



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

7:00 P.M. Monday, April 16, 2018

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:10 PM	VI. <u>Presentations</u>	
7:15 PM	A. Portland District Librarian Grimminck – Annual Report	
7:20 PM	B. Jon Moxey of Fleis & VandenBrink – Road Project	
	C. Arbor Day Proclamation	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:25 PM	A. Proposed Resolution 18-29 Approving and Authorizing the Portland Area Fire Authority to Seek and Award Bids for the Purchase of a New Pumper/Rescue Vehicle and Obtain Partial Financing for Same	Decision
7:28 PM	B. Proposed Resolution 18-30 to Schedule a Special Meeting of the City Council for a Budget Workshop	Decision
7:30 PM	C. Proposed Resolution 18-31 Setting a Public Hearing on the Budget Proposed for Fiscal Year 2018-2019	Decision
7:33 PM	D. Proposed Resolution 18-32 Approving, Authorizing, and Directing the City Manager to Sign a Letter of Authorization for Homeworks Connect to Extend Fiber Optic Cable Across the Grand River	Decision
7:35 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on April 2, 2018	
	B. Payment of Invoices in the Amount of \$66,646.75 and Payroll in the Amount of \$117,795.59 for a Total of \$184,442.34	
	C. Purchase Orders over \$5,000.00	
	1. Bader & Sons in the Amount of \$6,000.00 for Repair of the Skid Steer	
	2. Superior Asphalt in the Amount of \$9,337.50 for Mill & Fill of Lyons Rd. and Looking Glass Ave.	

**Estimated
Time**

**Desired
Outcome**

3. Resco in the Amount of \$28,350.00 for Kerite Wire

XI. Communications

- A. Police Department Report for March 2018
- B. Water Department Report for March 2018
- C. Wastewater Treatment Plant Report for March 2018
- D. Ionia County Board of Commissioners Agenda for April 10, 2018
- E. Ionia County Board of Commissioners Agenda for April 17, 2018
- F. MPSC Notice of Hearing for Consumers Energy

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

7:40 PM

7:45 PM

7:50 PM

7:55 PM

Decision

Annual Report

2016-2017

Portland District Library

334 Kent Street

Portland, MI 48875



Today's public libraries support

- *Lifelong learning · Early childhood education ·*
- *Local business and enterprise ·*
- *Access to technology and information for all citizens ·*

Cory Grimminck, Library Director

2016-2017

Annual Report

July 1, 2016 – June 30, 2017

*THIS LIBRARY IS A MEMBER OF THE WOODLANDS LIBRARY COOPERATIVE HEADQUARTERED
IN ALBION, MICHIGAN.*

Library Board Members:		
President:	Nancy Marks (City of Portland)	'18
Vice President:	John Tannery (Danby Township)	'20
Secretary	Mary Sue Barley (City of Portland)	'19
Treasurer:	Mary Leik (Danby Township)	'18
Trustee:	Maureen Wallace (Portland Township)	'20
Trustee:	Colleen Mauren (Portland Township)	'18

The legal area of the Portland District Library is comprised of the City of Portland, Portland Township, and Danby Township. Each of these governmental units is represented by two residents who are appointed by their respective council or board to be on the Board of the Portland District Library.

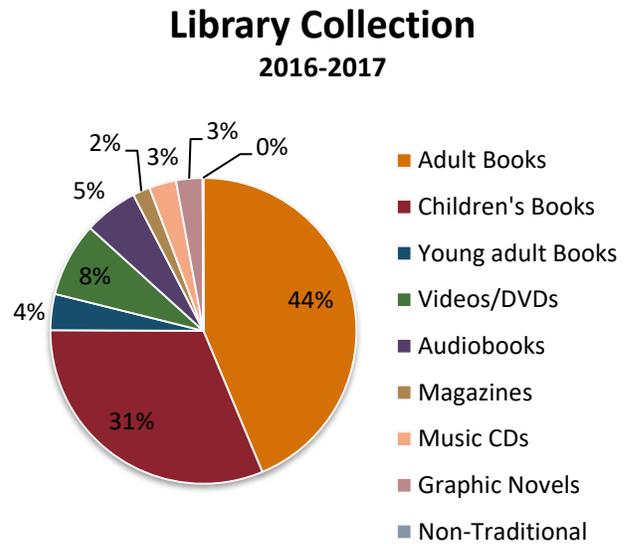
The Portland District Library Board is an appointed board with four year terms; however, board members may be reappointed for additional terms if approved by their council or board. The Board meets ten times per year, at 9:30 a.m. in the library. The schedule will be decided at the beginning of the calendar year and posted. Changes to the schedule will be made at the discretion of the board.

Library Hours:

Library Hours are from 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

Library Staff:	
Library Director	Cory Grimminck
Administrative Assistant	Laura Hager
Youth Librarian	Kristina Reynolds
Library Clerk	Jana Slisher
Library Clerk	Beckie Pline
Library Clerk	Julie Miles
Library Clerk	Brian Davis
Library Clerk	Chelsea Boucha
Library Clerk	Keeghan Ball
Library Clerk	Wendy Charles
Library Clerk	Sierra James

LIBRARY COLLECTION	2015-2016	2016-2017
Adult fiction – hardcover	9,386	9,800
Adult non-fiction and reference	7,340	7,175
Adult paperbacks	1,233	1,265
Young adult books	1,564	1,592
Juvenile fiction	4,324	4,562
Juvenile non-fiction	3,126	3,141
Juvenile picture books \ easy readers	4,878	5,197
Parenting books	174	184
DVDs - adult	2,155	2,314
DVDs - juvenile	909	961
Adult audiobooks	1,627	1,608
Juvenile audiobooks	736	773
Magazines	896	760
Music CDs	1,157	1,194
Graphic Novels	N/A	1,165
Non-Traditional Collections	N/A	37
TOTAL COLLECTION	39,524	41,728



The Collection:

The library collection is comprised of books, magazines, and audiovisual materials for all ages. This fiscal year, we also started circulating a small collection of non-traditional items—namely coloring books and supplies, board games, and a GoPro camera.

The book collection consists of board books, picture books, and junior easy readers for infants to early elementary aged children. There are graphic novel, general fiction, and nonfiction sections for older elementary children, young adults, and adults. Individual collections include reference, parenting, and large print.

The Library participates in a shared downloadable library through the Woodlands Cooperative. In addition, we have a smaller collection of downloadable ebooks and audiobooks that are available for checkout only to our patrons. This makes for a more readily available and responsive collection for our patrons.

Audiovisuals include books on CD or Playaway (MP3 player pre-loaded with one book) for children and adults, educational and non-educational DVDs for children and adults, and music CDs for both children and adults.

The library subscribes to 65 different magazines, 15 of which are for the children's or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard* on a daily basis. We also receive the *Portland Review and Observer* and have this newspaper on microfilm dating back to 1868.

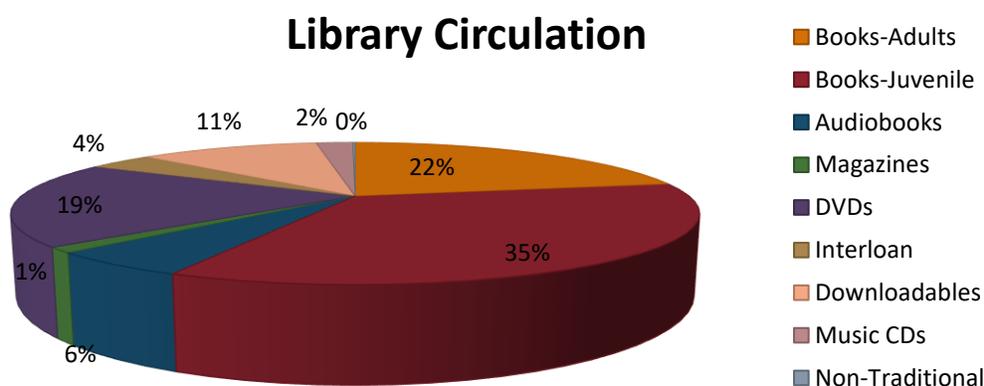
Housed in our History/Genealogy room are numerous historical materials. Included are county histories and plat maps, rural county directories, donated scrapbooks, high school yearbooks, pictures, flyers and pamphlets about the Portland area. Holdings of the Portland Historical Society are also available there.

