



**PROPOSED AGENDA
REGULAR MEETING OF THE PORTLAND CITY COUNCIL**

7:00 P.M. Wednesday, January 3, 2018
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	Decision
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:10 PM	VI. <u>Presentations</u> A. DDA/Main Street Director Conner Wellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> – None	Decision
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	Decision
7:15 PM	A. Proposed Resolution 18-01 Confirming the Mayor’s Appointment to City Boards and Commissions	
7:18 PM	X. <u>Consent Agenda</u>	
	A. Minutes & Synopsis from the Regular City Council Meeting held on December 18, 2017 B. Payment of Invoices in the Amount of \$52,615.27 and Payroll in the Amount of \$165,354.77 for a Total of \$217,970.04 C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>	
	A. DDA Minutes for November 16, 2017	
	B. Utility Billing Reports for November 2017	
	C. Fleis & VandenBrink Final Asset Management Program for Water Utility Systems	
	D. DEQ Documentation of Due Care Compliance	
	E. DEQ Stormwater, Asset Management, and Wastewater (SAW) Grant Program	
	F. PAMA Minutes for October 4, 2017	
	G. Ionia County Board of Commissioners Agenda for December 19, 2017	

**Estimated
Time**

7:20 PM

7:25 PM

7:30 PM

7:35 PM

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

Council Member _____, supported by Council Member _____, made a motion to adopt the following resolution:

RESOLUTION NO. 18-01

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS
TO CITY BOARDS AND COMMISSIONS**

WHEREAS, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

WHEREAS, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointment:

Board of Review

-Doug Logel to a term expiring December 31, 2020

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointments as set forth above.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 3, 2018

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 18, 2017

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas; DDA/Main Street Director Conner Wellman; Ambulance Director Gensterblum

Guests: Kathy Parsons; Dan Paquet of the WODA Group; Sgt. 1st Class Andrew Rivard of the Michigan National Guard and Part Time Paramedic for the City of Portland; Cpt. Paul Ryan of ESGR (Employer Support of the Guard and Reserves)

The meeting was called to order at 7:00 P.M. by Mayor Barnes with the Pledge of Allegiance led by Cpt. Paul Ryan.

Motion by Fitzsimmons, supported by Baldyga, to approve the Proposed Agenda as presented.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under Public Comment, Cpt. Paul Ryan presented Ambulance Director Phil Gensterblum with ESGR's Patriot Award. Director Gensterblum was nominated for this prestigious award by Sgt. 1st Class Rivard for his character, support, leadership and flexibility as his employer.

Mayor Barnes thanked Ambulance Director Gensterblum for his abilities and creating the type of environment that would be realized by this award.

City Manager Gorman played a video recap of Holidayfest held on Saturday, December 9, 2017 and thanked DDA/Main Street Director Conner Wellman for all her efforts in planning and hosting a successful event and making the lighting of the Veterans Memorial Bridge a success.

DDA/Main Street Director Conner Wellman stated that she loves working for the City of Portland and noted that the lighting of the Veterans Memorial Bridge is a dream realized for the community.

Mayor Barnes thanked DDA/Main Street Director Conner Wellman for her efforts and looks forward to the time to come.

Under City Manager Report, City Manager Gorman reported that he and Chief Thomas did a walk-through both City Hall and the current Police Department with the City engineers and the architects and contractors that built City Hall. Options are being explored for a new facility for the Police Department.

The second Public Workshop for the Parks & Recreation Master Plan was held Thursday, December 14, 2017 to review the project priorities and survey responses. Work will now begin on the draft Master Plan.

The Planning Commission meeting scheduled for Wednesday, December 13, 2017 was canceled due to inclement weather. The Public Hearing to consider a request for a Special Land Use Permit for the property at 1323 E. Bridge St. (34-300-110-000-045-00), to rent the property as a single-family residence with a cell phone repair business to operate in the front room of the house will be renoticed.

City Manager Gorman stated that he sent a notice to the owners of Muffler Man that per Section 42-376 of the Portland Zoning Ordinance, their site plan approved December 14, 2016 by the Planning Commission is now revoked as the project must be “substantially under construction within one year after the date of approval of the site plan” or the approval is null and void.

City Manager Gorman reviewed a list of substantial accomplishments by the City of Portland in 2017.

City Manager Gorman presented a video produced by the Michigan Economic Development Corporation regarding the patronicity fundraising campaign held by the Friends of the Red Mill for the Red Mill Pavilion Project. He stated his appreciation to Noreen Logel for spearheading the effort.

Under Presentations, Dan Paquet of the WODA Group provided an update on the Old School Manor project. He stated that the outside is substantially complete and they expect to begin renting apartments after the new year.

Under New Business, the Council considered Resolution 17-107 to approve an energy purchase through the Michigan Public Power Agency for an amount not to exceed \$78,876.00 to meet a portion of the future load for July 2018 through December 2018.

There was discussion regarding the asset that the Electric Department is to the City of Portland.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 17-107 approving an energy purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light & Power.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-108 to approve Fleis & VandenBrink’s proposal in the amount of \$14,520.00 for engineering services associated with the remediation effort for the diesel fuel release that occurred with the failure of the underground fuel return line at the Diesel Generation Plant in January of 2009. Fleis & VandenBrink’s proposal is for a three-year period covering 2018-2021.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 17-108 approving Fleis & VandenBrink’s proposal for engineering services associated with the remediation of the fuel spill at the Diesel Generation Plant.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 17-109 to approve a quote from BS&A Software in the amount of \$6,645.00 for implementation of cemetery software to replace outdated, unsupported software and to enhance its record keeping.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 17-109 approving a quote from BS&A Software related to the Cemetery Department.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 4, 2017, payment of invoices in the amount of \$86,151.89 and payroll in the amount of \$99,090.53 for a total of \$185,242.42. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded all residents and business owners that City Ordinances require the removal of snow from all sidewalks within 10 hours of a snow event.

Under Council Comments, Mayor Pro-Tem VanSlambrouck wished everyone a Merry Christmas and Happy Holidays.

Mayor Barnes stated that as evidenced by tonight's meeting the City of Portland is doing very well. He also noted that the City Manager reviews have been completed and were rated satisfactory and above.

Mayor Barnes further recognized individuals that passed on in 2017 that had an impact on the City of Portland.

Council Member Baldyga thanked Mayor Barnes for his leadership and his sentiments.

Motion by Fitzsimmons, supported by Baldyga, to adjourn the regular meeting.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 8:01 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the December 18, 2017 City Council Meeting

The City Council meeting was called to order by Mayor James E. Barnes at 7:00 P.M.

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas; DDA/Main Street Director Conner Wellman; Ambulance Director Gensterblum

Public Comment - Cpt. Paul Ryan presented Ambulance Director Phil Gensterblum with ESGR's Patriot Award. Director Gensterblum was nominated for this prestigious award by Sgt. 1st Class Rivard for his character, support, leadership and flexibility as his employer.

Presentation – Dan Paquet of the WODA Group provided an update on the Old School Manor project.

Approval of Resolution 17-107 approving an energy purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light & Power.

All in favor. Adopted.

Approval of Resolution 17-108 approving Fleis & VandenBrink's proposal for engineering services associated with the remediation of the fuel spill at the Diesel Generation Plant.

All in favor. Adopted.

Approval of Resolution 17-109 approving a quote from BS&A Software related to the Cemetery Department.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:01 P.M.

All in favor. Adopted.

A copy of the approved Minutes is available upon request at City Hall, 259 Kent Street.

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,751.63
AT&T	00686	PHONE SVC - WW	68.39
AERZEN USA CORPORATION	02480	SUPPLIES - WASTE WTR	262.65
AERZEN USA CORPORATION	02480	SUPPLIES - WASTE WTR	138.17
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	90.00
AUTOMATED BUSINESS EQUIPMENT	00027	MAILING SYSTEM SVC CONTRACT - GENERAL	480.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	180.57
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	491.21
CMP DISTRIBUTORS INC.	01745	HANDCUFF CASE - POLICE	32.95
DIGITAL ALLY	02002	BATTERY VOICE PACK- POLICE	40.00
FIRST ADVANTAGE LNS OCC. HEATH SOL	01915	DRUG TESTING - ELECTRIC	40.37
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION - ELECTRIC	2,960.19
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	436.69
GRANGER CONTAINER SERVICE	00175	REFUSE - CEM, PARKS,MP	374.26
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	12,484.24
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,300.00
JOHN DEERE FINANCIAL	01818	PARTS - MTR POOL	59.86
MIKE JUDD	02450	DBOR - ASSESSING	30.00
MICHAEL KAPCIA	00223	CLOTHING ALLOWANCE - ELECTRIC	61.89
RICHARD LAWLESS	MISC	FIRE ACT 495 REIMB - GENERAL	12,262.00
DOUG LOGEL SR.	02451	JBOR & DBOR - ASSESSING	60.00
MICHIGAN COMPANY, INC.	00273	SALT - CITY HALL/GENERAL	607.43
MICHIGAN COMPANY, INC.	00273	PAPER TOWEL - CITY HALL	75.94
HERB MOSSER	02434	JBOR & DBOR - ASSESSING	60.00
MICHIGAN RECREATION & PARKS	00296	MPARKS CONFERENCE & TRADE SHOW - PARKS	400.00
MICHIGAN RECREATION & PARKS	00296	MPARKS CONFERENCE & TRADE SHOW - PARKS	400.00
MUNICIPAL SUPPLY CO.	00324	MATERIALS FOR WELL #5 - WATER	215.20
MUZZALL GRAPHICS	00326	UTILITY BILL - ELEC,WTR, WW	1,068.04
OLIVERA'S	MISC	SAFETY MEETING LUNCH - VARIOUS DEPTS	345.27

