



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

7:00 P.M. Monday, August 6, 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)	Decision
7:04 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
7:20 PM	A. Andy Pulling – Bike and Hike Trail at Portland Public Schools	
7:25 PM	B. Eric Proctor – Beerfest	
	C. DDA/Main Street Director Conner Wellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:30 PM	A. Proposed Resolution 18-62 Approving, Authorizing, and Directing the Mayor and Clerk to Sign a License Agreement with Portland Public Schools to use City Property for a Bike Trail	Decision
7:33 PM	B. Proposed Resolution 18-63 Approving, Authorizing, and Directing the Mayor to Sign a Contract with Clear Heights Construction, LLC for the Purchase and Installation of a Vehicle Storage Structure for the Department of Public Works	Decision
7:35 PM	C. Proposed Resolution 18-64 Approving Issuance of a Transient Trader Permit for a BBQ Food Trailer	Decision
7:37 PM	D. Proposed Resolution 18-65 Appointing an Officer Delegate to Represent the City at the 2018 MERS Conference	Decision
7:40 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on July 16, 2018	
	B. Payment of Invoices in the Amount of \$176,318.78 and Payroll in the Amount of \$97,010.94 for a Total of \$273,329.72	
	C. Purchase Orders over \$5,000.00	
	1. Cook Brothers Excavating in the Amount of \$7,790.00 for Sewer Main Repair on Riverside Dr.	
	2. Medler Electric in the Amount of \$8,025.30 for Conduit	

**Estimated
Time**

**Desired
Outcome**

3. Resco in the Amount of \$45,112.00 for Transformers

XI. Communications

- A. Sun Communities Communications
- B. DDA Minutes from June 21, 2018
- C. DDA Treasurer's Report for July 19, 2018
- D. Utility Billing Reports for June 2018
- E. Water Department Report for July 2018
- F. Ionia County Board of Commissioners Agenda for July 17, 2018
- G. Ionia County Board of Commissioners Agenda for July 24, 2018

7:42 PM

XII. Other Business - None

7:45 PM

XIII. City Manager Comments

7:50 PM

XIV. Council Comments

7:55 PM

XV. Adjournment

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-62

A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE MAYOR AND CLERK TO SIGN A LICENSE AGREEMENT WITH PORTLAND PUBLIC SCHOOLS TO USE CITY PROPERTY FOR A BIKE TRAIL

WHEREAS, the City owns certain property located at the 1150 Ionia Road, Portland, Michigan 48875 and the Portland River Trail shown on the attached Exhibit A (the "Property"); and

WHEREAS, Portland Public Schools is requesting to use a portion of the Property for a bike trail; and

WHEREAS, the City Manager recommends that City Council approve the License Agreement, attached as Exhibit B, with Portland Public Schools to use the Property as a bike trail.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes and directs the Mayor and Clerk to sign the License Agreement with Portland Public Schools, a copy of which is attached as Exhibit B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

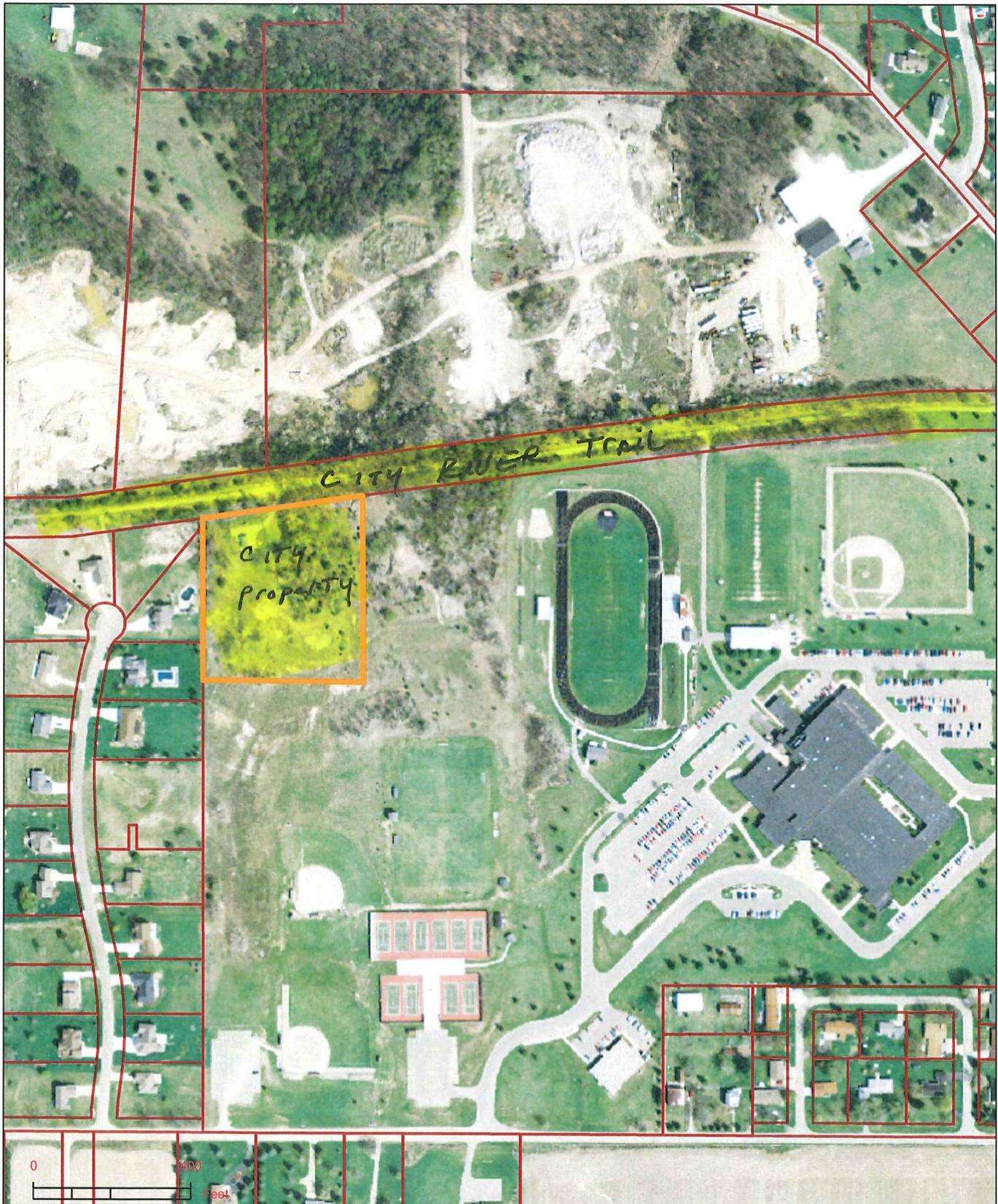
Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: August 6, 2018

Monique I. Miller, City Clerk

PORTLAND CITY



**Exhibit
A**

LICENSE AGREEMENT

This License Agreement is made as of _____, 2018, between the City of Portland, a Michigan municipal corporation, the principal business address of which is 259 Kent Street, Portland, MI 48875 (the "City"), and the Portland Public Schools, located at 1100 Ionia Road, Portland, MI 48875 (the "Licensee").

RECITALS

- A. The City owns property located at 1150 Ionia Road, Portland, Michigan, parcel # 300-290-000-005-01, and the Portland River Trail (including right of way) as depicted on the attached Exhibit A (the "Property").
- B. The Licensee desires to construct and maintain a Bike Trail on a portion of the Property, in accordance with the plans, specifications and timetable provided in the proposal attached as Exhibit B.
- C. The City wishes to accommodate the Licensee's request in accordance with the terms and conditions of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

- 1. License. The City licenses to the Licensee those portions of the Property designated on the drawing included within the attached Exhibit A (the "Licensed Area") for its use in constructing and maintaining a Bike Trail as specified within the attached Exhibit A, subject to the terms and conditions of this Agreement, and for no other purpose.
- 2. Term. The term of the license shall commence upon the date of this Agreement and continue until _____, 2021, or until terminated as provided in this Agreement, whichever first occurs.
- 3. Consideration. The Licensee shall, without cost to the City, construct and maintain the Bike Trail as specified in the attached Exhibit A.
- 4. Requirements of the Licensee. This license is subject to the following terms and conditions:
 - (a) The Licensee accepts the Property "AS IS" and with all faults.
 - (b) Use of the Property shall not interfere with pedestrian traffic or use of the remaining portions of the property or the Portland River Trail.
- 5. Assignment or Use by Others Prohibited. The Licensee may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement without the City Council's prior written consent.
- 6. Property Rights. This license does not grant or convey to the Licensee any rights, title, or interest in the Property. The City retains all of its property rights.
- 7. Indemnification. The Licensee hereby assumes any and all risk of harm that may arise out of use of the Property under this Agreement and hereby releases the City, and each of its officers, employees, agents and assigns, from any and all liability that may arise out of such use. The Licensee acknowledges and agrees that the Property is not monitored and that the City will not provide supervision, instruction, or assistance for its use.

8. Termination. The license granted pursuant to this Agreement is terminable at the will of either the City or the Licensee upon 30 days written notice. Upon termination of this agreement the Licensee will restore the Property to its previous condition subject to the written approval of the City and with no cost to the City

9. Miscellaneous.

(a) This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. It may not be modified or amended except in writing, signed by all parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation.

(b) Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

The parties have caused this Agreement to be executed as of the date first above written.