The library houses a business resource center for anyone interested in starting a new business or improving an existing one. The center features books and an online database.

CIRCULATION STATISTICS	July 1,2015-June 30,2016	July 1,2016-June 30, 2017
Books-Adult	18,515	16,930
Books – Juvenile	29,987	26,966
BOOKS – TOTAL	48,502	43,896
Juvenile Audiobooks	889	879
Adult Audiobooks	3,644	3,443
Magazines	968	933
DVDs	11,300	10,935
Juvenile DVDs	4,253	3,948
Music CDs	2,209	1,675
Non-Traditional Collections	N/A	111
Overdrive downloadable books	7,745	7,478
Overdrive Advantage books	313	766
Interloan items received	3,394	2,966
TOTAL CIRCULATION	88,017 items	77,030 items

Circulation Statistics

Overall, there is a decline in circulation all categories but one, which seems to be a trend in libraries throughout our co-op. Our Overdrive Advantage collection of books that are available only to Portland patrons is the one category that showed growth over the fiscal year. The highest circulation months were July and August of 2016 and June of 2017. Our lowest circulation month was December of 2016.



Name of Service Area (Census 2010)	Percentage Served	Legal Area Population	Contractual Area Population
City of Portland	100%	3,883	
Portland Township	100%	3,404	
Danby Township	100%	2,988	
		Total: 10,275	
Orange Township	50%		497
Sebewa Township	33.33%		390
Eagle Township	51.07%		1,301
Westphalia Township	61.73%		1,449
			Total: 3,637

Total In Service Area: 13,912 persons

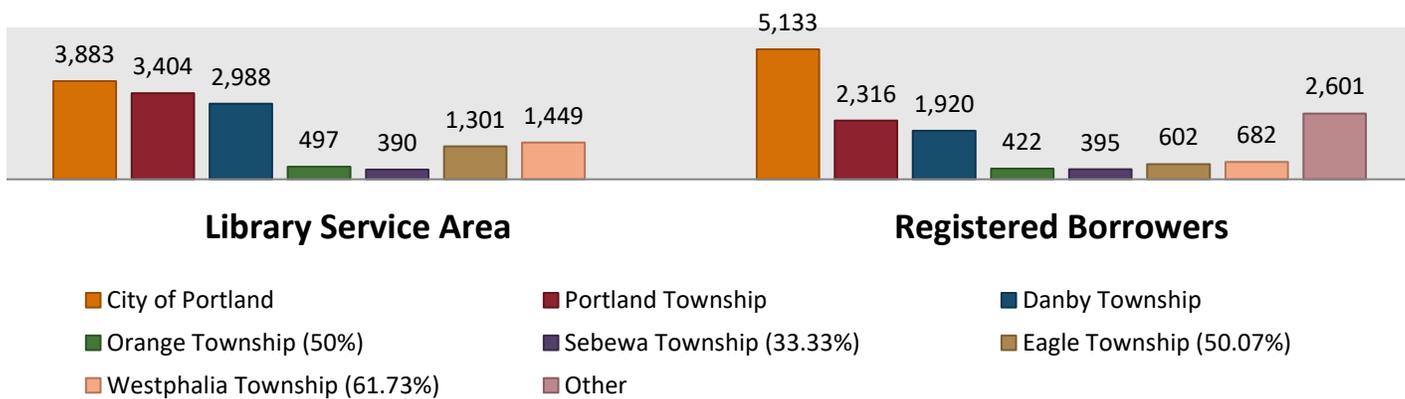
Population of the Service Area

The library service area is comprised of both legal and contractual populations. Our legal service population is comprised of the City of Portland, Portland Township, and Danby Township. The library receives state aid, penal fine monies, and voted millage income based on the population of these areas.

We also have contracts with Orange and Sebewa Townships in Ionia County and receive a percentage of the state aid, penal fine monies, and millage income based on the population of these areas. In addition, we have contracts with Westphalia and Eagle Townships in Clinton County, and the Portland Library receives a percentage of the state aid and penal fine monies available due to our percentage of the population as reported by the Township Boards.

Westphalia Township’s population is split between Portland and St. Johns libraries, with a small portion going to Grand Ledge. Eagle Township is split between Portland and Grand Ledge libraries. Orange Township is split between Portland and Ionia libraries. Sebewa Township is split between Portland, Lake Odessa, and Sunfield Libraries. Library contracts deciding these percentages and any other financial allocations to the library are agreed upon by the Township Board and the Library Board, and then sent on to the Library of Michigan for approval.

Population of Library Service Area



Registered Borrowers (2016-2017)	
Portland City	5,133
Portland Township	2,316
Danby Township	1,920
Eagle Township	602
Orange Township	422
Sebewa Township	395
Westphalia Township	682
Other	2,690
TOTAL	14,160

Registered Borrowers

479 persons registered for their first library card from July 2016- June 2017. Of these, 159 reside in the City of Portland, 103 in Portland Township, 59 in Danby Township, 23 in Eagle Township, 15 in Westphalia Township, 15 in Lyons Township, 13 in Orange Township, and 18 in Sebewa. We also had 39 register from “other” areas.

Borrowers from areas designated as “other” reside in Ionia, Grand Ledge, Sunfield, Fowler, and other surrounding cities and villages or in surrounding townships such as Dallas, Berlin, Odessa, and Roxand.

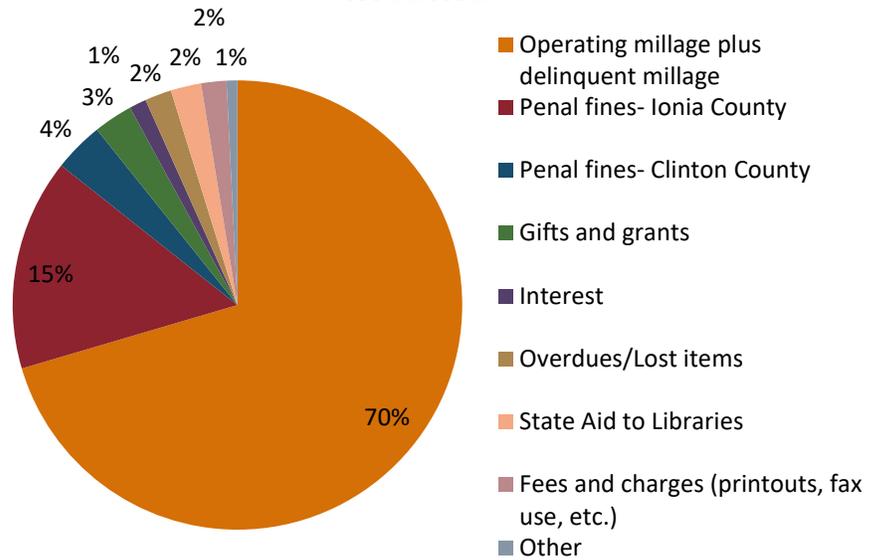
Children must be six years old to be eligible for their own library card. Youth under 16 years must have the signature of a parent or legal guardian on the application form. Every applicant must provide proof of address when applying for a library card. Patrons are given their first card without charge when they join the library; however, if this card is lost they need to pay a \$2.00 replacement fee to receive a new one. A library card in good standing is required for checking out books and for using the internet computer stations.

