any necessary field orders and change orders.
  - Review all requests for payment by the Contractor and recommend payment to the City Council. Provide breakdown of project costs by department for submittal to City Treasurer.
  - Attend on-site progress meetings as necessary.
  - Provide project update updates at City Council meetings as needed.

**Proposed Budget** – Based on the above services, we recommend the City budget a total of \$26,500 as follows:

Construction Engineering -	\$ 21,500
<u>Materials Testing Allowance -</u>	<u>\$ 5,000</u>
Total	\$ 26,500

Please review this proposed scope of services budget and contact us should you have any questions. We appreciate this opportunity to be of service to the City of Lowell.

Sincerely,

Williams & Works  
  
David Austin, P.E.

# Memorandum



**DATE:** May 11, 2021

**TO:** Michael Burns, City Manager

**FROM:** Daniel Czarnecki, Public Works Director

**RE:** 2021-2022 Comprehensive Tree Plan

**PUBLIC WORKS**

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The City's Arbor Board reviewed the 2021-2022 Comprehensive Tree Plan at its May 10, 2021 meeting. The tree plan is presented to the City Council annually and it outlines the proposed Arbor Board activities on city-owned property and within the right-of-way for the upcoming fiscal year. Arbor Board activities include coordinating Arbor Day celebrations, developing spring and fall plantings, tree removal and trimming, water and general care of trees, shrubs and plants.

With the Comprehensive Tree Plan, the Arbor Board develops a vision for the community's tree canopy, develops a planned approach to executing the vision, and achieves the goal of maintain and improving the City's urban forest canopy. Funding for these activities over the years has typically come from the City of Lowell, Lowell Light and Power, the LCTV Fund, the Look Fund, and the Lowell Area Community Fund.

The Chairperson of the Arbor Board, Mr. Jim Reagan is ready to attend a City Council meeting to present the plan and answer any Arbor Board questions City Council may have.

It is my recommendation: **That the Lowell City Council approve the 2021-2022 Comprehensive Tree Plan.**

# Arbor Board

## Official Comprehensive Tree Plan 2021-2022

### Report to the Lowell City Council

#### Introduction

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

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

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

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

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

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

#### Roles and Responsibilities

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

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

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

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

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

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

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

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

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

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

## **Comprehensive Tree Plan for the City of Lowell**

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

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

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

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

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



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

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

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

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

1. Review/Trim trees at Rogers Field/Moose Property.
2. Maintain and trim trees along ROW when needed.
3. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

### **Zone 3 – Downtown/Riverwalk**

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

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

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

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

1. Replace trees (3) in Creekside Park lost during heavy windstorm Fall 2019.

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

1. Replace trees (4) in Recreation Park lost during heavy windstorm Fall 2019.

### **Implementation Tree Plan for 2020/21**

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

Submitted by the Lowell Arbor Board

Jim Reagan, Chair

Perry Beachum

Leah Groves

Jim Salzwedel (Councilmember)

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

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

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES	TAXES	2,094,581.37	1,998,990.72	30,918.44	95,590.65	95.44
STATE	STATE GRANTS	349,050.00	390,615.60	68,627.74	(41,565.60)	111.91
LICPER	LICENSES AND PERMITS	62,918.00	66,795.66	550.00	(3,877.66)	106.16
CHARGES	CHARGES FOR SERVICES	372,183.00	56,711.68	5,846.40	315,471.32	15.24
FED	FEDERAL GRANTS	0.00	130,529.14	0.00	(130,529.14)	100.00
OTHER	OTHER REVENUE	17,100.00	10,957.81	1,688.92	6,142.19	64.08
INT	INTEREST AND RENTS	15,100.00	0.00	0.00	15,100.00	0.00
TRANSIN	TRANSFERS IN	308,632.00	308,632.00	0.00	0.00	100.00
LOCAL	LOCAL CONTRIBUTIONS	14,108.00	22,753.21	2,902.88	(8,645.21)	161.28
FINES	FINES AND FORFEITURES	6,550.00	4,456.81	60.00	2,093.19	68.04
TOTAL REVENUES		3,240,222.37	2,990,442.63	110,594.38	249,779.74	92.29
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	20,644.65	11,936.42	97.38	8,708.23	57.82
172	MANAGER	216,291.41	155,664.86	10,492.09	60,626.55	71.97
191	ELECTIONS	12,888.00	8,788.10	0.00	4,099.90	68.19
209	ASSESSOR	59,620.00	45,617.49	3,755.12	14,002.51	76.51
210	ATTORNEY	65,000.00	70,957.24	4,324.50	(5,957.24)	109.16
215	CLERK	144,683.01	112,668.09	9,190.92	32,014.92	77.87
253	TREASURER	242,848.98	197,957.10	11,366.06	44,891.88	81.51
265	CITY HALL	144,514.70	107,148.31	8,064.13	37,366.39	74.14
276	CEMETERY	140,290.28	60,845.13	4,652.02	79,445.15	43.37
294	UNALLOCATED MISCELLANEOUS	7,000.00	48,954.65	0.00	(41,954.65)	699.35
301	POLICE DEPARTMENT	888,863.15	710,653.16	71,005.17	178,209.99	79.95
305	CODE ENFORCEMENT	0.00	0.00	0.00	0.00	0.00
336	FIRE	121,534.51	116,510.58	28,973.12	5,023.93	95.87
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	55,427.06	55,743.93	6,947.07	(316.87)	100.57
426	EMERGENCY MANAGEMENT	0.00	24,258.26	0.00	(24,258.26)	100.00
441	DEPARTMENT OF PUBLIC WORKS	305,565.85	195,751.80	13,758.96	109,814.05	64.06
442	SIDEWALK	3,944.19	1,445.38	10.94	2,498.81	36.65
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	0.00	0.00	0.00	0.00	0.00
747	CHAMBER/RIVERWALK	6,500.00	3,220.07	357.07	3,279.93	49.54
751	PARKS	173,003.67	92,411.84	9,500.27	80,591.83	53.42
757	SHOWBOAT	500.00	1,085.23	152.41	(585.23)	217.05
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	74,342.11	51,994.82	5,755.23	22,347.29	69.94
803	HISTORICAL DISTRICT COMMISSION	0.00	180.00	0.00	(180.00)	100.00
804	MUSEUM	48,658.06	36,614.91	1,480.40	12,043.15	75.25
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	488,632.00	516,633.32	0.00	(28,001.32)	105.73
TOTAL EXPENDITURES		3,225,751.63	2,632,040.69	189,882.86	593,710.94	81.59
TOTAL REVENUES		3,240,222.37	2,990,442.63	110,594.38	249,779.74	92.29
TOTAL EXPENDITURES		3,225,751.63	2,632,040.69	189,882.86	593,710.94	81.59
NET OF REVENUES & EXPENDITURES		14,470.74	358,401.94	(79,288.48)	(343,931.20)	2,476.74

