



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

7:00 P.M. Monday, October 3, 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>	
7:15 PM	<b>A. Joe Benjamin of Fleis &amp; VandenBrink – Wastewater Treatment Plant Project</b>	
7:30 PM	<b>B. DDA Director ConnerWellman – Downtown Report</b>	
	<b>VII. <u>Public Hearing(s)</u></b> - None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:35 PM	<b>A. Proposed Resolution 22-76 Approving Change Order No. 1 to the Design-Build Contract with F&amp;V Construction for the Wastewater Treatment Plant Project</b>	Decision
7:38 PM	<b>B. Proposed Resolution 22-77 Approving a Proposal from Theka Engineering to Provide Distribution Substation Design Services for the City’s Electric Utility System</b>	Decision
7:40 PM	<b>C. Proposed Resolution 22-78 Approving a Proposal from Fence Consultants of West Michigan to Perform Fence Repairs at the Municipal Hydro Dam</b>	Decision
7:42 PM	<b>D. Proposed Resolution 22-79 Approving the Purchase of Advanced Meter Infrastructure (AMI) Technology</b>	Decision
7:45 PM	<b>E. Proposed Resolution 22-80 Approving Payment to F&amp;V Construction for Work Performed for the Wastewater Treatment Plant Project</b>	Decision
7:47 PM	<b>F. Proposed Resolution 22-81 Approving, Authorizing, and Directing the Mayor and City Clerk to Sign a License Agreement to Permit Holding a Haunted House at the Red Mill</b>	Decision
7:48 PM	<b>G. Proposed Resolution 22-82 Approving a Michigan Department of Transportation Performance Resolution for Undergrounding Work to be Performed by the City</b>	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
	<p><b>X. <u>Consent Agenda</u></b></p> <p><b>A.</b> Minutes &amp; Synopsis from the Regular City Council Meeting held on September 19, 2022</p> <p><b>B.</b> Payment of Invoices in the Amount of \$280,444.84 and Payroll in the Amount of \$134,558.16 for a Total of \$415,003.00</p> <p><b>C.</b> Purchase Orders over \$5,000.00</p> <ol style="list-style-type: none"> <li>1. Stryker Medical in the Amount of \$5,469.75 for a Wall Cabinet and Three AED First Responder Kits</li> <li>2. Civic Plus in the Amount of \$7,091.12 Annual Website Hosting and MuniCode Administration Fee</li> <li>3. S&amp;P Global Ratings in the Amount of \$17,625.00 for Analytical Services Rendered on the Sanitary Sewer System Jr. Lien Revenue Bonds</li> <li>4. MFCI, LLC in the Amount of \$34,000.00 for Financial Advisory Fees on the Sanitary Sewer System Jr. Lien Revenue Bonds</li> <li>5. Dickinson &amp; Wright in the Amount of \$47,000.00 for Bond Counsel In Connection with the Issuance of the Sanitary Sewer System Jr. Lien Revenue Bonds</li> </ol> <p><b>XI. <u>Communications</u></b></p> <ol style="list-style-type: none"> <li>A. DDA Minutes for August 22, 2022</li> <li>B. Utility Billing Report for August 2022</li> <li>C. Franklin Energy EO Report</li> <li>D. Ionia County Board of Commissioners Meeting for September 24, 2022</li> <li>E. Ionia County Board of Commissioners Meeting for September 27, 2022</li> </ol> <p><b>XII. <u>Other Business</u> – None</b></p> <p><b>XIII. <u>City Manager Comments</u></b></p> <p><b>XIV. <u>Council Comments</u></b></p> <p><b>XV. <u>Adjournment</u></b></p>	
7:50 PM		
7:55 PM		
8:00 PM		
8:05 PM		
		Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-76**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE DESIGN-BUILD CONTRACT WITH F&V CONSTRUCTION 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 submitted Change Order No. 01 to the design-build contract for the Wastewater Treatment Plant Project, a copy of the memorandum from F&V Construction and Change Order No. 01 is attached at Exhibit A.

**WHEREAS**, the F&V memorandum and Exhibit A also includes an authorization to proceed with construction pursuant to the tentative award authorized by City Council on August 15, 2022. This will be signed by the City Manager as the Designated Owner's Representative.

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

1. The Portland City Council approves Change Order No. 01 to the design-build contract for the Wastewater Treatment Plant Project, a copy of the memorandum from F&V Construction and Change Order No. 01 is attached at 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:** October 3, 2022

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



September 29, 2022

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

**RE: City of Portland, Michigan  
Exhibit C – Step 2, Construction  
DBIA Agreement Between Owner and Design-Builder  
Wastewater System Improvements, CWSRF No. 5758-01**

Dear Mr. Gorman:

Bids were received on August 3, 2022, and August 23, 2022, for the Wastewater System Improvements project. Since bids were received, we have worked with the City and Trade Contractors on scope reductions and value engineering items to develop our Guaranteed Maximum Price (GMP) for construction.

As a result of this process, we have arrived at a GMP of \$12,750,000.00 as shown on the attached Exhibit C – Step 2, which aligns with the amount authorized by City Council on August 15, 2022. Authorization to proceed with construction can be granted by executing the attached Step 2 of Exhibit C to our DBIA agreement. Upon execution, FVC will prepare the items noted in Article 11 below prior to issuance of a Notice to Proceed by the City.

Other items within the Agreement are updated as follows:

- Article 5.2.1 – Substantial Completion days is updated to be 600 calendar days.
- Article 6.6.1.2 – Design-Builder Contingency, as shown in Exhibit C – Step 2, Construction, has a value of \$602,745.80. Upon Substantial Completion, value greater than \$100,000.00 will be released to the Owner for change order items in accordance with the provisions of Article 6.6.3.
- Article 11 – These items shall be provided to the Owner prior to any work starting at the site:
  - Exhibit D – Conformed to Contract Documents
  - Performance and Payment Bonds
  - Certificate of Insurance

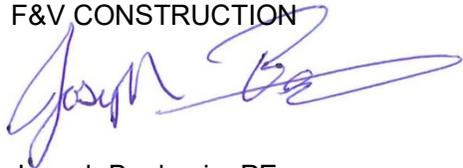
In addition to the above changes to the Agreement, a Force Majeure clause is added to the Contract to provide additional protection to the Owner and Design-Builder in case of a Force Majeure event. This change is included in the attached Change Order No.1. The Change Order also includes incorporating the scope for the sanitary improvements and trash basket at the MDOT Rest Area per our discussions with City staff on Wednesday, September 21, 2022.

**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)**

We look forward to continuing to work with the City as this project moves into construction. Please call us if you have any questions or need further clarification.

Sincerely,

F&V CONSTRUCTION



Joseph Benjamin, PE  
Project Manager, Associate

Attachments:

- Exhibit C – Step 2, Construction
- Change Order No. 1

**EXHIBIT C - Step 2, Construction**

Client Name: **City of Portland, Michigan** Estimator: **CBT** Date: **September 29, 2022**  
 Job Name: **Wastewater System Improvements, CWSRF No. 5758-01** Design By: **F&V** Bid Date: **August 3, 2022**  
 Location: **600 Morse Drive, Portland, MI 48875** Check By: **JMB**  
 Job Number: **1221 | 848392**  
 Description: **WWTP Improvements**  
 Duration: **Construction lasting approximately 18 months to reach Substantial Completion**

<u>Trade Category</u>	<u>Subcontractor   Location</u>	<u>Accepted Bid</u>
Contract 1 Site Work & Excavation (WWTP)	Georgetown Construction   Hudsonville, MI	\$1,557,040.00
Contract 2 Concrete	Jelsema Concrete   Kentwood, MI	\$684,595.00
Contract 3 General Trades	First Peninsula   Grand Rapids, MI	\$656,125.00
Contract 4 Painting	Murray Painting   Freeland, MI	\$210,568.00
Contract 5 Mechanical	Midwest Power Systems   Wixom, MI	\$4,527,209.20
Contract 6 Electrical, Instrumentation & Control	Superior Electric   Lansing, MI	\$1,072,737.00
Contract 7 Biosolids Storage Tank	Blue Water Storage   Southfield, MI	\$488,780.00
Contract 8 Sanitary Sewer Improvements	Not Used	
Contract 9 Cured-in-Place Pipe	Not Used	
Contract 10 River Crossing	Not Used	
Contract 11 Masonry	616 Masonry   Holland, MI	\$225,000.00
Contract 12 Concrete Demo	Georgetown Construction   Hudsonville, MI	Included w/Contract 1 Pricing
Owner's System Integrator WWTP	Windemuller   Wayland, MI	\$49,900.00

**Total of Trades** \$9,471,954.20

**General Conditions - Lump Sum** \$313,700.00

**Sub Total** \$9,785,654.20

**Design-Builder's Fee - Lump Sum** \$831,800.00

**Sub Total** \$10,617,454.20

**Basic Services - Design, VE & Pre-Construction (FVC) - Lump Sum, no markup<sup>1</sup>** \$740,000.00

**Basic Services - Project Management, Administration & Site Superintendent (FVC) - Lump Sum, no markup** \$789,800.00

**Sub-Total Cost** \$12,147,254.20

**Design-Builder's Contingency Allowance** \$602,745.80

**Total GMP** \$12,750,000.00

**NOTES:**

<sup>1</sup> Design, Bidding, Pre-Construction & VE fees previously authorized and paid through agreement dated December 6, 2021

Initial

Date

OWNER: \_\_\_\_\_

FVC: JMB

9-29-2022



## OWNER CONTRACT CHANGE ORDER NO. 1

September 29, 2022

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OWNER: **City of Portland**

PROJECT: **Wastewater System Improvements, CWSRF No. 5758-01**

Project No.: **1221 | 848392**

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We are requesting your acceptance of the following adjustments to the Contract:

Description of Changes:

**1. MDOT Rest Area Work (Bulletin No. 2, Item No. 4)**

Add all work at the MDOT Rest Area. Provide new sanitary manhole, trash basket, portable crane, and access hatch.

*Reason: The City would like to add the MDOT Rest Area Work back into the project.*

ADD \$28,649.69

**2. Force Majeure Events**

Add paragraph 6.1.3 in its entirety:

“6.1.3 Force Majeure

Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by or results from causes beyond the reasonable control of the affected party, including but not limited to fire, floods, epidemics, pandemics, embargoes, war, acts of war, insurrections, riots, strikes, lockouts or other labor disturbances, or acts of God, including, but not limited to, any event that is declared to be a State of Emergency by a regulatory entity; abnormal weather conditions, acts or neglect by utility owners or other contractors performing work on the project provided, however, that the party so affected shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either party shall provide the other party with prompt written notice of any delay or failure to perform that occurs by reason of Force Majeure. Design-Builder reserves the right to submit to Owner, as well as, shall be entitled to, additional compensation for increased labor and/or material costs due to an event that is considered a Force Majeure event.”

