

LCTV ENDOWMENT FUND BOARD

WEDNESDAY, DECEMBER 13, 2023

1<sup>ST</sup> FLOOR –FLAT RIVER CONFERENCE ROOM

LOWELL CITY HALL – 301 E. MAIN STREET

1. CALL TO ORDER; ROLL CALL

2. ELECTION OF OFFICERS

- a. Chairperson (currently Dennis Kent)
- b. Vice Chair (currently Bill Thompson)
- c. Recording Secretary (currently Mark Mundt)

3. APPROVAL OF THE AGENDA

4. APPROVAL OF THE MINUTES

- a. February 23, 2023

5. PUBLIC COMMENTS

6. REVIEW OF MEMBERS

CITY:

Jim Salzwedel	-	until term on City Council expires
Mark Mundt	-	term expiring 12/31/2025
Dennis Kent	-	term expiring 12/31/2023
Amanda Schrauben	-	term expiring 12/31/2024

LOWELL CHARTER TOWNSHIP:

William C. Thompson	-	until term on Township Board expires
Sue Simmonds	-	term expiring 12/31/23

VERGENNES TOWNSHIP:

Tim Wittenbach	-	until term on Township Board expires
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7. OLD BUSINESS

- a. Listing of 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 and 2023 grant awards.
- b. Discussion about Resolution 20-09 Section 7

8. NEW BUSINESS

- a. Review amount of grant funds available for awards.
- b. Discuss application process, timeline, and lessons from last year.
- c. Review grant application. Any necessary revisions?
- d. Schedule future meetings

9. BOARDMEMBER COMMENTS

10. ADJOURNMENT

LCTV ENDOWMENT FUND BOARD  
THURSDAY, FEBRUARY 23, 2023  
5:30 P.M.

**1. CALL TO ORDER; ROLL CALL**

The meeting was called to order at 5:30 p.m. by Chair Dennis Kent.

Present:	City of Lowell	Dennis Kent Mark Mundt Jim Salzwedel Amanda Schrauben
	Lowell Charter Township	Bill Thompson
Absent:	Vergennes Township	Tim Wittenbach
Absent:	Lowell Charter Township	Sue Simmonds
Also Present:	City Clerk Susan Ullery	

**2. APPROVAL OF ABSENCE**

IT WAS MOVED BY THOMPSON and seconded by SCHRAUBEN to approve the absence of Boardmembers Simmonds and Wittenbach.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF AGENDA**

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

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**4. APPROVAL OF THE MINUTES**

IT WAS MOVED BY THOMPSON and seconded by MUNDT to approve the minutes of the December 7, 2022 meeting as written.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**5. PUBLIC COMMENTS**

No public comments.

**6. OLD BUSINESS**

**a. Progress Reports – Comments.**

The Boardmembers reviewed the progress reports. It was noted the Lowell Historical Museum front step replacement project still needs to be completed. Bob Rogers also submitted an update regarding the skate park project. As of February 13, 2023 they have raised \$82,951.75 which includes the not yet awarded \$30,000 LCTV Fund grant from 2022.

The board discussed the two outstanding projects and agreed both applicants should submit a letter to the board and council confirming the projects remain the same as when applied for and/or provide and modifications.

IT WAS MOVED BY THOMPSON and seconded by SCHRAUBEN to remain committed to provide funding for the Lowell Historical Museum front step replacement project and the skate park project. A letter should be submitted by each entity stating any modifications.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

b. History of Grants.

The board reviewed the history of the grants, noting it goes back to 2009.

7. **NEW BUSINESS**

a. Financial Statement from Grand Rapids Foundation.

The Financial Statement from the Grand Rapids Foundation was reviewed and there is \$113,276.98 available for grants.

b. Review of 2023 grant applications – Possible Final Recommendations to City Council.

Chair Kent briefly ran through each grant and further discussion continued.

Fallasburg Historical Society representative Craig Fonger was present regarding the grant application he submitted.

Representatives from First Congregational Church of Lowell, Lowell Senior Neighbors and Gilda's Club were present regarding their grant request. The board questioned whether funds could be given to religious organizations. Church representative Teresa Beachum suggested the funds be granted to Lowell Senior Neighbors and Gilda's Club rather than First Congregational Church of Lowell. Chair Kent suggested Ullery check with City Attorney Jessica Wood to find out who can be the legal recipient. Boardmembers Salzwedel and Thompson had no issues with the project

Kent also suggested the ordinance be revisited during the December 2023 meeting.