*What is more important in a library than anything else—
than everything else—is the fact that it exists.*

-Archibald MacLeish

INCOME	
Operating millage plus delinquent millage	\$292,796
Penal fines- Ionia County	\$63,300
Penal fines- Clinton County	\$14,903
Gifts/grant/memorials	\$11,727
Interest	\$5,084
Overdue/Lost items	\$7,971
State Aid to Libraries	\$9,097
Fees and charges (printouts, fax use, etc.)	\$7,573
Other	\$7,160
TOTAL:	\$419,611

Income

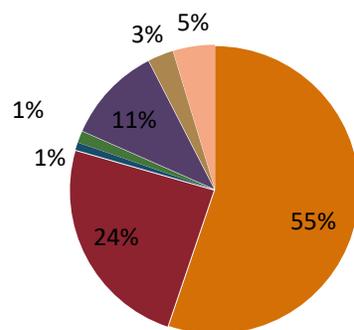


Income

Once again this year we had a rather significant decrease (about 13%) in penal fines from Ionia County. In addition, an accounting error in 2015 led to a one-time \$10,000 decrease in our delinquent millage payment. These two factors combined for an overall decrease in income for the year—\$30,580 less than in FY2015-16.

Expenses

- Salaries/Staff expenses
- Repairs/utilities/maintenance
- Programming/ Publicity
- Supplies/postage/ bank charges
- Library materials
- Professional fees
- Technology



EXPENSES:	
Salaries/Staff expenses	\$265,569
Repairs/maintenance/utilities/equipment	\$116,551
Library materials (books, periodicals, AV)	\$52,135
Professional fees (accounting, insurance, audit)	\$13,756
Technology (Hardware, software, tech support)	\$22,592
Programming/ Publicity	\$4,066
Supplies/postage/bank charges	\$6,324
TOTAL:	\$480,993

Expenses

Expenses were about \$50,000 higher than last fiscal year due to much-needed HVAC and plumbing repairs. Funds had been set aside in previous years to cover such unexpected costs.

Programs and Classes-Children:

Summer 2016:



Our summer reading program this year was themed “**Get Mark, Get Set,...Read.**” With such a great topic, we were able to leave our comfort zone and create programming that included physical activity. This led us to partner with several of the gyms in the area. We started with an Olympic-themed kickoff party, while other programs included Frozen yoga in the park, Gymnastics at the Library, and Boot Camp for the Littles.

The ever popular **Monday Movie** series, where we show feature-length films for kids, continued, along with the **Young Writers Club**. **Get Your Game On**, a weekly video game program, continued this year as well. To celebrate Harry Potter’s 20th year, we transformed our library into the world of Harry Potter. We encouraged people to dress as wizards and other characters from the books, and finished the night with a cosplay competition. Our summer programming ended with our 2nd annual NerdCon event.



Fall 2016:

Busy Bees, a weekly program for toddlers, and **Book Cubs**, for the slightly older crowd, continued in September. We celebrated several book characters with programs, such as **Ladybug Girl** and **Elephant and Piggy**.

In October, we held a weekly movie series of Not-So-Scary Halloween movies, and also the Chiller Book Club for kids ages 7-12. For Halloween, the library was once again turned into a **Spooktacular** event that included a haunted house.



In early November, we went to the schools to promote our very successful **Battle of the Books** program, which is offered to 3rd through 5th graders. The kids form teams and become experts on four books. They practice book trivia for three months and compete against other kids in the county.

Winter 2016/2017:

The weather was perfect for the **Family Holiday Fun** event, featuring a visit from Rooftop Reindeer. This event is always one of our most popular, and is co-hosted by the Friends of the Library and the Library Board. During Christmas Break, we showed several festive kid’s movies.

In January, we held several Spirit Nights and practice battles for the **Battle of the Books** program. We continued our celebration of book characters with a **Peppa Pig Party**.

In February, we jumped on the S.T.E.M. (Science, Technology, Engineering and Mathematics) bandwagon with a wobblebot program. We also had a countywide Bookmark contest for children in Kindergarten through 2nd grade.



Spring 2017:

The **Easter Egg Hunt** was popular again this year. Over 500 eggs are hidden throughout the library, and it only took the kids about 5 minutes to find them. However, there are lots of crafts and activities for the kids to participate in to make it worth their time.

Spring Break was all about making stuff. We held programs on coloring and making things that go. The week ended with a Trolls celebration.

School tours started in late May and ran into early June. Most of the teachers from the elementary schools brought their students to the library to see what was new and to help promote the Summer Reading Program.

Conclusion:

Over the course of the year, we held 155 programs and tours for the children of Portland, with an attendance of 5254. Book Cubs and Busy Bees were offered throughout the year, as well as a mix of special programs and theme-based parties. By inviting children to the library for a variety of events and programs, we hope to foster an enduring love for the public library.

Programs and Classes for Teens:

Summer 2016:

We decided to simplify the Teen Summer Reading Club by offering lottery tickets. The teens signed up, and then every time they checked out books they earned a scratch off lottery ticket.



Each teen had a chance to win a small, medium, or large prize. The tickets were then entered into the final prize drawing. The teens seemed to like this simplified version of the Summer Reading Program, and our enrolled numbers were up.

We were able to create some active events for teens, too, by hosting a Zombie Walk and Library Mini-golf. Our summer programming ended with our 2nd annual NerdCon event, which featured Darth Vader fighting a Medieval Knight.

Fall 2016:

Several of our teens helped with Spooktacular this year. New this year was Anime Club. We started by holding this event once a month. However, it was so popular we ended up meeting twice a month. We also hold monthly book clubs that meet at the high school and middle school.



Winter 2016/2017:

We continued with our Anime program and book clubs. We also hosted a Lock-in. This event is held on a Saturday from 6:00p.m. to 11:00p.m. for students in 6th through 12th grade. There are a wide variety of activities including board



games, crafts, and anime. Speaking of board games, we held a monthly board game night to help keep the winter blues away.

Spring 2017:

Spring is a busy time for teens and so we kept our programming low-key with book clubs, anime clubs, and gaming nights.

Conclusion:

Over the course of the year, we held 72 programs for the teens of Portland, with an attendance of 844.

Adult Events and Programs:

Summer 2016:

The adult writers club continued to meet bi-weekly throughout the entire year. The members of this group come from all over the county, and we're happy to provide them with a regular space to meet. We also continued our one-on-one computer help three times a week.

In August we held "Puzzle It Out," a jigsaw puzzle competition where two teams competed for prizes.

Fall 2016:

This year, we moved our Genealogy Lock-In to October, which allowed 15 people to attend. They had a great time helping each other with family histories, eating pizza, and printing out their Ancestry.com findings free of charge.

Winter 2016/2017:

The holiday season kicked off with the Friends of the Library decorating the building in festive finery. The library was an official drop spot for *Toys for Tots* again this year. The Library Board and the Friends of PDL partnered with the library to host a holiday open house complete with crafts, prize drawings, delicious food, and live reindeer. 230 people attended this incredible event, which is fewer than in years past, but allowed us more time to interact on an individual basis.

For the third year, PDL served as a satellite site for the Calvin College January series. This means that we are able to live stream one-hour lectures by renowned authors for our patrons. Attendance at this series continued to improve, I think in part due to word of mouth buzz.

Spring 2017

March brought another installment of our "Art After Dark: Painting" series, with fourteen people painting a summertime campfire scene. In March, we also had our second annual "Portland Creates" all-ages art contest. There were 114 entries, more than 900 votes, and 118 people attending the closing reception.

This year we shifted the Ionia County Library Association's "On the Same Page" program so that it kicked off in April, allowing us to include more of Ionia County's "snowbirds." This program tries to get everyone in the county reading and discussing the same book, which this year was **A Man Called Ove** by Fredrik Backman. Once again, we gave away 30 copies of the book to patrons in exchange for the donation of a canned good. In April, we also had a presenter talk to us about hoarding disorder—its causes and how to help those who suffer from it. Seven people attended this informative program.

"On the Same Page" continued in May, with a "Friends of the Library" book discussion and a movie

<i>Swinaina Girl</i> by Mckayln Zigler
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Other Services:

The library provides a fax machine, laminating machine, and a copier for a nominal fee for public use. There are several areas that provide patrons an opportunity to put up local flyers on community boards. Tax forms are available in the spring, making us one of the only places in Portland to pick up hard copies of the forms. We also participate in the Michigan Adventure Pass program—which provides free or reduced admission to a variety of cultural venues and state parks throughout the state.

