



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

7:00 P.M. Monday, December 4, 2023

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order by Mayor Barnes</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:05 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:10 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
7:30 PM	A. Brandon Trierweiler of HomeWorks – Fiber Project Update	
	B. Bill Tucker of Maner Costerisan – Audit Presentation	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:45 PM	A. Motion to Accept the Fiscal Year 2022/2023 Audit as Presented by the Auditing Firm of Maner Costerisan	Decision
7:47 PM	B. First Reading of Ordinance 180B for a Consumers Energy Company Gas Franchise	
7:50 PM	C. Proposed Resolution 23-83 to Approve an AMI System Master Agreement with Vision Metering, LLC	Decision
7:53 PM	D. Proposed Resolution 23-84 Approving, Authorizing, and Directing the City Clerk to Sign a Resolution of Local Approval for a Redevelopment Liquor License for the Property Located at 111 E. Grand River Ave.	Decision
7:55 PM	E. Proposed Resolution 23-85 Approving, Authorizing, and Directing the Mayor to Sign the Joint Funding Agreement for the Operation of a Streamgaging Station	Decision
7:57 PM	F. Proposed Resolution 23-86 Approving a Proposal from NTH Consultants, Ltd. to Provide Environmental Compliance Services to the Electric Department Related to the Operations of its Diesel Engines	Decision
8:00 PM	G. Proposed Resolution 23-87 Approving Payment to F&V Construction for Work Performed for the Wastewater Treatment Plant Project	Decision
8:03 PM	H. Proposed Resolution 23-88 Approving the 2024 City Council Meeting Dates	Decision

Estimated Time		Desired Outcome
8:05 PM	<p>X. <u>Consent Agenda</u></p> <ul style="list-style-type: none"> A. Minutes and Synopsis of the Regular City Council Meeting held on November 20, 2023 B. Payment of Invoices in the Amount of \$676,253.20 and Payroll in the Amount of \$191,347.73 for a Total of \$867,600.93 C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> 1. Michigan Wood Fibers in the Amount of \$17,600.00 for Removal of the Compost Pile <p>XI. <u>Communications</u></p> <ul style="list-style-type: none"> A. DDA Minutes for October 23, 2023 B. DDA Treasurer Report for November 27, 2023 C. Utility Billing Report for October 2023 D. Water Department Report for November 2023 E. Danby Township Letter of Intent F. Ionia County Central Dispatch Report for October 2023 G. Ionia County Board of Commissioners Agenda for November 28, 2023 H. Ionia County Board of Commissioners Agenda for December 5, 2023 	Decision
8:03 PM	<p>XII. <u>Other Business</u> – None</p>	
8:05 PM	<p>XIII. <u>City Manager Comments</u></p>	
8:10 PM	<p>XIV. <u>Council Comments</u></p>	
8:15 PM	<p>XV. <u>Adjournment</u></p>	Decision



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November 7, 2023

To the Honorable Mayor and
Members of the City Council
City of Portland, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Portland, Michigan (the City), for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 7, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 14 to the financial statements, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*, during the year ended June 30, 2023. The implementation of GASB Statement No. 96 did not have an impact on the City's financial statements. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities, business-type activities, and proprietary fund financial statements was:

Management's calculation of the net post-employment and pension benefits obligation and related deferrals is calculated based on actuarial studies which utilized certain actuarial assumptions.

The most sensitive estimates affecting the governmental activities, business-type activities, discretely presented component unit, Electric Light and Power System Fund, Sewage Disposal System Fund, Water System Fund, and aggregate remaining fund financial statements were:

Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.

Management's calculation of the current and noncurrent compensated absence liability is based on an estimate of employees' use of compensated absences.

The most sensitive estimate affecting the governmental activities and General Fund was:

Investments are carried at fair market value, which is defined as the amount the City could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller. Investments of the City have been categorized as Level 3 investments, which are considered to be significant unobservable inputs.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We did not identify any sensitive disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 7, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and other required supplementary information, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the miscellaneous statistical data, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information, and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the City Council and management of the City of Portland and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maney Costeiran PC

CITY OF PORTLAND
Ionia County, Michigan

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

ORDINANCE NO. 180B

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the CITY OF PORTLAND, IONIA COUNTY, MICHIGAN, for a period of thirty years.

THE CITY OF PORTLAND ORDAINS:

SECTION 1. GRANT and TERM. The CITY OF PORTLAND, IONIA COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Consumers" the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the CITY OF PORTLAND, IONIA COUNTY, MICHIGAN, for a period of thirty years, unless revoked sooner by the City or Consumers. All construction performed by Consumers shall be in accordance with all applicable laws, ordinances, rules, and regulations to which the construction is subject and not exempt, including but without limitation all ordinances and regulations of the City. In addition, as a general matter, Consumers shall comply with all of the City's ordinances and regulations from which Consumers is not exempt; provided, however, that nothing herein shall be construed as a waiver of Consumers' existing or future rights under state or federal law.

SECTION 2. CONDITIONS.

- A. No highway, street, alley, bridge, waterway, or other public place used by Consumers shall be obstructed longer than necessary during the work of construction or repair, and each place shall be restored to the same order and condition as when the work was commenced. To the extent this requirement is not inconsistent with other legal obligations placed upon Consumers, construction by Consumers in the right-of-way or other public place shall be suitably barricaded and lighted to prevent accidents. All of Consumers' structures and equipment shall be placed on either side of the right-of-way so as not to unnecessarily interfere with its use for transportation purposes. Consumers shall have the right to trim or remove trees if necessary in the conducting of such business.

- B. Before commencing the laying of gas mains and pipes and other similar or related equipment which will require excavation in or the closing of any public highway, street, alley, bridge, waterway, or other public place, Consumers shall provide the City with notice, including a description of the work to be performed, to allow the City reasonable opportunity to respond to the effects of the work upon municipal services and public safety.

This notice requirement shall not apply to the installation of gas services or to the work performed on privately owned property.

- C. Nothing in this Section shall preclude Consumers from immediately commencing construction or repair work when deemed necessary to prevent imminent danger to life or property. In that case, Consumers shall notify the City of the construction or repair work as soon as reasonably practical.
- D. Consumers and its contractors and subcontractors shall, at the Consumers' own cost and expense, relocate or remove Consumers' lines and/or equipment from public rights-of-way whenever the use of such public rights-of-way by the public for installation of public improvements, such as but not limited to drains, sewers, water mains or pipes, road construction, grading, or repair, makes such relocation or removal reasonably necessary. Nothing in this subsection D shall be construed as a waiver by Consumers of any of its existing or future rights under state or Federal law. Furthermore, nothing in this subsection D shall restrict or impair Consumers' rights under any applicable statutes or laws regarding the vacation or relocation of public streets.

SECTION 3. HOLD HARMLESS. Consumers shall save the City free and harmless from all loss, costs and expense of any kind on account of the laying, constructing, maintenance, and use of the lines and related facilities hereby authorized. In case any action is commenced against the City on account of the permission herein given, Consumers shall, upon notice, defend the City and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction, maintenance, and use.

SECTION 4. EXTENSIONS. Consumers shall construct and extend its gas distribution system within said City, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES and CONDITIONS. Consumers shall charge for gas service to the inhabitants of the City the rates, charges, and special taxes and pursuant to the conditions as approved from time to time by the Michigan Public Service Commission, or its successors having authority and jurisdiction to fix and regulate gas rates and charges, or as otherwise permitted or required by applicable law, for the term of this franchise created by this Ordinance. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 8. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers shall, as to all other conditions and elements of gas service not established by this Ordinance, be and remain subject to the rules and regulations of the Michigan Public Service Commission or its successors applicable to gas service in the City.

SECTION 9. REPEALER. This ordinance, when enacted, shall repeal and supersede the provisions of any previous Consumers' gas franchise ordinance adopted by the City including any amendments.

SECTION 10. SEVERABILITY AND CAPTIONS. This Ordinance and its various parts, Sections, subsections, sentences, phrases, and clauses are declared to be severable. If any part, Section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid, the remainder of the Ordinance shall not be affected. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

SECTION 11. REPEALER. No officer, agent, City Council member, or employee of the City shall be rendered personally liable for any damage that may occur to any person as a result of any act, decision, or other consequence or occurrence arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

SECTION 12. EFFECTIVE DATE. This Ordinance was approved and adopted by the City Council on [REDACTED], 2023. The City Clerk shall cause this Ordinance to be published and recorded as provided in the City Charter and it shall take effect upon the date after the date of its publication, but not less than ten (10) days after its adoption by the City Council. However, it shall cease and be of no effect 60 days after its adoption unless within that period Consumers accepts the Ordinance in writing filed with the City Clerk. Upon acceptance and publication, this Ordinance shall constitute a contract between the City and Consumers.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: December 4, 2023

Adopted:

Published:

Effective:

CERTIFICATION

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

Dated:

Monique I. Miller, City Clerk

**CITY COUNCIL
CITY OF PORTLAND**

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

RESOLUTION NO. 23-83

A RESOLUTION TO APPROVE AN AMI SYSTEM MASTER AGREEMENT WITH VISION METERING, LLC.

WHEREAS, the City of Portland (the “City”) possesses the power to acquire, construct, own, operate, improve, enlarge, extend, repair, and maintain public utilities for supply power and light to the municipality and its inhabitants pursuant to Chapter 12 of the City’s Charter; and

WHEREAS, the City’s Electric Department is a municipal electric utility, serving approximately 2,600 electric customers; and

WHEREAS, the City Council desires to purchase and obtain from Vision Metering, LLC, and Vision Metering, LLC desires to provide to the City of Portland, a turnkey Advanced Metering Infrastructure (AMI) system, electric meter exchange, and associated maintenance services for the AMI system as more fully described in the AMI System Master Supply Agreement between the City of Portland and Vision Metering, LLC (the “AMI System Master Agreement”), as attached in Exhibit A; and

WHEREAS, the City’s Board of Light and Power reviewed and, following a recommendation from Power System Engineering that Vision Metering, Inc. is the best fit solution and provided the most competitive price and economical benefit, recommended the approval of the AMI System Master Supply Agreement at a regular meeting on November 28, 2023.

THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

1. The City Council approves, authorizes, and directs the Mayor and Clerk to execute the AMI System Master Agreement with Vision Metering, LLC.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this Resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 2023

Monique I. Miller, City Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Clerk of the City of Portland, Ionia County, Michigan, certify that the foregoing is a true and complete copy of the Resolution adopted by the City Council at its meeting held on December 4, 2023. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Monique I. Miller, City Clerk

Memo



To: Board of Light & Power

From: Todd Davlin, Electric Superintendent

Cc: Tutt Gorman, City Manager

Date: 11/28/2023

Re: Action Item BLP11C – Vision AMI Agreement

In August of 2022, the City Council authorized BLP to work with Power Systems Engineering (PSE) to prepare specifications, a request for qualifications (RFQ) and a request for proposals (RFP) for Automated Metering Infrastructure (AMI) providers.

The benefits of AMI include:

- Efficiency and savings during meter reading and billing process.
- Safety for meter read and shut off turn on process automation.
- Data and visibility for outage management and response
- Energy and time of use data for future energy purchase and potential rate design.
- Power data for future distribution system asset management, capital, and maintenance planning.

With the help of PSE, the RFQ/RFP process was thoughtful, deliberate, competitive, and inclusive. It is the consensus decision of the Electric Department, Billing and Finance staff involved, and the recommendation of PSE that Vision metering offers the best solution at the most competitive price for the City of Portland - Board of Light and Power. The agreement was developed by PSE and reviewed by legal counsel.

RECOMMENDATION: Action Item BLP 11C – Recommend City Council execute AMI System Master Turnkey Supply Agreement between City of Portland and Vision Metering, LLC. The term of the agreement is 15 years. The estimated capital cost of the agreement is \$419,300. The estimated annual operating cost is \$7,306.00.

TO: Todd Davlin, Superintendent Electric Department, City of Portland Michigan
FROM: Tom Asp, Power System Engineering
DATE: November 20, 2023
SUBJECT: ***PSE's AMI Vendor Recommendation***

Power System Engineering (PSE) has assisted over 150 electric utilities in Advanced Metering Infrastructure (AMI) needs assessment and vendor selection. Based on working with City of Portland staff in defining needs and evaluation of AMI vendor responses we found that Vision Metering, LLC (Vision) is the best fit solution for the for the City of Portland. The Vision AMI solution provides the City of Portland the most competitive price and economical benefit. Given this we recommend that that the City of Portland execute an Agreement with Vision.

Please let us know if you have any questions or need additional information.

Sincerely,



Thomas Asp

AMI System Master Turnkey Supply Agreement
between
City of Portland
and
Vision Metering, LLC

Non-Confidential Attachments

Attachment C: Payment Schedule Comments and Exceptions

Please review **Table 1: Milestone Payment Schedule** found in the **AMI System Master Turnkey Supply Agreement**. Please confirm below that you agree with the payment schedule, or note any comments or exceptions.

Response: **Vision Metering Confirms the Proposed Payment Schedule**



Attachment D-1: AMI Initial System Acceptance Test

Test Procedure

Test	Activity	Overview	Procedure
1)	Test meter endpoints in the field.	Using a field handheld tool or device, verify communications with 5 polyphase electric, and 5 residential meters.	Connect to the meter with the field device. Verify a reading of kWh, kW, PF, or other readings can be retrieved. Verify diagnostic information from the AMI network can also be retrieved.
2)	Test meter demand reset from AMI software.	Verify peak demand can be reset from the software system and the peak demand is read and stored.	Reset the current demand from the office. Confirm the current demand reading is set to zero and the current demand reading has been moved to the 'peak' or 'frozen' register in the meter.
3)	Test meters with electric endpoints capable of remote disconnect through the AMI software.	Using the AMI software, verify with 5 residential meters a disconnect and reconnect can be performed.	Send the meter the command to open the disconnect. Confirm and verify the disconnect action has completed through confirmation messages. Once verified, send a reconnect message. Confirm the meter has reconnected service.
4)	Test meters with electric endpoints capable of remote disconnect through the field tool.	Using a field handheld tool or device, verify with 5 residential meters a disconnect can be performed.	Connect to the meter with the field device and/or optical port. Confirm a successful disconnect and reconnect can be performed onsite.
5)	Test meter/module configurability for polyphase electric meters.	Verify meter parameters (recording and reporting intervals) can be changed 'over-the-air' from the AMI software system. Must be able to configure and re-configure items such as; Sag/Swell alarms, TOU programs, or meter collecting/reporting intervals.	Using 5 – 10 installed Polyphase meters on the system. Alter the reporting and recording intervals and confirm the change. Setup status, events, and alarms. Confirm these status and event changes. All changes and updates must be done from the office through the software system.
6)	Test meter/module configurability for single phase electric meters.	Verify meter parameters (recording and reporting intervals) can be changed 'over-the-air' from the AMI software system. Must be able to configure and re-configure items such as: meter collecting/reporting intervals.	Using 5 – 10 installed residential meters on the system. Alter the reporting and recording intervals and confirm the change. Setup status, events, and alarms. Confirm these status and event changes. All changes and updates must be done from the office through the software system.

Test	Activity	Overview	Procedure
7)	Test meter/module alarms and events for electric meters.	Verify any alarms and events can be sent to the AMI software system and then notifies users when a meter (up to 5 meters) has reported in an alarm/event.	Such as: Remove a meter from the socket and re-install upside down. This should prompt a reverse flow alarm. Confirm the meter continues to accumulate kwh into the meter's forward register. The meter should not be setup for net-metering or reverse flow otherwise the meter will not send in the alarm. Or other similar tests.
8)	Test Communications to Data Collectors from the office.	Verify all AMI network equipment is accessible through the AMI software system. Verify communications and all other available data is being received.	Using the AMI software head end, verify communications to the AMI network equipment (collection points and repeaters) are up. Verify network health, communication statistics, system specs, and all other available information is being collected.
9)	Confirm the AMI system is reading multiple channels from all electric meters.	Verify the AMI system is collecting multiple interval channels and are being collected for each type of electric meter in service.	Through a schedule reading and an ad-hoc read using the AMI software system, verify the system is collecting and displaying correct data from multiple channels. Using the AMI software, visually confirm the data and run a report containing the same information. Confirm the data is collected. Verify the data is correct by downloading the data physically at the meter.
10)	Verify the AMI system is setup to bring back the correct requested data fields for C&I meters.	Verify for 5 polyphase electric meters the correct register data is being recorded and reported.	Through a schedule reading and an ad-hoc read using the AMI software system, at the same time an employee performs a manual reading at the meter through the optical data port. Verify the readings match for multiple channels.
11)	Verify the AMI system is setup to bring back the correct requested data fields for residential electric meters.	Verify for 5 residential electric meters the correct register data is being recorded and reported.	Through a schedule reading and an ad-hoc read using the AMI software system, at the same time an employee performs a manual reading at the meter through the optical data port. Verify the readings match for multiple channels.
12)	Verify the AMI system can perform ad-hoc or on-demand electric meter reads.	Perform an on-demand read using the AMI software.	Initiate an on-demand or ad-hoc reading from the AMI software system. Verify the AMI system collects the data and displays it for the user.
13)	Open		
14)	The system is collecting 100% of billing data in a three-day period on all installed and network joined meters.	Confirm the AMI system is collecting a usable daily register billing read for 100% of all available meters joined in the network over a 3-day period.	Generate an AMI software reading data collection statistics report and confirm through a billing file export that 100% of all meters have a billing register reading within the last 3 days.

Test	Activity	Overview	Procedure
15)	The AMI network covers 100% of the meters in the deployment Phase and is reading 99.5% of all endpoints 24x7 on-demand.	Confirm the AMI system is collecting a data read for 99.5% of all available meters joined in the network when performing an on-demand reading. This excludes issues with known non-reporting meters, backhaul communications issues, and other such problems outside the vendor's control.	Read a set number of meters periodically throughout and leading up to the testing phase. Confirm through system logs and reports the meter system read rate.
16)	Read Data exports are successful to the CIS.	Verify all data collected and required to be exported from the AMI software to the existing CIS is correct and fully executing.	Confirm a flat file interface between the AMI software system and CIS is successful. Also confirm the Multispeak interface (as applicable) is exporting data from the AMI into the CIS. Test both interfaces.
17)	Read Data exports are successful to the MDMS (if applicable).	Verify all data collected and required to be exported from the AMI software to the existing MDMS is correct and fully executing.	Confirm the integration interface between the AMI software system and MDMS is successful. This test may involve multiple types of integration and data files.
18)	Confirm the AMI system network is capable of 'self-healing'.	Confirm all end points change and report all data when the primary path/Base Station is no longer working.	For this, multiple collection points in the same general area must be installed and communicating. Through the AMI software, confirm all the end points registered to "Base Station 1". Remove "Base Station 1" from power (and backup power) for 24 – 48 hours, note the time and date "Base Station 1" was removed from service. Verify all end points have successfully found a new primary path back to a different Base Station and all data from the meters are being collected normally. Energize "Base Station 1". Note which meters change their primary path again.
19)	Electric outage detection and restore messages	Remove a random sample of meters (up to 5) or remove the power source to a meter to simulate an outage. Verify the outage message and the restore message is received at the AMI software system.	Remove power or meters completely from service (do not remove the meter from the vicinity). Give the meter 5 minutes to ensure the meter has registered the outage. During this time, the meter should send in the outage message, verify after 5 mins the message has been sent. Restore power to the meter and verify the restore and outage message has been received at the AMI software system. Run an outage report for the all the meters. Verify a date and timestamp are given with the outage and restore message. Verify these timestamps are correct.

