



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

7:00 P.M. Monday, July 17, 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>	
	VI. <u>Presentations</u>	
7:10 PM	A. Proclamation Honoring Scott D. Cassel	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:15 PM	A. Second Reading and Consideration of Ordinance 132B to Amend Chapter 30 of the Code of Ordinances	Decision
7:18 PM	B. Proposed Resolution 17-63 Authorizing the City of Portland to Participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program	Decision
7:20 PM	C. Proposed Resolution 17-64 Approving a Proposal from Fleis & VandenBrink to Provide Professional Services for a Parks & Recreation 5 Year Master Plan Update	Decision
7:23 PM	D. Proposed Resolution 17-65 to Amend the DDA Budget for Fiscal Year 2017-2018	Decision
7:25 PM	X. <u>Consent Agenda</u>	
	A. Minutes & Synopsis from the Regular City Council Meeting held on July 5, 2017	
	B. Payment of Invoices in the Amount of \$154,786.55 and Payroll in the Amount of \$106,048.09 for a Total of \$260,834.64	
	C. Purchase Orders over \$5,000.00	
	1. Resco in the Amount of \$5,220.00 for a Transformer	
	2. I.T. Right in the Amount of \$7,088.80 for a Server	
	3. Resco in the Amount of \$7,770.00 for Wire	
	XI. <u>Communications</u>	
	A. Boards & Commission Application – Jim Lakin	

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:28 PM	B. Wastewater Treatment Plant Report for June 2017 C. Ionia County Board of Commissioners Agenda for July 11, 2017 D. Ionia County Board of Commissioners Agenda for July 18, 2017	
7:30 PM	XII. <u>Other Business</u> - None	
7:35 PM	XIII. <u>City Manager Comments</u>	
7:40 PM	XIV. <u>Council Comments</u>	
	XV. <u>Adjournment</u>	Decision



PROCLAMATION HONORING SCOTT D. CASSEL

WHEREAS, the Portland Electric Department employs a unique class of employees that are responsible for building and maintaining the distribution lines that bring electricity to customers' homes and businesses, constantly devoting themselves to their duty; and

WHEREAS, Scott D. Cassel is being honored on the occasion of his retirement from the Portland Electric Department after nearly 32 years of service to the City of Portland; and

WHEREAS, the City of Portland wishes to recognize Mr. Cassel for his distinguished career with the Electric Department which began on October 15, 1985; and

WHEREAS, Mr. Cassel has been extremely valuable to the Electric Department and the Portland community by working any and all shifts, including holidays and weekends to protect the public welfare by restoring power to the Portland residents, as well as other communities in times of need; and

WHEREAS, As Foreman of the Electric Department and throughout his career, Mr. Cassel's efforts were instrumental in the installation of underground utilities in the City of Portland which will serve the residents of Portland for generations to come; and

WHEREAS, the Mayor and City Council are honored to have this opportunity to recognize the personal commitment and public service of Mr. Scott Cassel; and

NOW THEREFORE BE IT PROCLAIMED BY THE MAYOR AND PORTLAND CITY COUNCIL THAT Mr. Scott Cassel is commended for his outstanding public contributions and exemplary dedication to the residents of Portland.

FURTHER, he is wished much happiness and success in his future endeavors.

BY ORDER OF THE CITY COUNCIL

James E. Barnes, Mayor

Joel VanSlambrouck,
Mayor Pro-Tem

Patrick Fitzsimmons

Robert Baldyga

Amanda Johnston

Monique I. Miller, City Clerk

July 17, 2017

SEAL

**CITY COUNCIL
CITY OF PORTLAND
Ionia County, Michigan**

Council Member _____, supported by Council Member _____, moved the adoption of the following ordinance:

ORDINANCE NO. 132B

**AN ORDINANCE TO AMEND CHAPTER 30 OF THE CODE OF ORDINANCES
OF THE CITY OF PORTLAND, MICHIGAN**

The City of Portland Ordains:

Section 1. Amendment. Chapter 30, "Solid Waste," Article II, "Collection and Disposal," Sections 30-19 through 30-26, of the Code of Ordinances of the City of Portland, Michigan, are amended to read as follows:

Sec. 30-19. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Act 94 means Public Act No. 94 of 1933 (MCL 141.101 *et seq.*).

Act 279 means Public Act No. 279 of 1909 (MCL 117.1 *et seq.*).

Ash means the residue from the burning of wood, coal, coke or other combustible materials including incinerator ash and residue.

Bulk waste means debris that is too large for placement in a residential refuse container or a recycling container. Bulk waste shall include mattresses, furniture, small appliances, tires and similar items. Bulk waste shall be free of all liquids.

Commercial establishments means all household units containing five or more residential units, all businesses, nonprofit organizations, churches, governmental agencies, and other such institutions that cannot be classified as residential structures.

Commercial refuse means the miscellaneous waste material such as garbage, rubbish and ash resulting from operation of commercial establishments.

Contractor means the entity selected by the city council pursuant to this article that enters into a contract with the city to collect and dispose of bulk waste, domestic refuse, yard waste, recyclables and/or residential refuse.

Debris means the remains of something broken down or destroyed.

Director means the director of the city department of public works.

Domestic refuse means the waste material resulting from the usual routine of housekeeping including garbage, rubbish, and ash.

Garbage means decomposable solid waste which consists of rejected food waste being the waste accumulation of animal, fruit or vegetable matter intended for or used as food or utilized for preparation, cooking, dealing in or storing of meat, fish, fowl, fruit or vegetables, and of animal and fowl excrement.

Licensed hauler means a person or entity granted a license to operate as a licensed hauler within the city pursuant to this article and who has paid all applicable license fees and charges.

Municipal refuse means refuse generated by the city or on property owned by the city.

Recyclables means and includes paper, plastics, tin, aluminum, or glass and as may be more specifically defined by rule or regulation.

Recycling container means the container provided by the contractor pursuant to the residential contract approved by the city council.

Refuse means decomposable and nondecomposable solid waste, except body wastes, including garbage, rubbish, ash, incinerator ash, and incinerator residue.

Residential contract means the contract entered into between the city and the contractor pursuant to this article.

Residential refuse means garbage, rubbish, ash or debris from residential structures within the city. Residential refuse shall not include oils and greases, pesticide products, paints, thinners, lacquers, grass clippings, leaves, plants, branches or recyclables.

Residential refuse container means receptacles designated by the manager or specified within a residential contract for use in the collection of residential refuse pursuant to this article.

Residential structure means any building or structure containing ten residential units or less within the city.

Residential unit means a single-family house, and each unit of a condominium, cooperative, duplex house, or apartment building that is used for residential purposes.

Rubbish means and includes nondecomposable solid waste, excluding ash, consisting of both combustible and noncombustible waste such as paper, cardboard, cans, yard clippings and leaves, wood, glass, bedding, crockery, rubber, rags, leather, straw, scrap tires, auto parts, furniture and appliances.

System means the city residential refuse collection and recycling system, which shall include all facilities, equipment, other property and contracts of the city dedicated to and used in connection with providing for the collection of residential refuse, domestic refuse, recyclables, bulk waste, and yard waste from the residential structures in the city.

Yard waste means and includes grass clippings, leaves, plants and branches no larger than four feet in length or three inches in diameter.

Yard waste container means the receptacles designated by the manager or specified within a residential contract for use in the collection of yard waste pursuant to this article.

Sec. 30-20. Purpose and intent of article; findings.

It is the intent of the city council that this article be liberally construed for the purposes of providing a sanitary and satisfactory method of preparation, collection, disposal and recycling of refuse, and for the maintenance of public and private property in a clean, orderly, and sanitary condition to ensure the peace, health, safety, and welfare of the community. In support of this intent, the city council finds that:

(1) There is a need to protect the health, safety and welfare of the residents, businesses, and public and private agencies and visitors to the city by regulating the creation, collection and disposal of refuse within the city; and

(2) The city council has investigated several methods of regulating the creation, collection and disposal of refuse within the city and raising the funds for the cost of such regulation and has determined that the fairest, most economical, most accurate and practical method of apportioning such costs among the residents, businesses, and public and private entities who create such refuse is to:

- a. Enter into a contract with a contractor to provide for the collection and disposal of residential refuse, recycling, yard waste and bulk waste and establish rates and charges to pay the associated costs;
- b. Require commercial establishments to arrange for licensed haulers to provide for the collection and disposal of commercial refuse; and
- c. Enter into a contract or contracts with one or more licensed haulers to provide for the collection and disposal of municipal refuse.

