



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

7:00 P.M. Monday, March 20, 2017
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
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
7:20 PM	A. DDA/Main Street Report – Margery Briggs	
	B. National Historic Preservation Month Proclamation	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:23 PM	A. Proposed Resolution 17-20 Approving the Recommendation from the Downtown Development Authority (DDA) Board to hire Tina Conner Wellman as the DDA/Main Street Director	Decision
7:28 PM	B. Proposed Resolution 17-21 Approving a Michigan Department of Natural Resources (MDNR) Passport Grant Application Submitted by The Parks Department for the Construction of a Canoe/Kayak Launch At Thompson Field	Decision
7:30 PM	C. Proposed Resolution 17-22 Approving Fleis & VandenBrink’s Proposal to Apply for Funding through the Local Bridge Program Administered by the Michigan Department of Transportation	Decision
7:33 PM	D. Proposed Resolution 17-23 Approving the Submittal of an Application for Local Bridge Program Funds for Replacement of the Divine Highway Bridge over the Looking Glass River	Decision
7:34 PM	E. Proposed Resolution 17-24 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River	Decision
7:35 PM	F. Proposed Resolution 17-25 Approving the Submittal of an Application For Local Bridge Program Funds for Preventative Maintenance of the Grand River Avenue Bridge over the Grand River	Decision
7:36 PM	G. Proposed Resolution 17-26 Approving a Budget for Fiscal Year 2017-2018 for the Portland Area Fire Authority	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:38 PM	H. Proposed Resolution 17-27 Confirming the Mayor’s Appointment to City Boards and Commission	Decision
7:39 PM	X. <u>Consent Agenda</u>– A. Minutes & Synopsis from the Regular City Council Meeting held on March 6, 2017 B. Payment of Invoices in the Amount of \$105,425.15 and Payroll in the Amount of \$133,106.77 for a Total of \$238,531.92 C. Purchase Orders over \$5,000.00 - None XI. <u>Communications</u>– A. DDA Minutes for February 16, 2017 B. Wastewater Treatment Plant Report for February 2017 C. Ionia County Board of Commissioners Agenda for March 14, 2017 D. Ionia County Board of Commissioners Agenda for March 21, 2017	Decision
7:40 PM	XII. <u>Other Business</u> - None	
7:45 PM	XIII. <u>City Manager Comments</u>	
7:50 PM	XIV. <u>Council Comments</u>	
7:55 PM	XV. <u>Adjournment</u>	Decision



National Historic Preservation Month

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, the Portland downtown district has been designated as a National Historic Landmark; and

WHEREAS, the Portland, Michigan Main Street America Program has been accredited as a Master Level Program and offers grants for historically accurate façade restoration, signs, and awnings through Thursday, June 1st.

WHEREAS, Portland, Michigan recognizes National Historic Preservation Month through its annual Cleanup Day, Saturday, May 6th; the Portland Area Historical Society's "Spring Into the Past" event at the Portland Public Library May 6th and 7th; and the "We're Making Memories" Block Party on Saturday, May 20th.

NOW, THEREFORE, I, James E. Barnes, Mayor of the City of Portland, Michigan, do hereby proclaim May 2017, as National Historic Preservation Month and call upon the people of the city of Portland, Michigan to join their fellow citizens across the United States in recognizing and participating in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Portland, Michigan, to be affixed this 20th day of March, 2017.

James E. Barnes, Mayor

SEAL

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-20

**A RESOLUTION APPROVING THE RECOMMENDATION FROM THE
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD TO HIRE TINA
CONNER WELLMAN AS THE DDA/MAIN STREET DIRECTOR**

WHEREAS, pursuant to MCL 125.1655(1), the DDA Board may employ and fix the compensation of a director, subject to the approval of City Council as the governing body; and

WHEREAS, the DDA Board established a hiring sub-committee to evaluate the position and facilitate the search for a new DDA/Main Street Director; and

WHEREAS, after interviewing the selected candidates during a public meeting held on March 16, 2017, the DDA Board unanimously recommended that City Council approve the selection of Tina Conner Wellman as the new DDA/Main Street Director.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation from the DDA Board to hire Tina Conner Wellman as the new DDA/Main Street Director, contingent upon various pre-employment requirements (physical, background check, etc.).
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: March 20, 2017

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-21

**A RESOLUTION APPROVING A MICHIGAN DEPARTMENT OF NATURAL
RESOURCES (MDNR) PASSPORT GRANT APPLICATION SUBMITTED BY
THE PARKS DEPARTMENT FOR THE CONSTRUCTION OF A
CANOE/KAYAK LAUNCH AT THOMPSON FIELD**

WHEREAS, the City of Portland recently amended its Capital Improvement Plan (CIP) to include projects for the Parks Department, including a universally accessible canoe/kayak launch and other improvements at Thompson Field and intends to apply for grant funding through the MDNR Passport Program; and

WHEREAS, the project will consist of the installation of a universally accessible canoe/kayak launch, river trail maintenance and other necessary Thompson Field improvements; and

WHEREAS, the total project cost is anticipated to cost up to \$100,000.00 with the DNR portion being up to \$75,000.00 and a 25% local match not to exceed \$25,000.00 from the general fund; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. City Council supports the submission of the MDNR Passport Grant application titled “Thompson Field Improvements” for the canoe/kayak launch, river trail maintenance and other necessary improvements.
2. The local matching funds of 25% of the total project costs are pledged as part of the City of Portland General Fund and will be available immediately once the grant agreement is received from the MDNR.
3. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 20, 2017

Monique I. Miller, City Clerk

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City of Portland City Council at their regular meeting held on March 20, 2017, at 7:00 p.m. in the City Hall, with a quorum present.

Dated: March 20, 2017

Monique I. Miller, Clerk

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 17-22

A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO APPLY FOR FUNDING THROUGH THE LOCAL BRIDGE PROGRAM ADMINISTERED BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION

WHEREAS, the City conducted bridge inspections in 2015 and 2016 of its three (3) vehicular bridges and the inspections concluded that repairs, maintenance, and eventual replacement were necessary; and

WHEREAS, the Michigan Department of Transportation through its Local Bridge Program provides funds for 95% of the construction costs, with a local agency being responsible for a 5% match and engineering costs, a copy of which is attached as Exhibit A; and

WHEREAS, the City's engineer, Fleis & VandenBrink is proposing to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation to assist with the necessary repairs, maintenance and replacement of the City's three (3) vehicular bridges for \$600.00, as outlined in the attached Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation to assist with the necessary repairs, maintenance and replacement of the City's three (3) vehicular bridges for \$600.00, as outlined in the attached 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: March 20, 2017

Monique I. Miller, City Clerk



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

February 6, 2017

Ms. Denise Donohue, Director
County Road Association of Michigan
417 Seymour, Suite One
Lansing, Michigan 48933

Mr. John LaMacchia II, Assistant Director,
State and Federal Affairs
Michigan Municipal League
208 North Capitol Avenue, First Floor
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

Local Bridge Program
Deadline for Applications – May 1, 2017

The Michigan Department of Transportation is pleased to announce the solicitation of applications for candidate projects for the Local Bridge Program. Selected projects will be funded during the 2020 fiscal year (FY). Do not submit projects which cannot be committed to construction within FY 2020. The applications can be submitted by the local agency owner or their consultant. All bridge applications submitted in previous years that have not been selected for funding have been discarded. The total number of applications from any one local agency is limited to five.

The FY 2020 Local Bridge Program budget is estimated at \$48 million. This amount may be subject to revisions. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Applications are to be electronically submitted or postmarked by Monday, May 1, 2017.

Refer to the enclosed Exhibits for information regarding eligibility and submitting candidate Local Bridge Project Applications.

If you have any questions or need further information, please contact Keith Cooper, Bridge Program Manager, at 517-373-2346 or at cooperk@michigan.gov.

Sincerely,

Matthew W. DeLong, Administrator
Development Services Division

Enclosures

MURRAY D. VAN WAAS



LANSING, MICHIGAN 48909
990

Exhibit 1 – Bridge Definition and Application Process

Definition

To be eligible for bridge funds, the structure must meet the definition of a bridge, defined as a structure with a total clear span of more than 20 feet, measured along the centerline of the roadway over a stream, watercourse, or opening. For a span bridge, this means the clear opening span, measured face to face at the inside of the abutments, is greater than 20 feet. A multi-unit culvert is considered a bridge if the total length, as measured along the centerline of the roadway, is greater than 20 feet and the distance between the culvert units is less than half the diameter of the smallest unit. This description is referenced in item number 112 of the Michigan Structure Inventory and Appraisal Coding Guide. There are many multi-unit culverts under local agency jurisdiction that qualify as bridges and thus, are required to be on the structure inventory and regularly inspected. Please check multi-unit culverts in your area to see if they qualify under the definition of a “bridge.”

Work Type

An application must list the specific work being applied for in the preventative maintenance and/or rehabilitation categories.

Participation Level

The preventive maintenance, structure rehabilitation and replacement, and approach construction costs may be eligible for a maximum of 95 percent participation from federal and/or state funds. The right-of-way, design engineering, and construction engineering costs are not eligible for Local Bridge Program funds.

Cost Estimates

The current Local Agency Program (LAP)–Bridge Cost Estimate Worksheet, dated 12/14/2016, which indicates per unit cost estimates of various rehabilitation and preventive maintenance options (Exhibit 4). This information will be helpful in determining estimated construction costs for different types of repairs. All estimates for projects to be constructed in 2020 should incorporate an annual inflationary factor of three percent (3%). If the structure is over a railroad, include the railroad’s flagging and construction fees.

