



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

7:00 P.M. Monday, December 19, 2016
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</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>	
7:20 PM	VI. <u>Presentations</u>	
	A. DDA/Main Street Report – Margery Briggs	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:25 PM	A. Proposed Resolution 16-93 Approving Bill No. 6 to the Michigan Department of Transportation for Work Performed on the Kent Street Improvement Project	Decision
7:28 PM	X. <u>Consent Agenda</u>–	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on December 5, 2016	
	B. Payment of Invoices in the Amount of \$72,766.10 and Payroll in the Amount of \$103,462.44 for a Total of \$176,228.54	
	C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>–	
	A. Zoning Board of Appeals Minutes for November 9, 2015	
	B. Planning Commission Minutes for November 9, 2016	
	C. DDA Minutes for November 17, 2016	
	D. Wastewater Treatment Plant Report for November 2016	
	E. Ionia County Board of Commissioners Agenda for December 13, 2016	
7:30 PM	XII. <u>Other Business</u> - None	
7:33 PM	XIII. <u>City Manager Comments</u>	

**Estimated
Time**

7:35 PM

7:40 PM

XIV. Council Comments

XV. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-93

A RESOLUTION APPROVING BILL NO. 6 TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR WORK PERFORMED ON THE KENT STREET IMPROVEMENT PROJECT

WHEREAS, the Kent Street Improvement Project is administered through the Michigan Department of Transportation (MDOT) because the project will be partially funded by federal funds; and

WHEREAS, through MDOT's bid letting process, the City awarded a contract in the amount of \$807,755.45 to CL Trucking & Excavating, LLC to make certain improvements to Kent Street; and

WHEREAS, MDOT has submitted Bill No. 6 requesting a progress payment in the amount of \$13,016.07 for work performed, a copy of Bill No. 6 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Bill No. 6 and is recommending the City Council approve payment in the amount of \$13,016.07, a copy of the engineer's letter is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the City Engineer's recommendation to approve Bill No. 6 and authorizes payment in the amount of \$13,016.07 to the Michigan Department of Transportation, a copy of the engineer's letter is attached as Exhibit B.
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 19, 2016

Monique I. Miller, City Clerk

MICHIGAN DEPARTMENT OF TRANSPORTATION
Financial Operations
LOCAL PROGRESS BILLINGS
INVOICE

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

Invoice Number: 591-8123728
Customer Id: 70111
Invoice Date: November 21, 2016
Total Due: \$13,016.07

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

MDOT Fed Id: 38-6000134 LOCAL PROGRESS BILLINGS
(517) 373-0416

PO Number
126247A

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
JOB# 126247A ITEM# HK0575	1.00	\$13,016.07	\$0.00	\$13,016.07

PAYMENT DUE AS SPECIFIED IN THE SIGNED AGREEMENT

Total Invoice: \$13,016.07

Payment Due: December 21, 2016

REMIT PAYMENT TO: STATE OF MICHIGAN
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
ATTENTION: FINANCE CASHIER
PO BOX 30648

LANSING, MI 48909

(Please note or make any address corrections below.)

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

INVOICE NUMBER
591-8123728
FIN AP

PO Number
126247A

Exhibit
A

Total Due: \$13,016.07

Page 1 of 1

FEDERAL ITEM HK0575
NUMBER 126247A
AGREEMENT NO. 155478
NAME / ADDRESS 010111
RECEIPT CODE 899-14-00
 899-92-203

Bill NUMBER 6

LOCALITY CITY OF PORTLAND 15-2510

DESCRIPTION CITY OF PORTLAND, PART A: HOT MIX ASPHALT COLD MILLING AN
RESURFACING WORK ALONG KENT ST FROM THE SOUTH LIMITS OF
THE CITY OF PORTLAND NORTHEASTERLY TO ACADEMY ST
PART B: WATERMAIN AND SANITARY SEWER WORK IN THE LIMITS AS
DESCRIBED IN PART A

CONTRACT AWARD	807,755.45
OTHER COST	500.00
TOTAL ESTIMATED PROJECT COST	808,255.45

ESTIMATED FEDERAL PARTICIPATION	375,000.00
ESTIMATED STATE PARTICIPATION	0.00
ESTIMATED LOCAL PARTICIPATION	433,255.45

ADVANCE BY LOCAL	0.00
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ESTIMATED BILLABLE TO LOCAL	433,255.45
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LOCAL CONTRACT COST TO DATE	401,389.38
LOCAL OTHER COST TO DATE	27.07
TOTAL LOCAL COST TO DATE	401,416.45

PREVIOUS BILLED	388,400.38
BALANCE OF ADVANCE BY LOCAL	0.00

LOCAL CURRENT MONTH CONTRACTOR COSTS	13,016.07
LOCAL CURRENT MONTH OTHER COSTS	0.00
TOTAL LOCAL BILL AMOUNT	13,016.07



FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

December 8, 2016

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

Project: Kent Street Improvements – MDOT Local Agency Project No. 126247A

Dear Mr. Gorman:

Attached is a copy of MDOT's Description Report from MDOT. The invoice includes \$5,322.57 of road/general work, \$1,560.00 of water main work and \$6,133.50 of sanitary sewer work.

Based on our knowledge of the work completed on the project, and the methods used by MDOT to calculate the bill amount, we recommend that the City pay MDOT's Bill #6 in the amount of \$13,016.07.

If there are any questions, please call.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Project Manager

Exhibit

B

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 5, 2016

In Council Chambers at City Hall

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

Guests: Kathy Parsons

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

Motion by Fitzsimmons, supported by Baldyga, to approve the Proposed Agenda as presented.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman reported the proposed redevelopment of Muffler Man at 738 E. Grand River Ave. will be considered by both the Zoning Board of Appeals and the Planning Commission at their December meetings. The site plan proposes the addition of 2 bays with a complete remodel and expanded footprint of the building. They are requesting a 10-foot variance from the side yard setback from the Zoning Board of Appeals. A Special Land Use Permit is required from the Planning Commission for the desired use in the C-2 District.

The Grand River Partnership is working with the DNR to develop a designation for the Grand River Water Trail. They have requested that the City of Portland host a meeting in January, as Portland is a central location. This is an exciting endeavor.

City Manager Gorman reported that the recount of the Presidential Election, held on November 8, 2016 is now underway. The City Clerk has delivered ballots from the City of Portland to Ionia County for the recount. At this time, local resources have not been affected by this process.

City Manager Gorman reported that he met with Jim Hilligan of ConfluxCity Brewery Co. LLC in regard to his proposed development. As the properties are both commercial and residential rezoning may be required.

City engineers are working on completing the PASER study report with information provided by City staff. The report will include a strategized five-year plan for road improvements. The report will be available during the upcoming budget process.

City Manager Gorman stated that he will work with Council to set a January date for the Goal Session for the upcoming budget process.

The City has received the official word that it will not be awarded the Local Bridge Program grant for replacement of the Divine Hwy. Bridge. This was expected, the application will be resubmitted in May 2017. This bridge is currently under load restrictions but it is still safe.