CITY OF PORTLAND

PORTLAND PUBLIC SCHOOLS

By: _____
James E. Barnes, Mayor

By: _____
Its: Will Heath, Superintendent

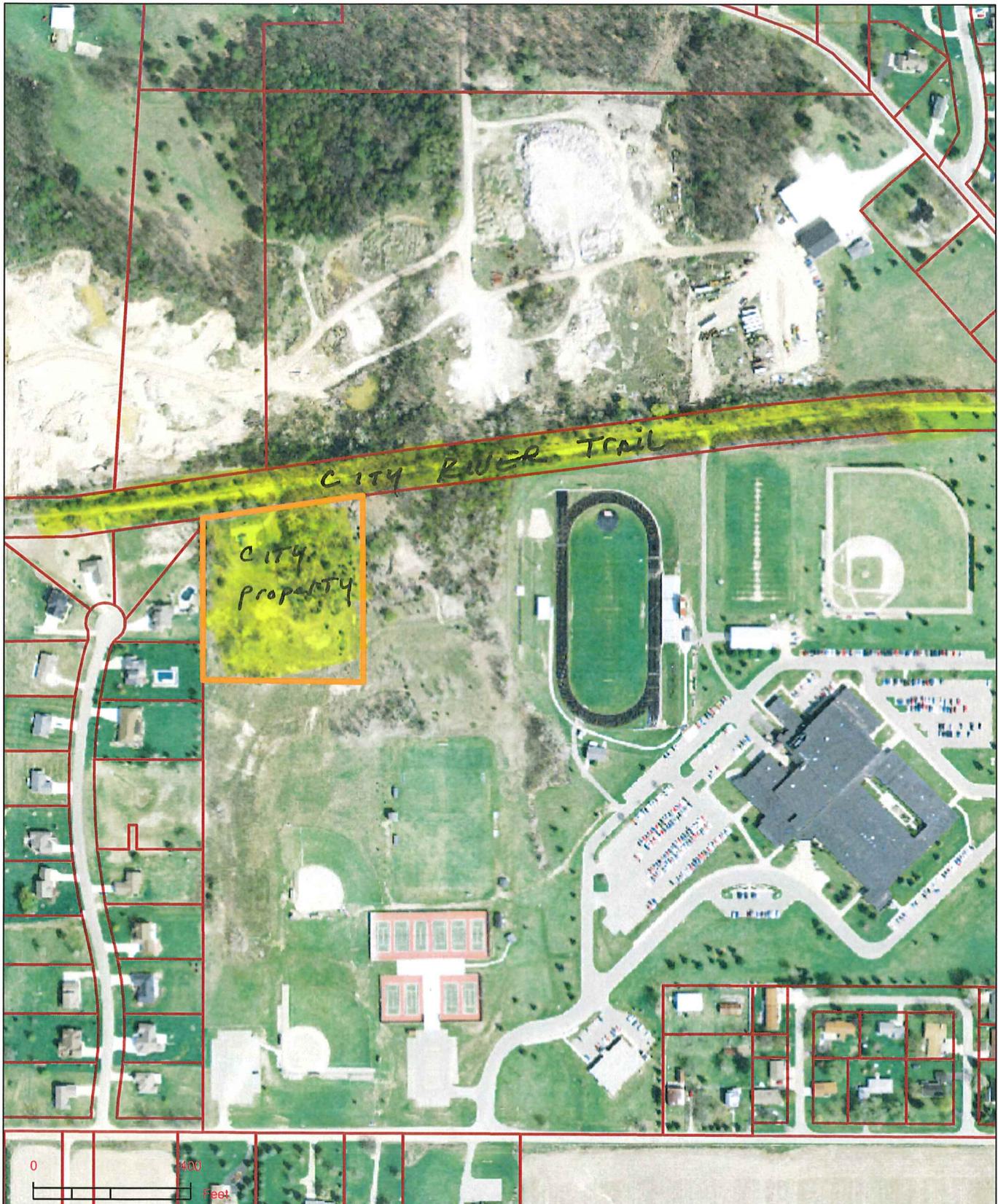
By: _____
Monique I. Miller, Clerk

By: _____
Its: Secretary, Board of Education

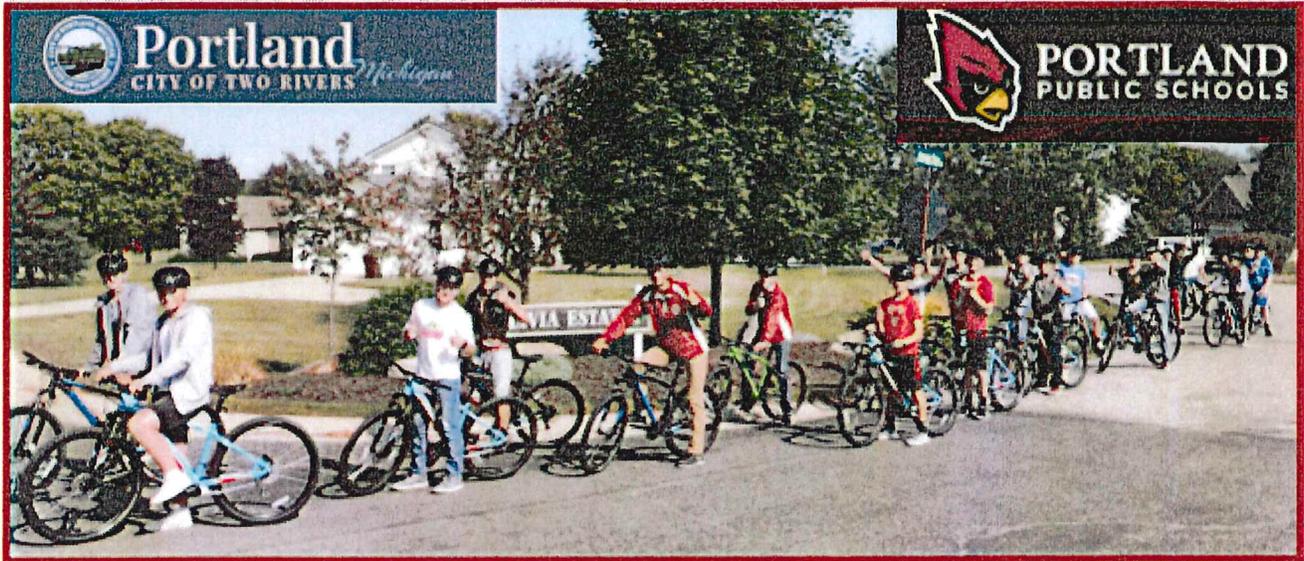
Date signed: _____, 2018

Date signed: _____, 2018

PORTLAND CITY



**Exhibit
A**



Portland Hike & Bike Trail

Site Plan

08.02.2018

Created by:

Andy Pulling

Portland Public Schools

Contributions by:

Josh McCreedy

Trail Sense



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Process

This trail plan draft was prepared at the request of the City of Portland and Portland Public Schools. In the spring of 2018, Andy Pulling (Teacher, Portland Public Schools) spent multiple days in the field investigating the city- and district- owned property at 1100 Ionia Road, Portland, Michigan available for recreational use outlined by Tutt Gorman (Portland City Manager) and Will Heath (Portland Public Schools Superintendent). Investigations composed of site explorations, mapping, trail experience research, trail construction research and land preservation as it relates to recreational use. Andy Pulling engaged in formal conversations with Tutt Gorman, Will Heath, Gary Bond (Facilities Manager, Portland Public Schools), Josh McCreedy (Owner, Trail Sense), Christine Rockey (Principal, Portland High School), John Lindenmayer (President, League of Michigan Bicyclists), Jared Steffen (President, Mid-Michigan Mountain Bike Association) Gary Ferguson (Owner, Dan's Bike Shop) and David Wood (Director Program Manager, Specialized Foundation)

Milestones

I. Specialized Foundation Riding for Focus Grant Recipient - Spring 2017

Andy Pulling and the Portland Public Schools Physical Education Program were awarded the Riding for Focus Grant valued at over \$30,000 in the form of 30 bicycles, helmets, tools and a comprehensive bicycling curriculum.

II. Portland PHS PE Class Selected as a "Focus" School - Fall 2017

The Portland Middle and High School Physical Education Classes were selected by the Specialized Foundation as a "Focus" school and were awarded heart rate monitors and technology valued at over \$5,000.

III. League of Michigan Bicyclists Micro-Grant Recipient - Spring 2018

The Portland Hike & Bike Trail (PHBT) was awarded \$1,500 to begin development, construction and post adequate signage to increase trail user safety on the trail.

IV. Portland Hike & Bike Trail Development - Summer 2018

Andy Pulling started coordinating administrative communications, project development and project funding with Portland Public Schools, the City of Portland, Trail Sense (contractor) and local bike Shops (Dan's Bike Shop & Spin Bicycle Shop). Site plan approved by Portland Public Schools on July, 23, 2018.



Trail Concepts

Land managers, trail builders and trail users, benefit from sharing a common understanding of key trail vocabulary. The following discussion outlines some important trail design elements.

Natural Surface Trail

This concept refers to the preferred material of off-road trail users (hikers and riders). As opposed to paved or crushed-limestone trails, the surface of the trail is the exposed mineral soil of the site. In the construction phase, leaf litter and humus soil is moved from the trailway so mineral soil will compact (4%) and harden. In some cases, certain soil types, especially in disturbed sites, may need remediation with gravel or other aggregates. Near wet, flat, or low areas, construction may require raising the trail surface by importing or borrowing material from the surrounding area. The intent is to preserve the habitat and create usable recreational space. Well-designed natural surface trail is the easiest type of trail to maintain and is the most pleasing surface for this potential group of users.

Singletrack

This term is merely a distinction between two-track or double-track, terms which usually reference seasonal or undeveloped roads. Singletrack denotes a single "ribbon" of trail surface or tread. Singletrack users typically seek an experience that is closer to nature: the trail winds through trees, wildflowers, and rocks. By dint of its nature, singletrack tends to slow trail users; runners, riders, and hikers must focus and moderate speed due to twists and turns and rugosity of the tread. Singletrack is typically rated by difficulty through a color system and can vary in grade, tread width, corridor width, and rugosity or bumpiness.