The board discussed the Flat River Outreach Ministries (FROM) grant request. Kent wished the project specifically stated the funds were going to go specifically for the purchase of the vehicle.

Representatives from the Grand Rapids Amateur Astronomical Association were present regarding their grant request for the development of a solar dome. No concerns were discussed. The grant request from Kent District Library was reviewed with no concerns.

The board discussed the grant request from the Lowell Area Arts Council (DBA LowellArts). Schrauben noted the project has already been completed. There was a consensus to not approve the request as it did not meeting the guidelines established for receiving grants.

The request from the Lowell Area Fire Department and Lowell Dog Park were reviewed with no concerns.

The grant request from the Lowell Rotary Club/City of Lowell to rejuvenate/update Creekside Kingdom was reviewed. Kent questioned if this was an appropriate request as it is an assessment. Mundt explained this is step 1 of a big project. This is a rehabilitation project. Thompson had no issues supporting the project with the understanding this is step 1 that will lead to the project.

After reviewing and discussing the grant applications, the board agreed to fund the requests as follows:

Applicant	Description	Rec. Amt.
City of Lowell	LCTV Fund Administration Expenses.....	\$4,000.00
Fallasburg Historical Society	Technology Upgrade .....	\$4,284.09
First Congregational Church	Senior Neighbors/Gilda's Club Improvements.....	\$27,150.54
Flat River Outreach Ministries	FROM Transportation Program.....	\$15,000.00
GR Amateur Astro, Assoc.	DayStar Observatory.....	\$10,000.00
Kent District Library	Teen Area Remodeling Project.....	\$2,250.00
Lowell Area Fire Department	Nozzle Replacement Project.....	\$10,000.00
Lowell Dog Park	Small Dog Park Weather Shelter.....	\$4,475.00
Rotary Club of Lowell/City	Rejuvenate/Update Creekside Kingdom.....	\$2,400.00

IT WAS MOVED BY THOMPSON and seconded by MUNDT to recommend the City Council approve \$79,559.63 in grants as noted above.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

c. Determine if an additional meeting is necessary for final recommendations to City Council.

The board discussed what to do with the remaining \$33,717.00 and decided to roll it over to next year. No additional meeting is necessary for this grant cycle.

Kent will present the recommended grants to the City Council at its March 6, 2023 meeting.

d. Schedule 2023/2024 Meetings.

By general consensus, the board agreed to meet on December 7, 2023 at 5:30 p.m. Further meetings will be established.

## 8. ADJOURNMENT

IT WAS MOVED BY THOMPSON and seconded by SALZWEDEL to adjourn at 6:57 p.m.

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Dennis J. Kent  
Chair

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Mark Mundt  
Recording Secretary

**RE: Museum Step Replacement**

On February 28<sup>th</sup>, a Permit Application for Certificate of Appropriateness was brought before the Downtown Historical District Commission. The commission went over the project and gave approval to the work with preference towards Option 2. A Grant Application was also presented to the Historical District Commission, but unfortunately, at this time they do not have any grant funds available.

Funding for this project has been set aside in the current fiscal year budget. For the project, the City has received a grant from the LCTV fund in the amount of \$25,000. For the remaining cost of the project, the DDA is asked to fund \$21,750, and the remainder of the project to be funded through the General Fund.

It is my recommendation: **That the Lowell City Council approve the bid from RAM Construction Services of Michigan, Inc., Kentwood Michigan, dated February 2, 2023, for the removal and replacement of the front entry stairway and landing, Option 2, at a cost of \$53,357.82.**

## Sue Ullery

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**From:** Robert Rogers <bobrogers299@gmail.com>  
**Sent:** Wednesday, November 22, 2023 9:15 AM  
**To:** Sue Ullery  
**Cc:** Rich Labombard; Mike Burns; Dan Lixey; jessica barney  
**Subject:** Re: LCTV Skate Park Update

Organization Name: Impact Church

Project Name: Lowell Skate Park Remodel

Date(s) of project: Spring 2024

Contact person: Bob Rogers, [BobRogers299@gmail.com](mailto:BobRogers299@gmail.com), 616-299-0022

Grant Amount: \$30,000

Report of Grant Activities

Review: To enhance and remodel the Lowell Skate Park with cement obstacles which will be quieter, more fun, safer and less maintenance.