Data Formula Points

The data found on the Structure Inventory and Appraisal (SI&A) form is used in many of the formula rating point calculations and is one item looked at by your Region Bridge Council when considering discretionary rating points. It is very important that this data be current and correct before submitting the application; incorrect data may significantly affect the rating points. When completing an application, the data stated in the supporting documents must match the data found in the SI&A form.

Site Review for Bridge Applications

MDOT bridge personnel will review submitted applications for completeness and determine the preliminary (computer generated) rating points. The LAP bridge staff will perform site visits, verify appropriate scopes of work, and create written site reports. The applications, preliminary rating points, and the site visit reports will then be forwarded to the respective Region Bridge Council for their review and the addition of the discretionary rating points.

Project Estimate vs. Application Estimate

The Local Bridge Advisory Board has set a policy for projects coming in over application estimate. If, at the grade inspection stage, the project estimate exceeds the application estimate, the Region Bridge Council may review the project. The council can decide to accept the project at the increased estimate, cap the project at a percentage above the application estimate, or request an application for additional funds be submitted in the next call for projects. Due diligence must be taken in getting the most reasonable application estimates.

Bridge Application Package and Submission

Please be sure your Structure Number is correct and have your signed resolution, SI&A, Bridge Inspection Report, cost estimate, location and detour maps, project narrative, letters of support, and photos ready to include as attachments. See Exhibit 3 for further details.

Applications can be submitted electronically using the [Local Agency Bridge Program Website](#), or directly at [FY 2020 Local Bridge Program - Call for Applications Submission Sheet](#).

Exhibit 2 – Bridge Scoping and Work Type Definitions

Bridge Scoping

To assist in the bridge scoping and fix selection process, refer to MDOT's Scoping Manual, specifically pages 30 through 48 of Chapter 5, *Signs of Pavement & Bridge Distress and Fix Selection Guidelines*.

Bridge Asset Management Plan

To assist with managing bridge inventory and developing an optimum bridge preservation strategy, a valuable resource is the Asset Management Guide for Local Bridges in Michigan.

All local agencies are encouraged to submit asset management plans for the bridge applications being submitted. A summary of the local agency's bridge network asset management plan may also be submitted for review.

Replacement

Replacement projects involve replacing the entire substructure, superstructure, deck and necessary approach work. If a multi-use path or sidewalk is planned but does not currently exist, the estimate needs to clearly indicate the costs of these items. If the project is selected for funding, a master plan showing the path or sidewalk must be provided in order for them to be considered participating in the Local Bridge Program.

The approach costs should be estimated using a minimum of \$35,000 per station, with a minimum approach cost of \$150,000. The estimate needs to account for public utilities such as water mains and sewers, which will need to be altered during construction. Also, if the structure is within a substandard horizontal or vertical alignment, the estimate must account for any possible increase in approach distance.

Replacement projects need to meet current American Association of State Highway and Transportation Officials (AASHTO) guidelines and the Load Factor Resistance Design criteria.

Rehabilitation

Rehabilitation is defined as major work required to restore the structural integrity of a bridge, as well as work necessary to correct major safety defects. These projects are required to meet AASHTO guidelines. If a rehabilitation project is over water, a scour analysis will be required during the design phase and the existing foundations will need to be shown to be stable under a scour event. A structure that is not found to be stable during a scour event may not be allowed to proceed to contract. If making the structure stable results in a change in scope, it may be necessary to re-apply during a future call for applications.

Estimated repair costs for bridge rehabilitation projects will vary by the type of work. Include publicly owned utility relocation costs. Examples of rehabilitation work eligible for funding under the program include:

- Full deck replacement (with or without painting of steel beams)
- Superstructure replacement
- Structure widening
- Removal of existing bridge without replacement

Preventive Maintenance

Preventative Maintenance applications can be a single bridge or multiple bridges submitted for similar preventive maintenance work into one application. This can include multiple agencies working together to submit one application. A multiple bridge application will count as one of the five applications any one agency is allowed to submit per year. The Region Bridge Councils will review a multiple structure application as one package and will not rate each structure independently. Preventive Maintenance activities are eligible under the Local Bridge Program.

When applying for a multiple bridge preventative maintenance project, submit each structure individually. For electronic submission, select “PM-Multiple Structure” as the type of work on each form. For paper submission, identify on the cover sheet that each bridge is part of a “PM-Multiple Structure” application. Examples of Preventive Maintenance include:

- Hot mix asphalt (HMA) overlay with waterproofing membrane
- Epoxy deck overlay (Concrete)
- Shallow deck overlay (removing and replacing concrete surface above the top mat of steel reinforcement)
- Deep deck overlay (removing and replacing the concrete surface below the top mat of steel reinforcement)
- Painting only (full, zone, or spot painting)
- Pin and hanger replacement
- Slope paving repair
- Joint replacement and repair
- Drainage system repair (bridge deck drains and bridge approach downspouts)
- Scour countermeasures
- Concrete crack sealing
- Concrete patching and repair
- Approach pavement relief joint installation
- Temporary supports
- Expansion or construction joint repair
- Guard rail beam retrofit or installation
- Substructure repairs

Exhibit 3 – Application Requirements

1. Submit a narrative which includes the following:
 - a. The responsible local agency contact person's name, title, mailing address, e-mail and telephone number.
 - b. **Clearly indicate whether the application is for rehabilitation, replacement, and preventive maintenance. For rehabilitation and preventive maintenance, clearly specify work requested for funding.**
 - c. A statement explaining the economic importance of the structure.
 - d. In a short paragraph, if there is currently a detour for the structure, explain "Existing detour currently affects"
 - e. In a short paragraph, if the structure is or would be closed, explain "If the structure is closed, the detour would affect...."
 - f. If the structure is closed, what year the structure was closed.
 - g. A statement of any maintenance done on the structure either past or present.

2. Include the most recent Structure Inventory and Appraisal (SI&A) form and Bridge Inspection Report form (BIR). These forms must have been updated within the 24-month period, prior to May 1, 2017. It is very important that this data be current and correct before submitting the application; incorrect data may significantly affect the rating points. The SI&A and BIR forms must be updated electronically on MiBridge prior to the May 1, 2017 deadline. Do not send in any marked up forms as we cannot update the data for you.

3. Submit a legible map (8 ½" X 11") showing:
 - a. Emergency facilities such as fire stations, hospitals or police stations.
 - b. Schools and other significant traffic generating facilities.
 - c. The alternate routes or detours which must be used as a result of load limits or closures.

4. For all applications, include a minimum of two photographs of the following:
 - a. One showing the structure's alignment.
 - b. One showing the structure's profile view.
 - c. If the bridge is posted, include one photograph of the bridge clearly showing the current posting sign.

5. For **rehabilitation** and **preventive maintenance** applications, also include photographs of the following:
 - a. The deck showing the areas of delamination and patches.
 - b. The substructure units showing areas of delaminations/spalls.
 - c. The beams showing areas of cracks and delamination for concrete and local areas of corrosion and/or local failure for steel.

6. Submit a breakdown of the estimated replacement, rehabilitation, and preventive maintenance as follows:

A.	Approach Construction	(A) \$ _____
B.	Structure Construction	(B) \$ _____
	Total (A & B)	Total \$ _____

Note: Use the attached Cost Estimate Worksheets to calculate the approach and structure costs.

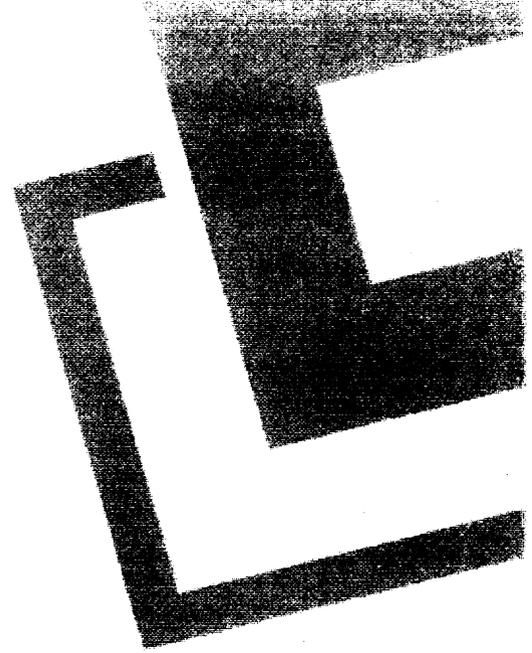
7. Submit a "**Priority List**" listing all the structures that you want rated.
8. **For each application**, submit a current resolution, signed and dated, from the governing board supporting the project. Resolutions from previous applications will not be accepted. Any application not containing a signed resolution for all applications will be considered incomplete, and will be rejected and returned to the owner. Letters of local support are recommended but are not mandatory.
9. If submitting a hard copy, do not staple the application together or put in a booklet or binder, as it needs to be reproduced on a scanner/copier.
10. Any application that is not complete will be rejected and returned to the local agency. Common examples of incomplete applications are those that are missing updated SI&A forms, photos of postings, load ratings, missing resolutions, and priority lists. All completed applications must be postmarked by the May 1, 2017, deadline.
11. All local agencies are encouraged to submit asset management plans for the applications being submitted. A summary of the local agencies bridge network asset management plan may also be submitted for review. Refer to the Asset Management Guide for Local Agency Bridges in Michigan, located on MDOT's Local Agency Bridge Program's website.
12. Previous years' applications have been discarded. The Region Bridge Councils and the Local Bridge Advisory Board will only review applications submitted during the current call for applications. After the applications have been reviewed and projects have been selected for funding, all non-funded bridge applications will be discarded.

