



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

7:00 P.M. Monday, December 18, 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
	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:07 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u>	
7:15 PM	A. Dan Paquet of the WODA Group – Old School Manor Update	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 17-107 Approving an Energy Purchase through the Michigan Public Power Agency Contingent Upon the Approval of the Board of Light and Power	Decision
7:23 PM	B. Proposed Resolution 17-108 Approving Fleis & VandenBrink’s Proposal for Engineering Services Associated with the Remediation of the Fuel Spill at the Diesel Generation Plant	Decision
7:25 PM	C. Proposed Resolution 17-109 Approving a Quote from BS&A Software for Software Related to the Cemetery Department	Decision
	X. <u>Consent Agenda</u>	
7:28 PM	A. Minutes & Synopsis from the Regular City Council Meeting held on December 4, 2017	
	B. Payment of Invoices in the Amount of \$86,151.89 and Payroll in the Amount of \$99,090.53 for a Total of \$185,242.42	
	C. Purchase Orders over \$5,000.00 - None	Decision
	XII. <u>Communications</u>	
	A. Board & Commission Application for Doug Logel	
	B. Wastewater Treatment Plant Report for November 2017	
	C. Ionia County Board of Commissioners Agenda for December 12, 2017	

<u>Estimated Time</u>
7:30 PM
7:35 PM
7:40 PM
7:45 PM

XIII. Other Business - None

XIV. City Manager Comments

XV. Council Comments

XVI. Adjournment

<u>Desired Outcome</u>
Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-107

**A RESOLUTION APPROVING AN ENERGY PURCHASE THROUGH THE
MICHIGAN PUBLIC POWER AGENCY CONTINGENT UPON THE APPROVAL OF
THE BOARD OF LIGHT AND POWER**

WHEREAS, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

WHEREAS, the City of Portland, as a member of the MPPA's Energy Services Project Committee, has an opportunity to enter into a transaction to meet a portion of its future load requirements for July 2018 through December 2018 by purchasing energy not to exceed \$78,876.00 pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Contingent upon the approval of the Board of Light and Power, the City Council authorizes the Electric Superintendent or City Manager to sign the Letter of Authorization to approve the energy purchase for the 2018 calendar year not to exceed \$78,876.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 18, 2017

Monique I. Miller, City Clerk



December 8, 2017

Subject: Letter of Authorization

The City of Portland, through its Member Authorized Representative, hereby authorizes a purchase of Energy by Michigan Public Power Agency on behalf of the City of Portland in the Amount and Term(s) of:

Month	7 x 24		5 x 16	
	Volume	Max Price	Volume	Max Price
July 2018	0.5	\$ 40.00	0.4	\$ 48.00
August 2018	0.3	\$ 38.00	0.3	\$ 46.00
September 2018	0.4	\$ 34.00	0.4	\$ 40.00
October 2018	0.3	\$ 35.00	0.2	\$ 40.00
November 2018	0.3	\$ 35.00	0.3	\$ 40.00
December 2018	0.2	\$ 38.00	0.1	\$ 41.00

The maximum commitment for this authorization is \$78,876.

The transaction(s) above will be for Financially-Firm Energy with Physical delivery to the MISO Michigan-Hub in the Day Ahead Market.

Member Authorized Representative:

Printed

Signature

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-108

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL FOR
ENGINEERING SERVICES ASSOCIATED WITH THE REMEDIATION OF
THE FUEL SPILL AT THE DIESEL GENERATION PLANT**

WHEREAS, the City has been working with the Environmental Engineering group at Fleis and VandenBrink (F&V) to make sure that all appropriate steps are being taken to remediate the diesel fuel release that occurred with the failure of the underground fuel return line at the Diesel Generation Plant in January of 2009; and

WHEREAS, the City Manager requested that Fleis and VandenBrink provide an updated proposal with a new scope of services and budget for engineering services associated with the remediation effort based upon this change in conditions, a copy that proposal is attached as Exhibit A.