Results: Fundraising is difficult, especially for a project that serves a portion of the community.

Finances: We've reached our goal of \$120,000 just recently and are now working with Grindline out of Seattle, WA for a contract, then design and then construction.

Sustainability: Once completed, the cement structures will have much less maintenance requirements than the wood and metal ones that are there currently.

Yes, this grant helped us raise funds through other means.

2009

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
Gilda's Club Grand Rapids	Lowell Program, Phase 1	\$10,000.00
Lowell Area Recreational Authority	Connecting Lowell Area Trailways	\$15,000.00
LAPAC-Lowell Area Schools	Public Access Channel Enhancement	\$10,750.00
City of Lowell	Englehardt Public Library Roof	\$10,000.00
Rotary Club of Lowell Community Foundation	Richard's Park Project	\$5,000.00
Lowell Charter Township	CDBG Sidewalk Project	\$4,000.00
Flat River Outreach Ministries	Heating/AC Unit Replacement	\$10,000.00
07-19-2010 – City of Lowell	Englehardt Pubic Library Roof – amendment to the library roofing project including exterior improvements.	\$8,700.00
09-07-2010 - City of Lowell	Englehardt Public Library Roof – amendment for completion of library exterior trim work	\$2,300.00
11-01-2010 – Lowell Charter Township	CDBG Sidewalk Project – amendment to accommodate pedestrian bridge	\$10,000.00
<b>TOTAL MONIES GIVEN</b>		<b>\$85,750.00</b>

2010

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	Upgrading public street lighting	10,654.00
Flat River Outreach Ministries	River of Hope Campaign - One heating, ventilation and air conditioning unit.	12,700.00
Lowell Area Historical Museum	Educational Programs for Children	2,255.00
Lowell Area Schools	Grand Rapids Community College Satellite Courses in Lowell	18,443.00
Lowell Charter Township	Lowell Township Riverfront Park Bleacher Project	4,000.00
Lowell Music Boosters	Music Boosters	2,000.00
Lowell Police Department	Stop Stick pursuit termination device.	1,200.00
City of Lowell	Creekside Park baseball field improvements	7,000.00
City of Lowell	Audio Visual Technology Enhancement Grant	10,100.00
City of Lowell	Stoney Lakeside Park Skateboard Park	27,400.00
<b>TOTAL MONIES GIVEN</b>		<b>\$95,752.00</b>



2011

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell, Light & Power and Police Dept.	Lowell Area Emergency Communications	\$12,026.00
Lowell Area Fire & Emergency Services Authority	Jaws of Life Replacement	\$18,250.00
Lowell High School	Senior Class Trip - Big City Night	\$ 1,000.00
Lowell Area Historical Museum	Walking Tour of Historic Downtown Lowell	\$1,400.00
City of Lowell	City Trees Program	\$ 15,000.00
City of Lowell	East Side Riverbank Improvement	\$50,000.00
City of Lowell	City Web Site Upgrade	\$ 14,530.00
Greater Lowell Chamber Foundation	Ivan K. Blough Scholarship Start-up Fund	\$ 25,000.00
Lowell Dog Park	Lighting System	\$ 2,000.00
Lowell Area Arts Council	Performing Arts Sound System	\$ 12,356.00
Lowell Music Boosters	Music Scholarships, Equipment	\$ 20,000.00
City of Lowell	Recreation Park Signs	\$ 2,000.00
Fallasburg Historical Society	Orlin Douglass/Tower Farm Preservation Project	\$ 7,950.00
Lowell Area Schools	Public Access Channel (WLHS TV) Mobile/Remove Upgrade	\$ 7,134.00
Lowell Area Schools	Mobile Technologies	\$ 15,000.00
Total Monies Given		<hr/> \$203,646.00

2012

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
Lowell Area Schools	Lowell Music Boosters Band & Choir	\$32,000.00
Lowell Area Historical Museum	Educational Programs for Children	\$1,445.00
Lowell Police Dept.	First Aid & Firearms training and equipment update	\$3,000.00
Lowell Area Fire & Emergency Services Authority	Remote Controls for Truck Bays	\$1,800.00
Lowell Area Fire & Emergency Services Authority	Fire Prevention	\$2,000.00
Lowell Charter Township	Riverfront Park New Soccer/Lacrosse Fields Project	\$24,000.00
City of Lowell	Sidewalk Replacement Program	\$24,500.00
City of Lowell	Burch Field Handicap Accessibility	\$7,500.00
City of Lowell	Urban Forest Initiative	\$10,000.00
LowellArts!	Capital Purchases: Easy-Up Tent, Tables & Table Covers for Special Events	\$6,292.00
Totals:		\$112,537.00