Submit Applications:

By E-mail: Fill out form at the link below and attach application (One application per sheet).
Application conversion to pdf is preferred over scanned applications due to file size.
[FY 2020 Local Bridge Program - Call for Applications Submission Sheet](#)

By Mail:
Send applications to:

Rita Levine, P.E.
Local Agency Programs-Development Services Division, MDOT
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48909
Phone: (517) 373-0041



February 7, 2017

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

RE: 2017 Local Bridge Program Applications

Dear Tutt:

As you are aware, the three applications the City submitted to the Local Bridge Program in 2016 for bridge improvements (replacement of Divine Highway and preventative maintenance on Grand River Avenue and Bridge Street Bridges) were not selected for funding. The Grand Region awarded approximately \$8.3M in funds, \$6.3M of which consisted of one project each to Ottawa, Oceana and Montcalm County Road Commissions. As we have discussed, it is not uncommon for it to take several funding cycles for a project to be given priority for funding – part of which is determined by the objective bridge inspection data and part is subjective by the selection committee. As also discussed, removing the realignment costs from the Divine Highway project would make it more attractive for funding.

The 2017 Call for Applications was recently released for funding in the 2020 fiscal year. Applications will be due May 1, 2017. If you recall, the Local Bridge Program funds up to 95% of eligible construction costs with the Local Agency responsible for a 5% match and engineering costs. There are three categories eligible for funding: replacement, rehabilitation and preventative maintenance. For reference, the following scope of improvements have been identified (in order of project priority):

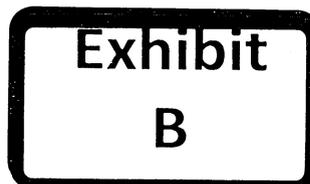
SCOPE OF IMPROVEMENTS

Divine Highway over the Looking Glass River (Replacement)

- Replacement of the existing structure with a new single span structure in the same alignment.
- Restoration of the trail crossing beneath the structure.
- Removal of abandoned structures within the channel area adjacent to the existing structure.

Bridge Street over the Grand River (Preventative Maintenance)

- Clean and re-coat the steel trusses.
- Replacement of the timber sidewalk.
- Minor slope repairs.
- Repair utility crossings.



Grand River Avenue over the Grand River (Preventative Maintenance)

- Replace expansion joints.
- Install an epoxy overlay on the deck surface.
- Repair/replace approach pavement.
- Repair failed coating on the steel railings.
- Patch spalled concrete.
- Repair cracking in beams.
- Install concrete surface sealer.

Additional items identified by City staff can be added/revise during preparation of application materials.

We propose the following Work Plan and Engineering Budget to assist you:

WORK PLAN

- Review the inspection forms generated during the 2016 inspections and include them in the application materials.
- Include the black and white map of each structure created in 2015 showing critical facilities and detour routes.
- Assemble black and white photographs of the structures taken during the 2016 inspections.
- Update the project narratives for each structure outlining the need for the project according to the application requirements.
- Update the pre-design construction cost estimate for each structure.
- Provide the City with draft language for a resolution of support for each application to be adopted by the City and included in the application. Each funding cycle requires a new resolution of support.
- Include letters of support for the project that were obtained in 2015. Letters of support do not typically need to be updated from year to year.
- Review the draft application materials with City staff. Incorporate comments received into the final application packages.
- Submit the applications electronically in accordance with current MDOT procedures.

ENGINEERING BUDGET

- We propose to complete the scope of work identified above for a fee of \$600 (\$200 per application).

Approval to proceed with the work under our existing Professional Services Agreement can be given by returning a copy of this proposal signed where indicated. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

**AUTHORIZATION TO PROCEED WITH
2017 LOCAL BRIDGE PROGRAM APPLICATIONS**

By: _____

Title: _____

Date: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-23

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR REPLACEMENT OF THE DIVINE HIGHWAY BRIDGE OVER THE LOOKING GLASS RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Divine Highway Bridge over the Looking Glass River is deteriorated and in need of replacement; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for replacement of the Divine Highway Bridge over the Looking Glass River and further, that the City is seeking the Department's active participation in the project.
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: March 20, 2017

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-24

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE BRIDGE STREET BRIDGE OVER THE GRAND RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
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: March 20, 2017

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-25

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE GRAND RIVER AVENUE BRIDGE OVER THE GRAND RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Grand River Avenue Bridge over the Grand River is deteriorated and in need of maintenance; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Grand River Avenue Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
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: March 20, 2017

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-26

A RESOLUTION APPROVING A BUDGET FOR FISCAL YEAR 2017-2018 FOR THE PORTLAND AREA FIRE AUTHORITY

WHEREAS, the City of Portland, Portland Township, and Danby Township have approved a Joint Fire and Emergency Services Agreement (Agreement) to create the Portland Area Fire Authority (Authority); and

WHEREAS, the Portland Area Fire and Emergency Services Board (Board) met on January 2, 2017 and approved to recognize the proposed budget for the entities to adopt for FY 2017-2018 (See the Board's Minutes, budget formula, and proposed budget, attached hereto as Exhibit A); and

WHEREAS, City staff reviewed the proposed budget and the funding formula governing the percentage of budget funded by each entity; and

WHEREAS, the proposed budget is \$120,306.46 and is approximately 9.4% higher than the City's contribution in the FY 2016-2017; and

WHEREAS, the Authority has forwarded copies of their approved recommended budget options for FY 2017-2018 to the City Council and Township Boards for approval pursuant to Section 2.2(a) of the Agreement.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Authority's proposed budget, for FY 2017-2018, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 20, 2017

Monique I. Miller, City Clerk



Portland Area Fire Authority
Regular Board Meeting
Tuesday January 2, 2017
6:00pm

Call to Order –

The meeting called to order at 6:00 pm. The Pledge of Allegiance was observed.

Roll Call -

Present: Joel VanSlambrouck, Chris Jensen, Bill Stegenga, Dan Platte, Mark Ackerson, Kathy Parsons, Chief John Baker

Guest: Patti Jo Schafer

Public Comment - None

Agenda Approval -

Mr. Platte moved to approve the Agenda as published. Mr. Jensen supported. **Motion carried.**

Approval of Minutes -

Mr. Stegenga moved to approve the minutes of the previous meeting. Mr. Platte supported. **Motion carried.**

Financial Report

Mr. Jensen reported 40% of the budget has been spent to date. Expenses for repair of Engine 11 are of note, as are office supplies and insurance. Mr. Stegenga moved to approve the financial report. Mr. VanSlambrouck supported. **Motion carried.**

Approval of Bill Payment

Mr. Jensen moved to pay the bills totaling \$12,393.73 as reported. Mr. Platte supported. **Motion carried.**

Correspondence –

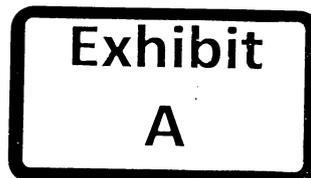
Invitations to the Department Christmas party were received by all. Board members expressed their thanks to the Members for the invitation

Chief Report –

Engine 11 repairs have been reassigned to Spartan Motors, who have found some issues that were not addressed by the previous repair company. Chief reported that another \$1,000 may be needed and will be addressed presently.

Received an opportunity for a matching grant from DNR for wildland turnout gear – it is lighter gear for more mobility in outdoor settings. The grant requires a \$2500 match. Board members asked if, given the amount spent this year on turn out gear and whether \$5000 is enough to purchase the gear. Chief thought the amount was sufficient, and that the grant could be accepted in the next budget year.

Firehouse Software back up and running. Extra money was needed for Labor.



Nozzle and Saw: Nozzle dropped from the purchase request because of increases in unit pricing, It will be revisited at a later time. Due to a vendor math error, the price for the saw is \$1500 instead of \$1200. Mr. Ackerson amended the prior authorization not to exceed \$1550 total for purchase. Mr. Platte supported. **Motion carried.**

The Department received \$3800 in donations over the last year for purchase of a new thermal imaging camera. Chief Baker brought prototypes for the Board to try out.

Emergency Management Class. Date and time of March 9th from 6:00 pm to 9:00 pm is suggested. Mr. Jensen offered to see if the multi-media equipped auditorium at Tri-County Electric is available. If so, he will book the time. Chief will send the invitations and gather materials.