Sec. 30-21. Contract for residential refuse, recycling and yard waste.

(a) *Bids for the residential contract.*

(1) The manager is authorized and directed to solicit sealed competitive bids from persons or entities who are qualified to be a licensed hauler under section 30-25, for a contract between the city and the contractor to provide for the collection, disposal and recycling of residential refuse, recycling, yard waste and bulk waste as provided in this article. The solicitation shall be published at least three weeks prior to the date set for opening bids in the Portland Review and Observer and in such other publications as determined by the manager and sent directly to such persons or entities as the manager deems reasonably necessary to obtain competitive bids.

(2) The manager shall evaluate the bids submitted for the residential contract and deliver copies of the bids, a recommendation regarding which bid, if any, the manager determines to be the best bid, and a statement regarding the qualification of each bidder to be a licensed hauler to city council. The manager shall make his recommendation based upon the following criteria:

- a. The rates proposed in the bid for the users of the system;
- b. The proportionality of the rates among sizes of the residential refuse containers;
- c. The overall quality of the bid and the services to be rendered;
- d. The qualifications and experience of the bidder; and
- e. Such other factors as the city council may determine.

(b) *Bid packet and contract form.* The manager shall prepare a bid packet containing bidding instructions and a description of the services to be provided, an estimate of the number of residential units within the city to be served, and other matters deemed necessary by the manager to advise bidders of the nature of the services required. The bid packet shall include the form of residential contract and a statement that each bidder shall be required to accept the terms of such contract if and when awarded by city council. The residential contract form shall contain at a minimum the following requirements:

- (1) Weekly collection of residential refuse and recyclables, including schedules of collection that include days, times and holidays operations;
- (2) Monthly yard waste collection from April through October (if accepted by the city as a bid alternate), including schedules of collection that include days, times and holidays operations;
- (3) A once annual spring collection of bulk waste (if accepted by the city as a bid alternate) including dates and times;

- (4) Prices, rates and fees per residential unit, including payment and collection procedures, with a different and proportional charge depending on the size of the residential refuse container;
- (5) A per bag charge for the collection of residential refuse exceeding the capacity of a residential refuse container;
- (6) Contractor shall provide to each residential unit within a residential structure an appropriate number of recycling containers and one of at least two sizes of containers (small and large) to be selected at the option of the owner or occupant of the residential unit; and shall provide a yard waste container to each residential structure;
- (7) An option for owner or occupants of residential units within a residential structure to decline service and avoid the applicable user charges, for periods of at least 30 days when the residential unit is unoccupied and a commensurate reduction in charges;
- (8) A contract term of at least two years but no more than five years;
- (9) A nonassignability clause;
- (10) A provision requiring the contractor, at the time of execution of the contract, to post a performance bond acceptable to the manager in the amount of at least \$50,000.00, naming the city as beneficiary, to ensure the contractor's performance under the contract;
- (11) A provision relating to the upgrade or replacement of refuse containers and recycling containers; and
- (12) A provision detailing how residents may contact the contractor, including an office address, phone number and email address.

(c) Award of residential contract; execution of contract; delivery of performance bond. After receiving the bids and the recommendation from the manager, the city council may approve, in its sole discretion, any one of the bids received; provided, the bidder is qualified to be a licensed hauler under this article. The city council shall have the right to reject any and all bids and to waive any irregularity or nonconformity in any bid. The manager shall execute the contract with the bidder selected by city council upon receipt of the performance bond required under this section.

Sec. 30-22. Residential refuse; recyclables and yard waste.

(a) Creation of the system. There is hereby established the city residential refuse collection and recycling system pursuant to Act 94, which shall include all facilities, equipment, other property and contracts of the city dedicated to and used in connection with providing for the collection of residential refuse, recyclables, bulk waste, and yard waste from the residential structures in the city.

(b) Contractor; collection of residential refuse, recyclables, bulk waste, and yard waste; prohibition against scavenging. During the term of the residential contract, the contractor shall collect residential refuse, recyclables, yard waste and bulk waste from residential structures as provided within the executed contract. It shall be unlawful for any person or entity other than the contractor to collect, salvage or scavenge, or otherwise take or remove residential refuse, recyclables, yard waste and bulk waste from residential structures placed for collection at curbside.

(c) Use of residential refuse containers and recycling containers.

- (1) In accordance with the terms of the residential contract, the contractors shall provide each residential unit within a residential structure with a recycling container for each category of recyclables to be collected and a residential refuse container of the size selected by the owner or occupant of the residential unit. From the date such containers are delivered, the owner or occupant of a residential unit within a residential structure shall use residential refuse containers and recycling containers to dispose of all residential refuse and recyclables generated on such residential structure that is not disposed of through a sink grinder or other environmentally-acceptable means. In the event an owner or occupant of

a residential unit within a residential structure has more residential refuse than can be accommodated by his residential refuse container, such owner or occupant may place excess residential refuse in not more than two properly-sealed plastic bags along with the residential refuse container. The contractor shall report to the director the number of bags collected per month from a residential unit, and the director shall cause to be added to the bill for such residential unit an additional charge applicable to the bags.

(2) Residential refuse containers and recycling containers shall not be placed under the eaves of any building or in areas that will allow water to mix with the refuse or recyclables. Except when placed near the curb for weekly collections, residential refuse containers and recycling containers shall not be visible from surrounding properties or the street.

(3) Residential refuse containers and recycling containers damaged through the carelessness of the owner or occupant of the residential unit shall be replaced by contractor and the cost thereof shall be charged to the owner or occupant. The director shall arbitrate any disputes concerning the causation of damage to or loss of residential refuse containers and recycling containers. The contractor at no cost to the owner or occupant of a residential unit will replace residential refuse containers or recycling containers stolen or those damaged by contractor's vehicles.

(d) Collection of residential refuse, recyclables and yard waste; spring collection.

(1) The contractor shall collect residential refuse and recyclables from residential structures as specified within the residential contract.

(2) The contractor shall collect yard waste from residential structures on a monthly basis from April through October as specified within the residential contract. Owners or occupants of residential structures may place yard waste on the berm in front of the residential structure no earlier than one day prior to the day scheduled for collection of yard waste. All grass clippings and leaves shall be placed neatly in bags or residential refuse containers and other yard waste that cannot practicably be placed in bags or residential refuse containers shall be bundled with twine and placed neatly on the berm prior to collection.

(3) The contractor shall collect bulk waste as specified within the residential contract. Owners or occupants of residential structures may place bulk waste on the berm in front of the residential structure no earlier than one day prior to the day scheduled for collection of bulk waste.

(4) The owner or occupant of a residential structure shall be responsible for ensuring that the collection area on the residential structure is free of residential refuse, recyclables and yard waste following collection.

(5) The contractor shall make no changes to operational, collection or material preparation procedures without receiving approval of the city at least 30 days prior to the implementation of any such change. The contractor shall assist the city, either financially or in a manner acceptable to the city, with the dissemination of notices to collection points informing users of the system of the changes.

(6) The contractor shall maintain an office for receipt of service calls and complaints as specified within the residential contract. The office shall be open and available for calls Monday through Friday each week from 7:00 a.m. through 6:00 p.m. The office shall contain at least two telephone lines with a toll-free number for the city and listed under the name of contractor in the local telephone directories. The contractor shall provide an employee attendant in such office during all hours that such office is required to be open to accept and resolve complaints, orders for special pickup service or to receive instructions. In the event collection activities continue later than 6:00 p.m. on weekdays or anytime on a Saturday, an employee shall remain in service until all route collection

activities are completed. The contractor shall also provide a customer service representative who will physically and in-person check-in with the city administrative offices on a weekly basis to handle complaints, concerns or requests.

(9) Fees for residential refuse, recycling services and yard waste shall be established within the residential contract.

Sec. 30-23. Commercial refuse.

It shall be unlawful for the owner or occupant of a commercial establishment to accumulate refuse on the premises of such establishment or to dispose of refuse other than through the services of a licensed hauler authorized pursuant to this article. Should food materials be disposed of through sink grinding systems, the amounts may not exceed limits established in chapter 40, article III, division 2, of this code of ordinances, as amended.

