



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

7:00 P.M. Monday, August 15, 2022

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<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)	
7:05 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u></b> - None	
	<b>VII. <u>Public Hearing(s)</u></b> - None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:20 PM	<b>A.</b> Proposed Resolution 22-64 to Authorize Issuance of Sanitary Sewer System Junior Lien Revenue Bonds, Series 2022	Decision
7:30 PM	<b>B.</b> Proposed Resolution 22-65 to Tentatively Award a Construction Contract for Wastewater System Improvements	Decision
7:35 PM	<b>C.</b> Proposed Resolution 22-66 Approving the Proposal and Agreement from MGT of America Consulting, LLC for Cost Allocation Services and Approving, Authorizing, and Directing the Mayor to Sign Same	Decision
7:38 PM	<b>D.</b> Proposed Resolution 22-67 Approving Payment to F&V Construction for Work Performed for the Wastewater Treatment Plant Project	Decision
7:40 PM	<b>X. <u>Consent Agenda</u></b>	
	<b>A.</b> Minutes & Synopsis from the Regular City Council Meeting held on August 1, 2022	
	<b>B.</b> Payment of Invoices in the Amount of \$154,972.76 and Payroll in the Amount of \$142,766.72 for a Total of \$297,739.48	
	<b>A.</b> Purchase Orders over \$5,000.00 - None	
	<b>XI. <u>Communications</u></b>	
	<b>A.</b> Planning Commission Minutes for July 13, 2022	
	<b>B.</b> Primary Election Results	
	<b>C.</b> Police Department Report for July 2022	
	<b>D.</b> Ionia County Board of Commissioners Agenda for August 9, 2022	

E. Ionia County Board of Commissioners Agenda for August 16, 2022

**Estimated Time**

**Desired Outcome**

7:42 PM

**XII. Other Business – None**

7:45 PM

**XIII. City Manager Comments**

7:50 PM

**XIV. Council Comments**

7:55 PM

**XV. Adjournment**

Decision

**CITY OF PORTLAND**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-64**  
**RESOLUTION TO AUTHORIZE ISSUANCE OF**  
**SANITARY SEWER SYSTEM JUNIOR LIEN REVENUE BONDS, SERIES 2022**

Minutes of a regular meeting of the City Council of the City of Portland, Ionia County, Michigan, held in the City Hall on \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m., local time.

**WHEREAS**, pursuant to Act 94, Public Acts of Michigan, 1933, as amended (the “Act”) the City Council of the City of Portland (the “City”) has determined to make improvements to the City’s Sanitary Sewer System; and

**WHEREAS**, the improvements will enable the City to provide more efficient and better quality public services to the users of the Sanitary Sewer System; and

**WHEREAS**, the improvements shall be financed by the issuance of revenue bonds or other evidences of indebtedness in accordance with the Act; and

**WHEREAS**, the Act permits the City to authorize, within limitations which shall be contained in the authorizing resolution, an officer to sell, deliver and receive payment for obligations, and to approve interest rates or methods for fixing interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, optional or mandatory redemption rights, place of delivery and payment, and other matters and procedures necessary to complete an authorized transaction.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

Section 1. DEFINITIONS. Except as provided in this Resolution, the definitions contained in the Prior Resolution (defined below) shall apply to the terms in this Resolution. In addition, whenever used in this Resolution except when otherwise indicated by context, the following definitions shall apply to the terms in this Resolution:

(a) “Additional Junior Lien Bonds” means any additional Junior Lien Bonds issued in the future pursuant to Section 22 of the Prior Resolution.

(b) “Authorized Officer” means the Mayor, the City Manager and the Finance Director/Treasurer of the City, or any one or more of them.

(c) “Authority” means the Michigan Finance Authority created by Executive Order 2010-2, which, among other things, transferred to the Michigan Finance Authority the powers, duties and functions of the Michigan Municipal Bond Authority, created and established pursuant to Act 227, Public Acts of Michigan, 1985, as amended.

(d) “Bonds” as defined in the Prior Resolution shall include the Series 2022 Bonds which are being issued as Junior Lien Bonds pursuant to Section 22 of the Prior Resolution.

(e) “Construction Fund” shall mean the 2022 Sanitary Sewer System Junior Lien Revenue Bonds Construction Fund created pursuant to Section 13.

(f) “Contract Documents” means the Purchase Contract between the City and the Authority, the Supplemental Agreement by and among the City, the Authority and the State of Michigan acting through the Department of Environment, Great Lakes, and Energy, and the Issuer’s Certificate for the Series 2022 Bonds or such other closing documents required by the Authority for the issuance of the Series 2022 Bonds.

(g) “Improvements” means designing, purchasing, acquiring and constructing certain improvements to the City’s Sanitary Sewer System, including without limitation, the design, acquisition and construction of improvements to the waste water treatment plant and system, including, without limitation, rehabilitation of the raw sewage pumping system, repair or replacement of the fine screen, biological capacity improvements, hydraulic capacity improvements, implementation of bypass pumping systems, chemical feed system replacement, digester and solids handling improvements, biosolids storage improvements, SCADA improvements, and laboratory/administrative building improvements; improvements to the collection system, including, without limitation, improvements to pump stations, improving, lining, replacing and installing sewer mains, and other improvements to mitigate inflow and infiltration of ground water, the restoration of streets, rights-of-way and easements affected by the improvements and related facilities; as well as all work, equipment, furnishings and appurtenances necessary or incidental to these improvements and such other improvements to the Sanitary Sewer System as the City may determine to make.

(h) “Prior Resolution” means Resolution No. 10-101, which was adopted on December 6, 2010, as supplemented by resolution No. 11-10, which was adopted on February 22, 2011.

(i) “Resolution” means this Resolution and all amendments hereto.

(j) “Series 2022 Bonds” means the City’s Sanitary Sewer System Junior Lien Revenue Bonds, Series 2022 issued pursuant to this Resolution.

Section 2. NECESSITY, PUBLIC PURPOSE: It is hereby determined to be necessary for the public health, safety and welfare of the City to acquire and construct the Improvements to the System in accordance with the maps, plans and specifications therefore prepared by the City’s engineers, which are hereby approved.

Section 3. ESTIMATED COST; PERIOD OF USEFULNESS: The cost of the Improvements has been estimated by the engineers not to exceed \$13,000,000 including the payment of legal, engineering, financial and other expenses, which estimate of cost is approved and confirmed, and the period of usefulness of the Improvements is estimated to be greater than forty (40) years.

Section 4. ISSUANCE OF BONDS. To pay a portion of the cost of designing, acquiring and constructing the Improvements and to pay the legal and financial expenses and all other expenses incidental to the issuance of the Series 2022 Bonds, the City shall issue its revenue bonds pursuant to the provisions of the Act. The Series 2022 Bonds shall be issued in the aggregate principal sum of not to exceed \$13,000,000, as finally determined by the Authorized Officer at the time of sale, or such lesser amount thereof as shall have been advanced to the City pursuant to the Contract Documents.

During the time funds are being drawn down by the City under the Series 2022 Bonds, the Authority will periodically provide the City a statement showing the amount of principal that has been advanced and the date of each advance, which statement shall constitute prima facie evidence of the reported information; provided that no failure on the part of the Authority to provide such a statement or to reflect a disbursement or the correct amount of a disbursement shall relieve the City of its obligation to repay the outstanding principal amount actually advanced, all accrued interest thereon, and any other amount payable with respect thereto in accordance with the terms of the Series 2022 Bonds.

Section 5. SERIES 2022 BOND TERMS. The Series 2022 Bonds shall be issued as one fully registered manuscript bond, shall be sold and delivered to the Authority in any

denomination. The Series 2022 Bonds shall be dated the date of delivery to the Authority, or such other date approved by the Authorized Officer, and shall be payable on the dates and in the amounts determined by the Authorized Officer at the time of sale provided the final maturity shall be no later than forty years after the date of issuance. The Series 2022 Bonds shall bear interest at a rate as provided in the Contract Documents, payable semiannually on the dates determined by the Authorized Officer at the time of sale.

Within the limitations provided above, the final amount of any maturity and terms of the Series 2022 Bonds shall be as provided in the Contract Documents and will be finally determined by the Authorized Officer.

Section 6. PAYMENT OF BONDS; PLEDGE OF NET REVENUES. As provided in Section 6 of the Prior Resolution, the principal of and interest on the Series 2022 Bonds, as Junior Lien Bonds, shall be payable from the Net Revenues derived from the operation of the System, including future improvements, enlargements and extensions thereof, after provision has been made for the payment of expenses of administration, operation and maintenance thereof and the Net Revenues of the System, including future enlargements, improvements, and extensions thereto, are hereby pledged to the payment of the principal of and interest on the Series 2022 Bonds. To secure the payment of the principal of and interest on the Series 2022 Bonds, a statutory lien is created pursuant to the Act to and in favor of the Bondholders of the Series 2022 Bonds upon the Net Revenues of the System, including future enlargements, improvements, and extensions thereof, which is a junior lien of equal standing and priority with respect to the Net Revenues of the System securing any Additional Junior Lien Bonds which may be issued, but subordinate to the first lien on the Net Revenues of the System securing the First Lien Bonds. The Net Revenues so pledged shall be and remain subject to such lien until the payment in full of the principal of and interest on the Series 2022 Bonds or until Bonds are defeased as provided in the Prior Resolution.

The Series 2022 Bonds, including both principal and interest thereon, shall not be a general obligation of the City and shall not constitute an indebtedness of the City for the purpose of any debt limitations imposed by any constitutional, statutory or charter provisions.

Section 7. PRIOR REDEMPTION: The Series 2022 Bonds issued and sold to the Authority shall be subject to redemption prior to maturity by the City only with the prior written consent of the Authority and on such terms as may be required by the Authority.

Section 8. PAYING AGENT AND REGISTRATION.

(a) Appointment of Paying Agent. The initial Paying Agent for the Series 2022 Bonds shall be the City Treasurer.

(b) Authority's Depository. Notwithstanding any other provision of this Resolution, so long as the Authority is the owner of the Series 2022 Bonds, (a) the Series 2022 Bonds are payable as to principal, premium, if any, and interest in lawful money of the United States of America at U.S. Bank Trust Company, National Association, or at such other place as shall be designated in writing to the City by the Authority (the "Authority's Depository"); (b) the City agrees that it will deposit with the Authority's Depository payments of the principal of, premium, if any, and interest on the Series 2022 Bonds in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise; in the event that the Authority's Depository has not received the City's deposit by 12:00 noon on the scheduled day, the City shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority's administrative costs and lost investment earnings attributable to that late payment; and (c) written notice of any redemption of the Series 2022 Bonds shall be given by the City and received by the Authority's Depository at least 40 days prior to the date on which such redemption is to be made.

Section 9. SALE OF BONDS. The Series 2022 Bonds shall be sold to the Authority. The City determines that a negotiated sale to the Authority is in the best interest of the City because the terms offered by the Authority are more favorable than those available from other sources of funding.

Section 10. BOND FORM: The Series 2022 Bonds shall be in substantially the following form with such completions, changes and additions as may be required by the Authority or as recommended by the City's Bond Counsel and approved by the officers of the City signing the Series 2022 Bonds:

**UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF IONIA  
CITY OF PORTLAND**

**SANITARY SEWER SYSTEM JUNIOR LIEN REVENUE BONDS, SERIES 2022**

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
_____ %	See Schedule I	_____, 2022

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Registered Owner: Michigan Finance Authority

Principal Amount: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

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The City of Portland, Ionia County, Michigan (the “Issuer”), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, out of the net revenues of the Sanitary Sewer System of the Issuer (the “System”), including all appurtenances, additions, extensions and improvements thereto after provision has been made for reasonable and necessary expenses of operation, maintenance and administration of the System (the “Net Revenues”), the amounts and on the Dates of Maturity set forth on Schedule I hereto, together with interest thereon from the dates of receipt of such funds, or such later date to which interest has been paid, at the Interest Rate per annum specified above, semiannually on the first day of April and October of each year, beginning \_\_\_\_\_ 1, 20\_\_ except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto.

The Issuer promises to pay to the Michigan Finance Authority (the “Authority”) the principal amount of this Bond or so much thereof as shall have been advanced to the Issuer pursuant to a Purchase Contract between the Issuer and the Authority and a Supplemental Agreement by and among the Issuer, the Authority and the State of Michigan acting through the Department of Environment, Great Lakes, and Energy.

During the time funds are being drawn down by the Issuer under this Bond, the Authority will periodically provide the Issuer a statement showing the amount of principal that has been advanced and the date of each advance, which statement shall constitute prima facie evidence of the reported information; provided that no failure on the part of the Authority to provide such a statement or to reflect a disbursement or the correct amount of a disbursement shall relieve the Issuer of its obligation to repay the outstanding principal amount actually advanced, all accrued interest thereon, and any other amount payable with respect thereto in accordance with the terms of this Bond.

Notwithstanding any other provision of this Bond, so long as the Authority is the owner of this Bond, (a) this Bond is payable as to principal, premium, if any, and interest at U.S. Bank Trust Company, National Association, or at such other place as shall be designated in writing to the

Issuer by the Authority (the "Authority's Depository"); (b) the Issuer agrees that it will deposit with the Authority's Depository payments of the principal of, premium, if any, and interest on this Bond in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise; in the event that the Authority's Depository has not received the Issuer's deposit by 12:00 noon on the scheduled day, the Issuer shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority's administrative costs and lost investment earnings attributable to that late payment; and (c) written notice of any redemption of this Bond shall be given by the Issuer and received by the Authority's Depository at least 40 days prior to the date on which such redemption is to be made.

This Bond, being one fully registered manuscript bond, is issued in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended and Resolution No. 10-101, as supplemented by resolution No. 11-10, and Resolution No. \_\_\_\_ (the "Resolution"), for the purpose of paying the cost of acquiring and constructing improvements to the System. This Bond is a self-liquidating Bond, and is not a general obligation of the Issuer within any constitutional, statutory or charter limitation, but is payable, both as to principal and interest, solely from the Net Revenues of the System. The principal of and interest on this Bond are secured by a statutory lien on the Net Revenues.

The Issuer hereby covenants and agrees to fix, and maintain at all times while any of the Bonds shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the principal of and interest upon all such Bonds as and when the same become due and payable, to maintain a bond and interest Redemption Account and to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Resolution. The statutory liens securing the Issuer's First Lien Bonds (as defined in the Resolution) are first liens which are and shall be superior to the lien on the Net Revenues securing this Bond. The Bonds of this series shall have equal standing with any Additional Junior Lien Bonds (as defined in the Resolution) that may be issued pursuant to the Resolution. Additional bonds of superior standing to the bonds of this series may be issued pursuant to the Resolution. For a complete statement of the revenues from which, and the conditions under which, this Bond is payable, a statement of the conditions under which additional bonds of equal or superior standing may hereafter be issued, and the general covenants and provisions pursuant to which this Bond is issued, reference is made to the Resolution.

Bonds of this series may be subject to redemption prior to maturity by the Issuer only with the prior written consent of the Authority and on such terms as may be required by the Authority.

In the event of a default in the payment of principal or interest hereon when due, whether at maturity, by redemption or otherwise, the amount of such default shall bear interest (the "additional interest") at a rate equal to the rate of interest which is two percent above the Authority's cost of providing funds (as determined by the Authority) to make payment on the bonds of the Authority issued to provide funds to purchase this Bond but in no event in excess of the maximum rate of interest permitted by law. The additional interest shall continue to accrue until the Authority has been fully reimbursed for all costs incurred by the Authority (as determined

by the Authority) as a consequence of the Issuer's default. Such additional interest shall be payable on the interest payment date following demand of the Authority. In the event that (for reasons other than the default in the payment of any municipal obligation purchased by the Authority) the investment of amounts in the reserve account established by the Authority for the bonds of the Authority issued to provide funds to purchase this Bond fails to provide sufficient available funds (together with any other funds which may be made available for such purpose) to pay the interest on outstanding bonds of the Authority issued to fund such account, the Issuer shall and hereby agrees to pay on demand only the Issuer's pro rata share (as determined by the Authority) of such deficiency as additional interest on this Bond.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the Issuer including this Bond, does not exceed any charter, constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of Portland, Ionia County, Michigan, by its City Council, has caused this Bond to be signed, by the manual or facsimile signatures of its Mayor and City Clerk, all as of the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
James E. Barnes, Mayor

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

TRANSFER

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ (Tax Identification or Social Security No. \_\_\_\_\_) the within Bond and all rights thereunder, and hereby constitutes and appoints \_\_\_\_\_ attorney, to transfer the within Bond on the books kept for registration thereof by the Paying Agent, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Notice: The signature to this assignment must correspond with the name as it appears on the registration books every particular, without alteration or enlargement or any change whatever.