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SLC METER LLC	02286	CONNECTORS - WATER	132.87
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	126.60
SLICK SHIRTS SCREEN PRINTING	02003	TBALL SHIRTS- RECREATION	696.00
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH BASKETBALL JERSEYS - ELECTRIC	1,395.00
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH BASKETBALL JERSEYS - ELECTRIC	93.00
STATE OF MICHIGAN	00428	TOKEN FEE - POLICE	66.00
TRACY SZYMANSKI	MISC	TRANSCRIPTION - POLICE	38.95
STAR THOMAS	01654	CELL PHONE REIMB - POLICE	40.00
TOP QUALITY GLOVES	02227	GLOVES -AMBULANCE	54.50
WEX BANK	02181	FUEL - VARIOUS DEPTS	3,613.22
WOW! INTERNET-CABLE PHONE	02132	CABLE & PHONE - COMM PROMO, POLICE, AMB	581.89
BRIAN KRIEGER	00568	OFFICIALS - REC	50.00
BRYAN SCHEURER	00600	OFFICIALS - REC	50.00
BRIAN RUSSELL	00593	OFFICIALS - REC	50.00
FRED KRAMER	00564	OFFICIALS - REC	100.00
TIM STOPZYNSKI	02438	OFFICIALS - REC	75.00
DONALD CHUBB	01799	OFFICIALS - REC	100.00
MIKE FULLER	01801	OFFICIALS - REC	100.00
MARCEL MILLER	02245	OFFICIALS - REC	100.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	28.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	21.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	28.00
GRAHAM WOHLSCHEID	02423	SCOREKEEPERS - REC	14.00
JASON WILLIAMSON	MISC	MPPA RES SMART PROGRAM - ELECTRIC	59.29
JIM LAKIN	01373	ELECTRIC BOARD - ELECTRIC	75.00
CHARLES DUMAS	02412	ELECTRIC BOARD - ELECTRIC	75.00
TED ALBERTA	02490	ELECTRIC BOARD - ELECTRIC	75.00
Total:			\$52,615.27

**BI-WEEKLY
WAGE REPORT
January 1, 2018**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,608.63	134,607.15	8,635.85	41,846.70	18,244.48	176,453.85
ASSESSOR	887.06	13,806.69	82.32	1,521.68	969.38	15,328.37
CEMETERY	1,448.21	47,844.60	1,069.07	13,005.30	2,517.28	60,849.90
POLICE	12,549.36	199,700.01	13,479.65	67,632.52	26,029.01	267,332.53
CODE ENFORCEMENT	628.23	10,638.75	164.29	2,014.56	792.52	12,653.31
PARKS	1,016.10	29,646.32	910.42	5,496.01	1,926.52	35,142.33
INCOME TAX	1,907.97	27,627.86	2,922.49	12,525.36	4,830.46	40,153.22
MAJOR STREETS	5,311.10	42,616.39	5,750.79	23,245.71	11,061.89	65,862.10
LOCAL STREETS	4,811.38	42,311.11	5,640.46	22,053.74	10,451.84	64,364.85
RECREATION	2,115.23	18,621.34	2,181.70	6,424.84	4,296.93	25,046.18
AMBULANCE	11,276.36	167,587.75	5,670.56	35,272.60	16,946.92	202,860.35
DDA	2,193.01	34,105.27	479.80	6,079.20	2,672.81	40,184.47
ELECTRIC	16,192.23	244,662.13	15,634.19	85,603.01	31,826.42	330,265.14
WASTEWATER	9,209.54	129,935.51	7,036.59	50,216.54	16,246.13	180,152.05
WATER	4,875.48	74,667.29	6,446.82	33,268.75	11,322.30	107,936.04
MOTOR POOL	2,420.70	35,357.84	2,799.18	19,697.73	5,219.88	55,055.57
TOTALS:	86,450.59	1,253,736.01	78,904.18	425,904.25	165,354.77	1,679,640.26

**Minutes of the Downtown Development Authority
City of Portland**

Held on Thursday, November 16, 2017
In Council Chambers at City Hall

Members Present: Barnes, Gorman, VanSlambrouck, Briggs, Grimminck, Pung, Frewen, Urie, Antaya

Members Absent: Blastic, Hodge

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller

Guests: None

Chair Grimminck called the meeting to order at 3:30 P.M.

Motion by Pung, supported by VanSlambrouck, to approve the agenda as presented.
All in favor. Adopted.

Motion by Barnes, supported by Briggs, to approve the minutes of the October 19, 2017 meeting as presented.
All in favor. Adopted.

There was discussion regarding reimbursements from the City of Portland for credit card purchases.

Motion by VanSlambrouck, supported by Antaya, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Team Reports, Organization & Finance, Mayor Barnes reported that the Volunteer Recognition Event was a great event. Discussion of work plans will take place in January.

There was discussion of TIF Funding.

Under Business Enhancement, Cory Grimminck reported that work continues on the business inventory. They will not meet again until January.

Under Promotions & Marketing, Michelle VanSlambrouck reported they have a meeting tomorrow. Director Conner Wellman stated that they will be looking at promotion of the new website.

Under Design, Margery Briggs reported that the planters have been installed at Scout Park and will have plantings installed for the Holidays. Madarang has withdrawn their application for the Facade Grant at this time. They plan to resubmit at a later date. They will be submitting paperwork for the reimbursement on the Sign Grant. The Design Committee is also assisting with planning of Holidayfest.

Under Old Business, Director Conner Wellman stated that she had to get quotes for installation of the electrical service for the lighting of the Veteran's Memorial Bridge. She recommended approval of the quote from G&D Electric, Inc. in the amount of \$6,850.00.

Motion by Briggs, supported by Barnes, to approve the quote from G&D Electric, Inc. in the amount of \$6,850.00 to install electrical service on the Veteran's Memorial Bridge.

There was discussion regarding transparency and the goal to not rush projects through. This year is an anomaly as Director Conner Wellman started work with the DDA halfway through the year and was not part of the budget/planning process for the year. These kind of budget changes were expected but have been part of the TIF plan. Planning for 2018 will involve more strategy, discussion and planning.

The vote for the motion on the floor was held.
All in favor. Adopted.

The DDA Board Members signed the O & F Board Member Agreement.

There was discussion that Board Members are required to join a committee.

Under New Business, there was discussion of a January date/time for the Finance/TIF Plan Review and Strategic Planning Session. It was decided to be held on Thursday, January 11, 2017 from Noon – 5:00 P.M.

Chair Grimminck noted that the 6-month Managing Director Evaluation is in the packet. She asked that Board Members return it to her by December 1st.

Under the Director Report, Director Conner Wellman stated that a workshop for property owners was held on Friday, October 27th with the RRC and MI Grant Administrators. There were 22 attendees, 4 from neighboring communities. She has located and vetted two services to provide general cleanup at reasonable rates. She will be sending the information to business and property owners regarding the availability of services. Small Business Saturday will be held Saturday, November 25th. The Volunteer Appreciation Event was held on Thursday, November 9th and was a great event. The materials for the Annual Michigan Main Street (MMS) Report have been turned in; she is still in need of property owner/business owner information. The MMS has waived this portion, noting that incremental progress is being made. The glass in the Kent Street clock has been replaced.

Director Conner Wellman noted that the MMS Annual Conference will be held in Kansas City, MO on March 26-28. There is room for 1 to 2 attendees that are willing to bring 3 items back to the group and lead implementation on.

Under Board Member Comments, Member Urie submitted her resignation from the DDA as she is moving out of state next month. The Board Members thanked her for her service to the community.

City Manager Gorman noted that the Parks & Recreation Master Plan Survey closed on November 9th with 430 responses. A public workshop will be held Thursday, November 30th to review results of the survey.

Motion by VanSlambrouck, supported by Antaya, to adjourn the meeting at 4:28 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

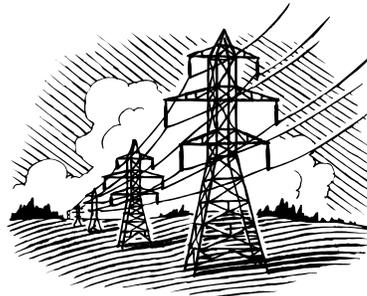
December 1, 2017
November 1-30, 2017

HYDRO GENERATION	218,604		
DIESEL PRODUCTION	0		
Kwh Purchased	2,757,242	Amount Paid	\$ 180,803.81
Total Kwh Purchased	2,975,846	Total Dollars Paid	\$ 180,803.81

Kwh Billed		Dollars Billed	
Residential	1,160,931	PCA Billed	\$ 28,467.21
Commercial	610,356	Residential	\$ 124,815.77
Large General	719,080	Residential EO Charge	\$ 2,134.70
City St. Lites Metered	36,006	Geothermal Discount	\$ (207.91)
St. Lites Unmetered		Commercial	\$ 65,769.10
Rental Lights		Commercial/LG EO Charge	\$ 2,421.94
Demand	2,185	Large General	\$ 49,889.32
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,018.51
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,528,558	Rental Lights	\$ 252.03
		Demand	\$ 12,833.49
Arrears after billing	\$ 12,596.85	Tax	\$ 10,513.59
Penalties Added	\$ 1,674.63		
Arrears end of month	\$ 35,860.71	Total Dollars Billed	\$ 301,469.20
Fuel Cost Billed	\$ 18,628.56		
Amount Collected	\$ 317,205.40	Power Cost Adj.	.01143
Total Adjustments	\$ (16,635.90)		

Residential Customers	2,230
Commercial Customers	327
Large General	15
Total Customers	2,572

12/04/17



**CITY OF PORTLAND
December-17**

WATER DEPARTMENT REPORT

MONTH	Nov-17	PERIOD COVERED	November 1-30, 2017
Customers Billed		Penalties Added	\$ 377.70
City	1,852	Dollars Collected	\$ 52,268.68
Rural	24	Arrears at end of Month	\$ 5,742.16
Total Customers	1,876	Adjustments	\$ (1,761.01)
		Gallons Pumped	8,944,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	7,401,692		\$ 44,801.60
Rural	150,480		\$ 1,585.32
Total	<u>7,552,172</u>		<u>\$ 46,386.92</u>

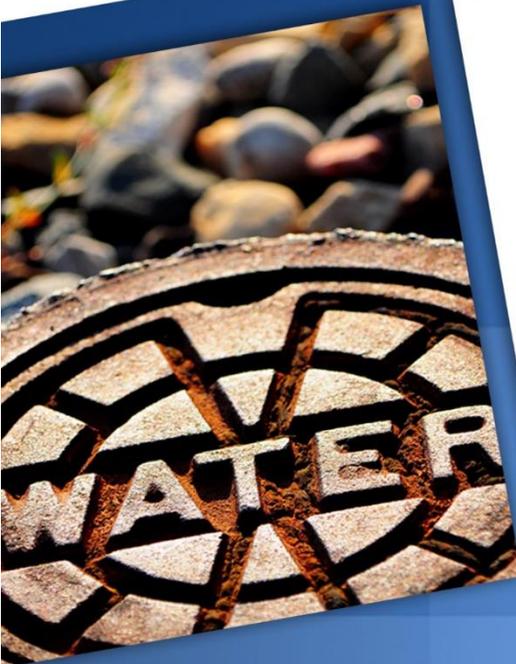
SEWER DEPARTMENT REPORT

Customers Billed	1,804	Dollars Billed	\$69,433.28
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 69,433.28
Penalties Added	\$ 566.59		
Dollars Collected	\$ 76,507.12		
Arrears at end of Month	\$ 9,641.70		
Adjustments	\$ (3,183.19)		
Gallons Treated per Million	10.20		



ASSET MANAGEMENT PROGRAM

for Water Utility Systems



Prepared for:

City of Portland

FINAL
December 2017

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Attachment 2 Current Rate Structure

EXECUTIVE SUMMARY

OVERVIEW

This report summarizes the Asset Management Program (AMP) for the City of Portland water utility system. It is submitted to comply with Rule 1606 of Act 399 in which a community water supply that serves more than 1,000 people shall implement an asset management program as defined in R 325.10102 beginning January 1, 2018.