Stacked Loops for Diverse Trail System

Ideally, a trail system offers enough mileage and enough variety of trail to attract users and bring them back regularly. To accomplish this, trail designers connect or stack loops of varying difficulties. Close to trailheads, easiest (white circle) trail offer 72" wide trails with wide, open sight lines. Many trail systems skip white circle trail and begin with easy (green circle) paths of 36" width. Trails meander through the woods in a fashion that slows traffic and emphasizes appealing trees, vistas, and natural features. Loops of increasing difficulty are stacked onto beginner loops, so that advanced, more fit users can gain more challenge with their mileage. Clear signage and well-planned junctions allow users to choose a trail adventure appropriate to his or her skills, fitness, and time.



Multi-Use Pathways or Trails

In most situations, the most effective approach is to build shared-use trails from the outset. Good sight lines (such as those in open fields and mature forests) provide plenty of visual awareness of other users. In addition, multi-use trails attract users who are accustomed to the “rules of the trail” and users who tend to be multisport devotees. One day, for example, a 6th grader might hike the trail with a class. The next day, she might mountain bike with her family. Another day might involve running or riding the trail with the cross country or mountain bike team. Multi-use pathways are the most versatile, efficient way to invite the community to use recreational areas.

In rare situations, trail design may require separate, single-use trails for different users groups. However, this approach disturbs more land because of increased trail density and can generate animosity between user groups (i.e. Why can't I run on that nature trail?).

The following graphic helps to clarify the criteria used to rate the difficulty of trails.

Sustainable Trails

Quality trail experiences are a direct result of careful planning and design; success in the early stages results in physical, social, and managerial sustainability for the long term. In a sense, the trail designer/builder “curates” the experience for a wide variety of users. The trail guides the user to the most appealing features--trees, rocks, vistas--with a variety of trails to create an experience appropriate to the users capability.

First, trail development must protect the physical integrity of the site. Sustainable trails pay careful attention to topography and gently ascend and descend the hillside--what is called a rolling contour--to protect the soil and to help trail users avoid excessive speeds.

Sustainable trails also attempt to create harmony between user groups. Positive interactions occur with good sight lines, clear mapping, recognizable and understandable signage, thoughtful junctions, and a trail experience to satisfy users of all skill levels.

Finally, sustainably designed and built trails provide the best situation for administrators and volunteer trail groups to manage the trail system in a manner that meshes with future recreation development or preservation.

User Groups

Sustainable, natural surface trails attract varied user groups. Well-designed trail systems are pleasing for people enjoying the space at different speeds and through differing methods. Families with small children, walkers, geocache participants, trail runners, mountain bikers, clubs/groups, academic classes and individuals: all of these groups--united by a enjoyment of being outdoors--coexist at innumerable trail systems across the state and country. Minimal education and the right mindset, combined with quality trails and signage, create an experience that will allow a diverse set of users to enjoy the trail repeatedly.



Models/Case Studies

Locally and nationally, communities are embracing the shared use trail model--and reaping the rewards. For instance, the city of Hastings, southeast of Grand Rapids, recently developed trail on a city-owned property a few short miles from its historic city center. This trail, the Hammond Hill trail, winds through some open grassland but mainly utilizes mature hardwood forest for its six miles of diverse trail. The trail was spearheaded by the Western Michigan Mountain Bike Association (WMMBA) with support of the city of Hastings. No doubt, the Hammond Hill Trail was viewed by the city as a great asset since Hastings also hosts the start and finish festivities of the Barry Roubaix, the largest gravel cycling race in the country. Several thousand racers and their families travel into Hastings for this event each year.

Northwest of Hastings, Rockford has also capitalized on the popularity of cycling, both on- and off-road. The paved and crushed limestone Fred Meier White Pine Trail hugs the Rogue River through the historic downtown area on the way north to Cedar Springs with its endpoint in Cadillac. Additionally, the professionally constructed Merrell Trail has garnered massive attention in recent years. This natural surface trail, again envisioned by WMMBA, utilizes property near an old Wolverine shoe factory for its diverse eight miles of trail. The Merrell Trail draws riders from all over the state, who rave about its rock features, berms, and thoughtful design. Like the Hammond Hill Trail in Hastings, the Merrell Trail is a short ride from the downtown and can be linked to the White Pine Trail and several other trails in the area.

While the examples of similar trails abound, the Glacial Hills Pathway in Bellaire (Antrim County) is an exceptional case study. The Greater Traverse Land Conservancy recently commissioned an economic impact study of the 31.5 mile trail system and natural area. The study indicates a 1.45 million dollar economic benefit from the 26,000 visitors the trail attracts each year. While much of the excitement surrounding Glacial Hills came from the mountain bike community, the data indicates that nearly as many hikers and walkers utilize the trail system as do mountain bikers; combining trail runners with walkers tips the scale for foot traffic over bike riders. It is useful to note that the trails are all bi-directional with generally open sight lines, and there have been few reports of user conflicts or friction from this outstanding shared use system.

Again, examples of multi use, natural surface trails across the state are too numerous to list. While some communities like Marquette and Copper Harbor have made a name for themselves nationally as Bronze- and Silver-level IMBA ride centers, a surprising number of high-quality trail systems are in development at this moment in Chelsea, Kalamazoo, Newaygo, Boyne City, and beyond.



Proposed Trail System

The City of Portland in conjunction with Portland Public Schools could support a trail system with enough miles and variety of trail to attract many recreation enthusiasts. Precise mapping, distances, and costs would be part of a final, further reviewed trail plan draft; the following information provides what are estimates only for city and school administrators. Again, these plans are draft-only, and are not ready for public release. The proposed trail plan is organized by phases describing the optimal construction plan.

Phase 1- 2018

- Establish, develop, construct and open trail system (four trails) to community members and 6-12th grade PPS PE classes/students utilizing bicycle curriculum

Phase 2 - 2019

- Establish annual trail maintenance day in combination with Recreational Sports Classes (PHS PE - meets bi-annually/semester)
- Review trail user and community feedback for trail improvements/ adaptations

Phase 3 - 2020

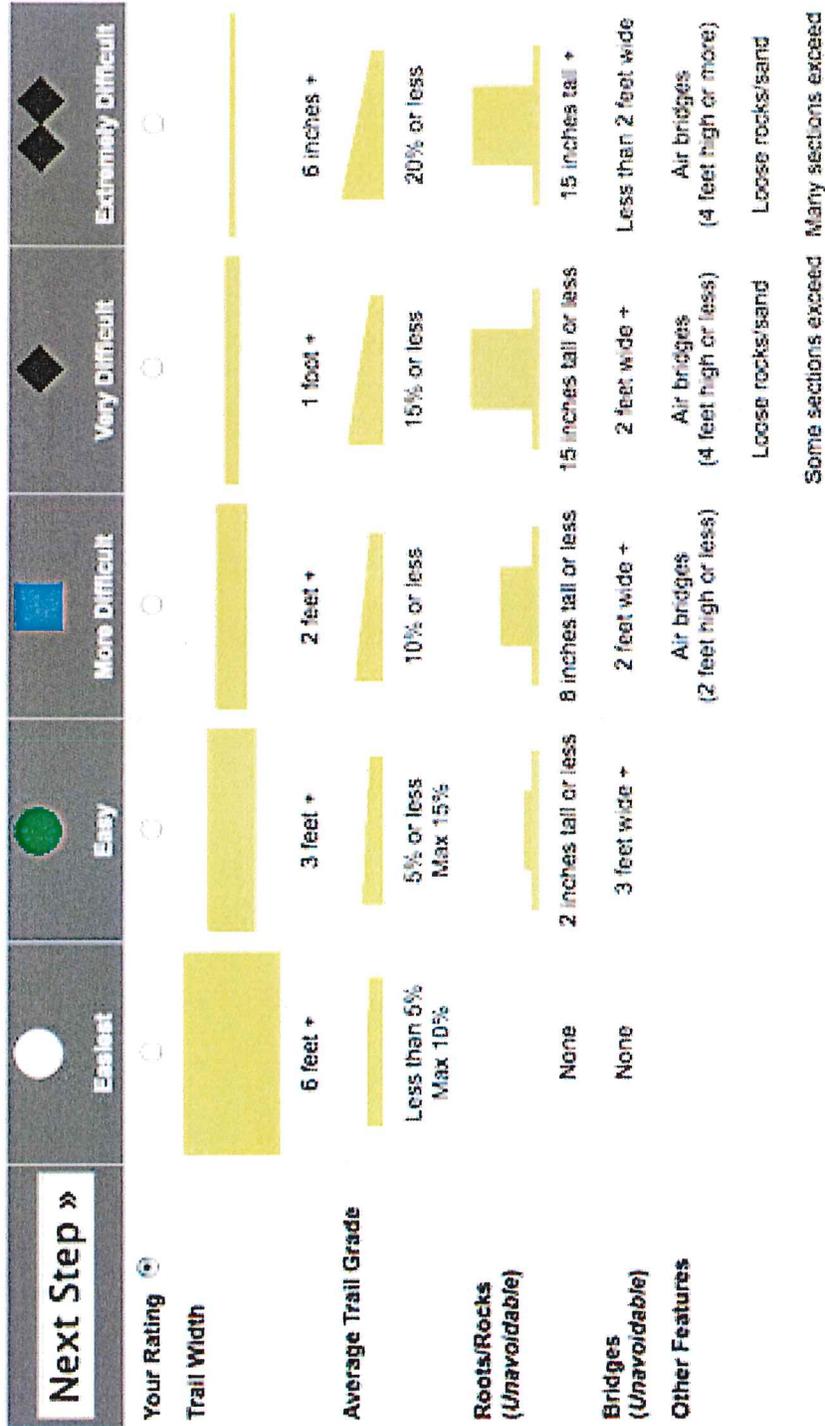
- Comb trail user and community feedback for trail system expansion opportunities (examples: Bogue Flats and Community Lake)
- Continue to market and maintain trail on an annual basis utilizing community, student, user and MMMBA support
- Develop trail fundraiser for trail maintenance needs and support

