



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

7:00 P.M. Monday, June 19, 2023

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
7:04 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:05 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b>	
	<b>A. Grant Street Substation Project</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:30 PM	<b>A. Proposed Resolution 23-38 Approving the Purchase of a Power Transformer for the Grant Street Substation Project for the Electric Department</b>	Decision
7:33 PM	<b>B. Proposed Resolution 23-39 Approving the Purchase of a Voltage Regulator for the Grant Street Substation Project for the Electric Department</b>	Decision
7:35 PM	<b>C. Proposed Resolution 23-40 Approving the Proposal from Utility Financial Solutions (UFS) to Provide Services to the Electric, Water, and Wastewater Departments</b>	Decision
7:38 PM	<b>D. Proposed Resolution 23-41 Approving Issuance of a Transient Trader Permit for a Chick-Fil-A Food Truck</b>	Decision
7:40 PM	<b>E. Proposed Resolution 23-42 Approving the Revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and Approving, Authorizing, and Directing the City Manager to Sign Same</b>	Decision
7:42 PM	<b>F. Proposed Resolution 23-43 to Amend the Budget for Fiscal Year 2022-2023</b>	Decision
7:44 PM	<b>G. Proposed Resolution 23-44 Approving Payment to F&amp;V Construction Work Performed for the Wastewater Treatment Plant Project</b>	Decision
7:46 PM	<b>H. Proposed Resolution 23-45 Confirming the Mayor's Appointments to City Boards and Commissions</b>	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:48 PM	<p><b>X. <u>Consent Agenda</u></b></p> <ul style="list-style-type: none"> <li>A. Minutes and Synopsis of the Regular City Council Meeting held on June 5, 2023</li> <li>B. Payment of Invoices in the Amount of \$100,646.51 and Payroll in the Amount of \$201,877.66 for a Total of \$302,524.17</li> <li>C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> <li>1. Hutson, Inc. in the Amount of \$6,240.00 for a John Deere 950M Ztrack Mower</li> <li>2. Granger in the Amount of \$9,571.86 for the Annual Cleanup Day Expenses</li> </ul> </li> </ul> <p><b>XI. <u>Communications</u></b></p> <ul style="list-style-type: none"> <li>A. Denise Barnes Board and Commission Application</li> <li>B. Cory Grimminck Board and Commission Application</li> <li>C. April Vogl Board and Commission Application</li> <li>D. Planning Commission Minutes for May 10, 2023</li> <li>E. Wastewater Treatment Plant Report for May 2023</li> <li>F. Franklin Energy EO Report</li> <li>G. Ionia County Central Dispatch Report – May 2023</li> <li>H. Ionia County Board of Commissioners Agenda for June 13, 2023</li> <li>I. Ionia County Board of Commissioners Agenda for June 20, 2023</li> </ul>	Decision
7:50 PM	<p><b>XII. <u>Other Business</u> – None</b></p>	
7:55 PM	<p><b>XIII. <u>City Manager Comments</u></b></p>	
8:00 PM	<p><b>XIV. <u>Council Comments</u></b></p>	
8:05 PM	<p><b>XV. <u>Adjournment</u></b></p>	Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-38**

**A RESOLUTION APPROVING THE PURCHASE OF A POWER  
TRANSFORMER FOR THE GRANT STREET SUBSTATION PROJECT  
FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the City of Portland, through its Electric Department, is in the process of building a new substation for the City's electrical system and has retained the services of Theka Engineering Associates, Inc. to assist with the bidding process on various critical components; and

**WHEREAS**, Theka Engineering is recommending the purchase of a power transformer from Ohio Transformer Company (OTC) in the amount of \$715,029.00, a copy of the recommendation and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its regular meeting on May 30, 2023, 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 recommendation from Theka Engineering to purchase of a power transformer from Ohio Transformer Company (OTC) in the amount of \$715,029.00, a copy of the recommendation 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:** June 19, 2023

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

# Memo



**To:** Board of Light & Power  
**From:** Todd Davlin, Electric Superintendent  
**Cc:** Tutt Gorman, City Manager  
**Date:** 5-30-2023  
**Re:** Action Item BLP5B – OTC Transformer

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As described in the attached letter from Theka Engineering, specifications were prepared, and a competitive bidding process was conducted for a new transformer to be utilized in the proposed new Grant Street Substation. The Ohio Transformer Company(OTC) prepared the most financially competitive bid. In the past five years OTC has shipped over 61 transformers to Michigan, ten transformers are currently ready for delivery and over 20 transformers are on order for delivery over the next couple of years. OTC has orders currently being processed for Consumers, Lansing Board of Water and Light, and the City of Chelsea.

**RECOMMENDATION:** Action Item BLP5B – Recommend City Council approve the purchase of an Ohio Transformer Company (OTC) 12/16/20 MVA transformer for a proposed cost of \$715,029, and delivery time of 114-120 weeks. The transformer is essential to the Grant Street Substation project.

4/28/2023

Todd Davlin  
CITY OF PORTLAND MI

**RE: Grant St. Substation – Substation Power Transformer Bid Evaluation & Purchase Recommendation**

Dear Mr. Davlin:

Theka Associates have reviewed the bids submitted by several power transformer manufacturers for your substation. We have carefully evaluated the proposals and have arrived at recommendations for procurement of this equipment.

The below bids were received for supply of (1) 12/16/20 MVA substation power transformer per a technical specification:

- OTC - \$677,199 Base, \$715,029 Total, 114-120wks ARO
- WEG - \$708,400 Base, \$752,900 Total, 95-100wks ARO
- VTC - \$706,791 Base, \$778,191 Total, 65-70wks ARO
- PT - \$806,859 Base, \$806,859 Total, 74-78wks ARO

Depending on evaluation criteria a case could be made for the selecting OTC, WEG, or VTC as the supplier of the power transformer for this project. Pennsylvania is the highest evaluated bid, and has no benefits not also offered by the lower bidders. Below are the benefits and downsides of each option.

- OTC
  - + Lowest total price and base price
  - + Firm pricing
  - + Formerly Ohio Transformer. Has been in the utility sector for a number of years and is used by Consumers Energy
  - – Very long lead time (114-120 weeks)
  - – Theka has no previous experience with OTC
- VTC
  - + Best lead time
  - + Firm Pricing

- + Largest transformer manufacturer in US
- + Theka has positive experience with VTC
- – 3rd lowest evaluated price (2nd lowest base)
- WEG
  - + 2nd lowest total price (3rd lowest base)
  - + Ok balance of lead time and price
  - + Formerly CG / Pauwels. Plant has been producing utility transformers for years.
  - – Pricing is not firm
  - – Theka has limited experience

After thorough analysis and consideration of various factors, including technical specifications, quality, delivery schedules, pricing, and other relevant factors, we arrived at a dual recommendation.

If the 114-120wk lead time offered by OTC is not a concern, then Theka would recommend Portland select them as the transformer supplier for the Grant St. Substation Project. The OTC plant has a long history in the utility industry and their technical specifications match the specifications requested in the RFP.

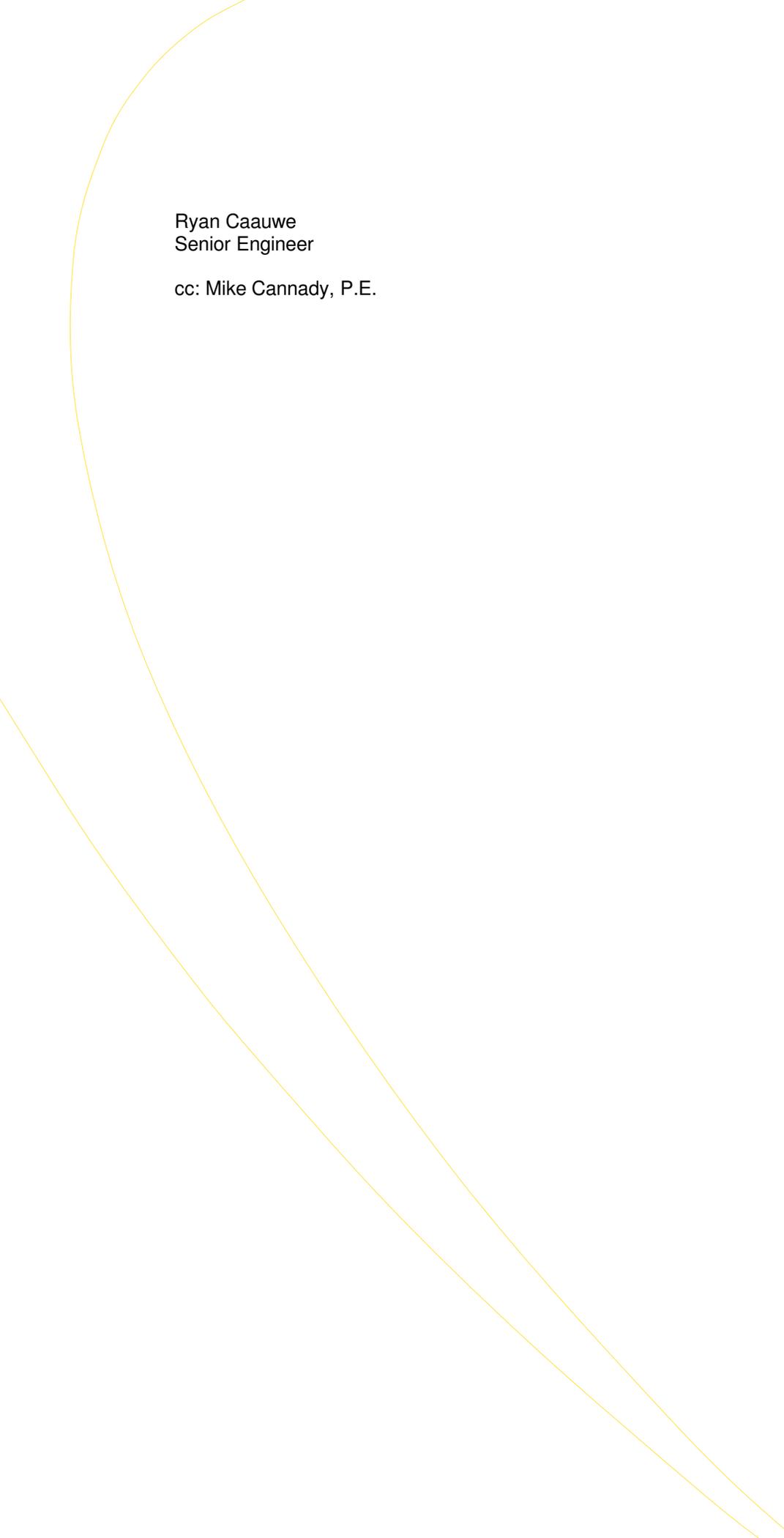
If the 114-120wk lead time proposed by OTC is a concern, then Theka would recommend Portland select VTC as the transformer supplier for the Grant St. Substation Project. VTC is currently an industry leader and has provided quality transformers for several of Theka's previous projects. VTC's lead times, production capacity, and firm pricing make them a good choice for this project. VTC technical specifications also match the specifications requested in the RFP.

Please let me know if you have any questions or require any further information. Please see excel evaluation matrix for detailed comparison.

Sincerely,

THEKA ASSOCIATES, INC.





Ryan Caauwe  
Senior Engineer

cc: Mike Cannady, P.E.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-39**

**A RESOLUTION APPROVING THE PURCHASE OF A VOLTAGE  
REGULATOR FOR THE GRANT STREET SUBSTATION PROJECT  
FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the City of Portland, through its Electric Department, is in the process of building a new substation for the City's electrical system and has retained the services of Theka Engineering Associates, Inc. to assist with the bidding process on various critical components; and

**WHEREAS**, Theka Engineering is recommending the purchase of a voltage regulator from Siemens in the amount of \$148,647.00, a copy of the recommendation and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its regular meeting on May 30, 2023, 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 recommendation from Theka Engineering to purchase of a voltage regulator from Siemens in the amount of \$148,647.00, a copy of the recommendation 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:** June 19, 2023

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

# Memo



**To:** Board of Light & Power  
**From:** Todd Davlin, Electric Superintendent  
**Cc:** Tutt Gorman, City Manager  
**Date:** 5-30-2023  
**Re:** Action Item BLP5C – Siemens Voltage Regulators

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As described in the attached letter from Theka Engineering, specifications were prepared, and a competitive bidding process was conducted for new voltage regulators to be utilized in the proposed new Grant Street Substation. Siemens Corporation prepared the most financially competitive bid. Siemens has a particularly good reputation worldwide for producing industrial equipment. Siemens' proposal was less than half of the alternative bid.

RECOMMENDATION Action Item BLP5C – Recommend City Council approve the purchase of Siemens 7620V, 875A 667kVA voltage regulators for a proposed cost of \$148,647, and delivery time of 59-63 weeks. The Voltage regulators are essential to the Grant Street Substation project.



4/28/2023

Todd Davlin  
CITY OF PORTLAND MI

**RE: Grant St. Substation – Voltage Regulator Bid Evaluation & Purchase Recommendation**

Dear Mr. Davlin:

Theka Associates have reviewed the bids submitted by several voltage regulator manufacturers for your substation. We have carefully evaluated the proposals and have arrived at a recommendation for the overall best evaluated bid.

The below bids were received for supply of (3) voltage regulators per a technical specification:

- Siemens - \$148,647, 59-63wks ARO
- Eaton - \$412,324, 125wks ARO

After thorough analysis and consideration of various factors, including technical specifications, quality, delivery schedules, pricing, and other relevant factors, we are pleased to recommend Siemens as the best-suited regulator manufacturer for your project.

Siemens has a proven track record of delivering high-quality voltage regulators and other substation equipment that meet or exceed industry standards. We have successfully used their regulators on many projects in the past. Furthermore, their proposed technical specifications for the regulators match the specifications provided in the RFP.

Siemens pricing and lead times are so much better than Eaton, it is difficult to understand how they were quoting the same specification; however, the technical evaluation shows them to be quite similar equipment.

Based on the above evaluation, Theka strongly recommends that Portland select Siemens as your supplier for voltage regulators for the Grant St. Substation Project.

Please let me know if you have any questions or require any further information. Please see excel evaluation matrix for detailed comparison.

Sincerely,

THEKA ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Ryan Caauwe', is positioned below the company name.

Ryan Caauwe  
Senior Engineer

cc: Mike Cannady, P.E.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-40**

**A RESOLUTION APPROVING THE PROPOSAL FROM UTILITY  
FINANCIAL SOLUTIONS (UFS) TO PROVIDE SERVICES TO THE  
ELECTRIC, WATER, AND WASTEWATER DEPARTMENTS**

**WHEREAS**, the City's rate system for its electric, water and wastewater utilities are based on infrastructure needs and reviewed regularly; and

**WHEREAS**, UFS has submitted a proposal to provide their services for the Electric, Water and Wastewater Departments, a copy of the proposal is attached as Exhibit A; and

**WHEREAS**, the City Manager recommends approving same.

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

1. The City Council approves the proposal from UFS to provide their services for the Electric, Water and Wastewater Departments, a copy of the proposal 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:** June 19, 2023

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



## City of Portland Utilities

Electric, Water, Wastewater Cost of  
Service Study

June 15, 2023



Corporate location:

Utility Financial Solutions, LLC

185 Sun Meadow Court

Holland, MI USA 49424

Submitted Respectfully by:

Dawn Lund, Vice President  
Utility Financial Solutions, LLC  
dlund@ufsweb.com  
(231) 218-9664

Mark Beauchamp, CPA, CMA, MBA  
President, Utility Financial Solutions, LLC  
mbeauchamp@ufsweb.com  
(616) 393-9722

[dlund@ufswest.com](mailto:dlund@ufswest.com)

C: 231-218-9664

F: 888.566.4430



June 15, 2023

Todd Davlin, Electric Supervisor  
City of Portland  
723 E. Grand River Avenue  
Portland, MI 48875

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide an electric, water, and wastewater cost of service, financial projection, and rate design study for the City of Portland (City). Our proposal is based on our prior experience with completing cost of service studies for municipal utilities around the nation.

UFS will provide you with the highest quality service within an agreed-upon timeframe and has the personnel available to meet your needs. The study will take approximately 12 weeks to complete after receipt of requested information.

UFS is an internationally known firm with a long standing relationship and history of assisting municipalities with financial analysis and are recognized experts in the utility field. Our group and the project team assigned to this engagement are composed of highly qualified, experienced, and knowledgeable professionals who remain current on industry issues. We are regularly requested speakers for seminars at the regional and national level for the American Public Power Association, and the Institute of Public Utilities.

UFS would like to be a resource to you for many years. Our success is dependent upon the quality and timeliness of the services provided. We are committed to our client's complete satisfaction. Our prior experience in providing the requested services allows us to conduct a cost efficient rate study.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 231-218-9664.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Lund", written in a cursive style.

Dawn Lund, Vice-President  
Utility Financial Solutions, LLC  
P. O. Box 582  
Leland, MI 49654  
231-218-9664  
[dlund@ufswest.com](mailto:dlund@ufswest.com)

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## Understanding of Project Requirements

### Summary of Services for Electric, Water, and Wastewater Utilities

1. Five Year Financial Projection that includes the following:
  - a. Determination of Revenue Requirements for each year
  - b. Development and identification of financial targets related to the following:
    - i. Debt Coverage Ratio
    - ii. Minimum Cash Reserves
    - iii. Operating Income
  - c. Identification of long-term rate track to maintain financial stability of utility and minimize the potential rate impacts on customers
2. Development of Cost of Service Study that identifies the following:
  - a. Comparison of cost to provide service to each class with projected revenues
  - b. Identification of potential new rate classes based on load characteristics
  - c. Monthly customer charges for each class of customers
  - d. Transmission delivery charges (Electric)
  - e. Distribution delivery charges (Electric)
  - f. Power supply charges (Electric)
  - g. Seasonality of costs
  - h. Identification of fixed and variable costs including the following broken out by season:
    - i. Total demand related costs (Electric)
    - ii. Total energy related costs (Electric)
    - iii. Monthly customer related costs
  - i. Identification of costs based on voltage level of customers (Electric)
    - i. Transmission level customer
    - ii. Primary metered customer
    - iii. Secondary metered customer
3. Rate Design (One Year for Each Utility)
  - a. Development of rates to move classes closer to cost of service
  - b. Development of rates to move components of rates closer to cost of service
  - c. Identification of Impacts of rate changes by classes considering the following:
    - i. Percentage impacts at various usage levels
    - ii. Dollar impacts at various usage levels
    - iii. Percentage impacts for demand rate classes based on load factors
  - d. Identification of overall rate impacts on customers
    - i. Proposed rate design for each rate class
    - ii. Rate impacts on each customer class
    - iii. Rate impacts at various levels of usage for each rate class
  - e. Develop following rates:
    - i. Electric vehicle rate
    - ii. Time of use rate
  - f. Solar review

4. Presentation to Staff & City Council
  - a. Review results and assumptions
  - b. Development of appropriate financial targets
  
5. Reports
  - a. Executive summary report discussing the following:
    - i. Financial projection results and rate adjustment to achieve financial targets
    - ii. Cost of service results for each rate class
    - iii. Cost based rate structures
    - iv. Assumptions used in development of study
    - v. Recommendations on rate track, movement toward cost of service, financial targets, others as identified

## Proposed Work Plan and Project Approach

Our approach to this project was developed to meet the objectives of the City and is based on the scope of services and UFS prior experience in completing cost of service studies around the nation. Listed below are more detailed descriptions of the services provided, our process and sample outputs from our studies. Our proposed work plan is designed to meet the requirements and methodologies established in the industry.

### Preliminary Tasks

Listed below are tasks to develop the financial projection and cost of service portion of the study.

#### 1. Review of Relevant Reports

Review of certain reports is necessary to ensure the analysis is established to fit the specific requirements of the City. Listed below are examples of reports to obtain and review.

- Yearly financial, operating and maintenance reports including fixed assets reports
- Outstanding bond issues and specific bond covenants
- Rate schedules and any special contracts

#### 2. Collect and Verify Data

Conference call with utility management is critical to ensuring the final reports will meet the objectives of the City and the information request prepared by Utility Financial Solutions, LLC is understood. The specific objectives of the discussion will be to:

- Identify and clarify the scope of services and specific expectations of management
- Review billing system capabilities for providing the information necessary for the cost of service analysis. ***We will complete one revenue proof to reconcile revenues received compared with calculated revenues from billing system.***
- Review chart of accounts and determine strengths and weaknesses and its consistency with utility accounting practices
- Availability of load research data and develop a plan to obtain information needed by cost of service study
- Discuss with management the strengths and weaknesses of determining utility revenue requirements using a utility basis vs. cash basis
- Discuss power supply and recent or anticipated changes in rates or operations
- Review of transmission charges
- Additions or losses of major customers

### 3. Preparation of Data Request

After completion of the preliminary tasks UFS will prepare an information request that will include the necessary information to complete the study. Listed below are specific reports that will be requested:

#### Electric

- Customer billing and usage statistics by month for latest fiscal year
- Monthly production statistics or power supply purchases
- Power supply rates for upcoming years
- System hourly load information
- Trial balances for latest two years
- Audited financial statements for the latest three years
- Debt service schedules
- Current work-in-process
- Future capital improvement plan
- Power Supply costs
- System load data (if available for example through a SCADA system)

#### Water & Wastewater

- Detailed trial balance for water and wastewater departments for latest fiscal years
- Audited financial statements for past three years (CAFR)
- Fixed Assets of system and include historical investments, accumulated depreciation, and annual depreciation expense
- Water and wastewater budgets for current and next fiscal year
- Outstanding bond amortizations schedules for water and wastewater departments
- Capital improvement plans
- Water system plan
- Wastewater system plan
- System usage statistics
  - Water purchases/treatment by month from the City
  - Wastewater discharged to the City by month
- Billing statistics
  - Number of Water and Wastewater customers
  - Monthly (Quarterly) billed usage by customer class
  - Fire protection accounts
  - Number of hydrants
  - GPM fire protection requirements of the City

## Development of Five-Year Financial Projection and Financial Targets

### Development of Sales Projection

Customer usages will be projected based on historical growth rates adjusted for high or low usages on a yearly basis. Water and Electric sales can fluctuate substantially based on weather and has varying effects on each customer classes' usage. Customer growth rates and usage patterns will be normalized and projected for future years. We will discuss with the City internal growth projections used and compare to determine appropriate growth rates. Through review of historical sales and discussion with utility staff we will develop a projection of the following:

1. Future energy sales
2. Future water sales
3. Number of customers
4. Billing demands
5. Miscellaneous revenues
6. Power cost adjustment review

### Development of Utility Revenue Requirements

Revenue requirements are developed through review of historical expenses and discussions with the utility on changes in costs and the utility's budget. Completion of this tasks is summarized below:

- **Operating Expense Projection**  
Operating expenses often include expenses related to operation, maintenance and administration of the utility and the distribution system. Operating expense projections are often based on historical expenses adjusted for changes in costs and includes adjustments for changes that management anticipates will occur in the future.
- **Power Supply Projection**  
Power supply costs typically represent over 70% of an electric utility's total revenue requirement. The magnitude of this expenditure requires this projection to be based on reasonable assumptions that are documented and reviewed with management. To project power supply expenses, we often review the latest twelve months of detail power supply invoices and develop a power supply projection model where we can include growth of the system and changes in power supply costs. We will work with utility staff to estimate power supply costs based on the projected monthly loads.

- **Transmission Cost Projection**

Transmission costs are often included as part of the power supply bill or may be in a separate invoice. As part of the power supply projection, we will include changes in demand rates for transmission and review the transmission cost projection with utility staff.

- **Debt Service**

The amortization schedules for outstanding debt service will be incorporated into the financial projection. The corresponding principal and interest expense are appropriately classified into the income statement and cash flow sections of the long-term financial projection. Any potential future bonding requirements will be identified and incorporated into the projection with the debt coverage ratios compared with the bond ordinance requirements adjusted for certain safety factors to adjust for changes in weather and the subsequent sales of electricity.

- **Capital Improvement Plan**

A critical part of the financial projection is the capital improvement plan received from the utility. Often the capital improvement plan UFS receives is reviewed with utility staff for reasonableness and capabilities of the utility to complete the projects as stated. The financial projection analysis can easily incorporate sensitivity analysis for changes in capital, but it is preferred that the report includes a reasonable approximation of the annual expense. The financial model will incorporate the capital plan and identify the sources of funding either from existing cash reserves, the annual rate funded capital or through the issuance of bonds.

UFS financial analysis and the subsequent cost of service studies are unique in their ability to easily change from cash basis revenue requirements to accrual basis (Utility Basis) revenue requirements. The financial analysis includes both cash basis targets such as cash reserves and debt coverage; and accrual basis targets such as rate of return. Listed below are discussion of the development of the three main financial targets for utilities. UFS studies also include a review of secondary financial matrices such as debt/equity ratios, age of system, days cash on hand and working capital requirements as part of the overall assessment of the financial health of the utility.

- **Rate of Return**

Rate of return is often associated with investor-owned utilities. Public power systems need to have a rate of return to breakeven and ensure customers are appropriately paying for their use of the infrastructure. The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

- 1) Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
- 2) Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
- 3) Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

- **Minimum Cash Reserves**

A critical question for utilities is the amount of cash reserves required to be held in reserve to help ensure funds exist to pay bills in a timely manner, to fund catastrophic events, future capital improvements and rapid changes in power supply or transmission costs. Each utility has various needs for cash and is dependent on the risks associated with the operations of a utility. As part of our studies, we assist utilities with identifying the minimum level of cash a utility should maintain in reserves and include a review of the following:

1. Historical investment in assets and age of infrastructure
2. Exposure to catastrophic event
3. Working capital requirements
4. Debt service payments
5. Risks related to changes in power supply or transmission costs
6. Stability of rate structures and its ability to recover fixed costs

Review of the minimum cash reserves will be included as part of the study and will be discussed in the executive summary report and presentation to utility staff and Council.