WHEREAS, F&V's proposal is for a three-year term (2018-2021) at \$14,520.00 per year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves Fleis & VandenBrink's proposal for engineering services associated with the remediation of the 2009 diesel fuel release at the Diesel Generation Plant, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 18, 2017

Monique I. Miller, City Clerk



December 6, 2017

Mr. Tutt Gorman
City of Portland
723 E. Grand River Avenue
Portland, MI 48875

**RE: Three Year Sampling, Annual Reporting and Project Management – 2018 through 2021
Portland Board of Light & Power Diesel Fuel Release
Portland, Michigan**

Dear Mr. Gorman:

As requested, Fleis & VandenBrink Engineering, Inc. (F&V) has prepared a Scope of Services and Budget to provide professional engineering services for the above-referenced work. We appreciate the opportunity to provide you with these services. F&V's experienced staff has a history of completing thorough, cost effective professional services.

The following outlines our understanding of the project, Scope of Services, Schedule and Budget.

STATEMENT OF UNDERSTANDING

Work is being conducted at the City of Portland's Board of Light and Power (BLP) Facility in response to a 2009 release of petroleum product. At that time, a number of alternatives to address the release were considered by the City. The current approach of active, long-term remediation and monitoring was selected by the City at that time. This approach imposes the lowest annual expenditures but extends the duration of remediation activities. Since the release, F&V has provided annual budgets for approval as the Scope of Services often changed from year to year in response to changing site conditions that resulted in changing MDEQ demands and requests. However, over the past few years, site conditions have been relatively stable. As a result, the Scope of Services and budget presented in this letter covers a three year period of engineering assistance for the active free product recovery/groundwater treatment system being used to address petroleum on the groundwater beneath the BLP facility.

SCOPE OF SERVICES

We will perform the following tasks over the next three years:

1. Biannual (2x per year) sampling of down gradient monitor wells (MW-1, MW-2, MW-6, MW-7 and MW-8) and surface water at the "Old Channel Pond" located to the northeast of facility (if available). Monitor wells (MWs) will be sampled using Low Flow sampling methods and analyzed for BTEX and TMBs by Pace Laboratory of Grand Rapids.
2. Depth to water measurements will be obtained from all MWs and recovery monitor wells to monitor groundwater potentiometric surface and free product elevations.
3. Provide project management of the BLP free product recovery/groundwater treatment system. Work

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

will include MDEQ communications, coordination with laboratory, periodic site visits and coordination of routine O&M by BLP personnel.

4. Provide a draft Annual Report to the City Manager for review. The report will summarize Monitoring, Granular Activated Carbon Treatment and Free Product Recovery System and System/Work Plan Modifications. After City Manager review, submit report to MDEQ.
5. After data indicates cleanup goals have been achieved, we will provide a Scope of Services and Budget to provide MDEQ with required information/data to request no further action at the site. Based on data collected to date, the site will not be approved for no further action by MDEQ in the near future.

SCHEDULE

The biannual (2x per year) sampling events for the BLP monitor wells will occur each October and each May, starting in the fall of 2018.

ANNUAL BUDGET

F&V proposes to provide the professional engineering services on an hourly rate basis. Our estimated annual budgets are summarized below. Annual changes in billing rates will be reflected in future invoices.

Engineering Services, Sampling Supplies, and Reimbursable Expenses – Estimated

\$6,100/yr	Biannual (2x per year) groundwater sampling events of five (5) down gradient monitor wells and pond (if possible), annual reporting (MDEQ and City) and project management for the free product recovery/groundwater treatment system.
\$1,300/yr	Review and evaluation of sample results from the carbon vessels located at the free product recovery/groundwater treatment system. Samples will be collected by F&V during monitor well sampling events. Work will include coordination with BLP, City and F&V to determine if carbon in the vessels is functioning properly and if carbon "change-outs" for the treatment system are necessary.