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	USED

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	277,784.00	225,890.05	29,378.68	51,893.95	81.32
INT	INTEREST AND RENTS	500.00	0.00	0.00	500.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		278,284.00	225,890.05	29,378.68	52,393.95	81.17
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	265,000.00	191,143.16	19,746.25	73,856.84	72.13
463	MAINTENANCE	57,052.13	15,119.28	(13,346.27)	41,932.85	26.50
474	TRAFFIC	10,868.32	7,457.67	63.38	3,410.65	68.62
478	WINTER MAINTENANCE	64,916.26	40,755.49	648.49	24,160.77	62.78
483	ADMINISTRATION	16,944.00	3,232.56	0.00	13,711.44	19.08
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	83,889.76	0.00	(83,889.76)	100.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		414,780.71	341,597.92	7,111.85	73,182.79	82.36
TOTAL REVENUES		278,284.00	225,890.05	29,378.68	52,393.95	81.17
TOTAL EXPENDITURES		414,780.71	341,597.92	7,111.85	73,182.79	82.36
NET OF REVENUES & EXPENDITURES		(136,496.71)	(115,707.87)	22,266.83	(20,788.84)	84.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	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
OTHER	OTHER REVENUE	116,029.65	94,404.96	11,201.88	21,624.69	81.36
INT	INTEREST AND RENTS	100.00	0.00	0.00	100.00	0.00
TRANSIN	TRANSFERS IN	180,000.00	291,891.08	0.00	(111,891.08)	162.16
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		296,129.65	386,296.04	11,201.88	(90,166.39)	130.45
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	274,500.00	131,731.37	3,781.40	142,768.63	47.99
463	MAINTENANCE	90,148.56	29,363.92	1,639.93	60,784.64	32.57
474	TRAFFIC	11,804.65	7,923.89	309.34	3,880.76	67.13
478	WINTER MAINTENANCE	88,869.47	49,604.13	385.20	39,265.34	55.82
483	ADMINISTRATION	19,662.00	4,150.57	0.00	15,511.43	21.11
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		484,984.68	222,773.88	6,115.87	262,210.80	45.93
TOTAL REVENUES		296,129.65	386,296.04	11,201.88	(90,166.39)	130.45
TOTAL EXPENDITURES		484,984.68	222,773.88	6,115.87	262,210.80	45.93
NET OF REVENUES & EXPENDITURES		(188,855.03)	163,522.16	5,086.01	(352,377.19)	86.59

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
OTHER	OTHER REVENUE	25,000.00	60,000.00	0.00	(35,000.00)	240.00
INT	INTEREST AND RENTS	50.00	0.00	0.00	50.00	0.00
TOTAL REVENUES		25,050.00	60,000.00	0.00	(34,950.00)	239.52
Expenditures						
000		25,000.00	40,105.00	0.00	(15,105.00)	160.42
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		25,000.00	40,105.00	0.00	(15,105.00)	160.42
TOTAL REVENUES		25,050.00	60,000.00	0.00	(34,950.00)	239.52
TOTAL EXPENDITURES		25,000.00	40,105.00	0.00	(15,105.00)	160.42
NET OF REVENUES & EXPENDITURES		50.00	19,895.00	0.00	(19,845.00)	39,790.0



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES	TAXES	600,000.00	706,176.53	0.00	(106,176.53)	117.70
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	2,500.00	0.00	0.00	2,500.00	0.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		602,500.00	706,176.53	0.00	(103,676.53)	117.21
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	176,250.00	80,880.91	1,130.60	95,369.09	45.89
463	MAINTENANCE	113,716.73	72,806.04	5,738.91	40,910.69	64.02
483	ADMINISTRATION	63,273.22	36,688.63	2,964.96	26,584.59	57.98
740	COMMUNITY PROMOTIONS	75,000.00	8,027.00	0.00	66,973.00	10.70
906	DEBT SERVICE	34,263.28	34,263.28	0.00	0.00	100.00
965	TRANSFERS OUT	325,972.00	325,972.00	0.00	0.00	100.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		788,475.23	558,637.86	9,834.47	229,837.37	70.85
TOTAL REVENUES		602,500.00	706,176.53	0.00	(103,676.53)	117.21
TOTAL EXPENDITURES		788,475.23	558,637.86	9,834.47	229,837.37	70.85
NET OF REVENUES & EXPENDITURES		(185,975.23)	147,538.67	(9,834.47)	(333,513.90)	79.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 249 - BUILDING INSPECTION FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	45,000.00	68,649.00	11,930.00	(23,649.00)	152.55
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		45,000.00	68,649.00	11,930.00	(23,649.00)	152.55
Expenditures						
371	BUILDING INSPECTION DEPARTMENT	40,000.00	61,350.30	10,737.00	(21,350.30)	153.38
TOTAL EXPENDITURES		40,000.00	61,350.30	10,737.00	(21,350.30)	153.38
TOTAL REVENUES		45,000.00	68,649.00	11,930.00	(23,649.00)	152.55
TOTAL EXPENDITURES		40,000.00	61,350.30	10,737.00	(21,350.30)	153.38
NET OF REVENUES & EXPENDITURES		5,000.00	7,298.70	1,193.00	(2,298.70)	145.97

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
STATE	STATE GRANTS	500,000.00	0.00	0.00	500,000.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	5,000.00	825,830.90	0.00	(820,830.90)	16,516.6
INT	INTEREST AND RENTS	2,000.00	1,280.00	0.00	720.00	64.00
TRANSIN	TRANSFERS IN	1,000.00	3,860.25	0.00	(2,860.25)	386.03
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		508,000.00	830,971.15	0.00	(322,971.15)	163.58
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
265	CITY HALL	0.00	0.00	0.00	0.00	0.00
276	CEMETERY	0.00	0.00	0.00	0.00	0.00
301	POLICE DEPARTMENT	0.00	3,860.25	0.00	(3,860.25)	100.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
474	TRAFFIC	0.00	0.00	0.00	0.00	0.00
751	PARKS	505,000.00	2,327,716.58	120,086.15	(1,822,716.58)	460.93
758	DOG PARK	1,000.00	649.78	50.94	350.22	64.98
759	COMMUNITY GARDEN	0.00	0.00	0.00	0.00	0.00
790	LIBRARY	0.00	2,200.00	0.00	(2,200.00)	100.00
TOTAL EXPENDITURES		506,000.00	2,334,426.61	120,137.09	(1,828,426.61)	461.35
TOTAL REVENUES		508,000.00	830,971.15	0.00	(322,971.15)	163.58
TOTAL EXPENDITURES		506,000.00	2,334,426.61	120,137.09	(1,828,426.61)	461.35
NET OF REVENUES & EXPENDITURES		2,000.00	(1,503,455.46)	(120,137.09)	1,505,455.46	75,172.7

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 351 - GENERAL DEBT SERVICE ( NON-VOTED BONDS)						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	308,632.00	308,632.00	0.00	0.00	100.00
TOTAL REVENUES		308,632.00	308,632.00	0.00	0.00	100.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	308,632.00	308,632.52	254,316.26	(0.52)	100.00
TOTAL EXPENDITURES		308,632.00	308,632.52	254,316.26	(0.52)	100.00
TOTAL REVENUES		308,632.00	308,632.00	0.00	0.00	100.00
TOTAL EXPENDITURES		308,632.00	308,632.52	254,316.26	(0.52)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(0.52)	(254,316.26)	0.52	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	15,216.00	23,026.82	1,724.31	(7,810.82)	151.33
OTHER	OTHER REVENUE	0.00	25.00	0.00	(25.00)	100.00
INT	INTEREST AND RENTS	55,100.00	46,500.00	2,680.00	8,600.00	84.39
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		70,316.00	69,551.82	4,404.31	764.18	98.91
Expenditures						
000		81,500.00	71,549.89	2,440.60	9,950.11	87.79
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		81,500.00	71,549.89	2,440.60	9,950.11	87.79
TOTAL REVENUES		70,316.00	69,551.82	4,404.31	764.18	98.91
TOTAL EXPENDITURES		81,500.00	71,549.89	2,440.60	9,950.11	87.79
NET OF REVENUES & EXPENDITURES		(11,184.00)	(1,998.07)	1,963.71	(9,185.93)	17.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	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	1,018,339.00	861,719.34	93,439.40	156,619.66	84.62
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	100.00	1,336.74	1,250.00	(1,236.74)	1,336.74
INT	INTEREST AND RENTS	7,000.00	0.00	0.00	7,000.00	0.00
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
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,025,439.00	863,056.08	94,689.40	162,382.92	84.16
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	629,722.88	445,649.10	79,434.82	184,073.78	70.77
551	COLLECTION	414,234.07	111,416.84	20,576.12	302,817.23	26.90
552	CUSTOMER ACCOUNTS	85,040.11	63,116.29	2,674.74	21,923.82	74.22
553	ADMINISTRATION	421,791.50	179,513.89	0.00	242,277.61	42.56
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,550,788.56	799,696.12	102,685.68	751,092.44	51.57
TOTAL REVENUES		1,025,439.00	863,056.08	94,689.40	162,382.92	84.16
TOTAL EXPENDITURES		1,550,788.56	799,696.12	102,685.68	751,092.44	51.57
NET OF REVENUES & EXPENDITURES		(525,349.56)	63,359.96	(7,996.28)	(588,709.52)	12.06