Section 11. AUTHORIZED OFFICER: The Authorized Officer is hereby designated, for and on behalf of the City, to do all acts and to take all necessary steps required to effectuate the sale, issuance and delivery of the Series 2022 Bonds to the Authority. The Authorized Officer is hereby authorized to execute and deliver the Contract Documents in substantially the form presented by the Authority, with such changes, additions and completions as are approved by the Authorized Officer. The City hereby approves the Contract Documents in the form presented by the Authority with such changes as are approved by the Authorized Officer. Notwithstanding any other provision of this Resolution, the Authorized Officer is authorized within the limitations of this Resolution to determine the specific interest rate or rates to be borne by the bonds, not exceeding the maximum rate allowed by law, the principal amount, interest payment dates, dates of maturities, and amount of maturities, redemption rights, the title of the Series 2022 Bonds, date of issuance, and other terms and conditions relating to the Series 2022 Bonds and the sale thereof provided, however, the last annual principal installment shall not be more than forty years from the date of issuance of the Series 2022 Bonds. The Authorized Officer's approval of the terms shall be evidenced by his or her signature on the document or agreement stating such terms. The Authorized Officer is hereby authorized for and on behalf of the City, without further City Council approval, to do all acts and take all necessary steps required to effectuate the sale, issuance, and delivery of the Series 2022 Bonds. The Authorized Officer, together with the Clerk, or any one or more of them, are authorized to execute any orders, receipts, agreements, pledge agreements, documents or certificates necessary to complete the transaction, including, but not limited to, any issuers certificate, any certificates relating to federal or state securities laws, rules or regulations, any applications to the Michigan Department of Treasury, and any revenue sharing pledge agreement. The City hereby approves the Revenue Sharing Pledge Agreements in the form presented by the Authority, with such changes as are approved by the Authorized Officer, and authorizes the Authorized Officer to execute and deliver the Revenue Sharing Pledge Agreement if the Authorized Officer determines that it is necessary.

Section 12. EXECUTION OF BONDS: The Mayor or the Mayor Pro Tem and the Clerk or the Deputy Clerk of the City are hereby authorized and directed to sign the Series 2022 Bonds, either manually or by facsimile signature, on behalf of the City. Upon execution, the Series 2022 Bonds shall be delivered to the purchaser thereof.

Section 13. CONSTRUCTION FUND. The proceeds of the Series 2022 Bonds shall be deposited in the Construction Fund. Such moneys shall be used solely for the purpose for which the Series 2022 Bonds were issued. Any unexpected balance in the Construction Fund remaining after completion of the Improvements may be used for such purposes as allowed by law. After completion of the Improvements and disposition of remaining Series 2022 Bond proceeds, if any, pursuant to the provisions of this Section, the Construction Fund shall be closed.

Section 14. FIXING AND REVISING RATES. The rates for use of the System presently in effect, together with the increases provided in this Section, are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal and interest on the Bonds as the same become due and payable, and the maintenance of the reserve therefor and to provide for all other obligations, expenditures, and funds for the System required by law and this Resolution and the Prior Resolution. In addition to the rates presently in effect, the rates for the use of the System are hereby increased by 25% effective July 1, 2023 and by 10% effective July 1, 2024. The rates shall be reviewed not less than once a year and shall be fixed and revised from time to time so as to provide the rates required by Section 19 of the Prior Resolution.

Section 15. CONTRACT WITH BONDHOLDERS: The provisions of this Resolution shall constitute a contract between the City and the Bondholders from time to time, and after the issuance of any of such Series 2022 Bonds, no change, variation or alteration of the provisions of this Resolution may be made which would lessen the security for the Series 2022 Bonds. The provisions of this Resolution shall be enforceable by appropriate proceedings taken by such Bondholder, either at law or in equity.

Section 16. TAX COVENANT. The City covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the City are authorized to do all things necessary (including the making of such covenants of the City as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

Section 17. PUBLICATION AND RECORDATION. This Resolution shall be published once in full in a newspaper of general circulation in the City qualified under state law to publish legal notices, and the same shall be recorded in the records of the City and such recording authenticated by the signature of the City Clerk.

Section 18. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

Section 19. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

Section 20. SEVERABILITY: If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

Section 21. CONFLICT: Except as provided above, all Resolutions and Resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed to the extent of the conflict; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.

Section 22. EFFECTIVE DATE OF RESOLUTION: Pursuant to Section 6 of the Act, this Resolution shall be approved on the date of first reading and this Resolution shall be effective immediately upon its adoption.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

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James E. Barnes, Mayor

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Monique I. Miller, Clerk

**CERTIFICATION**

I, Monique I. Miller, the duly qualified and acting Clerk of the City of Portland, Ionia County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on \_\_\_\_\_, 2022, and that notice of said meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2022

\_\_\_\_\_  
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. 22-65**

**A RESOLUTION TO TENTATIVELY AWARD  
A CONSTRUCTION CONTRACT  
FOR WASTEWATER SYSTEM IMPROVEMENTS**

**WHEREAS**, the City of Portland wishes to construct improvements to its existing wastewater treatment and collection system; and

**WHEREAS**, the wastewater system improvements project formally adopted on May 17, 2021, will be funded through Michigan's CWSRF Program; and

**WHEREAS**, the City of Portland has sought and received construction bids for the proposed improvements and has received a guaranteed maximum price in the amount of \$12,750,000.00 from F&V Construction Management, Inc.; and

**WHEREAS**, the Owner's Advisor, Ken Gensterblum, has recommended awarding the contract to F&V Construction Management, Inc.

**NOW THEREFORE BE IT RESOLVED**, that the City of Portland, through its City Council, tentatively awards the contract for construction of the proposed wastewater system improvements project to F&V Construction Management, Inc. contingent upon successful financial arrangements with the CWSRF Program.

**Yeas:**

**Nays:**

**Abstain:**

**Absent:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** August 15, 2022

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

**CERTIFICATION**

The foregoing resolution was certified at a regular meeting of the City Council in the City of Portland held on August 15, 2022.

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**Monique I. Miller, City Clerk**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-66**

**A RESOLUTION APPROVING THE PROPOSAL AND AGREEMENT  
FROM MGT OF AMERICA CONSULTING, LLC FOR COST ALLOCATION  
SERVICES AND APPROVING, AUTHORIZING, AND DIRECTING THE  
MAYOR TO SIGN SAME**

**WHEREAS**, as a matter of municipal public finance, the City charges an administration fee to certain departmental funds for services rendered by central administration. The current fees have been in place for many years and need to be reviewed and updated; and

**WHEREAS**, MGT of America, LLC (“MGT”) has submitted a proposal and agreement to assist with this process and provide cost allocation services for the City, a copy of which is attached as Exhibit A; and

**WHEREAS**, the City Manager and Finance Director recommends that City Council approve the proposal and agreement from MGT.

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

1. The City Council approves the proposal and agreement from MGT, a copy of which is attached as Exhibit A, and approves, authorizes and directs the Mayor to sign same.
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:** August 15, 2022

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

**MASTER ENGAGEMENT AGREEMENT  
BY AND BETWEEN  
MGT OF AMERICA CONSULTING, LLC  
AND  
CITY OF PORTLAND, MICHIGAN**

**THIS MASTER ENGAGEMENT AGREEMENT** (“Agreement”), made and entered into as of **August 4, 2022**, by and between **MGT of America Consulting, LLC.**, (“MGT”), with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609, and **City of Portland, Michigan** (“Client”), with offices located at 259 Kent Street, Portland, MI 48875, sets forth the parties’ understanding pursuant to which MGT shall be engaged by Client.

**I. SCOPE OF SERVICES**

The Scope of Services of MGT’s services hereunder (the “Services”) shall be set out in **Annex No. 1** to this Agreement. Each Annex, upon execution by both parties, shall by this reference be incorporated in and made part of this Agreement. Each Annex shall specify the services to be performed by MGT, key MGT staff members assigned to assist in the performance of such Services and the payment terms for such Services, as well as any other details specified by the parties. Should the Services as described in any Annex change in any material way, an adjustment to MGT’s fees and promised delivery dates for such Services may be required. MGT undertakes to advise Client promptly should any such adjustment be necessary and to negotiate with Client in good faith to arrive at a mutually acceptable revision to the applicable Annex.

**II. STAFFING**

**Meredith Miller** shall serve as Director-in-Charge and point of contact for MGT under this Agreement. MGT shall assign staff members to virtually perform all Services. Should any of the employees be unable to perform the Services, MGT may substitute another similarly qualified staff member. MGT may, from time to time and in its discretion, augment the listed staff as needed to perform the Services. All tasks are to be completed virtually, unless Client and MGT mutually agree to add in-person work for an additional fee (to be determined). Any requests for in-person work must be made in writing and must be approved by MGT and incorporated as an amendment and/or annex to this Agreement.

**III. FEES AND DISBURSEMENTS**

MGT proposes a total cost of **ten thousand five hundred US dollars (\$10,500.00)** for the Services outlined in Annex No. 1. This all-inclusive fee for professional services is to be billed monthly as tasks are completed.

All invoices submitted by MGT to Client shall be due and payable upon receipt. MGT reserves the right to impose an interest charge equal to one and one-half percent (1.5%) per month in respect of any invoice which is outstanding for more than thirty (30) days.

**IV. TERM AND TERMINATION**

This Agreement shall be effective on the Effective Date and shall continue for a period of seven

months hereinafter referred to as the (“Initial Term”), unless otherwise terminated, expiring on March 4, 2023, hereinafter referred to as the (“Expiration Date”). At Client’s option and approved by MGT, the contract may be renewed for additional one-month periods. The Client will notify MGT each month of their intention to exercise this option, at which time compensation and scope can be determined and agreed upon by both Parties. Either party shall have the right to terminate this Agreement by giving thirty (30) days’ prior written notice to the other party (the “Termination Date”). In the event that this Agreement is so terminated in advance of its scheduled completion, Client shall pay to MGT, upon receipt of an invoice, any and all proper charges earned and/or incurred by MGT in connection with the Services pursuant to this Agreement and the Annexes up to the time of its termination and shall indemnify MGT as provided in Section V(3) below.

## **V. GENERAL PROVISIONS**

### **1) Modification, Cancellation or Suspension of Work**

Upon consultation with MGT, Client shall have the right to modify, cancel or suspend any and all plans, schedules or work in progress under any Annex, and, in such event, MGT shall immediately take proper steps to carry out such instructions. In the event Client elects to modify the scope, an adjustment to the Annex Compensation may be necessary, and MGT will advise Client of any changes to Compensation.

### **2) Delay**

If during the term, Client causes delay resulting from Client’s (i) failure to provide requested information on a timely basis, (ii) providing of inaccurate, incorrect or false information, (iii) Client’s failure to provide access to appropriate personnel if required by the Annex Scope, or (iv) delay due to Client rescheduling Annex Scope; and such delay causes MGT any or all of (i) duplicate work efforts, (ii) corrective work efforts, or (iii) more than 7 days of idle time, MGT reserves the right to charge additional fees on either or both of (i) hourly rate (ii) and material costs.

### **3) General Indemnification**

Client shall fully defend, indemnify and hold harmless MGT and its officers, directors, employees, agents, representatives or successors and assigns (collectively, “Indemnified Parties”) from and against any and all claims, demands, actions or causes of actions and any and all liabilities, costs and expenses (including but not limited to attorney’s fees and expenses, incurred in the defense of an Indemnified Party, including costs of appeal) damage or loss in connection therewith, what may be asserted by the Customer, its officers, employees, agents, representatives, successors or assigns or any other third party on account of, or sustained or alleged to have been sustained by, or arising out of or growing out of bodily injury, including death, or loss of use or damage to or destruction of property caused by, arising out of, sustained or alleged to have been sustained by, or in any way incidental to or in connection with the Customer’s performance of the Services under this Agreement or Statement of Work, regardless of whether such claims, demands, actions, causes of action or liability are or alleged to have been caused by in part or contributed to by the negligence, fault, or strict liability of any Indemnified Party.

MGT’s indemnity obligation under this Paragraph is contingent upon the MGT seeking indemnity (“Indemnitee”) to (i) promptly notify the Customer (“Indemnitor”) of each claim; provided,

however, that the Indemnitee's failure to give prompt notice to the Indemnitor of any such claim shall not relieve the Indemnitor of any obligation under this Paragraph except and to the extent that such failure materially prejudices the Indemnitor's ability to defend against such claim; (ii) provide the Indemnitor with sole control over the defense and/or settlement thereof provided however, that Indemnitor shall not settle any claim that includes an admission of wrongdoing by the Indemnitee or otherwise adversely affects Indemnitee's interests without its prior consent; and (iii) at the Indemnitor's request and expense, provide full information and reasonable assistance to the Indemnitor with respect to such claim.

#### 4) **Confidentiality**

MGT shall maintain in confidence all information and data relating to Client, its services, products, business affairs, marketing and promotion plans or other operations and its associated companies which are disclosed to MGT by or on behalf of Client (whether orally or in writing and whether before, on or after the date of this Agreement) or which are otherwise directly or indirectly acquired by MGT from Client, or any of its affiliated companies, or created in the course of this Agreement.

MGT shall ensure that it, its officers, employees and agents only use such confidential information in order to perform the Services, and shall not without Client's prior written consent, disclose such information to any third-party nor use it for any other purpose; provided, however, that MGT shall have the right to disclose Client's name and the general nature of MGT's work for Client in pitches and business proposals.

The above obligations of confidentiality shall not apply to the extent that MGT can show that the relevant information:

- a) was at the time of receipt already in MGT's possession;
- b) is, or becomes in the future, public knowledge through no fault or omission of MGT;
- c) was received from a third-party having the right to disclose it; or
- d) is required to be disclosed by law.

#### 5) **Non-Solicitation**

During the term of this Agreement, and for a period of two (2) years after the Termination thereof, neither party shall directly or indirectly solicit for employment any person or persons currently employed, or who were employed in the last twelve (12) months, by the other unless (a) the other party has given its prior written consent, or (b) the employee has terminated his or her position, or (c) notice of termination given to the employee. Direct solicitation does not include advertisements published in the general media and, except to the extent that an individual was specifically encouraged to respond to such advertisements, nothing in this clause restricts an individual employee's right to seek employment with the other party to perform work unrelated to this Agreement.

#### 6) **Risk**

Any analysis, projections, forecasts, or conclusions of Project relies on the accuracy of information provided by Client as well as near-term and long-term assumptions influenced by factors outside

of MGT's control and for which may adversely impact Client. Changes such as Client's financial health, as well as state, local, and global economic conditions, may impact the Client, accuracy of projections and or feasibility of services. Additional risks to the Client include but are not limited to changes to demand, competition, regulatory changes, as well as Acts of Disaster.

#### **7) Force Majeure**

Neither party will be in breach of its obligations under this Agreement (other than payment obligations) or incur any liability to the other party for any losses or damages of any nature whatsoever incurred or suffered by that other party if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a Force Majeure, except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure had not occurred. Force Majeure is defined as: 1) acts of God; 2) war; 3) act(s) of terrorism; 4) fires; 5) explosions; 6) natural disasters, to include without limitation, hurricanes, floods, and tornadoes; 7) failure of transportation; 8) strike(s); 9) loss or shortage of transportation facilities; 10) lockout, or commandeering of materials, products, plants or facilities by the government or other order (both federal and state); 11) interruptions by government or court orders (both federal and state); 12) present and future orders of any regulatory body having proper jurisdiction; 13) civil disturbances, to include without limitation, riots, rebellions, and insurrections; 14) epidemic(s), pandemic(s), or other national, state, or regional emergency(ies); and 15) any other cause not enumerated in this provision, but which is beyond the reasonable control of the party whose performance is affected and which by the exercise of all reasonable due diligence, such party is unable to overcome. Such excuse from performance will be effective only to the extent and duration of the Force Majeure event(s) causing the failure or delay in performance and provided that the affected party has not caused such Force Majeure event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such Force Majeure event(s) and to perform the obligation(s). Written notice of a party's failure or delay in performance due to Force Majeure must be given within a reasonable time after its occurrence and which notice must describe the Force Majeure event(s) and the actions taken to minimize the impact of such Force Majeure event(s). Notwithstanding the foregoing, a party's financial inability to perform its obligations shall in no event constitute a Force Majeure.

#### **8) Exclusion of Liability caused by Political or Regulatory Decisions**

While Client has engaged MGT to assist it in dealing with certain regulatory or political decisions or actions that may adversely affect Client's business, and while MGT has agreed to provide such assistance, MGT cannot be held responsible for and cannot be held liable to Client for any loss, damage, or other adverse consequence that may result from any regulatory or political decision or action being rendered against Client or Client's interests.

#### **9) Governing Law, Submission to Jurisdiction and Consent to Suit**

THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED AND INTERPRETED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA (IRRESPECTIVE OF THE CHOICE OF LAWS PRINCIPLES OF THE STATE OF FLORIDA) AS TO ALL MATTERS, INCLUDING MATTERS OF VALIDITY, CONSTRUCTION, EFFECT, ENFORCEABILITY, PERFORMANCE AND REMEDIES. CLIENT SUBMITS ITSELF AND ITS PROPERTY IN ANY LEGAL ACTION OR PROCEEDING RELATING TO THIS AGREEMENT

TO THE EXCLUSIVE JURISDICTION OF ANY STATE OR FEDERAL COURT WITHIN HILLSBOROUGH COUNTY, FLORIDA AND CLIENT HEREBY ACCEPTS VENUE IN EACH SUCH COURT.

#### 10) **Dispute Resolution Procedure**

In the event of a dispute, controversy or claim by and between Client and MGT arising out of or relating to this Agreement or matters related to this Agreement, the parties will first attempt in good faith to resolve through negotiation any such dispute, controversy or claim. Either party may initiate negotiations by providing written notice in letter form to the other party setting forth the subject of the dispute and the relief requested. The recipient of such notice will respond in writing within five (5) business days with a statement of its position on, and recommended solution to, the dispute. If the dispute is not resolved by this exchange of correspondence, then senior management representatives of each party with full settlement authority will meet at a mutually agreeable time and place within fifteen (15) business days of the date of the initial notice in order to exchange relevant information and perspectives and to attempt to resolve the dispute. If the dispute is not resolved by these negotiations, the matter will be submitted to a mutually agreeable certified mediator. The mediation shall take place in Tampa, Florida.