Trail Signage

Overview

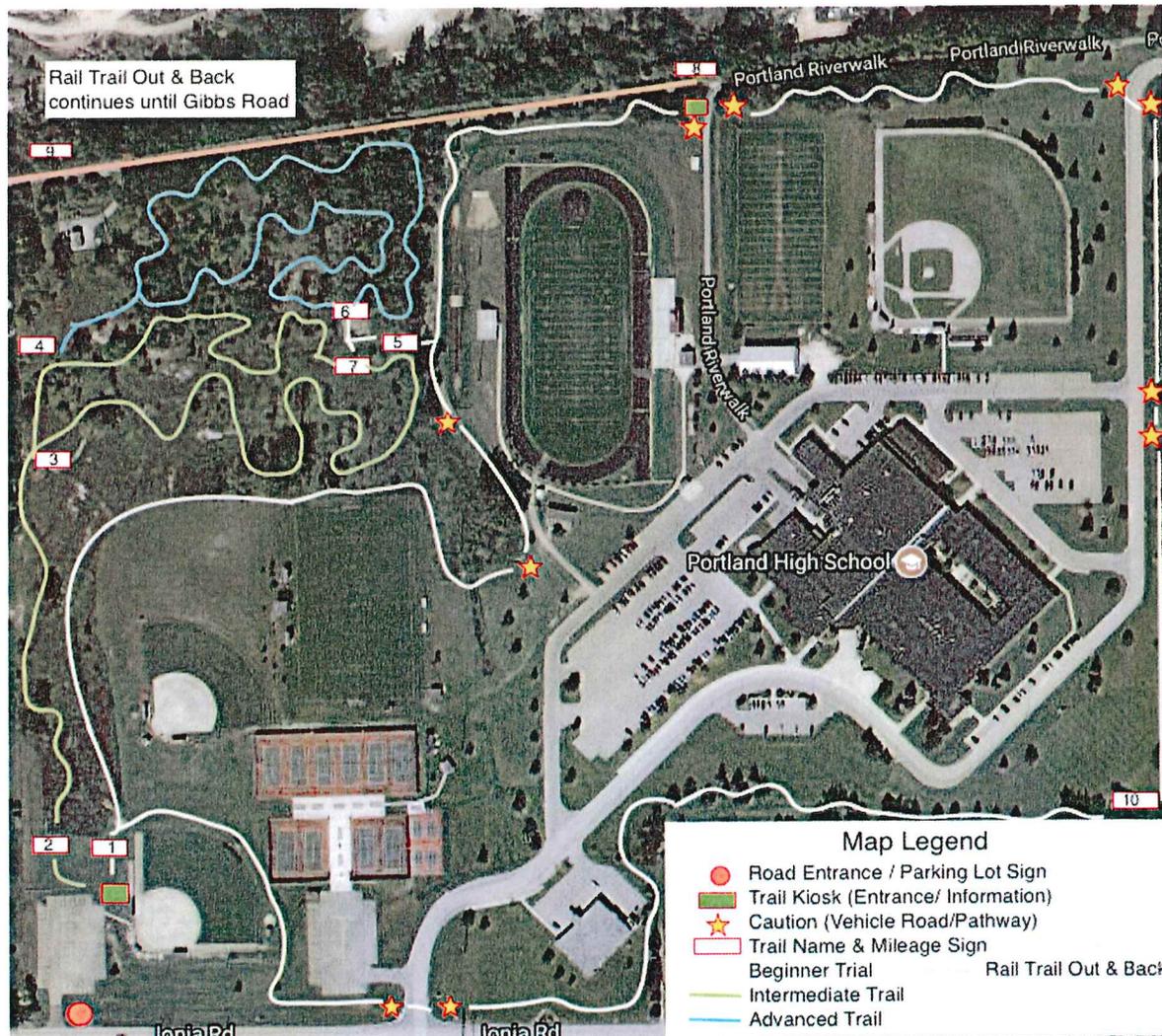
The trail project has received a significant grant from the League of Michigan Bicyclists (LMB) to build and post adequate, safe and understandable signage throughout the trail system. Signs will communicate using maps and charts so trail name, distance, location, difficulty and safety information can quickly be found and utilized. There will also be separate signage at entry and exit points in the form of trail kiosks to communicate trail rules, maintenance and news to improve the quality of the user experience.

Trail Difficulty Chart



Trail System Overview Map

Four Trails of varying terrain, distance, difficulty and enjoyment are bidirectional where three (Beginner Loop, Advanced Loop and Perimeter Trail) are developed specifically for non-motorized and non-animal riding use. Total mileage is approximately 4.5 miles.



Signs Identifier (Most Signs will be double-sided where parenthesis indicate backside of sign)

- | | |
|---|---|
| 1. Beginner Loop Trail Start (End) | 6. Advanced Loop Start - Rivertrail Traffic (End) |
| 2. Intermediate & Advanced Loop Connector (End) | 7. Intermediate Loop Start - Rivertrail Traffic (End) |
| 3. Intermediate Loop Start (Finish) | 8. Rail Trail Out and Back Start (End) |
| 4. Advanced Loop Start (Finish) | 9. Rail Trail Out and Back End |
| 5. Intermediate & Advanced Loop Connector - Rivertrail Traffic (Perimeter Loop) | 10. Perimeter Loop 1 mile |

Beginner Loop Overview and Map

This 1.5 mile loop (Green Circle) trail has beginner mountain bike assets on the northside taking advantage of pockets of diverse trees and flat terrain. However, most of this trail will be taking users on a tour of the perimeter of the property riding on flat grounds next to trees with long, clear views. This trail could be used to finish out the experience with a relaxing cool down or starting the experience with a great warm up.

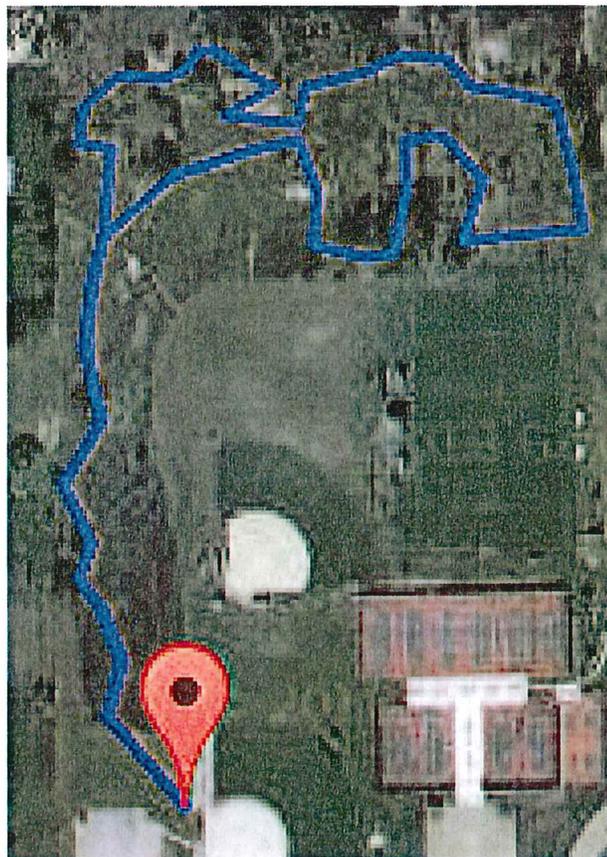
Due to its topography, soil type, and lack of trees, much of this loop will require relatively low-intensity of labor to build. Construction would be best accomplished with earth-moving tools such as a compact utility loader (see Toro Dingo or Ditch Witch SK850) or mini-excavator and will involve hand-finishing of the trail features.



Intermediate Loop Overview and Map

This .8 mile beginner loop (Green Circle) is designed to ease runners, bikers, and hikers onto the trail, as well as to provide a sequenced experienced to the proposed Advanced Loop. This loop is designed to introduce beginner trail mountain bikers to the sport while still providing scenic, enjoyable trails for hikers and walkers. Although much of this site is relatively flat and consists of sand fill, the ability to park vehicles in a lined lot, use restrooms and stop at the “overlook”, make this an appealing entry point for users. The trail would feature a hand-built, bench cut contour trail (36” wide tread). To avoid water problems from drainage, some sections of the trail must be raised construction where locally sourced materials will take president. Since much of the site is flat and low, multiple “features” will be constructed to add interest and be implemented with an optional short trail that reconnects to the main trail. These beginner level features--berms, rollers, rock rides and a table top--will all exist for those seeking to challenge and improve their skills, while other users will simply pass by on the original trail.

Due to its topography, soil type, and lack of trees, much of this loop will require relatively low-intensity of labor to build. Construction would be best accomplished with earth-moving tools such as a compact utility loader (see Toro Dingo or Ditch Witch SK850) or mini-excavator and will involve hand-finishing of the trail features.



Advanced Loop Overview and Map

The .6 mile Advanced Loop (Blue Square) will add notable variety of trail style and difficulty. Some sections will be somewhat straight with an obvious trail pathway, while other sections will be more playful in seeking the most interesting and exciting lines throughout the terrain and trail system. This loop utilizes the same pathway from the parking lot as the Beginner Trail Loop on the southside providing for multiple options to enter or exit the challenging trail.

Due to its topography, soil type, and lack of trees, much of this loop will require moderate-intensity of labor to build. Construction would be best accomplished with earth-moving tools such as a compact utility loader (see Toro Dingo or Ditch Witch SK850) or mini-excavator and will involve hand-finishing of the trail features.



Rail Trail Out & Back Overview and Map

This 2.1 mile loop (White Circle) is an already established and maintained trail with a wide open, shaded pathway, used by an extremely diverse set of trail users such as motorized and non-motorized including horseback riders. This adds a relaxing couple of miles with little to no grade, turns or objects. This would be the longest trail in the trail system and requires no additional construction.



Trail System Property Crossings and Map

Given the partnership between the City of Portland and Portland Public Schools in their land grant, it has been requested that any property crossings the (PHBT) has be documented. The Beginner and Advanced trails are the only trails that cross property lines and do so ___ times. The following graphic discloses where the PHBT trail crosses property lines. The property crossings are done to improve the quality of the PHBT experience and with respect to preserving the already established experience of the Portland Riverwalk.