Sec. 30-24. Miscellaneous regulation of refuse and recyclables.

(a) *Burning or burying.* No person shall throw or discard any refuse or debris upon the ground or bury the same on any premises, public or private, or burn the same in any manner within the city limits. Yard waste may be composted if done so in a manner that does not produce odors offensive to surrounding properties and as long as such production is not offensive in view to surrounding properties or the street. No burning shall be permitted.

(b) *Depositing or scattering.* No person shall deposit or scatter refuse or debris on any public street, alley or public property within the city.

(c) *Cleanliness.* It shall be the duty of every owner or occupant of any building, residential or commercial to maintain such structures in a clean and orderly manner and to dispose of all refuse and debris in compliance with city ordinances and any rules and regulations issued thereunder.

Sec. 30-25. License for licensed haulers.

(a) It shall be unlawful for any person or entity to collect, disturb or transport refuse for a fee on the streets, alleys or public places of the city without first obtaining a license, as provided under this section, to be a licensed hauler.

(b) The city council shall establish by resolution, after receiving recommendations from the manager, regulations, procedures and forms to permit persons or entities to obtain a license to collect, transport and dispose of residential refuse and commercial refuse within the city. The contractor shall be the only person or entity licensed to transport residential refuse. There shall be no limit on the number of persons or entities licensed to transport commercial refuse. Each person or entity approved as a licensed hauler for commercial refuse shall furnish a performance bond in the amount as currently established or as hereafter adopted by resolution of the city council from time to time, and file with the city clerk copies of all required insurance.

(c) The city, after notice and a hearing, may revoke the license of any licensed hauler who fails to comply with the requirements of this article or applicable state or federal laws. The license of such licensed hauler shall not thereafter be granted or renewed until such time as the person or entity has remedied all violations and has demonstrated compliance with the requirements of this article and applicable state and federal laws.

Sec. 30-26. Enforcement of Article; adoption of rules and regulations; authority of certain officers to issue citations.

The enforcement of this article shall be the duty of the manager, who is hereby authorized to adopt reasonable rules and regulations subject to the approval of the city council to carry

out the intent of this article. Department of public works inspectors and police officers are authorized to issue civil infraction citations for violations of any section of this article.

Section 2. Effective Date. This ordinance shall take effect 10 days after its adoption or upon publication, whichever occurs later.

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: July 5, 2017

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the Portland City Council held on _____, 2017.

Date: _____, 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. 17-63

A RESOLUTION AUTHORIZING THE CITY OF PORTLAND TO PARTICIPATE IN THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC) REDEVELOPMENT READY COMMUNITIES PROGRAM

WHEREAS, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) to shape their future and maximize economic potential; and

WHEREAS, RRC is a program that provides for technical assistance and certifies Michigan communities who actively engage stakeholders and plan deliberate, fair and consistent processes; and

WHEREAS, the RRC certification is required in order for communities to be eligible for various state and federal funding; and

WHEREAS, the City of Portland continues to strive to create a climate which encourages growth and investment and participation in the RRC program will further that commitment by evaluating our development processes and practices.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. City Council authorizes City of Portland to participate in the MEDC Redevelopment Ready Communities Program (RRC) and is willing to allocate City resources to support the program.
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: July 17, 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. 17-64

**A RESOLUTION APPROVING A PROPOSAL FROM FLEIS & VANDENBRINK
TO PROVIDE PROFESSIONAL SERVICES FOR A PARKS & RECREATION 5
YEAR MASTER PLAN UPDATE**

WHEREAS, the City of Portland’s Parks & Recreation Department established a 5-year master plan in 2011 which needs to be updated; and

WHEREAS, Fleis & VandenBrink has submitted a proposal to assist the Parks & Recreation Department to update its master plan for the amount of \$8,700.00, a copy of the proposal is attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the proposal from Fleis & VandenBrink to assist the Parks & Recreation Department to update its master plan for the amount of \$8,700.00, a copy of the proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 17, 2017

Monique I. Miller, City Clerk

July 6, 2017

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

RE: Proposal to Provide Professional Services for Park & Recreation 5-Year Master Plan Update

Dear Tutt:

Fleis & VandenBrink (F&V) is pleased to provide our proposal for preparing an update for the City's 2011-2015 5-Year Park and Recreation Plan. Our proposal is based on utilizing elements of the last approved plan and the draft plan as a starting point. We are proposing to reformat the plan to better fit the Michigan Department of Natural Resources (MDNR) guidelines and streamline the overall plan, where practical. The newly developed plan will meet current MDNR plan submittal and funding eligibility requirements while offering a fresh perspective.

We recognize the following are necessary for your project's success:

- **Community Input.** Participation by members from the Park & Recreation Advisory Board, DDA, City Council, Park Staff and general public must be a key component of the planning process and is key to the overall success of this project.
- **Inventory & Analysis** of existing public and quasi-public land, existing parks and facilities and current and proposed programs need to be evaluated and established to reflect the current and projected needs of the community.
- **Identify true and accurate user needs.** Public involvement through workshops and public hearings can aid in long-range planning for park & recreation facility and program needs.
- **Identify viable grant funding sources** that may be pursued to enhance local investment. The Recreation Plan is the first stage in seeking funding assistance.
- **Timely Completion.** The final 5-Year Park & Recreation Plan is anticipated to be completed prior to March 1, 2018, and the deadline for submittal of an MDNR MNRTF grant application is April 1, 2018.

Our staff of Landscape Architects, Architects and Engineers bring over 100 years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design. These complexities must be taken into consideration to meet the needs of active, passive and challenged users in an integrated park setting. We have assisted many communities on the development of 5-Year Park & Recreation Plans, MDNR Grant Program Applications, park-specific master plans and design/construction engineering on a variety of passive and active recreation park facilities.

SCOPE OF SERVICES

For recreational acquisition or development grant applications, the MDNR requires adopted plans, which are acceptable for no more than five years. Adopted plans require public input and a formal resolution to adopt the plan. Work will include updating demographic data and economic data, inventorying the recreational facilities, conducting a public workshop to verify current community needs, and updating the recreation action plan to meet the needs of the community. The plan will be used to identify recreation programming needs and existing recreation opportunities. This plan will also be used to qualify the City for MDNR recreation grants for the next five years.

TASK 1 - START-UP MEETING /CONDUCT WORKSHOP (MEETING #1)

We will meet with representatives from the parks staff to confirm and to develop the project schedule. The Superintendent of Park & Recreation will serve as a link to help facilitate the focus of the public forums. We will need input from the identified stakeholders to establish goals and objectives for the public workshop and public hearing. We will:

- Meet with the City representatives to review objectives.
- Obtain existing master plans or maps of existing park facilities.
- Review options for intergovernmental cooperation.
- Solicit public input at an informal workshop to discuss the needs and goals and objectives for the Recreation Plan and start the process of building a consensus for the scope and elements included for each of the respective park facilities.

TASK 2 - COMMUNITY SURVEY/QUESTIONNAIRE PREPARATION

We will gather input and summarize the collective perceptions of the community, issues considered, magnitude or priority of concerns and recommended actions that have evolved from the public workshop, other feedback, and the Park & Recreation Board. It is important that the survey reach those persons who, for reasons such as comfort-level or time constraints, cannot participate in an open forum. It will also provide data that can be compared/contrasted with data gathered at the public workshop.

This survey will attempt to validate the issues and priorities presented. We will:

- Meet with City staff and Park & Recreation Advisory Board to review issues and topics to be addressed in the Survey.
- Prepare Survey/Questionnaire draft for review by Park & Recreation Advisory Board and City staff. We would recommend an on-line survey through a website such as Survey Monkey. If the City prefers a paper survey, the City will be responsible for initial costs associated with printing and mailing of the Survey as well as tabulation.
- Prepare a recommendations memo to City staff based on our review of the results.

TASK 3 - REVIEW & UPDATE DEMOGRAPHIC & ECONOMIC DATA

The recreational planning process needs to take into account the conditions of the actual park facilities, external factors, community growth patterns and the effect that these may have on the statistical data, examine ways to improve the data collected and then re-examine a more holistic approach to what the Community's true recreational needs really are. The data reviewed and synthesized will include:

- Physical attributes.
- Demographics (Census Data, etc.).
- Local Government Structure and Operational Budget.
- Community Master Land Use Plan and other planning related documents.

