

LCTV ENDOWMENT FUND BOARD  
THURSDAY, DECEMBER 1, 2016  
7:00 P.M.

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

The meeting was called to order at 7:07 p.m. by Chair Dennis Kent.

Present: City of Lowell Dennis Kent  
Barb Zandstra

Lowell Charter Township Bill Thompson  
Sue Simmonds

Absent: Boardmembers Mark Mundt, Jim Hodges, and Tim Wittenbach.

Also Present: Deputy City Clerk Theresa Mundt.

**2. EXCUSE OF ABSENCES**

IT WAS MOVED BY THOMPSON and seconded by KENT to excuse the absences of Boardmembers Mark Mundt, Tim Wittenbach and Jim Hodges.

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

**3. ELECTON OF OFFICERS**

IT WAS MOVED BY THOMPSON and seconded by SIMMONDS to retain all current officers.

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

**4. APPROVAL OF THE AGENDA**

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

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

**5. APPROVAL OF THE MINUTES**

IT WAS MOVED BY THOMPSON and seconded by KENT to approve the minutes of the March 3, 2016 meeting as written.

YES 4. NO: 0. ABSENT: 3. MOTION CARRIED.

**6. PUBLIC COMMENTS**

There were no public comments.

**7. REVIEW OF MEMBERS**

CITY:

Jim Hodges - until term on City Council expires  
Mark Mundt - term expiring 12/31/16

Dennis Kent	-	term expiring 12/31/17
Barbara Zandstra	-	term expiring 12/31/18
LOWELL CHARTER TOWNSHIP		
William C. Thompson	-	until term on Township Board expires
Sue Simmonds	-	term expiring 12/31/18
VERGENNES TOWNSHIP	-	until term on Township Board expires
Tim Wittenbach		

## 8. OLD BUSINESS

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

The board requested progress reports for the current year be emailed to them no later than February 10<sup>th</sup>.

## 9. NEW BUSINESS

- a. Review amount of grand funds available for awards.

It was determined that there is approximately \$124,263.33 in available funds for awards.

- b. Discuss application process, timeline, and lessons from last year.

It was discussed to advertise in both the Lowell Ledger and the Buyer's Guide. It was also discussed to advertise a second time and pay for the ad if needed.

- c. Review Grant Application. Any necessary revisions?

It was determined to have the due date on the application be February 10, 2017, with the due date in bold. The applications shall be available to the committee on February 17, 2017.

It was also determined that number five (5) of the grant application be as written and in bold.

**“All requirements of prior year awarded grants and status reports must be completed before any grant request for 2017 will be reviewed”.**

- d. Schedule Future Meetings.

There was discussion for future meetings to review grant applications. The dates are March 1, 2017 at 7:00 p.m., March 7, 2017 at 7:00 p.m., and March 13, 2017 at 7:00 p.m. The March 7<sup>th</sup> and March 13<sup>th</sup> meetings may not be needed.

## 10. BOARD MEMBER COMMENTS

There were none.

## 11. ADJOURNMENT.

IT WAS MOVED BY THOMPSON and seconded by ZANDSTRA to adjourn at 7:55 p.m.

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Dennis J. Kent  
Chair

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Barb Zandstra  
Recording Secretary