Estimated Subcontractor – City will contract directly

\$1,500/yr	Laboratory Services for five (5) monitoring wells and one (1) surface water pond sample for BTEX and TMBs by Pace Laboratory of Grand Rapids (2 events per year estimated at \$750 per event).
\$520/yr	Laboratory Services for carbon vessel samples for BTEX and TMBs by Pace Laboratory of Grand Rapids (annual event estimated at \$520 per event).
\$2,100/yr	Carbon change-out for one (1) 800-lb. vessel by Clean Harbors (as-needed, likely 2 or 3 events over next 3 years).

Additional Equipment – City will contract directly

\$3,000/yr	Additional equipment is not projected. However, we recommend the City set aside \$3,000 per year for unexpected equipment maintenance or replacement.
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Overall, we estimate a combined engineering and contractor annual budget of \$14,520 (\$7,400/yr for F&V engineering services and \$7,120 for contractors). F&V's professional engineering services fees would be invoiced monthly. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to us.

We look forward to working with you on this important assignment. If you need any additional information, please contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Eric D. Walters, CPG
Project Manager



Brian L. Rice, P.E.
Group Manager, Environmental Services

cc: K. Beck, F&V

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated November 20, 2017 and authorized under the existing Professional Services Agreement with F&V, dated December 6, 2017.

S. Tutt Gorman
City Manager

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-109

**A RESOLUTION APPROVING A QUOTE FROM BS&A FOR SOFTWARE
RELATED TO THE CEMETERY DEPARTMENT**

WHEREAS, the City of Portland's Cemetery Department is seeking to update its software for the administration of its cemetery records that will replace outdated, unsupported software and enhance its record keeping; and

WHEREAS, the Cemetery Director has researched this matter and recommends that City Council approve the quote from BS&A Software in the amount of \$6,645.00 for software and support for the Cemetery Department, a copy of the quote is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the quote from BS&A Software in the amount of \$6,645.00 for software and support for the Cemetery Department, a copy of the quote is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 18, 2017

Monique I. Miller, City Clerk

Proposal for Software and Services, Presented to...

City of Portland, Ionia County MI

January 26, 2017

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 1,711 and 9,000 plots. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Cemetery Management .NET	\$2,920
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Data Conversions

Convert existing Fund Balance data to BS&A format:

Cemetery Management	\$1,500
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Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

\$425

Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1			\$850
Cemetery Management .NET	Days: 1			\$850
	Total: 2		Subtotal	\$1,700



Cost Totals

Not including Annual Service Fees

Applications	\$2,920
Data Conversions	\$1,500
Project Management and Implementation Planning	\$425
Implementation and Training	\$1,700

Total Proposed **\$6,545**

Travel Expenses **\$100**

Grand Total (with Travel Expenses) **\$6,645**

Payment Schedule

- 
- 1st Payment: **\$1,925** to be invoiced upon execution of this agreement.
2nd Payment: **\$2,920** to be invoiced at start of training.
3rd Payment: **\$1,800** to be invoiced upon completion of training.

Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Cemetery Management .NET	\$585
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Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date



BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

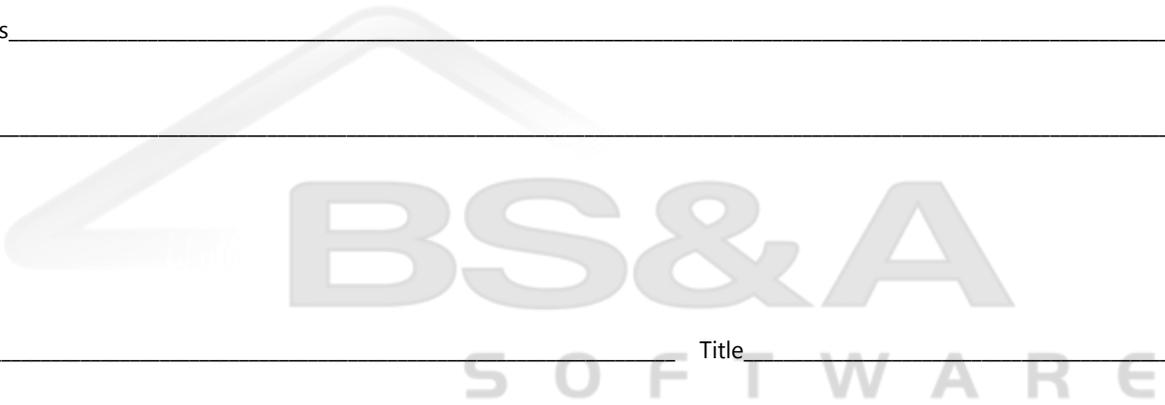
IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 4, 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; Finance Director Kinde; Police Chief Thomas; DDA/Main Street Director Conner Wellman

