



**Administrative Policy Board  
Monday, April 24, 2017  
10:00 AM**

**City of Wyoming, 1<sup>st</sup> Floor West Conference Room**

- 1. Call to Order and Roll Call – (Holt)**
- 2. Public Comment**
- 3. Board Members Attendance Report as of March 27, 2017 – (Holt)**
- 4. Approval of the Agenda of April 24, 2017**
- 5. Members Excused – (Holt)**
- 6. Approval of Minutes of March 27, 2017**
- 7. Financial Report and Voucher of Bills – Cook**
  - a. Approval of Partial Payment to Motorola – (Bonneau)
    - a. **Resolution # 20 – 042417** to approve a partial payment for subscriber equipment received and inventoried of \$5,967,673.20 to Motorola.
  - b. Approval of Rehmann for Auditing for 2017 – 2021 Fiscal Years – Bonneau
    - a. **Resolution #21 – 042417** to approve Rehman Robson as the KCDA Auditor until 2022 under the terms of the Rehman Agreement.
  - c. Approval of capital budget – Bonneau
    - a. **Budget Amendment #08 – 042417** to increase by \$14,706,754 line item 993-584.011 due to increase in new contributed revenue from Kent County bonds.

- b. **Budget Amendment #09 – 042417** to increase by \$72,164 line item 993-325-32590.984.925 due to a decrease of \$27,164 from line item 993-325-32590-984.932 and a decrease of \$45,000 in line item 993.325.32590-984.935.
- c. **Budget Amendment #10 – 042417** to increase by \$13,362,754 line item 993-325-32590-984.920, and to increase by \$564,000 line item 993-325-32590-984.930 and to increase by \$280,000 line item 993-325-32590-984.940 reflecting expenses to be paid from the new contributed revenue from Kent County bonds.

**8. Bills Payable and Due:** *(Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached)*

**9. Legal Issues**

- a. Approval of Lease Agreement – Kent County Towers/Land/ Building
  - a. **Resolution #22 – 042417** to approve the MOU on the Lease Agreement with Kent County that covers the use of existing radio towers owned by Kent County and the construction of new radio towers owned by KCDA on land owned by Kent County for the purpose of joining the MPSCS radio network and the KCDA 800 MHz radio project and to authorize the KCDA Administrative Policy Board Chair to sign all agreements aforementioned and forward aforementioned agreements to the Kent County Board for concurrence and approval.
- b. Approval of Lease Agreement – Tower / Water Tank Usage
- c. Legal review of Lease Agreements for 92<sup>nd</sup> Street Tower
- d. Approval of MPSCS Documents
  - 1. Integration Agreement
  - 2. Subscriber Agreement
    - a. **Resolution #23 – 042417** to approve the MPSCS Integration and Subscriber Agreements and authorize the Executive Director to sign each and return to MPSCS.

**10. 800 MHz radio Project Steering Committee Update and Discussion –(Scott Brown)**

- a. General Information Report – Brown
- b. Tower Acquisition - Bonneau
- c. Legal Issues – Scott Smith
- d. Fire Pager Acquisition - Drake

**11. PSAP Call Handling Agreements – Holt**

**12. Smart911 Promotion Status – (Bonneau/Sabo)**

**13. TAC Reports – (Chadwick, ENP and Groesser)**

1. Motorola CAD P1 Phase II status
2. CAD P1 Version 4 Upgrade
3. Airbus Project

**14. Update and Progress Report from Executive Director: - (Bonneau)**

**15. Miscellaneous – For the Good of the Order**

**16. Adjournment**

**Upcoming Meetings ([www.kent911.org](http://www.kent911.org))**

**KCDA Finance Committee**

Weds, May 3, 2017

City of Wyoming, Manager's Conference Room

**KCDA Executive Committee**

Monday, May 8, 2017

Manager's Conference Room – City of Wyoming

**KCDA Administrative Policy Board Annual Meeting**

Monday, May 22, 2017 at 10 AM

1<sup>st</sup> Floor West Conference Room – City of Wyoming

### Income to Authority

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
Kent Co	911 Surcharge	\$7,510.33	584.000	2017	Bonneau
State of MI	911 Surcharge		545.000	2017	Bonneau
Misc/Interest	Reimbursement		688.000	2017	Bonneau

### Voucher of Bills for Approval

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
Wyoming	Fiduciary April	\$1,200.00	801.005	2017	Bonneau
Sabo	PR Mar	\$4,026.60	801.009	2017	Bonneau
Kent Co	IT/GIS Support	\$1,429.35	807.000	2017	Bonneau
Kent Co	IT/GIS Support	\$662.06	807.000	2017	Bonneau
PCS	ED Mar	\$7,708.37	807.000	2017	Holt
Dickinson Wright	Legal	\$3,486.00	801.022	2017	Bonneau

### Status of Current and Future Project / Task

<b>Project/Issue</b>	<b>Assigned</b>	<b>Status</b>	<b>ECD</b>
MOTO 800 Mhz	Team	On Going	Aug 2018
MSP Interface	MSP	Version 4X of P1 CAD	TBD
CAD to CAD	CAD Team	Version 4X of P1 CAD	TBD
Smart911 Initiative	Team	Press Conference April 11 <sup>th</sup> , at 10 AM	TBD
FY2017 Budget	Finance	Amended in Progress	March 2017

Tower Lease Legal	Smith	In Progress	May 2017
Honor Camp FAA permit	Bonneau	Application Filed	TBD
Burton Street Site	Bonneau	In Discussion with GR	TBD
PALM ESInet Group	Team	Meeting TBD	TBD
Timpson FAA permit	Bonneau	Application Filed	TBD
800 MHz Tower Sites	Bonneau	Working on 2 commercial sites	May 2017
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
SNC Report	Team	Completed KCDA portion	May
MPSCS Agreements and AG waiver	Smith	Awaiting Docs from AG	May 2017
DTE Legal	Smith	Finalized	Complete
800 MHz Project Subscriber Radios	Bonneau	Exchange in Progress	April 2017
800 MHz Steering Committee	Team	Working on Talk Groups	TBD

**Attendance Report for APB Meetings from May of 2014 thru March 2017**

<i>Name Of Board Member</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>	<i>Total Board Meetings Available</i>	<i>% Present</i>
Holt	25		4	28	89%
Lehman &	6		1	7	86%
Stelma	20		8	28	71%
Herald	26		2	28	93%
Morgan*	10	1	2	13	77%
Rahinsky ^	14	1	10	25	56%
Cook	25		3	28	89%
DeVries	7		2	9	78%
Meijer	22	1	5	28	79%
Deschaine	19	4	5	28	68%
McIntire	19		9	28	68%
Drake #	19			19	100%
Jones%	10		2	12	83%
<b>Avg Board Attendance</b>					<b>80%</b>

