



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

7:00 P.M. Monday, December 17, 2018  
City Council Chambers  
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:03 PM	<b>IV. <u>Public Comment</u></b> (5-minute time limit per speaker)	
7:04 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b>	
	<b>A. Rudy Tober – Pulse Broadband</b>	
	<b>VII. <u>Public Hearing(s)</u></b> – None	
	<b>VIII. <u>Old Business</u></b>	
7:25 PM	<b>A. 2<sup>nd</sup> Reading &amp; Consideration of Ordinance No. 198 to Amend the Code of Ordinances of the City of Portland by Adding a New Article and Section That Shall Be Designated as Article V, Section 24-90 of Chapter 24 of Said Code and By Adding a New Section That Shall Be Designated as Section 34-2 of Chapter 34 of Said Code</b>	Decision
	<b>IX. <u>New Business</u></b>	
7:30 PM	<b>A. First Reading of Ordinance 175MM to Amend the Code of Ordinances of the City of Portland by Adding a New Section Which New Section Shall be Designated as Section 42-318 of Chapter 42 of Said Code</b>	
7:35 PM	<b>B. Proposed Resolution 18-88 Approving Change Order No. 1 to the Contract with CL Trucking, Inc. for the Hyland Drive Development &amp; Utility Extension Project</b>	Decision
7:37 PM	<b>C. Proposed Resolution 18-89 Approving Pay Request No. 3 to CL Trucking, Inc. for Work Done on the Hyland Drive Development &amp; Utility Extension Project</b>	Decision
7:40 PM	<b>D. Proposed Resolution 18-90 Approving a Metro Act Right-of-Way Permit Extension for AT&amp;T</b>	Decision
7:43 PM	<b>X. <u>Consent Agenda</u></b>	
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on December 3, 2018</b>	Decision

**Estimated  
Time**

**Desired  
Outcome**

- B. Payment of Invoices in the Amount of \$591,243.84 and Payroll in the Amount of \$102,844.81 for a Total of \$694,088.65
- C. Purchase Orders over \$5,000.00 - None

**XI. Communications**

- A. Planning Commission Minutes for November 14, 2018
- B. Pulse Broadband Feasibility Study
- C. Police Department Conceptual Plans
- D. Wastewater Treatment Plant Report for November 2018
- E. Water Department Report for November 2018
- F. Energy Optimization Report for December 2018
- G. Ionia County Board of Commissioners Agenda for December 11, 2018

7:45 PM

**XII. Other Business** - None

7:50 PM

**XIII. City Manager Comments**

7:55 PM

**XIV. Council Comments**

8:00 PM

**XV. Adjournment**

Decision

**CITY OF PORTLAND**  
**Ionia County, Michigan**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, moved the adoption of the following ordinance:

**ORDINANCE NO. 198**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTLAND BY ADDING A NEW ARTICLE AND SECTION THAT SHALL BE DESIGNATED AS ARTICLE V, SECTION 24-90 OF CHAPTER 24 OF SAID CODE AND BY ADDING A NEW SECTION THAT SHALL BE DESIGNATED AS SECTION 34-2 OF CHAPTER 34 OF SAID CODE**

**THE CITY OF PORTLAND ORDAINS:**

**Section 1. Addition of Article V and Section 24-90 to Chapter 24.** Article V “Marihuana Establishments” and Section 24-90, “Prohibition of Marihuana Establishments,” is added to Chapter 24. Peddlers, Solicitors, and Transient Merchants” of the Code of Ordinances of the City of Portland to read as follows:

**ARTICLE V. MARIHUANA ESTABLISHMENTS**

**SECTION 24-90 PROHIBITION OF MARIHUANA ESTABLISHMENTS**

- (A) Pursuant to the provisions of Section 6.1 of the Michigan Regulation and Taxation of Marihuana Act (the “Act”), marihuana establishments, as defined by the Act, are completely prohibited within the boundaries of the City of Portland.
- (B) Any applicant for a state or local license to establish a marihuana establishment, as defined by the Act, within the boundaries of the City shall be deemed to be not in compliance with this Ordinance or with the Code of Ordinances amended by this Ordinance.
- (C) This section does not supersede rights and obligations with respect to the transportation of marihuana through the City to the extent provided by the Act, and does not supersede rights and obligations under the Michigan Medical Marihuana Act, the Medical Marihuana Licensing Act, 2016 PA 281, or any other law of the State of Michigan allowing for or regulating marihuana for medical use.

**Section 2. Addition of Section 34-2 to Chapter 34.** Section 34-2 “Prohibition on Sale and Consumption of Marihuana in Public Places,” is added to Chapter 34, “Streets, Sidewalks, and Other Public Places,” of the Code of Ordinance of the City of Portland to read as follows:

**SECTION 34-2 PROHIBITION ON SALE AND CONSUMPTION OF MARIHUANA IN PUBLIC PLACES**

- (A) In conformance with Sections 4.1(e) and 6.2(b) of the Michigan Regulation and Taxation of Marihuana Act (the “Act”), the sale or consumption of marihuana in any form and the sale or display of marihuana accessories, as defined by the Act, is prohibited in any public places within the boundaries of the City.
- (B) Any person who violates any of the provisions of this section shall be responsible for a municipal civil infraction punishable by a civil fine of \$500, plus court-imposed costs.
- (C) This section does not supersede rights and obligations with respect to the transfer and consumption of marihuana on private property to the extent authorized by the person who owns, occupies or operates such property, as provided in and authorized by the Act, and does not supersede rights and obligations with respect to the use of marihuana for medical purposes as provided by any law of the State of Michigan allowing for or regulating marihuana for medical use.

**Section 3. Conflict and Repeal.** All ordinances or parts of ordinances in conflict with this ordinance are repealed.

**Section 4. Publication and Effective Date.** The City Clerk shall cause this Ordinance to be published and recorded as provided in the City Charter and it shall take effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

**Section 5. Severability and Repeal.** If any portion of this Ordinance shall be held to be unlawful, the remaining portions shall remain in full force and effect.

Yeas:

Nays:

Absent:

Abstain:

**ORDINANCE DECLARED ADOPTED.**

Dated: November 19, 2018

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced: November 5, 2018

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the Portland City Council held on November 19, 2018.

Date: November 19, 2018

\_\_\_\_\_  
Monique I. Miller, City Clerk

**CITY OF PORTLAND**  
**Ionia County, Michigan**

Council Member \_\_\_\_\_, supported Council Member \_\_\_\_\_, moved the adoption of the following ordinance:

**ORDINANCE NO. 175MM**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE  
CITY OF PORTLAND BY ADDING A NEW SECTION WHICH NEW  
SECTION SHALL BE DESIGNATED AS SECTION 42-318 OF CHAPTER  
42 OF SAID CODE**

**THE CITY OF PORTLAND ORDAINS:**

**Section 1. Addition of Section 42-318 to Chapter 42.** Section 42-318, “Prohibition of Marihuana Establishments” is added to Chapter 42. “Zoning,” of the Code of Ordinances of the City of Portland to read as follows:

**SECTION 42-318 PROHIBITION OF MARIHUANA ESTABLISHMENTS**

- (A) Marihuana establishments, as authorized by and defined in the Michigan Regulation and Taxation of Marihuana Act (the “Act”), are prohibited in all zoning districts and shall not be permitted as home occupations under Section 42-302 of this Chapter.
- (B) No use that constitutes or purports to be a marihuana grower, marihuana safety compliance facility, marihuana processor, marihuana microbusiness, marihuana retailer, marihuana secure transporter or any other type of marihuana related business authorized by the Act, that was engaged in prior to the enactment of this Ordinance, shall be deemed to have been a legally established use under the provisions of the City Code of Ordinances; that use shall not be entitled to claim legal nonconforming status.
- (C) Violations of this section are subject to the violations and penalties pursuant to Section 42-36 of this Chapter and may be abated as nuisances.
- (D) This section does not supersede rights and obligations with respect to the transportation of marihuana by marihuana secure transporters through the City to the extent provided by the Act.

**Section 2. Conflict and Repeal.** All ordinances or parts of ordinances in conflict with this ordinance are repealed.

**Section 3. Publication and Effective Date.** The City Clerk shall cause this Ordinance to be published and recorded as provided in the City Charter and it shall take effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

**Section 4. Severability and Repeal.** If any portion of this Ordinance shall be held to be unlawful, the remaining portions shall remain in full force and effect.

**Yeas:**

**Nays:**

**Abstain:**

**Absent:**

**ORDINANCE DECLARED ADOPTED.**

Dated:

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

Introduced:

Adopted:

Published:

Effective:

**CERTIFICATION**

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the City Council of the City of Portland on \_\_\_\_\_, 2018.

Dated: \_\_\_\_\_, 2018

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Monique I. Miller, Clerk

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 18-88**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH  
CL TRUCKING, INC. FOR THE HYLAND DRIVE DEVELOPMENT & UTILITY  
EXTENSION PROJECT**

**WHEREAS**, the City awarded a contract in the amount of \$386,190.00 to CL Trucking, Inc. to build an access street on the Cutler Road Property, now commonly referred to as “Hyland Drive” (the Contract); and

**WHEREAS**, CL Trucking performed additional work outlined in the Description of Change Order No.1, attached as Exhibit A, totaling \$45,689.88; and;

**WHEREAS**, the City Engineer has prepared and is recommending approval of Change Order No. 1, a copy of which is attached as Exhibit A, to pay CL Trucking for the additional items stated and the adjusted and actual quantities, thus increasing the total contract price to \$431,879.88.

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

1. The City Council approves the Engineer’s recommendation to approve Change Order No. 1, a copy of which is attached as Exhibit A, to pay CL Trucking for the additional items stated and the adjusted and actual quantities, thus increasing the total contract price to \$431,879.88.
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:** December 17, 2018

\_\_\_\_\_  
**Monique I. Miller, City Clerk**



November 30, 2018

Mr. S. Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875

**RE: City Development Street & Utility Extension – Change Order #1**

Dear Mr. Gorman:

Attached is Change Order #1 for your review and approval. The change order modifies the original contract to reflect the as-constructed quantities on the project. As you will note in the accompanying breakdown, the increase is the result of restoration work, as the amount of spoils generated from the project allowed for grading of an even larger area of the development as originally anticipated.

The increased contract amount is still within the budgeted amount for the project. As such, we recommend approval of Change Order #1. Please feel free to contact me with any questions. Thanks.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read "Jonathan W. Moxey".

Jonathan W. Moxey, P.E.  
Project Manager

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

**CHANGE ORDER**

No. 1

OWNER City of Portland  
 CONTRACTOR CL Trucking & Excavating  
 Contract: N/A  
 Project: City Development Street & Utility Extension  
 OWNER's Contract No. N/A ENGINEER's Project No. 833100  
 ENGINEER Fleis & VandenBrink

The Contract is modified as follows upon execution of this Change Order:

Description: Balance selected items completed to date.

Attachments: Change Order Breakdown

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>386,190.00</u>
Increase (Decrease) from previously approved Change Orders No. <u>N/A</u> to <u>N/A</u> : \$ <u>0.00</u>
Contract Price prior to this Change Order: \$ <u>386,190.00</u>
Increase (Decrease) of this Change Order: \$ <u>45,689.88</u>
Contract Price incorporating this Change Order: \$ <u>431,879.88</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)
Increase (Decrease) from previously approved Change Orders No. ___ to ___ : Substantial Completion: _____ Ready for Final Payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)

**RECOMMENDED:**  
 By:  Jonathan W. Moxcy  
Nov 30 2018 11:01 AM  
 ENGINEER (Authorized Signature)  
 Title: Project Manager  
 Date: November 30, 2018

**APPROVED:**  
 By: \_\_\_\_\_  
 OWNER (Authorized Signature)  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ACCEPTED:**  
 By: Chad Listerman Digitally signed by Chad Listerman  
Date: 2018.11.30 09:01:00 -05'00'  
 CONTRACTOR (Authorized Signature)  
 Title: Member/Manager  
 Date: November 30, 2018

**City of Portland**  
**City Development Street & Utility Extension**  
**Change Order Breakdown**

Item No.	Item Description	Unit	Original Contract			Change Order 1		Current Contract	
			Plan Quantity	Bid Unit Price	Bid Amount	Quantity	Amount	Quantity	Amount
1	General Conditions, Bonds & Insurances (5% Max)	LS	1	\$19,000.00	\$19,000.00	0.00	\$0.00	1.00	\$19,000.00
2	Erosion Control, Silt Fence	FT	5,200	\$0.01	\$52.00	(3,682.00)	(\$36.82)	1,518.00	\$15.18
3	Erosion Control, Inlet Protection, Fabric Drop	EA	14	\$35.00	\$490.00	(4.00)	(\$140.00)	10.00	\$350.00
4	Erosion Control, Check Dam, Stone	FT	10	\$20.00	\$200.00	(10.00)	(\$200.00)	0.00	\$0.00
5	Plastic Drum, High Intensity, Furn	EA	20	\$12.00	\$240.00	0.00	\$0.00	20.00	\$240.00
6	Plastic Drum, High Intensity, Oper	EA	20	\$1.00	\$20.00	0.00	\$0.00	20.00	\$20.00
7	Minor Traf Devices	LS	1	\$3,500.00	\$3,500.00	0.00	\$0.00	1.00	\$3,500.00
8	Detention Basin Grading	LS	1	\$37,500.00	\$37,500.00	0.00	\$0.00	1.00	\$37,500.00
9	Outlet Structure Modification	EA	1	\$300.00	\$300.00	0.00	\$0.00	1.00	\$300.00
10	Roadway Grading	STA	6	\$6,000.00	\$36,000.00	0.00	\$0.00	6.00	\$36,000.00
11	Subgrade Undercutting, Type II	CYD	150	\$10.00	\$1,500.00	(150.00)	(\$1,500.00)	0.00	\$0.00
12	Underdrain, Subbase, 6 inch	FT	1,000	\$4.00	\$4,000.00	(70.00)	(\$280.00)	930.00	\$3,720.00
13	Sidewalk, Rem	SYD	25	\$5.00	\$125.00	(4.00)	(\$20.00)	21.00	\$105.00
14	Curb and Gutter, Rem	FT	40	\$5.00	\$200.00	0.00	\$0.00	40.00	\$200.00
15	Subbase, CIP	CYD	600	\$14.00	\$8,400.00	(27.00)	(\$378.00)	573.00	\$8,022.00
16	Aggregate Base, 8 inch	SYD	2,600	\$7.50	\$19,500.00	(589.00)	(\$4,417.50)	2,011.00	\$15,082.50
17	Curb and Gutter, Conc, Det F4	FT	950	\$16.00	\$15,200.00	(23.00)	(\$368.00)	927.00	\$14,832.00
18	Driveway Opening, Conc, Det M	FT	50	\$20.50	\$1,025.00	2.00	\$41.00	52.00	\$1,066.00
19	HMA, 13A	TON	440	\$75.00	\$33,000.00	(94.00)	(\$7,050.00)	346.00	\$25,950.00
20	HMA Approach	TON	15	\$110.00	\$1,650.00	(7.00)	(\$770.00)	8.00	\$880.00
21	Sidewalk, Conc, 4 inch	SFT	4,500	\$3.75	\$16,875.00	(2,250.00)	(\$8,437.50)	2,250.00	\$8,437.50
22	Sidewalk, Conc, 6 inch	SFT	120	\$4.75	\$570.00	(15.00)	(\$71.25)	105.00	\$498.75
23	Sidewalk Ramp, Conc, 6 inch	SFT	200	\$5.75	\$1,150.00	(135.00)	(\$776.25)	65.00	\$373.75
24	Detectable Warning Surface	FT	20	\$62.00	\$1,240.00	0.00	\$0.00	20.00	\$1,240.00
25	Conduit, Schedule 40, 1 inch	FT	450	\$0.50	\$225.00	6.00	\$3.00	456.00	\$228.00
26	Conduit, Schedule 40, 1-1/4 inch	FT	900	\$0.60	\$540.00	12.00	\$7.20	912.00	\$547.20
27	Conduit, Schedule 40, 2 inch	FT	450	\$1.50	\$675.00	6.00	\$9.00	456.00	\$684.00
28	Conduit, Schedule 40, 4 inch	FT	450	\$4.00	\$1,800.00	462.00	\$1,848.00	912.00	\$3,648.00
29	Dr Structure Cover, Adj	EA	1	\$400.00	\$400.00	0.00	\$0.00	1.00	\$400.00
30	Dr Structure, 48 inch dia	EA	3	\$1,500.00	\$4,500.00	0.00	\$0.00	3.00	\$4,500.00
31	Dr Structure, 60 inch dia	EA	3	\$2,000.00	\$6,000.00	0.00	\$0.00	3.00	\$6,000.00
32	Sewer, CI IV, 12 inch, Tr Det B	FT	36	\$34.00	\$1,224.00	(2.00)	(\$68.00)	34.00	\$1,156.00
33	Sewer, CI IV, 18 inch, Tr Det B	FT	117	\$36.00	\$4,212.00	(8.00)	(\$288.00)	109.00	\$3,924.00
34	Sewer, CI IV, 24 inch, Tr Det B	FT	816	\$57.00	\$46,512.00	6.00	\$342.00	822.00	\$46,854.00
35	Sewer, CI IV, 36 inch, Tr Det B	FT	25	\$90.00	\$2,250.00	(3.00)	(\$270.00)	22.00	\$1,980.00

**City of Portland**  
**City Development Street & Utility Extension**  
**Change Order Breakdown**

Item No.	Item Description	Unit	Original Contract			Change Order 1		Current Contract	
			Plan Quantity	Bid Unit Price	Bid Amount	Quantity	Amount	Quantity	Amount
36	Culv End Sect, Conc, 36 inch	EA	1	\$1,500.00	\$1,500.00	0.00	\$0.00	1.00	\$1,500.00
37	Dr Structure Cover, Type B	EA	4	\$500.00	\$2,000.00	0.00	\$0.00	4.00	\$2,000.00
38	Dr Structure Cover, Type K	EA	2	\$650.00	\$1,300.00	0.00	\$0.00	2.00	\$1,300.00
39	Water Main Connect, 8 inch	EA	1	\$1,000.00	\$1,000.00	0.00	\$0.00	1.00	\$1,000.00
40	Tee, 8 inch x 8 inch x 6 inch	EA	2	\$550.00	\$1,100.00	0.00	\$0.00	2.00	\$1,100.00
41	Tee, 8 inch x 8 inch x 8 inch	EA	1	\$600.00	\$600.00	0.00	\$0.00	1.00	\$600.00
42	Water Main, DI, 6 inch	FT	10	\$35.00	\$350.00	4.50	\$157.50	14.50	\$507.50
43	Water Main, DI, 8 inch	FT	520	\$45.00	\$23,400.00	9.50	\$427.50	529.50	\$23,827.50
44	Fire Hydrant	EA	2	\$2,600.00	\$5,200.00	0.00	\$0.00	2.00	\$5,200.00
45	Gate Valve and Box, 6 inch	EA	2	\$1,050.00	\$2,100.00	0.00	\$0.00	2.00	\$2,100.00
46	Gate Valve and Box, 8 inch	EA	2	\$1,450.00	\$2,900.00	0.00	\$0.00	2.00	\$2,900.00
47	Cap, DI, 8 inch	EA	2	\$250.00	\$500.00	0.00	\$0.00	2.00	\$500.00
48	Dr Structure Tap, Sanitary, 8 inch	EA	1	\$1,000.00	\$1,000.00	0.00	\$0.00	1.00	\$1,000.00
49	Sanitary Sewer, 8 inch	FT	464	\$75.00	\$34,800.00	(1.00)	(\$75.00)	463.00	\$34,725.00
50	Sanitary Manhole, 48 inch dia	EA	1	\$3,500.00	\$3,500.00	0.00	\$0.00	1.00	\$3,500.00
51	Dr Structure Cover, Type Q, Mod	EA	1	\$850.00	\$850.00	0.00	\$0.00	1.00	\$850.00
52	Sanitary Cap, PVC, 6 inch	EA	2	\$15.00	\$30.00	0.00	\$0.00	2.00	\$30.00
53	Sanitary Cap, PVC, 8 inch	EA	1	\$35.00	\$35.00	0.00	\$0.00	1.00	\$35.00
54	Sanitary Wye, 8 inch x 6 inch	EA	2	\$300.00	\$600.00	0.00	\$0.00	2.00	\$600.00
55	Sanitary Lateral, 6 inch	FT	40	\$40.00	\$1,600.00	58.00	\$2,320.00	98.00	\$3,920.00
56	Slope Restoration	SYD	7,000	\$2.75	\$19,250.00	23,402.00	\$64,355.50	30,402.00	\$83,605.50
57	Mulch Blanket	SYD	3,500	\$0.75	\$2,625.00	5,844.00	\$4,383.00	9,344.00	\$7,008.00
58	Riprap, Heavy	TON	250	\$35.00	\$8,750.00	(86.50)	(\$3,027.50)	163.50	\$5,722.50
59	Post, Steel, 3 Lb	FT	42	\$6.25	\$262.50		\$0.00	42.00	\$262.50
60	Sign, Type IIIA	SFT	10	\$16.25	\$162.50		\$0.00	10.00	\$162.50
61	Pavt Mrkg, Waterborne, 18 inch, Stop Bar	FT	15	\$5.00	\$75.00	(1.00)	(\$5.00)	14.00	\$70.00
62	Pavt Mrkg, Waterborne, 6 inch, Crosswalk	FT	75	\$5.00	\$375.00	(5.00)	(\$25.00)	70.00	\$350.00
63	Video Televising Sewer and Culv Pipe	FT	100	\$2.50	\$250.00		\$0.00	100.00	\$250.00
<b>Total:</b>					<b>\$386,190.00</b>		<b>\$45,689.88</b>		<b>\$431,879.88</b>

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 18-89**

**A RESOLUTION APPROVING PAY REQUEST NO. 3 TO  
CL TRUCKING, INC. FOR WORK DONE ON HYLAND DRIVE  
DEVELOPMENT & UTILITY EXTENSION PROJECT**

**WHEREAS**, the City awarded a contract in the initial amount of \$386,190.00 to CL Trucking, Inc. to construct an access street for the City property near Cutler Road; and

**WHEREAS**, CL Trucking, Inc. has submitted Pay Request No. 3 requesting a progress payment for work completed through November 16, 2018, a copy of Pay Request No. 3 is attached as Exhibit A; and

**WHEREAS**, the City Engineer on this Project has reviewed Pay Request No. 3 and is recommending that the City Council approve payment in the amount of \$60,192.06.