Guests: Kathy Parsons; Mike Judd; Steve Kirinovic of SK&T, PC

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

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

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman reported that the Parks & Recreation Master Plan process continues to move forward. A Public Workshop was held Wednesday, November 29, 2017 to review the project priorities and survey responses. Another Public Workshop will be held Thursday, December 14, 2017 at 6:00 P.M. at City Hall for the same purpose.

The Planning Commission will meet on Wednesday, December 13, 2017 at 7:00 P.M. to consider a Special Land Use request by Terry Frewen to permit an accessory apartment for a business at 1323 E. Bridge St.

City Manager Gorman congratulated Officer Tim Groenhof who was recently promoted to Sergeant by Police Chief Thomas.

City Manager Gorman noted the two grant award letters included in the Communications. The City was awarded funding (5% match) for the Grand River Avenue Bridge for a project to be completed in 2019/2020 and an \$800 Wellhead Protection Grant that will assist with public outreach.

Under Presentations, Steve Kirinovic, CPA of SK&T, PC presented the 2016/2017 Fiscal Year Audit.

DDA/Main Street Director Conner Wellman presented her report on Downtown activities. The DDA will hold a Strategic Planning Session on Thursday, January 11, 2018. Holidayfest will be held Saturday, December 9, 2017 at 4:00 P.M.

Under New Business, the Council considered Resolution 17-99 to amend the Budget for Fiscal Year 2017-2018.

Council Member Baldyga thanked Finance Director Kinde and staff for the clean audit.

Mayor Barnes also extended his appreciation for the efforts of Finance Director Kinde and staff and stated that the finances for the City of Portland are fiscally sound.

Motion by Baldyga, supported by Johnston, to approve Resolution 17-99 to amend the Budget for Fiscal Year 2017-2018.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 17-100 to prohibit the operation of marihuana facilities in the City of Portland. The Medical Marihuana Facilities Licensing Act, 2016 PA 281, provides for state licensing and regulation of Medical Marihuana Facilities. Act 281 provides that one of these facilities shall not operate in a municipality unless the municipality adopts an ordinance that authorizes the operation. The City of Portland Ordinances currently prohibit these operations. The City Council has determined it shall not adopt ordinance provisions to authorize these facilities in the City of Portland.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 17-100 to prohibit the operation of Marihuana Facilities in the City of Portland.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-101 to approve a Grant Agreement for voting system hardware, firmware and software and authorizing the City Clerk to sign the same. The City of Portland wishes to apply to the Michigan Secretary of State for a grant to purchase a new voting system. The Grant Agreement is to establish a grant program to acquire and implement replacement voting systems throughout the state. Partial funding for the new voting system will be provided by the State and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations will require the City of Portland to cover the costs for the extended service and maintenance for years 6 through 10.

There was discussion regarding the new election equipment.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 17-101 approving a Grant Agreement for voting system hardware, firmware and software and authorizing the City Clerk to sign same.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-102 to approve Pay Request No. 3 to CL Trucking, Inc. for work completed through November 24, 2017 on the James Street Improvement Project. The City Engineer on the project has reviewed the pay request and recommends the payment in the amount of \$320,786.98.