- **Debt Coverage Ratio**

Electric utilities are often required to issue revenue bonds that include requirements related to debt coverage. It is critical electric utilities meet or exceed these bonding requirements to help ensure the utility maintains appropriate bond ratings to keep future interest rates low. As part of our studies, we review the existing bond ordinances and identify the debt coverage requirements. These are included in the study with an appropriate safety factor to help ensure coverage requirements are met during periods of low sales due to weather or dramatic changes in expenses such as power supply costs.

### Dashboard and Summary Financial Projections

The financial projection and financial targets are included in a dashboard summary and a rate track is developed to meet the financial targets. Development of the rate track attempts to minimize the impact of rate adjustments on customers while keeping the utility financially stable. A sample output from one of our studies is included below:

FY	Projected	Projected Revenues	Projected Expenses	Operating Income	Target	Projected Available Cash	Recommended Minimum Cash	Debt Coverage	Power Supply Change
	Rate Adjustment				Operating Income			Ratio (Goal >1.4)	
Y1	-1.5%	\$ 7,482,349	\$ 7,152,475	\$ 329,874	\$ 241,392	\$ 2,487,502	\$ 2,011,366	1.62	-1.50%
Y2	-1.5%	7,385,046	7,022,241	362,805	231,521	2,835,835	2,022,801	1.66	-2.69%
Y3	0.0%	7,418,591	7,051,726	366,865	221,548	3,192,155	2,065,567	1.67	-0.05%
Y4	0.0%	7,424,711	7,092,913	331,797	197,336	3,973,272	1,778,411	2.77	0.68%
Y5	1.8%	7,526,016	7,230,799	295,217	193,263	4,419,754	1,866,152	2.70	3.18%

For the utility summarized in the table above, a rate track was developed to exceed debt coverage ratio targets, move toward target operating income (Rate of Return) and meet the minimum cash reserve needs of the utility. The rate track is reviewed with utility staff and Council prior to inclusion on the executive summary report of UFS.

## Electric Cost of Service Study

The development of the cost of service study incorporates the revenue requirement identified as part of the financial projection. This section describes the additional procedures used in development of the cost of service study and sample outputs from previous studies.

### **Development of customer class demands, and allocation factors used to allocate revenue requirements**

#### **Load Profile Information**

Load profile information identifies how customers use electricity at various times of the day and is critical to ensure the cost of service study is accurate and defensible. UFS works with utility staff in identification of the appropriate sources of load research information. We will analyze information from the following sources:

- Electronic meters installed on time of use and other customers
- Load research information available from other sources
- Analysis of substation feeders
- Utilize our data base of existing load research obtained from other utilities

The load research information identifies the monthly load factors for each class, how much is being used by the class at the peak time of the day when power supply demand or transmission demand charges are determined. The load research information is compared with the hourly system hourly load data to determine the class contributions. The information is then used to determine the class share of transmission and power supply costs.

#### **System Losses**

Losses can vary substantially depending on system loading and temperature. We will identify the system loss at the various voltage levels of service to customers. To determine the overall system losses, we typically use a three-year average of losses to reduce the impact of changing weather patterns between the last and first month of each year. The losses are then allocated between voltage level such as transmission, substations, primary service, and secondary voltage levels.

#### **Development of Allocators**

The load profile information for each class is used to determine the allocation factors used to allocate expenses based on cost-causation. Examples of cost causation include the identification of the date and time power supply demand charges are determined and each class usage at the time of the peak demands. There are over 40 allocation factors often developed as part of a UFS cost of service study. Allocation factors are developed for each season and developed for specific expenses. A summary of the costs where specific allocation factors need to be developed are listed below.

- Power supply demand cost by time of day and season
- Power supply energy cost by time of day and season
- Distribution related costs for sub-transmission or transmission service
- Distribution related costs for primary metered customers
- Distribution related costs for secondary metered customers
- Customer related costs for each class of customers

### Prepare Cost of Service Analysis

Customer classes are typically established based on differences in load and usage patterns. How customers use electricity dictates the cost of providing many of the utility services.

The cost of service portion of the model will determine the following:

- Rate adjustment necessary to meet rate of return requirements of the utility
- Cost to serve each class compared with projected revenues
- Rate adjustment necessary for class to meet cost of service requirements
- Monthly customer charge by class
- Energy charge for each customer class
- Demand charge for demand metered customers

A summary of the cost of service analysis is developed similar to the table below:

Customer Class	Cost of Service	Projected Revenues	% Change
Residential	\$ 47,326,833	\$ 43,615,239	9%
Residential Dual Fuel	21,403	10,081	112%
Residential High Efficiency HVAC	176,818	128,097	38%
Small General Service	17,795,064	16,519,937	8%
SGS - High Efficiency HVAC	59,308	50,427	18%
City Street Lighting	1,639,666	1,194,127	37%
Traffic Signals	127,158	105,392	21%
Security Lighting	198,138	209,386	-5%
Civil Defense Sirens	8,357	8,834	-5%
Medium General Service	30,370,455	30,157,753	1%
MGS - High Efficiency HVAC	194,666	171,438	14%
MGS - Time-of-Use	1,879,529	1,904,024	-1%
Large General Service	10,445,537	10,669,838	-2%
Large Industrial Service	22,575,880	20,755,543	9%
Interruptible Service	5,467,792	4,683,595	17%
Cogen and Small Power Prod	12,203	10,183	20%
Interdepartmental	929,722	946,527	-2%
<b>Total</b>	<b>\$ 139,228,527</b>	<b>\$ 131,140,420</b>	<b>6.2%</b>

The cost of service column from the table above identifies the cost to provide service to each class of customers and is compared with the projected revenues from each class. The percent change is the rate adjustment necessary for each class to achieve cost of service. We typically do not recommend rates move fully to cost of service, but as part of the discussions with staff and Council we develop a plan to move classes toward cost of service to minimize rate impacts on any specific customer class.

### Development of new rate classes

As part of the initial discussions with management and review of the existing rate tariffs, we will discuss with utility staff if new rate classes should be considered or if existing rate classes should be combined. Rate classes are created based on similarity in usage patterns, but often utilities will develop new rate classes to create incentives for customers to shift usage to periods of time where power supply costs are lower such as on and off peak time periods for time of use rates. Examples of new rate class developments are listed below.

- **Standby charges** – Cost isolated by investment in facilities to serve customers on a standby basis.
- **Interruptible Loads** – Rates to promote interruptible loads that reflect the savings to the City. Our study will isolate costs by power supply demand, energy, and transmission to identify the potential cost savings of an interruptible customer.
- **Seasonal Rates** – The cost of service study allocates costs to each rate class based on seasonal time period. The time periods will be identified through review of system loads and power supply and transmission costs.
- **Time of Use** – For time of use rates to be effective in sending the proper price signal, the cost of service analysis is supplemented with marginal costs to identify and recommend appropriate charges on a time of use basis.
- **Economic Development Rates**
- Rates can be developed to promote economic development by attracting new customers or expansion of existing customers. It is important economic development rates be developed using a marginal cost approach to ensure existing customers are not unduly subsidizing any reduce rates or fees charged under an economic development program.
- **Other Potential Rates are listed below:**
  1. Public education rates
  2. Green Rates
  3. Net Metering Rates
  4. Aggregation Rates

New rate designs may result in additional charges for the services provided by UFS. As part of the initial kick off conference call we should discuss if any potential new rate classes are being considered.

**Breakdown of cost of service rate structure by type of expense for each class of customers**

UFS cost of service studies identify cost in a summary and a detail cost breakdown for each class of customers. For example, the summary of costs identifies the class cost breakdown by customer charge, power supply demand, transmission demand, distribution demand and energy costs. An example is listed below:

Customer Class	Monthly Customer Charge	Distribution Rate	Transmission Rate	Power Supply			
				Summer Rates		Winter Rates	
				Demand Rate	Energy Rate	Demand Rate	Energy Rate
Residential	\$ 21.25	\$ 0.02085	0.0057	\$ 0.0334	\$ 0.0441	\$ 0.0303	\$ 0.04647
Small General Service	43.25	0.0224	0.0057	0.0370	0.0441	0.0300	0.0465
City Street Lighting	-	0.2066	0.0040	0.0197	0.0440	0.0191	0.0465
Traffic Signals	41.02	0.0164	0.0067	0.0293	0.0440	0.0280	0.0465
Security Lighting	7.86	0.0198	0.0125	0.0197	0.0440	0.0191	0.0465
Medium General Service	134.50	2.39	1.13	12.04	0.0440	10.17	0.0465
MGS - High Efficiency HVAC	129.04	2.63	1.26	10.49	0.0425	10.93	0.0451
MGS - Time-of-Use	135.22	3.04	1.44	9.85	0.0428	8.40	0.0451
Large General Service	306.92	2.79	1.30	13.06	0.0428	10.46	0.0451
Large Industrial Service	1,810.78	2.95	1.37	14.50	0.0428	13.76	0.0451
Interruptible Service	176.12	2.59	1.38	10.05	0.0428	9.17	0.0451
Interdepartmental	83.83	2.39	1.19	12.50	0.0428	7.96	0.0451

In addition, further breakdowns are available in the studies depending on the needs of each utility. A sample detailed breakdown of distribution costs is listed below:

Cost Breakdown	Residential		Small General Service		Medium General Service		MGS - High Efficiency HVAC		MGS - Time-of-Use		Large General Service		Large Industrial Service	
Distribution	\$	0.0079	\$	0.0092	\$	1.96	\$	2.15	\$	2.49	\$	2.29	\$	2.41
Transmission		0.0057		0.0057		1.13		1.26		1.44		1.30		1.37
Transformer		0.0012		0.0014		0.29		0.32		0.37		0.34		0.36
Substation		0.0006		0.0007		0.14		0.15		0.18		0.16		0.17
Direct		-		-		-		-		-		-		-
<b>Subtotal - kWh or kW Charge</b>	<b>\$</b>	<b>0.0154</b>	<b>\$</b>	<b>0.0169</b>	<b>\$</b>	<b>3.5204</b>	<b>\$</b>	<b>3.8866</b>	<b>\$</b>	<b>4.4820</b>	<b>\$</b>	<b>4.0891</b>	<b>\$</b>	<b>4.3110</b>
<b>Contribution to City</b>	<b>\$</b>	<b>0.0112</b>	<b>\$</b>	<b>0.0112</b>	<b>\$</b>	<b>0.0112</b>	<b>\$</b>	<b>0.0112</b>	<b>\$</b>	<b>0.0112</b>	<b>\$</b>	<b>0.0112</b>	<b>\$</b>	<b>0.0112</b>
Distribution Customer Costs	\$	10.56	\$	21.31	\$	59.42	\$	59.42	\$	61.24	\$	90.12	\$	151.94
Transformer Customer Costs		1.17		2.33		7.00		7.00		7.00		10.49		10.49
Substation Customer Costs		0.09		0.18		0.55		0.55		0.55		0.83		0.83
Meter O&M		0.27		0.59		0.48		0.48		1.01		1.01		18.83
Meter Reading		0.25		0.50		1.49		1.49		1.49		2.24		2.24
Services		0.34		1.17		14.09		8.63		12.47		125.04		1,549.26
Customer Service		8.58		17.15		51.46		51.46		51.46		77.18		77.18
<b>Customer Charge</b>	<b>\$</b>	<b>21.25</b>	<b>\$</b>	<b>43.25</b>	<b>\$</b>	<b>134.50</b>	<b>\$</b>	<b>129.04</b>	<b>\$</b>	<b>135.22</b>	<b>\$</b>	<b>306.92</b>	<b>\$</b>	<b>1,810.78</b>

## Water Cost of Service

### Water Allocation Factors

A critical part of the cost of service study is the development of allocators from customer classes' usage patterns. The allocators are used to allocate the fixed capacity costs, semi-variable operating costs, variable chemicals and power, and customer-related costs. The characteristics modeled will include total water used, peak day, peak hour and customer billing, metering, and services requirements. To obtain peak use ratios by meter size we will perform the following:

- Review internal usage patterns available and supplement with peak ratio information on customer classes developed from generic sources
- Review peak loadings on water production readings
- Review peak month loadings from billing statistics

### Identification of Peak Day/Peak Hour Allocation Factors

Peak usage ratios will be established for each customer class using the following information:

- Review of pumping statistics of the wells over the past five years
- Review of peak loadings on water production wells for each month
- Review of monthly usage for each customer class and meter size (billing statistics)

The peak day and peak hour usage factors will be estimated based on average monthly usage compared to peak monthly usage with adjustments made for the monthly billing cycles. The calculated peak is compared with the actual peaks from the production statistics and adjusted to balance. Listed below is an example table that will be developed for the City.

### Determination of Peak to Average Ratio using Two Year Average

	Year 1 Peak Factor			Year 2 Peak Factor			Two Year Average		
	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio
5/8" Meter	4,277	2,350	1.82	3,210	2,177	1.47	3,744	2,264	1.65
3/4" Meter	268	162	1.66	200	120	1.67	234	141	1.66
1" Meter	2,897	1,422	2.04	2,411	1,191	2.02	2,654	1,307	2.03
1-1/2" Meter	1,149	525	2.19	1,059	521	2.03	1,104	523	2.11
2" Meter	3,348	1,704	1.96	2,780	1,661	1.67	3,064	1,682	1.82
3" Meter	873	510	1.71	654	370	1.77	763	440	1.74
4" Meter	839	602	1.39	636	516	1.23	737	559	1.31
6" Meter	1,786	622	2.87	1,918	1,203	1.59	1,852	912	2.23

### Application of Peak to Average Ratio to Customer Classes

Customer Class	Base		Maximum Day			Maximum Hour		
	Annual Use	Average Rate	Capacity Factor	Total Capacity	Extra Capacity	Capacity Factor	Total Capacity	Extra Capacity
5/8" Meter	794,576	1.6	1.47	2.4	0.8	1.47	2.4	0.77
3/4" Meter	43,620	0.1	1.67	0.1	0.1	1.67	0.1	0.06
1" Meter	434,796	0.9	2.02	1.8	0.9	2.02	1.8	0.91
1-1/2" Meter	190,019	0.4	2.03	0.8	0.4	2.03	0.8	0.40
2" Meter	606,089	1.2	1.67	2.1	0.8	1.67	2.1	0.84
3" Meter	135,166	0.3	1.77	0.5	0.2	1.77	0.5	0.21
4" Meter	188,509	0.4	1.23	0.5	0.1	1.23	0.5	0.09
6" Meter	439,040	0.9	1.59	1.4	0.5	1.59	1.4	0.54
<b>Total System</b>	<b>2,831,815</b>	<b>5.80</b>		<b>9.63</b>	<b>3.82</b>		<b>9.63</b>	<b>3.82</b>

### Expense Projection

Revenue requirements will be projected for future years based on actual data adjusted for anticipated capital improvements and changes in labor, benefits, and supplies. We will project the utility's revenue requirements for a five-year period based on certain assumptions such as inflation, anticipated changes in costs, additional debt issuances, capital improvements, and additional costs related to sales growth. A detailed cost projection will be completed balancing water purchases with retail sales and system losses.

### Water Rate Design and Revenue Proof

We will work with utility management and the governing Council in design of water rates for customers. We will proof the revenues based on projected billing parameters to help ensure the rates are sufficient to meet utility revenue requirements. We will identify the potential rate impact to utility customers at various usage levels.

## Wastewater Cost of Service

### Wastewater Allocation Factors

Expense categories will be analyzed and reviewed to determine an appropriate allocation factor. The allocation factor will be developed based on cost causation and allocated to each billing parameter. The allocation factors developed include peaking factors, flow characteristics, and customer related costs. A sample list of allocators is listed below:

<u>Account Name</u>	Volume	BOD	TSS	Phos	G&O	Cust	Total
<b><u>Generation</u></b>							
Salary & Benefits	53%	29%	14%	4%	0%	0%	100%
Production Electricity	58%	25%	13%	4%	0%	0%	100%
Production Water	53%	28%	12%	7%	0%	0%	100%
Gas Heating	53%	28%	12%	7%	0%	0%	100%
Oper Permits & Fees	53%	28%	12%	7%	0%	0%	100%
Other Expenses	53%	28%	12%	7%	0%	0%	100%
<b><u>Operations</u></b>							
Salary & Benefits	53%	29%	14%	4%	0%	0%	100%
Production/Treatment Chemicals	27%	32%	15%	27%	0%	0%	100%
Sludge Disposal	0%	75%	25%	1%	0%	0%	100%
Other Expenses	53%	28%	12%	7%	0%	0%	100%
Pollution Control	27%	32%	15%	27%	0%	0%	100%
Plant Maintenance	40%	40%	19%	0%	0%	0%	100%
Operations Allocation	40%	40%	19%	0%	0%	0%	100%
Technology Director Allocation	53%	29%	14%	4%	0%	0%	100%
<b><u>Administration &amp; General</u></b>							
Insurance	54%	16%	12%	2%	0%	16%	100%
W/WW Engineering Allocation	0%	0%	0%	0%	0%	100%	100%
IT Allocation	0%	0%	0%	0%	0%	100%	100%
Other	54%	16%	12%	2%	0%	16%	100%
Facilities & Warehouse	0%	0%	0%	0%	0%	100%	100%
<b><u>Accounting &amp; Collecting</u></b>							
Finance Allocation	54%	16%	12%	2%	0%	16%	100%
Accounting Allocation	54%	16%	12%	2%	0%	16%	100%
Corporate Allocation	54%	16%	12%	2%	0%	16%	100%
Personnel Allocation	54%	16%	12%	2%	0%	16%	100%
Other	54%	16%	12%	2%	0%	16%	100%
<b><u>Collection</u></b>							
Services / Maintenance	0%	0%	0%	0%	0%	100%	100%
Lift Station Maintenance	0%	0%	0%	0%	0%	100%	100%
Customer Service Allocation	0%	0%	0%	0%	0%	100%	100%
Meter Reading Allocation	0%	0%	0%	0%	0%	100%	100%
Billing Allocation	0%	0%	0%	0%	0%	100%	100%
Other	0%	0%	0%	0%	0%	100%	100%

We will review the cost of service results with Management to obtain input and direction prior to development of the water and wastewater rate structures. As part of this we will prepare a power point presentation of the results and have the Excel model to develop other alternative rate tracks if requested.

**Example COS Summary Table**

Customer Type	Cost of Service Rates	Projected Revenues	Percentage Adjustment
5/8"	\$ 3,543,212	\$3,045,073	16%
3/4"	100,929	93,713	8%
1"	813,759	770,611	6%
1-1/2"	432,333	371,866	16%
2"	1,457,418	1,265,868	15%
3"	270,158	245,673	10%
4"	412,630	370,115	11%
6"	303,145	300,426	1%
Flat Rate	190,341	171,035	11%
<b>Total</b>	<b>\$ 7,523,925</b>	<b>\$6,634,380</b>	<b>13.4%</b>

**Example Monthly Customer Charge Cost of Service Results**

	Current Unit			COS	
	Current Monthly Charge	Charge 1st and 2nd Block	Current Chrg 3rd Block	Monthly Customer Charge	COS Unit Charge
<b>In-City</b>					
5/8"	\$ 9.45	\$ 2.18	\$ 2.05	\$ 10.53	\$ 2.08
1"	16.00	2.18	2.05	22.34	2.08
2"	52.25	2.18	2.05	72.16	2.08
3"	106.00	2.18	2.05	150.68	2.08
4"	168.00	2.18	2.05	270.92	2.08
6"	240.00	2.18	2.05	586.42	2.08
<b>Outside City</b>					
5/8"	\$ 14.50	\$ 3.68	\$ 2.89	\$ 17.15	\$ 2.93
1"	26.00	3.68	2.89	34.77	2.93
2"	78.25	3.68	2.89	105.06	2.93
4"	158.00	3.68	2.89	385.31	2.93
6"	248.00	3.68	2.89	821.48	2.93

## Rate Design

Design of utility rates uses input from the cost of service study as guidance on changes to rate classes and the rate components for each rate class. Cost of service results are one factor in design of rates for customers. Other factors must be considered such as impact on customers, social and environmental issues, and philosophy of the utility’s governing body.

UFS will develop and recommend a schedule of electric, water, and wastewater rates designed to help generate adequate revenues, and reflect or move toward the recommended rate adjustment. A five-year rate track will be provided with the financial projection. Rate designs for the existing rate structure will consist of:

- One Year Water Rate Design
- One Year Wastewater Rate Design
- One Year Electric Rate Design

Additional years’ rate design may be added at additional cost. The rate design identifies the impacts on customers at various usage levels similar to the tables below and is listed by rate class, meter size and usage level.

Please note that all rate designs outside of the current rate structure will be charged hourly.

**Summary of overall rate adjustments for each class – Water/Wastewater**

Meter Size	Base Rate	# of Customers	Cust Chrg Rev	Volume Rate	Volume	Volume \$	Total Revs
<b>In-City</b>							
5/8	\$ 10.78	9,715	\$1,256,732	\$2.80	583,022	\$ 1,632,462	\$ 2,889,194
3/4	\$ 10.78	322	41,654	\$2.80	29,126	81,553	123,207
1	\$ 23.74	2,183	621,893	\$2.80	219,972	615,922	1,237,815
1 1/4	-	-	-	\$2.80	-	-	-
1 1/2	41.20	314	155,242	\$2.80	101,203	283,368	438,610
2	63.27	393	298,381	\$2.80	373,189	1,044,929	1,343,311
3	122.04	23	33,683	\$2.80	78,849	220,777	254,460
4	217.83	29	75,805	\$2.80	117,247	328,292	404,096
6	456.88	4	21,930	\$2.80	103,379	289,461	311,391
<b>Total Revenues</b>		<b>12,983</b>	<b>2,505,320</b>		<b>1,605,987</b>	<b>4,496,764</b>	<b>7,002,084</b>
<b>Proposed Rate Change</b>							
							<b>2.7%</b>

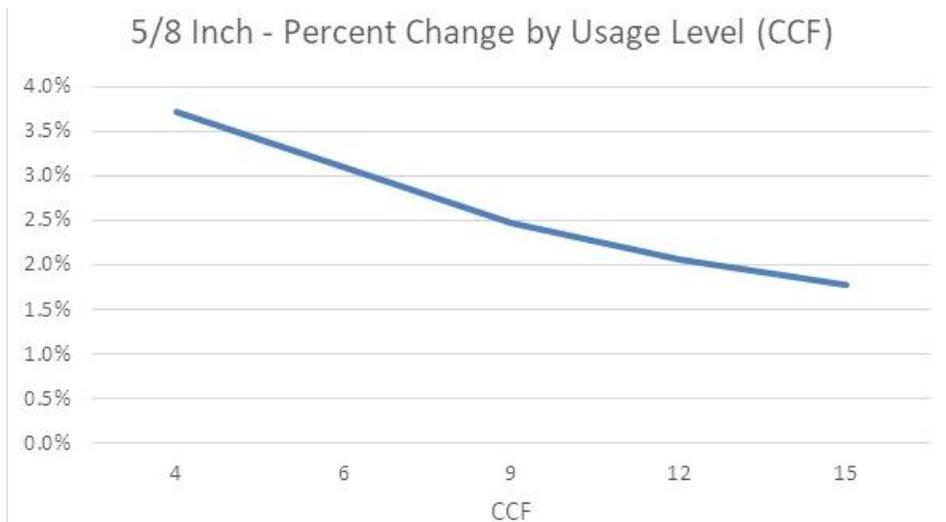
**Summary of overall rate adjustments for each class - Electric**

Customer Class	Class Codes	2015 Revenue less Adjustments	2015 Revenue with Adjustments	Percent Increase
ResidentialRate RES	RES	\$ 43,615,239	\$ 45,197,813	3.6%
Residential Dual FuelRate RES-DF	RES-DF	\$ 10,081	\$ 10,784	7.0%
Residential High Efficiency HVACRate RESELGEO	RESELGEO	\$ 128,097	\$ 137,070	7.0%
Small General ServiceRate GS	GS	\$ 16,519,937	\$ 17,219,208	4.2%
SGS - High Efficiency HVACRate GS-HEF	GS-HEF	\$ 50,427	\$ 52,950	5.0%
Medium General ServiceRate MGS	MGS	\$ 30,157,753	\$ 31,118,228	3.2%
MGS - High Efficiency HVACRate MGS-HEF	MGS-HEF	\$ 171,438	\$ 179,115	4.5%
MGS - Time-of-UseRate MGS-TOU	MGS-TOU	\$ 1,904,024	\$ 1,975,005	3.7%
Large General ServiceRate LGS	LGS	\$ 10,669,838	\$ 10,771,426	1.0%
Large Industrial ServiceRate LIS	LIS	\$ 20,755,543	\$ 21,602,500	4.1%
Interruptible ServiceRate INTR	INTR	\$ 4,683,595	\$ 4,917,673	5.0%
Cogen and Small Power ProdRate COGEN	COGEN	\$ 10,183	\$ 10,602	4.1%
InterdepartmentalRate MUNI	MUNI	\$ 946,527	\$ 984,040	4.0%
Civil Defense Sirens25	CDS	\$ 8,834	\$ 9,049	2.4%
City Street Lighting27	CSL	\$ 1,185,625	\$ 1,209,774	2.0%
Security Lightingvarious	SL	\$ 209,386	\$ 212,364	1.4%
Traffic Signalsvarious	TS	\$ 105,392	\$ 110,373	4.7%
<b>Total</b>		<b>\$ 131,131,917</b>	<b>\$ 135,717,975</b>	<b>3.50%</b>

**Sample Report Table 1:**

	<b>Current Rates</b>	<b>Proposed Rates</b>
<u>5/8</u>		
Customer Service Charge	\$ 10.36	\$ 11.00
Commdity Rate	\$ 1.72	\$ 1.72