Committee Reports:

- Insurance - None
- Policy & Procedure - None
- Budget - The Budget Committee recommended the budget previously sent with the packet. Will discuss under New Business
- Personnel - None

Old Business:

- Boundary Book update
 - Book is done. Laminated maps hanging on the door at the office.
- Sale of Truck #2
 - Completed
- Repair Brush 8 – Delayed due to work still at City
- Paying off the Tanker early
 - All entities approved of early payoff. Bank stated we have established credit. Mr. Jensen moved to pay off the balance of the loan effective January 10th or sooner, which is the date of our next payment, from Acct 2589. Mr. Platte supported. **Motion carried.** Mr. Jensen will arrange the payoff with the bank.
- Haz/Mat Cost Recovery issues
 - John talked to Lowell Authority about the issue. He said they recommended that the municipalities update their ordinances and include a provision that monies recovered be returned to the PAFA budget to the extent expenditures were made. Chris, Dan and Joel will discuss with their Entities.
- Proposed purchase of thermal cameras
 - Since the donations were received, new technology is available and previewed by Chief Baker that puts thermal imaging cameras directly into helmets. The old camera can still be used for cursory external inspections, but the in-helmet cams will allow better imaging inside a fire. Chief requests \$1600, put with the donations of \$3800, will allow us to purchase 2 large and 2 medium helmets with cameras. Mr. Ackerson moved to spend \$1600 from the Equipment Fund to match with the donations and purchase the cameras as outlined by the Chief. Mr. Jensen supported **Motion carried.**

- 2015/2016 Audit Draft Acceptance
 - Ms. Schafer reported audit was complete and filed. She visited with the Auditor to discuss a letter from state for information. Accrual rules for government entity vs budgeting re: cash in cash out were the issue needing remedy. Our response is that we will watch the future budget items closely as an action plan. Patti will draft the response and file online. Mr. Ackerson moved to approve of the plan, including budget account adjustments from the auditor. Mr. Platte supported. **Motion carried.**

New Business:

- 2017/2018 Budget/ Formula
 - Budget formulas are amended for this year: City went up, Danby Township stayed about the same, Portland Township went down. Adjustments will be applied to next year's budget. The previous draft of the proposed budget will be amended to add \$2500 to budget line item for the Turnout Gear line item in proposed for the DNR Wildland Gear grant.
 - Total proposed budget \$287,955. Total Amended budget request: \$290,455. Mr. Ackerson moved to approve the amended budget to the Entities for funding. Mr. Jensen supported. **Motion carried.**
- Account adjustments from Auditor –
 - Above.

Board Comment / Public Comment

Bill thought Chiefs Year End report was well done. Board members concurred.

Adjournment

Mr. Stegenga moved to adjourn. Mr. Platte supported. **Motion carried.** Meeting adjourned at 7:00 PM.

Next meeting, Tuesday, February 7, 2017, 6:00 pm, Portland City Hall.

Respectfully Submitted,



Kathy Parsons, Secretary

Portland Area Fire Authority
 2017-2018 Fiscal Year
 Proposed Budget

	2017-2018 Budget		2016-2017 Budget	Difference	2017-2018 Budget
Ordinary Income/Expense					
Income					
400 · Contributions/Grants					
405 · City of Portland - 41.42%	\$ 120,306.46	0.4142	\$ 109,977.91	\$ 10,328.55	0.3981
410 · Danby Township - 23.70%	\$ 68,837.84	0.237	\$ 66,550.31	\$ 2,287.52	0.2409
415 · Portland Twp - 34.88%	\$ 101,310.70	0.3488	\$ 99,728.78	\$ 1,581.93	0.361
Total 400 · Contributions/Grants	\$ 290,455.00		\$ 276,257.00	\$ 14,198.00	
440 · Interest					
460 · Donations					
Total Income	\$ 290,455.00		\$ 276,257.00		
Expense					
700 · Salaries					
701 · Board Member Salaries	0.00		\$ -	\$ -	
703 · Chief Salary	10,000.00		\$ 10,000.00	\$ -	
704 · Assistant Chief	2,100.00		\$ 2,100.00	\$ -	
705 · Officers	5,190.00		\$ 5,190.00	\$ -	
706 · Fire Marshalls	2,800.00		\$ 2,800.00	\$ -	
707 · Firefighters	32,800.00		\$ 32,800.00	\$ -	
708 · Apparatus Maintenance Wages	2,460.00		\$ 2,460.00	\$ -	
Total 700 · Salaries	\$ 55,350.00		\$ 55,350.00	\$ -	
710 · Fringe Benefits					
711 · Workers Comp	6,500.00		\$ 6,500.00	\$ -	
712 · FICA	4,300.00		\$ 4,300.00	\$ -	
Total 710 · Fringe Benefits	\$ 10,800.00		\$ 10,800.00	\$ -	
720 · Office Supplies	800.00		\$ 800.00	\$ -	
728 · Dues & Subscriptions	300.00		\$ 300.00	\$ -	
730 · Operating Expenses					
731 · General Repair	0.00		\$ 2,000.00	\$ (2,000.00)	
732 · Engine 11-1991 Pumper	3,000.00		\$ 3,000.00	\$ -	

Portland Area Fire Authority
 2017-2018 Fiscal Year
 Proposed Budget

	2017-2018 Budget	\$ 290,455.00	2016-2017 Budget	Difference	\$ 276,257.00
733 · Engine 1-1999 Rescue Pumper	3,000.00		\$ 3,000.00	\$ -	
734 · Engine 7-1976 Pumper	0.00		-	\$ -	
735 · Tanker 9- 1990	0.00		-	\$ -	
736 · Brush 6- 1994 Grass Rig	400.00		400.00	\$ -	
737 · Brush 8- 1994 Grass Rig	400.00		400.00	\$ -	
738 · Brush 12- 1996 DNR Grass Rig	400.00		400.00	\$ -	
739 · L/A 2 - 1979 Light & Air Truck	400.00		400.00	\$ -	
740 · Car 4 - Excursion- Support	300.00		300.00	\$ -	
741 · Truck 10- Support Vehicle	0.00		-	\$ -	
742 · Quad 51 - 2002 Honda Quad	0.00		-	\$ -	
743 · Marine 1- Zodiac Boat w/ motor	200.00		200.00	\$ -	
744 · Old Engine 1- 1942 Pumper	500.00		500.00	\$ -	
745 · Tanker 9 - 2015	1,000.00		1,000.00	\$ -	
Total 730 · Operating Expenses	9,600.00		11,600.00	\$ (2,000.00)	
746 · Turnout Gear	11,100.00		6,300.00	\$ 4,800.00	
747 · Uniforms	1,600.00		752.00	\$ 848.00	
748 · Gas & Fuel	1,500.00		2,000.00	\$ (500.00)	
750 · Employee Program				\$ -	
751 · Infectious Control Program	0.00		400.00	\$ (400.00)	
752 · Respiratory Program	1,000.00		10,000.00	\$ (9,000.00)	
753 · Health Testing	700.00		500.00	\$ 200.00	
Total 750 · Employee Program	1,700.00		10,900.00	\$ (9,200.00)	
770 · Equipment Maintenance	2,000.00		2,000.00	\$ -	
780 · Maintenance Agreements	8,200.00		4,500.00	\$ 3,700.00	
790 · Building Maintenance	1,500.00		2,000.00	\$ (500.00)	
800 · Professional Services				\$ -	
801 · Accounting Services	4,800.00		4,800.00	\$ -	
802 · Bank Charges	0.00		-	\$ -	
803 · Computer Consulting	1,500.00		1,500.00	\$ -	

Portland Area Fire Authority
 2017-2018 Fiscal Year
 Proposed Budget

	2017-2018 Budget	2016-2017 Budget	Difference	\$ 276,257.00
804 · Legal Services	500.00	500.00	\$ -	
Total 800 · Professional Services	6,800.00	6,800.00	\$ -	
810 · Advertising	500.00	500.00	\$ -	
815 · Audit Services	2,650.00	2,600.00	\$ 50.00	
820 · Trash Removal/Sanitation	300.00	300.00	\$ -	
824 · Training	4,150.00	3,150.00	\$ 1,000.00	
840 · Insurance Expenses			\$ -	
841 · Vehicle Insurance	10,000.00	10,000.00	\$ -	
842 · Building Insurance	500.00	500.00	\$ -	
843 · Liability Insurance	4,200.00	4,200.00	\$ -	
Total 840 · Insurance Expenses	14,700.00	14,700.00	\$ -	
850 · Communication Expenses			\$ -	
851 · Internet Expense	0.00	-	\$ -	
852 · Radios/Pagers	2,500.00	3,500.00	\$ (1,000.00)	
853 · Telephones/Internet	1,000.00	1,000.00	\$ -	
Total 850 · Communication Expenses	3,500.00	4,500.00	\$ (1,000.00)	
880 · Inner Department Expenses			\$ -	
881 · Fire Safety & Prevention	750.00	750.00	\$ -	
882 · S.C.B.A Program	2,500.00	3,500.00	\$ (1,000.00)	
883 · HazMat Program	0.00	-	\$ -	
Total 880 · Inner Department Expenses	3,250.00	4,250.00	\$ (1,000.00)	
890 · Interest Expense	3,225.00	3,225.00	\$ -	
920 · Utilities Expense			\$ -	
922 · Gas & Electric	8,000.00	9,000.00	\$ (1,000.00)	
923 · Water & Sewer	850.00	850.00	\$ -	
924 · Water - Fires and Training	150.00	150.00	\$ -	
Total 920 · Utilities Expense	9,000.00	10,000.00	\$ (1,000.00)	
955 · Board Supplies	500.00	2,000.00	\$ (1,500.00)	
957 · Board Travel/Education	0.00	-	\$ -	

Portland Area Fire Authority
 2017-2018 Fiscal Year
 Proposed Budget

	2017-2018 Budget	2016-2017 Budget	Difference	
Total Expense	159,025.00	\$ 290,455.00	\$ (6,302.00)	\$ 276,257.00
Net Ordinary Income	137,480.00	\$ 159,327.00	\$ 20,500.00	
Other Income/Expense		\$ 116,930.00	\$ -	
Other Expense			\$ -	
970 · Capital Outlay			\$ -	
976 · Equipment Purchase	37,000.00	\$ 15,000.00	\$ 22,000.00	
977 · Office Equipment/Furniture	1,000.00	\$ 2,500.00	\$ (1,500.00)	
979 · Vehicle Replacement Fund	99,430.00	\$ 99,430.00	\$ -	
Total 970 · Capital Outlay	137,430.00	\$ 116,930.00	\$ 20,500.00	
Total Other Expense	137,430.00	\$ 116,930.00		
Net Other Income	-137,430.00	\$ (116,930.00)		
Net Income	0.00	\$ -		

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-27

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT
TO CITY BOARDS AND COMMISSIONS**

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

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

Board of Review

-Mike Judd to a term expiring December 2019

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

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

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 20, 2017

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 6, 2017

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 Sergeant (Acting Chief) Thomas

Guests: Kathy Parsons; Mike Judd; Karen Bota of the Sentinel Standard

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

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman stated the EDC met and recommended, giving the City Manager discretion to make nonmaterial changes to the Sparrow documents including the purchase agreement and the restrictive covenant. The documents will likely be presented to Council for consideration at its next meeting.