City Manager Gorman stated that the restoration work is being completed on the project and that the final coat of blacktop will be laid in the Spring. The City is working with residents of James Street to ensure they use “safety salt” on the new concrete to prevent damage to it.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 17-102 approving Pay Request No. 3 to CL Trucking, Inc. for work done on the James Street Improvement Project.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 17-103 to approve a Communication Location Agreement between the City and Ionia County Central Dispatch. In 2011 the City agreed to remove its communication equipment from its water tower located on Hill St. in order to allow Central Dispatch to install its communication equipment on the tower to facilitate 911 emergency services. During the aftermath of the 2015 tornado, the City recognized the lack of interdepartmental communications and the need to reestablish its communication equipment on the water tower. The City and Central Dispatch have been engaged in good-faith discussions and have determined that its in their mutual interest for Central Dispatch to pay the City a one-time fee to relocate the City's communication equipment to the water tower located on Charlotte Hwy. in the amount of \$9,354.70 in accordance with the Communication Location Agreement.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 17-103 approving, authorizing, and directing the Mayor to sign a Communication Location Agreement between the City and Ionia County Central Dispatch.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-104 to approve a proposal from Chrouch Communications Inc. to perform radio system modifications for the City in the amount of \$9,354.70 in conjunction with Communication Location Agreement between the City and Ionia County Central Dispatch.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 17-104 approving a proposal from Chrouch Communications, Inc. to perform radio system modifications for the City.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 17-105 to approve 2018 City Council meeting dates.

Motion by Johnston, supported by Baldyga, to approve Resolution 17-105 approving 2018 City Council meeting dates.

Yeas: Johnston, Baldyga, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 17-106 to confirm the Mayor's appointment of Ted Alberta to the Board of Light & Power.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 17-106 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Motion by Baldyga, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 20, 2017, payment of invoices in the amount of \$366,433.80 and payroll in the amount of \$114,672.32 for a total of \$481,106.12. There were no purchase orders over \$5,000.00.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents that the Portland District Library is holding a Celebrity Reading event on Tuesday, December 5, 2017.

He also noted that he will be meeting with the Portland and Danby Township Supervisors on Tuesday, December 5, 2017 to discuss the Portland Area Municipal Authority.

City Manager Gorman thanked DDA/Main Street Director Conner Wellman and Council Member Johnston for of their efforts on planning for Holidayfest, which will be held the Saturday, December 9, 2017.

Under Council Comments, Mayor Barnes noted that the Blue Mason Jar has opened a basement level to their store on Kent St. It offers a unique view of the Grand River.

Mayor Pro-Tem VanSlambrouck commented that he visited Smith Music Store recently and that the VFW served over 200 meals on Thanksgiving Day.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the December 4, 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; Finance Director Kinde; Police Chief Thomas; DDA/Main Street Director Conner Wellman

Presentation – Steve Kirinovic, CPA of SK&T, PC presented the 2016/2017 Fiscal Year Audit.

Presentation - DDA/Main Street Director Conner Wellman presented her report on Downtown activities.

Approval of Resolution 17-99 to amend the Budget for Fiscal Year 2017-2018.

All in favor. Adopted.

Approval of Resolution 17-100 to prohibit the operation of Marihuana Facilities in the City of Portland.

All in favor. Adopted.

Approval of Resolution 17-101 approving a Grant Agreement for voting system hardware, firmware and software and authorizing the City Clerk to sign same.

All in favor. Adopted.

Approval of Resolution 17-102 approving Pay Request No. 3 to CL Trucking, Inc. for work done on the James Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 17-103 approving, authorizing, and directing the Mayor to sign a Communication Location Agreement between the City and Ionia County Central Dispatch.

All in favor. Adopted.

Approval of Resolution 17-104 approving a proposal from Chrouch Communications, Inc. to perform radio system modifications for the City.

All in favor. Adopted.

Approval of Resolution 17-105 approving 2018 City Council meeting dates.

All in favor. Adopted.