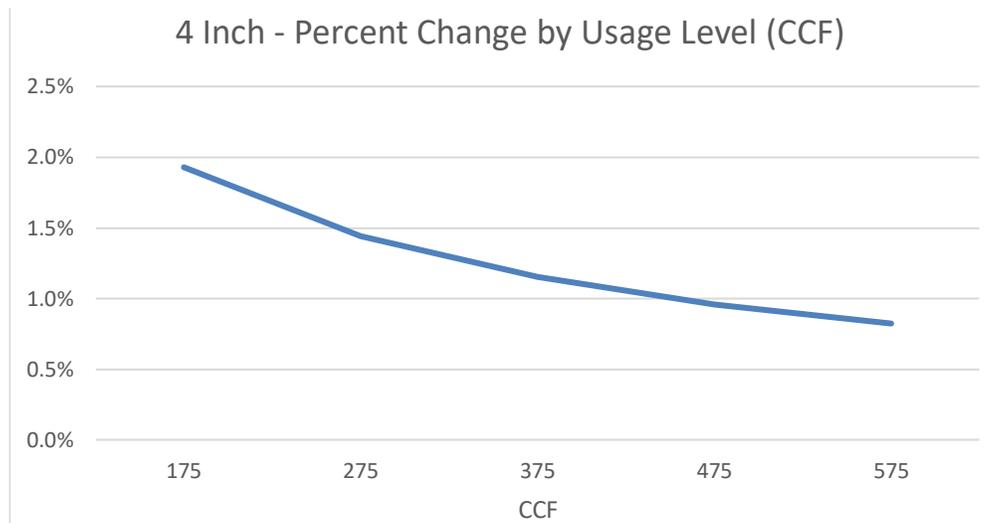
<b>Usage Level in CCF</b>	<b>Current Rates</b>	<b>Proposed Rates</b>	<b>Dollar Impact</b>	<b>Percent Change</b>
4	\$ 17.24	\$ 17.88	\$ 0.64	3.71%
6	20.68	21.32	0.64	3.09%
9	25.84	26.48	0.64	2.48%
12	31.00	31.64	0.64	2.06%
15	36.16	36.80	0.64	1.77%



**Sample Report Table 2:**

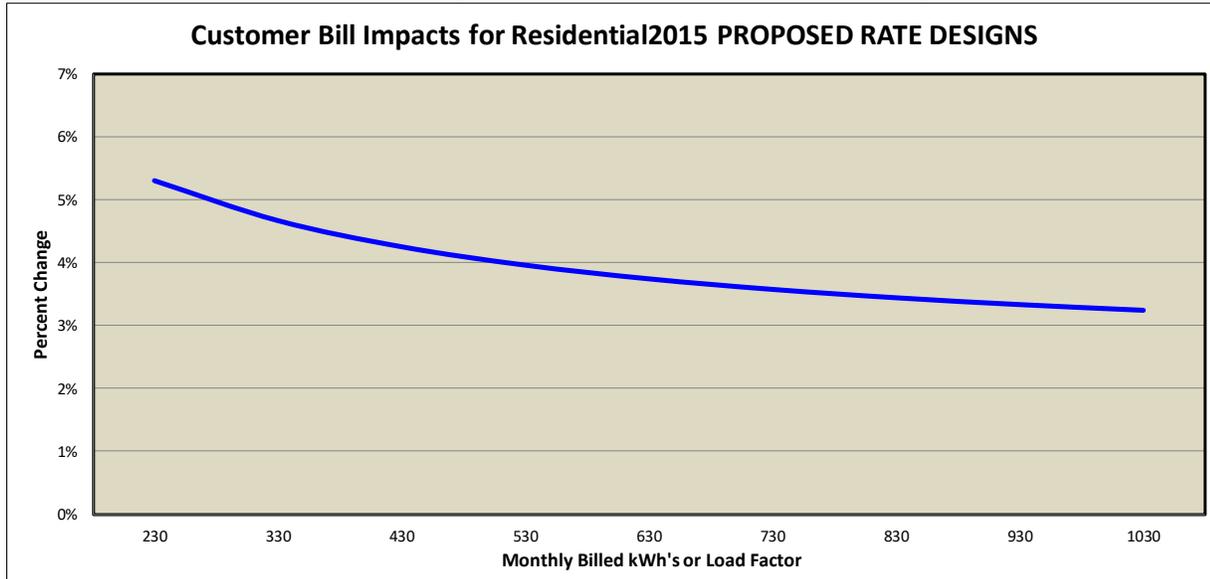
	Current Rates		Proposed Rates	
<b>4</b>				
Customer Service Charge	\$	210.14	\$	220.00
Commodity Rate		1.72		1.72

Usage Level in CCF	Current Rates	Proposed Rates	Dollar Impact	Percent Change
175	\$ 511.14	\$ 521.00	\$ 9.86	1.93%
275	683.14	693.00	9.86	1.44%
375	855.14	865.00	9.86	1.15%
475	1,027.14	1,037.00	9.86	0.96%
575	1,199.14	1,209.00	9.86	0.82%



### Proposed rates and percentage impacts at various levels of usage

Current Rates		2015 PROPOSED RATE DESIGNS		Cost of Service Rates	
<b>Monthly Customer Charge:</b>		<b>Monthly Customer Charge:</b>		<b>Monthly Customer Charge:</b>	
Customers #1	\$ 14.90	Customers #1	\$ 16.40	Customers #1	\$ 21.44
Winter Block 1 (0 - All kWh)	\$ 0.09483	Winter Block 1 (0 - All kWh)	\$ 0.09740	Winter Energy	\$ 0.10369
Summer Block 1 (0 - All kWh)	\$ 0.11475	Summer Block 1 (0 - All kWh)	\$ 0.11650	Summer Energy	\$ 0.10448
<b>Revenues from Current Rates</b>	\$ 43,615,239	<b>Revenues from Proposed Rates</b>	\$ 45,197,813		
		<b>Percentage Change from Current</b>	3.63%		



### Residential dollar impacts of customers at various usage levels

RES Annual Bill Comparison					
Usage ( kWh )	Current Bill (\$)	Proposed Bill (\$)	Dollar Change (\$)	Percent Change (%)	% Customers Ending in Block
230	\$ 39.00	\$ 41.00	\$ 2.00	5.12%	4.01%
330	\$ 49.48	\$ 51.69	\$ 2.21	4.47%	10.50%
430	\$ 59.96	\$ 62.39	\$ 2.43	4.05%	12.13%
530	\$ 70.44	\$ 73.08	\$ 2.64	3.75%	13.04%
630	\$ 80.92	\$ 83.78	\$ 2.86	3.54%	12.98%
730	\$ 91.40	\$ 94.47	\$ 3.08	3.37%	11.38%
830	\$ 101.88	\$ 105.17	\$ 3.29	3.23%	9.56%
930	\$ 112.35	\$ 115.86	\$ 3.51	3.12%	7.57%
1030	\$ 122.83	\$ 126.56	\$ 3.72	3.03%	5.53%

## Review and Potential Implementation of Power Cost Adjustment

Power cost adjustments (PCA) are used by many municipal electric utilities to help ensure power costs are recovered from customers in a timely fashion and the electric utility remains financially stable. A PCA reduces the utility's risk and exposure to changes in power supply costs or changes in transmission charges and helps ensure retail customers are not over or undercharged for electricity in any given year. A PCA must be implemented properly to ensure dramatic changes in the PCA do not occur on a month to month basis leading to customer complaints. UFS has implemented PCAs for electric utilities around the nation and has extensive experience in identify the most appropriate method that balances customer impacts while maintaining the financial health of the utility. UFS will review the risks and monthly power cost to identify the most appropriate method. Listed below are general methods used by utilities. (Several variations of each method also exist)

**Monthly (Quarterly, Semi Annual) PCA** - Typically calculated each month or period of time such as quarterly. This methodology tends to result in dramatic changes in the PCA at the time of the true up and may result in increased complaints from customers.

**Annual PCA** - The power costs are trued-up each year and significant changes can occur at the beginning of each year. Also, the Utility must maintain significant reserves to provide funds to cover the fluctuations in the power costs.

**Rolling average PCA** - Tends to smooth out the fluctuations while maintaining the financial integrity of the utility. Costs are reviewed each month with small changes occurring with the goal of balancing power costs at the end of specific period of time such as 12 months.

**Forecasted PCA Monthly Review** - Based on the annual budget then adjusted monthly to reflect actual power supply costs

## Electric Vehicle Rate

There is momentum in the United States and in other countries behind electric vehicles (EV) and its potential for adoption. The electric provider will need to determine how best to balance customers' demands for reliability and help ensure operating costs are recovered from all customers including customers using EV. The development of appropriate pricing incentives to help ensure customers charge EVs during optimal times of the day is one of the critical financial challenges facing electric utilities today. The financial success of the utilities and the economics to purchase an electric vehicle is dependent on the proper price signal sent by the electric provider.

EV charging may consist of the utility installing chargers throughout the city, commercial customers installing charging stations in parking lots, and residential customers charging vehicles at their home.

When setting a city owned car charging rate, we will use the same methodology outlined for the residential EV rate, and also take into consideration the cost of the station asset and need for eventual replacement. Other subsidiary costs include processing fees and subscription fees.

## Time of Use

For time of use rates to be effective in sending the proper price signal, the distribution costs identified in the time of use study are supplemented with marginal cost analysis to identify and recommend appropriate charges on a time of use basis. In addition, we will work with management to identify appropriate on-peak and off-peak time periods. Revenue stability is of primary concern, and we will provide various rate design options that can be considered to help ensure long-term financial stability while encouraging energy conservation at peak hours.

Using hourly system load data provided by the Utility and through analysis of the resources we will dispatch the resources to be used and identify the cost of providing service to each hour. The steps in the work plan are as follows:

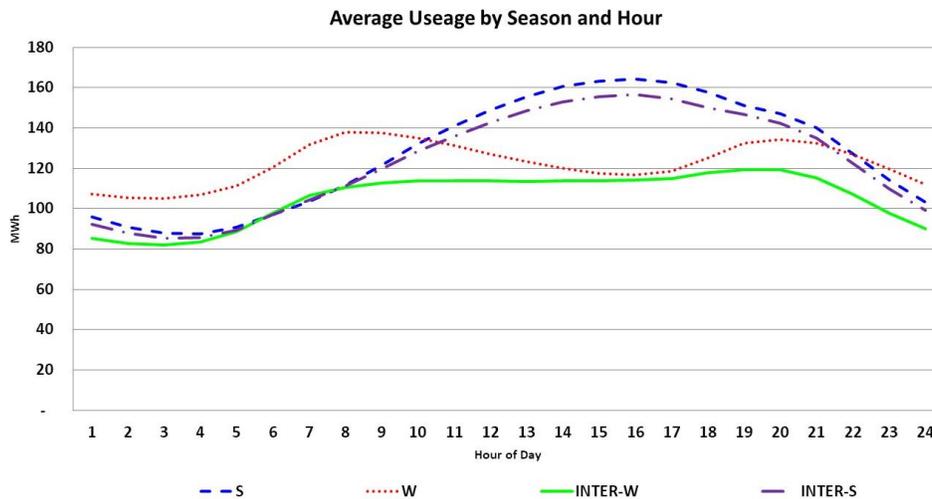
### A. Identification of seasons where usage and costs tend to vary

Seasons pre-established by the utility will be identified and incorporated into the study. If the utility does not have seasonality defined by the current rate schedule, UFS will classify the seasons in the following manner:

- Summer – July and August
- Winter – December, January, February, and March
- Inter 2 – June and September
- Inter 4 – April, May, October, and November

### B. Identification of On Peak and Off-Peak hours

We will review hourly usage for each time period to identify when on peak times should begin and end. The graph below is a sample output showing average usage per hour by season. Review the graph below, summer and inter-s may be grouped for similar usage, as well as winter and inter-w.



### C. Dispatch resources to each hour

Using hourly load information provided we will identify power supply costs by time period. The tables below display marginal analysis of summer and winter power supply costs:

**SUMMER AVERAGE COST PER MWh**

Description (June-Sept)	On-Peak	Off-Peak
Total Hourly Cost	23,038,202	10,716,182
Total MWh's	190,509	177,824
Cost for Power Supply	<b>\$ 120.93</b>	<b>\$ 60.26</b>
System Losses	5.3%	5.3%
<b>Retail Marginal Costs - MWh</b>	<b>\$ 127.34</b>	<b>\$ 63.46</b>

**WINTER AVERAGE COST PER MWh**

Description (October-May)	On-Peak	Off-Peak
Total Hourly Cost	34,245,300	20,666,017
Total MWh's	314,064	348,102
Cost for Power Supply	<b>\$ 109.04</b>	<b>\$ 59.37</b>
System Losses	5.3%	5.3%
<b>Retail Marginal Costs - MWh</b>	<b>\$ 114.82</b>	<b>\$ 62.51</b>

**D. Identification of the distribution and customer charge rate components**

Identification of distribution costs and customer charge components is done through review of the time of use study. Once identified, these rate components are added to power supply costs.

Description	Residential kWh	Small General Service kWh	Medium General Service KW	Large General Service KW
<b>TOU Power Supply</b>				
Summer Costs				
On-Peak	0.1273	0.1273	0.1273	0.1273
Off-Peak	0.0635	0.0635	0.0635	0.0635
Winter Costs				
On-Peak	0.1148	0.1148	0.1148	0.1148
Off-Peak	0.0625	0.0625	0.0625	0.0625
<b>COS Distribution Charges</b>				
All Energy/Demand	\$0.0263	\$0.0374	\$6.38	\$6.23
<b>COS Monthly Customer Charge</b>				
per month	\$15.56	\$22.53	\$113.66	\$742.66

**E. Proposed TOU Rate Design**

Once COS Distribution costs are added to the seasonalized TOU power supply costs, the rates may be defined as follows:

		Residential	Small General Service	Medium General Service	Large General Service
<u>Proposed TOU Rate</u>		kWh	kWh	KW	KW
<b>Monthly Customer Charge</b>	per month	\$ 15.56	\$ 22.53	\$ 113.66	\$ 742.66
<b>Summer Energy Charges</b>					
On-Peak	per kWh	0.1536	0.1647	0.1273	0.1273
Off-Peak	per kWh	0.0898	0.1009	0.0635	0.0635
<b>Winter Energy Charges</b>					
On-Peak	per kWh	0.1411	0.1522	0.1148	0.1148
Off-Peak	per kWh	0.0888	0.0999	0.0625	0.0625
<b>Demand Charges</b>					
All Demand	per KW	-	-	6.38	6.23
<b>On Peak Hours:</b>		From 8:00AM to 10:59PM			
<b>Off Peak Hours:</b>		All other periods and Federal Holidays			

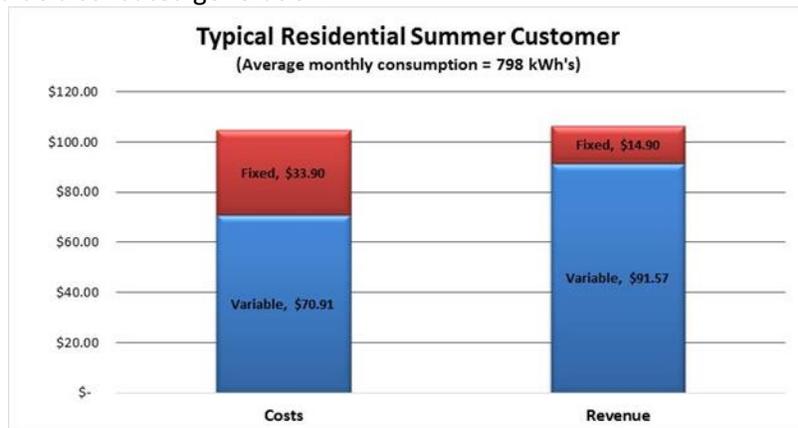
## Renewable Energy – Net Metering and Avoided Cost

**Solar Valuation Study** – It was requested that a solar study be included as an option for consideration. UFS is the leader in providing and developing rates for customers with roof top solar. Michigan is not the ideal place to install solar due to capacity factors that average less than 13%, but as solar prices continue to decline roof top solar may become more common. The implementation of policies and rates to meet community objectives is easier at the beginning when customer implementation of roof top solar is limited. This process becomes more difficult when numerous customers have relied on incorrect price signals to make economic decisions on solar installation. UFS helps utilities develop rates, methodologies, and programs to meet short term and long-term community objectives. This begins with understanding the value of solar to the community. We consider how solar reduces power supply and transmission costs as well as long term impacts on distribution facilities.

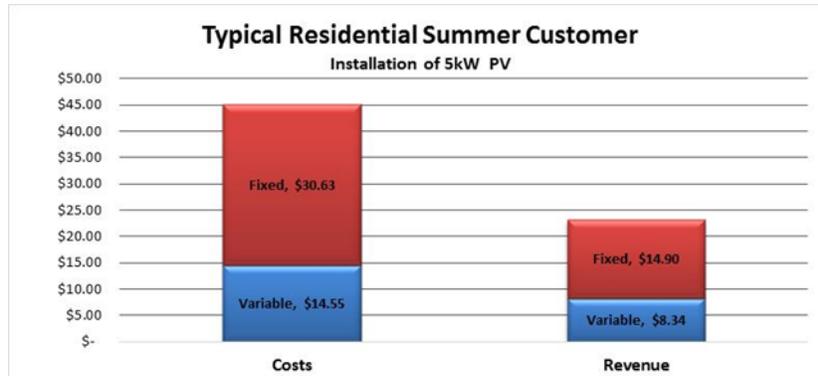
The growth of customer installed Photovoltaic (PV) may result in under-recovering the utilities’ fixed costs due to inappropriately structured residential rates. Many utilities face the following residential rate structure issues:

- Customer charges have historically been held low
- Many states require net metering customers with renewables rather than pricing on avoided costs
- Inverted block rate structures that shift fixed cost recovery to outer rate blocks
- Metering and billing limitations
- Historical practices of recovering fixed costs in the energy component of the rate

These issues have resulted in unstable revenue recovery and under-recovery of costs from customers installing distributed generation. This also causes cost shifts and subsidies. The current rate structures may artificially over-value or under-value distributed generation.



If the customer installed a 5kW PV generator producing 700 kWh’s (Estimated production from a 5kW PV) the billed energy consumption is reduced to less than 100 kWh’s. When the Utility applies its current rates to the remaining usage the revenues recovered from the customer are approximately \$23.00, however, the cost to provide electricity to the customer is \$45.00. This occurs because residential rate structures do not align with costs.



For this utility, the under-recovery occurs because distribution costs should be recovered through a demand charge and customer charges rather than through the energy (kWh) charge. A variety of difficulties and limitations exist to correct the rate structure, although some can be easily corrected. They include:

- Limitation on metering & billing systems
- Education of the governing body & customers
- Opposition from interveners and special interest groups
- Past practices in rate designs
- Incorrect price signals sent by certain Joint Action Agencies

## Meetings, Reports and Deliverables

### Meetings

The following meetings are anticipated by conference call for Electric, and Water/Wastewater:

- Kick-off meeting – Clarify scope of services and expectations of management
- Fieldwork – Verify data collected
- Review draft reports with management
- Presentation as requested by management such as review report with Governing body

### Format of Reports

Separate reports will be issued for each utility.

- **Executive Summary Report** – An overview that identifies the objectives, process, and results of the rate study in a clear and concise format, the report includes graphs, charts, tables, and recommendations.
- **Rate Design Recommendation** – The rate design includes the following:
  - Comparison of the current and proposed rates
  - Expected revenues generated from proposed rates
  - Impact on customer classes at various usage levels or load factors within each rate class

### Presentation of Cost of Service and Rate Design Study

A critical aspect of the study is the clear and concise presentation to the governing body of the utility. UFS professionals are skilled at explaining and working with advisory and governing bodies to ensure decisions are based on information they can understand and apply to their community.

## Firm Qualifications

### Qualifications Introduction

UFS has a long-standing relationship and history, since 2001, in assisting municipalities with cost of service and financial analysis for Electric utilities and are recognized experts in the utility field. Our group and the project team assigned to this engagement is composed of highly qualified, experienced, and knowledgeable professionals who remain current on all issues facing utilities. UFS' reputation has resulted in an industry leading status shown by our frequent request to instruct classes and speak at conferences around the nation, the number of rate studies we have completed.

UFS provides consulting services to assist publicly owned utilities in meeting their strategic and financial objectives. Services are designed to ensure complete client satisfaction and a commitment that:

- Services will be completed in the agreed upon timeframe
- Services are delivered within budget for services requested
- Services provided will meet or exceed client expectations
- Services will be unbiased and independent recommendations provided to the utility

The Project Manager for the City will be Dawn Lund with assistance from staff as listed in this proposal. The resume of each individual is included in the resume section below. This section includes:

1. A summary of our experience and qualifications
2. Electric Projects completed in past 36 months
3. Name of Contact Person for UFS
4. Proposed Team Members and Locations
5. Resumes of UFS personnel

Our experience and commitment to publicly owned utilities ensures that we understand the issues they face and can assist in providing a variety of services including:

- Electric cost of service and rate design
- Review of indirect cost allocations
- Fee and ancillary service charges
- Benchmarking analysis for utilities
- Financial analysis and feasibility studies for offering telecommunication services
- Evaluating and developing policies and procedures
- Econometric forecasts of sales and load growth
- Power supply negotiation and financial analysis

## Summary of Qualifications and Experience

### Industry Leading Status

Utility Financial Solutions, LLC (UFS) are recognized experts in the utility field assisting electric utilities with cost of service and financial analysis. UFS is an industry leader and frequently requested to teach classes and present at electric utility conferences around the nation.

### Training for Utility Management and Governing Bodies

UFS teaches a series of cost of service, rate design and financial training courses for utility management and governing bodies through American Public Power (APPA) education institutes, on-site training, and webinars. We are instructors for their training courses to assist with their certification program. Additionally, UFS teaches Water Cost of Service and Rate Design for EUCL, an industry leader in conferences and courses around the nation.

### Training for Utility Staff

UFS personnel are the instructors on cost of service and financial planning courses offered through the American Public Power Association (APPA) and the National Association of Regulatory Utility Commissioners (NARUC).

These courses include the following:

- Basic Cost of Service
- Intermediate Cost of Service
- Advanced Cost of Service
- Financial Planning
- Utility Financial Check-up
- Cost of Service and Rate Design for Distributed Generation
- Development of Line Extension Policies
- Rate Structures to promote Energy Conservation
- Rate Structures to create Revenue Stability
- Advanced issues in Rate Design
- Advanced issues in Cost Allocations

### Conference Presentations

UFS staff are frequently requested to present special topics at regional conferences around the nation including the APPA's National Conference, Educational Institutes, E&O Workshop and the Business and Financial Workshop. A sample of recent presentations are listed below:

- Development of Avoided Cost and Rate Designs for Distributed Generation
- Appropriate levels of Contributions to City (Payment in lieu of Tax)
- Information provided by Cost of Service Studies
- Cash Reserve Policies for Electric Utilities
- Development of Utility Extension Policies
- Development of Key Financial Targets
- Cost of Service Challenges and Solutions

UFS' industry leading status has allowed us to present courses on distributed generation to the US Department of Energy and provide them with proper pricing methods to recover costs and promote renewable generation.

### **Quality Control**

Proper quality control and management includes help ensure the accomplished work is in alignment with the project scope, is completed timely, within budget and the results are accurate and defensible. UFS implements several quality controls to achieve these desired goals, including a three-level review of the financial projection, cost of service studies and that rate designs achieve the desired revenue requirements. The quality controls developed by UFS are specific to utility rate studies and are based on our prior experience working with electric utilities in the USA, Guam, the Caribbean, and Canada. All portions of our studies include the following at a minimum:

1. Development of a detailed work plan based on scope of services and discussion with management
2. Establish work plan with projected milestones and timelines
3. Proof and Balance historical usage, expenses, and revenues with audited financial statements
4. Compare UFS financial projections with utility budgets
5. Review by Project Manager of projections and cost of service study
6. Review by UFS President or Vice-President of study results
7. Presentation of results by UFS with Utility Staff prior to finalizing study

### **Timeliness of Studies**

Part of the quality control includes the timely completion of the rate studies. UFS experience in completing studies provides us the ability to complete the studies as requested and discussed in the initial kick-off conference call.

### **Experience:**

UFS extensive experience includes completion of rate studies in 43 states, Guam, the Caribbean, and Canada. We have worked with small utilities as well as some of the largest public power systems around the Country. A small sample includes Nashville TN, Rochester MN, Danville VA, Naperville IL, Cedar Falls IA, Palo Alto CA, and Imperial Irrigation District CA.

UFS works with the utilities governing bodies to obtain rate approvals and develops rates to assist utilities in meeting the community's objectives. We have become the nation's leader in rate development and a sample of some of our services is listed below:

- Development of power cost adjustments
- Time of use rates
- Economic Development Rates
- Standby rates
- Distributed Generation Rates
- Line extension policies
- Street lighting rates
- Combining or expanding rate classes

### **Financial Strength**

UFS commenced business in 2001 and has the highest financial rating by Dunn and Bradstreet.

### **Independence**

UFS maintains its independence throughout its engagements to help ensure unbiased recommendations to the governing bodies. We do not provide services that could impair our independence such as engineering, accounting, or auditing services. UFS only provides financial services related to Financial Planning, Cost of Service and Rate Designs for Utilities.

### **Diversity of UFS Staff**

The proper development of rate study requires knowledge in accounting, finance, economics, and engineering. Utility staff has diverse backgrounds that include degrees in accounting (CPA), engineering, finance, economics, and information technology.