*Reason: Add additional protection for the Owner and Design-Builder in case of a Force Majeure event.*

ADD No Cost

**Attachments:**

- Summary of Owner Change Order No. 1 – September 2022
- Project Budget Tracking Summary – September 2022

2960 Lucerne Drive SE, Suite 100  
Grand Rapids, MI 49546  
P: 616.977.4400  
www.fv-construction.com

CHANGE IN CONTRACT PRICE	
Original Contract Price	\$ <u>12,750,000.00</u>
Change from previous Change Orders:	\$ <u>0.00</u>
Contract Price prior to this Change Order:	\$ <u>12,750,000.00</u>
Net <b>Increase</b> of this Change Order:	\$ <u>28,649.69</u>
Contract Price incorporating this Change Order:	\$ <u>12,778,649.69</u>

CHANGE IN CONTRACT TIMES	
Original Contract Times:	
Substantial Completion:	<u>600</u>
Ready for Final Payment:	<u>600</u>
No change from previous Change Orders:	
Substantial Completion:	<u>0</u>
Ready for Final Payment:	<u>0</u>
Contract Times prior to this Change Order:	
Substantial Completion:	<u>600</u>
Ready for Final Payment:	<u>600</u>
Net Increase this Change Order:	
Substantial Completion:	<u>0</u>
Ready for Final Payment:	<u>0</u>
Contract Times with all approved Change Orders:	
Substantial Completion:	<u>600</u>
Ready for Final Payment:	<u>600</u>

REQUESTED: **F&V Construction**

By: Robert W. Wilcap

DESIGN-BUILDER (Authorized Signature)

Title: Vice President

Date: 9/29/22

ACCEPTED: **City of Portland**

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

OWNER (Authorized Signature)

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

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



**Summary of Owner Change Order No. 1 - September 2022**

Job Name: City of Portland Wastewater System Improvements  
 Location: 600 Morse Drive, Portland, MI 48875  
 Job Number: 1221 | 848392  
 Description: WWTP Improvements



<u>Contract</u>	<u>Change Order Item</u>	<u>Source</u>	<u>Sub Price</u>	<u>Description</u>	<u>BD Contingency Allowance</u>	<u>Owner Change Order No. 1</u>	<u>Cost Savings Item</u>
1 - Site Work & Exc (Georgetown)	1	Bid Form	\$ 15,000.00	MDOT Rest Area Work		\$ 15,000.00	
2 - Concrete (Jelsema)							
3 - General Trades (First Peninsula)							
4 - Painting (Murray)							
5 - Mechanical (Midwest Power Systems)	1	Bulletin No. 2, Item No. 4	\$ 11,405.69	MDOT Rest Area Work		\$ 11,405.69	
6 - Electrical (Superior Electric)							
7 - Biosolids Storage (Blue Water)							
11 - Masonry (616 Masonry)							
OSI WWTP (Windemuller)							

<b>SubTotals =</b>	\$ -	\$ 26,405.69
<b>DB Fee =</b>	\$ -	\$ 2,244.00
<b>Total =</b>	\$ -	\$ 28,649.69

<b>Original Contingency Allowance Amount =</b>	\$ 602,745.80	\$ 128,075.00
<b>Changes from Previous Change Orders =</b>	\$ -	\$ -
<b>Current Contingency Allowance Amount =</b>	\$ 602,745.80	\$ 128,075.00
<b>Contingency Adjustment this Change Order =</b>	\$ -	\$ (28,649.69)
<b>Updated Contingency Allowance Amount =</b>	\$ 602,745.80	\$ 99,425.31

**Project Budget Tracking Summary - September 2022**

Job Name: City of Portland Wastewater System Improvements  
 Location: 600 Morse Drive, Portland, MI 48875  
 Job Number: 1221 | 848392  
 Description: WWTP Improvements



<u>Trade Category</u>	<u>Subcontractor</u>	<u>Exhibit C Value</u>	<u>Previous Change Orders</u>	<u>This Change Order</u>	<u>Adj. Contract Amount</u>	
Contract 1	Site Work & Excavation (WWTP)	Georgetown Excavating   Hudsonville, MI	\$ 1,557,040.00	\$ -	\$ 15,000.00	\$ 1,572,040.00
Contract 2	Concrete	Jelsema Concrete   Kentwood, MI	\$ 684,595.00	\$ -	\$ -	\$ 684,595.00
Contract 3	General Trades	First Peninsula   Grand rapids, MI	\$ 656,125.00	\$ -	\$ -	\$ 656,125.00
Contract 4	Painting	Murray Painting   Freeland, MI	\$ 210,568.00	\$ -	\$ -	\$ 210,568.00
Contract 5	Mechanical	Midwest Power Systems   Wixom, MI	\$ 4,527,209.20	\$ -	\$ 11,405.69	\$ 4,538,614.89
Contract 6	Electrical, Instrumentation & Control	Superior Electric   Lansing, MI	\$ 1,072,737.00	\$ -	\$ -	\$ 1,072,737.00
Contract 7	Biosolids Storage Tank	Blue Water Storage   Southfield, MI	\$ 488,780.00	\$ -	\$ -	\$ 488,780.00
<del>Contract 8</del>	<del>Sanitary Sewer Improvements</del>	<del>Not Used</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
<del>Contract 9</del>	<del>Cured-in-Place Pipe</del>	<del>Not Used</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
<del>Contract 10</del>	<del>River Crossing</del>	<del>Not Used</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
Contract 11	Masonry	616 Masonry   Holland, MI	\$ 225,000.00	\$ -	\$ -	\$ 225,000.00
Contract 12	Concrete Demo	Georgetown Excavating   Hudsonville, MI	Included in C1	\$ -	\$ -	\$ -
	Owner's System Integrator WWTP	Windemuller   Wayland, MI	\$ 49,900.00	\$ -	\$ -	\$ 49,900.00
	<b>Total of Trades</b>		<b>\$ 9,471,954.20</b>	<b>\$ -</b>	<b>\$ 26,405.69</b>	<b>\$ 9,498,359.89</b>
	<b>General Conditions</b>		<b>\$ 313,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 313,700.00</b>
	<b>Sub Total</b>		<b>\$ 9,785,654.20</b>	<b>\$ -</b>	<b>\$ 26,405.69</b>	<b>\$ 9,812,059.89</b>
	<b>Design-Builder's Fee</b>		<b>\$ 831,800.00</b>	<b>\$ -</b>	<b>\$ 2,244.00</b>	<b>\$ 834,044.00</b>
	<b>Sub Total</b>		<b>\$ 10,617,454.20</b>	<b>\$ -</b>	<b>\$ 28,649.69</b>	<b>\$ 10,646,103.89</b>
	<b>Basic Services - Design, VE &amp; Pre-Construction</b>		<b>\$ 740,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 740,000.00</b>
	<b>Basic Services - Project Management, Administration &amp; Site Superintendent</b>		<b>\$ 789,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 789,800.00</b>
	<b>Sub Total Cost</b>		<b>\$ 12,147,254.20</b>	<b>\$ -</b>	<b>\$ 28,649.69</b>	<b>\$ 12,175,903.89</b>
	<b>Design-Builder's Contingency Allowance</b>		<b>\$ 602,745.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 602,745.80</b>
	<b>Guaranteed Maximum Price</b>		<b>\$ 12,750,000.00</b>	<b>\$ -</b>	<b>\$ 28,649.69</b>	<b>\$ 12,778,649.69</b>

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-77**

**A RESOLUTION APPROVING A PROPOSAL FROM THEKA  
ENGINEERING TO PROVIDE DISTRIBUTION SUBSTATION DESIGN  
SERVICES FOR THE CITY'S ELECTRIC UTILITY SYSTEM**

**WHEREAS**, the Electric Department has budgeted and planned to design and build a new distribution substation to further enhance the City's electrical system; and

**WHEREAS**, the City Manager and Electric Superintendent recommend approving the proposal from Theka Engineering to provide distribution substation design services in the amount of \$180,300.00 a copy of the proposal and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its special meeting on September 26, 2022, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Theka Engineering to provide distribution substation design services in the amount of \$180,300.00 a copy of the proposal and memo from the Electric Superintendent, are 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:** October 3, 2022

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

# Memo



**To:** Board of Light & Power

**From:** Todd Davlin, Electric Superintendent

**Cc:** Tutt Gorman, City Manager

**Date:** 9-26-2022

**Re:** Portland Board of Light and Power – Theka Substation Design

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The City of Portland has budgeted \$175,000 in the 2022-2023 budget to design a new substation connecting the City of Portland to energy supply and energy markets. The current substation and improved reclosers have been modified due to two significant failures in the last 10 years. The existing substation is a single point of failure without designed redundancies. The existing substation design configuration forces the distribution system to be operated at 2 voltages. The existing substation has no modern monitoring capabilities for asset management or predictive maintenance activities.

**RECOMMENDATION:** Authorize and recommend City Council to approve Theka Engineering Solutions (Newkirk Electric Company’s Engineering Division) to design, prepare an RFP package, bid, support construction and commission a new substation to replace the existing connection between the City of Portland Distribution system and Consumer’s Energy 46KV sub-transmission system. Theka’s proposal for this scope of work is \$180,300 to be spent over 2022, 2023 and 2024.

# ENGINEERING PROPOSAL

## Distribution Substation Design City of Portland, MI

September 2022

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## ***INTRODUCTION AND QUALIFICATIONS***

Theka Associates Engineering, Inc. (“Theka”) is pleased to present the following stipulated price proposal for consideration to the City of Portland. Theka has had an extensive and mutually beneficial working relationship with the city and looks forward to building on that relationship with this project.

Theka will utilize its staff of (13) electrical engineers (7 Michigan licensed Professional Engineers), (2) engineering technicians, and (3) computer-aided drafting persons to meet or exceed schedule expectations.

Theka has been providing comprehensive engineering solutions for power, industrial and communication clients for more than 45 years. Theka plays an integral role in the design-bid-build and design-build processes, providing customers with one of the most efficient power and electrical engineering resources available.

## ***PROJECT CONTACT INFORMATION***

### **Theka Associates Engineering, Inc.**

1875 Roberts Street  
Muskegon, MI 49442  
231.722.1691 Phone  
231.722.1690 Fax  
[www.theka-engineering.com](http://www.theka-engineering.com)

### **Ryan Caauwe, P.E.**

Senior Electrical Engineer  
[rjcaauwe@theka-engineering.com](mailto:rjcaauwe@theka-engineering.com)  
231.724.4034 Direct  
231.215.3372 Cell

Alternate Contact:

### **Mike Cannady, P.E.**

Vice President  
[mlcannady@theka-engineering.com](mailto:mlcannady@theka-engineering.com)  
231.724.4016 Direct  
231.206.0769 Cell

## ***SIMILAR DESIGN OR DESIGN-BID PROJECTS***

- **Pine Ave Substation**  
New double-ended substation design  
Customer: Holland Board of Public Works
- **James St. Substation**  
HEP Interconnect modifications  
Customer: Holland Board of Public Works
- **New 69kV to 12.47kV Distribution Substation**  
Customer: Alcoa Howmet
- **DTE Energy Substation Upgrades (Design Only)**  
Ongoing contract with DTE Energy to provide engineering services for substation upgrades & retrofits
- **Greenly St. Substation**  
New double-ended substation design  
Customer: Holland Board of Public Works
- **Substations for Various Landfill Energy Projects**  
Customer: Granger (EDL) Energy

## ***SIMILAR DESIGN-BUILD PROJECTS***

- **Pullman, Cement City, Letts Creek Substations (In Progress)**  
(3) Solar interconnect substations at 46kV  
Customer: Borrego Solar, End User: AES
- **ZFS Ithaca 138kV Customer Substation**
- **138kV Double-Ended Substation With 13.2kV Metal-Clad Switchgear**  
Customer: Argonne National Laboratories
- **40kV Doubled Ended Substation Upgrade**  
Transformer upgrade and 46kV SF6 breaker addition  
Customer: City of Croswell, MI

## ***SUBSTATION DESCRIPTION***

The proposed distribution substation will be located at the end of N Grant St. in Portland MI. The purpose is to modernize and improve reliability of electric supply by moving distribution circuits out of the existing substation located at the power plant to a new outdoor substation nearby.