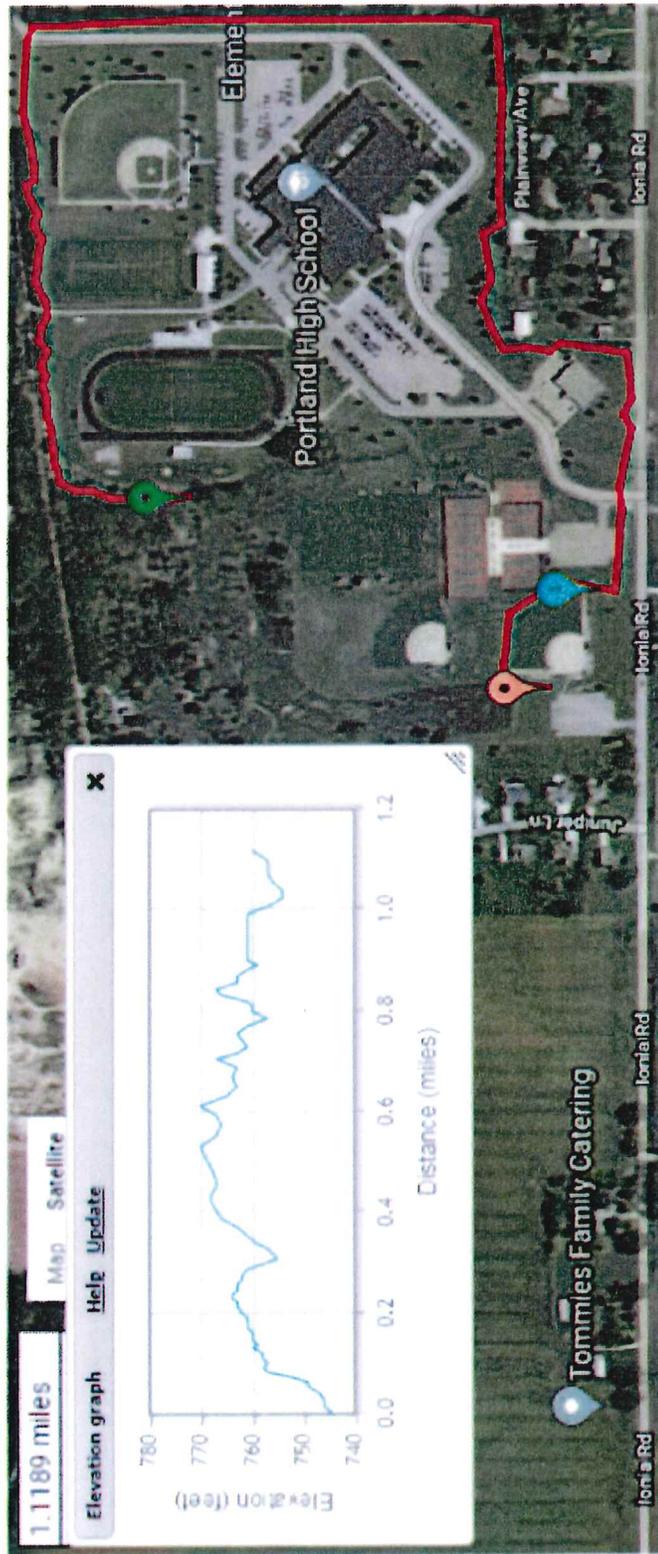
Recognition of Contributions

In recognition of our contributing organizations, businesses and municipalities, contributors and their choice logo will proudly be displayed for the lifetime of the trail on trail kiosks. Trail kiosks will be the cornerstone for trail information being constructed of high quality materials, updated frequently and located at both trail entrances to be seen by every trail user. It is the desire of the PHBT creators to positively recognize each contributor and reinforce their support for our students and community members.

Portland Public Schools
City of Portland
Trail Sense
The Specialized Foundation
Specialized Bicycles

Mid-Michigan Mountain Biking
Association
Dan's Bike Shop
Spin Bicycle Shop

Perimeter Trail Map



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-63

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

WHEREAS, the Department of Public Works (DPW) utilizes a fleet of vehicles to provide a range of services to the City, but there is currently insufficient storage space to adequately protect and preserve these assets; 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 vehicle storage structure in the amount of \$151,000.00, 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 vehicle storage structure in the amount of \$151,000.00, 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: August 6, 2018

Monique I. Miller, City Clerk

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

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: July 20, 2018				PACKAGE: 1 - 80' x 100' Equipment Storage Building					
WIDTH	Length	SQ. FEET	COLOR	END 1	COLOR	DOOR	Sliding Door	VENTS	PHONE:
80'	100'	8,000		1		2-14'x14'			FAX:
Mantarays		Side Footings	End Footings	END 2	COLOR	DOOR	MANDOOR	Misc	CELL: 517-647-6129
				1		1-14'x14'	2 - commercial		Work:

TOTAL: \$151,000.00 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:

Description:
* Provide and Install: 1 - 80' x 100' building - trusses 10' on center - concrete block mount as per drawings.
* Provide and Install: 2 - 80' Weathertight fabric end walls with framing as per drawings.
* Provide and Install: 3 - 14' x 14' steel sectional over-head doors - insulated - with electric openers and framing as per drawings.
* Provide and Install: 2 - Commercial grade steel exterior man doors with electronic key pad levers and framing as per drawings.
* Provide and Install: Materials for the termination of sidewalls and end walls as per drawings.
* Provide and Install: 54 - 1/4" x 8" x 3' 6" steel straps with 1/2" x 5 1/2" expansion anchors as per drawings.
* Provide and Install: 100 - 2' x 2' x 6' concrete blocks, 8 - 2' x 2' x 4' concrete blocks, and 8 - 2' x 2' x 2' concrete blocks 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 **\$151,000.00**

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 requirments 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	\$52,850.00	Check Number: _____	Date of Check: _____
Payment #2	\$30,200.00	Check Number: _____	Date of Check: _____
Payment #3	\$37,750.00	Check Number: _____	Date of Check: _____
		Check Number: _____	Date of Check: _____
Final Payment	<u>\$30,200.00</u>	Check Number: _____	Date of Check: _____
	\$151,000		

- 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 agree ments 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.

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

TERRY KAPTEIN

NAME

Signature

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 #
7/20/2018	12113

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		80' x 100' Equipment Storage building trusses 10' o.c.		
2		80' Fabric end walls with framing		
1		Materials for the termination of sidewalls and end walls		
3		14' x 14' over-head doors with openers and framing		
1		100- 2' x 2' x 6' concrete blocks, 8 - 2' x 2' x 4' concrete blocks, 8 - 2' x 2' x 2' concrete blocks.		
1		54 - 1/4" x 8" x 3' 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.		
2		Commercial grade steel exterior doors with framing		
		TOTAL PROJECT COST \$149,000		
1		Deposit due when placing the order		\$52,150.00

Total Due \$ 52,150.00

Thank you for your business.

**CITY OF PORTLAND
STORAGE FACILITY**

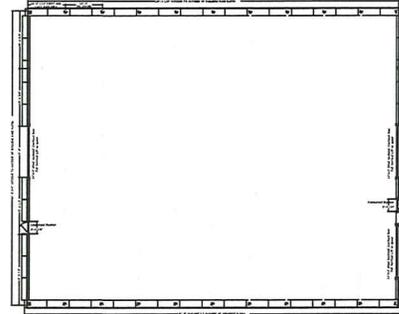
PORTLAND, MI 48875
IONIA COUNTY - 35 PSF GROUND SNOW

PROJECT NUMBER: 18-T-0069
PRELIMINARY DRAWINGS FOR:
80'-L8x100' BRITESPAN ATLAS BUILDING
JULY 9, 2018
PREPARED FOR:
KEN GENSTERBLUM
CITY OF PORTLAND, MI