2013

Agency Name	Project	Amt Appvd
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Riverwalk/Library State Planning	\$12,000.00
City of Lowell	Street Reconstruction: Sibley Street	\$50,000.00
City of Lowell	Urban Forest Initiative	\$12,000.00
KCYF	Golf Carts and Trailer for Fair and Community Events	\$4,000.00
Lowell Area Fire Dept.	24' x 32' Storage Garage	\$15,000.00
Lowell Charter Twp.	Park Ash Tree Removal	\$7,000.00
Lowell Dog Park	Lowell Dog Park Drinking Water Source	\$2,000.00
	Totals:	\$106,000.00

2014

Agency Name	Project	Amt Appvd
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Creekside/Stoney Lake Restroom Repairs	\$10,000.00
City of Lowell	Riverwalk Amenities	\$2,500.00
City of Lowell	Street Reconstruction-Bowes Road	\$50,000.00
City of Lowell	Urban Forest Initiative	\$5,000.00
Fallasburg Hist.	Orlin Douglass/Tower Farm Preservation Project	\$6,600.00
KCYF	Golf Carts & Trailer of Fair and Community Events	\$3,450.00
Lowell Amer. Legion	Oakwood Cemetery Civil War Memorial Restoration Project	\$5,000.00
Lowell Schools	Low Power RM Radio Station	\$18,436.75
	TOTAL MONIES GIVEN	\$106,391.75

2015

Agency Name	Project	Amt Appvd
City of Lowell	Street Projects	\$108,798.21

## 2016

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Sidewalk Replacement Program	\$27,600.00
City of Lowell	2016 Spring/Fall Tree Planting	\$5,000.00
City of Lowell	Creekside Park & Stoney Lake Asphalt	\$15,990.00
Lowell Area Fire/ Lowell Police Dept.	Portable Communications Upgrade	\$41,830.00
	Totals:	\$94,420.00

## 2017

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Voice Over Internet Protocol (VOIP) Phone System	\$40,000.00
Fallasburg Historical Society	FHS Website Dev. & Design – Phase II	\$4,000.00
GR Amateur Astronomical	Purchase of Land	\$25,000.00
Lowell Area Schools	Broadcast Audio Console/Mixer	\$3,526.30
Lowell Charter Township	GR Park – Eight Pickelball Courts	\$20,000.00
Lowell Rotary Club	Rebuild the Lowell Showboat	\$20,000.00
Vergennes Township	AV Equipment in Twp. Chambers	\$2,465.00
Vergennes Township	Vergennes Twp. Fiber Optic Expansion	\$14,500.00
	Totals:	\$133,491.30

## 2018

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
FROM	Phone System & Light Upgrade	\$13,804.00
Englehardt Library	Library Reading Garden	\$10,000.00
GR Amateur Astronomical	Golf Cart Purchase	\$6,150.00
Chamber Foundation/Chamber Of Commerce	New Stage, Cover & Equipment	\$20,000.00
Lowell Area Recreation Authority	Extend existing paved trail from Gee Dr. to Alden Nash	\$25,000.00
Lowell Area Schools	Bushnell Playground	\$19,395.00
Lowell Area Schools	Program Delay Manager	\$2,429.12
LowellArts!	LowellArts 2 <sup>nd</sup> Floor Heating & Cooling	\$11,315.45
	Totals:	\$112,093.57

2019

Agency Name	Project	Amt Appvd
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Showboat Replacement Project – Public Restroom	\$50,000.00
FROM	Upgrade Security System at FROM	\$13,760.93
Friends of the Library	Library Reading Garden	\$4,500.00
Junior Achievement	Business Education for Lowell Youth	\$2,000.00
MI Great Lakes		
Lowell Area Arts Council	Lowell Arts Facility Rental and Performances	\$6,000.00
Lowell Charter Township	Grand River Riverfront Park	\$20,000.00
Lowell Area Historical Museum	Exhibit Gallery Renovation & New Exhibit	\$3,000.00
Lowell YMCA	Energize Lowell	\$1,110.00
	Totals:	\$104,370.93