Except as provided herein, no civil action with respect to any dispute, controversy or claim arising out of or relating to this Agreement may be commenced until the matter has been submitted for mediation. Either party may commence mediation by providing to the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate in selecting a mediator and in scheduling the mediation proceedings. The parties will participate in the mediation in good faith and will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by either of the parties, their agents, employees, experts or attorneys, or by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any litigation or other proceeding involving the parties; provided, however, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. Either party may seek equitable relief prior to the mediation to preserve the *status quo* pending the completion of that process. Except for such an action to obtain equitable relief, neither party may commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session. Mediation may continue after the commencement of a civil action, if the parties so desire. The provisions of this clause may be enforced by any court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all reasonable costs, fees and expenses, including legal fees, to be paid by the party against whom enforcement is ordered. In addition, should the dispute under this Agreement involve the failure to pay fees and/or Disbursements under Section III hereof, and the matter is not resolved through negotiation or mediation, Client shall pay all costs of collection, including, but not limited to, MGT's legal fees and costs should MGT prevail.

#### 11) **Assignment**

Neither party may assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or

transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

#### **12) Non-Discrimination/Equal Employment Practices**

Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state or local laws. During the performance of this Agreement, neither party or their employees, agents or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, or physical disability, or any other classifications protected by local, state or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

#### **13) Partial Invalidity**

In the event that any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

#### **14) Notices**

All notices required or permitted to be given pursuant to this Agreement shall be deemed given, if and when personally delivered, delivered by fax, with receipt confirmed, or courier or by overnight mail delivery, in writing to the party or its designated agent or representative at the address stated in the first paragraph of this Agreement or at another address designated by the party.

#### **15) Counterparts and Execution**

This Agreement and any Annexes may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts of this Agreement may be executed by electronic signature and delivered by facsimile, scanned signature, or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

#### **16) Survival**

Sections III, IV, and V of this Agreement and the payment obligations described in the Annex(es) shall continue notwithstanding the termination or expiration of the Agreement or any Annex(es).

#### **17) Entire Agreement**

This Agreement and attached Annex(es) constitute the entire and only agreement between the parties respecting the subject matter hereof. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, save

such as are expressly incorporated herein. Further, this Agreement may be changed or varied only by a written agreement signed by the parties. Any purchase order provided by the Client will be limited by, and subject to, the terms and conditions of this Agreement. Additional or contrary terms, whether in the form of a purchase order, invoice, acknowledgement, confirmation or otherwise, will be inapplicable, and the terms of this Agreement will control in the event of any conflict between such terms and this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Master Engagement Agreement as of the date of the final signature below.

**AGREED TO AND ACCEPTED:**

**MGT OF AMERICA CONSULTING, LLC**

**CITY OF PORTLAND, MICHIGAN**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

FEIN: 81-0890071

FEIN: \_\_\_\_\_

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

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

**ANNEX NO. 1 TO MASTER ENGAGEMENT AGREEMENT  
DATED AS OF AUGUST 4, 2022**

This **Annex No. 1** hereinafter referred to as (“Annex”) to the **Master Engagement Agreement**, hereinafter referred to as the (“Agreement”), by and between **MGT of America Consulting, LLC.**, (“MGT”), and **City of Portland, Michigan** (“Client”), sets forth the parties’ understanding pursuant to which MGT shall provide the below-specified Services to Client.

**[PROPOSAL FOLLOWS]**

# Proposal

JUNE 30, 2022

RFP



Submitted by:

BRET SCHLYER

VICE PRESIDENT, PERFORMANCE SOLUTIONS

6478 WINCHESTER BLVD #124  
CANAL WINCHESTER, OHIO 43110

316.214.3163

[BSchlyer@mgtconsulting.com](mailto:BSchlyer@mgtconsulting.com)

## Cost Allocation Plan Services

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CITY OF PORTLAND, MICHIGAN



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# Cover Letter

June 30, 2022

Mindy Tolan  
Budget Director  
The City of Portland  
259 Kent Street  
Portland, MI 48875

## **SUBJECT: REQUEST FOR PROPOSAL FOR FULL COST ALLOCATION PLAN**

Dear Ms. Tolan:

MGT of America Consulting, LLC (MGT) is pleased to present this proposal to provide a Full Cost Allocation Plan (CAP) to identify indirect costs of enterprise and millage funds for the City of Portland (City). We have been providing cost allocation plan services to hundreds of governmental agencies similar to the City for over 20 years.

The goal of this proposal is to provide the City with the confidence that MGT has the:

- ◆ Highest level of interest in the project
- ◆ Multiple local staff qualified to provide CAP services
- ◆ Long-term experience with successfully providing CAP services to local governments in multiple states

Below are the **key advantages** of choosing MGT to provide the requested cost allocation services.

- 1. The City will receive services from a senior team that has extensive national experience with similar projects.** The MGT project team includes staff with dozens of years of experience preparing cost allocation plans and indirect cost rates for local governments, state agencies, and not-for-profit entities. In all, MGT prepares more than 500 cost allocation plan, indirect cost rate and related projects each year.
- 2. The City will receive services in a timely manner.** MGT is fully committed to providing all necessary resources to complete the project in a timely manner. Our proposed project team has both the experience AND the availability necessary to complete this project.
- 3. The City will receive an accurate and defensible cost allocation plan.** The MGT project team follows a proven process, and each cost plan undergoes several levels of quality assurance. The combined result is a cost plan that is accurate and defensible in the event of an audit or questions from users. MGT builds on the experience of our clients in other states to provide advice and counsel that will benefit the City by knowing the hot-button issues for audits, and to better understand best-practices for allocation methodologies.



COVER LETTER

- 4. The City will receive useful comparison and trend data with the cost allocation plans.** MGT's proprietary cost allocation software, **MGTCAP™**, allows for an unlimited number of departments, functions, and allocation methods to be utilized and performs double step-down allocations that allow for the full recognition of the cross-support provided between allocated departments. **MGTCAP™** also automatically generates a whole suite of comparison reports which compare the current plan to the plan from the prior year, as well as trend reports which are able to compare all inputs and outputs over multiple years of cost allocation plans.

Thank you for the opportunity to submit this proposal. We look forward to providing The City of Portland with services that exceed your expectations. MGT is committed to successfully completing all tasks outlined in this document. If you have questions on any aspect of our proposal, please contact **Ms. Stephanie Farrell at 541.261.9316 or [sfarrell@mgtconsulting.com](mailto:sfarrell@mgtconsulting.com)**.

I am authorized by our firm to commit MGT to the terms and conditions included in the attached proposal.

Sincerely,



Patrick J. Dyer, Vice President, Performance Solutions  
*Authorized to Bind the Firm*



# Firm Profile

## MGT History and Organization Structure

MGT of America Consulting, LLC (MGT) began operations in 1974 as a public sector research firm and has expanded its consulting capabilities and client offerings over the years. We are a national consulting firm specializing in ***assisting public sector clients to operate more efficiently and effectively***. A significant portion of MGT’s work is repeat business, reflecting a high level of customer satisfaction in our ability to provide exceptional professional services.

MGT is organized as a privately held, employee-owned and financially stable limited liability company with a deep roster of experienced cost allocation experts, support resources, and a commitment to serve the public. It’s our people that are the driving force behind the impact we create. Every member of the firm has a vested interest in the successful completion of every project, for every client. This mindset is embedded in our culture in is at the heart of what we do: ***we change the communities we serve – for good.***

MGT has acquired a keen understanding of the structures, operations, and issues facing public agencies. This understanding comes from **nearly 50 years** of extensive experience providing financial and management consulting services to state and local governments, and the prior work experience of our consultants. We are not the biggest, oldest, or highest profile consulting firm; just the best for combining firm qualifications and consultants’ cost allocation expertise with the needs of cities, counties, and state agencies.

Prior to working as consultants, many of our consultants worked in government agencies as managers and staff. This inside knowledge and understanding of government gives our consultants an ability to hit the ground running from the very start of a project. MGT consultants understand what it means to work within constrained timelines, and the need to produce a product that concisely and clearly articulates findings and results.



**Name:** MGT of America Consulting, LLC (MGT)

**Founded:** 1974

**Locations:** Headquarters in Tampa Florida; branch offices nationwide

**Staff:** 420+ consultants with a deep roster of experienced cost allocation experts

**Structure:** Privately held, employee-owned, client-driven Limited Liability Company

**Lines of Business:** Government Consulting, Education and Financial Solutions, Diversity and Inclusion, Human Capital, Cyber Security and Technology

## The Social Impact of MGT's Work



### Defined by Impact



We understand the goals of the City of Portland and how this MGT project and the City's cost allocation processes truly impact the citizens of the community. A well-executed cost allocation plan preserves general fund dollars and enables more discretionary programs. This discretionary spending directly impacts the community and the citizens the City serves. MGT is also a service organization, contributing time and resources to philanthropic causes and improving underserved communities. Recognizing the end goals and the positive benefit that MGT's work provides, and not treating these processes as a commodity, ensures we are working towards a positive goal with our clients and producing the best possible outcomes for your community.

- Goals of this Project:** MGT will develop an effective cost allocation plan process, prepare state/federally compliant indirect rates, identify the full cost of City services for improved grant reimbursements and maximize administrative claiming or cost recovery on fees charged. These all drive the City's general financial health and its fiscal sustainability, both of which lead to many community benefits.
- Clear Community Benefit:** Appropriately allocated central services ensure the City is in compliance with federal and state laws and appropriately uses general fund revenues so it has revenue to provide services to the public. Properly crafted cost allocation plans assist the City and ensure the organization meets its mission in providing services to the public. New facilities, new programs and enhancements to the community are all leveraged when the general fund is healthy and properly supported, which this MGT project will ensure. The end result is that this specific MGT project will help the City better its community.
- MGT—Dedicated to the Community:** We see the City community as our community. MGT consultants have worked in the public sector and understand the challenges you face. We think in the long-term—for *relationships and solutions*. That is why we are deeply committed to helping you bring out the best in your community. Seeing lives improved is how we really measure our mutual success.

## MGT's Commitment to Culture

MGT staff are able to quickly assess and assimilate into various situations. Our focus is always on the task at hand, but we recognize that we are performing each task within a unique cultural environment. Our teams work across the country with new organizations on a regular basis and take the time to understand the challenges facing each organization. It starts with listening to our clients, not making assumptions, and drawing appropriate comparisons to past experiences. Our high level of repeat work demonstrates our ability to be professional and develop new relationships.

## MGT Office Locations

MGT’s headquarters are in Tampa, Florida, with additional locations across the country. The project will be managed and staffed by individuals in a variety of locations. Unlike traditional consulting firms, MGT assigns resources to projects based on expertise and availability, not by location. This process ensures that our clients have immediate access to relevant experts for their project, not consulting generalists who happen to be located near our clients’ offices.

## NATIONAL FIRM LOCAL FOCUS

**ALABAMA**  
Montgomery

**CALIFORNIA**  
Sacramento | Pasadena  
| Carlsbad

**COLORADO**  
Denver

**FLORIDA**  
Tallahassee | Tampa

**GEORGIA**  
Atlanta

**KANSAS**  
Wichita

**ILLINOIS**  
Chicago

**MASSACHUSETTS**  
Boston

**MICHIGAN**  
Bay City

**NEW YORK**  
Manhattan

**NORTH CAROLINA**  
Raleigh

**OHIO**  
Columbus

**TEXAS**  
Dallas

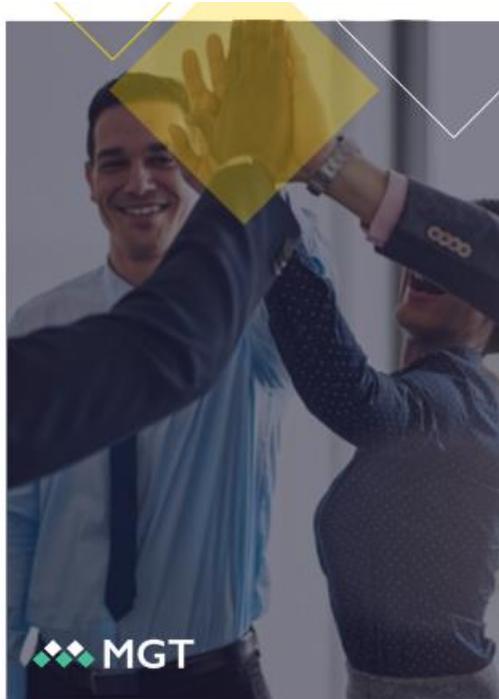
**VIRGINIA**  
Richmond

**WASHINGTON**  
Seattle

**WASHINGTON, DC**



MGT is structured into several primary consulting divisions. The MGT Financial Solutions Group, consisting of **nearly 40 experienced costing consultants** will be responsible for completion of the project.



## Capabilities & Solutions

### Education Solutions

School Turnaround | Comprehensive Needs Assessment | Strategic Planning | Facilities Master Planning | Program Assessments | Operational Performance | Housing Studies | Demographics/Enrollment Studies

### Human Capital Solutions

Disparity Studies | Class & Comp Studies | Organizational Reviews | HR Studies Executive Recruiting & Coaching

### Financial Solutions

Cost Allocation | User Fee Studies | Indirect Cost Rate Proposals | Pandemic Funding Advisory & Support

### Cyber & Network Solutions

24/7 Managed Detection & Response | End-to-End Firewall Management | Cloud Security

### Diversity, Equity & Inclusion Solutions

DEI Workplace Assessments | Equity Audits | DEI/Racial Equity Strategy, Tools, & Training

## The MGT Consulting Advantage



MGT offers an expert **impartial perspective** on organizational structure, processes, and practices. As an independent entity, our only vested interest is that of our clients; therefore, we apply our extensive experience to generating objective independent solutions to meet our client needs.



MGT leverages **best-of-breed data sources** to inform policy development and service delivery. Our team balances “gold standard” resources with our unique past performance lessons learned. MGT is committed to offering useful recommendations that achieve tangible results and is ever mindful of the practical and political realities the City may face.



MGT has an **extensive track record** of providing consulting services that are similar in scope to this project. Our solutions help the organizations we work with achieve their goals and serve their constituents more effectively and efficiently. The considerable amount of repeat work we deliver demonstrates our ability to be professional and develop lasting client relationships.



MGT provides solutions which are **specifically tailored** to meet the needs of our clients. The MGT team has an impressive track record of providing customized solutions, objective research, creative recommendations, and quality products that respond to each client's unique needs and time requirements.

## MGT Contact Information

<p><b>PROJECT LEADER / PROPOSAL CONTACT</b></p>	<p><b>Stephanie Farrell   Senior Consultant</b> P: 541.261.9316   Email: <a href="mailto:sfarrell@mgtconsulting.com">sfarrell@mgtconsulting.com</a></p>
<p><b>MGT HEADQUARTERS</b></p>	<p><b>MGT of America Consulting, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 P: 813.327.4717   Fax: 850.385.4501   <a href="http://www.mgtconsulting.com">www.mgtconsulting.com</a> FEIN: 81-0890071</p>
<p><b>INDIVIDUALS AUTHORIZED TO COMMIT FIRM</b></p>	<p><b>Patrick Dyer   Vice President</b> 3600 American River Drive, Suite 150   Sacramento, California 95864 P: 916.443.3411   Email: <a href="mailto:pdyer@mgtconsulting.com">pdyer@mgtconsulting.com</a></p> <p><b>Robert Holloway   Senior Vice President &amp; Chief Strategy Officer</b> 516 North Adams Street   Tallahassee, Florida 32301 P: 850.386.3191   E-mail: <a href="mailto:rholloway@mgtconsulting.com">rholloway@mgtconsulting.com</a></p> <p><b>A. Trey Traviesa   CEO &amp; Chairman of the Board</b> 4320 West Kennedy Boulevard, Suite 200   Tampa, Florida 33609 P: 813.327.4717   E-mail: <a href="mailto:ttraviesa@mgtconsulting.com">ttraviesa@mgtconsulting.com</a></p> <p><b>Carla Luke   Chief Financial Officer</b> 4320 West Kennedy Boulevard, Suite 200   Tampa, Florida 33609 P: 813.327.4717   E-mail: <a href="mailto:cluke@mgtconsulting.com">cluke@mgtconsulting.com</a></p>

## What Makes MGT Consulting the Best Choice?

MGT Consulting is the best choice for this project for a variety of reasons, including:

- ◆ **Cost Allocation is Our Core Business.** Preparing cost allocation plans and indirect cost rates is our core business. We know what plans are, what they are used for, how they impact organizations and communities, and that they are not a commodity. There are engineering firms and small CPA companies who dabble in this area and larger consulting firms that do cost allocation plans, but these firms are not committed to these core services over the long run. MGT has nearly 40 full-time consultants who prepare cost allocation plans and indirect cost rates all year, every year. This focus and commitment allows us to provide better service and the best advice in these areas.
- ◆ **Finest Project Staff and Deepest Bench.** MGT has handpicked the finest consultants in the cost accounting field. No other single factor is as important as the professional staff providing the analysis and managing the project. Our staff understand what the plan is used for and its impacts.
- ◆ **Proximity.** Our project team will be close to the City throughout this effort. We will provide plenty of virtual or on-site consulting and assistance, as appropriate.
- ◆ **Anticipation.** We know what factors produce exceptional plans and what causes projects to stall or eventually fail. MGT will provide the City with a plan for the best possible project. You will know what the project milestones are and who is responsible for what tasks. And we can show you how to avoid common timeline challenges that can derail this type of project.
- ◆ **Innovations.** MGT's consultants have been responsible for many of the key innovations in the cost allocation plan area. We invented a cost allocation system that not only provides the most accurate double step-down methodology, but also has a management reports feature that allows the City to understand year-over-year changes in any of its allocations. Every number in our cost allocation plan can be easily traced to its source. In the user fee area, we pioneered the structure of the modern user fee study, as well as the most recent innovation: a summary page for each user fee. This fee summary allows members of the public to know how the City arrived at the fee level for any fee included in the study. The full cost and any subsidy for that fee are shown in an easy-to-understand format. This saves time at the counter and builds trust with the public.