Approval of Resolution 17-106 confirming the Mayor's appointment to City Boards and Commissions.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:10 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

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
B&W AUTO SUPPLY, INC.	00030	SUPPLIES - WASTE WTR, MTR POOL	1,027.90
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	1,033.06
CLARK HILL PLC	01422	GENERAL LEGAL SERVICES - GEN, LOC STS	648.00
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	60.85
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	23.92
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	628.35
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	737.26
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	32.64
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	568.96
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	18.40
CONSUMERS ENERGY	00095	GAS SVC - MTR POOL	167.50
CONSUMERS ENERGY	00095	GAS SVC - PARKS	58.16
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	612.59
CENTURYLINK	01567	TELEPHONE - VARIOUS DEPTS	4.59
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	426.64
COOK BROS EXCAVATING	00101	SLEET SAND - MAJ STS, LOC STS	391.00
COURTESY FORD	MISC	TIRE REPAIR - POLICE	16.91
LAW OFFIC CRYSTAL MORGAN PLLC CULLIGAN	MISC 02130	TAX APPEAL EXPENSE - ASSESSOR BOTTLE WATER DELIVERY - CITY HALL	702.00 13.00
FAMILY FARM & HOME	01972	SUPPLIES - WATER	6.77
FLEIS & VANDENBRINK	00153	GENERAL CONSULTATION SERVICES - GENERAL	1,249.00
FLEIS & VANDENBRINK	00153	WATER ASSET MGT PLAN - WATER	3,969.32
FLEIS & VANDENBRINK	00153	JAMES ST DESIGN - LOC STS, WW, WTR RES 17-11	45,793.44
FLEIS & VANDENBRINK	00153	SPARROW SITE IMPROVEMENT - LOC STS RES 17-85	3,420.38
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	614.55
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - WW	152.58
HASSELBRING-CLARK	02073	QTRLY MA COPY MACH-POL, FIRE, CODE, AMB	154.00
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	499.00

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
INTERSTATE BILLING SVC	00202	GLOVES - MTR POOL	92.92
IONIA COUNTY TREASURER	00209	3 NETMOTION LICENSES - POLICE	242.25
I.T. RIGHT	02440	DOCKING STATION - ECON DEV	134.00
I.T. RIGHT	02440	POLICE SERVICE CONTRACT - POLICE	3,000.00
KEUSCH SUPER SERVICE	00228	TIRES - POLICE	892.32
KEUSCH SUPER SERVICE	00228	ROAD SERVICE - POLICE	158.00
KEUSCH SUPER SERVICE	00228	WORK ON VEHICLES - POLICE	248.52
KEUSCH SUPER SERVICE	00228	TIRE - MTR POOL	99.99
KITCH DRUTCHAS WAGNER VALITUTTI	02458	LEGAL SERVICES - GENERAL	30.00
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - POLICE	115.00
MENARDS	00260	PLYWOOD & INFLATABLE - ECON DEV	73.44
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL	83.26
MICHIGAN ASSESSOR ASSOCIATION	00263	MAA YEARLY MEMBERSHIP- ASSESSING	100.00
M.M.A.A.O	02487	YEARLY MEMBERSHIP - ASSESSOR	20.00
MISS DIG SYSTEM	00312	MEMBERSHIP - ELEC, WTR, WW	1,113.09
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,595.00
MUNICIPAL SUPPLY CO.	00324	WATER FLAGS - WATER	245.60
MUNICIPAL SUPPLY CO.	00324	METER COUPLING - WATER	69.60
PRINTING SYSTEMS	00375	W-2S, 1099S, ENVELOPES - INC TAX, GENERAL	265.13
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - VARIOUS DEPTS	371.51
STATE OF MICHIGAN	00428	STATE LICENSE RENEWAL - ASSESSOR	175.00
STEVENS, KIRINOVIC, & TUCKER PC	02476	FINAL BILLING FOR AUDIT - VARIOUS DEPTS	500.00
STATE OF MICHIGAN	00428	NPDES ANNUAL PERMIT FEE- WASTE WTR	400.00
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	614.87
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELEC	225.00
VERIZON WIRELESS	00470	TELEPHONE & DATA SVC - VARIOUS DEPTS	529.86
WALKER PROCESS EQUIPMENT	MISC	PRESSURE RELIEF VALVE - WASTE WTR	156.10
KAREN BRUDER	MISC	ENERGY OPTZ - ELECTRIC	165.00
RACHEL MILLER	MISC	BASKETBALL REFUND - REC	40.00