2020

Agency Name	Project	Amt Appvd
City of Lowell	LTV Fund Administration Expenses	\$4,000.00
City of Lowell	Ware Road Landfill Project	\$30,000.00
Fallasburg Historical Society	Misner House Roof Replacement	\$5,000.00
Flat River Outreach Ministries	FROM Food Pantry Renovation	\$5,000.00
GR Amateur Astro. Assoc.	Ash Dome Refurbishing	\$10,000.00
Lowell Area Arts Council	2020 Office Updates	\$11,000.00
Lowell Area Hist. Museum	Youth Summer Camp	\$2,000.00
The Barn for Equine Learning	Therapeutic Office Space	\$10,800.00
Vergennes Township	Vergennes Twp. Community Room	\$7,000.00
Lowell YMCA	Capital Fund	\$25,000.00

2021

Agency Name	Project	Amt Appvd
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
Greater Lowell Chamber Foun.	Lowell Showboat VI	\$50,000.00
Kent County Youth Fair	KCYF Still Exhibit Displays	\$7,488.60
Lowell Area Arts Council	Technology Upgrades	\$2,200.00
Lowells Open Table	Open Table Outside	\$5,790.50
The Barn for Equine Learning	Indoor Riding Arena	\$17,000.00
Vergennes Township	69 Lincoln Lake Additional/Remodel	\$22,000.00
	Totals:	\$108,479.10

**2022**

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Front Entry Replacement at 325 W. Main	\$25,000.00
Fallasburg Historical Society	Misner House Climate Control	\$1,958.50
Flat River Outreach Ministries	Food Storage Project	\$6,200.00
Impact Church	Skate Park Renovation/Remodel	\$30,000.00
Lowell Area Fire Department	Firefighter Body Armor	\$6,846.00
Lowell Area Hist. Museum	Historic District Building History Project	\$9,000.00
Lowell Area Arts Council	Technology Upgrades	\$2,630.00
Lowell Police Department	Bola Wrap System	\$10,596.85
Lowell's Open Table	To-go Containers	\$1,500.00
Vergennes Township	Handicap Access to Building	\$5,800.00
YMCA of Greater Grand Rapids	Supplies	\$600.00
TOTAL:		\$104,131.35

**2023**

<b>Agency Name</b>	<b>Project</b>	<b>Amt. Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
Fallasburg Historical Society	Technology Upgrade	\$4,284.09
First Congregational Church	Senior Neighbors/Gilda's Club Improvements	\$27,150.54
Flat River Outreach Ministries	FROM Transportation Program	\$15,000.00
GR Amateur Astro., Assoc.	DayStar Observatory	\$10,000.00
Kent District Library	Teen Area Remodeling Project	\$2,250.00
Lowell Area Fire Department	Nozzle Replacement Project	\$10,000.00
Lowell Dog Park	Small Dog Park Weather Shelter	\$4,475.00
Rotary Club of Lowell/City	Rejuvenate/Update Creekside Kingdom	\$2,400.00

CITY OF LOWELL  
KENT COUNTY, MICHIGAN

RESOLUTION NO. 21-07

**RESOLUTION APPROVING THE ESTABLISHMENT OF AN  
ENDOWMENT FUND, APPROVING AND AUTHORIZING EXECUTION  
OF A FUND AGREEMENT WITH THE GRAND RAPIDS COMMUNITY  
FOUNDATION AND APPROVING THE CONTRIBUTION OF MONEY  
INTO THE ENDOWMENT FUND ESTABLISHED BY THE FUND  
AGREEMENT**

Councilmember Pfaller, supported by Councilmember Hodges, moved the adoption of the following resolution:

**WHEREAS**, the City has received moneys from the recent sale of the assets of its cable television system; and

**WHEREAS**, the City Council desires to establish an endowment fund with the moneys received from the sale for the benefit of the public health, safety and welfare of the residents of the City; and

**WHEREAS**, it is determined that the most practical and efficient manner of establishing the endowment fund is through the Grand Rapids Community Foundation (the "Foundation").

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

1. That an endowment fund (the "Fund") is established with the Foundation in accordance with a Fund Agreement (the "Agreement") between the City and the Foundation.
2. That the Agreement in the form presented at this meeting is approved and the Mayor and City Clerk are authorized and directed to execute the Agreement for and on behalf of the City.