Further information on MGT and its services are available at [www.mgtconsulting.com](http://www.mgtconsulting.com).

# Experience and Qualifications

## MGT Cost Allocation Experience

MGT's Financial Solutions Group concentrates on cost allocation plans, grant preparation and support, indirect cost rate proposals, user fee studies, and internal service fund rate calculations. These have been our core service offerings in Financial Solutions since 2007, and our consultants have been leading innovators and practitioners in this field since the late 1980's. Constantly striving for better results and better customer service, our consultants have designed some of the most important new cost allocation methodologies and approaches in the marketplace.

MGT provides a wide range of cost allocation services, ranging from city and county indirect plan preparation, calculation and negotiation of statewide indirect cost allocation plans, to public assistance cost allocation narrative review, development, federal claiming assistance. Each year, MGT staff prepare and submit hundreds of plans and rates to state and federal authorities for review and approval, as illustrated in the map in **Exhibit 1**. Over the past two years, we have significantly invested in our team, adding senior level staff with decades of experience in preparing user fee studies and reviewing, developing, and implementing public assistance cost allocation plans. No firm, anywhere in the United States, has a better understanding of the guidelines set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200) and how it is carried out in practice.



*Exhibit 1. MGT's National Cost Allocation Experience*

Our collective experience provides our clients the confidence that the work done by MGT will not only meet what is considered the "Best Practices" in their specific circumstance but will also meet the requirements set forth in the federal circular and required by their cognizant agency(ies). When the City selects MGT, it gets access to all of the best practices gained from our national experience as well as our regional experience in the State of Michigan.

In addition to our experience and technical expertise, one of MGT's greatest strengths is our consultants' ability to communicate effectively with our clients, from direct operational staff that provide user fee or cost plan services, up to managers, directors, and elected officials. We provide flexibility in the amount of time each level within our clients' organizational structure wants to devote to

each project while ensuring everyone involved in the effort understands the scope, objectives, and most importantly, the outcome(s).

## MGT's Specific Cost Allocation Expertise

The goal of city plans is to allocate centrally provided services to all departments in a fair and equitable manner. MGT prepares more city cost allocation plans and user fee studies than any other firm in the United States. We have provided similar services to many comparable cities nationally, as well as numerous counties throughout the nation. We understand jurisdictions like the City of Portland and what it takes to have a successful engagement.

To fulfill our goal to be the industry leader in cost allocation, we have made significant staff investment in our cost allocation team. We have added senior staff who have decades of experience working with public assistance agencies across the country on these plans, across a wide array of public assistance programs, including Medicaid, child welfare, and income eligibility programs. Our experience in this area is unparalleled.



Cost Allocation Plan Specialists  
**Since 1974**



We have prepared **2,000+** CAPs over the last 5 years



We prepare cost plans in **37 STATES**



**70%** of our consulting staff are former public sector leaders



**Robust CAP Software** includes comparison trends & management tools



**40+** dedicated CAP consultants averaging **15+** years experience

MGT has prepared cost allocation plans for the following clients within the last five years.

MGT COST ALLOCATION PLAN CLIENTS		
<b>ALASKA</b>		
Alaska Environmental Conservation		
<b>ALABAMA</b>		
Jefferson County Commission	Alabama DCNR	
<b>ARIZONA</b>		
City of Flagstaff	Cochise County	Arizona Attorney General
City of Glendale	Coconino County	Arizona Department of Forestry
City of Mesa	Maricopa County	Arizona Forestry & Fire Mgmt
City of Surprise	Pima County	Arizona Game & Fish
City of Tucson	Pinal County	Arizona Office of the Governor
City of Yuma	Yuma County	
<b>CALIFORNIA</b>		
City of Alameda	City of San Jose	Lassen County
City of Anaheim	City of San Marcos	Madera County

EXPERIENCE AND QUALIFICATIONS

**MGT COST ALLOCATION PLAN CLIENTS**

City of Beaumont	City of Santa Ana	Marin County
City of Chula Vista	City of Santa Clara	Modoc County
City of Clovis	City of Santa Monica	Mono County
City of Corona	City of Santa Rosa	Monterey County
City of Daly City	City of Suisun	Napa County
City of Dublin	City of Turlock	Nevada County
City of Encinitas	City of Vallejo	Orange County
City of Fremont	City of West Covina Fire Dept	Plumas County
City of Fresno	City of Whittier	San Bernardino County
City of Fullerton	City of Yuba City	San Joaquin County
City of Healdsburg	Alameda County	San Mateo County
City of Industry	Alpine County	San Mateo County Sheriff
City of La Mesa	Amador County	Santa Cruz County
City of Long Beach	Butte County	Sonoma County Sheriff's Department
City of Newport Beach	Calaveras County	Stanislaus County
City of Oakland	Del Norte County	Sutter County
City of Pasadena	El Dorado County	Tuolumne County
City of Rancho Cucamonga	Humboldt County	Ventura County
City of Redlands	Inyo County	Yolo County Community Services
City of Rohnert Park	Los Angeles County	Yuba County
City of Rohnert Park Public Safety	Los Angeles County Metro Transportation Authority (METRO)	Golden Gate Bridge Highway & Transportation District
City of Roseville	Lake County	Port of Oakland
City of Sacramento		

**COLORADO**

City and County of Broomfield	Bent County	Lincoln County
City and County of Denver	Boulder County	Logan County
City and County of Denver Fire Rates	Cañon City	Mesa County
City and County of Denver Public Works	Chaffee County	Moffat County
City and County of Denver Special Districts	Cheyenne County	Montezuma County
City and County of Denver Environmental Health	Crowley County	Montrose County
City and County of Denver Human Services	Delta County	Otero County
City of Boulder	Dolores County	Ouray County
City of Brighton	Douglas County	Park County
City of Carson	Eagle County	Phillips County
City of Centennial	Elbert County	Pitkin County
City of Colorado Springs	Fremont County	Prowers County
City of Durango	Garfield County	Rio Blanco County
City of Lafayette	Gilpin County	Routt County
City of Loveland	Grand County	Saguache County
City of Rifle	Gunnison County	Sedgwick County
City of Westminster	Huerfano County	Summit County
Town of Castle Rock	Jefferson County	Teller County

EXPERIENCE AND QUALIFICATIONS

**MGT COST ALLOCATION PLAN CLIENTS**

Adams County	Kiowa County	Washington County
Arapahoe County	LaPlata County	Yuma County
Archuleta County	Larimer County	Colorado Dept of Public Safety
Baca County	Las Animas County	The Center for Relationship Education
<b>FLORIDA</b>		
City of Margate	Collier County	Pinellas County
City of Ft. Lauderdale	Martin County	Southwest Florida Water Management District
Broward County	St. Johns County	
<b>GEORGIA</b>		
City of Atlanta	DeKalb County	
<b>HAWAII</b>		
Kauai County		
<b>IDAHO</b>		
State of Idaho Controller's Office	Idaho Department of Health and Welfare	
<b>ILLINOIS</b>		
Boone County	Cook County	Rock Island County
DuPage County	Kane County	
<b>INDIANA</b>		
Blackford County	Jay County	Vermillion County
DeKalb County	Lawrence County	Warrick County
Delaware County	Montgomery County	Wayne County
Fountain County	Porter County	Whitley County
Jackson County		
<b>KANSAS</b>		
City of St. Marys	Sedgwick County	Kansas Department of Wildlife Parks and Tourism
City of Topeka	Kansas Corporation Commission	Kansas Department of Commerce
City of Wichita	Kansas Department of Labor	Unified Government of Kansas
Johnson County	Kansas Department of Wildlife	Unified Government of WYCO/KCK
<b>LOUISIANA</b>		
City of Alexandria	State of Louisiana	Jefferson Parish
City of Baton Rouge	State of Louisiana Division of Administration (OSRAP)	Lafayette Consolidated Government
City of Lake Charles	State of Louisiana HCM	Orleans Parish District Attorney
City of New Orleans	State of Louisiana Office of Technology Services	Rapides Parish
Louisiana Department of Transportation & Development	Baton Rouge Retirement System	Rapides Parish Police Jury
Louisiana Housing Corporation	East Baton Rouge Parish District Attorney	St. Charles Parish
Louisiana Office of Aircraft Services	Imperial Calcasieu Regional Planning & Development Commission (IMCAL)	St. Tammany Parish Government
<b>MARYLAND</b>		
Frederick County		
<b>MICHIGAN</b>		
City of Kalamazoo	Emmet County	Missaukee County

EXPERIENCE AND QUALIFICATIONS

**MGT COST ALLOCATION PLAN CLIENTS**

City of Lansing	Gogebic County	Montcalm County
City of St. Johns	Grand Traverse County	Montmorency County
Alcona County	Gratiot County	Muskegon County
Alger County	Hillsdale County	Newaygo County
Alpena County	Houghton County	Oceana County
Arenac County	Huron County	Ontonagon County
Baraga County	Ingham County	Osceola County
Barry County	Isabella County	Oscoda County
Bay County	Iosco County	Otsego County
Benzie County	Kalkaska County	Ottawa County
Branch County	Lapeer County	Presque Isle County
Calhoun County	Leelanau County	Roscommon County
Cass County	Livingston County	Saginaw County
Charlevoix County	Luce County	Sanilac County
Cheboygan County	Mackinac County	Schoolcraft County
Clare County	Manistee County	Shiawassee County
Clinton County	Marquette County	St. Clair County
Crawford County	Mason County	St. Joseph County
Delta County	Menominee County	Tuscola County
Dickinson County		Wexford County

**MISSOURI**

Clay County

**NORTH CAROLINA**

City of Fayetteville	Davie County	Nash County
City of Greenville	Duplin County	Pitt County
City of Hickory	Forsyth County	Randolph County
City of Salisbury	Greene County	Richmond County
City of Winston-Salem	Guilford County	Robeson County
Town of Cary	Harnett County	Rockingham County
Alleghany County	Hertford County	Rowan County
Cabarrus County	Hoke County	Stokes County
Camden County	Iredell County	Warren County
Catawba County	Lee County	Wilson County
Craven County	Lincoln County	North Carolina Dept of Environment & Natural Resources
Currituck County	McDowell County	North Carolina Housing Finance Agency
		State of North Carolina Department of Environmental Quality

**NORTH DAKOTA**

State of North Dakota

**NEBRASKA**

Dawson County	Gosper County	City of Lincoln
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**NEW MEXICO**

City of Farmington	New Mexico Dept of Health	City of Las Cruces
Los Alamos County	State of New Mexico - Early Childhood Education and Care Department	

**NEVADA**

Nevada Department of Corrections	City of Las Vegas	City of Reno
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EXPERIENCE AND QUALIFICATIONS

**MGT COST ALLOCATION PLAN CLIENTS**

State of Nevada

**OHIO**

Northeast Ohio Regional Sewer District

Ohio Division of Environmental Response and Revitalization

Greater Cleveland Reg Transit

Adams County

**OKLAHOMA**

City of Edmond

City of Tulsa

Oklahoma County

**OREGON**

Pacific States Marine Fisheries Commission

**PENNSYLVANIA**

Beaver County

Luzerne County

**TENNESSEE**

Nashville and Davidson County - Metro Government

**TEXAS**

City of Abilene

City of Midland

Galveston County

City of Arlington

City of Odessa

Harris County

City of Bryan

City of Pflugerville

Harris County Health Department

City of Burleson

City of Plano

Kendall County

City of College Station

City of San Angelo

Tarrant County

City of Corpus Christi

City of San Antonio

Texas Comptroller of Public Accounts

City of Denton

City of San Marcos

Texas Department of Agriculture

City of El Paso

City of Waco

Texas Department of Housing and Community Affairs

City of Fort Worth

Cameron County

Texas Office of the Attorney General

City of Garland

Dallas County

Texas Office of the Governor

City of Houston

Collin County

Texas Veterans Commission

City of Lewisville

El Paso County

Rio Grande Council of Government

City of Longview

**UTAH**

State of Utah

**U.S. VIRGIN ISLANDS**

U.S. Virgin Islands

Virgin Islands Economic Development Authority

**VIRGINIA**

City of Newport

City of Roanoke

Loudoun County

City of Newport News

City of Suffolk

State of Virginia DMME

City of Portsmouth

**WASHINGTON**

City of Ocean Shores

City of Spokane

Sound Transit Authority

State of Washington Office of Financial Management

**WISCONSIN**

City of Madison

Walworth County

**TRIBAL GOVERNMENTS**

Moapa Band of Paiute Indians

Navajo Nation

Red Cliff Band of Lake Superior Chippewa

## References

MGT has an outstanding record of past performance. Our teams are composed of proven professionals with the goal of providing the best quality of service while meeting project schedules and budgets. Many of our clients have contracted with MGT for multiple projects or updates. Repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

CITY OF KALAMAZOO, MI   COST ALLOCATION PLANS	
<b>Contact Person:</b>	Ms. Jennifer Clark, Budget & Accounting Division Manager
<b>Phone Number:</b>	269.337.8783
<b>Email Address:</b>	<a href="mailto:ClarkJ@kalamazoo.org">ClarkJ@kalamazoo.org</a>
<b>Mailing Address:</b>	241 W South Street   Kalamazoo, MI 49007
<b>Project Description:</b>	
MGT develops Full Cost and Federal (2 CFR Part 200) Cost Allocation Plans, as well as a Water Fund Department Cost Allocation Plan, for the past 6+ years.	

CITY OF ATLANTA, GA   COST ALLOCATION PLAN	
<b>Contact Person:</b>	Ms. Beryl Taylor, Director of General Accounting, Department of Finance
<b>Phone Number:</b>	404.865.8562
<b>Email Address:</b>	<a href="mailto:btaylor@atlantaga.gov">btaylor@atlantaga.gov</a>
<b>Mailing Address:</b>	68 Mitchell Street SW, Suite 4100   Atlanta, GA 30303
<b>Project Description:</b>	
MGT develops Full Cost and 2 CFR Part 200 Cost Plans for the City of Atlanta, for the past 8+ years.	

MASON COUNTY, MI   COST ALLOCATION PLAN	
<b>Contact Person:</b>	Fabian Knizacky, County Administrator
<b>Phone Number:</b>	231-843-7999
<b>Email Address:</b>	<a href="mailto:fkizacky@masoncounty.net">fkizacky@masoncounty.net</a>
<b>Mailing Address:</b>	304 E. Ludington Avenue   Ludington, MI 49431

**MASON COUNTY, MI | COST ALLOCATION PLAN**

**Project Description:**

MGT develops an annual 2 CFR Part 200 Cost Allocation Plan for Mason County and has done so for the past 6+ years.

# Project Team Qualifications

## Key Personnel and Expertise

While the qualifications and experience of a firm are important, perhaps more important are the qualifications and experience of the proposed project team. MGT has successfully implemented the team approach to most cost allocation projects. We assign multiple consultants to every complex cost allocation plan we prepare for the following reasons.

- ◆ To speed up the timeline of the project.
- ◆ To increase the quality of the results through diversity of experience and strengths.
- ◆ To provide redundancy in staffing to assure project milestones and deadlines are met even in the unforeseen, but potentially possible, event when a project consultant becomes ill or injured or otherwise unavailable.

There are **three primary benefits** to our proposed project team.



**The first**, and perhaps the greatest benefit, of the proposed project team is cost allocation experience with other organizations similar to the City that share common goals. Our consultants have an average of over 15 years of experience in preparing cost allocation plans and applying them to enterprise operations, and state and federal grant programs.



The **second benefit** is that the expertise of the team as a whole is greater than the sum of the team's parts. The proposed team members bring unique education, skills, and experiences from numerous local government cost allocation, user fee, management study, and performance review consulting engagements.



The **third benefit** is that by placing more than one expert on the project, all phases of the project are completed in a timely manner which results in an overall on-time project.

In addition to the proposed project team, MGT can draw from a deep pool of experienced cost allocation consultants to supplement the project as necessary. These consultants have unique skill sets such as performance measurements, performance management, and process improvement. These experts are available to assist the proposed project team as needed.

## Project Staff Roles and Responsibilities

City of Portland Project Officer

▪ TBD

MGT suggests that the City appoint a single point of contact to serve as the Project Officer. The Project Officer will have primary responsibility and final authority over all activities, and he/she will provide project guidance and direction to the MGT team. The Project Officer will approve the contract, work plan, and final report. All project correspondence, progress reports, and final reports will be delivered to the Project Officer.

## PROJECT TEAM QUALIFICATIONS

### MGT Project Director

▪ **Meredith Miller, Director**

The MGT Project Director will address any questions or concerns throughout the project and will be available to attend on-site interviews, necessary meetings and present the final report findings to City staff and stakeholders. In addition, the Project Director will be responsible for the day-to-day management of all project activities, which includes refining procedures, assigning and monitoring all activities, and maintaining frequent contact with the City Project Officer throughout the lifecycle of the project. The Project Director will be on-site for key meetings and presentations. She will also closely monitor the project timeline against milestones and deadlines.