The proposed design would utilize a 46kV substation drop tapped from the nearby 46KV line that feeds the current distribution substation. Design would utilize 46KV fusing, a 12MVA main transformer, voltage regulators or main transformer LTC, low profile 15kV bus structure, (6) viper style reclosers with SEL relaying, and (6) underground 15kV distribution circuits with duct bank connecting to existing distribution circuits. The final substation arrangement, type and quantity of equipment, and substation size will be determined during the preliminary design stage of this project. The design will utilize visually appealing low-profile arrangements and underground distribution cable.

## ***DELIVERABLES***

Specifications and drawings will be prepared in sufficient detail for Owner review prior to procurement of materials or prior to solicitation of a bid for construction. Drawings and documentation for review will be provided electronically in PDF format. No hard copies will be provided during the review process. Owner will be notified through email of newly posted documentation.

Theka plans to submit drawings for review in stages. Theka will develop a Project Procedure Manual / Project Design manual to be submitted for review. The manual shall establish project organization, communication reports, schedules, design basis, specifications, drawings, contracts, purchasing, and construction inspection.

Record drawings will be provided in AutoCAD format with the version to be determined by Owner. Drawings to be size Arch D (24" x 36"). Additionally, a .pdf file and (2) hard copies will be supplied.

## **EXECUTION**

Design will be coordinated with Owner desired equipment and preferences and will incorporate appropriate provisions from applicable codes and standards. Drawings and other electronic files developed under this contract will be the property of the City of Portland.

Theka requests the following from the City of Portland in order to provide a complete project and maintain schedule.

- Provide a single responsible project contact
- Provide prompt commentary on all submittals
- Respond to RFI's in a timely manner

## **SUBCONTRACTORS**

Theka will self-perform most of the engineering scope. The following design pieces will be subcontracted out:

- Geotechnical Report – Expected Subcontractor is Soils and Structures
- Foundation Design – Expected Subcontractor is Soils and Structures
- Structural Steel Design – Expected Subcontractor is Soils and Structures
- Topo Survey – Expected Subcontractor is Prein & Newhof
- Site Civil Design - Expected Subcontractor is Prein & Newhof

## **PROFESSIONAL SCOPE OF SERVICES**

Theka proposes to provide a complete project including but not limited to the following:

- Geotechnical report with test borings adequate to design foundations
- Site topo survey
- Develop specifications and solicit pricing for Owner purchased equipment such as the Main Transformer and Voltage Regulators. If Owner elects for contractor to purchase major material, these specifications will be included in the Construction specification.
- Evaluate proposals / pricing for Owner purchased equipment and make recommendations.
- Review and comment on approval drawings for Owner purchased equipment.
- Attend in person or remote bi-monthly design meetings with Owner. Theka's preference is remote.

- Develop master drawing list and submit to Owner for approval
- Perform and document design calculations as appropriate
- Develop a 30% drawing package for Owner review. Submittal likely to include the following:
  - Functional one line & phasing diagram
  - Site plan / Existing Conditions
  - Foundation plan
  - Electrical equipment & bus layout / plan
  - Preliminary Elevations
- Develop a 60% drawing package for Owner review. Submittal likely to include the following:
  - Updated drawings from 30% drawing package incorporating Owner comments
  - Fence details
  - Transformer Oil containment system
  - 46kV line modification / drop plan and details
  - Grounding plan
  - Cable / Conduit plans & schedules
  - 12.47kV Duct bank layout
  - Partial Bill of Material
  - AC three-line diagram
- Develop a 90% drawing package for Owner review & construction bidding. Submittal likely to include the following:
  - Updated drawings from 60% drawing package incorporating Owner comments
  - Site, Steel, Foundation, Grounding, Conduit, and Duct bank details
  - Final Bill of Material
  - Field Equipment Wiring Diagrams
- Develop an IFC (Construction) drawing package. Submittal will include the following:
  - Updated drawings from 90% drawing package incorporating Owner's comments and any issues brought up during the bid process.
- Develop construction bidding documents

- Solicit construction bids, evaluate bids, and make recommendations
- Coordinate with Owner to establish SCADA and fiber optic communications interface requirements.
- Attend major equipment factory testing as Owner's Representative per City of Portland directive (Portland to pay standard hourly rates and travel expenses).
- Provide construction support services including, but not limited to:
  - On site pre-bid meeting
  - On site preconstruction meeting and establish construction schedule
  - Review and make recommendations related to contractor's material submittals
  - Site visits to monitor progress (weekly or as required)
  - Review contractor progress invoicing
- Provide testing & commissioning of substation including but not limited to:
  - Test new substation equipment to NETA acceptance testing standards
  - Installation of device settings on new equipment
  - Functional testing of any AC or DC protection / control / alarm circuits
  - Verify with City of Portland personnel the receipt of any remote monitoring, alarm, and status information
  - Does not include field dressing, vacuum filling, or field testing of power transformer (Strongly suggested to be included in scope of work to be performed by transformer manufacturer)
- Provide as recorded drawings and documents, (2) hard copies and (1) electronic copy. Anticipate delivery 10-12 weeks after completed construction and commissioning activities.

## **SCOPE BY OTHERS**

- Boundary survey and Easement search by Owner
- Site comparison and suitability evaluation by Owner
- Environmental assessment (if necessary) by Owner
- Acquisition of variance and all permits for property use, by Owner. No services for such permitting are provided for in this proposal

- Construction related permitting including: building, electrical, roadway, drainage, etc. are the responsibility of the Construction contractor
- Updated transmission and distribution load flows, short circuit, and fault analysis
- Any inadequacy pertaining to local transmission grid that may require additional study or professional services, i.e. proposed transformation exceeds area transmission system capabilities, etc.
- Grid interconnect related studies performed by transmission grid owner/operator
- System equipment identification and numbering to be applied to documents as this identification relates to City of Portland switching and SCADA system
- All central SCADA software development and fiber optic network device changes, material identification, material specification, and setup are to be completed by City of Portland
- Fiber optic network connection documentation
- Power transformer dressing, vacuum filling, and commissioning to be performed by transformer manufacturer

## ***OPTIONAL SCOPE***

Optional pricing to upgrade transformer high side protective fusing to a 46kV circuit switcher with high-speed differential protective relaying is broken out in the pricing.

- Specify 46kV circuit switcher, protective relays, and standby battery system
- Foundation design for 46kV circuit switcher
- Design drawings to include schematics and wiring for circuit switcher and protective relays.
- Develop and program protective relay settings
- Test and commission circuit switcher, protective relays, and batteries

## ***PRELIMINARY PROJECT SCHEDULE***

If an engineering contract is executed quickly, the design can be ready to bid in late spring to early summer of 2023. We expect this would allow for energization of a complete project by Q2 or Q3 of 2024.

## ***SCHEDULE (POST CONTRACT EXECUTION)***

Commencement Meeting	2 weeks
Major Equipment RFQ	4 weeks
Major Equipment Ordered	City of Portland
Drawing List	4 weeks
Preliminary One Line	4 weeks
Drawings 30% IFR	10 weeks
Drawings 60% IFR	20 weeks
Drawings 90% BID	28 weeks
Drawings IFC	38 weeks
As Recorded Documents	Post Construction 10 weeks

## ***ANTICIPATED MAJOR EQUIPMENT DELIVERY ARO***

Power transformers	60-150 weeks
Voltage Regulators	60 weeks
46kV Group Switches	25 weeks
46kV Circuit Switchers	40 weeks

\*Note – Lead times for major equipment at the time of this proposal are unprecedentedly long. Besides Power transformers, all other items on this list are based on Theka’s previous experience and may not reflect the present market.

# CITY OF PORTLAND MI DISTRIBUTION SUBSTATION DESIGN PROPOSAL

## **STIPULATED PRICE: DESIGN, CONSTRUCTION SUPPORT & COMMISSIONING**

Stipulated price **\$ 164,350.00**

Plus: Expenses associated with manufacturer witness tests will be invoiced at cost.

## **OPTIONAL PRICING: UPGRADE 46KV FUSING TO CIRCUIT SWITCHER & PROTECTIVE RELAYS**

Stipulated price Adder **\$ 15,950.00**

## **2022 RATES – ALL INCLUSIVE**

CLASSIFICATION	PAY RATE
ENGINEER V	\$ 168.00/HR
ENGINEER IV	\$ 145.00/HR
ENGINEER III	\$ 120.00/HR
ENGINEER II	\$ 109.00/HR
ENGINEER I	\$ 89.50/HR
ENGINEER TECHNICIAN III	\$ 108.75/HR
ENGINEER TECHNICIAN II	\$ 95.50/HR
ENGINEER TECHNICIAN I	\$ 66.00/HR
DESIGNER/CAD III	\$ 73.80/HR
DESIGNER/CAD II	\$ 58.85/HR
DESIGNER/CAD I	\$ 52.70/HR
TECHNICIAN I	\$ 41.50/HR
INTERN	\$ 48.00/HR

## **PAYMENT**

Services will be invoiced monthly and due (30) thirty days after date of issue; a 5% retainer is acceptable to the engineer.

## **CLARIFICATIONS**

No consequential damages will be accepted by the engineer. No financial penalty will be accepted by the engineer due to schedule without negotiating terms.

## ***DESIGN AND CONTRACT ADMINISTRATIVE RESOURCES***

SPECTEXT® is a database of pre-written full-length, short-form and outline master guide specification Sections designed to be used for preparation of project specifications and to create a company master specification system. SPECTEXT® is legally coordinated with Engineers Joint Contract Documents Committee (EJCDC) contract documents minimizing document conflicts.

Engineers Joint Contract Documents Committee (EJCDC) - For more than 30 years, the Engineers Joint Contract Documents Committee (EJCDC)-a broad coalition of stakeholders in the project delivery process-has been developing and endorsing quality contract documents and encouraging their use through education and promotion. EJCDC documents are prepared with the advice of legal counsel and reflect the experience and knowledge of the many engineers, owners, contractors, and other construction-related professionals who comprise the committee.

PLS-CADD - is the most powerful overhead power line design program on the market. PLS-CADD runs under Microsoft Windows and features an easy-to-use graphical user interface. It integrates all aspects of line design into a single stand-alone program with a simple, logical, consistent interface. This sophistication and integration leads to more cost-effective designs being produced in only a fraction of the time required by traditional methods. The PLS-CADD solution has been adopted by more than 1000 organizations in over 100 countries.

SKM Ground Mat - is a program for substation ground grid design and analysis. It is designed to help optimize grid design or reinforce existing grids of any shape. It uses a general-purpose finite element algorithm for potential analysis and graphical facilities to validate ground system efficiency.

ETAP Ground Design - is a program for substation ground grid design and analysis. It is designed to help optimize grid design or reinforce existing grids of any shape. It uses a general-purpose finite element algorithm for potential analysis and graphical facilities to validate ground system efficiency.

AutoCAD multiple versions

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-78**

**A RESOLUTION APPROVING A PROPOSAL FROM FENCE  
CONSULTANTS OF WEST MICHIGAN TO PERFORM FENCE REPAIRS  
AT THE MUNICIPAL HYDRO DAM**

**WHEREAS**, the Electric Department operates and maintains the City's municipal hydro dam and the fencing surrounding the facility is in need of maintenance and repair; and

**WHEREAS**, the City Manager and Electric Superintendent recommend approving the proposal from Fence Consultants of West Michigan to perform these repairs in the amount of \$39,547.00, a copy of the quote and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its special meeting on September 26, 2022, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Fence Consultants of West Michigan to perform these repairs in the amount of \$39,547.00, a copy of the quote and memo from the Electric Superintendent, are 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:** October 3, 2022

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

# Memo



**To:** Board of Light & Power

**From:** Todd Davlin, Electric Superintendent

**cc:** Tutt Gorman, City Manager

**Date:** 9-26-2022

**Re:** Portland Board of Light and Power – Municipal Dam Fencing Improvement/Repair

---

The fence and physical security structures at the dam are not secure and need repair. City staff has met with two fencing companies get bids to improve fencing and security structures. Proposed benefits will be improved security around the powerhouse, improved security around the impoundment, improved security and safety around the substation and safe access with a backhoe or mini excavator to the impoundment area for safe removal of logs and debris that cannot be removed with the trash rake.