& Lehman on Board since Sept of 2016

^ Rahinsky on Board since Sept of 2014

\* Morgan on Board since Jan 2016

\* Devries on Board since June 2016

# Drake on Board since June of 2015

% Jones on Board since February of 2016



**Administrative Policy Board  
Monday, March 27, 2017  
10:00 AM**

**City of Wyoming, 1<sup>st</sup> Floor West Conference Room**

**Minutes**

**1. Call to Order at 10:00 AM by Chair Holt**

<i>Name</i>	<i>Represents</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>
<i>Curtis Holt</i>	<i>Wyoming</i>	X		
<i>Mark Herald</i>	<i>Participating Agency</i>	X		
<i>Larry Stelma</i>	<i>Kent Co. Sheriff</i>	X		
<i>Lee Cook</i>	<i>Grandville</i>	X		
<i>David Rahinsky</i>	<i>Grand Rapids</i>	X		
<i>Chuck Deschaine</i>	<i>Walker</i>	X		
<i>Mark Meijer</i>	<i>Kent EMS</i>	X		
<i>Chris McIntire</i>	<i>MSP</i>	X		
<i>Jeff Drake</i>	<i>Township FD</i>	X		
<i>Mike DeVries</i>	<i>Township Supervs</i>			X
<i>David Jones</i>	<i>Participating Agency</i>	X		
<i>John Lehman</i>	<i>Grand Rapids</i>	X		
<i>Roger Morgan</i>	<i>Kent Co. Board</i>	X		

*Guests*

<i>Karen Chadwick, ENP</i>	<i>Grand Rapids PSAP</i>
<i>Richard Roberts</i>	<i>Kentwood PD</i>
<i>Peter McWatters</i>	<i>Grand Rapids PD</i>
<i>Michelle Young</i>	<i>Kent County Sheriff</i>
<i>Daryl Delabbio</i>	<i>Kent County Administrator</i>
<i>Matt Groesser</i>	<i>Kent County Sheriff PSAP</i>
<i>Ronald Bonneau, ENP</i>	<i>Executive Director</i>
<i>Scott Brown</i>	<i>Kent Co Sheriff</i>
<i>David Kiddle</i>	<i>Grand Rapids PD</i>

**2. Public Comment - None**

**3. Board Members Attendance Report as of February 27, 2017 – Accepted by Committee**

**4. Approval of the Agenda of March 27, 2017**

Chair asked the Board to move up in the agenda the Sabo PR report due to a meeting conflict with Mary Ann Sabo and to remove from the agenda, the EMD Funding Decision and the EMD Alternative Funding Proposal. A Motion to approve agenda with the above referenced items made by Stelma

Second by Cook

No Discussion

Approved 12 - 0

**5. Members Excused – Motion made by Herald to excuse Mike DeVries from the meeting.**

Second by Drake

No Discussion

Approved 11-0 (Member Deschaine arrived at meeting after this item and was counted as present although late.)



- 6. Sabo PR** – Mary Ann Sabo reported to the Board concerning the promotion of Smart911 in Kent County that will begin with a kick off press conference on Tuesday, April 11<sup>th</sup> at 10 AM at the press room in the Kent County Sheriff's office. So far 12 law enforcement chiefs have committed to attending and invites have gone out to the Kent County Fire chiefs. PSAPs will be invited to attend as well as some PSAP personnel. A press kit is being assembled with some video provided by Smart911. Smart911 has supplied some vector files of their logo for use by Kent County agencies as well as some collateral written materials. Coordinated with the press conference will be an electronic awareness campaign for Smart911 including Adversity and Facebook efforts. Encouraging Board members to attend the press conference and to promote Smart911 in the local communities. Bonneau to sent out the vector logo files to each Board member as well as a one page summary of Smart911.

It was discussed the most effective hand outs to those attending parades and festivals in Kent County to promote Smart911. It was the consensus of the Board to have Sabo PR work with the two PSAPs and determine the most effective give away and then present it to Bonneau for budget determination.

- 7. Approval of Minutes of February 27, 2017** – Accepted by Committee as presented.
- 8. Financial Report** – 'FY2017 Amended Operating Budget – Bonneau told the Board that although the PSAP Contracts have not been approved, the KCDA is received invoices for services connected with the 800 MHz project that he does not have line items with an appropriated fund to pay those invoices from and that is why these budgets are required at this time. Bonneau then went on to explain each of the budget amendments following, including the line item description of each.
- a. **BA R-1 032717** To increase the local surcharge revenue due to increased surcharge funding for line item 994.584.000 in the amount of \$1,205,316.00

- b. **BA 1-032717** To increase by \$28,000 line item 994.325.32500.801.009 for public education efforts.
- c. **BA 2-032717** To reduce line item 994.325.32500.807.000 by \$12,414.00 due to costs being paid for out of Contingency Funds for the 800 MHz project.
- d. **BA 3-032717** To appropriate \$2,500.00 from the Line item 994.325.32500.956.000 and transfer to Line Item 994325.32500.810.000. (Executive Director Cost)
- e. **BA 4-032717** To appropriate \$1,500.00 from the Line item 994.325.32500.984.017 and transfer to Line Item 994.325.32500.810.000. (Executive Director Cost)
- f. **BA 5-032717** To increase by \$114,790.00 line item 994.325.32500.910.200 (800 MHz Insurance) for equipment in the project due to increased revenue from the new surcharge.
- g. **BA 6-032717** To increase by \$5,000 line item 994.325.32500.920.110 (Electrical Utilities) and \$3,500 to line item 994.325.32500.920.100 (Propane Utilities) for the 800 MHz Tower Utilities due to increased revenue from the new surcharge.
- h. **BA 7-032717** To increase by \$36,000.00 line item 994.325.32500.940.400 (800 MHz Tower Leases) due to increase in new surcharge revenue.

Motion to approve Budget Amendments, R1, 1,2,3,4,5,6 and 7 made by McIntire

Second by Drake

Discussion:

A discussion was held on the removal of the contingency fund from the Operating Budget since there will be costs for that item in the future. The removal of the line item from the FY2017 Operating Budget is due to the fact that there is an approved \$800,000 Contingency Fund in the 800 MHz project budget.

There was also a question on why tower leases are part of the Operating Budget since towers will not be used this year and why are they not part of the 800 MHz project budget. Bonneau explained that some of the commercial tower vendors want us to sign and pay for leasing to reserve the space on their towers so there will be some costs even though the towers will not be used or the equipment mounted on them for some time.

Additionally, the 800 MHz project budget is for capital costs and not recurring costs, that is why leases are part of the Operating Budget as KCDA will see those costs recurring each year.

Approved 12 - 0

- b. FY2017 Capital Budget – **Resolution # 16-032717** to continue and approve the Capital Budget for FY2017 as presented was made by Herald.
- c. Second by Jones
- d. Discussion
  - a. A lengthy discussion ensued about why the 800 MHz project costs are not part of the FY2017 Capital Budget. Bonneau explained that he placed the costs for the three main items for the 800 MHz project (Motorola Contract, Fire Pagers and Contingency Fund) as placeholders in the Capital Budget (a column alongside) for Board reference but the KCDA Fiduciary has not decided on the accounting method to be used by KCDA as it relates to Kent County bond revenue used to pay these obligations. Nancy Bazan and Bonneau have been looking for a MOU with Kent County to memorialize the process for the project costs which are now:
    - 1. Invoice is received by KCDA
    - 2. Invoice is approved for payment by the KCDA Board

3. Approved invoice is sent to Kent County along with a collateral information / documentation that they require
4. Kent County approves the invoice
5. Kent County electronically transfers the funds need to pay the invoice/cost to the KCDA accounts
6. KCDA cuts a check for the invoice / cost and sends it to the entity issuing the invoice.
7. KCDA copies Kent County on the KCDA Check number and requests email confirmation of receipt.

Bonneau went on to explain the Capital Budget presented shows no increase from 2016 since the projects have not been completed and continued funding is needed to pay for invoice as received for those projects. He did go on to say that there will be Capital Budget amendments recommended when the 2016 audit is complete and KCDA deposits the 2016 capital budget rather than a dedicated Project Budget. Bonneau is meeting the Bazan this afternoon to create the accounting method now that the invoice process has been determined.

- e. FY2016 Audit Status – Bonneau advised the KCDA Board that Wyoming placed the issue on a RFP and has received at least 5 responses to the RFP. The KCDA audit requirements was included in the Wyoming RFP and separate pricing for KCDA was presented. The pricing range was from \$8,000 to \$13,500 and all RFP responses are being evaluated. Bonneau expects a recommendation on the vendor of choice by the May KCDA Board meeting.
- f. 7 year budget projections – Bonneau explained the Excel spreadsheet with the 7 year projection of revenue and expenses for the KCDA, with a special emphasis on the bond debt and reserve payments that KCDA is obligated to pay each year (reserve payment for five years) and how they affect the income that will be received by the KCDA for the next seven fiscal years. For the years 2018 – 2022 when the extra bond reserve

payment is being made (1/5 of the yearly payment) the KCDA will need to use unrestricted fund reserve to balance the budget, IF all the expected revenue and expenses meet projections. There is no action needed, it is being presented as an Information Only Document.

- g. RFP for FY 2017 Auditing Discussion – Bonneau explained that Wyoming had an RFP out for their auditing and KCDA added language to their RFP covering our audits in the future. The RFP responses are being evaluated for selection at this time. Bonneau expects a decision to be made by May of 2017.
9. Motorola Staging Invoice – Bonneau

**A motion to approve Resolution #17 – 032717** to approve the payment of Motorola Staging Invoice # 41232425 at a cost of \$3,416.62.00 representing 10% of the 800 MHz contract amount and pay for said invoice using proceeds from the sale of bonds was made by Drake

**Second by Jones**

**Discussion –**

Some Board members were hesitant to approve the invoice and asked what milestone had been achieved by Motorola to justify this payment. Bonneau reported on the contractual obligations the Board approved when the Board approved the Motorola section of the Project which includes the following language:

**For System Purchase with Subscriber Equipment:**

Except for the first milestone, which is due Net 45 days invoiced January 1, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones.

Fixed Network Equipment (FNE) Contract Price: \$ 13,666,528

Fixed Network Equipment Payment Milestones:

1. 25% of the System Price due upon completion of Staging.
2. 50% of the System Price due upon shipment of equipment.
3. 15% of the System Price due upon installation of equipment.
4. 10% of the System Price due upon Final Acceptance.

Subscriber Equipment Contract Price:

Subscriber Equipment Payment Milestones: \$9,946,122

1. 100% of the Subscriber Contract Price due upon shipment (as shipped).

Motorola reserves the right to make partial shipments of equipment and to request payment upon shipment of such equipment. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price.

1. The Staging reference refers to the visit by the KCDA team to review our Motorola radio system at Motorola headquarters in Elgin, IL on December 27 & 28, 2016 to review the functional testing of the system and to sign off on its successful demonstration. KCDA signed off on the staging through signatures of Karen Chadwick for GR and Matt Groesser for Kent County as well as Ronald Bonneau for KCDA. The requirement of the milestone payment of 25% of the \$13,66,528 has been met and Bonneau believes that the Motorola invoice for \$3,416,632 #41232425 should be approved and paid.

Roll Call Vote Taken and Recorded, Approved 12 - 0

<i>Name</i>	<i>Represents</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
<i>Curtis Holt</i>	<i>Wyoming</i>	X		
<i>Mark Herald</i>	<i>Participating Agency</i>	X		
<i>Larry Stelma</i>	<i>Kent Co. Sheriff</i>	X		
<i>Lee Cook</i>	<i>Grandville</i>	X		
<i>David Rahinsky</i>	<i>Grand Rapids</i>	X		
<i>Chuck Deschaine</i>	<i>Walker</i>	X		
<i>Mark Meijer</i>	<i>Kent EMS</i>	X		
<i>Chris McIntire</i>	<i>MSP</i>	X		
<i>Jeff Drake</i>	<i>Township FD</i>	X		
<i>Mike DeVries</i>	<i>Township Supervs</i>			
<i>David Jones</i>	<i>Participating Agency</i>	X		
<i>John Lehman</i>	<i>Grand Rapids</i>	X		
<i>Roger Morgan</i>	<i>Kent Co. Board</i>	X		

b. Motorola Change Order – Bonneau

1. **A motion to approve Resolution #18 – 032717** to approve the Change Order reflecting the return of \$1,198,934.88 worth of excess subscriber equipment to Motorola and the exchange credit being used for \$1,171,560.66 worth of subscriber equipment to be placed into the equipment cache for later assignment and distribution as required was made by Drake
2. **Second by Lehman**
3. Discussion
  - a. Clarification on the spare radios being ordered for fire and why some are green and some are black.  
Lehman explained that some agencies currently have black VHF/UHF radios or vice versa and to avoid confusion they wanted a different colored radios.

Bonneau explained the black fire radios are being exchanged only for fire departments or departments of public safety that expressly requested black radios on their survey forms. Additionally the item identified as RSM by Motorola represents the life line microphones that are also color coded.

A motion to approve the Exchange Matrix as presented and to notify Motorola of the Board approval made by Drake

Second by Lehman

No further discussion

Approved 12 - 0

b. Motorola Subscriber Invoice – Bonneau

1. **Resolution #19 – 032717** to approve the payment of the Motorola Subscriber invoice # 412333223 in the amount of \$9,946,122.00, a milestone payment in the 800 MHz contract with Motorola and pay for said invoice using funds from the bond sale.

**10. Bills Payable and Due:** (*Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached*) A motion was made to pay the bills in the voucher list, with the exception of the \$9,946,122 payment to Motorola by Cook.

Second by McIntire

No Discussion (Motorola bill discussed)

Approved 12 - 0

**11. 800 MHz radio Project Steering Committee Update and Discussion** –(Scott Brown)

- i. General Information Report – Brown gave a report on the End User training 18 members of the Steering Committee attended on March



30 and reported it was valuable and that end user training will take longer than anticipated when the system is ready for use.

- ii. Tower Acquisition – Bonneau made progress report on the status of the new towers as well as the existing towers and referred Board to his progress report for a more complete summary.
- iii. Excess Equipment Exchange – Bonneau handled through resolution
- iv. Legal Issues – Bonneau reported the Michigan Attorney General has agreed to remove the section requiring Workmen Comp and Auto insurance from the MPSCS agreements but only up until the time that KCDA has employees and/or vehicles, at which time the requirements will be instituted.

Bonneau also reported on the lease agreements with the Kent County Sheriff and Board on towers owned by them for the 800 MHz system; they are being reviewed with Scott Smith and Tom Dempsey and hope to have them complete by April Board meeting.

Bonneau reported that he has requested lease agreements with American Tower for the ALTO site and Tower Specs for the 92<sup>nd</sup> Street tower and they will be sent to Scott Smith for review. The Board felt that we should be seeking 20 year leases as a standard across the board, with cost escalation clauses to be considered.

Bonneau reported that he has filed two Tall Structure permits for Honor Camp and Timpson with the FAA and MDOT and is working on them. FAA has indicated their response will be in 60 days.

- i. Fire Pager Acquisition – Drake explained the issue of dual band fire pagers that some fire departments need new pagers now and they don't want to buy new pagers and then get the Unification

800 MHz pagers later. Some would like them now. Board referred the issue to the KCDA Steering Committee for discussion and recommendation.

**12. PSAP Call Handling Agreements** – Holt meeting with both GR and KC and hopes to get this issue settled. No time frame as of yet.

**13. TAC Reports** – (Chadwick, ENP and Groesser)

1. Motorola CAD P1 Phase II status Kent County participated in a Voice of the Customer session and viewed the features in Version 4.2.
2. CAD P1 Version 4 Upgrade – No information
3. Airbus Project – Working on resolving issues

**14. Update and Progress Report from Executive Director:** - (Bonneau) None

**15. Miscellaneous – For the Good of the Order - None**

**16. Adjournment at 11:38 AM**

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

**Upcoming Meetings** ([www.kent911.org](http://www.kent911.org))

**KCDA Finance Committee**

Weds, April 5, 2017 **CANCELLED**

City of Wyoming, Manager's Conference Room

**KCDA Executive Committee**

Monday, April 10, 2017

Manager's Conference Room – City of Wyoming

**KCDA Administrative Policy Board Annual Meeting**

Monday, April 24, 2017 at 10 AM

1<sup>st</sup> Floor West Conference Room – City of Wyoming

**Income to Authority**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
Kent Co	911 Surcharge	\$14,539.09	584.000	2016	Bonneau
State of MI	911 Surcharge		545.000	2016	Bonneau
Misc/Interest	Reimbursement	\$102,687.50	688.000	2016	Bonneau

**Voucher of Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
Wyoming	Fiduciary April	\$1,200.00	801.005	2017	Bonneau
Motorola	800 MHz subscriber			2017	Bonneau
Bonneau	Registral	\$350.00	860.010	2017	Holt
MPSCS	Training	\$450.00		2017	Bonneau
Motorola	Staging	\$3,416,632.00		2017	Bonneau
MMRMA	Insurance	\$2,000.00	910.100	2017	Bonneau
MMRMA - 800	Insurance	\$83,242.50	910.200	2017	Bonneau
Sabo	Smart911	\$154.45	801.009	2017	Bonneau
PCS	ED Feb	\$5,849.38	807.000	2017	Holt
Dickinson Wright	Legal	\$3,670.00	801.022	2017	Bonneau
State of Michigan	Fees	\$400.00		2017	Bonneau

## Status of Current and Future Project / Task

<b>Project/Issue</b>	<b>Assigned</b>	<b>Status</b>	<b>ECD</b>
MOTO 800 Mhz	Team	On Going	Aug 2018
MSP Interface	MSP	Version 4X of P1 CAD	TBD
CAD to CAD	CAD Team	Version 4X of P1 CAD	TBD
Smart911 Initiative	Team	Press Conference April 11 <sup>th</sup> , at 10 AM	TBD
FY2017 Budget	Finance	Amended in Progress	March 2017
Airbus System	Bonneau	Senior Management	
Tower Lease Legal	Smith	In Progress	May 2017
Honor Camp FAA permit	Bonneau	Application Filed	TBD
PALM ESInet Group	Team	Meeting TBD	TBD
Timpson FAA permit	Bonneau	Application Filed	TBD
MMRMA	Bonneau	Paid	TBD
800 MHz Tower Sites	Bonneau	Working on 2	May 2017

		commercial sites	
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
SNC Report	Team	Working On Filing	May
Motorola Version Hardware	Bonneau	Installed	Complete
MPSCS Agreements and AG waiver	Smith	In Discussion with AG	March 2017
DTE Legal	Smith	Finalized	Complete
800 MHz Project Subscriber Radios	Bonneau	Finished Subscriber Equipment Inventory, Exchange in Progress	April 2017
800 MHz Steering Committee	Team	Working on Talk Groups	TBD



**MOTOROLA SOLUTIONS**

**MOTOROLA SOLUTIONS, INC.**

500 W. MONROE STREET  
CHICAGO, IL 60661 USA

Visit our website at [www.motorolasolutions.com](http://www.motorolasolutions.com)

# INVOICE

PAGE 1 OF 1

TOTAL INVOICE AMOUNT: 5,967,673.20

MOTOROLA INVOICE NUMBER: 41235035

INVOICE DATE: 02/23/2017

PAYMENT DUE: PER CONTRACT

CUSTOMER ACCOUNT NUMBER: 1036542042 0004

PURCHASE ORDER DATE:

YOUR PURCHASE ORDER NUMBER: CONTRACT

**BILL TO** KENT COUNTY DISPATCH AUTHORITY  
RONALD BONNEAU EXECUTIONVE DIRCTOR  
1155 28TH ST SW PO BOX 905  
WYOMING, MI 49509

For questions concerning this Invoice please contact  
Motorola at: 1-888-567-7347

Payment Terms: LARGE CONTRACT  
Sales Order Number: 0609062560121

Motorola Federal Tax Id: 36-1115800

### Invoice Detail

Item	Model Number	Qty	Description	Unit Price	Amount
1		1	PARTIAL BILLING OF 100% OF SUBSCRIBER CONTRACT PRICE DUE UPON SHIPMENT (60%)	5,967,673.20	5,967,673.20

THIS INVOICE CANCELS AND SUPERCEDES INVOICE  
41233223

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE  
PLEASE CONTACT TARA MCCLURE @ 847-576-6129 OR BY  
EMAIL: TARA.MCCLURE#MOTOROLASOLUTIONS.COM  
THANK YOU FOR CHOOSING MOTOROLA SOLUTIONS, INC

INVOICE DUE PER TERMS OF THE CONTRACT

SUBTOTAL	\$5,967,673.20
PLEASE PAY THIS AMOUNT (PAYMENT DUE: PER CONTRACT)	\$5,967,673.20

-----  
*Detach here and return bottom portion with your payment.*  
-----

INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE
41235035	1036542042 0004	PER CONTRACT

### Payment Coupon

Invoice Total	Amount Paid
\$5,967,673.20	

Please put your Invoice Number and your Customer Account Number  
on your check for prompt processing.

KENT COUNTY DISPATCH AUTHORITY  
RONALD BONNEAU EXECUTIONVE DIRCTOR  
1155 28TH ST SW PO BOX 905  
WYOMING, MI 49509



Send Payment To:

**MOTOROLA**  
**MOTOROLA SOLUTIONS, INC.**  
13108 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693

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February 28, 2017



# Professional Auditing Services

PROPOSAL FOR  
**Kent County Dispatch Authority**

Submitted by:

**Rehmann**  
Kristin M. Hoogerwerf, CPA, CGFM, Principal  
[kristin.hoogerwerf@rehmann.com](mailto:kristin.hoogerwerf@rehmann.com)

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 **Rehmann**  
*Business wisdom delivered.*

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**BID PROPOSAL FORM FOR**  
**PROFESSIONAL FINANCIAL AND COMPLIANCE AUDITING SERVICES**  
**FOR THE**  
**KENT COUNTY DISPATCH AUTHORITY**

Bids to be received by the  
City Clerk of the City of Wyoming,  
1155 - 28th Street SW  
P.O. Box 905, Wyoming,  
Michigan 49509-0905

**Proposal for: PROFESSIONAL FINANCIAL AND COMPLIANCE AUDITING  
SERVICES FOR THE KENT COUNTY DISPATCH AUTHORITY**

**Due: 11:00 A.M.; February 28, 2017**

**TO THE EXECUTIVE DIRECTOR OF THE KENT COUNTY DISPATCH AUTHORITY**

The undersigned has the authority, on behalf of the organization shown below to submit this bid in accordance with the specifications contained herein.

The undersigned proposes to furnish all labor, equipment and materials to perform the work in accordance with the specifications contained herein.

Proposer certifies it is a:

Proprietorship  Partnership  Corporation

Are you, or the business owner related to any elected official or employee of the Kent County Dispatch Authority? Yes  No

Is the bidder a Woman Owned Company? Yes  No

Is the bidder a Minority Owned Company? Yes  No

TERMS \_\_\_\_\_

Rehmann

Company \_\_\_\_\_

2330 East Paris Avenue, SE

Address \_\_\_\_\_

Grand Rapids

City \_\_\_\_\_

MI

State \_\_\_\_\_

49546

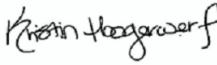
Zip Code \_\_\_\_\_

616.975.4100

Company Phone Number \_\_\_\_\_

Kristin M. Hoogerwerf, CPA, CGFM

Authorized By (Please Print) \_\_\_\_\_

Signature (Required) 

616.485.9969

Cell Phone Number \_\_\_\_\_

kristin.hoogerwerf@rehmann.com

Email \_\_\_\_\_

www.rehmann.com

Web Site \_\_\_\_\_



## Specific audit approach

Rehmann is committed to delivering high quality assurance services in a timely, efficient manner.

### DELIVERABLES

- Financial audits for the years ending December 31, 2017-2021
- Preparation of a management letter of comments and recommendations
- Exit conference with management
- Presentations to the finance (or audit) committee or board, as requested
- Availability for ongoing technical assistance throughout the year

The format and presentation of the financial statements will conform to the applicable standards set forth by:

- ✓ Governmental Accounting Standards Board (GASB)
- ✓ American Institute of Certified Public Accountants (AICPA)
- ✓ Government Finance Officers Association (GFOA)
- ✓ U.S. Office of Management and Budget
- ✓ Michigan Department of Treasury

### QUALITY CONTROL

In order to ensure that all our engagements meet our high quality standards, we have implemented a firm-wide system of quality control, or TSR. The significant components of this system, as they relate to your audit, are as follows:

- All workpapers and audit programs are reviewed by the associates' immediate supervisors, and ultimately, the engagement principal.
- Draft financial statements and other reports are given a detailed review by an associate not connected with their preparation.
- Finally, the financial statements and other reports are reviewed for format, presentation, and compliance with all applicable professional guidance and technical pronouncements by the engagement principal and two top-level executives independent of the engagement team.

Through the TSR process, we are able to assure our clients that their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence available.

## SCHEDULE

Our anticipated schedule of audit milestone dates is intended to comply with your filing date. An initial estimate of such dates is as follows:

Description	Date (s)
Detailed audit plan	Upon notification of award
Fieldwork	Early April
Draft reports	Week following audit fieldwork
Final reports	First week of May

## APPROACH

We will complete our work in four inter-related phases: (1) planning and risk assessment, (2) primary fieldwork and testing, (3) financial statement preparation and review, and (4) conclusion and issuance procedures. A brief overview of our audit approach is provided below. **A detailed explanation of the audit process and Rehmann's approach is provided in the appendix.**

### Phase 1: planning/risk assessment

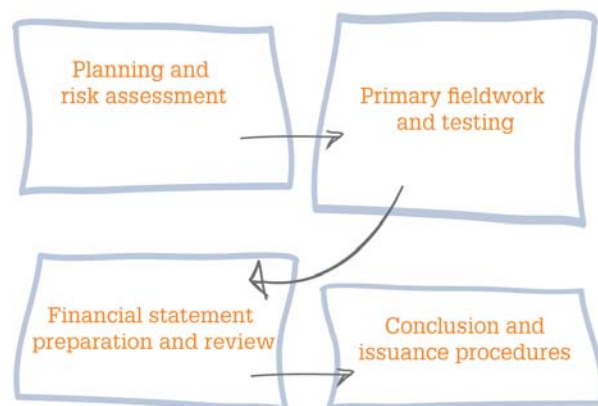
In accordance with your time schedule, we will hold a planning meeting prior to the start of the engagement involving all associates assigned to the job. We will schedule the dates of our on-site fieldwork, arrange for downloads from your computer systems, document internal controls over financial reporting and compliance, and review the materials you typically provide your auditors. At roughly the same time, we will work closely with you to begin preparing/updating the format and structure of the financial statements in Microsoft Excel and Word.

Once the authority is ready and has available a reasonably-adjusted trial balance, we will complete the planning process. Our engagement executives will analytically review the draft financial statements, and document our assessment of audit risk by area. We will use this information to tailor our standard governmental audit programs to correlate with our risk assessment of Authority's accounting and financial processing environment.

### Phase 2: primary fieldwork/testing

Working from the reasonably-adjusted trial balance used to complete our planning procedures, we will begin our year-end fieldwork. Our lead schedules and audit workpapers will be created based on Authority's draft financial statements. This allows us to conduct our audit at the same level of detail on which our opinions will be expressed, and enhances the efficiency of the entire process. Each

## Rehmann Audit Process



audit area will be tested through a combination of analytical, substantive, and sampling procedures, consistent with the tailored audit programs developed in Phase 1.

As the year-end fieldwork procedures are completed, we will review the workpapers, quality control documents, and checklists as part of our internal system of quality control. All comments and issues generated by these reviews will be resolved in the field.

### **Phase 3: financial statement preparation/review**

Financial statement preparation actually begins in Phase 1, and continues throughout Phases 2 and 3. Once the financial statements and related notes have been compiled, they will be processed through our Technical Standards Review (TSR).

In most cases, the first level of this process is completed while we are still in the field, which allows for complete drafts (including any related audit findings and recommendations) to be reviewed with management before the audit team leaves the field, when information is still fresh and any issues are easily resolved.

### **Phase 4: conclusion/issuance procedures**

After management has had an opportunity to thoroughly review the draft financial statements and any audit findings or recommendation, we will perform our conclusion and issuance procedures. These vary, but may include following up on outstanding confirmations, reviewing the minutes of board meetings held subsequent to our fieldwork, and obtaining written representations from management concerning the completeness and fair presentation of the financial statements. Once complete, we will produce final PDF versions of the financial statements and related reports, and provide them to you via email. Hard copy reports may also be printed and bound, depending on your needs.



“Our commitment to the governmental industry ensures that your reports will be completed timely, accurately and in accordance with professional standards.”

NATHAN BALDERMANN, CPA, CGFM  
Principal, Rehmann Governmental Industry Group

## SIGNIFICANT EXECUTIVE INVOLVEMENT = TIMELY COMPLETION AND DELIVERY

At Rehmann, we believe that engagement executives belong in the field, not the office. Accordingly, you can expect a substantial on-site presence by the executives responsible for your engagement. We have found that when our most experienced people are investing a significant amount of time in the planning and implementation of an engagement, we are able to achieve optimum efficiency in conducting the audit. We also believe that frequent principal interaction with our clients strengthens our business relationship, gives us a deeper understanding of your needs, and fully leverages the knowledge and experience of our professionals.



### MORE IDEAS

We're continually collaborating with clients and each other to help find new opportunities to increase efficiency, save money, streamline operations and enhance service value.

Our assurance practice is structured to provide our clients with efficient, effective services. We have one goal: becoming THE Firm of Choice for both our clients and our associates. To accomplish that goal, we employ a regional organizational structure, in-depth associate training, an emphasis on on-site review and completion of audit procedures, and an enhanced client service focus through our Rehmann Client Ambassador program.

## Potential audit problems

### ANTICIPATED PROBLEMS

Based on our understanding of current facts and circumstances, and our understanding of pending or potential changes in generally accepted accounting principles and auditing standards, there are no anticipated potential problems of which we are aware. However, if any unanticipated problems are encountered during the engagement, we will be proactive in bringing any such matters to your attention and finding a mutually acceptable solution. We also ask that you be honest and forthright in communicating any problems you have with us or any particular person at the earliest possible date. We care very deeply about our clients and their success, and so we will do whatever is reasonably necessary to rectify any problems.

### TECHNICAL ISSUE AND TECHNICAL DISAGREEMENT RESOLUTION

Rehmann has both informal and formal paths for resolving technical issues and disagreements that may impact a client. The client service executive, who leads each service team, is responsible for identifying the appropriate experience needed to provide effective service. When a technical issue or disagreement requires additional consultation, the principal has two courses of action.

First, our flexible, internal communication system enables principals to leverage the individual knowledge found throughout the Firm's offices. Through various mediums such as e-mail, our paperless document management system, and the Firm's intranet, professionals have easy access to subject matter experts with relevant industry or practice area experience.

Should an extreme technical matter arise that requires a more formal consultation or dispute resolution, the Firm has established executive committees. These executive committees provide direction on emerging assurance, audit and tax issues. The committees are flexible, allowing for immediate access, and the individuals who serve on these committees are considered the Firm's definitive experts. In fact, many committee members are recognized speakers or serve on related committees for state and national industry groups such as the American Institute of Certified Public Accountants and Michigan Association of Certified Public Accountants. In situations of dispute resolutions, any member of the engagement team who disagrees with the final resolution has the right to document their disagreement in the workpapers.

Our Firm practices personal and responsive communication with our clients. No one in our Firm will dictate "from afar" problem resolutions without our clients having an opportunity to meet and carry on a dialogue face to face.

## Fees

Based on our discussions and your request for proposal, the scope of the engagement and estimated fees are as follows:

Service	2017	2018	2019	2020	2021
Financial audit	\$10,500	\$10,800	\$11,100	\$11,400	\$11,700
<b>TOTAL FEES:</b>	<b><u>\$10,500</u></b>	<b><u>\$10,800</u></b>	<b><u>\$11,100</u></b>	<b><u>\$11,400</u></b>	<b><u>\$11,700</u></b>

Staff level	Estimated hours	Standard hourly rates	Quoted hourly rates
Partners	10	\$415	\$275
Managers/seniors	30	\$260	\$170
Staff support	<u>40</u>	\$185	\$125
<b>TOTAL HOURS:</b>	<b><u>80</u></b>		

The above fees are based on the assumption that Authority will provide a reasonably adjusted trial balance at the beginning of fieldwork and that current auditing standards remain applicable. Should Authority require assistance in obtaining a reasonably adjusted trial balance or auditing standards significantly change making our estimate unreasonable, we will work with Authority in arriving at a new fee that is commensurate with the additional work and hours required prior to performing such services.

This proposal is based on professional standards in effect as of the date of our proposal. The fees quoted for years subsequent to 2017 may be subjected to renegotiation if significant changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement.

### BUDGETED HOURS

When it comes to budgeting an audit, our philosophy is not to schedule “more” hours, but rather “better” hours. To that end, we have developed our schedule of estimated hours calling for a substantial portion of the total audit hours to be invested by our executives and supervisory staff. While we certainly will also leverage the work of lesser experienced staff as well, our approach is to put our best people in the field, where they can have the most significant impact on the timeliness

and efficiency of our audit procedures. Accordingly, we do not feel the need to inflate our projected hours in proposals, or try to make it appear that we are investing additional nonproductive hours by inexperienced or under-qualified staff. Instead, we strive to staff every audit engagement as efficiently as possible with professionals who have in-depth knowledge of your industry who can complete the required audit procedures quickly and accurately, with a minimal disruption to your regular schedules.

### **DUE DILIGENCE – OFFICIAL STATEMENTS**

Following guidance issued by the AICPA and Government Finance Officers Association, this service is optional. Unless you specifically request written consent from our Firm, professional standards presume that we are not associated with such documents, and accordingly, we are not required to perform any procedures or incur any additional costs for the authority. Of course, should you choose to request such written consent, we will be willing to provide it, at a cost of \$1,000 per issue.

### **NO SURPRISE INVOICES**

We strive to deliver business wisdom for a fee that is fair, reasonable and representative of the value delivered. Our approach to establishing fees is to discuss expected outcomes and the proposed services to be provided before work is done. This reduces the possibility of surprises when invoices are ultimately delivered. If services are required beyond the scope of this engagement, we will discuss it with you before beginning any work, and provide a cost estimate for those additional services.



#### **MORE SERVICE**

We make it a priority to keep you informed about what we're doing for you — and what you're paying for it. Our transparent billing practices help clients clearly evaluate the value our services provide.

## Appendix

Peer Review Report  
Public Sector Audit Client List  
Detailed Audit Approach



Fund 993-584-011                      Kent County 911 Contributed Revenue                      \$ 14,706,754

Fund 993.325.32590.XXX

Restricted Fund Balance

984.620 Motorola P1 CAD Project Contract	\$ 210,491
984.935 Mapping	\$ 35,000
984.932 Airbus Upgrade + Monitors	\$ -
984.920 <b>Motorola 800 MHz Project</b>	\$ 13,362,754
984.925 Capital Replacement Savings Fund	\$ 3,146,391
984.930 <b>Unication Fire Pagers</b>	\$ 564,000
984.927 Motorola HP P1 Servers	\$ 138,000
984.940 <b>Contingency Fund for 800 MHz</b>	\$ 280,000
TOTAL RESTRICTED FUND BALANCE	<u>\$ 3,529,882</u>

=====

KENT COUNTY DISPATCH AUTHORITY

Date: April 24, 2017

Budget Amendment No. 8

To the Kent County Dispatch Authority

**A budget amendment is requested for the following reason:** To increase by \$14,706,754 line item 993-584.011 due to increase in new contributed revenue from Kent County bonds.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
993-584.011	\$0	\$14,306,794		\$14,306,794
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		<u>\$ 14,306,794</u>		
		<u>\$ -</u>	<u>\$ -</u>	

Recommended: \_\_\_\_\_  
Finance Chair

\_\_\_\_\_ Policy Board Chair

Motion by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2017 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

I hereby certify that at a \_\_\_\_\_ meeting of the Kent County Dispatch Authority duly held on April 24, 2017 the foregoing budget amendment was approved.

\_\_\_\_\_  
Executive Director

KENT COUNTY DISPATCH AUTHORITY

Date: April 24, 2017

Budget Amendment No. 9

To the Kent County Dispatch Authority

**A budget amendment is requested for the following reason:** To increase by \$72,164 line item 993-325-32590.984.925 due to a decrease of \$27,164 from line item 993-325-32590-984.932 and a decrease of \$45,000 in line item 993.325.32590-984.935.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
993-325-32590-984.925	\$1,721,419	\$72,164		\$2,443,117
993.325-32590-984.932	\$27,164		\$27,164	\$0
993-325-32590-984.935	\$80,000		\$45,000	\$35,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		<u>\$ 72,164</u>	<u>\$ 72,164</u>	
		<u>\$ -</u>	<u>\$ -</u>	

Recommended: \_\_\_\_\_  
 Finance Chair

\_\_\_\_\_   
 Policy Board Chair

Motion by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2017 be amended by adoption of the foregoing budget amendment.  
 Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

I hereby certify that at a \_\_\_\_\_ meeting of the Kent County Dispatch Authority duly held on April 24, 2017 the foregoing budget amendment was approved.

\_\_\_\_\_  
 Executive Director

KENT COUNTY DISPATCH AUTHORITY

Date: April 24, 2017

Budget Amendment No. 10

To the Kent County Dispatch Authority

**A budget amendment is requested for the following reason:** To increase by \$13,362,754 line item 993-325-32590-984.920, and to increase by \$564,000 line item 993-325-32590-984.930 and to increase by \$280,000 line item 993-325-32590-984.940 reflecting expenses to be paid from the new contributed revenue from Kent County bonds.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
993-325-32590-984.920	\$0	\$13,362,754		\$13,362,754
993-325-32590-984.930	\$0	\$564,000		\$564,000
993-325-32590-984.940	\$0	\$280,000		\$280,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		<u>\$ 14,206,754</u>		
		<u>\$ -</u>	<u>\$ -</u>	

Recommended: \_\_\_\_\_  
Finance Chair

\_\_\_\_\_ Policy Board Chair

Motion by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2017 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

I hereby certify that at a \_\_\_\_\_ meeting of the Kent County Dispatch Authority duly held on April 24, 2017 the foregoing budget amendment was approved.