Under New Business, the Council considered Resolution 16-88 to approve a proposal from Pleune Service Company for heating improvements to the Grit & Screen Building and the Sludge Thickening Building at the Wastewater Treatment Plant. The City's engineers, Fleis & VandenBrink, provided the specifications and design for the improvements. Wastewater Treatment Plant Superintendent Sherman sought bids and recommends the Council approve the proposal from Pleune Service Company in the amount of \$55,000.00.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 16-88 approving Pleune Service Company's proposal to make heating improvements to the Grit & Screen Building and the Sludge Thickening Building at the Wastewater Treatment Plant.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 16-89 for Contract Modification No. 2 to the Kent Street Improvements Contract to balance the constructed quantities and to increase the contract price by a total of \$59,501.46. The increase was anticipated due to several items discovered subsequent to the bid letting process such as the repair and replacement of storm and sanitary sewers. The Kent Street Improvement Project as a whole remains under budget by approximately \$90,000.00.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 16-89 approving, authorizing, and directing the City Manager to sign Contract Modification No. 2 to the Kent Street Improvements Contract.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 16-90 to approve the purchase of a 2017 Ford Police Interceptor AWD for the Portland Police Department. The oldest current police vehicle is in need of repairs that are cost prohibitive in light of the remaining life of the vehicle as it is due to be replaced in the next fiscal year. Police Chief Kirk is requesting approval of the purchase in the amount of \$41,384.92 through the MiDeal program. City Manager Gorman recommends the retired police vehicle be repurposed for use by other city departments.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 16-90 approving the purchase of a 2017 Ford Police Interceptor AWD for the Portland Police Department.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 16-91 to approve an energy purchase for the 2017 calendar year through the Michigan Public Power Agency not to exceed \$177,600.00 contingent on the approval by the Board of Light and Power.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 16-91 approving an energy purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light and Power.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 16-92 to approve the 2017 City Council meeting dates.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 16-92 to approve the 2017 City Council meeting dates.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Motion by Baldyga, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 21, 2016, payment of invoices in the amount of \$48,578.86 and payroll in the amount of \$144,637.91 for a total of \$193,216.77, and purchase orders to Clark Hill PLC in the amount of \$5,913.00 for legal services, Morton Salt, Inc. in the amount of \$5,916.52 for road salt, and Interstate Billing Services, Inc. in the amount of \$6,065.68 for backhoe repair.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents that Holidayfest will be held Saturday, December 10, 2016 and will include many fun-filled activities. He thanked the employees of the Electric Department and the Department of Public Works for their assistance in hanging holiday lights and banners.

City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1st to aid DPW crews in the safe removal of snow.

Under Council Comments, Mayor Barnes commented that the downtown looks great. He noted the Holidayfest sign hanging at Sandborn Real Estate and the City sign at Grand River Ave. and I96.

Mayor Barnes noted there are several openings on Boards and Commissions with the City. Information will be available on the City's cable channel, website and Facebook. He further thanked everyone who takes time to serve the City and its residents.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:26 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the December 5, 2016 City Council Meeting

The City Council meeting was called to order by Mayor Barnes at 7:00 P.M.

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Kirk
Approval of Resolution 16-88 approving Pleune Service Company’s proposal to make heating improvements to the Grit & Screen Building and the Sludge Thickening Building at the Wastewater Treatment Plant.

All in favor. Adopted.

Approval of Resolution 16-89 approving, authorizing, and directing the City Manager to sign Contract Modification No. 2 to the Kent Street Improvements Contract.

All in favor. Adopted.

Approval of Resolution 16-90 approving the purchase of a 2017 Ford Police Interceptor AWD for the Portland Police Department.

All in favor. Adopted.

Approval of Resolution 16-91 approving an energy purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light and Power.

All in favor. Adopted.

Approval of Resolution 16-92 to approve the 2017 City Council meeting dates.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:26 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
DELL BUSINESS CREDIT	MISC	DELL COMPUTER CHARGES - AMBULANCE	12.99
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	887.72
MORTON SALT INC.	02436	ROAD SALT - MAJ STS, LOC STS	5,916.52
INTERSTATE BILLING SVC	00202	REPAIR TO BACKHOE - MTR POOL	6,065.68
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	342.50
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	370.50
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	489.88
NEIL BROWN	01796	REIMB FOR YOUTH SOCCER BALLS - REC	188.15
NEIL BROWN	01796	REIMB FOR YOUTH SOCCER BALLS - REC	318.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	427.86
COOK BROS EXCAVATING	00101	LIMESTONE CHIPS - ELECTRIC	28.00
CORE TECHNOLOGY CORPORATION	02419	IMPLEMENTATION FEE - POLICE	750.00
DIEKEVERS ROOFING, INC.	02437	INSTALL REPLACEMENT MEMBRANE ROOF ON SECONDARY	8,950.00
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	329.00
ELHORN ENGINEERING	00139	CHLORINE FREE REAGENT - WATER	161.24
FAMILY FARM & HOME	01972	SUPPLIES - WATER	7.48
FAMILY FARM & HOME	01972	SNOW SHOVELS - MTR POOL	39.98
DAVID L. KEILEN	00107	INSTALL SERVICE PANEL AND LIGHTING CONTROL FOR	921.16
GRAINGER, INC.	00172	UNIVERSAL CHARGE CORD - AMB	37.75
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	2,049.50
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - CEM, PARKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	7,793.17
HOMETOWN DECORATION AND DISPLAY	02241	HATS - VARIOUS DEPTS	385.00
HYDROCORP	02340	INSPECTION AND REPORTING SERVICES - WATER	380.00
INTERSTATE BILLING SVC	00202	HYDRO HOSE & FITTINGS - MTR POOL	406.41
IONIA COUNTY CLERK	01247	RECORD THE RESOLUTION FOR RINDLEHAVEN PUBLIC S	30.00
IONIA OCCUPATIONAL HEALTH SERVICES	02275	CDL PHYSICAL - MTR POOL	100.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH SUPER SERVICE	00228	TIRES FOR AMBULANCE- AMB	770.42
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - AMB	25.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	3,011.00
PRINTING SYSTEMS	00375	INCOME TAX REFUND CHECKS - INCOME TAX	179.76
STEPHEN PULLING	00378	CLOTHING ALLOWANCE - MTR POOL	164.97
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - COUNCIL, GEN, POLICE	73.66
STATE OF MICHIGAN	00428	MDOT PROGRESS BILL #6 KENT ST - MAJ ST, WW, WT	13,016.07
SUPPLYGEEKS	02052	COPY PAPER - GENERAL	239.92
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
DAVID BIGGS	MISC	ENERGY OPTZ - ELECTRIC	220.00
KIRK MOYER	MISC	ENERGY OPTZ - ELECTRIC	165.00
JOSEPH WRIGHT	MISC	ENERGY OPTZ - ELECTRIC	165.00
BILL REID	MISC	ENERGY OPTZ - ELECTRIC	165.00
DOUG KISSANE	MISC	ENERGY OPTZ - ELECTRIC	150.00
BARBARA WERNER	MISC	ENERGY OPTZ - ELECTRIC	165.00
BRIAN WOHLSCHEID	MISC	ENERGY OPTZ - ELECTRIC	1,525.00
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	1,509.48
CINTAS-725	00083	UNIFORM AND RUG CLEANING - VARIOUS DEPTS	1,306.12
KARLIE BARTLETT	02324	GYMNASTICS - REC	24.00
THERESA KREINER	02276	GYMNASTICS - REC	210.00
KELSEY SCHNEIDER	02323	GYMNASTICS - REC	162.00
EMMA GUNDERMAN	02391	GYMNASTICS - REC	120.00
HEATHER GOODENOUGH	01186	GYMNASTICS - REC	872.00
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	346.32
B&W AUTO SUPPLY, INC.	00030	SUPPLIES, PARTS - VARIOUS DEPTS	598.88
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	30.00
CENTURYLINK	01567	TELEPHONE SVC - VARIOUS DEPTS	11.62
ENVIRONMENTAL SALES INC	02384	WEAR PLATES - WASTE WTR	1,095.96
CAPITAL CITY INT'L TRUCKS	00068	REPALCE VALVE ON DIGGER TRUCK - ELECTRIC	246.10