Computers:

We have eight adult Internet computers with access to both a black and white and a color printer. In addition to internet access, Microsoft Office (which includes word, excel, and publisher) is available for patron use on these computers. We offer Ancestry.com, a genealogy database, for use on the library computers. Patrons are allowed 60 minutes, with an opportunity to extend their time in 30 minute increments as long as nobody is waiting. There are eight computers available in the children's room for those under 14 years of age. Five are for school age children and have filtered Internet access. The other three are AWE early literacy computers. These have touch screens and contain a huge variety of educational games and activities. They have proven to be very popular with our younger patrons.

Along with the service of high speed Internet access, the library is a free wireless access point, which many patrons take advantage of by bringing their own laptops in to use.

Meeting Room and Display Case:

The Community Meeting Room, located at the bottom of the stairs, has been used numerous times each month by local groups or committees. Groups who would like to use this room need to register in advance. The room is free to non-profit organizations—otherwise there is a nominal fee.

One of the goals of the library is to involve the community in decorating the display case found in the lower level lobby with a different exhibit each month. This year we had several

interesting and unique collections on show for the public. Some of those collections were a holiday display, a historical society display, and the Portland Garden Club geranium sale.

Website

The site currently has links to Mel.org (interlibrary loan and databases), Overdrive



Media site, where one can go to download books, Pronunciator, our language learning site, and the PDL blog. Also, for their convenience, patrons can view the catalog on the website, place holds on PDL books, and renew their books.

There is a reference and genealogy page for people looking for information and quick links to local and national sites. A review page holds information on new book arrivals. The children's, teen, adult, and *Friend of the Library* pages are good pages to look at when you need to

find information about their events and activities.

Visit the website at www.pdl.michlibrary.org.

Director's Report

While many wonderful things happened at the Portland District Library this fiscal year, perhaps the most gratifying was the renewal of the county-wide operational millage with a .3 mil increase. So much hard work went into this election, and we could not have accomplished this feat without the help and support of the people of Portland. While we will not actually start to receive these funds until the 2018/2019 fiscal year, it is wonderful to know that we have stable funding for the next ten years. The overwhelming passage of the millage also lets us know that the community believes we are on the right track with the materials and programs that we offer at the library.

With funding secured, we were able to focus on various programs and projects that previously would not have received our full attention. Our grant income continues to increase, with grant funds being awarded for our Portland Creates program and the purchase of S.T.E.M. kits. This year we began offering non-traditional materials for check-out—coloring books and supplies, board games, and a GoPro camera. These items have provided hours of entertainment, and our patrons have appreciated the chance to try out these potentially costly items before committing to purchasing them.

Our biggest challenge this year has come from the physical aspects of the library, with our air conditioning units requiring an overhaul and some issues with a galvanized steel pipe in the children's area. While the HVAC repairs were costly, we were able to remain open while they were done, and they have made a noticeable difference in the comfort levels of our patrons. Unfortunately, we had to close for several days due to plumbing leaks and their eventual repairs, but we were proactive with the plumbing and we should be leak-free in the foreseeable future.

Overall, I'm very excited about the coming year, as I will be able to focus on some big-ticket projects that the community has been eagerly awaiting. The digitization of the local history collection, including more than 150 years of the Portland R & O has moved to the forefront, and I hope to make progress over the next year. Also in the pipeline are new bookcases, an updated business resource center, adaptive programming for special needs patrons, and more. We will also be surveying our patrons to find out how we can better serve the public, so keep an eye out for that. The future of the Portland District Library is bright, and I'm so grateful to be allowed to be part of it!



ARBOR DAY 2018 PROCLAMATION

WHEREAS, in, 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, the City of Portland has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices; and

WHEREAS, the City will conduct a ceremonial tree planting in Downtown Portland near the intersection of Kent St. and Academy St. in recognition of Arbor Day.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PORTLAND JOINS ME IN PROCLAIMING APRIL 27, 2018 AS ARBOR DAY IN THE CITY OF PORTLAND.

BY ORDER OF THE CITY COUNCIL

James E. Barnes
Mayor

Joel T. VanSlambrouck,
Mayor Pro-Tem

Patrick Fitzsimmons

Robert E. Baldyga

Amanda L. Johnston

Monique I. Miller, City Clerk

Dated: **April 16, 2018**

SEAL

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-29

A RESOLUTION APPROVING AND AUTHORIZING THE PORTLAND AREA FIRE AUTHORITY TO SEEK AND AWARD BIDS FOR THE PURCHASE OF A NEW PUMPER/RESCUE VEHICLE AND OBTAIN PARTIAL FINANCING FOR SAME

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

WHEREAS, the Authority has identified a need to purchase a new Pumper/Rescue Vehicle that will replace an existing vehicle to serve the Portland Area and in order to do so, the Authority is required to seek authorization from each entity by resolution to facilitate the transaction, a copy of a memo from Chairman Ackerson is attached as Exhibit A; and

WHEREAS, the purchase of the new Pumper/Rescue Vehicle will not exceed \$400,000.00 and will not require additional funds from the respective entities.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves and authorizes the Authority to seek and award bids for the purchase of a new Pumper/Rescue Vehicle and obtain partial financing not to exceed \$400,000.00.
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: April 16, 2018

Monique I. Miller, City Clerk



PORTLAND AREA FIRE AUTHORITY
773 E Grand River Ave
Portland MI 48875
Ph. # 517-647-2950

To: City of Portland, Danby Township, Portland Township

Date: 3/26/18

The Portland Area Fire Authority (PAFA) is seeking to purchase a new Pumper /Rescue vehicle to replace an existing vehicle. As we have found, due to the way that PAFA is formed, this requires each entity to authorize the PAFA board to enter into a contract with a vehicle manufacture to supply such vehicle.

Our goal is to bid this vehicle no later that May to try to beat the rising cost of steel and aluminum as predicted but the truck manufactures. After awarding this bid we will also need to once again open the PAFA Master contract and amend it to allow PAFA to award a bid/seek financing. In theory this should happen at the same time however we can't amend the contract until we know the cost and who will be building the vehicle and we won't know that unless we follow the bid process.

What we are looking for at this time is a motion to allow PAFA to request proposals for a vehicle based on our bid specs, award a contract to a manufacturer, and seek finance options for this vehicle. The following is a sample of what we are seeking;

Motion/Resolution to authorize the Portland Area Fire Authority to seek and award bids for a Rescue /Pumper truck to replace an existing vehicle as well as seek partial financing for this Rescue / Pumper Truck. Partial financing not to exceed \$400,000.00.

We have reached out to a few lending intuitions to get some round numbers but keep in mind that we are somewhere between 10-14 months out for borrowing funds, so a lot could happen with interest rates between now and then. Rates currently are less than 3%. We project the cost of the truck complete to be somewhere between \$625,000 to \$650,000. We will have a down payment so are only looking borrow a balance of \$400,000. We are already funding vehicle replacement in our existing budget so a 5-year loan on this amount would not require any additional budget increase to make payments. An increase in interest above 3% may require us to take another look at this. Interest incurred on this loan (based on rates as of today) would be around \$26,600 so another option would be for all entities to fully fund the additional \$400,000 based on the contract formula and forgo financing altogether. PAFA has no opinion on this but wanted to point this out as it was considered in the 11hour on our last vehicle purchase. It does offer a nice cost saving however all three entities would need to agree to do so.