3. That a contribution of \$2,400,000 from proceeds received from the sale of the assets of the cable television system shall be made to the Fund in accordance with the Agreement.

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

YEAS: Councilmembers Hodges, Mathews, Pfaller, Shores and Mayor Myers.


NAYS: Councilmembers none.

ABSTAIN: Councilmembers none.

ABSENT: Councilmembers none.

**RESOLUTION DECLARED ADOPTED.**


Dated: October 1, 2007

  
Betty R. Morlock  
City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Lowell at a regular meeting held on October 1, 2007, 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: October 1, 2007

  
Betty R. Morlock  
City Clerk

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**RESOLUTION NO. 20-09**

**RESOLUTION ESTABLISHING LCTV ENDOWMENT BOARD AND  
PRESCRIBING ITS DUTIES AND RESPONSIBILITIES AND OTHER  
MATTERS RELATED THERETO**

Councilmember Pfaller, supported by Councilmember Ellison, moved the adoption of the following resolution:

**WHEREAS**, the City Council pursuant to Resolution No. 21-07 adopted October 1, 2007, (a) established a nonprofit endowment fund known as the "LCTV Fund" with the Grand Rapids Community Foundation (the "Foundation"), (b) agreed to contribute the net proceeds received from the sale of the assets of its cable television system into the LCTV Fund and (c) approved and authorized the execution of a Fund Agreement with the Foundation related to the administration and distribution of funds held in the LCTV Fund; and

**WHEREAS**, the City Council has determined to establish a board to be known as the "LCTV Endowment Board" to solicit and receive requests for distributions of the annual investment earnings realized from the LCTV Fund and to advise and make recommendations to the City Council with respect to such requests; and

**WHEREAS**, the City Council desires to establish certain parameters for the LCTV Endowment Board's consideration when reviewing and making recommendations to the City Council regarding the requests it has received.

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

1. That the LCTV Endowment Board is hereby created for the purpose of soliciting and receiving requests for distributions of the annual investment earnings realized from the



LCTV Fund and advising and making recommendations to the City Council with respect to such requests.

2. That LCTV Endowment Board shall be comprised of seven members composed as followings:

- a. One member who shall be a City Councilmember selected by the City Council.
- b. One member who shall be a Boardmember of the Vergennes Township Board of Trustees selected by the Vergennes Township Board of Trustees.
- c. One member who shall be a Boardmember of the Lowell Charter Township Board of Trustees selected by the Lowell Charter Township Board of Trustees.
- d. One member who is a resident of the City but not an elected official of the City selected by the City Council.
- e. One member who is a resident of Vergennes Township but not an elected official of the Township selected by Vergennes Township Board of Trustees.
- f. One member who is a resident of Lowell Charter Township but not an elected official of the Township selected by the Lowell Charter Township Board of Trustees.
- g. One member at-large selected by majority vote of the other members of the LCTV Endowment Board serving at the time the selection is made who is a resident of either the City, Vergennes Township or Lowell Charter Township but who is not an elected official of either the City, Vergennes Township or Lowell Charter Township.

3. That members of the LCTV Endowment Board selected by the City Council from its Councilmembers and by the Vergennes Township and Lowell Charter Township Boards from

each of their respective Boards of Trustees shall serve from the effective date of their appointment through the earlier of (i) the last day such person holds office as an elected Councilmember of the City or an elected Township Boardmember of Vergennes Township or Lowell Charter Township, respectively, or (ii) the date the City Council selects a replacement for such Councilmember or Vergennes Township and Lowell Charter Township, respectively, select a replacement for such Township Boardmember.

4. That the remaining four members of the LCTV Endowment Board shall each serve, except for the initial terms of these members which shall be as provided in the following sentence, three-year terms commencing January 1 of a year and ending December 31 three years later. Of the four remaining members, the member selected by the City shall serve through December 31, 2009, the member selected by Vergennes Township shall serve through December 31, 2010, the member selected by Lowell Charter Township shall serve through December 31, 2011, and the at-large member selected by the other six members shall serve through December 31, 2011. If a successor has not been selected for a member whose term has ended, such member shall continue to serve until a successor has been appointed. If a member whose term has not ended shall no longer be eligible to serve, her/his term shall end at the time the member is no longer eligible to serve and the respective appointing entity shall select a qualified successor to serve the remainder of such members term.