Test	Activity	Overview	Procedure
20)	Collector outage back up power failover	Remove a Base Station from its primary power source and allow to failover to the ups battery. Do not remove communications. Verify the collection point continues to collect data and send in a power loss/battery alarm message.	Remove a collection point from its primary power source for at least 4 hours and is now running on a battery backup or a UPS. Verify in the AMI software a power alarm/event or battery alarm/event is sent, and that data is still being collected. Re-energize the collection point.
21)	Setup specific login groups (member service, admin, etc.) and verify login permissions on set correctly.	Confirm all setup groups and users in those groups have the correct log in permissions for their roles. Verify new users and groups can be created and assigned.	Create user logins and groups. Verify each group has their own specific roles. Verify there are no generic users or shared logins.
22)	Verify meters on the system can collect 15 min data intervals and report in data.	Verify all meters in phase I electric meters can collect 15 min data intervals for kWh, voltage profile, and demand profile. Data must be reported at a minimum, every 4 hours.	Run the meters on the system at 15 min intervals for 7 full days. Confirm the data is being collected and reported by 99.5% of all meters. Confirm the billing readings remain at 100% in a rolling 3-day period. Return the meter configurations back to their default settings (if needed). Confirm the changes have taken place. Confirm the meters are reporting in default data intervals at 99.5% success and billing readings remain at 100% in a rolling 3-day period.

Test Results

Test	Activity	Pass	Fail	Date	Individual(s) Initials
1)	Test meter endpoints in the field.				
2)	Test meter demand reset from AMI software.				
3)	Test meters with electric endpoints capable of remote disconnect through the AMI software.				
4)	Test meters with electric endpoints capable of remote disconnect through the field tool.				
5)	Test meter/module configurability for polyphase electric meters.				
6)	Test meter/module configurability for single phase electric meters.				
7)	Test meter/module alarms and events for electric meters.				
8)	Test Communications to Data Collectors from the office.				
9)	Confirm the AMI system is reading multiple channels from all electric meters.				
10)	Verify the AMI system is setup to bring back the correct requested data fields for C&I meters.				
11)	Verify the AMI system is setup to bring back the correct requested data fields for residential electric meters.				
12)	Verify the AMI system can perform ad-hoc or on-demand electric meter reads.				
13)	Open				
14)	The system is collecting 100% of billing data in a three-day period on all installed and network joined meters.				
15)	The AMI network covers 100% of the meters in the deployment Phase and is reading 99.5% of all endpoints 24x7 on-demand.				
16)	Read Data exports are successful to the CIS.				
17)	Read Data exports are successful to the MDMS.				
18)	Confirm the AMI system network is capable of 'self-healing'.				
19)	Electric outage detection and restore messages				
20)	Electric outage back up power failover				
21)	Setup specific login groups (member service, admin, etc.) and verify login permissions on set correctly.				
22)	Verify all meters on the system can collect 15 min data intervals and report in data.				



Attachment D-2: Customer Portal System Acceptance Test

Test Procedure

Test	Activity	Overview	Procedure
1)	Endpoints are loaded correctly into the system.	Confirm the endpoints are uploaded from the CIS into the customer portal and are available for display.	Perform a daily or other time framed data sync from the CIS to the Customer portal. This can be performed on 5 – 10 accounts. Confirm the information displayed and loaded from the CIS matches that in the Customer Portal.
2)	Endpoints AMI reading match in the software.	Confirm the endpoint data is uploaded from the AMI into the customer portal and is available for display. Confirm this matches the most recent reading provided by the AMI system.	Perform a daily or other time framed data sync from the AMI system to the Customer portal. This can be performed on 5 – 10 accounts/endpoints. Confirm the endpoint reading retrieved from the AMI system and matches that in the Customer Portal.
3)	Customer information is correct and valid.	Confirm the endpoint data is uploaded from the AMI into the customer portal and is available for display. Confirm this also matches the data from the CIS.	Perform a daily or other time framed data sync from the AMI system to the Customer portal. This can be performed on 5 – 10 accounts/endpoints. Confirm the information displayed and loaded from the AMI matches that in the Customer Portal and CIS.
4)	Meter exchanges or change outs are automatically updated in the system	Confirm the CIS, AMI, and Customer Portal are able to process a meter exchange/ meter change out. This is automated and little to no human intervention is needed.	Initiate a meter change out from the CIS on 5 – 10 endpoints. The Customer Portal must auto-update the new meter information while retaining the old account information, meter readings, and data.
5)	System displays usage overtime.	Confirm the system is properly displaying usage and load profile information.	Using 5 residential and 5 C&I accounts. Verify the customer portal is able to properly display the AMI interval data provided. The profile data can be multiple channels; such as kWh usage per interval and/or load profile.
6)	System displays usage overlayed with temperature	Confirm the system is properly displaying usage overlayed with current and historical temperature information.	Using 5 residential and 5 C&I accounts. Confirm the account page is able to toggle on and off the current and historical temperature while overlayed with the usage readings.
7)	System displays load profile data overlayed with temperature	Confirm the system is properly displaying load profile overlayed with current and historical temperature information.	Using 5 residential and 5 C&I accounts. Confirm the account page is able to toggle on and off the current and historical temperature while overlayed with the load profile readings.

Test	Activity	Overview	Procedure
8)	System is able to display and overlay readings with weather data.	Confirm the system is properly displaying other current and historical weather information. Such as, high/low temp., humidity, wind chill, etc.	Using 5 residential and 5 C&I accounts. Confirm the account page is able to toggle on and off the current and historical weather data while overlaid with the user chosen meter data. Weather data is considered to be: high and low daily temperature, daily/weekly/monthly average temp., current and historical humidity, current and historical wind chill, and other pertinent information.
9)	Endpoint readings and graphs must scale based on filtering and input selections.	On the account/endpoint display page, the data graphics must adjust and scale correctly as the user inputs different data view filters and information drill downs (daily, monthly, hourly, etc.)	Using 5 – 10 accounts, verify the display and graphics auto adjust and scale based on the filtering choices. The screen must present the data in yearly, monthly, weekly, daily, hourly, sub-hourly break downs and automatically display these view changes to the user.
10)	System is able to display multiple meters/accounts on a single log-in.	On accounts/services with more than one meter assigned to their account, the system must support the ability to display the readings without having to change account logins.	Using an account with multiple meters under a single account name (landlord), the system must support the ability to view all the accounts, usage, load, demand, and other metrics with a single-sign-on user account.
11)	System supports a “customer view”.	The system has the ability for customer service or other utility representative to look up an account and switch to “customer view” to see what a customer sees.	Using 5 accounts, make sure the system can support a customer view. This would mimic or emulate the view a customer/consumer would see to help with troubleshooting over the phone or walking through a process.
12)	The system displays past bills and a month over month bill comparison tool.	The account displays current bill amount, past due amounts, and a month over month comparison.	Using 5 – 10 accounts, verify the system displays the current bill due and amount (if any). Also verify the bill is compared to last months showing either an increase or decrease and the percentage.
13)	The system can toggle the view between usage, demand, and dollar amount.	The customer portal can toggle data in various units. For a billing cycle the display can show current usage, the demand, or be toggled to show the account translated into dollars.	Using 5 residential and 5 C&I accounts. Verify the view can be toggled between showing current usage and demand as compared to the last bill. Verify this view can be changed or toggled to show the data in a current dollar amount due and as compared to last month.
14)	System supports online bill payment and processing.	The account holder has the ability to pay their account online through the portal.	Using 5 – 10 test accounts. Verify a bill is generated, posted to the account, and can be paid online. The transaction requires a payment confirmation notice.
15)	Customer portal displays utility contact information for support.	The customer portal displays an ease to find utility contact page.	Verify the customer portal provides an easy to find utility contact page. This should include an email, phone number, and website.
16)	Software is configured and modified to Utility’s “look and feel”.	The customer portal has the ability to display the utility’s logo, color scheme, and be configurable.	Verify the customer portal pages can be configured to match the Utility’s color scheme, display the logo (with a link to the webpage), and other unique features.

Test	Activity	Overview	Procedure
17)	System can be configured to send reminders and email alerts.	The system can be configured to send out reminders for approaching bill due dates, unusual usage (up or down), and other account alerts and messages.	Using 5 – 10 accounts. Define and setup account level alerts. Test conditions and report generation. Confirm an email or text can be received.
18)	Customer can perform a high bill complaint.	The customer, with possible assistance from a Utility Representative, can perform a high bill analysis.	Using 5 – 10 accounts. Perform a high bill analysis and report generation. Confirm data is retrieved and organized. The report and information should be exported to be emailed or downloaded.
19)	AMI and Customer Portal are integrated and exchanging data.	Confirm the AMI data and customer portal are integrated and able to exchange meter reading information, account information, and other like/similar data.	Confirm through accounts, reports, and log file generation the data from the AMI system is regularly and consistently being exchanged with the customer portal. Like wise, confirm the customer portal is able to exchange pertinent information back to the AMI system.

Test Results

Test	Activity	Pass	Fail	Date	Individual(s) Initials
1)	Endpoints are loaded correctly into the system.				
2)	Endpoints AMI reading match in the software.				
3)	Customer information is correct and valid.				
4)	Meter exchanges or change outs are automatically updated in the system				
5)	System displays usage overtime.				
6)	System displays usage overlaid with temperature				
7)	System displays load profile data overlaid with temperature				
8)	System is able to display and overlay readings with weather data.				
9)	Endpoint readings and graphs must scale based on filtering and input selections.				
10)	System is able to display multiple meters/accounts on a single log-in.				
11)	System supports a "customer view".				
12)	The system displays past bills and a month over month bill comparison tool.				
13)	The system can toggle the view between usage, demand, and dollar amount.				
14)	System supports online bill payment and processing.				
15)	Customer portal displays utility contact information for support.				
16)	Software is configured and modified to Utility's "look and feel".				
17)	System can be configured to send reminders and email alerts.				
18)	Customer can perform a high bill complaint.				
19)	AMI and Customer Portal are integrated and exchanging data.				



Attachment E: AMI Final System Acceptance Test

Test Procedure

Test	Activity	Overview	Procedure
1)	Test meter endpoints in the field.	Using a field handheld tool or device, verify communications with 50 polyphase electric, and 50 residential meters.	Connect to the meter with the field device. Verify a reading of kWh, kW, PF, or other readings can be retrieved. Verify diagnostic information from the AMI network can also be retrieved.
2)	Test meter demand reset from AMI software.	Verify peak demand can be reset from the software system and the peak demand is read and stored.	Reset the current demand from the office. Confirm the current demand reading is set to zero and the current demand reading has been moved to the 'peak' or 'frozen' register in the meter.
3)	Test meters with electric endpoints capable of remote disconnect through the AMI software.	Using the AMI software, verify with 50 residential meters a disconnect and reconnect can be performed.	Send the meter the command to open the disconnect. Confirm and verify the disconnect action has completed through confirmation messages. Once verified, send a reconnect message. Confirm the meter has reconnected service.
4)	Test meters with electric endpoints capable of remote disconnect through the field tool.	Using a field handheld tool or device, verify with 50 residential meters a disconnect can be performed.	Connect to the meter with the field device and/or optical port. Confirm a successful disconnect and reconnect can be performed onsite.
5)	Test meter/module configurability for polyphase electric meters.	Verify meter parameters (recording and reporting intervals) can be changed 'over-the-air' from the AMI software system. Must be able to configure and re-configure items such as; Sag/Swell alarms, TOU programs, or meter collecting/reporting intervals.	Using 25 – 50 installed Polyphase meters on the system. Alter the reporting and recording intervals and confirm the change. Setup status, events, and alarms. Confirm these status and event changes. All changes and updates must be done from the office through the software system.

Test	Activity	Overview	Procedure
6)	Test meter/module configurability for single phase electric meters.	Verify meter parameters (recording and reporting intervals) can be changed 'over-the-air' from the AMI software system. Must be able to configure and re-configure items such as: meter collecting/reporting intervals.	Using 25 – 50 installed residential meters on the system. Alter the reporting and recording intervals and confirm the change. Setup status, events, and alarms. Confirm these status and event changes. All changes and updates must be done from the office through the software system.
7)	Test meter/module alarms and events for electric meters.	Verify any alarms and events can be sent to the AMI software system and then notifies users when a meter (up to 50 meters) has reported in an alarm/event.	Such as: Remove a meter from the socket and re-install upside down. This should prompt a reverse flow alarm. Confirm the meter continues to accumulate kwh into the meter's forward register. The meter should not be setup for net-metering or reverse flow otherwise the meter will not send in the alarm. Or other similar tests.
8)	Test Communications to Data Collectors from the office.	Verify all AMI network equipment is accessible through the AMI software system. Verify communications and all other available data is being received.	Using the AMI software head end, verify communications to the AMI network equipment (collection points and repeaters) are up. Verify network health, communication statistics, system specs, and all other available information is being collected.
9)	Confirm the AMI system is reading multiple channels from all electric meters.	Verify the AMI system is collecting multiple interval channels and are being collected for each type of electric meter in service.	Through a schedule reading and an ad-hoc read using the AMI software system, verify the system is collecting and displaying correct data from multiple channels. Using the AMI software, visually confirm the data and run a report containing the same information. Confirm the data is collected. Verify the data is correct by downloading the data physically at the meter.
10)	Verify the AMI system is setup to bring back the correct requested data fields for C&I meters.	Verify for 50 polyphase electric meters the correct register data is being recorded and reported.	Through a schedule reading and an ad-hoc read using the AMI software system, at the same time an employee performs a manual reading at the meter through the optical data port. Verify the readings match for multiple channels.
11)	Verify the AMI system is setup to bring back the correct requested data fields for residential electric meters.	Verify for 50 residential electric meters the correct register data is being recorded and reported.	Through a schedule reading and an ad-hoc read using the AMI software system, at the same time an employee performs a manual reading at the meter through the optical data port. Verify the readings match for multiple channels.

Test	Activity	Overview	Procedure
12)	Verify the AMI system can perform ad-hoc or on-demand electric meter reads.	Perform an on-demand read using the AMI software.	Initiate an on-demand or ad-hoc reading from the AMI software system. Verify the AMI system collects the data and displays it for the user.
14)	The system is collecting 100% of billing data in a three-day period on all installed and network joined meters.	Confirm the AMI system is collecting a usable daily register billing read for 100% of all available meters joined in the network over a 3-day period.	Generate an AMI software reading data collection statistics report and confirm through a billing file export that 100% of all meters have a billing register reading within the last 3 days.
15)	The AMI network covers 100% of the meters in the deployment Phase and is reading 99.5% of all endpoints 24x7 on-demand.	Confirm the AMI system is collecting a data read for 99.5% of all available meters joined in the network when performing an on-demand reading. This excludes issues with known non-reporting meters, backhaul communications issues, and other such problems outside the vendor's control.	Read a set number of meters periodically throughout and leading up to the testing phase. Confirm through system logs and reports the meter system read rate.
16)	Read Data exports are successful to the CIS.	Verify all data collected and required to be exported from the AMI software to the existing CIS is correct and fully executing.	Confirm a flat file interface between the AMI software system and CIS is successful. Also confirm the Multispeak interface (as applicable) is exporting data from the AMI into the CIS. Test both interfaces.
17)	Read Data exports are successful to the MDMS (if applicable).	Verify all data collected and required to be exported from the AMI software to the existing MDMS is correct and fully executing.	Confirm the integration interface between the AMI software system and MDMS is successful. This test may involve multiple types of integration and data files.

Test	Activity	Overview	Procedure
18)	Confirm the AMI system network is capable of 'self-healing'.	Confirm all end points change and report all data when the primary path/Base Station is no longer working.	For this, multiple collection points in the same general area must be installed and communicating. Through the AMI software, confirm all the end points registered to "Base Station 1". Remove "Base Station 1" from power (and backup power) for 24 – 48 hours, note the time and date "Base Station 1" was removed from service. Verify all end points have successfully found a new primary path back to a different Base Station and all data from the meters are being collected normally. Energize "Base Station 1". Note which meters change their primary path again.
19)	Electric outage detection and restore messages	Remove a random sample of meters (up to 50) or remove the power source to a meter to simulate an outage. Verify the outage message and the restore message is received at the AMI software system.	Remove power or meters completely from service (do not remove the meter from the vicinity). Give the meter 5 minutes to ensure the meter has registered the outage. During this time, the meter should send in the outage message, verify after 5 mins the message has been sent. Restore power to the meter and verify the restore and outage message has been received at the AMI software system. Run an outage report for the all the meters. Verify a date and timestamp are given with the outage and restore message. Verify these timestamps are correct.
20)	Collector outage back up power failover	Remove a Base Station from its primary power source and allow to failover to the ups battery. Do not remove communications. Verify the collection point continues to collect data and send in a power loss/battery alarm message.	Remove a collection point from its primary power source for at least 4 hours and is now running on a battery backup or a UPS. Verify in the AMI software a power alarm/event or battery alarm/event is sent, and that data is still being collected. Re-energize the collection point.
21)	Setup specific login groups (member service, admin, etc.) and verify login permissions on set correctly.	Confirm all setup groups and users in those groups have the correct log in permissions for their roles. Verify new users and groups can be created and assigned.	Create user logins and groups. Verify each group has their own specific roles. Verify there are no generic users or shared logins.