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BRIAN KRIEGER	00568	OFFICIALS - REC	80.00
BRYAN SCHEURER	00600	OFFICIALS - REC	80.00
BRIAN RUSSELL	00593	OFFICIALS - REC	150.00
FRED KRAMER	00564	OFFICIALS - REC	200.00
TIM STOPZYNSKI	02438	OFFICIALS - REC	150.00
TERRY WOODS	02329	OFFICIALS - REC	100.00
MARCO WILLIAMS	02393	OFFICIALS - REC	100.00
DONALD CHUBB	01799	OFFICIALS - REC	100.00
MIKE FULLER	01801	OFFICIALS - REC	100.00
MARCEL MILLER	02245	OFFICIALS - REC	100.00
MALCOM HARDY	02488	OFFICIALS - REC	100.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	56.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	42.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	56.00
NATHANIEL LEAHY	02424	SCOREKEEPERS - REC	28.00
RYAN LAY	02477	SCOREKEEPERS -REC	14.00
GRAHAM WOHLSCHEID	02423	SCOREKEEPERS - REC	14.00
TIM GROENHOF	01919	MILEAGE REIMB AND SUPPLIES - POLICE	39.28
CMP DISTRIBUTORS INC.	01745	HANDCUFF CASES - POLICE	104.85
KEUSCH SUPER SERVICE	00228	GOODYEAR TIRES - POLICE	310.82
NORTH CENTRAL LABORATORIES	00959	TUBE, GREASE, HIGH VACUUM - WASTE WTR	63.88
FCX PERFORMANCE INC	02489	METER CALIBRATION - WASTE WTR	1,143.00
FAMILY FARM & HOME	01972	HARDWARE - MTR POOL	3.67
AUTOMOTIVE EQUIPMENT SPECIALISTS	01880	REPLACE HOSES ON HOIST - MTR POOL	487.00
MUZZALL GRAPHICS	00326	UTILITY BILL - ELEC,WTR, WW	1,625.18
KENDALL ELECTRIC	00225	WIRE PULLING - ELECTRIC	501.35
SENTINEL-STANDARD, INC.	00212	HOLIDAY FEST ADS, PUBLIC NOTICE - ECON DEV, PA	295.75
MUZZALL GRAPHICS	00326	BUSINESS CARDS - REC	59.57
GRAINGER, INC.	00172	THERMOSTAT COVER- PARKS	44.73

**BI-WEEKLY
WAGE REPORT
December 18, 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.	9,535.24	124,998.52	2,242.68	33,210.85	11,777.92	158,209.37
ASSESSOR	926.20	12,919.63	70.86	1,439.36	997.06	14,358.99
CEMETERY	905.48	46,396.39	118.83	11,936.23	1,024.31	58,332.62
POLICE	11,255.49	187,150.65	3,052.60	54,152.87	14,308.09	241,303.52
CODE ENFORCEMENT	628.23	10,010.52	48.06	1,850.27	676.29	11,860.79
PARKS	1,064.35	28,630.22	143.43	4,585.59	1,207.78	33,215.81
INCOME TAX	1,907.97	25,719.89	549.78	9,602.87	2,457.75	35,322.76
MAJOR STREETS	3,834.43	37,305.29	741.90	17,494.92	4,576.33	54,800.21
LOCAL STREETS	3,468.87	37,499.73	696.19	16,413.28	4,165.06	53,913.01
RECREATION	2,115.25	16,506.11	336.82	4,243.14	2,452.07	20,749.25
AMBULANCE	11,003.05	156,311.39	1,533.71	29,602.04	12,536.76	185,913.43
DDA	4,034.32	31,912.26	671.48	5,599.40	4,705.80	37,511.66
ELECTRIC	15,048.40	228,469.90	2,803.89	69,968.82	17,852.29	298,438.72
WASTEWATER	8,992.92	120,725.97	2,090.54	43,179.95	11,083.46	163,905.92
WATER	4,856.46	69,791.81	1,338.20	26,821.93	6,194.66	96,613.74
MOTOR POOL	2,462.21	32,937.14	612.69	16,898.55	3,074.90	49,835.69
TOTALS:	82,038.87	1,167,285.42	17,051.66	347,000.07	99,090.53	1,514,285.49