The City of Portland, located in the northwest corner of Ionia County in Southwest Michigan, has a type 1 public water supply and distribution system which is currently serving a population of 4,355. The City has two certified water department personnel to maintain the system. The water system map can be found in Attachment 1.

ASSET INVENTORY

The assets of the publicly owned water supply system consist of four wells producing an average of 396,150 gallons per day (gpd), with water treatment at the wells consisting of phosphate for iron sequestering and chlorine for disinfection. The system has two water towers with a total storage capacity of 0.55 million gallons, two permanent generators and three portable generator for the wells and towers, over 170,000 feet of watermain ranging from 2-inches to 12-inches in diameter, 307 fire hydrants with valves, and 556 watermain valves.

The water asset inventory is included in Table 2 and provides source asset description, year installed, location, manufacturer (where applicable), replacement cost, useful life and condition rating on a scale of 1-5.

CRITICALITY ASSESSMENT

The criticality of the assets of the City's water utility system are based on a numerical (1-5) rating system of performance for Probability of Failure and Consequence of Failure. To determine criticality the following formula is used:

$$\text{Criticality Factor} = \text{Probably of Failure} \times \text{Consequence of Failure}$$

Details of the asset rating system are included in Table 1. The water asset inventory in Table 2 contains the Criticality Factor for each asset in the City of Portland water supply system.

LEVEL OF SERVICE GOALS

Level of Service (LOS) goals were developed with City administrative staff. These goals were presented to the City and were finalized for inclusion with the final water asset management program. The LOS goals are detailed in Table 3.

CAPITAL IMPROVEMENT PLAN

A five (5) year and twenty (20) year Capital Improvement Plan (CIP) was developed for the City of Portland based on the criticality assessment within this report and the recently completed Water Reliability Study dated February 2016. As a part of the AMP process, the CIP was reviewed with the City of Portland. The water supply system CIP is included in Table 4.

FUNDING STRUCTURE AND RATE METHODOLOGY

The MDEQ requires a summary detailing the funding structure and rate methodology that provides sufficient resources to implement the AMP. The Ten Year Budget can be found in Table 5. The current rate structure can be found in Attachment 2.

ASSET MANAGEMENT TEAM

Utility Information

Utility Name: Portland Water Department
Street Address: 451 Morse Drive
City: Portland, MI
Zip Code: 48875
Phone Number: 517-647-2948
Email: rodsmith@portland-michigan.org

Number of Connections: 1,648
Number of Customers: 3,936 (United States Census Bureau, 2016)

Personnel

Contact Person: Rod Smith
Title: Water Technician
Role: Certified Operator
Email: rodsmith@portland-michigan.org

Team Member: S. Tutt Gorman
Title: Portland City Manager
Role: City Manager
Email: citymanager@portland-michigan.org

Team Member: Fleis & VandenBrink Engineering – Jon Moxey
Title: City Engineer
Role: Engineer
Email: jmoxey@fveng.com

Team Member: Kristina Kinde
Title: City Treasurer & Financial Officer
Role: Utility Rate Advisor
Email: citytreasurer@portland-michigan.org

Column J	
Condition Assessment	
Condition Rating	Description
5	Asset Unserviceable - Over 50% of asset requires replacement
4	Significant deterioration - significant renewal/upgrade required (20 -40%)
3	Moderate deterioration - Significant maintenance required (10 -20%)
2	Minor Deterioration - Minor maintenance required (5%)
1	New of Excellent Condition - Only normal maintenance required

Column K	
Probability of Failure	
Performance Rating	Description
5	Imminent - Likely to occur in the life of the item
4	Probable - Will occur several times in the life of an item
3	Occasional - Likely to occur some- time in the life of an item
2	Remote - Unlikely but possible to occur in the life of an item
1	Improbable - So unlikely, it can be assumed occurrence may not be experienced

Column L	
Consequence of Failure *	
Performance Rating	Description
5	Catastrophic disruption
4	Major disruption
3	Moderate disruption
2	Minor disruption
1	Insignificant disruption

* consider safety/social, economic/financial, environmental

Current Year:

2017

Directions

- A. List assets
- B. Enter asset information
- C. To add more assets use insert function and add rows then copy first asset row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically.

Source Assets											
Source Assets	Year Installed	Location	Latitude	Longitude	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Well #4 (26 in diameter @ 59 ft depth)	1942	Lyons Road	N42.877037	W084.904404		\$ 130,000.00	15	2	2	3	6
Well #5 (12 in diameter @ 78 ft depth)	1954	Lyons Road	N42.877670	W084.905621		\$ 120,000.00	27	2	2	3	6
Well #6 (30 in diameter @ 79 ft depth)	1968	Lyons Road	N42.878045	W084.905621		\$ 120,000.00	41	2	2	3	6
Well #7 (24 in diameter @ 435 ft depth)	2003	Ionia Road	N42.8829	W84.9237		\$ 150,000.00	76	1	1	3	3
Wellhouse #4	1942	Lyons Road				\$ 140,000.00	5	2	1	3	3
Wellhouse #5	1954	Lyons Road				\$ 140,000.00	12	1	1	3	3
Wellhouse #6	1968	Lyons Road				\$ 140,000.00	26	3	2	3	6
Wellhouse #7	2003	Ionia Road				\$ 140,000.00	61	1	1	3	3
Well Pump #4 (450 GPM @ 233 ft)	1942/2011 O'Haul	Lyons Road	N42.877037	W084.904404		\$ 10,000.00	19	2	2	3	6
Well Pump #5 (663 GPM @ 223 ft)	1954/1998 O'Haul	Lyons Road	N42.877670	W084.905621		\$ 10,000.00	6	1	1	2	2
Well Pump #6 (557 GPM @ 246 ft)	1968/2008 O'Haul	Lyons Road	N42.878045	W084.905621		\$ 10,000.00	16	2	2	3	6
Well Pump #7 (368 GPM @ 318 ft)	2003	Ionia Road	N42.8829	W84.9237		\$ 10,000.00	11	1	1	2	2
100 kW/125kVA natural gas generator		Well #7				\$ 50,000.00	20	2	3	2	6
Ford V10 generator	2016	Well #4, Well #6				\$ 50,000.00	29	2	3	2	6
gas powered right angle drive		Well #5				\$ 20,000.00	15	2	3	2	6
diesel powered right angle drive		Well #6				\$ 25,000.00	15	2	3	2	6
portable generator		N/A (portable)				\$ 40,000.00	20	2	3	2	6
portable generator		N/A (portable)				\$ 40,000.00	20	2	3	2	6

If Criticality Factor is greater than 16 cell will turn RED

If Criticality Factor is greater than 16

[add to CIP table](#)

Treatment Assets											
Treatment Assets	Year Installed	Location	Latitude	Longitude	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Water Treatment Equipment - Useful life 15 years											
chlorinator		well #4	N42.877037	W084.904404	El-Chlor	\$ 2,000.00	7	2	3	2	6
chlorinator		well #5	N42.877670	W084.905621	El-Chlor	\$ 2,000.00	7	2	3	2	6
chlorinator		well #6	N42.878045	W084.905621	El-Chlor	\$ 2,000.00	7	2	3	2	6
chlorinator		well #7	N42.8829	W84.9237	El-Chlor	\$ 2,000.00	7	2	3	2	6
phosphate		well #4	N42.877670	W084.905621	Carus Aquagene	\$ 2,000.00	7	2	3	2	6
phosphate		well #6	N42.878045	W084.905621	Carus Aquagene	\$ 2,000.00	7	2	3	2	6
phosphate		well #7	N42.8829	W84.9237	Carus Aquagene	\$ 2,000.00	7	2	3	2	6

If Criticality Factor is greater than 16 cell will turn RED

If Criticality Factor is greater than 16

[add to CIP table](#)

Storage Assets											
Storage Assets	Year Installed	Material	Location / Label	Capacity	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Water Storage - Useful life: 90 years											
single-pedestal spheroid tower	1956		Hill Street	0.15 MG	CB&I	\$ 700,000.00	29	2	1	4	4
single-pedestal spheroid tower	2004		Charlotte Highway	0.4 MG	CB&I	\$ 1,600,000.00	77	2	1	4	4