### **Name and title of primary contact person**

Dawn Lund, Vice President  
Utility Financial Solutions, LLC  
E-mail - [dlund@ufsweb.com](mailto:dlund@ufsweb.com)  
Cell - (231) 218-9664

**Date firm established - UFS was established in September 2001**

### **Proposed service team including titles and responsibilities**

Mark Beauchamp - President  
Dawn Lund – Vice President  
Dan Kasbohm – Manager  
Mike Johnson – Manager  
Chris Lund – Business and Technology Manager  
Joan Bakenhus – Senior Financial Analyst  
Jillian Jurczyk – Financial Analyst  
Robert Blank – Financial Analyst  
Carolyn Ragusett – Administrative Assistant

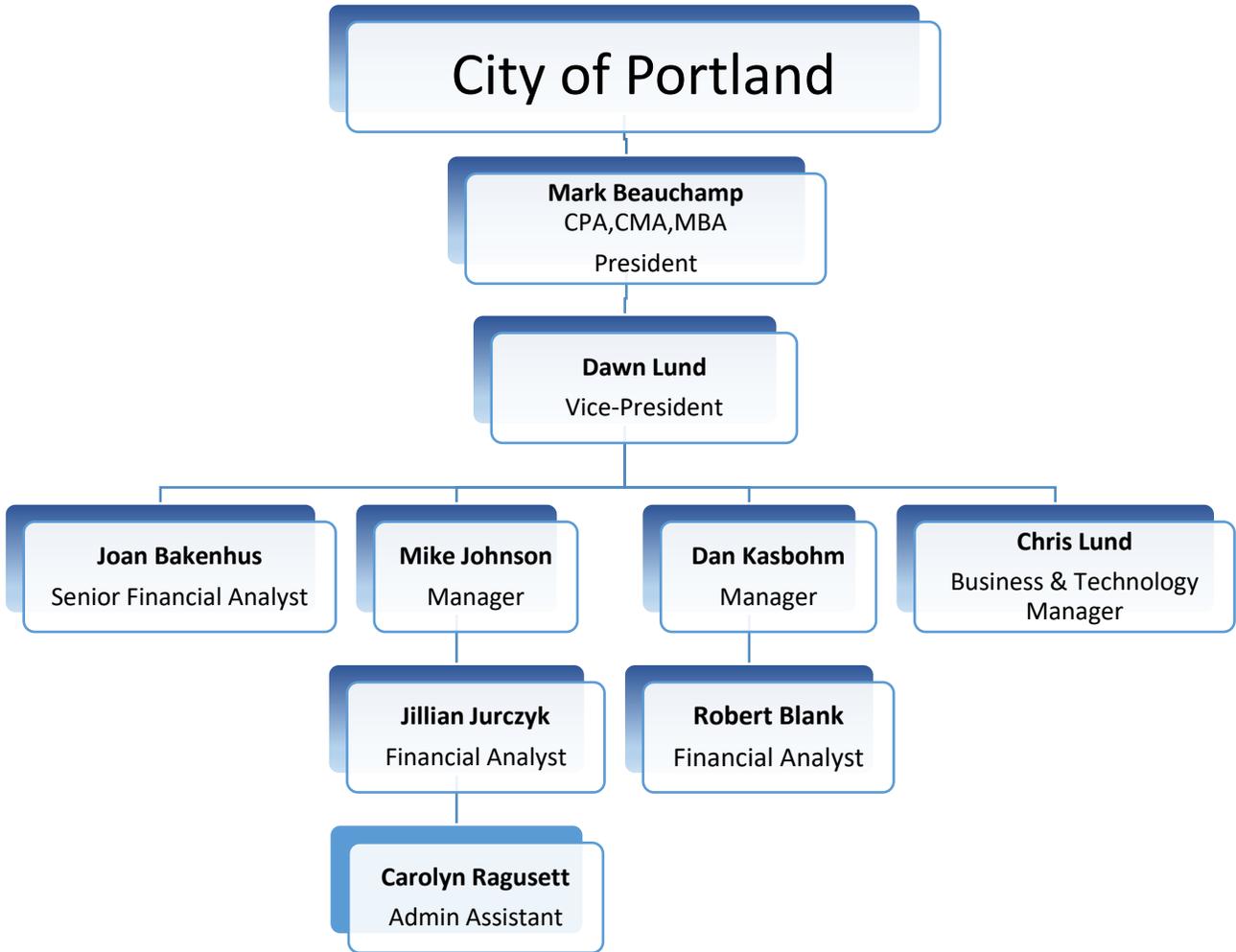
## Project Team Qualifications

### Proposed team members

UFS has put together a project team with the knowledge and experience to successfully meet your requirements and to deliver the report by the agreed upon timeframe. The team has over 100 years of combined experience performing similar studies for utilities. This provides the City with the experience to creatively solve financial and operational issues and help ensure financial stability in future years. The project team assigned has six team members located in Michigan plus support services out of Wisconsin and Nebraska. This team has completed cost of service, financial plans, and rate design studies in 43 states, Guam, and the Caribbean.

The personnel assigned to this engagement are listed below:

Full Time Staff and Office Locations	
Main Office and Contact, authorized to negotiate and bind contract:	Authorized to negotiate and bind contract:
<b>Title: President</b> <b>Mark Beauchamp</b> 185 Sun Meadow Ct Holland MI 49424 UFS since 2001 Industry Experience since 1981 Phone 616-393-9722 Fax 888-501-0998 Cell 616-403-5450 mbeauchamp@ufswweb.com	<b>Title: Vice President</b> <b>Dawn Lund</b> P. O. Box 582 Leland MI 49654 UFS since 2006 Industry Experience since 1996 Cell 231-218-9664 Fax 888-566-4430 dlund@ufswweb.com
<b>Title: Senior Analyst</b> <b>Dan Kasbohm</b> 14986 Sandstone Road Grand Haven MI 49417 UFS since 2008 Industry Experience since 2008 Cell 616-402-7045 Fax 888-499-6609 dkasbohm@ufswweb.com	<b>Title: Senior Analyst</b> <b>Mike Johnson</b> 4901 Hermsmeier Road Madison WI 53714 UFS since 2011 Industry Experience since 1995 Phone 608-230-5849 Fax 888-809-9640 Cell 608-609-6279 mjohnson@ufswweb.com



**Staff Availability**

UFS has adequate staff available to complete the tasks in the timeline requested.

**Resumes**

The next section consists of resumes of the team members assigned to this engagement.

	<p><b>Mark Beauchamp, CPA, CMA, MBA</b>  President, Utility Financial Solutions, LLC</p> <p><i>Email:</i> mbeauchamp@ufsweb.com  <i>Cellular:</i> 616-403-5450  <i>Location:</i> Holland, MI</p>
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**Education**

- AAS Water Purification Technology
- ABA Business Administration
- BBA Major – Accounting
- MBA Master’s Degree in Business

**Course Instructor**

**American Public Power Association (APPA)**

- Advanced Cost of Service Course (Cash Basis & Utility Basis of Ratemaking)
- Intermediate Cost of Service (Cash Basis & Utility Basis of Ratemaking)
- Basic Cost of Service (Cash Basis and Utility Basis of Ratemaking)
- Financial Planning for Municipal Utilities
- Financial Planning for Board & Councils
- Financial Planning and Rate Setting for Managers (Part of Managers Certificate Program)

**American Municipal Power (AMP)**

- Financial Planning and Rate Designs for Electric Utilities

**Expert Witness Service**

- Detroit Edison vs. Ameritech – Provided expert witness services for Detroit Edison on development of Pole Attachment Rates for Ameritech
- Nebraska State Unicameral – Served as an expert witness before the state of Nebraska Unicameral on Proper rate setting and credits to provide customer installed renewable generation
- Dayton Power & Light – Provided expert witness services on pole attachment rates. Case was resolved prior to Court appearance
- Coldwater Board of Public Works – Provide expert witness services on rate challenge by large industrial customer. Case was dropped after deposition was provided
- Smethport PA – Provided deposition and responses to Pennsylvania Public Service Commission on Rate Filing for Smethport

**License and Qualifications**

- Class “A” license in wastewater treatment from the State of Michigan
- (CPA) Certified Public Accountant – Wisconsin
- (CMA) Certified Management Accountant – Institute Certified Management Accountants

**Course Instructor**

**Michigan State University**

- Advanced Issues in Cost Allocation (Utility Basis of Rate Making)
- Retail Costing and Pricing of Electricity
- Wholesale Costing and Pricing of Electricity

**Southwest American Water Works Association**

**Michigan Rural Water Association**

- Cost of Service & Rate Making for Water Utilities

**Michigan Finance Government Officers Association**

- Cost of Service & Rate Making for Water & Wastewater Utilities

**Industry Involvement**

- Member of the American Public Power Association
- Member of the American Water Works Association
- Member of the Institute of Management Accountants
- Speaker at national conferences on Financial Planning for Municipal Utilities, Pricing for Water Utilities, Pricing Fiber Optic backbone systems, Unbundling Electric Rates, and Ways to Attract and Retain Customers
- Author of articles appearing in national magazines and newsletters regarding pricing fiber optics, training electric rates, and designing water rates

**Dawn Lund**

Vice-President, Utility Financial Solutions, LLC



Dawn has utility energy experience pricing and marketing utility services for electric, water and wastewater beginning in 1996. Dawn has worked with UFS since 2006 and previously worked with a large utility and held positions as Cost and Rate Specialist and Marketing and Communications Specialist. Dawn works with utilities across the country teaching financial concepts and is also the instructor for Financial Planning courses for the American Public Power Association. She is also a regularly requested speaker for various regional and national organizations.

*Email:* dlund@ufsweb.com

*Cellular:* 231-218-9664

*Location:* Traverse City, MI

**Cost of Service (COS)**

- Completed electric water and wastewater cost of service and rate design studies for utilities across the country, Guam, and the Caribbean
- Determining appropriate allocations of overhead costs between utility services

**Long-term financial analysis**

- Development of long-term sales and expense projections for electric, water, and wastewater utilities
- Development of long-term financial plan and rate track for electric, water, and wastewater

**Presentation/Training**

- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks
- Instructor for APPA’s Financial Planning courses
- Monthly presentations to various organizations on topics such as: financial planning, key financial targets, cash policies and how to explain rate increases to the end user, cost of services challenges/solutions, and Introduction to allocation studies

**Rate Design**

- Development of electric rate designs to meet financial and social objectives of utility
- Development of special rates for electric utilities including Net Metering, Economic Development and Time of Use

**Other Utility Tools**

- Development of power (fuel) cost adjustments for electric utilities
- Development of connection charges for water and wastewater utilities
- Review and recommend changes to ordinances related to utility operations
- Development of fees for utility services
- Business plan development for telecommunications and pricing of fiber services to customers
- Determining high strength surcharge rates for wastewater treatment plants consistent with EPA requirements
- Development of marketing plans for utilities
- Experienced in pricing electric line extension fees and system development charges

<b>Mike Johnson</b> Manager, Utility Financial Solutions, LLC	
	<p>Mike joined Utility Financial Solutions, LLC in 2011 and has experience assisting utilities since 1995. He has a Higher National Diploma in Mechatronics (Combined Electrical/Mechanical Engineering). Mike is experienced in cost of service, rate making, financial/operational modeling, automation, electric utility operations, and power supply.</p> <p><i>Email:</i> mjohnson@ufsweb.com  <i>Cellular:</i> 608-230-5849  <i>Location:</i> Madison, WI</p>

**Cost of Service**

- Development of cost of service studies for electric, communication, gas, water, and Wastewater utilities
- Forecasts utility revenue requirements
- Cost allocation model development

**Rate Design**

- Provides cost of services class allocations and rate making
- Designs time of use rates
- Identify effects for different usage patterns within the same class
- Development of rates for alternative fuels and vehicles
- Evaluate marginal costs and development of line extension policies and economic development rates

**Expert Witness Services**

- Prepared and testified on filings to Public Utility Commission

**Long Term Financial Analysis**

- Develops utility financial analysis models
- Identifies growth and load forecasting
- Models rate and revenue effect for customer change within utilities (loss of customers/additional load)
- Develops target metrics for utilities including cash policies, operating income, debt coverage

**Other Utility Tools**

- Computes cost functionalization and allocation systems for designing and managing complex changes
- Evaluates data and system integration issues associated with new software implementations
- Provides market analysis, bidding, and settlement processes analysis
- Identification and valuation of fixed assets
- Assessment of utility value for sales/purchase
- Development of risk mitigation tools, power/fuel cost adjustment mechanisms

<p><b>Dan Kasbohm</b>          Manager, Utility Financial Solutions, LLC</p>	
	<p>Dan joined Utility Financial Solutions, LLC in 2007 and has experience in conducting cost of service and financial analysis for electric, water, wastewater, and cable utilities around the nation. He has a Bachelor of Science degree in Engineering and was employed in the automotive industry. Dan is a co-instructor for the Basic and Intermediate Cost of Service courses for the American Public Power Association.</p> <p><i>Email:</i> dkasbohm@ufsweb.com  <i>Cellular:</i> 616-402-7045  <i>Location:</i> Grand Haven, MI</p>

**Cost of Service (COS)**

- Identification of fixed/variable costs related to:
  - Customer availability to be served
  - Commodity based costs
  - Demand based costs
- Identification of class to class subsidization
- Utility cost breakdown by function
- Detailed cost unbundling

**Long-term financial analysis & identification of:**

- Utility revenue requirements (utility and cash-based methods)
- Debt Coverage conformance
- Minimum cash requirements
- Optimal operating income targets
- Optional rate adjustments in projected years

**Presentation/Training**

- Presenting study results to management and governing body of utility
- Provide utility training on use of projection & COS models
- Co-Instructor for the American Public Power Association Academy
  - Basic & Intermediate Cost of Service

**Rate Design**

- Current Utility rate structure updates
  - Utility revenue impact
  - Customer bill impacts at various usage levels
  - Identify revenue stability of rates
  - Rate survey analysis
- Development of new rates including:
  - Time of Use (seasonal, daily, hourly)
  - Power Cost Adjustment (PCA)
  - Coincidental-Peak Rates
  - Economic Development rates
  - Street lighting rates

**Other Utility Tools**

- Power Cost Adjustment mechanisms based on utility cash position, objectives, and dispatch profile
- Street Light Cost of Service by light and pole types
- Load Profile Analysis to identify utility and customer usage patterns
- Power supply forecasting
- Implementation of a justified minimum cash policy
- Calculation of fees for standard utility work
- Development of line extension policies

**Joan Bakenhus**

Senior Financial Analyst, Utility Financial Solutions, LLC



Joan has experience working with municipal utilities from 1986-1996 and came back to industry in 2006. Joan has a degree in Business Administration. Joan has worked as a Rate Analyst for one of the largest public power systems in the nation (Lincoln Electric System) and for Utility Financial Solutions, LLC since 2006. Joan is experienced in development of long-term financial plans, rate design models and cost of service studies for electric, water, and wastewater utilities.

*Email:* jbakenhus@ufsweb.com  
*Cellular:* 402-483-2542  
*Location:* Nebraska

**Cost of Service (COS)**

- Working with Utilities to identify information requirements to complete cost of service and financial plans
- Set up and develop utility revenue requirements, cost of service program and utility revenue proof
- Balancing and set up of models for development of cost of service for water, wastewater, and electric utilities to determine commodity and customer charges
- Responsible for analysis, preparation and updating cost of service models for several electric, water utilities

**Rate Design**

- Balancing and set up of models for development rate design for water, wastewater, and electric utilities to determine commodity and customer charges
- Development of rate design models for electric, Water utilities
- Development of rate surveys

**Other Utility Tools**

- Balancing of sales with revenue to help ensure proper billing statistics are used in cost of service models

**Long Term Financial Analysis**

- Development of long-term financial forecasts for water, wastewater, and electric utilities to determine the amount and timing of rate adjustments

**Chris Lund**

Business & Technology Manager, Utility Financial Solutions, LLC



Chris has a bachelor’s degree in Business Administration with concentration in Computer Science and Speech Communications. He has been a technology and management consultant since 1992 and has utility experience since 2005. Chris is an employee of UFS since 2012 and has also sub-consulted on a variety of technology projects for UFS since 2003.

*Email:* clund@ufsweb.com

*Cellular:* 231-342-9798

*Location:* Traverse City, MI

**Financial Consulting**

- Completed cost of service and rate design studies for electric, water, wastewater, telecommunications and refuse utilities
- Designed, wrote, and implemented long term financial projection model including revenue requirements and rate track
- Determined avoided cost for solar (photovoltaic - PV) and wind for renewable energy rates
- Lead consultant for electric vehicle (EV) rates and service study
- Conducted multiple fiber optic cost of service and rate design studies
- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks

**Data Analytics**

- Data mining and analysis specialist for electric load data research
- Specialist with data mining, data conversion and custom reporting
- Experienced with various ODBC (database connectivity)
- Implemented job costing solution for manufacturing companies
- Designed, written, implemented, supported multiple, custom bar coding and data collection systems for wholesale distribution and manufacturing organizations
- Data collection systems pushed data to payroll for time and attendance, automated inventory tracking and job costing

**Technology Experience**

- Experienced in Microsoft Excel automation – including payroll data, job costing and automated billing (office automation)
- Experienced in Microsoft Access custom database, programming, and reporting – including electronic data interchange (EDI) mapping using Microsoft VBA
- Lead consultant for multiple mission critical, corporate wide enterprise resource planning (ERP) technology solutions
- Implemented, trained, and supported multiple telecommunications projects
- Implemented and supported some of the first voice over internet protocol (VOIP) telecommuting systems
- Guide management with technology related strategy and business integration
- Modification and complete custom program solutions on midrange and PC
- Wrote automated bill of material (BOM) purchasing forecasting system
- Specify, install, and maintain mission critical PC network infrastructure, servers, workstation, and related software
- Experienced in network security and virtual private network (VPN) technology
- Implemented and supported web storefronts integrated with corporate backend database solution for inventory management, order processing, billing, and account status

<p><b>Jillian Jurczyk, MEd.</b> Financial Analyst, Utility Financial Solutions, LLC</p>	
	<p>Jill has been with UFS since 2013. She has a Bachelor’s degree in Mathematics and a Master’s degree in Applied Economics from Johns Hopkins University. Jill has populated and analyzed cost of service models, developed long-term financial projections, and designed rates for utilities. Jill specializes in econometric modeling and statistical analysis to project sales and usage. She has worked with a variety of econometric software packages and is competent in handling seasonality, trend, heteroscedasticity, and other economic inefficiencies that arise in data analysis.</p> <p><i>E-mail:</i> jjurczyk@ufsweb.com <i>Cellular:</i> 616-283-8502 <i>Location:</i> Holland, MI</p>

Jill’s experience includes:

- Forecasting Utility revenue requirements
- Projecting revenues and expenses, asset depreciation, and net book value
- Designing rates based on Cost of Service results
- Analyzing rate payer impacts and sensitivities
- Working with Utility Staff to identify study goals and understand organization
- Keeping up to date on the current economic impacts of renewable energy, the relationship to the Clean Power Plan legislation, and potential effects on the Electric Industry

<p><b>Robert Blank</b> Financial Analyst, Utility Financial Solutions, LLC</p>	
	<p>Robert has been working for Utility Financial Solutions, LLC since May of 2014 and has a Bachelor of Business Administration with a major in Finance from Davenport University. Over his time at UFS he has conducted Utility rate surveys as well as developed rate designs. Robert has experience with long term financial projections and cost of service studies for Electric, Water, Wastewater, and Gas utilities.</p> <p><i>E-mail:</i> bblank@ufsweb.com <i>Cellular:</i> 616-403-9926 <i>Location:</i> Holland, MI</p>

Robert’s experience includes:

- Developing rate design models for electric utilities
- Conducting Rate Surveys
- Responsible for analysis of financial statements and preparation of cost of service models
- Working with utilities to identify the information needed to conduct an accurate cost of service study
- Calculating Minimum Cash Reserve levels, Target Operating Income, and Debt Coverage Ratios

**Carolyn Ragusett**

Administrative Assistant, Utility Financial Solutions, LLC



Carolyn has been working for Utility Financial Solutions, LLC since May 2018 and has 47 years of office industry experience. For 27 years Carolyn was the Office Administrator for a large accounting firm in Wisconsin where she supervised office support staff. She additionally served 9 years as the tax department administrative officer and maintained the tax library.

*E-mail:* cragusett@ufsweb.com

*Cellular:* 920-450-0577

*Location:* Neenah, WI

Carolyn is skilled in the following:

- Managing and organizing workflow scheduling
- Performance reviews
- Office support and coordinating office activities
- Client correspondence
- Billing, Invoicing, and Collections
- Communication Review of office correspondence and materials
- Valuation Reports

## References

### **Holland Board of Public Works, Holland MI**

*Client Contact:* Dave Koster

*Phone* 616-355-1562

*Email:* dkoster@hollandbpw.com



From 2009 to present, UFS has provided electric, water, wastewater, and telecommunications cost of service studies for the Holland Board of Public Works. The initial water study was completed in 2009 and updated in 2016 and 2017. The water department provides services to the City of Holland and wholesale water services to the City of Zeeland and Park Township. UFS completed the cost of service analysis for the retail and wholesale rates based on wholesale water contracts. The study included development of long-term financial projections, minimum cash reserves, monitoring debt coverage ratios and identification of appropriate amounts of revenue financed capital included in customer rates. UFS updated the water, wastewater, and electric cost of service studies in 2017 using the initially developed model.

### **Lansing Board of Water and Light, Lansing, Michigan**

*Client Contact:* Dick Peffley

*Phone* 517-702-6312

*Email:* Dick.Peffley@lbwl.com



UFS has been contracted to develop a cost of service methodology and rate design plan consistent with BWLs Strategic Plan and industry best practices, including but not limited to, maintaining a positive cash flow, meet current and future debt service requirements, and covers projected O&M expenses. As a publicly owned utility, provide competitive and affordable rates integral to the economic well-being of the Lansing region. UFS has developed a five-year financial projection to determine revenue requirements, identify energy cost adjustment revenues, and identify financial targets; a cost of service study including potential new rate classes, seasonality of costs, identification of fixed and variable costs, and costs based on voltage levels of customers; rate design model; review of energy cost adjustment; presentation to staff and executive team.

### **City of Lowell, Lowell, Michigan**

*Client Contact:* Michael Burns, City Manager

*Email:* mburns@ci.lowell.mi.us



*Phone* 616-897-8457

UFS provided services to the City of Lowell to evaluate the feasibility and potential rate impacts from Lowell Township constructing a water and wastewater system. Lowell Township considered construction of a new water and wastewater system at an estimated cost of \$30.6 million. The study identified the feasibility of constructing the system and rates for customers compared with the City of Lowell current rates. UFS was asked to identify the following: the reasonableness of the Township costs to operate and own their own water and wastewater system; the impact on the City of Lowell's water and wastewater rates if Lowell Township constructed their own system; identified how modifications from delaying future capital improvements will impact rates.

## Project Schedule

Our experience with municipal cost of service and rate design studies, allows us to conduct a cost effective and efficient study. The following is the tentative project schedule for completion of the cost of service and rate design. This schedule will be finalized during the initial project kick-off meeting with management.

<i>Task</i>	<i>Expected Completion – Twelve Weeks</i>
Initial Meeting – Preparation of Information Request	Week One
Completion of Information Request by Client	Week Two
Planning/Set-up Study	Week Three – Five
Review and Development of Revenue Requirements	Week Six – Seven
Fieldwork	Week Eight
Cost of Service Analysis Component/Functional Costs	Week Nine
Cost based Rate Design and alternatives	Week Ten
Report, Recommendations & Presentation of Draft	Week Eleven
Final Report	Week Twelve

THE COMPLETION OF THE PROJECT ON THE PROPOSED SCHEDULE IS DEPENDENT ON THE COOPERATION OF VARIOUS DEPARTMENTS WITHIN THE UTILITY TO PREPARE THE INFORMATION REQUEST IN A TIMELY MANNER.

## Project Fees

Prices, terms, and conditions are good for a period of 90 days from this proposal date of June 15, 2023.

Payment will be made through submission of invoice which itemizes the work performed.

Pricing does not include on-site or travel expenses.

### Individual Pricing

<b>Electric Cost of Service, Financial Projection and Rate Design Base Cost</b>	<b>\$22,000</b>
<b>EV Study add</b>	<b>5,000*</b>
<b>Solar Study add</b>	<b>5,000*</b>
<b>TOU Study add</b>	<b>5,000*</b>
<b>Water Cost of Service, Financial Projection and Rate Design</b>	<b>16,500</b>
<b>Wastewater Cost of Service, Financial Projection and Rate Design</b>	<b>16,500</b>
<b>Annual Financial Projections updates</b>	<b>9,500</b>

\*The EV, Solar and TOU studies are priced to be completed simultaneously with the cost of service study (COS). Add a potential 50% if the studies are not done simultaneously. Many of the inputs to the COS are used for the other studies and therefore can be priced with economies of scale.

### Out of Scope Services

Out of Scope services will be billed at the hourly rates listed below.

Any out of pocket expenses will be billed at cost.

All rate designs outside of the current rate structure will be charged hourly.

<b>Name</b>	<b>Title</b>	<b>Hourly Rate</b>
Mark Beauchamp	President	\$330.00
Dawn Lund	Vice President	\$290.00
Dan Kasbohm	Manager	\$255.00
Mike Johnson	Manager	\$255.00
Chris Lund	Business and Technology Manager	\$255.00
Jillian Jurczyk	Financial Analyst	\$175.00
Joan Bakenhus	Senior Financial Analyst	\$155.00
Robert Blank	Financial Analyst	\$120.00

In addition, travel time will be billed at 50% off regular rates.

## Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from this proposal date of June 15, 2023.

Payment will be made through submission of invoice which itemizes the work performed.

### Individual Pricing

<b>Electric Cost of Service, Financial Projection and Rate Design Base Cost</b>	<b>\$22,000</b>
EV Study add	5,000*
Solar Study add	5,000*
TOU Study add	5,000*
<b>Water Cost of Service, Financial Projection and Rate Design</b>	<b>16,500</b>
<b>Wastewater Cost of Service, Financial Projection and Rate Design</b>	<b>16,500</b>
<b>Annual Financial Projections updates</b>	<b>9,500</b>

\*Pricing with simultaneous COS

#### Anticipated Meetings:

- Initial meeting – Conference Call to clarify scope of services, expectations of management and preliminary information request
- Fieldwork – Conference Call to verify data provided
- Draft Report with management - Conference call
- Final Report with management – Conference call

#### Deliverables (for all utilities):

- 1) Long-term financial projection and rate track
- 2) Cost of Service Analysis
- 3) Minimum cash reserve determination
- 4) Debt Service Ratio
- 5) Target operating income (rate of return)
- 6) One Year Water Rate Design
- 7) One Year Wastewater Rate Design
- 8) One Year Electric Rate Design
- 9) Develop EV, TOU rates
- 10) Solar review

#### Hourly Rates *(travel is discounted at 50%)*

Mark Beauchamp	\$ 330.00
Dawn Lund	\$ 290.00
Dan Kasbohm	\$ 255.00
Mike Johnson	\$ 255.00
Chris Lund	\$ 255.00
Jillian Jurczyk	\$ 175.00
Joan Bakenhus	\$ 155.00
Support Staff	\$ 65.00 – 120.00

#### Onsite Meetings

Any requested and approved onsite presentation will be billed at hourly rates with a 50% discount on related travel time. Out of pocket travel expenses are billed at cost. All costs incurred from schedule changes initiated by client after booking will be considered out of pocket.