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR November 2017

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated **10.2 million gallons** and discharged **7.6 million gallons** for the month of November. The CBOD was 4 ppm, the Total Suspended Solids was 6 ppm, the phosphorus was 0.9 ppm, and the Fecal Coliform was 72 counts/100ml.

With the mild weather, the WWTP operators were able to complete the remaining sewer cleaning that was scheduled for the year.

The eavetroughing on the service building has been in bad repair for quite some time. It causes water to freeze on the walkways next to the building every year. A quote was obtained and was found to be very reasonable to replace the eave trough on the building with new seamless. This was completed and now all of the buildings have seamless eave trough protecting the walkways.

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

ITEM	COST
Tom's Do It Center – Distilled water, plumbing parts, light bulbs, etc.	\$ 184.82
NCL – Lab supplies	\$ 469.66
Polydyne – Polymer for sludge thickening	\$ 1741.50
MTech – Hand Command Cues camera control	\$ 1271.42
USA Bluebook – Floor paint	\$ 117.41
B&W Automotive – Vacuum pump oil	\$ 109.08
Walker Process – Boiler Pressure Relief Valve	\$ 156.10
Aerzen – Cooling Fan Blade and air filter	\$ 287.97
Excel Eavetroughing – Seamless eave trough for Service Building	\$ 400.00
<u>MWEA – Fundamentals of Collection Systems Training</u>	<u>\$ 200.00</u>
Total Monthly Expenses	\$ 4937.96
Total Spent YTD	\$ 26179.41

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	5930 ft.
Routine cleaning	1615 ft.
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	1
Building Services Inspected	0
City Main Televised	0

SEWER CALLOUTS

No sewer callouts to report

Respectively Submitted,

Doug Sherman
WWTP Superintendent

IONIA COUNTY BOARD OF COMMISSIONERS

December 12, 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)
B. Approve closed session minutes of November 28, 2017
C.

VII. Unfinished Business

- A. Action on PA116 – Philip & Mary Seidelman-17-013-FA
B.

VIII. New Business

- A. Health Department Fee Schedule
B. Health Department Budget Amendment
C. Appointment of Court Administrator/Magistrate
D. Request for approval of FY 2018 Contract for Adult Drug Treatment Court
E. Request for approval of FY 2018 Contract for Swift and Sure Sanctions Probation Program
F. Commission on Aging request to hire Transportation Driver for Assisted Transportation Program
G. Commission on Aging request to hire 2nd Substitute Driver for Home Delivered Meals Program
H. Commission on Aging request to hire Meal Site Host/Hostess for Congregate Meal Program-Belding
I. Commission on Aging request to fill vacant part-time In-Home Aide position
J. Commission on Aging request to fill vacant part-time Caseworker position

- K. Request approval on Agreement with Commission on Aging for senior citizen services
- L. Prosecuting Attorney Consulting Services Agreement for IT Security Audit
- M. Acknowledgment of PA116 – Philip and Mary Seidelman-17-014-FA
- N. Acknowledgement of Applications for Appointment
 - 1. Central Dispatch Board of Directors
 - 2. Substance Abuse Initiative
 - 3. West Michigan Regional Planning Commission
 - 4. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee
- O.

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.
- Community Corrections Advisory Board – One term with no set expiration date – This position serves as a Media Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2017.

Non-Commissioner Appointments for consideration in the month of January 2018:

- *Board of Public Works* – Three three-year terms.
- *Parks Advisory Board* – One two-year term.
- *Tax Allocation Board* – One one-year term.

Non-Commissioner Appointments for consideration in the month of February 2018: None