The Planning Commission will meet on March 22, 2017 to consider the Special Land Use Application and Site Plan for ConfluxCity Brewing Company as well as reconsider the site plan for McDonald's.

The survey results for implementation of curbside recycling have not changed much, it still looks as if 75-80% of residents are in favor of adding this service. The final results will be presented to Council in the future.

The DDA hiring process continues to move forward. There are two applicants that will be interviewed next week.

The Grand River Water Trail Program will hold its Annual Spring Forum on April 13, 2017 in Cascade Township.

City Manager Gorman noted that Chief Kirk is taking a leave of absence to handle a family medical issue. Sgt. Thomas will fill the role of Acting Chief.

Mayor Barnes stated he has faith in her ability to fill this role.

Under New Business, the Council held the Second Reading of Ordinance 175KK to amend the City Zoning Map as requested by Jim Hilligan to rezone the properties located at 260 W. Grand River Ave. near Pleasant Street (34-300-050-000-015-00) and the property located at 135 Water Street (34-300-250-000-490-00) to C-2 under Section 42-33 of the Zoning Ordinance. This corner lot has a total of five different parcels. Currently, three of the parcels are zoned C-2. The request is to rezone two of the other

parcels to C-2 in order to maintain a consistent and unified piece of property that will better accommodate the proposed project and any future businesses that may wish to occupy the property.

City Manager Gorman explained that although the property to the back, along Pleasant St., is listed as one of the properties to be rezoned City staff is reasonably confident it is already zoned C-2. Some internal documents indicate it might have been zoned R-2. All official city and county records show that it is zoned C-2. In an abundance of caution it too has been included in the rezoning request.

Motion by Fitzsimmons, supported by Baldyga, to approve Ordinance 175KK to amend the City Zoning Map.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-18 to authorize the City Manager to sell the obsolete 2004 Horton Ambulance that was purchased by the City in 2013 for \$21,370.00. The Ambulance Director sought bids and has a tentative agreement from Ronald Township Fire Department to purchase the ambulance for \$14,000.00.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 17-18 approving, authorizing, and directing the City Manager to sell obsolete equipment.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-19 to approve payment of Bill No. 8 to MDOT in the amount of \$5,200.00 for work performed on the Kent Street Improvement Project. The City Engineer on the project has reviewed the bill and recommends its payment.

Motion by Baldyga, supported by Johnston, to approve Resolution 17-19 approving payment of Bill No. 8 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 21, 2017, payment of invoices in the amount of \$74,290.71 and payroll in the amount of \$104,161.51 for a total of \$178,452.22. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman informed residents that the Annual Cleanup Day will be held Saturday, May 6, 2017 from 7:00 A.M. to 3:00 P.M. at the Department of Public Works. This year each household will be limited to one pickup/trailer load in order to ensure that all residents can participate. Both Portland and Danby Township Supervisors support this change. The Hazardous

Waste Cleanup will also be held Saturday, May 6, 2017 from 8:00 A.M. to Noon on the east side of the Fire Department.

The Annual Block Party will be held Saturday, May 20, 2017. More information to come.

City Manager Gorman noted that the city limits signs will be updated soon.

Under Council Comments, Mayor Barnes noted that an application from Mike Judd for the Board of Review was distributed at the meeting tonight. His appointment will be considered at the next Council meeting.

Council Member Baldyga noted the disrepair that the Rodeo grounds at Bogue Flats is falling into. The Council is looking for input from the public on its future.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:24 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the March 6, 2017 City Council Meeting

The City Council meeting was called to order by Mayor James E. 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 Sergeant (Acting Chief) Thomas

Second Reading and Approval of Ordinance 175KK to amend the City Zoning Map.

All in favor. Adopted.

Approval of Resolution 17-18 approving, authorizing, and directing the City Manager to sell obsolete equipment.

All in favor. Adopted.

Approval of Resolution 17-19 approving payment of Bill No. 8 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:24 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
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	886.82
MICHIGAN MUNICIPAL LEAGUE	00285	CONFERENCE - COUNCIL	300.00
AT&T	00686	PHONE SERVICE - WASTE WTR	106.40
AT&T	00686	PHONE SERVICE - WASTE WTR	143.18
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,855.97
AUTOMATED BUSINESS EQUIPMENT	00027	LABOR/CALL CHARGE - GENERAL	115.00
BERTMAN TOOLS LLC	02430	TOOLS - MTR POOL	107.00
B&W AUTO SUPPLY, INC.	00030	SUPPLIES/PARTS - VARIOUS DEPTS	872.96
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	11.53
CHROUCH COMMUNICATION, INC.	00082	SNOW PLOW INSTALLATION SUPPLIES - MTR POOL	734.75
CINTAS-725	00083	UNIFORM AND RUG CLEANING - VARIOUS DEPTS	907.38
CLARK HILL PLC	01422	FEB LEGAL SERVICES - GENERAL, ECON DEV	1,116.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	420.81
CMP DISTIBUTORS INC.	01745	BATON HOLDER - POLICE	9.30
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	21.65
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	2,363.87
CULLIGAN	02130	COOLER RENTAL -POLICE	133.96
CULLIGAN	02130	WATER - CITY HALL	7.00
DORNBOS, SIGN & SAFETY, INC.	00067	REDMILL SIGNS - PARKS	108.14
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY- WATER	488.84
FIRE PROS, INC.	00151	FIRE EXTINGUISHER MAINTENANCE - MTR POOL	215.00
FLEIS & VANDENBRINK	00153	KENT STREET CONSTRUCTION ENG - MAJ STS, WW, WT	665.89
FLEIS & VANDENBRINK	00153	ENGINEERING SERVICES - WASTE WTR	194.75
PHIL GENSTERBLUM	00164	MILEAGE REIMB - CODE, AMB	280.05
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	7,876.10
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - CEM, PARKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	2,724.35
GRANGER CONTAINER SERVICE	00175	REFUSE - POLICE, COMM PROMO, ELECTRIC	152.58