#### Out of Scope Pricing

Out of scope items and work hours will be billed at the hourly rates listed on this page.

All rate designs outside of the current rate structure will be charged hourly.

---

We look forward to exceeding your expectations. Please sign, date, and return to [clund@ufsweb.com](mailto:clund@ufsweb.com) at your earliest convenience.

Sincerely,



Dawn Lund, Vice-President  
Utility Financial Solutions, LLC

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

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-41**

**A RESOLUTION APPROVING ISSUANCE OF A TRANSIENT TRADER  
PERMIT FOR A CHICK-FIL-A FOOD TRUCK**

**WHEREAS**, Section 24.22 of the City Code of Ordinances prohibits anyone from engaging in a business as a transient trader or dealer within the City without obtaining a permit; and

**WHEREAS**, Hank Schemmel has requested a Transient Trader Permit to allow a food truck to sell Chick-Fil-A food items at the Portland Family Chiropractic located at 912 E. Grand River Ave.; and

**WHEREAS**, Mr. Schemmel is requesting hours of operation to be on June 21, 2023, July 12, 2023, and August 18, 2023 from 11:00 A.M. until 6:30 P.M.; and

**WHEREAS**, Section 24.24 of the City Code of Ordinances requires City Council approval of the application and surety before the Clerk can issue the Transient Trader Permit.

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

1. The Portland City Council approves issuance of a Transient Trader Permit to allow a Chick-Fil-A food truck to sell food items as stated above in the City contingent upon the payment of the appropriate fee, proof of insurance coverage and surety bond.
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:** June 19, 2023

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

DATE APPLIED \_\_\_\_\_  
DATE APPROVED \_\_\_\_\_

APPLICATION  
FOR  
TRANSIENT TRADERS' LICENSE

CITY OF PORTLAND  
CONTROL # \_\_\_\_\_

Fill out completely, return to City Clerk for Council Approval

NAME Hank Schemmel ADDRESS 1545 Edgetknoll Dr SE TELE NO. 410-627-9427

Soc. Sec # 220-55-6645 Drivers Lic # 5540303792825 State of Issue: \_\_\_\_\_  
Lic Plate # : \_\_\_\_\_

Company Represented: RBS LLC DBA Chick-Fil-A Grand Rapids South

Address: 1545 Edgetknoll Dr SE

Nature of Business Chicken nuggets, Sandwiches, Shakes

Transient Traders License being applied for:

Date: 6/21, 7/12, 8/18 Time: 11am-6:30

Place of business Portland Family Chiropractor  
912 E. Grand River Ave

Goods to be sold: Chicken, Ice Cream

If food - Health Department Permit # Attached

Per Ordinance #44, 1972, a penal sum of \$1,000 (surety bond) shall be filed with the City to insure that the applicant will in all respects comply with and faithfully observe all the requirements of this license.

Insurance Company: Attached

City Council Approval: \_\_\_\_\_  
(date)

Bond filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Period covered \_\_\_\_\_

Signature of Applicant:  
\_\_\_\_\_  
\_\_\_\_\_

License issued: \_\_\_\_\_

Approved by : \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH TWO ALLIANCE CENTER 3560 LENOX ROAD, SUITE 2400 ATLANTA, GA 30326 Attn: Atlanta CertRequest@Marsh.com, FAX: 212-948-4321 CN101408886-CORP-GAW-23-24	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER B: Arch Indemnity Insurance Company</td> <td>30830</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Arch Insurance Company	11150	INSURER B: Arch Indemnity Insurance Company	30830	INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER E:														
INSURER F:														

**COVERAGES**                      **CERTIFICATE NUMBER:** ATL-005534815-00                      **REVISION NUMBER:** 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XS OF \$250,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		31GPP1013004	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 FIRE DAMAGE \$ 5,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY		31CAB1013304 31CAB1047104 (MA)	01/01/2023 01/01/2023	01/01/2024 01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	31WC1013104 (FL,NY,PA) 34WC1013204 (AOS)	01/01/2023 01/01/2023	01/01/2024 01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

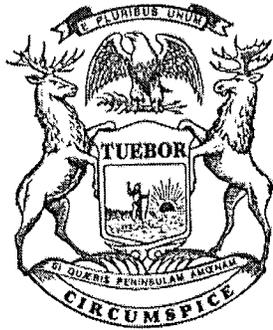
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Grand Rapids South FSU (03769) 1545 Edgemoor Dr SE Grand Rapids, MI 49508-7183

FOOD TRUCK #50023, VIN 1F65F5KYXH0A10280

<b>CERTIFICATE HOLDER</b>  Tameka Morgan 5200 BUFFINGTON ROAD Atlanta, GA 30349	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc.  <i>Marsh USA Inc.</i>

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0282

Michigan Department of  
Agriculture & Rural Development

**Mobile Food Establishment** Expires  
**2024** April 30

Failure To Post is A Misdemeanor

FI-217 11/21

Authority: Act 92, P.A. 2000  
as amended



City of Portland  
Transient Trader Permit - Mobile Food Vehicles  
ARTICLE II, Section 24-19 through 24-27

Location and Hours

A transient trader license for mobile food vehicles enables a vendor to temporarily park upon a public street or private property and engage in the service, sale or distribution of ready to eat food for individual portion service to the general public directly from the vehicle. No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the city where the license holder has not been authorized to operate. The issuance of a transient trader license for a mobile food vehicle does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder. A vendor shall not operate a mobile food vehicle within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the City. Mobile food vehicles when parked on public streets shall be parked in conformance with all applicable parking restrictions, and shall not hinder the lawful parking or operation of other vehicles. A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded. Hours of operation and location must be approved by the City.

A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. A private property owner shall not permit parking by a mobile food vehicle until a special use permit has been obtained to allow for such use.

Noise and Trash

No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the city noise ordinance, including generators. No loud music, other high-decibel sounds, horns or amplified announcements are allowed. All mobile food vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators each day. Spills

of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

Utilities

Any power required for the mobile food vehicle located on a public way shall be self-contained and a mobile food vehicle shall not use utilities drawn from the public right-of-way, without the express written authorization from the City. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley, or sidewalk, without the express written authorization from the City.

General Liability Coverage & Bond

A mobile food vendor shall provide proof of general liability insurance with minimum one (1) million-dollar coverage and submit a surety bond with the City pursuant to Section 24.24 of the Code of Ordinances.

Ionia County Health Department & Legal Requirements

A mobile food vendor shall provide copies of all necessary permits required by the Ionia County Health Department. A mobile food vendor shall at all times comply with all local ordinances and state and federal laws.

*I understand that the operation of a mobile food vehicle is regulated by the City of Portland through Article II, Chapter 24 of the Code of Ordinances and the terms of this policy. Once a license has been issued, it may be revoked, suspended, or not renewed by the City Clerk for failure to comply with the provisions of this ordinance and any rules or regulations promulgated by the City.*

Applicant's Signature: \_\_\_\_\_



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

6/5/23

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-42**

**A RESOLUTION APPROVING THE REVISED MERS HYBRID PLAN ADOPTION AGREEMENTS (BENEFIT PROGRAM HA/HB/HC) AND APPROVING, AUTHORIZING, AND DIRECTING THE CITY MANAGER TO SIGN SAME**

**WHEREAS**, the City has reformed its pension plan for all employees hired after July 1, 2010 so that new hires will be placed in a MERS Hybrid Pension with a 1% Defined Benefit (DB) pension multiplier that cannot be increased and a Defined Contribution portion that requires new hires to contribute 3% of their wages to the Defined Contribution (DC) pension portion; and

**WHEREAS**, the Employer's DB and DC combined pension contribution is capped at 7% and if the DB portion costs less than 7%, then the Employer will contribute the difference to the employees DC portion; and

**WHEREAS**, MERS requires the approval of the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) by City Council, a copy of which is attached as Exhibit A, for the DC portion of the pension.

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

1. The City Council approves the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC), a copy of which is attached as Exhibit A, and approves, authorizes, and directs the City Manager to sign same.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** June 19, 2023

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

# MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Employer Name** \_\_\_\_\_ **Municipality #:** \_\_\_\_\_

If new to MERS, provide your municipality's/court's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
(Month) (Month)

## II. Effective Date

Check one:

A.  If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire     No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit\* division # \_\_\_\_\_ and/or current Defined Contribution division # \_\_\_\_\_

**Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll**, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (Defined Benefit or Defined Contribution) employees (select one of the following and see [Plan Document](#), Section 70 for more information):

Will have a one-time opportunity to convert the value of their current Defined Benefit into a lump sum transferred to the Defined Contribution portion of Hybrid sum, or continue accruing service in the Defined Benefit (complete *MERS Hybrid Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Hybrid Plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: \_\_\_\_/\_\_\_\_/\_\_\_\_

Will be required to cease service accrual in Defined Benefit and will transfer to Hybrid for future service accrual.

*\* By completing the section above, the Employer acknowledges receiving Projection Study (if applicable) results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B.  If this is an **amendment** of an existing Adoption Agreement (Hybrid division # \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

# MERS Hybrid Plan Adoption Agreement

C.  If this is to **separate employees** from an existing Hybrid division

(existing division number(s) \_\_\_\_\_)

into a new Hybrid division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

D.  If this is to merge division(s) \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.

E.  If this is an amendment to close Defined Benefit division(s) # \_\_\_\_\_ or Hybrid division(s) \_\_\_\_\_ with new hires, rehires, and transfers going into an **existing** Hybrid division # \_\_\_\_\_, the effective date shall be \_\_\_\_\_ (month/year).

**Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.**

(The amount may be adjusted for any benefit modifications that may have taken place since then).

### III. Plan Eligibility

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

Only those employees eligible for MERS membership may participate in the Hybrid Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the specified service credit qualification and are required to contribute to both the Defined Benefit and Defined Contribution portions of Hybrid as defined below. All eligible employees must be enrolled in the plan. Please describe the specific classifications that are eligible for MERS within this division:

---

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution):  Yes  No

# MERS Hybrid Plan Adoption Agreement

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification under the Defined Benefit portion of Hybrid as defined under section IV (Provisions) in order to earn a month of service. Excluded classifications will require additional information below. For Defined Contribution portion of Hybrid, vesting is determined according to elapsed time (or hours reported, if applicable).

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other 2:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	

**Probationary Periods** (select one):

Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## IV. Provisions

### 1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) \_\_\_\_\_ hours in a month.

*Note:* For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

# MERS Hybrid Plan Adoption Agreement

## 2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee’s current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees’ hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

*Note:* For the Defined Contribution portion of Hybrid service is not “granted” or “excluded” as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers’ Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

## 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant’s final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages   
  Box 1 Wages of W-2   
  Gross Wages  
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

# MERS Hybrid Plan Adoption Agreement

## 4. Employer Caps

- The Employer hereby elects to cap the annual contribution to Hybrid (total amount for both Defined Benefit and Defined Contribution portions) to 7.00 % of payroll. The employer will adjust its contribution to the DC portion of the plan based on the required contribution for the DB portion. An employee contribution will become required on the DB portion of the plan if the total employer contribution DB + DC portions has exceeded the cap with no employer contribution to the DC portion.
  
- The Employer hereby elects to cap the annual contribution to the Defined Benefit portion of Hybrid to \_\_\_\_% of payroll. An employee contribution will become required on the DB portion of the plan if the required employer contribution for the DB portion of the plan has exceeded the set cap (regardless of the employer contribution to the DC portion of the plan).
  
- No Employer Cap

## Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation except for definition of compensation and early out provision.

Valuation Date: \_\_\_\_\_, 20\_\_\_\_

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employer's contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

### 3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

#### Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

#### No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Normal DB Retirement Age: \_\_\_\_\_ (any age from 60 – 70)
7. Early Normal Retirement with unreduced benefits at age: \_\_\_\_\_ (may be any number from 55-65 with 25 years of service)

# MERS Hybrid Plan Adoption Agreement

## Hybrid - Defined Contribution Component Provisions

### 1. Vesting (for Defined Contribution portion)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire through date of termination.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which \_\_\_\_\_ hours are worked

Vesting schedule will be (check one):

- Immediate
- Cliff vesting (fully vested after a specified number of years, not to exceed 10 years) will be \_\_\_ years.
- Graded Vesting (the % of vesting acquired after employment for the designated number of years, not to exceed 10 years)

% Vested	Years of Service

In the event of disability or death, an employee’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal DC Retirement Age (presumed to be age 60 unless otherwise specified) \_\_\_\_\_  
*If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.*

### 2. Contributions (for Defined Contribution portion)

#### a. Contributions will be submitted (check one):

Contributions will be remitted according to Employer’s “Payroll Period” which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- Weekly
- Semi-Monthly (twice each month)
- Bi-Weekly (every other week)
- Monthly

#### b. Employer Contributions

Required Employer and Employee Contributions are outlined using associated [Contribution Addendum for MERS Defined Contribution \(MD-073\)](#).

#### c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

### 3. Loans: shall be permitted shall not be permitted

If Loans are elected, please refer to the *Defined Contribution & 457 Loan Addendum*.

# MERS Hybrid Plan Adoption Agreement

4. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

5. **Forfeiture** (for Defined Contribution portion)

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this MERS Hybrid Plan Adoption Agreement and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Hybrid Plan Adoption Agreement, the provisions of the Plan Document control.

## VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of this Agreement is not effective until approved by MERS.

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;

# MERS Hybrid Plan Adoption Agreement

7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

## VIII. Execution:

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_  
(mm/dd/yyyy)

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-43**

**A RESOLUTION TO AMEND THE BUDGET  
FOR FISCAL YEAR 2022-2023**

**WHEREAS**, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

**WHEREAS**, the Finance Director has reviewed current fund balances and expenditures for FY 2022-2023 and recommends that the Council approve the proposed amendments, set forth on the attached Exhibit A, in order to comply with State law.

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

1. The Portland City Council approves the 2022-2023 fiscal budget amendments as listed on the attached 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:** June 19, 2023

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-44**

**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 with the design-build agreement and has submitted a request for payment in the amount of \$835,949.21, 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 \$835,949.21, 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:** June 19, 2023

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

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.:	2151
DESIGN-BUILDER:	<b>F&amp;V Construction</b> 2960 Lucerne Drive SE Grand Rapids, MI 49546			Application No.:	16
				Application Date:	May 31, 2023
				Period to:	May 31, 2023
				FVC Proj No.:	1221
				Contract Date:	December 23, 2021

DESIGN-BUILDER'S APPLICATION FOR PAYMENT

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

CHANGE ORDER SUMMARY

Change Orders Approved	ADDITIONS	DELETIONS
Change Order No. 1	\$ 28,649.69	\$0.00
<hr/>		
TOTALS	\$ 28,649.69	\$ -
<hr/>		
Approved this Month		
<hr/>		
TOTALS	\$ -	\$ -
<hr/>		
Net Change by Change Orders	\$ 28,649.69	\$ -

1. ORIGINAL CONTRACT SUM	\$	12,750,000.00
2. NET CHANGE BY CHANGE ORDERS	\$	28,649.69
3. ADJUSTED CONTRACT SUM TO DATE	\$	12,778,649.69
(Line 1 + Line 2)		
4. TOTAL COMPLETED & STORED TO DATE	\$	4,122,294.85
5. RETAINAGE	\$	338,229.49
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5)	\$	3,784,065.37
7. LESS PREVIOUS PAYMENTS	\$	2,948,116.16
8. CURRENT PAYMENT DUE	\$	835,949.21
9. BALANCE TO FINISH, PLUS RETAINAGE	\$	8,994,584.33
(Line 3 - Line 4 + Line 5)		

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.) \$ 835,949.21

DESIGN-BUILDER:

By:  Date: 5/31/2023  
 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 Design-Builder under this Contract.

APPROVALS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 CITY OF PORTLAND

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Design-Builder certifies to the Owner that to the best of the Design Builder'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 Design-Builder is entitled to payment of the AMOUNT CERTIFIED.

**Payment Application No. 16**

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

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
C1	Site Work & Excavation	\$ 1,557,040.00	\$ 15,000.00	\$ 1,572,040.00	\$ 457,791.20	\$ 256,895.60	\$ 714,686.80	\$ 857,353.20	45%
C2	Concrete	\$ 684,595.00	\$ -	\$ 684,595.00	\$ 106,045.00	\$ 2,000.00	\$ 108,045.00	\$ 576,550.00	16%
C3	General Trades	\$ 656,125.00	\$ -	\$ 656,125.00	\$ 59,929.00	\$ -	\$ 59,929.00	\$ 596,196.00	9%
C4	Painting	\$ 210,568.00	\$ -	\$ 210,568.00	\$ -	\$ -	\$ -	\$ 210,568.00	0%
C5	Mechanical	\$ 4,527,209.20	\$ 11,405.69	\$ 4,538,614.89	\$ 1,123,717.15	\$ 360,000.00	\$ 1,483,717.15	\$ 3,054,897.74	33%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ -	\$ 1,072,737.00	\$ 42,842.05	\$ 73,035.85	\$ 115,877.90	\$ 956,859.10	11%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 122,195.00	\$ -	\$ 122,195.00	\$ 366,585.00	25%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C9	Cured-in-Place Pipe (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ 102,500.00	\$ 110,000.00	\$ 212,500.00	\$ 12,500.00	94%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C13	Owner's System Integrator	\$ 49,900.00	\$ -	\$ 49,900.00	\$ -	\$ -	\$ -	\$ 49,900.00	0%
	General Conditions	\$ 313,700.00	\$ -	\$ 313,700.00	\$ 117,200.00	\$ 6,300.00	\$ 123,500.00	\$ 190,200.00	39%
	Design-Builder's Fee	\$ 831,800.00	\$ 2,244.00	\$ 834,044.00	\$ 181,243.00	\$ 68,701.00	\$ 249,944.00	\$ 584,100.00	30%
	Basic Services - Design, VE & Pre-Con	\$ 740,000.00	\$ -	\$ 740,000.00	\$ 740,000.00	\$ -	\$ 740,000.00	\$ -	100%
	Basic Services - PM, Admin, SS	\$ 789,800.00	\$ -	\$ 789,800.00	\$ 140,000.00	\$ 51,900.00	\$ 191,900.00	\$ 597,900.00	24%
	Design-Builder's Contingency	\$ 602,745.80	\$ -	\$ 602,745.80	\$ -	\$ -	\$ -	\$ 602,745.80	0%
<b>Contract Total</b>		<b>\$ 12,750,000.00</b>	<b>\$ 28,649.69</b>	<b>\$ 12,778,649.69</b>	<b>\$ 3,193,462.40</b>	<b>\$ 928,832.45</b>	<b>\$ 4,122,294.85</b>	<b>\$ 8,656,354.84</b>	<b>32%</b>

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-45**

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

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

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

Board of Light & Power

-Ted Alberta to a term expiring June 30, 2026

Planning Commission

-Amanda Johnston to a term expiring June 30, 2026

-William Roeser to a term expiring June 30, 2026

Downtown Development Authority

-Jason Williamson to a term expiring June 30, 2026

Portland District Library Board

-Pam Huber to a term expiring June 30, 2027

Portland Area Municipal Authority

-Patrick Fitzsimmons to a term expiring June 30, 2026

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

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

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** June 19, 2023

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



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, June 5, 2023

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; Electric Superintendent Davlin; DDA Director ConnerWellman; Police Chief Thomas

Guests: Jon Moxey of Fleis & VandenBrink; Mike Judd

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 reported Ionia County is developing an Emergency Management Plan which allow the City of Portland and other jurisdictions in the County to qualify for certain grants. City Council will consider a Resolution of Support for the plan at its meeting on June 19, 2023.

Planning and design continues for the Kent Street Improvement Project. The City has been working with the Michigan Economic Development Corporation and The Right Place to create a revised application for the RAP grant – Round 2. Funds from this grant would revitalize the parcel purchased by the DDA at 103 E. Grand River Ave. and Kent St.

The DDA held the Façade Pitch Program event on Wednesday, May 31, 2023, at ConfluxCity Brewing. First prize was awarded to Courageous Coffee, second place was awarded to Fabiano's River House Bar & Grill, and third place was awarded to the Civic Players. City Manager Gorman provided further information regarding the painting of murals in the City, the plan for Courageous Coffee includes the painting of a mural on the side of their building. He stated that at this time murals are allowed under the Sign Ordinance.

City Manager Gorman noted he is continuing to pursue \$8 million in funding through State of Michigan appropriations to complete work on the Wastewater Collections System that had to be cut from the current project due to increased costs. The request for funding was voted down 18-20 this week, there is still hope as funding could still be approved in the upcoming conference committee.

Electric Superintendent Davlin presented information on the need for a new substation for the City's electric infrastructure. The current substation is almost at the end of its life expectancy and will be decommissioned when the new substation is complete.

There was discussion.

Under Presentation, DDA Director ConnerWellman presented her report on DDA activities.

Under New Business, the Council held the Second Reading and considered Ordinance 194E to address revisions to the Sign Ordinance related to election signs.

Motion by VanSlambrouck, supported by Sheehan, to approve Ordinance 194E to address revisions to the Sign Ordinance related to election signs.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council held the Second Reading and considered Ordinance 175UU to revise the City Zoning Map to rezone the Rindlehaven property from TND PUD to R-2 Traditional Residential District.

Motion by Fitzsimmons, supported by Johnston, to approve Ordinance 175UU to revise the City Zoning Map to rezone the Rindlehaven property from TND PUD to R-2 Traditional Residential District.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

City Manager Gorman presented information regarding the need for a license agreement for Rivers Edge Grill, located at 160 Kent St., to hang shade sails across the Boardwalk for outside seating purposes.

Motion by Johnston, supported by Sheehan, to authorize City Manager Gorman to draft and execute a License Agreement for Rivers Edge Grill to hang shade sails across the Boardwalk for outside seating purposes.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 23-37 to apply for \$250,000 in funding through MDOT from the Transportation Economic Development Category B Program to construct roadway improvements on Hill St.

Jon Moxey of Fleis & VandenBrink provided information on Category B funding and explained why the Hill St. Improvement Project is good candidate for funding through this program. The request is for 2025 construction which corresponds to the timeline in the Capital Improvement Program.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 23-37 to establish a request for funding, designate an agent, attest to the existence of funds, and commit to implementing a maintenance program for roadway improvements on Hill St. funded by the Transportation Economic Development Fund Category B Program.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on May 15, 2023, payment of invoices in the amount of \$150,118.07 and payroll in the amount of \$122,899.89 for a total of \$273,017.96. Purchase orders to

Total Technical Assurance in the amount of \$5,440.05 for Fiber Broadband Consulting, Westphalia Electric in the amount of \$6,600.00 for City Hall lighting – LED conversion, M Power Innovations in the amount of \$6,950.00 for GIS services, and NTH Consultants, Ltd. in the amount of \$12,500.00 for compliance testing were also included.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted the third-grade classes from Westwood Elementary School visited City Hall mid-May. It was a great opportunity to teach them about local government.

City Manager Gorman thanked DPW Director Gensterblum, Parks, Recreation, and Cemetery Director Brown and City staff for their preparations for the Memorial Holiday.

City Manager Gorman further noted the Splash Pad is open for the summer. Daily hours are 10:00 A.M. to 8:00 P.M.

Under Council Comments, Council Member Johnston, noted the Portland District Library will hold its Summer Reading Extravaganza on Friday, June 9, 2023.

Mayor Pro-Tem VanSlambrouck noted the Ionia County Fire Departments will receive their new 800 MHz radios soon. This will allow communication between emergency personnel throughout the County.

Mayor Barnes thanked all the individuals that have applied to serve on City Boards and Commissions.

Mayor Barnes further noted June 14, 2023, is Flag Day, which commemorates the adoption of the design of the U.S. Flag.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:49 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the June 5, 2023, 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; Electric Superintendent Davlin; DDA Director ConnerWellman; Police Chief Thomas

**Presentation** - DDA Director ConnerWellman presented her report on DDA activities.

**Second Reading and Consideration of Ordinance 194E** to address revisions to the Sign Ordinance related to election signs.

All in favor. Adopted.

**Second Reading and Consideration of Ordinance 175UU** to revise the City Zoning Map to rezone the Rindlehaven property from TND PUD to R-2 Traditional Residential District.

All in favor. Adopted.

**Motion to authorize City Manager Gorman to draft and execute a License Agreement** for Rivers Edge Grill to hang shade sails across the Boardwalk for outside seating purposes.

All in favor. Adopted.