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY MAINT ON HVAC - ELECTRIC	600.00
SPRINT	00859	DATA & CELL PHONE - POLICE	119.76
CULLIGAN	02130	WATER - POLICE	17.50
BRIAN RUSSELL	00593	OFFICIALS - REC	100.00
TIM STOPZYNSKI	02438	OFFICIALS - REC	100.00
MARCO WILLIAMS	02393	OFFICIALS - REC	50.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	28.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	28.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	28.00
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	318.94
ELHORN ENGINEERING	00139	SPARK #2 TUBE - WATER	125.00
COOK BROS EXCAVATING	00101	YARDS SLEET SAND - MAJ STS, LOC STS	330.00
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH BASKETBALL JERSEYS - RECREATION	1,395.00
BSN SPORTS	00911	SCOREBOARDS/BAGS- REC	1,357.89
BERT'S GLASS LLC	02019	REPAIR TO WINDOW/BROKEN BY ROCK FROM MOWER - C	84.97
CLARK HILL PLC	01422	NOVEMBER LEGAL SERVICE - GEN, ECON DEV, MTR PO	1,174.50
INTERNATIONAL CODE COUNCIL	01098	MEMBERSHIP DUES - CODE	135.00
MCFADDEN LAW OFFICE PLLC	02299	NOVEMBER LEGAL SERVICE - POLICE	253.00
MHR BILLING	01780	BILL SERVICE - AMBULANCE	1,116.00
CITY OF PORTLAND-PETTY CASH	00701	CONFERENCE REIMB, POSTAGE - GEN, INC TAX	74.93
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - COMM PROMO, GEN, POLICE, ELEC	468.42
Total:			\$72,766.10

**BI-WEEKLY
WAGE REPORT
December 19, 2016**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	10,049.07	113,732.84	2,244.71	37,139.82	12,293.78	150,872.66
ASSESSOR	1,114.52	13,826.96	85.26	1,062.00	1,199.78	14,888.96
CEMETERY	1,346.66	39,424.16	169.75	15,967.85	1,516.41	55,392.01
POLICE	15,047.03	208,552.91	3,992.01	55,245.01	19,039.04	263,797.92
CODE ENFORCEMENT	610.18	10,002.61	46.67	4,344.88	656.85	14,347.49
PARKS	996.02	40,270.52	140.93	10,017.86	1,136.95	50,288.38
INCOME TAX	1,763.35	24,498.40	511.27	16,697.05	2,274.62	41,195.45
MAJOR STREETS	5,324.13	42,713.34	958.57	27,115.14	6,282.70	69,828.48
LOCAL STREETS	3,929.08	38,394.54	713.12	19,128.44	4,642.20	57,522.98
RECREATION	1,485.27	12,946.33	162.66	5,869.67	1,647.93	18,816.00
AMBULANCE	11,627.66	151,882.36	1,356.54	33,742.09	12,984.20	185,624.45
DDA	1,126.25	19,510.44	86.84	10,036.08	1,213.09	29,546.52
ELECTRIC	15,206.29	240,864.12	2,962.48	119,845.40	18,168.77	360,709.52
WASTEWATER	9,596.91	130,905.44	2,458.91	78,619.26	12,055.82	209,524.70
WATER	4,407.88	65,020.38	1,205.78	28,504.19	5,613.66	93,524.57
MOTOR POOL	2,231.90	31,285.30	504.74	18,716.73	2,736.64	50,002.03
TOTALS:	85,862.20	1,183,830.65	17,600.24	482,051.47	103,462.44	1,665,882.12

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 12/15/16
MEETING DATE 12/19/16

Fund	Description	Beginning Balance 12/01/16	Total Cash in	Total Cash out	Cash Balance 12/15/16	Time Certificates	Ending Balance 12/15/16	
101	GENERAL FUND	2,307,927.86	191,960.07	(287,918.36)	2,211,969.57	235,000.00	2,446,969.57	
105	INCOME TAX FUND	17,622.51	4,388.94	(11,119.40)	10,892.05	10,000.00	20,892.05	
150	CEMETERY PERPETUAL CARE FUND	36,117.20	-	-	36,117.20		36,117.20	
202	MAJOR STREETS FUND	144,105.79	25,238.33	(24,763.09)	144,581.03		144,581.03	
203	LOCAL STREETS FUND	156,490.21	12,023.96	(19,566.19)	148,947.98		148,947.98	
208	RECREATION FUND	11,111.68	4,351.09	(5,855.29)	9,607.48		9,607.48	
210	AMBULANCE FUND	116,199.95	20,715.27	(39,580.86)	97,334.36		97,334.36	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	148,503.14	4,103.77	(14,756.40)	137,850.51		137,850.51	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	-	-	-	-		-	
520	REFUSE SERVICE FUND	18,853.11	3,893.77	(164.06)	22,582.82		22,582.82	
582	ELECTRIC FUND	235,987.42	164,194.71	(137,958.96)	262,223.17	530,000.00	792,223.17	
590	WASTEWATER FUND	(52,853.52)	47,677.53	(77,207.50)	(82,383.49)		(82,383.49)	
591	WATER FUND	23,427.47	25,834.30	(29,884.68)	19,377.09	420,000.00	439,377.09	
661	MOTOR POOL FUND	53,882.68	59,871.00	(27,733.80)	86,019.88		86,019.88	
703	CURRENT TAX FUND	7,126.94	99,169.46	-	106,296.40		106,296.40	
TOTAL - ALL FUNDS		3,227,864.69	663,422.20	(676,508.59)	3,214,778.30	1,195,000.00	4,409,778.30	
						ELECTRIC-RESTRICTED CASH	349,418.00	349,418.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	363,229.48	363,229.48
						ELECTRIC-PRIN & INT ESCROW	164,417.86	164,417.86
						WASTEWATER DEBT ESCROW	171,736.71	171,736.71
						WASTEWATER REPAIR ESCROW	71,440.54	71,440.54
						DDA-PRIN & INT ESCROW	486.71	486.71
							<u>5,830,507.60</u>	

*Customer Deposit Breakdown

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

**Minutes of the Zoning Board of Appeals
Of the City of Portland**

Held on Monday, November 9, 2015 at 7:00 P.M.
In Council Chambers at City Hall

Members Present: Barnes, Graham, Fedewa, Parsons

Absent: Stahl

Staff: City Manager Gorman, City Clerk Miller

Guests: Clare Linderman and Liz Harrow representing Olivera's

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

There were no public comments.