**RECOMMENDATION:** Authorize and recommend City Council to approve Fence Consultants of West Michigan to replace and improve fencing and security system at the City of Portland Municipal Dam around the powerhouse and the substation. The estimated cost for this work is \$39,547.00.

City of Portland - Municipal Dam  
 Fence Repair Project  
 7380 Lyons Road, Portland MI 48875



<u>Description</u>	<u>Estimated Cost</u>
A Replace double man gate along west property line	A) <u>DOUBLE GATE - WEST PROPERTY = \$1,975.00</u>
B Replace fence personnel gate & chain link wing-wall along steps	B) <u>\$7,268.00</u>
C Replace/improve barbed wire (approximately 229')	C) <u>\$990.00</u>
D Replace chain link wing-wall-wall	D) <u>\$750.00 EA x 2 = \$1,500.00</u>
E Replace fence with 42" chain link with top guard rail (approximately 110')	E) <u>\$9,696.00</u>
F Replace fence with vehicle gate (approximately 15.5')	F) <u>INCLUDED IN (E) (\$850 VALUE)</u>
G Remove and replace substation fencing as described on plan	G) <u>\$13,838.00</u>
H Options to improve finish of galvanized three rail safety fencing	H) } <u>TONY (JOSE') HERNANDEZ</u>
I Option to improve finish of black three rail safety fencing	I) } <u>(616) 466-6992</u>
J <u>DEMO LABOR TO REMOVE ALL FENCING TO BE REPLACED</u>	J) <u>DEMO \$4,280.00</u>
K _____	_____
L _____	_____
M _____	_____

\$39,547.00

Estimated Total: \_\_\_\_\_

**Notes:**

- 1 Contractor to provide all labor and materials to complete the Job
- 2 City of Portland to provide a trailer for removed metal fencing material disposal
- 3 Contractor to work in compliance with all applicable safety regulations
- 4 Contractor to complete work prior to December 1, 2022

For Questions email or call Todd Davlin [electricssuper@portland-michigan.org](mailto:electricssuper@portland-michigan.org) 517.526.3815

FENCE CONSULTANTS OF WEST MI:  
 Rob SPENCER  
 (616) 591-9018 - Direct  
 (616) 318-5820 - CELL

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-79**  
**A RESOLUTION APPROVING THE PURCHASE OF ADVANCED METER**  
**INFRASTRUCTURE (AMI) TECHNOLOGY**

**WHEREAS**, Council previously approved the process of migrating the existing water meters to the Automated Meter Reading (AMR), radio read Orion ME meter system by Badger and replacing all of the non-compatible meter bodies; and

**WHEREAS**, the cost of AMI technology has come down and the products have become more robust offering potential leak detection, reverse flow indication, non-usage alarm, GPS mapping, and now Badger's system is capable of being migrated from a walk-by/drive by system (AMR) to a fixed base system (AMI); and

**WHEREAS**, the AMI system will eliminate manual entry of water readings at the meter and into the billing system at City Hall and new meters may help pay for themselves because older meters typically maintain their accuracy or slow down 5-7% as they age; and

**WHEREAS**, additional meters are needed to complete the transition of all water meters to AMI technology and for inventory purposes; and

**WHEREAS**, City staff is recommending that the City purchase (100) 5/8" meter bodies, (3) 1 1/2" meter bodies, and (103) Badger endpoints from SLC Meter LLC for \$40,167.04, a copy of the quote is attached as Exhibit A.

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

1. The City Council approves the proposal from SLC Meter LLC for \$40,167.04 to purchase additional water meters to complete the project and to have extra meters on hand, a copy of the quote 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:** October 3, 2022

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

SLC Meter llc  
 3285 Lapeer Rd. W  
 Auburn Hills, MI 48326

Ph. 248-625-0667  
 Fx. 248-625-8650  
 www.slcmeter.com



# QUOTATION

Date	Quote #
9/23/2022	34238

Name / Address
CITY OF PORTLAND 259 KENT STREET PORTLAND, MI 48875

Ship To
CITY OF PORTLAND 451 MORSE DR. PORTLAND, MI 48875

Project Name	Expires on	Terms	Rep	Entered by
	10/23/2022	Net 30	ASB	ASB

Item	Description	Qty	Unit Price	Total
BM-E23-G2-G	5/8" X 3/4" BADGER E-SERIES G2 METER W/ LF BRZ BODY, 9 DIAL GALLON OUTPUT, TEMP SENSORS, 10' WIRE & TWIST TIGHT CONNECTOR	100	221.00	22,100.00
BM-E6-G	1 1/2 " BADGER E-SERIES METER W/ STAINLESS STEEL BODY, HRE/LCD REGISTRATION U.S. GALLONS, ELIPTICAL FLANGE, 13" LENGTH W/25' TWIST TIGHT CONNECTOR	3	700.68	2,102.04
BM-OBE-HLA	BADGER ORION HLA CELLULAR END POINT, TWIST TIGHT CONNECTOR, 8" WIRE W/ Wall Bracket	103	155.00	15,965.00

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Please go to www.slcmeter.com for further details.	Sales Tax (0.0%)
	<b>Total</b> \$40,167.04

Thank You!

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-80**

**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 \$83,000.00, 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 \$83,000.00, 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:** October 3, 2022

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



## Invoice Support

City of Portland  
 259 Kent Street  
 Portland, MI 48875

September 23, 2022  
 FVC Project No: 1221  
 Invoice No: 2085

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

### For professional services rendered through August 27, 2022

Billing Phase	Fee	% Complete	Amount Billing	Previous Billing	Current Billing
Design Phase Engineering	\$665,000.00	100.00	\$665,000.00	\$598,500.00	\$66,500.00
Bid Phase Engineering	\$30,000.00	100.00	\$30,000.00	\$18,000.00	\$12,000.00
Pre-Construction	\$45,000.00	10.00	\$4,500.00	0.00	\$4,500.00
<b>Total:</b>	<b>\$740,000.00</b>		<b>\$699,500.00</b>	<b>\$616,500.00</b>	<b>\$83,000.00</b>
				<b>Total this Invoice:</b>	<b>\$83,000.00</b>

### Work Included:

- Finalize bid documents
- Receive bids
- Part III financing application with EGLE
- Discussions and meetings with EGLE
- Post-bid contract negotiations
- Prepare and issue post-bid bulletins
- Review subcontractor work scopes and pricing
- Identify value engineering items
- Meetings/discussions with City staff
- Construction agreements and notices

**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)

F&V Construction Management, Inc.  
 Project No: 1221  
 Invoice No: 2085

Date: 09/22/22

Page 2 of 2

## Payment Application No. 8

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	\$ 598,500.00	\$ 66,500.00	\$ 665,000.00	\$ -	100.0%
	Bid Phase Engineering	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 18,000.00	\$ 12,000.00	\$ 30,000.00	\$ -	100%
	Basic Services - Pre-Con and VE	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 40,500.00	10%
	<b>Contract Total</b>	<b>\$ 740,000.00</b>	<b>\$ -</b>	<b>\$ 740,000.00</b>	<b>\$ 616,500.00</b>	<b>\$ 83,000.00</b>	<b>\$ 699,500.00</b>	<b>\$ -</b>	<b>95%</b>

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>2085</b>
				Application No.:	<b>8</b>
				Application Date:	<b>September 30, 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>September 30, 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		
<b>TOTALS</b>	<b>\$ -</b>	<b>\$0.00</b>
Approved this Month		
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>
Net Change by Change Orders	<b>\$ -</b>	<b>\$ -</b>

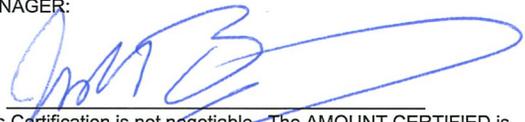
1. ORIGINAL CONTRACT SUM .....	\$	740,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	-
3. ADJUSTED CONTRACT SUM TO DATE .....	\$	740,000.00
(Line 1 + Line 2)		
4. TOTAL COMPLETED & STORED TO DATE .....	\$	699,500.00
(Column G on continuation)		
5. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	616,500.00
6. CURRENT PAYMENT DUE .....	\$	83,000.00
7. BALANCE TO FINISH .....	\$	40,500.00
(Line 3 less Line 4)		

AMOUNT CERTIFIED

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

**\$ 83,000.00**

MANAGER:

By: 

Date: 9/23/22

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.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-81**

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO SIGN A LICENSE AGREEMENT TO PERMIT HOLDING A HAUNTED HOUSE AT THE RED MILL**

**WHEREAS**, The Friends of the Red Mill has requested permission to hold a haunted house at the Red Mill building located on Water Street for purposes of raising funds for the Red Mill Pavilion Project; and

**WHEREAS**, the Friends of the Red Mill will be the sponsor of the Haunted House and provide liability insurance to protect the City; and

**WHEREAS**, the City Manager has prepared a license agreement between the City and the Friends of the Red Mill to allow the use of the Red Mill Property as a haunted house and to protect the City from any claims associated with the event, a copy of the proposed license agreement is attached as Exhibit A.

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

1. The City Council approves, authorizes and directs the Mayor and City Clerk to sign the License Agreement to permit holding a haunted house at the Red Mill building, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 3, 2022

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

## LICENSE AGREEMENT

THIS AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_\_, 2022, between the City of Portland, a Michigan municipal corporation, the address of which is 259 Kent Street, Portland, Michigan 48875, Attn: City Manager (the “City”) and the Friends of the Red Mill, (the “Licensee”).

### RECITALS

- A. The City owns certain real property commonly as known as the Red Mill located at 450 Water Street, Portland, Michigan (the “Red Mill”).
- B. The Licensee desires to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event. The haunted house event will take place during the month of October.
- C. The City has agreed to grant a license to the Licensee to use the Red Mill for the purposes stated in paragraph B above subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. License. The City grants the Licensee, and the Licensee accepts from the City, a revocable, non-transferable license to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Mill prior to the event. This is a license and the Licensee understands and agrees that it is only permission to temporarily use the Mill and does not constitute any legal or possessory interest in the site.
2. Use. The Licensee is permitted to use the Red Mill to hold a haunted house during the month of October 2022 and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event subject to the following conditions:
  - i. Licensee shall not put any nails, screws or other fasteners into the wood porch or Red Mill building; and
  - ii. Licensee is responsible for clean-up and restoration of the property and shall leave the Red Mill in as good a condition as before the Licensee’s use.
3. Insurance. Licensee shall furnish a certificate of insurance showing that the Licensee has liability insurance in the minimum amount of \$1,000,000 per occurrence for bodily injury (including death).