Test	Activity	Overview	Procedure
22)	Verify single-phase meters on the system can collect up to 6 channels of 15 min data intervals and report in data.	100 percent of single-phase meters reporting (6) channels of 15-minute interval data at least every 4 hours. This is addition to the daily report, disconnect and reconnect, alarms and events.	Once 95% of available meters are installed, run the meters on the system at 15 min intervals for 7 full days. Confirm the data is being collected and reported by 99.5% of all meters. Confirm the billing readings remain at 100% in a rolling 3-day period and the daily reporting, disconnects, reconnects, alarms and events are all being retrieved.
23)	Verify socket-based poly-phase meters on the system can collect up to 12 channels of 15 min data intervals and report in data.	100 percent of all sockets-based poly-phase meters reporting (12) channels of 15-minute interval data at least every 4 hours. This is addition to the daily report, and alarms and events.	Once 95% of available meters are installed, run the meters on the system at 15 min intervals for 7 full days. Confirm the data is being collected and reported by 99.5% of all meters. Confirm the billing readings remain at 100% in a rolling 3-day period and the daily reporting, disconnects, reconnects, alarms and events are all being retrieved.
24)	Verify CT/PT poly-phase meters on the system can collect up to 6 channels of 15 min data intervals and 6 channels of 5-min intervals and report in data.	100 percent of all transformer based polyphase meters reporting (6) channels of 15-minute interval data and (6) channels of 5-minute interval data at least every hour. This is addition to the daily report, and alarms and events.	Once 95% of available meters are installed, run the meters on the system at 15 min and 5 min intervals for 7 full days. Confirm the data is being collected and reported by 99.5% of all meters. Confirm the billing readings remain at 100% in a rolling 3-day period and the daily reporting, disconnects, reconnects, alarms and events are all being retrieved.
25)	Performance Test	See below	See below
26)	Final Inspection	See below	See below

Performance Test

Following the acceptance of the above tests, the last step of the final acceptance test will be mutually conducted and includes the following.

This test is to be completed after Supplier has completed any required network optimization and upon Supplier or its installation contractor completing installation of at least 95 percent of Available Meter Locations and in a condition to allow a new meter install (socket condition, etc.) Supplier shall configure the network to support:

- a. 100 percent of single-phase meters reporting (6) channels of 15-minute interval data at least every 4 hours. This is addition to the daily report, disconnect and reconnect, alarms and events.
- b. 100 percent of all socket-based polyphase meters reporting (12) channels of 15-minute

interval data at least every 60-mins. This is addition to the daily report, and alarms and events.

- c. 100 percent of all transformer-based polyphase meters reporting (6) channels of 15-minute interval data and (6) channels of 5-minute interval data at least every hour. This is addition to the daily report, and alarms and events.

After 10 days of operation, at least 99.5 percent of all interval channels shall be obtained within the above interval recording and reporting cycles. In addition, review and update the “Implementation Punch List” mutually developed and agreed upon during the implementation. Prepare a “Final Punch List” to be completed by Supplier.

Final Inspection

Upon Supplier notification of completion of item(s) mutually agreed upon in the “Final Punch List” the Purchaser will conduct the final inspection and verification of such completion. Supplier may request the Purchaser to conduct inspection on a line-by-item basis. Then, upon completion and passing of the above (test and final punch list), the Purchaser will release the 10 percent holdback outlined in the Agreement.

Test Results

Test	Activity	Pass	Fail	Date	Individual(s) Initials
1)	Test meter endpoints in the field.				
2)	Test meter demand reset from AMI software.				
3)	Test meters with electric endpoints capable of remote disconnect through the AMI software.				
4)	Test meters with electric endpoints capable of remote disconnect through the field tool.				
5)	Test meter/module configurability for polyphase electric meters.				
6)	Test meter/module configurability for single phase electric meters.				
7)	Test meter/module alarms and events for electric meters.				
8)	Test Communications to Data Collectors from the office.				
9)	Confirm the AMI system is reading multiple channels from all electric meters.				
10)	Verify the AMI system is setup to bring back the correct requested data fields for C&I meters.				
11)	Verify the AMI system is setup to bring back the correct requested data fields for residential electric meters.				
12)	Verify the AMI system can perform ad-hoc or on-demand electric meter reads.				
13)	Open				
14)	The system is collecting 100% of billing data in a three-day period on all installed and network joined meters.				
15)	The AMI network covers 100% of the meters in the deployment Phase and is reading 99.5% of all endpoints 24x7 on-demand.				
16)	Read Data exports are successful to the CIS.				

Test	Activity	Pass	Fail	Date	Individual(s) Initials
17)	Read Data exports are successful to the MDMS.				
18)	Confirm the AMI system network is capable of 'self-healing'.				
19)	Electric outage detection and restore messages				
20)	Electric outage back up power failover				
21)	Setup specific login groups (member service, admin, etc.) and verify login permissions on set correctly.				
22)	Verify single-phase meters on the system can collect up to 6 channels of 15 min data intervals and report in data.				
23)	Verify socket-based poly-phase meters on the system can collect up to 12 channels of 15 min data intervals and report in data.				
24)	Verify CT/PT poly-phase meters on the system can collect up to 6 channels of 15 min data intervals and 6 channels of 5-min intervals and report in data.				
25)	Performance Test				
26)	Final Inspection				

**City of Portland
Attachment F-3: MultiSpeak Integration**

This table lists MultiSpeak AMI Use Cases and corresponding MultiSpeak web service methods to determine what MultiSpeak methods are/will be supported by Vendor's AMI head-end system. Please indicate in the appropriate columns whether proposed AMI head-end system supports the web service method(s) required by the AMI use case, and if so, using which MultiSpeak version. If the web service method is not supported, please indicate target date for support, MultiSpeak version to be supported, and cost, if any, to Purchaser. Explain any exceptions in the final column.

DO NOT EDIT THESE COLUMNS						RESPOND IN THESE COLUMNS				
Use Case Group	AMI Use Case Number	Use Case Name	Actor Initiating Messaging to AMI Head-End (or AMI Head-End if AMI Initiated Messages)	Return Actor	Web Service Method	Notes	All required functionality is supported in AMI software as bid. State MultiSpeak version supported.	All required functionality is NOT supported in AMI software as bid. State date & MultiSpeak version that will be supported. If cost is not included in bid, state additional cost.	Please note exceptions or special requirements of your AMI head-end system to support the MultiSpeak Method	
							MultiSpeak Version	Date Available	Cost to Portland Board of Power & Light	
Example	MSP:MR:10.1	Example use case	AMI Head end	MDM	ExampleWebServiceMethod1		V3.1			Supported today.
			AMI Head end	MDM	ExampleWebServiceMethod2		V5.0	Fall 2014	\$3,000	Planned for Fall 2022.
Meter Readings	MSP:MR:10.50	Meter readings are published to MDMS and CIS	AMI Head end	MDM	ReadingChangeNotification()	Readings published to MDMS/CIS	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:10.100	AMI completes scheduled read request	AMI head end	MDMS	FormattedBlockNotification()		4.1	21-Jul	We Integrate Free of Charge	
			AMI head end	MDMS	IntervalDataNotification()		4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:10.110	AMI meter completes and on-demand read for CIS	MDMS	AMI head end	GetReadingsByMeterID()	Readings requested from MDM or AMI head-end system database for one meter	4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	GetLatestReadingsByMeterID()	Latest readings subsequently requested from database for a list of meters	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:10.120	AMI meter completes and on-demand read for engineering values	MDMS	AMI head end	InitiateMeterReadingsByMeterIDAndFieldName()		4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:10.130	Data users successfully retrieve either raw or bill-ready usage data	MDMS	AMI head end	GetReadingByMeterIDIntervalData()	Interval data	4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	GetReadingByMeterIDFormattedBlock()	Non-interval data	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:10.135	Data users successfully retrieve either raw or bill-ready usage data by billing cycle	MDMS	AMI head end	GetReadingsByBillingCycleIntervalData()	Interval data	4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	GetReadingByBillingCycle()	Non-interval data	4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	EstablishReadingSchedule()		4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:10.140	AMI head-end manages the meter reading schedule	AMI Head end	MDMS	ReadingScheduleResultNotification()		4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	EnableReadingSchedules()		4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	DisableReadingSchedule()		4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	DeleteReadingSchedule()		4.1	21-Jul	We Integrate Free of Charge	
MSP:MR:10.150	Third party accesses current AMI data	MDMS	AMI head end	GetLatestReadingsByMeterIDListIntervalData()	Interval data (e.g. for web portal 3rd party)	4.1	21-Jul	We Integrate Free of Charge		
		MDMS	AMI head end	GetLatestReadingsByMeterListFormattedBlock()	Non-interval data returned in formatted blocks	4.1	21-Jul	We Integrate Free of Charge		
MSP:MR:10.160	Third party uses utility's AMI network to read third-party's meters	MDMS	AMI head end	InitiateMeterReadingsByMeterID()	Third party uses utility's AMI network to read third-party's meters	4.1	21-Jul	We Integrate Free of Charge		
MSP:MR:10.180	Field service representative retrieves data directly from the AMI meter	MDMS	AMI head end	ReadingChangeNotification()		4.1	21-Jul	We Integrate Free of Charge		
MSP:MR:10.190	CIS gets bill ready data	MDMS	AMI head end	GetReadingsByBillingCycle()		4.1	21-Jul	We Integrate Free of Charge		
Remote Connect / Disconnect / Load Limit	MSP:MR:20.100	Utility disconnects customer for non-payment using an RCD switch	MDMS	AMI head end	InitiateConnectDisconnect()	Same as MSP:MR:100.147	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.110	Utility reconnects customer after a disconnection for non-payment using RCD switch	MDMS	AMI head end	InitiateConnectDisconnect()	Same as MSP:MR:100.140	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.120	Initiate a power limitation on a customer service	MDMS	AMI head end	InitiateConnectDisconnect()	Initiate power limitation condition.	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.130	Cancel power limitation on a customer service	MDMS	AMI head end	InitiateConnectDisconnect()	Remove power limitation condition.	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.140	Initiate a connect action on an RCD switch					4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.142	Initiate a connect action on an RCD switch without arming	MDMS	AMI head end	InitiateConnectDisconnect()	Connect RCD without arming.	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.143	Arm an RCD switch	MDMS	AMI head end	InitiateConnectDisconnect()	AMI head-end system arms RCD switch.	4.1	21-Jul	We Integrate Free of Charge	
			MDMS	AMI head end	InitiateConnectDisconnect()	Connect RCD with arming	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.145	Initiate a connect action on an RCD switch with arming	MDMS	AMI head end	GetMeterState()	Customer activates during timeout period	4.1	21-Jul	We Integrate Free of Charge	
			AMI head end	MDMS	CDSStatesChangedNotification()	Timeout expires without customer ack	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:20.147	Initiate a disconnect action on an RCD switch	MDMS	AMI head end	InitiateConnectDisconnect()	AMI head-end disconnects RCD switch	4.1	21-Jul	We Integrate Free of Charge	
MSP:MR:20.150	Return last known state of an RCD switch	MDMS	AMI head end	GetCDMeterState()	State is checked in AMI head-end	4.1	21-Jul	We Integrate Free of Charge		
MSP:MR:20.160	Verify state of RCD switch	MDMS	AMI head end	InitiateCDStateRequest()	State is checked at meter	4.1	21-Jul	We Integrate Free of Charge		
Manage Customer Service Changes	MSP:MR:30.100	Customer moves out; service is disconnected with disconnect switch	MDMS	AMI head end	InitiateCDStateRequest()	Same as MSP:MR:100.147	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:30.110	Customer requests routine electric service turn on (move in)	MDMS	AMI head end	InitiateCDStateRequest()	Same as MSP:MR:100.140	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:30.120	Customer moves out and service is disconnected at service; meter remains, service on disconnected status	MDMS	AMI head end	InitiateCDStateRequest()	Same as MSP:MR:100.147	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:30.130	Customer moves out and meter is uninstalled	MDMS	AMI head end		MSP:MR:60.150 meter returned to service MSP:MR:60.160 meter retired	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:30.140	Field worker performs local electric service connection or disconnection	AMI Head end	MDMS		MSP:MR:20.170 (draft) AMI head-end system detects meter connection state change	4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:30.150	Utility disconnects customer for non-payment by physically disconnecting service	MDMS	AMI head end	InitiateCDStateRequest()	Same as MSP:MR:30.160 (draft)	4.1	21-Jul	We Integrate Free of Charge	
Usage	MSP:MR:40.100	Meter is removed by authorized party	AMI head end	MDMS	MeterEventNotification()		4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:40.110	Meter is inverted	AMI head end	MDMS	MeterEventNotification()		4.1	21-Jul	We Integrate Free of Charge	
	MSP:MR:40.120	Meter bypass detection at the meter	AMI head end	MDMS	MeterEventNotification()		4.1	21-Jul	We Integrate Free of Charge	

City of Portland Attachment F-3: MultiSpeak Integration										
Monitoring and Tampering	MSP:MR:40.130	Physical tamper detection	AMI head end	MDMS	MeterEventNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:40.140	Unauthorized meter location change	AMI head end	MDMS	MeterEventNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:40.150	Customer moves out, service left on. Utility initiates usage monitoring on meter.	MDMS	AMI head end	InitiateUsageMonitoring() CancelUsageMonitoring()	No separate use case for cancelling usage monitoring	4.1		21-Jul	We Integrate Free of Charge
End device events	MSP:MR:50.100	Demand reset	MDMS	AMI head end	InitiateDemandReset()	Meter performs demand reset	4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:50.110	AMI meter transmits non-usage (event) messages	AMI head end	MDMS	MeterEventNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:50.120	AMI head-end system performs meter event monitoring	MDMS	AMI head end	InitiateMeterEventMonitoring()	Subscriber selects event types and meters to be monitored	4.1		21-Jul	We Integrate Free of Charge
			AMI headend	MDMS	MeterEventNotification()	Loop AMI head-end system raises meter events as they occur	4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:50.130	Subscriber cancels meter event monitoring	MDMS	AMI head end	CancelMeterEventMonitoring()		4.1		21-Jul	We Integrate Free of Charge
AMI System Installation and Life Cycle Management	MSP:MR:60.105	Meter test agent notifies subscribers of the results of meter tests	Web portal	AMI head end	MeterTestNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.110	CIS notifies other systems of new meters ready to be deployed to the system	MDMS	AMI head end	MeterAddNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.115	CIS notifies AMI head-end that new meters have been installed and are ready to read	MDMS	AMI head end	InitiateMeterInstallation()	AMI head-end system makes initial reading.	4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.120	CIS notifies other systems of new meters ready to be deployed to the system	MDMS	AMI head end	MeterChangedNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.130	AMI head-end system notifies other systems that meters have been installed	AMI head end	MDMS	MeterInstalledNotification()	MDMS exists and is the system of record for meter installations	4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.140	CIS notifies other systems that the meters at existing customer services have been exchanged for different meters	MDMS	AMI head end	InitiateMeterExchange()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.150	CIS notifies other systems that the meter at an existing customer service has been uninstalled and returned to inventory for reuse	MDMS	AMI head end	MeterRemoveNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:60.160	CIS notifies other systems that the meter at an existing customer service has been uninstalled and retired	MDMS	AMI head end	MeterRemoveNotification()		4.1		21-Jul	We Integrate Free of Charge
AMI System Recovery	MSP:MR:70.100	AMI head-end detects meter communications failure	AMI head end	MDMS	MeterEventNotification()		4.1		21-Jul	We Integrate Free of Charge
	MSP:MR:70.110	Meter reports diagnostic event	AMI head end	MDMS	MeterEventNotification()		4.1		21-Jul	We Integrate Free of Charge
Utility Updates AMI System	MSP:MR:80.50	CIS updates the configuration of a meter	MDMS	AMI head end	InsertMeterConfigurationGroup()		4.1		21-Jul	We Integrate Free of Charge
			AMI head end	MDMS	MeterConfigurationNotification()		4.1		21-Jul	We Integrate Free of Charge
Outage Reporting	MSP:OM:10.130	Permanent outage reported by meter	AMI head end	MDMS	ODEventNotification()	MDMS used to validate and filter events, or directly to OMS	4.1		21-Jul	We Integrate Free of Charge
Demand Response	MSP:DR:20.100	Utility performs direct load control on a substation and/or feeder, using a pre-defined control strategy(110), or with closed-loop feedback (130).	SCADA/MDMS/3rd Party (Electricities)	AMI head end	InitiateLoadManagementEvent()	Direct from SCADA or through MDMS or DRMS or 3rd Party	4.1		21-Jul	We Integrate Free of Charge
	GetAllSubstationLoadControlStatuses()					4.1		21-Jul	We Integrate Free of Charge	
	GetAmountOfControlledLoad()				Query AMI head-end for status of defined load control programs	4.1		21-Jul	We Integrate Free of Charge	

Attachment L Electric Meter Exchange

This Attachment details the Statement of Work (SOW) for the Electric Meter Exchange for the AMI System is between the Supplier and the Purchaser.

This SOW is a supplement to Attachment A and provides additional detail on the Services that Supplier will provide to the Purchaser for the electric meter exchange in support of the specified AMI System.

This SOW is subject to the terms of the Agreement entered into between Supplier and the Purchaser (the "Agreement") and all related Attachments and attachments thereto, all which are incorporated herein by reference.

Upon contracting, Purchaser will develop and provide a list of key accounts to assist the Supplier and its installation sub-contractor in planning and coordination of the Electric Meter Exchange.

1 Overview

The electric meter exchange includes the removal of existing Purchaser electric meters, storage of removed electric meters, the installation of AMI-equipped electric meters, and the disposal of removed electric meters.

Supplier and Purchaser will collaborate to establish the meter deployment plans for each area. Purchaser has final approval of deployment plans. Plans must include the areas of deployment, timing of deployment, deployment activities by area, and other items required to coordinate deployment activities between the Parties.

Purchaser reserves the right to audit any and all field installations for accuracy and conformance to installation requirements and specifications listed in this document. Any issues identified by Purchaser must be corrected by Supplier at no additional cost to the Purchaser. Any unresolved issues will be noted in the Final Punch List.

All electric meter exchanges installations are to be completed based upon the schedule outlined in the Agreement.

Please note we have indicated several optional activities including:

- Test jaw tension with TESCO hot socket gap indicator and indicate if test fails. Installer to provide TESCO devices.
- Test all meters using the mobile test bench.
- Test all meters at the Purchaser provided warehouse space.

Attachment B, Pricing Schedule, and Bills of Material includes the pricing for these above options.

2 General Requirements

1. Supplier is ultimately responsible for the work and services performed pursuant to this Attachment and the Agreement, including, but not limited to, endpoint installation, and whether or not the work or services were performed by Supplier or Supplier's subcontractor(s). Supplier may contract with an installation subcontractor(s) who will complete installation work under the direction of Supplier.

Supplier, its employees, associates, or subcontractors shall perform all work or services described in this Attachment in a safe, good, workmanlike, and professional manner and in accordance with this Attachment, the Agreement, and all applicable laws, codes, and regulations. Supplier and its subcontractor(s) shall be fully qualified and competent to safely perform the work or services. Supplier shall undertake and complete the work or services in a timely manner.