Motion by Parsons, supported by Graham, to approve the proposed agenda as presented.

Yeas: Parsons, Graham, Fedewa, Barnes

Nays: None

Absent: Stahl

Approved

Motion by Fedewa, supported by Graham, to approve the minutes of the October 12, 2015 meeting as presented.

Yeas: Fedewa, Graham, Parsons, Barnes

Nays: None

Absent: Stahl

Approved

Chairman Barnes opened the Public Hearing at 7:01 P.M.

City Manager Gorman explained that an 8' variance from the front setback is being requested for Olivera's at 1417 E. Grand River Ave. He presented a diagram that showed the exceptional narrowness of the property that has prompted the previous variance requests.

Ms. Harrow stated that the owner of Olivera's would like to construct a patio on the front of the building that would be enclosed and protected. They plan to leave the access to Rite Aid at a width of 24'.

City Manager Gorman stated the patio would be constructed over the current sidewalk with 2-3' that would be added into the driveway to Rite Aid.

Ms. Harrow stated that the building was previously designed for fast food with higher traffic flows. The proposed plan for Olivera's is for a sit down restaurant with less traffic flow than a fast food restaurant. The curb appeal and more intimate setting will slow down traffic.

Chair Barnes asked if the pass through to Rite Aid can be eliminated.

Ms. Harrow stated there is an easement that was previously agreed upon between Rite Aid and the previous developer.

City Manager Gorman stated the City engineers have advised this pass through is helpful in controlling the proper traffic flow at the street light at Grand River Ave. and Bridge St. They have further recommended that the pass through maintain at least two 10' lanes. If the variance request is granted then two 12' lanes will be in place.

City Manager Gorman further noted that the original easement between Rite Aid and developer of the Taco Bell property has been located.

Ms. Harrow presented the criteria for the request.

Under Criterion #1, the property is exceptionally narrow and the location of the building on the lot does not allow enough space between the setback line and the front of the building. To provide the outside patio across the front of the building, a reduction in the setback requirement of 8' is needed.

Under Criterion #2, the property, although fairly large in area, has a relatively small frontage on Grand River. If the variance is not granted the location of the existing Taco Bell building on the lot, would make the space in front of the building unusable for the construction of a front patio.

Under Criterion #3, justice to Olivera's would be the development of our concept within the Portland Community. Justice to the other property owners would be the upgrading of the Grand River Ave. corridor based on the Olivera's building façade and landscaping. Based on the existing buildings that grace the corridor Olivera's would be a "breath of fresh air".

Under Criterion #4, the problem is simply the shape of the property, and the location of the existing building on the lot which is not the fault of Olivera's.

Under Criterion #5, it is their belief that the ordinances are written to broadly control development, which is good. Uncontrolled development usually creates more problems than the development provides in benefits. Based on the use of the lot by Olivera's, the proposal would not adversely affect either of the properties on the east or west but would in fact enhance their properties. The image of patrons enjoying a lunch or dinner outside by drivers on the Grand River Ave. would entice people to drive in exposing the businesses on both sides to more potential customers. The visual appearance of Olivera's alone would bring more attention to the adjacent properties.

Chair Barnes asked if there is a shared parking agreement with Rite Aid.

City Manager Gorman stated there is not a shared parking agreement but there is an easement of shared access.

Ms. Harrow stated that an easement/agreement has been executed and filed with the owner of the car wash property granting access through the property to Bristie St. and for shared parking.

Chair Barnes closed the Public Hearing at 7:17 P.M.

Under New Business, the board considered the variance request of 8' from the minimum setback for the C-3 District [Section 42-186 (b)] for the building located at 1417 E. Grand River Ave.

Motion by Graham, supported by Parsons, to approve the variance request of 8' from the minimum setback for the C-3 District [Section 42-186 (b)] for the building located at 1417 E. Grand River Ave. as requested.

Yeas: Graham, Parsons, Fedewa, Barnes

Nays: None

Absent: Stahl

Approved.

Motion by Fedewa, supported by Graham, to adjourn the meeting at 7:19 P.M.

Yeas: Fedewa, Graham, Parsons, Barnes

Nays: None

Absent: Stahl

Adjourned.

Respectfully submitted,

Kathy Parsons, Secretary

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, November 9, 2016 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Fitzsimmons, Williamson, Hinds, Culp

Absent: Clement, Kmetz

Staff: City Manager Gorman, City Clerk Miller

Guests: Jim Hilligan of ConfluxCity Brewery Company, LLC

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

City Clerk Miller opened the floor for nominations for Chair.

Motion by Fitzsimmons, supported by Williamson, to nominate Grapentien as Chair.

There were no other nominations.

City Clerk Miller held a vote on the nomination.
All in favor. Approved.

Chair Grapentien opened the floor for nominations for Vice Chair.

Motion by Hinds, supported by Culp, to nominate Clement as Vice Chair.

There were no other nominations.

Chair Grapentien held a vote on the nomination.
All in favor. Approved.

Chair Grapentien opened the floor for nominations for Secretary.

Motion by Culp, supported by Fitzsimmons to nominate Williamson as Secretary.

There were no other nominations.

Chair Grapentien held a vote on the nomination.
All in favor. Approved.

Motion by Fitzsimmons, supported by Culp, to approve the Agenda with the addition of excusing Members Clement and Kmetz.
All in favor. Approved.

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Motion by Fitzsimmons, supported by Culp, to approve the minutes of the January 13, 2016 regular meeting as presented.

All in favor. Approved.

Under New Business, City Manager Gorman introduced Jim Hilligan of ConfluxCity Brewery Company, LLC. Mr. Hilligan's goal is to develop his business at 110 Water St., the site of the former Willard Auto Sales. City Manager Gorman explained that he and Zoning Consultant Eric Frederick met and reviewed the proposed site plan and discovered the property will likely require rezoning.

Mr. Hilligan provided his background and plans for the proposed development. He is planning a 5 barrel brewing system with 10 brews provided on tap. He is still working through the details of the site plan.

City Manager Gorman noted that details in regard to the anticipated impact on the Wastewater Treatment Plan have been discussed with City engineers over the past several months. As a result, Mr. Hilligan has determined that waste from the brewery will be taken off site rather than disposed of in the city's waste system.

There was discussion of where parking would be located.

Mr. Hilligan stated that there would be an entrance from Water St. where there is currently a curb cut in place between the two residential homes.

City Manager Gorman further explained this is where some of the zoning issues arise as more parking is needed in the downtown.

Member Hinds commented on the traffic at the intersection of Grand River Ave. and Water St.

Mr. Hilligan stated that his goal is to be open for business at this time next year. Further, he looks forward to cleaning up the building and the property.

City Manager Gorman provided updates on potential developments in Portland.

A developer for Muffler Man has submitted a site plan for redevelopment but during the review process it was discovered that a Special Land Use is required. The developers would like to present their plan to the Planning Commission at the December meeting.

The WODA Group is in full construction on the redevelopment of Old School Manor, it is exciting to see the progress taking place. The anticipated completion date is May 2017. The WODA Group donated a substantial piece of playground equipment that was installed at Brush Street Park. The new playground is a great addition to the City and has revitalized the park.

The anticipated development by Sparrow at Cutler Rd. and Grand River Ave. is ongoing but continues to be a slow process. The LOI is to acquire 5 acres to construct a medical facility at the top of the hill on Cutler Rd. next to the Portland Church of the Nazarene. City Manager Gorman stated that he expected to receive the purchase agreement sometime soon and his hopeful construction may begin in the summer of

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2017. As part of the project a road will have to be constructed that will likely help other potential development.

City Manager Gorman stated that the site plan approved for McDonald's last year will expire soon. After the plan was approved it was discovered that McDonalds had yet to acquire the adjacent property that was part of its site plan. City Manager Gorman stated that he was contacted last week and discussions for the purchase of that property have resumed. If the proposed development moves forward it will have to come back to the Planning Commission to be reapproved.

Wendy's is currently working on an update of their facility but required no approvals from the Planning Commission.

The Portland Party Store has added a patio area and is planning to add seating.

Under Member Comments, Chair Grapentien stated that he would like to have meetings to review portions of the ordinance for better understanding of what they are reviewing and approving.

Motion by Fitzsimmons, supported by Hinds, to adjourn the meeting at 7:46 P.M.
All in favor. Approved.

Respectfully submitted,

Jason Williamson, Secretary

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

Held on Thursday, November 17, 2016
In Council Chambers at City Hall

Members Present: Dumas, Antaya, Barnes, Gorman, VanSlambrouck, Briggs, Blastic, Grimminck, Urie, Clement

Absent: Tyler

Staff: DDA/Main Street Director Perry, Finance Officer Kinde (City Clerk Miller on vacation)

Guests: Tim Perry, Lee and Sally Francis, Stacy Adams, Aaron Urie, David Lange, Michaela Marks; Kathy Ness; Marjie Boynton

Chair Dumas called the meeting to order at 3:30 P.M.

Chair Dumas noted that Public Comment should be added to the Agenda.

Motion by Antaya, supported by Clement, to approve the Agenda with the addition of Public Comment.

All in favor. Adopted.

Chair Dumas opened the floor for Public Comment.

There was no public comment.

Motion by Antaya, supported by Blastic, to approve the minutes of the October 20, 2016 meeting as presented.

All in favor. Adopted.

Mayor Barnes stated that the bill from S&K Trophies included a charge of \$50 for medallions. He inquired why that portion of the bill had not been paid.

Director Perry stated that she paid the \$50 for the medallions as they were a personal gift to the volunteers.

Motion by Barnes, supported by Grimminck, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Chair's Report, Director Perry stated that she was looking for feedback from the entire board on the Michigan Main Street and National Main Street Accreditation Visit that took place on November 9, 2016 as she wasn't a part of all of the meetings.

Chair Dumas thought the day went well. His takeaway was that the National Main Street organization is looking for a "refresh" of the Main Street program with more emphasis on

projects and initiative of the group. They would like to see a strategic plan in place. They will come back at the end of January to help with this planning process.

Other board members concurred with the feedback provided by Chair Dumas.

Mayor Barnes inquired about Director Perry's feedback from the visit.

Director Perry stated the feedback she received was more on a personal level on ways to work with the Board.

Mayor Barnes asked if they addressed having "too many irons in the fire".

Director Perry stated that they did not address that at all. She further stated she has responsibilities outside of Main Street and her 40-hour work week. She works with downtown businesses, the theatre and the Chamber of Commerce outside of her Main Street hours.

Mayor Barnes expressed his concern as these issues were discussed with the Board.

City Manager Gorman stated there should be no appearance of conflicts of interest. Being engaged with the community is not an issue but the position is paid by tax payer funds so there should be no appearance of conflict. The issue is maintaining the integrity of the position in a public sector position.

Director Perry stated that she is open to suggestions by the Board.

Member Urie noted that representative's of the National Main Street organization did consider good relationships with other organizations in the community to be a plus.

Under New Business, Chair Dumas offered Director Perry the option to go into closed session for discussion of the DDA/Main Street Director's Employment Contract.

Director Perry asked for clarification.

Chair Dumas stated that no decision would be made but the Board and Director Perry could adjourn to a closed meeting for discussion of the contract.

Director Perry stated that she didn't require a Closed Session.

Chair Dumas stated the DDA Director/Main Street Director's Employment Contract was approved by the DDA at its meeting on October 20, 2016 and was approved by the City Council at its meeting on November 7, 2016 with a deadline to be executed by 5:00 P.M. on November 9, 2016. Director Perry did not sign the contract therefore there is no contract at this time.

Chair Dumas further stated the subcommittee met and recommended by majority that as Director Perry is an at-will employee then her current contract should be terminated immediately due to lack of confidence in the performance of her duties.

Member Urie stated that as a member of the committee she is not in favor of this decision has Director Perry has not been given an evaluation or opportunity to correct any issues.

Member Clement stated he is not in favor of this decision. He stated that he does not feel a resolution from the City Council is needed. He stated his feeling that the DDA is abdicating its power by having the City Manager get an attorney to write up the proposed contract. The DDA should have its own attorney. He stated there were many meetings with only 2 to 3 people and City staff was present explaining what should be done. He further stated the DDA should have its own contracts and do their own hiring.

Member Grimminck stated that she has not been part of any other meetings and this is the first she's heard of any performance issues. She stated her feeling that the DDA Board should have discussed these issues. She thought it was just the employment contract being negotiated and now it is has escalated to the termination of employment. No performance concerns have been shared to this point.

City Manager Gorman reiterated in regard to the previous conversation his belief that the DDA Director should be connected in the City with different organization but the analysis is different; there is a need to ensure that the two are separate.

City Manager Gorman stated the DDA district was created by the City of Portland many years ago. The DDA is separate and has autonomy but at the same time it is a component unit of the City of Portland. The positions on the DDA board are not elected; they are appointed by the Mayor and City Council. The DDA Act clearly states that a DDA can employ a director subject to the approval of the governing body. City Manager Gorman further stated the DDA is not its own government, it is not independent. It is a public body subject to laws such as the Open Meetings Act and the Freedom of Information Act.