4. Indemnification. The Licensee shall hold the City harmless from, indemnify it for and defend it against any and all liabilities, claims, damages, causes of action, losses, costs and expenses, including actual attorneys and other legal fees, for all injuries or death of any person, or damage to any property, occurring directly or indirectly from the Licensee's use of the Red Mill for the purposes stated in paragraph 2 above. It is the intention of both parties that the City shall not be liable or in any way responsible for any damage, loss or injury due to accident or mishap relating in any way to the use the Red Mill to hold a haunted house or to temporarily store construction materials for the haunted house inside the Red Mill prior to the event.
5. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to its subject matter and supersedes and replaces all other prior agreements as to its subject matter and it superseded and replaces all prior or contemporaneous agreements
6. Amendment. This Agreement may not be modified or amended except in writing signed by the parties.
7. Governing Law. This Agreement shall be construed and enforced under the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this License to be signed as of the date and year first written above.

WITNESSES:

CITY OF PORTLAND

\_\_\_\_\_  
Monique I. Miller

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

LICENSEE:

FRIENDS OF THE RED MILL

\_\_\_\_\_

BY: \_\_\_\_\_  
Noreen Logel

NBP1557090C

Renewal of Number

\*\*\* RENEWAL CERTIFICATE \*\*\*

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

Direct Bill Policy

POLICY DECLARATIONS

No. NBP1557090D

NAMED INSURED AND ADDRESS:

FRIENDS OF THE RED MILL LLC  
858 MAYNARD ST  
PORTLAND, MI 48875

This Policy is exempt from the filing requirements of  
Section 2236 of the Insurance Code of 1956, 1956 PA 218  
and MCL 500.2236

POLICY PERIOD: (MO. DAY YR.) From: 08/21/2022 To: 08/21/2023

FORM OF BUSINESS: Non-Profit Corporation

12:01 A.M. STANDARD TIME AT YOUR  
MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Non-Profit Management Liability

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NBP1557090C IS RENEWED  
FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.  
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

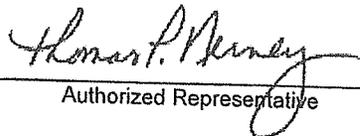
	PREMIUM
Businessowners Liability Coverage Part	\$2,605.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
<b>TOTAL:</b>	<b>\$3,509.00</b>

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: FB PARTNERS GROUP (4186)  
7373 West Saginaw Highway  
Lansing, MI 48917

Issued: 07/25/2022 8:27 AM

By:   
Authorized Representative

UPC (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,  
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,  
COMPLETE THE ABOVE NUMBERED POLICY.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 22-82**

**A RESOLUTION APPROVING A MICHIGAN DEPARTMENT OF  
TRANSPORTATION PERFORMANCE RESOLUTION FOR  
UNDERGROUNDING WORK TO BE PERFORMED BY THE CITY**

**WHEREAS**, City Council previously approved the Electric Department to perform undergrounding work at various locations throughout the City's service area; and

**WHEREAS**, one such area requires the undergrounding work to go underneath I-96 near Okemos Road; and

**WHEREAS**, the Michigan Department of Transportation (MDOT) requires City Council to approve a Performance Resolution for Municipalities in order for the City to perform the work referenced above, a copy of the MDOT Resolution is attached as Exhibit A;

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

1. The City Council approves MDOT's Performance Resolution, 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:** October 3, 2022

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

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
 (Name of Board, etc.)  
 of the \_\_\_\_\_ of \_\_\_\_\_  
 (Name of MUNICIPALITY) (County)  
 at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
 of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, September 19, 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; DDA Director ConnerWellman; Police Officer Smith

Guests: Kara and Michael Dougherty of Dougherty Assessing; Mike Judd; 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 Fitzsimmons, to approve the proposed agenda.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman noted that the City continues to work through the easement acquisition process for the Kent Street Improvement Project. The City did receive notification that it did not receive funding for the project through the MEDC RAP Grant but is still waiting to hear on the possibility of funding through the MDOT TAP Grant. The goal is for construction to take place in 2023 but may be pushed to 2024 depending on how long all of these processes take place.

City staff will meet with the engineers on the Wastewater Treatment Plant project to determine the scope of the project. It is necessary for the project to be scaled back due to costs for the project coming in much higher than the project estimates.

City Attorney Karen McFadden has decided to close her practice and move on at the end of the year. He thanked her for service to the City of Portland.

The Broadband RFP process continues to move forward. The Electric Department is also beginning planning for a new substation.

The Planning Commission met on September 14, 2022 and held a site plan review for a new car wash facility at the Shell gas station located at 1501 E. Grand River Ave. The matter was tabled to allow the applicants more time to gather information to evaluate the traffic flow on the property

and access along Grand River Ave. The substantive review of the Draft Zoning Ordinance has been completed and now an update of the Zoning Map is underway.

City Manager Gorman thanked Police Chief Thomas for her work and diligence in last week's Ambulance licensing and recertification process.

The splash pad closed for the season today, Monday, September 19, 2022.

City Manager Gorman noted he is working with a local family on a sizeable donation to a City park.

Under Presentations, Director ConnerWellman presented her Downtown Report.

Under New Business, the City Council considered Resolution 22-74 to approve the City Manager's proposed appointment of Kara Dougherty as the City Assessor.

City Manager Gorman introduced Mrs. Dougherty.

Kara and Michael Dougherty introduced themselves to the Council and provided information and a background on their business and experience.

Motion by Johnston, supported by Sheehan, to approve Resolution 22-74 approving the City Manager's proposed appointment of Kara Dougherty as the City Assessor.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 22-75 to amend the Budget for Fiscal Year 2022-2023.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 22-75 to amend the Budget for Fiscal Year 2022-2023.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on September 6, 2022, payment of invoices in the amount of \$116,971.54 and payroll in the amount of \$123,325.79 for a total of \$240,297.33. A purchase order to the Portland Area Fire Authority in the amount of \$31,504.51 for 2<sup>nd</sup> Quarter fire services was also included.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that trick-or-treating will be held in the City of Portland on Halloween, Monday, October 31, 2022.

Under Council Comments, Mayor Barnes acknowledged the passing of Queen Elizabeth II of Great Britain.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:33 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 September 19, 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; DDA Director ConnerWellman; Police Officer Smith

**Presentation** - Director ConnerWellman presented her Downtown Report.

**Approval of Resolution 22-74** approving the City Manager’s proposed appointment of Kara Dougherty as the City Assessor.

All in favor. Adopted.

**Approval of Resolution 22-75** to amend the Budget for Fiscal Year 2022-2023.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:33 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
ERIK LITTS	01797	ASSESSING SERVICES 2ND HALF SEPT 2022 - ASSESSI	1,416.66
STAR THOMAS	01654	PHONE BILL REIM SEPT 2022 - POLICE	40.00
PIONEER	00947	FIELD PAINT STRIPER - REC	202.54
PORTLAND AREA FIRE AUTHORITY	02128	2ND QTR FIRE SVCS OCT-DEC 2022 - COMM PROMO API	31,504.51
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	401.01
MICHIGAN ASSESSOR ASSOCIATION	00263	ADVERTIESEMENT - ASSESSOR	300.00
ROBERT LAMSON PHD	MISC	EVALUATION - POLICE	465.00
KEUSCH SUPER SERVICE	00228	#302 OIL CHANGE - POLICE	58.17
MI DEPT OF H&HS	MISC	AGENCY LICENSING RENEWAL - AMB	175.00
DONALD FOX	02764	CPR/FIRST AID INSTRUCTION - POL, AMB	280.00
MRWA	01935	TRAINING - WATER	100.00
ASPHALT RESTORATION, INC.	02751	CRACK SEAL WELL HOUSE/WATER TOWER - WTR	385.00
NTH CONSULTANTS, LTD	02708	AIR COMPLIANCE SUPPORT - ELECTRIC	1,380.00
CORRIGAN OIL CO, NO. 11	02693	FUEL FOR GENERATORS - ELECTRIC	2,552.51
GRAINGER, INC.	00172	INSUL MULTITAP CONN - ELECTRIC	745.92
KENDALL ELECTRIC	00225	PARTS - ELECTRIC	853.08
KENDALL ELECTRIC	00225	DISTRIBUTION SYSTEM PARTS - ELECTRIC	774.87
GRP ENGINEERING INC.	01994	GIS MAPPING/ASSET MGMT & SUPPORT - ELECT	1,137.75
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	256.00
FAMILY FARM & HOME	01972	GLOVES - WTR	14.99
FREDRICKSON SUPPLY LLC	02104	SWIVEL 911 VAC TRUCK - MTR POOL	323.92
PHILIP HUBER	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	160.00
SUZANNE SEAL	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	75.00
JORDAN D SMITH	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	25.00
PORTLAND IRON & METAL, INC.	02730	USED PIPE - ELECTRIC	16.00
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	1,725.04
D&K TRUCK COMPANY	02257	SUPPLIES - MTR POOL	23.51
FAMILY FARM & HOME	01972	LV 400 1 GAL - ELECTRIC	61.99
FAMILY FARM & HOME	01972	WHT HIGHGLOSS SPRAY - ELECTRIC	8.99
GRAINGER, INC.	00172	AIR FILTERS - MAJ ROADS	52.92
GRAINGER, INC.	00172	PUMP FLUID, SUPPLIES - MAJ STS	52.70

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRAINGER, INC.	00172	WALL CALENDAR - MTR POOL	42.69
MARTIN WELDING & MACHINING	02762	WELD REPAIR SCRAPER BLADE - MTR POOL	380.00
MUNICIPAL SUPPLY CO.	00324	HORNET SPRAY - MAJ STS	90.00
SELBY LAWN CARE	02736	MOWING - ELECTRIC	250.00
CIVIC PLUS	02335	MUNICODE ADMIN SUPPORT FEE - COMM PROMO	250.00
CIVIC PLUS	02335	WEBSITE ANN FEE HOST/SUPPORT, REDESIGN - COM PF	6,841.12
S&P GLOBAL RATINGS	01957	ANALYTICAL SVCS REND W BONDS - WW	17,625.00
MFCI, LLC	02765	FINANCIAL ADV FEE SAN SWR SYST - WW	34,000.00
RIVERSIDE INTEGRATED SYSTEMS	01441	INSTALL MONITOR SYSTM/ ANNUAL MONIT FEE - ELECT	1,035.00
USA TODAY NETWORK	02501	BOND RES AD, COUN MTG SYNOPSIS - WW, GEN	1,951.50
UPS	02587	POSTAGE/SHIPPING - ELECTRIC	12.72
STATE OF MICHIGAN	00428	SAFE ROUTES TO SCHOOL - MAJ, LOC STS	4,950.00
CIVIC PLUS	02335	CP MEDIA IMPLEMENTATION & ANN FEE - COM PROMO	1,431.90
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	212.80
FAMILY FARM & HOME	01972	SUPPLIES - MTR POOL	21.95
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES & PURCHASES - VAR DEPTS	1,108.80
ANGIE BAUM	02671	MERS CONFERENCE MILEAGE - INCOME TAX	338.84
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	196.15
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	101.80
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	203.88
KEUSCH SUPER SERVICE	00228	TIRE REPAIR #948 - MTR POOL	60.00
CULLIGAN	02130	WATER 1X - WW	8.75
FAMILY FARM & HOME	01972	ZIP TIES - WATER	17.98
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	14.76
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	73.35
GRAINGER, INC.	00172	GREASE, BUNA N STRIP - WW	65.13
GRAINGER, INC.	00172	GREASE - WW	35.76
KEUSCH SUPER SERVICE	00228	TIRE REPAIR #302 - POLICE	30.00
CMP DISTRIBUTORS INC.	01745	UNIFORMS KAUFFMAN - POLICE	178.85
CONGRESS COLLECTIONS	02643	AUGUST COLLECTIONS - AMB	114.60
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES WINDOWS - ELECTRIC	75.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FOSTER BLUE WATER OIL, LLC	02301	GAS REFILL - PARKS, CEM	630.36
ADVANCED PLUMBING & MECHANICAL LLC	02768	URINAL REPAIR - CITY HALL	236.02
CULLIGAN	02130	2X WATER - PARKS, CEM	15.50
ED FILTER	00540	OFFICIAL - REC	105.00
SARAH SANDBORN	02769	OFFICIAL - REC	48.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	96.00
JORGEN SONDAY	02675	OFFICIAL - REC	60.00
MAUREEN ARENS	MISC	INS REFUND PT#102185845, CALL P220057WT- AMB	116.54
MACALLISTER RENTALS	02580	LIFT RENTAL FOR DAM REPAIRS - ELECTRIC	1,116.50
MUNICIPAL SUPPLY CO.	00324	COMP X MIP COUPLING - WATER	78.70
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	541.15
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	331.14
MUZZALL GRAPHICS	00326	UTILITY BILLS - ELEC, WTR, WW	1,635.29
NUTRIGRO ENVIRONMENTAL SOLUTIONS	02605	BIO SOLIDS LAND APPL - WW	18,678.00
NYE UNIFORM CO.	00338	UNIFORMS, WALKER - POLICE	346.87
DOUG BALDERSON	MISC	RESTORATION FROM WTR LEAK - WTR	375.00
PLEUNE SERVICE COMPANY INC.	00741	ANNUAL PM BOILER/PARTS - WW	415.90
POWER LINE SUPPLY COMPANY	00389	ELBOW FUSED - ELECTRIC	2,230.00
PREMIER SAFETY	02465	CALIBRATE GAS METER - WW	239.56
STATE OF MICHIGAN	00428	WATER SAMPLES - WATER	1,256.00
STAR THOMAS	01654	REIMB FOR PURCHASES - POLICE, AMB	205.10
YORK REPAIR INC	02744	BRUSHES FOR DAM GENERATOR - ELECTRIC	772.00
ALT PRINTING CO.	02712	SHIRTS FLAG FTBL, SOCCER - REC	715.00
CONTROL LOGIC OF MICHIGAN	02638	I YR LICENSING AGREEMENT - CITY HALL	2,914.80
F&V CONSTRUCTION MANAGEMENT IN	00828	DESIGN PHASE ENGIN BID PRE CONSTRUCT - WW	83,000.00
DICKINSON WRIGHT PLLC	02244	FEE/EXP SVS FOR BOND - WW	47,000.00
Total:			\$280,444.84