2. This Attachment and Attachment A describes the general procedures and activities to conduct the electric meter exchange. It is the responsibility of the Supplier and its Subcontractor to complete all steps and activities to activate the AMI nodes, whether or not if they are listed in this Attachment or in Attachment A.
3. Supplier will provide a draft of the door hanger and messaging for Purchaser approval. All door hanger development and printing costs are the responsibility of the Supplier.
4. Onsite Installation Project Manager
 - a. Supplier or Supplier's Installation Subcontractor will assign an onsite installation Project Manager to this project that will schedule resources, manage data, and function as a liaison with Purchaser for issues as they arise.
 - b. Supplier will assign a project manager to oversee their installation contractor.
5. Supplier or Supplier's Installation Subcontractor must provide a list of all new AMI meters with their factory test results. The test results should be provided to the Purchaser in an electronic .csv .txt or .xlsx file format suitable for importing.
6. Background Checks
 - a. Supplier or Supplier's Installation Subcontractor must undertake a criminal history background check on all employees to determine the individuals' qualifications to work on Consumer locations, electric utility equipment or service locations. Background checks must be completed before any employee begins work. Background check process and expense is the responsibility of the Supplier or Supplier's Installation Subcontractor.

All background checks at minimum must include the following screening:

 - Motor vehicle record (MVR) check
 - Nationwide criminal background check
 - Sexual offender background check
 - 7-panel drug test
 - b. Supplier or Supplier's Installation Subcontractor must supply to the Purchaser, and maintain at all times, a current list of employees performing services related to this Agreement, including: the employee's full name, date of birth, driver's license number or other employee identification number(s). When new employees are assigned, their information must be given to the Purchaser project contact immediately and clearly identified as an update to the initial list. All Supplier employees and Supplier or Supplier's Installation Subcontractors performing services related to the Agreement are subject to security clearances required by the Purchaser.
 - c. Any Supplier employee, subcontractor or subcontractor employee who has a felony criminal history, is under criminal indictment, or has criminal charges pending, is expressly prohibited from performing any work or services related to this SOW or Agreement.

- d. If Supplier fails to take immediate corrective action of any security breaches related to the Supplier's employees or Supplier or Supplier's Installation Subcontractors. The Purchaser reserves the right at any time to terminate the SOW or Agreement.
7. Crew training and requirements
- a. All personnel used for the meter exchange and installation of AMI nodes shall be employees of the Supplier or Supplier's Installation Subcontractor.
 - b. All personnel shall have proof of completing recent (within the last 18 months) Consumer contact training (how to deal with residents and businesses during meter swap-out and installation) and safety training.
 - c. Supplier and its subcontractors will work with the Purchaser to develop scripts, forms, and informational fliers for various situations during Consumer contact.
 - d. All personnel shall have training on the chosen vendor's hardware, software, and methodology of system.
8. Appearance of Equipment/Personnel
- a. The appearance of all vehicles, trailers, maintenance equipment and personnel is important to the Purchaser. Contractor(s) are seen on a regular basis and may be perceived as contractors of the Purchaser by citizens. All equipment and personnel should be maintained in a professional manner.
 - b. Any and all equipment used must be clearly marked on each side of the vehicle with Supplier's and/or Supplier's Installation Subcontractor's name and Purchaser-provided vehicle signage.
 - c. Supplier or Supplier's Installation Subcontractor shall ensure that all equipment is operated in a safe manner so as not to create a public and/or safety hazard.
 - d. Supplier and Supplier's Installation Subcontractor personnel shall work in professional attire. Subcontractor crews shall be in clothing (shirts) identifying the company they represent, and shall have a Supplier issued photo ID. This is critical due to being on Consumer and private property premises on a frequent basis.
 - e. The Purchaser may perform periodic inspections of maintenance equipment and personnel.
 - f. At no time and under no circumstances shall Supplier, Supplier employees, or Supplier's Installation Subcontractors represent themselves as employees or agents of the Purchaser.
9. Supplier or Supplier's Installation Subcontractor must provide all Personal Protection Equipment (PPE) needed to perform the work, including but not limited to gloves, hard hats, eye wear, fire retardant clothing, dog sticks, etc. Supplier or Supplier's Installation Subcontractor will perform ongoing inspection, maintenance, and replacement, as needed, of PPE.
10. Supplier and its subcontractor(s) are solely responsible for the training and safety of Supplier or Supplier's Installation Subcontractor employees, subcontractors, or subcontractor employees.
11. Supplier or Supplier's Installation Subcontractor is responsible for providing all tools and equipment (e.g., wrenches, screw drivers, socket jaw testers, etc.) necessary to perform the work outlined in the Statement of Work (SOW). This includes initial equipment provisions and replacement of worn and or lost equipment throughout the deployment.

12. Each crew shall have a crew foreman who speaks English and is able to read and write in English and able to fluently communicate with Purchaser, Consumers, citizens, and property owner personnel concerning work.
13. At the completion of the meter exchange Supplier will provide full transactional data file in a mutually agreed upon database format (Access, other)
14. The data file provided after each installation shall be provided by Supplier or Supplier's Installation Subcontractor to the Purchaser for download into the Purchaser's systems. At minimum, the file shall include:
 - a. Consumer address, meter register number and AMI serial number.
 - b. Meter Number, Multiplier (if other than 1), Form, Class, and new seal number.
 - c. Site photos (before and after).
 - d. Time-stamped GPS coordinates with a minimum 1-meter accuracy required.
 - e. Old meter number and serial number
 - f. Old and new meter readings.
 - g. PT and CT multipliers (for transformer-based meters), if visible and accessible from the meter base.
15. Installation hours: All electric meter exchanges and installations shall occur at times specified in Attachment A of the Agreement. No work at a Consumer site shall occur on a holiday, Sunday, or outside the specified day/times unless it is an emergency or pre-approved by the Purchaser project manager.
16. The Purchaser will perform continuous random inspections of installed meters. Supplier and Supplier installation subcontractor will also be responsible for performing inspections and ensuring quality control. The Purchaser will send a written correspondence to the Project Manager requesting corrective measures as needed. Supplier and Supplier installation subcontractor shall make corrections within 1 week after notification.
17. Supplier or Supplier's Installation Subcontractor shall investigate and address work order exceptions such as meter mismatch, high-low read exceptions, and dial mismatches in a timely and efficient manner. Supplier or Supplier's Installation Subcontractor will track exceptions and will discuss a process change if the results of field investigations show issues found on more than one percent (1%) of the installed population for a given route.
18. Supplier or Supplier's Installation Subcontractor shall assume the responsibility of managing claims filed by Consumers related to a meter installation. Supplier or Supplier's Installation Subcontractor shall provide Purchaser a written description of its claims process, including contact numbers, resolution process, and time-to-resolve metrics.
19. Supplier or Supplier's Installation Subcontractor is responsible for maintaining a physical warehouse for receipt of new meters and storage of removed meters. All removed meters shall be cataloged, placed into inventory and be made readily available for Purchaser access for at least 6 months after removal from a residential or business premises, for testing and verification purposes. Supplier is responsible for inventory control, prompt presentment of old meter to Purchaser upon Purchaser request, and disposal of removed meters.
20. Title to and risk of loss of Materials is specified in the Agreement.

21. Supplier or Supplier's Installation Subcontractor will schedule all transformer-based meter appointments unless noted (see Unable to Complete (UTC) and Return to Purchaser (RTP) below).
22. Purchaser will provide call center responsibilities, which includes receiving Consumer complaints, and inquiries. Supplier or Supplier's Installation Subcontractor need to support callbacks for scheduling appointments.
23. Scheduling of key accounts is required. Purchaser estimates they have 50 key accounts, which requires scheduling of the meter exchange.
24. For commercial electric meters that can be exchanged without causing an outage no scheduling is required. If an outage is expected, Supplier or Supplier's Installation Subcontractor will make contact as indicated in the Section below.

3 Electric Meter Exchange Specifications

Supplier or Supplier's Installation Subcontractor will exchange the existing electric meters with a Supplier provided AMI electric meter.

Meters requiring a multiplier the installation subcontractor will label the meter indicating the multiplier. Supplier will supply the UV resistant labels with a selection of multiplier choices. Supplier will provide samples of labels to Purchaser for approval.

3.1 Electric Meter Installation and Tracking

3.1.1 Tracking System

Supplier or Supplier's Installation Subcontractor must use a tracking system and electronic handheld devices ("handhelds") to manage and track the electric meter change-out program (see above item 13 of General Requirements). Supplier or Supplier's Installation Subcontractor will provide the required handheld recorders with GPS and bar code scanners to collect data, take photos, and record coordinates. Once collected, this data shall be uploaded to Purchaser's specified software.

The system shall allow for the convenient tracking of all important details associated with a meter change-out program including:

- Overall meter installation status
- Consumer account data (account number, address, account type)
- Existing Consumer service information
- Purchaser Consumer contact records
- Purchaser Consumer complaints and claims
- Installation reports and details
- Work Progress Tracking (progress by billing routes, incomplete lists)
- Installer name(s)
- Site photos
- GPS Meter coordinates
- Old and new meter numbers

- Meter multipliers
- CT and PT ratios, if visible and accessible from the meter base.
- Old and new meter readings

At the beginning of a change-out program, all relevant existing Purchaser Consumer data is downloaded to the tracking system. Data such as Consumer account number, name, service address, phone number, and any known details associated with the existing service are downloaded to the system.

3.1.2 Installation Reports

Supplier or Supplier’s Installation Subcontractor shall electronically upload all installation data on a daily basis and ensure it is accurate and reconciled at the end of each day. All conflicts of data are to be resolved by Supplier or Supplier’s Installation Subcontractor. Electronic data files in a format acceptable to the Purchaser are to be made available to Purchaser by the next business day. Online presentation of data to Purchaser is required.

3.1.3 Project Manager

Supplier will assign a Project Manager to this project who will manage Supplier’s Installation Subcontractor. Supplier’s Project Manager will also schedule resources, manage data, and function as a liaison with Purchaser for issues as they arise. The Supplier Project Manager will be onsite periodically to manage work and will also work remotely.

Supplier’s Installation Subcontractor will also assign an onsite project manager.

3.2 Residential Single Phase 120/240 Volt Services

3.2.1 Site Preparation, Coordination, and Consumer Contact

1. Comply with all state and federal requirements.
2. Make contact with Purchaser project manager, if necessary, prior to going out for the day to review the daily schedule.
3. Arrive at the location. Do not drive across private property—stay on the roadways.
4. Make contact with the utility Consumer if possible.
 - a. The Supplier or Supplier Subcontractor will knock on door to determine if anyone is at home. If no Consumer is present at the premises, the Supplier or Supplier Subcontractor will proceed with work.
 - b. Pre-scheduling appointments for a residential exchange is not required, unless an attempt has been made to exchange an account and is unable to be completed (e.g., a locked Consumer gate). Supplier and Supplier’s Installation Subcontractor is responsible for all potential downtime in scheduling visits and is required to wait for up to 15 minutes beyond the scheduled appointment time if the utility Consumer is not at the worksite on time.
 - c. Some of these sites will be in locked rooms and or other metering areas. Supplier or Supplier’s Installation Subcontractor is required to coordinate access with the Purchaser, including, but not limited to, receiving keys and or combos to these sites from Purchaser prior to site visit with said keys and combos being provided no less than two (2) weeks prior to installation.

5. Conduct a visual inspection of installation. If the installation does not appear to be up to current standards, **Do Not Proceed**. Note the meter number and issue(s) encountered and continue to the next location. Provide information to the Purchaser project manager by end of the workday.
6. Ensure that the correct Class of meter is observed and recorded.
7. Verify meter number with meter numbers in handheld.
8. Verify information for service order (i.e., meter number, form number, voltage, etc.).
9. Record Data (i.e., kWh reading, demand (kW) reading, TOU reading).
10. Take picture of old meter while still in service, close-up, with meter reading clearly visible.
11. Confirm appropriate PPE in place.

3.2.2 Meter Change-Out and AMI Meter Install

1. Cut seal on meter and remove cover. Note if current meter seal has been removed/cut/missing.
2. Remove old meter.
3. Do a visual and physical inspection of meter base and socket, wiring, and wiring to the meter. Include pricing for testing of meter jaw tension as an option.
 - a. Immediately inform Purchaser project manager of any critical detected issues, including but not limited to hot-sockets or evidence of meter tampering.
 - b. During the initial project meeting, Purchaser will work with Supplier and its Installation Subcontractor to determine what actions are to be taken during each circumstance.
 - c. All issues will be tracked in the web portal and be available for view and reporting by the Purchaser.
4. Install new meter with correct form and class.
5. Replace the meter ring and/or cover and reseal meter. Record meter seal number.
6. Scan radio bar code on meter.
7. Scan utility meter number bar code.
8. Enter GPS coordinates.
 - a. All GPS/GIS coordinates shall have a minimum of 1-meter accuracy.
9. Confirm the meter is energized before leaving the site by verifying that the LCD screen on the meter displays.
10. Take picture of new meter while still in service, close-up with meter reading clearly visible.

3.2.3 Site Inspection and Close-Out

1. Verify that new electric AMI meter is energized before leaving site.
 - a. Supplier or Supplier's Installation Subcontractor has responsibility to correct installations not conducted correctly.
2. Clean-up Consumer site. Restore any damage made to Consumer's lawn, landscaping, or premises made during the meter installation.
3. If utility Consumer is onsite, ensure that the utility Consumer is aware that the work is complete.

- a. If utility Consumer is not onsite or is unresponsive, include pricing for the option of placing notification tags as directed by Purchaser (Supplier to provide tags). Unless in the instance where the Purchaser has authorized work to proceed and does not infringe on the “exemption list” (medical, home business, etc.)
- 4. Return all removed meters to Supplier’s warehouse. Place removed meters in inventory and make available for Purchaser access for at least 6 months for testing and verification. Supplier or Supplier’s Installation Subcontractor is responsible for inventory control and presentment of old meter to Purchaser upon Purchaser request.
- 5. Provide meter installation record (electronically) which contains all items described above, including, but not limited to:
 - a. Post on site to share data
 - b. Meter Number, Multiplier (if other than 1), Form, Class, and new seal number.
 - c. Consumer address, meter register number and AMI serial number.
 - d. Site photos (before and after)
 - e. Time-stamped GPS coordinates
 - f. Old and new meter readings

3.3 Polyphase Self-Contained Metered Services

3.3.1 Site Preparation, Coordination, and Consumer Contact

- 1. Comply with all state and federal requirements.
- 2. Make contact with Purchaser project manager, if necessary, prior to going out for the day.
- 3. Arrive at the location. Do not drive across private property, stay on the roadways.
- 4. Make contact with utility Consumer.
 - a. Supplier or Supplier Subcontractor will make a minimum of three (3) attempts to contact the customer. No more than 1 attempt every 24 hours will be made. If after 3 attempts the Supplier or Supplier Subcontractor is unable to contact the customer, the Supplier or Supplier Subcontractor will then provide records of the attempt. The Supplier or Supplier Subcontractor will not install the meter after 3 failed attempts and turn the installation over to the Purchaser for remedy or authorization to continue attempts to exchange.
 - b. Pre-scheduling appointments for socket-based electric installation is not required, unless an attempt has been made to exchange an account and is unable to be completed (e.g., a locked Consumer gate). Supplier or Supplier’s Installation Subcontractor is responsible for all potential downtime in scheduling visits and is required to wait for up to 15 minutes beyond the scheduled appointment time if the utility Consumer is not at the worksite on time.
 - c. Some of these sites will be in locked rooms and or other metering areas. Supplier or Supplier’s Installation Subcontractor is required to coordinate access with the Purchaser, including, but not limited to, receiving keys and or combos to these sites from Purchaser prior to site visit with said keys and combos being provided no less than two (2) weeks prior to installation.
- 5. Conduct a visual inspection of installation. If the installation does not appear to be up to current standards or there is evidence of meter tampering, Do Not Proceed. Note the meter number and

continue to the next location. Provide information to Purchaser project manager by end of the workday.

6. Ensure that the correct Class of meter is observed and recorded.
7. Verify meter number with meter numbers in handheld.
8. Verify information for service order (e.g., meter number, form number, voltage, etc.).
 - a. Meter number, Form number, Class, Voltage, etc.
9. Record data (e.g., kWh reading, kW reading, TOU, etc.).
10. Take picture of old meter while still in service, close-up with meter reading clearly visible.
11. Confirm appropriate PPE in place.

3.3.2 Meter Change-Out and AMI Meter Install

1. Cut seal on meter and remove cover. Note if meter seal is missing or has been removed/cut.
2. Remove old meter.
3. Do a visual and physical inspection of meter base and socket, wiring, and wiring to the meter. Include pricing for testing of meter jaw tension as an option.
 - a. Immediately inform Purchaser project manager of any critical detected issues, including but not limited to hot-sockets or evidence of meter tampering
 - b. During the initial project meeting, Purchaser will work with Supplier and its Installation Subcontractor to determine what actions are to be taken during each circumstance.
 - c. All issues will be tracked in the web portal and available for view and reporting by Purchaser.
4. Install new meter with correct form and class.
5. Replace the meter ring and/or cover and reseal meter. Record meter seal number.
6. Scan radio bar code on meter.
7. Scan utility meter number bar code.
8. Enter GPS coordinates.
9. All GPS/GIS coordinates shall have a minimum of 1-meter accuracy.
10. Confirm the meter is energized before leaving the site by verifying that the LCD screen on the meter displays.
11. Take picture of new meter while still in service, close-up with meter reading clearly visible.

3.3.3 Site Inspection and Close-Out

1. Verify that new electric AMI meter is energized before leaving site.
 - a. Supplier or Supplier's Installation Subcontractor has responsibility to correct installation not conducted correctly.
2. Clean-up Consumer site. Restore any damage made to Consumer's lawn, landscaping, or premises made during the meter installation.
3. If utility Consumer is onsite, ensure that the utility Consumer is aware that the work is complete.

- a. If utility Consumer is not onsite or is unresponsive, include pricing for the option of placing notification tags as directed by Purchaser (Supplier to provide tags). Unless in the instance where the Purchaser has authorized work to proceed and does not infringe on the “exemption list” (medical, home business, etc.)
- 4. Return all removed meters to Supplier’s warehouse. Place removed meters in inventory and make available for Purchaser access for at least 6 months for testing and verification. Supplier or Supplier’s Installation Subcontractor is responsible for inventory control and presentment of old meter to Purchaser upon Purchaser request.
- 5. Provide meter installation record (electronically) which contains all items described above including but not limited to:
 - a. Post on site to share data
 - b. Meter Number, Multiplier (if other than 1), Form, Class, and new seal number.
 - c. Consumer address, meter register number and AMI serial number.
 - d. Site photos (before and after)
 - e. Time-stamped GPS coordinates
 - f. Old and new meter readings

3.3.4 Polyphase Transformer-Rated Metered Services

3.3.4.1 Site Preparation, Coordination, and Consumer Contact

1. Comply with all state and federal requirements.
2. Coordinate meter change with Purchaser project manager to be onsite in case of needed repairs or to open up transformer bank. Notice period will be mutually defined at the start of the project.
3. Arrive at the location. Do not drive across private property—stay on the roadways.
4. Contact utility Consumer and make aware of your intentions.
 - a. Supplier or Supplier Subcontractor will make a minimum of three (3) attempts to contact the customer. No more than 1 attempt every 24 hours will be made. If after 3 attempts the Supplier or Supplier Subcontractor is unable to contact the customer, the Supplier or Supplier Subcontractor will then provide records of the attempt. The Supplier or Supplier Subcontractor will not install the meter after 3 failed attempts.
 - b. Some of these sites will be in locked rooms and or other metering areas. Supplier or Supplier’s Installation Subcontractor is required to coordinate access with the Purchaser, including, but not limited to, receiving keys and or combos to these sites from Purchaser prior to site visit with said keys and combos being provided no less than two (2) weeks prior to installation.
5. Conduct a visual inspection of installation. If the installation does not appear to be up to current standards or there is evidence of meter tampering, **Do Not Proceed**. Note the meter number and continue to the next location. Provide information to Purchaser project manager by end of the workday.
6. Verify meter number with meter numbers in handheld.
7. Ensure that the correct Class of meter is observed and recorded.
8. Verify information for service order (e.g., meter number. form number, voltage, etc.).