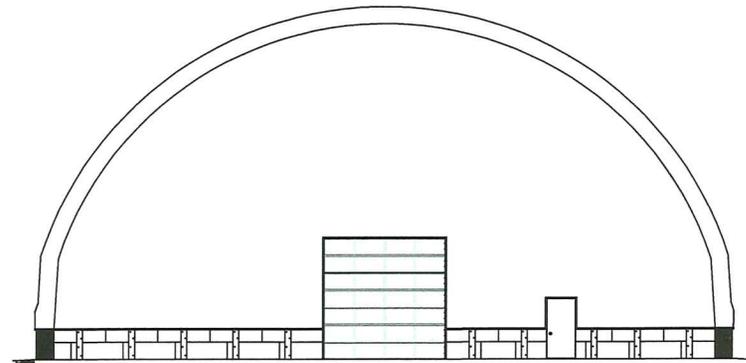
INDEX OF DRAWINGS

COVER SHEET

- S-1 BUILDING PLAN VIEW
- S-2 END WALL PROFILE # 1
- S-3 END WALL PROFILE # 2
- S-4 BUILDING FOUNDATION DETAILS



KEY PLAN

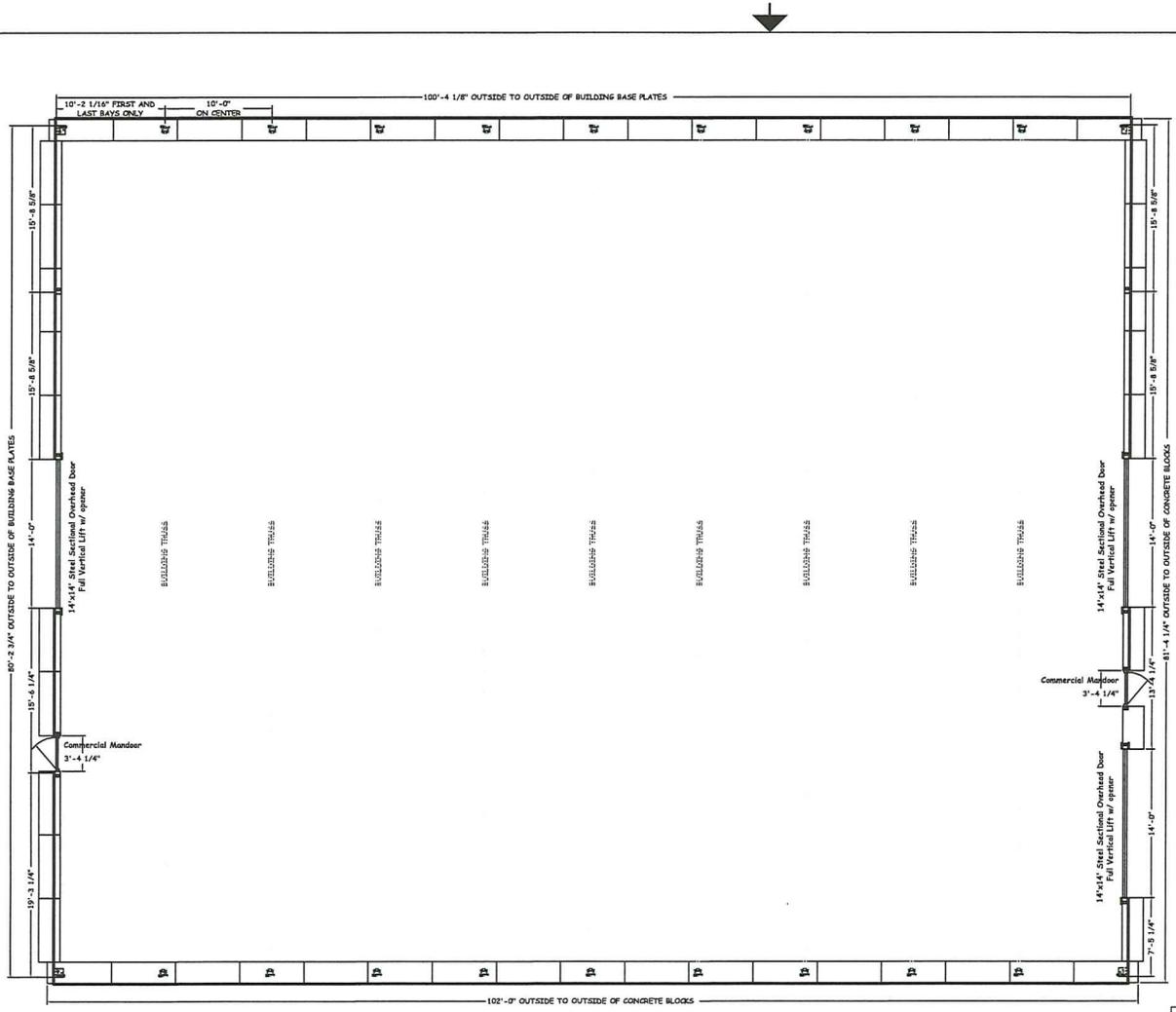


KEY ELEVATION

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

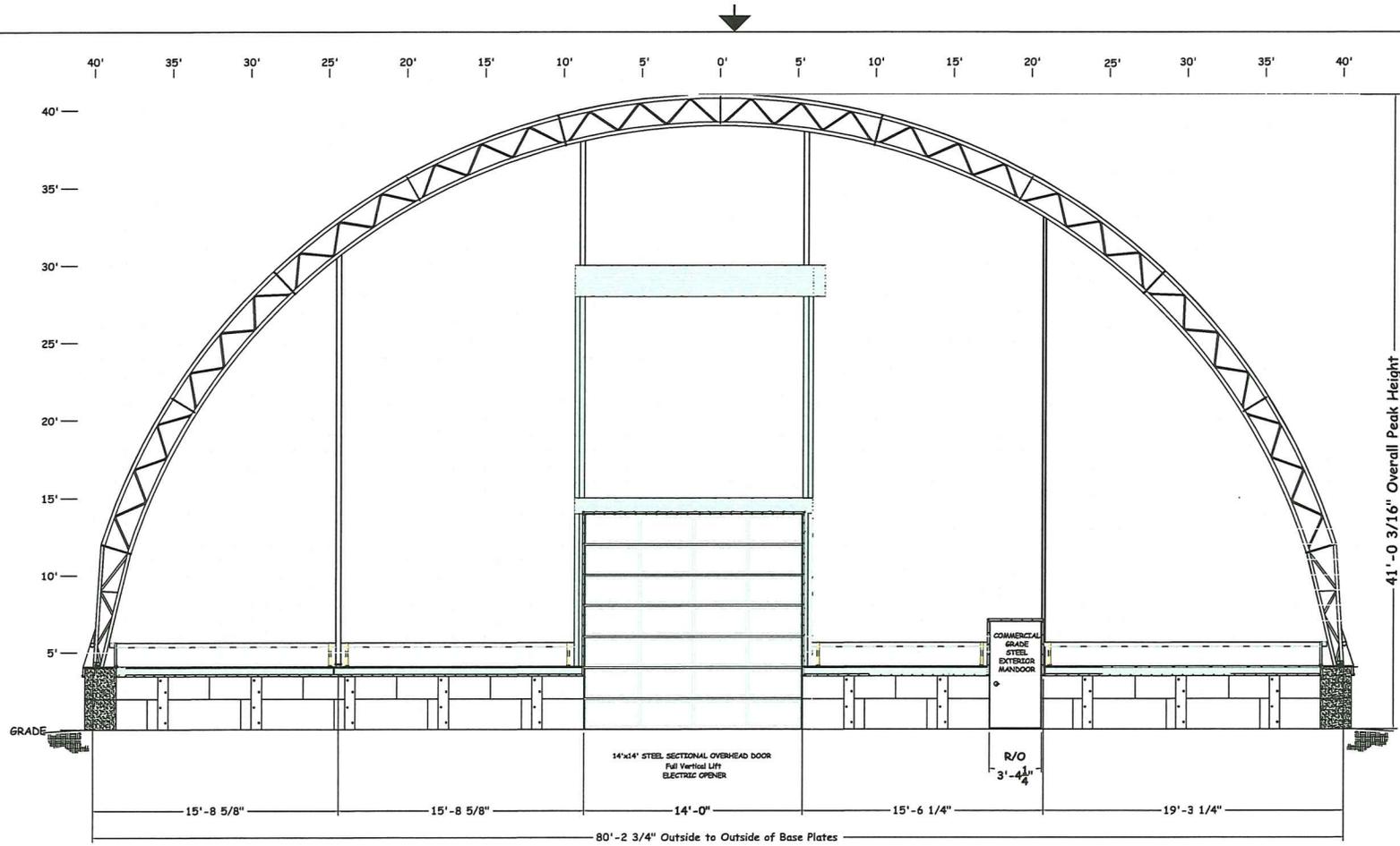
 Clear Heights Construction LLC 800-787-1862 Clear Heights Construction, LLC 3375 92nd St S.W. Byron Center, MI 49315	TITLE		80'-L8x100' Atlas Building	
	PROJECT		City of Portland	
SIZE	PROJECT NO.	DWG NO.	REV	
B		18-T-0069	A	
VIEW	Cover Sheet		SHEET	Cover

ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	7/9/18	Knight



ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	7/9/18	Knight

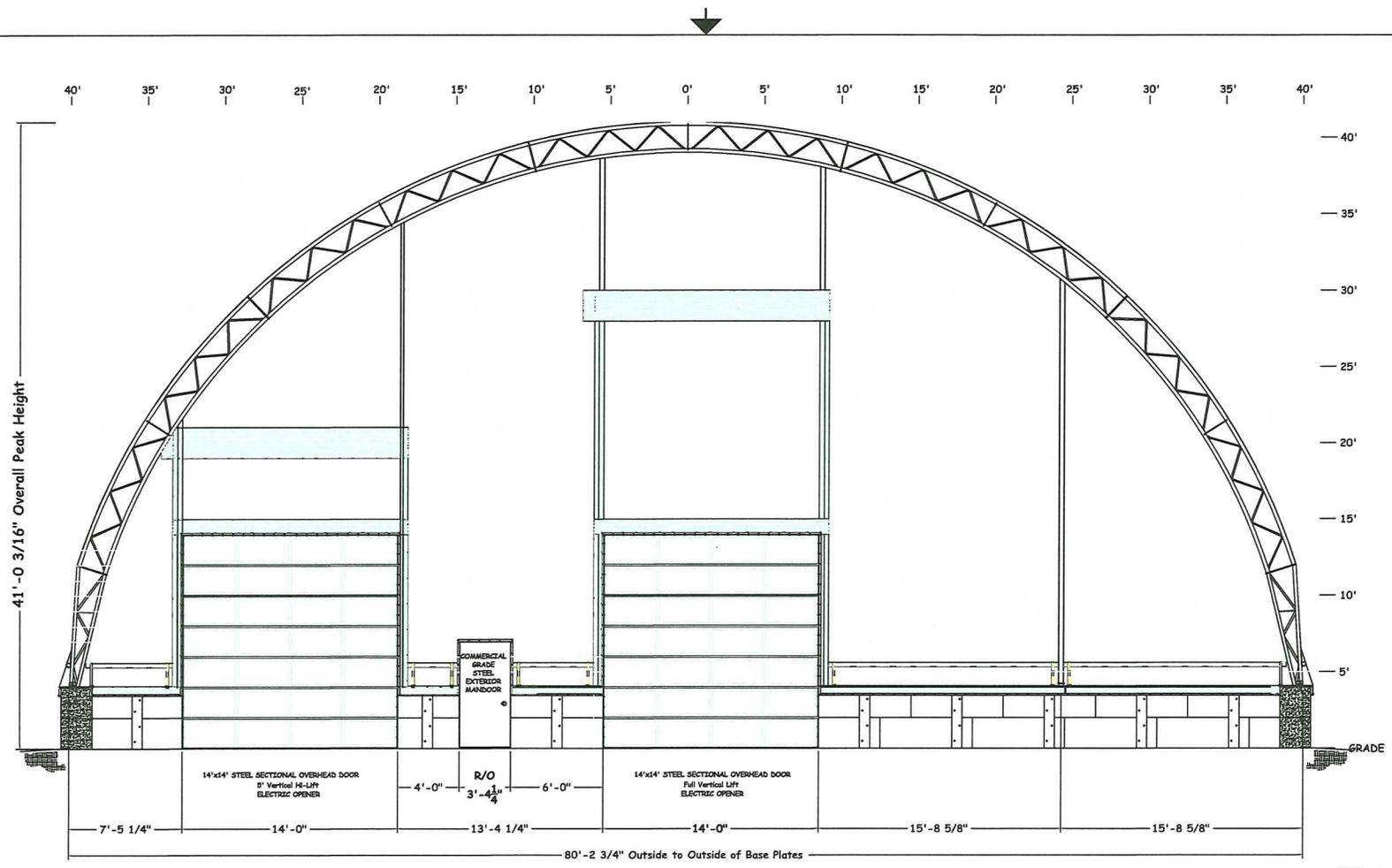
		TITLE		80'-L8 x 100' Atlas Building	
		PROJECT		City of Portland	
SIZE	FSCM NO.	DWG NO.	18-T-0069	REV	A
VIEW	Building Plan View		SHEET	S-1	