TASK 4 - UPDATE POPULATION-BASED STANDARDS / NEEDS ANALYSIS

We will utilize the National Recreation and Park Association (NRPA) *1995 Park, Recreation, Open Space and Greenway Guidelines* by James D. Mertes and James R. Hall that recognize the importance of establishing and using park and recreation standards as:

- A national expression of minimum acceptable facilities for the citizens of urban and rural communities.
- A guideline to determine land requirements for various kinds of park and recreation areas and facilities.
- A tool to update the Summary of Existing Parkland and Uses in relation to these guidelines. (Parks staff will provide base data for existing park acreage, uses and facilities).
- A summary of the ADA compliance inventory of existing facilities. Actual inventory data to be provided by the Parks staff or gathered from visual observations.

TASK 5 - DEFINE &UPDATE COMMUNITY GOALS AND OBJECTIVES (MEETING # 2)

We will facilitate a workshop involving the community stakeholders, Park Staff and the general public. We will encourage the Staff to invite key representatives from area groups such as non-profits, senior groups and others deemed appropriate. The goal of the first public meeting/community workshop will be to discuss the perceptions, needs and opportunities for the community as a whole.

In addition, we will discuss such topics as:

- Community Identity and Character.
- Recreation and Culture.
- Natural Resources and the Environment.
- Historic Preservation.
- Commercial Development.

The primary goals of the workshop will be to:

- Solicit public input on needs and goals and objectives for the Recreation Plan.
- Assess existing recreation opportunities.
- Assess recreation needs and priorities.
- Outline plan of action to meet community goals.

TASK 6 - UPDATE AND PRIORITIZE 5-YEAR RECREATION CAPITAL IMPROVEMENT SCHEDULE

Costs and economic realities need to be kept in mind even at the master plan stage. Proposed design elements and solutions need to be aesthetic as well as practical. Our design team will develop preliminary cost projections based on the input received from the public, the Park & Recreation Board and Park Staff. Given the larger scale often associated with recreational projects, we would work with the Park Staff to develop a Logical Phasing Plan and Schedule. This section will be directly tied to the public input as well as the defined methodology that the City may consider for a cost/benefit analysis approach to establishing these priorities.

We will:

- Assign priority to address needs and implement improvements.
- Update capital improvement recommendations, estimated cost projections and schedule.
- Identify funding sources.
- Prepare draft plan for 30 day required public comment period. Draft plan must be completed no later than December 15, 2017.

TASK 7 - PUBLIC HEARING & PRINTING (MEETING # 3)

We will develop a Final 5-Year Master Plan and will present it at a final public meeting. We will:

- Attend public hearing for review and comment on recreation plan draft.
- Revise and assemble the plan per public input.
- Present revised plan at meeting for acceptance.
- Submit approved copy of Recreation Plan to the MDNR prior to March 1, 2018.
- Provide the City with one printed copy of the Recreation Plan, one electronic copy saved in PDF format and one electronic copy saved in Word format. All other printing is the responsibility of the City.

SCOPE EXCLUSIONS

We have not included grant application, design or construction activities in this proposal; however, as the City identifies projects they would like to pursue, we would be happy to provide you with a project-specific Scope of Services and Professional Fee for implementing your chosen improvements.



SCHEDULE

Task	Time from Authorization Date
Task 1 Start-up Meeting / Conduct Workshop (Meeting #1)	10 days
Task 2 Community Survey/ Questionnaire Preparation	45 days
Task 3 Review & Update Demographic & Economic Data	45 days
Task 4 Update Population-based Standards / Needs Analysis	45 days
Task 5 Define & Update Community Goals and Objectives (Meeting #2)	75 days
Task 6 Update and Prioritize 5-Year Recreation Capital Improvement Schedule	90 days
Task 7 Public Hearing & Printing (Meeting #3)	120 days

PROFESSIONAL FEE

Our services will be provided as a starting basis of working with the 2011-2015 plan with editing and reformatting. Final deliverable is to be one color bound copy and a PDF and Word version of the plan. We anticipate a total of three meetings during this process. If more meetings are desired by the City, we can provide them for an additional fee of \$700 per meeting upon written authorization.

Task	Description	Lump Sum Fee
Tasks 1 - 7	Update 5-Year Park and Recreation Master Plan	\$8,700

We look forward to working with you on this project. We can begin working on the plan immediately upon your authorization and can adjust our schedule to meet your needs. If you have any questions or comments, please feel free to contact us.

Sincerely,

FLEIS & VANDENBRINK



Paul R. Galdes, PE
Vice President



Rick Stout, LLA LEED AP
Landscape Architect

WORK AUTHORIZATION

*Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Professional Services as detailed in their letter dated **July 6, 2017**, and authorized under the existing Professional Services Agreement with F&V dated **August 14, 2014**.*

City Authorized Representative

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-65

**A RESOLUTION TO AMEND THE DDA BUDGET
FOR FISCAL YEAR 2017-2018**

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

WHEREAS, the Finance Director has met with the DDA Director and reviewed current fund balances and expenditures for FY 2017-2018; and

WHEREAS, at its June 29, 2017 meeting the DDA Board voted to recommend that the Council approve the proposed amendments set forth on the attached Exhibit A in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2017-2018 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 17, 2017

Monique I. Miller, City Clerk

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
248-000-402.000	DDA FUND Real Property Taxes	\$ 230,000	\$ 250,000	\$ 20,000
248-000-678.010	DDA FUND Reimbursements - Block Party	\$ -	\$ 13,000	\$ 13,000
248-000-678.012	DDA FUND Reimbursements - Beer Fest	\$ 30,000	\$ 19,000	\$ (11,000)
248-000-678.013	DDA FUND Reimbursements - Holiday Fest	\$ -	\$ 1,000	\$ 1,000
248-275-716.000	DDA FUND Health Insurance	\$ 12,000	\$ -	\$ 12,000
248-275-716.002	DDA FUND Health Savings Account Contribution	\$ 2,080	\$ -	\$ 2,080
248-275-740.001	DDA FUND Operating Supplies - Main St. Board	\$ 5,000	\$ 2,000	\$ 3,000
248-275-740.003	DDA FUND Operating Supplies - Design Committee	\$ 9,000	\$ 13,000	\$ (4,000)
248-275-740.004	DDA FUND Operating Supplies - ER Committee	\$ 5,000	\$ 3,000	\$ 2,000
248-275-740.005	DDA FUND Operating Supplies - O&F Committee	\$ 20,000	\$ 5,000	\$ 15,000
248-275-740.006	DDA FUND Operating Supplies - P&M Committee	\$ 20,000	\$ 2,000	\$ 18,000
248-275-740.007	DDA FUND Operating Supplies - Block Party	\$ -	\$ 13,000	\$ (13,000)
248-275-740.008	DDA FUND Operating Supplies - Beer Fest	\$ -	\$ 14,000	\$ (14,000)
248-275-740.009	DDA FUND Operating Supplies - Holiday Fest	\$ -	\$ 3,500	\$ (3,500)
248-275-804.000	DDA FUND Contractual Service	\$ 12,000	\$ 10,000	\$ 2,000
248-275-806.000	DDA FUND Data Processing	\$ 2,700	\$ 500	\$ 2,200
248-275-851.000	DDA FUND Telephone Service	\$ 600	\$ 1,300	\$ (700)
248-275-902.000	DDA FUND Advertising	\$ -	\$ 5,000	\$ (5,000)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
248-275-934.000	DDA FUND M&R Office Equipment	\$ -	\$ 1,700	\$ (1,700)
248-275-938.000	DDA FUND Street Lights	\$ 10,000	\$ 5,000	\$ 5,000
248-275-958.000	DDA FUND Dues & Subscriptions	\$ 350	\$ 650	\$ (300)
248-275-960.000	DDA FUND Education & Training	\$ -	\$ 5,000	\$ (5,000)
248-275-967.001	DDA FUND Façade Restoration (DDA)	\$ 20,000	\$ 65,000	\$ (45,000)

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Wednesday, July 5, 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 Chief Kirk; DDA/Main Street Director Conner Wellman

Guests: Kathy Parsons; Eric Proctor with Beerfest on the Bridge

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

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

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman stated that the last day of operation for McDonald's was yesterday, July 4, 2017. Demolition is scheduled for July 10, 2017. A 90-day construction period is expected for the new building.