If you have question or require more information, please feel free to contact me @ 517-290-8376

Mark Ackerson-Chairperson, Portland Area Fire Authority

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-30

A RESOLUTION TO SCHEDULE A SPECIAL MEETING OF THE CITY COUNCIL FOR A BUDGET WORKSHOP

WHEREAS, the City Manager is requesting that the City Council schedule a Special Meeting for a Budget Workshop at 5:30 P.M. on Monday, April 30, 2018.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves scheduling a Special Meeting for a Budget Workshop to be held Monday, April 30, 2018 at 5:30 P.M.
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: April 16, 2018

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. 18-31

**A RESOLUTION SETTING A PUBLIC HEARING ON THE BUDGET
PROPOSED FOR FISCAL YEAR 2018-2019**

WHEREAS, the City Manager recommends that the City Council schedule a Public Hearing on the Budget proposed for Fiscal Year 2018-2019 on May 7, 2018 at 7:00 P.M. and direct the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the scheduling of a public hearing for the 2018-2019 budget on Monday, May 7, 2018 at 7:00 P.M. and directs the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.
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: April 16, 2018

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. 18-32

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE
CITY MANAGER TO SIGN A LETTER OF AUTHORIZATION FOR
HOMEWORKS CONNECT TO EXTEND FIBER OPTIC CABLE
ACROSS THE GRAND RIVER**

WHEREAS, HomeWorks Connect, a nonprofit division of HomeWorks Tri-County Electric Cooperative, is engaged in a project to provide fiber services to its customers and a portion of the project requires them to run fiber across the Grand River; and

WHEREAS, the Michigan Department of Environmental Quality has requested that HomeWorks Connect acquire the authorization of the riverfront property owners where the fiber will cross at the Grand River; and

WHEREAS, the City of Portland owns such property commonly referred to the Bogue Flats Recreation Area located near Morse Drive in Portland, Michigan; and

WHEREAS, HomeWorks Connect has requested that the City of Portland provide a letter of authorization (LOA), a copy of which is attached as Exhibit A.

WHEREAS, the City Manager, Director of Public Services and the City Engineer has reviewed this matter and recommend that City Council approve the LOA, attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. City Council hereby approves, authorizes and directs the City Manager to sign the LOA for HomeWorks Connect to Extend Fiber Optic Cable Across the Grand River, 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: April 16, 2018

Monique I. Miller, City Clerk

CERTIFICATION

As it's duly appointed Clerk, I certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Portland, Ionia County, Michigan, at a regular meeting held on April 16, 2018.

Date: April 16, 2018

Monique I. Miller, City Clerk



April 16, 2018

Bonnie Broadwater
Environmental Quality Analyst
Department of Environmental Quality
Water Resources Division
350 Ottawa Ave, NW
Grand Rapids MI 49503

RE: Letter of Authorization (LOA) – Parcel: 34-300-028-000-450-00

Dear Ms. Broadwater:

Please accept this letter as the City of Portland's authorization for HomeWorks Connect, a non-profit division of HomeWorks Tri-County Electric Cooperative, to extend fiber optic cable across the Grand River near the property commonly referred to as the Bogue Flats Recreation Area and Morse Drive in Portland (34-300-028-000-450-00).

Should you have any questions or concerns I can be reached at 517-647-2931.

Sincerely,

_____ Date _____

S. Tutt Gorman – City Manager

“The City of Portland is an equal opportunity provider and employer.”

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, April 2, 2018

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Baldyga and Johnston; City Manager Gorman; City Finance Officer Kinde; DDA/Main Street Director Conner Wellman; Police Chief Thomas

Absent: Council Member Fitzsimmons

Guests: None

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 with an addition to excuse Council Member Fitzsimmons.

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under City Manager Report, City Manager Gorman reported that the design for the road construction for the Sparrow Development is nearly complete and is expected to let for bid in April to be awarded in May.

The Commitment to the DNR Trust Fund for the Toan Park Project approved by Council at its March 19, 2018 meeting was submitted by the April 1, 2018 deadline.

The Phase I EAS has been completed on the ADM property; there are no new concerns as a result of the study. City Manager Gorman stated that the closing on the donation of the property at Grand River Ave. and Divine Hwy. from ADM to the City of Portland will now move forward.

Due to the age of the environmental assessments for the property related to the Two Rivers Park DNR Acquisition Grant they were required to be redone. These, along with the appraisal have been completed and submitted to the DNR for approval. When approved the closing can take place.

City Manager Gorman reported that due to new changes set forth by PA 202 of 2017 regarding unfunded liabilities the City of Portland does not meet the underfunded definition. The City is good financial condition and is on track to be completely funded in terms of retirement funding within 18 years.

City Manager Gorman and Finance Officer Kinde are working on the Fiscal Year 2018-2019 Budget. The budget workshop with Council is tentatively scheduled for Monday, April 30, 2018.

Under Presentations, DDA/Main Street Director Conner Wellman presented her report on Downtown activities. Three students from Portland schools have become the newest team members. They will provide

suggestions, input and will share the message with their network in the community. The Block Party will not be returning to Portland this year. Resources will instead be focused on 16 projects including several capital improvement projects that are part of the TIF Plan for the downtown. Volunteers are engaged in producing work plans for each of the proposed projects. Bids are being solicited for weed control in the core business district and for painting of lamp posts.

Director Conner Wellman stated that she has been attending extensive trainings and workshops throughout the month of March. Some of the information learned can be utilized immediately and other information will be saved for future projects.

Under New Business, the Second Reading and consideration of Ordinance 101K to Amend Chapter 40 of the Code of Ordinances to provide rates for Renewable Energy Purchases through the VGP Program and adjust the formula for the Power Cost Adjustment (PCA) factor was considered.

Motion by Baldyga, supported by Johnston, to approve Ordinance 101K to Amend Chapter 40 of the Code of Ordinances to provide rates for Renewable Energy Purchases through the VGP Program and adjust the formula for the Power Cost Adjustment (PCA) factor.

Yeas: Baldyga, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 18-22 and 18-23 to approve the submittal of applications for Local Bridge Program Funds for replacement of the Divine Highway Bridge over the Looking Glass River and for preventative maintenance of the Bridge Street Bridge over the Grand River.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 18-22 approving the submittal of an application for Local Bridge Program Funds for replacement of the Divine Highway Bridge over the Looking Glass River.

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by Baldyga, supported by Johnston, to approve Resolution 18-23 approving the submittal of an application for Local Bridge Program Funds for preventative maintenance of the Bridge Street Bridge over the Grand River.

Yeas: Baldyga, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 18-24 to deny a permit application submitted by Tri-County Electric Cooperative, Inc. under the Metro Act to use the City's public rights-of-way, for the installation of fiber optic cable and gigabit passive optical network (GPON) to facilitate its broadband services. City staff has reviewed the application materials and determined there is insufficient information to properly review and evaluate the proposed project and may be contrary to current City ordinance and policy.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 18-24 to deny a permit application submitted under the Metro Act.

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 18-25 to approve Fleis & VandenBrink's proposal for Environmental Due Diligence Services in the amount of \$12,000.00 related to the ADM Property Donation Agreement for the property located at 401 E. Grand River Ave.

Motion by Johnston, supported by Baldyga, to approve Resolution 18-25 approving Fleis & VandenBrink's proposal for Environmental Due Diligence Services related to the ADM Property Donation Agreement.

Yeas: Johnston, Baldyga, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 18-26 to approve a Brownfield Redevelopment Grant Agreement from the Michigan Department of Environmental Quality related to the potential donation and redevelopment of the ADM property located at 401 E. Grand River Ave. to provide funding for work to be performed pursuant to Part 196, Clean Michigan Initiative Implementation of the Natural Resources and Environmental Protection Act, 1994 PA 451.

Motion by Baldyga, supported by Johnston, to approve Resolution 18-26 approving a Brownfield Redevelopment Grant Agreement from the Michigan Department of Environmental Quality.

Yeas: Baldyga, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 18-27 to approve a permit for a firework display at Portland High School on Tuesday, July 3, 2018 as part of the fourth of July celebration hosted by the Chamber of Commerce.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 18-27 approving, authorizing, and directing the Mayor to sign a permit for a firework display at Portland High School.