**Approval of Resolution 23-37** to establish a request for funding, designate an agent, attest to the existence of funds, and commit to implementing a maintenance program for roadway improvements on Hill St. funded by the Transportation Economic Development Fund Category B Program.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:49 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
RAPID SHRED	02719	SHREDDING SVCS - GEN	86.27
MUNICIPAL SUPPLY CO.	00324	PAINT MARKING WAND - WW	48.78
KENNEDY INDUSTRIES, INC.	02548	RIVERSIDE LIFT STATION VALVE REPLACE - WW	4,395.00
CMP DISTRIBUTORS INC.	01745	6 GLOCK PISTOLS - POLICE	1,575.00
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,082.16
SMART BUSINESS SOURCE	02625	COPY PAPER - VAR DEPTS	481.00
AIDEN PUNG	02805	CLOTHING ALLOWANCE - WW	234.20
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	2,283.04
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	628.32
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	525.00
ALTEC INDUSTRIES, INC.	00016	BUCKET TRUCK REPAIR - ELECTRIC	446.00
BORDER STATES INDUSTRIES INC	02799	FINANCE CHARGE - ELECTRIC	20.87
CULLIGAN	02130	4X WATER CITY HALL - GEN	29.00
CULLIGAN	02130	WATER COOLER RENTAL - WW	15.00
ETNA SUPPLY COMPANY	00146	TOILET SOLENOID - PARKS	55.00
FABRICATED CUSTOMS	02637	SHIRTS - MAJ STS	36.00
FAMILY FARM & HOME	01972	GRASS KILLER, SPRAYER - PARKS, CEM	144.98
FOSTER BLUE WATER OIL, LLC	02301	DIESEL - PARKS	432.95
FOSTER BLUE WATER OIL, LLC	02301	GAS - CEM	596.88
GRANGER	00175	REFUSE - MP, PARKS, CEM	312.00
GRANGER	00175	REFUSE - ELECTRIC	93.00
KEUSCH SUPER SERVICE	00228	OIL CHANGE - AMB	60.84
POWER LINE SUPPLY COMPANY	00389	TRANSFORMER - ELEC CONS AGENDA 8-1-22	10,211.00
POWER SYSTEM ENGINEERING	02761	ENGINEERING - ELECTRIC	302.50
PURE GREEN LAWN AND TREE	02812	FERTILIZER, WEED CONTROL - PARKS	93.00
PURE GREEN LAWN AND TREE	02812	FERTILIZER/WEED CONTROL - CITY HALL	65.00
SELBY LAWN CARE	02736	LAWN CARE- ELECTRIC	405.00
SPARROW IONIA OCCUP HEALTH SERVICE	02275	DOT PHYS G BARNES - MTR POOL	100.00
WEST MICHIGAN INTERNATIONAL LLC	02546	BUCKET TRUCK REPAIR - ELECTRIC	343.05
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	368.00
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	573.16

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FORTE PAYMENTS, INC.	02522	CC PAYMENTS MAY 2023- REC	155.99
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
SPARROW OCCUPATIONAL HEALTH-LANSIN00340		PRE EMPLOY PHYSICAL - POLICE, PARKS	440.00
GRANGER	00175	STREET SWEEPINGS- MAJ STS	605.80
GRANGER	00175	REFUSE - REFUSE	16,175.33
CULLIGAN	02130	WATER 3X - PARKS, CEM	22.25
ADVANCED PLUMBING & MECHANICAL LLC02768		SERVICE CALL RED MILL - PARKS	218.98
ALT PRINTING CO.	02712	COED SOFTBALL CHAMP SHIRTS - REC	132.00
GRAINGER, INC.	00172	EAR PLUGS -- PARKS, CEM	69.22
GLEN KLEIN	MISC	ENERGY OPTZ PROGRAM REIM - ELECTRIC	50.00
GRANGER	00175	40YD DUMPSTER CLEAN UP DAY - COM PROMO	740.00
GRANGER	00175	ANNUAL CLEAN UP DAY - COM PROMO	9,571.86
GRANGER	00175	REFUSE - POL, COM PROMO	93.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	22.82
GATEHOUSE MEDIA MICHIGAN HOLDINGS	02738	COUN MTG, ORDIANCE SYNOPS, PH, SLU- GEN	467.35
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,867.72
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	26.05
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	54.03
O'LEARY PAINT CO	02729	PAINT - ELECTRIC	267.80
CHROUCH COMMUNICATION, INC.	00082	ANTENNA FOR AMB - AMB	20.16
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	75.00
CONGRESS COLLECTIONS	02643	MAY 2023 COLLECTIONS - AMB	83.89
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	45.19
PM TECHNOLOGIES	02662	GENERATOR MAINT WELL #4 - WTR	682.00
PM TECHNOLOGIES	02662	GEN MAINT WELL #7 - WATER	657.00
PM TECHNOLOGIES	02662	GENERATOR MAINT CITY HALL - CITY HALL	657.00
PM TECHNOLOGIES	02662	GENERATOR MAINT RIVERSIDE - WW	654.00
PM TECHNOLOGIES	02662	GENERATOR MAINT CUTLER RD - WW	727.00
PM TECHNOLOGIES	02662	GENERATOR MAINT WWTP - WW	977.00
ROLYAN	02804	DAM SAFETY BUOY - ELECTRIC	1,997.22
MENARDS	00260	MULCH AND MATERIALS - ELECTRIC	802.80

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BLOOM SLUGGETT, PC	02783	MAY 2023 LEGAL SVCS - POLICE	2,421.60
RESCO	00392	MR SUPPLIES - ELECTRIC	1,593.50
ANTHONY SMITH	02449	CLOTHING ALLOW - WW	280.54
MUNICIPAL SUPPLY CO.	00324	FABRIC - MAJ, LOC STS	210.00
ALT PRINTING CO.	02712	TBALL SHIRTS - REC	569.25
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	597.98
GROSS MACHINE SHOP	00180	STEEL - MAJ STS	133.00
MHR BILLING	01780	MAY 2023 BILLING - AMB	2,100.00
MUNICIPAL SUPPLY CO.	00324	CONFINED SPACE SUPPLIES FIBER PROJ - ELECTRIC	4,680.52
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL MONITORING FEE -ELECTRIC	540.00
SLC METER LLC	02286	METERS/SHIPPING - WATER	2,171.83
USA BLUEBOOK	01850	HACH DPD FREE /SHIPPING - WATER	102.33
RCP	02265	ZONING MAP POSTERS - GEN	139.48
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SVC - GEN	1,432.50
FLEIS & VANDENBRINK	00153	KENT ST IMPROV - MAJ	3,569.09
FLEIS & VANDENBRINK	00153	DIVINE HWY BRIDGE - MAJ STS	429.78
MIDWEST DIAL TONE LLC	02813	NEW PHONES/SERVICE - VAR DEPTS	13,163.78
MENARDS	00260	CEMENT, GROUNDCOVER - PARKS, CEM	302.54
KARA DOUGHERTY	02767	ASSESSING SERVICES 1ST HALF OF JUNE 2023- ASSES	1,583.33
Total:			\$100,646.51

**BI-WEEKLY  
WAGE REPORT  
June 12, 2023**

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.	15,879.31	275,736.72	4,355.29	85,149.75	20,234.60	360,886.47
ASSESSOR	-	-	-	-	-	-
CEMETERY	7,269.88	100,216.18	1,967.15	23,666.40	9,237.03	123,882.58
POLICE	34,846.51	364,205.26	8,494.88	98,449.80	43,341.39	462,655.06
CODE ENFORCEMENT	43.04	1,914.28	3.29	148.64	46.33	2,062.92
PARKS	6,738.84	81,912.80	1,094.88	13,547.05	7,833.72	95,459.85
INCOME TAX	3,644.64	62,379.42	936.09	19,108.37	4,580.73	81,487.79
MAJOR STREETS	4,695.30	100,559.56	1,666.27	39,391.31	6,361.57	139,950.87
LOCAL STREETS	5,570.62	93,074.00	2,452.29	38,086.71	8,022.91	131,160.71
RECREATION	1,726.14	27,306.40	463.12	6,723.83	2,189.26	34,030.23
AMBULANCE	26,619.31	416,849.02	4,944.30	81,376.71	31,563.61	498,225.73
DDA	3,406.16	63,302.84	628.57	10,604.24	4,034.73	73,907.08
ELECTRIC	25,174.24	551,677.87	8,306.41	170,762.99	33,480.65	722,440.86
WASTEWATER	12,560.12	212,486.51	3,837.98	55,930.87	16,398.10	268,417.38
WATER	9,759.96	176,093.77	3,011.00	58,014.60	12,770.96	234,108.37
MOTOR POOL	1,419.15	20,761.50	362.92	6,130.68	1,782.07	26,892.18
<b>TOTALS:</b>	<b>159,353.22</b>	<b>2,548,476.13</b>	<b>42,524.44</b>	<b>707,091.95</b>	<b>201,877.66</b>	<b>3,255,568.08</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 06/14/2023**  
**MEETING DATE 06/19/2023**

Fund	Description	Beginning Balance 06/01/2023	Total Cash in	Total Cash out	Cash Balance 06/14/2023	Time Certificates	Ending Balance 06/14/2023
101	GENERAL FUND	1,234,793.66	107,750.13	(257,948.24)	1,084,595.55	235,000.00	1,319,595.55
105	INCOME TAX FUND	167,622.52	84,580.73	(49,617.90)	202,585.35	10,000.00	212,585.35
150	CEMETERY PERPETUAL CARE FUND	64,387.58	150.00	(30.07)	64,507.51		64,507.51
202	MAJOR STREETS FUND	414,620.79	52,990.58	(38,921.25)	428,690.12		428,690.12
203	LOCAL STREETS FUND	193,589.71	33,652.50	(22,506.29)	204,735.92		204,735.92
208	RECREATION FUND	48,582.01	6,167.26	(4,783.36)	49,965.91		49,965.91
210	AMBULANCE FUND	93,528.53	53,922.04	(69,805.44)	77,645.13		77,645.13
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	529,335.19	6,118.66	(8,237.32)	527,216.53		527,216.53
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	30,295.22	5,368.02	(16,201.17)	19,462.07		19,462.07
582	ELECTRIC FUND	2,327,120.99	191,243.22	(174,352.86)	2,344,011.35	530,000.00	2,874,011.35
590	WASTEWATER FUND	(31,472.01)	923,738.37	(908,608.51)	(16,342.15)		(16,342.15)
591	WATER FUND	334,628.85	35,593.08	(45,470.22)	324,751.71	420,000.00	674,272.22
661	MOTOR POOL FUND	105,632.04	19,204.19	(16,447.45)	108,388.78		108,388.78
703	CURRENT TAX FUND	7,150.82	-	0.00	7,150.82		7,150.82
	<b>TOTAL - ALL FUNDS</b>	<b>5,523,178.15</b>	<b>1,520,478.78</b>	<b>(1,612,930.08)</b>	<b>5,430,726.85</b>	<b>1,195,000.00</b>	<b>6,555,247.36</b>
					ELECTRIC-RESTRICTED CASH	453,086.00	453,086.00
					ELECTRIC - MPPA MUNICIPAL TRUST	170,376.44	170,376.44
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	1,848,277.15	1,848,277.15
					ELECTRIC-PRIN & INT ESCROW	35,107.21	35,107.21
					WASTEWATER DEBT ESCROW	287,763.69	287,763.69
					WASTEWATER REPAIR ESCROW	309,029.31	309,029.31
					WASTEWATER 2022 BOND RESERVE	166,524.85	166,524.85
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	70,507.67	70,507.67
							<b>10,196,421.46</b>

\*Customer Deposit Breakdown  
Electric 128,000.00  
Wastewater 21,000.00  
Water 21,000.00  
170,000.00





**JOHN DEERE**

**Quote Summary**

**Prepared For:**

CITY OF PORTLAND PARKS AND RECREATION  
DEPT  
259 KENT ST  
PORTLAND, MI 48875  
Business: 517-647-7531

**Prepared By:**

Matt Lohone  
Hutson, Inc:  
6018 E Grand River Avenue  
Portland, MI 48875  
Phone: 517-647-4164  
mlohone@hutsoninc.com

**Quote Id:** 29043309  
**Created On:** 14 June 2023  
**Last Modified On:** 14 June 2023  
**Expiration Date:** 13 July 2023

<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE Z950M ZTrak	\$ 17,580.70	\$ 13,267.36 X	1 =	\$ 13,267.36
Never Stop (\$249 Value)		\$ 0.00 X	1 =	\$ 0.00

**Equipment Total** **\$ 13,267.36**

<b>Trade In Summary</b>	<b>Qty</b>	<b>Each</b>	<b>Extended</b>
2020 JOHN DEERE Z950M GAS - 1TC950MCLLT090324	1	\$ 7,027.36	\$ 7,027.36
PayOff			\$ 0.00
Total Trade Allowance			\$ 7,027.36

**Trade In Total** **\$ 7,027.36**

<b>Quote Summary</b>	
Equipment Total	\$ 13,267.36
Trade In	\$ (7,027.36)
SubTotal	\$ 6,240.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 6,240.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 6,240.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



**JOHN DEERE**

# Selling Equipment

Quote Id: 29043309

Customer: CITY OF PORTLAND PARKS AND RECREATION DEPT

<b>JOHN DEERE Z950M ZTrak</b>				
<b>Hours:</b>				<b>Suggested List</b>
<b>Stock Number:</b>				\$ 17,580.70
				<b>Selling Price</b>
				\$ 13,267.36
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
0694TC	Z950M ZTrak	1	\$ 14,899.00	\$ 14,899.00
<b>Standard Options - Per Unit</b>				
001A	United States/Canada	1	\$ 0.00	\$ 0.00
1040	24x12N12 Michelin X Tweel Turf for 54 In. and 60 In. Decks	1	\$ 1,149.00	\$ 1,149.00
1504	60 In. Side Discharge Mower Deck	1	\$ 0.00	\$ 0.00
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$ 595.00	\$ 595.00
<b>Standard Options Total</b>				<b>\$ 1,744.00</b>
<b>Dealer Attachments</b>				
TCB10953	Mulch Kit (1524-mm (60-in.) 7-Iron, 7-Iron II and 7-Iron PRO)	1	\$ 438.70	\$ 438.70
<b>Dealer Attachments Total</b>				<b>\$ 438.70</b>
<b>Value Added Services</b>				
	Never Stop (\$249 Value)	1	\$ 0.00	\$ 0.00
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	EnviroCrate	1	\$ 65.00	\$ 65.00
	Setup	1	\$ 434.00	\$ 434.00
<b>Other Charges Total</b>				<b>\$ 499.00</b>
<b>Suggested Price</b>				<b>\$ 17,580.70</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -4,313.34</b>	<b>\$ -4,313.34</b>
<b>Total Selling Price</b>				<b>\$ 13,267.36</b>



**JOHN DEERE**

# Trade In

Quote Id: 29043309

Customer: CITY OF PORTLAND PARKS AND RECREATION DEPT

<b>2020 JOHN DEERE Z950M GAS</b>	
<b>SN# 1TC950MCLLT090324</b>	
<b>Machine Details</b>	
<b>Description</b>	<b>Net Trade Value</b>
2020 JOHN DEERE Z950M GAS	\$ 7,027.36
SN# 1TC950MCLLT090324	
Your Trade In Description	
<b>Additional Options</b>	
Hour Meter Reading	780
<b>Total</b>	<b>\$ 7,027.36</b>





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 service and more.  
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**INVOICE**  
 Page 1 of 1

**Account Number:** 18129880  
**Invoice Date:** 05/31/2023  
**Invoice Number:** 25597860

**CITY OF PORTLAND**  
 259 KENT ST  
 PORTLAND, MI 48875

**Total Due By 06/25/2023:**  
**\$ 9,571.86**  
*Additional charges will be incurred if payment is not received by due date.*

Description	PO/Ticket	Date	Quantity	Rate	Amount
<b>Site Location:</b> CITY OF PORTLAND-988, SPRING CLEAN UP, 259 KENT ST, SPRING CLEAN UP, PORTLAND, MI 48875					
<b>Customer Number:</b> 18129880					
COMMUNITY CLEAN-UP CHARGE		05/06/2023	24.39	\$258.74	\$6,310.67
STATE/COUNTY/LOCAL SURCHARGES		05/06/2023	1.00	\$189.32	\$189.32
COMMUNITY CLEAN-UP CHARGE		05/06/2023	128.00	\$23.30	\$2,982.40
STATE/COUNTY/LOCAL SURCHARGES		05/06/2023	1.00	\$89.47	\$89.47

*Have I not commanded you? Be strong and courageous. Do not be afraid. Do not be discouraged for the Lord your God will be with you wherever you go. Joshua 1:9*

Previous Balance:	\$6,732.09
Payments:	-\$6,732.09
Current Charges:	\$9,293.07
State/County/Local Surcharges:	\$278.79
Invoice Total:	\$9,571.86
Total Due:	\$9,571.86

Please see reverse side for useful service information.



Please make check payable to:  
**Granger**  
 PO Box 22213  
 Lansing, MI 48909-2213

**PAY ONLINE AT [WWW.GRANGERWASTESERVICES.COM](http://WWW.GRANGERWASTESERVICES.COM)**

<b>Account Number:</b>	18129880
<b>Customer Name:</b>	CITY OF PORTLAND
<b>Invoice Date:</b>	05/31/2023
<b>Invoice Number:</b>	25597860
<b>Payment Due Date</b>	
<b>Total Due By 06/25/2023: \$9,571.86</b>	
<i>Additional charges will be incurred if payment is not received by due date.</i>	
<b>Amount Paid</b>	
9571.86	

Corrections / Comments on Reverse Side

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 6-6-2023

Name: Denise Barnes

Address: 763 Ionia Rd., Portland

Telephone No. 517 256-1065

E-mail address barnesdk2@gmail

Employer Retired

Telephone No. \_\_\_\_\_

How long have you lived in the City of Portland?

34 yrs.

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

Board of Review

Building Board of Appeals

District Library Board

Downtown Development Authority

Economic Development Corporation Board

Light and Power Board

Parks & Recreation Board

Planning Commission

1 Portland Area Municipal Authority

Tree Management Commission

Zoning Board of Appeals

Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education B.S. - Criminal Justice - Ferris State

CITY OF PORTLAND  
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APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 6/2/23

Name: Cory Grimmink

Address: 523 W. Howe Ave, Lansing, MI 48906

Telephone No. 517-897-2956

E-mail address bibliocory@yahoo.com

Employer Portland District Library Telephone No. 517-647-6981

How long have you lived in the City of Portland? N/A (12 years working here)

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

BA from the University of Chicago (English)  
MLIS from Simmons College

Cory Elizabeth Grimminck  
523 W. Howe Ave  
Lansing, MI 48906  
517-647-6981 ext 4  
[cgrimminck@portlandmilibrary.com](mailto:cgrimminck@portlandmilibrary.com)

## Employment

### **Portland District Library**

**June 2011 – present**

#### *Library Director*

- Coordinate the cleaning and maintenance of a 14,400 sq ft facility.
- Work with the library board and the accountant to manage all aspects of the library's finances, including cutting checks, making tax payments, and creating and managing a budget of more than \$450,000.
- Serve as the public face of the library—writing weekly newspaper columns, speaking at various organizations, and promoting the library whenever possible.
- Work with the staff, library board, and community to create and implement a multi-year strategic plan.
- Keep the library on the cutting edge of technology by implementing a new ILS, installing a hearing loop system in key areas, and bringing AWE computers to the children's area.
- Play an active role in the Woodlands Library Cooperative, attending meetings and chairing the Continuing Education Committee.
- Mentor library staff, resulting in several employees joining statewide and national committees, and one employee being invited to speak at two statewide conferences.
- Perform all administrative duties required of a Class IV library, including state aid applications, policy decisions, hiring, and managing a staff of ten.
- Perform the duties of a librarian, including reference assistance, programming, outreach, and collection maintenance.

### **Hillsdale Community Library**

**July 2008 – May 2011**

#### *Library Director*

- Maintain a 17,060 sq ft facility without the benefit of an onsite IT department or maintenance crew.
- Work with city finance officer and library board to create and manage a budget of approximately \$250,000.
- Serve as a liaison between library board, staff, city employees, City Council, and the public.
- Work with the staff and library board to create and implement a multi-year strategic plan.
- Increase staff communication and satisfaction by instituting monthly staff meetings and creating library email accounts.
- Create and maintain a library blog to keep patrons informed of new materials.
- Perform all administrative duties required of a Class IV library, including state aid applications, policy decisions, hiring, managing a staff of seven, and attendance at City Council meetings.
- Perform the duties of a librarian, including reference assistance, programming, outreach, and collection maintenance.

### **Kalamazoo Public Library**

**December 2006 – June 2008**

#### *Lead Librarian, Teen Services*

- Coordinated the activities of a seven person teen staff, including programming, outreach, departmental policy, and administrative tasks.
- Created and implemented annual budgets for the department.
- Partnered with other groups in the community to plan and implement various annual events, including Teen Filmmaker Festival, Teen Literature Seminar, and Teen Halloween.

## **Kent District Library**

**November 2002 – November 2006**

### *Collection Development Librarian*

- Purchased youth fiction and media for all 18 KDL branches. This includes books, audiobooks, graphic novels, DVDs, CD-ROMs, and CDs.
- Managed budgets totaling nearly \$500,000.
- Established a new collection of circulating video games for teens based on patron demand.

### *Youth Specialist/Youth Services Librarian, Wyoming Branch*

- Coordinated the activities of a four person youth staff, including programming, outreach, collection development, professional development, and administrative tasks.
- Provided leadership for youth services professionals at 18 branches as part of a six person Youth Specialist team, which creates and implements policy, coordinates the creation of youth programming, coordinates material ordering, and trains new youth staff.
- Performed the branch-specific duties of a youth librarian.
- Increased circulation of branch youth materials to the point where management had to reconfigure the allocation of the materials budget.
- Created, along with another youth specialist, a monthly e-newsletter for KDL youth staff.

## **Freelance**

**July 2000 – present**

- Write reading group guides for a variety of children's book titles.
- Create publicity campaigns for various businesses.
- Coordinated the 60<sup>th</sup> Anniversary campaign for *Curious George* books.

## **HarperCollins Children's Books**

**April 1996 – July 2000**

### *Senior Publicist*

- Planned and implemented publicity campaigns, including the writing of press materials and large-scale mailings to targeted media outlets, for a variety of children's books. My campaigns included Newbery Honor book *Our Only May Amelia* and the popular *A Series of Unfortunate Events* titles.
- Booked multiple author tours each season.
- Attended regional trade shows and accompanied authors on tour as a representative of the company.
- Trained and mentored new employees within the department.
- Acted as a liaison between authors, publicity department, and general public.

## Related Experience

### **MLA Spring Institute Committee**

**May 2004 – May 2009**

#### *Co-Chair of 2008 Spring Institute*

Planned and staffed the Michigan Library Association's annual conference for youth librarians. Have presided for eight keynote speakers, including Laura Numeroff, E.L. Konigsberg, John Green, and Daniel Handler.

### **MLA Teen Services Division Board**

**June 2007 – June 2008**

#### *Chair Elect*

Represented teen services librarians from across the state and participated in the Transitional Leadership Forum.

### **World Library Partnership**

**Summer 2002**

#### *"Inform the World" Program*

Spent three weeks in South Africa's Limpopo Province establishing a library in a rural primary school.

## Education

**University of Chicago**

*Bachelor of Arts in English*

**Simmons College**

*Master of Library Science*

**Received June 1993**

**Received May 2002**

*Archives Management Concentration*

## Other Skills

Advanced knowledge of Microsoft Office programs

Experience in website design

Trained in basic book repair and preservation

## Nikki Miller

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 13, 2023 10:09 AM  
**To:** Nikki Miller  
**Subject:** Online Form Submittal: Board & Commission Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Board & Commission Application

Name	April Sandborn Vogl
Date	1/28/1981
Address	13611 Keefer Hwy Sunfield MI 48890
Phone	5177431497
Email	april@omsgarden.com
Employer	Self
Employer Phone	<i>Field not completed.</i>
How long have you lived in the City of Portland?	I have been in the Portland school district and community for 42 years
Please mark your choice(s).	Downtown Development Authority
If more than one please list them in order.	<i>Field not completed.</i>
Please tell us your qualifications.	<i>Field not completed.</i>
Are you a high school graduate?	Yes
Are you a college graduate?	Yes
List name of the college or university you attended and the level of degree earned.	Lansing Community College Associate's degree
List your professional and work experience.	While in highschool I was on a tech company startup team for IMICH Technical Services Corp a small startup internet service

provider in sunfield Michigan.  
I have worked in retail and retail management since 2002.  
In 2017 I started OM's Garden Inc a manufacturing and retail operation providing products for bath body and home fragrance. Our headquarters are in the downtown district of Portland.

---

List your community activities, interests and service.

I serve on the old Red Mill Farmers market planning committee. And have worked with the Portland Civic players in fundraising efforts including designing a candle suite with exclusive fragrances for the theater the profits of which went directly to their marquee project.

---

References (optional)

*Field not completed.*

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File Attachment

*Field not completed.*

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Email not displaying correctly? [View it in your browser.](#)

**Minutes of the Planning Commission  
Of the City of Portland**  
Held on Wednesday, May 10, 2023, at 7:00 P.M.  
In Council Chambers at City Hall

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

Absent: Kmetz

Staff: City Manager Gorman, City Clerk Miller

Guests: Paul LeBlanc of PLB Planning Group, LLC; John Durell, Authorized Agent for PLG Development LLC; Kevin Robydek, Steve Dawdy; Dan & Karen Sutberry

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

Motion by Parsons, supported by Williamson, to excuse the absence of Member Kmetz.  
All in favor. Approved.

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

Motion by Williamson, supported by Parsons, to approve the minutes of April 12, 2023, Planning Commission meeting.  
All in favor. Approved.

There was no public comment.

Chair Fitzsimmons opened the Public Hearing at 7:05 P.M.

City Manager Gorman stated the purpose of the Public Hearing is to receive public comment on the request by BMP Holdings, LLC to rezone the approximate 129-acre parcel from TND PUD to R-2 Traditional Residential located around Rowe Ave. and Rindlehaven Commons. He further provided a summary of the history of the property by the former owner Mayberry Homes.

Mr. LeBlanc provided information and outlined the criteria regarding the request. In summary, he stated that based on compliance with the criteria and the City's efforts to promote more housing development, a recommendation should be made to the City Council to approve the rezoning request.

Karen Sutberry, a resident in the area, asked why rezoning request is for R-2 Traditional Residential.

Mr. LeBlanc stated R-2 zoning would allow smaller residential lots than are already developed on the Rindlehaven property. There is no specific plan from the developer at this time to determine what size will be developed.

Planning Commission Minutes  
May 10, 2023

Steve Dawdy, a resident in the area, asked if conditions related to the ingress/egress from the Rindlehaven property could be attached to future approvals.

City Manager Gorman stated that once a development plan is proposed the developer can agree to certain conditions for the property.

John Durell, authorized agent for the developer, stated the closing on the purchase has taken place under the name PLG Development, LLC. In relation to the questions for the area residents, he stated if a plat request is made then it would be required to be approved by the Ionia County Road Commission which may place conditions on the ingress/egress. He further stated that there will likely be phases of construction that may require Cutler Rd. access. In answer to the reason for the request for rezoning to R-2, he stated this classification offers the most flexibility.