9. Record data (e.g., kWh reading, kW reading, TOU, etc.).
10. Take picture of old meter while still in service, close-up with meter reading clearly visible.
11. Confirm appropriate PPE is in place.

3.3.4.2 Meter Change-Out and AMI Meter Install

1. Remove seal on meter and test switch. Note if meter seal is missing, has been removed/cut.
2. Do a visual inspection of test switch, wiring, and wiring to the meter.
 - a. Immediately inform the Purchaser project manager of any critical detected issues, including but not limited to hot-sockets or evidence of meter tampering.
 - b. During the initial project meeting the Purchaser will work with Supplier and its Installation Subcontractor to determine what actions are to be taken during each circumstance.
 - c. All issues will be tracked in the web portal and be available for view and reporting by the Purchaser.
3. Inspect wiring in the current transformer (CT).
4. Verify and record the potential transformer (PT) and CT multipliers (If visible and accessible from the meter base). Multipliers should be recorded digitally as well as written on the meter itself.
 - a. Notify the Purchaser project manager if devices are pole mounted, or in a separate locked cabinet.
5. Open test switch (keep meter circuit metering as long as possible).
6. Remove old meter.
7. Install new meter with correct form and class.
8. Replace the meter ring and/or cover and reseal.
9. Close test switch.
10. Scan radio bar code on meter.
11. Scan meter number bar code.
12. Enter GPS coordinates.
 - a. All GPS/GIS coordinates shall have a minimum of 1-meter accuracy.
13. Take picture of new meter while still in service, close-up with meter reading clearly visible.

3.3.4.3 Site Inspection and Close-Out

1. Verify PT and CT nameplate ratio at site (if visible and accessible), apply calculated multiplier to meter using UV tape
2. Verify that new electric AMI meter is energized before leaving site.
 - a. Supplier or Supplier's Installation Subcontractor has responsibility to correct installations not conducted correctly.
3. Clean-up Consumer site. Restore any damage made to Consumer's lawn, landscaping, or premises during the meter installation.
4. If Consumer is onsite, ensure that the Consumer is aware that the work is complete.

- a. If utility Consumer is not onsite or is unresponsive, include pricing for the option of placing notification tags as directed by Purchaser (Supplier to provide tags). Unless in the instance where the Purchaser has authorized work to proceed and does not infringe on the “exemption list” (medical, home business, etc.)
5. Return all removed meters to Supplier’s warehouse. Place removed meters in inventory and make available for Purchaser access for at least 6 months for testing and verification. Supplier or Supplier’s Installation Subcontractor responsible for inventory control and presentment of old meter to Purchaser upon Purchaser request.
6. Provide meter installation record (electronically) which contains all items described above including but not limited to:
 - a. Post on site to share data
 - b. Meter Number, Multiplier (if other than 1), Form, Class, and new seal number.
 - c. Consumer address, meter register number and AMI serial number
 - d. Site photos (before and after)
 - e. Time-stamped GPS coordinates
 - f. Old and new meter readings
 - g. PT and CT multipliers (if visible and accessible)

4 Unable to Complete (UTC) and Return to Purchaser (RTP)

4.1 Installation Subcontractor (Supplier) Responsibilities

1. Perform all assigned endpoint installations while adhering to blackout schedules as defined and provided by the Purchaser
2. Technician will be expected to make a reasonable attempt to access each endpoint. Any endpoints with access issues should be elevated to the Technician’s Supervisor. Orders that are unable to be completed (UTC) shall follow a process to be defined and agreed upon by both Supplier and the Purchaser.
3. For purposes of Consumer appointments that are scheduled by the Purchaser (UTC and RTP locations only) for installation and access to premises, Supplier or Supplier’s Installation Subcontractor shall complete up to two (2) attempts to install each assigned meter as follows:
 - a. One in-person visit to each assigned meter location, at which time a door hanger will be left at the assigned meter location.
 - b. If in-person visit is unsuccessful, the Installer shall notify the Purchaser who will make an appointment and confirm the appointment with the Installer.
 - c. If the Purchaser is unable to arrange an appointment within two calendar weeks from the date it is notified by the Installation Subcontractor about the need for an appointment or if Consumer is not present at the time of a scheduled appointment, the meter will be considered unable to complete (UTC) and returned to the Purchaser (RTP) for installation.

4.1.1 The Purchaser's Responsibilities

1. Work with Supplier and its Installation Subcontractor to conduct remediation activities for incorrect endpoint or address information.
2. For UTC and RTP locations only, schedule appointments with Purchasers and confirm appointments with the Installation Subcontractor within two calendar weeks of notification for need of appointment by the Installation Subcontractor.

Carlin Edwards Brown PLLC

Attorneys & Counselors at Law
2055 Orchard Lake Rd.

Sylvan Lake, Michigan 48320

P. (248) 816-5000

F. (248) 816-5115

www.cebhlaw.com

John B. Carlin, Jr. (1939-2018)
Scott D. Edwards (Of Counsel)
Michael J. Brown
Steven J. Grobbel
James V. Bellanca, III

Lansing Office

6017 West St. Joe Hwy., Suite 202

Lansing, Michigan 48917

P. (517) 321-4617

F. (517) 321-4642

Northern Michigan Office

145 North Otsego Ave.

Gaylord, Michigan 49735

P. (989) 251-1041

F. (989) 688-5901

November 15, 2023

Via E-Mail Only (citymanager@portland-michigan.org)

Mr. Tutt Gorman
Portland City Manager
259 Kent St.
Portland, MI 48875

**Re: Clase Azul, Inc.
Request for Local Approval**

Dear Mr. Gorman:

It was a pleasure to speak with you recently regarding my client Clase Azul, Inc. Clase Azul has plans to open a new restaurant/bar within the Downtown Development District area at 111 E. Grand River Ave., Portland, Michigan 48875.

In order to serve alcohol at its new Portland restaurant, Clase Azul needs a Class C on-premise liquor license to allow for the sale of beer, wine, and spirits. Clase Azul is filing an application with the Michigan Liquor Control Commission (“MLCC”) to request a Downtown Development District (“DDA”) license. MLCC rules require that we obtain approval from the local government for this DDA license in order to file our application. Please accept this letter as a brief explanation of Clase Azul’s plans and a request for Portland City Council approval for a DDA license. Please note that this DDA license is not a “quota” license, and is issued by the MLCC in addition to any quota.

Clase Azul is planning on opening a restaurant/bar serving Tex-Mex style food offerings with a full-service bar and cocktail selections. The restaurant is expected to employ 15 people. It will provide a welcome casual dining addition to the City.

Clase Azul, Inc. respectfully requests that the matter be placed on the December 4 City Council meeting agenda for consideration and a vote. We are hopeful that the vote will be in favor of supporting a DDA license for Clase Azul, Inc. for use at 111 E. Grand River Ave., Portland, Michigan 48875. Attached for use by the Board of Trustees is the MLCC Local Governmental

November 15, 2023

Page 2

Approval Form (LCC-106) that would need to be completed and signed following a Board's vote on the license approval.

Clase Azul is happy to answer any questions and provide any additional documentation that you or the City Council may have.

If the City Council votes to approve the DDA license, I would ask for your assistance in obtaining signatures on the enclosed affidavits that the MLCC requires in connection with an application for a DDA license:

- City Assessor Affidavit. I would just need the Assessor to provide the total amount of public and private investment in the real and personal property within the Development District in the previous five years.
- City Clerk Affidavit.

Thank you for your assistance. Should you have any questions, please feel free to contact me.

Very truly yours,

Carlin Edwards Brown PLLC

Steve Grobbel

Steven J. Grobbel

Direct Dial: (248) 816-5000 (ext. 2)

E-Mail: sgrobbel@cebhlaw.com

Enc.

cc: Nikki Miller

Tina Conner Wellman



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ City of Portland _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
(date) (time)
the following resolution was offered:

Moved by _____ and supported by _____

that the application from Clase Azul, Inc.
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Downtown Development District ("DDA") Class C Liquor License per MCL 436.1521a(1)(b)
(list specific licenses requested)

to be located at: 111 E. Grand River Ave., Portland, Michigan 48875

and the following permit, if applied for:

[] Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 23-85

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE
MAYOR TO SIGN THE JOINT FUNDING AGREEMENT FOR THE
OPERATION OF A STREAMGAGING STATION**

WHEREAS, the City operates a hydroelectric plant which is licensed by the Federal Energy Regulatory Commission (FERC); and

WHEREAS, the City’s FERC license requires it to jointly fund the operation of a streamgaging station on the Grand River at Portland, Michigan with the U.S. Geological Survey, U.S. Department of the Interior; and

WHEREAS, the Center Director of the U.S. Geological Survey, U.S. Department of the Interior; has sent a new joint funding agreement for the period of October 1, 2023 through September 30, 2024, a copy which is attached as Exhibit A (the “Agreement”); and

WHEREAS, the new agreement provides that the City will be billed \$8,000.00 for the period of October 1, 2023 through September 30, 2024.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes and directs the Mayor to sign the joint funding agreement for the operation of the streamgaging station, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 2023

Monique I. Miller, City Clerk



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Upper Midwest Water Science Center

Minnesota Office
2280 Woodale Drive
Mounds View, MN 55112
763.783.3100

Wisconsin Office
1 Gifford Pinchot Drive
Middleton, WI 53762
608.828.9901

Michigan Office
5840 Enterprise Drive
Lansing, MI 48911
517.887.8903

Mr. Todd Davlin
City of Portland
259 Kent Street
Portland, Michigan 48875

Dear Mr. Davlin:

Attached is an original of Joint Funding Agreement (JFA) No. 24NKJFA102 between the City of Portland and the U.S. Geological Survey (USGS) for the shared operation of the streamgaging station on the Grand River at Portland, Michigan. The total program cost of \$8,000, of which the City of Portland will be contributing \$8,000, covers the agreement period October 1, 2023 to September 30, 2024.

Work performed with funds from this agreement will be conducted on a fixed-cost basis. Your office will be billed annually in accordance with the JFA. The results of all work under this agreement will be available for publication by the U.S. Geological Survey.

Please sign an original and return to our office. Then retain another for your files. If you have any questions, please contact Christopher Hoard at 517-887-8949. We look forward to continuing our successful relationship.

Sincerely,

Steven Peterson
Director, Upper Midwest Water Science Center

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000001519
Agreement #: 24NKJFA102
Project #: NK00LZR
TIN #: 38-6007243

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the October 1, 2023, by the U.S. GEOLOGICAL SURVEY, Upper Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Portland party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation the shared operation of the streamgaging station on the Grand River at Portland, Michigan (station number 04114000), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$0 by the party of the first part during the period October 1, 2023 to September 30, 2024
- (b) \$8,000 by the party of the second part during the period October 1, 2023 to September 30, 2024
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR

Customer #: 6000001519
Agreement #: 24NKJFA102
Project #: NK00LZR
TIN #: 38-6007243

Water Resource Investigations

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Christopher Hoard
Eastern Data Chief
Address: 5840 Enterprise Drive
Lansing, MI 48911-4107
Telephone: (517) 887-8949
Fax: (517) 887-8937
Email: cjhoard@usgs.gov

Customer Technical Point of Contact

Name: Todd Davlin
Utilities Supervisor
Address: 259 Kent Street
Portland, Michigan 48875
Telephone: (517) 647-6912
Fax:
Email: electricssuper@portland-michigan.org

USGS Billing Point of Contact

Name: Eric Hanes
Budget Analyst
Address: 5840 Enterprise Drive
Lansing, MI 48911-4107
Telephone: (517) 887-8951
Fax: (517) 887-8937
Email: emhanes@usgs.gov

Customer Billing Point of Contact

Name: Todd Davlin
Utilities Supervisor
Address: 259 Kent Street
Portland, Michigan 48875
Telephone: (517) 647-6912
Fax:
Email: electricssuper@portland-michigan.org

U.S. Geological Survey
United States
Department of Interior

City of Portland

Signature

Signatures

By _____
Name: Steven Peterson
Title: Center Director

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

Memo



To: Board of Light & Power

From: Todd Davlin, Electric Superintendent

Cc: Tutt Gorman, City Manager

Date: 11-28-2023

Re: Action Item BLP11A – USGS Stream Gage Operations Funding

The USGS and City of Portland have a historical relationship for operation of a stream gaging station on the Grand River. The stream gage provides necessary information for daily operation of the dam. Our portion of the costs is \$8,000/year. In accordance with our agreement, we must approve funding of the station from October 2023 through September 2024.

RECOMMENDATION: Action Item BLP11A – Recommend City Council approve execution of the Joint Funding Agreement (JFA) No. 24NKJFA102 between the City of Portland and the U.S. Geological Survey (USGS) for the shared operation of the stream gaging station on the Grand River at Portland, Michigan. The City of Portland will be contributing \$8,000 which covers the agreement period from October 1, 2023, to September 30, 2024.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 23-86

**A RESOLUTION APPROVING A PROPOSAL FROM
NTH CONSULTANTS, LTD TO PROVIDE ENVIRONMENTAL
COMPLIANCE SERVICES TO THE ELECTRIC DEPARTMENT
RELATED TO THE OPERATIONS OF ITS DIESEL ENGINES**

WHEREAS, the Electric Department operates three diesel engines that provide back-up and secondary power to the electrical system and those engines are subject to various state and federal environmental and safety standards, including the National Emission Standards for Stationary Reciprocating Internal Combustion Engines (RICE); and

WHEREAS, the Electric Superintendent and City Manager recommend approving the proposal from NTH Consultants, Ltd. to provide environmental compliance services to the Electric Department related to the operations its three diesel engines in the amount of \$15,000.00, a copy of the proposal and memo from the Electric Superintendent, are attached as Exhibit A; and

WHEREAS, at its regular meeting on November 28, 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 proposal from NTH Consultants, Ltd. to provide environmental compliance services to the Electric Department related to the operations its three diesel engines in the amount of \$15,000.00, a copy of the proposal and memo from the Electric Superintendent, are attached as Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 2023

Monique I. Miller, City Clerk

Memo



To: Board of Light & Power

From: Todd Davlin, Electric Superintendent

Cc: Tutt Gorman, City Manager

Date: 11-28-2023

Re: Action Item BLP 11B – NTH/Federal Clean Air Act Compliance Support

The City of Portland's engines are subject to federal Clean Air Act. As part of our compliance obligations the city is required to submit an annual emissions inventory, maintain a site-specific monitoring plan and conduct engine emissions testing every 5 years. In 2023 the city contracted NTH consultants to help us with emission inventory and reporting, audit our monitoring plan and activities and provide emission testing services. Based on a successful test and a thorough audit we've requested NTH provide the services outlined below:

- Update Site-Specific Monitoring Plan
- Emissions Inventory Calculation and Reporting
- General Regulatory Support

RECOMMENDATION: Action Item BLP 11B – Recommend City Council approve NTH Consultants, Ltd. Proposal No. OP23001838 to update the municipal power plant site-specific monitoring plan and to support the City of Portland with Annual USEPA and EGLE emissions and federal Clean Air Act reporting. The estimated cost of services is \$15,000.



Mr. Todd Davlin
City of Portland Light and Power
Superintendent Electric Department
259 Kent Street
Portland, MI 48875

October 3, 2023
NTH Proposal No. OP23001838

**RE: Proposal to Provide Professional Consulting Services
Engine Site-Specific Monitoring Plan and EGLE Annual Air Emissions Report
City of Portland Light and Power [SRN: N5352]**

Dear Mr. Davlin:

NTH Consultants, Ltd. (NTH) is pleased to present this proposal to provide professional consulting services to revise the City of Portland Light and Power’s (Portland’s) Site-Specific Monitoring Plan required by the Federal National Emissions Standards for Hazardous Air Pollutants (NESHAP) and prepare the 2023 annual emissions report for the facility’s reciprocating internal combustion engines (RICE).

STATEMENT OF UNDERSTANDING

Portland owns and operates two (2) dual fuel-fired RICE and one (1) diesel only RICE at the Portland generating facility, as follows:

Emission Unit	Emission Unit Description	Installation Date	Control Technology
EUENGINE3	Nordberg model FSG-126-HSC 1,000 kW dual fuel generator	2002	Oxidation Catalyst
EUENGINE4	Cooper Bessemer model JS81 820 kW diesel engine generator	Early 1970s	Oxidation Catalyst
EUENGINE5	Fairbanks Morse model 31 AD 18-8 2,000 kW dual fuel generator	1994	Oxidation Catalyst

Portland’s engines are subject to the federal RICE MACT required by 40 CFR Part 63 Subpart ZZZZ as existing, limited use, non-emergency compression ignition stationary engines and operate in accordance with PTI No. 353-94A. Portland replaced the oxidation catalyst on EUENGINE5 in 2023; accordingly, Portland’s procedure for catalyst pressure drop monitoring (i.e., procedures within the Site-Specific Monitoring Plan) must be updated to reflect the initial pressure drop value established for this engine during performance testing on June 5, 2023.



Further, an annual emissions report is required for the Portland Light and Power facility pursuant to R 336.202 of the Michigan Air Pollution Control Rules and must be submitted by March 15, 2024. Michigan Department of Environment, Great Lakes, and Energy (EGLE) previously required submittal of annual emissions data through the Michigan Air Emission Reporting System (MAERS) however, has migrated to MiEnviro Portal for reporting year 2023.

Portland requested that NTH assist in updating and streamlining the facility's Site-Specific Monitoring Plan for compliance with RICE MACT and prepare the 2023 annual air emissions report.

SCOPE OF SERVICES

NTH has prepared the following Scope of Services to assist Portland with updating the site-specific monitoring plan and preparation of the 2023 annual air emissions report.

Task 1: Update the Site-Specific Monitoring Plan

NTH will prepare one (1) updated Site-Specific Monitoring Plan for Portland's three (3) RICE. We anticipate utilizing the information provided by Portland for its monitoring equipment (e.g., thermocouples located at the catalyst inlet), process data from the 2023 stack testing, and existing plans to provide an updated Monitoring Plan that meets the requirements outlined in 40 CFR §63.6625(b). We anticipate that this document will be provided as a user-friendly summary for Portland's use; we do not anticipate providing a regulatory applicability review for requirements for the RICE.

Task 2: Prepare 2023 Annual Emissions Report

NTH will prepare the electronic annual emissions report and assist in populating fuel usage, emissions, and activity information into the web-based MiEnviro database for reporting year 2023.

The report will be prepared using fuel, stack test data, and other necessary data regarding operation of the facility in 2023, as provided by Portland. Portland will also need to provide NTH with a description of additions, deletions, or changes to the facility configurations or operations that occurred during calendar year 2023. We request that engine/fuel operating information for 2023 be provided as soon as possible but not later than February 1, 2024.

NTH will provide a draft report of the emission tables and electronic data report using the on-line MiEnviro portal for review. NTH will also assist Portland in review and submittal of the final electronic forms to EGLE.

FEE AND GENERAL CONDITIONS

Based on our understanding of the project and the detailed scope of services as noted above, our total fee for the project is **\$15,000**. We will bill on a lump sum basis. NTH will perform these



services in accordance with our General Conditions, (GC-01-2023); a copy is enclosed for your reference. Please signify your approval by signing in the space provided below or issuing a purchase order referencing NTH Project No. 23001838.

We will commence work on this project upon receiving authorization from you to proceed. If you have questions concerning this proposal, please contact us at (616) 451-6270.

Sincerely,

NTH Consultants, Ltd.

DocuSigned by:
Chloe M. Palajac
D8ADD44DB52B496...

Chloe M. Palajac, P.E.
Senior Staff Engineer

CMP/EJM/mlk

Attachment

cc: Rhiana Dornbos, P.E., NTH

DocuSigned by:
Eric J. Marko
BB85152B933747B...

Eric J. Marko, P.E.
Project Engineer



ACCEPTANCE PAGE

**ACCEPTED FOR: CITY OF PORTLAND LIGHT AND POWER
(NTH Proposal No. OP23001838, dated October 3, 2023)**

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

STANDARD OF CARE

In performing its professional services, NTH will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same locality at the same time and providing the same or similar services. The standard of care shall be the standard existing at the time NTH's services were rendered. No warranty, express or implied, is made or intended by NTH's performance of any services, proposal for professional services, furnishing oral or written reports, or observation of any work. Client recognizes that actual conditions may vary from those encountered at the locations where tests, borings, surveys or explorations are made by NTH or provided by others, and that NTH's data, interpretations and recommendations are based solely on information available to NTH that it deems reliable and material to the performance of its professional services. NTH will be responsible for its data, interpretations and recommendations, but shall not be responsible for the interpretation by others of information developed or relied upon by NTH. Client also recognizes that observation of construction by a qualified engineering firm is essential to verify that designs are appropriate for actual site conditions. Except for NTH's employees acting within the scope of their employment, and contractors and subconsultants retained by NTH acting within the scope of their retention by NTH, Client agrees that NTH shall not be responsible for any acts or omissions of any contractors, consultants, and suppliers, or other persons, whether for site safety, the quality of work or the failure to furnish or perform their work in accordance with their contract documents. The parties agree that the services and information provided by NTH are solely for the Client's guidance, and the extent that the Client provides information from NTH to third parties for services, Client will first require the third party, by contract or otherwise by waiver, to agree that NTH owes no duty in contract, tort, or otherwise to the third party for any services or information provided by NTH to Client, whether related to NTH's design, investigation, construction administration, or any other services.

LIMITATION OF PUBLIC LIABILITY INSURANCE

NTH represents and warrants that NTH and its agents, staff and consultants employed by NTH are protected by worker's compensation insurance and that NTH has coverage under public liability and property damage insurance policies which NTH deems to be adequate. Certificates for all such policies of insurance can be provided to the Client upon request. Subject to the terms, conditions, and limits of such insurance, for any claim by a third party, NTH agrees to indemnify and save Client harmless from and against any loss, damage, or liability to the extent caused by any negligent acts of NTH, its agents, staff, consultants or contractors employed by NTH. NTH shall not be responsible for any loss, damage, or liability to the extent such loss, damage, or liability is not covered by such insurance. NTH shall not be responsible for any loss, damage, or liability arising from any negligent acts by Client, its agents, staff, representatives and other consultants employed by Client.

LIMITATION OF PROFESSIONAL LIABILITY

NTH represents and warrants that NTH has professional liability insurance coverage which it deems to be adequate. Certificates describing NTH's coverage can be provided to the Client upon request. Notwithstanding any other provisions of these General Conditions, NTH's proposal for professional services and any other documents that may be deemed to be a part of its agreement to provide professional services, Client agrees that the total liability for damages, in the aggregate, of NTH, its officers, directors, employees, agents, contractors and subconsultants to Client or anyone claiming by, through or under Client, for any and all actions (including, but not limited to, those sounding in tort, contract (express or implied), indemnity, warranty (express or implied), statutory violation or liability, strict liability, negligence, gross negligence, misrepresentation, malpractice) and for all claims (including, but not limited to, those alleging bodily injury, death, property damage, environmental response costs and/or damages, expenses, costs, attorneys' fees, litigation costs) and/or all damages (including, but not limited to, direct, consequential, economic, non-economic and incidental damages) arising from or in any way relating to, directly or indirectly, NTH's professional services under this agreement, shall be limited to \$50,000 or the amount of the fee actually paid NTH for its services under this agreement, whichever amount is greater.

RIGHT OF ENTRY

Unless otherwise agreed, to the extent it is necessary for NTH to enter onto property in order to perform its services, Client shall furnish right of entry on the land sufficient for NTH to perform its services. NTH has not included in its fee costs for rectifying damages that may result from NTH's operations. If NTH is required to restore the property to its former condition, additional charges will be added to its fee sufficient to cover the restoration work, including NTH's standard profit factor.

CONSTRUCTION OBSERVATION

If construction observation is included in NTH's proposal, NTH shall visit the project site at such intervals and for such durations as it deems appropriate, or as otherwise agreed to in writing by Client and NTH. Such visits and observations and any comments or reports generated from such visits and observations shall not impose any liability on NTH beyond that set forth in this agreement, or relieve any contractor from its contractual obligations. All construction contractors shall be solely responsible for construction site safety, the quality of their work and adherence to the contract documents. NTH shall have no authority or obligation to direct any contractor's actions or stop any contractor's work. Further, unless specifically agreed in writing, Client agrees that NTH shall have no duty or responsibility for performing, furnishing, implementing, supervising, or evaluating any designs for the project. Client agrees that NTH's services under this agreement are not performed pursuant to a special agreement under Michigan law.

HAZARDOUS MATERIALS

Client represents that Client has made a reasonable effort to evaluate whether hazardous materials, including gases, are on or near the project site, and that Client has informed NTH of Client's findings relative to the possible presence of such materials. Hazardous materials may exist at a site where NTH has no reason to believe they could or should be present. NTH and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of NTH's scope of services or allowing NTH to terminate its services, at NTH's sole discretion. NTH and Client agree that hazardous materials

may make it necessary for NTH to take immediate measures to protect health and safety. Client agrees to indemnify NTH fully (as set forth below) and compensate NTH for any liability of any nature, equipment decontamination and other costs incident to the discovery of hazardous materials.

NTH agrees to notify Client when hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate government agencies. Client also agrees to hold NTH harmless for any and all consequences of any required disclosures made by NTH. If Client does not own the project site, it is Client's responsibility to inform the property owner of the discovery of hazardous materials or suspected hazardous materials.

Notwithstanding any other provisions of the agreement, Client waives any claim against NTH for losses, damages, liabilities, and costs (including, without limitation, court costs and attorneys' fees) arising out of, or in any way connected with, the presence, discharge, release, escape, or reporting of hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delay of the project and any cost associated with possible reduction of the property's value. Further, to the maximum extent permitted by law, Client agrees to defend, indemnify, and save NTH harmless from any claims, losses, damages, liabilities, and costs (including, without limitation, court costs and attorneys' fees) arising out of, or in any way connected with, the presence, discharge, release, escape, or reporting of hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for proper disposal of any samples secured by NTH which NTH deems to be contaminated.

BIOLOGICAL POLLUTANTS

Unless specifically stated in its proposal, NTH's scope of services does not include the investigation or detection of the presence of any Biological Pollutants in or around any structure. Client agrees that NTH shall have no liability for any claim regarding bodily injury or property damage alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure. In addition, Client shall defend, indemnify, and hold harmless NTH from any third-party claim for damages alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure, except for damages arising from or caused by NTH's sole negligence. The term "Biological Pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

UTILITIES

In the execution of its services, NTH will take reasonable precautions to avoid damage or injury to subterranean structures or utilities made known to NTH by Client or a public utility locating service. Client agrees to hold NTH harmless for any damages to subterranean structures that are not called to NTH's attention and correctly shown or described on the documents furnished.

NON-SOLICITATION

Client agrees that during the course of its engagement with NTH and for a period of one (1) year after that relationship ends, regardless of the reason for separation, Client will not, directly or indirectly, either as an owner, employee, salesperson, consultant, director, independent contractor or in any other capacity, solicit, entice, induce or encourage any employee to leave employment with NTH.

OWNERSHIP OF DOCUMENTS

All reports, drawings, plans, specifications, field data, field notes, calculations, estimates and other documents prepared by NTH, as instruments of service, shall be for the Client's use only on this project and shall remain NTH's property. Electronic data, including, but not limited to, CADD drawings, databases, word processor documents, and/or spreadsheets, are provided as an accommodation only. Paper documents are the contract deliverables.

Client assumes the risk that electronic data may differ from the paper deliverables, due to inaccurate translations or unreadable files. Further, Client agrees to hold harmless and indemnify NTH for any changes or modifications made by others to the electronic data. Client agrees that all reports and other work product furnished to the Client or its representatives, will be returned upon demand and will not be used by the Client for any purpose whatsoever, unless otherwise specifically agreed by NTH. NTH will retain records relating to the services performed that NTH decides to retain in its sole discretion for a period of five (5) years following submission of the report, during which period the records will be made available to the Client at reasonable times for a reasonable fee.

INVOICING

Invoices will be submitted to the Client monthly and a final invoice will be submitted upon completion of NTH's services. Each invoice is due upon presentation, and is past due thirty (30) days from invoice date. Client agrees to pay the time-price differential of 1 1/2% per month on past due accounts, plus any costs and attorney fees incurred in recovering the late payment. NTH reserves the right to suspend or terminate services under this agreement upon failure of Client to pay NTH's invoices when due.

RESOLUTION OF DISPUTES

All claims, disputes and other matters in controversy arising out of or in any way related to this agreement shall be submitted to non-binding mediation through and in accordance with the mediation rules of the American Arbitration Association as a condition precedent to any litigation or arbitration.

TIME TO BRING CLAIMS, JURISDICTION, VENUE, CHOICE OF LAW

Client agrees that any claims it may have and its right to pursue any such claims under this agreement with NTH, whether the existence of any such claims is discovered or not, shall expire the earlier of two (2) years following the completion of NTH's services under this agreement, or the expiration of any applicable statutes of limitations or statute(s) of repose, whichever is earlier. The Parties agree that any legal proceedings between the Parties shall exclusively be brought, at NTH's sole discretion, in either arbitration in Michigan pursuant to the American Arbitration Association Construction Rules or in a Michigan court. Should NTH select the legal proceedings to be in a Michigan court, then the Parties agree to a bench trial, and hereby waive any right to a trial by jury.

Client agrees to submit to the jurisdiction of the courts of Michigan and waives any and all defenses based upon lack of personal jurisdiction, forum non-conveniens and the like. Client and NTH further agree that the prevailing party will be entitled to recover all reasonable costs incurred in any such legal proceedings (including upon appeal and for enforcement of any judgment), including NTH staff time charges (if NTH is the prevailing party), court costs, attorneys' fees and other claim related expenses, subject only to the foregoing limitation of liability. Should neither party prevail on all of their claims or receive all of the relief they sought, then the substantially prevailing party shall be awarded such fees and costs. Client acknowledges and understands that the foregoing presumes that Client has first satisfied the non-binding mediation requirement set forth in Resolution of Disputes, above. No time limitation set forth in this Time To Bring Claims, Jurisdiction, Venue, Choice of Law provision shall be extended or tolled for any period of time by Client's failure to satisfy the Resolution of Disputes provision, or by any ongoing non-binding mediation between Client and NTH pursuant to the Resolution of Disputes provision.

TERMINATION

This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, NTH shall be paid for services performed to the termination notice date plus reasonable termination expenses. Client agrees that a substantial failure to perform shall include failure fully to pay an invoice within fourteen days of the date payment is due.

In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by this agreement, NTH may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all NTH's direct costs in completing such analyses, records and reports.

NON-ASSIGNMENT

Client shall not assign any of its duties, rights and interest in this agreement without the prior written consent of NTH. Nothing in this agreement shall be construed to create, impose or give rise to any duty owed by NTH to any third party. All duties undertaken under this agreement by NTH are for the sole and exclusive benefit of Client. There are no intended third-party beneficiaries of this agreement or of the services to be performed by NTH under this agreement. Should a court find otherwise, it is the intent of the parties that such third-party beneficiary be bound by and subject to all of the terms and conditions of this agreement.

OTHER DOCUMENTS/CONTRACT MERGER

Client agrees that these General Conditions shall prevail over any conflicting provisions of any other documents that may be considered to be part of this agreement. This agreement shall include the proposal to which these General Conditions are attached or in which reference is made to these General Conditions, together with all other documents attached to such proposal and referenced in such proposal as being a part of the basis upon which NTH has agreed to undertake professional services. All other understandings, discussions, agreements, proposals, correspondence, electronic mail and other communications of any descriptions pre-existing this agreement are merged into and superseded by this agreement. This agreement constitutes the parties' complete, entire and final understanding of the subject matter of this agreement.

SEVERABILITY

If any provisions of this agreement are found to be void or unenforceable for any reason, the remainder of this agreement shall continue in full force and effect, and the court shall attempt to judicially reform the void or unenforceable provisions to the maximum extent possible, consistent with the intent evidenced by the provisions, to render it valid and enforceable. If the court is unable to reform the provisions, the court shall strike only those provisions which are invalid or unenforceable, and this agreement shall then be construed without reference to the void or unenforceable provisions.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 23-87

**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 \$806,840.70, 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 \$806,840.70, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 4, 2023

Monique I. Miller, City Clerk

To (Owner):	City of Portland 259 Kent Street Portland, MI 48875	Project:	Wastewater System Improvements CWSRF No. 5758-01	Invoice No.:	2205
DESIGN-BUILDER:	F&V Construction 2960 Lucerne Drive SE Grand Rapids, MI 49546			Application No.:	22
				Application Date:	November 30, 2023
				Period to:	November 30, 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	\$ -
Change Order No. 2	\$ 14,723.00	\$ -
Change Order No. 3	\$ 6,836.00	\$ -
<hr/>		
TOTALS	\$ 50,208.69	\$ -
<hr/>		
Approved this Month		
<hr/>		
TOTALS	\$ -	\$ -
<hr/>		
Net Change by Change Orders	\$ 50,208.69	\$ -

1. ORIGINAL CONTRACT SUM	\$ 12,750,000.00
2. NET CHANGE BY CHANGE ORDERS	\$ 50,208.69
3. ADJUSTED CONTRACT SUM TO DATE	\$ 12,800,208.69
(Line 1 + Line 2)	
4. TOTAL COMPLETED & STORED TO DATE	\$ 10,119,776.44
5. RETAINAGE	\$ 650,771.02
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5)	\$ 9,469,005.42
7. LESS PREVIOUS PAYMENTS	\$ 8,662,164.72
<hr/>	
8. CURRENT PAYMENT DUE	\$ 806,840.70
<hr/>	
9. BALANCE TO FINISH, PLUS RETAINAGE	\$ 3,331,203.27
(Line 3 - Line 4 + Line 5)	

AMOUNT CERTIFIED

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

\$ 806,840.70

DESIGN-BUILDER:

By: 
 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.

Date: 11/30/2023

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.

APPROVALS:

By: _____
CITY OF PORTLAND

Date: _____

Payment Application No. 22

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	\$ (17,421.00)	\$ 1,539,619.00	\$ 1,287,832.40	\$ 35,079.00	\$ 1,322,911.40	\$ 216,707.60	86%
C2	Concrete	\$ 684,595.00	\$ 3,534.00	\$ 688,129.00	\$ 378,000.00	\$ 9,000.00	\$ 387,000.00	\$ 301,129.00	56%
C3	General Trades	\$ 656,125.00	\$ 49,589.00	\$ 705,714.00	\$ 465,000.00	\$ 31,000.00	\$ 496,000.00	\$ 209,714.00	70%
C4	Painting	\$ 210,568.00	\$ 12,158.00	\$ 222,726.00	\$ 149,579.00	\$ -	\$ 149,579.00	\$ 73,147.00	67%
C5	Mechanical	\$ 4,527,209.20	\$ 44,434.19	\$ 4,571,643.39	\$ 3,361,734.64	\$ 570,000.00	\$ 3,931,734.64	\$ 639,908.75	86%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ 22,279.00	\$ 1,095,016.00	\$ 874,577.70	\$ 30,780.70	\$ 905,358.40	\$ 189,657.60	83%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 488,780.00	\$ -	\$ 488,780.00	\$ -	100%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C9	Cured-in-Place Pipe (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -	100%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C13	Owner's System Integrator WWTP	\$ 49,900.00	\$ -	\$ 49,900.00	\$ 15,000.00	\$ 3,500.00	\$ 18,500.00	\$ 31,400.00	37%
	Owner's System Integrator Lift Stations	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	0%
	General Conditions	\$ 313,700.00	\$ -	\$ 313,700.00	\$ 217,500.00	\$ 21,500.00	\$ 239,000.00	\$ 74,700.00	76%
	Design-Builder's Fee	\$ 831,800.00	\$ 3,933.00	\$ 835,733.00	\$ 631,432.00	\$ 57,481.00	\$ 688,913.00	\$ 146,820.00	82%
	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	\$ 478,500.00	\$ 48,500.00	\$ 527,000.00	\$ 262,800.00	67%
	Design-Builder's Contingency	\$ 602,745.80	\$ (71,797.50)	\$ 530,948.30	\$ -	\$ -	\$ -	\$ 530,948.30	0%
	Contract Total	\$ 12,750,000.00	\$ 50,208.69	\$ 12,800,208.69	\$ 9,312,935.74	\$ 806,840.70	\$ 10,119,776.44	\$ 2,680,432.25	79%

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 23-88

A RESOLUTION APPROVING 2024 CITY COUNCIL MEETING DATES

WHEREAS, the Open Meetings Act requires public bodies to post a list of dates of all of the regular meetings within ten days of the first meeting in each calendar or fiscal year; and

WHEREAS, Section 2-19 of the Code of the City of Portland, Michigan provides:

2-19 Time and place.