Yeas: VanSlambrouck, Johnston, Baldyga, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 18-28 to approve the purchase of swing sets in the amount of \$13,034.68 for Alton Park and Brush Street Park to replace aging playground equipment.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 18-28 approving the purchase of playground equipment for Alton Park and Brush Street Park for the Parks Department.

Yeas: Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None
Absent: Fitzsimmons
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 March 19, 2018, payment of invoices in the amount of \$63,961.56 and payroll in the amount of \$106,176.59 for a total of \$170,138.15. Purchase orders to Superior Asphalt in the amount of \$6,300.00 for paving at Well #6 and \$9,400.00 for mill and fill on Hill St. were also included.

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

Under City Manager Comments, City Manager Gorman reminded residents that this year's Community Clean Up day will take place on Saturday, May 5, 2018 from 7:00 A.M. to 3:00 P.M. at the DPW compound. Each household will be limited to one load. Hazardous waste will also be collected the same day at the Fire Department.

City Manager Gorman stated that the green discharge from a culvert along Market St. that was reported last week was from the lagoons at Sunsetview Mobile Home Park. This is a normal practice permitted by the DEQ that occurs every 3 months. The discharge was reported to the City by a resident using the River Trail and was immediately looked into by City staff.

City Manager Gorman commented on the decision by the DDA to not hold the Block Party this year. Although it was a difficult decision, he feels it is the correct one as it allows more focus on other priorities.

City Manager Gorman thanked Council Member Johnston and other members of the community that helped facilitate the community Easter Egg Hunt this past weekend.

Under Council Comments, Council Member Baldyga noted the Fred Cowles of the MML will speak to the City of Portland at 11:00 A.M. on April 12, 2018 regarding environmental issues and the Grand River Watershed.

Mayor Barnes noted that he has received a letter of resignation from Charles Dumas from the Board of Light & Power. He further thanked Mr. Dumas for his service to the City of Portland.

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

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

Meeting adjourned at 7:52 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the April 2, 2018 City Council Meeting

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

Present – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Baldyga and Johnston; City Manager Gorman; City Finance Officer Kinde; DDA/Main Street Director Conner Wellman; Police Chief Thomas

Absent – Council Member Fitzsimmons

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

Second Reading and Consideration of Ordinance 101K to Amend Chapter 40 of the Code of Ordinances to provide rates for Renewable Energy Purchases through the VGP Program and adjust the formula for the Power Cost Adjustment (PCA) factor.

All in favor. Adopted.

Approval of Resolution 18-22 approving the submittal of an application for Local Bridge Program Funds for replacement of the Divine Highway Bridge over the Looking Glass River.

All in favor. Adopted.

Approval of Resolution 18-23 approving the submittal of an application for Local Bridge Program Funds for preventative maintenance of the Bridge Street Bridge over the Grand River.

All in favor. Adopted.

Approval of Resolution 18-24 to deny a permit application submitted under the Metro Act.

All in favor. Adopted.

Approval of Resolution 18-25 approving Fleis & VandenBrink’s proposal for Environmental Due Diligence Services related to the ADM Property Donation Agreement.

All in favor. Adopted.

Approval of Resolution 18-26 approving a Brownfield Redevelopment Grant Agreement from the Michigan Department of Environmental Quality.

All in favor. Adopted.

Approval of Resolution 18-27 approving, authorizing, and directing the Mayor to sign a permit for a firework display at Portland High School.

All in favor. Adopted.

Approval of Resolution 18-28 approving the purchase of playground equipment for Alton Park and Brush Street Park for the Parks Department.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:52 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
AECOM TECHNICAL SERVICES	01810	MONITORING AND REPORTING - ELECTRIC RES # 18	630.00
APPLIED IMAGING	02493	RICOH STAPLES - GENERAL	101.00
AXON ENTERPRISES INC.	02494	BATTERY TASER - POLICE	62.00
AXON ENTERPRISES INC.	02494	ALLIGATOR CLIPS - POLICE	53.00
B&W AUTO SUPPLY, INC.	00030	SUPPLIES - ELECTRIC, MP	1,835.39
CINTAS-725	00083	UNIFORMS & RUG CLEANING - VARIOUS DEPTS	918.95
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	426.22
CMP DISTIBUTORS INC.	01745	BULLETPROOF VEST - POLICE	733.00
CULLIGAN	02130	WATER - CITY HALL	7.00
DAVID L. KEILEN	00107	DISCONNECT & FUSES - WATER	1,321.04
DORNBOS, SIGN & SAFETY, INC.	00067	SUPPLIES - LOC STS	29.00
DORNBOS, SIGN & SAFETY, INC.	00067	SUPPLIES - LOC STS	163.30
DORNBOS, SIGN & SAFETY, INC.	00067	SIGNS - MAJ STS	124.00
FALCON ROAD MAINTENANCE EQUIPMENT	02502	ASPHALT RECYCLER & HOT BOX TRAILER - MTR POOL	28,585.82
FAMILY FARM & HOME	01972	TERRO ANT KILLER, NUTS, BOLTS, WASHERS - MTR P	15.23
FLEIS & VANDENBRINK	00153	PROJECT MGT & SYSTEM EVALUATION - ELECTRIC	685.00
KEN GENSTERBLUM	00163	CDL REIMB - MTR POOL	75.00
GLASS MASTERS OF PORTLAND	00165	REPAIR AMB WINDSHIELD - AMB	30.00
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - POLICE, COMM PROMO, ELECTRIC	152.58
GROSS MACHINE SHOP	00180	REPAIR VAC TUBE FOR VACTOR TRUCK -WASTE WTR	50.00
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WTR	499.00
IONIA COUNTY TREASURER	00209	MASS ALERT & NOTIFICATION FEE - POLICE	935.00
I.T. RIGHT	02440	ANNUAL CONTRACT - VARIOUS DEPTS	11,179.00
I.T. RIGHT	02440	CABLE FOR NEW COMPUTER	20.00
I.T. RIGHT	02440	NEW COMPUTER - MAJ STS, LOC STS, MP	650.00
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES - MOTOR POOL	123.08
KENDALL ELECTRIC	00225	WIRE - ELECTRIC	1,164.59
KENDALL ELECTRIC	00225	WIRE - ELEC, COMM PROMO	143.96

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KENDALL ELECTRIC	00225	WIRE - ELECTRIC, COMM PROMO	109.97
KEUSCH SUPER SERVICE	00228	TIRES FOR LEAF MACHINE - MTR POOL	79.99
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - POLICE	69.00
MENARDS	00260	MIX - MAJ STS	257.40
MENARDS	00260	LUMBER - ELECTRIC	299.40
MHR BILLING	01780	BILLING - AMBULANCE	1,188.00
MICHIGAN ASSN OF CHIEFS POLICE	00266	ACCRED. MGT TRAINING - POLICE	50.00
MIRECS	01928	FEES - ELECTRIC	95.84
MUNICIPAL SUPPLY CO.	00324	RED FLAGS - ELECTRIC	162.00
MUNICIPAL SUPPLY CO.	00324	SHOVEL, FLAGS, SAW BLADES - ELECTRIC	63.50
MUNICIPAL SUPPLY CO.	00324	VALVE BOX EXTENSION - WATER	186.17
MUNICIPAL SUPPLY CO.	00324	YELLOW TRAFFIC PAINT - LOC STS	60.00
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	269.32
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - AMB	283.05
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - MTR POOL	245.25
SPARROW OCCUPATIONAL HEALTH-LANSING	00340	PRE-EMPLOYMENT PHYSICAL - PARKS	103.50
SUPERIOR ASPHALT INC	02348	PATCHING GRAND RIVER & WATER - MAJ STS	1,875.00
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	192.00
STAR THOMAS	01654	TRAINING MEALS - POLICE	20.06
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	561.03
USA BLUEBOOK	01850	PUMP HEAD, TUBE - WASTE WTR	218.69
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	393.32
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	149.46
VERIZON WIRELESS	00470	TELEPHONE & DATA SVC - VARIOUS DEPTS	630.41
WEST MI CRIMINAL JUSTICE TRAINING MISC		PIO WORKSHOP - POLICE	100.00
UTILITY CONSULTING GROUP, LLC	00465	PCA FACTOR - ELECTRIC	1,590.00
WEST MI CRIMINAL JUSTICE TRAINING MISC		SPRING DISTRIBUTION - POLICE	118.37
JOINT APPRENTICESHIP & TRAIN TRUST	02503	TUITION - ELECTRIC	4,000.00
RICCARDO BIELLA	MISC	MPPA PRESCRIPTIVE PROGRAM - ELECTRIC	528.54