### MGT Project Manager

▪ **Stephanie Farrell, Senior Consultant**

The MGT Project Manager is the main point of quality control, has final authority for the project and deliverables, and helps resolve conflicts over any project issues. The Project Manager will be responsible for the completion of the scope of services and the provision of all deliverables. She will be actively involved in all tasks of our work plan and the development of all deliverables. The Project Manager will lead client meetings and interviews and be responsible managing the project on a day-to-day basis including the delegation of tasks, scheduling, and operations of the project, including data gathering, data summation, creating the cost allocation model, and meeting with City staff to gather information and to review interim reports.

### MGT Project Consultant

▪ **Dawn Bock, Senior Consultant**

These individuals will work in close contact with MGT's Project Director, Project Manager, and key City employees as appropriate, to customize and execute each work task and fulfill the City's stated expectations. Under the supervision of the Project Manager and/or Project Director, they will review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

## Project Team Organizational Chart



## Resumes

More detailed project team resumes are included on the following pages.



## MEREDITH MILLER

*Director | Performance Solutions*

Ms. Miller is a Director with MGT’s Financial Solutions Group and has been performing governmental cost-of-service studies for the past fourteen years. She has developed a broad background in local government consulting, with a primary focus on cost allocation development, cost of services and user fee rate development, SB 90 reimbursement, and management auditing of government operations for city, county, state, and special district government agencies. She has worked extensively with all the major cities in Texas, cities and counties in California and Louisiana, and cities in Nevada, New Mexico, Colorado, Oklahoma, Minnesota, and Kansas. Over the past three years she has worked with state agencies in Alabama, Kansas, New Mexico, Oregon, Mississippi, and Arizona and negotiated indirect cost rates with their various cognizant agencies annually.



Prior to working with MGT, Ms. Miller served as a Senior Consultant with MAXIMUS, where she prepared cost allocation plans, indirect cost rate studies, user fee studies, and claims for various cities and counties in Texas, California, Colorado, Louisiana, and New Mexico. She also managed the program and staff for company’s SB 90 practice, during her tenure there.

Recent cost allocation projects include City of Fullerton, CA, Merced County, CA, City of Fort Worth, TX, City of El Paso, TX, City of Las Cruces, NM, City of Madison, WI, City of Whittier, CA, City of Alexandria, LA, City of Las Vegas, NV, City of Reno, NV, and Lafayette Consolidated Government, LA. Recent user fee studies include the Oklahoma City, City of Dallas, City of Whittier, CA, City of Garland, TX and the City of Sugar Land, TX.

### Areas of Expertise

- ◆ Government Cost Allocation Plans (2 CFR Part 200)
- ◆ Indirect Cost Rate Proposals
- ◆ Full Cost Allocation Plans (GAAP)
- ◆ Cost Analysis
- ◆ User Fee Studies
- ◆ SB 90 claim preparation and reimbursement
- ◆ Jail Rate Studies

### Education

Bachelor of Business Administration, The University of Texas at Austin

### Professional Experience

MGT of America Consulting, LLC, *Director, 2019 - present*

MAXIMUS Consulting Services, *Senior Consultant*

### Relevant Project Experience

- Prepared cost allocation plans, indirect cost rate studies, user fee studies, and claims for various cities, counties, and state agencies in Alabama, California, Colorado, Kansas, Louisiana, Mississippi, Nevada, New Mexico, Oklahoma, Oregon, Texas, and Wisconsin.
- Managed program and staff for SB 90 practice.
- Developed cost of fee studies and set performance targets by conducting activity-based costing studies for numerous cities and counties.
- Conducted organizational review and service delivery analyses for domestic and international clients.



## MEREDITH MILLER

*Director | Performance Solutions*

### Client Service Highlights

#### **Cost Allocation, Local | City of El Paso, TX**

Ms. Miller worked with the City of El Paso on an annual basis for over twelve years. During this time, she maximized reimbursement back to the General Fund through the establishment of indirect cost rates and developed the city's cost allocation plan. In addition, she developed the 2 CFR Part 200 Plan and successfully defended it through an almost yearlong audit by the FTA. This defense resulted in a positive outcome for the City and satisfied all Federal audit concerns.

#### **Cost Allocation and Indirect Cost Rates, State | Alabama Department of Conservation and Natural Resources**

Ms. Miller has worked with the Alabama Department of Conservation and Natural Resources to prepare their cost allocation plans and indirect cost rates for the previous three fiscal years. Ms. Miller prepared previous year plans ex post facto and defended all submissions which were audited by the Department of the Interior to ensure there would be no delay in receiving indirect cost recoveries.

#### **Development Services Fee Calculations | Dallas Sustainable Development and Construction Department**

Ms. Miller assisted the City in developing a comprehensive development services user fee policy study. In cooperation with the City staff, Ms. Miller updated the Sustainable Development and Construction Department's fee structures; implemented new and/or revised fee policies; and provided a cost model and methodology for the City to use in future years in updating fees. Ms. Miller's work with the Current Planning Division revealed that the City could potentially recover over \$700k in additional annual revenue by charging the true cost of their fees.



## STEPHANIE FARRELL

*Senior Consultant | Performance Solutions*

MGT

Mrs. Farrell has over 10 years of experience in consulting for local governments, gaining practical experience in development and application of federal cost allocation plans, indirect cost rates, and compliance with federal cost principles. She has prepared and analyzed annual cost plans for over 20 counties and cities in Michigan, Indiana, and Georgia.



### Areas of Expertise

- ◆ Full Cost and 2 CFR Part 200 Indirect Cost Allocation Plans (CAPs)
- ◆ Accountability and Transparency Dashboards
- ◆ Streamlining data collection and analysis processes
- ◆ Trends and allocation analysis
- ◆ Assisting agencies in maximizing general fund cost recoveries from federally funded programs, enterprise and special revenue funds

### Education

M.A., Teaching, Southern Oregon University, Ashland  
B.A., Biology, Occidental College

### Professional Experience

MGT of America Consulting, LLC, *Senior Consultant, Financial Solutions, 2013 - Present*  
Maximus, Inc., *Consultant, 2001-2004*

### Client Service Highlights

#### Full Cost and 2 CFR Part 200 Cost Allocation Plans | City of Atlanta, Georgia

Mrs. Farrell has been an active consultant the City of Atlanta's cost allocation plans since 2014. She works with all central service departments to identify the functional cost pools and the allocation bases best suited to preparing a plan to maximize recoveries for the City while conforming to the federal guidelines for federally funded programs. She has provided analysis of allocations and guidance for implementation of plan results and provides ongoing consulting support and training on cost allocating for City personnel.

#### Full Cost and 2 CFR Part 200 Cost Allocation Plans | City of Kalamazoo, Michigan

MGT produces the annual cost allocation plans for the City of Kalamazoo. Mrs. Farrell has been part of the project team for these cost plans for the past five years, with a focus on data collection and analysis of allocation results. Part of the annual plan includes producing a departmental cost allocation plan for the Water Fund, to further allocate the city-wide indirect costs allocated to the Water fund to the services provided to ensure the City is charging accurate and defensible rates to citizens.

#### 2 CFR Part 200 Cost Allocation Plan | St. Clair County, Michigan

MGT produces the annual cost allocation plans for many counties throughout the State of Michigan for the purposes of aiding in the recovery of Title IV-D Child Support costs. Mrs. Farrell has been part of the project team for these cost plans for the past eight years, with a focus on data collection and analysis of allocation results. In addition to the annual county-wide CAP, St. Clair County requires a Health Department CAP to further allocate the county-wide indirect costs to the various Health Department. Mrs. Farrell produces these annual reports and provides guidance to the County and to the Health Department on the implementation of the plans to identify and maximize potential sources of cost recoveries of general fund expenditures to the benefit of the County and its citizens.



## DAWN BOCK

*Senior Consultant | Performance Solutions*

Ms. Bock has fourteen years of experience and skills in preparing Title IV-D monthly claims, CRP Annual Budgets, automated time accounting system, as well as Cost Allocation Plans. She is highly skilled and accurate in managing high volume complex tasks. Ms. Bock is a very detail oriented person and has extensive knowledge of county financials and payroll systems.

In her previous position, Ms. Bock managed an automated time accounting system. She alone was responsible for pre-populating, processing, distribution and output of over 10,000 timesheets monthly. Ms. Bock was responsible for Quality Control over the automated time accounting system ensuring the sheets were properly filled out and correctly scanned with accurate results.



### Areas of Expertise

Automated Time Accounting  
Quality Control  
Title IV-D Claiming

CRP Budget Applications  
Cost Allocation Plans

### Professional Experience

MGT of America Consulting, LLC, Consultant, 2010 - present  
MAXIMUS, Inc., Associate Analyst

### Representative Clients

- Allegan County
- Arenac County
- Baraga County
- Bay County
- Crawford County
- Delta County
- Dickinson County
- Gogebic County
- Grand Traverse County
- Gratiot County
- Houghton County
- Isabella County
- Kalkaska County
- Luce County
- Mackinac County
- Marquette County
- Menominee County
- Missaukee County
- Montmorency County
- Newaygo County
- Oceana County
- Ontonagon County
- Oscoda County
- Presque Isle County
- Sanilac County
- Sanilac County
- Schoolcraft County
- Shiawassee County

# Project Understanding, Approach and Methodology

Cost allocation plans are essential tools for municipal fiscal management. Well-documented and defensible plans are essential for our clients to recover indirect administrative costs in a variety of internal and external contexts. MGT is a nationally recognized specialist in developing cost allocation plans and assisting our clients with cost allocation plan implementation. Our effort will allow the City to account for the actual cost of providing services and to calculate hourly staff rates that will recover all allocated costs using a clear, equitable and defensible method that complies with regulations.

MGT's cost allocation plans provide our clients with exceptional financial and managerial information. Examples of useful and meaningful information that can be extracted from the plan reports include:

- ◆ Compliant documentation for state or federal reimbursement
- ◆ Defensible interfund transfers
- ◆ Establishing user fees and hourly billing rates
- ◆ Identification of administrative expense

## Cost Plans – Comparing the Two Types of Plans

**Full Cost vs. Federal Cost Allocation Plans:** Cost allocation plans are a series of complex calculations that require an understanding of a jurisdiction's financial reports, administration structure, and operational services and programs. These calculations are typically presented in two types of plans – a **Full Cost** plan and a **Federal Cost Allocation Plan** – that conforms with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, located at 2 CFR Part 200 (Formerly OMB Circular A-87). It is possible to use the latter for all costing purposes, but in certain cases, an agency would not maximize its revenue recovery by using this plan. To fully calculate the full cost of City services, a City may consider a Full Cost Allocation plan. However, if the calculations from the CAP are to be used for federal or state reimbursement, the plan prepared in accordance with 2 CFR 200 CAP is the document typically required. In this section, we will provide a discussion of both types of plans, but simply put, the Full Plan allocates all costs incurred without regard to the allowability of the costs, thus providing the total cost of providing services. Recovery of costs then depends on the actual source of cost recovery.

Local agencies provide services that include administrative and support expenditures which may not be allowable for federal reimbursement. These expenditures, however, are appropriate for allocation under GAAP principles and guidelines. The allocation methodology using all costs is often referred to as a **Full Cost allocation plan**. It can be generalized that a Full Cost allocation plan is applicable for internal purposes such as recovering indirect costs from enterprise funds, special revenue funds and other funds, as well as included in establishing user fees, permits and applications, billing rates, hourly rates and costs of special services.

Using federal guidelines, which are now codified in the Code of Federal Regulations (CFR) part 200, local governments may be reimbursed for administrative and support expenditures if they are documented in

a cost allocation plan and indirect cost rates that are compliant with the principles contained in the Circular. Generally, **2 CFR Part 200 compliant (or Federal) cost allocation plans** are more restrictive than Full Cost plans, include fewer allowable indirect costs, and apply to external purposes such as recovering indirect costs on federal and state grants and awards.

The table below, in **Exhibit 2**, describes the objectives, typical uses and considerations associated with both types of cost allocation plans.

COMPARISON OF COST ALLOCATION METHODOLOGIES			
PLAN TYPE	OBJECTIVES	TYPICAL USES	CONSIDERATIONS
<b>FULL COST</b>	<ul style="list-style-type: none"> <li>Identify the true costs of administering all city departments, divisions and programs.</li> <li>Justification for charging the proportional cost for city administration and support to internal sources, or external sources in the case of billing rates and user fees.</li> <li>Typically result in 15% higher returns than 2 CFR Part 200 plans.</li> </ul>	<ul style="list-style-type: none"> <li>Charging non-General Fund funds for administrative and support services.</li> <li>Recovering citywide administrative and support costs in hourly and billing rates.</li> <li>Recovering citywide administrative and support costs in use fees and rates.</li> <li>Budgeting and resource allocations.</li> </ul>	<ul style="list-style-type: none"> <li>Administrative and support costs allowable under GAAP. Plan conforms to 2 CFR Part 200 principles but is not as restrictive.</li> <li>Is not submitted for review to a cognizant agency.</li> <li>Basis for transfer of dollars from non-GF to the General Fund.</li> </ul>
<b>2 CFR PART 200</b>	<ul style="list-style-type: none"> <li>Identify administrative costs allowable under 2 CFR Part 200 and distributing those costs on an equitable basis.</li> <li>Charging admin and overhead costs to grants, claims and other uses that specifically require 2 CFR Part 200 use.</li> </ul>	<ul style="list-style-type: none"> <li>Charging overhead costs to federal grants.</li> <li>Charging overhead costs to state grants and SB 90 claims.</li> <li>Provides a conservative view of citywide administrative and support costs.</li> </ul>	<ul style="list-style-type: none"> <li>If this type of plan is used for grant or claim use, 2 CFR Part 200 requires that an annual plan be prepared.</li> <li>Maybe reviewed by a cognizant agency.</li> </ul>

*Exhibit 2. Comparison of Cost Allocation Methodologies*

## MGT**CAP**™ Cost Allocation Software

We utilize MGT's proprietary cost allocation software, **MGT**CAP**™**, to develop the cost allocation plans. Our cost allocation software incorporates years of refinements and continual field use by MGT consultants. The software has been utilized to develop local government, statewide and state agency cost allocation plans that have been reviewed by numerous federal and state agencies. It is the tool we use to generate all of the 2 CFR Part 200 and Full Cost allocation plans we prepare on behalf of city, county and state clients each year.

The **MGT**CAP**™** software uses a double iteration (step-down) methodology ensuring the full allocation of all costs and the recognition of the cross allocations among central service agencies. The software enables the allocation of an unlimited number of cost pools using multiple allocation bases. Report outputs include detailed schedules that reconcile all costs allocated in the CAP to the City's financial statements. It also provides summary and management reports which compare the current year's allocation results with prior years.


 The logo for MGT**CAP** features the letters 'MGT' in a dark blue, bold, sans-serif font, followed by 'CAP' in a teal, bold, sans-serif font.

**MGT**CAP**™** *writes reports directly into Microsoft Excel, providing us the ability to modify the presentation of results fully customized to the City of Portland.*

**MGT**CAP**™** writes reports directly into Microsoft Excel, which provides us the ability to modify the presentation of the results in a nearly unlimited fashion. MGT's final reports are packed into all-inclusive PDF files that include a plan cover, table of contents, introduction, certifications, detailed cost allocation results, and departmental narratives. Executive Summary information and year-to-year comparison worksheets can be incorporated into separate deliverables for City management and other users that are more interested in bottom line results and don't require all the detailed calculations. Our cost plans offer transparency to both reviewers and the public.

## Effective and Continuous Communication

Effective and continuous communication between the MGT Project Director, the City Project Officer, MGT team members, and stakeholders is one of the most critical aspects of project management. The MGT Project Director will actively seek input and feedback from the City Project Officer and key stakeholders at each stage of this study. MGT's Project Director will regularly communicate information about the study's progress and problems which may arise before becoming a larger issue. A sample of the communications report we use frequently is shown in **Exhibit 3**.

## Project Management

Each of our proposed senior level consultants is an expert in applying various project management methods and techniques to cost allocation projects. This expertise is rooted in completing hundreds of cost allocation plans, many for jurisdictions similar in size to the City and many requiring negotiations with state and federal auditors. Additionally, all MGT consultants attend regular peer group reviews and training sessions to continuously refine project management, client service and 2 CFR Part 200 knowledge and skills.

Our approach is to jointly establish a framework of firm timelines and milestones with each client based on that client’s unique circumstances and needs. Aside from fixed deadlines and milestones, however, the framework is flexible to accommodate each client and even each annual project for recurring clients.

MGT’s project management process and client satisfaction components are graphically represented below in **Exhibit 4**. We have found that focusing on these six components of client satisfaction ensures that the work is properly performed and that milestones are met on schedule and within budget. The primary tool for delivering each of the components is communication. Our project teams are in regular contact with the project executive, providing project status updates and



March 23, 2018

Mary Ann Fotinos, Deputy Director  
City of Phoenix  
Planning & Development Department  
Management Services  
200 W. Washington Street, 3<sup>rd</sup> Floor  
Phoenix, AZ 85003

Dear Mary Ann:

The following table is a status report for the planning and development department user fee study project. It is intended to give you up to date information about the status of the project, identify milestones achieved and those still to be met, and highlight any issues that may need immediate attention.