Sec. 1. The Portland City Council shall conduct regular meetings on the first and third Monday of the month in the Council Chambers at City Hall commencing at 7:00 p.m. unless rescheduled to a date not less than seven (7) days after adoption of a resolution passed by the City Council which reschedules the regular meeting. Whenever a meeting date falls on a City holiday, the meeting shall be conducted on the next business day; and

WHEREAS, the City Clerk has prepared the attached listing of the 2024 regular meeting dates for the City Council, Planning Commission, ZBA, DDA, DDA Work Meeting, Board of Light & Power, and Parks and Recreation Board, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the list of proposed dates for the meeting of City Council for the year 2024 as set forth 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: December 4, 2023

Monique I. Miller, City Clerk

PUBLIC NOTICE

In compliance with the Open Meetings Act and the Portland City Charter, following are the dates for the regular meetings, unless otherwise noted, for Boards & Commissions of the City of Portland for 2024. Individuals with disabilities requiring auxiliary aids or services for any meeting may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed to you.



PLANNING COMMISSION	
All meetings are held at 7:00 P.M., the second Wednesday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Wednesday	January 10th
Wednesday	February 14th
Wednesday	March 13th
Wednesday	April 10th
Wednesday	May 8th
Wednesday	June 12th
Wednesday	July 10th
Wednesday	August 14th
Wednesday	September 11th
Wednesday	October 9th
Wednesday	November 13th
Wednesday	December 11th

DDA	
All meetings are held at 7:00 P.M., the fourth Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 29th
Monday	February 26th
Monday	March 25th
Monday	April 22nd
Monday	May 27th
Monday	June 24th
Monday	July 22nd
Monday	August 26th
Monday	September 23rd
Monday	October 28th
Monday	November 25th
* No Meeting *	

DDA - Work Meeting	
All meetings are held at 6:15 P.M., the second Tuesday of each month, at City Hall, 259 Kent St., Portland, MI	
Tuesday	January 9th
Tuesday	February 13th
Tuesday	March 12th
Tuesday	April 9th
Tuesday	May 14th
Tuesday	June 11th
Tuesday	July 9th
Tuesday	August 13th
Tuesday	September 10th
Tuesday	October 8th
Tuesday	November 12th
* No Meeting *	

CITY COUNCIL	
All meetings are held at 7:00 P.M., the first and third Monday of each month, in the Council Chambers at City Hall, 259 Kent St.	
Monday	January 8th
Monday	January 22nd
Monday	February 5th
Tuesday	February 20th
Monday	March 4th
Monday	March 18th
Monday	April 1st
Monday	April 15th
Monday	May 6th
Monday	May 20th
Monday	June 3rd
Monday	June 17th
Monday	July 1st
Monday	July 15th
Monday	August 5th
Monday	August 19th
Tuesday	September 3rd
Monday	September 16th
Monday	October 7th
Monday	October 21st
Monday	November 4th
Monday	November 18th
Monday	December 2nd
Monday	December 16th

BOARD OF LIGHT & POWER	
All meetings are held at 4:00 P.M., the last Tuesday of each month, at the Diesel Plant, 723 E. Grand River Ave., Portland, MI.	
Tuesday	January 30th
Tuesday	February 27th
Tuesday	March 26th
Tuesday	April 30th
Tuesday	May 28th
Tuesday	June 25th
Tuesday	July 30th
Tuesday	August 27th
Tuesday	September 24th
Tuesday	October 29th
Tuesday	November 26th
* No Meeting *	

PARKS & REC BOARD	
All meetings are held at 5:30 P.M., the third Monday of each month, in the Executive Board Room at City Hall, 259 Kent St., Portland, MI.	
Monday	January 15th
Tuesday	February 20th
Monday	March 18th
Monday	April 15th
Monday	May 20th
* No Meeting *	
Monday	July 15th
Monday	August 19th
Monday	September 16th
Monday	October 21st
Monday	November 18th
* No Meeting *	

ZONING BOARD OF APPEALS	
All meetings are held at 7:00 P.M., the second Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 8th
Monday	February 12th
Monday	March 11th
Monday	April 8th
Monday	May 13th
Monday	June 10th
Monday	July 8th
Monday	August 12th
Monday	September 9th
Monday	October 14th
Tuesday	November 12th
Monday	December 9th



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, November 20, 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; Police Chief Thomas; DDA Director ConnerWellman

Guests: Kathy Parsons

The meeting was called to order at 7:00 P.M. by City Clerk Miller with the Pledge of Allegiance.

City Clerk Miller administered the Oath of Office to Council Members Barnes, VanSlambrouck, and Fitzsimmons.

City Clerk Miller took nominations for the office of Mayor.

Council Member VanSlambrouck noted that it is an honor to serve on the City Council and that he is proud to nominate Council Member Barnes as Mayor.

Council Member Johnston supported the nomination.

City Clerk Miller held the vote for the nomination of Barnes for Mayor.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Mayor Barnes echoed the sentiments of Council Member VanSlambrouck and stated that it is an honor to serve on the City Council and opened the floor for nominations for Mayor Pro-Tem.

Council Member Johnston, supported by Council Member Sheehan, nominated Council Member VanSlambrouck as Mayor Pro-Tem.

Mayor Barnes held the vote for the nomination of Council Member VanSlambrouck for Mayor Pro-Tem.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the proposed Agenda.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman noted the City Council Election held on Tuesday, November 7, 2023, went very smoothly and further stated what a pleasure it is to work with the Council.

The bonding process for the Electric Department Substation and Automatic Metering Infrastructure (AMI) Projects is underway.

The audit of Fiscal Year 2022/2023 is complete. The Auditors will present their findings to the City Council at their meeting on December 4, 2023.

Construction on the Fiber Project continues with an aggressive schedule. Representatives of Homeworks Connect will present an update to the Council at their meeting on December 4, 2023.

The Kent Street Improvement Project will be let for bids in December. City Manager Gorman stated he will meet with the engineers on the project to evaluate the best way to communicate information to business owners and residents.

There were no Presentations.

Under New Business, the Council held the Second Reading and considered Ordinance 167F to adopt an update to the Downtown Development Authority Tax Increment Financing Plan.

Motion by VanSlambrouck, supported by Johnston, to adopt Ordinance 167F to approve the Year 2023 Amendment to the Development Plan and Tax Increment Financing Plan proposed by the Downtown Development Authority of the City of Portland and to provide for the collection of tax increment revenues.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 23-79 to end the moratorium on issuing permits for fences and walls. The Planning Commission has considered and recommended new language regarding the construction of fences and walls and the City Council has approved the recommended language through the ordinance adoption process.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 23-79 ending the moratorium on the issuance of Zoning Permits for fences and walls.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 23-80 to approve a Metro Act Right-of-Way Permit extension for AT&T.

Motion by Johnston, supported by Sheehan, to approve Resolution 23-80 approving a Metro Act Right-of-Way Permit extension for AT&T.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 23-81 to approve a one-time contribution of \$100,000.00 to the Municipal Employees' Retirement System for the Electric Department.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 23-81 approving an additional payment for the Electric Department to the Municipal Employees' Retirement System (MERS) to reduce the City's Unfunded Actuarial Accrued Liability.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 23-82 to authorize the City Clerk to sign a Resolution of Local Approval for an Off-Premises Tasting Room License application to sell wine manufactured by Love Wines, LLC by The Port, located at 143 Kent Street.

Motion by Sheehan, supported by Johnston, to approve Resolution 23-82 approving, authorizing, and directing the City Clerk to sign a Resolution of Local Approval for an Off-Premises Tasting Room License Application for Love Wines, LLC.

Yeas: Sheehan, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Johnston, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on November 6, 2023, payment of invoices in the amount of \$151,181.77 and payroll in the amount of \$154,139.08 for a total of \$305,320.85. There were no purchase orders over \$5,000.00.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents that no parking is allowed on City streets between 2:00 and 6:00 A.M. from November 1st through April 1st.

Loose leaf pickup will end on Monday, December 4, 2023. After that date leaves should be placed in yard waste bags and left at the curb or taken to the compost pile at Bogue Flats.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck noted the VFW will host its annual free Thanksgiving Dinner for the members of the community on Thanksgiving from noon to 2:00 P.M.

Mayor Barnes recognized the Portland High School football team for its accomplishments this season earning titles as League Champions, District Champions, and Regional Champions.

Council Member Johnston extended her appreciation to the Portland community for how well they support the high school athletes in Portland.

Mayor Barnes reminded residents that Small Business Saturday will take place on Saturday, November 25, 2023, and HolidayFest will be held Saturday, December 9, 2023.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:28 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the November 20, 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 City Clerk Miller at 7:00 P.M.

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

The Election of the Mayor and Mayor Pro-Tem was held.

Second Reading and Consideration of Ordinance 167F to approve the Year 2023 Amendment to the Development Plan and Tax Increment Financing Plan proposed by the Downtown Development Authority of the City of Portland and to provide for the collection of tax increment revenues.

All in favor. Adopted.

Approval of Resolution 23-79 ending the moratorium on the issuance of Zoning Permits for fences and walls.

All in favor. Adopted.

Approval of Resolution 23-80 approving a Metro Act Right-of-Way Permit extension for AT&T.

All in favor. Adopted.

Approval of Resolution 23-81 approving an additional payment for the Electric Department to the Municipal Employees' Retirement System (MERS) to reduce the City's Unfunded Actuarial Accrued Liability.

All in favor. Adopted.

Approval of Resolution 23-82 approving, authorizing, and directing the City Clerk to sign a Resolution of Local Approval for an Off-Premises Tasting Room License Application for Love Wines, LLC.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:28 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
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF NOV 2023 - ASSES	1,630.83
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	254.15
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	7,960.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING CONTRACT/SUPPORT - ELECTRIC	4,335.68
SELBY LAWN CARE	02736	OCT LAWN CARE - ELECTRIC	560.00
RESCO	00392	MR SUPPLIES - ELECTRIC	1,030.00
RESCO	00392	MR SUPPLIES - ELECTRIC	2,104.82
CINTAS	00083	MEDICAL CABINET - WW	133.73
CULLIGAN	02130	WATER COOLER RENTAL - WW	15.00
MARYANN REID	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
EMERY HAIK	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
NANCY NYENHUIS	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
ASHLEY KLIEWER	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN, GAS, HAZ MAT FEE - AMB	156.02
MENARDS	00260	STORAGE RACK - WW	195.88
MENARDS	00260	TIE BAR, BEAM, WIRE - WW	75.88
CULLIGAN	02130	WATER X2 CITY HALL - GEN	16.00
PLEUNE SERVICE COMPANY INC.	00741	MUA NOT IGNITING - WW	110.50
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,663.06
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	220.30
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	63.37
BESCO WATER TREATMENT	02735	WATER SOFTENER SALT - ELECTRIC	28.46
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	246.75
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	156.97
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	99.99
FAMILY FARM & HOME	01972	HARDWARE - MTR POOL	4.29
FAMILY FARM & HOME	01972	PAINT - MTR POOL	15.98
MARTIN WELDING & MACHINING	02762	REPAIR #950 - MTR POOL	60.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRAINGER, INC.	00172	SUPPLIES - MTR POOL	74.15
KEUSCH TIRE & AUTO	00228	TIRE #906 - MTR POOL	149.99
MCKEARNEY ASPHALT & SEALING INC.	02541	ROOF PATCH - WATER	4,550.00
ROCKY BECKHOLD	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	100.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	400.00
MENARDS	00260	WIRE RACKS FOR STORAGE - WW	69.90
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	987.39
PAMA	01370	40% CONT TO PAMA - COM PROMO	527.20
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	446.80
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
JOINT APPRENTICESHIP & TRAIN TRUST	02503	EDUCATIONAL BOOKS T KRIZOV - ELECTRIC	114.00
MENARDS	00260	CHRISTMAS DECORATIONS - ELECTRIC	105.94
MUNICIPAL SUPPLY CO.	00324	MISS DIG SUPPLIES - ELECTRIC	250.00
TRUGREEN	02830	LAWN SERVICE - ELECTRIC	84.00
TRUGREEN	02830	WEED/LAWN SERVICES - ELECTRIC	45.00
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	465.64
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	27.97
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	424.35
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	152.26
RECDESK LLC	02842	RECDESK SOFTWARE GIS IMPORT - PARKS, REC	2,800.00
SPARROW IONIA OCCUP HEALTH SERVICE	02275	A AVERY LAB CHARGE- WW	41.00
OTIS ELEVATOR	00970	ELEVATOR MAINTENANCE - CITY HALL	669.54
WOLVERINE CRANE & SERVICE, INC.	02686	SAFETY INSPECTIONS - ELECTRIC	600.00
QUALITY CAR & TRUCK REPAIR	02839	REPAIR #42 - AMB	1,915.24
CINTAS	00083	MEDICAL CABINET REPLACEMENTS - CITY HALL	82.79
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	676.21
MHR BILLING	01780	OCT 2023 BILLING - AMB	2,450.00
SLC METER LLC	02286	1" E-SERIES METERS 5 - WATER	1,660.40
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER, ELECTRIC, WW	1,200.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	973.90
CORRIGAN OIL CO, NO. 11	02693	DEISEL - MTR POOL	435.57

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PLUMMERS ENVIRONMENTAL SERVICES	IN02687	INSPECT STORM DRAIN RINDLEHAVEN - WW	1,658.80
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - ELECTRIC	1,300.00
VISION METERING, LLC	02816	METERS - ELECTRIC	2,550.00
PLEUNE SERVICE COMPANY INC.	00741	HVAC REPAIR - ELECTRIC	925.39
CITY OF PORTLAND - PETTY CASH	00701	VAR REIM - VAR DEPTS	118.66
WESTPHALIA ELECTRIC CO.	00412	LED CONVERSION LIGHTING - CITY HALL APPR CONS F	6,627.56
TIMBER TREE SERVICES LLC	01817	TREE TRIMMING/REMOVAL - MAJ, LOC STS	4,150.00
TIMBER TREE SERVICES LLC	01817	TREE TRIMMING/REMOVAL - MAJ, LOC STS	3,380.00
TIMBER TREE SERVICES LLC	01817	TREE TRIMMING/REMOVAL - LOC STS	825.00
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - LOC STS	450.00
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - MAJ, LOC STS	4,280.00
S&P GLOBAL RATINGS	01957	ANALYTICAL SVCS BOND ELECT CAP IMPROV - ELECTRI	14,250.00
FLEIS & VANDENBRINK	00153	BOARDWALK REPAIRS - GEN	2,275.28
FLEIS & VANDENBRINK	00153	KENT ST IMPROV - MAJ STS	4,979.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SVCS - GEN	683.50
DICKINSON WRIGHT PLLC	02244	LEGAS SERVICES - GEN, ECON DEV	2,983.00
TIMBER TREE SERVICES LLC	01817	RIVER TRAIL CLEAN UP -PARKS	2,062.50
F&V CONSTRUCTION MANAGEMENT IN	00828	PAY APP # 21 - WW APP 11-6-23	578,206.70
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC APPRV RES 22-29	250.91
Total:			\$676,253.20

**BI-WEEKLY
WAGE REPORT
November 27, 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.	17,087.94	121,229.00	3,436.23	35,860.05	20,524.17	157,089.05
ASSESSOR		-		-	-	-
CEMETERY	5,583.04	54,049.65	556.35	13,210.27	6,139.39	67,259.92
POLICE	27,679.67	193,018.69	5,680.40	50,104.24	33,360.07	243,122.93
CODE ENFORCEMENT	83.51	587.01	6.39	44.94	89.90	631.95
PARKS	3,304.72	45,897.61	344.41	6,429.35	3,649.13	52,326.96
INCOME TAX	2,865.78	26,763.98	664.29	6,899.37	3,530.07	33,663.35
MAJOR STREETS	5,123.55	41,619.42	1,029.99	15,126.65	6,153.54	56,746.07
LOCAL STREETS	5,782.39	40,156.62	1,137.88	14,547.00	6,920.27	54,703.62
RECREATION	2,108.76	16,517.78	400.97	3,984.03	2,509.73	20,501.81
AMBULANCE	27,283.61	203,701.83	4,736.01	41,127.65	32,019.62	244,829.48
DDA	3,983.08	27,862.73	574.38	4,715.38	4,557.46	32,578.11
ELECTRIC	32,501.44	227,537.59	5,181.02	65,004.06	37,682.46	292,541.65
WASTEWATER	14,051.63	110,180.77	2,022.42	27,333.19	16,074.05	137,513.96
WATER	13,864.06	73,607.27	2,585.44	23,370.79	16,449.50	96,978.06
MOTOR POOL	1,406.07	8,532.47	282.30	2,262.84	1,688.37	10,795.31
TOTALS:	162,709.25	1,191,262.42	28,638.48	310,019.81	191,347.73	1,501,282.23



PURCHASE ORDER

City of Portland

P.O. 13158

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

VENDOR Michigan Wood Fibers
9426 Henry Court
Zeeland MI 49464

DATE: 11-30-23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Removal of compost/leaves	202-463-804		est 13,200
	203-463-804		est 4,400
			est 17,600
DEPARTMENT HEAD (UP TO \$500) <u>K. C. [Signature]</u>		TOTAL	

[Signature]

Treasurer Initials

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



MULCH | BARK | WOOD CHIPS | SAWDUST | WOOD FUEL | WOOD RECYCLING

9426 Henry Court, Zeeland, Michigan 49464

800-81-MULCH | 616-875-2241 | Fax: 616-875-2245

www.MichiganWoodFibers.com

City of Portland
Attn: Ken Gensterblum
451 Morse Dr.
Portland, MI 48875

11/30/23

RE: Leaf Removal

Dear Ken,

Thank you for considering Michigan Wood Fibers for your grinding and recycling needs. We have been servicing our clients with recycling needs for over 25 years. Our services offer high volume waste wood grinding and recycling along with a state certified composting site to process yard waste. We offer portable grinding services to all industries to help reduce the waste volume and to create a useful product. This pricing is based on the amount of material currently at the jobsite at 451 Morse Dr. Portland, MI 48875.

1. Removal of leaf material:

\$17,600.00

Pricing includes mobilization of all equipment

Estimated time for removal of material upon arrival 7-10 days.

Terms are Net 30 days after the date of job completion. Jobs can be completed within 30 days of notification prior to or after seasonal road restrictions. Any damages that may occur to Michigan Wood Fibers equipment from contaminated items (such as metal, rocks, etc....) that is considered beyond normal wear and tare will be added to the final invoice.

Kind regards,

Grant Weaver
VP of Operations

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

Held on Monday, October 23, 2023
In the Council Chambers at City Hall

Members Present: Barnes, Gorman, Vogl, Ward, Madarang, Williamson, Briggs

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

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

Motion by Barnes, supported by Briggs, to approve the agenda with addition under New Business to discuss a communication regarding Downtown building lighting.

All in favor. Adopted.

There was no Public Comment.