Date: 04/12/18

CITY OF PORTLAND INVOICE REGISTER

Page: 3

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RICHARD KEUSCH	MISC	MPPA RESIDENTIAL LIGHTING - ELECTRIC	220.00
MARYKAY STEFFES-SCHMITZ	MISC	MPPA APPLIANCE RECYCLING - ELECTRIC	50.00
ELIZABETH HAGER	MISC	MPPA HIGH ENERGY EFFICIENCY PRODUCTS AND HVAC	165.00
TINA VOLK	MISC	MPPA HIGH EFFICIENCY PRODUCTS AND HVAC - ELECT	150.00
NICK BENGEL	MISC	MPPA HIGH EFFICIENCY PRODUCTS AND HVAC - ELECT	165.00
JAMES RACCUIA	MISC	MPPA HIGH EFFICIENCY PRODUCTS AND HVAC - ELECT	25.00
ESSENTIAL TITLE AGENCY LLC	MISC	ADM PROPERTY DEED - GENERAL	544.50
FAMILY FARM & HOME	01972	HITCH FOR #302 - POLICE	19.99
KEUSCH SUPER SERVICE	00228	TRAILER HITCH FOR SPEED TRAILER - POLICE	360.83
CITY OF PORTLAND	00701	POSTAGE, MILEAGE REIMB, MISC - VARIOUS DEPTS	182.42
Total:			\$66,646.75

**BI-WEEKLY
WAGE REPORT
April 9, 2018**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,813.67	198,268.60	2,748.51	58,185.36	11,562.18	256,453.96
ASSESSOR	965.33	21,483.69	89.58	2,234.10	1,054.91	23,717.79
CEMETERY	1,223.11	58,499.76	495.30	15,445.90	1,718.41	73,945.66
POLICE	13,453.79	287,948.34	4,027.42	91,952.87	17,481.21	379,901.21
CODE ENFORCEMENT	618.98	15,008.66	194.25	2,888.89	813.23	17,897.55
PARKS	1,490.49	38,121.14	680.37	7,519.32	2,170.86	45,640.46
INCOME TAX	1,907.91	41,460.53	968.33	17,264.28	2,876.24	58,724.81
MAJOR STREETS	2,626.88	71,839.63	1,916.87	33,454.19	4,543.75	105,293.82
LOCAL STREETS	3,350.46	64,478.41	2,526.38	30,807.12	5,876.84	95,285.53
RECREATION	2,156.70	34,545.64	544.87	9,357.57	2,701.57	43,903.21
AMBULANCE	12,581.19	250,569.21	2,505.20	49,676.97	15,086.39	300,246.18
DDA	2,163.62	50,002.45	409.76	8,713.83	2,573.38	58,716.28
ELECTRIC	19,471.34	376,508.14	6,726.27	117,599.41	26,197.61	494,107.55
WASTEWATER	9,069.85	201,724.39	3,283.82	65,828.49	12,353.67	267,552.88
WATER	4,743.01	108,239.12	2,232.44	44,027.54	6,975.45	152,266.66
MOTOR POOL	2,189.84	56,193.03	1,620.05	27,798.25	3,809.89	83,991.28
TOTALS:	86,826.17	1,874,890.74	30,969.42	582,754.09	117,795.59	2,457,644.83



PURCHASE ORDER

City of Portland

P.O. # **1201**

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

VENDOR BAJEN & SONS

DATE: 4-11-18

582-539-931

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
REPAIR			
SKID STEER ESTD			
PARTS			5200
LABOR			800
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	\$6000-

Authorized by City Manager

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

Treasurer Initials



PURCHASE ORDER

City of Portland

P.O. **3548**

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

VENDOR Superior Asphalt Inc

DATE: 3-29-18

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Mill & Fill		est	6,412.50
Lyons Rd 4 locations	202-463-824.00	est	2,925 ⁰⁰
Looking Glass Ave 1 location			
Copy for KK			
Transfer from I.T.			
DEPARTMENT HEAD (UP TO \$500) <u>KG</u>		TOTAL	9337.50

KK

Treasurer Initials

Authorized by City Manager
(For Purchases over \$500 and less than \$5,000)



3888 S. Canal Rd
 Lansing, MI 48917
 517.322.0800
 517.322.0801 (fax)

Proposal

Date: Mar 28, 2018

Quoted to:		Job Name & Location:	
City of Portland 259 Kent St. Portland, MI 48875	Phone: 517-647-6129 Fax: Cell:	Lyons Rd Looking Glass Ave. Portland, MI 48875	

Customer ID	Good Thru	Payment Terms	Sales Rep
	30 Days	Due Upon Completion	Bernie Anderson Cell: 517.449.2084

We hereby propose to furnish materials and labor necessary for the completion of:

Lyons Rd: 2,300 Sf		
1. To Roto-Mill existing asphalt at an average depth of 2" and haul millings off site.		
2. To clean existing asphalt thoroughly and apply an emulsion (SS1H) prior to paving. This will form a bond between existing and new asphalt.		
3. Furnish, place and compact a bituminous 13A surface coarse for a 2" average thickness.		6,412.50
Looking Glass Ave: 1,050 Sf		
1. To Roto-Mill existing asphalt at an average depth of 2" and haul millings off site.		
2. To clean existing asphalt thoroughly and apply an emulsion (SS1H) prior to paving. This will form a bond between existing and new asphalt.		
3. Furnish, place and compact a bituminous 13A surface coarse for a 2" average thickness.		2,925.00

NOTE: Superior Asphalt, Inc. is not responsible for damage to concrete caused by heavy equipment accessing job site.

NOTE: Due to the volatility of the petroleum industry, pricing is subject to change if work is not completed within 30 days of acceptance.

All materials are guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Total: See Above Pricing

Authorized
Signature: _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Note: Pricing is subject to change if work is not completed within 30 days of acceptance. See Standard Conditions on reverse.

Signature: _____ Date: _____

Printed Name: _____

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
MARCH 2018**

Calls for Service

Dispatched	124
Patrol Originated	11
Follow Up Complaints	29
Assist to PPD	2
Assist to Fire / EMS	15
Assist Other Depts	10

Other Functions

Subpoena Service	5
PBT's	50
Special Events	0
School Contacts (general)	6
Training	20
Administrative	152

Traffic Stops

Total Stops	38
Traffic Citations	21
Verbal Warnings	34
Parking Citations	17

Other

Physical Business Checks	
Interior	116
Exterior	97
Patrol Contacts	341

Arrests (Excluding Juvenile Apprehensions)

Misdemeanor Persons	8
Misdemeanor Charges	10
Felony Persons	1
Felony Charges	1

Assault	3	Operating While Intox	2
Burglary	1	Driving Law Violations	5
Larceny	3	Juvenile	1
Counterfeit / Forgery	1	Accidents	8
Fraud	1	Accidents - private property	3
Damage to Property	1	Business Alarms	4
Viol. Controlled Substances	1	Assists - other LE, DHS, City	11
Liquor Violations (non-driving)	2	Assists - Ambulance	15
Obstruct Police	1	Assists - Fire	2
Misc Warrant Arrest	2	Civil Disputes	3
Disorderly Conduct	1	Purchase Permits - Firearms	3
		Other	59

City Of Portland
Water Department
Monthly Water Report
March 2018

Monthly Water Production

Well #4	3,577,000 Gallons
Well #5	0 Gallons
Well #6	4,709,000 Gallons
Well #7	54,000 Gallons

Daily Water Production

Well #4	115,387 Gallons
Well #5	0 Gallons
Well #6	151,903 Gallons
Well #7	1742 Gallons

Daily Average Water Production for All Wells

269,032 Gallons

Total Water Production for the Month

8,340,000 Gallons

Total Water Production for the Previous Month

8,091,000 Gallons

Total Production increased by

249,000 Gallons

Total Production for This Month from the Previous Year

8,172,000 Gallons

Total Production increased by

168,000 Gallons

Rodney D. Smith Jr.
Water Technician

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR MARCH 2018

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of March 2018. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated **11.8 million gallons** and discharged **9.2 million gallons** for the month of March. The CBOD was 5 ppm, the Total Suspended Solids was 65 ppm, the phosphorus was 0.9 ppm, and the Fecal Coliform was 18 counts/100ml.