Status Report #:	2
Project:	Planning & Development Dept. User Fee Study
Project start date:	December 2017
Proposed completion date:	March 2019
Estimated completion date:	March 2019
Estimate of completion:	20%

Project Milestones:

Milestone	Responsibility	% Complete	Notes
1. Entrance Conference	MGT & City	100%	Initial meeting to discuss project with key staff members
2. Project kick-off	MGT & City	100%	Initial kickoff meetings with all staff and individual program staff. Introductory meeting with Steering Committee.
3. Planning session with department	MGT and City	100%	1 hr. meeting with each program area to discuss fee schedule
4. Interview departments/collect user fee information	MGT and City	100%	Individual meetings with each program area for data gathering

2251 Harvard Street, Suite 134 | Sacramento CA 95815 | 916.443.3411 | mgtconsulting.com

Exhibit 3. Sample Communications Report

explaining any variances from the planned schedule. Additionally, **MGT is committed to regular client contact through meetings and formal status updates at regular intervals.**

## MGT Client Satisfaction Components

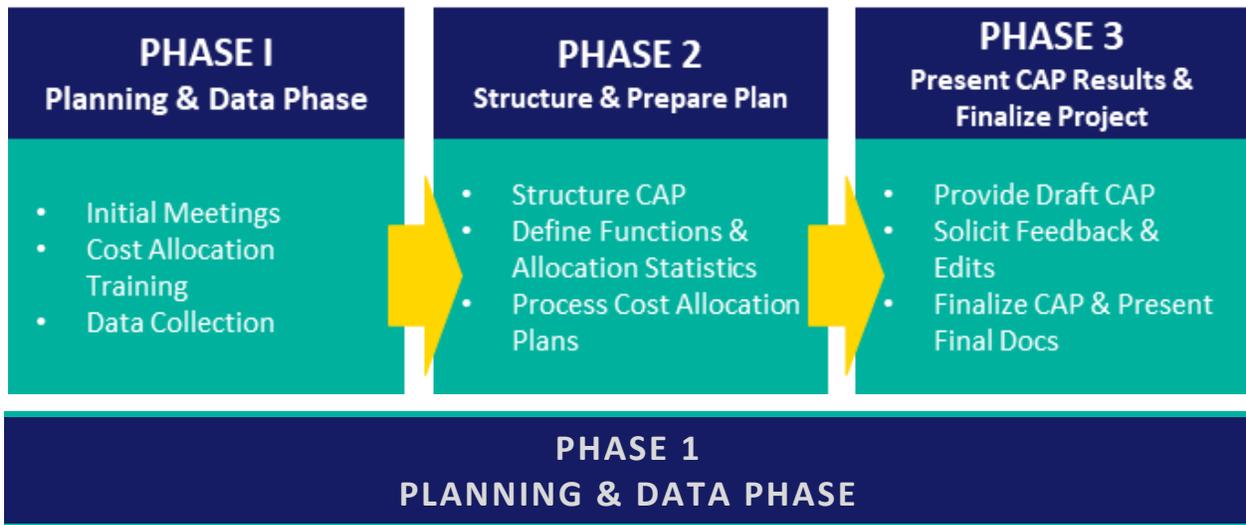


Exhibit 4. MGT’s Components to Client Satisfaction

## Scope of Services

### Organized Phased Approach to CAP

The following work plan has been refined over many years to provide a methodology that produces MGT’s cost allocation plans with minimal disruption to our client’s workloads. Following are the steps involved with preparing a Full cost allocation plan. The tasks associated with the overall process are presented below. This is a draft schedule which can easily be modified depending on the City’s direction.



#### TASK 1.0: CONDUCT AN INITIAL MEETING WITH DESIGNATED PERSONNEL

Meet with City personnel who have responsibility or a high interest in the cost allocation plan. This meeting will refine the project scope, specific objectives, goals, uses, requirements, measurements, and schedule of the project. This meeting will also help the project consultants understand the unique aspects of the City including the organizational structure.

#### TASK 2.0: CONDUCT INTRODUCTORY TRAINING SESSION WITH ALL RELEVANT PERSONNEL

Conduct an initial and introductory training session with key City personnel and project stakeholders. Project consultants will work with City personnel to establish the objectives, content, and list of attendees for this meeting or presentation. This session is vital to successful project results including approval by operating department officials. Agenda items for these meetings or presentations could include:

- ◆ Review the project scope, objectives, and schedule.
- ◆ Review available financial and allocation data.

- ◆ Summarize the purpose for calculating the cost allocation plans.
- ◆ Review example summary reports produced by the project.
- ◆ Discuss example applications produced by the project.
- ◆ Review and confirm the federal and/or state requirements.
- ◆ Address potential areas for additional direct or indirect cost recovery.

---

### **TASK 3.0: REVIEW THE CITY'S ORGANIZATIONAL STRUCTURE & EXISTING COST PLANS**

---

Review the City organizational structure and any existing cost allocation plans and associated data to determine appropriateness and to identify alternatives which may favorably impact indirect cost recoveries. Prepare for department interviews.

---

### **TASK 4.0: COLLECT BASIC FINANCIAL AND OPERATIONAL DATA**

---

Collect and review data such as organization charts, expenditure statements, budgets, personnel counts, salary reports, and transaction statistics. Project consultants will work with City personnel to develop and gather the needed data in the most efficient way possible. The review of this data will provide the structure for the cost allocation plans including the determination of allocating and receiving departments.

---

### **TASK 5.0: CONDUCT DEPARTMENT INTERVIEWS**

---

Meet with and interview each central service department to determine the allowable expenditures, services provided, charge backs or direct bills, personnel providing the services, the recipients of the provided services, and appropriate transaction data.

---

### **TASK 6.0: EVALUATE EXISTING METHODOLOGIES AND DEVELOP REPORT OF FINDINGS AND RECOMMENDATIONS**

---

Based on the information gathered in Task 4.0 and the and data received from all prior steps, MGT will evaluate the City's existing methodology for each central service department and identify areas for improvement. Improvements may include methodology changes, different ways of summarizing data for allocation, or different calculation methods. A report will be created and presented to City staff which summarizes all suggested enhancements. As part of this process, it is anticipated that questions may arise as to the financial impact to the City General Fund, and to the grantee departments, of any such enhancements. As such, we will also be creating a custom cost allocation model for the City which incorporates the various suggestions from our report. The workplan steps that follow are the continuation of that model creation process.

## PHASE 2 STRUCTURE & PREPARE PLAN

### TASK 7.0: DEVELOP COST PLAN STRUCTURE & DISTRIBUTE CENTRAL SERVICE DEPARTMENT COSTS INTO FUNCTIONS

Using the City organizational structure, budget, and staffing information, MGT will determine the basic structure of the cost allocation plan, identifying central service (or allocating) departments and operating (or receiving) departments:

- Central service functions will be determined based on timesheets, assignments, activities, or other allowed methods. Once staff members and their corresponding salaries are distributed into functions, other department costs such as materials and supplies will also be distributed into the same functions. This task breaks a department into functional cost pools, which can then be allocated throughout the organizational structure using meaningful, measurable, and auditable allocation bases.
- Distribute the allowable costs within each central service department into the functions determined in Task 6.0. The distribution of allowable department costs and incoming costs will determine the total cost of providing each distinct service within each central service department.

**This step uses a feature in MGT**CAP**<sup>™</sup> that is not available in most other cost allocation plan software.** The MGT proprietary cost allocation software has the ability to analyze, display, and allocate the indirect costs of each central service department in great detail. This detail facilitates review, explanation, and understanding of incoming costs which leads to reduced errors, fewer reruns of reports, and the ultimate acceptance and approval of the cost allocation plan.

### TASK 8.0: DEVELOP ALLOCATION BASES FOR CENTRAL SERVICE DEPARTMENT FUNCTIONS

Determine an appropriate allocation base for each function in each central service department. This determination will serve as the basis for allocating the allowable costs in each function to the recipients of the service. Project consultants will request corresponding transaction data from central service department personnel.

- 8.1 Central service departments will allocate costs to all departments and funds. This allocation methodology ensures the fairest and most accurate distribution of costs as opposed to a methodology that singles out departments or funds for maximum allocation.

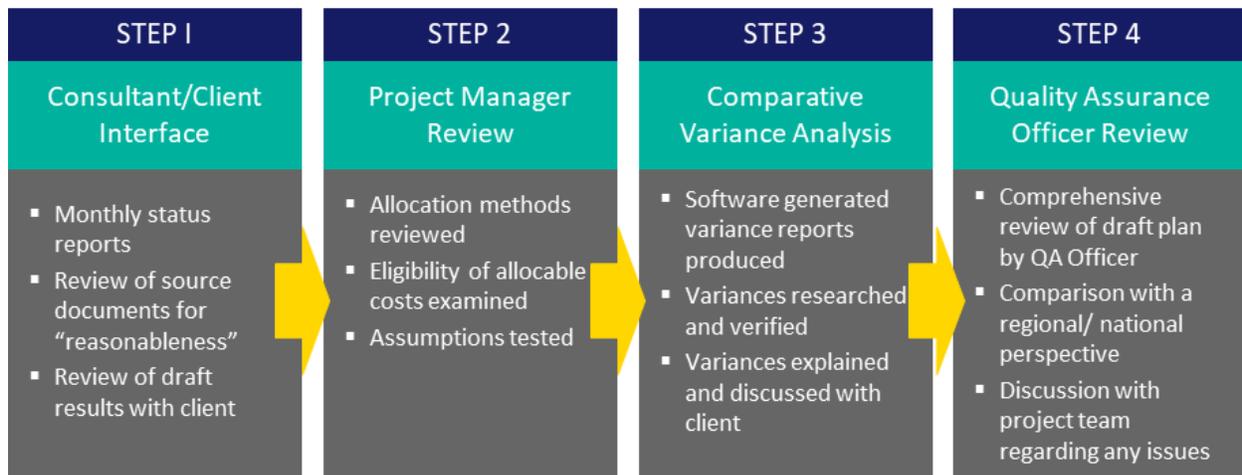
### TASK 9.0: PROCESS DRAFT COST ALLOCATION PLAN

Process the draft cost allocation plan using MGT**CAP**<sup>™</sup>. The cost allocation plan will include summary and detail reports. Summary reports in the cost allocation plan will provide information on the dollar amounts allocated from each central service department to every receiving department. The detailed

reports in the cost allocation plan provide information on the expenditures, allowable costs, incoming costs, personnel distribution, functions, and allocation bases for every central service department.

## TASK 10.0: QUALITY CONTROL & INTERNAL REVIEW OF DRAFT COST ALLOCATION PLAN

The project manager and the project consultant will undertake an internal review process to raise the accuracy of the cost allocation plan and ensure City personnel do not waste time reviewing substandard or incomplete work. Additionally, the **MGT CAP™** proprietary cost allocation software automatically generates self-auditing schedule that reconciles the sum of all central service department expenditures to the sum of all allocated costs.



## TASK 11.0: PROVIDE CITY WITH DRAFT COST ALLOCATION PLAN

Meet with City management if requested or provide electronic copies of the draft results of the cost allocation plan. This step is an opportunity to review preliminary results, address questions or concerns, and make changes as necessary.

# PHASE 3 PRESENT CAP RESULTS & FINALIZE PROJECT

## TASK 12.0: PROCESS FINAL COST ALLOCATION PLAN & PROVIDE FINAL CAP DOCS

Process the final cost allocation plans after addressing any issues raised in Task 11.0.

Provide one printed original bound copy, one printed unbound copy, and one electronic copy (Adobe PDF file) of the final cost plan following confirmation that the work is final by the City project officer. Additionally, project consultants will provide electronic copies (Excel or Adobe PDF files) of summary

schedules, variance analyses, and management reports as requested. All MGT work papers are also available upon request.

The cost allocation plan will contain:

- ◆ A narrative that clearly defines the purpose, uses, and goals of the plan.
- ◆ Descriptions of the methodology and procedures.
- ◆ Descriptions of the central services and the allocation bases utilized to allocate costs.
- ◆ Actual distribution of indirect costs to programs.
- ◆ Summaries of all allocations and the resulting charges to all operating departments and funds.

---

### **TASK 13.0: PRESENT PROJECT RESULTS TO PROJECT STAKEHOLDERS AND ELECTED OFFICIALS & IDENTIFY ADDITIONAL USES**

---

Assist with a presentation of the final project results to the City's elected officials either in a work session or at a public meeting if requested. This presentation will include a high-level overview of the project and the applications, implications, and anticipated benefits to City operations. Detailed information will be presented as requested. Our project team will clearly define the various applications and additional uses for the cost allocation plan.

---

### **TASK 14.0: PREPARE A COST ALLOCATION PLAN PROJECT RECAP REPORT & POST PROJECT TRAINING SESSION**

---

Prepare a cost allocation plan project recap report. This report will include comments and input from the City to review regarding the just-completed cost allocation plan. This report will also provide city personnel an opportunity to provide timely feedback on aspects of the cost allocation plan project that went well and aspects of the project that need improvement. The project consultants will then formulate this feedback into the following years' work plans as applicable.

Additionally, the project recap report will include changes in allocation methodologies from the prior year and reasons for the changes.

Conduct a post-project training session with key City personnel and project stakeholders. This training session will provide information on reading, interpreting, and extracting data from the recently completed cost allocation plans. This session will also reinforce current applications for the cost allocation plans results, as well as provide additional applications for the cost allocation plan results.

## Deliverables – Cost Allocation Plan

COST ALLOCATION PLAN DELIVERABLES	
◆	On-site meetings, workshops, interviews, and presentations on approach, methodology and recommendations related to the cost allocation plan.
◆	A draft Full Cost allocation plan using a double step-down allocation methodology based on the City’s actual expenditures and interviews with personnel and reviewed with the City staff.
◆	A final Full Cost allocation plan using a double step-down methodology based on actual expenditures; the final cost allocation plan will be produced as Excel and PDF files.
◆	Once two or more years of the City’s data is loaded into <b>MGTCAP™</b> , we can produce customized management reports based on the final cost allocation plan. These management reports may include the following information: <ul style="list-style-type: none"> <li>▪ A comparison to the prior year’s cost allocation plans, or similar analysis, to identify major variances of allocated costs to key receiving departments. (Comparisons will start in year #2 based on prior results.)</li> <li>▪ A trend analysis.</li> <li>▪ The per-unit costs of specific administrative and support activities.</li> <li>▪ Variance analysis of costs or allocations.</li> </ul>
◆	One printed and bound copy and one (1) unbound copy of the final cost allocation plan, as well as one electronic (Excel and/or PDF) copy.
◆	A “Cost Plan 101” training session and comprehensive review of the draft cost allocation plan for finance personnel or other project stakeholders, including allocating department personnel, key receiving department personnel, City management and/or elected officials.
◆	Development of strategies and procedures to be used by City personnel that will optimize potential indirect cost recovery.
◆	Cost Allocation Implementation Plan. Strategies to assist the City to fully integrate the cost allocation plans data into ongoing operations.
◆	Defend and respond to audit or other inquiries from federal/state and/or local authorities following delivery of the final cost allocation plans for three years after the approval of each plan.
◆	Ongoing training, guidance, and assistance to personnel.
◆	Access to all records for the requested period.
◆	Formal project status reports at intervals requested by City personnel (at least monthly).
◆	A formal project recap report. This report will include comments and input from the City personnel to review regarding the just completed project. This report will also provide personnel an opportunity to provide timely feedback on aspects of the project that went well and aspects of the project that need improvement. This feedback will then be formulated into the following year’s work plan.

## Estimated Schedule

These tasks will lead to the completion of the full cost allocation plan by February 2023, assuming key data is made available in a timely manner. This represents the estimated amount of time to provide the proposed services.

Cost Allocation Plan		Month				On Going
		1	2	3	4	
<b>PHASE 1: PLANNING &amp; DATA PHASE</b>						
1.0	Initial Meeting	█				
2.0	Introductory Training	█				
3.0	Review Existing CAP Methodology & Structure	█				
4.0	Collect Core Organization & Financial Data	█				
5.0	Conduct Department Interviews	█				
6.0	Evaluate Existing Methodologies and Develop Recommendations	█	█			
<b>PHASE 2: STRUCTURE &amp; PREPARE PLAN</b>						
7.0	Develop cost plan structure & Distribute central service department costs into functions	█	█			
8.0	Develop allocation bases for central service department functions		█			
9.0	Process Draft Cost Plans		█	█		
10.0	Quality Control & Internal Review		█	█		
11.0	Provide Draft Cost Plans				█	
<b>PHASE 3: PRESENT CAP RESULTS &amp; FINALIZE PROJECT</b>						
12.0	Process Final Cost Plans & Provide Final Docs				█	
13.0	Present project results to project stakeholders and elected officials & identify additional uses				█	
14.0	Prepare a cost allocation plan project recap report & post project training session				█	█

# Cost Proposal

## Cost Proposal

MGT proposes to perform the services included in this proposal for a fixed fee of **\$10,500**. This budget will provide the City with **50** consulting hours, which will provide the City with ample time and resources to produce a cost allocation plan as described in the scope of services.

## Project Assumptions

Our work plan and proposed fee for this project were developed with several key assumptions about the project. Changes to these assumptions may impact either or both our methodology and proposed fee. We welcome the opportunity to meet with the City to review these assumptions, validate or adjust these assumptions based on more complete information, and adjust the work plan and/or budget accordingly.

