

LCTV ENDOWMENT FUND BOARD

THURSDAY, DECEMBER 6, 2017 AT 7:00 P.M.

AT
LOWELL CITY HALL
FLAT RIVER CONFERENCE ROOM
301 EAST MAIN STREET
FIRST FLOOR

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 Barb Zandstra)

3. APPROVAL OF THE AGENDA

4. APPROVAL OF THE MINUTES

- a. March 1, 2017

5. PUBLIC COMMENTS

6. REVIEW OF MEMBERS

CITY:

- Mike DeVore - until term on City Council expires
- Mark Mundt - term expiring 12/31/2019
- Dennis Kent - term expiring 12/31/2020
- Barbara Zandstra - term expiring 12/31/2018

LOWELL CHARTER TOWNSHIP:

- William C. Thompson - until term on Township Board expires
- Sue Simmonds - term expiring 12/31/18

VERGENNES TOWNSHIP:

- Tim Wittenbach - until term on Township Board expires

7. OLD BUSINESS

- a. Listing of 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017 grant awards.

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
WEDNESDAY, MARCH 1, 2017
7:00 P.M.

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:00 p.m. by Chair Dennis Kent and the Clerk called roll.

Present:	City of Lowell	Dennis Kent Mark Mundt Barb Zandstra Jim Hodges
	Lowell Charter Township	Bill Thompson Sue Simmonds
	Vergennes Township	Tim Wittenbach

Absent: None

Also Present: City Manager Mike Burns and City Clerk Sue Ullery.

2. APPROVAL OF AGENDA

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

YES: 7. NO: 0. ABSENT: 0. MOTION CARRIED.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY THOMPSON and seconded by SIMMONDS to approve the minutes of the December 1, 2016 meeting as written.

YES 7. NO: 0. ABSENT: 0. MOTION CARRIED.

4. PUBLIC COMMENTS

Al Eckman of 725 Bowes Road spoke on behalf of the grant submitted from the Lowell Area Schools concerning the Audio Broadcast Console/Mixer Upgrade.

Claudia Nightengale of 13319 Vergennes spoke on behalf of the grant submitted from the Grand Rapids Amateur Astronomical Association concerning the purchase of land or a golf cart and shed. Jeff Dickerman of 429 High also spoke concerning this grant.

5. OLD BUSINESS

- a. Progress Reports. The Board reviewed and questioned the progress reports that were submitted from the grants received last year. Concerns were raised regarding the grant the City received to repair sidewalks. The progress report indicated no progress had been made, however, a DDA sidewalk program was completed in 2016. In the second half of 2016, the City of Lowell had a

major leadership change with a new mayor, city manager and public works director. In 2017, a residential sidewalk plan will be developed and a cost share sidewalk replacement project will be undertaken with residents. Chair Kent questioned if the LCTV funds were distributed before or after completion of the project. City Clerk Ullery stated the funds for the sidewalk grant have been set aside in a specified fund. Confirmation will be made with City Treasurer Suzanne Olin.

Concerns were also raised regarding past grants. The report indicated Stoney Lakeside Park Skateboard Park received \$27,400.00 in 2010 as well as in 2014. Ullery stated she would look into this to determine if it was simply an error in the report.

Boardmember Simmonds questioned the grant amount of \$4,000 that goes toward Administration Expenses. Ullery believed this amount was agreed upon between the board and past city managers.

6. NEW BUSINESS

- a. Financial Statement from Grand Rapids Foundation. The Board reviewed the financial statement showing a total amount of \$133,699.43 was available for distribution.

Boardmember Thompson asked if there was a report that could be generated showing detailed information since the conception of the fund.

Boardmember Hodges requested a representative from the Grand Rapids Foundation be present at the board meeting in December, 2017.

- b. Review of 2017 grant applications – possible final recommendations to City Council. After reviewing and discussing the grant applications, the board agreed to fund all of the requests as follows:

Applicant	Description	Rec. Amt.
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

IT WAS MOVED BY THOMPSON and supported by ZANDSTRA to recommend the City Council approve \$133,491.30 in grants as noted above.

YEA: 7. NAY: 0. ABSENT: 0. MOTION CARRIED.

- c. Determine if the meetings scheduled for March 7, 2017 and March 13, 2017 at 7 p.m. are necessary for final recommendations to the City Council. By general consensus, the board agreed the meetings were not necessary.
- d. Schedule 2017/2018 Meetings. By general consensus, the board agreed to meet on December 6, 2017 at 7 p.m. Further meetings will be established.

7. **ADJOURNMENT.**

IT WAS MOVED BY THOMPSON and seconded by HODGES to adjourn at 8:55 p.m.

Dennis J. Kent
Chair

Barb Zandstra
Recording Secretary

2009

Agency Name	Project	Amt Appvd
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
TOTAL MONIES GIVEN		\$85,750.00

2010

Agency Name	Project	Amt Appvd
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
TOTAL MONIES GIVEN		\$95,752.00

2011

Agency Name	Project	Amt Appvd
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		<u>\$203,646.00</u>

2012

Agency Name	Project	Amt Appvd
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

Agency Name	Project	Amt Appvd
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

Agency Name	Project	Amt Appvd
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

FUND STATEMENT



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

7/1/2017 through 9/30/2017
LCTV Endowment Fund (agency fund)

BUILDING A LASTING LEGACY FOR TOMORROW

Opening Endowment Balance (July)	\$2,541,144.92
Interest and Dividends	\$8,655.56
Investment Gains/Losses	\$62,849.78
Investment Manager Fees	(\$2,880.79)
Transfers to/from Spendable	(\$128,565.00)
Ending Endowment Balance	\$2,481,204.47

SUPPORTING CHARITIES TODAY

Opening Spendable Balance (July)	\$94.71
Transfers to/from Endowment	\$128,565.00
Grand Rapids Community Foundation Support	(\$4,789.38)
<i>*Estimated Fee Remaining This Fiscal Year</i>	(\$9,338.03)
Ending Grantmaking Balance	\$114,532.30

BALANCE SHEET ITEMS

Market Value of Investments	\$2,605,074.80
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*Estimated Fee Remaining is calculated on the prior fiscal year fees. If your fund does not have a full prior fiscal year in its history, the Estimated Fee Remaining will appear lower than what actual fees for the year will be. Likewise, if your Fund has experienced significant growth or recommended a large grant, the actual remaining fee will be different than the estimated. If you have any questions about fees, 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 to request online access.



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

LCTV ENDOWMENT FUND 2017

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

Grant Schedule:

Applications must be submitted to and received at the Lowell City Hall no later than 5:00 p.m., **February 10th 2017**. 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 2017 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
2017

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): _____

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

Will this project be completed with the funding requested in this application? (Yes or no.) If no, explain your group's plan for future sustainability in terms of continued financial and/or logistical support, and who you anticipate to provide the support.