5. That the LCTV Endowment Board shall annually solicit and review requests for distributions of the spendable amount based on the GRCF spending formula from the LCTV Fund and advise and make recommendations to the City Council with respect to such requests. Such solicitation, review, advice and recommendation shall generally take place prior to September of each year, when it is expected the City Council will meet to (i) consider the

requests and the advice and recommendations of LCTV Board, as well as all other information it has obtained, and (ii) forward its recommendations to the Foundation who shall make the final determination and distribute funds in accordance with the terms of the Fund Agreement.

6. That all meetings of the LCTV Endowment Board shall be held in compliance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1926, as amended, MCL 15.263 et seq.

7. That when considering requests and making recommendations to the City Council, the LCTV shall follow the following parameters:

a. Requests for bequests shall only be for projects or programs located in the City, Vergennes Township or Lowell Charter Township.

b. Requests shall be considered only from (i) governmental entities or organizations or (ii) organizations exempt from taxation under Internal Revenue Code Section 501(c)(3).

c. Operating costs including, but not limited to, employee wages and benefits, and reoccurring costs, such as utility fees and charges, shall not be eligible for bequests.


d. Bequests shall not be used to promote or further religious or political activities.

8. That Resolution No. 08-08 adopted by the City Council on April 21, 2008, is rescinded and all other resolutions or parts of in conflict herewith are rescinded.

YEAS: Councilmembers Altoft, Ellison, LaPonsie, Pfaller and Mayor Hodges.  
NAYS: Councilmembers none.  
ABSTAIN: Councilmembers none.  
ABSENT: Councilmembers none.

**RESOLUTION DECLARED ADOPTED.**


Dated: August 3, 2009

  
Betty R. Morlock  
City Clerk

**CERTIFICATION**

I, the undersigned duly qualified and acting Clerk of the City of Lowell, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on August 3, 2009, the original of which is on file in my office 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: August 3, 2009

  
Betty R. Morlock  
City Clerk

# FUND STATEMENT



Ms. Sue M. Olin  
City of Lowell  
301 East Main Street  
Lowell, MI 49331

7/1/2023 through 9/30/2023  
LCTV Endowment Fund (agency fund)

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## BUILDING A LASTING LEGACY FOR TOMORROW

<b>Opening Endowment Balance (July)</b>	<b>\$2,498,151.71</b>
Interest and Dividends	\$6,289.68
Investment Gains/Losses	(\$67,087.24)
Investment Manager Fees	(\$3,602.78)
Grand Rapids Community Foundation Support	(\$4,748.33)
Transfers to/from Spendable*	(\$108,470.00)
<b>Ending Endowment Balance</b>	<b>\$2,320,533.04</b>

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## SUPPORTING CHARITIES TODAY

<b>Opening Spendable Balance (July)</b>	<b>\$33,717.35</b>
Transfers to/from Endowment*	\$108,470.00
<b>Ending Grantmaking Balance</b>	<b>\$142,187.35</b>

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## BALANCE SHEET ITEMS

Market Value of Investments	\$2,462,720.39
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\*Transfer to/from Spendable is your fund's spending rate (average of 16 quarters multiplied by 5%) less estimated fee for this fiscal year. If you have questions about this calculation, please call 616-454-1751

Ready to Go Green? If you'd prefer paperless fund statements, we can help. Please call Jonse Young at 616-454-1751 x108 or email [jyoung@grfoundation.org](mailto:jyoung@grfoundation.org) to request online access.



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

## **LCTV ENDOWMENT FUND 2024**

The Lowell Cable Television (LCTV) Fund is a nonprofit endowment fund established on September 17, 2007 by means of the sale of the assets of Lowell Cable Television. A portion of the annual investment earnings are distributed in agreement with the Grand Rapids Community Fund and may be available for grants each year.

The LCTV Board was created to solicit and review grant applications for projects that benefit the Greater Lowell Community including the City of Lowell, Lowell Township and Vergennes Township. LCTV Board grant recommendations are subject to final approval by the Lowell City Council.