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
HASTINGS FIBER GLASS PRODUCTS	01124	VOLTAGE DETECTOR - ELECTRIC	598.75
KENDALL ELECTRIC	00225	CONNECTORS - ELECTRIC	266.80
KENDALL ELECTRIC	00225	CABLE, SHIELDED TRAY - WATER	930.44
KENDALL ELECTRIC	00225	WIRE, WAKEFOREST - WATER	1,349.78
KEUSCH SUPER SERVICE	00228	SWITCH RRISD WHEEL & TIRE - AMBULANCE	20.00
KEYSER INSURANCE GROUP	02447	HR WEBSITE - GENERAL	1,500.00
KODIAK EMERGENCY VEHICLES	02224	MARKER LIGHTS FOR AMB - AMBULANCE	12.24
KODIAK EMERGENCY VEHICLES	02224	ADDITIONAL PARTS NEW POLICE CAR - MTR POOL	34.95
KODIAK EMERGENCY VEHICLES	02224	ADDITIONAL PARTS ON POLICE CAR - MTR POOL	929.50
IONIA OCCUPATIONAL HEALTH SERVICES	02275	DOT EXAM - WASTE WTR	100.00
SPARROW OCCUPATIONAL HEALTH	00340	PHYSICAL - AMBULANCE	150.50
LITE'S PLUS	00243	LIGHT BULBS - CITY HALL	137.79
MICHIGAN ASSN OF CHIEFS POLICE	00266	SUMMER CONFERENCE - POLICE	240.00
MENARDS	00260	BOARDS FOR DAM DAMAGED BY ICE - ELECTRIC	1,797.03
MENARDS	00260	PARTS - ELECTRIC	83.58
METTLER TOLEDO	01938	ANNUAL PREVENTION MAINT CALIBRATION LAB SCALES	307.98
MHR BILLING	01780	BILLING SERVICE - AMBULANCE	1,206.00
MICHIGAN COMPANY, INC.	00273	SUPPLIES - CEMETERY	437.25
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL, BONDS	521.09
MICHIGAN MUNICIPAL EXECUTIVES	00279	DUES - CITY MANAGER	110.00
STATE OF MICHIGAN	00428	SOR REGISTRATING - POLICE	30.00
MID-MI ASSOC OF ASSESSING OFFICERS	MISC	MEMBERSHIP - ASSESSING	20.00
MORTON SALT INC.	02436	ROAD SALT - MAJ STS, LOC STS	2,675.10
MRE SERVICES, INC.	00318	FEBRUARY COMPUTER SERVICES - GEN, ELECTRIC	242.60
STATE OF MICHIGAN	00428	SOR TOKEN FEES - POLICE	66.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,991.00
MUNICIPAL SUPPLY CO.	00324	BLUE TRAFFIC PAINT - LOC STS	6.00
MUNICIPAL SUPPLY CO.	00324	WHITE TRAFFIC PAINT - LOC STS	72.00
MUNICIPAL SUPPLY CO.	00324	CAUTION TAPE - ELECTRIC	8.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	BATTERIES - MTR POOL	19.20
MUNICIPAL SUPPLY CO.	00324	SADDLE - WASTE WTR	62.72
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	459.32
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	618.09
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	222.02
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	459.02
PLEUNE SERVICE COMPANY INC.	00741	HEATER/GAS LINE INSTALLATION - WASTE WTR	41,250.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT - COMM PROMO	4,695.63
POWER LINE SUPPLY COMPANY	00389	FUSES - ELECTRIC	480.66
RESCO	00392	ST LIGHT EYES - COMM PROMO	235.00
SENTINEL-STANDARD, INC.	00212	LEGAL NOTICES - WASTE WTR	85.50
SPRINT	00859	DATA & PHONE SVC - POLICE	113.97
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - VARIOUS DEPTS	398.22
STEVE'S METER SERVICE	00442	METERING INSTALLATION - ELECTRIC	1,125.00
STATE OF MICHIGAN	00428	DRY TONS REPORTED, BIOSOLIDS LAND APPLICATON F	835.86
SUPERIOR ASPHALT INC	02348	TONS COLD PATCH - MAJ STS, LOC STS	397.50
SUPPLYGEEKS	02052	COPY PAPER - GENERAL	299.90
TOM'S FOOD CENTER	00452	SUPPLIES - VAROUS DEPTS	372.23
TRI COUNTY EMERGENCY MEDICAL CONTRMISC		FILED NOTES - AMBULANCE	12.40
TRUCK & TRAILER	00461	NEW PLOW TRUCK ACCESSORIES-MTR POOL	4,600.00
UPS	MISC	POSTAGE - ELEC, WTR, WW	21.54
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR- ELECTRIC	225.00
VERIZON WIRELESS	00470	PHONE SERVICE - VARIOUS DEPTS	314.07
AMERICAN WATER WORKS ASSOC.	00018	MEMBERSHIP - WATER	75.00
WE PRINT EVERYTHING INC.	MISC	100 PACK/CASE SUPERVISION SHEET - POLICE	35.00
WINTER EQUIPMENT	02322	12' SNOW PLOW SYSTEMS - MAJ STS, LOC STS	3,432.55
BRIAN RUSSELL	00593	OFFICIALS - REC	1,025.00
FRED KRAMER	00564	OFFICIALS - REC	25.00
MARCO WILLIAMS	02393	OFFICIALS - REC	25.00

Date: 03/17/17

CITY OF PORTLAND INVOICE REGISTER

Page: 4

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	22.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	21.00
NATHANIEL LEAHY	02424	SCOREKEEPERS - REC	45.00
GRAHAM WOHLSCHEID	02423	SCOREKEEPERS - REC	45.00
AARON MARTIN	02443	SCOREKEEPERS - REC	15.00
JOHN BENDEL	MISC	RESIDENTIAL HVAC - ELECTRIC	165.00
JESSICA HENGESBACH	MISC	RES HVAC - ELECTRIC	165.00
MIKE VERPLANCK	MISC	RES HVAC - ELECTRIC	150.00
RYAN SNELLENBERGER	MISC	RES HVAC - ELECTRIC	150.00
BARRY HILLIGAN	MISC	RES HVAC - ELECTRIC	150.00
COOK BROS EXCAVATING	00101	C&I ENERGY SMART - ELECTRIC	1,764.75
REFLECTIONS PHOTOGRAPHY	02013	PHOTOGRAPHY AND PICTURE FEE FOR DADDY/DAUGHTER	621.00
Total:			\$105,425.15

**BI-WEEKLY
WAGE REPORT
March 13, 2017**

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.	8,190.22	163,427.71	3,671.73	59,006.86	11,861.95	222,434.57
ASSESSOR	1,000.54	20,868.71	77.14	1,604.92	1,077.68	22,473.63
CEMETERY	1,079.68	48,138.19	1,092.16	20,504.26	2,171.84	68,642.45
POLICE	12,228.21	305,215.91	5,389.94	90,463.42	17,618.15	395,679.33
CODE ENFORCEMENT	610.19	13,663.76	643.29	6,415.86	1,253.48	20,079.62
PARKS	916.41	46,135.50	988.89	13,535.27	1,905.30	59,670.77
INCOME TAX	1,961.77	36,599.45	2,302.69	26,677.08	4,264.46	63,276.53
MAJOR STREETS	3,065.99	64,713.01	2,958.83	43,499.99	6,024.82	108,213.00
LOCAL STREETS	3,745.17	54,846.44	3,916.77	32,543.77	7,661.94	87,390.21
RECREATION	1,033.40	21,368.02	869.89	9,427.27	1,903.29	30,795.29
AMBULANCE	10,480.33	218,090.35	3,957.96	53,265.43	14,438.29	271,355.78
DDA	1,600.00	26,401.64	123.36	10,567.39	1,723.36	36,969.03
ELECTRIC	15,649.49	345,002.56	16,266.70	186,366.78	31,916.19	531,369.34
WASTEWATER	7,333.59	191,413.45	7,937.75	117,590.84	15,271.34	309,004.29
WATER	4,883.96	94,504.77	3,428.24	46,930.86	8,312.20	141,435.63
MOTOR POOL	2,594.94	50,048.82	3,107.54	30,687.72	5,702.48	80,736.54
TOTALS:	76,373.89	1,700,438.29	56,732.88	749,087.72	133,106.77	2,449,526.01

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 3/16/17
MEETING DATE 3/20/17

Fund	Description	Beginning Balance 3/3/17	Total Cash in	Total Cash out	Cash Balance 3/16/17	Time Certificates	Ending Balance 3/16/17	
101	GENERAL FUND	1,980,396.02	132,755.76	(109,107.37)	2,004,044.41	235,000.00	2,239,044.41	
105	INCOME TAX FUND	91,189.33	21,903.95	(31,858.90)	81,234.38	10,000.00	91,234.38	
150	CEMETERY PERPETUAL CARE FUND	36,517.20	-	-	36,517.20		36,517.20	
202	MAJOR STREETS FUND	161,870.17	6,024.82	(23,150.14)	144,744.85		144,744.85	
203	LOCAL STREETS FUND	132,193.27	7,858.06	(19,569.58)	120,481.75		120,481.75	
208	RECREATION FUND	10,163.49	5,294.39	(7,378.95)	8,078.93		8,078.93	
210	AMBULANCE FUND	83,646.06	21,879.21	(37,181.82)	68,343.45		68,343.45	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	153,189.86	1,738.35	(6,947.69)	147,980.52		147,980.52	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	-	-	-	-		-	
520	REFUSE SERVICE FUND	17,260.68	4,551.53	(51.80)	21,760.41		21,760.41	
582	ELECTRIC FUND	273,795.17	338,740.68	(215,762.66)	396,773.19	530,000.00	926,773.19	
590	WASTEWATER FUND	(70,118.22)	62,758.56	(95,701.76)	(103,061.42)		(103,061.42)	
591	WATER FUND	34,384.40	27,173.44	(26,356.66)	35,201.18	420,000.00	455,201.18	
661	MOTOR POOL FUND	33,506.29	29,166.05	(31,263.69)	31,408.65		31,408.65	
703	CURRENT TAX FUND	9,066.10	10.03	-	9,076.13		9,076.13	
TOTAL - ALL FUNDS		2,950,422.07	659,854.83	(604,331.02)	3,005,945.88	1,195,000.00	4,200,945.88	
						ELECTRIC-RESTRICTED CASH	379,418.00	379,418.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
*Customer Deposit Breakdown						PERPETUAL CARE CD	130,000.00	130,000.00
Electric						INCOME TAX SAVINGS	388,220.98	388,220.98
Wastewater						ELECTRIC-PRIN & INT ESCROW	109,894.11	109,894.11
Water						WASTEWATER DEBT ESCROW	217,786.71	217,786.71
						WASTEWATER REPAIR ESCROW	59,627.42	59,627.42
						DDA-PRIN & INT ESCROW	471.77	471.77
								<u>5,656,364.87</u>