Distribution Assets											
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)/Quantity	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Watermain - Useful Life Based on Material											
Replacement cost*:	1950	CI	2	149		\$ 17,880.00	58	3	3	1	3
8" @ \$120 per foot	1950	CI	4	2780		\$ 333,600.00	58	3	3	1	3
10" @ \$130 per foot	1950	CI	6	1,348		\$ 161,760.00	58	3	3	2	6
12" @ \$130 per foot	1960	CI	4	7227		\$ 867,240.00	68	3	3	1	3
16" @ \$160 per foot	1960	CI	6	5507		\$ 660,840.00	68	3	3	2	6
	1960	CI	8	6888		\$ 826,560.00	68	3	3	2	6
	1960	CI	10	3351		\$ 435,630.00	68	3	3	3	9
	1961	CI	6	391		\$ 46,920.00	69	3	3	2	6
	1964	CI	4	460		\$ 55,200.00	72	3	2	1	2
	1964	CI	6	5141		\$ 616,920.00	72	3	2	2	4
	1964	CI	8	200		\$ 24,000.00	72	3	2	2	4
	1968	CI	4	339		\$ 40,680.00	76	3	2	1	2
	1968	CI	6	1342		\$ 161,040.00	76	3	2	2	4
	1970	CI	6	1327		\$ 159,240.00	78	3	2	2	4
	1970	CI	10	3146		\$ 408,980.00	78	3	2	3	6
	1972	DI	6	3761		\$ 451,320.00	65	2	3	2	6
	1978	DI	8	1397		\$ 167,640.00	71	2	2	2	4
	1980	DI	6	2733		\$ 327,960.00	73	2	2	2	4
	1980	DI	8	2349		\$ 281,880.00	73	2	2	2	4
	1981	CI	6	334		\$ 40,080.00	89	2	1	2	2
	1981	DI	6	156		\$ 18,720.00	74	2	2	2	4
	1981	CI	8	225		\$ 27,000.00	89	2	1	2	2
	1981	DI	8	6300		\$ 756,000.00	74	2	2	2	4
	1981	DI	10	5375		\$ 698,750.00	74	2	2	3	6
	1982	CI	8	3472		\$ 416,640.00	90	2	1	2	2
	1987	DI	2	1226		\$ 147,120.00	80	2	1	2	2
	1987	DI	6	1395		\$ 167,400.00	80	2	1	2	2
	1987	DI	8	5041		\$ 604,920.00	80	2	1	2	2
	1989	DI	6	5747		\$ 689,640.00	82	2	1	2	2
	1990	DI	2	253		\$ 30,360.00	83	1	1	1	1
	1990	DI	6	1420		\$ 170,400.00	83	1	1	2	2
	1990	DI	8	4179		\$ 501,480.00	83	1	1	2	2
	1991	DI	6	3743		\$ 449,160.00	84	1	1	2	2
	1991	DI	8	826		\$ 99,120.00	84	1	1	2	2
	1992	DI	6	1295		\$ 155,400.00	85	1	1	2	2
	1992	DI	8	1556		\$ 186,720.00	85	1	1	2	2
	1992	DI	10	1480		\$ 192,400.00	85	1	1	3	3
	1993	DI	6	166		\$ 19,920.00	86	1	1	2	2
	1993	DI	10	1075		\$ 139,750.00	86	1	1	3	3
	1996	DI	6	965		\$ 115,800.00	89	1	1	2	2
	1996	DI	8	7892		\$ 947,040.00	89	1	1	2	2
	1996	DI	10	1237		\$ 160,810.00	89	1	1	3	3
	1996	DI	12	7758		\$ 1,008,540.00	89	1	1	3	3
	1998	DI	6	371		\$ 44,520.00	91	1	1	2	2
	1998	DI	8	2194		\$ 263,280.00	91	1	1	2	2
	1998	DI	12	1818		\$ 236,340.00	91	1	1	3	3
	1999	DI	6	633		\$ 75,960.00	92	1	1	2	2
	1999	DI	8	4715		\$ 565,800.00	92	1	1	2	2
	1999	DI	12	2879		\$ 374,270.00	92	1	1	3	3
	2000	DI	8	2310		\$ 277,200.00	93	1	1	2	2
	2003	DI	8	3962		\$ 475,440.00	96	1	1	2	2
	2003	DI	12	738		\$ 95,940.00	96	1	1	3	3
	2004	DI	8	1955		\$ 234,600.00	97	1	1	2	2
	2004	DI	12	3903		\$ 507,390.00	97	1	1	3	3
	2005	DI	6	325		\$ 39,000.00	98	1	1	2	2
	2005	DI	8	2164		\$ 259,680.00	98	1	1	2	2
	2005	DI	12	11453		\$ 1,488,890.00	98	1	1	3	3

Table 2
Water Asset Inventory

Distribution Assets											
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)/Quantity	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
	2006	DI	8	370		\$ 44,400.00	99	1	1	2	2
	2006	DI	12	2109		\$ 274,170.00	99	1	1	3	3
	2008	DI	6	300		\$ 36,000.00	101	1	1	2	2
	2008	DI	8	653		\$ 78,360.00	101	1	1	2	2
	2008	DI	12	3496		\$ 454,480.00	101	1	1	3	3
	2010	DI	4	376		\$ 45,120.00	103	1	1	1	1
	2010	DI	6	456		\$ 54,720.00	103	1	1	2	2
	2010	DI	8	1972		\$ 236,640.00	103	1	1	2	2
	2011	DI	8	6228		\$ 747,360.00	104	1	1	2	2
	2017	DI	8	1806		\$ 216,720.00	110	1	1	2	2

Distribution Assets											
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)/Quantity	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Hydrants - Useful Life: 90 Years											
Replacement cost @ \$3,000 each	1950			7		\$ 21,000.00	23	3	3	2	6
	1960			33		\$ 99,000.00	33	3	2	2	4
	1964			11		\$ 33,000.00	37	3	2	2	4
	1968			3		\$ 9,000.00	41	3	2	2	4
	1970			8		\$ 24,000.00	43	2	2	2	4
	1972			6		\$ 18,000.00	45	2	2	2	4
	1978			2		\$ 6,000.00	51	2	1	2	2
	1980			4		\$ 12,000.00	53	2	1	2	2
	1981			19		\$ 57,000.00	54	2	1	2	2
	1982			3		\$ 9,000.00	55	2	1	2	2
	1987			16		\$ 48,000.00	60	2	1	2	2
	1989			8		\$ 24,000.00	62	2	1	2	2
	1990			9		\$ 27,000.00	63	1	1	2	2
	1991			6		\$ 18,000.00	64	1	1	2	2
	1992			11		\$ 33,000.00	65	1	1	2	2
	1993			1		\$ 3,000.00	66	1	1	2	2
	1996			34		\$ 102,000.00	69	1	1	2	2
	1998			7		\$ 21,000.00	71	1	1	2	2
	1999			20		\$ 60,000.00	72	1	1	2	2
	2000			6		\$ 18,000.00	73	1	1	2	2
	2003			8		\$ 24,000.00	76	1	1	2	2
	2004			13		\$ 39,000.00	77	1	1	2	2
	2005			30		\$ 90,000.00	78	1	1	2	2
	2006			8		\$ 24,000.00	79	1	1	2	2
	2008			10		\$ 30,000.00	81	1	1	2	2
	2010			16		\$ 48,000.00	83	1	1	2	2
	2011			2		\$ 6,000.00	84	1	1	2	2
	2017			6		\$ 18,000.00	90	1	1	2	2
Valves - Useful Life: 70 Years											
Replacement cost:	1950		2	1		\$ 1,800.00	3	3	3	2	6
6" @ \$1,800	1950		4	3		\$ 5,400.00	3	3	3	2	6
8" @ \$2,000	1950		6	6		\$ 10,800.00	3	3	3	2	6
10" @ \$2,500	1960		4	17		\$ 30,600.00	13	3	3	2	6
12" @ \$3,000	1960		6	15		\$ 27,000.00	13	3	3	2	6
16" @ \$4,000	1960		8	22		\$ 44,000.00	13	3	3	2	6
	1960		10	8		\$ 20,000.00	13	3	3	2	6
	1961		6	2		\$ 3,600.00	14	3	3	2	6
	1964		4	2		\$ 3,600.00	17	3	3	2	6
	1964		6	16		\$ 28,800.00	17	3	3	2	6
	1964		8	1		\$ 2,000.00	17	3	3	2	6
	1968		4	1		\$ 1,800.00	21	2	3	2	6
	1968		6	5		\$ 9,000.00	21	2	3	2	6
	1970		6	1		\$ 1,800.00	23	2	3	2	6
	1970		10	6		\$ 15,000.00	23	2	3	2	6
	1972		6	11		\$ 19,800.00	25	2	3	2	6
	1972		12	1		\$ 3,000.00	25	2	2	2	4
	1978		8	8		\$ 16,000.00	31	2	2	2	4
	1980		6	11		\$ 19,800.00	33	2	2	2	4
	1980		8	7		\$ 14,000.00	33	2	2	2	4
	1981		6	2		\$ 3,600.00	34	2	2	2	4
	1981		8	20		\$ 40,000.00	34	2	2	2	4
	1981		10	11		\$ 27,500.00	34	2	2	2	4
	1982		8	3		\$ 6,000.00	35	2	1	2	2
	1987		2	2		\$ 3,600.00	40	1	1	2	2
	1987		6	10		\$ 18,000.00	40	1	1	2	2
	1987		8	11		\$ 22,000.00	40	1	1	2	2
	1989		6	13		\$ 23,400.00	42	1	1	2	2
	1990		2	1		\$ 1,800.00	43	1	1	2	2
	1990		6	6		\$ 10,800.00	43	1	1	2	2
	1990		8	6		\$ 12,000.00	43	1	1	2	2
	1991		6	15		\$ 27,000.00	44	1	1	2	2

Distribution Assets											
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)/Quantity	Manufacturer	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
	1991		8	4		\$ 8,000.00	44	1	1	2	2
	1992		6	6		\$ 10,800.00	45	1	1	2	2
	1992		8	4		\$ 8,000.00	45	1	1	2	2
	1992		10	5		\$ 12,500.00	45	1	1	2	2
	1993		6	1		\$ 1,800.00	46	1	1	2	2
	1993		10	3		\$ 7,500.00	46	1	1	2	2
	1996		6	4		\$ 7,200.00	49	1	1	2	2
	1996		8	27		\$ 54,000.00	49	1	1	2	2
	1996		10	3		\$ 7,500.00	49	1	1	2	2
	1996		12	25		\$ 75,000.00	49	1	1	2	2
	1998		6	2		\$ 3,600.00	51	1	1	2	2
	1998		8	9		\$ 18,000.00	51	1	1	2	2
	1998		12	4		\$ 12,000.00	51	1	1	2	2
	1999		6	1		\$ 1,800.00	52	1	1	2	2
	1999		8	21		\$ 42,000.00	52	1	1	2	2
	1999		12	11		\$ 33,000.00	52	1	1	2	2
	2000		8	15		\$ 30,000.00	53	1	1	2	2
	2003		8	18		\$ 36,000.00	56	1	1	2	2
	2003		10	1		\$ 2,500.00	56	1	1	2	2
	2003		12	1		\$ 3,000.00	56	1	1	2	2
	2004		8	3		\$ 6,000.00	57	1	1	2	2
	2004		10	1		\$ 2,500.00	57	1	1	2	2
	2004		12	10		\$ 30,000.00	57	1	1	2	2
	2005		6	2		\$ 3,600.00	58	1	1	2	2
	2005		8	8		\$ 16,000.00	58	1	1	2	2
	2005		12	39		\$ 117,000.00	58	1	1	2	2
	2006		12	4		\$ 12,000.00	59	1	1	2	2
	2008		8	4		\$ 8,000.00	61	1	1	2	2
	2008		12	14		\$ 42,000.00	61	1	1	2	2
	2010		4	2		\$ 3,600.00	63	1	1	2	2
	2010		6	3		\$ 5,400.00	63	1	1	2	2
	2010		8	32		\$ 64,000.00	63	1	1	2	2
	2011		8	3		\$ 6,000.00	64	1	1	2	2
	2017		8	22		\$ 44,000.00	70	1	1	2	2

*Assume all watermain less than 8" in diameter will be replaced with 8" watermain

If Criticality Factor is greater than 16 cell will turn RED

If Criticality Factor is greater than 16 [add to CIP table](#)

We commit to maintaining and improving our water system to provide clean, safe drinking water and fire protection to the community while minimizing the long-term costs for their operation. The most cost effective means of the maintenance and improvements will be sought without sacrificing quality. We are committed to providing excellent customer service to our constituents.