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,118,692.00	1,001,220.07	98,807.55	117,471.93	89.50
OTHER	OTHER REVENUE	5,000.00	11,354.51	330.13	(6,354.51)	227.09
INT	INTEREST AND RENTS	17,040.00	5,149.99	500.00	11,890.01	30.22
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,140,732.00	1,017,724.57	99,637.68	123,007.43	89.22
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	489,737.45	331,388.45	27,661.28	158,349.00	67.67
571	DISTRIBUTION	468,402.66	275,972.22	34,129.05	192,430.44	58.92
572	CUSTOMER ACCOUNTS	90,208.11	65,319.67	2,674.77	24,888.44	72.41
573	ADMINISTRATION	406,437.50	96,033.03	0.00	310,404.47	23.63
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		1,454,785.72	768,713.37	64,465.10	686,072.35	52.84
TOTAL REVENUES		1,140,732.00	1,017,724.57	99,637.68	123,007.43	89.22
TOTAL EXPENDITURES		1,454,785.72	768,713.37	64,465.10	686,072.35	52.84
NET OF REVENUES & EXPENDITURES		(314,053.72)	249,011.20	35,172.58	(563,064.92)	79.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 598 - CABLE TV FUND						
Revenues						
OTHER	OTHER REVENUE	100,000.00	108,479.10	0.00	(8,479.10)	108.48
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		100,000.00	108,479.10	0.00	(8,479.10)	108.48
Expenditures						
000		100,000.00	104,479.10	0.00	(4,479.10)	104.48
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		100,000.00	104,479.10	0.00	(4,479.10)	104.48
TOTAL REVENUES		100,000.00	108,479.10	0.00	(8,479.10)	108.48
TOTAL EXPENDITURES		100,000.00	104,479.10	0.00	(4,479.10)	104.48
NET OF REVENUES & EXPENDITURES		0.00	4,000.00	0.00	(4,000.00)	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	2,792.49	0.00	(2,792.49)	100.00
INT	INTEREST AND RENTS	80,274.00	80,274.00	0.00	0.00	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		80,274.00	83,066.49	0.00	(2,792.49)	103.48
Expenditures						
000		110,800.00	103,019.30	5,593.14	7,780.70	92.98
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		110,800.00	103,019.30	5,593.14	7,780.70	92.98
TOTAL REVENUES		80,274.00	83,066.49	0.00	(2,792.49)	103.48
TOTAL EXPENDITURES		110,800.00	103,019.30	5,593.14	7,780.70	92.98
NET OF REVENUES & EXPENDITURES		(30,526.00)	(19,952.81)	(5,593.14)	(10,573.19)	65.36

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	226,325.00	132,699.21	7,783.77	93,625.79	58.63
OTHER	OTHER REVENUE	0.00	1,139.45	0.00	(1,139.45)	100.00
INT	INTEREST AND RENTS	100.00	0.00	0.00	100.00	0.00
TRANSIN	TRANSFERS IN	17,340.00	17,340.00	0.00	0.00	100.00
TOTAL REVENUES		243,765.00	151,178.66	7,783.77	92,586.34	62.02
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	320,213.03	167,325.54	19,766.21	152,887.49	52.25
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		320,213.03	167,325.54	19,766.21	152,887.49	52.25
TOTAL REVENUES		243,765.00	151,178.66	7,783.77	92,586.34	62.02
TOTAL EXPENDITURES		320,213.03	167,325.54	19,766.21	152,887.49	52.25
NET OF REVENUES & EXPENDITURES		(76,448.03)	(16,146.88)	(11,982.44)	(60,301.15)	21.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	10,000.00	8,500.00	0.00	1,500.00	85.00
INT	INTEREST AND RENTS	2,000.00	0.00	0.00	2,000.00	0.00
UNCLASSIFIED	Unclassified	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		12,000.00	8,500.00	0.00	3,500.00	70.83
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		12,000.00	8,500.00	0.00	3,500.00	70.83
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		12,000.00	8,500.00	0.00	3,500.00	70.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
OTHER	OTHER REVENUE	40,000.00	16,362.18	0.00	23,637.82	40.91
INT	INTEREST AND RENTS	0.00	(25,800.62)	41.33	25,800.62	100.00
TOTAL REVENUES		40,000.00	(9,438.44)	41.33	49,438.44	(23.60)
Expenditures						
000		40,000.00	2,000.00	0.00	38,000.00	5.00
965	TRANSFERS OUT	0.00	3,860.25	0.00	(3,860.25)	100.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		40,000.00	5,860.25	0.00	34,139.75	14.65
TOTAL REVENUES		40,000.00	(9,438.44)	41.33	49,438.44	23.60
TOTAL EXPENDITURES		40,000.00	5,860.25	0.00	34,139.75	14.65
NET OF REVENUES & EXPENDITURES		0.00	(15,298.69)	41.33	15,298.69	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	200.00	0.00	0.00	200.00	0.00
TOTAL REVENUES		200.00	0.00	0.00	200.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		200.00	0.00	0.00	200.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		200.00	0.00	0.00	200.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	50.00	0.00	0.00	50.00	0.00
TOTAL REVENUES		50.00	0.00	0.00	50.00	0.00
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		50.00	0.00	0.00	50.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		50.00	0.00	0.00	50.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	ACTIVITY FOR MONTH 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 737 - OTHER POST EMPLOYEE BENEFITS						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
UNCLASSIFIED	Unclassified	37,000.00	0.00	0.00	37,000.00	0.00
TOTAL REVENUES		37,000.00	0.00	0.00	37,000.00	0.00
Expenditures						
483	ADMINISTRATION	0.00	32,659.31	5,334.35	(32,659.31)	100.00
TOTAL EXPENDITURES		0.00	32,659.31	5,334.35	(32,659.31)	100.00
TOTAL REVENUES		37,000.00	0.00	0.00	37,000.00	0.00
TOTAL EXPENDITURES		0.00	32,659.31	5,334.35	(32,659.31)	100.00
NET OF REVENUES & EXPENDITURES		37,000.00	(32,659.31)	(5,334.35)	69,659.31	88.27
TOTAL REVENUES - ALL FUNDS		8,053,594.02	7,869,175.68	369,661.43	184,418.34	97.71
TOTAL EXPENDITURES - ALL FUNDS		9,451,711.56	8,552,867.66	798,420.48	898,843.90	90.49
NET OF REVENUES & EXPENDITURES		(1,398,117.54)	(683,691.98)	(428,759.05)	(714,425.56)	48.90