The Brush Street Park Festival to dedicate the new playground equipment donated by the WODA Group will take place on July 10, 2017 from 5:30 to 7:30 P.M. This has been a wonderful contribution to the neighborhood and the entire City.

Sparrow is still in the "due diligence" phase of the proposed purchase of development property on Cutler Rd. The title search showed an easement on the property held by Consumers Energy that is no longer needed. City Manager Gorman noted that the legal process is being followed in order to have Consumers Energy release the easements.

The DDA will begin the reviewing and implementing the TIF Plan it adopted in 2014. High priority items include the painting of the pedestrian bridge over the Grand River and the construction of a splash pad. City Manager Gorman noted that he is gathering information and quotes on painting the bridge. A proposal and information on splash pads has been requested from Fleis & VandenBrink and will be presented to the DDA, Council, and Parks and Recreation Board for consideration.

The City will be working with Granger on the implementation of curbside recycling in September. City Manager Gorman stated that he has received requests from both Portland and Danby Townships to locate their new recycling center someplace in the City. Staff is considering the requests.

On June 21, 2017 the Council held a public workshop on the James Street Improvement Project. Engineers with Fleis & VandenBrink presented information on the project and several residents provided constructive feedback. The final walk through on the project will take place this week with staff and engineers.

The Franchise Agreement and METRO Act permit have been submitted to representatives of ACD.net. Evaluation of the six proposed siting locations for the cell towers is still taking place.

The City will be working with Fleis & VandenBrink to review the Wellhead Protection Program that was updated in 2014 in order to apply for grant funds.

City Manager Gorman reminded residents that no parking is allowed on City sidewalks or on the front lawn of residences.

Under Presentations, DDA/Main Street Director Conner Wellman presented the DDA Report. All Main Street programs have been caught up and are in good standing. Offers have been made and accepted on the five continuous buildings on Kent St., that include the opera house, by a developer who has worked on several historic rehab projects. The closing has occurred on three of the five properties and will occur soon on the other two. The City and DDA are working with the developer to provide resources and connections. The DDA has amended its budget to purchase two decorative lamp posts this fiscal year. One will be installed at the corner of Grand River Ave. and Water St. and the second a bit further north. The DDA is planning to install one more in each of the next two following fiscal years to complete the decorative lighting on Water St. to the Red Mill. A video is being produced to debut at the Ionia Free Fair Marketplace where it will be shown a minimum of 600 times.

Eric Proctor provided information on Beerfest on the Bridge which will be held on Saturday, August 12, 2017 from 3:00 – 8:00 P.M.

Under New Business, the Council held the First Reading of Ordinance 132B to amend Chapter 30 of the Code of Ordinances. This amendment includes “housekeeping” changes in order to provide for the addition of curbside recycling and the elimination of certain sections that are no longer applicable.

The Council considered Resolution 17-60 to approve Fleis & VandenBrink’s proposal to assist the City with the preparation of its Water System Supply Asset Management Plan required by the Michigan Safe Drinking Water Act, 1976 PA 399 at a cost of \$19,000.00.

Motion by Baldyga, supported by Johnston, to approve Resolution 17-60 approving Fleis & VandenBrink’s proposal to assist the City with the preparation of its Water System Supply Asset Management Plan.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 17-61 to approve the purchase of a 2016 GMC Sierra 3500HD dump truck for the Department of Public Works in the amount of \$38,709.35. This truck will replace the 1994 Dodge 3500 dump truck that has fallen into disrepair and is in need of replacement. City Manager Gorman presented photos of the dump truck being replaced and noted that this resolution is for the purchase of the truck only, another resolution will be presented to outfit the vehicle.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 17-61 approving the purchase of a 2016 GMC Sierra 3500HD dump truck for the Department of Public Works.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None
Adopted

The Council considered Resolution 17-62 to confirm the Mayor's appointments to City Boards and Commissions.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 17-62 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes
Nays: None
Adopted

Motion by Baldyga, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on June 19, 2017 and the Special Council Meeting on June 21, 2017, payment of invoices in the amount of \$105,949.55 and payroll in the amount of \$115,411.61 for a total of \$221,361.16. There were no purchase orders over \$5,000.00.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes
Nays: None
Adopted

Under City Manager Comments, City Manager Gorman noted that the Chamber of Commerce Legislative Luncheon will be held Monday, July 10, 2017 at Noon at the Wagon Wheel.

City Manager Gorman thanked the City Police and Ambulance Departments for their efforts during the St. Pats Summerfest on the planning and emergency preparedness. Everything went very well and many compliments were received.

City Manager Gorman noted that he will mark his 3rd Anniversary of serving as City Manager and that he is thankful for the opportunity.

Mayor Barnes stated that he appreciates the effort by City Manager Gorman.

Under Council Comments, Mayor Pro-Tem VanSlambrouck encouraged residents to visit other local establishments while the McDonald's is closed.

Mayor Barnes thanked City Staff for the upkeep of City Hall and its grounds, it looks very nice. He also noted that the Relay for Life will be held in Saranac July 7-8, 2017.

Mayor Barnes acknowledged the recent passing of John Mathews who was well known in the community and a great supporter of Portland. He expressed his condolences to his wife and family.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes
Nays: None
Adopted

Meeting adjourned at 7:41 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the July 5, 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 Chief Kirk; DDA/Main Street Director Conner Wellman

Presentation - DDA/Main Street Director Conner Wellman presented the DDA Report.

First Reading of Ordinance 132B to amend Chapter 30 of the Code of Ordinances.

Approval of Resolution 17-60 approving Fleis & VandenBrink’s proposal to assist the City with the preparation of its Water System Supply Asset Management Plan.

All in favor. Adopted.

Approval of Resolution 17-61 approving the purchase of a 2016 GMC Sierra 3500HD dump truck for the Department of Public Works.

All in favor. Adopted.

Approval of Resolution 17-62 confirming the Mayor’s appointments to City Boards and Commissions.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:41 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	888.33
LYNCH TRUCK CENTER	MISC	2016 GMC CHASSIS DUMP TRUCK - MTR POOL RES	37,203.00
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	2,093.75
AXON ENTERPRISE INC.	MISC	10 TASER CARTRIDGES - POLICE	340.76
B&W AUTO SUPPLY, INC.	00030	PARTS & SUPPLIES - VARIOUS DEPTS	397.77
BADER & SONS CO.	00031	BLOWER EZ HAND, TRIMMER LOOP - CEMETERY, PARKS	495.92
BADER & SONS CO.	00031	BLOWER EZ HAND, TRIMMER LOOP - CEMETERY, PARKS	495.92
BOUND TREE MEDICAL LLC.	01543	AED BATTERY - AMBULANCE	149.99
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	6.55
CINTAS-725	00083	UNIFORM AND RUG CLEANING - VARIOUS DEPTS	1,012.01
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	423.42
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	215.52
COOK BROS EXCAVATING	00101	WASHED SAND - WASTE WTR	120.00
CULLIGAN	02130	WATER - CITY HALL	7.00
DEWOLF & ASSOCIATES	02464	F.T.O TRAINING - POLICE	745.00
ELHORN ENGINEERING	00139	EL-CHLOR 5 GAL/CARBOYS- WATER	364.75
EMPLOYEE ASSISTANCE CENTER	00145	ANNUAL FEE - VARIOUS DEPTS	1,320.00
ENVIRONMENTAL SALES INC	02384	FLANGE DRIVEN - WASTE WTR	203.00
FAMILY FARM & HOME	01972	AIR CHUCK - AMBULANCE	6.49
FAMILY FARM & HOME	01972	ROUND UP - ELECTRIC	49.98
FAMILY FARM & HOME	01972	COMB PADLOCK - WATER	20.99
FAMILY FARM & HOME	01972	CONCRETE SCREW AND BITS - PARKS	16.16
FAMILY FARM & HOME	01972	SILLCOCK - CEM, PARKS	14.07
FAMILY FARM & HOME	01972	CONCRETE SCREW & BIT - PARKS	7.37
FLAGS UNLIMITED LTD	00988	FLAG FOR CITY HALL - COMM PROMO	100.95
GOOSE CREEK FOUNDATIONS	MISC	PORTLAND SCHOOL PROJECT CONCRETE FOR PAD - ELE	450.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PARKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	8,181.87
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	152.58