User: KRISTINA

PERIOD ENDING 02/28/2017

DB: Portland

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2017 NORMAL (ABNORMAL)	MONTH 02/28/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,005,336.00	972,183.53	40.22	33,152.47	96.70
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,200.00	1,625.18	0.00	(425.18)	135.43
101-000-445.000	PENALTY & INTEREST	4,500.00	2,266.46	0.60	2,233.54	50.37
101-000-445.022	1994A SPEC ASSESS - INTEREST	0.00	16.45	0.00	(16.45)	100.00
101-000-447.000	TAX COLLECTION FEES	43,000.00	38,201.22	711.37	4,798.78	88.84
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	26.36	0.00	(26.36)	100.00
101-000-451.000	BUSINESS PERMITS	200.00	100.00	0.00	100.00	50.00
101-000-453.000	CABLE TV FEES	30,000.00	22,604.88	7,209.03	7,395.12	75.35
101-000-455.000	TRAILER FEES	1,500.00	294.00	42.00	1,206.00	19.60
101-000-476.000	NON-BUSINESS PERMITS	0.00	923.00	1,826.00	(923.00)	100.00
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.01	0.00	(0.01)	100.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	900.00	613.50	0.00	286.50	68.17
101-000-570.000	LIQUOR FEES	3,100.00	3,181.20	0.00	(81.20)	102.62
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	15,856.00	74,442.18	0.00	(58,586.18)	469.49
101-000-575.000	REVENUE SHARING-CONST SALES	307,996.00	207,550.00	52,050.00	100,446.00	67.39
101-000-576.000	REVENUE SHARING-STAT SALES	106,226.00	70,844.00	17,711.00	35,382.00	66.69
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	5,000.00	5,000.00	0.00	0.00	100.00
101-000-620.000	PBT TESTING FEES	5,000.00	2,992.00	430.00	2,008.00	59.84
101-000-623.000	TRANSCRIPT FEES	1,000.00	1,099.10	0.00	(99.10)	109.91
101-000-624.000	MISCELLANEOUS FEES	200.00	25.53	2.45	174.47	12.77
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	212,696.00	26,587.00	106,161.00	66.71
101-000-630.000	CEMETERY LOT SALES	3,500.00	(637.50)	0.00	4,137.50	(18.21)
101-000-633.000	CEMETERY CARE FEES	4,000.00	3,447.00	0.00	553.00	86.18
101-000-634.000	GRAVE OPENING FEES	10,000.00	4,430.00	650.00	5,570.00	44.30
101-000-656.000	DISTRICT COURT FINES	10,000.00	8,183.66	1,035.16	1,816.34	81.84
101-000-661.000	PARKING FINES	2,400.00	1,760.00	470.00	640.00	73.33
101-000-662.000	DRUG FORFEITURE MONEY	1,000.00	23,545.92	0.00	(22,545.92)	2,354.59
101-000-663.000	MISCELLANEOUS FINES	1,500.00	1,765.00	189.00	(265.00)	117.67
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	50.00	0.00	(50.00)	100.00
101-000-665.000	INTEREST INCOME	100.00	0.00	0.00	100.00	0.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	200.00	0.00	0.00	200.00	0.00
101-000-667.000	RENTAL INCOME	1,000.00	700.00	0.00	300.00	70.00
101-000-676.003	DONATIONS-DOG PARK	1,100.00	1,381.38	0.00	(281.38)	125.58
101-000-676.006	DONATION - PARKS	1,500.00	0.00	0.00	1,500.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	0.00	0.00	750.00	0.00
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	598.60	0.00	(598.60)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,500.00	1,147.67	0.00	5,352.33	17.66
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	14,146.00	25,518.80	1,967.00	(11,372.80)	180.40
101-000-678.007	REIMBURSEMENTS-PAMA	1,250.00	1,520.40	0.00	(270.40)	121.63
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	0.00	200.03	0.00	(200.03)	100.00
101-000-694.000	SALE OF LAND	10,565.00	10,565.00	0.00	0.00	100.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	0.00	0.00	50,037.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	0.00	0.00	32,009.00	0.00
TOTAL REVENUES		2,033,192.00	1,700,860.56	110,920.83	332,331.44	83.65
Expenditures						
100	COUNCIL	142,968.00	78,657.67	12,830.00	64,310.33	55.02
101	COMMUNITY PROMOTIONS	278,631.00	192,882.97	29,430.36	85,748.03	69.23
172	CITY MANAGER	137,729.00	78,744.15	9,273.39	58,984.85	57.17
191	ELECTIONS	9,756.00	4,415.28	50.40	5,340.72	45.26
201	GENERAL ADMINISTRATION	324,346.00	214,150.48	18,309.86	110,195.52	66.03
209	ASSESSING	42,243.00	23,391.56	2,807.01	18,851.44	55.37
265	CITY HALL	68,969.00	38,089.42	8,400.19	30,879.58	55.23
276	CEMETERY	132,670.00	80,096.81	7,359.72	52,573.19	60.37

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND
 PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2017 NORMAL (ABNORMAL)	MONTH 02/28/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
301	POLICE	692,807.00	440,113.15	53,209.89	252,693.85	63.53
371	CODE ENFORCEMENT	45,374.00	20,096.76	2,314.50	25,277.24	44.29
728	ECONOMIC DEVELOPMENT	6,460.00	16,388.52	972.82	(9,928.52)	253.69
751	PARKS	158,742.00	104,436.10	4,677.98	54,305.90	65.79
TOTAL EXPENDITURES		2,040,695.00	1,291,462.87	149,636.12	749,232.13	63.29
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,033,192.00	1,700,860.56	110,920.83	332,331.44	83.65
TOTAL EXPENDITURES		2,040,695.00	1,291,462.87	149,636.12	749,232.13	63.29
NET OF REVENUES & EXPENDITURES		(7,503.00)	409,397.69	(38,715.29)	(416,900.69)	5,456.45
TOTAL REVENUES - FUND 101						
TOTAL REVENUES - FUND 101		2,033,192.00	1,700,860.56	110,920.83	332,331.44	83.65
TOTAL EXPENDITURES - FUND 101		2,040,695.00	1,291,462.87	149,636.12	749,232.13	63.29
NET OF REVENUES & EXPENDITURES		(7,503.00)	409,397.69	(38,715.29)	(416,900.69)	5,456.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND
 PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2017 NORMAL (ABNORMAL)	MONTH 02/28/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		695,550.00	431,361.22	65,573.36	264,188.78	62.02
TOTAL EXPENDITURES		1,297,455.00	1,058,801.77	58,203.28	238,653.23	81.61
NET OF REVENUES & EXPENDITURES		(601,905.00)	(627,440.55)	7,370.08	25,535.55	104.24
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		2,500.00	275.00	0.00	2,225.00	11.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,500.00	275.00	0.00	2,225.00	11.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		956,770.00	866,867.47	61,545.58	89,902.53	90.60
TOTAL EXPENDITURES		1,018,338.00	780,375.28	22,905.84	237,962.72	76.63
NET OF REVENUES & EXPENDITURES		(61,568.00)	86,492.19	38,639.74	(148,060.19)	140.48
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		163,007.00	130,333.28	8,051.40	32,673.72	79.96
TOTAL EXPENDITURES		243,719.00	124,141.29	15,289.66	119,577.71	50.94
NET OF REVENUES & EXPENDITURES		(80,712.00)	6,191.99	(7,238.26)	(86,903.99)	7.67
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		126,450.00	57,779.07	18,621.75	68,670.93	45.69
TOTAL EXPENDITURES		87,706.00	65,368.30	8,742.56	22,337.70	74.53
NET OF REVENUES & EXPENDITURES		38,744.00	(7,589.23)	9,879.19	46,333.23	19.59
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		521,781.00	388,399.09	30,857.10	133,381.91	74.44
TOTAL EXPENDITURES		515,869.00	364,010.70	39,227.38	151,858.30	70.56
NET OF REVENUES & EXPENDITURES		5,912.00	24,388.39	(8,370.28)	(18,476.39)	412.52
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		287,115.00	272,323.42	(4,258.28)	14,791.58	94.85
TOTAL EXPENDITURES		396,039.00	306,602.55	3,715.26	89,436.45	77.42
NET OF REVENUES & EXPENDITURES		(108,924.00)	(34,279.13)	(7,973.54)	(74,644.87)	31.47
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	448.75	448.75	(448.75)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(448.75)	(448.75)	448.75	100.00
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		112,150.00	69,543.70	10,199.59	42,606.30	62.01
TOTAL EXPENDITURES		111,000.00	81,978.86	10,600.45	29,021.14	73.85
NET OF REVENUES & EXPENDITURES		1,150.00	(12,435.16)	(400.86)	13,585.16	1,081.32
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						

User: KRISTINA

PERIOD ENDING 02/28/2017

DB: Portland

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2017 NORMAL (ABNORMAL)	MONTH 02/28/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 582 - ELECTRIC FUND						
TOTAL REVENUES		4,014,625.00	2,269,250.31	353,401.32	1,745,374.69	56.52
TOTAL EXPENDITURES		4,234,911.00	2,245,110.26	218,422.52	1,989,800.74	53.01
NET OF REVENUES & EXPENDITURES		(220,286.00)	24,140.05	134,978.80	(244,426.05)	10.96
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		1,103,505.00	672,170.91	85,796.91	431,334.09	60.91
TOTAL EXPENDITURES		1,086,996.00	720,804.62	86,963.65	366,191.38	66.31
NET OF REVENUES & EXPENDITURES		16,509.00	(48,633.71)	(1,166.74)	65,142.71	294.59
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		611,078.00	368,382.26	47,471.43	242,695.74	60.28
TOTAL EXPENDITURES		682,666.00	404,498.21	29,414.78	278,167.79	59.25
NET OF REVENUES & EXPENDITURES		(71,588.00)	(36,115.95)	18,056.65	(35,472.05)	50.45
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		359,874.00	243,793.58	23,690.37	116,080.42	67.74
TOTAL EXPENDITURES		360,253.00	278,220.32	48,309.84	82,032.68	77.23
NET OF REVENUES & EXPENDITURES		(379.00)	(34,426.74)	(24,619.47)	34,047.74	9,083.57
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		8,954,405.00	5,770,479.31	700,950.53	3,183,925.69	64.44
TOTAL EXPENDITURES - ALL FUNDS		10,034,952.00	6,430,360.91	542,243.97	3,604,591.09	64.08
NET OF REVENUES & EXPENDITURES		(1,080,547.00)	(659,881.60)	158,706.56	(420,665.40)	61.07

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

Held on Thursday, February 16, 2017
In Council Chambers at City Hall

Members Present: Barnes, Antaya, Gorman, Blastic, VanSlambrouck, Urie

Members Absent: Dumas, Grimminck, Clement

Staff: DDA/Main Street Transitional Coordination Director Briggs, City Clerk Miller, Finance Officer Kinde

Guests: Mike Judd

Vice Chair Antaya called the meeting to order at 3:35 P.M.