LOS Determinants	Define the goal	How often do you measure it
NPDES requirements	Meet federal and state water quality standards.	Monitor water quality: monthly for bacteria, annually for partial chemical, and triannually for metals.
Safety	Safe work environment.	Safety meetings, no MIOSHA violations.
Security	Secure water installations from tampering.	Maintain fenced, locked, and lit well houses and water towers.
Operator certification	Certified operators to operate and maintain system.	Maintain a minimum of two certified operators at all times, one will have D2/S2 certification.
Customer complaints	Provide excellent customer service.	Respond to and investigate customer complaints within 1 business day of report, then provide results to the customer.
Upcoming regulatory changes	Keep up with regulatory changes and comply in a timely fashion.	Attend conferences and training to keep regulatory compliance current. Meet annually with MDEQ to ensure compliance.
Response time	Provide excellent customer service.	Respond to customer emergencies within 3 hours of receiving report. Give 24 hour advance notice of planned service interruptions.
Operating Reserves	Funds to address unexpected breakdowns and major expenses.	Maintain an operating reserve of 10% of budget.
Internal versus external funding	Balance internal vs external funding for projects.	Seek external funding for major projects as they present themselves.
Water Supply	Sustain water supplies.	Annual inspections of wells and pumps, then complete recommended improvements to keep functioning as designed.
Water Quality	Provide quality, good tasting water.	Maintain water treatment equipment and flush watermains twice annually.
Water Storage	Maintain for longer lifespan.	Professional inspection every 2 years and complete recommended improvements.
Distribution	Maintain pipes, hydrants, and valves to ensure good working order.	Flush watermains twice annually, exercise primary valves during hydrant flushing and the remainder every four years, and maintain normal condition pressure between 30 and 90 psi.
Administrative	Ensure accurate billing.	Review discrepancies and correct in a timely fashion.



**Table 4
Capital Improvement Project Plan**

Directions

- A. List projects to be completed
- B. Determine how long before the project must begin
- C. Enter the total projected cost of the project
- D. To add more CIP's use insert function and add rows then copy first CIP row to new rows to transfer formulas
- E. Enter information in highlighted cells
- F. Remaining cells will calculate automatically.

A	B	C
Projects	Years Until Project Begins	Projected Cost
Replace 470 feet of 4-inch watermain with 8-inch watermain on Hill Street from Kent Street to Elm Street	2	\$ 51,700
Loop 1,350 feet of 8-inch watermain from the watermain on the corner of Union and L Streets southwest to Carr Street, then north to tie into the 12-inch watermain on Grand River Avenue.	3	\$ 148,500
Install 12-inch watermain from the west end of the watermain on Grand River Avenue west 1,030 feet when road work is proposed.	4	\$ 124,000
Replace 2,100 feet of 6-inch and 8-inch watermain with 12" watermain on Grand River Avenue from Charlotte Highway to Rowe Avenue.	5	\$ 252,000
Install 780 feet of 8-inch watermain from the corner of Ionia Road and Rosmond Street north to Plainview Avenue, then east 160 feet on Plainview and north to the high school watermain loop.	7	\$ 85,800
Install 3,120 feet of 12-inch watermain from the west end of the watermain on Grand River Avenue north to Ionia Road and east to connect with the existing watermain on Ionia Road.	8	\$ 375,000
Replace 1,040 feet of 8-inch watermain with 12-inch watermain on Lyons Road from N. Water Street to Pleasant Street.	10	\$ 124,800
Replace 620 feet of 8-inch watermain with 12-inch watermain on Lyons Road from the southeast end to the northwest end of the TRW loop.	11	\$ 74,400
Replace remaining 11,040 feet of watermain less than 6-inches in diameter with 8-inch watermain.	13	\$ 1,214,400
Loop 1,930 feet of 8-inch watermain from the northerly end of the watermain on Maynard Road south 1,150 feet then southwesterly under the river to Well No. 5.	15	\$ 231,500
Loop 2,710 feet of 12-inch watermain from the east end of the watermain on Lookingglass Avenue south to connect with the 12-inch watermain north of Rowe Avenue and west of Rindle Bluff Drive	17	\$ 325,200
Loop 1,380 feet of 12-inch watermain from Lookingglass Avenue north on Bishop Street (replacing the 530 feet of 4-inch watermain on Bishop) and continuing north for a total of 1,100 feet then northwest to connect with the northeast end of the 10-inch watermain on Divine Highway.	19	\$ 165,600
Loop 1,680 feet of 12-inch watermain from the western end of the new 12-inch watermain on Ionia Road north 1,580 feet then east to well No. 7.	20	\$ 201,600
Total Capital Improvement:		\$ 3,374,500

**Table 5
Ten Year Budget**

Directions

- A. List current year budget expenses
- B. Determine inflation factor
- C. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically.

INFLATION FACTOR (%) - 2.0 **

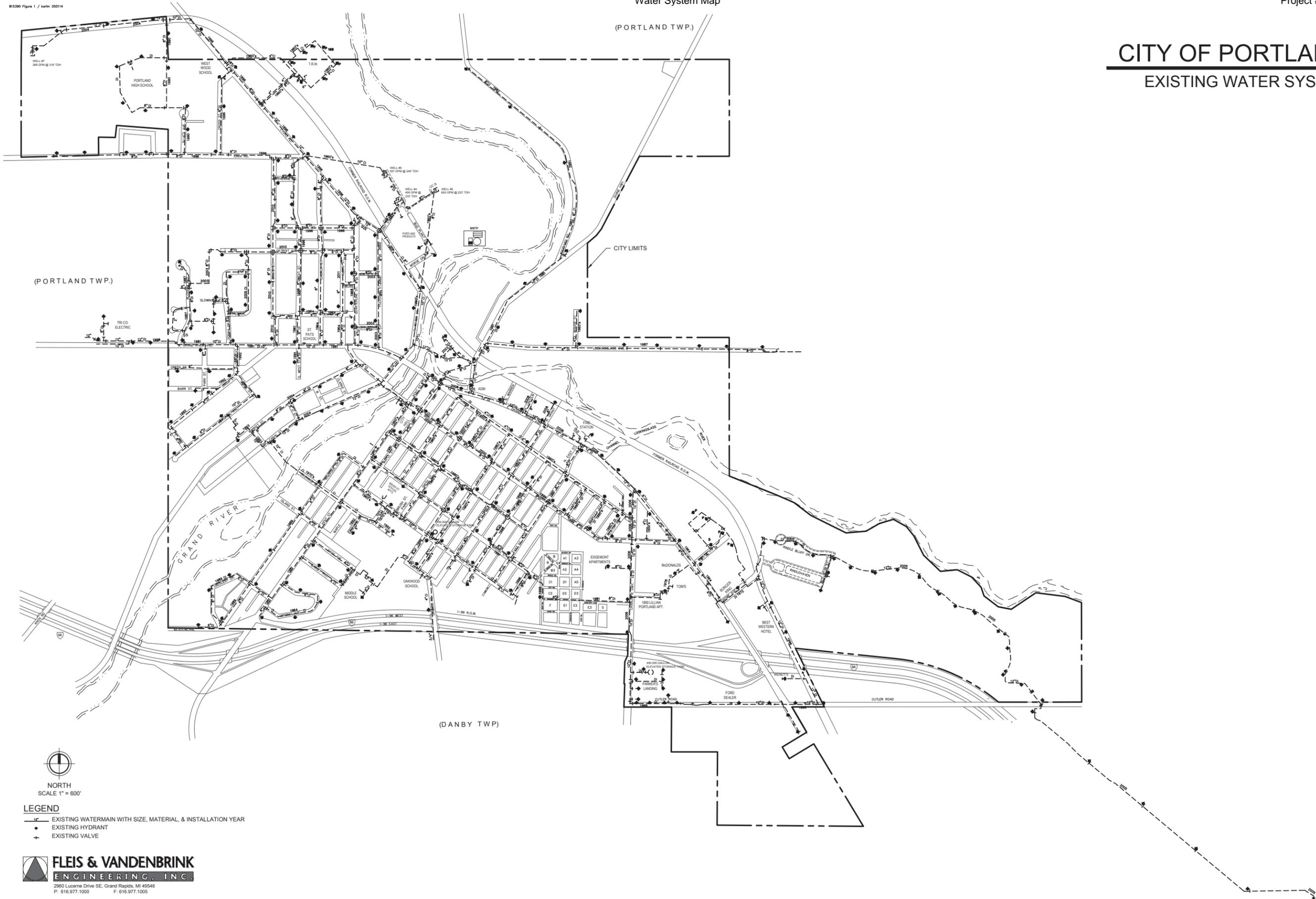
EXPENSES	Current Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
OPERATIONS & MAINTENANCE										
Personnel services	\$ 130,408	\$ 133,016.16	\$ 135,676.48	\$ 138,390.01	\$ 141,157.81	\$ 143,980.97	\$ 146,860.59	\$ 146,860.59	\$ 146,860.59	\$ 146,860.59
Benefits	\$ 89,824	\$ 91,620.48	\$ 93,452.89	\$ 95,321.95	\$ 97,228.39	\$ 99,172.95	\$ 101,156.41	\$ 103,179.54	\$ 105,243.13	\$ 107,347.99
Contract Services	\$ 64,671	\$ 65,964.42	\$ 67,283.71	\$ 68,629.38	\$ 70,001.97	\$ 71,402.01	\$ 72,830.05	\$ 74,286.65	\$ 75,772.38	\$ 77,287.83
Materials and supplies	\$ 23,572	\$ 24,043.44	\$ 24,524.31	\$ 25,014.79	\$ 25,515.09	\$ 26,025.39	\$ 26,545.90	\$ 27,076.82	\$ 27,618.35	\$ 28,170.72
Utilities	\$ 32,280	\$ 32,925.60	\$ 33,584.11	\$ 34,255.79	\$ 34,940.91	\$ 35,639.73	\$ 36,352.52	\$ 37,079.57	\$ 37,821.16	\$ 38,577.59
Insurance	\$ 2,385	\$ 2,432.70	\$ 2,481.35	\$ 2,530.98	\$ 2,581.60	\$ 2,633.23	\$ 2,685.90	\$ 2,739.62	\$ 2,794.41	\$ 2,850.30
Repairs and Maintenance	\$ 100,126	\$ 102,128.52	\$ 104,171.09	\$ 106,254.51	\$ 108,379.60	\$ 110,547.19	\$ 112,758.14	\$ 115,013.30	\$ 117,313.57	\$ 119,659.84
Rentals	\$ 32,556	\$ 33,207.12	\$ 33,871.26	\$ 34,548.69	\$ 35,239.66	\$ 35,944.45	\$ 36,663.34	\$ 37,396.61	\$ 38,144.54	\$ 38,907.43
Interest	\$ 15,809	\$ 16,125.18	\$ 16,447.68	\$ 16,776.64	\$ 17,112.17	\$ 17,454.41	\$ 17,803.50	\$ 18,159.57	\$ 18,522.76	\$ 18,893.22
Miscellaneous	\$ 3,510	\$ 3,580.20	\$ 3,651.80	\$ 3,724.84	\$ 3,799.34	\$ 3,875.32	\$ 3,952.83	\$ 4,031.89	\$ 4,112.52	\$ 4,194.77
Trans to General Fund	\$ 32,009	\$ 32,649.18	\$ 33,302.16	\$ 33,968.21	\$ 34,647.57	\$ 35,340.52	\$ 36,047.33	\$ 36,768.28	\$ 37,503.65	\$ 38,253.72
TOTAL OM&R EXPENSES	\$ 527,150.00	\$ 537,693.00	\$ 548,446.86	\$ 559,415.80	\$ 570,604.11	\$ 582,016.20	\$ 593,656.52	\$ 602,592.44	\$ 611,707.07	\$ 621,004.00
Operating Reserves	\$ 52,715.00	\$ 53,769.30	\$ 54,844.69	\$ 55,941.58	\$ 57,060.41	\$ 58,201.62	\$ 59,365.65	\$ 60,552.96	\$ 61,764.02	\$ 62,999.30
Debt Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 25,000.00	\$ 25,500.00	\$ 26,010.00	\$ 26,530.20	\$ 27,060.80	\$ 27,602.02	\$ 28,154.06	\$ 28,717.14	\$ 29,291.48	\$ 29,877.31
TOTAL EXPENSES	\$ 604,865.00	\$ 616,962.30	\$ 629,301.55	\$ 641,887.58	\$ 654,725.33	\$ 667,819.84	\$ 681,176.23	\$ 691,862.54	\$ 702,762.58	\$ 713,880.62
REVENUES										
User charge Revenue	\$ 599,504.00	\$ 611,494.08	\$ 623,723.96	\$ 636,198.44	\$ 648,922.41	\$ 661,900.86	\$ 675,138.87	\$ 688,641.65	\$ 702,414.49	\$ 716,462.78
Miscellaneous Revenue	\$ 12,936.00	\$ 13,194.72	\$ 13,458.61	\$ 13,727.79	\$ 14,002.34	\$ 14,282.39	\$ 14,568.04	\$ 14,859.40	\$ 15,156.59	\$ 15,459.72
Interest Income	\$ 580.00	\$ 591.60	\$ 603.43	\$ 615.50	\$ 627.81	\$ 640.37	\$ 653.17	\$ 666.24	\$ 679.56	\$ 693.15
TOTAL REVENUES	\$ 613,020.00	\$ 625,280.40	\$ 637,786.01	\$ 650,541.73	\$ 663,552.56	\$ 676,823.61	\$ 690,360.09	\$ 704,167.29	\$ 718,250.63	\$ 732,615.65
BUDGET SURPLUS/DEFICIT	\$ 8,155.00	\$ 8,318.10	\$ 8,484.46	\$ 8,654.15	\$ 8,827.23	\$ 9,003.78	\$ 9,183.85	\$ 12,304.74	\$ 15,488.05	\$ 18,735.02

* The 10 Year Budget is for estimation purposes only. It is not intended for determining debt funding needs. For a more accurate debt evaluation please seek the services of a financial advisor.

** The annual inflation factor can be found at the following website
<http://www.usinflationcalculator.com/inflation/historical-inflation-rates/>

CITY OF PORTLAND

EXISTING WATER SYSTEM



815390 Figure 1 / karm 05014



- LEGEND**
- EXISTING WATERMAIN WITH SIZE, MATERIAL, & INSTALLATION YEAR
 - EXISTING HYDRANT
 - + EXISTING VALVE

WATER RATES

Effective: July 2017 on the August 2017 Billing

Per Resolution 17-36 adopting a 2% increase effective with FY 2017-2018 Budget

Rate			Jul-16	Jul-17
Commodity Charge (per 1,000 gallons)			\$2.73	\$2.78
RW - Commodity Charge			\$5.45	\$5.56
5/8" Meter			\$10.53	\$10.74
RW - 5/8" Meter			\$21.06	\$21.48
1" Meter			\$25.75	\$26.26
1 1/4" Meter			\$35.89	\$36.61
1 1/2" Meter			\$51.11	\$52.14
RW - 1 1/2" Meter			\$102.22	\$104.25
2" Meter			\$81.55	\$83.18
RW - 2" Meter			\$168.46	\$171.83
3" Meter			\$162.71	\$165.96
Senior Citizen - 5/8" Meter			\$6.37	\$6.49



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
GRAND RAPIDS DISTRICT OFFICE



C. HEIDI GREYER
DIRECTOR

December 18, 2017

CERTIFIED MAIL – 7017 2680 0000 0951 5027
RETURN RECEIPT REQUESTED

Mr. Neil Brown
City of Portland
Parks, Recreation & Cemetery
259 Kent Street
Portland, Michigan 48475

Dear Mr. Brown

SUBJECT: Review of Documentation of Due Care Compliance
233 Divine Highway (Portion Of)
233 Divine Highway, Portland, Ionia County
201 Site ID No.: 34000120

The Department of Environmental Quality (DEQ) has reviewed the Documentation of Due Care Compliance (DDCC) dated October 10, 2017, and the amendment to the DDCC dated December 7, 2017, for 233 Divine Highway (portion of), received on October 26, 2017, and December 15, 2017, respectively. The DDCC was prepared by Fleis & VandenBrink on behalf of the City of Portland. The DEQ concurs with the conclusions of Fleis & VandenBrink, and that the City of Portland, is in compliance with their due care obligations.

The DDCC was submitted pursuant to MCL 324. 20114g(1) of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act 1994 PA 451, as amended (NREPA). The requirements/obligations identified under Section 20107a of the NREPA, are designed to ensure that the use of contaminated properties is protective of the health and safety of persons using that property.

Based on our review, the DEQ concurs the City of Portland is currently in compliance with their obligations under Section 20107a of the NREPA and applicable Part 10 Rules. This concurrence is based on the information provided in the DDCC, which indicates the actions necessary to prevent or mitigate unacceptable exposures have been satisfactorily implemented and appear appropriate to have achieved compliance with the requirements of Section 20107a of the NREPA.

Continued compliance is contingent on adherence to the performance with the identified operations, maintenance, monitoring and inspections and no changes in environmental conditions, site use, or DEQ cleanup criteria. The operation, maintenance, monitoring, and inspection plan was added to the DDCC as an amendment.

This approval is based on the information currently known to the DEQ as presented in the DDCC and appendices/amendments. The discovery of new information regarding environmental conditions or hazardous substances at the facility that is not known to the DEQ as of the date of this letter, may necessitate that you reevaluate and, if necessary, modify your due care compliance actions.

Upon a change in property use and or in the Part 201 criteria, further investigations and evaluation of the complete pathways on the site and additional response actions may be necessary. A change in property use or criteria may also result in a request by the DEQ for additional response activities.

The DEQ's concurrence that the City of Portland is in compliance with their due care obligations is not an acknowledgement that the property owner/operator was in compliance prior to the date of this letter, nor does it waive or release the property owner/operator from any obligations that may have existed prior to the date of this letter.

If you have questions, please contact the Project Manager, Aaron Assmann, at the Grand Rapids District Office, 616-430-5275, or at AssmannA@michigan.gov, or you may contact me at the number listed below.

Sincerely,



Abigail Hendershott
District Supervisor
Grand Rapids District Office
Remediation and Redevelopment Division
616-888-0528
HendershottA@michigan.gov

cc: Mr. S. Tutt Gorman, City of Portland
Mr. Steven M. Kimm, Fleis & VandenBrink
Mr. Aaron Assmann, DEQ



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



C. HEIDI GREYER
DIRECTOR

December 20, 2017

Mr. S. Tutt Gorman, City Manager
City of Portland
259 Kent Street
Portland, Michigan 48875-1495

Dear Mr. Gorman:

SUBJECT: Stormwater, Asset Management, and Wastewater (SAW) Grant Program
City of Portland
Wastewater and Stormwater Asset Management Plans
SAW Grant Project Number 1602-01

Congratulations on your SAW Grant award for the above-referenced project. Enclosed is one original signed copy of your SAW Grant Agreement. Also, enclosed is a copy of the SAW Grant Disbursement Request (DR) form and Disbursement Instructions.

You may immediately request a disbursement for any eligible costs previously incurred since January 2, 2013. The DR must be signed by the authorized representative and emailed to me or mailed to our office. Each DR must be accompanied by complete supporting documentation including invoices or proof of payment of incurred costs. Each DR must also include a brief status report on the SAW Grant activities completed to date. DRs can be submitted at any time, but only one per calendar month will be processed.

The approved budget period for your grant-funded activities closes at the end of December 2020. Proposed project scope or end date changes need Department of Environmental Quality (DEQ) approval in advance.

Your SAW Grant requires the following “deliverables” be provided to the DEQ within 3 years of your grant agreement date:

- Rate Methodology Approval
- Wastewater Asset Management Plan Certification of Project Completeness
- Stormwater Asset Management Plan Certification of Project Completeness

It is recommended that you work with Water Resources Division (WRD) staff to prepare your stormwater management plans, asset management plans, and innovative technology projects. Again, congratulations on your SAW Grant award. I appreciate your interest in improving water quality in your community. Should you have any questions, please contact me at the phone number listed below, e-mail at WorthingtonD@michigan.gov, or by mail at DEQ, P.O. Box 30817, Lansing, Michigan 48909-8311.

Sincerely,

David J. Worthington, Senior Project Manager
Revolving Loan Section
Drinking Water and Municipal Assistance Division
517-284-5423

Enclosures

**STORMWATER / ASSET MANAGEMENT / WASTEWATER (SAW) GRANT PROGRAM
 REQUEST FOR DISBURSEMENT OF FUNDS**

THIS INFORMATION IS REQUIRED UNDER AUTHORITY OF PARTS 52 AND 53, 1994 PA 451, AS AMENDED.

**DOCUMENTATION TO SUPPORT THE INCURRED COSTS MUST BE INCLUDED WITH EACH REQUEST
 PLEASE SEE OTHER SIDE FOR INSTRUCTIONS TO COMPLETE REQUEST**

A. Project #	B. Request #	C. Period Covered by Request _____ to _____ (M/D/Y) (M/D/Y)	D. Request Type <input type="checkbox"/> partial <input type="checkbox"/> final	E. Grantee's EIN	F. Grant Amount
G. Grantee Name:					Phone #
Address:			Email:		
H. Grantee's Bank Name:					Phone #
Address:					
Account Name:			ABA #	Account #	
Special Instructions:					
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date	
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			\$	\$	
2. DESIGN ENGINEERING COSTS			\$	\$	
3. RATE METHODOLOGY DEVELOPMENT COSTS (awarded under planning or design grant)			\$	\$	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			\$	\$	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			\$	\$	
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			\$	\$	
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			\$	\$	
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			\$	\$	
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 st column)			\$		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 nd column)				\$	
11. LESS LOCAL MATCH (if applicable)				(\$)	
12. LESS AMOUNT PREVIOUSLY DISBURSED				(\$)	
13. AMOUNT REQUESTED FOR DISBURSEMENT				\$	
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. The grant agreement cannot exceed three (3) years from your grant agreement date.					
I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.					
Authorized Representative Name (Print or Type): _____ Title: _____					
Authorized Representative Signature (Original): _____ Date: _____					
EMAIL THIS COMPLETED REQUEST TO YOUR DEQ PROJECT MANAGER OR MAIL TO THE ADDRESS SHOWN ON THE REVERSE SIDE					

SAW GRANT PROGRAM
Instructions for Completing a
Request for Disbursement of Funds

DOCUMENTATION TO SUPPORT THE INCURRED COSTS AND A BRIEF STATUS REPORT MUST BE INCLUDED WITH EACH REQUEST.

- A. Fill in the project number that was assigned by the Michigan Department of Environmental Quality (DEQ).
- B. Fill in the number of this disbursement request.
- C. Fill in the calendar period covered by this disbursement request.
- D. Fill in whether this is a partial or the final disbursement request.
- E. Fill in the grantee's federal employer identification number (EIN).
- F. Fill in the grant amount as shown in the Grant Agreement.
- G. Fill in the grantee's name, address, telephone number, and email address. This information must match data on file with the DEQ; if changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- H. Fill in your bank's name, address, telephone number, ABA identifying number, the account name and number, and any special instructions for the wire transfer to that account. If changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- I. Recap approved eligible costs incurred to date for each budget item. Show the amount (include dollars and cents) requested for the period covered by this request, and then the cumulative amount to date from project inception.
If costs have been incurred for a budget item that was not shown in the Grant Agreement, you must inform your project manager in a separate letter accompanying this request.
1. Fill in the planning costs invoiced and/or paid for SRF project plans; USDA-Rural Development Preliminary Engineering Reports; or Project Proposals.
 2. Fill in the costs invoiced and/or paid for project design work required to produce plans and specifications suitable and ready for bidding. Actual bidding phase costs are not grant eligible.
 3. Fill in the costs invoiced and/or paid for services directly associated with the development and enactment of the applicant's rate methodology and any related ordinances.
 4. Fill in the costs invoiced and/or paid for the development of a Wastewater Asset Management Plan.
 5. Fill in the costs invoiced and/or paid for the development of a Stormwater Asset Management Plan.
 6. Fill in the costs invoiced and/or paid for the development of a Stormwater Management Plan, including MS4 Plans or Nonpoint Source Watershed Management Plans.
 7. Fill in the costs invoiced and/or paid for services directly related to planning and/or design of an innovative wastewater or stormwater technology project and/or the pilot study associated with that effort.
 8. Fill in the costs invoiced and/or paid for construction of an approved asset management plan project (disadvantaged community grants only).
 9. Fill in the sum of the amounts shown in the 1st column (Requested Incurred Costs This Period).
 10. Fill in the sum of the amounts shown in the 2nd column (Cumulative Costs Incurred to Date).
 11. Fill in the local match amount (10% for first \$1,111,111; 25% for any amount above \$1,111,111) associated with your SAW Grant Agreement, if any.
 12. Fill in the total amount of funds previously paid from all prior disbursements.
 13. Subtract Lines 11 and 12 from Line 10 to obtain net total amount requested for this period.
- J. For each request, provide a brief description of the work completed to date based on the approved project scope identified in Exhibit A of the Grant Agreement. The grant period cannot exceed three (3) years from your grant agreement date.

NOTE: YOU MAY SUBMIT NO MORE THAN ONE REQUEST FOR DISBURSEMENT DURING A CALENDAR MONTH. REQUESTS FOR DISBURSEMENT APPROVED BY MONDAY WILL BE PROCESSED THAT WEEK.

Provide the *Request for Disbursement of Funds* and the required support documentation to your DEQ Project Manager via email or mail to:

**REVOLVING LOAN SECTION
DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
PO BOX 30817
LANSING MI 48909-8311
Telephone: 517-284-5433**



Michigan Finance Authority

Stormwater, Asset Management, and Wastewater (SAW) GRANT AGREEMENT

This Grant Agreement ("Agreement") is made as of December 14, 2017, among the Michigan Department of Environmental Quality, Office of Drinking Water and Municipal Assistance (the "DEQ"), the Michigan Finance Authority (the "Authority") (the DEQ and the Authority are, collectively, the "State") and the City of Portland, County of Ionia ("Grantee") in consideration for providing grant assistance to the Grantee.

The purpose of this Agreement is to provide funding for the project named below. The State is authorized to provide grant assistance pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Legislative appropriation of funds for grant disclosure is set forth in 2013 Public Act 59.

The Grantee shall be required to repay the grant made under this Agreement (the "Grant"), within 90 days of being informed by the State to do so, under certain conditions, as set forth in Section XVIII. Program Specific Requirements: SAW Grant.

Award of a Grant under this Agreement and completion of the activities identified in Exhibit A does not guarantee loan assistance from the State Revolving Fund, Strategic Water Quality Initiatives Fund, or Stormwater, Asset Management or Wastewater.

GRANTEE INFORMATION:

S. Tutt Gorman, Manager
Name/Title of Authorized Representative
259 Kent St
Address
Portland, MI 48875
Address
(517) 647-7531
Telephone number

GRANT INFORMATION:

Project Name: WW and SW AMP
Project #: 1602-01
Amount of Grant: \$ 764,849
Amount of Match \$ 25,851
Project \$ 790,700 (grant plus match)
Start Date: 1/1/2013 End Date: 12/1/2020

DEQ REPRESENTATIVE:

Sonya T. Butler, Chief
Name/Title
525 West Allegan St., PO Box 30473
Address
Lansing, MI 48909-7973
Address
(517) 373-2161
Telephone number
Butlers2@michigan.gov
E-mail address

AUTHORITY REPRESENTATIVE:

Mary G. Martin, Executive Director, MFA
Name/Title
430 W. Allegan St., Austin Building
Address
Lansing, MI 48922
Address
(517) 335-0994
Telephone number
treas_bondfinance@michigan.gov
E-mail

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their respective parties, and that the parties will fulfill the terms of this Agreement, including the attached Exhibit A, and use this Grant only as set forth in this Agreement.

GRANTEE



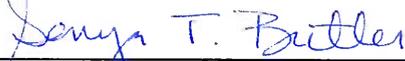
Signature of Grantee

December 14, 2017

Date

S. Tuttle Gorman City Manager
Name and title (typed or printed)

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY



Its Authorized Officer

December 14, 2017

Date

MICHIGAN FINANCE AUTHORITY



Its Authorized Officer

December 14, 2017

Date

I. PROJECT SCOPE

This Agreement shall be in addition to any other contractual undertaking by the Grantee contained in the Resolution authorizing the Grant (the "Resolution").

This Agreement, including its exhibit(s), constitutes the entire agreement between the DEQ, the Authority, and the Grantee.

(A) The scope of this Grant is limited to the activities specified in Exhibit A (the "Project"), and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the Project identified in Exhibit A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

This Agreement shall take effect on the date that it has been signed by all parties (the "Effective Date"). The Grantee shall complete the Project in accordance with all the terms and conditions specified in this Agreement no later than the End Date shown on page one. **Only costs incurred on or after January 2, 2013 and between the Start Date and the End Date shall be eligible for payment under this Grant.**

III. CHANGES

Any decreases in the amount of the Grantee's compensation, significant changes to the Project, or extension of the End Date, shall be requested by the Grantee in writing, and approved in writing by the State in advance. The State reserves the right to deny requests for changes to the Agreement including its Exhibit A. No changes can be implemented without approval by the State.

IV. GRANTEE PAYMENTS AND REPORTING REQUIREMENTS

The Grantee shall meet the reporting requirements specified in Section XVIII of this Agreement.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances and regulations in the performance of this Grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Grant is not a guarantee of permit approval by the state.

(C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this Grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by its subcontractors under this Agreement. The State will consider the Grantee to be the sole point of contact concerning contractual matters, including payment resulting from this Grant. The Grantee or its subcontractor shall, without additional grant award, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.

(E) The DEQ's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The DEQ's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willfully file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Grant.

VI. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VII. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

VIII. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

IX. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Agreement is the responsibility of the State and not the responsibility of the Grantee if the liability is materially caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

X. CONFLICT OF INTEREST

No government employee or member of the legislative, judicial, or executive branches or member of the Grantee's governing body, its employees, partner, agencies or their families shall have benefit financially from any part of this Agreement.

XI. AUDIT AND ACCESS TO RECORDS

See Section XVIII (C).

XII. INSURANCE

(A) The Grantee shall maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.

(B) The Grantee must comply with applicant workers' compensation laws while engaging in activities authorized under this Agreement.

XIII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement shall not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings or to immediately refund to the State, the total amount representing such duplication of funding.

XIV. COMPENSATION

(A) A breakdown of Project costs covered under this Agreement is identified in Exhibit A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Agreement, in accordance with Exhibit A, and only for expenses incurred. All other costs over and above the Grant amount, necessary to complete the Project, are the sole responsibility of the Grantee.

(B) The Grantee is committed to the match amount on page one of this Agreement, in accordance with Exhibit A. The Grantee shall expend all local match committed to the Project by the End Date of this Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

XV. CLOSEOUT

(A) A determination of Project completion shall be made by the DEQ after the Grantee has met any match obligations and satisfactorily completed the activities and provided products and deliverables described in Exhibit A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments or funds in excess of the costs allowed by this Agreement.

XVI. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding upon request by Grantee or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Agreement.

XVII. TERMINATION

(A) This Agreement may also be terminated by the State for any of the following reasons upon 30 days written notice to the Grantee:

(1) If the Grantee fails to comply with the terms and conditions of the Agreement or with the requirements of the authorizing legislation cited on page 1 or the rules promulgated thereunder, or with other applicable law or rules.

(2) If the Grantee knowingly and willfully presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

(3) If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

(4) During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs 1 through 3, above.

(5) If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

(B) The State may immediately terminate this Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any subagreement, is:

(1) Convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract;

(2) Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

(3) Convicted under state or federal antitrust statutes;

(4) Convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity; or

(C) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XVIII. PROGRAM-SPECIFIC REQUIREMENTS: SAW REPAYABLE GRANT

(A) General Representations. The Grantee represents and warrants to, and agrees with, the Authority and DEQ, as of the date hereof as follows:

(1) Grant funds shall be expended only to cover costs for the development of an Asset Management Plan, Stormwater Management Plan, innovative wastewater or stormwater technology, construction costs for disadvantaged communities, or for planning, design and user charge development.

(2) Grant funds used for administrative activities or activities performed by municipal employees shall be limited to work that is directly related to the Project and is conducted by employees of the Grantee.

(3) The Grantee has full legal right, power and authority to execute this Agreement, and to consummate all transactions contemplated by this Agreement, the Resolution, and any and all other agreements relating thereto. The Grantee has duly authorized and approved the execution and delivery of this Agreement, the performance by the Grantee of its obligations contained in this Agreement, and this Agreement is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(4) The Resolution has been duly adopted by the Grantee, acting through its executive(s) or governing body, is in full force and effect as of the date hereof, and is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(5) The execution and delivery of this Agreement by the Grantee, and the fulfillment of the terms and conditions of, and the carrying out of the transactions contemplated by the Resolution and this Agreement do not and will not conflict with or constitute on the part of the Grantee a breach of, or a default under any existing law (including, without limitation, the Michigan Constitution), any court or administrative regulation, decree or order or any agreement, indenture, mortgage, obligation, lease or other instrument to which the Grantee is subject or by which it is bound and which breach or default would materially affect the validity or binding effect of the Grant, or result in a default or lien on any assets of the Grantee. No event has occurred or is continuing which with the lapse of time or the giving of notice, or both, would constitute a default by the Grantee under the Resolution or this Agreement.

(6) No consent or approval of, or registration or declaration with, or permit from, any federal, state or other governmental body or instrumentality, is or was required in connection with enactment by the Grantee of the Resolution, or execution and delivery by the Grantee of this Agreement which has not already been obtained,

nor is any further election or referendum of voters required in connection therewith which has not already been held and certified and all applicable referendum periods have expired.

(7) Proceeds of the Grant will be applied (i) to the financing of the Project or a portion thereof as set forth in the Resolution and Exhibit A or (ii) to reimburse the Grantee for a portion of the cost of the Project. The Grantee will expend the proceeds of each disbursement of the Grant for the governmental purpose for which the Grant was issued.

(8) The attached Exhibit A contains a summary of the estimated cost of the Project, which the Grantee certifies is a reasonable and accurate estimate.

(9) The Grantee reasonably expects (i) to fulfill all conditions set forth in this Agreement to receive and to keep the Grant, and (ii) that no event will occur as set forth in this Agreement which will require the Grantee to repay the Grant.

(B) Repayment of Grant. The Grantee shall repay the Grant, within 90 days of being informed to do so, with interest calculated from the date Grant funds are first drawn at a rate not to exceed 8% per year, to be determined by the Authority, to the Authority for deposit into the SWQIF.

“(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided.”

SAW grant recipients for wastewater system asset management plans are required to make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years. Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan. Innovative project grant recipients must proceed with full implementation or certify that the project is not financially or technically feasible.

(C) Covenants and Certifications.

(1) The Grantee has the legal, managerial, institutional, and financial capability to plan, design, and build the Project, or cause the Project to be built, and cause all facilities eventually constructed to be adequately operated.

(2) The Grantee certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the Project, the prospects for its completion, or the Grantee's ability to make timely repayments of the grant if any of the two (2) conditions identified under Section XVIII(B) occur.

(3) The Grantee agrees to provide the minimum appropriate local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.

(4) The Grantee agrees to maintain complete books and records relating to the grant and financial affairs of the Project in accordance with generally accepted accounting principles ("GAAP") and generally accepted government auditing standards ("GAGAS").

(5) The Grantee agrees that all municipal contracts related to the Project will provide that the contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.

(6) The Grantee agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the Project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners or agents with which the applicant negotiates an agreement.

(7) The Grantee agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years after satisfactory completion of the Project and final payment. If litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.

(8) The Grantee agrees to ensure that planning and design activities of the Project are conducted in compliance with the requirements of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its Administrative Rules; and all applicable state and federal laws, executive orders, regulations, policies, and procedures.

(9) The Grantee agrees that the Project shall proceed in a timely fashion and will exercise its best efforts to satisfy the program requirements as identified under Section XVIII(B) within three years of award of the SAW Grant from the Strategic Water Quality Initiatives Fund in accordance with Section 5204(e) of the Natural Resources and Environmental Protection Act 1994, PA 451, as amended.

(10) The Grantee acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

(D) Grantee Reimbursements and Deliverables

The Grantee may request grant disbursements no more frequently than monthly, using the Disbursement Request Form provided by the DEQ. Upon receipt of a disbursement request, the DEQ will notify the Authority, which will in turn disburse grant funds equal to 75 percent, 90 percent, or 100 percent of eligible costs, whichever percentage is applicable, that have been adequately documented. The forms provided by the State will include instructions on their use and shall be submitted to the DEQ representative at the address on page 1. All required supporting documentation (invoices) for expenses must be included with the disbursement request form. The Grantee is responsible for the final submittal of all documents prepared under this Grant and included in the Project Scope identified in Exhibit A.

(E) Miscellaneous Provisions.

(1) Applicable Law and Nonassignability. This Agreement shall be governed by the laws of the State of Michigan.

(2) Severability. If any clause, provision or section of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

(3) Execution of Counterparts. This Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute one and the same document.

XIX. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the DEQ funded all or a portion of its development.

XX. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

XXI. ANTI-LOBBYING

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses as outlined in Michigan Compiled Law 129.312

XXIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a 3-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

SAW Grant Program

Exhibit A

Grantee: City of Portland

Project Name: Wastewater and Stormwater Asset Management Plans

DEQ Approved Grant Amount: \$764,849 (Seven Hundred Sixty-four Thousand Eight Hundred Forty-nine Dollars)

Time Period for Eligible Costs: Start Date January 2013

End Date December 2020

Description of Approved Project Scope:

Completion of wastewater and stormwater asset management plans.

DEQ Approved Project Costs	
1. Project Planning Costs	\$0
2. Design Engineering Costs	\$0
3. User Charge System Development Costs	\$0
4. Wastewater Asset Management Plan Costs	\$532,190*
5. Stormwater Asset Management Plan Costs	\$258,510
6. Stormwater Management Plan Costs	\$0
7. Innovative Wastewater and Stormwater Technology Costs	\$0
8. Disadvantaged Community Construction Costs	\$0
9. Eligible Cost Subtotal	\$790,700
10. LESS Local Match (<i>if applicable</i>)	\$25,851
11. Requested SAW Grant Amount (Line 9 minus Line 10)	\$764,849

*Disadvantaged for wastewater asset management plan; no local match required.

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

October 4, 2017

P.A.M.A. BOARD MEMBERS PRESENT: K. Cook, R. Foote, G. Krausz, D. Logel, J. Sandborn

VISITORS: Chris Jenson

Meeting was called to order at 7:30 p.m.

AGENDA

- Presented by D. Logel
- Motion to approve by G. Krausz supported by R. Foote

SECRETARY'S REPORT:

- Submitted by K. Cook
- Motion to approve secretary's report as submitted by G. Krausz supported by R. Foote

TREASURER'S REPORT:

- Submitted by R. Foote
- Motion to approve treasurers report as submitted by K. Cook supported by J. Sandborn

OLD BUSINESS:

- None

NEW BUSINESS:

- Acknowledged Jim Sandborn as the new representative of the City of Portland to the PAMA board.
- D. Logel presented a list of building improvements needed.
- Chris Jensen discussed future repairs and improvements to the building and the need to come up with a schedule of when and what the needs of the building are for budget purposes. The board discussed whether a consultant should be hired to look over the building and come with a list of improvements required to comply with current OSHA requirements and other needs such as lighting, heating, and parking lot improvements. Members feel that a scheduled maintenance program should be put in place. Members will discuss in further detail at the January meeting.
- Toilet to be replaced in the upstairs level.

Motion made by G. Krausz supported by R. Foote to adjourn the meeting at 9:00 p.m.

Respectfully submitted,

 Keith Cook, Secretary

NEXT MEETING: January 3, 2018 @ 7:30 p.m.

IONIA COUNTY BOARD OF COMMISSIONERS

December 19, 2017 - 3:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of November 2017 - \$988,439.83
 - D. Approve payment of Health Fund bills - \$102,034.64
 - E.
- VIII. Unfinished Business**
 - A. Action on PA116 – Philip & Mary Seidelman – 17-014-FA
 - B. Appointments
 - 1. *Central Dispatch Board of Directors* – Two two-year appointments for Citizen Representatives
 - 2. *Substance Abuse Initiative* – Four two-year appointments, one from Commissioner District One; one from Commissioner District Two; one from Commissioner District Six; one from Commissioner District Seven
 - 3. *West Michigan Regional Planning Commission* – One one-year appointment as the Private Sector Representative
 - 4. *West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee* – Two one-year appointments, one as the Public Sector Representative; one as the Private Sector Representative
- IX. New Business**
 - A. Resolution of Appreciation – Don Lehman
 - B. MSUE Agreement for Extension Services
 - C. Technology update from i3 Business Solutions

- D. Airport Annual Report
- E. Intergovernmental Agreement with WMSRDC for FY17 Homeland Security Grant
- F. Inmate Commissary Services Contract
- G. Tyler Technologies Support Agreement
- H. 2018 Renewal Agreement with MMRMA
- I. Cost Allocation Plan Contract
- J. Year-end Budget Amendment
- K. 2018 Organizational Meeting Date/Time
- L.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

XII. Public Comment (3 minute time limit per speaker)

XIII. Closed Session

- A. Union Negotiations – Public Health Professional Unit
- B. Union Negotiations – Public Health Clerical/Technical

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Community Corrections Advisory Board – One term with no set expiration date – This position serves as a Media Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2017.

Non-Commissioner Appointments for consideration in the month of January 2018:

- *Board of Public Works* – Three three-year terms.
- *Parks Advisory Board* – One two-year term.
- *Tax Allocation Board* – One one-year term.

Non-Commissioner Appointments for consideration in the month of February 2018: None