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

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 3 and authorizes payment in the amount of \$60,192.06 to CL Trucking, Inc. for work completed through November 16, 2018.
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:** December 17, 2018

\_\_\_\_\_  
**Monique I. Miller, City Clerk**



November 30, 2018

Mr. S. Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875

**RE: City Development Street & Utility Extension – Pay Application #3**

Dear Mr. Gorman:

Attached is a pay request from CL Trucking & Excavating on the City Development Street & Utility Extension project. The breakdown for this payment is as follows:

Road/General	\$60,192.06
Water	\$0.00
Sanitary	\$0.00

We are in agreement with the quantities and amounts submitted. We recommend payment in the amount of \$60,192.06. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.  
Project Manager



2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

APPLICATION FOR PAYMENT NO. 3

To: City of Portland (OWNER)

From: CL Trucking & Excavating, LLC (CONTRACTOR)

Contract: N/A

Project: City Development Street & Utility Extension

OWNER's Contract No. N/A ENGINEER's Project No. 833100

For Work accomplished through the date of: November 16, 2018

Table with 2 columns: Description and Amount. Rows include: ORIGINAL CONTRACT PRICE (\$386,190.00), Net change by Change Orders (\$45,689.88), Current Contract Price (1 plus 2) (\$431,879.88), TOTAL COMPLETED AND STORED TO DATE (\$431,393.94), RETAINAGE (4.30% of completed Work: \$18,560.09), Total completed and stored to date less retainage (4 minus 5) (\$412,833.85), LESS PREVIOUS PAYMENTS (\$352,641.79), AMOUNT DUE THIS APPLICATION (6 MINUS 7) (\$60,192.06)

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies, to the best of its knowledge, the following: (1) All previous progress payments received from OWNER on account of Work done under the Contract have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to OWNER at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest, or encumbrances); and (3) All Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Dated: 11/20/18

CL Trucking & Excavating, LLC CONTRACTOR

By: Chad Listerman Digitally signed by Chad Listerman Date: 2018.11.30 09:02:35 -05'00'

Authorized Signature

Chad Listerman Printed or Typed Name

ENGINEER's Recommendation:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 11/20/18

Fleis & VandenBrink Engineering ENGINEER

By: Jonathan W. Moxey Nov 30 2018 11:00 AM Authorized Signature

Jonathan W. Moxey, PE, Project Manager Printed or Typed Name



**City of Portland**  
**City Development Street & Utility Extension**  
**Pay Application Summary**

Item No.	Item Description	Unit	Plan Quantity	Bid Unit Price	Bid Amount	Pay Application No. 1		Pay Application No. 2		Pay Application No. 3		Quantity Paid to Date	Amount Paid to Date
						Amount this Application	Amount Requested	Amount this Application	Amount Requested	Amount this Application	Amount Requested		
1	General Conditions, Bonds & Insurances (5% Max)	LS	1	\$19,000.00	\$19,000.00	0.5	\$9,500.00	0.50	\$9,500.00			1.00	\$19,000.00
2	Erosion Control, Silt Fence	FT	5,200	\$0.01	\$52.00	1,518	\$15.18					1,518.00	\$15.18
3	Erosion Control, Inlet Protection, Fabric Drop	EA	14	\$35.00	\$490.00	8	\$280.00	2.00	\$70.00			10.00	\$350.00
4	Erosion Control, Check Dam, Stone	FT	10	\$20.00	\$200.00								
5	Plastic Drum, High Intensity, Furn	EA	20	\$12.00	\$240.00	20	\$240.00					20.00	\$240.00
6	Plastic Drum, High Intensity, Oper	EA	20	\$1.00	\$20.00	20	\$20.00					20.00	\$20.00
7	Minor Traf Devices	LS	1	\$3,500.00	\$3,500.00	0.5	\$1,750.00	0.50	\$1,750.00			1.00	\$3,500.00
8	Detention Basin Grading	LS	1	\$37,500.00	\$37,500.00	1	\$37,500.00					1.00	\$37,500.00
9	Outlet Structure Modification	EA	1	\$300.00	\$300.00					1.00	\$300.00	1.00	\$300.00
10	Roadway Grading	STA	6	\$6,000.00	\$36,000.00	3	\$18,000.00	3.00	\$18,000.00			6.00	\$36,000.00
11	Subgrade Undercutting, Type II	CYD	150	\$10.00	\$1,500.00								
12	Underdrain, Subbase, 6 inch	FT	1,000	\$4.00	\$4,000.00			930.00	\$3,720.00			930.00	\$3,720.00
13	Sidewalk, Rem	SYD	25	\$5.00	\$125.00			21.00	\$105.00			21.00	\$105.00
14	Curb and Gutter, Rem	FT	40	\$5.00	\$200.00			40.00	\$200.00			40.00	\$200.00
15	Subbase, CIP	CYD	600	\$14.00	\$8,400.00			573.00	\$8,022.00			573.00	\$8,022.00
16	Aggregate Base, 8 inch	SYD	2,600	\$7.50	\$19,500.00			1,775.00	\$13,312.50	236.00	\$1,770.00	2,011.00	\$15,082.50
17	Curb and Gutter, Conc, Det F4	FT	950	\$16.00	\$15,200.00			927.00	\$14,832.00			927.00	\$14,832.00
18	Driveway Opening, Conc, Det M	FT	50	\$20.50	\$1,025.00			52.00	\$1,066.00			52.00	\$1,066.00
19	HMA, 13A	TON	440	\$75.00	\$33,000.00			346.00	\$25,950.00			346.00	\$25,950.00
20	HMA Approach	TON	15	\$110.00	\$1,650.00			8.00	\$880.00			8.00	\$880.00
21	Sidewalk, Conc, 4 inch	SFT	4,500	\$3.75	\$16,875.00			2,250.00	\$8,437.50			2,250.00	\$8,437.50
22	Sidewalk, Conc, 6 inch	SFT	120	\$4.75	\$570.00			105.00	\$498.75			105.00	\$498.75
23	Sidewalk Ramp, Conc, 6 inch	SFT	200	\$5.75	\$1,150.00			65.00	\$373.75			65.00	\$373.75
24	Detectable Warning Surface	FT	20	\$62.00	\$1,240.00			20.00	\$1,240.00			20.00	\$1,240.00
25	Conduit, Schedule 40, 1 inch	FT	450	\$0.50	\$225.00			446.00	\$223.00	10.00	\$5.00	456.00	\$228.00
26	Conduit, Schedule 40, 1-1/4 inch	FT	900	\$0.60	\$540.00			892.00	\$535.20	20.00	\$12.00	912.00	\$547.20
27	Conduit, Schedule 40, 2 inch	FT	450	\$1.50	\$675.00			446.00	\$669.00	10.00	\$15.00	456.00	\$684.00
28	Conduit, Schedule 40, 4 inch	FT	450	\$4.00	\$1,800.00			892.00	\$3,568.00	20.00	\$80.00	912.00	\$3,648.00
29	Dr Structure Cover, Adj	EA	1	\$400.00	\$400.00			1.00	\$400.00			1.00	\$400.00
30	Dr Structure, 48 inch dia	EA	3	\$1,500.00	\$4,500.00			3.00	\$4,500.00			3.00	\$4,500.00
31	Dr Structure, 60 inch dia	EA	3	\$2,000.00	\$6,000.00	2	\$4,000.00	1.00	\$2,000.00			3.00	\$6,000.00
32	Sewer, CI IV, 12 inch, Tr Det B	FT	36	\$34.00	\$1,224.00			34.00	\$1,156.00			34.00	\$1,156.00
33	Sewer, CI IV, 18 inch, Tr Det B	FT	117	\$36.00	\$4,212.00			109.00	\$3,924.00			109.00	\$3,924.00

Item No.	Item Description	Unit	Plan Quantity	Bid Unit Price	Bid Amount	Pay Application No. 1		Pay Application No. 2		Pay Application No. 3		Quantity Paid to Date	Amount Paid to Date
						Amount this Application	Amount Requested	Amount this Application	Amount Requested	Amount this Application	Amount Requested		
34	Sewer, CI IV, 24 inch, Tr Det B	FT	816	\$57.00	\$46,512.00	424	\$24,168.00	398.00	\$22,686.00			822.00	\$46,854.00
35	Sewer, CI IV, 36 inch, Tr Det B	FT	25	\$90.00	\$2,250.00	22	\$1,980.00					22.00	\$1,980.00
36	Culv End Sect, Conc, 36 inch	EA	1	\$1,500.00	\$1,500.00	1	\$1,500.00					1.00	\$1,500.00
37	Dr Structure Cover, Type B	EA	4	\$500.00	\$2,000.00			4.00	\$2,000.00			4.00	\$2,000.00
38	Dr Structure Cover, Type K	EA	2	\$650.00	\$1,300.00			2.00	\$1,300.00			2.00	\$1,300.00
39	Water Main Connect, 8 inch	EA	1	\$1,000.00	\$1,000.00			1.00	\$1,000.00			1.00	\$1,000.00
40	Tee, 8 inch x 8 inch x 6 inch	EA	2	\$550.00	\$1,100.00			2.00	\$1,100.00			2.00	\$1,100.00
41	Tee, 8 inch x 8 inch x 8 inch	EA	1	\$600.00	\$600.00			1.00	\$600.00			1.00	\$600.00
42	Water Main, DI, 6 inch	FT	10	\$35.00	\$350.00			14.50	\$507.50			14.50	\$507.50
43	Water Main, DI, 8 inch	FT	520	\$45.00	\$23,400.00			529.50	\$23,827.50			529.50	\$23,827.50
44	Fire Hydrant	EA	2	\$2,600.00	\$5,200.00			2.00	\$5,200.00			2.00	\$5,200.00
45	Gate Valve and Box, 6 inch	EA	2	\$1,050.00	\$2,100.00			2.00	\$2,100.00			2.00	\$2,100.00
46	Gate Valve and Box, 8 inch	EA	2	\$1,450.00	\$2,900.00			2.00	\$2,900.00			2.00	\$2,900.00
47	Cap, DI, 8 inch	EA	2	\$250.00	\$500.00			2.00	\$500.00			2.00	\$500.00
48	Dr Structure Tap, Sanitary, 8 inch	EA	1	\$1,000.00	\$1,000.00	1	\$1,000.00					1.00	\$1,000.00
49	Sanitary Sewer, 8 inch	FT	464	\$75.00	\$34,800.00	463	\$34,725.00					463.00	\$34,725.00
50	Sanitary Manhole, 48 inch dia	EA	1	\$3,500.00	\$3,500.00	1	\$3,500.00					1.00	\$3,500.00
51	Dr Structure Cover, Type Q, Mod	EA	1	\$850.00	\$850.00			1.00	\$850.00			1.00	\$850.00
52	Sanitary Cap, PVC, 6 inch	EA	2	\$15.00	\$30.00	2	\$30.00					2.00	\$30.00
53	Sanitary Cap, PVC, 8 inch	EA	1	\$35.00	\$35.00	1	\$35.00					1.00	\$35.00
54	Sanitary Wye, 8 inch x 6 inch	EA	2	\$300.00	\$600.00	2	\$600.00					2.00	\$600.00
55	Sanitary Lateral, 6 inch	FT	40	\$40.00	\$1,600.00	98	\$3,920.00					98.00	\$3,920.00
56	Slope Restoration	SYD	7,000	\$2.75	\$19,250.00	5,988	\$16,467.00	4,367.00	\$12,009.25	20,047.00	\$55,129.25	30,402.00	\$83,605.50
57	Mulch Blanket	SYD	3,500	\$0.75	\$2,625.00	2,735	\$2,051.25	3,020.00	\$2,265.00	3,589.00	\$2,691.75	9,344.00	\$7,008.00
58	Riprap, Heavy	TON	250	\$35.00	\$8,750.00	150	\$5,250.00	13.50	\$472.50			163.50	\$5,722.50
59	Post, Steel, 3 Lb	FT	42	\$6.25	\$262.50					14.00	\$87.50	14.00	\$87.50
60	Sign, Type IIIA	SFT	10	\$16.25	\$162.50					6.25	\$101.56	6.25	\$101.56
61	Pavt Mrkg, Waterborne, 18 inch, Stop Bar	FT	15	\$5.00	\$75.00			14.00	\$70.00			14.00	\$70.00
62	Pavt Mrkg, Waterborne, 6 inch, Crosswalk	FT	75	\$5.00	\$375.00			70.00	\$350.00			70.00	\$350.00
63	Video Televising Sewer and Culv Pipe	FT	100	\$2.50	\$250.00								

Total:	\$166,531.43	\$204,670.45	\$60,192.06	\$431,393.94
Retainage:	\$16,653.14	\$1,906.95		
Payment:	\$149,878.29	\$202,763.50	\$60,192.06	\$412,833.85

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 18-90**

**A RESOLUTION APPROVING A METRO ACT RIGHT OF WAY PERMIT  
EXTENSION FOR AT&T**

**WHEREAS**, the City participates in the METRO Act Permit process and receives a share of the payment the State of Michigan collects for the use of municipal rights-of-way; and

**WHEREAS**, AT&T is proposing to extend all Metro Act Permits with municipalities by a term of five years, a copy of their written request to the City of Portland is attached as Exhibit A; and

**WHEREAS**, the City Manager recommends that the City continue to participate in the METRO Act permitting process and that the City Council approve the permit extension with AT& T.

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

1. The City Council approves the permit extension with AT& T and authorizes and directs the City Clerk to sign and return the Permit Extension, a copy of which is attached as Exhibit A.
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:** December 17, 2018

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

**CERTIFICATION**

STATE OF MICHIGAN) ) ss.  
COUNTY OF IONIA )

I, Monique I. Miller, the duly qualified and acting Clerk of the City of Portland, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on December 17, 2018, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 17th day of December, 2018.

---

Monique I. Miller, City Clerk



AT&T Michigan  
Lynn Dutton  
METRO Act Administrator  
54 N. Mill Street  
Mailbox #30  
Pontiac, MI 48342

June 1, 2018

Portland City Clerk  
259 Kent St  
Portland, MI 48875

**METRO ACT RIGHT OF WAY PERMIT EXTENSION**

Dear Portland City Clerk,

This is a letter agreement which extends the existing METRO Act Permit issued by the City of Portland/Ionia County to Michigan Bell Telephone Company d/b/a AT&T Michigan (“AT&T”) which expires on December 31, 2018. The extension is for a term to end on December 31, 2023.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Telecommunications, METRO Act/Right of Way, and AT&T 5 Year permit extension.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Lynn Dutton via e-mail, [LD1432@att.com](mailto:LD1432@att.com) or 248-424-0124.

Agreed to by and on behalf of the  
**City of Portland**

**Michigan Bell Telephone Company d/b/a  
AT&T** acknowledges receipt of this  
Permit Extension granted by the municipality.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Lynn Dutton

Its: \_\_\_\_\_

Its: METRO Act Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, December 3, 2018

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Johnston; City Manager Gorman; City Clerk Miller; Finance Officer/Treasurer Tolan; Police Chief Thomas

Absent: Council Member Baldyga

Guests: Calvin Schrauben; Nick Herblet; Steve Kirinovic, CPA with Stevens, Kirinovic & Tucker, P.C.; Mitchell Boatman of the Sentinel Standard

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

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Baldyga

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to excuse the absence of Council Member Baldyga.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Absent: Baldyga

Adopted

Under Public Comment, Calvin Schrauben introduced himself and stated that he would like clarification on what can/cannot be done in regard to marijuana in the City of Portland.

Mayor Barnes explained that the City's only concern is with the sale of marijuana in the City limits.

Mr. Schrauben asked if delivery service will be allowed.

Mayor Barnes stated that at this time the City is saying no.

Under City Manager Report, City Manager Gorman further explained that extensive "homework" has been done on the marijuana issue. The State of Michigan has not developed the framework for this new law, it is all speculative at this point. The City of Portland is erring on the side of caution in an area that is unchartered territory. He further stated that the goal of the proposed

ordinance is to maintain the status quo in the City of Portland regarding marihuana establishments. Marihuana use would still be legal for personal use as permitted by law. This proposed ordinance would address the “licensing arm” of the regulation. The zoning aspects will be addressed by the Planning Commission and then referred to City Council for approval.

City Manager Gorman stated that the results of the PFAS testing on the City’s water system was received last week. There were zero findings in the 3 operational wells. The City’s standby well came back with a finding of 4 ppt. The standard acceptable level set by the State of Michigan is 70 ppt. This well has been taken offline and samples have been taken for retesting.

The closing on the Two Rivers Park Acquisition will take place tomorrow, December 4, 2018. This process has been underway since 2015. Securing this property will aid in the replacement of the Divine Hwy. Bridge when that project is undertaken.

City Manager Gorman reported that he did receive word that funding was not received for the Divine Hwy. Bridge project. An application for funding will be resubmitted next year.

City Manger Gorman stated that he has received the results of the feasibility study conducted by Pulse Broadband to bring fiber/internet to the City. Staff will review the document over the next week or so.

The City Council Goal Session will be held on Monday, January 28, 2019.

The Planning Commission will meet Wednesday, December 12, 2018 to look at the proposed ordinance addressing the zoning component of the marijuana issue. They will also discuss the Rindلهaven Phase II development.

Under Presentations, Steve Kirinovic, CPA with Stevens, Kirinovic & Tucker, P.C. presented the Fiscal Year 2017/2018 Audit.

DDA/Main Street Director Conner Wellman presented her report on downtown activities. The Volunteer Appreciation event held on Saturday, November 10, 2018 was great evening and a nice event. By claiming the DDA’s share of the Local Community Stabilization Act \$40,300.69 has been added to the fiscal year income. Small Business Saturday took place on Saturday, November 24, 2018 with 13 businesses participating. Holidayfest will be held on Saturday, December 8, 2018. This year’s theme for the window decorating contest is, Ugly Sweater Party. Judging was done on Friday, November 16, 2018.

Under Old Business, the Council considered the 2<sup>nd</sup> Reading of Ordinance 198 to amend the Code of Ordinances by adding a new article and section that shall be designated as Article V, Section 24-90 of Chapter 24 of said Code and by adding a new section that shall be designated as Section 34-2 of Chapter 34 of said Code.

Motion by Fitzsimmons, supported by Johnston, to table the 2<sup>nd</sup> Reading and consideration of Ordinance 198 until the December 17, 2018 City Council Meeting

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes

Nays: None  
Absent: Baldyga  
Adopted

Under New Business, the Council considered accepting the FY 2017/2018 Audit.

Motion by VanSlambrouck, supported by Fitzsimmons, to accept the FY 2017/2018 Audit.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

The Council considered Resolution 18-84 to approve an energy purchase for the Board of Light & Power in the amount of \$31,379.20 through the Michigan Public Power Agency to meet a portion of its future load requirements for July 2019, August 2019 and November 2019. The Board of Light & Power voted to recommend this purchase to the City Council at its meeting on November 27, 2018.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 18-84 approving an energy purchase for the Board of Light & Power through the Michigan Public Power Agency.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

The Council considered Resolution 18-85 to approve and adopt revisions to the Drug-Free Workplace Policy of the City of Portland Employee Handbook. Due to the passage of Proposal 1 regarding recreational marijuana, City Manager Gorman and legal counsel recommend revising the Drug-Free Workplace Policy to reflect said legalization and maintaining zero tolerance in the workplace.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 18-85 approving and adopting the proposed revisions to the Drug-Free Workplace Policy of the City of Portland Employee Handbook.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

The Council considered Resolution 18-86 to confirm the Mayor's appointment of Herb Mosser to the Board of Review.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 18-86 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes  
Nays: None

Absent: Baldyga  
Adopted

The Council considered Resolution 18-87 to approve 2019 City Council meeting dates.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 18-87 approving the 2019 City Council meeting dates.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 19, 2018, payment of invoices in the amount of \$106,662.48 and payroll in the amount of \$122,373.99 for a total of \$229,036.47. Purchase orders to Fleis & VandenBrink in the amount of \$12,000.00 for Environmental Due Diligence on the ADM Property, Michigan Electric Cooperative Association in the amount of \$13,643.00 for 2019 Safety Dues, and Theka Engineering in the amount of \$14,206.68 for installation of a recloser and emergency repairs were also included.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

Under City Manager Comments, City Manager Gorman noted that the winter parking ban went into effect on November 1, 2018 and will be in place through April 1, 2019. No parking is allowed on City streets between 2:00 A.M. and 6:00 A.M.