**The LCTV Fund promotes projects that are:**

- Non-profit making activities
- Benefit a broad segment of the Lowell Area Community
- Enhance the quality of life in the area
- Encourage cooperation among the communities
- Qualify as one-time capital improvement projects

**The Fund does not support:**

- |                          |                           |                                  |
|--------------------------|---------------------------|----------------------------------|
| *Individuals             | *Political projects       | *Salaries or continuing expenses |
| *Religious Organizations | *Profit-making activities | *Routine Maintenance             |

### **Grant Schedule:**

Applications must be submitted to and received at the Lowell City Hall no later than 5:00 p.m., **February 2024**. The LCTV Board reserves the right to modify the grant application schedule in future years. Funding requested by grant applicants may also be modified based on available LCTV revenue. The selected project applicants will be formally notified and the projects will be publicized consistent with City policies and practices. Applicants may be requested to present additional information to the LCTV Board and/or the Lowell City Council prior to the final decision.

The LCTV Board will make its recommendations formally to the City Council by the second regular meeting in March. The City Council will approve the projects recommended by the LCTV Board, with or without changes, based on funding levels, city and area needs, etc., at the second meeting in March.

### **Application Process:**

1. Applications are available at Lowell City Hall, Lowell Charter Township Hall, Vergennes Township Hall, Englehardt Public Library, Lowell Area Schools Administration Building and City and townships web sites.
2. Please write your grant application using the cover sheet and included application form.
3. Do not include materials other than the application and requested attachments.
4. Send or deliver 9 copies of the application and attachments as listed:
  - a cover letter that introduces the proposal
  - **details for a specific project that includes a breakdown of expenses and key items the grant monies will be used for**

- a list of contacts, directors and project leaders
- letters of support or recommendation
- estimation of how many area residents will benefit from **or use** the project and description of how they may benefit
- documentation of how a project will continue to be supported after the initial expense
- if there are multiple parts to your request, please prioritize key items.
- if requesting multiple grants requests from one organization, please prioritize
- proof of 501(c)(3) or governmental unit status

**5. All requirements of prior year awarded grants and status reports must be completed before any grant request for 2024 will be reviewed.**

**Applicants will be required to enter into an agreement with the City, which will outline the terms and conditions of the grants, as well as the reporting requirements, prior to any distribution of funds to the applicants. The agreement shall be finalized by December 31 of the grant year.**

**Grant applications shall be submitted to Susan Ullery, Lowell City Clerk, at 301 E. Main Street in Lowell, Michigan 49331. If you have any questions please contact Susan Ullery, City Clerk (616-897-8457).**

**Thank you for your interest.**

**Sincerely,**

***LCTV Endowment Fund Board***

**LCTV FUND GRANT APPLICATION  
2024**

**Organization Information**

**Additional information may be attached as necessary**

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Administrator \_\_\_\_\_

Contact Person (if different from above, name, title, phone# ) \_\_\_\_\_

Is yours a 501(c)(3) organization ☐ or governmental unit ☐? (Check One)

Year of Incorporation: \_\_\_\_\_ Current Organizational Operating Budget \$ \_\_\_\_\_

What is the **mission/purpose** of your organization? \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_

**Note\* Any unused funds for the project as described must be returned to the City.**

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Amount and sources of other funding for this project: \_\_\_\_\_

If a multiple year request, please specify the amounts requested per year: \_\_\_\_\_

\_\_\_\_\_  
*Signature, Chairperson, Board of Directors*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name and Title*

\_\_\_\_\_  
*Signature, Administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name and Title*



**Need**

What need is being addressed by this project, and how will the project meet the need? Explain the *precise* reason for your project (avoiding generalities):

**Plan**

Specifically explain how your project will be conducted or implemented, and how the grant money being requested will be used, including breakdown of expenses and cost of key items and proposed schedule. Attach pictures or drawings of the project if applicable.

**Impact**

Describe how this project will positively impact the City of Lowell and the greater Lowell community, and who will be served by your project.

## **Project Management**

Who will be managing the project and what are their qualifications?

## **Evaluation**

If funded, your project will be assessed for impact, effectiveness, and efficiency. Describe how you will determine if the project is a success and the data you will use to make that determination. (Note: Grant recipients may be asked to write follow-up reports and make presentations.)

## **Community Cooperation**

List the Lowell area groups and partners who have agreed to support your project. Please include their names and affiliations. Describe specifically the nature of their collaboration on this project. Attach letters of support, if available.

## **Sustainability/Funding**

Explain your group's plan for future sustainability and maintenance in terms of continued financial and/or logistical support, and who you anticipate to provide the support.