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	152.58
GREAT LAKES COATINGS	00178	CRACK SEALER - MAJ STS, LOC STS	2,419.20
TIM GROENHOF	01919	MILEAGE REIMB - POLICE	156.50
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
JDE CONCRETE PUMPING	MISC	PUMP CONCRETE FOR TRANS BASE OLD SCHOOL MANOR	250.00
KEUSCH SUPER SERVICE	00228	GATOR TIRE REPAIR - CEM, PARKS	20.00
KEUSCH SUPER SERVICE	00228	BACK TIRES & LABOR BACKHOE - MTR POOL	1,292.00
KITCH DRUTCHAS WAGNER VALITUTTI	02458	LEGAL SERVICES - GENERAL	3,450.00
LANSING UNIFORM COMPANY	00962	SHIRTS/PANTS - POLICE	99.90
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - POLICE	46.00
MHR BILLING	01780	BILLING SERVICES - AMBULANCE	1,008.00
MICHIGAN COMPANY, INC.	00273	STAINLESS STEEL PAPER TOWEL DISPENSERS - PARKS	179.48
MICHIGAN COMPANY, INC.	00273	SOAP DISPENSERS PARK BATHROOMS - PARKS	175.20
MICHIGAN CRITICAL POWER	02414	REPLACE ENGINE BLOCK HEATER - WASTE WTR	341.66
MID MICHIGAN COLLECTION BUREAU	MISC	DIRECT PAYMENTS TO MHR FOR PT IN COLLECTIONS -	192.54
MICHIGAN ELECTION RESOURCES	00278	PETITIONS - ELECTIONS	38.61
MIRECS	01928	DUES - ELECTRIC	30.58
MICHIGAN PAVING & MATERIALS CO.	02102	BLACKTOP - MAJ STS	173.04
MID MICHIGAN EMERGENCY EQUIPMENT	02216	LED BULBS - ELECTRIC	352.00
MID MICHIGAN EMERGENCY EQUIPMENT	02216	EMERGENCY LIGHTS FOR PICK UP - ELECTRIC	4,786.41
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	2,320.00
MUNICIPAL SUPPLY CO.	00324	OLD STYLE REPAIR LID - WATER	125.31
MUNICIPAL SUPPLY CO.	00324	RED FLAGS - ELECTRIC	180.00
OAKLAND COMMUNITY COLLEGE	01648	RADAR UPDATE - POLICE	75.00
PEERLESS-MIDWEST	01519	ANNUAL WELL AND PUMP TESTING AND SERVICE - WAT	530.00
PORTLAND AREA FIRE AUTHORITY	02128	REIMB - HAZARD CLEANUP - COMM PROMO	709.00
PORTLAND AREA FIRE AUTHORITY	02128	1ST QUARTER PAYMENT - COMM PROMO RES	30,076.60
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT - COMM PROMO	4,379.49
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - MTR POOL	245.73

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - AMBULANCE	285.77
RESCO	00392	ELBOWS - ELECTRIC	948.20
RESCO	00392	METER SOCKETS - ELECTRIC	867.00
RESCO	00392	JUNCTION 4 POINT - ELECTRIC	2,536.00
RIVERSIDE INTEGRATED SYSTEMS	01441	REPLACED FIRE ALARM SYSTEM BATTERIES - CITY HA	395.00
RURAL GAS & APPLIANCE	00398	LP TANK RENT - WASTE WTR	134.00
SLICK SHIRTS SCREEN PRINTING	02003	TENNIS SHIRTS - RECREATION	560.21
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH SOFTBALL/COACH PITCH SHIRTS - REC	1,066.25
SLICK SHIRTS SCREEN PRINTING	02003	COED SOFTBALL SUMMER CHAMP SHIRTS - REC	119.75
SPRINT	00859	CELL PHONE BILL - POLICE	113.97
STEVE'S METER SERVICE	00442	SINGLE PHASE TRANSFORMER 208V - ELECTRIC	6,300.00
I.T. RIGHT	02440	NEW SERVER - GENERAL	7,088.80
TRUCK & TRAILER	00461	GREEN/AMBER STOBES WITH BOXES - MTR POOL	275.80
TRUCK & TRAILER	00461	ALUM TENSION BOW SET - MTR POOL	207.89
UPS	MISC	POSTAGE - WW	12.53
USA SOFTBALL OF MI	02444	ADULT TEAM REGISTRATIONS - REC	680.00
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
UTILITY SERVICE CO. INC.	02133	SOUTH TANK QUARTERLY MAINT - WATER	11,030.55
UTILITY SERVICE CO. INC.	02133	HILL ST QUARTERLY MAINT - WATER	4,386.08
USA BLUEBOOK	01850	WOODS 7HS SCOUPLING INSERT - WW	145.63
WESTPHALIA MILLING CO.	00480	WEED KILLER - CEM, PARKS	280.05
WOLVERINE POWER SYSTEMS	02122	RINDLEHAVEN LIFT STATION SERVICE CALL/LABOR -	360.00
GREG GARN	02185	UMPIRES - REC	260.00
BRIAN RUSSELL	00593	UMPIRES - REC	144.00
TAYLOR WILCOX	02159	UMPIRES - REC	14.00
LOGAN COOK	02342	SCOREKEEPERS - REC	28.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	28.00
KATELYN RUSSELL	02457	SCOREKEEPERS - REC	28.00
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	3,944.10

Date: 07/13/17

CITY OF PORTLAND INVOICE REGISTER

Page: 4

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	271.80
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	493.68
CMP DISTIBUTORS INC.	01745	MAG CASE - POLICE	29.95
CMP DISTIBUTORS INC.	01745	DUTY WEAPON BALANCE - POLICE	179.00
CMP DISTIBUTORS INC.	01745	PISTOL - POLICE	409.00
KODIAK EMERGENCY VEHICLES	02224	AMBULANCE REPAIRS - AMBULANC	363.90
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	106.97
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	16.68
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	28.81
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	16.85
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	320.36
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	14.74
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	27.99
Total:			\$154,786.55

**BI-WEEKLY
WAGE REPORT
July 17, 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.	9,538.82	17,981.80	2,050.13	4,438.31	11,588.95	22,420.11
ASSESSOR	956.21	1,823.76	73.15	139.52	1,029.36	1,963.28
CEMETERY	3,829.63	8,618.95	343.18	1,930.11	4,172.81	10,549.06
POLICE	14,933.52	29,361.18	3,055.31	5,736.07	17,988.83	35,097.25
CODE ENFORCEMENT	621.01	1,231.19	47.49	200.16	668.50	1,431.35
PARKS	2,987.20	5,797.86	279.23	719.57	3,266.43	6,517.43
INCOME TAX	1,850.10	3,613.47	533.47	1,465.30	2,383.57	5,078.77
MAJOR STREETS	2,899.31	5,523.04	726.98	2,300.81	3,626.29	7,823.85
LOCAL STREETS	3,215.71	5,993.40	791.52	2,411.95	4,007.23	8,405.35
RECREATION	813.67	1,612.92	113.30	405.66	926.97	2,018.58
AMBULANCE	10,830.46	21,219.32	1,528.01	3,512.55	12,358.47	24,731.87
DDA	2,115.38	4,230.76	156.97	393.14	2,272.35	4,623.90
ELECTRIC	17,926.33	34,355.19	3,092.29	11,369.41	21,018.62	45,724.60
WASTEWATER	9,513.74	18,134.86	2,146.40	6,307.35	11,660.14	24,442.21
WATER	5,350.68	10,147.66	1,342.78	3,703.64	6,693.46	13,851.30
MOTOR POOL	1,926.38	4,380.77	459.73	2,400.02	2,386.11	6,780.79
TOTALS:	89,308.15	174,026.13	16,739.94	47,433.57	106,048.09	221,459.70



PURCHASE ORDER

City of Portland

P.O. # 1016

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

VENDOR Resco

DATE: 7-11-17

SP2 S39-775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
7S KVA			5220~
PAYMOUNT			
TRANSFORMER			
CONFLUX			
BRFWGN			
TO BE RE-IMBURSED			
Pd m 07/13/17			
DEPARTMENT HEAD (UP TO \$500) <u>MA</u>		TOTAL	