\_\_\_\_\_  
Executive Director



To: Administrative Policy Board  
From: Executive Director Ronald Bonneau, ENP  
Ref: Progress Report – April 24, 2017

1. I continue to attend the Motorola conference calls on Phase II of the P1 CAD project and monitor the progress of the interfaces still due in Phase II. Motorola and the PSAP continue to have weekly conference calls.
2. We have continued to seek solutions to some of the feature sets that are missing from the new Airbus VESTA V4, as provided by their channel partner ATT, that were present in previous editions. The team has determined that some of them can be corrected with hot fixes while others will be delayed until new releases are developed. The resolutions are continuing and the PSAPs believe we are making progress.
3. We continue to work with Scott Smith on the following legal issues:
  - a. Develop a lease agreement for tower sites for KCDA radio equipment
  - b. Develop a lease agreement for site acquisition for new radio towers
  - c. Finalize the agreement with DTE on co sharing radio tower equipment COMPLETED
  - d. Finalize the two MSPCS agreements
4. We have developed an 800 MHz budget and it is contained within the Capital Budget. The new line items are up for approval at the Board meeting with both income and expense line items. These are necessary to conform to the way invoices will be paid by KCDA after bond proceeds are transferred from Kent County to KCDA. The fiduciary and I met on several occasions to determine the method for tracking components of each that will conform to the auditing requirements.
5. I continue to actively participate in the KCDA 800 MHz Technical Steering Committee meetings. At our last meeting the groundwork for developing the talk groups for the system were developed. Each PSAP will develop a draft template for the agencies within their PSAPs and then take the draft to individual Chief of

Police and Fire Chief groups to discuss and get their input. We will continue to meet collectively and review the recommendations. The Committee wants confirmation that the Steering Committee for the 800 MHz project will have the authority to control the creation of talk groups and the radio templates developed for all agencies in Kent County.

6. We are still awaiting the revised version of the two MPSCS documents, the Integration Agreement and Subscriber Agreement. The Michigan AG has approved language changes that deal with Workmen Comp and Auto Insurance but asked KCDA to wait to sign the amended documents. I have requested assistance from MPSCS in getting the revised documents to Scott Smith for his final review before the Board approves the documents but as of this report that has not resulted in receipt of the documents. This is adversely affecting the 800 MHz project as Motorola has installation teams ready to install on the three MPSCS towers but they cannot proceed until the documents are executed by KCDA.
7. Andrea has requested the exchange of radio equipment from Motorola as we discussed at the March Board meeting but it has not been approved. I have attempted to escalate the issue to higher Motorola management to have them ship the exchanged equipment so we can inventory and process the invoice. To date that has not resulted in resolution to the delay.
8. I have had several conversations with the Accounts Receivable at Motorola concerning the \$9.4 invoice we received. They have been pressing to have this paid per the contract terms and explained that the exchange was an addendum to the contract to allow KCDA to exchange equipment without penalty but it does not affect the contract terms contained within. It was extended as a courtesy to KCDA for an extended time period (3 months past the original expiration date). They also understand the concern of Kent County as it relates to the inventory of equipment but pointed out a section that allows for partial payment on a milestone if outstanding issues are present that compromise the payment of the entire sum. They suggested that rather than incur a penalty on the invoice, KCDA might consider paying 80% of the invoice since over 80% of the subscriber equipment has been received and inventoried. I said I was more comfortable with 60% of the invoice, and Motorola concurred and have issued a partial invoice for subscriber equipment.
9. I have spoken to Scott Smith about this issue and he thinks this is a good compromise to the situation since we do not want to get into a penalty situation

with Motorola on an invoice of this magnitude. He will speak to Kent County legal on the issue and get back to me.

10. I had a meeting with Kent County on the issue of building a tower in Jackson Park on land owned by Kent County to serve the Walker area. After much discussion it was determined the Jackson Park site will not work:
  - a. The park was purchased using DNR funds and they contain a restriction that the land cannot be used for any other purpose except recreational.
  - b. The area we wanted to build on is right in the middle of a hiking trail which would require KCDA to relocate the trail.
  - c. The area we wanted to build on is accessed going through several hills and valleys which would, according to the Park Engineer, significant grading and heavy equipment work, that he believes would be very expensive.
  
11. Therefore, we have asked Scott Smith to make an inquiry to Greg Sundstrom about some land Grand Rapids owns at Burton street that could accommodate a tower. He is working to set up a meeting with all the parties to discuss but said Greg was encouraging about the possibility.
  
12. As we reported last month, we have determined the site for the Honor Camp radio tower, and after approval of the site by Sheriff Stelma. While I filed an application/updates for the Tall Structure Permit with the FAA, the first step in the approval process for the site; application number is 2017-AGL-4812-OE, it has been denied pending the development of the FAA review and payment of the permit fee of \$200. We also conducted a site walk with the Motorola PM and the tower installation company this past month.
  
13. As we reported last month, we have determined the site for the Timpson Tower and While I filed an application for the Tall Structures permit with the FAA, the first step in the approval process for the site; application number is 2017-AGL-4813-OE, it has been denied pending the development of the FAA review and payment of the permit fee of \$200. We also conducted a site walk with the Motorola PM and the tower installation company this past month.
  
14. We met with the City Maintenance manager for Kentwood on the Water Tower Radio site along with the Motorola PM and their tower installation company and due to the small site, it was determined there is not enough space to install a 12x26 shelter and the underground conduit to the water tower. In addition, the water tower was not built to handle radio equipment so some remediation to the



water tower would be required. It was determined that a better option would be to build a new 190 foot self-supporting tower. Chief Hillen advised that the City owns 39 acres behind the PD and that he is willing for a tower to be constructed behind his building although he is not the final authority. We are setting up a meeting with the interested parties to determine if this site is feasible.

15. We conducted a site visit at Gezon water tank site and met with the cellular consulting company, Dickson about the site. There seems to be no issues with this site except the approval from Wyoming on placing a shielded propane tank on the site and shielding of the radio cabling to the water tower tank. We are also asking for an additional door in the fencing to allow MPSCS and Motorola 24x7x365 access to the shelter contained therein.
16. I have received the lease agreement for the 92<sup>nd</sup> Street commercial tower and it is in legal for review. Motorola conducted a tower climb this past month and we are awaiting their report on the structural integrity of the tower. Should that pass, we are seeking to sign a lease with the owner ASAP and Motorola is prepared to install equipment at the site.
17. We are awaiting the American Tower lease agreement for legal review.
18. Scott Smith has advised that they are in the final stages of legal review of the MOU for Tower leasing and Tower construction with Kent County Attorney Tom Dempsey.

Respectfully submitted,  
Ronald Bonneau, ENP  
Executive Director