City Manager Gorman stated that the goal of the City is to always keep issues above board. He explained that in March a new law was introduced that changed the salary threshold for salary exempt employees from \$23,000 to \$47,000 per year. The only person that fell into this category was DDA/Main Street Director Perry. As the DDA is a component unit of the City of Portland, City staff is responsible for payroll and administration and therefore had to prepare for the new law set to take effect on December 1, 2016. The DDA had two choices, either raise the salary of the DDA/Main Street Director to \$47,000 per year or to make the position hourly and start tracking time worked. The consensus of the Board was for the DDA/Main Street Director to go hourly and start tracking time worked. Over the months since there has been a complete dialogue and resistance from DDA/Main Street Director Perry to track her time.

Director Perry clarified that her resistance was not in tracking her time but was who it should be reported to.

City Manager Gorman stated that as the DDA does not have a labor attorney on staff he was asked to write up a contract with the help of the City's attorney. There were some board members that did not feel comfortable with City being involved in writing the contract so Chair

Dumas created a subcommittee so there would be involvement by the board members and Director Perry. Director Perry submitted the changes she wanted made to the contract in writing. The subcommittee went over her requested changes and made changes to the contract. The contract was approved by the DDA board at its meeting on October 20, 2016 and it was submitted to the City Council, according to the law, for approval at its meeting on November 7, 2016.

City Manager Gorman stated that this has been an ongoing process for months and the frustration from some of the board members may come from their wish that Director Perry would track her time and be done with this issue. The issue that Director Perry had with oversight by the City Manager was completely taken out of the contract. The committee was trying to do whatever could be done to make sure all the parties involved were happy. City Manager Gorman further stated there was a 3-week time period from the DDA's approval of the contract to Council's approval of the contract. Director Perry did not sign the contract by the deadline after the City Council approved the contract. City Manager Gorman stated that this whole process has gone on way too long.

Director Perry stated that throughout process she has been communicating with a DDA lawyer and the Department of Labor. She was told that she didn't have to go from salary to hourly in order to fulfill the law. She further stated that she has been advocating for herself to keep the flexible salary schedule status as it allows her to do her job; she wanted to continue to do her job with the freedom she has had.

Director Perry stated that she was very involved with writing the contract. The days following City Council's approval of the contract were Election Day and review day by the National Main Street organization and were filled with a lot of distraction and stress. Director Perry further stated she did receive an email from City Manager Gorman stating the contract needed to be signed by close of business on Wednesday, November 9, 2016 but she thought it was a casual request. She stated that she went to City Manager Gorman and asked him if it was a legal deadline and he replied the date and time were set in order to expedite the process. She further stated that she told him she still wanted her lawyer to review the contract and would be ready to sign the contract by Thursday morning. Director Perry stated that she did not know there was a hard and fast deadline for the signing of the contract set in the City Council Resolution. Director Perry admitted that she did not read the resolution but no one mentioned the deadline to her either. She stated that she did not realize the contract would be null and void if she did not sign it by 5:00 on Wednesday, November 9, 2016.

Chair Dumas stated that the discussion with the subcommittee was broader than missing the contract deadline.

Mayor Barnes stated that the issues he has go back earlier to his request regarding the processing of payments. He stated that his request was that if volunteers were going to purchase items, specifically at Tom's Food Center, then to have them fill out a purchase order. He stated that Director Perry's response was that there was no way she could have them do that as they would have to carry purchase orders around.

Mayor Barnes stated that the use of a purchase order has been an ongoing issue. The City facilitates what the DDA is doing and is not trying to make everything difficult. The request has only been to use the protocols that are in place in order to have clear accounting practices.

Director Perry stated that everything that is submitted for payment to Finance Officer Kinde needs a purchase order. Director Perry stated that she was asked to always take a purchase order to Tom's Food Center when something is purchased for the DDA. She further stated that she inquired if this could be accomplished in another way, possibly by using a lanyard. She stated that she had no way to put on a purchase order what a volunteer would be purchasing ahead of time, this didn't work well for festival purchases.

Mayor Barnes stated that the contract for entertainment that was playing at an event was another issue as the contract stated the band would be paid \$1,000.00 for their work. He received a phone call and an email after the event stating that the band wanted to be paid an additional \$200.00.

Director Perry stated that this band is typically paid \$1,200 for an event. She had told them that if they could draw the crowd and sell the product that makes the event money then she would pay the additional \$200 out of her pocket. A band member came to the front desk at City Hall and requested the payment of the additional \$200. As City staff did not know what was going on they contacted Mayor Barnes. If someone had come to her she would have explained the issue.

Mayor Barnes stated this is one of his concerns with her job performance. How can a contract be in place and not be followed? He stated that the DDA ended up paying the band the extra \$200.00.

Director Perry stated that the \$200.00 was a tip that the band earned.

Mayor Barnes stated that in terms of the employment contract, the City has been vilified for trying to take authority away from the DDA, which is not the case. This is a situation in which the City has rules which it has to follow in paying individuals. For whatever reason, the situation is that someone is required to track their time in order to be paid and they have said they don't want to do that.

Director Perry stated that she didn't intend to say she wouldn't track her time. She wanted to do her job in the easiest way possible and was advised that tracking her time was not required by law.

Mayor Barnes stated that there has been a lot of back and forth and it has seemed like a lot of irrational push back on the tracking of hours worked. He further stated his opinion that this issue has a lot to do with how Director Perry does her job.

Director Perry stated her feeling was that the contract felt like a demotion and that the recording system put in place didn't work well for how she does her job. She has been trying to clarify the use of comp and personal time and salary vs. hourly.

Mayor Barnes stated that this issue has been ongoing for 6 months and seems like an incredibly long time to go over something that should have been fairly straightforward.

Chair Dumas stated that his concerns are with things that weren't followed through on. He directly asked Director Perry to send the contract draft to the Board members and it wasn't done because she had found something in the law and then had to meet again. He asked for the email address of the board members so he could send the contract and he didn't get them. He stated that after he and Director Perry met and went over the contract they agreed on minor edits. He asked her to make the changes and send the revised contract to him and he didn't get it. He further stated that he has asked her to do things that didn't happen.

Stacy Adams commented that Director Perry needs to be a part of the downtown, she cares about Portland and goes above and beyond for the community. She further stated her feeling that Mayor Barnes is bullying Director Perry. She also stated her feeling that there needs to be more communication and follow through.

Michaela Marks commented that Director Perry believes in Portland and people like her are what keep Portland going. She further thanked Director Perry for coming into her businesses. She stated that the board should give Director Perry a second chance. Ms. Marks also stated that people say that downtown Portland is awful but Director Perry is someone who cares and is worth saving.

Aaron Urie stated that he is a downtown building owner and his wife Wanda is a former business owner. He has seen his wife come home very excited with Director Perry and what she is doing. He commented that Director Perry works harder than any previous DDA Directors. He further commented that he hopes she can learn from this and improve.