Treasurer Initials

Authorized by City Manager

(For Purchases over \$500 and less than \$5,000)

I.T. RIGHT

Information Technology Solutions that
Work for Local Government

Portland City
259 Kent Street
Portland, MI 48875
United States

Date: 7/10/2017
Due Date: 7/10/2017
Invoice #: 20152509
Terms:
P.O. #: Kinde

Description	Quantity	Rate	Amount
Cost Name: 5507 Advanced Tower T20170522.0509 Ticket Title: Portland City - mid server itro5589 PO: Kinde Cost Description: Intel Server System P4300CW - 2 x Six-Core Intel Xeon Processor E5-2603 v4 1.70GHz 15MB Cache (85W) - Intel S2600CW2R - Intel C612 Chipset - Dual Intel 1-Gigabit Ethernet - 10x SATA - 8 x 4GB PC4-19200 2400MHz DDR4 ECC Registered DIMM - Intel Server Chassis P4304XXMUXX - 4U/Tower - 8x SAS/SATA - Intel 750W Common Redundant Power Supply (CRPS) - 80Plus Gold Efficiency - 4 x 2.0TB SATA 6.0Gb/s 7200RPM - 3.5" - Seagate Enterprise Capacity (512e) - 2 x 240GB Micron 5100 MAX 2.5" SATA 6.0Gb/s Solid State Drive - LG 24x Super Multi DVD+/-RW with M-DISC (SATA) - LSI MegaRAID 9361-8i SAS 12Gb/s PCIe 3.0 8-Port Controller with 1GB Cache - 2 x Intel 4-Bay 3.5" Hot-Swap Drive Cage Kit for P4000 Chassis Family - Microsoft Windows Server 2016 Standard (16-core) - 3 Year Advanced Parts Replacement Warranty RAID	1	5,578.80	5,578.80

Thank you for your business.

Total Due By 7/10/2017

Please detach and submit this bottom portion with your payment

Portland City
259 Kent Street
Portland, MI 48875
United States

Payment Voucher			Amount enclosed:
Invoice #	Invoice Date	Total Due	(If you are authorizing a different amount, cross out amount above and enter new amount)
20152509	7/10/2017		

Check enclosed
 VISA
 AMEX
 Mastercard

Credit Card No.

--	--	--	--	--	--	--	--	--	--

Exp. Date _____ / _____ CSC _____

MAIL TO:

I.T. RIGHT
Box 160
Bath, MI 48808



Information Technology Solutions that Work for Local Government

Portland City
259 Kent Street
Portland, MI 48875
United States

Date: 7/10/2017
Due Date: 7/10/2017
Invoice #: 20152509
Terms:
P.O. #: Kinde

Table with 4 columns: Description, Quantity, Rate, Amount. Contains two rows of server and switch configurations.

Thank you for your business.

Total Due By 7/10/2017

Please detach and submit this bottom portion with your payment

Portland City
259 Kent Street
Portland, MI 48875
United States

Payment Voucher form with fields for Invoice #, Invoice Date, Total Due, and Amount enclosed.

Check enclosed, VISA, AMEX, Mastercard options

Credit Card No.

Credit card number input grid

Exp. Date / CSC

MAIL TO:

I.T. RIGHT
Box 160
Bath, MI 48808



Information Technology Solutions that Work for Local Government

Portland City
259 Kent Street
Portland, MI 48875
United States

Date: 7/10/2017
Due Date: 7/10/2017
Invoice #: 20152509
Terms:
P.O. #: Kinde

Table with 4 columns: Description, Quantity, Rate, Amount. Includes line items for Ubiquiti WAP (1 Pack) and Labor.

Thank you for your business.

Total Due By 7/10/2017 \$7,088.80

Please detach and submit this bottom portion with your payment

Portland City
259 Kent Street
Portland, MI 48875
United States

Payment Voucher form with fields for Invoice #, Invoice Date, Total Due, and Amount enclosed (\$7,088.80).

Check enclosed VISA AMEX Mastercard

Credit Card No.

Credit card number input boxes

Exp. Date / CSC

MAIL TO:

I.T. RIGHT
Box 160
Bath, MI 48808



PURCHASE ORDER

City of Portland

P.O. # 1017

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

VENDOR

RESCO

DATE: *7-12-17*

582-539.775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<i>1 Roll</i>			<i>\$77.70.</i>
<i>Kenote 1/e</i>			
<i>WIRE</i>			
<i>2.59 x 3000 ft</i>			
<i>McD, BNEWBY, ETC.</i>			
DEPARTMENT HEAD (UP TO \$500) <i>[Signature]</i>		TOTAL	

Treasurer Initials

Authorized by City Manager

(For Purchases over \$500 and less than \$5,000)

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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

Please print your responses

Date: 5/19/15

Name: JAMES R. LAKIN

Address: 120 BLOSSOM DR

Telephone No. 517-331-0790

E-mail address JJLAKIN36@GMAIL.COM

Employer H/A (RETIRED)

Telephone No. _____

How long have you lived in the City of Portland? 8 mo's

NOTE: LIVED @ 6751 IONIN RD 27 YR PORTLAND, MI

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

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

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

SEE ATTACHE RESUME

Education

Are you a high school graduate? PHS - 1952

U.S. ARMY 1953-1955

College, University, or other school. State name and degree, certificate, etc., earned.

MSU - 1955-1958 - A DEGREE IN
POLICE ADM & BUSINESS

Professional and work experience

SEE ATTACHED RESUME

Community activities, interests, and service

- PAST PRESIDENT PORTLAND "HABITAT FOR HUMANITY"
- CHAIRMAN OF 3 CHURCH BOARDS
- LIKE TO HUNT & FISH
- PRESENTLY ON Bd OF L & P & ECO. DEV CORP. IN PORTLAND
- PORTLAND TOWNSHIP ELECTED SUPERVISOR FOUR YEARS

References (optional) Please provide name, address, and telephone number.

James R. Lakin
120 Blossom Drive
Portland, Michigan
(517) 331-0790 (Cell)

RESUME

2015

SUMMARY OF QUALIFICATIONS

Extensive experience at all levels of management including over thirty years in Project/Construction and Development Management. Skilled in all aspects: total responsibility for a project from planning and initiation to final walk through, planning and coordination, scheduling and subcontractor assignments, banking and financial transactions, contract negotiations, change orders, working with architects/engineers/clients...have a Michigan Residential Builders License...Experience covers a wide range of projects including commercial, residential, multi-family and facility construction...lengthy and stable work history.

PROFESSIONAL EXPERIENCE

PRESIDENT AND GENERAL MANAGER of Lakin Construction & Development, Inc. from August 1991 to December 31, 2006. Closed company down.

1. (Developer-Owner) 2002 Development of a 34 lot subdivision in Mulliken Michigan, the First Phase of 19 lots has been finished, and 55% of the work is completed on the remaining 15 lots; presently housing is being built by other contractors.
2. (Developer-Owner) 2002-2003 Our Company was chosen by the City of Portland to develop a parcel of riverfront land, which will contain 23 luxury condo units and a commercial area. Construction has started with seven units constructed and five units occupied.
3. (Developer-Owner) 2003 We are at present working with the City of Belding on a riverfront property to contain 39 condominium units. Project has been approved for construction and a December 2004 start is scheduled.

DEVELOPMENT PARTNER with Paul Grannis and **PROPERTY MANAGEMENT SUPERVISOR** for Red Oak Management Co., Inc. from September 1988 to September 1991. Office for Red Oak Management Co., Inc. located at P.O. Box 440, Rockford, Michigan.

1. (Development Partner)—Responsible for developing pre-application packages for low income apartment rental projects that are to be financed by Farmers Home Administration. This process includes finding land, optioning that land, and coordination of all aspects of FmHA requirements according to 1930-C instructions. I have personally taken a project through the pre-application stage to the application stage for FmHA obligation status.

I have processed applications for the "tax credit" program through the Michigan State Housing Authority for syndication.

2. (Property Manager)—In charge of field management for 22 FmHA projects in Indiana and Michigan. Duties consist of hiring caretakers, coordinating maintenance functions for projects, and trouble shooting complaints from tenants.