Mr. Durell further noted the owner is in discussions with a party for an approximate 45-acre land division request along the south end of the property along the expressway. The use being considered would require a Special Land Use request within the R-2 Traditional Residential District. If the use were not approved, they would proceed with building residential homes.

City Manager Gorman noted the City has just approved a revision to the Zoning Ordinance. One of the revisions to the ordinance is that multi-family housing is no longer allowed in the R-2 Traditional Residential District.

Mr. Durell thanked the residents for their questions and comments and stated he looks forward to continuing to work with everyone throughout this process.

Kevin Robydek, area resident, thanked the City for continuing to push for good use of the Rindlehaven property. There are many young families looking to move into the community.

Chair Fitzsimmons closed the Public Hearing at 7:33 P.M.

Under New Business, the Planning Commission considered the request to rezone the 129-acre parcel from TND PUD to R-2 Traditional Residential located in the area of Rowe Ave. and Rindlehaven Commons, by PLG Development, LLC.

Member Roeser inquired if the undeveloped commons area along Rindle Bluff Dr. would also be rezoned to R-2?

Mr. LeBlanc stated it would also be rezoned to R-2. Any future development of the commons area would require approval by the City. Due to the narrowness of this area it may not meet any requirements for development.

There was discussion.

Planning Commission Minutes  
May 10, 2023

Motion by Parsons, supported by Williamson, to recommend to City Council the rezoning of the 129-acre parcel from TND PUD to R-2 Traditional Residential as requested by PLG Development, LLC.

All in favor. Approved.

Under Planning Commission comments, Member Williamson noted these changes to the Rindlehaven property are great for the City and is long overdue.

City Manager Gorman provided updates on City business and projects.

Motion by Williamson, supported by Parsons, to adjourn the meeting at 7:47 P.M.

All in favor. Approved.

Respectfully submitted,

---

Jason Williamson, Secretary



June 9, 2023

S. Tutt Gorman, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

**RE: May 2023 Monthly Operation Report**

Dear Mr. Gorman:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of May 2023. I will submit future progress reports on a monthly basis for your review. All information and data used to compile this report is available for your review. If you have any questions, please email me at, [tsmith@portland-michigan.org](mailto:tsmith@portland-michigan.org).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony Smith', is written over a horizontal line.

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

The May 2023 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 320,000 gallons per day. The daily maximum flow was 399,000 GPD. The WWTP discharged a total of 7.859 MG (million gallons) of final effluent to the Grand River for the month of May and treated a total of 9.921 MG (million gallons) of influent (raw wastewater). The Monthly Operating Report (MOR) is included in this report.

- **Action Items**

- The WWTP staff assisted Kennedy Industries with the replacement of the two-pump check valves at the Cities Riverside lift station. Both check valves were original to the lift station and have out lived their useful life span
- WWTP staff is now prepping and preparing to paint the walls and piping at the Riverside lift station.
- WWTP staff has been spending a great deal of time locating and marking the city sewer infrastructure in preparation for Tri-County to install fiber.
- The WWTP staff have all been enrolled in a 3-month course thru the University of Sacramento on Operation and Maintenance of MBBR (Moving Bed Bioreactor). This along with other training courses will help the staff transition from our current process (activated sludge) to our new upgrade process (MBBR).
- WWTP staff cleaned and maintained 4000 feet sewer main for the month of May. With the summer months upon us the city staff will be out 2-3 days per week working on our collection system maintenance.
- DPW and WWTP staff completed a Street Maintenance Safety course thru MRWA (Michigan Rural Waters Association).
- WWTP staff located sewer lateral for the Shell Gas station with the use of the Cities push camera in preparation for construction of a new car wash.

- **WASTEWATER MAINTENANCE**

- The WWTP staff completed 150 preventative maintenance work orders from our HIPPO computerized maintenance program (CMMS).
- The WWTP staff with the assistance of the Electric Dept. pulled the submersible pumps at the Cutler Road lift station for cleaning and maintenance. The staff also replaced the Heaters on the Cutler Lift station overload switches. The faulty Heaters resulted in 4 call-outs for the staff for a false thermal overload alarm.
- PM Technologies was on site to perform annual load bank testing for the 3 backup generators. They discovered a radiator leak at the WWTP location generator. We are awaiting an estimate of repair from PM Tech for repair ASAP.
- With the warmer months approaching the city staff will be continue to work on the City Sewer main street maintenance. With the use of the Vac-con truck the city is able to clean and root cut around 40-50,000 feet of main annually.

- **OPERATIONS/ UPGRADE NOTES**

- The WWTP continues to work with contractors throughout the upgrade process. There is a lot of process changes being made and we are adjusting on the fly to comply with our NPDES permit requirements.

- Contractors continue to work on underground piping and electrical infrastructure to accommodate the new equipment and process changes. Grade work around the digesters and prep for the sludge storage tank is near completion. Also, the brick work on the new equipment garage is moving along nicely.

- Georgetown construction and Mid-west power installed a new structure containing a debris basket at the MDOT rest area east of Portland. The city takes in the sanitary flow from the rest area, and has historically had issues with debris clogging the two pumps at Cutler Road lift station. The basket at the rest area is to be maintained by MDOT rest area staff.

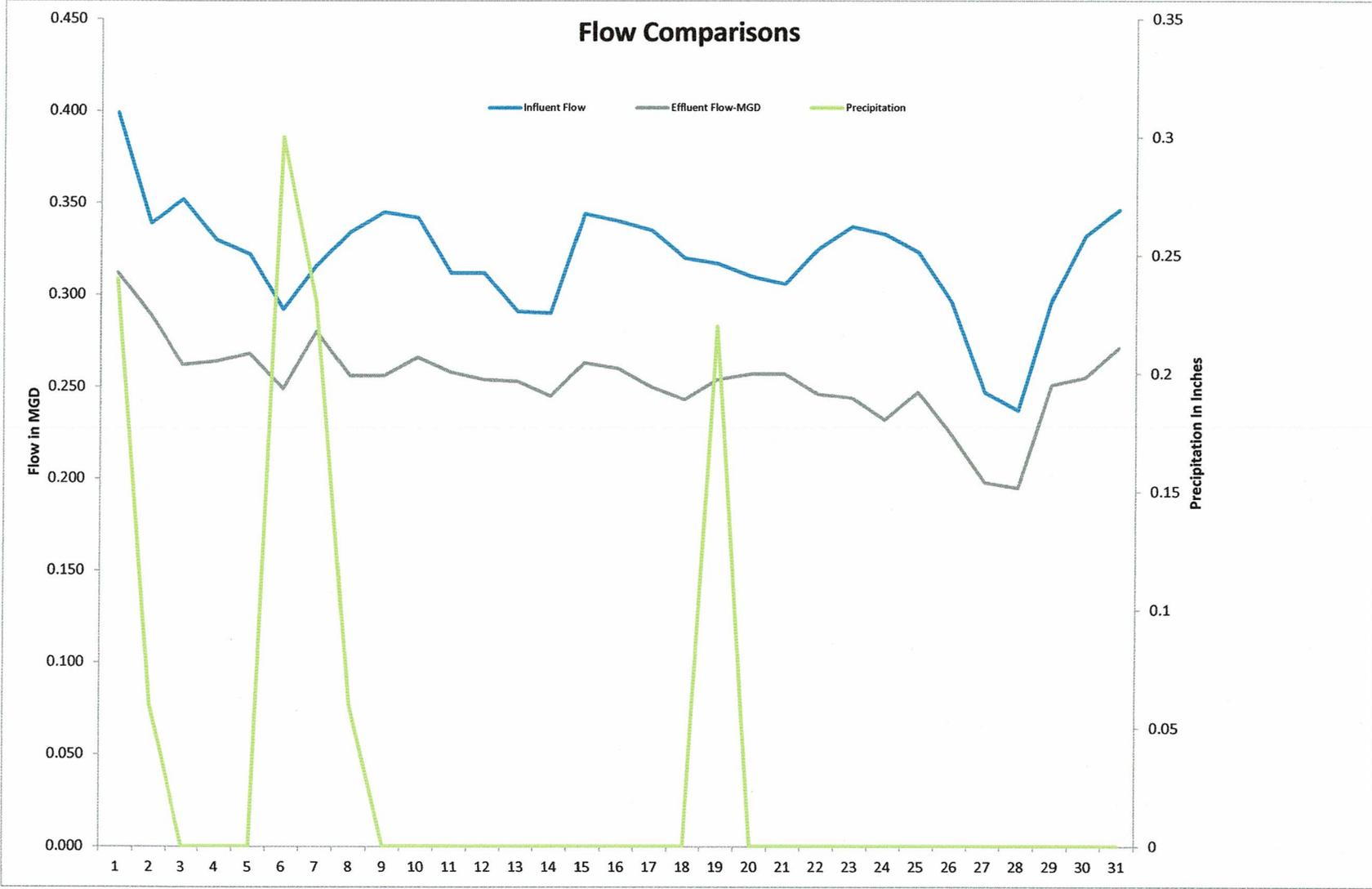
- **EMERGENCY ALARM CALL-OUTS**

- There was 1 sewer complaint and 4 after hour alarms for the month of May. The sewer complaint at 712 W. Grand River was determined to be the homeowner's lateral issue. City staff used the vector truck and camera to address the situation.

- WWTP staff responded to 4 after hour alarms, 3 of the alarms for Cutler Road lift station and 1 plant alarm for raw sewage pump failure. All issues have been addressed.

- **DAILY FLOW SUMMARY**

- The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of May 2023. The average influent flow during this period was 320,000 gallons per day and the average effluent flow during this period was 254,000 gallons per day. We had (4) days with measurable precipitation which totaled 1.11 inches. The influent flow is higher than the effluent flow due to solids removal and due to recycle flows which are measured twice.



PORTLAND WWTP DAILY DISCHARGE MONITORING REPORT

PERMITTEE NAME: City of Portland WWTP  
 MAILING ADDRESS: 259 Kent St  
 Portland, MI 48875  
 FACILITY: Portland WWTP  
 LOCATION: 259 Kent St  
 Portland, MI 48875

PERMIT NUMBER: MIG570220  
 DISTRICT: West Michigan  
 COUNTY: Ionia  
 MONITORING POINT: 001A  
 MONITORING PERIOD: May-23

PARAMETER	Flow	Total Suspended Solids 7 Day Ave	Total Suspended Solids 7 Day lbs. Ave	Total Suspended Solids	Total Suspended Solids	Carbonaceous Biochemical Oxygen Demand 7 Day Ave	Carbonaceous Biochemical Oxygen Demand 7 Day Ave	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Ammonia Nitrogen (as N)	Total Phosphorus (as P)	Fecal Coliform 7 Day Geo	Fecal Coliform	CBOD	Total Suspended Solids	PH MIN	PH MAX	Dissolved Oxygen
NAME	50050	530.00	530.0	530	530.0	80082.0	80082.00	80082.0	80082.00	610.00	665.00	74055.00	74055	Percent	Percent	400	400.00	300
CODE	001A	001A	001A	001A	001A	001A	001A	001A	001A	001A	001A	001A	001A	Removal	Removal	001A	001A	001A
POINT	1	B	B	B	B	B	B	B	B	B	B	1.00	1			1	1.00	1
STAGE	MGD	mg/l	lbs.	mg/l	lbs.	mg/l	lbs.	mg/l	lbs.	mg/l	mg/l	cts/100 ml	cts/100 ml			S.U.	S.U.	mg/l
UNIT																		
1-May-23	0.312			2.4	6.2			3.2	8.3		0.27		6	99	99	7.3	7.3	5.5
2-May-23	0.289			2.4	5.8			3.6	8.7		0.20		4	98	99	7.3	7.3	5.4
3-May-23	0.262			1.5	3.3			3.3	7.2	2.04	0.23		4	99	99	7.2	7.2	5.5
4-May-23	0.264																	
5-May-23	0.268																	
6-May-23	0.249																	
7-May-23	0.280	2.1	5.1			3.4	8.1					5						
8-May-23	0.256	1.7	3.9	1.2	2.6	3.5	7.9	3.7	7.9	1.9	0.22	5	10	98	99	7.7	7.7	5.8
9-May-23	0.256	1.1	2.3	0.5	1.1	3.5	7.5	3.5	7.5		0.19	4	2	98	100	7.03	7.03	5.74
10-May-23	0.266	1.7	3.7	3.4	7.5	3.4	7.4	3.1	6.9		0.25	6	10	98	98	7.1	7.1	5.86
11-May-23	0.258	1.7	3.7			3.4	7.4					6						
12-May-23	0.254	1.7	3.7			3.4	7.4					6						
13-May-23	0.253	1.7	3.7			3.4	7.4					6						
14-May-23	0.245	1.7	3.7			3.4	7.4					6						
15-May-23	0.263	2.1	4.6	2.4	5.3	3.9	8.6	5.2	11.4		0.18	4	4	99	99	7.3	7.3	5.2
16-May-23	0.260	2.4	5.4	1.5	3.3	3.8	8.3	3.1	6.7	1.91	0.17	4	2	99	99	7.4	7.4	5
17-May-23	0.250	2.0	4.2	2	4.2	3.8	8.3	3.2	6.7		0.16	3	2	99	99	7.2	7.2	5.5
18-May-23	0.243	2.0	4.2			3.8	8.3					3						
19-May-23	0.254	2.0	4.2			3.8	8.3					3						
20-May-23	0.257	2.0	4.2			3.8	8.3					3						
21-May-23	0.257	2.0	4.2			3.8	8.3					3						
22-May-23	0.246	2.9	6.0	5.2	10.7	3.5	7.3	4.2	8.6		0.29	3	4	99	98	7.5	7.5	5.3
23-May-23	0.244	3.2	6.6	2.4	4.9	3.9	8.0	4.3	8.8		0.24	3	4	98	99	7.3	7.3	5.4
24-May-23	0.232	3.7	7.4	3.5	6.8	4.4	8.8	4.7	9.1	2.04	0.30	3	2	99	99	7.4	7.4	5.5
25-May-23	0.247	3.7	7.4			4.4	8.8					3						
26-May-23	0.224	3.7	7.4			4.4	8.8					3						
27-May-23	0.198	3.7	7.4			4.4	8.8					3						
28-May-23	0.195	3.7	7.4			4.4	8.8					3						
29-May-23	0.251	2.5	5.0	1.6	3.3	4.4	8.9	4.2	8.8		0.25	3	4	99	100	7.2	7.2	5.7
30-May-23	0.255	2.4	4.8	2	4.3	4.5	9.2	4.6	9.8	2.65	0.25	7	49	99	99	7.4	7.4	5.2
31-May-23	0.271	1.6	3.5	1.3	2.9	4.2	9.0	3.7	8.4		0.28	12	8	99	100	7.4	7.4	5.3
Average	0.254			2.2	4.8			3.8	8.3		0.23		5	99	99			
MIN	0.195													98	98	7.03		5
MAX	0.312	3.7	7.4			4.5	9.2				0.30	12					7.7	

May 2023

**FINAL EFFLUENT**

DAY	CBOD -5					T.S.S					v.s.s	TOTAL PHOSPHORUS			pH	DO	FECAL		AMMONIA		
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	su	mg/l	COLIFORM	NITROGEN
	7-day		7-day		Rem.	7-day		7-day		Rem.		Rem.					cts/100 ml	7-day	mg/l	lbs/day	
	Avg		Avg			Avg		Avg									GEO				
1	3.2		8.3		99	2.4		6.2		99	2	0.266	0.7	97	7.3	5.5	6				
2	3.6		8.7		98	2.4		5.8		99	1	0.203	0.5	97	7.3	5.4	4				
3	3.3		7.2		99	1.5		3.3		99	0.8	0.227	0.5	97	7.2	5.5	4	2.040	5.1		
4																					
5																					
6																					
7		3.4		8.1			2.1		5.1									5			
8	3.7	3.5	7.9	7.9	98	1.2	1.7	2.6	3.9	99	0.4	0.216	0.5	97	7.7	5.8	10	5	1.90	4.6	
9	3.5	3.5	7.5	7.5	98	0.5	1.1	1.1	2.3	100	0.0	0.189	0.4	96	7.0	5.7	2	4			
10	3.1	3.4	6.9	7.4	98	3.4	1.7	7.5	3.7	98	2.8	0.248	0.6	97	7.1	5.9	10	6			
11		3.4		7.4			1.7		3.7									6			
12		3.4		7.4			1.7		3.7									6			
13		3.4		7.4			1.7		3.7									6			
14		3.4		7.4			1.7		3.7									6			
15	5.2	3.9	11.4	8.6	99	2.4	2.1	5.3	4.6	99	1.2	0.182	0.4	98	7.3	5.2	4	4			
16	3.1	3.8	6.7	8.3	99	1.5	2.4	3.3	5.4	99	0.8	0.172	0.4	98	7.4	5.0	2	4	1.91	4.4	
17	3.2	3.8	6.7	8.3	99	2.0	2.0	4.2	4.2	99	1.8	0.164	0.3	97	7.2	5.5	2	3			
18		3.8		8.3			2.0		4.2									3			
19		3.8		8.3			2.0		4.2									3			
20		3.8		8.3			2.0		4.2									3			
21		3.8		8.3			2.0		4.2									3			
22	4.2	3.5	8.6	7.3	99	5.2	2.9	10.7	6.0	98	4.4	0.287	0.6	97	7.5	5.3	4	3			
23	4.3	3.9	8.8	8.0	98	2.4	3.2	4.9	6.6	99	1.6	0.240	0.5	97	7.3	5.4	4	3			
24	4.7	4.4	9.1	8.8	99	3.5	3.7	6.8	7.4	99	2.0	0.303	0.6	96	7.4	5.5	2	3	2.04	4.4	
25		4.4		8.8			3.7		7.4									3			
26		4.4		8.8			3.7		7.4									3			
27		4.4		8.8			3.7		7.4									3			
28		4.4		8.8			3.7		7.4									3			
29	4.2	4.4	8.8	8.9	99	1.6	2.5	3.3	5.0	100	0.4	0.248	0.5	98	7.2	5.7	4	3			
30	4.6	4.5	9.8	9.2	99	2.0	2.4	4.3	4.8	99	0.8	0.248	0.5	97	7.4	5.2	49	7	2.65	0.0	
31	3.7	4.2	8.4	9.0	99	1.3	1.6	2.9	3.5	100	0.5	0.276	0.6	98	7.4	5.3	8	12			
M/M																					
TL																					
GA																					
ME	3.8		8.3		99	2.2		4.8		99	1.3	0.23	0.5	97		5.5	4.8		2.1	3.7	
WGA																					
WA																					
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																					
REMARKS:																					

Total pounds are the multiplication of the monthly average by the number of days in the month.

May 2023

- 1. Clear
- 2. P. Cloudy
- 3. Cloudy
- 4. Rain..
- 5. Snow
- 6. Windy

**RAW INFLUENT**

DAY	WEATHER		FLOW DATA						TEMP °C	PH SU	CBOD - 5 Day		TSS		V.S.S	TOTAL PHOSPHORUS		Day
	Type	Precip	Total	7-day	Total	7-day	Peak	Min			mg/l	lbs/day	mg/l	lbs/day	mg/l	mg/l	lbs/day	
			Effluent	Avg	Influent	Avg	mgd	mgd										
	Code	Inches	mgd		mgd													
1	3,4	0.24	0.312		0.399		0.64	0.21	13.4	7.2	377	1255	300	998	240	8.1	27	1
2	3,4,7	0.06	0.289		0.339		0.54	0.18	13.3	7.8	318	899	200	565	128	7.5	21	2
3	2,7	0.00	0.262		0.352		0.61	0.17	13.4	7.6	494	1450	256	752	208	7.0	20	3
4	2	0.00	0.264		0.330		0.50	0.15										4
5	12	0.00	0.268		0.322		0.60	0.16										5
6	234	0.30	0.249		0.292		0.70	0.18										6
7	1,4	0.23	0.280	0.275	0.316	0.336	0.60	0.19										7
8	2,4	0.06	0.256	0.226	0.334	0.278	0.65	0.18	16.1	7.8	180	501	296	825	276	8.1	23	8
9	1	0.00	0.256	0.262	0.345	0.327	0.60	0.20	15.1	7.3	147	423	20	58	16	5.0	14	9
10	1	0.00	0.266	0.263	0.342	0.326	0.61	0.19	15.1	7.6	174	496	186	531	170	5.1	15	10
11	1	0.00	0.258	0.262	0.312	0.323	0.55	0.18										11
12	3	0.00	0.254	0.260	0.312	0.322	0.58	0.18										12
13	23	0.00	0.253	0.260	0.291	0.322	0.51	0.12										13
14	23	0.00	0.245	0.255	0.290	0.318	0.58	0.16										14
15	12	0.00	0.263	0.256	0.344	0.319	0.68	0.18	14.6	7.8	440	1262	288	826	256	9.4	27	15
16	23	0.00	0.260	0.257	0.340	0.319	0.66	0.18	14.8	7.7	450	1276	224	635	208	8.7	25	16
17	1	0.00	0.250	0.255	0.335	0.318	0.60	0.18	14.8	7.9	275	768	252	704	228	5.8	16	17
18	1	0.00	0.243	0.253	0.320	0.319	0.67	0.16										18
19	3,4	0.22	0.254	0.253	0.317	0.320	0.58	0.19										19
20	3	0.00	0.257	0.253	0.310	0.322	0.54	0.20										20
21	3	0.00	0.257	0.255	0.306	0.325	0.51	0.15										21
22	2	0.00	0.246	0.252	0.325	0.322	0.56	0.18	15.4	7.9	472	1279	312	846	256	8.8	24	22
23	2	0.00	0.244	0.250	0.337	0.321	0.64	0.18	18.0	7.5	265	745	192	540	168	9.2	26	23
24	2	0.00	0.232	0.248	0.333	0.321	0.61	0.19	16.6	7.8	360	1000	304	844	236	8.2	23	24
25	2	0.00	0.247	0.248	0.323	0.322	0.58	0.13										25
26	1	0.00	0.224	0.244	0.296	0.319	0.58	0.14										26
27	1	0.00	0.198	0.235	0.247	0.310	0.50	0.12										27
28	1	0.00	0.195	0.227	0.237	0.300	0.44	0.11										28
29	1	0.00	0.251	0.227	0.297	0.296	0.52	0.18	17.9	7.7	435	1077	372	921	324	10.6	26	29
30	2	0.00	0.255	0.229	0.332	0.295	0.62	0.19	17.0	7.9	400	1108	282	781	246	8.4	23	30
31	2	0.00	0.271	0.234	0.346	0.297	0.60	..19	17.6	7.6	356.3	1028	300	866	252	11.4	33	31
TL		1.11	7.859		9.921		18.16	5.11	233.1	115.1								
MAX																		
ME		0.04	0.254		0.320		0.59	0.17	15.5	7.7	343	946	252	713	214	8.1	23	
REMARKS:																		

City of Portland, MI

May 2023

**ACTIVATED SLUDGE**

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS	MLVSS	SETT.	SVI	DO	AIR SUPPLY	RASS	RASVS	WAS	WAS	Return Flow
	KCF	Hours		F/M	mg/l	mg/l	%		mg/l	CuFt./D	g/100 ml	g/100 ml	gal	lbs	(RAS)
1	24	6.6	4.1	0.38	2750	2204	40	145	3.4	1.44	0.5979	0.4842	20.01	998	0.248
2	24	7.3	3.9	0.28	2663	2152	43	161	4.4	1.44	0.6153	0.4956	20.00	1026	0.251
3	24	7.1	4.6	0.49	2499	1991	38	152	4.1	1.44	0.4875	0.3889	20.00	813	0.257
4	24	7.7	5.6		2424		39	161	4.3	1.44	0.4650		16.70	648	0.227
5	24	7.7	5.9		2318		36	155	4.1	1.44	0.4217		16.78	590	0.236
6	24	8.5	10.7		2560		40	156	4.4	1.44	0.5120		8.40	359	0.215
7	24	7.8	10.0		2789		42	150	3.8	1.44	0.5944		8.40	416	0.232
8	24	7.4	4.6	0.14	2900	2331	48	165	2.9	1.44	0.5591	0.4461	20.00	933	0.245
9	24	7.2	4.6	0.12	2938	2371	44	149	4.2	1.44	0.5163	0.4130	22.01	948	0.253
10	24	7.2	6.3	0.19	2221	1787	31	139	3.7	1.44	0.3957	0.3121	15.88	524	0.252
11	24	7.9	6.6		2620		43	164	3.7	1.44	0.5500		13.00	596	0.235
12	24	7.5	4.8		2991		39	130	4.4	1.44	0.5579		19.80	921	0.263
13	24	8.4	11.6		2652		44	166	3.8	1.44	0.4851		8.41	340	0.218
14	24	8.5	9.8		3197		42	130	4.1	1.44	0.6951		8.41	487	0.218
15	24	7.2	4.3	0.34	3137	2499	43	137	3.0	1.44	0.6295	0.5054	20.51	1077	0.250
16	24	7.2	6.1	0.41	2672	2084	40	150	5.2	1.44	0.4736	0.3763	16.66	658	0.258
17	24	7.0	5.1	0.25	2643	2054	40	151	5.9	1.44	0.5673	0.4545	16.33	773	0.277
18	24	7.7	6.4		2711		37	136	5.6	1.44	0.4185		18.00	628	0.235
19	24	7.8	6.2		2258		30	132	4.2	1.44	0.4858		13.50	547	0.235
20	24	8.0	8.9		2315		35	151	2.0	1.44	0.5541		8.40	388	0.226
21	24	8.1	7.8		2666		37	138	4.8	1.44	0.7288		8.43	512	0.222
22	24	7.6	6.2	0.48	2297	1780	44	192	4.3	1.44	0.5492	0.4379	12.05	552	0.238
23	24	7.4	4.5	0.24	2664	2053	39	146	6.0	1.44	0.6654	0.5267	16.00	888	0.243
24	24	7.4	4.2	0.33	2623	2053	40	152	4.0	1.44	0.6941	0.5528	16.00	926	0.244
25	24	7.7	4.2		2218		38	171	5.2	1.44	0.5720		16.58	791	0.236
26	24	8.4	4.9		2521		33	131	6.5	1.44	0.5593		16.30	760	0.217
27	24	10.0	8.0		2610		41	157	4.1	1.44	0.6927		8.40	485	0.184
28	24	10.2	8.2		2573		36	140	4.9	1.44	0.6593		8.55	470	0.184
29	24	8.2	6.7	0.33	2812	2172	42	149	6.4	1.44	0.8940	0.6903	8.44	630	0.229
30	24	7.5	4.6	0.37	2614	2021	40	153	5.5	1.44	0.4767	0.3752	21.37	849	0.243
31	24	7.1	5.2	0.33	2744	2098	50	182	5.1	1.44	0.4679	0.3666	20.10	784	0.256
TL													463.44	21320	7.327
ME	24	7.8	6.3	0.31	2632	2110	40	151	4.5	1.44	0.5658	0.4550	14.95	688	0.236
REMARKS:															

Total lbs are figured by multiplying the monthly average by the number of days in the month.