**BI-WEEKLY  
WAGE REPORT  
October 3, 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.	10,363.80	76,116.25	3,886.13	23,992.73	14,249.93	100,108.98
ASSESSOR	-	-	-	-	-	-
CEMETERY	4,537.92	37,750.01	1,896.08	10,210.45	6,434.00	47,960.46
POLICE	13,156.14	102,321.78	3,711.47	24,384.05	16,867.61	126,705.83
CODE ENFORCEMENT	85.08	640.15	6.51	50.11	91.59	690.26
PARKS	4,211.26	33,005.76	719.55	4,474.93	4,930.81	37,480.69
INCOME TAX	2,301.69	16,257.65	723.43	4,673.15	3,025.12	20,930.80
MAJOR STREETS	2,680.24	25,101.93	1,233.37	10,004.87	3,913.61	35,106.80
LOCAL STREETS	2,376.94	24,045.24	1,180.89	9,626.16	3,557.83	33,671.40
RECREATION	352.72	2,460.86	114.46	589.48	467.18	3,050.34
AMBULANCE	17,404.67	121,444.04	4,001.03	23,303.50	21,405.70	144,747.54
DDA	2,410.76	17,485.27	440.60	3,064.40	2,851.36	20,549.67
ELECTRIC	22,548.42	159,044.35	8,986.10	51,264.53	31,534.52	210,308.88
WASTEWATER	7,744.47	57,374.35	3,270.96	17,507.08	11,015.43	74,881.43
WATER	8,922.47	47,054.17	4,383.22	17,096.50	13,305.69	64,150.67
MOTOR POOL	677.82	4,377.08	229.96	1,237.78	907.78	5,614.86
<b>TOTALS:</b>	<b>99,774.40</b>	<b>724,478.89</b>	<b>34,783.76</b>	<b>201,479.72</b>	<b>134,558.16</b>	<b>925,958.61</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 09/28/2022**  
**MEETING DATE 10/03/2022**

Fund	Description	Beginning Balance 09/15/2022	Total Cash in	Total Cash out	Cash Balance 09/28/2022	Time Certificates	Ending Balance 09/28/2022
101	GENERAL FUND	912,336.40	429,573.92	(133,736.41)	1,208,173.91	235,000.00	1,443,173.91
105	INCOME TAX FUND	146,408.44	40,029.56	(46,631.78)	139,806.22	10,000.00	149,806.22
150	CEMETERY PERPETUAL CARE FUND	62,457.51	75.00	-	62,532.51		62,532.51
202	MAJOR STREETS FUND	442,250.81	7,665.80	(29,319.22)	420,597.39		420,597.39
203	LOCAL STREETS FUND	124,520.99	28,998.04	(23,566.52)	129,952.51		129,952.51
208	RECREATION FUND	63,154.33	789.70	(3,883.43)	60,060.60		60,060.60
210	AMBULANCE FUND	317,286.27	35,389.64	(77,418.57)	275,257.34		275,257.34
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	326,730.38	2,792.94	(10,640.09)	318,883.23		318,883.23
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	-	-	-	-		-
520	REFUSE SERVICE FUND	17,656.43	8,764.54	(12,781.41)	13,639.56		13,639.56
582	ELECTRIC FUND	2,233,046.43	356,935.07	(327,933.59)	2,262,047.91	530,000.00	2,792,047.91
590	WASTEWATER FUND	(678,977.04)	98,776.79	(83,945.51)	(664,145.76)		(664,145.76)
591	WATER FUND	424,735.60	66,225.21	(40,218.89)	450,741.92	420,000.00	862,153.66
661	MOTOR POOL FUND	233,562.63	15,714.67	(17,337.15)	231,940.15		231,940.15
703	CURRENT TAX FUND	497,376.31	1,958,931.16	(872,828.07)	1,583,479.40		1,583,479.40
	<b>TOTAL - ALL FUNDS</b>	<b>5,125,907.74</b>	<b>3,050,662.04</b>	<b>(1,680,240.64)</b>	<b>6,496,329.14</b>	<b>1,195,000.00</b>	<b>7,682,740.88</b>
						ELECTRIC-RESTRICTED CASH	453,086.00
						ELECTRIC - MPPA MUNICIPAL TRUST	170,376.44
						CUSTOMER DEPOSIT CD	170,000.00
						PERPETUAL CARE CD	130,000.00
						INCOME TAX SAVINGS	1,281,792.02
						ELECTRIC-PRIN & INT ESCROW	126,269.72
						WASTEWATER DEBT ESCROW	338,810.19
						WASTEWATER REPAIR ESCROW	268,093.31
						DDA-PRIN & INT ESCROW	501.78
						WATER BOND ESCROW	15,673.26
							<b>10,637,343.60</b>

\*Customer Deposit Breakdown

Electric	128,000.00
Wastewater	21,000.00
Water	21,000.00
	<u>170,000.00</u>

	453,086.00	453,086.00
	170,376.44	170,376.44
	170,000.00	170,000.00 *
	130,000.00	130,000.00
	1,281,792.02	1,281,792.02
	126,269.72	126,269.72
	338,810.19	338,810.19
	268,093.31	268,093.31
	501.78	501.78
	15,673.26	15,673.26



# PURCHASE ORDER

## City of Portland

P.O. 11607

259 Kent Street  
Portland, MI 48875  
(517) 647-7531

VENDOR Stryker Medical  
PO Box 93308  
Chicago IL 60673-3308

DATE: 9-28-22

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
(3) Lifepack CR2 AED with first responder kits	582.539.734.000		est 5,469.75
(1) wall cabinet Quote # 10585185			
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

  
Authorized by City Manager  
(For Purchases over \$500 and less than \$5,000)

  
Treasurer Initials



**City of Portland Public Works- LPCR2 (3)  
9.26.2022**

Quote Number: 10585185

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: City of Portland Public Works

Rep: Pat Moesta

Attn:

Email: patrick.moesta@stryker.com

Phone Number: (847) 219-9497

GPO:

Quote Date: 09/19/2022

Expiration Date: 12/25/2022

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	City of Portland Public Works	Name:	City of Portland Public Works	Name:	City of Portland Public Works
Account #:		Account #:		Account #:	
Address:	259 Kent Street	Address:	259 Kent Street	Address:	259 Kent Street
	Portland		Portland		Portland
	Michigan 48875		Michigan 48875		Michigan 48875

**Equipment Products:**

#	Product	Description	Qty	Sell Price	Total
1.0	99512-001261	LIFEPAK CR2 Defibrillator, Semi-Automatic, WIFI, English, carrying case, 8 year warranty. Includes 1 PR QUIK-STEP electrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	3	\$1,686.75	\$5,060.25
2.0	11996-000443	AED Wall Cabinet, Rotaid Plus, with Alarm, Red	1	\$288.00	\$288.00
3.0	11998-000321	Ambu Res-Cue Mask First Responder Kit	3	\$40.50	\$121.50
Equipment Total:					\$5,469.75

**Price Totals:**

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$50.25
<b>Grand Total:</b>	<b>\$5,469.75</b>

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

**Capital Terms and Conditions:**

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html). A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



# PURCHASE ORDER

## City of Portland

P.O. 11870

259 Kent Street  
Portland, MI 48875  
(517) 647-7531

VENDOR Civic Plus

DATE:

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Annual fee Hosting + Support	101-707-806-000		6841.12
WEBSITE Redesign			
Municode Admin Fee			250.00
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	7091.12

Treasurer Initials

Authorized by City Manager  
(For Purchases over \$500 and less than \$5,000)



# Invoice PAST DUE

CivicPlus LLC  
NEW REMITTANCE ADDRESS  
(FOR PAYMENTS ONLY)  
CivicPlus  
PO Box 1572  
Manhattan KS 66505

#231861  
6/30/2022  
PO #

**Bill To**

Portland Michigan  
259 Kent Street  
Portland MI 48875

**TOTAL DUE**

**\$250.00**

Due Date: 7/30/2022

<b>Terms</b>	<b>Due Date</b>	<b>PO #</b>	<b>Approving Authority</b>
Net 30	7/30/2022		

Qty	Item	Start Date	End Date
1	Municode Administrative Support Fee	6/1/2022	5/31/2023

<b>Total</b>	\$250.00
<b>Due</b>	<b>\$250.00</b>

CivicPlus, LLC acquired Municode, LLC and is the billing entity and payee for Municode services. Please note our updated contact, billing address, and payment information for your records.