Motion by Barnes, supported by Blastic, to excuse the absences of Chair Dumas and Member Grimminck.

All in favor. Adopted.

Motion by Urie, supported by Gorman, to excuse the absence of Mayor Barnes from the January 19, 2017 DDA meeting.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the agenda as presented.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of the January 19, 2017 meeting as presented.

All in favor. Adopted.

Motion by Urie, supported by VanSlambrouck, to approve the minutes of the February 1, 2017 special meeting as presented.

All in favor. Adopted.

Motion by Urie, supported by VanSlambrouck, to approve the minutes for the February 1, 2017 Closed session as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under the Chair's Report, Vice Chair Dumas provided information regarding communications from Clark Hill PLC regarding Shelley Perry.

Under Old Business, DDA/Main Street Transitional Coordination Director Briggs distributed two copies of the Conflict of Interest Policy to each board member. One for each member to keep and one to sign and return to Director Briggs.

Director Briggs submitted the minutes of the October 15, 2015 DDA meeting that states during the 3rd quarter budget review, that then Director Perry asked how the \$11,000 difference budgeted for pension between eligible amounts for former Director Reagan and herself should be allocated. At that time the DDA Board decided to have the funds revert to the DDA's fund balance. These are the funds to which Ms. Perry recently alleged she was entitled.

Under Brief Discussion, Director Briggs stated that the Block Party to be held on May 20, 2017 and an event committee will be a joint effort between all Main Street committees and other community organizations.

There was discussion about the integration of the committees' work plans.

There was discussion about event planning and organization.

Member Urie suggested naming specifically what the profits from events will be allocated to.

There was discussion.

Under New Business, Director Briggs presented the proposed Fiscal Year 2017/2018 DDA Budget for review and discussion. She proposed realignment with the 2014 DDA Plan and the City's Master Plan to ensure implementation and funding of both of the plans' ongoing priorities.

City Finance Officer Kinde assisted Director Briggs in the presentation of the Budget.

There was discussion of the budget.

There was discussion regarding the administrative burden on the DDA and the possibility that the DDA/Main Street Director should be an employee of the City and serve at the pleasure of the Board.

Finance Officer Kinde and Director Briggs stated that they are looking for input from the Board on the direction they would like the budget to take or specific items they'd like to see included.

The Board concurred that Finance Officer Kinde and Director Briggs should generate the budget document based on what they have already started. The budget can be adjusted as needed once a new Director is hired.

Under Action Item, Director Briggs stated that the Design Committee has made a request to open the process for Sign Grants, Façade Grants and adding Awning Grants during the month of March.

Motion by Barnes, supported by Gorman to open the process for Sign Grants, Façade Grants and Awning Grants.

All in favor. Adopted.

Director Briggs stated that the Organization & Finance Committee met last night and discussed starting the planning process for Beerfest.

Mayor Barnes stated that Beerfest has had some success the past couple of years. The O&F Committee would like to start marketing the event early but wanted to first get approval from the DDA to start the process.

There was discussion.

Blastic left the meeting at 4:50 P.M.

Member Urie stated that she is not in favor, at this point, until a strategy is developed with the Refresh program.

There was continued discussion including the possibility of other groups getting involved.

Mayor Barnes stated there is not a quorum present to make a decision. There is still plenty of time to make a decision as Beerfest is held in August.

There was continued discussion.

Motion by Barnes, supported by VanSlambrouck, to adjourn the meeting at 5:03 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR FEBRUARY 2017

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of February 2017. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated **10.3 million gallons** and discharged **7.3 million gallons** for the month of February. The CBOD was 5ppm, the Total Suspended Solids was 4ppm, the phosphorus was 0.7ppm, and the fecal coliform was 31 counts/100ml.

With the retirement of Mike Owen, the WWTP has been able to cover the vacancy with temporary help provided by Fleis & Vandenbrink. The vacant position was advertised and applicants were selected for interviews which will take place in March.

Pleune completed the heating upgrades at the WWTP. What a difference they have made. The heating of the polymer process water returned the polymer usage to normal warm weather consumption. We are now able to keep the thickener room at a temperature that is suitable for storing the drums of polymer. The room has also stayed much drier. The heated air handling system now keeps the room warm while providing adequate ventilation. The room condensation on the interior walls has also stopped during cold weather.

Doug Sherman successfully renewed his CDL license and medical card.

Due to a recent sewer callout on Quarterline St, the WWTP operators used the Cues camera to inspect the city sewer main for any problems. A large root mass was found that completely blocked the entire diameter of the 8 inch clay tile. An attempt was made to cut the roots from the main, but due to the cutter being dull the men were unable to cut through the roots. New cutters were immediately ordered. As soon as the cutters arrived, a crew was sent out to make another attempt to remove the root mass. The new cutters did the trick and they were able to cut through the roots.

Maintenance & Capitol Expenses for February 1, 2017 to February 28, 2017

ITEM	COST
Tom's Do It Center – Distilled water, fasteners, & fluorescent light bulbs	\$ 120.51

North Central Labs – certified thermometer & new CBOD bottles	\$ 1299.43
Polydyne – Polymer for thickener	\$ 1741.50
Dave Ray & Associates – MSA O2 sensor	\$ 456.46
Fire Pros – Annual fire extinguisher inspection	\$ 45.00
Pleune Service Co. – Partial payment for heating upgrade	\$13750.00

Total Monthly Expenses	\$ 17412.90
Total Spent YTD	\$ 59838.54

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	2700
Routine cleaning	0
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	2
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	165 feet

SEWER CALLOUTS

February 5, 2017

A call was received from a homeowner on Quarterline St. by The WWTP at 10:30AM that they had sewage backing up in their basement through a floor drain. The DPW standby person was called in to assist on the Vactor truck. The workers found that the main was obstructed and was backed up in a manhole. They were able to clear the blockage to relieve the backup. The WWTP operator then rinsed down the basement floor and disinfected it by mopping with a mixture of bleach and water. A crew returned to the site the following day to inspect the city main with the Cues camera. ^% feet from the manhole a large root mass was found that completely blocked the full diameter of the 8 inch clay tile. They returned with the Vactor truck and attempted to use the root cutter to remove the roots but were unable to due to the cutter being dull. A new cutter was immediately ordered. The crew returned again on the 21st of February and was successful in cutting thru the root mass.

February 17, 2017

A passerby contacted the DPW to report that they had observed sewage seeping out from a manhole cover in the parking lot behind Burger King. The WWTP received the call from the DPW at 12:05pm letting us know about the backup. A crew was immediately dispatched to the site with the Vactor truck and was successful in clearing the blockage. Since this was considered a Sanitary Sewer Overflow (SSO), The MDEQ, the Ionia County Health Department and the Sentinel Standard were immediately notified of the incident. All permit required reporting of the incident was completed.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

IONIA COUNTY BOARD OF COMMISSIONERS

March 14, 2017 - 3:00 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. Public Hearing – DNR Grant Application – Rail Trail
 - B. Resolution To Submit a Recreation Grant Application
 - C. Household Hazardous Waste Disposal Agreement Extension
 - D. Presentation from Construction Manager of Court Project Bid Tally
 - E. Request for signature on 2017 Contract Amendment with AAAWM
 - F. Budget Amendments
 - 1. Commission on Aging
 - 2. Circuit Court Swift & Sure Sanctions Probation Program
 - 3. Circuit Court Hybrid DWI/Drug Court Grant
 - 4. Sheriff's Office – Medical Marijuana Operation & Oversight Grant
 - G. Revised Intergovernmental Agreement with Barry County Central Dispatch
 - H. Agreement for Sheriff's Office Services with Village of Clarksville
 - I. Acknowledgement of Applications for Appointment
 - 1. Community Mental Health Services Board
 - 2. Commission on Aging Board
 - J.

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

- A. Regarding negotiations and litigation settlement strategy

XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – One three-year term expiring September 2017.
- Community Mental Health Services Board – One three-year term, expiring March 2017. This position serves as a Consumer Representative.
- 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.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2017.

Appointments for consideration in the month of April 2017:

- *Economic Development Corporation/Brownfield Redevelopment Authority* – Three three-year terms.
- *Land Bank Authority* – One three-year term.

Appointments for consideration in the month of May 2017: None

IONIA COUNTY BOARD OF COMMISSIONERS
Committee-of-the-Whole

March 21, 2017 - 3:00 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. Unfinished Business
 - A.
- VII. New Business
 - A. West Michigan Regional Planning Commission - Annual Report - Dave Bee, Director
 - B. Departmental Reports
 - 1. Emergency Management
 - 2. MSU Extension
 - C. Discussion: Orientation Process for Appointed Committee Members
 - D.
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment