



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

7:00 P.M. Monday, July 2, 2018

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:04 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u> - None</b>	
	<b>VII. <u>Public Hearing(s)</u> – None</b>	
	<b>VIII. <u>Old Business</u> – None</b>	
	<b>IX. <u>New Business</u></b>	
7:15 PM	<b>A. Second Reading &amp; Consideration of Ordinance 194D to Amend Section 28-8 of the City Code of Ordinances to Repeal the Amortization Schedule of the Nonconforming Section of the City Sign Ordinance</b>	Decision
7:18 PM	<b>B. Proposed Resolution 18-54 A Resolution of Support for the Safe Routes to School Program</b>	Decision
7:20 PM	<b>C. Proposed Resolution 18-55 Approving, Authorizing, and Directing the Mayor to Sign a Contract with Clear Heights Construction, LLC for the Purchase and Installation of a Salt Barn for the Department of Public Works</b>	Decision
7:23 PM	<b>D. Proposed Resolution 18-56 Approving Fleis &amp; VandenBrink’s Proposal to Provide Design Engineering Services for the Grand River Avenue Small Urban Improvements from Cutler Road through the I-96 Ramps</b>	Decision
7:25 PM	<b>E. Proposed Resolution 18-57 Approving Fleis &amp; VandenBrink’s Proposal to Provide Design Engineering Services for the Grand River Bridge Preventative Maintenance Improvements</b>	Decision
7:28 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on July 2, 2018</b>	
	<b>B. Payment of Invoices in the Amount of \$114,947.64 and Payroll in the Amount of \$120,666.53 for a Total of \$235,614.17</b>	

**Estimated  
Time**

**Desired  
Outcome**

- C. Purchase Orders over \$5,000.00
  - 1. Chrouch Communications in the Amount of \$11,124.00 for Pagers

**XI. Communications**

- A. DDA Minutes for May 17, 2018
- B. DDA Treasurer's Report for June 12, 2018
- C. Utility Billing Reports for May 2018
- D. Portland Area Fire Authority Reports for May 2018
- E. Renewable Energy Annual Report for 2017
- F. Ionia County Board of Commissioners Agenda for June 26, 2018

**XII. Other Business - None**

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

7:30 PM

7:35 PM

7:40 PM

7:45 PM

Decision

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

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, made a motion to adopt the following ordinance:

**ORDINANCE NO. 194D**

**AN ORDINANCE TO AMEND SECTION 28-8 OF THE CITY CODE OF ORDINANCES  
TO REPEAL THE AMORTIZATION SCHEDULE OF THE NONCONFORMING  
SECTION OF THE CITY SIGN ORDINANCE**

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1.** Section 28-8 of the City Code of Ordinance is amended by revising subsection (e) to read as follows:

(e) The city may acquire by purchase, condemnation, or by other means any nonconforming sign it deems necessary to preserve the health, safety, and welfare of the city's residents.

**SECTION 2. PUBLICATION AND EFFECTIVE DATE.** This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**ORDINANCE DECLARED ADOPTED.**

Dated: July 2, 2018

\_\_\_\_\_  
James E. Barnes, Mayor

\_\_\_\_\_  
Monique I. Miller, City Clerk

Introduced: June 18, 2018

Adopted:

Published:

Effective:

## CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 194D, which was adopted by the Portland City Council at a regular meeting, held on July 2, 2018, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: July 2, 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. 18-54**

**A RESOLUTION OF SUPPORT FOR THE SAFE ROUTES  
TO SCHOOL PROGRAM**

**WHEREAS**, the Michigan Department of Transportation administers federal funding for non-motorized projects through a Safe Routes to School category within its Transportation Alternatives Program;

**WHEREAS**, the City of Portland has partnered with Portland Public Schools and St. Patrick Catholic School to develop an Action Plan and prepare an application for funding non-motorized improvements in the City.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council authorizes the City Manager to request Safe Routes to School funding and act as the City's agent during project development
2. The Portland City Council authorizes the Mayor to sign a project agreement upon receipt of a funding award.
3. The Portland City Council attests to the existence of and commits to providing the local funds necessary for design and construction engineering, permit fees, administration costs and related expenses not covered by the Safe Routes to School program.
4. The Portland City Council commits to owning, operating and funding/implementing a maintenance plan/program over the design life of the facilities constructed with Safe Routes to School funding.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** July 2, 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. 18-55**

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE  
MAYOR TO SIGN A CONTRACT WITH CLEAR HEIGHTS  
CONSTRUCTION, LLC FOR THE PURCHASE AND INSTALLATION  
OF A SALT BARN FOR THE DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, the Department of Public Works (DPW) utilizes a salt barn to store road salt. The salt barn is in disrepair, exceeded its life expectancy and needs to be replaced; and

**WHEREAS**, the City Manager and City Staff have researched various building design options, sought quotes and recommend that City Council approve the contract with Clear Heights Construction, LLC for the purchase and installation of a salt barn structure in the amount of \$61,650.00, a copy of the agreement, quote and specifications are attached as Exhibit A.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council approves, authorizes, and directs the Mayor to sign a contract with Clear Heights Construction, LLC for the purchase and installation of a salt barn structure in the amount of \$61,650.00, a copy of the agreement, quote and specifications are attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** July 2, 2018

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

**Clear Heights Construction, LLC.**  
**3375 92 ND ST S.W.**  
**Byron Center, MI 49315**

[terry@chconstructionmi.com](mailto:terry@chconstructionmi.com)  
 Fax# (616) 419-4583  
 Cell# (616) 437-7943

COMPANY: City of Portland				CONTACT: Ken Gensterblum					
ADDRESS: 451 Morse Drive Portland, MI 48875				TITLE: Manager					
DATE: June 27, 2018				PACKAGE: 1 - 40' L-10 x 60' Salt Building					
WIDTH	Length	SQ. FEET	COLOR	END 1	COLOR	DOOR	Sliding Door	VENTS	PHONE:
40'	60'	2,400		1				2	FAX:
Mantarays		Side Footings	End Footings	END 2	COLOR	DOOR	MANDOOR	Misc	CELL: 517-647-6129
									Work:

**TOTAL: \$61,650.00** labor to install and freight

In consideration of the mutual promises contained herein and on the terms and conditions hereinafter set forth, the parties agree as follows.

**1. Definitions:**

As used in this agreement, the following terms shall be followed unless clearly indicated to the contrary have the following meanings:

<b>Description:</b>
* Provide and Install: 1 - 40' x 60' building 10' leg - trusses 12' on center - concrete block mount as per drawings.
* Provide and Install: 1 - 40' Fabric End wall with framing and 2 - end wall vents as per drawings.
* Provide and Install: Materials for the termination of the sidewalls and end walls as per drawings.
* Provide and Install: Stainless steel concrete expansion anchors for trusses and end wall columns as per drawings.
* Provide and Install: 78 - 2' x 2' x 6' concrete blocks, 3 - 2' x 2' x 4' concrete blocks, and 3 - 2' x 2' x 2' concrete blocks as per drawings.
* Provide and Install: 30 - 1/4" x 8" x 5' 6" steel straps with 180 - 1/2" x 5 1/2" expansion anchors as per drawings.
* Provide: Sealed structural and foundation drawings from licensed MI PE.
* Freight to Portland, MI.
*
*
*
*
* FABRIC COLOR:
* Roof Color:
* Endwalls:
* Doors:
* Exclusions: Excavating, Asphalt, Prevailing and/or union wages, Electrical, Plumbing, HVAC, and Concrete Flatwork, Building Permits, & Michigan Sales Tax.
*
*

CLEAR HEIGHTS CONSTRUCTION sells to the Contractee the product on the terms and conditions contained herein.

**2. General Sales Conditions:**

a. The price of the product & installation due by the Contractee to CLEAR HEIGHTS CONSTRUCTION. is **\$61,650.00**

Unless any exception is authorized by CLEAR HEIGHTS CONSTRUCTION in writing, the following conditions are the only ones applicable to the exclusion of any clauses or conditions stated in letters or other documents issued by our correspondence:

**b. Delivery Terms:**

F.O.B. Site. All fees and permits are the responsibility of the Contractee.

**Customer responsibility:**

- 1) Building permits & fees
- 2) Survey and or Geotechnical requirements for Township.
- 3) Level site with firm ground for manlifts & other equipment and site to be clear during installation
- 4) ~~Concrete Foundation.~~
- 5) Provide tax exemption form if applicable
- 6) Provide insurance on delivered products

**Payment Terms:**

**Customer Payment Schedule:** 35% due when placing order, 20% due upon completion of foundation, 25% due when trusses upon setting of trusses, and 20% upon completion of building install.

**CONDITION OF SALE:** The building components remain the property of CLEAR HEIGHTS CONSTRUCTION until it & associated labor & materials are completely paid for. In the event of payment default, the vendor shall have the right to enter on the premises of the purchaser and retrieve the components. 1.5% per month will be charged on all over due accounts.

Payment #1	\$21,577.50	Check Number: _____	Date of Check: _____
Payment #2	\$12,330.00	Check Number: _____	Date of Check: _____
Payment #3	\$15,412.50	Check Number: _____	Date of Check: _____
Final Payment	<u>\$12,330.00</u>	Check Number: _____	Date of Check: _____
	<b>\$61,650</b>		

- 1) The quote above is subject to change or adjustment prior to both the buyer and seller signing their approval, and acceptance of CLEAR HEIGHTS CONSTRUCTION
- 2.) This contract is the sole expression between the parties and no other er agreements outside of this contract, written or verbal, shall be enforceable unless initialed by both parties and attached hereto.

~~d. Supervision:~~

~~Union Labor does not apply to the improvements described above.~~

e. Change Orders to be done in writing with change order form and signed by Contractor and Contractee. Any cancelled orders will be subject to a 20% restocking fee.

f. Contractee shall procure adequate insurance for the product to insure against loss. The risk of loss from any casualty, damage or loss to the product, regardless of the cause, shall be on the Contractee once the product has been delivered to the building site. Any such casualty, damage or loss to the product shall not release the Contractee from obligation under this agreement.

~~g. Contractee shall provide 24-hour security at site.~~

~~h. Contractee shall provide trash container on site for debris resulting from packaging and waste by product of our installation and shall be responsible for all costs associated with properly disposing of same.~~

i. CLEAR HEIGHTS CONSTRUCTION shall provide structural load information to Contractee.

j. Contractee shall be responsible for bringing utilities to the site and for the installation/connection of heating system and all electrical systems, including lights. Connection of heating system includes all necessary inside and outside ductwork. Contractees shall have all site utilities clearly marked.

k. Contractee shall provide access to work site. CLEAR HEIGHTS CONSTRUCTION shall not be responsible for grass damage to surrounding areas around work site. Contractee is responsible to provide protection to existing surfaces if necessary as CLEAR HEIGHTS CONSTRUCTION will drive large, hydraulic wheeled vehicles. CLEAR HEIGHTS CONSTRUCTION contracted installation price is based on site survey initialed by both parties. Any changes in the site conditions will constitute a Change Order. All Change Orders will be signed by both parties before further work commences.

l. Contractee understands that CLEAR HEIGHTS CONSTRUCTION purchases the building which is the subject of this agreement from building manufacturer. Delivery of building materials is subject to the building manufacturer's schedule and production capacity. Contractee hereby waives any claim it may have against CLEAR HEIGHTS CONSTRUCTION if delivery is delayed beyond the date contemplated in this agreement, through no fault of CLEAR HEIGHTS CONSTRUCTION.  
m. It is understood that the Contractee shall have no claim against CLEAR HEIGHTS CONSTRUCTION in respect of any materials supplied or work done unless such claim is made in writing to CLEAR HEIGHTS CONSTRUCTION within 12 months of completion.

In any case, the Contractee has to notify in writing within a reasonable amount of time after any failure is apparent or ought to be apparent.

CLEAR HEIGHTS CONSTRUCTION'S liability does not cover defects arising from faulty maintenance or repair carried out by a person other than Clear Heights or from alterations carried out without CLEAR HEIGHTS CONSTRUCTION consent in writing, nor does it cover normal deterioration.

**DRILLING INTO THE FRAME STRUCTURE IS STRICTLY FORBIDDEN UNLESS WRITTEN AUTHORIZATION IS RECEIVED FROM CLEAR HEIGHTS CONSTRUCTION.**

Before Contractee becomes entitled to claim liquidated damages or to reject the product CLEAR HEIGHTS CONSTRUCTION is to be given reasonable time and opportunity to rectify their performance.

**3. Miscellaneous**

Any notice required under this agreement shall be made in writing by registered mail to CLEAR HEIGHTS CONSTRUCTION and to Contractee at their respective addresses referenced above or as subsequently changed by notice duly given.

**4. Litigation**

This agreement shall be governed by the laws of the State of Michigan. The parties hereto shall attempt to settle any dispute arising out of or relation to this agreement in an amicable way.

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**IN WITNESS WHEREOF CLEAR HEIGHTS CONSTRUCTION AND CONTRACTEE HAVE CAUSED THIS INSTRUMENT TO BE EXECUTED IN DUPLICATE BY THEIR RESPECTIVE DULY AUTHORIZED OFFICERS ON THE DATE OF:**

**Date:** \_\_\_\_\_

**CLEAR HEIGHTS CONSTRUCTION, LLC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

TERRY KAPTEIN  
\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**Clear Heights Construction, LLC.**

**Invoice**

3375 92ND ST S.W.

Byron Center, MI 49315

Fax: (616) 419-4583 Phone: (800) 787-1862

DATE	INVOICE #
6/27/2018	12105

BILL TO:
City of Portland 451 Morse Drive Portland, MI 48875

SHIP TO:
City of Portland 451 Morse Drive Portland, MI 48875

SALESPERSON	Job#	DATE ORDERED	SHIPPED VIA	TERMS
				Upon Receipt

QUANTITY	ITEM CODE	DESCRIPTION	UNIT PRICE	AMOUNT
1		40' L-10 x 60' Salt Building - trusses 12' on center.		
1		40' Fabric End wall with H.S.S. and 2 vents.		
1		Materials for the termination of sidewalls and end walls		
1		Stainless steel concrete expansion anchors.		
1		78 - 2' x 2' x 6' concrete blocks, 3 - 2' x 2' x 4' concrete blocks, 3 - 2' x 2' x 2' concrete blocks.		
1		30 - 1/4" x 8" x 5' 6" steel straps with 1/2" x 5 1/2" anchors.		
1		Sealed structural and foundation drawings.		
1		Freight to Portland, MI.		
1		Labor to Install.		
		TOTAL PROJECT COST \$61,650.00		
1		Deposit due when placing building order		\$ 21,577.50

<b>Thank you for your business.</b>			<b>Total Due</b>	<b>\$ 21,577.50</b>
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## Michigan Sales and Use Tax Certificate of Exemption

**INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records.** This certificate is invalid unless all four sections are completed by the purchaser.

### SECTION 1: TYPE OF PURCHASE

A. One-Time Purchase

Order or Invoice Number: \_\_\_\_\_

C. Blanket Certificate

Expiration Date (maximum of four years): 06/27/22

B. Blanket Certificate. Recurring Business Relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address Clear Heights Construction, LLC. 3375 92ND ST S.W. Byron Center, MI 49315
--

### SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.

2.  Limited to the following items: \_\_\_\_\_

### SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_

2.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

3.  Agricultural Production. Enter percentage: \_\_\_\_\_%

4.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).

5.  Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)*).

6.  For Resale at Wholesale.

7.  Industrial Processing. Enter percentage: \_\_\_\_\_%

8.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).

9.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).

10.  Rolling Stock purchased by an Interstate Motor Carrier.

11.  Qualified Data Center

12.  Other (explain): \_\_\_\_\_

### SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Business Name		Type of Business (see codes on page 2)	
Business Address		City, State, ZIP Code	
Business Telephone Number (include area code)		Name (Print or Type)	
Signature and Title		Date Signed	

## Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

**Purchasers** may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

**Sellers** are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- A) Choose "One-Time Purchase" and include the invoice number this certificate covers.
- B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

### SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

- |                      |                                      |
|----------------------|--------------------------------------|
| 01 Accommodations    | 10 Utilities                         |
| 02 Agricultural      | 11 Wholesale                         |
| 03 Construction      | 12 Advertising, newspaper            |
| 04 Manufacturing     | 13 Non-Profit Hospital               |
| 05 Government        | 14 Non-Profit Educational            |
| 06 Rental or leasing | 15 Non-Profit 501(c)(3) or 501(c)(4) |
| 07 Retail            | 16 Qualified Data Center             |
| 08 Church            | 17 Other                             |
| 09 Transportation    |                                      |

Print the name of the business, address, city, state and ZIP code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**

Clear Heights Construction, LLC.  
3375 92 ND ST S.W.  
Byron Center, MI 49315

June 20, 2018

To: City of Portland

Clear Heights Construction, LLC. offers for your consideration the following Proposal, for the referenced project.

Project Description: 1 – 40'L-10 x 60' - 2,400 square feet – Salt Storage Facility

Project Location: Portland, MI 48875

**WORK DESCRIPTION:**

- Provide and Install: 1 – 40'L-10 x 60' Guard-All Building – Trusses 12'o.c. - Mounted to Concrete Block foundation at 6' Above Grade, as per drawings.
- Provide and Install: 1 - 40' Weather-tight fabric End Wall with framing and 2 – Mesh vents, as per drawings.
- Provide and Install: Materials for the termination of Sidewalls and End Wall, as per drawings.
- Provide and Install: Stainless steel concrete expansion anchors for trusses and end wall columns, as per drawings.
- Provide and Install: 78 – 2' x 2' x 6'; 3 – 2' x 2' x 4'; 3 – 2' x 2' x 2' Concrete foundation blocks, as per drawings.
- Provide and Install: 30 – 1/4" x 8" x 5'-6" Steel Straps w/ 180 – 1/2" x 5 1/2 Expansion Anchors, as per drawings.
- Freight to: Portland, MI
- Provide: Structural and Foundation drawings, sealed by licensed MI PE.
- NOTE: Trusses to be hot-dipped galvanized post fabrication to ASTM-123, Fabric material to be 12.5 oz per sq. yd. Hi-density polyethylene with 16-year warranty.

**Exclusions:**

- Excavating of building site.
- Building Permits and/or fees.
- Concrete Floors and Curbs
- Electrical/Plumbing/Utilities
- Michigan Sales Tax

**COST OF SERVICES: \$61,650.00** (Sixty-one thousand six hundred fifty dollars.) **Note:** These prices are valid for thirty days from date shown above. Prices are subject to change without notice after thirty days.

**OPTIONS:**

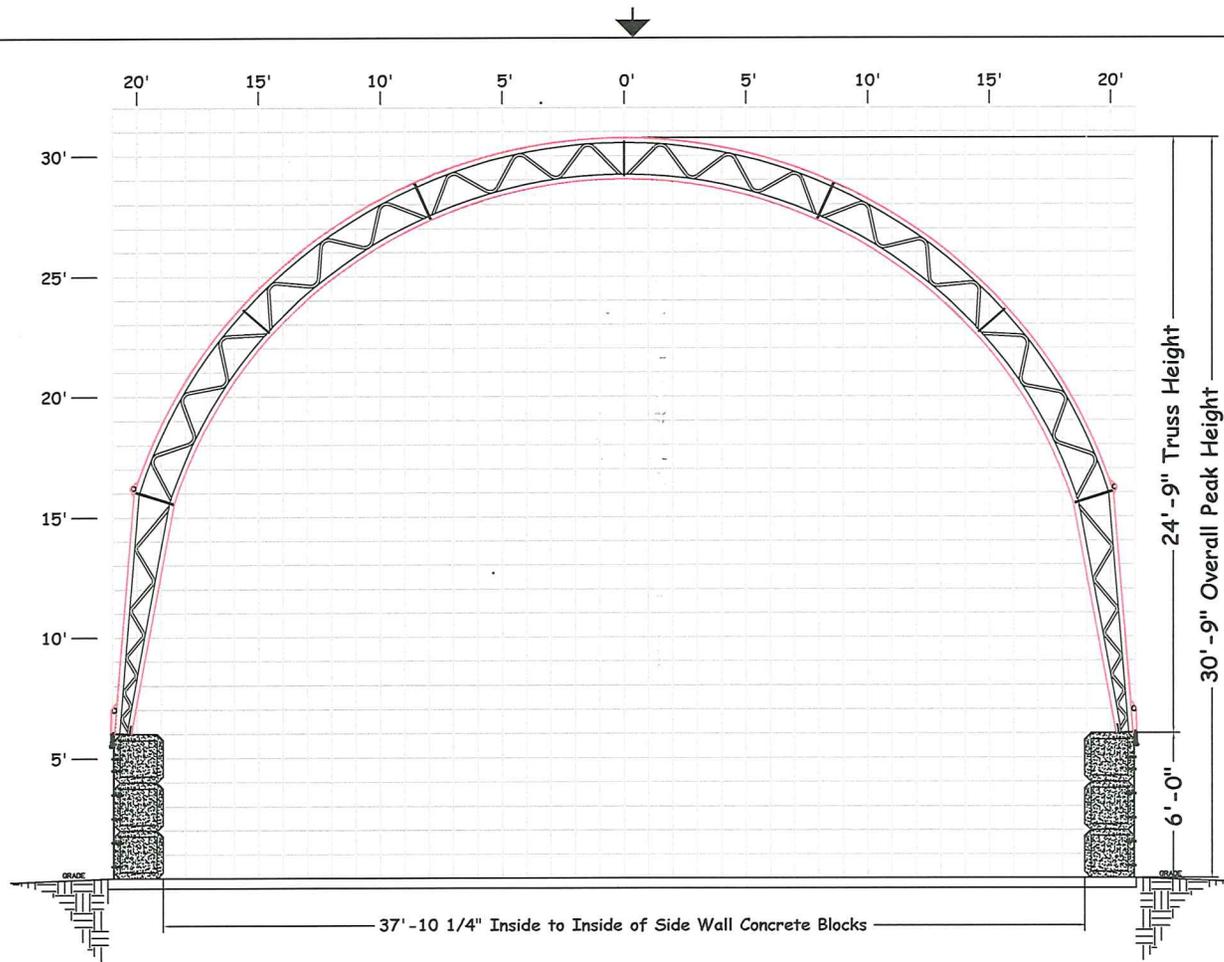
- |   |                    |
|---|--------------------|
| ■ 163 L.F. of 12"x6' Concrete Wall w/ rebar & 163 L.F. of 6' Footing w/ rebar – ADD | <b>\$34,191.00</b> |
| ■ Excavating for Concrete wall and footing – Add                                    | <b>\$ 9,386.00</b> |

We appreciate the opportunity to provide you with this proposed information. We look forward to being of service to you in the near future and ask that you please call with any questions you may have at 616-437-7943.

Sincerely,



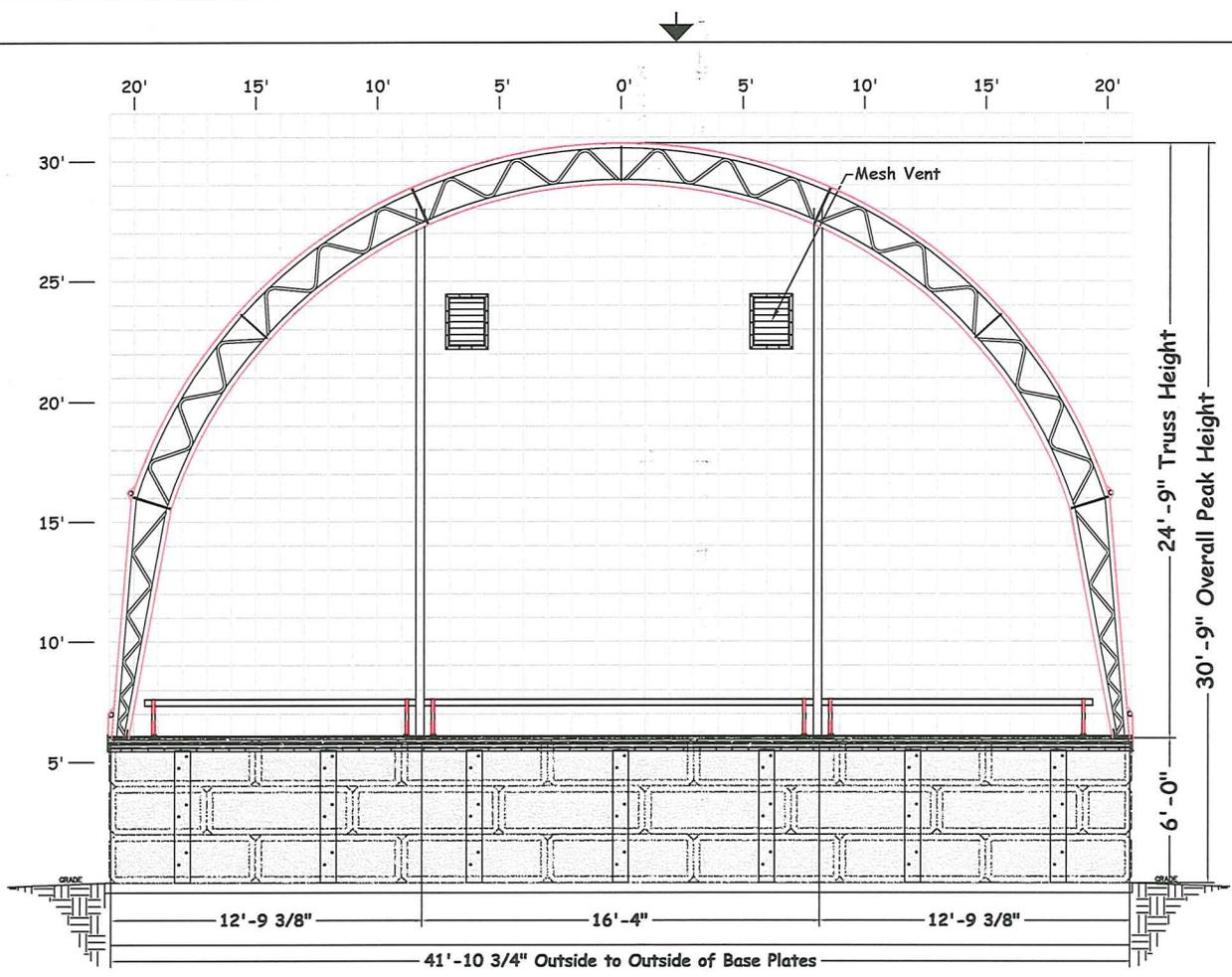
Terry Kaptein  
Clear Heights Construction, LLC.  
800-787-1862



1'x1' GRID

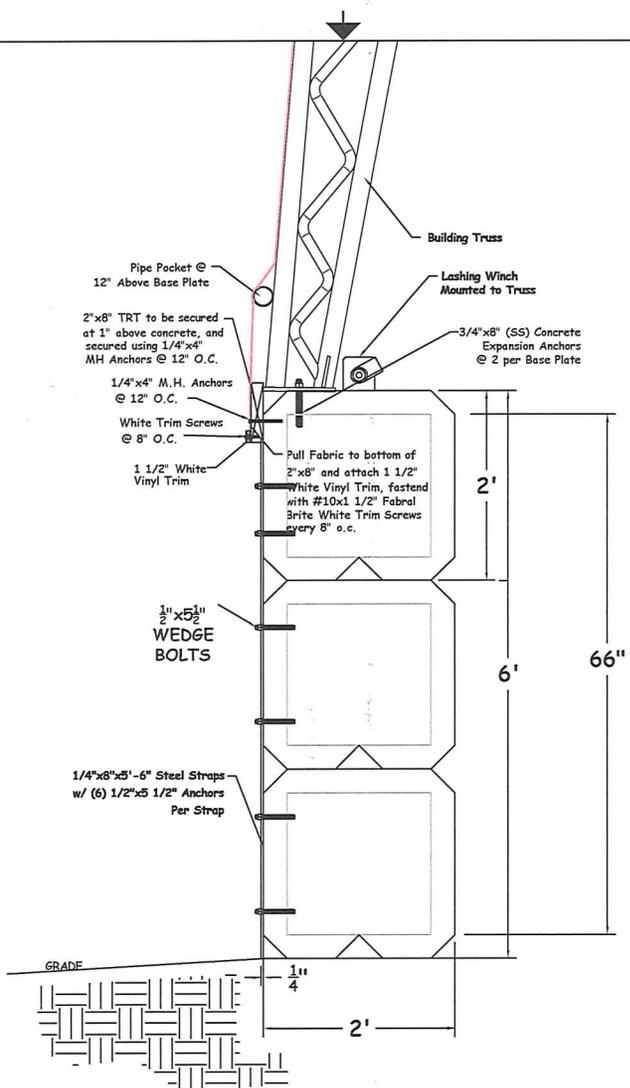
 Clear Heights Construction LLC 800-787-1862 Clear Heights Construction, LLC 3375 52nd St S.W. Byron Center, MI 49315	TITLE		40'L-10x60' Guard-All Building	
	PROJECT		CITY OF PORTLAND	
	SIZE	PERSON NO.	DATE	REV
	B		18-T-0045	A
VIEW	Open End Wall Profile		SHEET	S-2

ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	4/19/18	Knight



ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	4/19/18	Knight

 Clear Heights Construction LLC 800-787-1862 Clear Heights Construction, LLC 3375 92nd St S.W. Byron Center, MI 49315		TITLE 40'L-10x60' Guard-Ali Building	
PROJECT CITY OF PORTLAND		DRAWING NO. 18-T-0045	
SIZE B	SHEET NO. 18-T-0045	REV A	SHEET S-3
VIEW Closed End Wall Profile		SHEET S-3	



ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	4/19/18	Knight

 Clear Heights Construction LLC 800-787-1862 <small>Clear Heights Construction, LLC          1375 52nd St. S.W.          Byron Center, MI 49315</small>		TITLE <b>40'L-10x60' Guard-All Building</b> PROJECT <b>CITY OF PORTLAND</b>	
SIZE D	PSCH NO.	DWG NO. 18-T-0045	REV A
VIEW Foundation Details		SHEET S-4	



**CITY OF PORTLAND  
SALT STORAGE FACILITY**

PORTLAND, MI 48875  
IONIA COUNTY-35psf GROUND SNOW

PROJECT NUMBER: 18.T.0045  
PRELIMINARY DRAWINGS FOR:  
1 - 40'L-10 X 60' GUARD-ALL BUILDING  
APRIL 19, 2018  
PREPARED FOR:  
KEN GENSTERBLUM  
CITY OF PORTLAND, MI

INDEX OF DRAWINGS

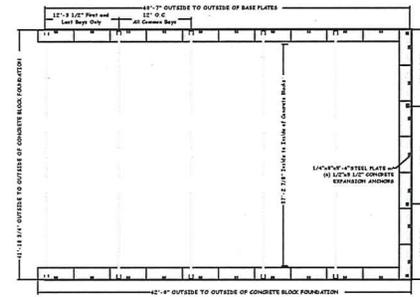
**COVER SHEET**

- S-1 BUILDING PLAN VIEW
- S-2 OPEN END WALL PROFILE
- S-3 CLOSED END WALL PROFILE
- S-4 TERMINATION DETAILS
- S-5 CONCRETE WALL OPTION

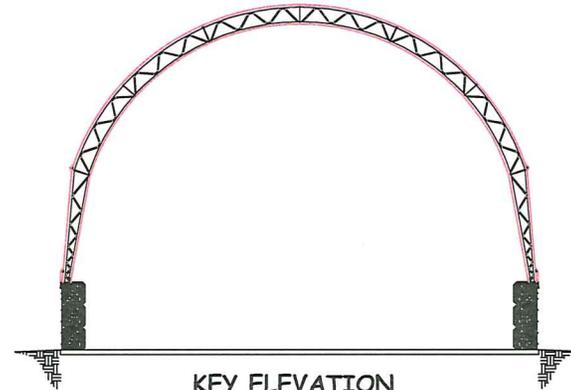
BEFORE YOU DIG  
CALL THE MISS DIG  
UTILITY COMM. SYSTEM  
(TOLL FREE)  
(800) DIG-SAFE



ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	4/19/18	Knight

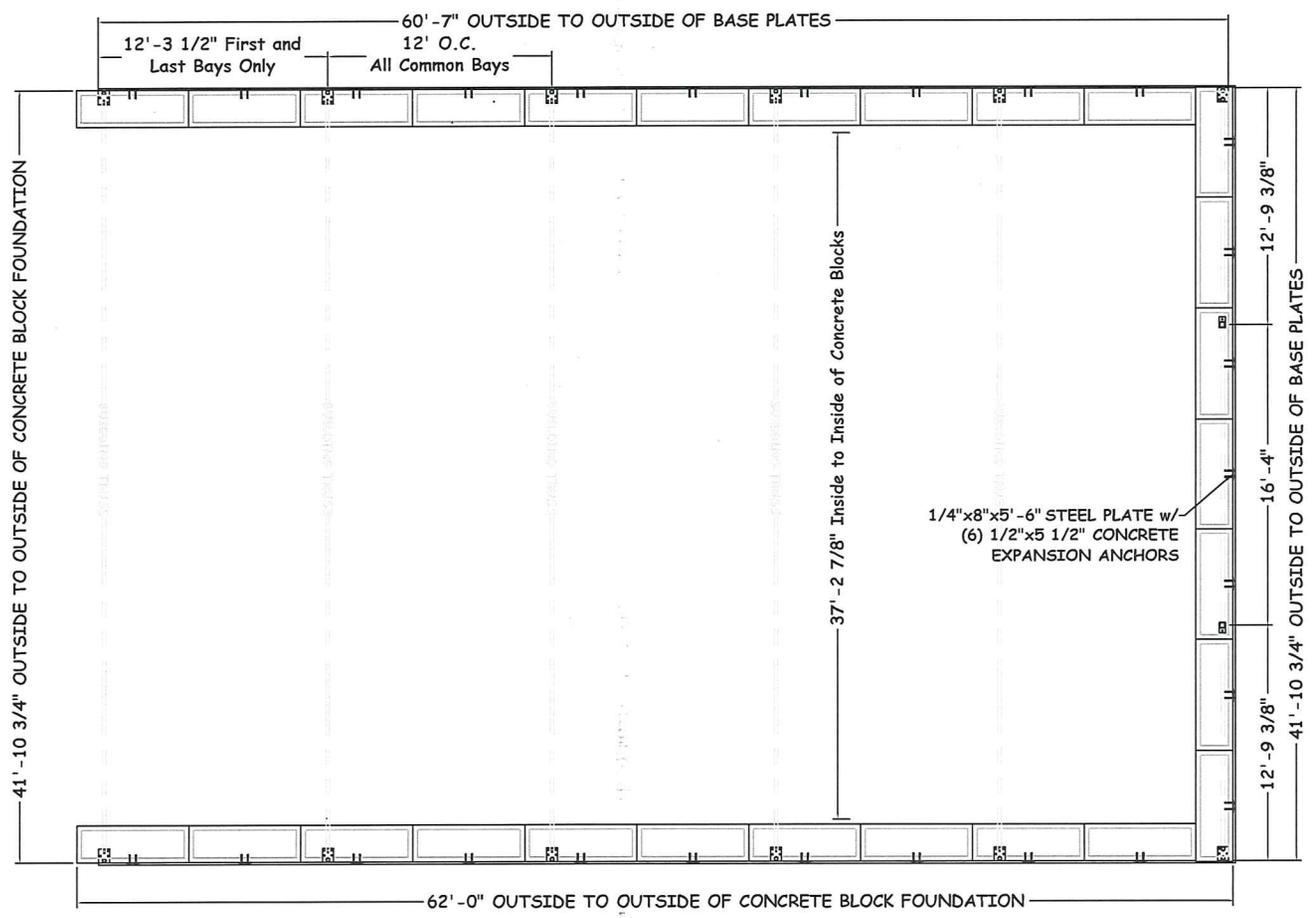


KEY PLAN



KEY ELEVATION

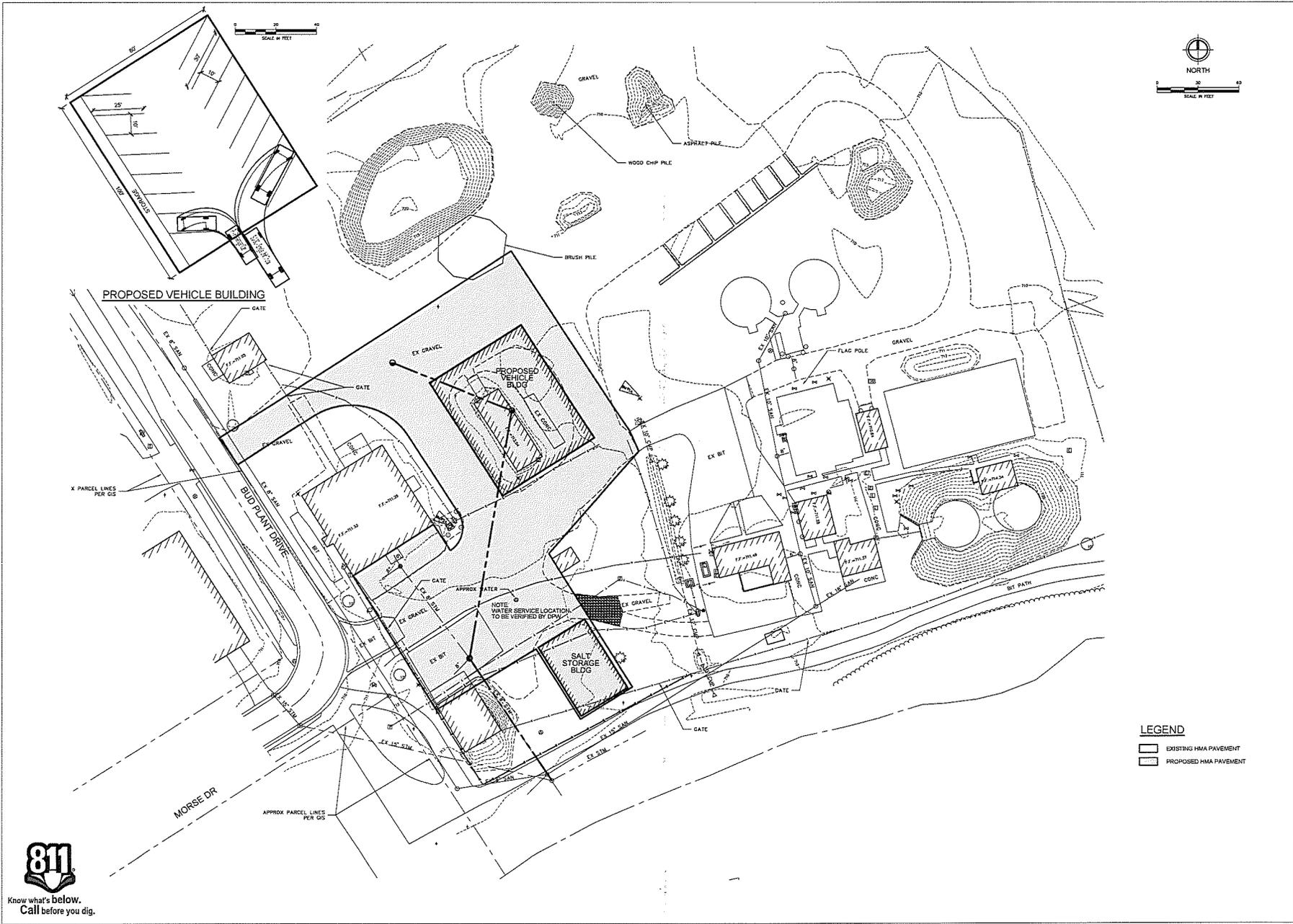
 Clear Heights Construction LLC 800-787-1862 Clear Heights Construction, LLC 1375 SINDY DR S.W. Byron Center, MI 49315	TITLE	40'L-10x60' Guard-All Building	
	PROJECT	CITY OF PORTLAND	
	SIZE	PSCN NO.	DWG NO.
	B		18-T-0045
VIEW	COVER SHEET	SHEET	Cover



1/4" x 8" x 5'-6" STEEL PLATE w/  
 (6) 1/2" x 5 1/2" CONCRETE  
 EXPANSION ANCHORS

 Clear Heights Construction LLC 800-787-1862 Clear Heights Construction, LLC 3375 Grand St. SW, Byron Center, MI 49315		TITLE 40'L-10x60' Guard-All Building	
		PROJECT CITY OF PORTLAND	
SIZE L 3 W 10	PSOM NO. 18-T-0045	DWG NO. 18-T-0045	REV A
VIEW Building Plan View		SHEET S-1	

ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	4/19/18	Knight



**FLEISCHMANN**  
**BRINK**  
 CONSULTING ENGINEERS

2800 Lucerne Drive SE  
 Grand Rapids, MI 49508  
 P: 616.977.1000  
 F: 616.977.1001

REVISION

CITY OF PORTLAND  
 IONIA COUNTY, MICHIGAN  
 PORTLAND DPW IMPROVEMENTS  
 SITE PLAN - ALT 1

DESIGN TEAM  
 NOTED  
 CHECKS

DATE OF DRAWING  
 02/26/2016  
 02/21/16.psd

NOT FOR  
 CONSTRUCTION

JUNE 2016  
 FOR PRODUCTION  
 02/26/16

**ALT1**



Know what's below.  
 Call before you dig.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 18-56**

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL  
TO PROVIDE DESIGN ENGINEERING SERVICES FOR THE GRAND  
RIVER AVENUE SMALL URBAN IMPROVEMENTS FROM CUTLER  
ROAD THROUGH THE I-96 RAMPS**

**WHEREAS**, Fleis and VandenBrink has worked with the City on numerous street projects and have proposed to provide design engineering services for the improvements to Grand River Avenue from Cutler Road through the I-96 ramps, as outlined in the attached Exhibit A; and

**WHEREAS**, the City Manager has reviewed the proposal and scope of work and recommends that the City Council approve Fleis & VandenBrink's proposal for design engineering services in the amount of \$41,200.00.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide design engineering services in the amount of \$41,200.00 for the improvements to Grand River Avenue from Cutler Road through the I-96 ramps, as outlined in the attached Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** July 2, 2018

\_\_\_\_\_  
**Monique I. Miller, City Clerk**



June 27, 2018

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

**RE: Grand River Avenue Small Urban Improvements 2019  
Design Engineering Services**

Dear Tutt:

As you are aware, the City received funding through the MDOT Small Urban program for improvements on Grand River Avenue from Cutler Road through the I-96 ramps. The Small Urban funding is \$375,000 and requires a 20% minimum local match, resulting in a construction amount of \$468,750 to fully utilize the funding. The scope of the project currently under consideration generally includes the following:

- Resurfacing the existing asphalt paved areas (mill & fill and/or overlay)
- Joint repair for the existing concrete pavement areas (potentially with overlay)
- Underpass widening (replace guardrail with filler walls)
- Shoulder paving (south of I-96)
- Drainage improvements (ditches, culverts, etc.)
- Sidewalk construction on the east side of the roadway

The project was selected for funding in the MDOT 2019 fiscal year. Based on MDOT and Ionia County Road Commission work in the area early in the 2019 construction season, this project will likely be constructed in the late summer. Even with a later construction start, we recommend the project be bid early in the year. As such, we have prepared the attached Work Plan and Engineering Budget for design engineering for your review. If acceptable, we will prepare a Professional Services Agreement for approval. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink, appearing to read "Jonathan W. Moxey".

Jonathan W. Moxey, P.E.  
Project Manager

A handwritten signature in blue ink, appearing to read "Paul R. Galdes".

Paul R. Galdes, P.E.  
President

Encl.

# WORK PLAN

## A. DESIGN ENGINEERING SERVICES

### Preliminary Design Phase

1. Meet with City staff to review the project background, scope, schedule and budget.
2. Obtain a topographic survey for the design of the improvements, including the existing bridge piers, ramp approaches, road cross section, and related site features.
3. Request mapping of the project area from private utilities.
4. Obtain shallow soil borings / pavement cores to assist with refining the scope of pavement improvements.
5. Coordinate with MDOT and the Ionia County Road Commission to develop a plan for maintaining area traffic during the project. We have assumed two meetings during preliminary design in our budget.
6. Prepare the Program Application for the project, including the environmental review. The level of effort anticipated in the environmental review is limited to clearance letters. If additional environmental work is required (wetland delineation, mitigation, etc.), we will provide a scope and fees for that work.
7. Draft preliminary design including the following items in accordance with MDOT's guidelines for Local Agencies. We anticipate the plans to consist of the following:
  - a. Title sheet.
  - b. Maintaining traffic details
  - c. Typical construction notes and details
  - d. Plan and profile sheets
  - e. Permanent signing and pavement marking plan
8. Based on the scope of the improvements, we have assumed that the grading limits will be contained within the existing right-of-way. If assistance is needed obtaining permanent easement or temporary grading permits, we will provide a fee for those services based on the scope of work required.
9. Prepare and submit the soil erosion and sedimentation control permit and MDOT right of way permit for the project.
10. Prepare the preliminary construction cost estimate.
11. Prepare special provisions for modified or non-standard work items in accordance with MDOT requirements.
12. Evaluate impact of proposed improvements on private utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
13. Submit the preliminary bid package materials to MDOT and attend the Grade Inspection meeting (GI).

### **Final Design Phase**

1. Complete final design and prepare final construction drawings and special provisions in accordance MDOT standards. (Incorporate comments from the GI review).
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost and special provisions.
4. Submit final drawings, specifications, bid items and cost estimate to MDOT electronically in accordance with current standards.
5. Make final revisions as required by MDOT, if applicable.
6. Review the draft proposal prepared by MDOT on behalf of the City.
7. Answer questions and assist with addenda, as needed, during bidding (administered by MDOT).
8. Once available, review the bid results and tabulation with the City.

## ENGINEERING BUDGET

Project Scope: Resurfacing, joint repairs, shoulder widening and sidewalk construction on Grand River Avenue from Cutler Road through the I-96 interchange.

### A. PROPOSED DESIGN ENGINEERING BUDGET

Task	Budget
Topographic Survey & Mapping	\$4,900
Soil Borings / Pavement Cores	1,800
Preliminary Design	21,400
Final Design	12,200
Permitting	900
<b>Total Design Engineering Budget</b>	<b>\$41,200</b>

### B. CONSTRUCTION ENGINEERING BUDGET

Once plans, specifications and construction schedule are complete, we can prepare and present a construction engineering budget for the City's review.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 18-57**

**A RESOLUTION APPROVING FLEIS & VANDENBRINK’S PROPOSAL  
TO PROVIDE DESIGN ENGINEERING SERVICES FOR THE GRAND  
RIVER BRIDGE PREVENTATIVE MAINTENANCE IMPROVEMENTS**

**WHEREAS**, the Grand River Bridge was selected for funding through the Michigan Department of Transportation’s Local Bridge Program which funds 95% of the construction cost. The City is responsible for a 5% local match and engineering costs; and

**WHEREAS**, Fleis and VandenBrink have proposed to provide design engineering services for the project in the amount of \$24,800.00, as outlined in the attached Exhibit A; and

**WHEREAS**, the City Manager has reviewed the proposal and scope of work and recommends that the City Council approve same.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves Fleis and VandenBrink’s Proposal to provide design engineering services in the amount of \$24,800.00 for preventative maintenance improvements to the Grand River Avenue Bridge, as outlined in the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** July 2, 2018

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

May 24, 2018

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

**RE: Grand River Avenue Bridge – Preventative Maintenance Improvements  
Design Engineering Services**

Dear Tutt:

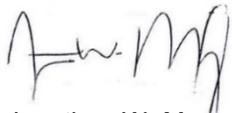
As you are aware, the Grand River Avenue Bridge was selected for funding through the Michigan Department of Transportation's Local Bridge Program. The program funds 95% of the construction costs for the project, with the City responsible for a 5% local match and engineering costs. The funding application cost estimate for construction was \$412,000 and consisted of the following scope of improvements:

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

The project was selected in the 2017 Call for Applications, which programs construction for the 2020 MDOT fiscal year. The program funds projects three years in advance to allow ample time for design and permitting for the project. However, it operates on a "first come, first served" basis. Given the condition of the approach pavement, there has been interest expressed in constructing this project in 2019, if possible. As such, we have prepared the attached Work Plan and Engineering Budget for design engineering for your review. If acceptable, we will prepare a Professional Services Agreement for approval. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Paul R. Galdes, P.E.  
President

Encl.

# WORK PLAN

## A. DESIGN ENGINEERING SERVICES

### Preliminary Design Phase

1. Meet with City staff to review the project background, scope, schedule and budget.
2. Obtain a topographic survey for the design of the improvements, including the existing bridge, approaches, trail underpass and related site features.
3. Request mapping of the project area from private utilities.
4. Review the 1993 construction plans for the structure and design the repairs identified in the Local Bridge Program funding application.
5. Prepare the Program Application for the project, including the environmental review. The level of effort anticipated in the environmental review is limited to clearance letters. If additional environmental work is required (wetland delineation, mitigation, etc.), we will provide a scope and fees for that work.
6. Draft preliminary design including the following items in accordance with MDOT's guidelines for Local Agencies. We anticipate the plans to consist of the following:
  - a. Title sheet.
  - b. "General Plan of Site" sheet for the bridge.
  - c. "General Plan of Structure" sheet(s) that shows the type and size of the proposed improvements.
  - d. Construction/repair detail sheets.
  - e. Approach details.
  - f. Maintaining Traffic details.
7. Based on the scope of the improvements, we have assumed that the grading limits will be contained within the existing right-of-way. If assistance is needed obtaining permanent easement or temporary grading permits, we will provide a fee for those services based on the scope of work required.
8. Prepare and submit MDEQ and Army Corps of Engineers Joint Permit Application for the project, if required. Answer MDEQ questions and provide supplemental information as required during the permit review process. Prepare and submit the soil erosion and sedimentation control permit.
9. Prepare the preliminary construction cost estimate.
10. Prepare special provisions for modified or non-standard work items in accordance with MDOT requirements.
11. Evaluate impact of proposed improvements on private utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
12. Submit the preliminary bid package materials to MDOT and attend the Grade Inspection meeting (GI).

### **Final Design Phase**

1. Complete final design and prepare final construction drawings and special provisions in accordance MDOT standards. (Incorporate comments from the GI review).
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost and special provisions.
4. Submit final drawings, specifications, bid items and cost estimate to MDOT electronically in accordance with current standards.
5. Make final revisions as required by MDOT, if applicable.
6. Review the draft proposal prepared by MDOT on behalf of the City.
7. Answer questions and assist with addenda, as needed, during bidding (administered by MDOT).
8. Once available, review the bid results and tabulation with the City.

# ENGINEERING BUDGET

Project Scope: Bridge and approach improvements.

## A. PROPOSED DESIGN ENGINEERING BUDGET

Task	Budget
Topographic Survey & Mapping	\$2,500
Preliminary Design	14,900
Final Design	6,600
Permitting	800
<b>Total Design Engineering Budget</b>	<b>\$24,800</b>

## B. CONSTRUCTION ENGINEERING BUDGET

Once plans, specifications and construction schedule are complete, we can prepare and present a construction engineering budget for the City's review.

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, June 18, 2018

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; DDA/Main Street Director Conner Wellman; Police Chief Thomas

Guests: Jon Moxey of Fleis & VandenBrink; Kathy Parsons

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

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman reported that the work and test plans have been revised and submitted to DEQ for approval of the work to be completed under the Redevelopment Brownfield Grant on the property donated by ADM Alliance Nutrition to the City.

The closing on the Two Rivers Park Acquisition is getting closer; the closing should take place in the next few weeks.

New swing sets were installed at Alton and Brush Street Parks on Friday, June 8, 2018. This is a wonderful upgrade to these parks. New basketball hoops will also be installed at both parks in the next few weeks.

City Manager Gorman reported that he met with Andy Pulling, PE/Health Teach at Portland High School, who proposed to install a mountain biking/hiking trail around Portland High School which would be adjacent to one of the City's well houses. Mr. Pulling is working with an outside organization to develop the trail system.

City Manager Gorman stated that he and Neil Brown have spoken with Todd Ness of Goose Creek Tree Farms and the MSU Extension office in regard to the gypsy moth problem in the area. They both advise that it is too late in the season to spray for the gypsy moths but it could be done next year. The cost would likely be \$15,000 - \$20,000. City Manager Gorman further noted that he has been in contact with both the Danby and Portland Township supervisors. They will consider the issue and determine what should be done next season.

City Manager Gorman noted that the City received the 2017 Actuarial Report from the Municipal Employees' Retirement System (MERS), the City's retirement administrator. The City's unfunded liabilities have improved from 61% to 64.5% funded.

Under Presentations, DDA/Main Street Director Conner Wellman presented her report on downtown activities. An application has submitted for \$400,000 Façade Improvement Program funds piloted by the State of Michigan. A weed control specialist and landscaper have been hired for the season to help with the streetscape appearance in the downtown. A maintenance schedule has also been created with the DPW and Parks & Recreation Seasonal employees to clean up the spiderwebs from the lamp posts and bridge/boardwalk railings. An outdoor flea market will be held the 1<sup>st</sup> Saturday of each month from June through October. Beerfest is up and running with 234 tickets sold to date. Promotions have been printed and distributed with more to come. Interviews will be conducted this week for the VISTA position. ConfluxCity Brewing opened with huge success, they have shut down for three weeks in order to brew enough beer to re-open and ensure they don't run out again. Vintage Tanning is expected to open in the first week of July.

Mayor Barnes inquired about the City's sesquicentennial celebration and Director Conner Wellman indicated the steering committee that is being formed to work on the project met for the first time earlier this month. There will be events all during 2019 culminating in a city-wide celebration on the weekend of September 20, 21, and 22, 2019.

Jon Moxey, of Fleis & VandenBrink, presented information on the Safe Routes to School program including the goal of the program, the planning process, the anticipated schedule and the scope and cost of the potential projects.

There was discussion.

Under New Business, the Council held the First Reading of Ordinance 194D to repeal the amortization schedule of the nonconforming section of the Sign Ordinance that would require all signs be brought into conformity by August 2018. City Manager Gorman noted that all of the other requirements of the Sign Ordinance will still be in effect. Signs would be required to be brought into compliance as required by Section 28-8 of the Sign Ordinance.

The Council considered Resolution 18-51 to commit \$350,000 of fund balance from the General Fund for the year ending June 30, 2018 to fund Capital Projects.

Motion by Baldyga, supported by Johnston, to approve Resolution 18-51 to commit fund balance for Capital Projects.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 18-52 to amend the Budget for Fiscal Year 2017-2018. The Finance Director has reviewed current fund balances and expenditures for Fiscal Year 2017-2018 and recommends Council approve the proposed budget amendments.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 18-52 to amend the Budget for Fiscal Year 2017-2018.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 18-53 to confirm the Mayor's appointments to City Boards and Commissions.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 18-53 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Motion by Johnston, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on June 4, 2018, payment of invoices in the amount of \$70,760.96 and payroll in the amount of \$111,078.04 for a total of \$181,839.00. A purchase order to Granger in the amount of \$6,570.00 for the City Wide Clean Up Day was also included.

Yeas: Johnston, Baldyga, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that the City will not be approving any permits for Consumers Energy to do work in the City until they have restored previous projects that have been started but not completed.

The City has submitted an application for the MML Community Excellence Award for the development of the Old School Apartments on Brush St. Voting will take place June 29 through July 29 with the final 4 projects to be announced on August 3, 2018.

City Manager Gorman noted that the annual St. Patrick's Summerfest will be held this weekend June 22<sup>nd</sup> – 24<sup>th</sup>.

City Manager Gorman reminded residents to slow down while driving through town. School is out and there are children about town.

City Manager Gorman noted that June 22<sup>nd</sup> will mark the 3<sup>rd</sup> Anniversary of the tornado.

Under Council Comments, Council Member Baldyga extended kudos to everyone in the community that works to make Portland a vibrant community.

Mayor Barnes reminded residents to report unpermitted door-to-door solicitors to City Hall.

Mayor Pro-Tem VanSlambrouck noted that the VFW Golf Outing will be held this weekend, Saturday, June 23, 2018.

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

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 8:09 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the June 18, 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 Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; DDA/Main Street Director Conner Wellman; Police Chief Thomas

**First Reading of Ordinance 194D** to repeal the amortization schedule of the nonconforming section of the Sign Ordinance that would require all signs be brought into conformity by August 2018.

**Approval of Resolution 18-51** to commit fund balance for Capital Projects.

All in favor. Adopted.

**Approval of Resolution 18-52** to amend the Budget for Fiscal Year 2017-2018.

All in favor. Adopted.

**Approval of Resolution 18-53** confirming the Mayor's appointments to City Boards and Commissions.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 8:09 P.M.**

All in favor. Adopted.

A copy of the approved Minutes is available upon request at City Hall, 259 Kent Street.

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR .	DESCRIPTION	AMOUNT
AB HOOPS	02521	BASKETBALL SYSTEMS (8) ALTON & BRUSH PARK- PAR	11,560.02
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	23.20
JOHN DEERE FINANCIAL	01818	PARTS - CEM, PARKS, ELECTRIC	2,080.01
BADER & SONS CO.	00031	KOMBI MOTOR & TRIMMER - MAJ STS, LOCS STS	335.92
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	382.86
BOUND TREE MEDICAL LLC.	01543	AED BATTERY PFCU- AMBULANCE	154.49
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	3.25
CHROUCH COMMUNICATION, INC.	00082	ANTENNA REPAIR -AMBULANCE	105.51
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	438.98
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	452.18
CHROUCH COMMUNICATION, INC.	00082	RADIO MAINT - POLICE	120.00
CHROUCH COMMUNICATION, INC.	00082	ANTENNA CABLE CONNECTORS - MTR POOL	768.37
CLARK HILL PLC	01422	LEGAL SERVICES - GENERAL	381.00
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE BRICK - MAJ STS	27.50
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	15.12
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	154.56
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	20.71
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	18.22
CONSUMERS ENERGY	00095	GAS SERVICES - WW	355.46
CONSUMERS ENERGY	00095	GAS SERVICE - WW	16.26
CONSUMERS ENERGY	00095	GAS SERVICES - MTR POOL	18.85
CONSUMERS ENERGY	00095	GAS SERVICES - WATER	16.82
CORE TECHNOLOGY CORPORATION	02419	SERVICE - POLICE	2,310.00
BEACON ATHLETICS	01242	SUPPLIES - PARKS	475.88
CULLIGAN	02130	WATER - CEM, PARKS	19.00
DISCOUNT PLAYGROUND SUPPLY	02517	PLASTIC PLAYGROUND BORDER - PARKS	2,883.10
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	497.50
EMPLOYEE ASSISTANCE CENTER	00145	RENEWAL - VARIOUS DEPTS	1,320.00
FAMILY FARM & HOME	01972	PAINT MARKER & ANT TRAPS - CEM, PARKS	13.98

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	LEAD WIRE & SWITCH - MTR POOL	11.99
FAMILY FARM & HOME	01972	CONCRETE MIX - LOC STS	22.74
FAMILY FARM & HOME	01972	CONCRETE MIX - MAJ STS	26.91
FARABEE MECHANICAL, INC.	00148	RICE-MACT COMPLIANCE TESTING ON 3 UNITS - ELEC	17,023.05
FARABEE MECHANICAL, INC.	00148	TURN BALL VALVE - ELECTRIC	45.18
FLEIS & VANDENBRINK	00153	JAMES STREET DESIGN - LOC ST,WW,WTR RES #17-1	4,803.38
FLEIS & VANDENBRINK	00153	SPARROW SITE IMPROVEMENTS - LOC STS	2,340.22
FLEIS & VANDENBRINK	00153	DPW FACILITY IMPROVEMENT- GENERAL	2,134.09
FLEIS & VANDENBRINK	00153	GENERAL ENGINEERING- GENERAL	464.05
FLEIS & VANDENBRINK	00153	SAFE ROUTES TO SCHOOL - GENERAL	97.10
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION - ELECTRIC	2,792.96
FORTE PAYMENT SYSTEMS	02522	REC CC FEES APRIL - REC	5.00
FORTE PAYMENT SYSTEMS	02522	REC CREDIT CARD FEES MAY- REC	67.97
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	524.73
FREDRICKSON SUPPLY LLC	02104	SUPPLIES - MTR POOL	87.32
GAME TIME	02523	SWING INSTALLATION - PARKS RES 18-28	2,525.00
GAME TIME	02523	PLAYGROUND SWINGSETS - PARKS	10,509.68
HYDRO DYNAMICS	02203	ALTERNATING CONTROL BOX - WASTE WTR	370.12
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,075.00
I.T. RIGHT	02440	IFRAME FOR REC PRO - REC	33.75
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	900.00
KITCH DRUTCHAS WAGNER VALITUTTI	02458	LEGAL SERVICES - GENERAL	810.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - GENERAL	328.00
TIM KRIZOV	01897	CLOTHING ALLOWANCE - WASTE WTR	200.00
MENARDS	00260	MDOT QUIKRETE- MAJ STS	514.80
MENARDS	00260	SUPPLIES - MAJ STS	104.63
MENARDS	00260	CONCRETE MIX - MAJ STS	39.76
MICHIGAN COMPANY, INC.	00273	SHEILA SHINE CLEANER - PARKS	306.98
MRWA	01935	MEMBERSHIP DUES - WATER	690.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	214.45
MUNICIPAL SUPPLY CO.	00324	SAFETY VESTS, GLASSES - LOC STS	27.50
MUNICODE	02411	ADMINISTRATIVE SUPPORT FEE - CODE	250.00
NYE UNIFORM CO.	00338	SHIRTS, PANTS - POLICE	135.98
SHANE SCHEURER	01575	CLOTHING ALLOWANCE - ELECTRIC	200.00
ROD SMITH	02317	CLOTHING ALLOWANCE - WATER	181.25
SOUNDOFF SIGNAL	MISC	SUPPLIES - MP	407.04
S&K TROPHIES AND PLAQUES	00401	TOURNAMENT MEDALS FOR SOFTBALL - REC	84.00
STATE OF MICHIGAN	00428	SOR REGISTRATION - POLICE	30.00
STATE OF MICHIGAN	00428	TOKEN FEE - POLICE	66.00
STEVE'S METER SERVICE	00442	METER TEST - ELECTRIC	40.00
SUPERIOR ASPHALT INC	02348	HILL ST MILL & FILL - MAJ STS CONSENT AGD 4	9,400.00
STAR THOMAS	01654	UNIFORM ALTERATIONS, MEALS TRAINING, USPS - PO	87.32
STAR THOMAS	01654	CELL PHONE REIMB - POLICE	40.00
STAR THOMAS	01654	UNIFORM ALTERATIONS - POLICE	65.00
UNITED STATES TREASURY	02524	PCORI/COMPARATIVE EFFECTIVENESS FEE - GENERAL	57.36
UPS	MISC	POSTAGE - WW, WTR	17.86
USA TODAY NETWORK	02501	LEGAL NOTICES - CODE, GENERAL	150.50
WINZER CORPORATION	01686	SUPPLIES - MTR POOL	139.83
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - COMM PROMO, FIRE, AMB	598.72
GIYL	MISC	7TH/8TH GRADE PLAYOFF FEE - REC	75.00
JERRY JOHNSON	MISC	HIGH EFFICIENCY PRODUCTS - ELECTRIC	165.00
MIKE STEFFES	MISC	APPLIANCE RECYCLING - ELECTRIC	50.00
INEZ LEIK	MISC	HIGH EFFICIENCY PRODUCTS AND HVAC - ELECTRIC	150.00
KEUSCH SUPER SERVICE	00228	ENERGY OPTZ - ELECTRIC	330.78
ED FILTER	00540	UMPIRES - REC	48.00
BRIAN RUSSELL	00593	UMPIRES - REC	48.00
OWEN RUSSELL	02249	UMPIRES - REC	135.00
TYLER SCHRAUBEN	02461	UMPIRES - REC	30.00

Date: 06/28/18

## CITY OF PORTLAND INVOICE REGISTER

Page: 4

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
EVAN SCHRAUBEN	02525	UMPIRES - REC	30.00
TREYVIN GROESSER	02507	UMPIRES - REC	25.00
JORDAN SELBY	02508	UMPIRES - REC	20.00
TREVOR WILLIAMS	02509	UMPIRES - REC	50.00
NATHAN LEHNERT	02496	UMPIRES - REC	50.00
KURT KRACZON	02510	UMPIRE - REC	45.00
SHANE COOK	02511	SCOREKEEPER - REC	32.00
GREG BARNES	00036	CLOTHING ALLOWANCE - LOC STS	200.00
CULLIGAN	02130	BTTL WATER - CITY HALL	7.00
ETNA SUPPLY COMPANY	00146	METER RESETTER - WATER	740.00
FAMILY FARM & HOME	01972	GRASS BULK SUN & SHADE - CEM, PARKS	139.50
FAMILY FARM & HOME	01972	DRIVEWAY SEALER BRUSH - MAJ STS	5.99
FREDRICKSON SUPPLY LLC	02104	REPAIRS TO VACCON TRUCK - MP APRVD 5/21/18	13,824.60
GRAINGER, INC.	00172	SUPPLIES - WASTE WTR	72.43
TIM GROENHOF	01919	TRAINING REIMB - POLICE	45.54
MOYER CONSTRUCTION	00316	REPLACE SECTIONS OF WALK - COMM PROMO	2,895.00
PREMIER SAFETY	02465	GAS ALERT W/ PUMP & CHARGER - WASTE WTR	896.94
MARY SCHEURER	00408	REFUND HEALTH INSURANCE PAYMENT - GENERAL	158.27
SUPERIOR ASPHALT INC	02348	BLACKTOP - MAJ STS, LOC STS	315.64
CITY OF PORTLAND - PETTY CASH	00701	MISC EXP - VARIOUS DEPTS	256.98
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	90.00
Total:			\$114,947.64

**BI-WEEKLY  
WAGE REPORT  
July 2, 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.	9,758.23	9,758.23	2,897.41	2,897.41	12,655.64	12,655.64
ASSESSOR	922.42	922.42	70.57	70.57	992.99	992.99
CEMETERY	3,140.23	3,140.23	1,646.28	1,646.28	4,786.51	4,786.51
POLICE	15,146.87	15,146.87	5,083.01	5,083.01	20,229.88	20,229.88
CODE ENFORCEMENT	619.03	619.03	194.06	194.06	813.09	813.09
PARKS	4,648.42	4,648.42	702.59	702.59	5,351.01	5,351.01
INCOME TAX	1,907.94	1,907.94	969.91	969.91	2,877.85	2,877.85
MAJOR STREETS	3,212.69	3,212.69	2,121.00	2,121.00	5,333.69	5,333.69
LOCAL STREETS	3,243.55	3,243.55	2,072.29	2,072.29	5,315.84	5,315.84
RECREATION	2,156.72	2,156.72	546.72	546.72	2,703.44	2,703.44
AMBULANCE	10,633.61	10,633.61	2,395.87	2,395.87	13,029.48	13,029.48
DDA	2,180.50	2,180.50	407.71	407.71	2,588.21	2,588.21
ELECTRIC	15,957.34	15,957.34	5,656.79	5,656.79	21,614.13	21,614.13
WASTEWATER	8,799.97	8,799.97	3,334.76	3,334.76	12,134.73	12,134.73
WATER	4,612.23	4,612.23	2,241.92	2,241.92	6,854.15	6,854.15
MOTOR POOL	1,996.83	1,996.83	1,389.06	1,389.06	3,385.89	3,385.89
<b>TOTALS:</b>	<b>88,936.58</b>	<b>88,936.58</b>	<b>31,729.95</b>	<b>31,729.95</b>	<b>120,666.53</b>	<b>120,666.53</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 6/29/18**  
**MEETING DATE 7/2/18**

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance 6/15/18</b>	<b>Total Cash in</b>	<b>Total Cash out</b>	<b>Cash Balance 6/28/18</b>	<b>Time Certificates</b>	<b>Ending Balance 6/28/18</b>	
101	GENERAL FUND	2,334,300.68	72,085.28	(142,270.94)	2,264,115.02	235,000.00	2,499,115.02	
105	INCOME TAX FUND	129,544.21	18,719.61	(5,506.08)	142,757.74	10,000.00	152,757.74	
150	CEMETERY PERPETUAL CARE FUND	40,542.20	150.00	-	40,692.20		40,692.20	
202	MAJOR STREETS FUND	244,536.76	7,099.20	(30,112.04)	221,523.92		221,523.92	
203	LOCAL STREETS FUND	98,027.89	4,572.31	(11,406.56)	91,193.64		91,193.64	
208	RECREATION FUND	9,868.90	6,538.94	(6,002.96)	10,404.88		10,404.88	
210	AMBULANCE FUND	91,724.63	37,156.58	(36,348.91)	92,532.30		92,532.30	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	218,082.98	2,781.49	(14,518.44)	206,346.03		206,346.03	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	(300.00)	300.00	-	-		-	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	544,862.32	-	-	544,862.32		544,862.32	
520	REFUSE SERVICE FUND	15,191.19	7,579.45	(12,591.22)	10,179.42		10,179.42	
582	ELECTRIC FUND	549,166.98	202,263.43	(187,903.43)	563,526.98	530,000.00	1,093,526.98	
590	WASTEWATER FUND	(157,197.36)	57,069.30	(28,556.37)	(128,684.43)		(128,684.43)	
591	WATER FUND	29,789.89	40,020.11	(27,015.79)	42,794.21	420,000.00	462,794.21	
661	MOTOR POOL FUND	161.16	24,302.71	(19,654.75)	4,809.12		4,809.12	
703	CURRENT TAX FUND	6,565.90	53.77	-	6,619.67		6,619.67	
<b>TOTAL - ALL FUNDS</b>		<b>4,158,230.58</b>	<b>480,692.18</b>	<b>(521,887.49)</b>	<b>4,117,035.27</b>	<b>1,195,000.00</b>	<b>5,312,035.27</b>	
						ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	744,679.24	744,679.24
						ELECTRIC-PRIN & INT ESCROW	137,426.61	137,426.61
						WASTEWATER DEBT ESCROW	236,471.71	236,471.71
						WASTEWATER REPAIR ESCROW	29,475.85	29,475.85
						DDA-PRIN & INT ESCROW	501.77	501.77
								<u>7,160,590.45</u>

**\*Customer Deposit Breakdown**

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

ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
PERPETUAL CARE CD	130,000.00	130,000.00
INCOME TAX SAVINGS	744,679.24	744,679.24
ELECTRIC-PRIN & INT ESCROW	137,426.61	137,426.61
WASTEWATER DEBT ESCROW	236,471.71	236,471.71
WASTEWATER REPAIR ESCROW	29,475.85	29,475.85
DDA-PRIN & INT ESCROW	501.77	501.77



# PURCHASE ORDER

## City of Portland

P.O. # 1615

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

VENDOR CAROUX COMMUNICATIONS

DATE: 10/25/2018

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>600 MHz Rogers for SMS construction incl 3 yr additional warranty</u>	<u>210 302 852</u>		<u>11,124.<sup>00</sup></u>

DEPARTMENT HEAD (UP TO \$500) *RG*

TOTAL \$ 11,124.<sup>00</sup>

*KK*  
Treasurer Initials

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



7860 Morrison Lake Road  
Saranac, MI 48881  
Phone: (800) 952-8405  
Fax: (616) 642-6008

**\*\*\*INVOICE\*\*\***

Page 1

Date: 06/26/2018

**125000624**

**Bill To:**  
PORTLAND AMBULANCE  
773 E GRAND RIVER  
PORTLAND, MI 48875-0000

**Ship To:**  
PORTLAND AMBULANCE  
773 E GRAND RIVER  
PORTLAND, MI 48875-0000

Cust. #: 334		Sales Person: KEVIN YODER		PO# : PHIL		Terms: NET 10 DAYS	
Qty	Item	Description	Loc	Unit Price	Extended		
15	G5B64BF-SXVXEN1400UNI-001	DUAL BAND PAGER PACKAGE VHF & 800MHz	001	625.50	9,382.50		
15	EXTWARRANTY-G4	3-YEAR EXTENDED WARRANTY G4/G5 PAGERS	001	116.10	1,741.50		
0	GS9XBRC-SXXXEN	CHARGING CRADLE, UNICATION G4/G5 DESKTOP	001	80.10	0.00		

Approved By: _____	Subtotal:	\$11,124.00
	Tax :	
	Order Total:	\$11,124.00
Overdue payments will incur a late fee of 1.5% per month.		

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

Held on Thursday, May 17, 2018  
In Council Chambers at City Hall

Members Present: Barnes, Gorman, VanSlambrouck, Briggs, Grimminck, Antaya

Members Absent: Pung

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller

Guests: None

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

There was no public comment.

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

All in favor. Adopted.

Motion by VanSlambrouck, supported by Antaya, to approve the minutes of the April 19, 2018 as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Reports, Mayor Barnes reported that the Organization & Finance team is beginning to plan the sesquicentennial celebration. He also reported that tickets sales for Beerfest on the Bridge are underway and that volunteers for the events are still needed. Jason Williamson is planning the Volunteer Appreciation event.

Chair Grimminck reported that the Business Enhancement Team continues to work on the business database.

Director Conner Wellman stated that the student ambassadors are working with the Promotions & Marketing Team to create a google calendar that all workplans can be posted to for reference.

Member Briggs reported that the Design Team is working on placement of the historical sign.

Under Old Business, Director Conner Wellman proposed the following vision statement, "MI Portland Downtown: Working together as a community to model a vibrant downtown, positioning Portland as Mid Michigan's favorite small-town connection – for families to grow, friends to celebrate, and visitors to treasure." She stated that a vision statement is a requirement of the TIF plan and Michigan Main Street. She asked for suggestions and comments.

Motion by Briggs, supported by Barnes, to approve the vision statement as proposed.

All in favor. Adopted.

Under New Business, Director Conner Wellman provided an overview of the AmeriCorp Vista Recruitment program and the requirements of the position. The position will be posted on the website, Facebook, etc.

There was discussion.

Chair Grimminck provided information on the Public Art Grant that she wrote and applied for. The grant was denied but with the foundation developed it will be easier to apply for other grants.

Director Conner Wellman stated that she has been working with Member Pung on the Façade Restoration Initiative Funding. She further shared information on the creation of a pipeline (segment of the downtown) that could be targeted for funding with a State match. The amount of matching funds to be committed by the DDA and property owners needs to be determined.

There was discussion.

Director Conner Wellman stated that a resident of the downtown made a request that the Parking Ordinance be reviewed. The Business Enhancement Team has decided to add this to its work plan for 2019-2020.

The parking issue in the downtown was discussed.

Under the Director Report, Director Conner Wellman stated that weed control specialists have been hired for the season. They will begin work this week. A prep and maintenance schedule has been developed with the DPW and Parks & Recreation seasonal employees to ensure that the flower beds and streetscapes are complete and maintained. Work will also be done to eradicate and clean up the spiderwebs from lamp posts, bridge and boardwalk railing areas.

The Outdoor Flea Market will be held the 1<sup>st</sup> Saturday of each month, June through September at the parking lot between Scout Park and Maple St.

Beerfest on the Bridge is up and running; tickets are being sold, sponsors are coming in, and promotions are ready to print.

ConfluxCity Brewery is expected to announce their opening in the next few weeks.

Courageous Coffee has purchased 129 E. Bridge St. and will take on their build out slowly; they anticipate an opening of a coffee shop with local bakery items within a year.

Director Conner Wellman will attend the Michigan Main Street Quarterly Training on June 4<sup>th</sup> – 5<sup>th</sup> in Niles, Michigan.

Under Board Member Comments, Member Briggs stated that the Historical Society is working with the VFW and the American Legion to commemorate the 100 years since the ending of World War I. They will remember Dale Hyland, a Portland resident killed in the war.

Chair Grimminck noted that the Portland District Library has new software that will help authors with the publishing of ebooks. A music feature will be added to the Storytime Garden at the library as well. The Children’s Librarian is leaving; the library will hire a new person for this position.

Motion by VanSlambrouck, supported by Antaya, to adjourn the meeting at 4:24 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary



Date: June 21, 2018

**REPORT OF FUNDS IN DDA AS OF: June 12, 2018**

**PRINCIPAL & INTEREST ACCOUNT**

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>5/10/2018</u>	\$ 501.77
<b>NEW BALANCE:</b>	<b><u>6/12/2018</u></b>	<b><u>\$ 501.77</u></b>

**REGULAR ACCOUNT**

PREVIOUS BALANCE:	<u>5/10/2018</u>	\$ 237,207.56
INTEREST EARNED:		\$ 10.27
DEPOSITS:		
BeerFest Receipts		\$ 1,000.00

**CHECKS WRITTEN:**

Ck No. Payee:	<u>AMOUNTS</u>
1828 TAYLOR WARD - Landscaping throughout core business district	\$ 353.50
1829 ADVANCED LANDSCAPE HEALTH SPECIALISTS - Summer Weed Control	\$ 1,423.00
1830 BADER & SONS - Spider Control Lights & Fences	\$ 319.95
1831 CITY OF PORTLAND - Worker's Comp, Street Lights, Credit Card Charges, Telephone, June On The Street, Postage	\$ 1,375.28
1833 HOMETOWN SPORTS - Beerfest T-Shirts	\$ 360.00
1834 KAITLYN KWIECINSKI - Research Collection Data Entry Phase 1 of 2	\$ 500.00
1835 KAITLYN KWIECINSKI - Research Collection Data Entry Phase 2	\$ 500.00
1836 MOYER CONSTRUCTION - Mulch for Trees, Scout Park, and Streetscape	\$ 420.00
1837 PORTLAND AREA CHAMBER OF COMMERCE - Advertising on 4th of July	\$ 2,500.00
1838 PORTLAND GARDEN CLUB - Flowers for Downtown	\$ 350.00
1839 PRINTING ESSENTIALS - Cardstock and Postcards for MMS 15 year celebration	\$ 77.50
1840 ERIC PROCTOR - Video Work for Beerfest (1st half)	\$ 500.00
1841 STATE OF MICHIGAN - Historical Marker Application	\$ 250.00
1842 TINA CONNER WELLMAN - Cell Phone and Expense Reimbursements	\$ 279.73
1843 WION RADIO - Annual Morning Show Interview Spots (6)	<u>\$ 600.00</u>
<b>TOTAL CHECKS</b>	<b>\$ (9,808.96)</b>
TRANSFER TO CITY OF PORTION FOR TWO RIVERS PARK ACQUISITION	\$ (14,250.00)
TRANSFER FOR EQUIPMENT USAGE - MAY	\$ (148.69)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 5/21/18 - 6/4/18	<u>\$ (7,231.49)</u>
<b>TOTAL EXPENSES:</b>	<b><u>\$ (31,439.14)</u></b>
<b>NEW BALANCE:</b>	<b><u>6/12/2018</u></b>
	<b><u>\$ 206,778.69</u></b>

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

**CITY OF PORTLAND**

**REPORT DATE**  
**PERIOD COVERED**

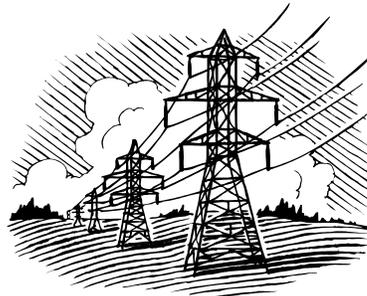
June 1, 2018  
May 1-31, 2018

<b>HYDRO GENERATION</b>	112,692		
<b>DIESEL PRODUCTION</b>	0		
<b>Kwh Purchased</b>	3,068,709	<b>Amount Paid</b>	\$ 190,066.18
<b>Total Kwh Purchased</b>	<b>3,181,401</b>	<b>Total Dollars Paid</b>	<b>\$ 190,066.18</b>

<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,095,260	PCA Billed	\$ 27,234.66
Commercial	697,856	Residential	\$ 118,649.31
Large General	720,760	Residential EO Charge	\$ 2,037.43
City St. Lites Metered	22,486	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 74,047.91
Rental Lights		Commercial/LG EO Charge	\$ 2,455.64
Demand	2,278	Large General	\$ 50,115.15
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 1,931.15
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,538,640</b>	Rental Lights	\$ 253.24
		Demand	\$ 13,382.19
Arrears after billing	\$ 12,775.16	Tax	\$ 11,159.38
Penalties Added	\$ 1,481.48		
Arrears end of month	\$ 28,090.77	<b>Total Dollars Billed</b>	<b>\$ 302,827.51</b>
Fuel Cost Billed	\$ 24,384.91		
Amount Collected	\$ 312,865.76	Power Cost Adj.	.01083
Total Adjustments	\$ 948.58		

Residential Customers	2,222
Commercial Customers	332
Large General	15
<b>Total Customers</b>	<b>2,569</b>

06/01/18



**CITY OF PORTLAND  
June-18**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	May-18	<b>PERIOD COVERED</b>	May 1-31, 2018
Customers Billed		Penalties Added	\$ 335.99
City	1,861	Dollars Collected	\$ 46,000.89
Rural	24	Arrears at end of Month	\$ 5,871.90
Total Customers	1,885	Adjustments	\$ (4,996.76)
		Gallons Pumped	11,269,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	8,575,915		\$ 48,518.90
Rural	183,489		\$ 1,768.82
Total	<u>8,759,404</u>		<u>\$ 50,287.72</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,805	Dollars Billed	\$73,390.78
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 73,390.78

Penalties Added	\$ 553.44
Dollars Collected	\$ 70,897.81
Arrears at end of Month	\$ 8,715.23
Adjustments	\$ (8,121.40)
Gallons Treated per Million	11.70







# PAFA Monthly Run Report

May 2018

## Portland Township

- 5-1-18 Rubbish Fire, Clintonia Rd. Owners rubbish pile re-ignited from previous fire. 2 brush units extinguished fire.
- 5-2-18 Two vehicle PI accident, Divine Hwy. Vehicles collided head on, extrication required on both cars, Landing zone for Aero-Med also required.
- 5-9-18 Power Line Down, Lyons rd. A power Line had come down from pole to house, power company contacted.
- 5-29-18 Rollover PDA, Divine Hwy. Vehicle rolled over on to its top, no injuries, checked for any hazards, non- found all units cleared.

## Danby Township

- 5-4-18 Low hanging power line, Peake Rd. Power line across road was live and hanging approx. 10 ft from road service. Contacted power company, stood by scene until power company arrived.
- 5-19-18 Rollover PDA, Charlotte Hwy. Single vehicle rolled into yard, checked for any hazards, non- found, units cleared

## City of Portland

- 5-4-18 Tree down in roadway, East Grand River, City responded, no PAFA units responded.
- 5-12-18 Fire Alarm, Ionia Rd, Fire alarm activated, contacted key holder, nothing found.
- 5-12-18 Electrical Smell at a residence on Riverside Dr., determined to be furnace.
- 5-19-18 Ditch/grass fire, East I96 @ mm77. Small area on the side of the highway.
- 5-21-18 Rollover PDA, East I96 @ mm77. Single vehicle rollover, checked for any hazards none found, blocked one lane for PD.
- 5-31-18 Rollover PI, West I96 @ Kent St. Landscape truck and trailer collided with a single vehicle, rested on guard rail.

## Mutual Aid

- 5-1-18 Structure/grass/woods fire, East Tupper Lake. Responded with Tanker and Brush Truck to assist Roxanne Fire.

- 5-2-18 PI with Extrication, Divine Hwy. Received Mutual Aid from Lyons Twp. and Pewamo.

Training this month was spent working with drafting and nursing with eng. 11 and tanker 9. Just about everyone is real comfortable with pumping and drafting.

Asst. Chief Donbrock, FF Jake Schafer, FF Glen Schafer all completed FF Officer I @ II this month.

The Spaghetti dinner was held this month and we had our best year. Everything went well and we already are thinking about setting higher goals for next year.

Respectively , Chief Krizov



## PAFA Chief's Monthly Activity Report – May 2018

Month	City of Portland	Danby Twp.	Portland Twp.	M.A. Received	M.A. Given	Totals
January	5	2	4	0	3	14
February	4	0	1	0	2	7
March	1	1	4	1	1	7
April	4	2	4	0	1	11
May	6	2	4	1	1	14
June						
July						
August						
September						
October						
November						
December						
Year End Totals						53
				Run totals year to date for last years at this		45

### Brief Run Description by Entity

City of Portland	Danby Twp.	Portland Twp.	M.A Received	M.A Given
1 Rollover 1 Fire Alarm 1 Electrical smell 1 Tree down 1 Ditch/Grass fire 1 Rollover PI	1 Low Hanging Wire 1 Rollover PDA	1 Rollovers 1 Rubbish Fire 1 Powerline Down 1 Two Car PI with extrication	1 Lyons/Pewamo	
				1 Structure Fire Roxanne Twp.

Respectfully, Chief Tim Krizov

Renewable Energy Annual Report

Revised May 2018

Electric Provider: **Portland Light and Power Board**

Reporting Period: Calendar Year 2017

- Section 51(1) of 2008 PA 295, as amended by 2016 PA 342, requires the filing of this document with the Michigan Public Service Commission.
- Many of the requested figures are available from MIRECS reports; names of which are noted within this template. If your figures agree with those within MIRECS, you may submit the MIRECS report as an attachment to this annual report. If your figures differ from those within MIRECS, please explain any discrepancies. Staff from the MPSC and MIRECS Administrator, APX, Inc., are available to help reconcile.
- The purpose of this annual report is to provide information regarding activities that occurred within calendar year 2017, not simply activity regarding energy credits with the vintage of 2017.

**Section 51(1).**

Within this section, list and describe actions taken by the electric provider to comply with the renewable energy standards.

- a. Filings to the Commission (case numbers)

U-16629

- b. Summary of actions taken during reporting period

As in previous years, Portland obtained most of their required energy credits from the Landfill Gas Project (Granger and North American Natural Resources (NANR) Projects) and the rest from their hydro resources. The 2016 Annual Report was submitted on June 30th, 2017 and subsequently approved by the MPSC.

**Section 51(2)(a).**

Within this section, list the number of energy credits obtained and, if bundled credits, the MWh of electricity generated or otherwise acquired during the reporting period, including those credits transferred from ones wholesale electric supplier. This data may be found in the MIRECS report titled: My Credit Transfers using the transfer tabs indicated below and filtering the report by date (only activity occurring in 2017).

<b>Credits From</b>	<b>Renewable Energy Credits</b>	<b>Incentive Credits</b>	<b>MWh Electricity Generated/Acquired</b>
<b>Generated (Intra-Account Transfer, only "Issued" in the Action column)</b>	2017 Vintage: 1,648	2017 Vintage: 157	2017: 1,648
<b>Purchased (Inter-Account Transfer, only "Confirm" or "Forward Transfer" in the Action column)</b>	2016 Vintage: 1,374	2016 Vintage: 131	2016: 1,374
<b>Total Credits</b>	3,022	288	3,022

"Issued" within the Action column refers to an account holder accepting the generation data after which energy credits are created. "Confirm" within the Action column refers to both the transferee and transferor agreeing to the non-recurring transfer. "Forward Transfer" within the Action column indicates a recurring transfer of which subsequent transfers of credits do not need to be accepted by both parties.

Explain any differences between the data provided and MIRECS reports.

MIRECS 2017 Compliance sub-account reports shows 2017 REC requirement fulfillment, the table above from Section 51(2)(a) shows only activity that occurred in 2017, which only included the 2016 vintage RECs with "Confirm" or "Forward Transfer" within the Action column of the Inter-Account Transfer section of the My Credit Transfers MIRECS page. Portland fulfilled the 2017 Compliance requirement through a REC transfer that occurred in June 2018 and from RECs loaded into the MIRECS system from their hydro resources throughout 2017.

Within this section, list the type of and number of energy credits sold, traded or otherwise transferred during the reporting period.

	<b>Renewable Energy Credits</b>	<b>Incentive Credits</b>
<b>Sold, traded or otherwise transferred</b>	-	-
<b>Expired (not in compliance sub-account)</b>	-	-

This data may be found in MIRECS reports titled: My Sub-Accounts (filtered by Michigan eligibility and its end date) and My Credit Transfers.

**Section 51(2)(b).**

Within this section, list the number of advanced cleaner energy credits obtained and, if bundled, the MWh of advanced cleaner energy generated or otherwise acquired during this reporting period. This data may be found in the MIRECS report titled: My Credit Transfer using the transfer tabs indicated below and filtering the report by date (only activity occurring in 2017).

	<b>Advanced Cleaner Energy Credits</b>	<b>MWh Electricity Generated/Acquired</b>
<b>Generated (Intra-Account Transfer, only "Issued" in the Action column)</b>	-	-
<b>Purchased (Inter-Account Transfer, only "Confirm" or "Forward Transfer" in the Action column)</b>	-	-
<b>Total Credits acquired</b>	-	-

**Section 51(2)(c).**

Within this section, list each renewable energy system (RES) and advanced cleaner energy system (ACES) owned, operated or controlled by the electric provider. List the capacity of each system, the amount of electricity generated by each system and the percentage of electricity which was generated from renewable energy (RE) or advanced cleaner energy (ACE).

System Name <sup>1</sup>	System Type (RES or ACES)	Nameplate Capacity (MW)	Electricity Generated (MWh)	% of Electricity generated by RE/ACE
Portland Hydro	RES	.375	1,865.360	100%
-	-	-	-	-
-	-	-	-	-

<sup>1</sup>System name should agree with the project name listed within MIRECS. This data may be found in the Project Management module within MIRECS.

Within this section, list the renewable energy system (RES) and advanced cleaner energy systems (ACES) the electric provider is purchasing energy credits from. These include purchase power agreements. However, unbundled (credit only) purchases do not need to be listed here. Projects (generators) serving multijurisdictional electric providers should be listed here.

System Name	System Type (RES or ACES)	Electricity Purchased (MWh)	Energy Credits Purchased <sup>1</sup>	Allocation Factor and Method
Landfill Gas Project – Granger	RES	1,269	1,269 RECs 87 iRECs	Percentage – 1.22%
Landfill Gas Project – NANR	RES	215	215 RECs 20 iRECs	Percentage – 1.22%
-	-	-	-	-

**Differences between MWh and Energy Credit values due to credit rounding**

<sup>1</sup>Distinguish between different types of credits (REC or ACEC).

Allocation Factor and Method: For use if 100% of system output is not purchased. For instance, a system selling to multiple parties: list how the energy and credits are allocated – if by percentage, list the percentage as well.

Allocation Factor and Method: If used by multijurisdictional electric providers please include which percentage of energy and credits are to be distributed to Michigan (list allocation method as well, for example: system load).

**Section 51(2)(d).**

Within this section, list whether, during the reporting period, the electric provider entered into a contract for, began construction on, continued construction of, acquired, or placed into operation a renewable energy (RE) system or advanced cleaner energy (ACE) system.

System Name <sup>1</sup>	Resource (technology, RE/ACE)		Nameplate Capacity (MW)	Construction start date or acquisition date	Commercial operation date	Owned by electric provider?
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

<sup>1</sup>System name should agree with the project name listed within MIRECS.

Dates may be forecast.

**Section 51(2)(e).**

Within this section, list the expenditures incurred during the reporting period to comply with the renewable energy standards or the forecasted expenditures for the remaining plan period. Also, electric providers with an approved or planned renewable energy surcharge (as per Section 45), list the incremental cost of compliance (ICC) incurred during the reporting period.

<b>Total Costs to Comply with Renewable Energy Standard in 2017</b>
\$143,111

<b>Forecast of total expenditures for the remaining plan period of 2018-2029</b>
\$3,944,074

Total Expenditures: ICC + Transfer Cost

<b>Total Transfer Cost for 2017 (if any)</b>
\$146,195

Transfer Cost: The component of renewable energy and capacity revenue recovered from PSCR clause.

<b>Total ICC for 2017</b>
\$(1,949)

<b>Forecast of the ICC for the remaining plan period (2018-2029)</b>	<b>Monthly residential surcharge (\$3 or less)</b>
\$(1,777,913)	-

<b>Capital Expenditures for 2017 (if any)</b>
-

Capital Expenditure: An investment in a renewable energy capital asset.

**Section 51(2)(f).**

Compliance: List the energy credits used for compliance for the 2017 compliance year. This number should agree with the compliance requirement listed in the 2017 compliance subaccount in MIRECS. Take into account any energy optimization or advanced cleaner energy credit substitutions and limits on their use.

Required: 3,540 Used for 2017 Compliance: 3,540
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Does the “energy credits used for compliance for the 2017 compliance year” figure above include any credits representing energy generated within 120 days after the start of the next calendar year? Yes/No.

No
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If yes, how many credits from 2018 generation are included?

N/A
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# IONIA COUNTY BOARD OF COMMISSIONERS

June 26, 2018 - 7:00 p.m.  
Conference Room – Central Dispatch Building

## 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. **Did You Know?**
- VII. **Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B. Approve per diem and mileage
  - C. Approve payment of General Fund payroll and accounts payable for the month of May 2018 - \$1,106,414.49
  - D. Approve payment of Health Fund bills - \$94,521.96
  - E.
- VIII. **Unfinished Business**
  - A. Decision on Furniture
    1. Keep '*Made in China*' desks (current) and receive \$1,500 discount
    2. Receive sample of '*Made in USA*' desk - same cost as current desks  
(*Extra costs for handles and grommets*)
    3. Removal of entire furniture order and request a refund
    - 4.
  - B.
- IX. **New Business**
  - A. 2017 Audit
  - B. Commission on Aging request to hire 2<sup>nd</sup> Substitute Home Delivered Meals Driver
  - C. COA request to increase part-time Caseworker position to full-time
  - D. Commission on Aging Budget Amendments
    1. Increase Training
    2. Increase Travel
  - E. Replacement of Palmer Lodge windows and siding
  - F.

**X. Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. County Administrator

**XI. Reports of Special or Ad Hoc Committees**

**XII. Public Comment (3 minute time limit per speaker)**

**XIII. Closed Session**

- A. Union Negotiations Update

**XIV. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2021.
- Central Dispatch Board of Directors – One two-year term expiring December 2018, serving as a Citizen Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term, expiring December 2018.

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

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