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

<b>Bank Name</b>	<b>Account Name</b>	<b>Account Number</b>	<b>Routing Number</b>
KS State Bank	CivicPlus LLC CivicPlus 302 S 4th St. Suite 500 Manhattan KS 66502	1046292	101101536



# Invoice

CivicPlus LLC  
NEW REMITTANCE ADDRESS  
(FOR PAYMENTS ONLY)  
CivicPlus  
PO Box 1572  
Manhattan KS 66505

#240479

10/1/2022

PO #

**Bill To**

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

**TOTAL DUE**  
  
**\$6,841.12**  
Due Date: 10/31/2022

Terms: Net 30      Due Date: 10/31/2022      PO #      Approving Authority

Qty	Item	Start Date	End Date
1	Website Annual Fee for Hosting and Support	10/1/2022	9/30/2023
1	SSL Certificate Annual Fee	10/1/2022	9/30/2023
1	Website Recurring Redesign Annual Fee Renewal	10/1/2022	9/30/2023
1	Unlimited storage, unlimited users, up to 3 concurrent streams	10/1/2022	9/30/2023

**Total** \$6,841.12  
**Due** \$6,841.12

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

Bank Name	Account Name	Account Number	Routing Number
KS State Bank	CivicPlus LLC	1046292	101101536

CivicPlus  
302 S 4th St.  
Suite 500  
Manhattan KS 66502



**S&P Global Ratings**

Standard & Poor's Financial Services, LLC  
Federal I.D.: 26-3740348

Invoice No.: 11441830  
Customer No.: 1000117156  
Invoice Date: 09/01/22  
Tax Exempt No.:  
Page No.: 1  
Print Date: 09/01/22

0201

MS. MELINDA TOLAN  
CITY OF PORTLAND  
259 KENT STREET  
PORTLAND MI 48875

**Description of Services**

151321 ANALYTICAL SERVICES RENDERED IN CONNECTION WITH:  
US\$11,050,000 Portland, Michigan, San Sewer  
System Junior Lien Revenue Bonds, Series 2022,  
dated: Date of delivery, due: April 01, 2052  
\*\*\*\*\*CREDIT ASSESSMENT\*\*\*\*\*  
Credit Assessment fee do not cover full rating

**Amount**  
\$17,625.00

FOR INQUIRIES PLEASE CONTACT:  
COLLECTIONSUSRATINGS@SPGLOBAL.COM  
PHONE: 1-800-767-1896  
FAX: 1-212-438-5178

For inquiries contact the client services representative listed on this invoice. Do not return it or direct any inquiries about the invoice to credit ratings analysts. S&P Global Ratings maintains a separation of commercial and analytical activities. Please note that our credit ratings analysts are not permitted to communicate, negotiate, arrange or collect credit rating fees.

Please reference invoice or statement number on all checks and wire transfers

This Invoice Due and Payable As Of: 09/01/22

INVOICE TOTAL \$17,625.00 USD

Make Checks Payable To:

**S&P Global Ratings**

Standard & Poor's Financial Services, LLC  
Federal I.D.: 26-3740348

Invoice No.: 11441830  
Customer No.: 1000117156  
Invoice Date: 09/01/22

0201 Billed To:

MS. MELINDA TOLAN  
CITY OF PORTLAND  
259 KENT STREET  
PORTLAND MI 48875

Wire Transfer To:

Please include invoice #  
Bank of America  
S&P Global Ratings  
Account # 12334-02500  
ABA # 0260-0959-3  
Or E-mail: cashapps@spglobal.com

Remit To:

S&P GLOBAL RATINGS  
2542 COLLECTION CENTER DRIVE  
CHICAGO, IL 60693

10001171568 11441830 01762500 1 700 10 07 0922 7

TOTAL AMOUNT DUE:  
\$17,625.00 USD  
AMOUNT ENCLOSED:  
\$17,625.00

# S&P Global Ratings

130 East Randolph Street  
Suite 2900  
Chicago, IL 60601  
tel 312-233-7000  
reference no.: 1729042

August 31, 2022

City of Portland  
259 Kent Street  
Portland, MI 48875  
Attention: Ms. Melinda Tolan, City Treasurer & Finance Officer

Re: **US\$11,050,000 Portland, Michigan, San Sewer System Junior Lien Revenue Bonds, Series 2022, dated:  
Date of delivery, due: April 01, 2052**

Dear Ms. Tolan:

Pursuant to your request for a rating on the above-referenced obligations, S&P Global Ratings has assigned a rating of "Low Investment Grade". S&P Global Ratings views the outlook for this rating as not meaningful. A copy of the rationale supporting the rating is enclosed.

This letter and its content may not be used to distribute or underwrite debt and may not be disclosed by you to any third parties, other than your professional advisers who are bound by appropriate confidentiality obligations or as required by law or regulation or for regulatory purposes. The rationale for the ratings is attached and is part of this letter.

To maintain the rating, S&P Global Ratings must receive all relevant financial and other information, including notice of material changes to financial and other information provided to us and in relevant documents, as soon as such information is available. Relevant financial and other information includes, but is not limited to, information about direct bank loans and debt and debt-like instruments issued to, or entered into with, financial institutions, insurance companies and/or other entities, whether or not disclosure of such information would be required under S.E.C. Rule 15c2-12. You understand that S&P Global Ratings relies on you and your agents and advisors for the accuracy, timeliness and completeness of the information submitted in connection with the rating and the continued flow of material information as part of the surveillance process. Please send all information via electronic delivery to: [pubfin\\_statelocalgovt@spglobal.com](mailto:pubfin_statelocalgovt@spglobal.com). If SEC rule 17g-5 is applicable, you may post such information on the appropriate website. For any information not available in electronic format or posted on the applicable website,

Please send hard copies to:  
S&P Global Ratings  
Public Finance Department  
55 Water Street  
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

S&P Global Ratings is pleased to have the opportunity to provide its rating opinion. For more information please visit our website at [www.standardandpoors.com](http://www.standardandpoors.com). If you have any questions, please contact us. Thank you for choosing S&P Global Ratings.

Sincerely yours,

S&P Global Ratings  
a division of Standard & Poor's Financial Services LLC

bc  
enclosures

cc: **Ms. Stacey Mills, Managing Director  
MFCI, LLC**



MFCI, LLC  
435 Union St.  
Milford, MI 48381 US  
steveb@mfc.com

# Invoice 1202



BILL TO  
City of Portland

DATE  
09/05/2022

PLEASE PAY  
**\$34,000.00**

DUE DATE  
10/20/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/20/2022	Services	Financial Advisory Fee: \$11,050,000 Sanitary Sewer System Junior Lien Revenue Bonds, Series 2022 CWSRF Project: 5758-01	1	34,000.00	34,000.00

TOTAL DUE **\$34,000.00**

THANK YOU.

MFCI, LLC can receive payments via check, ACH, or wire. ACH or wire instructions are as follows:

Banking Information:  
Receiving Bank: PNC Bank  
PNC Bank ABA: 041000124  
Beneficiary: MFCI, LLC  
Beneficiary Account Number: 4134100566





REMIT TO:  
 2600 WEST BIG BEAVER ROAD, SUITE 300  
 TROY, MI 48084-3312  
 TELEPHONE: (248) 433-7200  
 FACSIMILE: (844) 670-6009  
 http://www.dickinsonwright.com

PORTLAND, CITY OF  
 RE: SANITARY SEWER SYSTEM JR. LIEN  
 REVENUE BONDS, SERIES 2022

September 26, 2022

Reference No. 057672-00013

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

Re: Sanitary Sewer System Jr. Lien Revenue Bonds, Series 2022  
 dated September 20, 2022

FEES and expenses for services rendered as bond counsel in connection with  
 the issuance of the referenced bonds .....\$47,000

TOTAL.....\$47,000

Remittance Instructions		
***Terms: Due and Payable Upon Receipt***		
Mail To:	ACH Instructions:	Wire Instructions:
Dickinson Wright PLLC 2600 W. Big Beaver, Suite 300 Troy, Michigan 48084	JP Morgan Chase Bank N. A. 28660 Northwestern Highway Southfield, Michigan 48034 ABA Number: 072 000 326 Account # 38852 (Please Reference Number)	JP Morgan Chase Bank N. A. 28660 Northwestern Highway Southfield, Michigan 48034 ABA Number: 021 000 021 Swift Code: CHASUS33 (International) Account# 38852 (Please Reference Number)

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

Held on Monday, August 22, 2022  
In the Council Chambers at City Hall

Members Present: Grimminck, Barnes, Williamson, Madarang, Gorman, Ward

Members Absent: Briggs, Antaya

Staff: Director ConnerWellman

Guests: None

Chair Grimminck called the meeting to order at 7:00 P.M.

Motion by Barnes, supported by Madarang, to approve the agenda as presented.  
All in favor. Adopted.

There was no Public Comment.

Motion by Williamson, supported by Madarang, to approve the minutes of the July 25, 2022 meeting as presented.  
All in favor. Adopted.

Motion by Williamson, supported by Madarang, to approve both the August 2022 Treasurer's Reports.  
All in favor. Adopted.

Under Team Reports, Madarang reported the Beerfest event was discussed.

Under Old Business, Director ConnerWellman provided a review of the Beerfest event. Sponsorships and day of ticket sales were down due to the rainy weather. Director ConnerWellman has a plan to address sponsorships for next year's event.

City Manager Gorman provided an update on the Kent Street Improvement Project.

The Bi-Annual DDA-TIF Public Meeting will be held at the DDA meeting on Monday, September 26, 2022 at 7:00 P.M.

Under New Business, the Board scheduled a planning session for the upcoming 18 months on Thursday, September 29, 2022 at noon at Olivera's.

Director ConnerWellman provided a review a review of the Fiscal Year 2021-2022 Budget.

Under the Director Report, Director ConnerWellman presented her downtown report.

Director ConnerWellman and City Manager Gorman provided information on the issues related to the Portland Cruisers request that was denied to hold an event on a mid-week evening to close Kent Street.

Under Board Member Comments, City Manager Gorman provided information related to the recent increase in utility costs and the ongoing RFP process for a potential fiber project.

Motion by Williamson, supported by Ward, to adjourn the meeting at 7:52 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary

**CITY OF PORTLAND**

**REPORT DATE**  
**PERIOD COVERED**

September 19, 2022  
August 1-31, 2022

<b>Kwh Consumed</b>	3,630,614
<b>DIESEL PRODUCTION</b>	0
<b>HYDRO GENERATION</b>	92,141

<b>Total Kwh Purchased</b>	<b>3,538,473</b>	<b>Total Dollars Paid</b>	<b>\$ 301,902.84</b>
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**Kwh Billed**

Residential	1,531,961
Commercial	723,793
Large General	670,340
City St. Lites Metered	7,021
St. Lites Unmetered	
Rental Lights	
Demand	2,020

**Dollars Billed**

PCA Billed	\$ 118,261.08
Residential	\$ 200,667.83
Residential EO Charge	\$ 2,803.11
Geothermal Discount	\$ -
Commercial	\$ 93,561.61
Commercial/LG EO Charge	\$ 2,438.14
Large General	\$ 57,805.56
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 666.51
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 227.84
Demand	\$ 16,087.10
Tax	\$ 18,899.21

**Total Kwh Billed** **2,935,135**

Arrears after billing	\$ 31,119.41
Penalties Added	\$ 2,892.59
Arrears end of month	\$ 49,683.76
Fuel Cost Billed	\$ 159,309.28
Amount Collected	\$ 648,653.92
Total Adjustments	\$ 1,967.44

**Total Dollars Billed** **\$ 512,979.44**

Power Cost Adj. .04041

Residential Customers	2,241
Commercial Customers	331
Large General	15
<b>Total Customers</b>	<b>2,587</b>

09/01/22



**CITY OF PORTLAND  
September-22**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Aug-22	<b>PERIOD COVERED</b>	Aug 1-31, 2022
Customers Billed		Penalties Added	\$ 426.77
City	1,878	Dollars Collected	\$ 87,609.98
Rural	24	Arrears at end of Month	\$ 6,142.18
Total Customers	1,902	Adjustments	\$ 829.14
		Gallons Pumped	13,287,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	11,116,627		\$ 71,810.41
Rural	199,645		\$ 2,340.94
Total	<u>11,316,272</u>		<u>\$ 74,151.35</u>