1'x1' GRID

 Clear Heights Construction LLC 800-767-1862 Clear Heights Construction, LLC 3375 92nd St S.W. Byron Center, MI 49315	TITLE		80'-L8 x 100' Atlas Building	
	PROJECT		City of Portland	
	SIZE	FIG. NO.	DWG. NO.	REV.
	B		18-T-0069	A
VIEW	End Wall Profile # 1		SHEET	S-2

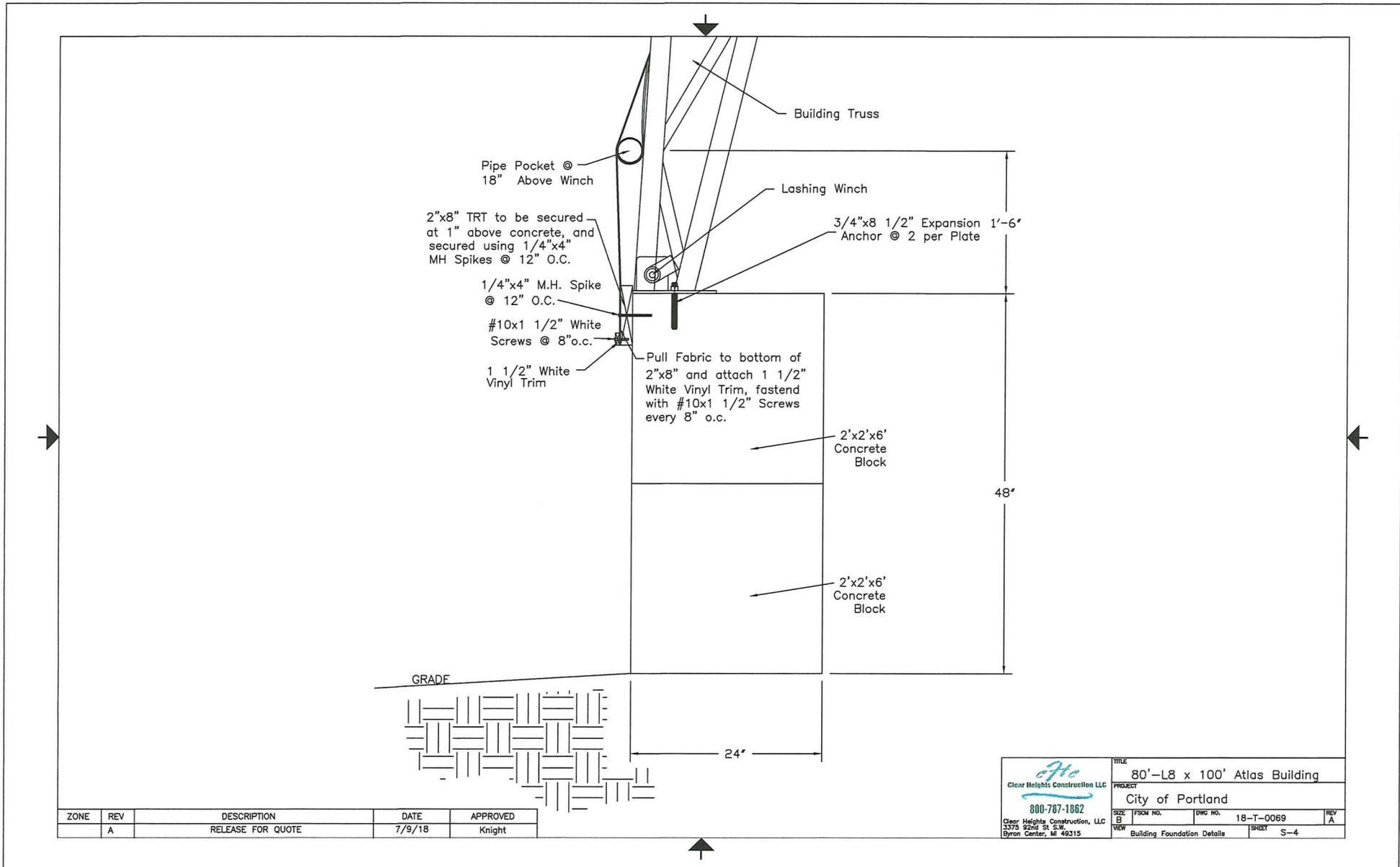
ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	7/9/18	Knight



1'x1' GRID

 <p>Clear Heights Construction LLC 800-787-1862 Clear Heights Construction, LLC 1375 92nd St. S.W. Byron Center, MI 49315</p>	TITLE		80'-L8 x 100' Atlas Building	
	PROJECT		City of Portland	
	SIZE	PSCM NO.	DWG NO.	REV
	B		18-T-0069	A
VIEW		End Wall Profile # 2	SHEET	S-3

ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	7/9/18	Knight



ZONE	REV	DESCRIPTION	DATE	APPROVED
	A	RELEASE FOR QUOTE	7/9/18	Knight

 Clear Heights Construction, LLC 1375 92nd St. S.W. Byron Center, MI 49315		TITLE 80'-L8 x 100' Atlas Building	
PROJECT City of Portland		SIZE B	FSCM NO. 18-T-0069
800-767-1662		DWG NO. 18-T-0069	REV A
VIEW Building Foundation Details		SHEET S-4	

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-64

A RESOLUTION APPROVING ISSUANCE OF A TRANSIENT TRADER PERMIT FOR A BBQ FOOD TRAILER

WHEREAS, Section 24.22 of the City Code of Ordinances prohibits anyone from engaging in a business as a transient trader or dealer within the City without obtaining a permit; and

WHEREAS, Chris Teachout has requested a Transient Trader Permit to allow a food trailer to sell BBQ in the vacant lot at the corner of Grand River Avenue and Divine Highway owned by the Archer Daniels Midland Company (“ADM”); and

WHEREAS, Mr. Teachout is requesting hours of operation to be on Thursdays from 4:00 P.M. until 9:00 P.M. through November 15, 2018; and

WHEREAS, Section 24.24 of the City Code of Ordinances requires City Council approval of the application and surety before the Clerk can issue the Transient Trader Permit.

WHEREAS, NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves issuance of a Transient Trader Permit to allow a food trailer to sell BBQ as stated above in the City contingent upon the payment of the appropriate fee, proof of insurance coverage and surety bond.
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: August 6, 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. 18-65

**A RESOLUTION APPOINTING AN OFFICER DELEGATE TO REPRESENT
THE CITY AT THE 2018 MERS CONFERENCE**

WHEREAS, each participating municipality may send an employee delegate and officer delegate to the annual Municipal Employee Retirement System (MERS) conference; and

WHEREAS, the employee delegate is selected by ballots cast by employees and the officer delegate is appointed by the governing body; and

WHEREAS, the City Manager recommends that the Council appoint the Human Resources Administrator, Mindy Tolan as the City's Officer Delegate for the MERS conference, October 4th-5th, 2018, at the Amway Grand Plaza Hotel.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the City Manager's recommendation and appoints the Human Resources Administrator, Mindy Tolan, as the City's officer delegate for the 2018 Municipal Employee Retirement System (MERS) conference.
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: August 6, 2018

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, July 16, 2018

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Baldyga; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Absent: Council Member Johnston

Guests: 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, Barnes

Nays: None

Absent: Johnston

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to excuse the absence of Council Member Johnston.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Absent: Johnston

Adopted

Under City Manager Report, City Manager Gorman addressed the unauthorized discharge of estimated 2.5 million gallons raw/partially treated sewage into the Grand River on June 29, 2018 by contractors of the Sunset Ridge Mobile Home Community on Grand River Ave. west of Portland. Testing of the river water has been done and found to be safe. The discharge point is in the City limits although the mobile home community is located in Portland Township. The City's position is that it should have been notified in order to alert the residents. The City is doing what it can to protect the residents and its interests. A letter has been sent to the Sunset Ridge Mobile Home Community notifying them of the City's expectations; the contractor, the Michigan Department of Environmental Quality, and the Portland Township Supervisor have all been copied on the letter.

Mayor Barnes stated his appreciation of the efforts by City staff to address this issue.

There was discussion.

City Manager Gorman stated that the environmental assessment of the property at Grand River Ave. and Divine Hwy. was conducted on July 9, 2018. The test pits of the areas identified to have potential anomalies were excavated by Cook Brothers Excavating. No underground tanks were found so no additional testing will be required. This information will be used to update the Baseline Environmental Assessment.

The Planning Commission met on July 11, 2018. Representatives of Mayberry Homes outlined their proposed plan for Rindlehaven Phase II that would deviate from the adopted PUD. The Planning Commission also approved a motion to move forward with the amendment process to allow adult foster care facilities in R-2 and R-3 districts. They will also begin the process of reviewing and updating the Zoning Ordinance. This process will require workshops and discussion.