David Lange stated that he has had a vision for his building and Director Perry has been working with him to fulfill that vision. Mr. Lange questioned the purchase order policy in place by the City and why auditors haven't written anything up in terms of it not being followed.

Finance Officer Kinde stated that the purchase order policy is an internal control put into place by the City not its auditors.

Chair Dumas asked if there were any other Board Member comments.

There were none.

Chair Dumas asked for a motion.

Mayor Barnes moved to terminate Director Perry's contract based on the performance issues effective immediately.

Antaya seconded the motion.

Member Briggs stated that she would like to discuss the motion. She agreed that things have not been done correctly and agreed that currently there is no contract in place. Member Briggs further stated that there are certain obligations that need to be fulfilled as a contract employee.

Member Briggs proposed a substitute motion to enter into a temporary letter of agreement for a short term agreement with certain specifications that would lay out responsibilities with the understanding that the position would be opened up to an interview process as there is no current contract in place.

Chair Dumas asked what temporary time frame Member Briggs was proposing.

Member Briggs proposed 3 months but stated the timeframe is open to negotiation. This would provide time for adjustment to deal with the issues going on. She further suggested this agreement would be under the supervision of the City Manager in terms of administration.

Member Blastic stated that it is very clear that the DDA Director position needs to be redefined. He further stated that the individuals that put the contract together are very capable and respectable. Director Perry has been a big part of the contract process as well. He stated his disappointment that this issue has come to this. Member Blastic restated his feeling that the DDA Director position should be redefined, especially when considering the recent payoff of City Hall. He also stated that there are protocols in place that need to be followed, everything needs to be tracked. There are going to be bigger dollars under consideration in the future. He further stated that this is nothing against Director Perry as she is very integrated in the community.

Member Briggs asked if Member Blastic was seconding her motion.

Member Blastic asked for clarification of the temporary timeframe proposed. 30 days? 90 days? He stated his feeling that the position needs to be opened up to the Board for full clarity as he was not party to any of the committee meetings regarding the contract.

City Manager Gorman stated that Director Perry is very integrated in the community and has done a great job in that regard. He stated that this is an opportunity to really reevaluate the DDA/Main Street Director position. He further stated that 30 days seems aggressive and that 60 days may be possible.

City Manager Gorman clarified that under the proposed substitute motion Director Perry would remain in her position and could then reapply for the newly defined position.

Member Briggs stated that was correct and that because no contract is in place at this time then there needs to be an open process. She proposed a 90-day timeframe.

Chair Dumas summarized there would be a sunset date of 90 days in the future at which time Director Perry's employment would terminate but the position would be opened up and she could reapply.

Member Blastic concurred.

Chair Dumas further clarified that during this time Director Perry would be under the direct supervision of the City Manager.

Member Blastic concurred.

Director Perry stated that this puts her in a horrible position as she has worked hard. She further stated that with regard to the emails that Chair Dumas referred to, she can produce her responses to them. She suggested that they may have went to his other email address.

Chair Dumas asked if she would accept the proposed arrangement.

Director Perry stated that she does not want the stress of the proposed arrangement and that her husband would rather she not go through that. She stated she would rather leave now. Director Perry further stated she doesn't understand what she has done without being reviewed, written up or tried to work with.

Member Grimminck stated that moving forward the DDA Board needs to take responsibility for their part in this situation. They need to be careful and do performance evaluations in order to communicate with the DDA Director and amongst the Board itself. She further stated that this is coming as a shock to her as well as Director Perry. Member Grimminck stated her feeling that this result seems punitive for her questioning procedures or saying something doesn't work with her job.

Chair Dumas stated that in terms of the substitute motion proposed by Member Briggs, Director Perry has stated she does not want that arrangement.

Chair Dumas clarified the substitute motion was withdrawn.

Member Blastic noted he had to leave the meeting in 3 minutes to attend to business.

Chair Dumas stated the substitute motion has been withdrawn because Director Perry did not want the arrangement.

Chair Dumas called the vote for the motion on the floor to terminate Director Perry's contract based on the performance issues effective immediately.

Mayor Barnes called for a roll call vote.

Finance Officer Kinde called the roll call.

Member Grimminck- Nay

Member Blastic – Yes

Member Briggs – Abstain

Member Urie – Nay

Member Dumas – Yes

Member Antaya – Yes
Member Clement – Nay
Member VanSlambrouck – Yes
Mayor Barnes – Yes
City Manager Gorman – Yes

Chair Dumas stated that the motion carried by vote of 6 ayes, 3 nays and 1 abstention.

Chair Dumas stated that Mrs. Perry’s employment has been terminated effective immediately and asked her to vacate the room.

Chair Dumas noted that Member Tyler had sent an email prior to the meeting stating that he would have been in favor of the substitute motion but would have voted for the termination.

Member Blastic excused himself from the meeting at 4:25 P.M. to attend to business.

Chair Dumas stated that he will get on the job posting and will contact Laura Krizov of the Michigan Main Street Center for her assistance. He further stated that Holidayfest is coming up on Saturday, December 10, 2016 and asked for people to step up and help.

Member Urie stated that without having help from a DDA Director the Promotions and Marketing Committee feels like all it can handle for Holidayfest are the parade, the tree lighting, and the concert.

Chair Dumas asked if anyone was willing to step in as the Interim Director.

There was no response.

Member Clement left the meeting at 4:27 P.M.

Member Urie stated that there may be some activities planned for Holidayfest that will be cancelled but will still need to be paid for as there will not be enough manpower to make them happen.

Member Grimminck asked if there will be an Interim Director.

City Manager Gorman stated that it would be nice to have an Interim Director but not sure who. He further stated that there is a “weirdness” with the City Manager serving in that role. He further stated that City staff will help however it can. He stated that it is difficult to inform people that the City is only here to facilitate the DDA. He added that as an employer this is the worst thing to be a part of; everyone on the Board is an adult and has their own opinions. City Manager Gorman stated that by statute, Chair Dumas is in a position to have to make tough decisions; whoever the director is.

Chair Dumas suggested that the Board provide names that might be interested in the DDA/Main Street Director position at the next meeting. He stated that he will also be asking for Board members that might be interested in serving on an interview committee.

Member Briggs suggested that before that is done the position should be clarified and then the position that is desired can be posted for.

Chair Dumas stated that he will work with Laura Krizov of the Michigan Main Street Center.

City Manager Gorman stated that he will research how other communities handle the DDA Director position. He also stated that the DDA Board needs to determine what they want to achieve. He clarified that the City has no agenda on what projects the DDA takes on. He only wants the DDA Board to remain transparent and open. City Manager Gorman further stated that many people do not understand the inter-working of the law and the City's requirements and duties.

Member Urie stated her feeling that City Manager Gorman sounded very condescending. She further stated her feeling that City Manager Gorman may want to think about how he phrases things.

City Manager Gorman apologized as he didn't intend to come across that way.