---

**SEWER DEPARTMENT REPORT**

Customers Billed	1,816	Dollars Billed	<b>\$100,494.18</b>
		Sewer Credit	\$ -
		Total Sewer Billed	<b>\$ 100,494.18</b>

Penalties Added	\$ 656.04
Dollars Collected	\$ 110,082.40
Arrears at end of Month	\$ 9,975.69
Adjustments	\$ 355.81
Gallons Treated per Million	8.370



## Portland EO Report



**District:** Portland

Portland Summary							
Program	Applications Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentives	% to Budget
<b>C&amp;I</b>	1	101,267	28,288	27.93%	\$12,152	\$2,000	16.46%
MPPA - Prescriptive Program - 2022	1	101,267	28,288	27.93%	\$12,152	\$2,000	16.46%
<b>Residential</b>	17	92,309	84,518	91.56%	\$12,000	\$5,468	45.56%
MPPA - Appliance Recycling - 2022	8	11,685	8,889	76.07%	\$1,519	\$400	26.33%
MPPA - High Efficiency Products and HVAC - 2022	7	7,011	1,563	22.29%	\$911	\$450	49.40%
MPPA - Residential Lighting - 2022	2	73,613	74,066	100.62%	\$9,570	\$4,618	48.25%

### Program Summary

Customer	Status Date	kWh Savings	Incentive
<b>C&amp;I</b>		28,288.00	\$2,000.00
<b>Batched</b>			
St. Patrick's Catholic Church - 140 Church (3)	02/25/2022	28,288.00	\$2,000.00
<b>Residential</b>		84,517.63	\$5,467.78
<b>Batched</b>			
BRYAN SCHEURER - 402 BLOSSOM DR	02/11/2022	59.90	\$25.00
Christian Jensen - 7800 Friend Rd-2	02/11/2022	59.90	\$25.00
Mary Ann Reid - 1005 E Bridge St	02/11/2022	570.00	\$59.34
Colleen French - 930 Cherrywood Cir	05/20/2022	1,135.00	\$50.00
Philip Huber - 535 Kearney Street	06/10/2022	608.65	\$160.00
Suzanne Seal - 7739 Knox Rd	06/17/2022	296.09	\$75.00
JORDAN D SMITH - 121 ELM ST-3	07/01/2022	40.80	\$25.00
Bethaney French - 112 E Bridge St (1)	07/15/2022	1,135.00	\$50.00
Janet Pasikowski - 213 Knox Ave (1)	07/15/2022	1,135.00	\$50.00
JORDAN D SMITH - 121 ELM ST (4)	07/15/2022	1,135.00	\$50.00
Nick Lefke - 900 Marshall St-7	07/15/2022	79.60	\$40.00

Hannah Montpetit - 520 S Lincoln St	09/02/2022	417.69	\$100.00
Shiloh Kramer - 6426 Lyons Rd	09/02/2022	1,135.00	\$50.00
Portland Light Kits September 2022	09/15/2022	73,496.00	\$4,558.44

**Incentive Authorized**

Christopher Turner - 923 Green St	09/26/2022	1,135.00	\$50.00
John Knoop - 5810 Divine Hwy	09/26/2022	944.00	\$50.00

**Work Complete**

Monica Hatt - 275 Grape St (2)	09/27/2022	1,135.00	\$50.00
--------------------------------	------------	----------	---------

**Component Detail**

**C&I**

Project ID	Component	Account_ Number	Total Qty	kWh/Unit	kWh Savings	Incentive/ Unit	Incentive
<b>Batched</b>							
a0R8b00000M TOIgEAP	<b>St. Patrick's Catholic Church - 140 Church (3)</b>						
	<b>Total Project Cost: \$2,900.00</b>						
	<b>Install Complete: 2/7/2022</b>						
	<i>Interior HID to High Bay LED - Tube Lamp Only Replacement - MPPA 2022</i>	17-03900-1	6,800	4.16	28,288.00	0.3	2,040.00

**Residential**

Project ID	Component	Account_ Number	Total Qty	kWh/Unit	kWh Savings	Incentive/ Unit	Incentive
<b>Batched</b>							
a0R8b00000N ZOJIEAP	<b>Bethaney French - 112 E Bridge St (1)</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 6/29/2022</b>						
	<i>Refrigerator Recycling - MPPA 2022</i>	01-06330-23	1	1,135.00	1,135.00	50	50.00
a0R8b00000M WySKEA1	<b>BRYAN SCHEURER - 402 BLOSSOM DR</b>						
	<b>Total Project Cost: \$1,929.99</b>						
	<b>Install Complete: 12/31/2021</b>						
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2022</i>		1	59.90	60.00	25	25.00
a0R8b00000M X7fxEAD	<b>Christian Jensen - 7800 Friend Rd-2</b>						
	<b>Total Project Cost: \$1,999.00</b>						
	<b>Install Complete: 4/17/2021</b>						
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2022</i>	13-05700-3	1	59.90	60.00	25	25.00

a0R8b00000K xYStEAN	<b>Colleen French - 930 Cherrywood Cir</b>							
	<b>Total Project Cost:</b>							
	<b>Install Complete: 3/30/2022</b>							
	<i>Refrigerator Recycling - MPPA 2022</i>	13-18100-5	1	1,135.00	1,135.00	50	50.00	
a0R8b00000N ruVMEAZ	<b>Hannah Montpetit - 520 S Lincoln St</b>							
	<b>Total Project Cost: \$4,800.00</b>							
	<b>Install Complete: 7/28/2022</b>							
	<i>Central Air Conditioner - 16 SEER - MPPA 2022</i>	05.10300.3	1	417.69	418.00	100	100.00	
a0R8b00000N ZO84EAH	<b>Janet Pasikowski - 213 Knox Ave (1)</b>							
	<b>Total Project Cost:</b>							
	<b>Install Complete: 6/29/2022</b>							
	<i>Refrigerator Recycling - MPPA 2022</i>	07-11300-1	1	1,135.00	1,135.00	50	50.00	
a0R8b00000N Z8QcEAL	<b>JORDAN D SMITH - 121 ELM ST (4)</b>							
	<b>Total Project Cost:</b>							
	<b>Install Complete: 6/9/2022</b>							
	<i>Refrigerator Recycling - MPPA 2022</i>	03-08700-6	1	1,135.00	1,135.00	50	50.00	
a0R8b00000N Q37KEAT	<b>JORDAN D SMITH - 121 ELM ST-3</b>							
	<b>Total Project Cost: \$699.00</b>							
	<b>Install Complete: 6/7/2022</b>							
	<i>ENERGY STAR Refrigerators Freezers - Top Freezer - MPPA 2022</i>	03-08700-6	1	40.80	41.00	25	25.00	
a0R8b00000M Xq8tEAD	<b>Mary Ann Reid - 1005 E Bridge St</b>							
	<b>Total Project Cost: \$59.34</b>							
	<b>Install Complete: 11/30/2021</b>							
	<i>LED A-line 800-1099 Lumen output replacing Inc/Hal - MPPA Res Ltg 2022</i>	100028071 205	20	28.50	570.00	4	80.00	
a0R8b00000N SyVQEA1	<b>Nick Lefke - 900 Marshall St-7</b>							
	<b>Total Project Cost: \$1,390.00</b>							
	<b>Install Complete: 6/28/2022</b>							
	<i>ENERGY STAR Freezers - Upright Freezer - MPPA 2022</i>	11-16300-1	2	39.80	80.00	20	40.00	
a0R8b00000N EKs5EAH	<b>Philip Huber - 535 Kearney Street</b>							
	<b>Total Project Cost: \$11,900.00</b>							
	<b>Install Complete: 5/5/2022</b>							
	<i>Central Air Conditioner - 17 SEER - MPPA 2022</i>	05-044450- 1	1	467.39	467.00	150	150.00	
	<i>Programmable Thermostat - MPPA 2022</i>	05-044450- 1	1	141.26	141.00	10	10.00	

a0R8b00000O Portland Light Kits September 2022  
1H7vEAF

**Total Project Cost:**

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

*Lighting*

1 73,496.00 4,558.44

a0R8b00000N Shiloh Kramer - 6426 Lyons Rd  
rAsREAV

**Total Project Cost:**

**Install Complete: 7/18/2022**

*Refrigerator Recycling - MPPA 2022*

12-24615-3 1 1,135.00 1,135.00 50 50.00

a0R8b00000N Suzanne Seal - 7739 Knox Rd  
GZKPEA5

**Total Project Cost: \$4,600.00**

**Install Complete: 5/16/2022**

*Central Air Conditioner - 15 SEER - MPPA 2022*

13-14150-1 1 296.09 296.00 75 75.00

**Incentive Authorized**

a0R8b00000O Christopher Turner - 923 Green St  
8w93EAB

**Total Project Cost:**

**Install Complete: 8/8/2022**

*Refrigerator Recycling - MPPA 2022*

08-01110-7 1 1,135.00 1,135.00 50 50.00

a0R8b00000O John Knoop - 5810 Divine Hwy  
8wE8EAJ

**Total Project Cost:**

**Install Complete: 8/8/2022**

*Freezer Recycling - MPPA 2022*

12-05800-1 1 944.00 944.00 50 50.00

**Work Complete**

a0R8b00000O Monica Hatt - 275 Grape St (2)  
8wzTEAR

**Total Project Cost:**

**Install Complete: 8/29/2022**

*Refrigerator Recycling - MPPA 2022*

08-07800-1 1 1,135.00 1,135.00 50 50.00

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS SPECIAL MEETING  
SEPTEMBER 24, 2022 - 8:30 A.M.**

**THIS MEETING WILL BE HELD IN PERSON**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. New Business -Administrator Interviews**
  - A. 8:45 a.m. Mr. Patrick Jordan
  - B. 10:00 a.m. Mr. James Palenick
  - C. 11:15 a.m. Mr. Dracy Long
  - D. 1:00 p.m. Mr. Dennis Durham (via internet from remote location)
- VII. Deliberations**
- VIII. Public Comment (3-minute time limit per speaker)**
- IX. Motion**
  - A. “Move to extend a conditional offer of employment to\_\_\_\_\_ and direct the MML to complete a background investigation and conduct further reference review.”
  - B. “Move to authorize\_\_\_\_\_ to initiate discussions with \_\_\_\_\_ on terms of a mutually acceptable employment agreement. Such contract will be presented to the Board of Commissioners for approval prior to signature and executions. “
- X. 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
- Parks Advisory Board- Two-Two-year terms, 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 September 2022:**

- Commission on Aging Board

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

- Department of Human Services Board

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**SEPTEMBER 27, 2022 - 7:00 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)
  - B. Approve per diem and millage
  - C. Approve payments of General Fund Payroll and accounts payable for the month of August 2022- \$ 1,209,446.28
  - D. Approve payments of Health Department payroll and accounts payable for the month of August 2022-\$ 105,298.25
  - E. Approve payments of Road Department payroll and accounts payable for the month of August 2022-\$ 995,310.33
- VII. Unfinished Business**
- VIII. New Business**
  - A. Request signatures on Contract No. 61.54-FY2023 corresponding Business Associate Agreement with the Area Agency on Aging- Carol Hanulcik
  - B. Request ratification of COA signature on new Rental Agreement with First Congregational Church in Portland-Carol Hanulcik
  - C. Request ratification of COA signature on Rural Transit Assistance Program – Carol Hanulcik
- 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- Review an Attorney-Client Privileged Written Opinion**
- XIV. Adjournment**

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