Below, we present our assumptions:

- ◆ The City will designate a Project Officer for this project. This person will function as the primary point of contact for the project, and coordinate and facilitate the flow of information and communication between the City, key stakeholders, and MGT.
- ◆ The City Project Officer will ensure that comments on draft documents are consolidated into a single document and any conflicting comments are reconciled before delivering the comments to MGT.
- ◆ We have provided for a fixed number of draft plans in this proposal. If additional drafts are necessary, it may impact the fees.
- ◆ MGT will have access to and cooperation and participation by staff and management. MGT expects to have reasonable, timely access to City personnel and data. If the City stops the project for any reason, MGT will be due all fees for services performed to date.
- ◆ If necessary, meeting facilities will be arranged for and used at the expense of the City. The City will provide all requested documents at its own expense.
- ◆ All costs and other data provided by the City will be considered accurate and valid. MGT will not be responsible for the audit and/or verification of any cost or other data provided by the City.
- ◆ If the City changes its accounting system and/or significantly changes its chart of accounts so that cost data cannot be matched to prior calculations, it may impact the fees as these efforts are not part of the fixed price.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-67**

**A RESOLUTION APPROVING PAYMENT TO F&V CONSTRUCTION FOR  
WORK PERFORMED FOR THE  
WASTEWATER TREATMENT PLANT PROJECT**

**WHEREAS**, Fleis & VandenBrink, through F&V Construction is serving as the design-builder for the wastewater treatment plant project; and

**WHEREAS**, F&V Construction has performed work in accordance to the design-build agreement and has submitted a request for payment in the amount of \$56,525.00, a copy of which is attached as Exhibit A.

**WHEREAS**, the City Manager and Finance Director have reviewed the pay request and recommends that City Council approves same.

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

1. The Portland City Council approves the pay request from F&V Construction for work performed for the wastewater treatment plant project in the amount of \$56,525.00, 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:** August 15, 2022

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



## Invoice Support

City of Portland  
 259 Kent Street  
 Portland, MI 48875

July 27, 2022  
 FVC Project No: 1221  
 Invoice No: 2072

Project: City of Portland Wastewater System Improvements, CWSRF # 5758-01

### For professional services rendered through June 30, 2022

Billing Phase	Fee	% Complete	Amount Billing	Previous Billing	Current Billing
Design Phase Engineering	\$665,000.00	67.50	\$448,875.00	\$392,350.00	\$56,525.00
Bid Phase Engineering	\$30,000.00	0.00	0.00	0.00	0.00
Pre-Construction	\$45,000.00	0.00	0.00	0.00	0.00
<b>Total:</b>	\$740,000.00		\$448,875.00	\$392,350.00	\$56,525.00
				<b>Total this Invoice:</b>	<b>\$56,525.00</b>

### Work Included:

- Detailed design details
- Design Drawings
- Project Specifications
- Coordination with City
- Final design review with City and EGLE
- Permitting coordination with EGLE
- EGLE Permit applications
- Part 41 Permit Submittal
- Discussions with potential trade contractors

**2960 Lucerne Drive SE, Suite 100**  
**Grand Rapids, MI 49546**  
 P: 616.977.4400  
 F: 616.977.4800  
[www.fv-construction.com](http://www.fv-construction.com)

To (Owner):	<b>City of Portland</b> 259 Kent Street Portland, MI 48875	Project:	<b>Wastewater System Improvements</b> CWSRF No. 5758-01	Invoice No.:	<b>2072</b>
				Application No.:	<b>6</b>
				Application Date:	<b>July 31, 2022</b>
CONSTRUCTION MANAGER:	<b>F&amp;V Construction Management, Inc.</b> 2960 Lucerne Drive SE Grand Rapids, MI 49546	ENGINEER:	<b>Fleis &amp; VandenBrink Engineering, Inc.</b> 2960 Lucerne Drive SE Grand Rapids, MI 49546	Period to:	<b>July 31, 2022</b>
Contract for:				FVC Proj No.:	<b>1221</b>
				Contract Date:	<b>December 23, 2021</b>

CONSTRUCTION MANAGER'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

CHANGE ORDER SUMMARY

	ADDITIONS	DELETIONS	
Change Orders Approved			
TOTALS	\$ -		\$0.00
Approved this Month			
TOTALS	\$ -	\$ -	
Net Change by Change Orders	\$ -	\$ -	

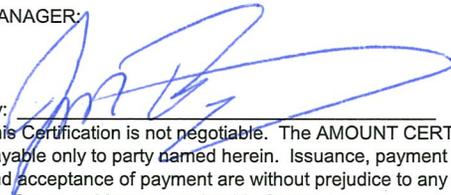
1. CURRENT CONTRACT SUM .....	\$	740,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	-
3. CURRENT CONTRACT SUM TO DATE .....	\$	740,000.00
(Line 1 + Line 2)		
4. TOTAL COMPLETED & STORED TO DATE .....	\$	448,875.00
(Column G on continuation)		
5. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	392,350.00
6. CURRENT PAYMENT DUE .....	\$	56,525.00
7. BALANCE TO FINISH .....	\$	291,125.00
(Line 3 less Line 4)		

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.)

\$ 56,525.00

MANAGER:

By: 

Date: 7/27/22

This Certification is not negotiable. The AMOUNT CERTIFIED is payable only to party named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Manager under this Contract.

APPROVALS:

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

CITY OF PORTLAND

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

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Manager certifies to the Owner that to the best of the Manager's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Manager is entitled to payment of the AMOUNT CERTIFIED.

F&V Construction Management, Inc.  
 Project No: 1221  
 Invoice No: 2072

Date: 07/31/22

Page 2 of 2

## Payment Application No. 6

City of Portland | Wastewater System Improvements, CWSRF No. 5758-01

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previous Invoice	Work Completed this Period	Total Complete to Date	Balance to Finish	Percent Complete
	Design Phase Engineering	\$ 665,000.00	\$ -	\$ 665,000.00	\$ 392,350.00	\$ 56,525.00	\$ 448,875.00	\$ 216,125.00	67.5%
	Bid Phase Engineering	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	0%
	Basic Services - Pre-Con and VE	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00	0%
	<b>Contract Total</b>	<b>\$ 740,000.00</b>	<b>\$ -</b>	<b>\$ 740,000.00</b>	<b>\$ 392,350.00</b>	<b>\$ 56,525.00</b>	<b>\$ 448,875.00</b>	<b>\$ -</b>	<b>61%</b>

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, August 1, 2022

In the City Council Chambers at City Hall  
259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Guests: Kathy Parsons

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

Motion by VanSlambrouck, supported by Sheehan, to approve the proposed agenda.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman stated the bid process for the Wastewater Treatment Plant Improvement Project is underway and are due next week. Several bids have already been received.

The Kent Street Improvement Project is somewhat stalled as the City waits to hear what funding it has been awarded for the project. The easements have been drafted and should be ready to be mailed within a week or two. Construction is anticipated to take place in 2023.

Hail resulting from a storm in May has caused damage to several roofs in town. The City has filed a claim with its insurance carrier for potential damage to the roof at the Portland Area Municipal Authority (PAMA) building.

City Manager Gorman noted that the administrative fees charged to various departments by the General Fund need to be reevaluated and updated. Information is being gathered from various 3<sup>rd</sup> party candidates to perform this service.

The Planning Commission will meet Wednesday, August 10, 2022 to continue discussions and review of the Draft Zoning Ordinance.

Under Presentations, State Representative Julie Calley addressed Council regarding funding availability for the Wastewater Treatment Plant Improvement Project. She noted there is void in

availability of funding between large and small jurisdictions. She further noted there is still Federal funding that has not been allocated.

There was discussion.

Mayor Pro-Tem VanSlambrouck expressed his concern with the lack of funding for the Wastewater Treatment Plant Project after the City has sought many alternate sources. He asked Representative Calley what else the City should be doing.

Representative Calley stated she will start with arranging a phone call with the City of Portland and EGLE (Michigan Department of Environment, Great Lakes, and Energy) to ensure no funding options are being overlooked.

Mayor Barnes stated that Mayor Pro-Tem VanSlambrouck speaks on behalf of the Council and further noted the same issue exists with the Fiber Broadband issue. He also noted he would like to see the trailer parks cleaned up and not dumping waste into the Grand River; up river from the City.

Mayor Pro-Tem VanSlambrouck thanked Representative Calley for serving Portland and that she has done a good job for the area.

City Manager Gorman thanked Representative Calley for her time; the City is looking for equity in funding policies.

DDA Director ConnerWellman presented her downtown report and noted that volunteers are still needed for Beerfest.

Under New Business, the City Council considered Resolution 22-62 to approve a proposal in the amount of \$20,000.00 from PSE Engineering, Inc. to evaluate AMI (Advanced Metering Infrastructure) technologies to upgrade the meter reading technology for the City's electric customers.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 22-62 approving a proposal from PSE Engineering, Inc. to evaluate AMI Technology.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 22-63 to appoint Angie Baum as the Officer Delegate to represent the City at the 2022 MERS Conference, September 26-27, 2022 at the Grand Traverse Resort.

Motion by Johnston, supported by Sheehan, to approve Resolution 22-63 appointing an Officer Delegate to represent the City at the 2022 MERS Conference.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on July 18, 2022, payment of invoices in the amount of \$113,252.28 and payroll in the amount of \$120,657.54 for a total of \$233,909.82. Purchase orders to Resco in the amount of \$10,080.00 for two single-phase transformers, Power Line Supply in the amount of \$10,211.00 for a three-phase transformer, Portland Area Municipal Authority in the amount of \$22,126.00 for repair of an overhead door, and the Portland Area Fire Authority in the amount of \$31,504.52 for 1<sup>st</sup> Quarter Fire Services were also included.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents the State Primary Election will be held tomorrow, August 2, 2022.

City Clerk Miller provided information related to the election.

City Manager Gorman extended his thoughts to family and friends in the area of his hometown in Kentucky that are dealing with recent heavy flooding.

Under Council Comments, Mayor Pro-Tem VanSlambrouck noted the VFW will host a Spaghetti Dinner for the Fireman's Association and the American Legion on Friday, August 26, 2022 from 5:00 – 7:00 P.M.

Council Member Sheehan congratulated the Girl Scouts on completing their Silver Award which included the placement of lost and found boxes along the River Trail.

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

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:50 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the August 1, 2022 City Council Meeting**  
**In the City Council Chambers at City Hall**  
**259 Kent St., Portland, MI 48875**

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, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Police Chief Thomas

**Presentation** - State Representative Julie Calley addressed Council regarding funding availability for the Wastewater Treatment Plant Improvement Project.

**Presentation** - DDA Director ConnerWellman presented her downtown report.

**Approval of Resolution 22-62** approving a proposal from PSE Engineering, Inc. to evaluate AMI Technology.

All in favor. Adopted.

**Approval of Resolution 22-63** appointing an Officer Delegate to represent the City at the 2022 MERS Conference.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:50 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
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	991.85
CULLIGAN	02130	2X WATER CITY HALL - GEN	15.50
CULLIGAN	02130	COOLER RENTAL AUG 2022 - WW	15.00
CULLIGAN	02130	COOLER RENTAL JUNE 2022 - WW	15.00
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	231.70
GRANGER	00175	REFUSE - ELECTRIC	86.00
GRANGER	00175	REFUSE -WW	152.58
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
CULLIGAN	02130	4X WATER - POLICE	23.00
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL MONITORING FEE - CITY HALL	300.00
RAPID SHRED	02719	CART 96 SHRED MI-DEAL/TRIP CHRГ - GEN	50.28
ERIK LITTS	01797	ASSESSING SERVICES 1ST HALF OF AUG 2022- ASSESS	1,416.66
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	324.17
ALTEC INDUSTRIES, INC.	00016	VEHICLE REPAIR - ELECTRIC	446.00
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ, LOC STS, WW	797.94
CAPITAL ASPHALT LLC	02578	ASPHALT - WATER	220.10
COOK BROS EXCAVATING	00101	LIMESTONE - ELECTRIC	128.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL FUEL FOR GENERATORS - ELECTRIC	3,031.24
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	109.96
FAMILY FARM & HOME	01972	HOME DEFENSE SPRAY - WATER	16.99
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	10,387.67
F&V CONSTRUCTION MANAGEMENT IN	00828	JUNE SVCS WWTP ENGINEERING #6 - WW	56,525.00
GRAND TRAVERSE RESORT & SPA	01608	MERS CONF RESRV S HONSOWITZ - ELECTRIC	240.08
GRAND TRAVERSE RESORT & SPA	01608	MERS CONF RESRV A BAUM - INCOME TAX	240.08
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	175.00
KENDALL ELECTRIC	00225	STREET LIGHT WIRE - ELECTRIC	1,298.24
KENNEDY INDUSTRIES, INC.	02548	REPAIRS TO PUMP #1 RIVERSIDE LIFT STAT- WW	3,000.00
KEUSCH SUPER SERVICE	00228	5 TIRES #924 - MTR POOL	695.00
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	509.25
NYE UNIFORM CO.	00338	SHIRTS - POLICE	85.00
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	1,343.03

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
POLYDYNE INC.	02196	POLYMER - WW	3,074.04
SELBY LAWN CARE	02736	LAWN MOWING - ELECTRIC	250.00
TOTAL TECHNICAL ASSURANCE GROUP	IN02667	FIBER BROAD BAND DEV - ELECTRIC	2,275.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	418.08
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	525.00
GRANGER	00175	REFUSE- POL, COMM PROMO	86.00
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	1,678.34
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER	58.74
FORTE PAYMENTS, INC.	02522	CC PAYMENTS - REC	56.12
BRENT LISTERMAN	02519	REIMB OAK HILL GUN CLUB MEMERBSHIP - POLICE	75.00
VANCE OUTDOORS	02611	AMMO- POLICE	334.40
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	109.00
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	0.68
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,286.65
MHR BILLING	01780	JULY BILLING - AMB	1,850.00
CARGO RAXX LLC	MISC	CARGO RACK FOR #3 - POLICE	692.80
TODD DAVLIN	02696	MPPA, APPA, MEETINGS - ELECTRIC	615.66
GRANGER	00175	REFUSE - REFUSE	12,703.04
CHROUCH COMMUNICATION, INC.	00082	FCC LINCENSING FEE - GEN	145.00
PLEUNE SERVICE COMPANY INC.	00741	QRTLY LABOR & PARTS - CITY HALL	779.00
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	DRUG TESTING - POLICE	48.00
BESCO WATER TREATMENT	02735	WATER SOFTENER SALT - ELECTRIC	51.30
RESCO	00392	LED STREET LIGHTS - ELECTRIC	2,834.80
ALTEC INDUSTRIES, INC.	00016	EQUIPMENT REPAIR - ELECTRIC	522.00
CORRIGAN OIL CO, NO. 11	02693	3 FUEL TANKS AND INSTALLATION - ELEC APP COUNC	39,043.19
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS REST OF JUNE 2022 - GEN	291.00
ROD SMITH	02317	REIMB CLOTHING ALLOW - WTR	28.62
FAMILY FARM & HOME	01972	HOSE, SUPPLIES - WW	164.75
CULLIGAN	02130	1X WATER - WW	8.75
FAMILY FARM & HOME	01972	FENCE POSTS - CEM	137.19

Date: 08/10/22

CITY OF PORTLAND INVOICE REGISTER

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CULLIGAN	02130	4X WATER - PARKS, CEM	29.00
USA BLUEBOOK	01850	PARTS/SUPPLIES - WW	1,063.23
STATE OF MICHIGAN	00428	ELEVATOR CERT OF OPERATION RENEW - CITY HALL	185.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	15.95
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	34.79
PLERUS	02756	DELEGATE WRITE IN FORMS - ELECTIONS	33.06
Total:			\$154,972.76

**BI-WEEKLY  
WAGE REPORT  
August 8, 2022**

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.	10,355.70	30,592.61	3,902.66	10,474.84	14,258.36	41,067.45
ASSESSOR	-	-	-	-	-	-
CEMETERY	5,776.42	16,402.19	2,247.88	5,011.90	8,024.30	21,414.09
POLICE	19,542.60	49,485.16	4,320.54	11,280.86	23,863.14	60,766.02
CODE ENFORCEMENT	101.11	323.86	8.07	25.91	109.18	349.77
PARKS	5,156.77	16,141.68	799.78	2,216.06	5,956.55	18,357.74
INCOME TAX	2,301.64	6,851.41	723.44	2,030.21	3,025.08	8,881.62
MAJOR STREETS	3,754.17	11,276.62	1,868.57	4,674.53	5,622.74	15,951.15
LOCAL STREETS	3,076.86	10,909.86	1,682.63	4,681.78	4,759.49	15,591.64
RECREATION	352.72	1,049.97	114.48	272.42	467.20	1,322.39
AMBULANCE	17,107.03	47,995.73	3,767.91	10,161.64	20,874.94	58,157.37
DDA	2,781.35	7,676.45	613.48	1,444.22	3,394.83	9,120.67
ELECTRIC	21,627.93	65,550.80	8,859.01	22,894.93	30,486.94	88,445.73
WASTEWATER	8,229.19	24,408.18	3,596.19	8,243.13	11,825.38	32,651.31
WATER	6,710.36	20,031.80	2,630.43	7,102.52	9,340.79	27,134.32
MOTOR POOL	571.61	1,406.12	186.19	402.08	757.80	1,808.20
<b>TOTALS:</b>	<b>107,445.46</b>	<b>310,102.44</b>	<b>35,321.26</b>	<b>90,917.03</b>	<b>142,766.72</b>	<b>401,019.47</b>