**MONTHLY COMPARISON TOTALS  
APRIL 2020 TO APRIL 2021**

ACTIVITY	APRIL	2020 YEAR-TO-DATE	APRIL	2021 YEAR-TO-DATE
Total Arrests	0	35	17	57
Alcohol (MIP/Open Intox)	0	2	0	0
Drug Law Violations	0	0	0	0
Drunk Driving	0	4	0	2
Suspended License	0	6	3	11
Warrant Arrest	0	10	4	19
Other Arrests	0	13	10	25
Assault	0	5	0	5
Assault (Verbal)	6	16	4	23
Assault (Domestic)	1	10	0	2
Assist from Other Agency	2	30	5	16
Assist to Other Agency	17	69	17	58
Assist to Citizen	11	69	39	195
Breaking & Entering	1	2	0	5
Disorderly Conduct	6	14	6	8
Dog Complaints	0	12	3	6
Larceny	5	13	4	15
Malicious Destruction	1	5	4	12
Motorist Assist	2	20	6	20
Ordinance Violations	4	26	4	9
Accident Total	6	28	6	34
{Property Damage}	6	25	6	29
{Personal Injury}	0	3	0	5
Citations Issued	0	100	38	97
Traffic Stops: Warned	4	269	127	267
# of Traffic Stops Made	2	341	150	337
TOTAL COMPLAINTS	116	512	217	762

# AGENCIES ASSISTING LOWELL POLICE DEPARTMENT

APRIL 2021

21-576	4/5/2021	CPS INVESTIGATION	CPS	ASSISTED	CITY OF LOWELL
21-615	4/10/2021	WELFARE CHECK	KENT COUNTY	ASSISTED	LOWELL TWP
21-628	4/12/2021	VERBAL DOMESTIC	KENT COUNTY	BACK-UP	LOWELL TWP
21-0633	4/13/2021	ALARM	KENT COUNTY	ASSISTED	VERGENNES TWP
21-0639	4/15/2021	SUSPICIOUS SUBJECT	KENT COUNTY	BACK-UP	LOWELL TWP
21-0657	4/17/2021	WELFARE CHECK	KENT COUNTY	ASSISTED	LOWELL TWP
21-0697	4/22/2021	SUICIDAL SUBJECT	KENT COUNTY	ASSISTED	LOWELL TWP
21-0704	4/23/2021	CHILD CUSTODY EXCHANGE	KENT COUNTY	BACK-UP	LOWELL TWP
21-0711	4/25/2021	WARRANT ARREST	IONIA CITY PD	ASSISTED	CITY OF LOWELL
21-0713	4/25/2021	POSSIBLE BREAKING & ENTERING	KENT COUNTY	BACK-UP	LOWELL TWP
21-0715	4/25/2021	CIVIL DOMESTIC	KENT COUNTY	BACK-UP	LOWELL TWP
21-0718	4/25/2021	STRUCTURE FIRE	LOWELL FIRE	ASSISTED	CITY OF LOWELL
21-0727	4/26/2021	WELFARE CHECK	CPS	ASSISTED	CITY OF LOWELL
21-0728	4/26/2021	GRASS FIRE	LOWELL FIRE	ASSISTED	LOWELL TWP
21-0734	4/28/2021	SUSPICIOUS SUBJECT	KENT COUNTY	BACK-UP	LOWELL TWP
21-0744	4/29/2021	MISSING PERSON	KENT COUNTY	ASSISTED	LOWELL TWP
21-0746	4/29/2021	DOMESTIC	KENT COUNTY	BACK-UP	LOWELL TWP

**AGENCIES ASSISTING LOWELL POLICE DEPARTMENT**  
**APRIL 2021**

<b>21-0613</b>	<b>4/10/2021</b>	<b>WARRANT ARREST</b>	<b>MONTCALM COUNTY</b>	<b>ASSISTED</b>
<b>21-0614</b>	<b>4/10/2021</b>	<b>WARRANT ARREST</b>	<b>IONIA COUNTY</b>	<b>ASSISTED</b>
<b>21-0692</b>	<b>4/22/2021</b>	<b>SUICIDAL SUBJECT</b>	<b>ROCKFORD AMBULANCE</b>	<b>ASSISTED</b>
<b>21-0698</b>	<b>4/23/2021</b>	<b>WELFARE CHECK</b>	<b>KENT COUNTY</b>	<b>ASSISTED</b>
<b>21-0712</b>	<b>4/25/2021</b>	<b>WELFARE CHECK</b>	<b>ROCKFORD AMBULANCE</b>	<b>ASSISTED</b>

**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: 05/05/2021

Period From: 03/30/2021 To: 04/30/2021

Invoice Number	Date	Name	Tax	Total	Balance Due
001661	03/31/2021	Police	0.00	443.10	1,293.79
001662	04/16/2021	Equipment	0.00	334.63	157.50
001663	04/21/2021	Police	0.00	51.49	1,293.79
001665	04/27/2021	Equipment	0.00	531.37	157.50
001666	04/06/2021	Equipment	0.00	118.18	157.50
001667	04/06/2021	Equipment	0.00	116.45	157.50
001668	03/31/2021	Equipment	0.00	91.01	157.50
001669	03/31/2021	Equipment	0.00	57.53	157.50
001670	03/31/2021	Equipment	0.00	91.01	157.50
001671	03/31/2021	Equipment	0.00	91.01	157.50
001672	04/16/2021	Equipment	0.00	1,634.46	157.50
001673	04/16/2021	Equipment	0.00	434.11	157.50
<b>Grand Totals:</b>			<b>0.00</b>	<b>3,994.35</b>	<b>4,162.58</b>
<b>Number of Invoices:</b>		<b>12</b>	<b>* - Indicates a Counter Sale</b>		
<b>Averages:</b>				<b>\$332.86</b>	<b>346.88</b>