Member VanSlambrouck suggested that this is a time for the DDA Board to address what its goals are and what it wants to accomplish. She suggested that discussions regarding those issues should be held at a different meeting.

Chair Dumas summarized that he would take care of the job postings and will make sure the meeting agenda's get sent out. He asked City Manager Gorman to find out what other DDA's doing.

City Manager Gorman asked Member Briggs if she'd be willing to serve as Interim Director.

Member Briggs said she would think about it.

Member Urie stated the DDA Board needs to take responsibility for this situation; if Board members are not going to step up then they need to step down. She further stated there needs to be more communication, and evaluations of the Director need to be done.

There was continued discussion.

Member Briggs agreed that members should step up so that Chair Dumas does not have to do everything.

Chair Dumas stated that throughout this process he has commented that he didn't retire as Superintendent with the authority of supervising 250 employees to end up on a volunteer board supervising another person as a volunteer. He said that this has been a difficult process. He

further stated that it has been exacerbated by Mrs. Perry and her insistence that she not be supervised by the City Manager. Chair Dumas stated that in his discussions with Laura Krizov of the Michigan Main Street Center that in most DDA's, the DDA Director is supervised by the City Manager.

Member Briggs agreed in terms of administrative accountability and stated that a paid employee shouldn't be supervised by a volunteer.

City Manager Gorman stated that in the annual review meetings on November 9, 2016 with the Michigan Main Street Center and National Main Street organization they talked about a "Refresh"; or reboot. He further stated that this is a time to evaluate the Main Street program in Portland and to make clear expectations of the DDA Director position.

Chair Dumas stated that with the help of the Michigan Main Street Center his first priority is to get a generic job posting out and the second priority will be to define the position and where the DDA wants to go from here.

Member Urie asked when the DDA Board would like to have someone hired.

Chair Dumas stated that it would be nice to have someone on board in a month but it will likely be two months.

Member Urie commented that it would be great to have someone in place by the end of January in time for the "refresh".

There was discussion.

Mrs. Perry came back into the meeting and presented one of the emails that Chair Dumas had referred to earlier in the meeting.

Chair Dumas stated that the email she had was in response to the second email he sent because she hadn't responded to the first.

Kathy Ness asked why the DDA doesn't have a performance evaluation in place or a probationary reprimand if there is a specific problem.

Chair Dumas stated that an evaluation process was in place for the previous DDA/Main Street Director and the DDA Board was planning to do one for Mrs. Perry once her employment contract was in place.

Mayor Barnes stated there has been a long dialogue between Mrs. Perry and Chair Dumas that followed previous communication precedent and practice.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 4:43 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR NOVEMBER 2016

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of November 2016. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated **10.3 million gallons** and discharged **7.4 million gallons** for the month of November. All permit parameters were in compliance at the end of November. The CBOD was 4ppm, the Total Suspended Solids were 15ppm, the phosphorus was 0.9ppm, and the fecal coliform was 76 counts/100ml.

We had three four contractors respond to our request for bids to improve the building heat. Of these one bowed out due to a backlog of work. Three contractors provided bids. Pleune Service Co. had the lowest bid at \$55,000.00. The bids will be presented to council at the December 5 meeting.

The operator certification renewal was sent in for Doug Sherman this month. His current certification will expire January 15, 2017. The renewal is good for a three year period.

Mike Hyland requested the assistance of the WWTP to use the camera equipment to see if we could televise the inside of the dam. Due to a buildup of dirt and debris, we were only able to see the first couple of feet.

The new roofing membrane was installed on the secondary digester prior to Thanksgiving while the weather was very good. The project went well.

Mike and Tim were able to enjoy the opening day of Deer season. This did not interfere with the WWTP operations. Mike was also able to enjoy several days of vacation prior to the Thanksgiving holiday.

Maintenance & Capitol Expenses for November 1, 2016 to November 30, 2016

ITEM	COST
NCL – Lab supplies	\$ 513.05
Cook Brothers – Hauling dried sludge to landfill	\$ 405.00
Tom’s Do It Center – Distilled water and vinyl tubing	\$ 51.30
Michigan Critical Power – Replace block heater Cutler Rd lift station	\$ 318.66

MTech – Cues Light Bulb & socket, Hand Command cable	\$ 389.92
MDEQ – Certification Renewal Fee	\$ 95.00
B&W Automotive – RTV Silicone Sealant	\$ 17.74

Total Monthly Expenses	\$ 1790.67
Total Spent YTD	\$ 24794.10

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	2315 feet
Routine cleaning	1611 feet
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	1
Building Services Inspected	0
City Main Televised	0 feet

SEWER CALLOUTS

None to Report.

Respectively Submitted,

Doug Sherman
 WWTP Superintendent

IONIA COUNTY BOARD OF COMMISSIONERS

December 13, 2016 - 4:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**

(3 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. Resolution of Appreciation – Linda Droste
 - B. Resolution of Appreciation – Monte Starkweather
 - C. Health Department – Electronic Health Records Agreement
 - D. Health Department Amendment #1 to DHHS Agreement for Public Health Emergency Preparedness funds
 - E. Health Department Data Use and Non-Disclosure Agreement
 - F. Health Department Maternal Infant Health Program Agreement
 - G. Health Department Medical Direction Agreement
 - H. Mutual Aid Agreement with Barry County Central Dispatch
 - I. Jail Medical Services Agreement
 - J. Sheriff Department Dry Cleaning Contract
 - K. Request to create and fill Deputy Register of Deeds position
 - L. Request for a temporary restructure of Crime Victim Advocate position
 - M. Request for replacement of windows and siding for Park Manager house
 - N. Request to fill Commission on Aging Nutrition Program Site Host
 - O. Request to fill Commission on Aging Home Health & Home Maker Aides
 - P. Agreement for Extension Services
 - Q. Appointment of Emergency Management Coordinator and Deputy Coordinator
 - R. Recommendation from Facilities Committee

- S. Acknowledgement of Applications for Appointment
 1. Central Dispatch Board of Directors
 2. EightCap Governing Board
 3. Road Commission Board
 4. Substance Abuse Initiative
 5. Mid-State Health Network Substance Use Disorder Oversight Policy Board
 6. West Michigan Regional Planning Commission
 7. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee
 8. Board of Public Works
 9. Commission on Aging Board
 10. Land Bank Authority

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IX. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

X. Reports of Special or Ad Hoc Committees

XI. Public Comment (3 minute time limit per speaker)

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Advisory Council – One three-year term expiring April 2018.
- Board of Public Works – Two three-year terms expiring January 2018.
- Commission on Aging Board – One three-year term expiring September 2016.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- Land Bank Authority – One three-year term, expiring April 2017.
- Park Advisory Board – One two-year term, expiring January 2018.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2016.

Non-Commissioner appointments for consideration in the month of January 2017:

- *Area Agency on Aging of Western Michigan Board of Directors* – One two-year term.
- *Park Advisory Board* – One two-year term.
- *Tax Allocation Board* – One one-year term.

Appointments for consideration in the month of February 2017: None