The JWC channel grinder arrived on February 28. Arrangements were made with the Electric Department to assist with the hoist on their truck to lift the old grinder out and lower the replacement grinder into the influent channel. We made plans to change out the grinders on March 5. All of the work was performed in house. The replacement grinder was up and running the same day and is doing an excellent job.

Tony completed the Activated Sludge II class and the Anaerobic Digester and Control classes in March. He will be taking two exam prep classes in April to prepare for the Class D Exam in May.

The Discharge Permit for THK Automotive will expire September 30, 2018. A renewal Discharge Permit has been sent to THK to begin the renewal process. This will allow ample time for them to have the required lab sampling done to submit with their updated information. The WWTP will be making arrangements with THK to collect split samples from them to run our own analysis in our lab for several parameters.

Late in the month, a local resident was walking on the River Trail when they spotted a green discharge coming from a large pipe. The pipe was located on the west end of the iron bridge next to I-96 where it crosses the Grand River. The WWTP took pictures and contacted the Ionia County Health Department and the MDEQ. The DEQ had already dispatched someone to investigate. We were informed several days later by the Health Department that they had found out that this is a normal permitted discharge from the Sunset Ridge mobile home park lagoons. The effluent is sampled and tested prior to the discharge commencing. The green color is a result of algae. They perform this discharge approximately every three months throughout the year. This information was provided to the concerned citizen. The WWTP sent an email to the city workers for informational purposes should anyone else question the discharge.

Maintenance & Capitol Expenses for March 1, 2018 to March 31, 2018

ITEM	COST
Tom's Do It Center – Tele-spout motor oiler	\$ 4.29
USA Bluebook – Lab Supplies, Sludge Judge	\$ 542.78
NCL – Lab supplies and glassware	\$ 1041.70
Mettler-Toledo – Annual Lab Scales Service & Certification	\$ 322.97
Charter Machine – Sieve Drum VFD	\$ 837.80
<u>Kennedy Industries – Emergency pump call Riverside Lift Station</u>	<u>\$ 1024.50</u>
Total Monthly Expenses	\$ 3774.04
Total Spent YTD	\$ 48597.43

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	250 ft.
Routine cleaning	0 ft.
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	1
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0

SEWER CALLOUTS

March 12, 2018

At 2:55PM a call was received by the WWTP that a homeowner on E. Bridge St. was experiencing sewage backing up in their basement floor drains when they would run the washing machine. When the WWTP workers arrived on scene, they proceed to check the flow in the upstream and downstream manholes. The flow was found to be normal with no indications of surcharging. The homeowner was notified that the problem was located in the house service lateral and that they should contact a plumber to have it cleared.

March 26, 2018

A call was received by the WWTP at 2:40 PM from a homeowner on Riverside Drive that they had sewage backing up into the basement. The WWTP workers were dispatched to investigate the problem. They found that the city main was plugged and was surcharging at the upstream manhole. They immediately used the Vac truck to jet rod the main. They were able to break through the blockage and relieve the backup. Upon inspection of the basement, they found a large amount of sewage on the floor. They recommended that the homeowner call a professional cleaning service for cleanup and disinfection. The homeowner was advised to submit a damage report to the City offices. The WWTP workers will be following up by televising the city main to identify the cause of the blockage.

Respectively Submitted,
Doug Sherman
WWTP Superintendent

IONIA COUNTY BOARD OF COMMISSIONERS

April 10, 2018 - 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. Michael Behm, Behm & Behm Law Firm – Presentation on Opioid epidemic
 - B. Request for approval of Animal Shelter Two Seven Oh Inc. Grant Agreement
 - C. Request for bulletproof vest replacement
 - D. AMBS Call Center Service Agreement with Health Department
 - E. Agreement with Michigan Department of Health & Human Services -Amendment #3
 - F. Request for additional hours for Health Department staff
 - G. 9-1-1 Telephone System Upgrade/Replacement
 - H. National Public Safety Telecommunications Week Resolution
 - I. Tax Allocation Board Request
 - J. Acknowledgement of PA116 – MarLyle LLC
 - K. Main Street Farmland Lease Agreement
 - L. District Court Budget Amendment to establish Veteran's Court Grant Budget
 - M. Request to accept proposal for moving offices
 - N. Request to accept furniture proposal

- O. Acknowledgement of applications for appointment
1. Area Agency on Aging of Western Michigan Advisory Council – One three-year position
 2. Community Corrections Advisory Board – Fill vacant Media Representative position.
 3. Economic Development Corporation/Brownfield Redevelopment Authority – Three three-year positions
 4. Land Bank Authority – Two three-year positions
- P.

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 2021.
- 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 2019. One of these positions serves as an alternate member.
- Parks Advisory Board – Two two-year terms expiring January 2019, one which serves as a Member-at-Large from the Lyons Area, and one which serves as a General Public Representative.

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

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

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

April 17, 2018 - 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. Steve Currie, Executive Director, Michigan Association of Counties – Legislative Update
 - B. Dale Parus, Ionia Community Library Director – Update on Library project
 - C. Community Mental Health Annual Report
 - D. Departmental Reports
 - 1. Probate/Juvenile Courts
 - 2. District Court
 - 3. Building Codes
 - 4. Commission on Aging
- 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

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING
FOR THE NATURAL GAS
CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20103**

- Consumers Energy Company requests Michigan Public Service Commission's approval for determination of Credit A to reflect the effects of the federal Tax Cuts and Jobs Act of 2017.
- The information below describes how a person may participate in this case.
- You may call or write, Consumers Energy Company, One Energy Plaza, Jackson, MI 49201-2276, (800) 477-5050 for a free copy of its application. Any person may review the application at the offices of Consumers Energy Company.
- The prehearing conference in this matter will be held:

DATE/TIME: **Wednesday, April 18, 2018, at 9:00 A.M.**

BEFORE: Administrative Law Judge Sharon L. Feldman

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a hearing to consider Consumers Energy Company's (Consumers Energy) March 30, 2018 application for determining a going-forward reduction in its rates (Credit A) to reflect the effects of the federal Tax Cuts and Jobs Act of 2017. Consumers Energy requests that the Commission: 1) approve the Credit A surcharges; 2) terminate the proposed Credit A surcharge in relation to its natural gas base rates once base rates reflecting the current tax impacts of the Tax Cut and Jobs Act on the Company's current federal income tax expense and revenue multiplier for its gas utility business are set in a pending or subsequent gas rate case; 3) terminate the proposed Credit A surcharges in relation to the Investment Recovery Mechanism (IRM) once Consumers Energy's 2018 IRM surcharge is no longer in effect; and 4) grant other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by **April 11, 2018**. (Petitions to intervene may also be filed using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's attorney, Bret A. Totoraitis, Attorney for Consumers Energy Company, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy Company's request may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Administrative Hearing System's Administrative Hearing Rules, Mich. Admin Code, R 792.10101 through R 792.10137, and R 792.10401 through R 792.10448.

[CONSUMERS ENERGY COMPANY HAS REQUESTED RATE ADJUSTMENTS AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED RATE ADJUSTMENTS AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER ADJUSTMENTS THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.]