Motion by Williamson, supported by Barnes, to approve the minutes of the September 25, 2023, regular meeting and the October 9, 2023, special meeting as presented.

All in favor. Adopted.

Motion by Williamson, supported by Vogl, to approve the Treasurer's Report as presented.

There were no Team Reports as the Team Meeting was cancelled due to the October 9, 2023, Special Meeting.

Under Old Business, Director ConnerWellman presented a list of volunteer opportunities for the Board Members as part of the strategic planning for October 2023 through July 2025.

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

Director ConnerWellman stated the DDA has been awarded \$200,000 of the \$240,000 requested through the RAP 2.0 – MEDC Grant for demolition of the building at 103 E. Grand River Ave. Funds will also be used to secure the retaining wall along the Looking Glass River and to create an open space plaza.

Director ConnerWellman stated a Public Hearing and First Reading of the Ordinance for the DDA TIF Update will be held at the November 6, 2023, City Council Meeting. The Second Reading and consideration for adoption will be held at the November 20, 2023, City Council Meeting.

Under New Business, Director ConnerWellman presented an overview of the Fiscal Year 2022/2023 Budget and the current Fiscal Year 2023/2024 Budget.

There was discussion.

Director ConnerWellman presented a proposal from a new company for the 2024 4th of July fireworks. Small Town Saturday Night Fireworks will provide more fireworks for less, the show will last between 18 – 20 minutes. The fireworks are still scheduled for the Friday before the 4th of July which will be Friday, June 28, 2023.

Motion by Briggs, supported by Williamson, to approve the proposal from Small Town Saturday Night Fireworks for the 4th of July fireworks celebration to be held Friday, June 28, 2023.
All in favor. Adopted.

Director ConnerWellman noted she received a resignation letter from Chair Grimminck.

Mayor Barnes noted his concern with the last comment in Chair Grimminck' s resignation letter, “As long as everyone can remember that Tina works for the DDA (and not the city) and supports her accordingly, I can leave with a clear conscience.”

Mayor Barnes asked that Director ConnerWellman and Chair Madarang reach out to find out her meaning of this statement so that if she has a concern with the city, it can be stated for the record.

There was a discussion of recommendations for the DDA Chair.

Motion by Barnes, supported by Vogl, that Member Madarang should be Chair and Member Williamson should be Vice Chair.
All in favor. Adopted.

City Manager Gorman noted what the roles of Chair and Vice Chair entail and requested board members talk to him if there are issues or concerns, they have with the City.

There was discussion.

Director ConnerWellman inquired if the Team Workshops held the second Tuesdays of each month at 6:15 P.M. should continue to be held at area establishments or at City Hall where it would be less noisy and better seating.

Motion by Gorman, supported by Barnes, to hold the Team Meetings at City Hall on the 2nd Tuesday of each month at 6:15 P.M.

City Manager Gorman noted the public is invited to attend the Team Meetings.

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

Director ConnerWellman shared a communication she received from Merry Hass of The Port in regard to lighting the rest of Kent St. with Christmas lights the same as the west side of the 100 Block, including City Hall. The lights would be installed by Tim Fuller. In addition, she requests the City help with the cost of the lift to install the lighting.

There was discussion.

Mayor Barnes noted his concern with allowing Mr. Fuller to decorate City Hall while his buildings are languishing. He further noted his concern with allowing residents to decorate City Hall as it may open the door to other entities that might want to do the same.

Director ConnerWellman noted the recent work that Mr. Fuller is doing to his buildings is on the interior and is not visible to the public.

There was discussion.

City Manager Gorman noted that he is open to the idea of lighting City Hall but as with all other City expenses bids should be submitted by a contractor for the work. Mr. Fuller would be welcome to submit a quote.

Mayor Barnes concurred with Member Vogl's previous statement that if the DDA assists with helping fund the cost of the lift for installation of lights then it prompt a request to reimburse expenses for the lights that were previously installed on the west side of the 100 block of Kent St.

Motion by Williamson, supported by Vogl, that the DDA does not approve helping to fund the lift for installation of Christmas lights because it did not help with the previous light installation.

Abstain: Madarang, Briggs

Approved: Vogl, Ward, Barnes, Williamson, Gorman

Adopted

Motion by Williamson, supported by Ward, to turn down Tim Fuller's offer to light City Hall with Christmas lights.

All in favor. Adopted.

Director ConnerWellman presented her Director's Report.

Under Board Member comments, City Manager Gorman noted work has begun on the Boardwalk. There was more aesthetic damage than expected which has caused a significant price increase. Only four of the concrete piers will be finished at this time and the rest will be addressed at a later date.

Motion by Williamson, supported by Ward, to adjourn the meeting at 8:05 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: November 27, 2023

REPORT OF FUNDS IN DDA AS OF: November 13, 2023

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE: 9/30/2023 \$ 501.78

NEW BALANCE: 10/31/2023 \$ 501.78

PRIME ACCOUNT

PREVIOUS BALANCE: 9/30/2023 \$ 21,651.38

DEPOSITS: \$ 1,524.01

Due to customers: \$ -

NEW BALANCE: 10/31/2023 \$ 23,175.39

REGULAR ACCOUNT

PREVIOUS BALANCE: 9/16/2023 \$ 667,332.95

INTEREST EARNED: \$ 156.71

DEPOSITS: \$ 55,793.65
Local Community Stabilization \$ -

CHECKS WRITTEN:

Ck No.	Payee:	AMOUNTS
	Admin charge November 2023	\$ 900.00
	Bank fee - Fraud Protection	\$ 30.00

Action Awards, Holiday Fest Ribbons	\$ 163.00
Checks for Window Decore winners	\$ 300.00
City of Portland, credit card reimbursement, engineering fees	\$ 1,316.09
Confluxcity Brewing Company, Shirts for turkey trot sponsorship	\$ 300.00
Hometown Decoration and Display, LED Lighted garland with bow	\$ 6,372.00
Hometown Sports, Name plates engraved	\$ 84.00
PE Office Solutions, Banners	\$ 3,586.70
Portland Public Schools, Sound equipment for Holiday Fest	\$ 150.00
Tina Conner-Wellman, phone reimb, mileage	\$ 333.07
Tim Marshall, Horse and Wagaon Holiday Fest	\$ 750.00
The Verdin Company, Maintenance Agreement	\$ 695.00
Ron Smith, basement organization	\$ 65.65
Cena Schneider, basement organization	\$ 161.60
Katrina Freeman, basement organization	\$ 136.35
Gayle Lardie, basement organization	\$ 106.05
	\$ (15,449.51)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 10/17/2023 - 11/13/2023 \$ (6,474.16)

TOTAL EXPENSES: \$ (21,923.67)

NEW BALANCE: 11/13/2023 \$ 701,359.64

“The City of Portland is an equal opportunity provider and employer.”

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

November 20, 2023
October 1-31, 2023

Kwh Consumed	2,625,184
DIESEL PRODUCTION	0
HYDRO GENERATION	160,431

Total Kwh Purchased	2,464,753	Total Dollars Paid	\$ 214,831.91
----------------------------	------------------	---------------------------	----------------------

Kwh Billed

Residential	1,124,994
Commercial	634,685
Large General	649,724
City St. Lites Metered	10,078
St. Lites Unmetered	
Rental Lights	
Demand	1,987

Dollars Billed

PCA Billed	\$ 50,416.36
Residential	\$ 155,242.90
Residential EO Charge	\$ 2,099.83
Geothermal Discount	\$ -
Commercial	\$ 83,203.61
Commercial/LG EO Charge	\$ 2,494.17
Large General	\$ 56,052.41
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 988.08
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 15,835.26
Tax	\$ 13,712.50

Total Kwh Billed 2,421,468

Total Dollars Billed \$ 381,840.91

Arrears after billing	\$ 22,535.27
Penalties Added	\$ 2,502.08
Arrears end of month	\$ 43,749.70
Fuel Cost Billed	\$ 60,155.56
Amount Collected	\$ 461,135.61
Total Adjustments	\$ 1,472.62

Power Cost Adj. .02091

Residential Customers	2,240
Commercial Customers	331
Large General	15
Total Customers	2,586

11/01/23



**CITY OF PORTLAND
November-23**

WATER DEPARTMENT REPORT

MONTH	Oct-23	PERIOD COVERED	October 1-31, 2023
Customers Billed		Penalties Added	\$ 396.33
City	1,878	Dollars Collected	\$ 75,030.44
Rural	24	Arrears at end of Month	\$ 6,297.40
Total Customers	1,902	Adjustments	\$ 19,369.00
		Gallons Pumped	10,165,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	9,426,271		\$ 68,261.13
Rural	192,312		\$ 2,379.55
Total	<u>9,618,583</u>		<u>\$ 70,640.68</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,821	Dollars Billed	\$144,179.03
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 144,179.03

Penalties Added	\$ 875.16
Dollars Collected	\$ 143,081.62
Arrears at end of Month	\$ 9,231.17
Adjustments	\$ (642.80)
Gallons Treated per Million	8.935



City Of Portland
Water Department
Monthly Water Report
November 2023

Monthly Water Production

Well #4	3,895,000 Gallons
Well #5	0 Gallons
Well #6	4,429,000 Gallons
Well #7	82,000 Gallons

Daily Water Production

Well #4	129,833 Gallons
Well #5	0 Gallons
Well #6	147,633 Gallons
Well #7	2,733 Gallons

Daily Average Water Production for All Wells 280,199 Gallons

Total Water Production for the Month 8,406,000 Gallons

Total Water Production for the Previous Month 10,165,000 Gallons

Total Production decreased by 1,759,000 Gallons

Total Production for This Month from the Previous Year 8,443,000 Gallons

Total Production decreased by 37,000 Gallons

Rodney D. Smith Jr.
Water Technician

DANBY TOWNSHIP
IONIA COUNTY, MICHIGAN

Dan Platte, Supervisor

Kristina Platte, Clerk

Erika Hoppes, Treasurer

Dan Schafer, Trustee

Bill Nurenberg, Trustee

13122 Charlotte Highway
Sunfield, MI 48890
PO BOX 566
Portland MI 48875
Phone: 517-649-2200

City of Portland
259 Kent St
Portland MI 48875-1495

11-27-23

Dear Planning Commission:

This letter is to inform you that Danby Township is beginning to update its existing master land use plan. In accordance with MCL 125.3831 of the Michigan Planning Enabling Act (PA 33 of 2008 as amended), this letter is to notify our neighboring local governments, utilities and any other related entity that has requested this notification of our "Intent to Update the Plan". Danby Township welcomes your cooperation and comments on the proposed updated plan when the draft is ready for the review. Danby Township will post a draft of the Plan on its Township website for review instead of paper copies, so if you want a paper copy, please let the Township know by providing your request to us. You will be notified when the draft Master Plan is on the website for your review time. Please note however, that even if a paper copy is requested, all comments can be sent electronically by email.

Thank you,

Jeanne Vandersloot
Danby Township
Zoning Administrator

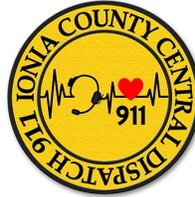
616-897-4242
zoningadmin@msn.com

Monthly Report

May Activity

- 911 Calls— **1845**
- Administrative Calls— **5830**
- Text to 911— **18**
- 911 Hang up Calls— **171**
- Calls for Service Initiated — **4397**

- Total Mental Health Calls — **36**
- Suicidal Calls — **9**
- 988 Calls Received — **0**
- 988 Calls Transferred — **0**
- CPR Performed — **9**
- Stroke Related Calls — **5**
- Child birth calls — **0**



Unit Responses / Activities

- Law Enforcement— **2504**

- Fire— **349**

- EMS— **632**

Special Programs Available

Smart 911— Share Medical Information with your 911 call.

Smart911.com



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

What3words.com



Statistics—Calls for Service.

Call for Service Type	Amount	Call for Service Type	Amount
911 Hang up Call	171	Lost Property / Found	25
988 Calls	0	MDOP	26
Abandoned Vehicle	19	MED 1	240
Active Violence Incident	0	MED 2	74
Alarm	25	MED 3	130
Ambulance Transport	125	Medical Call / Amb Dispatch	8
Assault	33	Mental Health	36
Assist Jail	2	Missing Person	7
Assist Medical	0	Motor Vehicle Theft / UDAA	10
Assist Other Agency	18	Non Criminal	61
Assist Outside Agency	28	OWI / OUID	15
Bomb Threat	0	PDA Traffic	172
Burglary	10	Phone / Internet Harassment	27
Burn Permit	41	PIA Traffic	18
Civil Dispute	74	PPO Violation	10
Conservation / Wildlife	43	Property Check	5
CSC - Criminal Sexual Conduct	17	Repossession	10
Disorderly Conduct	39	Request - Wrecker	2
Domestic Assault	30	Road Closure	13
DPW Request	8	Robbery / Hold up	0
Drugs	10	Spam to Center	233
Duplicate Call	1	Structure Fire	13
Family Abuse / Neglect	38	Suspicious Situations	189
Fire All Other	38	Test Call / System Test	57
Fireworks	1	Thunder Storm/Tornado Warning	0
Follow Up	203	Traffic Offense All Other	212
Fraud	31	Traffic / Officer Stop	882
General Assist	259	Tree Down	10
Grass / Wildland Fire	3	Trespassing	23
Health & Safety / Animal	103	Vehicle Fire	6
Hit and Run	16	Verbal Domestic	19
Homicide	0	Vin Inspections / All Inspections	6
Juvenile Problems & Runaways	36	Warrant Arrest / Fugitive	66
Kidnapping	0	Weapons Offices All	13
Larceny	44	Wires Down / Arching	16
Liquor / MIP	0	Unclassified	297

Central Dispatch Activity

- Work continues with our remodel project.
- 911 Field Day Canceled for this year. Plans for next year are already getting started.
- Interns for 2023, At this point there will be no High School Interns this school year.
- Radio system infrastructure tower improvements completed, channels not yet turned up.
- Fire Radios, the 8000 model is still waiting testing/final approval. Hope by end of October.
- Supervisor Position has been posted, interview to take place first part of December.
- LEIN audit completed, addressing some documentation needed.
- Dispatcher written tests and oral boards set for November.

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 & changes.

Inside 9-1-1 Focus Stories

Well as the end of October neared and the excitement was building for the children of the area to participate in Halloween related festivities, Ionia County Central Dispatch decided to join in the fun.



Center staff participated in the two events downtown Ionia on the 26th. The first was the chili dog contest. Phil our Secret weapon (Chef) whipped up an amazing chili for the dogs. We also had several family members of staff that came to help out. Thank you so much to all of them.



Lines were long waiting to get one or more of the amazing chili dogs.



The second event was Trunk or Treat. For the children that visited us, it was not just walking up and saying Trick or Treat! With the Central Dispatch trunk or treat, they got to spin the wheel, and answer a dispatch trivia question to receive their candy. The wheel had 4 options; Police, Fire, EMS or bean bag challenge for a special candy prize.



At the end of the day when all was complete, Central Dispatch took second place in the chili dog contest. We will be placing our trophy in the new call center when construction is complete.



*What sound does a police car make?
WOOOO, WOOO, WOOO!*



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— 66	YTD— 709
Berlin-Orange Fire— 32	YTD— 340
Clarksville Fire— 21	YTD— 159
Freeport Fire— 0	YTD— 5
Hubbardston Fire— 8	YTD— 63
Ionia Department Public Safety Fire— 73	YTD— 836
Lake Odessa Fire— 34	YTD— 379
Lyons-Muir Fire— 16	YTD— 165
Orleans Fire— 13	YTD— 165
Pewamo Fire— 11	YTD— 118
Portland Fire— 10	YTD— 165
Ronald Fire— 11	YTD— 124
Roxand Fire— 4	YTD— 15
Saranac Fire— 45	YTD— 496
Sunfield Fire— 5	YTD— 81
Life EMS— 519	YTD— 4944
Portland EMS— 113	YTD— 1040
Animal Control— 57	YTD— 451
Belding Police— 283	YTD— 2799
Department of Natural Resources Law— 7	YTD— 75
Ionia County Sheriff's Office— 816	YTD— 8036
Ionia Department Public Safety Law— 357	YTD— 3862
Lake Odessa Police— 231	YTD— 2919
Michigan State Police— 544	YTD— 5364
Portland Police— 266	YTD— 1942

IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
NOVEMBER 28, 2023 – 7:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve per diem and mileage.
 - C. Approve payments of General Fund Payroll and accounts payable for the month of October 2023- \$ 1,567,241.22
 - D. Approve payments of Health Department payroll and accounts payable for the month of October 2023-\$ 123,685.56
 - E. Approve payments of Road Department payroll and accounts payable for the month of October 2023-\$ 1,690,080.81
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Appointment to Area Agency on Aging of Western Michigan Advisory Council
 - Mary Montgomery-Colvin, 3 year term
 - B. Request Approval for Contract between 64A District Court and First Step Testing Services-Patrick Jordan
 - C. Request Approval for Contract between 64A District Court and Bluewater Counseling and Recovery-Patrick Jordan
 - D. Request Approval for Contract between 64A District Court and the State Court Administrative Office for the fiscal year 2024 Michigan Drug Court Grant-Patrick Jordan

E. Request Approval of the Subcontract Agreement between 64A District Court and the State Court Administrative Office for the fiscal year 2024 OHSP Grant-Patrick Jordan

F. Request for Approval of Grant Funding in the amount of \$19,000 for the Veteran's Court Treatment Program-Patrick Jordan

IX. Department Reports

A. Health Department

B. Public Defenders

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. Discussion of Attorney Opinion on Ongoing Litigation

B. Discussion of Administrator's Employment Contract

XIV. Adjournment

Board and/or Commission Vacancies

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

Appointments for consideration in the month of November 2023:

- NONE

Appointments for consideration in the month of December 2023:

- Central Dispatch Board of Directors
- Substance Abuse Initiative
- West Michigan Regional Planning Commission
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee (WMRPC)

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
DECEMBER 5, 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**
 - A.
- VIII. New Business**
 - A. Reappointment to Substance Abuse Initiative- 2 year term
 - Jason Smith, District Four
 - Margery Briggs, District Seven
 - B. Appointment to Substance Use Disorder Oversight Policy Board- 3 year term
 - Charlean Hemminger
 - C. Request Approval to change category of employment status for an In Home Aide Position-Carol Hanulcik
 - D. Request Approval of the 2024 Remonumentaion Grant Application-Rhonda Lake
- IX. Department Reports**
 - A. Road 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

A.

XIV. Adjournment

Board and/or Commission Vacancies

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

Appointments for consideration in the month of December 2023:

- Central Dispatch Board of Directors
- Substance Abuse Initiative
- West Michigan Regional Planning Commission
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee (WMRPC)

Appointments for consideration in the month of January 2024:

- Board of Public Works
- Community Correction Advisory Board
- Park Advisory Board
- Tax Allocation Board