Dept. of Public Works, City of Lowell

217 S. Hudson

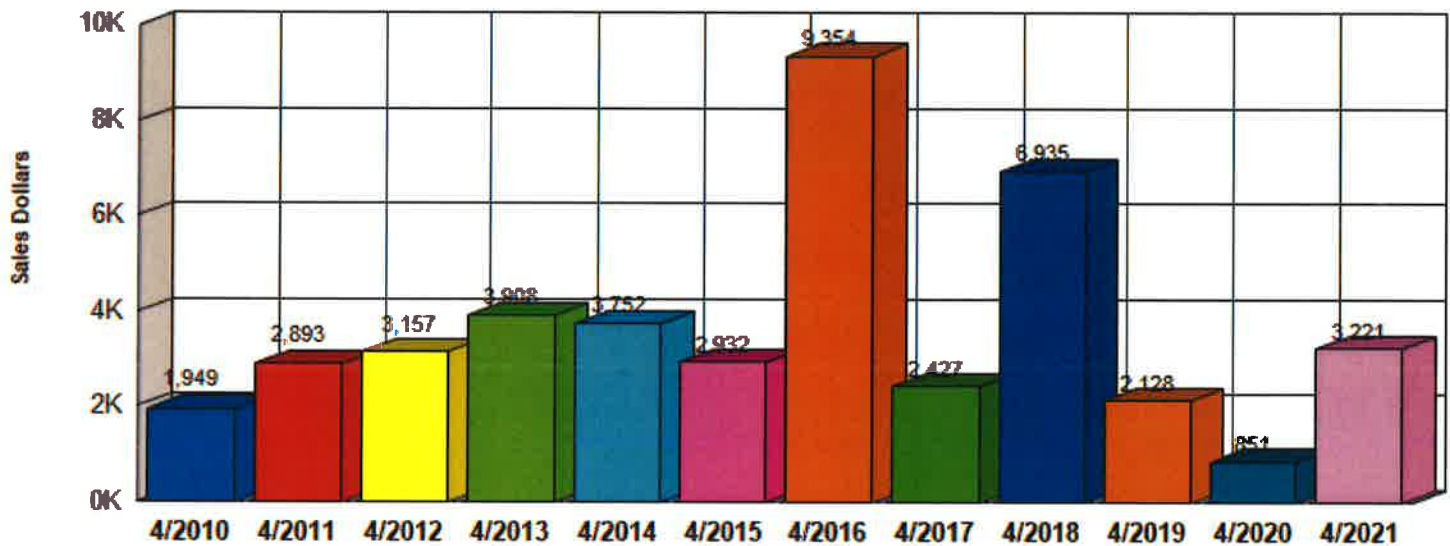
Lowell, MI. 49331

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

Sales By Selected Month For The Month Of April

Report Date: 05/05/2021

<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>
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	425.74	2	851.48	417.17	834.33	0.00	0.00
4/2021	460.10	7	3,220.69	449.58	3,147.06	0.00	0.00
<b>Totals:</b>		<b>113</b>	<b>43,506.54</b>		<b>\$26,145.71</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- -

**Next Place to Be****1661****INVOICE****Police**

Work Completed Date : 05/05/2021

Print Date : 05/05/2021

2015 Ford - Police Interceptor Utility

3.7L, V6 (227CI) VIN(R), 6 speed Automatic 6F55, 4-Wheel

Lic # : 002 X 978 - MI

Odometer In : 82,941

Unit # : 838

Odometer Out :

Cust ID : 2

VIN # : 1FM5K8AR4 FGA57275

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
Misc. Shop Supplies			15.00	Harold Zeigler Ford; Installed new rims and mount 3 tires. Inspect steering and suspension. Invoice 224368, Harold Zeigler Ford 3-31-2021		428.10
[ Technicians : ]						

Org. Estimate \$ 443.10

Revisions \$ 0.00

Current Estimate \$ 443.10

Additional Cost

Revised Estimate

<b>Labor:</b>	<b>0.00</b>
<b>Parts:</b>	<b>15.00</b>
<b>Sublet:</b>	<b>428.10</b>
<b>Sub:</b>	<b>443.10</b>
<b>Tax:</b>	<b>0.00</b>
<b>Total:</b>	<b>\$443.10</b>
<b>Bal Due:</b>	<b>\$0.00</b>

[ Payments - Cash - \$443.10 ]

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

217 S. Hudson

Lowell, MI. 49331

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

**Next Place to Be****1663****INVOICE****Police**

Print Date : 05/05/2021

2010 Ford - Fusion Hybrid

2.5L, In-Line4 (152CI) VIN(3), 0 speed Automatic CVT

Lic # : - MI

Odometer In : 77,246

Unit # : 841

Odometer Out :

Cust ID : 2

VIN # : 3FADP0L38 AR142672

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
Misc. Shop Supplies			2.45	Harlod Zeigler Ford; LOF Invoice 224777, Harlod Zeigler Ford 4-21-2021		49.04
[ Technicians : ]						
Org. Estimate	\$ 51.49	Revisions	\$ 0.00	Current Estimate	\$ 51.49	Additional Cost Revised Estimate

<b>Labor:</b>	<b>0.00</b>
<b>Parts:</b>	<b>2.45</b>
<b>Sublet:</b>	<b>49.04</b>
<b>Sub:</b>	<b>51.49</b>
<b>Tax:</b>	<b>0.00</b>
<b>Total:</b>	<b>\$51.49</b>
<b>Bal Due:</b>	<b>\$0.00</b>

[ Payments - Cash - \$51.49 ]

CITY OF LOWELL  
REPORT FOR : APRIL  
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 17.8121 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE  
MONTH OF: APRIL TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION  
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 280.85 HOURS, WHICH RESULTED IN  
443.75 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 129.26

ELECTRICAL COST PER MILLION GALLONS: \$ 269.48

TOTAL COST PER MILLION GALLONS: \$ 398.74

---

WATER PRODUCTION

DAILY AVERAGE: 0.594 MILLION GALLONS

DAILY MAXIMUM: 0.724 MILLION GALLONS

DAILY MINIMUM: 0.466 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 9.0597 HOURS PER DAY.



# Monthly Operating Report

for the . . .

Contract Operation

of the . . .



Wastewater Treatment Plant

April 2021





May 13, 2021

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 April Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 34.34 million gallons of wastewater were treated, down from 37.76 million gallons the month before.

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.

#### INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic April surcharges were \$77.88 for the month. No operational problems were experienced at the plant from this discharge.

The Litchouse April surcharges were \$4,842.35, included in this was 6 fines for exceeding the upper limit for BOD and FOG. No operational problems were experienced at the plant from this discharge.

#### MAINTENANCE COST REPORT

Date	Vendor	Cost
4/13	Tip-Top Gravel (1)	\$185.50
4/20	USA Bluebook (2)	\$ 131.40
4/26	Grainger (3)	203.40
4/29	Betten Baker (4)	40.14
4/30	Lowes (5)	31.10
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY 19-20)*		\$ 12,014.93*
Maintenance Allowance Spent YTD		\$ 10,131.64
Balance of Maintenance Allowance		\$ 1,883.32

\*The maintenance spending for FY 19-20 was under the annual allotment by \$14.93. That amount will be added to the beginning balance on July 1<sup>st</sup>. That makes the beginning balance \$12,014.93 (\$12,000+14.93).

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

- Replaced bark chips around buildings (1)
- Replaced high level probe on RDT (2)
- Replaced signal wire conduit for bar screen (3) & (5)
- Conducted annual maintenance on plant truck (4)

#### PROJECTS FOR THE FUTURE

- Continue miscellaneous painting projects
- Reseed lawn from Digester #3 project
- Replace light for flag pole
- Apply lawn fertilizer

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

Respectfully submitted,

SUEZ

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

Brian Vander Meulen  
Project Manager

#### APRIL EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 3 mg/l, 88% under the NPDES limit of 25 mg/l. The worst 7-day average was 3 mg/l, 93% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 2.7 mg/l, 91% under the NPDES limit of 30 mg/l. The worst 7-day average was 3.7 mg/l, 92% under the NPDES limit of 45 mg/l.

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

The average removal rate for BOD was 98%; a minimum of 85% is required. The average removal rate for Suspended Solids was 97%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 40 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 122 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 36 ug/l; the limit is 38 ug/l. The monthly average was 23 ug/l.

## Appendix A

=====

State of Michigan  
Department of Environmental Quality

# Plant Influent Sheet

Lowell, Michigan

R4607 4/74  
4833-6040

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

Plant No. 410049  
Month April  
Year 2021

Superintendent's Signature  
Brian Vander Meulen, Supt.