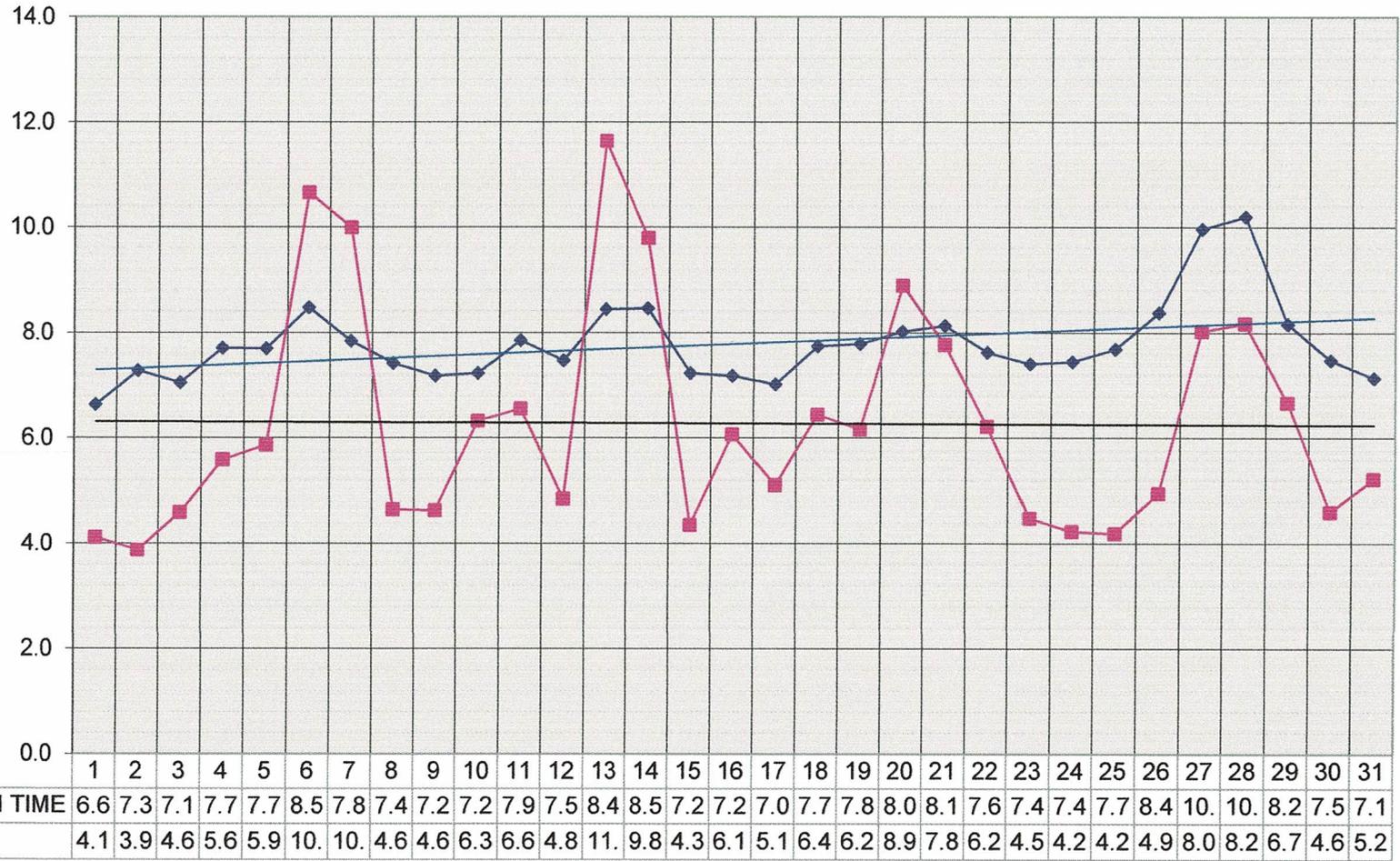
May 2023

**MISCELLANEOUS DATA**

DAY	OUTFALL OBSERVATION	GRIT	NAT. GAS	ELECT. WWTP	ELECT. Riverside Lift Stat.	ELECT. Canal Lift Stat.	ELECT. Cutler Lift Stat.	FERROUS CHLORIDE	Polymer Sludge Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1	y		300	152				12	28.0
2	y		100	152	26	9	34	12	31.0
3	y		0	152				12	29.0
4	n		0	128	23	12	29	12	27.0
5	n		0	128				12	28.0
6	n		0	136				12	11.0
7	y		0	152	30	16	47	12	10.0
8	y		0	120		4	12	12	32.0
9	y		0	128				12	32.0
10	y		0	112	35			12	24.0
11	n		0	112		16	35	12	21.0
12	n		0	112				12	33.0
13	n		0	112				12	12.0
14	n		0	120	29	16	43	12	13.0
15	y		0	120				12	35.0
16	y		0	120	68	10	25	12	26.0
17	y		0	1200				12	23.0
18	n		0	1200			28	12	27.0
19	n		0	112				12	23.0
20	n		0	112				12	14.0
21	n		0	120	56	27	45	12	14.0
22	y		0	120				12	15.0
23	y		0	128				12	13.0
24	y		0	112				12	22.0
25			0	120	140	20	54	12	27.0
26	n		0	112				12	27.0
27	n		0	112				12	18.0
28	n		0	112				12	10.0
29	n		0	104	157			12	20.0
30	n		0	128			51	12	26.0
31	n		0	128	24	31	6	12	31.0
<b>TL</b>		0.0	400.0	5976	588	161	409	372	702.0
<b>ME</b>		#DIV/0!	13	193	59	16	34	12	22.6
<b>REMARKS:</b>									
Total lbs are figured by multiplying the monthly average by the number of days in the month.									

### DETENTION & CRT

DET=HRS; CRT = DAYS



# 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>	<b>2</b>	<b>174,391</b>	<b>15,004</b>	<b>8.60%</b>	<b>\$20,770</b>	<b>\$1,200</b>	<b>5.78%</b>
MPPA - Prescriptive Program - 2023	2	174,391	15,004	8.60%	\$20,770	\$1,200	5.78%
<b>Residential</b>	<b>14</b>	<b>109,316</b>	<b>18,925</b>	<b>17.31%</b>	<b>\$10,384</b>	<b>\$2,397</b>	<b>23.08%</b>
MPPA - Appliance Recycling - 2023	4	19,677	4,661	23.69%	\$1,869	\$215	11.50%
MPPA - Appliance Recycling - 2023 - District Costs	3	0	0	0.00%	\$0	\$850	0.00%
MPPA - High Efficiency Products and HVAC - 2023	5	12,025	2,777	23.10%	\$1,142	\$600	52.54%
MPPA - Residential Lighting - 2023	1	72,148	86	0.12%	\$6,854	\$12	0.18%
MPPA - Residential Low Income - 2023	1	5,466	11,400	208.56%	\$519	\$720	138.73%

Program Summary			
Customer	Status Date	kWh Savings	Incentive
<b>C&amp;I</b>		<b>15,003.95</b>	<b>\$1,200.31</b>
<b>Batched</b>			
Portland Public Schools (HS) - 1100 Ionia Rd	01/27/2023	6,662.50	\$533.00
Portland Public Schools (Oakwood Elementary) - 500 Oak St	01/27/2023	8,341.45	\$667.31
<b>Residential</b>		<b>18,924.79</b>	<b>\$2,397.00</b>
<b>Batched</b>			
Portland Appliance Pick Ups - December 2022	01/26/2023	0.00	\$450.00
Brent Davis - 630 Looking Glass #2 - (2)	02/03/2023	1,256.00	\$65.00
Jared Walker - 7761 Lyons Rd	02/03/2023	1,135.00	\$50.00
Portland - January 2023	02/19/2023	0.00	\$200.00
David Biggs - 7937 Knox Rd (3)	02/24/2023	1,135.00	\$50.00
David Biggs - 7937 Knox Rd-4	02/24/2023	143.20	\$25.00
David Biggs - 7937 Knox Rd-5	02/24/2023	40.80	\$25.00
Janet Robinson	02/24/2023	118.69	\$75.00

Jared Walker - 7761 Lyons Rd-2	03/03/2023	2,199.20	\$190.00
Ruth & Fred Proctor - 425 Quarterline St	03/03/2023	86.40	\$12.00
Portland Community Foodbank - 310 E Bridge St.	03/27/2023	11,400.00	\$720.00
Portland Appliance Pick Ups - March 2023	04/06/2023	0.00	\$200.00
John Knoop - 5810 Divine Hwy - 2	04/21/2023	1,135.00	\$50.00
JOAN VASHAW - 9670 LOOKINGGLASS AVE	05/19/2023	275.50	\$285.00

**Component Detail**

**C&I**

Project ID	Component	Account_ Number	Total Qty	kWh/Unit	kWh Savings	Incentive/ Unit	Incentive
<b>Batched</b>							
a0R8b000000 mgiOEAR	<b>Portland Public Schools (HS) - 1100 Ionia Rd</b>						
	<b>Total Project Cost: \$895.00</b>						
	<b>Install Complete: 1/17/2023</b>						
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp - Demand Only - MPPA 2023</i>	17-03300-1	1,625	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp Replacement - MPPA 2023</i>	17-03300-1	6,663	1.00	6,663.00	0.08	533.00
a0R8b000000 mgpBEAR	<b>Portland Public Schools (Oakwood Elementary) - 500 Oak St</b>						
	<b>Total Project Cost: \$1,118.75</b>						
	<b>Install Complete: 1/17/2023</b>						
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp - Demand Only - MPPA 2023</i>		1,950	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp - Demand Only - MPPA 2023</i>		51	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp - Demand Only - MPPA 2023</i>		34	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp Replacement - MPPA 2023</i>		7,995	1.00	7,995.00	0.08	639.60
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp Replacement - MPPA 2023</i>		207	1.00	207.00	0.08	16.56
	<i>Interior Linear Fluorescent to LED - NonHighbay-Lamp Replacement - MPPA 2023</i>		139	1.00	139.00	0.08	11.15

**Residential**

Project ID	Component	Account_ Number	Total Qty	kWh/Unit	kWh Savings	Incentive/ Unit	Incentive
<b>Batched</b>							
a0R8b000000 n712EAJ	<b>Brent Davis - 630 Looking Glass #2 - (2)</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 12/7/2022</b>						
	<i>Refrigerator Recycling - MPPA 2023</i>	10-10200-17	1	1,135.00	1,135.00	50	50.00

	<i>Room AC Unit Recycling - MPPA 2023</i>	10-10200-17	1	121.00	121.00	15	15.00
a0R8b00000L kabGEAR	<b>David Biggs - 7937 Knox Rd (3)</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 1/11/2023</b>						
	<i>Refrigerator Recycling - MPPA 2023</i>	13-14800-1	1	1,135.00	1,135.00	50	50.00
a0R8b00000L kal4EAB	<b>David Biggs - 7937 Knox Rd-4</b>						
	<b>Total Project Cost: \$849.99</b>						
	<b>Install Complete: 11/22/2022</b>						
	<i>ENERGY STAR Electric Clothes Dryer - MPPA 2023</i>	13-14800-1	1	143.20	143.00	25	25.00
a0R8b00000L kb4tEAB	<b>David Biggs - 7937 Knox Rd-5</b>						
	<b>Total Project Cost: \$699.99</b>						
	<b>Install Complete: 11/22/2022</b>						
	<i>ENERGY STAR Refrigerators Freezers - Top Freezer - MPPA 2023</i>	13-14800-1	1	40.80	41.00	25	25.00
a0R8b00000L kaTEEAZ	<b>Janet Robinson</b>						
	<b>Total Project Cost: \$6,614.00</b>						
	<b>Install Complete: 11/30/2022</b>						
	<i>Smart Thermostat - MPPA 2023</i>	13-16900-1	1	118.69	119.00	75	75.00
a0R8b00000O n7HiEAJ	<b>Jared Walker - 7761 Lyons Rd</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 12/7/2022</b>						
	<i>Refrigerator Recycling - MPPA 2023</i>	12-21000-3	1	1,135.00	1,135.00	50	50.00
a0R8b00000L kbZYEAZ	<b>Jared Walker - 7761 Lyons Rd-2</b>						
	<b>Total Project Cost: \$7,868.10</b>						
	<b>Install Complete: 11/23/2022</b>						
	<i>ENERGY STAR Heat Pump Water Heater - MPPA 2023</i>	12-21000-3	1	1,902.50	1,903.00	150	150.00
	<i>ENERGY STAR Portable Dehumidifier - MPPA 2023</i>	12-21000-3	1	236.80	237.00	15	15.00
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2023</i>	12-21000-3	1	59.90	60.00	25	25.00
a0R8b00000N gFtyEAF	<b>JOAN VASHAW - 9670 LOOKINGGLASS AVE</b>						
	<b>Total Project Cost: \$15,692.00</b>						
	<b>Install Complete: 4/3/2023</b>						
	<i>ENERGY STAR Window - MPPA 2023</i>	10-12600-1	19	14.50	276.00	15	285.00
a0R8b00000L kmktEAB	<b>John Knoop - 5810 Divine Hwy - 2</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 3/15/2023</b>						
	<i>Refrigerator Recycling - MPPA 2023</i>	12-05800-1	1	1,135.00	1,135.00	50	50.00

a0R8b00000L kaaSEAR	<b>Portland - January 2023</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 1/1/0001</b>						
	<i>Refrigerator Recycling - MPPA DC 2023</i>	1	0.00		200		200.00
a0R8b00000O n6kfEAB	<b>Portland Appliance Pick Ups - December 2022</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 1/1/0001</b>						
	<i>Refrigerator Recycling - MPPA DC 2023</i>	2	0.00		200		400.00
	<i>Room AC Unit Recycling - MPPA DC 2023</i>	1	0.00		50		50.00
a0R8b00000L kIVAEAZ	<b>Portland Appliance Pick Ups - March 2023</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 1/1/0001</b>						
	<i>Refrigerator Recycling - MPPA DC 2023</i>	1	0.00		200		200.00
a0R8b00000L kjSJEAZ	<b>Portland Community Foodbank - 310 E Bridge St.</b>						
	<b>Total Project Cost:</b>						
	<b>Install Complete: 1/1/0001</b>						
	<i>Lighting kit</i>	1	11,400.00				720.00
a0R8b00000L kba2EAB	<b>Ruth &amp; Fred Proctor - 425 Quarterline St</b>						
	<b>Total Project Cost: \$21.18</b>						
	<b>Install Complete: 10/25/2022</b>						
	<i>LED A-line 1600-1999 Lumen output replacing Inc/Hal - MPPA Res Ltg 2023</i>	1	47.20	47.00	4		4.00
	<i>LED A-line 450-799 Lumen output replacing Inc/Hal - MPPA Res Ltg 2023</i>	2	19.60	39.00	4		8.00

# Monthly Report

## May Activity

- 911 Calls— **2349**
- Administrative Calls— **6749**
- Text to 911— **13**
- 911 Hang up Calls— **92**
- Calls for Service Initiated — **3400**
  
- Total Mental Health Calls — **38**
- Suicidal Calls — **6**
- 988 Calls Received — **1**
- 988 Calls Transferred — **0**
- CPR Performed — **7**
- Stroke Related Calls — **6**
- Child birth calls — **1**



### Special Programs Available

Smart 911— Share Medical Information with your 911 call.

[Smart911.com](https://www.smart911.com)



What 3 Words— App that provides location information to a 10 meter square.

[What3words.com](https://www.what3words.com)



## Unit Responses / Activities

- Law Enforcement— **2438**
  
- Fire— **372**
  
- EMS— **590**



## Statistics—Calls for Service.

<b>Call for Service Type</b>	<b>Amount</b>	<b>Call for Service Type</b>	<b>Amount</b>
911 Hang up Call	92	Liquor / MIP	1
988 Calls	1	Lost Property / Found	6
Abandoned Vehicle	21	MODP	21
Active Violence Incident	0	MED 1	230
Alarm	35	MED 2	75
Ambulance Transport	83	MED 3	131
Assault	23	Medical Call / Amb Dispatch	4
Assist Jail	2	Mental Health	38
Assist Medical	1	Missing Person	10
Assist Other Agency	16	Motor Vehicle Theft / UDAA	16
Assist Outside Agency	13	Non Criminal	57
Bomb Threat	2	OWI / OUID	14
Burglary	17	PDA Traffic	99
Civil Dispute	83	Phone / Internet Harassment	32
Conservation / Wildlife	33	PIA Traffic	33
CSC - Criminal Sexual Conduct	17	PPO Violation	6
Disorderly Conduct	69	Property Check	0
Domestic Assault	31	Road Closure	9
DPW Request	13	Robbery / Hold up	0
Drugs	14	Structure Fire	6
Duplicate Call	1	Suspicious Situations	176
Family Abuse / Neglect	25	Test Call / System Test	54
Fire All Other	46	Thunder Storm Warning	0
Fireworks	1	Traffic Offense All Other	227
Follow Up	24	Traffic / Officer Stop	845
Fraud	30	Tree Down	4
General Assist	194	Trespassing	21
Grass / Wildland Fire	9	Vehicle Fire	3
Health & Safety / Animal	101	Verbal Domestic	29
Hit and Run	17	Vin Inspections / All Inspections	14
Homicide	0	Warrant Arrest / Fugitive	52
Juvenile Problems & Runaways	65	Weapons Offices All	13
Kidnapping	0	Wires Down / Arching	16
Larceny	69	Unclassified	376

## Central Dispatch Activity

- Management team attended FOIA training.
- IPAWS Training completed for two supervisors.
- Work continues with our remodel project, the construction drawings are completed so that it can go out to bid.
- Interns for 2023 have started in dispatch, we will have four this year.
- Director still working with NENA workgroups on 988 and VRS IP Relay.
- Bi-weekly calls for radio system infrastructure improvements continue, frequencies are in.
- BOC approved proposal for wage adjustment to improve recruiting and retention of staff effective June 4, 2023.
- Radio equipment order has been placed. MPSCS has approved the Kenwood 8000 radio. Agency invoices prepared for additional radio costs.

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*Dispatcher's can only provide information to first responders that is provided to them by the reporting parties, often is in not complete or correct.*

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## Inside 9-1-1 Focus Story

### **Changes in Central Dispatch Wage Scale.**

While staffing difficulties are common for almost every business today, Public Safety has been struggling to find good people to fill much needed positions. Central Dispatch is no exception, and we have five positions to fill.

In looking at our neighboring centers a wage comparison was done and found that all but one of our neighboring centers were at a starting wage near twenty dollars per hour. This was about three dollars an hour more than our starting wage.

As a result of this a request was made to open the dispatchers contract and adjust the pay scale to bring us closer to the starting wage of the other centers. The BOC did approve this and a new wage scale went into effect June 4th.

As we look forward we are now at a similar starting pay that we hope will attract potential employees to ICCD.

The adjustment in the pay scale does have an effect on all of the dispatchers, in an effort also to retain the staff members we have.

We also still have the MERS Defined Benefit pension that is a very important benefit that is at times, not understood by younger generation applicants. We work to point out the benefit and what it means in the long term of their careers.

So we are hiring looking for good people that want to make a difference, and help their community. Applications are available on the County web site.



## Agency Individual Responses / Activity

### Ionia County Central Dispatch

**Mission:** To enhance the quality of life in Ionia County for all people, providing professional, efficient, courteous, and responsive public safety communications.

**Vision:** To be the example for other Public Safety Dispatch Centers providing exceptional service.

**Our Values: D.I.S.P.A.T.C.H.E.R.**

**D. Detail-oriented:** Able to pay close attention, notice the minor details.

**I. Innovative:** Share new ideas that can improve ICCD for the better, embrace change.

**S. Strong Work Ethic:** Consistently performing our job to the best of our ability.

**P. Professionalism:** Communicating respectfully, effectively, and appropriately leading by example.

**A. Adaptability:** Flexibility, responding effectively to changes or various situations.

**T. Teamwork:** Work together toward a collective goal with good communication, patience, and dedication.

**C. Caring:** Feeling or showing concern for or kindness to others.

**H. Honesty:** Uprightness, fairness, truthfulness, sincerity, or frankness in communications and deeds.

**E. Empathy:** Connecting with someone, sensing people's emotions or feelings.

**R. Respectful:** Being appreciative, considerate, polite and gracious to all those we serve and serve with.

### Ionia County Central Dispatch

545 Apple Tree Drive  
Ionia MI 49946

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

Director: Lance Langdon, ENP  
(616) 527-5611 llangdon@ioniacounty.org

Office Manager: Cathi Brodbeck  
(616) 522-0911 cbrodbeck@ioniacounty.org

Supervisor: Kevin Booth  
(616) 527-5613 kbooth@ioniacounty.org

Supervisor: Natalie Hearld  
(616) 527-5612 nhearld@ioniacounty.org

Supervisor: Jeremiah Wittenbach  
(616) 527-5617 nhearld@ioniacounty.org

FOIA Requests - 911 Records Only  
Form available at: <http://ioniacounty.org/foia>

Send or Email to:  
CentralDispatch@ioniacounty.org

Belding Fire— <b>76</b>	YTD— 327
Berlin-Orange Fire— <b>45</b>	YTD— 167
Clarksville Fire— <b>7</b>	YTD— 73
Freeport Fire— <b>0</b>	YTD— 2
Hubbardston Fire— <b>5</b>	YTD— 31
Ionia Department Public Safety Fire— <b>83</b>	YTD— 418
Lake Odessa Fire— <b>43</b>	YTD— 181
Lyons-Muir Fire— <b>12</b>	YTD— 85
Orleans Fire— <b>18</b>	YTD— 92
Pewamo Fire— <b>9</b>	YTD— 45
Portland Fire— <b>12</b>	YTD— 68
Ronald Fire— <b>8</b>	YTD— 64
Saranac Fire— <b>47</b>	YTD— 233
Sunfield Fire— <b>7</b>	YTD— 40
Life EMS— <b>490</b>	YTD— 2475
Portland EMS— <b>100</b>	YTD— 482
Animal Control— <b>46</b>	YTD— 193
Belding Police— <b>275</b>	YTD— 1281
Department of Natural Resources Law— <b>12</b>	YTD— 32
Ionia County Sheriff's Office— <b>800</b>	YTD— 3728
Ionia Department Public Safety Law— <b>408</b>	YTD— 1809
Lake Odessa Police— <b>236</b>	YTD— 1029
Michigan State Police— <b>542</b>	YTD— 2525
Portland Police— <b>165</b>	YTD— 827

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**JUNE 13, 2023 - 3:00 P.M.**  
**101 WEST MAIN STREET**  
**IONIA, MICHIGAN**

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

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
  - A. Request Approval of 2023 L-4029 Rate Request-Tony Meyaard
  - B. Discussion on Citizen Advisory Committee
  - C. Review Department Head Survey and Professional Evaluation
  - D. Request Approval to Add Full Jail to Existing Backup Generator- Rod Steel
  - E. Resolution Authorizing Water and Sewer Refunding Bonds-Patrick Jordan
- IX. Department Reports**
  - A. Central Dispatch
- 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**
  - A. Attorney Client Privilege Legal Opinion

#### **XIV. Adjournment**

##### **Board and/or Commission Vacancies**

- Economic Development Corporation/Brownfield Redevelopment Authority – Four- three-year terms.
- Board of Public Works-Two-three-year terms
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Parks Advisory Board- One-Two-year term, Member-at-Large from Lyons Area
- Solid Waste Planning Committee-one-two-year term serving as industrial waste generator representative
- Area Agency on Aging of Western Michigan Advisory Council-one three year term

##### **Appointments for consideration in the month of June 2023:**

- Solid Waste

##### **Appointments for consideration in the month of July 2023:**

- NONE

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**JUNE 20, 2023 - 3:00 P.M.**  
**101 WEST MAIN STREET**  
**IONIA, MICHIGAN**

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

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
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- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
  - A. Solid Waste Planning Committee Reappointments
    - Gary Pitsch, 2-year term
    - Mark Novak, 2-year term
    - John Vriese, 2-year term
    - Albert Almy, 2-year term
    - Clare Colwell, 2-year term
    - Lynn Mason, 2-year term
    - George Chickering, 2-year term
  - B. Economic Development Corporation/Brownfield Redevelopment Authority Appointment
    - Chad Shaw, 3-year term
  - C. Request approval of Budget Amendment for Health Department to increase the budget- Chad Shaw/Brenda Ingersoll
  - D. Approval of Amendment to Personnel Policy Addition of Federal Pregnant Workers Fairness Act Language-Priscilla Walden
  - E. Approval of Amendment to Personnel Policy Equal Employment Opportunity Policy-Priscilla Walden
  - F. Approval of Amendment to Personnel Policy Americans with disabilities Act-Priscilla Walden

- G. Request Approval to Redirect American Rescue Plan Act-John Niemela
- H. Request to Purchase a Brush Chipper-John Niemela
- I. Request Approval to purchase SAN #2 and County Wide Camera System-  
Undersheriff Bucholtz and Tom Emperor

**IX. Department Reports**

- A. Sheriff Department

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

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

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

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

**XIII. Closed Session**

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