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PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022	MONTH 07/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,181,528.00	74,469.75	74,469.75	1,107,058.25	6.30
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,700.00	0.00	0.00	1,700.00	0.00
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,000.00	0.00	0.00	3,000.00	0.00
101-000-445.000	PENALTY & INTEREST	5,350.00	0.00	0.00	5,350.00	0.00
101-000-447.000	TAX COLLECTION FEES	45,500.00	2,068.45	2,068.45	43,431.55	4.55
101-000-476.000	BUSINESS PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-477.000	CABLE TV FEES	17,500.00	0.00	0.00	17,500.00	0.00
101-000-490.000	NON-BUSINESS PERMITS	75,000.00	6,768.00	6,768.00	68,232.00	9.02
101-000-543.000	ACT 302 POLICE TRAINING GRANT	600.00	0.00	0.00	600.00	0.00
101-000-570.000	LIQUOR FEES	3,900.00	0.00	0.00	3,900.00	0.00
101-000-574.000	REVENUE SHARING-CONST SALES	370,456.00	0.00	0.00	370,456.00	0.00
101-000-574.001	REVENUE SHARING-STAT SALES	114,162.00	0.00	0.00	114,162.00	0.00
101-000-623.000	TRANSCRIPT FEES	700.00	40.00	40.00	660.00	5.71
101-000-628.000	ADMINISTRATIVE CHARGES	329,026.00	27,418.83	27,418.83	301,607.17	8.33
101-000-630.000	CEMETERY LOT SALES	9,000.00	950.00	950.00	8,050.00	10.56
101-000-633.000	CEMETERY CARE FEES	6,000.00	307.20	307.20	5,692.80	5.12
101-000-634.000	GRAVE OPENING FEES	12,500.00	775.00	775.00	11,725.00	6.20
101-000-656.000	DISTRICT COURT FINES	6,500.00	397.68	397.68	6,102.32	6.12
101-000-661.000	PARKING FINES	2,000.00	0.00	0.00	2,000.00	0.00
101-000-663.000	MISCELLANEOUS FINES	2,500.00	60.00	60.00	2,440.00	2.40
101-000-665.000	INTEREST INCOME	0.00	35.77	35.77	(35.77)	100.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	0.71	0.71	(0.71)	100.00
101-000-667.000	RENTAL INCOME	9,000.00	315.00	315.00	8,685.00	3.50
101-000-676.004	DONATION-RED MILL BUILDING	10,000.00	0.00	0.00	10,000.00	0.00
101-000-678.000	MERS FOREITURE REVENUES	0.00	2,093.90	2,093.90	(2,093.90)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	4,500.00	0.00	0.00	4,500.00	0.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	38,710.00	4,083.72	4,083.72	34,626.28	10.55
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	1,898.40	1,898.40	101.60	94.92
101-000-699.150	TRANSFER FROM PERP CARE	0.00	0.51	0.51	(0.51)	100.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	178,000.00	0.00	0.00	178,000.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	50,895.00	0.00	0.00	50,895.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	37,453.00	0.00	0.00	37,453.00	0.00
TOTAL REVENUES		2,517,580.00	121,682.92	121,682.92	2,395,897.08	4.83
Expenditures						
100	COUNCIL	25,285.00	22.34	22.34	25,262.66	0.09
172	CITY MANAGER	211,189.00	14,585.63	14,585.63	196,603.37	6.91
201	GENERAL ADMINISTRATION	449,118.00	19,706.94	19,706.94	429,411.06	4.39
257	ASSESSING	53,562.00	4,279.31	4,279.31	49,282.69	7.99
262	ELECTIONS	10,550.00	1,010.45	1,010.45	9,539.55	9.58
265	CITY HALL	88,552.00	4,479.13	4,479.13	84,072.87	5.06
301	POLICE	808,075.00	49,456.50	49,456.50	758,618.50	6.12
371	CODE ENFORCEMENT	46,091.00	904.84	904.84	45,186.16	1.96
567	CEMETERY	207,173.00	17,165.84	17,165.84	190,007.16	8.29
707	COMMUNITY PROMOTIONS	386,282.00	56,359.14	56,359.14	329,922.86	14.59
728	ECONOMIC DEVELOPMENT	20,000.00	1,191.49	1,191.49	18,808.51	5.96
751	PARKS	211,703.00	22,786.91	22,786.91	188,916.09	10.76
TOTAL EXPENDITURES		2,517,580.00	191,948.52	191,948.52	2,325,631.48	7.62

Fund 101 - GENERAL FUND:

User: ABAUM

DB: Portland

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	07/31/2022 NORMAL (ABNORMAL)	MONTH 07/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
	TOTAL REVENUES	2,517,580.00	121,682.92	121,682.92	2,395,897.08	4.83
	TOTAL EXPENDITURES	2,517,580.00	191,948.52	191,948.52	2,325,631.48	7.62
	NET OF REVENUES & EXPENDITURES	0.00	(70,265.60)	(70,265.60)	70,265.60	100.00

User: ABAUM

DB: Portland

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	07/31/2022 (ABNORMAL)	MONTH 07/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 105 - INCOME TAX FUND									
Fund 105 - INCOME TAX FUND:									
	TOTAL REVENUES	805,400.00		86,284.69		86,284.69		719,115.31	10.71
	TOTAL EXPENDITURES	1,127,034.00		17,758.48		17,758.48		1,109,275.52	1.58
	NET OF REVENUES & EXPENDITURES	(321,634.00)		68,526.21		68,526.21		(390,160.21)	21.31
Fund 202 - MAJOR STREETS FUND									
Fund 202 - MAJOR STREETS FUND:									
	TOTAL REVENUES	1,273,478.00		146.42		146.42		1,273,331.58	0.01
	TOTAL EXPENDITURES	1,386,368.00		25,891.37		25,891.37		1,360,476.63	1.87
	NET OF REVENUES & EXPENDITURES	(112,890.00)		(25,744.95)		(25,744.95)		(87,145.05)	22.81
Fund 203 - LOCAL STREETS FUND									
Fund 203 - LOCAL STREETS FUND:									
	TOTAL REVENUES	358,239.00		5,888.23		5,888.23		352,350.77	1.64
	TOTAL EXPENDITURES	486,483.00		22,999.42		22,999.42		463,483.58	4.73
	NET OF REVENUES & EXPENDITURES	(128,244.00)		(17,111.19)		(17,111.19)		(111,132.81)	13.34
Fund 208 - RECREATION FUND									
Fund 208 - RECREATION FUND:									
	TOTAL REVENUES	82,646.00		2,618.30		2,618.30		80,027.70	3.17
	TOTAL EXPENDITURES	108,646.00		4,871.81		4,871.81		103,774.19	4.48
	NET OF REVENUES & EXPENDITURES	(26,000.00)		(2,253.51)		(2,253.51)		(23,746.49)	8.67
Fund 210 - AMBULANCE FUND									
Fund 210 - AMBULANCE FUND:									
	TOTAL REVENUES	804,680.00		298,781.62		298,781.62		505,898.38	37.13
	TOTAL EXPENDITURES	862,466.00		79,258.97		79,258.97		783,207.03	9.19
	NET OF REVENUES & EXPENDITURES	(57,786.00)		219,522.65		219,522.65		(277,308.65)	379.89
Fund 248 - DDA FUND									
Fund 248 - DDA FUND:									
	TOTAL REVENUES	324,535.00		2,234.98		2,234.98		322,300.02	0.69
	TOTAL EXPENDITURES	161,640.00		10,114.86		10,114.86		151,525.14	6.26
	NET OF REVENUES & EXPENDITURES	162,895.00		(7,879.88)		(7,879.88)		170,774.88	4.84
Fund 520 - REFUSE SERVICE FUND									
Fund 520 - REFUSE SERVICE FUND:									
	TOTAL REVENUES	152,550.00		12,796.85		12,796.85		139,753.15	8.39
	TOTAL EXPENDITURES	151,050.00		0.00		0.00		151,050.00	0.00
	NET OF REVENUES & EXPENDITURES	1,500.00		12,796.85		12,796.85		(11,296.85)	853.12
Fund 582 - ELECTRIC FUND									
Fund 582 - ELECTRIC FUND:									
	TOTAL REVENUES	4,766,525.00		465,066.81		465,066.81		4,301,458.19	9.76
	TOTAL EXPENDITURES	5,358,336.00		370,512.34		370,512.34		4,987,823.66	6.91
	NET OF REVENUES & EXPENDITURES	(591,811.00)		94,554.47		94,554.47		(686,365.47)	15.98
Fund 590 - WASTEWATER FUND									
Fund 590 - WASTEWATER FUND:									
	TOTAL REVENUES	11,444,436.00		86,786.34		86,786.34		11,357,649.66	0.76
	TOTAL EXPENDITURES	11,438,304.00		57,072.01		57,072.01		11,381,231.99	0.50
	NET OF REVENUES & EXPENDITURES	6,132.00		29,714.33		29,714.33		(23,582.33)	484.58

## REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	07/31/2022	MONTH	07/31/2022	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
TOTAL REVENUES		776,965.00	88,924.62		88,924.62		688,040.38	11.45
TOTAL EXPENDITURES		973,420.00	44,354.29		44,354.29		929,065.71	4.56
NET OF REVENUES & EXPENDITURES		(196,455.00)	44,570.33		44,570.33		(241,025.33)	22.69
Fund 661 - MOTOR POOL FUND								
Fund 661 - MOTOR POOL FUND:								
TOTAL REVENUES		349,467.00	42,083.53		42,083.53		307,383.47	12.04
TOTAL EXPENDITURES		508,828.00	18,800.28		18,800.28		490,027.72	3.69
NET OF REVENUES & EXPENDITURES		(159,361.00)	23,283.25		23,283.25		(182,644.25)	14.61
TOTAL REVENUES - ALL FUNDS		21,138,921.00	1,091,612.39		1,091,612.39		20,047,308.61	5.16
TOTAL EXPENDITURES - ALL FUNDS		22,562,575.00	651,633.83		651,633.83		21,910,941.17	2.89
NET OF REVENUES & EXPENDITURES		(1,423,654.00)	439,978.56		439,978.56		(1,863,632.56)	30.90

**Minutes of the Planning Commission  
Of the City of Portland**  
Held on Wednesday, July 13, 2022 at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Fitzsimmons, Williamson, Parsons, Johnston, Roeser, Kmetz

Staff: City Manager Gorman

Guests: Paul LeBlanc of PLB Planning Group, LLC

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

Motion by Roeser, supported by Kmetz, to approve the proposed Agenda.  
All in favor. Approved.

Motion by Williamson, supported by Johnston, to approve the minutes of the June 8, 2022 meeting as presented.  
All in favor. Approved.

There was no public comment.

City Manager Gorman advised that Mayberry Homes has withdrawn their request to rezone the 107-acre Rindlehaven parcel.

Mr. LeBlanc presented information on the Draft Zoning Ordinance and outlined the proposed changes.

There was review and discussion of the draft zoning ordinance.

City Manager Gorman provided development updates.

There was discussion.

Motion by Parsons, supported by Kmetz, to adjourn the meeting at 8:50 P.M.  
All in favor. Approved.

Respectfully submitted,

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Jason Williamson, Secretary

**PRIMARY ELECTION  
RESULTS  
AUGUST 2, 2022**

RACE	PRECINCT	AVCB	CITY TOTAL	COUNTY	STATE
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**REPUBLICAN PARTY PRIMARY**

**GOVERNOR**

Ralph Rebandt	9	13	22	427	44,933
Kevin Rinke	33	54	87	1,684	235,573
Garrett Soldano	74	31	105	2,733	192,074
<b>Tudor M. Dixon</b>	107	81	188	3,227	435,375
Ryan D. Kelley	40	35	75	1,393	165,201

**REPRESENTATIVE FOR CONGRESS - 2nd DISTRICT**

Thomas J. Norton	90	87	177	3,561	41,272
<b>John Moolenaar</b>	153	123	276	5,482	77,391

**STATE SENATOR - 33rd DISTRICT**

<b>Rick Outman</b>	209	172	381	5,858	-
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**REPRESENTATIVE IN STATE LEGISLATURE - 78th DISTRICT**

Ben Geiger	55	55	110	1,832	4,041
<b>Gina Johnsen</b>	115	73	188	3,160	6,099
Christine E. Barnes	62	63	125	1,886	3,301

**COUNTY COMMISSIONER - 7th DISTRICT**

Georgia Richardson Sharp	101	89	190	410	
Terence M Frewen	143	120	263	711	

**DELEGATE TO COUNTY CONVENTION**

Brian Mishler	139	133	272	272	
Stefanie Davis	140	131	271	271	

**DEMOCRATIC PARTY PRIMARY**

**GOVERNOR**

Gretchen Whitmer	56	198	254	3,140	-
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**REPRESENTATIVE FOR CONGRESS - 2nd DISTRICT**

Jerry Hilliard	54	187	241	2,912	-
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**STATE SENATOR - 33rd DISTRICT**

Mark Bignell	54	186	240	2,435	-
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**REPRESENTATIVE IN STATE LEGISLATURE - 78th DISTRICT**

Leah M Groves	53	185	238	2,328	-
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**COUNTY COMMISSIONER - 7TH DISTRICT**

(Write In)	0	0	0	-	
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**DELEGATE TO COUNTY CONVENTION**

(Write In)	0	0	0		
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Precinct 1  
AVCB  
Total City of Portland

Voters	Registered Voters	% Turnout
324		
453		
777	2,983	26.05%

Absentee Ballots                      453                      58% of voters were by Absentee Ballot



**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
JULY 2022 STATS**

**Calls for Service**

Dispatched	66
Patrol Originated	17
Follow Up Complaints	53
Assist to PPD	3
Assist to Fire / EMS	10
Assist Other Depts	6

**Other Functions**

Subpoena Service	0
PBT's	0
Special Events	5
School Contacts (general)	0
Training	14
Administrative	28

**Traffic Stops**

Total Stops	30
Traffic Citations	10
Verbal Warnings	27
Parking Citations	0

**Other**

Physical Business Checks	
Interior	67
Exterior	252
Patrol Contacts	268

**Arrests (Excluding Juvenile Apprehensions)**

Misdemeanor Persons	3
Misdemeanor Charges	5
Felony Persons	1
Felony Charges	1

**Code Enforcement / Blight**

New Complaints	3
Follow up Complaints	3
Time Spent (in hours)	2

Code Enforcement:

	<b><u>Type</u></b>	<b><u>Street Location</u></b>
1	Junk / Secondhand	Academy St
2	Abandoned Vehicle	Pleasant St.
3	Grass / Weeds	Quarterline St

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**AUGUST 9, 2022 - 3:00 P.M.**  
**101 WEST MAIN STREET**  
**IONIA, MICHIGAN**

**THIS MEETING WILL BE HELD IN PERSON AND ZOOM**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment** (Three-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. Approval of Tree Trimming and Removal Bid from Asplundh Tree Expert, LLC - John Niemela
  - B. Approval to Adjust County Commissioner Pay Rate – Jason Eppler
- VIII. New Business**
  - A. Resolution of Recognition
  - B. Approval of Resolution to Exceed Maintenance Limit: Jordan Lake – Robert Rose
  - C. Approval of Agreement with Michigan Department of Health and Human Services Emerging Threats Grant (FY22-23) - Chad Shaw
  - D. Approval of Amendment #3 of the Emerging Threats Grant (FY21-22) - Chad Shaw
  - E. Approval of Agreement between Michigan Department of Health and Human Services and Ionia County Health Department – Project Allocations (FY22-23) - Chad Shaw
  - F. Approval of Purchase of Meals on Wheels Vehicle – Carol Hanulcik
  - G. Discuss Request for Donation for Floral Building Improvements – Ionia Free Fair
- IX. Department Reports**
- X. Reports of Officers, Boards, and Standing Committees**
  - A. Chairperson
  - B. Board of Commissioners
  - C. County Administrator

- XI. Reports of Special or Ad Hoc Committees**
- XII. Public Comment (3-minute time limit per speaker)**
- XIII. Closed Session**
- XIV. Adjournment**

**Board and/or Commission Vacancies**

- Economic Development Corporation/Brownfield Redevelopment Authority – Four- three-year terms.
- Board of Public Works-Two-three-year terms
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Commission on Aging Board-One-three-year term expired in September
- Parks Advisory Board- Two-Two-year terms, Representative from the Fishing and Hunting Club, Member-at-Large from Lyons Area
- West Michigan Regional Planning Commission-Two-One-year term
- Land Bank Authority- two-three-year term
- Solid Waste Planning Committee-three-two-year term, one serving as industrial waste generator representative, one management industry, and one regional Solid Waste Planning Agency rep.

**Appointments for consideration in the month of August 2022:**

- Substance Use Disorder Oversight Policy Board

**Appointments for consideration in the month of September 2022:**

- Commission on Aging Board

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**AUGUST 16, 2022 - 3:00 P.M.**  
**101 WEST MAIN STREET**  
**IONIA, MICHIGAN**

**THIS MEETING WILL BE HELD IN PERSON AND ZOOM**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment** (Three-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**
- VIII. New Business**
  - A. Reappointment to the Substance Use Disorder Oversight Policy Board-3 Year Term
    - Debra Thalison
  - B. Appointment for Alternate to the Substance Use Disorder Oversight Policy Board-3 Year Term
    - Margery Briggs
  - C. Reappointment to Commission on Aging Board-3 Year Term
    - Cheryl Irish
    - Mel Haga
  - D. Request Approval of Secondary Road Patrol & Traffic Accident Prevention Program Application – Sheriff Noll
  - E. Request Approval of Body Worn Camera Project Grant – Undersheriff Bucholtz
  - F. Request Approval of Purchase of Scraper Blades – John Niemela
  - G. Request Approval of Refurbishing of a Truck Cab and Chassis – John Niemela
  - H. Request Approval of Changes to the Board of Commissioners Meeting Schedule – Jason Eppler
  - I. Request Approval of Update to the Parks Board Composition – Jason Eppler
- IX. Department Reports**
  - A. MSU Extension

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

- A. Chairperson
- B. Board of Commissioners
- C. County Administrator

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

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

**XIII. Closed Session**

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