WEATHER			FLOW		RAW SEWAGE QUALITY												D A Y P N S F
D A Y P N S F	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	BOD		SS		Total-P		VSS	NH3-N		Mercury	
	0033	0045	50050	50051	00011	00400	mg/l	LBS	mg/l	LBS	mg/l	LBS	mg/l	mg/l	LBS	ng/l	
1	27	0.00	1.18	1.70												4.7	1
2	278	0.00	1.11	1.70	53	7.2	206	1907	62	574			46				2
3	278	0.00	1.15	1.80													3
4	146	0.34	1.13	1.50													4
5	16	0.00	1.17	1.90	54	7.4	110	1073	62	605			58				5
6	16	0.00	1.13	1.70													6
7	16	0.00	1.15	1.70	54	7.4	152	1458	98	940	2.6	24.9	86	10.0	95.9		7
8	246	0.18	1.12	1.60													8
9	2468	0.02	1.04	1.60	55	7.3	168	1457	74	642			64				9
10	2468	1.14	1.17	1.70													10
11	246	0.03	1.30	1.70													11
12	26	0.00	1.24	1.80	54	7.4	182	1882	128	1324			126				12
13	26	0.00	1.21	1.80													13
14	247	0.00	1.25	1.80	55	7.0	156	1626	84	876	2.5	26.1	82	8.3	86.5		14
15	27	0.00	1.19	1.70													15
16	268	0.00	1.13	1.70	55	7.3	172	1621	80	754			78				16
17	268	0.00	1.18	1.80													17
18	16	0.00	1.23	1.80													18
19	347	0.11	1.18	1.70	55	7.4	174	1712	140	1378			130				19
20	27	0.00	1.15	1.70													20
21	27	0.00	1.15	1.70	53	7.4	208	1995	114	1093	2.4	23.0	112	10.1	96.9		21
22	27	0.00	1.15	1.60													22
23	268	0.00	0.96	1.70	55	7.1	241	1930	142	1137			128				23
24	26	0.00	1.08	1.80													24
25	16	0.00	1.17	1.60													25
26	16	0.00	1.10	1.60	55	7.4	135	1238	90	826			84				26
27	246	0.00	1.14	1.60													27
28	26	0.00	1.09	1.60	55	7.3	192	1745	132	1200	2.9	26.4	116	10.1	91.8		28
29	246	0.15	1.09	1.70													29
30	26	0.00	1.00	1.60	54	7.3	178	1485	116	967			108				30
31																	31
TL	XXXX	1.97	34.34	XXXX	XXXX	XXXX	XXXX	48762	XXXX	28420	XXXX	753	XXXX	XXXX	2783.4125	XXXX	TL
ME	XXXX	XXXX	1.14	XXXX	54	7.3	175	1625	102	947	2.6	25.1	94	9.6	92.8	XXXX	ME
MAX	XXXX	1.14	1.30	1.90	55	7.4	241	1995	142	1378	2.9	26.4	130	10.1	96.9	XXXX	MAX
MIN	XXXX	XXXX	0.96	1.50	53	7.0	110	1073	62	574	2.4	23.0	46	8.3	86.5	XXXX	MIN

# Activated Sludge Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

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

Plant No: 410049  
Month: April  
Year: 2021

Superintendent's Signature: Brian Vander Meulen, Supt.

AERATION SYSTEM					MIXED LIQUOR						SECONDARY SLUDGE			Process Modifi- cation see code 80889	D A Y P N S	REMARKS
D A Y P N S	Aeration Volume KCF	Detention Time Hours	Sludge Age Days	Organic Loading F/M	MLSS mg/l	MLVSS mg/l	Settle. %	SDI %	DO mg/l	SVI %	SS %	VSS %	Waste Kgal			
1	192	29.2											24.5	4	1	
2		31.0	70.7	0.06	3390	2738	35	0.97	5.0	103	0.54	0.44	0.0		2	
3		30.0											0.0		3	
4		30.5											0.0		4	
5		29.5	75.8	0.03	3827	3149	44	0.87	3.7	115	0.59	0.48	28.5		5	
6		30.5											26.9		6	
7		30.0	44.1	0.04	3463	2835	38	0.91	3.8	110	0.53	0.43	28.0		7	
8		30.8											30.7		8	
9		33.1	65.9	0.04	3534	2900	41	0.86	4.0	116	0.59	0.48	24.7		9	
10		29.5											0.0		10	
11		26.5											0.0		11	
12		27.8	32.6	0.05	3606	2966	46	0.78	4.6	128	0.61	0.50	108.9		12	
13		28.5											27.2		13	
14		27.6	41.3	0.05	3018	2480	30	1.01	4.4	99	0.53	0.43	109.0		14	
15		29.0											31.0		15	
16		30.5	39.3	0.07	2472	2030	28	0.88	5.5	113	0.47	0.39	28.8		16	
17		29.2											0.0		17	
18		28.0											0.0		18	
19		29.2	23.5	0.06	2706	2221	28	0.97	5.1	103	0.46	0.37	32.3		19	
20		30.0											33.8		20	
21		30.0	27.5	0.08	2510	2050	26	0.97	6.4	104	0.41	0.34	27.4		21	
22		30.0											34.8		22	
23		35.9	27.4	0.08	2603	2147	27	0.96	5.7	104	0.37	0.30	29.7		23	
24		31.9											0.0		24	
25		29.5											0.0		25	
26		31.3	38.2	0.05	2637	2172	30	0.88	4.5	114	0.42	0.34	115.3		26	
27		30.2											28.6		27	
28		31.6	22.5	0.08	2250	1845	25	0.90	4.6	111	0.40	0.33	0.0		28	
29		31.6											32.9		29	
30		34.5	27.1	0.07	2192	1800	25	0.88	6.2	114	0.38	0.31	28.1		30	
31															31	
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	831.1	XXXX	TL	
ME	192	30.2	41.2	0.06	2939	2410	33	0.91	4.9	110	0.48	0.40	27.7	XXXX	ME	
MAX	XXXX	35.9	75.8	0.08	3827	3149	46	1.01	6.4	128	0.61	0.50	115.3	XXXX	MAX	
MIN	XXXX	26.5	22.5	0.03	2192	1800	25	0.78	3.7	99	0.37	0.30	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 April  
Year 2021  
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	LBS.	ug/l	ng/l	
1	80082	85001	80091	00530	85002	81011	00665	85004	81012	00535	00400	00300	31616	00610	00610	50060	71900	1
2	3	28	99	1.2	11	98				0.8	7.3	10.8	98			20	0.2	2
3																		3
4										1.6	7.3	10.3	108			8		4
5	3	29	97	2.0	20	97												5
6																		6
7	3	29	98	4.4	42	96	0.39	3.74	85	2.8	7.3	9.7	38	0.11	1.06	10		7
8																		8
9	3	26	98	2.4	21	97				2.0	7.3	9.8	212			6		9
10																		10
11																		11
12	4	41	98	1.6	17	99				1.2	7.3	9.9	228			18		12
13																		13
14	3	31	98	2.0	21	98	0.46	4.80	82	1.6	7.4	10.0	35	0.03	0.31	34		14
15																		15
16	3	28	98	4.0	38	95				3.6	7.4	10.6	22			36		16
17																		17
18																		18
19	3	30	98	4.8	47	97				4.0	7.3	10.2	144			15		19
20																		20
21	3	29	99	0.8	8	99	0.39	3.74	84	0.4	7.4	10.7	18	0.04	0.38	32		21
22																		22
23	3	24	99	4.4	35	97				2.4	7.2	10.6	17			35		23
24																		24
25																		25
26	2	18	99	2.8	26	97				2.4	7.3	10.3	12			16		26
27																		27
28	2	18	99	4.0	36	97	0.45	4.09	84	2.4	7.3	9.9	25	0.07	0.64	33		28
29																		29
30	2	17	99	1.2	10	99				0.8	7.3	10.1	3			31		30
31																		31
TL	XXXX	804	XXXX	XXXX	764	XXXX	XXXX	122.8	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	17.91	XXXX	XXXX	TL
ME	3	27	98	2.7	25	97	0.42	4.09	84	2.0	7.3	10.2	40	0.06	0.60	23	XXXX	ME
WA	3	34	98	3.7	35	96	XXXX	XXXX	XXXX	3.1	7.4	9.8	122	0.11	1.06	29	XXXX	WA
MAX	4	41	99	4.8	47	99	0.46	4.80	85	4.0	7.4	10.8	228	0.11	1.06	36	XXXX	MAX
MIN	2	17	97	0.8	8	95	0.39	3.74	82	0.4	7.2	9.7	3	0.03	0.31	6	XXXX	MIN

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



# Miscellaneous Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

R 4607 4/74  
4833-6040

Plant No. 410049  
Month April  
Year 2021

Superintendent's Signature  
Brian Vander Meulen, Supt.