GENERAL CONSTRUCTION MANAGER, WDR Construction Company, Inc., 200 Washington Square, 20 Business Trade Center, Lansing, Michigan, February 1988 to September 1988.

Responsible for all construction activities for multi-state construction projects. Was hired by principals of parent company, Warren Real Estate Company, Inc., to trouble shoot construction problems dealing with inadequate record keeping, cost overruns, and schedule problems. All projects were primarily multi-family housing projects being financed through the Farmers Home Administration. When hired on in February of 1988 WDR Construction had seven projects under construction in the states of New York, Kentucky, and Michigan. In August of 1988 it was no longer possible to keep WDR Construction functioning as severe money problems made it impossible to finish some of the projects. To further compound the problem, the parent company of Warren Real Estate Group was under investigation of wrong doings by FmHA. Therefore in August of 1988 I terminated my employment with WDR Construction. At that time I was hired as a consultant for closing down operations of WDR Construction and the Warren Real Estate Group.

SELF EMPLOYED, Woodland Park, Colorado and Portland, Michigan from May 1986 to February 1988.

Started own construction company doing small residential remodeling and new construction until former company, First Commercial Development Company was dissolved by its employees. March of 1987 I moved back to Michigan to take over the family farm, which is a part time operation and continued to do construction work on my own.

PRESIDENT OF DEVELOPMENT, First Commercial Development Corporation, 102 East Pikes Peak, Suite 400, Colorado Springs, Colorado, September 1985. Resigned position May 1986.

Coordination of land and project development from raw land acquisition, through planning stages, and zoning co-ordination with governmental agencies. Coordinated design with engineering and architectural groups. Other responsibilities included interface with financial division for project feasibility studies, at which time construction costs were formulated. Once projects were under construction, Development monitored construction progress as to conformity to specifications and schedules.

ASSISTANT TO GENERAL CONSTRUCTION MANAGER and **REGIONAL CONSTRUCTION FIELD MANAGER**, of Clayco Construction, construction division of Dale Bullough and Associates, Dallas, Texas. Started January 1984 , resigned June 1985.

1. Assisted Construction Manager with all office functions such as costing out projects, making up construction schedules and general accounting procedures.
2. In charge of all field construction operations in New Mexico, Texas, Colorado, and Florida. Each Field Construction Project Manager answered directly to myself. It was my responsibility to buy out each project with materials and subcontractors. Each project averaged over 200 apartment units with clubhouses and swimming pools. Average dollar value of each project was approximately \$4,000,000. In the southern states our square footage costs were \$27.50 per net rentable square foot, plus land. In the northern states our costs were \$34-35 per foot.
3. I spent several weeks traveling several states looking for sites that we could locate apartment projects on. Also several weeks were spent doing investigative research to find why Mr. Bullough's apartment projects in Colorado and Texas had unexplained cost overruns. I had to go over mountains of records plus go to sites and match materials on material lists to actual in place materials.

PROJECT CONSTRUCTION MANAGER, Marcal, Inc. Bryan, Texas. May 1983 to January 1984.

Responsible for construction of 297 apartment units in Tulsa, Oklahoma, valued at \$6.5 million. I had two superintendents working under myself.

PRESIDENT-GENERAL MANAGER, Lakin Construction and Development Co., Inc., Carbondale, Colorado.

As a General Construction firm I was responsible for all management supervisory duties (including setting up the company). We contracted commercial and residential in new facilities and remodeling. Largest dollar volume project was \$600,000.

PROJECT CONSTRUCTION MANAGER, J.R. Trueman and Associates, Amlin, Ohio. 1974 to 1979.

Responsible for all areas of construction coordination of all site utility work, scheduling, negotiating subcontracts, pay schedules and draws and ordering materials from take offs. Projects consisted of a \$3,000,000 shopping mall with apartments above in Aspen, Colorado, a \$1,000,000 house for the president of Trueman & Associates and a \$2,000,000 motel in Michigan and Iowa.

GENERAL: From 1973 to 1974, served as Project Manager of all field operations for Ladd Building Company of Ada, Michigan...From 1965 to 1973, owned a construction company in Belding, Michigan...From 1963 to 1964, worked on the Minuteman Missile Program at various Air Force Bases, as a Planning Engineer/Program Controller--Planning and Scheduling Department Supervisor for Catalytic Construction Company, worked as a Production Control Supervisor for the Aero-Space Division of Martin Company...From 1960 to 1962, worked on the Titan II Missile Program in South Dakota in a position of Field Planner/Material Expediter for the American Machine & Foundry Company, and Field Office Supervisor for Leavell-Scott and Associates.

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR June 2017

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated **11.2 million gallons** and discharged **7.8 million gallons** for the month of June. The CBOD was 5 ppm, the Total Suspended Solids was 5 ppm, the phosphorus was 1.0 ppm, and the fecal coliform was 80 counts/100ml.

The sludge thickener has continued to break coupling sleeves. On June thirteen we installed a Hytrell coupling sleeve instead of the EPDM sleeves that we had been using. The Hytrell sleeve is made of a stiffer material and will handle 4 times the torque as the EPDM sleeve. At this writing we have not had any more sleeves break. We also discovered that the switch that controls the thickened sludge pump was severely corroded which presented a safety hazard. A new one was ordered and has been installed.

The sludge on the drying beds from the winter finally dried out and we were able to remove the dried sludge from them. We rented a rototiller to loosen the sand in the beds. Fresh sand was added where it was needed. The beds are now in good shape to be used.

Our new operator obtained his temporary CDL permit so that he can practice driving the trucks in preparation for the driving test.

Maintenance & Capitol Expenses for June 1, 2017 to June 30, 2017

ITEM	COST
Tom's Do It Center – Distilled water, Roundup & grass seed	\$ 67.52
North Central Labs – Genesys Spectrophotometer lamp assem., lab supplies	\$ 591.27
USA Bluebook – Flow Chart paper and chart pens	\$ 201.00
Wolverine Power – Service call Rindlehaven lift station generator	\$ 360.00
Grainger – Gear oil, Metal halide light bulbs, Respirator cartridges	\$ 619.89
Charter Machine – Omron Switch	\$ 269.15
Environmental Sales – 7HS coupling flanges for Vogelsang pumps	\$ 203.00
Argus-Hazco – Gas meter sensor replacement	\$ 376.90
Rural Gas & Appliance – LP tank rental fee	\$ 134.00

Total Monthly Expenses	\$ 2822.73
Total Spent YTD	\$ 124342.75

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	4300 ft.
Routine cleaning	0 ft.
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0

SEWER CALLOUTS

June 17, 2017

A call was received from a homeowner by the DPW standby person that they had a sewage back-up on their basement floor. Upon investigation, the flow in the city main was normal. The homeowner was advised that the problem was with the house service lateral and that they are responsible for contacting a plumber to clear the blockage.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

IONIA COUNTY BOARD OF COMMISSIONERS

July 11, 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. Health Department Dietitian Position
 - B. Health Department, Long-Term Food Information Sharing Agreement
 - C. Health Department Agreement with Michigan Department of Health & Human Services
 - D. Health Department, Amendment #4 - Grant Agreement with Michigan Department of Health & Human Services
 1. Budget Amendment – Grant Agreement Amendment #4
 - E. Health Department, Hospital Network Healthcare Services - Medical Waste Service Agreement
 - F. Central Dispatch Request for adoption of Resolution to Support SB 400 & HB 4651
 - G. Budget Amendment – Drug Court, Wages
 - H. Budget Amendment – Sheriff's Office, Marine Patrol budget
 - I. Area Agency on Aging of Western Michigan Multi-Year Implementation Plan for FY 2018
 - J. Request to fill position of Animal Care & Control Manager
 - K. Letter of Understanding for Bertha Brock Park timber harvest
 - L. Request for approval to contract for repair of roads in Bertha Brock Park
 - M. Appointments to Park Advisory Board
 - N.

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

- Board of Public Works – One three-year term expiring January 2018.
- 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 August 2017: None

Appointments for consideration in the month of September 2017:

- *Commission on Aging Board* – Two three-year appointments.
- *Department of Human Services Board* – One three-year appointment.

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

**July 18, 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. Ionia County Literacy Council Annual Report
 - B. Departmental Reports
 - 1. Emergency Management
 - 2. Building Codes
 - C.
- 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**