City Manager Gorman stated that there has been no issue or complaints regarding the change of hours at City Hall from 8:00 A.M. – 5:00 P.M. to 8:00 A.M. – 4:30 P.M., Monday through Friday, that became effective Monday, November 26, 2018. The change has made a dramatic beneficial impact on internal operations.

Under Council Comments, Mayor Pro-Tem VanSlambrouck recognized the passing of President George H.W. Bush and sent condolences to his family.

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

Meeting adjourned at 8:00 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the December 3, 2018 City Council Meeting**

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

**Present** – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Johnston; City Manager Gorman; City Clerk Miller; Finance Officer/Treasurer Tolan; Police Chief Thomas

**Absent** – Council Member Baldyga

**Presentation** - Steve Kirinovic, CPA with Stevens, Kirinovic & Tucker, P.C. presented the Fiscal Year 2017/2018 Audit.

**Presentation** - DDA/Main Street Director Conner Wellman presented her report on downtown activities.

**Table Second Reading and Consideration of Ordinance 198** to amend the Code of Ordinances by adding a new article and section that shall be designated as Article V, Section 24-90 of Chapter 24 of said Code and by adding a new section that shall be designated as Section 34-2 of Chapter 34 of said Code.

All in favor. Adopted.

**Motion to accept the FY 2017/2018 Audit.**

All in favor. Adopted.

**Approval of Resolution 18-84** approving an energy purchase for the Board of Light & Power through the Michigan Public Power Agency.

All in favor. Adopted.

**Approval of Resolution 18-85** approving and adopting the proposed revisions to the Drug-Free Workplace Policy of the City of Portland Employee Handbook.

All in favor. Adopted.

**Approval of Resolution 18-86** confirming the Mayor's appointment of Herb Mosser to the Board of Review.

All in favor. Adopted.

**Approval of Resolution 18-87** approving the 2019 City Council meeting dates.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 8:00 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
ESSENTIAL TITLE AGENCY LLC	MISC	PURCHASE 233 DIVINE HWY - PARKS RES NO. 15-21	114,962.21
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
CITY OF PORTLAND	00701	PROPERTY TAX (389 E GR RIVER) - GEN	241.07
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH BASKETBALL JERSEYS - REC	1,670.76
CMP DISTRIBUTORS INC.	01745	BALLISTIC VEST - POLICE	740.00
CULLIGAN	02130	WATER - POLICE	16.50
GALL'S INC.	00159	UNIFORM SHIRT - POLICE	44.00
GALL'S INC.	00159	UNIFORM PANT - POLICE	44.00
FCX PERFORMANCE INC	02489	CALIBRATION OF METERS - WWTR	741.25
KENDALL ELECTRIC	00225	FUSES - GEN	11.41
KENDALL ELECTRIC	00225	FUSES, CONNECTIONS - GEN	781.19
RESCO	00392	WIRE - ELECTRIC	537.85
KRISTINA KINDE	02352	CONTRACTUAL WORK - GEN	700.00
STEVENS, KIRINOVIC, & TUCKER PC	02476	FINAL BILLING AUDIT - MULT DEPTS	500.00
LITE'S PLUS	00243	LITE BULBS - GEN	93.75
WEST MICHIGAN INTERNATIONAL LLC	02546	DOOR HANDLE/PARTS - ELECTRIC	275.42
LYDEN OIL COMPANY	01860	2 BARRELS OF OIL - ELECTRIC	1,205.20
MUNICIPAL SUPPLY CO.	00324	CURB STOP - WTR	148.07
FERGUSON WATERWORKS	02558	RESETTER - WATER	318.00
HYDROCORP	02340	INSPECTION & REPORTING SVCS - WATER	499.00
STATE OF MICHIGAN	00428	LICENSE RENEWALS - WATER	190.00
KEUSCH SUPER SERVICE	00228	REPAIRS/SERVICE TO 411 - ELECTRIC	358.63
CHROUCH COMMUNICATION, INC.	00082	REPAIR RADIO - AMB	395.00
MCKEARNEY ASPHALT & SEALING INC.	02541	ASPHALT FOR WATER LEAK REPAIR - WATER	4,500.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	93.85
CRYSTAL MORGAN PLLC	02555	MTT HEARING - ASSESSING	142.00
CULLIGAN	02130	WATER - CITY HALL	13.00
KEUSCH SUPER SERVICE	00228	TIRES - MTR POOL	532.64
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	18.00
MI MUNICIPAL TREASURERS ASSN	00290	MMTA MEETING - GEN	69.00
MENARDS	00260	LUMBER - ELECTRIC	113.27

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RESCO	00392	VACUUM INTERUPTERS - ELECTRIC	82,060.00
GORDON LIND	MISC	ENERGY OPT - ELECTRIC	15.00
RESCO	00392	VACUUM INTERUPTERS - ELECTRIC RES 17-66	82,018.97
CONNIE MALLEK	MISC	ENERGY OPT - ELECTRIC	150.00
RESCO	00392	VACUUM INTERUPTERS - ELECTRIC RES 17-66	32,807.59
WARD'S GARAGE	MISC	ENERGY OPT - ELECTRIC	331.60
JAMES SPAULDING	MISC	ENERGY OPT - ELECTRIC	50.00
RESCO	00392	VACUUM INTERUPTERS - ELECTRIC RES 17-66	49,211.38
RICHARD THOLE	MISC	ENERGY OPT - ELECTRIC	150.00
RESCO	00392	VACUUM INTERUPTERS - ELECTRIC RES 17-66	65,615.18
CHARLENE BLUNDY	MISC	ENERGY OPT - ELECTRIC	50.00
WILLIAM SCHNEIDER	MISC	ENERGY OPT - ELECTRIC	50.00
LINDA EDEN	MISC	ENERGY OPT - ELECTRIC	12.70
JIM SMITH	MISC	ENERGY OPT - ELECTRIC	150.00
349 WATER LLC	MISC	ENERGY OPT - ELECTRIC	519.80
PAMA	01370	LOCK REPAIR - GEN	186.00
FORTE PAYMENT SYSTEMS	02522	NOVEMBER CHARGES - REC	170.43
STATE OF MICHIGAN	00428	NPDES ANNUAL PERMIT FEE - WWTR	400.00
GRANGER CONTAINER SERVICE	00175	REFUSE - WWTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - POLICE, COMM PROMO, ELECTRIC	152.58
MICHIGAN SECTION, A.W.W.A.	00298	FALL REGIONAL MEETING - WATER	150.00
MICHIGAN COMPANY, INC.	00273	BLUE MELT - GEN, CITY HALL	527.00
TRUCK & TRAILER	00461	PLOW BLADES/SUPPLIES - MAJ/LOC STS	742.82
NATHAN LEHNERT	02496	ADULT BASKETBALL OFFICIAL - REC	32.00
KATELYN RUSSELL	02457	ADULT BASKETBALL OFFICIAL - REC	64.00
BRANDON SCHEURER	02394	ADULT BASKETBALL OFFICIAL - REC	64.00
LEAH COOK	02506	ADULT BASKETBALL OFFICIAL - REC	80.00
MARCEL MILLER	02245	ADULT BASKETBALL OFFICIAL - REC	130.00
GRANGER CONTAINER SERVICE	00175	REFUSE SVC - CEM, PARKS, MTR POOL	375.26
GRANGER CONTAINER SERVICE	00175	REFUSE SVC - CEM, PARKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	12,444.79

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRIFFIN SUMMERS	02559	ADULTS BASKETBALL OFFICIAL - REC	16.00
TIM STOPZYNSKI	02438	ADULT BASKETBALL OFFICIAL - REC	260.00
BRYAN SCHEURER	00600	ADULT BASKETBALL OFFICIAL - REC	84.00
MARK SCHEURER	00601	ADULT BASKETBALL OFFICIAL - REC	52.00
CRAIG LUDWICK	02560	ADULT BASKETBALL OFFICIAL - REC	130.00
BRIAN KRIEGER	00568	ADULT BASKETBALL OFFICIAL - REC	32.00
BRIAN RUSSELL	00593	ADULT BASKETBALL OFFICIAL - REC	156.00
FRED KRAMER	00564	ADULT BASKETBALL OFFICIAL - REC	156.00
MARCO WILLIAMS	02393	ADULT BASKETBALL OFFICIAL - REC	234.00
MIKE FULLER	01801	ADULT BASKETBALL OFFICIAL - REC	234.00
RESCO	00392	INTERRUPTERS - ELECTRIC - RES 17-66	49,236.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	427.30
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	40.47
APPLIED IMAGING	02493	COPY MACHINE MAINTENANCE - ELECTRIC	12.62
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	964.14
EMSAR	02561	MAINTENANCE/REPAIRS TO COTS - AMBULANCE	820.84
MHR BILLING	01780	BILLING CHARGES FOR NOV 18 - AMBULANCE	1,660.00
ELHORN ENGINEERING	00139	EL-CHLOR & AQUADENE - WATER	484.50
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, FIRE AUTHORITY	600.78
CENTURYLINK	01567	PHONE SVC - GEN, WTR, MP, ELEC, WWTR	3.78
STAPLES BUSINESS ADVANTAGE	00426	OFFICE & CLEANING SUPPLIES - POLICE, GENERAL	113.45
VERIZON WIRELESS	00470	TELEPHONE/DATA SERVICE VARIOUS DEPTS	607.28
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	606.96
CINTAS-725	00083	UNIFORMS & RUG SVC - VARIOUS DEPTS	895.44
B&W AUTO SUPPLY, INC.	00030	PARTS/SUPPLIES - VARIOUS DEPTS	850.54
STATE OF MICHIGAN	00428	TOKEN FEES - POLICE	66.00
NORTH CENTRAL LABORATORIES	00959	BOD AND FILTER PAPER - WWTR	226.34
KEMIRA WATER SOLUTIONS INC.	01866	FERROUS CHLORIDE - WWTR	2,050.75
HYDRO DYNAMICS	02203	BOLTS - WWTR	60.88
CL TRUCKING & EXCAVATING, LLC	00066	HYLAND DR PAY #3 - LOC STS	60,192.06
CITY OF PORTLAND	00701	POSTAGE, MILEAGE, ELECTION SUPPLIES - VARIOUS I	359.67

Date: 12/12/18

CITY OF PORTLAND INVOICE REGISTER

Page: 4

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
WOW! INTERNET-CABLE PHONE	02132	INTERNET SVC - MTR POOL	15.00
MISS DIG SYSTEM	00312	ANNUAL FEE FOR 2019 - ELEC, WTR, WWTR	1,426.29
B&W AUTO SUPPLY, INC.	00030	ENERGY OPT - ELECTRIC	2,599.99
DICKINSON WRIGHT PLLC	02244	LEGAL SVC - GENERAL	195.00
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION - ELECTRIC	1,809.00
I.T. RIGHT	02440	IT SERVICE CONTRACT FOR 2019 - POLICE	3,000.00
PLEUNE SERVICE COMPANY INC.	00741	MAINTENANCE ON HEATING SYSTEM - CITY HALL	523.00
SLICK SHIRTS SCREEN PRINTING	02003	COACH SHIRTS - REC	423.75
M.M.A.A.O	02487	2019 MEMBERSHIP DUES	20.00
HERB MOSSER	02434	BOARD OF REVIEW - ASSESSING	60.00
DOUG LOGEL SR.	02451	BOARD OF REVIEW - ASSESSING	60.00
MIKE JUDD	02450	BOARD OF REVIEW - ASSESSING	60.00
Total:			\$591,243.84

**BI-WEEKLY  
WAGE REPORT  
December 17, 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.	9,773.82	126,283.64	1,941.15	29,884.53	11,714.97	156,168.17
ASSESSOR	1,292.66	14,562.33	98.90	1,114.03	1,391.56	15,676.36
CEMETERY	1,064.59	47,334.32	129.94	11,152.75	1,194.53	58,487.07
POLICE	15,233.87	210,280.36	3,295.65	50,435.89	18,529.52	260,716.25
CODE ENFORCEMENT	640.67	10,174.13	89.94	1,998.82	730.61	12,172.95
PARKS	1,193.24	33,174.04	162.37	4,711.15	1,355.61	37,885.19
INCOME TAX	351.82	21,989.96	82.83	7,631.37	434.65	29,621.33
MAJOR STREETS	4,554.32	52,381.64	1,077.27	22,482.84	5,631.59	74,864.48
LOCAL STREETS	2,227.83	35,327.21	433.99	12,754.02	2,661.82	48,081.23
RECREATION	2,370.18	30,328.54	331.13	5,620.59	2,701.31	35,949.13
AMBULANCE	11,772.39	161,510.91	2,150.83	30,907.37	13,923.22	192,418.28
DDA	2,380.56	30,020.93	330.36	5,064.27	2,710.92	35,085.20
ELECTRIC	18,040.25	209,199.04	2,574.98	49,716.54	20,615.23	258,915.58
WASTEWATER	9,111.94	137,396.84	1,203.14	29,761.56	10,315.08	167,158.40
WATER	4,536.93	71,118.41	1,191.23	23,690.54	5,728.16	94,808.95
MOTOR POOL	2,508.97	31,478.57	697.06	12,724.91	3,206.03	44,203.48
<b>TOTALS:</b>	<b>87,054.04</b>	<b>1,222,560.87</b>	<b>15,790.77</b>	<b>299,651.18</b>	<b>102,844.81</b>	<b>1,522,212.05</b>



**Minutes of the Special Meeting of the Planning Commission  
Of the City of Portland**

Held on Wednesday, November 14, 2018 at 7:00 P.M.

In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Roeser, Williamson, Culp, Hinds

Absent: Fitzsimmons, Kmetz

Staff: City Manager Gorman

Guests: Dawn Pugh; Keri Herbley; Paul LeBlanc, AICP of PLB Planning Group, LLC

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Under Public Comment, Dawn Pugh addressed the Planning Commission and stated her support for the consideration of a professional medical marijuana establishment in the City of Portland. She suggested that while this would be a benefit for the many residents of Portland who use marijuana for medical purposes it would also provide tax revenue to the City.

Keri Herbley, stated her concern with a complete ban of marijuana in the City of Portland. She further stated the City of Portland would lose tax revenue.

Chair Grapentien stated that the consideration is only for recreational marijuana. The City is waiting until there is more information provided on the new marijuana laws.

City Manager Gorman clarified that the Planning Commission is only considering a ban on marijuana establishments from a zoning standpoint, not an individual's right to use it. The City is waiting to see what the framework of the law developed by the State of Michigan looks like.

Motion by Williamson, supported by Culp, to approve the Agenda as presented.  
All in favor. Approved.

Motion by Williamson, supported by Culp, to approve the minutes of the September 19, 2018 special meeting as presented.  
All in favor. Approved.

Under New Business,

Under Planning Commission Member Comments, Mr. Paul LeBlanc, AICP of PLB Planning Group, LLC distributed and presented the results of the zoning audit.

There was discussion.

City Manager Gorman asked Mr. LeBlanc to explain the process moving forward and stated the process will likely happen over a period of time due to the cost.

Planning Commission Minutes  
November 14, 2018

Mr. LeBlanc explained that the process would include the audit, which is now complete, user group meetings, draft for review by Planning Commission and staff, 2<sup>nd</sup> draft for public release, and a 3<sup>rd</sup> draft for public hearing and adoption. This is typically a yearlong process.

There was discussion in regard to an update to the Zoning Ordinance and an update of the City's Master Plan.

City Manager Gorman stated that developers from Mayberry Homes have proposed deviations to the PUD standards for a Rindلهaven Phase II development. Mr. LeBlanc has performed a review on the proposed deviations.

Mr. LeBlanc presented his thoughts on the proposed deviations to the PUD standards for a Rindلهaven Phase II development. He suggested that the best course of action at this time is to rezone the property.

City Manager Gorman explained the City of Portland has been monitoring Proposal 1, for recreation marijuana use, that was on the November 6, 2018 ballot for the past year. All indications were that it would pass. Many communities have been considering how to handle the issue. There is not enough information at this time to allow marijuana establishments in the City of Portland; there is no legal framework. The City Council held the 1<sup>st</sup> Reading of the ordinance of the licensing arm of the regulations at its meeting on November 5, 2018. This ordinance would prohibit marijuana establishments and its use in public places in the City of Portland.

There was discussion.

Motion by Roeser, supported by Culp, to set a Public Hearing for Wednesday, December 12, 2018 at 7:00 P.M. to consider a proposed ordinance to prohibit marijuana establishments. All in favor. Approved.

City Manager Gorman provided community/development updates. Upgrades have been made to the DPW complex with the construction of a new building to store road salt and a new vehicle storage facility.

The City has contracted Fleis & VandenBrink to conduct a feasibility study for a new police station. The newly acquired ADM property at Grand River Ave. and Divine Hwy. and the parking lot at Grand River Ave. and Maple St. are being considered as possible locations.

The City received the preliminary scoring on the collaborative DNR Grant Application between the DDA and Parks and Recreation Department for the Toan Park Improvement Project. The feedback received from the DNR allowed an opportunity to provide supplemental information to improve the scoring. Many organizations throughout the community provided letters of support for the proposed project. This process is still in the preliminary stages and would possibly be a project slated for 2020/2021.

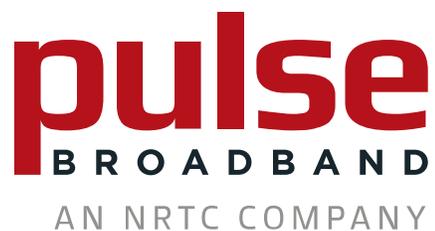
Motion by Williamson, supported by Culp, to adjourn the meeting at 8:29 P.M. All in favor. Approved.

Planning Commission Minutes  
November 14, 2018

Respectfully submitted,

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Jason Williamson, Secretary



# COMMUNICATIONS AND BROADBAND INFRASTRUCTURE FEASIBILITY REPORT

**PORTLAND, MI**



Member driven. Technology focused.





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# EXECUTIVE SUMMARY



## EXECUTIVE SUMMARY

The city of Portland’s team has been investigating delivering affordable broadband to resident areas for some time now. The Portland team has options (utilizing current underground assets) finding an affordable way to deliver broadband to all members. Pulse Broadband has worked closely with the Portland team to design a communication infrastructure that will not only deliver affordable high-speed broadband to 100% of citizens, but also an infrastructure that will support the current, and future, communication needs for Portland’s electric plant. As this report will show, an all Fiber-to-the-Home network is feasible for the city of Portland. This Communication Infrastructure Project Plan is the result of our collaborative efforts. We are excited to share all the very detailed information of your plan to follow, but first we would like to take a moment to highlight some of the key areas.

### FINANCIAL METRICS

\$ (000’s)	YEAR 1	YEAR 2	TOTAL
Core Network	\$256	\$0	\$256
Capitalized Labor	\$127	\$27	\$153
Aerial Construction	\$183	\$0	\$183
Underground Construction	\$1,758	\$0	\$1,758
FTTH Drop Construction	\$567	\$142	\$709
Ongoing Capital at Launch	\$167	\$42	\$209
<b>Project Capital</b>	<b>\$3,057</b>	<b>\$210</b>	<b>\$3,268</b>

### ASSUMPTIONS

40.0% take rate for new customers.

Rate plans:

200Mb/200Mb (\$49.95)

500Mb/500Mb (\$59.95)

1G/1G (\$89.95)

FINANCIALS (\$ 000’S)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
TAKE RATE	32.0%	40.0%	40.0%	40.0%	40.0%
SUBSCRIBERS	711	889	889	889	889
REVENUE	\$201	\$682	\$749	\$763	\$778
EBITDA	(\$26)	\$473	\$555	\$568	\$581
NET INCOME	(\$100)	\$318	\$396	\$408	\$421
<b>PAYBACK/IRR</b>	<b>6.7 YEARS</b>	<b>72.4%</b>			

### BUILD, OPERATE, TRAIN, AND TRANSFER

Pulse Broadband is fully committed to building and assisting in operating this network until the staff of Portland is fully trained and ready for transfer. We will manage the project and oversee all contractors while keeping the Portland team fully informed. We will also help layer in additional services over the infrastructure (i.e. Digital Voice, OTT TV, AMI, DR, etc.)

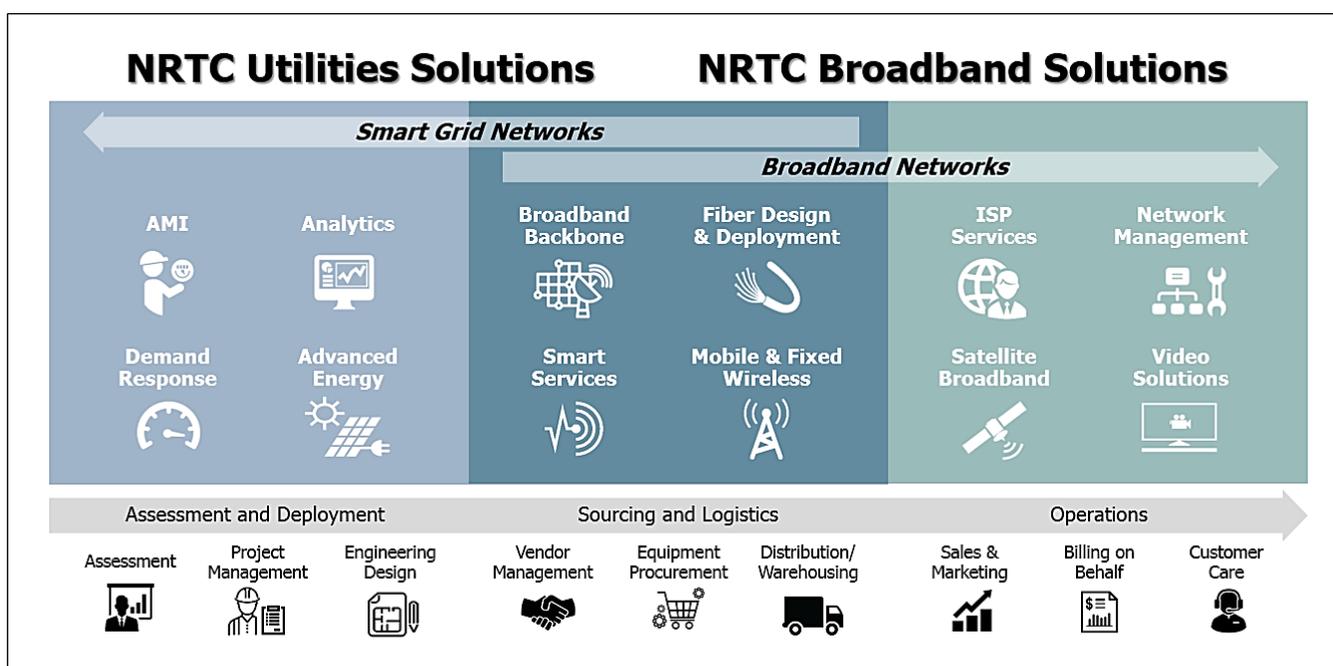


## PULSE BROADBAND/NRTC AND PORTLAND – A POWERFUL COMBINATION

The city of Portland, MI has a long history of providing reliable electric service from a local source. It enjoys a positive customer satisfaction rating from its existing electric customers. As such, residents have a high confidence and direct vested interest in purchasing communication services from Portland. This positive reputation can be the foundation for providing communication services, both inside resident areas, and in adjacent towns.

Pulse Broadband/NRTC has a long and successful history of teaming with product vendors and nationwide providers to bring the benefits of technology to rural America. We have extensive experience working with electric utilities on prominent infrastructure projects, a large breadth of expertise, and a noteworthy depth in resources to support these types of project nationally.

Pulse Broadband/NRTC will provide products and dedicate the services required to meet the needs of the complete project. We feel strongly that a project like this requires a full partnership, and not simply advice from afar. We look forward to working closely with your team to light up resident areas and beyond.





# THE COMMUNICATIONS NETWORK

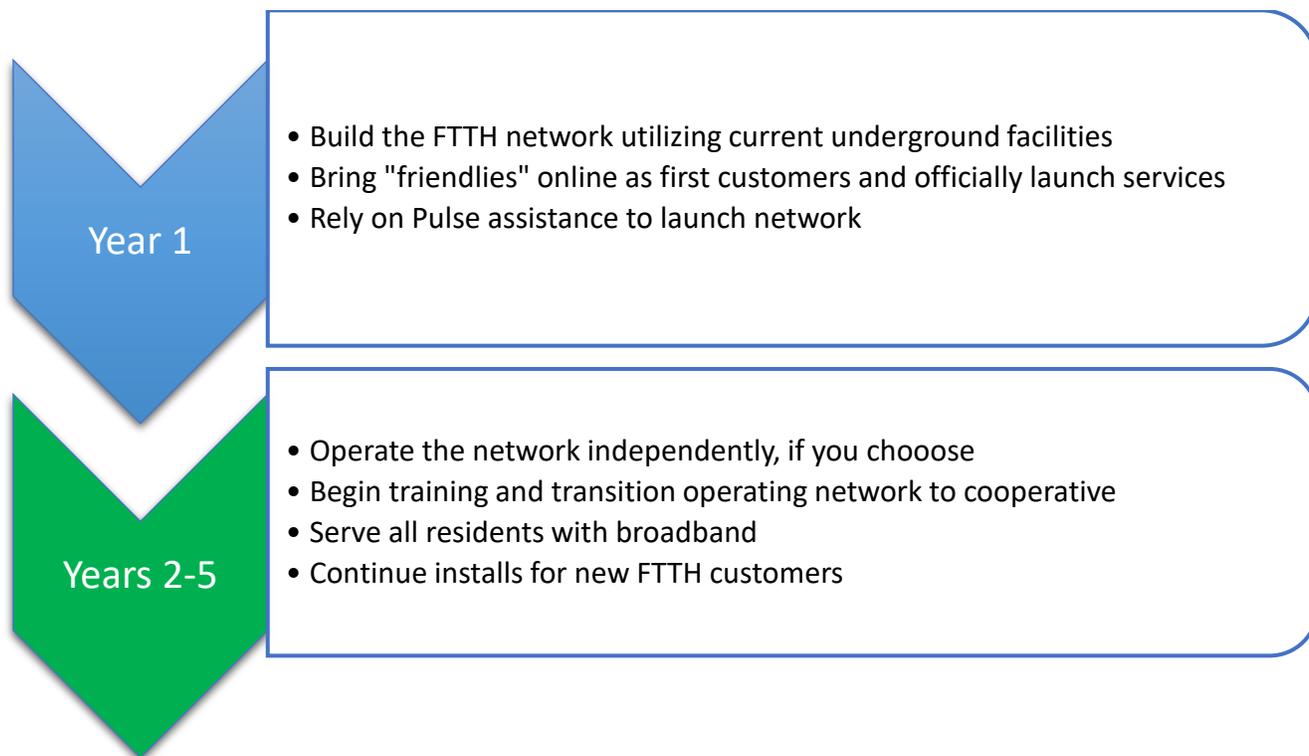




## THE COMMUNICATIONS NETWORK

### PHASED APPROACH

We have developed a phased approach for Portland's network to achieve the following:





# FEASIBILITY INPUTS





## BANDWIDTH ANALYSIS

We conducted a thorough investigation to connect to the Internet for each office location. The first step is to utilize our fiber mapping tool. This tool will map the routes of the availability of fiber and determine the providers.

The good news is bandwidth is available using fiber connections. We were able to obtain quotes from AT&T and Everstream. The various offerings are summarized in the table below:

Portland MI						
Summary of Provider Offerings						
Provider	1G	5G	10G	Install	Term	Notes
AT & T	\$2,255	\$7,192	\$9,423	\$0	36 months	
Everstream	\$1,895	\$5,000	\$7,500	\$0	36 months	Already lit building with Everstream.
CenturyLink (Level 3)	n/a	n/a	n/a			

Initially, the model reflects a 1 Gb connection through Everstream. Bandwidth capacity and connections increase as the network and demand grow.

## COMPETITIVE ANALYSIS

The purpose of this section is to review the general competitive situation Portland MI might face in selling advanced broadband services to its residents on a retail basis. The goal is to look at the following areas:

- 1) **Existing competitors in the proposed Broadband Network footprint.** Examine broadband availability, service offerings, and associated pricing. The idea is to determine if broadband network offerings would be superior and/or exclusive in the market and, if not, determine where competition exists and if this competition is likely to reduce potential take-rates and in turn impact the financial model.
- 2) **Determine general pricing levels in the vicinity for available broadband services.** This can help establish what area residents in this part of the state are paying for various types of broadband products and services.
- 3) **Provide a snapshot from other FTTH providers around the country for comparison.** As there are numerous electric cooperative networks up and running in various parts of the USA, pricing and success rates can be compared. One of the most critical elements of any plan will be the take-rate assumption. Understanding how others have approached pricing could be valuable information.
- 4) **Offer potential ideas related to pricing** which might be most effective under the circumstances in the situation. Pulse Broadband has had the luxury of being involved in numerous rural broadband projects and has observed differing approaches and offerings. Pulse has first-hand knowledge of offerings from projects around the country and their take-rates. We hope to provide some insights from experience that can be modeled in the financial plan. We recommend ultimately testing any pricing ideas with **statistically valid survey research** for confirmation.



## EXISTING COMPETITORS IN THE SERVICE AREA

The primary providers of broadband services in Portland, MI are WOW (CATV) and AT&T (DSL). In addition to these wired providers, there is one point-to-point Fixed Wireless provider: FreedomNet Solutions. The table below summarizes these potential competitors in the marketplace and their anticipated impact for a new provider entering the Portland MI proposed service area.

Refer to Appendix 1 for a listing of these competitors.

## GENERAL PRICING FOR BROADBAND SERVICES IN THE AREA

Pricing for broadband packages in the area seem to conform to the norms we see in other rural parts of the country. It is likely that whatever packages and services offers; they will be compared to other products available in the general area (even if those products are not available at a specific customer's address). There will be a general sense for what home Internet service costs and a general range of expectations for a standard level of service. The other consideration is to offer uniform pricing/packaging regardless of the last mile solution.

If we look at offerings with download speeds at or near the FCC standard of 25Mb, we can see a pricing pattern emerge for the service area. The following table summarizes these prices:

Name of Provider	Type of Service	Service Speed	Monthly Price (on-going)
WOW	CATV	50Mb/5Mb	\$39.99
WOW	CATV	100Mb/10Mb	\$49.99
AT&T	DSL	18Mb/1.5Mb**	\$65.00
<b>Average</b>		<b>56Mb/5.5Mb</b>	<b>\$51.66</b>

\*This provider charges based on bandwidth usage and does not publish upload speeds

\*\*Speeds do not meet the FCC standard

\*\*\*Limited availability

In general, common broadband prices appear to be in the \$40 to \$60 range, with an average for the group at \$51.66. The other interesting aspect of the pattern is that a better product does not necessarily translate into higher pricing. In most cases these providers likely have a captive audience and can set pricing without significant competition.

## RURAL BROADBAND NETWORK PRICING IN OTHER COMMUNITIES

It is sometimes helpful to see what other providers are charging for similar services in various parts of the country. We have included a list of Pulse and non-Pulse clients to provide a sample of pricing plans from various locations.

Name	Type of Provider	Type of Service	Situation/Notes
Midwest Energy Cooperative MI	Coop/Pulse Client	25Mb/25Mb \$49.95 50Mb/50Mb \$59.95 100Mb/100Mb \$99.95 1Gb/1Gb \$199.95 Wireless Router \$5 Ph.\$39.95/\$49.95bus. (\$10) Discount bundle	Rural area, low competition, relatively low home density.
Ralls County Electric MO	Coop/Pulse Client	10Mb/10Mb \$40.00 20Mb/10Mb \$50.00 Ph.\$40.00/50.00bus. (\$5) Discount Bundle	Rural, low competition. 4 homes per mile.



United Electric MO	Coop/Pulse Client	25Mb/25Mb \$39.95 100Mb/100Mb \$49.95 250Mb/250Mb \$69.95 1Gb/1Gb \$99.95 Ph.\$38.95/\$35addl lines. (\$10) Discount Bundle	Rural, low competition, low home density.
Kit Carson Electric NM	Coop/Pulse Client	5Mb/5Mb \$29.95 30Mb/30Mb \$39.95 50Mb/50Mb \$49.95 100Mb/100Mb \$99.95 Ph. \$35 (\$10) Discount Bundle	Rural, low competition. Low income and Native populations need for low priced Option (\$29.95).
Lake Region Electric OK	Coop/Pulse Client	20Mb/20Mb \$49.95 50Mb/50Mb \$69.95 100Mb/100Mb \$99.95 Ph.\$39.99/\$49.99bus. (\$15) Discount Bundle	Rural, low competition.
Co-Mo Electric MO	Coop/Pulse Client	5Mb/5Mb \$39.95 100Mb/100Mb \$49.95 250Mb/250Mb \$59.95 1Gb/1Gb \$99.95 Wireless \$4.95 Ph.\$39.95/\$49.95bus. (\$15) Discount Bundle	Mostly rural area. Prices and speeds have evolved over time.
Blue Ridge Mountain Electric GA/NC	Coop	10Mb/10Mb \$34.95 20Mb/20Mb \$39.95 30Mb/30Mb \$42.95 40Mb/40Mb \$49.95 50Mb/50Mb \$59.95 Ph. 19.95 LD extra	Established FTTH in cooperative setting.
Sebewaing Light + Water MI	Small Muni, Pulse Client	30Mb/30Mb \$35.00 50Mb/50Mb \$55.00 100Mb/100Mb \$105.00 1Gb/100Mb \$160.00 Ph.\$35.00/\$25addl lines. (\$5) Bundle Discount	Overbuilt 100% by Comcast- Triple Play and ATT DSL. Competitive area. High home density, but small rural town setting.
Lafayette LA	Muni	3Mb/3Mb \$19.95 60Mb/60Mb \$52.95 100Mb/100Mb \$62.95 1Gb/1Gb \$109.95 2Gb/2Gb \$299.95	Muni in mid-size market in
Chattanooga TN	Muni	100Mb/100Mb \$57.99 1Gb/1Gb \$69.99 10Gb/10Gb \$299.00 Ph. \$39.99	Well known Muni FTTH. Comcast and others in Highly competitive urban area.
Google Kansas City KS	ISP	100Mb/100Mb \$50.00	Well known Project.



		1Gb/1Gb \$70.00	Simple pricing, 1 choice. Urban setting.
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If we exclude outliers in urban areas and we remove any first level tiers with speeds below 10Mb we get an average cost for entry-level service that provides more than 20Mb at \$48.42 per month and a next level tier (generally more than 40Mb) at an average cost of \$62.79 (note: we generally see 70% or more of all residential HSD subscriptions at the standard level of service).

Phone service (unlimited local and long distance) is generally priced either at \$39.95 or \$35 per month among all the providers.

Again, based on this limited sample, national prices appear to be in the high \$40s (48.42 avg.) for a standard level of service, while in the area prices for a standard level of service average \$51.66.

## TAKE-RATE CALCULATIONS

An important driver for the financial model and the success of a rural broadband network project is the estimated take-rate. Pulse uses our real-world experience and national averages to calculate an overall take-rate for service territory. These calculations take into consideration the previously mentioned competitors and density figures. Pulse conducts an analysis at the individual substation and town level to determine density and take-rate. The take-rate and estimated number of subscribers at each substation and town are rolled into a weighted take-rate for the whole service area. This analysis was conducted for each substation and town. The following table illustrates the estimated take-rate based upon density and the resulting weighted take-rate:

Density	Estimated Take Rate	Weighted Average
0-10	48%	0.0%
10-15	45%	0.0%
15-20	42%	0.0%
20+	40%	100.0%
<b>Weighted Average</b>		<b>40.0%</b>

## PRICING IDEAS

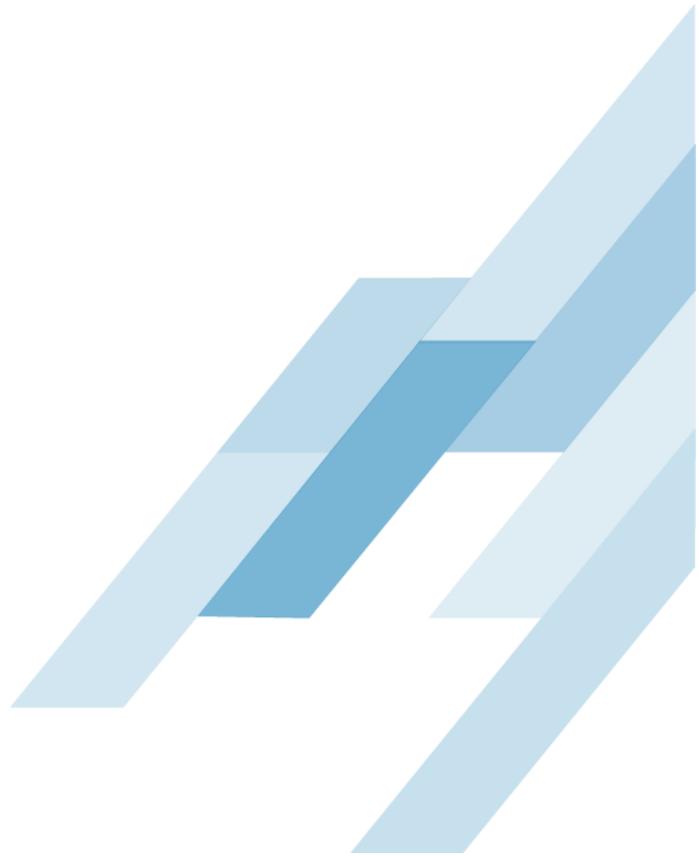
With this information in mind, we built the preliminary financial model with the following prices and entry fees:

SERVICE LEVEL	MONTHLY RATE	INCLUDED IN PRICE
200Mb/200Mb	\$49.95	Free Stnd. Install 1 <sup>st</sup> 90 Days Includes Standard modem Wireless Router \$4.95 (Extra)
500Mb/500Mb	\$59.95	Free Stnd. Install 1 <sup>st</sup> 90 Days Includes Standard Modem Wireless Router \$4.95 (Extra)
1Gb/1Gb	\$89.95	Free Stnd. Install 1 <sup>st</sup> 90 Days Includes Standard Modem Wireless Router \$4.95 (Extra)
Small Business (500Mb/500Mb)	\$89.95	Free Stnd. Install 1 <sup>st</sup> 90 Days Includes Standard Modem Wireless Router \$4.95 (Extra)
Unlimited Telephone	\$39.95	Free Stnd. Install 1 <sup>st</sup> 90 Days. With High Speed Data package



Data and Phone Bundle	(\$5) Bundle Discount	Buy Data and Phone in Combination
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# FEASIBILITY OUTPUTS





## FEASIBILITY OUTPUTS

### SUBSCRIBER AND INVESTMENT SUMMARY

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Distribution Fiber Miles	37	0	0	0	0.0	37
FTTH Homes	2,222	0	0	0	0	2,222
Total Homes Passed	2,222	0	0	0	0	2,222
Initial Take Rate	32.0%	40.0%	40.0%	40.0%	40.0%	40.0%
Total Customers	711	178	0	0	0	889

#### Core Network Construction

	Year 1	Year 2	Year3	Year 4	Year 5	Total Project
Core Network	\$255,869	\$0	\$0	\$0	\$0	\$255,869
Cabinet Equipment	\$0	\$0	\$0	\$0	\$0	\$0

#### Fiber Backbone Construction

	Year 1	Year 2	Year3	Year 4	Year 5	Total Project
Aerial Construction	\$182,538	\$0	\$0	\$0	\$0	\$182,538
Under Ground Construction	\$1,758,492	\$0	\$0	\$0	\$0	\$1,758,492

#### Radio Access Network Construction

	Year 1	Year 2	Year3	Year 4	Year 5	Total Project
Site Construction	\$0	\$0	\$0	\$0	\$0	\$0
Microwave Backhaul	\$0	\$0	\$0	\$0	\$0	\$0

#### FTTH Drop Construction

	Year 1	Year 2	Year3	Year 4	Year 5	Total Project
FTTH Drop Construction	\$566,805	\$141,701	\$0	\$0	\$0	\$708,506

#### FWA Drop Construction

	Year 1	Year 2	Year3	Year 4	Year 5	Total Project
FWA Drop Construction	\$0	\$0	\$0	\$0	\$0	\$0

#### Project Totals

	Year 1	Year 2	Year3	Year 4	Year 5	Total Project
Ongoing Capital at Launch	\$167,094	\$41,774	\$0	\$0	\$0	\$208,868
Capitalized Labor until Launch	\$126,576	\$26,664	\$0	\$0	\$0	\$153,240

<b>Total Project Capital</b>	<b>\$3,057,375</b>	<b>\$210,139</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,267,514</b>
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## FINANCIAL HIGHLIGHTS

The highlights below come from the Management Dashboard tab from the Pulse financial model. These were chosen as important indicators for the management team to share with interested parties. A few very important notes to show financial feasibility of the project include:

Balance Sheet Overview								
	Year 1	Year 2	Year 3	Year 4	Year 5	Total (\$ 000's)	Per Pass/cov	Per Customer
FWA Sites	0	0	0	0	0			
Homes passed/covered	2,222	2,222	2,222	2,222	2,222			
Take Rate	32.0%	40.0%	40.0%	40.0%	40.0%			
Residential Customers	711	889	889	889	889			
Construction Costs (\$ 000's)	\$2,764	\$142	\$0	\$0	\$0	\$2,905	\$1,308	\$3,269
Other Capital Expenditures (\$ 000's)	\$294	\$68	\$0	\$0	\$0	\$362	\$163	\$407
Op. Exp. and Cash Cushion (\$000's)	\$658	\$0	\$0	\$0	\$0	\$658	\$296	\$740
Total Expenditures (\$ 000's)	\$3,715	\$210	\$0	\$0	\$0	\$3,925	\$1,767	\$4,417
Grants Received (\$ 000's)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Incurred (\$ 000's)	\$3,715	\$210	\$0	\$0	\$0	\$3,925	\$1,767	\$4,417

Income Statement Overview						
<i>All financial drivers stated per customer at end of year</i>						
	Year 1	Year 2	Year 3	Year 4	Year 5	@ Full Launch
Revenue	\$60.72	\$60.20	\$61.39	\$62.58	\$63.77	\$64.96
Variable Costs	\$13.59	\$12.37	\$12.48	\$12.58	\$12.68	\$12.79
Customer Margin	\$47.13	\$47.83	\$48.92	\$50.00	\$51.09	\$52.18
Operating Costs	\$8.04	\$4.01	\$3.34	\$3.38	\$3.42	\$3.46
Total EBITDA	\$39.08	\$43.82	\$45.58	\$46.63	\$47.67	\$48.72
Debt Service	\$17.81	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56
Monthly Cash Flow	\$21.27	\$28.26	\$30.02	\$31.07	\$32.12	\$33.16

Key Project Viability Indicators					
	Year 1	Year 2	Year 3	Year 4	Year 5
EBITDA per Customer	\$39.08	\$43.82	\$45.58	\$46.63	\$47.67
Equity to Assets %	-2.9%	5.8%	15.4%	24.3%	32.5%
Simple Payback	6.7 years		Project IRR		72.4%
Loan Term	20.5 years		Loan Interest Rate		0.0%



## 10-YEAR FINANCIAL SCHEDULES

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Mileage and Homes Passed:</b>										
Aerial Miles	6	6	6	6	6	6	6	6	6	6
UG Miles	31	31	31	31	31	31	31	31	31	31
Miles	37	37	37	37	37	37	37	37	37	37
<b>FTTH Network</b>										
Homes passed	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222
Businesses passed	332	332	332	332	332	332	332	332	332	332
Large businesses passed	15	15	15	15	15	15	15	15	15	15
<b>Take-rate Statistics:</b>										
Res customer take rate	32.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%
Bus customer take rate	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%
Large Bus customer take rate	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%
<b>FTTH Customer Statistics:</b>										
Res customers	711	889	889	889	889	889	889	889	889	889
Bus customers	133	133	133	133	133	133	133	133	133	133
Large bus customers	4	4	4	4	4	4	4	4	4	4
New Installs	844	178	0	0	0	0	0	0	0	0
<b>Total Customers</b>										
Res customers	711	889	889	889	889	889	889	889	889	889
Bus customers	133	133	133	133	133	133	133	133	133	133
Large bus customers	4	4	4	4	4	4	4	4	4	4
New Installs	844	178	0	0	0	0	0	0	0	0



	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Projected Income Statement:</b>										
<b>Revenue:</b>										
Data only	\$152,831	\$522,735	\$586,011	\$597,473	\$608,936	\$620,398	\$631,860	\$643,323	\$654,785	\$666,247
Double Play - Data/VoIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Double Play - Data/Video	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Triple Play	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Business	\$43,146	\$143,902	\$146,570	\$149,436	\$152,303	\$155,170	\$158,037	\$160,904	\$163,771	\$166,638
Large Commercial	\$5,360	\$15,811	\$16,104	\$16,419	\$16,734	\$17,049	\$17,364	\$17,679	\$17,994	\$18,309
Installation Fees Collected	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cell Towers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCC or Other Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total revenue</b>	<b>\$201,336</b>	<b>\$682,448</b>	<b>\$748,685</b>	<b>\$763,329</b>	<b>\$777,973</b>	<b>\$792,618</b>	<b>\$807,262</b>	<b>\$821,906</b>	<b>\$836,550</b>	<b>\$851,195</b>
<b>Direct Costs</b>										
Bandwidth costs (including backh:	\$42,979	\$61,929	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480
Telephone costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Programming costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Customer care and billing	\$16,866	\$58,294	\$65,433	\$66,713	\$67,993	\$69,273	\$70,553	\$71,833	\$73,113	\$74,393
Network management	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
Pulse Integration consulting	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total direct variable costs</b>	<b>\$126,845</b>	<b>\$162,223</b>	<b>\$152,913</b>	<b>\$154,193</b>	<b>\$155,473</b>	<b>\$156,753</b>	<b>\$158,033</b>	<b>\$159,313</b>	<b>\$160,593</b>	<b>\$161,873</b>
<b>Total direct margin</b>	<b>\$74,491</b>	<b>\$520,225</b>	<b>\$595,772</b>	<b>\$609,136</b>	<b>\$622,500</b>	<b>\$635,865</b>	<b>\$649,229</b>	<b>\$662,593</b>	<b>\$675,958</b>	<b>\$689,322</b>
<b>Direct margin per customer</b>	<b>\$7.32</b>	<b>\$42.28</b>	<b>\$48.42</b>	<b>\$49.51</b>	<b>\$50.59</b>	<b>\$51.68</b>	<b>\$52.76</b>	<b>\$53.85</b>	<b>\$54.94</b>	<b>\$56.02</b>



	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Bad debt	\$1,499	\$6,722	\$7,475	\$7,621	\$7,768	\$7,914	\$8,060	\$8,207	\$8,353	\$8,500
Project Manager wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin/marketing wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance tech wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Installation tech wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capitalized portion of wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll taxes and benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle repairs and fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$3,000	\$3,033	\$3,093	\$3,153	\$3,213	\$3,273	\$3,333	\$3,393	\$3,453	\$3,513
Plant Maintenance Materials	\$0	\$740	\$740	\$740	\$740	\$740	\$740	\$740	\$740	\$740
FWA Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property tax expense	\$0	\$14,202	\$14,527	\$14,527	\$14,527	\$14,527	\$14,527	\$14,527	\$14,527	\$14,527
Pole rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FWA site rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Marketing sales	\$42,192	\$8,888	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other operating expense	\$54,027	\$13,649	\$14,974	\$15,267	\$15,559	\$15,852	\$16,145	\$16,438	\$16,731	\$17,024
<b>Total operating expenses</b>	<b>\$100,717</b>	<b>\$47,234</b>	<b>\$40,808</b>	<b>\$41,307</b>	<b>\$41,807</b>	<b>\$42,306</b>	<b>\$42,805</b>	<b>\$43,305</b>	<b>\$43,804</b>	<b>\$44,303</b>
<b>EBITDA</b>	<b>(\$26,227)</b>	<b>\$472,991</b>	<b>\$554,964</b>	<b>\$567,829</b>	<b>\$580,694</b>	<b>\$593,559</b>	<b>\$606,424</b>	<b>\$619,289</b>	<b>\$632,154</b>	<b>\$645,019</b>
<b>EBITDA Margin</b>	<b>-13.0%</b>	<b>69.3%</b>	<b>74.1%</b>	<b>74.4%</b>	<b>74.6%</b>	<b>74.9%</b>	<b>75.1%</b>	<b>75.3%</b>	<b>75.6%</b>	<b>75.8%</b>
Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$73,763	\$154,650	\$159,347	\$159,347	\$159,347	\$159,347	\$159,347	\$161,890	\$168,009	\$168,883
<b>Net income</b>	<b>(\$99,990)</b>	<b>\$318,341</b>	<b>\$395,617</b>	<b>\$408,482</b>	<b>\$421,347</b>	<b>\$434,212</b>	<b>\$447,077</b>	<b>\$457,399</b>	<b>\$464,145</b>	<b>\$476,136</b>



**Projected Statement of Cash Flows:**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Net income	(\$99,990)	\$318,341	\$395,617	\$408,482	\$421,347	\$434,212	\$447,077	\$457,399	\$464,145	\$476,136
Add: depreciation	\$73,763	\$154,650	\$159,347	\$159,347	\$159,347	\$159,347	\$159,347	\$161,890	\$168,009	\$168,883
Change in receivables	(\$51,466)	(\$10,264)	(\$1,220)	(\$1,220)	(\$1,220)	(\$1,220)	(\$1,220)	(\$1,220)	(\$1,220)	(\$1,220)
Change in payables	\$18,339	(\$1,543)	(\$584)	\$148	\$148	\$148	\$148	\$148	\$148	\$148
<b>Cash flow to/from operations</b>	<b>(\$59,353)</b>	<b>\$461,184</b>	<b>\$553,159</b>	<b>\$566,757</b>	<b>\$579,622</b>	<b>\$592,487</b>	<b>\$605,352</b>	<b>\$618,217</b>	<b>\$631,082</b>	<b>\$643,947</b>
Capital expenditures	(\$3,057,375)	(\$210,139)	\$0	\$0	\$0	\$0	\$0	(\$156,429)	(\$39,107)	\$0
<b>Cash flows to investing</b>	<b>(\$3,057,375)</b>	<b>(\$210,139)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$156,429)</b>	<b>(\$39,107)</b>	<b>\$0</b>
Proceeds from senior debt financing	\$3,715,355	\$210,139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal payments on senior debt	(\$181,187)	(\$191,435)	(\$191,435)	(\$191,435)	(\$191,435)	(\$191,435)	(\$191,435)	(\$191,435)	(\$191,435)	(\$191,435)
Non-FCC Grant contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equity contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equity distributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash flows to/from financing</b>	<b>\$3,534,168</b>	<b>\$18,704</b>	<b>(\$191,435)</b>							
<b>Ending cash balance</b>	<b>\$417,440</b>	<b>\$687,189</b>	<b>\$1,048,914</b>	<b>\$1,424,236</b>	<b>\$1,812,423</b>	<b>\$2,213,475</b>	<b>\$2,627,392</b>	<b>\$2,897,745</b>	<b>\$3,298,285</b>	<b>\$3,750,797</b>

**Projected Balance Sheet:**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Cash	\$417,440	\$687,189	\$1,048,914	\$1,424,236	\$1,812,423	\$2,213,475	\$2,627,392	\$2,897,745	\$3,298,285	\$3,750,797
Receivables	\$51,466	\$61,729	\$62,950	\$64,170	\$65,390	\$66,611	\$67,831	\$69,052	\$70,272	\$71,492
<b>Total current assets</b>	<b>\$468,905</b>	<b>\$748,919</b>	<b>\$1,111,863</b>	<b>\$1,488,406</b>	<b>\$1,877,813</b>	<b>\$2,280,085</b>	<b>\$2,695,223</b>	<b>\$2,966,796</b>	<b>\$3,368,556</b>	<b>\$3,822,289</b>
Property	\$3,057,375	\$3,267,514	\$3,267,514	\$3,267,514	\$3,267,514	\$3,267,514	\$3,267,514	\$3,423,943	\$3,463,050	\$3,463,050
Depreciation (average life 20 years)	(\$73,763)	(\$228,413)	(\$387,760)	(\$547,107)	(\$706,454)	(\$865,801)	(\$1,025,148)	(\$1,187,038)	(\$1,355,046)	(\$1,523,929)
<b>Total assets</b>	<b>\$3,452,517</b>	<b>\$3,788,019</b>	<b>\$3,991,617</b>	<b>\$4,208,812</b>	<b>\$4,438,873</b>	<b>\$4,681,798</b>	<b>\$4,937,589</b>	<b>\$5,203,701</b>	<b>\$5,476,560</b>	<b>\$5,761,410</b>
Payables and deferred revenue	\$18,339	\$16,796	\$16,211	\$16,360	\$16,508	\$16,656	\$16,804	\$16,953	\$17,101	\$17,249
Bank debt	\$3,534,168	\$3,552,872	\$3,361,438	\$3,170,003	\$2,978,568	\$2,787,134	\$2,595,699	\$2,404,264	\$2,212,830	\$2,021,395
<b>Total liabilities</b>	<b>\$3,552,507</b>	<b>\$3,569,668</b>	<b>\$3,377,649</b>	<b>\$3,186,363</b>	<b>\$2,995,076</b>	<b>\$2,803,790</b>	<b>\$2,612,504</b>	<b>\$2,421,217</b>	<b>\$2,229,931</b>	<b>\$2,038,644</b>
Contributed equity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accumulated income/loss	(\$99,990)	\$218,351	\$613,968	\$1,022,450	\$1,443,797	\$1,878,008	\$2,325,085	\$2,782,484	\$3,246,629	\$3,722,765
<b>Total Equity</b>	<b>(\$99,990)</b>	<b>\$218,351</b>	<b>\$613,968</b>	<b>\$1,022,450</b>	<b>\$1,443,797</b>	<b>\$1,878,008</b>	<b>\$2,325,085</b>	<b>\$2,782,484</b>	<b>\$3,246,629</b>	<b>\$3,722,765</b>
<b>Total Liabilities and Equity</b>	<b>\$3,452,517</b>	<b>\$3,788,019</b>	<b>\$3,991,617</b>	<b>\$4,208,812</b>	<b>\$4,438,873</b>	<b>\$4,681,798</b>	<b>\$4,937,589</b>	<b>\$5,203,701</b>	<b>\$5,476,560</b>	<b>\$5,761,410</b>



# NEXT STEPS



## NEXT STEPS

### 119+ POINT PROJECT TIMELINE

If the decision is to move forward with the broadband project, Pulse will arrive on-site with the management team and project leadership to delve into the details of the project. We've got it all covered and want to be sure you understand all the steps necessary to get the project launched.

### STATISTICALLY VALID CUSTOMER SURVEY

Pulse recommends further research to verify residents' attitudes towards broadband and their likelihood to purchase new services. Pulse recommends completing a statistically valid customer survey as the next step. This survey will randomly select residents to gauge their interest in broadband products. Pulse can work with you to design the appropriate questions and select a qualified research firm. Costs are generally in the \$24-26 dollar per completed survey range and require 300 to 450 surveys to achieve a recommended 95% confidence level. After the survey, Pulse can revise the financial model based on results and continue to refine the financial model.

### GRANT OPPORTUNITIES

Pulse has assisted numerous clients with their funding options. In the first round, Pulse worked with other cooperatives to prepare applications and successfully win funds through the FCC's Connect America Fund. Potentially, there will be another reverse auction in 2018 through the Connect America Fund. Pulse has also helped clients identify funding opportunities through the United States Department of Agriculture Rural Development (USDA), Universal Services Administrative Company (USAC), state governments, and private groups. Pulse has the experience helping our clients obtain grant funding and we are here to help with future opportunities.

### BUSINESS MODEL

The offering of new services to your residents opens the possibility to create a new business model. Becoming an Internet Service Provider is an important decision and will have various effects on the finances and forecasting of the electric cooperative. Pulse Broadband has experience with clients who keep the Internet services under the electric cooperative umbrella, clients who form a subsidiary, and clients who create a partnership with an Internet Service Provider. Pulse is here to continue the discussion of the pros and cons of each scenario and help determine which model best suits the vision of your cooperative and meets your regulatory environment.



## APPENDIX 1

### EXISTING COMPETITORS

The primary providers of broadband services in Portland, MI are WOW (CATV) and AT&T (DSL). In addition to these wired providers, there is one point-to-point Fixed Wireless provider: FreedomNet Solutions.

The table below summarizes these potential competitors in the marketplace and their anticipated impact for a new provider entering the broadband marketplace in the City of Portland, MI.

**Table 1.0 Potential Competitors in the Portland MI Footprint**

Name of Provider (Coverage)	Type of Service	Sample of Monthly Prices	Competitive Impact	
<b>WOW!</b>	CATV	50Mb/5Mb	\$39.99	<p>WOW is available in most of the City of Portland’s service area. The only exceptions are in the most northern and western areas of the City of Portland’s service area.</p> <p>Where available, WOW provides a competitive service with several different speed options.</p> <p>It appears as though WOW serves 60-70% of the homes in their service area with at least one of their services – video, voice or data.</p>
		100Mb/10Mb	\$49.99	
		500Mb/50Mb	\$69.99	
		\$10.00 discount	2 Year Contract	
		Wireless Router	\$10.00	
		Installation	\$50.00	
<b>AT&amp;T</b>	DSL	1.5Mb/256K	\$55.00	<p>AT&amp;T is available in all areas of the City of Portland service area EXCEPT the very northern section (north of Looking Glass Ave).</p> <p>In their service area, AT&amp;T’s 18Mb service is widely available. There are a few minor exceptions near the edges of their service area where the distance from their central switch is the greatest.</p> <p>Despite this large service area, even AT&amp;T’s top speed is not very competitive s. AT&amp;T is also known to suffer from a lower than average Customer Satisfaction Rating (41 of 100% per Broadband Now).</p>
		5Mb/1Mb	\$55.00	
		10Mb/1.5Mb	\$65.00	
		18Mb/1.5Mb	\$65.00	
		\$15.00 Discount for Year 1		
		Router Included		
		Self-Install	\$35.00	
		Tech Install	\$99.00	



<b>FreedomNet Solutions</b>	Fixed Wireless	3Mb/1Mb	\$49.95	FreedomNet's Fixed Wireless service is available in most of the City of Portland. The except is the more commercial area east of town in the triangle formed by Charlotte Highway, W. Grand River Avenue and I-96.  It is important to note that FreedomNet requires a line of site connection to their tower so in many cases trees and buildings will limit the availability of FreedomNet's service.  Where available, FreedomNet's service is slower and higher priced.
		6Mb/1.5Mb	\$64.95	
		10Mb/2Mb	\$79.95	
		15Mb/3Mb	\$99.95	
		25Mb/5Mb	\$159.95	
		Installation	\$149.99	
		CURRENT DATA CAPS		
		3Mb Service	350Gb	
		6Mb Service	500Gb	
		10Mb Service	750Gb	
		15Mb Service	1TB	
		25Mb Service	2TB	
		Unlimited Plans are available. Price varies by Speed.		
		2 Year Contract Required.		



## MODEL ITERATION: 35% TAKE-RATE

A model iteration was developed to analyze the effects of decreasing the initial take-rate. The take-rate was reduced from 40% to 35%. This lowered the capital cost of the project due to a reduction in drop construction. The decrease in customers reduced the IRR and extended the Simple Payback, but overall results still produced a strong, feasible project. In summary:

	Year 1	Year 2	Total
Distribution Fiber Miles	37	0	37
FTTH Homes	2,222	0	2,222
Total Homes Passed	2,222	0	2,222
Initial Take Rate	28.0%	35.0%	35.0%
Total Customers	622	156	778

Project Capital Investment	Year 1	Year 2	Total
Core Network	\$251,108	\$0	\$251,108
Cabinet Equipment	\$0	\$0	\$0
Capitalized Labor	\$113,244	\$23,331	\$136,575
Aerial Construction	\$179,353	\$0	\$179,353
Underground Constructio	\$1,742,939	\$0	\$1,742,939
FTTH Drop Construction	\$495,954	\$123,989	\$619,943
FWA Drop Construction	\$0	\$0	\$0
FWA Equipment	\$0	\$0	\$0
Ongoing Capital at Launch	\$146,208	\$36,552	\$182,760
<b>Project Capital</b>	<b>\$2,928,805</b>	<b>\$183,872</b>	<b>\$3,112,676</b>
Op. Exp. Invested at Launch	\$25,000	\$0	\$25,000
Operating Funds Cushion	\$628,700	\$0	\$628,700
<b>Total Project Investment</b>	<b>\$3,582,505</b>	<b>\$183,872</b>	<b>\$3,766,376</b>



## FINANCIAL HIGHLIGHTS

The highlights below come from the Management Dashboard tab from the Pulse financial model. These were chosen as important indicators for the management team to share with interested parties. A few very important notes to show financial feasibility of the project include:

Balance Sheet Overview								
	Year 1	Year 2	Year 3	Year 4	Year 5	Total (\$ 000's)	Per Pass/cov	Per Customer
FWA Sites	0	0	0	0	0			
Homes passed/covered	2,222	2,222	2,222	2,222	2,222			
Take Rate	28.0%	35.0%	35.0%	35.0%	35.0%			
Residential Customers	622	778	778	778	778			
Construction Costs (\$ 000's)	\$2,669	\$124	\$0	\$0	\$0	\$2,793	\$1,257	\$3,592
Other Capital Expenditures (\$ 000's)	\$259	\$60	\$0	\$0	\$0	\$319	\$144	\$411
Op. Exp. and Cash Cushion (\$000's)	\$654	\$0	\$0	\$0	\$0	\$654	\$294	\$841
Total Expenditures (\$ 000's)	\$3,583	\$184	\$0	\$0	\$0	\$3,766	\$1,695	\$4,843
Grants Received (\$ 000's)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Incurred (\$ 000's)	\$3,583	\$184	\$0	\$0	\$0	\$3,766	\$1,695	\$4,843

Income Statement Overview						
<i>All financial drivers stated per customer at end of year</i>						
	Year 1	Year 2	Year 3	Year 4	Year 5	@ Full Launch
Revenue	\$61.54	\$60.91	\$62.12	\$63.32	\$64.53	\$65.73
Variable Costs	\$14.49	\$13.14	\$13.24	\$13.34	\$13.44	\$13.55
Customer Margin	\$47.05	\$47.78	\$48.88	\$49.98	\$51.08	\$52.18
Operating Costs	\$7.97	\$4.15	\$3.49	\$3.53	\$3.57	\$3.61
Total EBITDA	\$39.08	\$43.63	\$45.39	\$46.45	\$47.51	\$48.57
Debt Service	\$18.87	\$16.46	\$16.46	\$16.46	\$16.46	\$16.46
Monthly Cash Flow	\$20.22	\$27.17	\$28.93	\$29.99	\$31.05	\$32.11

Key Project Viability Indicators					
	Year 1	Year 2	Year 3	Year 4	Year 5
EBITDA per Customer	\$39.08	\$43.63	\$45.39	\$46.45	\$47.51
Equity to Assets %	-3.2%	4.7%	13.6%	22.0%	29.9%
Simple Payback	7.1 years		Project IRR		66.7%
Loan Term	20.9 years		Loan Interest Rate		0.0%



	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Mileage and Homes Passed:</b>										
Aerial Miles	6	6	6	6	6	6	6	6	6	6
UG Miles	31	31	31	31	31	31	31	31	31	31
Miles	37	37	37	37	37	37	37	37	37	37
Substations	0	0	0	0	0	0	0	0	0	0
BS deployed	0	0	0	0	0	0	0	0	0	0
<b>FTTH Network</b>										
Homes passed	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222
Businesses passed	332	332	332	332	332	332	332	332	332	332
Large businesses passed	15	15	15	15	15	15	15	15	15	15
<b>Take-rate Statistics:</b>										
Res customer take rate	28.0%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%
Bus customer take rate	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%
Large Bus customer take rate	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%
<b>FTTH Customer Statistics:</b>										
Res customers	622	778	778	778	778	778	778	778	778	778
Bus customers	133	133	133	133	133	133	133	133	133	133
Large bus customers	4	4	4	4	4	4	4	4	4	4
New Installs	755	156	0	0	0	0	0	0	0	0
<b>Total Customers</b>										
Res customers	622	778	778	778	778	778	778	778	778	778
Bus customers	133	133	133	133	133	133	133	133	133	133
Large bus customers	4	4	4	4	4	4	4	4	4	4
New Installs	755	156	0	0	0	0	0	0	0	0



	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Projected Income Statement:</b>										
<b>Revenue:</b>										
Data only	\$133,727	\$457,393	\$512,760	\$522,789	\$532,819	\$542,848	\$552,878	\$562,907	\$572,937	\$582,966
Double Play - Data/VoIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Double Play - Data/Video	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Triple Play	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Business	\$42,232	\$143,902	\$146,570	\$149,436	\$152,303	\$155,170	\$158,037	\$160,904	\$163,771	\$166,638
Large Commercial	\$5,182	\$15,811	\$16,104	\$16,419	\$16,734	\$17,049	\$17,364	\$17,679	\$17,994	\$18,309
Installation Fees Collected	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cell Towers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCC or Other Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total revenue</b>	<b>\$181,141</b>	<b>\$617,106</b>	<b>\$675,434</b>	<b>\$688,645</b>	<b>\$701,857</b>	<b>\$715,068</b>	<b>\$728,279</b>	<b>\$741,491</b>	<b>\$754,702</b>	<b>\$767,914</b>
<b>Direct Costs</b>										
Bandwidth costs (including backh:	\$41,202	\$60,152	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480
Telephone costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Programming costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Customer care and billing	\$14,758	\$51,007	\$57,254	\$58,374	\$59,494	\$60,614	\$61,734	\$62,854	\$63,974	\$65,093
Network management	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
Pulse Integration consulting	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total direct variable costs</b>	<b>\$122,959</b>	<b>\$153,159</b>	<b>\$144,734</b>	<b>\$145,854</b>	<b>\$146,974</b>	<b>\$148,094</b>	<b>\$149,214</b>	<b>\$150,334</b>	<b>\$151,454</b>	<b>\$152,573</b>
<b>Total direct margin</b>	<b>\$58,181</b>	<b>\$463,947</b>	<b>\$530,699</b>	<b>\$542,791</b>	<b>\$554,882</b>	<b>\$566,974</b>	<b>\$579,066</b>	<b>\$591,157</b>	<b>\$603,249</b>	<b>\$615,340</b>



	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Bad debt	\$1,345	\$6,081	\$6,743	\$6,875	\$7,008	\$7,140	\$7,272	\$7,404	\$7,536	\$7,668
Project Manager wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin/marketing wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance tech wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Installation tech wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capitalized portion of wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll taxes and benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle repairs and fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$3,000	\$3,033	\$3,093	\$3,153	\$3,213	\$3,273	\$3,333	\$3,393	\$3,453	\$3,513
Plant Maintenance Materials	\$0	\$740	\$740	\$740	\$740	\$740	\$740	\$740	\$740	\$740
FWA Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property tax expense	\$0	\$13,683	\$13,967	\$13,967	\$13,967	\$13,967	\$13,967	\$13,967	\$13,967	\$13,967
Pole rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FWA site rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Marketing sales	\$37,748	\$7,777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other operating expense	\$53,623	\$12,342	\$13,509	\$13,773	\$14,037	\$14,301	\$14,566	\$14,830	\$15,094	\$15,358
<b>Total operating expenses</b>	<b>\$95,715</b>	<b>\$43,655</b>	<b>\$38,051</b>	<b>\$38,508</b>	<b>\$38,964</b>	<b>\$39,420</b>	<b>\$39,877</b>	<b>\$40,333</b>	<b>\$40,789</b>	<b>\$41,246</b>
<b>EBITDA</b>	<b>(\$37,534)</b>	<b>\$420,292</b>	<b>\$492,648</b>	<b>\$504,283</b>	<b>\$515,919</b>	<b>\$527,554</b>	<b>\$539,189</b>	<b>\$550,824</b>	<b>\$562,459</b>	<b>\$574,094</b>
<b>EBITDA Margin</b>	<b>-20.7%</b>	<b>68.1%</b>	<b>72.9%</b>	<b>73.2%</b>	<b>73.5%</b>	<b>73.8%</b>	<b>74.0%</b>	<b>74.3%</b>	<b>74.5%</b>	<b>74.8%</b>
Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$70,155	\$145,193	\$149,233	\$149,233	\$149,233	\$149,233	\$149,233	\$151,421	\$156,684	\$157,436
<b>Net income</b>	<b>(\$107,689)</b>	<b>\$275,099</b>	<b>\$343,415</b>	<b>\$355,050</b>	<b>\$366,685</b>	<b>\$378,320</b>	<b>\$389,956</b>	<b>\$399,403</b>	<b>\$405,775</b>	<b>\$416,658</b>



**Projected Statement of Cash Flows:**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Net income	(\$107,689)	\$275,099	\$343,415	\$355,050	\$366,685	\$378,320	\$389,956	\$399,403	\$405,775	\$416,658
Add: depreciation	\$70,155	\$145,193	\$149,233	\$149,233	\$149,233	\$149,233	\$149,233	\$151,421	\$156,684	\$157,436
Change in receivables	(\$46,690)	(\$9,000)	(\$1,101)	(\$1,101)	(\$1,101)	(\$1,101)	(\$1,101)	(\$1,101)	(\$1,101)	(\$1,101)
Change in payables	\$17,039	(\$1,237)	(\$510)	\$131	\$131	\$131	\$131	\$131	\$131	\$131
<b>Cash flow to/from operations</b>	<b>(\$67,185)</b>	<b>\$410,055</b>	<b>\$491,038</b>	<b>\$503,314</b>	<b>\$514,949</b>	<b>\$526,584</b>	<b>\$538,219</b>	<b>\$549,855</b>	<b>\$561,490</b>	<b>\$573,125</b>
Capital expenditures	(\$2,928,805)	(\$183,872)	\$0	\$0	\$0	\$0	\$0	(\$136,875)	(\$34,219)	\$0
<b>Cash flows to investing</b>	<b>(\$2,928,805)</b>	<b>(\$183,872)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$136,875)</b>	<b>(\$34,219)</b>	<b>\$0</b>
Proceeds from senior debt financing	\$3,582,505	\$183,872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal payments on senior debt	(\$171,759)	(\$180,574)	(\$180,574)	(\$180,574)	(\$180,574)	(\$180,574)	(\$180,574)	(\$180,574)	(\$180,574)	(\$180,574)
Non-FCC Grant contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equity contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equity distributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash flows to/from financing</b>	<b>\$3,410,746</b>	<b>\$3,297</b>	<b>(\$180,574)</b>							
<b>Ending cash balance</b>	<b>\$414,757</b>	<b>\$644,237</b>	<b>\$954,701</b>	<b>\$1,277,441</b>	<b>\$1,611,815</b>	<b>\$1,957,826</b>	<b>\$2,315,471</b>	<b>\$2,547,876</b>	<b>\$2,894,573</b>	<b>\$3,287,124</b>

**Projected Balance Sheet:**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Cash	\$414,757	\$644,237	\$954,701	\$1,277,441	\$1,611,815	\$1,957,826	\$2,315,471	\$2,547,876	\$2,894,573	\$3,287,124
Receivables	\$46,690	\$55,690	\$56,791	\$57,892	\$58,993	\$60,094	\$61,195	\$62,295	\$63,396	\$64,497
<b>Total current assets</b>	<b>\$461,446</b>	<b>\$699,927</b>	<b>\$1,011,492</b>	<b>\$1,335,332</b>	<b>\$1,670,808</b>	<b>\$2,017,919</b>	<b>\$2,376,665</b>	<b>\$2,610,172</b>	<b>\$2,957,969</b>	<b>\$3,351,621</b>
Property	\$2,928,805	\$3,112,676	\$3,112,676	\$3,112,676	\$3,112,676	\$3,112,676	\$3,112,676	\$3,249,551	\$3,283,770	\$3,283,770
Depreciation (average life 20 years)	(\$70,155)	(\$215,348)	(\$364,581)	(\$513,815)	(\$663,048)	(\$812,281)	(\$961,515)	(\$1,112,935)	(\$1,269,619)	(\$1,427,056)
<b>Total assets</b>	<b>\$3,320,096</b>	<b>\$3,597,255</b>	<b>\$3,759,587</b>	<b>\$3,934,194</b>	<b>\$4,120,436</b>	<b>\$4,318,314</b>	<b>\$4,527,827</b>	<b>\$4,746,788</b>	<b>\$4,972,120</b>	<b>\$5,208,336</b>
Payables and deferred revenue	\$17,039	\$15,802	\$15,292	\$15,424	\$15,555	\$15,686	\$15,818	\$15,949	\$16,080	\$16,212
Bank debt	\$3,410,746	\$3,414,044	\$3,233,469	\$3,052,895	\$2,872,321	\$2,691,747	\$2,511,173	\$2,330,599	\$2,150,025	\$1,969,451
<b>Total liabilities</b>	<b>\$3,427,785</b>	<b>\$3,429,846</b>	<b>\$3,248,762</b>	<b>\$3,068,319</b>	<b>\$2,887,876</b>	<b>\$2,707,434</b>	<b>\$2,526,991</b>	<b>\$2,346,548</b>	<b>\$2,166,105</b>	<b>\$1,985,663</b>
Contributed equity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accumulated income/loss	(\$107,689)	\$167,410	\$510,825	\$865,875	\$1,232,560	\$1,610,881	\$2,000,836	\$2,400,240	\$2,806,015	\$3,222,673
<b>Total Equity</b>	<b>(\$107,689)</b>	<b>\$167,410</b>	<b>\$510,825</b>	<b>\$865,875</b>	<b>\$1,232,560</b>	<b>\$1,610,881</b>	<b>\$2,000,836</b>	<b>\$2,400,240</b>	<b>\$2,806,015</b>	<b>\$3,222,673</b>
<b>Total Liabilities and Equity</b>	<b>\$3,320,096</b>	<b>\$3,597,255</b>	<b>\$3,759,587</b>	<b>\$3,934,194</b>	<b>\$4,120,436</b>	<b>\$4,318,314</b>	<b>\$4,527,827</b>	<b>\$4,746,788</b>	<b>\$4,972,120</b>	<b>\$5,208,336</b>

# MEMO



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**To:** **Tutt Gorman, City of Portland**  
**Chief Star Thomas, Portland Police Department**

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**From:** David A. Gibbs, RA  
**Fleis & VandenBrink**

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**CC:** **Jon Moxey, PE**

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**Date:** **December 9, 2018**

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**Re:** **Narrative for Two Conceptual Plans for a Future Police Station**

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We are pleased to have this opportunity to present the first drafts of two concepts for your future police station. Concept "A" is a two-story facility located on the former ADM parcel, nominally north of Grand River Rd. at Divine Highway. Concept "B" is a single-story facility located on the current parking lot nominally south of Grand River Rd. at Maple St.

## **Concept A:**

- The building has a 2350 SF footprint on both floors for a total floor area of 4700 SF. Load-bearing, insulated, precast concrete wall panels would support precast floor and roof plank. Roof top air handlers would provide heating, ventilation, and air-conditioning (HVAC). The building would need to have fire protection sprinklers throughout.
- **Public Areas:**
  - The main entry door would be locked at all times to provide secure access to the Lobby. A remote entry system would allow an officer to allow public access to these areas.
  - The public areas (Lobby & Waiting) would be separated from the remainder of the building by Level 3 (44 magnum) ballistic resistant walls, doors, and window in the event a person carrying a handgun becomes angry and attempts to shots at an officer.
  - The Waiting would be tucked around the corner to conceal family and/or companions of people being interviewed.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

- Garage:
  - The garage would be large enough to house three patrol vehicles (Ford Explorers are shown for size), with extra space from utilities entrances (water, fire protection, gas, and electricity) and some mechanical equipment, e.g. water heater, etc.
  - The garage doors would be on the back (nominally north) side of the building.
- Second Floor Office Area:
  - The Open Office area would have two workstations for on-duty officers to write reports and perform other non-patrol functions. Also, in this area could be seven 3-drawer lateral file cabinets with workstations on top to allow stand-up meetings or other work,
  - The Chief would have a private office with a workstation and two guest chairs.
  - The Break Room could have a six-person table for a sit-down meeting or to eat at. The kitchenette could have a refrigerator, microwave, and coffee maker.
- Second Floor Area Above Garage:
  - This spaces in this area are configured to place the Evidence Room in the middle of the building without external walls as is required.
  - The Evidence Rooms would have a bank of secure evidence lockers along the end wall for frequently accessed evidence during an investigation with 11 shelving units (48"x24"x72") for longer term storage.
  - A Work Room would have five 3-drawer lateral file cabinets with countertops to provide additional file storage and worksurfaces for handling evidence during an investigation.
  - The Evidence Cataloging area has been tucked around the corner to reduce the possibility of hazardous evidence being transformed to personal equipment and clothing in the locker area. A ductless down-flow workstation hood (DWS) would control hazardous particulates. Weapons, tactical gear, and other equipment could be stored in the area beyond the Cataloging area.
  - The personal gear lockers would be in an open area, eliminating concerns about gender. A Dressing area would provide a dry area to change clothing while be connected to a unisex toilet with shower.
- The Site:
  - The very shallow depth of this site greatly limits the size and location of the building and pavement. This would necessitate a number of variances from the planning commission, particularly having a zero-front yard setback.
  - An extremely tall retaining wall would be necessary between the river and drive behind the building (anticipating over 300 feet long). The wall would need to extend at least 3.5 feet above the pavement to act as a guard for vehicles and pedestrians.

- It appears that a portion of the site could be within the 500-year flood plan, which cause problems with various regulations, particularly as this would be designated as an “essential needs” facility.
- There is a concern about the inability to pull onto Grand River Rd. during peak traffic times, particularly when responding to a call.

**Concept B:**

- The building has a 3560 SF footprint on the ground floor with an 860 SF basement for a total floor area of 4420 SF. The exterior walls would be load-bearing, insulated, brick & block cavity walls supporting a steel joist and metal deck roof. Precast concrete planks would be the floor structure above the basement area. Roof top air handlers would provide heating, ventilation, and air-conditioning (HVAC). The building would need to have fire protection sprinklers throughout. The L-shape building maximizes the available buildable area while allowing a row of two-tier parking on the nominal south end of the site.
- Public Areas:
  - The main entry door would be locked at all times to provide secure access to the Lobby. A remote entry system would allow an officer to allow public access to these areas. The entry door’s swing would be oriented and limited to block the view to the Lobby’s seating area from outside of the building.
  - The Lobby would be a single room and separated from the remainder of the building by Level 3 (44 magnum) ballistic resistant walls, doors, and window in the event a person carrying a handgun becomes angry and attempts to shots at an officer.
- Service Counter Area:
  - The Service Counter would be a 5-foot wide counter adjacent to a ballistic resistant transaction window, providing a place for a computer and to process paper. Behind the counter would be places for a printer, shredder, and storing breathalyzer, fingerprint equipment, etc. Walls at this area, screens the open office area from the public through the transaction window.
  - The door between the Service Counter area and Corridor secures the office area when escorting a detained person from a patrol vehicle to the Interview room, should they break loss.
- Office Area:
  - This spaces in this area are configured to place the Evidence Room in the middle of the building without external walls as is required.
  - The Open Office would be the center of the station. There would be two workstations for Officers. Connected to these stations would be four 3-drawer lateral file cabinet with countertop opposite from the evidence lockers. Also, within this area would four more 3-drawer file cabinets with a countertop that can also be used for stand-up meetings.

- A private office would be provided for the Police Chief.
- A small Break Area would provide a place for a refrigerator, microwave, and coffee maker. There would also space for a four-person table and chairs.
- The personal gear lockers would be in an open area, eliminating concerns about gender. A Dressing area would provide a dry area to change clothing while be connected to a unisex toilet with shower.
- The Evidence Rooms would have a bank of secure evidence lockers along the end wall for frequently accessed evidence during an investigation with 4 shelving units (48"x24"x72") for intermediate duration storage.
- The Evidence Cataloging area has been tucked around the corner to reduce the possibility of hazardous evidence being transformed to personal equipment and clothing in the locker area. A ductless down-flow workstation hood (DWS) would control hazardous particulates. Weapons could be stored in the area beyond the Cataloging area.
- Basement Storage:
  - A basement beneath a portion of the garage would provide additional and archive storage. Due to this areas size and use, it would be exempt from A.D.A. accessibility.
  - A separate secured area would provide a long-term Evidence Archive. This Archive would have 12 storage shelf units (59"x15"x72') for banker boxes, and a larger shelf unit for larger items.
  - The balance of this area would provide general storage for archived files and other items. There would be 11 storage shelf units (59"x15"x72") and two larger units (59"x30"x72").
- Garage:
  - The garage would be large enough to house three patrol vehicles (Ford Explorers are shown for size), with extra space from utilities entrances (water, fire protection, gas, and electricity) and some mechanical equipment, e.g. water heater, etc.
  - The garage doors would be on the back (nominally north) side of the building.
- The Site:
  - This site is a relatively flat site located South of Grand River Rd at Maple St.
  - This site is zoned C-2 commercial with 25-foot front yard setbacks along both roads, 10-foot side yard setbacks, and 20-foot back yards. These setbacks would be limiting factors for the size and shape of the building.

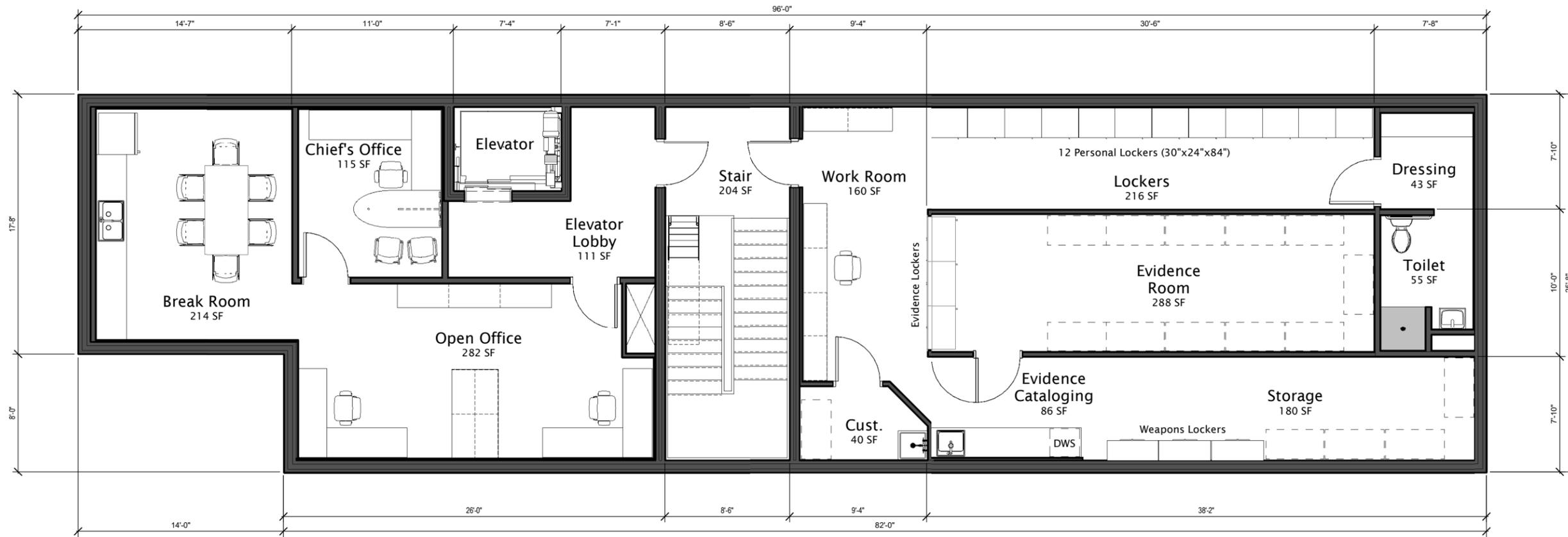
- The main entry would be located at the nominal southwest corner of the building to allow easy access from parking on Maple St. and the two-tier parking lot nominally south of the building. The off-street parking lot used the existing curb-cut onto Maple St. This arrangement would more easily allow patrol vehicles to pull onto Maple St. and take an alternative route during peak-traffic periods.

This first draft of the two concepts are simply floor plans and simplified site plans to get your initial reaction to them before preparing elevations and cost estimates.

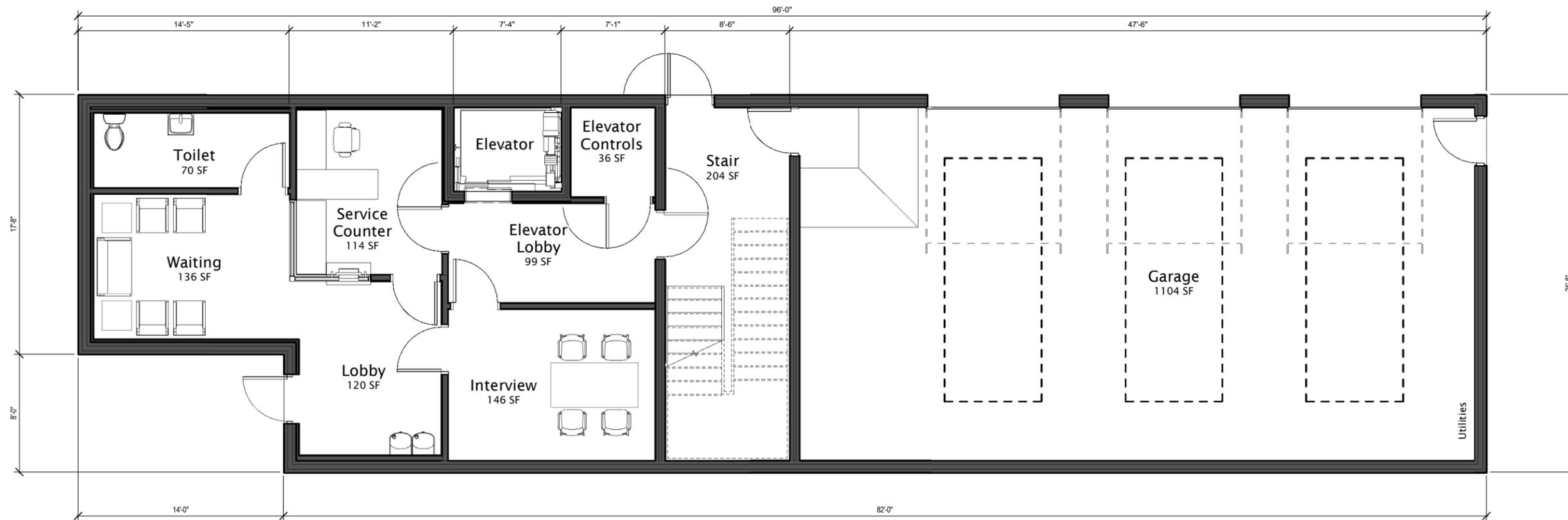
While we have not developed cost estimates, we anticipate that Concept "A" would cost \$300,000 to \$400,000 more than Concept "B". This would be due to the larger building size, an elevator, and a new retaining wall along the river bank.

Attachments:

- 20181206 - 837760 - Portland PD - Concept A - two-story.pdf
- 20181206 - 837760 - Portland PD - Concept B - one-story.pdf

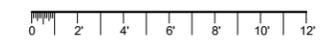


**Second Floor**



**First Floor**

**Building Area:**  
 Second Floor: 2350 SF  
 First Floor: 2350 SF  
 Total Area: 4700 SF



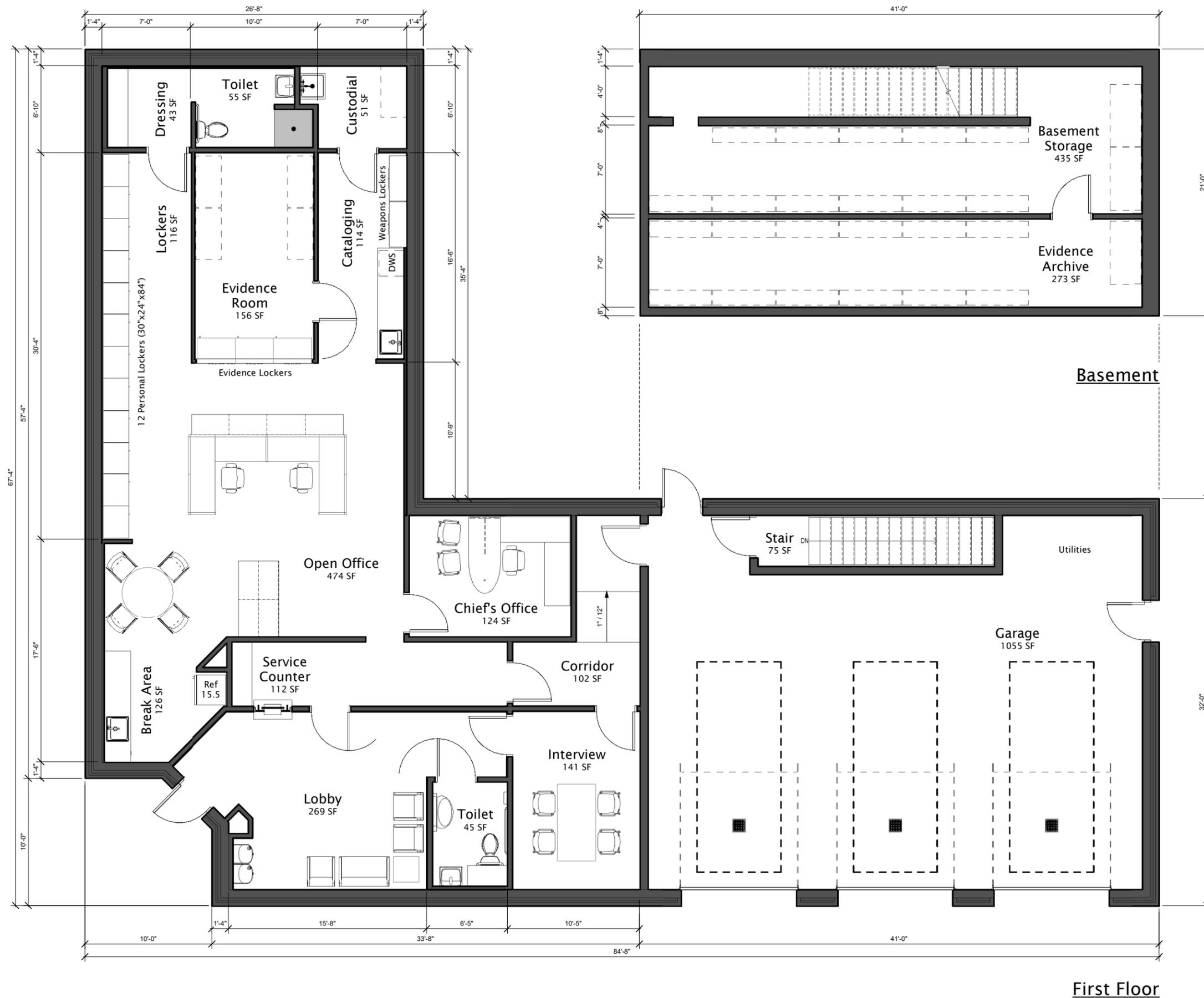


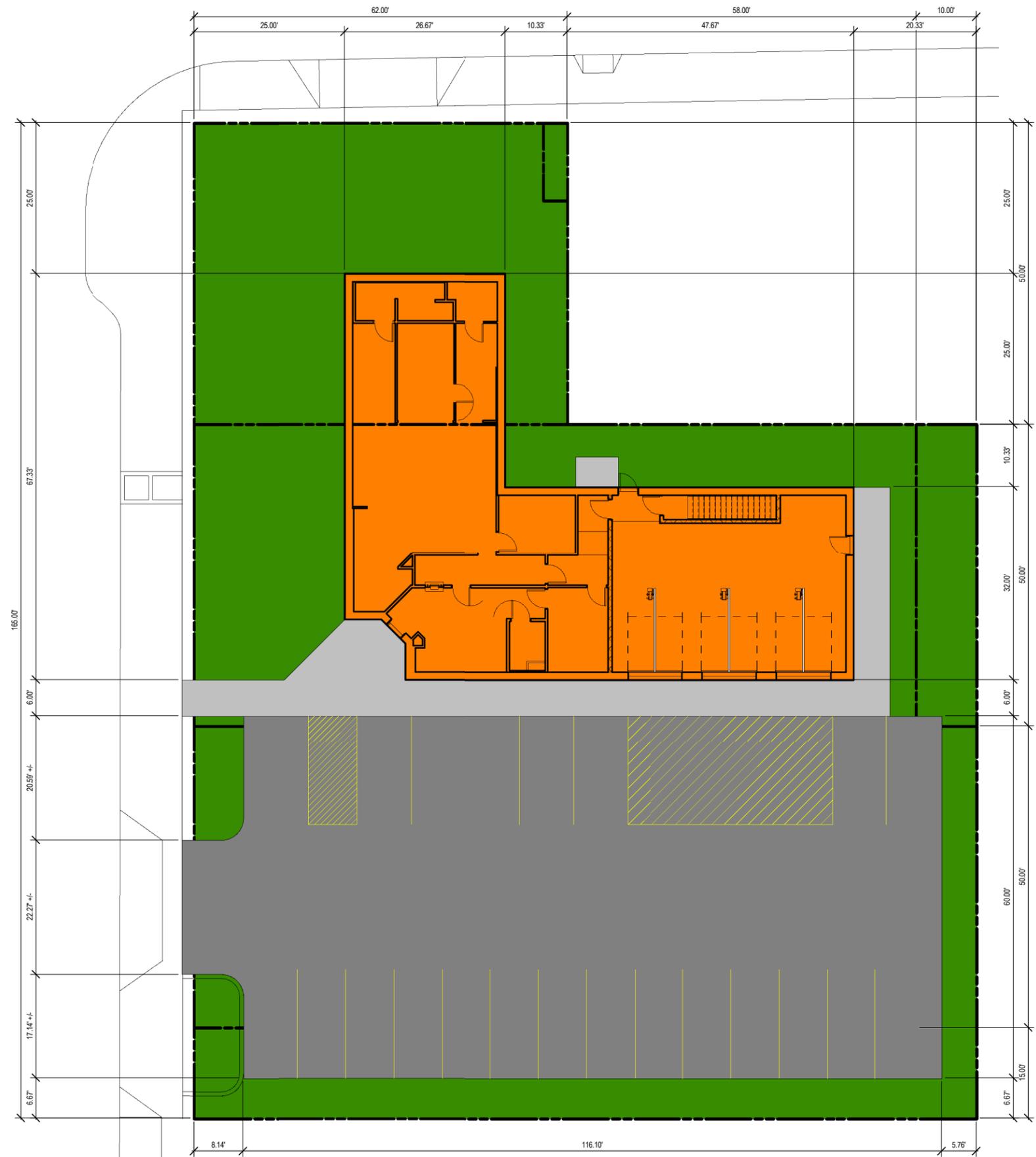
Site Area:  
20,369 SF  
0.47 Acres

Building Area:  
Second Floor: 2350 SF  
First Floor: 2350 SF  
Total Area: 4700 SF



Site Plan





Site Area:  
18,050 SF  
0.414 Acres

Building Area:  
Basement: 860 SF  
First Floor: 3560 SF  
Total Area: 4420 SF



# PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR NOVEMBER 2018

## NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of November 2018. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

## OPERATIONS

The WWTP treated **11.8 million gallons** and discharged **9.1 million gallons** for the month of November. The CBOD were 5 ppm, the Total Suspended Solids were 7 ppm, the phosphorus was 0.7 ppm, and the Fecal Coliform was 103 counts/100ml.

Tony retested for the MDEQ Class “D” certification.

The RFG process proceeded to interview and recommendation of a contract Management service for the WWTP. City council approved F&V to fulfill this need.

## Maintenance & Capitol Expenses for November 1, 2018 to November 30, 2018

ITEM	COST
Tom’s Do It Center – Ratchet, extension, socket	\$ 36.96
Pleune Svc. – Annual building heater Preventative Maintenance	\$ 299.98
NCL – Lab supplies	\$ 255.96
Star Crane & Hoist – Annual hoist inspection	\$ 198.00
<b>Total Monthly Expenses</b>	<b>\$ 790.90</b>
<b>Total Spent YTD</b>	<b>\$ 27385.51</b>

## WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	1170 ft.
Routine cleaning	0 ft.
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	0
New connections to sewer main	1
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0

**SEWER CALLOUTS**

None to Report

Respectively Submitted,  
Doug Sherman  
WWTP Superintendent

City Of Portland  
Water Department  
Monthly Water Report  
November 2018

Monthly Water Production

Daily Water Production

Well #4            4,978,000 Gallons  
Well #5                    0 Gallons  
Well #6            6,152,000 Gallons  
Well #7            28,000 Gallons

Well #4            165,933 Gallons  
Well #5                    0 Gallons  
Well #6            205,067 Gallons  
Well #7            933 Gallons

Daily Average Water Production for All Wells

371,933 Gallons

Total Water Production for the Month

11,158,000 Gallons

Total Water Production for the Previous Month

15,119,000 Gallons

Total Production decreased by

3,961,000 Gallons

Total Production for This Month from the Previous Year

8,944,000 Gallons

Total Production increased by

2,224,000 Gallons

Rodney D. Smith Jr.  
Water Technician

# Portland EO Report

12/3/2018



**District:** Portland

Portland Summary							
Program	Applications Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentives	% to Budget
<b>C&amp;I</b>	<b>12</b>	105,189	<b>114,758</b>	<b>109.10%</b>	<b>\$21,341</b>	<b>\$9,007</b>	<b>42.21%</b>
MPPA - Custom Program - 2018	1	36,023	0	0.00%	\$7,455	\$0	0.00%
MPPA - Prescriptive Program - 2018	11	69,166	114,758	165.92%	\$13,886	\$9,007	64.87%
<b>Residential</b>	<b>48</b>	112,062	<b>128,201</b>	<b>114.40%</b>	<b>\$26,006</b>	<b>\$23,676</b>	<b>91.04%</b>
MPPA - Appliance Recycling - 2018	10	2,371	10,968	462.59%	\$580	\$500	86.21%
MPPA - High Efficiency Products and HVAC - 2018	32	5,504	22,748	413.30%	\$3,504	\$4,630	132.13%
MPPA - Residential Lighting - 2018	5	89,600	76,449	85.32%	\$15,937	\$12,572	78.89%
MPPA - Residential Low Income - 2018	1	14,587	18,035	123.64%	\$5,985	\$5,974	99.82%

## Program Summary

Customer	Status Date	kWh Savings	Incentive
<b>C&amp;I</b>		<b>114,758.26</b>	<b>\$9,007.32</b>

**Paid**

Olivera's - 1417 E Grand River Ave (2)	04/16/2018	6,268.80	\$528.54
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**Batched**

The Red Tomato - Portland - 149 Bristie St (2)	05/04/2018	1,454.16	\$116.33
Portland Public Schools - 1100 Ionia Rd (9)	05/11/2018	17,598.80	\$1,383.42
Keusch Brothers - 1600 American Way (3)	06/22/2018	4,134.72	\$330.78
Portland Party Store - 607 E. Grand River Ave. (4)	08/17/2018	4,071.13	\$328.69
T & J Frewen Rentals LLC - 1240 E. Grand River Ave. Suite A	09/07/2018	20,198.20	\$1,590.84
City Of Portland - 259 Kent St. (3)	10/05/2018	5,428.80	\$288.00
RCP Artists' Services - 1301 E Grand River	11/02/2018	11,925.32	\$989.33
349 Water LLC - 349 Water St (2)	11/30/2018	6,751.60	\$519.80

**Work Complete**

Custom Tracker		0.00	\$0.00
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B & W Auto Supply - 828 E. Grand River Ave. (2)	11/30/2018	32,576.47	\$2,599.99
Ward's Garage - 127 Maple St (2)	11/30/2018	4,350.26	\$331.60

<b>Residential</b>		<b>128,200.58</b>	<b>\$23,676.22</b>
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<b>Paid</b>			
Mike Hummel - 770 Tillies Ave	03/19/2018	836.41	\$165.00
Edward Filter - 6824 Maynard Rd - 2	04/02/2018	25.00	\$15.00
MARGERIE M BRIGGS - 307 KENT ST	04/02/2018	1,254.10	\$265.00
RICHARD J WALLACE - 7929 E GRAND RIVER	04/02/2018	836.41	\$165.00
RODNEY BURHANS - 873 S KENT ST	04/02/2018	730.00	\$150.00
ELIZABETH M HAGER - 706 W GRAND RIVER AVE	04/16/2018	836.41	\$165.00
JAMES RACCUIA - 400 BLOSSOM DR	04/16/2018	59.90	\$25.00
Marykay Steffes-Schmitz - 836 Cross St.	04/16/2018	944.00	\$50.00
Nick Bengel - 9078 Briar Ridge Ct	04/16/2018	836.41	\$165.00
Richard Keusch - 6736 Jennifer Lane	04/16/2018	2,160.00	\$220.00
Tina Volk - 352 Smith St. - 2	04/16/2018	730.00	\$150.00

<b>Batched</b>			
City Of Portland - 259 Kent St. (Lighting Kits) 9-19-18		73,200.00	\$12,300.00
City Of Portland - 259 Kent St. (Low Income) 2018		18,035.30	\$5,974.00
Marcus Vanderkooi - 226 S Virginia Ave	02/23/2018	39.80	\$20.00
Marcus Vanderkooi - 226 S Virginia Ave (2)	02/23/2018	162.00	\$6.33
KENNETH HORVATH - 6735 JENNIFER LANE	05/04/2018	836.41	\$165.00
DOUG ABEL - 143 N WATER ST	05/17/2018	836.41	\$165.00
FRANCIS LEHMAN - 700 PATRICIA AVE	05/17/2018	730.00	\$150.00
Francis Vallier - 7933 E Grand River Ave	05/17/2018	1,135.00	\$50.00
MICHAEL KLEPAC - 338 MAPLE ST	05/17/2018	730.00	\$150.00
NATE LAY - 873 UNION STREET	05/17/2018	836.41	\$165.00
TERRY GILBERT - 320 CHARLOTTE HWY	05/17/2018	836.41	\$165.00
WILLIAM P VALLIER - 7100 DIVINE HWY	05/17/2018	730.00	\$150.00
JERRY JOHNSON - 143 GRAPE ST	06/15/2018	836.41	\$165.00
Mike Steffes - 303 West St	06/15/2018	1,135.00	\$50.00
INEZ K LEIK - 238 QUARTERLINE ST	06/22/2018	730.00	\$150.00
JENNIE WEBER - 415 PLEASANT STREET	06/29/2018	730.00	\$150.00
MARK HOLDREN - 854 MARSHALL ST	06/29/2018	836.41	\$165.00
Edward Filter - 6824 Maynard Rd-3	07/13/2018	144.00	\$25.00
JEFF GRIFFIN - 650 ORCHARD CT	07/13/2018	1,254.10	\$265.00
DOUG PUNG - 117 REBECCA ST	07/20/2018	1,132.50	\$240.00

Bob Hoogstra - 975 Marshall St	08/03/2018	1,135.00	\$50.00
JOHN KMETZ - 1423 LEAR CT	08/03/2018	1,132.50	\$240.00
Dan Schneider - 7650 Ionia Rd-2	08/17/2018	702.50	\$33.19
GEORGE HILTON - 405 CHARLOTTE HWY	08/17/2018	262.80	\$40.00
CAROLE D SCHRAUBEN - 285 CRESCENT DR	09/21/2018	730.00	\$150.00
ROGER TRIERWEILER - 929 W GRAND RIVER	10/05/2018	836.41	\$165.00
Char Winter - 894 Lyons Rd	10/19/2018	1,135.00	\$50.00
Thomas Clark - 841 Riverside Dr	10/19/2018	1,135.00	\$50.00
Wayne Pline - 125 Island St	10/19/2018	944.00	\$50.00
DONNA WHITE - 533 E BRIDGE ST	11/21/2018	836.41	\$165.00
Charlene Blundy - 827 E Bridge St	11/30/2018	1,135.00	\$50.00
GORDON LIND - 527 JAMES ST	11/30/2018	106.41	\$15.00
James Spaulding - 201 West St	11/30/2018	1,135.00	\$50.00
RICHARD THOLE - 214 JAMES ST	11/30/2018	730.00	\$150.00
William Schneider - 7671 Lyons Rd	11/30/2018	1,135.00	\$50.00

**Application Submitted**

CONNIE MALLEK - 104 BLOSSOM DR		730.00	\$150.00
LINDA EDEN - 933 JAMES ST		224.80	\$12.70

**Component Detail**

**C&I**

**Account No. Component**

		Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
<b>Paid</b>						
17-00087-2	<b>Olivera's - 1417 E Grand River Ave (2)</b>					
	<b>Total Project Cost: \$1,081.94</b>					
	<b>Install Complete: 3/27/2018</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	248	0.00	0.00	0	0.00
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	920	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	1,265	1.00	1,265.00	0.08	101.18
	<i>Custom Interior LFL - LED - MPPA 2018</i>	4,692	1.00	4,692.00	0.08	375.36
	<i>LED Replacing CFL - MPPA 2018</i>	26	12.00	312.00	2	52.00

**Batched**

09-11800-5	<b>349 Water LLC - 349 Water St (2)</b>					
	<b>Total Project Cost: \$1,124.24</b>					
	<b>Install Complete: 11/24/2018</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	60	0.00	0.00	0	0.00

	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	1,960	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	180	1.00	180.00	0.08	14.40
	<i>Custom Interior LFL - LED - MPPA 2018</i>	5,880	1.00	5,880.00	0.08	470.40
	<i>LED Lamps &lt; 20W LED replacing A-line 50-79 W - MPPA 2018</i>	7	98.80	692.00	5	35.00
	<b>City Of Portland - 259 Kent St. (3)</b>					
	<b>Total Project Cost: \$320.40</b>					
	<b>Install Complete: 9/26/2018</b>					
	<i>LED Decorative - MPPA 2018</i>	72	75.40	5,429.00	4	288.00
10-06900-3	<b>Keusch Brothers - 1600 American Way (3)</b>					
	<b>Total Project Cost: \$347.68</b>					
	<b>Install Complete: 6/8/2018</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	472	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	4,135	1.00	4,135.00	0.08	330.78
02-06200-6	<b>Portland Party Store - 607 E. Grand River Ave. (4)</b>					
	<b>Total Project Cost: \$1,486.86</b>					
	<b>Install Complete: 8/5/2018</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	203	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	1,177	1.00	1,177.00	0.08	94.19
	<i>Exterior HID to LED - MPPA 2018</i>	670	4.32	2,894.00	0.35	234.50
17-03300-1	<b>Portland Public Schools - 1100 Ionia Rd (9)</b>					
	<b>Total Project Cost: \$3,022.75</b>					
	<b>Install Complete: 4/27/2018</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	4,779	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	15,293	1.00	15,293.00	0.08	1,223.42
	<i>Occupancy Sensor &lt;=500W - MPPA 2018</i>	8	288.25	2,306.00	20	160.00
10-09500-10	<b>RCP Artists' Services - 1301 E Grand River</b>					
	<b>Total Project Cost: \$989.33</b>					
	<b>Install Complete: 10/17/2018</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	930	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	3,482	1.00	3,482.00	0.08	278.55
	<i>LED Downlight - MPPA 2018</i>	10	141.50	1,415.00	20	200.00
	<i>LED Lamps &lt; 20W LED replacing A-line 50-79 W - MPPA 2018</i>	48	98.80	4,742.00	5	240.00
	<i>LED MR16 &lt;10W - MPPA 2018</i>	60	38.10	2,286.00	5	300.00
10-05900-5	<b>T &amp; J Frewen Rentals LLC - 1240 E. Grand River Ave. Suite A</b>					
	<b>Total Project Cost: \$1,699.61</b>					
	<b>Install Complete: 5/12/2016</b>					
	<i>Custom Interior LFL - Demand Only - MPPA 2018</i>	4,816	0.00	0.00	0	0.00
	<i>Custom Interior LFL - LED - MPPA 2018</i>	14,448	1.00	14,448.00	0.08	1,155.84

LED Lamps < 20W LED replacing A-line 80-100 W - MPPA 2018	10	160.10	1,601.00	7.5	75.00
LED PAR/R/BR <= 15.5W - MPPA 2018	26	145.50	3,783.00	10	260.00
Programmable T-stat (Gas Heat) - MPPA 2018	5	73.24	366.00	20	100.00

10-08500-2 **The Red Tomato - Portland - 149 Bristie St (2)**

**Total Project Cost: \$295.32**

**Install Complete: 1/1/0001**

Custom Interior LFL - Demand Only - MPPA 2018	282	0.00	0.00	0	0.00
Custom Interior LFL - Demand Only - MPPA 2018	50	0.00	0.00	0	0.00
Custom Interior LFL - LED - MPPA 2018	219	1.00	219.00	0.08	17.52
Custom Interior LFL - LED - MPPA 2018	1,235	1.00	1,235.00	0.08	98.81

**Work Complete**

02-07300-1 **B & W Auto Supply - 828 E. Grand River Ave. (2)**

**Total Project Cost: \$7,827.62**

**Install Complete: 11/28/2018**

Custom Interior LFL - Demand Only - MPPA 2018	5,742	0.00	0.00	0	0.00
Custom Interior LFL - Demand Only - MPPA 2018	2,244	0.00	0.00	0	0.00
Custom Interior LFL - LED - MPPA 2018	21,498	1.00	21,498.00	0.08	1,719.84
Custom Interior LFL - LED - MPPA 2018	10,502	1.00	10,502.00	0.08	840.15
Occupancy Sensor <=500W - MPPA 2018	2	288.25	577.00	20	40.00

03-09900-1 **Ward's Garage - 127 Maple St (2)**

**Total Project Cost: \$1,293.78**

**Install Complete: 11/28/2018**

Exterior HID to LED - MPPA 2018	464	4.32	2,004.00	0.35	162.40
Interior HID to High Bay LED - MPPA 2018	564	4.16	2,346.00	0.3	169.20

**Residential**

**Account No. Component**

**Total kWh/Unit kWh Savings Incentive/Unit Incentive Qty**

**Paid**

11-08200-1 **Mike Hummel - 770 Tillies Ave**

Payment Date: 3/19/2018

**Total Project Cost: \$3,880.00**

**Install Complete: 12/9/2017**

High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00

12-12900-1 **Edward Filter - 6824 Maynard Rd - 2**

Payment Date: 4/2/2018

**Total Project Cost: \$625.32**

**Install Complete: 1/3/2018**

ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2018	1	25.00	25.00	15	15.00
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01-07100-3	<b>MARGERY M BRIGGS - 307 KENT ST</b>	Payment Date: 4/2/2018				
	<b>Total Project Cost: \$9,781.40</b>					
	<b>Install Complete: 12/11/2017</b>					
	Central Air Conditioner - 16 SEER - MPPA 2018	1	417.69	418.00	100.00	100.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
13-10600-1	<b>RICHARD J WALLACE - 7929 E GRAND RIVER</b>	Payment Date: 4/2/2018				
	<b>Total Project Cost: \$6,540.00</b>					
	<b>Install Complete: 12/18/2017</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
07-06800-2	<b>RODNEY BURHANS - 873 S KENT ST</b>	Payment Date: 4/2/2018				
	<b>Total Project Cost: \$7,819.00</b>					
	<b>Install Complete: 1/12/2018</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	<b>ELIZABETH M HAGER - 706 W GRAND RIVER AVE</b>	Payment Date: 4/16/2018				
	<b>Total Project Cost: \$5,980.00</b>					
	<b>Install Complete: 12/20/2017</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
131761024	<b>JAMES RACCUIA - 400 BLOSSOM DR</b>	Payment Date: 4/16/2018				
	<b>Total Project Cost: \$5,326.00</b>					
	<b>Install Complete: 12/5/2017</b>					
	ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2018	1	59.90	60.00	25	25.00
11-06300-4	<b>Marykay Steffes-Schmitz - 836 Cross St.</b>	Payment Date: 4/16/2018				
	<b>Total Project Cost:</b>					
	<b>Install Complete: 2/14/2018</b>					
	Freezer Recycling - MPPA 2018	1	944.00	944.00	50	50.00
12-01200-1	<b>Nick Bengel - 9078 Briar Ridge Ct</b>	Payment Date: 4/16/2018				
	<b>Total Project Cost: \$4,400.00</b>					
	<b>Install Complete: 12/1/2017</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
12-18600-2	<b>Richard Keusch - 6736 Jennifer Lane</b>	Payment Date: 4/16/2018				
	<b>Total Project Cost: \$398.00</b>					
	<b>Install Complete: 10/12/2017</b>					
	LED PAR/R/BR <= 15.5W - MPPA Res Ltg 2018	40	54.00	2,160.00	4	160.00
	Lighting	1		0.00		60.00

06-07200-4 **Tina Volk - 352 Smith St. - 2** Payment Date: 4/16/2018  
**Total Project Cost: \$5,440.00**  
**Install Complete: 1/10/2018**  
*High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018* 1 730.00 730.00 150 150.00

**Batched**

11-15610-1 **Bob Hoogstra - 975 Marshall St**  
**Total Project Cost:**  
**Install Complete: 6/13/2018**  
*Refrigerator Recycling - MPPA 2018* 1 1,135.00 1,135.00 50 50.00

11-05800-1 **Char Winter - 894 Lyons Rd**  
**Total Project Cost:**  
**Install Complete: 9/24/2018**  
*Refrigerator Recycling - MPPA 2018* 1 1,135.00 1,135.00 50 50.00

03-00100-2 **Charlene Blundy - 827 E Bridge St**  
**Total Project Cost:**  
**Install Complete: 10/24/2018**  
*Refrigerator Recycling - MPPA 2018* 1 1,135.00 1,135.00 50 50.00

01-06750-1 **City Of Portland - 259 Kent St. (Lighting Kits) 9-19-18**  
**Total Project Cost:**  
**Install Complete: 1/1/0001**  
*103 Lighting Kits* 1 18,035.00 5,974.00  
*300 Lighting Kits* 1 73,200.00 12,300.00

13-02300-1 **Dan Schneider - 7650 Ionia Rd-2**  
**Total Project Cost: \$33.19**  
**Install Complete: 8/10/2018**  
*LED A-line 9W<13W replacing Incandescent/Halogen - MPPA Res Ltg 2018* 11 28.10 309.00 4 44.00  
*LED A-line 9W<13W replacing Incandescent/Halogen - MPPA Res Ltg 2018* 14 28.10 393.00 4 56.00

09-12300-3 **DOUG ABEL - 143 N WATER ST**  
**Total Project Cost: \$6,860.00**  
**Install Complete: 2/15/2018**  
*High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018* 1 730.00 730.00 150 150.00  
*Programmable Thermostat - MPPA 2018* 1 106.41 106.00 15 15.00

04-03700-1 **DOUG PUNG - 117 REBECCA ST**  
**Total Project Cost: \$6,720.00**  
**Install Complete: 7/5/2018**  
*Central Air Conditioner - 15 SEER - MPPA 2018* 1 296.09 296.00 75.00 75.00  
*High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018* 1 730.00 730.00 150 150.00  
*Programmable Thermostat - MPPA 2018* 1 106.41 106.00 15 15.00

12-12900-1	<b>Edward Filter - 6824 Maynard Rd-3</b>					
	<b>Total Project Cost: \$649.99</b>					
	<b>Install Complete: 4/5/2018</b>					
	<i>High Efficiency Electric Clothes Dryer w/ Moisture Sensor - MPPA 2018</i>	1	144.00	144.00	25	25.00
13-00200-1	<b>FRANCIS LEHMAN - 700 PATRICIA AVE</b>					
	<b>Total Project Cost: \$4,263.00</b>					
	<b>Install Complete: 3/26/2018</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
13-10800-1	<b>Francis Vallier - 7933 E Grand River Ave</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 4/16/2018</b>					
	<i>Refrigerator Recycling - MPPA 2018</i>	1	1,135.00	1,135.00	50	50.00
10-05100-3	<b>GEORGE HILTON - 405 CHARLOTTE HWY</b>					
	<b>Total Project Cost: \$2,159.98</b>					
	<b>Install Complete: 7/4/2018</b>					
	<i>ENERGY STAR Dehumidifier - MPPA 2018</i>	1	202.90	203.00	15	15.00
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2018</i>	1	59.90	60.00	25	25.00
03-04000-1	<b>GORDON LIND - 527 JAMES ST</b>					
	<b>Total Project Cost: \$31.79</b>					
	<b>Install Complete: 11/2/2018</b>					
	<i>Programmable Thermostat - MPPA 2018</i>	1	106.41	106.00	15	15.00
09-05000-1	<b>INEZ K LEIK - 238 QUARTERLINE ST</b>					
	<b>Total Project Cost: \$3,760.00</b>					
	<b>Install Complete: 6/5/2018</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
08-11650-6	<b>James Spaulding - 201 West St</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 10/10/2018</b>					
	<i>Refrigerator Recycling - MPPA 2018</i>	1	1,135.00	1,135.00	50	50.00
06-12100-1	<b>JEFF GRIFFIN - 650 ORCHARD CT</b>					
	<b>Total Project Cost: \$7,020.00</b>					
	<b>Install Complete: 6/22/2018</b>					
	<i>Central Air Conditioner - 16 SEER - MPPA 2018</i>	1	417.69	418.00	100.00	100.00
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2018</i>	1	106.41	106.00	15	15.00
08-06800-1	<b>JERRY JOHNSON - 143 GRAPE ST</b>					
	<b>Total Project Cost: \$16,925.00</b>					
	<b>Install Complete: 4/25/2018</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2018</i>	1	106.41	106.00	15	15.00

13-13700-2	<b>JOHN KMETZ - 1423 LEAR CT</b>					
	<b>Total Project Cost: \$8,259.00</b>					
	<b>Install Complete: 7/18/2018</b>					
	Central Air Conditioner - 15 SEER - MPPA 2018	1	296.09	296.00	75.00	75.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
12-18500-1	<b>KENNETH HORVATH - 6735 JENNIFER LANE</b>					
	<b>Total Project Cost: \$6,816.00</b>					
	<b>Install Complete: 3/16/2018</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
07-08300-4	<b>Marcus Vanderkooi - 226 S Virginia Ave (2)</b>					
	<b>Total Project Cost: \$6.33</b>					
	<b>Install Complete: 10/14/2017</b>					
	ENERGY STAR Freezers - Upright Freezer - MPPA 2018	1	39.80	40.00	20	20.00
	LED PAR/R/BR <= 15.5W - MPPA Res Ltg 2018	1		0.00		4.50
	LED PAR/R/BR <= 15.5W - MPPA Res Ltg 2018	3	54.00	162.00	4	12.00
	<b>MARK HOLDREN - 854 MARSHALL ST</b>					
	<b>Total Project Cost: \$5,491.00</b>					
	<b>Install Complete: 5/18/2018</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
	Programmable Thermostat - MPPA 2018	1	106.41	106.00	15	15.00
06-09400-1	<b>MICHAEL KLEPAC - 338 MAPLE ST</b>					
	<b>Total Project Cost: \$5,170.00</b>					
	<b>Install Complete: 3/26/2018</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00
08-11300-9	<b>Mike Steffes - 303 West St</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 5/9/2018</b>					
	Refrigerator Recycling - MPPA 2018	1	1,135.00	1,135.00	50	50.00
11-14400-2	<b>NATE LAY - 873 UNION STREET</b>					
	<b>Total Project Cost: \$4,753.00</b>					
	<b>Install Complete: 3/26/2018</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2018	1	730.00	730.00	150	150.00

		<i>Programmable Thermostat - MPPA 2018</i>	1	106.41	106.00	15	15.00
03-09000-1	<b>RICHARD THOLE - 214 JAMES ST</b>						
	<b>Total Project Cost: \$3,950.00</b>						
	<b>Install Complete: 11/7/2018</b>						
		<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
08-01800-2	<b>ROGER TRIERWEILER - 929 W GRAND RIVER</b>						
	<b>Total Project Cost: \$4,709.00</b>						
	<b>Install Complete: 9/13/2018</b>						
		<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
		<i>Programmable Thermostat - MPPA 2018</i>	1	106.41	106.00	15	15.00
10-04300-2	<b>TERRY GILBERT - 320 CHARLOTTE HWY</b>						
	<b>Total Project Cost: \$4,709.00</b>						
	<b>Install Complete: 1/22/2018</b>						
		<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
		<i>Programmable Thermostat - MPPA 2018</i>	1	106.41	106.00	15	15.00
07-02700-1	<b>Thomas Clark - 841 Riverside Dr</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 9/24/2018</b>						
		<i>Refrigerator Recycling - MPPA 2018</i>	1	1,135.00	1,135.00	50	50.00
07-03800-1	<b>Wayne Pline - 125 Island St</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 9/5/2018</b>						
		<i>Freezer Recycling - MPPA 2018</i>	1	944.00	944.00	50	50.00
1200300-1	<b>WILLIAM P VALLIER - 7100 DIVINE HWY</b>						
	<b>Total Project Cost: \$4,611.00</b>						
	<b>Install Complete: 4/9/2018</b>						
		<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
12-21300-1	<b>William Schneider - 7671 Lyons Rd</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 10/24/2018</b>						
		<i>Refrigerator Recycling - MPPA 2018</i>	1	1,135.00	1,135.00	50	50.00

### Application Submitted

	<b>CONNIE MALLEK - 104 BLOSSOM DR</b>						
	<b>Total Project Cost: \$6,150.00</b>						
	<b>Install Complete: 10/17/2018</b>						
		<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2018</i>	1	730.00	730.00	150	150.00
04-01900-1	<b>LINDA EDEN - 933 JAMES ST</b>						
	<b>Total Project Cost: \$12.70</b>						
	<b>Install Complete: 11/6/2018</b>						
		<i>LED A-line 9W&lt;13W replacing Incandescent/Halogen - MPPA Res Ltg 2018</i>	4	28.10	112.00	4	16.00

*LED A-line 9W<13W replacing Incandescent/Halogen  
- MPPA Res Ltg 2018*

4

28.10

112.00

4

16.00

# **IONIA COUNTY BOARD OF COMMISSIONERS**

**December 11, 2018 - 3:00 p.m.  
Conference Room – Central Dispatch**

## **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. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Health Department agreement Amendment #1 with Michigan Department of Health and Human Services
  - B. MSHN Intergovernmental Contract
  - C. Health Dept. request to fill Public Health Nurse II position
  - D. Prosecutor Office request to fill full time Legal Secretary
  - E. Prosecutor Office request to represent local municipalities
  - F. Sheriff Office request to fill full time and part time Corrections Officer positions
  - G. Sheriff Office request to renew Tyler Technologies maintenance & support Agreement
  - H. Approval of agreement of Audit services- SK&T- Stevens, Kirinovic & Tucker, P.C.
  - I. Review of 2018 Budget Amendment
  - J. Discussion of Committee structure for Board of Commissioners
  - K. Discussion/action December 18<sup>th</sup> & 26<sup>th</sup> Commissioners meeting Schedule
  - L. Acknowledgement of Applications for Appointment
    - 1. Central Dispatch Board of Directors
    - 2. Eightcap Governing Board
    - 3. Substance Abuse Initiative

4. West Michigan Regional Planning Commission
5. West Michigan Regional Planning Commission Comprehensive

M.

**IX. Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. County Administrator

**X. Reports of Special or Ad Hoc Committees**

**XI. Public Comment (3 minute time limit per speaker)**

**XII. Closed Session**

- A. Union Negotiations – Public Health Professional Unit
- B. Union Negotiations – Public Health Clerical and Technical Unit
- C. Union Negotiations – District Court
- D. Union Negotiations – Corrections and Clerks
- E. Employee Improvement Form

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2018.

**Appointments for consideration in the month of December 2018:**

- ***Central Dispatch Board of Directors*** – six two-year - two Citizen Representative appointments, one Township Board Representative, one Firefighter Representative, one Emergency Medical Services Representative, one County Commissioner
- ***EightCap Governing Board*** – One two-year appointments, which must be a County Commissioner.
- ***Road Commission*** –two six-year appointments.
- ***Substance Abuse Initiative*** – three two-year appointments – one from each of the following commissioner districts: District Three, District Four, District Five.
- ***West Michigan Regional Planning Commission*** – Three one-year appointments, one Elected Official, one County Commissioner or County Staff, one Private Sector Representative

**Appointments for consideration in the month of January 2018:**

- Board of Public Works – two three year terms. One Board of Commissioner, One general Public
- Ionia County Economic Alliance – One Three year – Board of commissioner
- Tax Allocation Board – two one year terms, one general Public , one Board of Commissioner