Grit		Aux Fuel	Power Consumption	Chemicals Applied		
D		Nat. Gas		CL2	FeCL2	
A	CF	CF	KWH	LBS	GAL	
Y						
PN		2	3			
SF						
1	1	17	1.8	10	15	
2	1	10	1.4	10	20	
3	1	5	1.6	10	20	
4	1	4	1.6	10	20	
5	1	5	1.6	8	20	
6	1	2	1.6	8	15	
7	1	0	1.4	10	20	
8	1	0	1.8	7	20	
9	1	0	1.4	5	20	
10	1	1	1.4	10	15	
11	1	2	1.8	9	25	
12	1	4	1.8	5	20	
13	1	0	1.6	7	20	
14	1	17	2.0	8	20	
15	1	7	1.6	10	20	
16	1	7	1.6	10	20	
17	1	3	1.6	10	20	
18	1	5	1.6	5	20	
19	1	11	1.6	10	20	
20	1	13	2.0	10	20	
21	1	15	1.8	10	20	
22	1	12	1.8	10	20	
23	1	6	1.8	7	20	
24	1	3	1.4	10	20	
25	1	9	1.8	10	20	
26	1	8	1.8	10	20	
27	1	1	1.8	8	20	
28	1	0	1.4	9	20	
29	1	3	1.6	5	20	
30	1	5	1.6	5	20	
31						
TL	30	175	49.6	256	590	0
ME	1	6	1.7	9	20	0
MAX	1	17	2.0	10	25	0
MIN	1	0	1.4	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	176	0	0	0
Shift Operator	1	1	192	0	0	0
Total	2	1	368	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
2021	4	1	FROM	2021	4	30
			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			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT	SAMPLE MEASUREMENT	1.14	1.30	(03)	*****	*****	*****		-	7/7	RECORD FLOW
50050 1 0 0	PERMIT REQUIREMENT	REPORT MONTHLY AVG	REPORT DAILY MAX	MGD	*****	*****	*****	****		WEEKDAYS	RECORD FLOW
EFFLUENT GROSS VALUE	SAMPLE MEASUREMENT	25	35	(26)	*****	2.7	3.7	(19)	0	3/7	24 HR COMP
SOLIDS, TOTAL SUSPENDED	PERMIT REQUIREMENT	360	530	lbs/day	*****	30	45	mg/L		WEEKDAYS	24 HR COMP
00530 B 0 0		MONTHLY AVG	7 DAY AVG			MONTHLY AVG	7 DAY AVG				
PRIOR TO DISINFECT	SAMPLE MEASUREMENT	27	34	(26)	*****	3	3	(19)	0	3/7	24 HR COMP
BOD, CARBONACEOUS	PERMIT REQUIREMENT	300	470	lbs/day	*****	25	40	mg/L		WEEKDAYS	24 HR COMP
05 DAY, 20C		MONTHLY AVG	7 DAY AVG			MONTHLY AVG	7 DAY AVG				
80082 B 0 0	SAMPLE MEASUREMENT	*****	1.06	(26)	*****	*****	0.11	(19)	0	1/7	24 HR COMP
PRIOR TO DISINFECT	PERMIT REQUIREMENT	*****	REPORT DAILY MAX	lbs/day	*****	*****	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
NITROGEN, AMMONIA TOTAL (AS N)	SAMPLE MEASUREMENT	4.1	4.8	(26)	*****	0.42	0.46	(19)	0	1/7	24 HR COMP
00610 B 1 0	PERMIT REQUIREMENT	12	REPORT DAILY MAX	lbs/day	*****	1.0	REPORT DAILY MAX	mg/L		WEEKLY	24 HR COMP
PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	*****	*****	*****	*****	36	(19)	0	3/7	GRAB
PHOSPHORUS, TOTAL (AS P)	PERMIT REQUIREMENT	*****	*****	*****	*****	*****	38	ug/l		WEEKDAYS	GRAB
00665 B 0 0		MONTHLY AVG				MONTHLY AVG					
PRIOR TO DISINFECT	SAMPLE MEASUREMENT	*****	<0.000002		*****	*****	<0.2		0	1/90	GRAB
CHLORINE, TOTAL RESIDUAL	PERMIT REQUIREMENT	*****	Report Max Monthly Avg	lbs/day	*****	*****	Report Max Monthly Avg	ng/L		QUARTERLY	GRAB
50060 P 0 0											
SEE COMMENTS BELOW											
MERCURY, TOTAL											
71900 B 0 0											
POST DISINFECT											
<b>NAME/TITLE PRINCIPAL EXECUTIVE OFFICER</b>  Brian Vander Meulen, Supt.  <b>TYPED OR PRINTED</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>  (616) 897-8135		<b>DATE</b>  2021 5 10		
							<b>SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT</b>		<b>AREA CODE</b>  NUMBER		<b>YEAR MO DAY</b>

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 GC)  
 F-FINAL  
 001 MUN. WASTE H2O--FLAT RIVER

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

MONITORING PERIOD						
YEAR	MO	DAY		YEAR	MO	DAY
FROM 2021	4	1		TO 2021	4	30

\*\*\* NO DISCHARGE ☐ \*\*\*

NOTE: Read Instructions before completing this form.

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
MERCURY, TOTAL	SAMPLE MEASUREMENT	*****	0.000006		*****	*****	0.67		0	1/90	CALCTD
71900 X 0 0 POST DISINFECT	PERMIT REQUIREMENT	*****	0.000024 12-Mo Rolling Avg	lbs/day	*****	*****	2.0 12-Mo Rolling Avg	ng/L		QUARTERLY	CALCTD
COLIFORM, FECAL GENERAL	SAMPLE MEASUREMENT	*****	*****		*****	40	122	(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	*****	*****		98	*****	97	(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	*****	*****		97	*****	95	(23)	0	1/30	CALCTD
81011 K 0 0 PERCENT REMOVAL	PERMIT REQUIREMENT	*****	*****	*****	85 MIN % REMOVAL	*****	Minimum Daily % Removal	PER- CENT		ONCE/MON	CALCTD
pH	SAMPLE MEASUREMENT	*****	*****		7.2	*****	7.4	(12)	0	3/7	GRAB
00400 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	****	6.5 DAILY MINIMUM	*****	9.0 DAILY MAX	S.U.		WEEKDAYS	GRAB
OXYGEN, DISSOLVED (DO)	SAMPLE MEASUREMENT	*****	*****		9.7	*****	*****	(19)	0	3/7	GRAB
00300 P 0 0 SEE COMMENTS BELOW	PERMIT REQUIREMENT	*****	*****	****	3.0 DAILY MINIMUM	*****	*****	mg/L		WEEKDAYS	GRAB
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	PHONE NUMBER		DATE		
		(616) 897-8135		2021	5	10
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO DAY

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

P=AFTER DISINFECTION

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

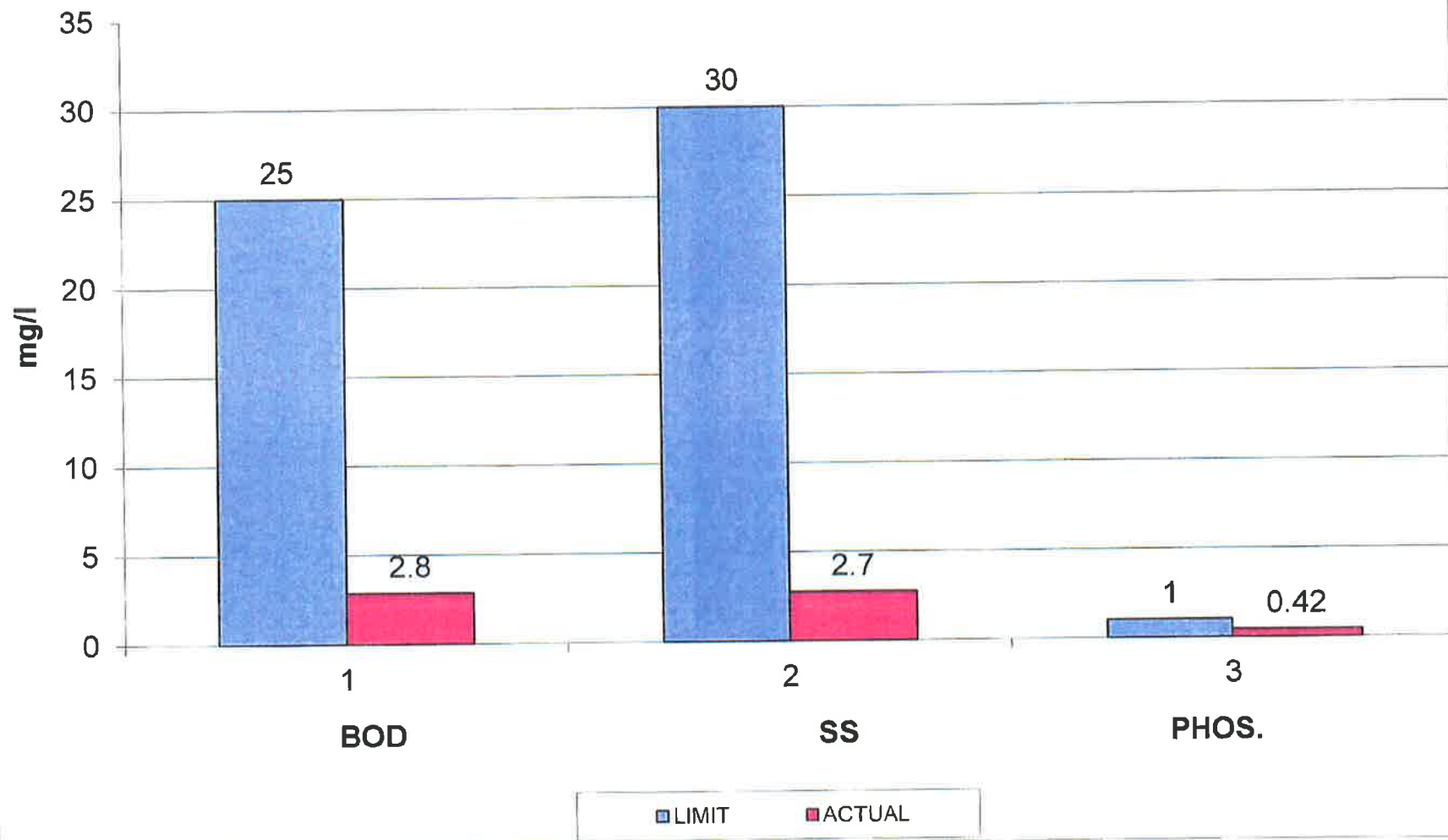
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Page 2 of 2

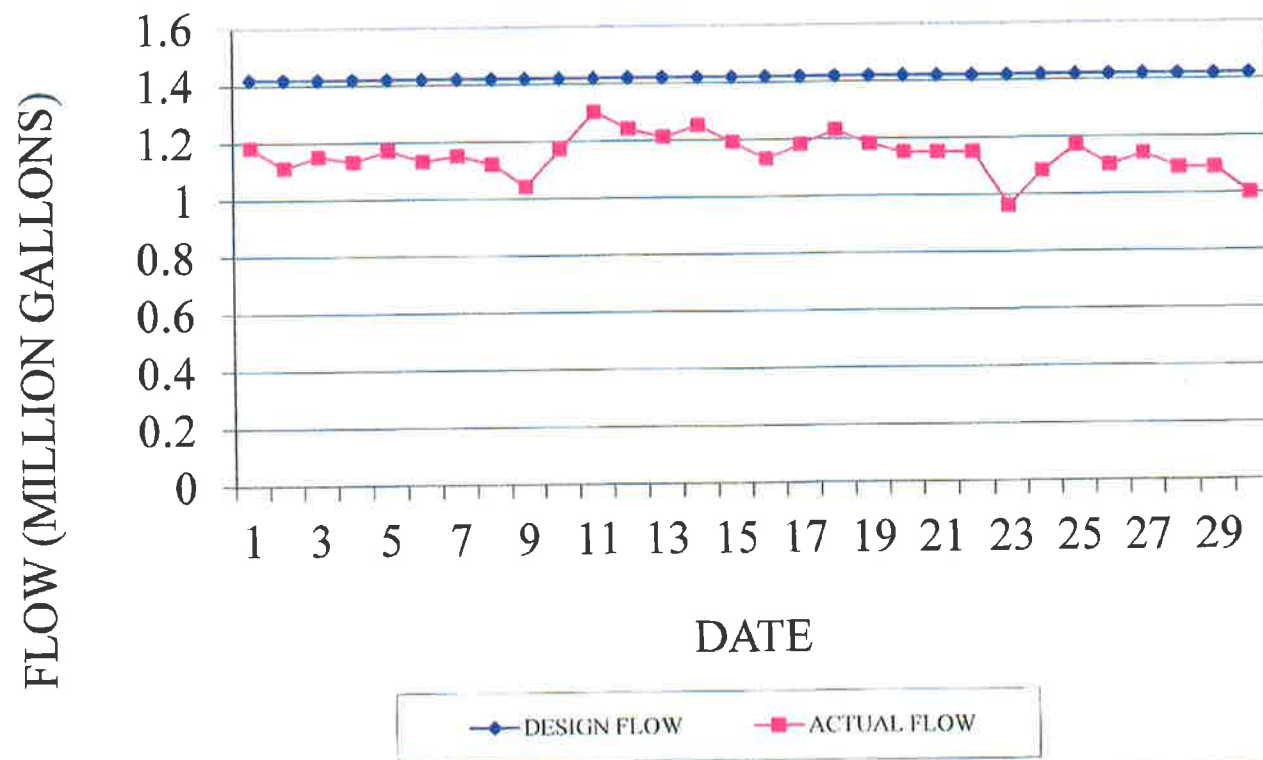
## Appendix B



## EFFLUENT LIMIT vs ACTUAL



## DESIGN FLOW vs ACTUAL FLOW





## APPOINTMENTS

	Expires
Airport Board Vacancy (Jeff Altoft – Currently Serving)	01/01/2021
Arbor Board Vacancy (Ashley Dunn – Resigned)	06/30/2020
Board of Review Vacancy (alternate)	01/01/2023
Construction Board of Appeals Vacancy	01/01/2021
Historic District Commission Vacancy (Mike DeVore – Resigned)	01/01/2023
Local Officers Compensation Commission Vacancy (Roger LaWarre – Currently Serving)	06/30/2020
Lowell Area Fire and Emergency Services Authority Vacancy (Dave Pasquale – Currently Serving)	01/01/2020