Under New Business, the Council considered Resolution 18-58 to approve a SAW Grant Professional Services Agreement with Fleis & VandenBrink. The MDEQ is administering a Stormwater Asset Management, and Wastewater Asset Management (SAW) grant and loan program for costs associated with planning and design of sewage collection and treatment projects, asset management plans for sanitary and stormwater systems, development of stormwater plans, and pilot testing of innovative projects. The City of Portland previously applied for the SAW Grant and was recently notified that it was approved for funding in the amount of \$764,849.00 with a match of \$25,851.00.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 18-58 approving a SAW Grant Professional Services Agreement with Fleis & VandenBrink and authorizing the City Manager to sign same.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 18-59 to approve Change Order No. 2 in the amount of \$25,902.82 to the contract with CL Trucking, Inc. for the James Street Improvement Project. The City Engineer is recommending approval of the change order.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 18-59 approving Change Order No. 2 to the contract with CL Trucking, Inc. for the James Street Improvement Project.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 18-60 to approve Pay Request No. 5 in the amount of \$91,513.23 to CL Trucking, Inc. for work completed on the James Street Improvement Project through July 6, 2018. The City Engineer on the project has reviewed the pay request and recommends its approval.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 18-60 approving Pay Request No. 5 to CL Trucking, Inc. for work done on the James Street Improvement Project.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 18-61 to confirm the Mayor's appointment to City Boards and Commissions.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 18-61 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

Motion by Fitzsimmons, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on July 2, 2018, payment of invoices in the amount of \$140,431.86 and payroll in the amount of \$105,689.63 for a total of \$246,121.49. A purchase order to Superior Asphalt Inc. in the amount of \$5,050.00 for paving on Riverside Dr. to repair a sewer main.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

Under City Manager Comments, City Manager Gorman the 4th of July parade was another great event with Mayor Barnes serving as the Grand Marshal.

City Manager Gorman reminded residents to vote for the Community Excellence Award for which the Old School Manor/Portland School Apartments redevelopment was nominated.

Under Council Comments, Mayor Barnes noted that Mayor Exchange with the City of Middleville is coming up in August.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

Meeting adjourned at 7:36 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the July 16, 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, and Baldyga; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Absent – Council Member Johnston

Approval of Resolution 18-58 approving a SAW Grant Professional Services Agreement with Fleis & VandenBrink and authorizing the City Manager to sign same.

All in favor. Adopted.

Approval of Resolution 18-59 approving Change Order No. 2 to the contract with CL Trucking, Inc. for the James Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 18-60 approving Pay Request No. 5 to CL Trucking, Inc. for work done on the James Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 18-61 confirming the Mayor's appointment to City Boards and Commissions.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:36 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
ALTEC INDUSTRIES, INC.	00016	16'' CHAIN SAW - ELECTRIC	410.78
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET - PARKS	90.00
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	182.31
BADER & SONS CO.	00031	BLOWER - MAJ STS, LOC STS	215.96
BASIC	01983	QUARTERLY FEE FOR ADMIN - GENERAL	310.50
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	448.86
CENTER FOR EDUCATIONAL & EMPLOYMEN	MISC	TRAINING MATERIALS - POLICE	254.95
CHERRY HILL ESTATES	02081	ASSOCIATION FEES - ECON DEV	79.95
CONSUMERS CONCRETE CORPORATION	00094	LIMESTONE POWERS PARKS FOUL POLES - PARKS	398.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	67.92
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.25
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	15.01
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	15.01
CONSUMERS ENERGY	00095	GAS SERVICE - WW	16.14
CONSUMERS ENERGY	00095	GAS SERVICE - WW	269.47
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	15.01
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	19.22
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	107.56
COOK BROS EXCAVATING	00101	LABOR TO REPAIR SEWER MAIN RIVERSIDE DR & CRES	7,790.00
CULLIGAN	02130	WATER - CITY HALL	7.00
CULLIGAN	02130	WATER - CEM, PARKS	13.00
DORNBOS, SIGN & SAFETY, INC.	00067	SIGNS - MTR POOL	450.90
DORNBOS, SIGN & SAFETY, INC.	00067	WELLHEAD PROTECTION SIGNS - WELLHEAD	470.80
DORNBOS, SIGN & SAFETY, INC.	00067	STREET NAME SIGNS - MAJ STS	230.85
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS, MTR POOL	130.10
ELECTION SOURCE	MISC	TRANSPORT CART FOR BALLOT BINS - GENERAL	225.43
ELHORN ENGINEERING	00139	ELCHOR 5/GAL - WATER	564.50
ERSCO CONSTRUCTION SUPPLY	00851	POWERS PARK FOUL POLES - PARKS	159.93
FAMILY FARM & HOME	01972	BULB LED - MTR POOL	9.99

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	3 PT SPRAYER - MAJ STS, LOC STS	299.99
FAMILY FARM & HOME	01972	BARREL BOLT, PADLOCK, - WASTE WTR	32.97
FAMILY FARM & HOME	01972	WATERING SUPPLIES - CEM, PARKS	16.76
FLEIS & VANDENBRINK	00153	DPW FACILITY IMPROVEMENTS ENG SERVICES - GENER	5,564.97
FLEIS & VANDENBRINK	00153	SPARROW SITE IMPROVEMENTS - LOC STS	1,861.18
FLEIS & VANDENBRINK	00153	JAMES ST DESIGN - LOC STS, WW, WTR	2,857.45
FLEIS & VANDENBRINK	00153	GENERAL CONSULTATION - GENERAL	963.40
FLEIS & VANDENBRINK	00153	WELLHEAD INFO - WELLHEAD	150.00
FORTE PAYMENT SYSTEMS	02522	MONTHLY PROCESSING CHARGES - REC	5.12
FORTE PAYMENT SYSTEMS	02522	CC CHARGES - REC	222.91
FORTE PAYMENT SYSTEMS	02522	CC CHARGES - REC	5.00
C & K PLUMBING INC.	MISC	RED MILL PAVILION BATHROOM REPAIR - PARKS	150.00
CULLIGAN	02130	WATER BOTTLE EXCHANGE - CEM, PARKS	19.00
FAMILY FARM & HOME	01972	FISH FOOD FOR REC PROJECT - PARKS	30.49
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL FOR WWTP GENERATOR - WW	472.65
FREDRICKSON SUPPLY LLC	02104	MOTOR HYD - MTR POOL	509.79
PHIL GENSTERBLUM	00164	MILEAGE REIMB - CODE, AMB	219.52
GRAINGER, INC.	00172	SUPPLIES - WASTE WTR	303.32
GRAINGER, INC.	00172	EXHAUST FAN - WATER	659.12
GREAT LAKES COATINGS	00178	CRACK SEALER - LOC STS, MAJ STS, MTR POOL	2,600.60
GREAT LAKES COATINGS	00178	CRACK SEALER - MAJ ST, LOC STS	2,505.60
HOMETOWN SPORTS, INC.	01326	SHIRTS - PARKS, CEM	280.00
SCOTT HONSOWITZ	00192	CLOTHING ALLOWANCE - ELECTRIC	186.02
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,075.00
JOHN DEERE FINANCIAL	01818	PARTS - CEM, PARKS, MTR POOL	238.30
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	720.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	45.00
LANSING SANITARY SUPPLY	02485	SUPPLIES - CEMETERY	499.71
ED LEIK	MISC	LEIK GROVE EXPENSE REIMB - COMM PROMO	1,294.08

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MARK SPOHN	02110	MOWING - COMM PROMO	230.00
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - ELECTION, POLICE	230.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - POLICE	246.00
MTECH COMPANY	02306	FIBERGLASS EXTENSION POLE - WASTE WTR	342.85
MI MUNICIPAL LIAB & PROP POOL	00288	POOL RENEWAL PREMIUM - VARIOUS DEPTS	86,604.00
MODEL FIRST AID SAFETY/TRAINING	00313	FIRST AID SUPPLIES - WW	96.92
MODEL FIRST AID SAFETY/TRAINING	00313	SUPPLIES - MTR POOL	95.05
MODEL FIRST AID SAFETY/TRAINING	00313	FIRST AID RESTOCK - ELECTRIC	74.16
MOYER CONSTRUCTION	00316	BLEACHER PADS - PARKS APPRVD 6/4/18	13,533.44
MOYER CONSTRUCTION	00316	SIDEWALK REPLACEMENT GREEN ST - COMM PROMO	702.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,612.00
MUNICIPAL SUPPLY CO.	00324	WHITE SPRAY TRAFFIC PAINT - MAJ STS	156.00
MUNICIPAL SUPPLY CO.	00324	TRAFFIC PAINT - MAJ STS	316.10
MUNICIPAL SUPPLY CO.	00324	REPAIR LID - WATER	45.75
MUNICIPAL SUPPLY CO.	00324	PAIR METER COUPLING W/GASKET - WATER	50.96
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	508.13
PAMA	01370	CITY'S PORTION OF REPAIRS - COMM PROMO	1,547.01
PLB PLANNING GROUP LLC	02504	ZONING CONTRACTUAL SERVICES - CODE	1,312.50
PLEUNE SERVICE COMPANY INC.	00741	SERVUCE HVAC - CITY HALL	1,389.46
CITY OF PORTLAND	00701	SUMMER TAX BILL 389 E GRAND RIVER AVE - GENERA	1,075.01
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION - COMM PROMO	4,469.37
RESCO	00392	ELBOWS - ELECTRIC	3,165.00
RESCO	00392	ELBOW/TERM SEAL KIT - ELECTRIC	283.00
S&K TROPHIES AND PLAQUES	00401	ADULT SOFTBALL TROPHIES - REC	64.00
STAR THOMAS	01654	REIMB ID'S AND LIFE JACKETS - POLICE	165.03
STAR THOMAS	01654	REIMB FOR SUPPLIES - POLICE	283.65
STAR THOMAS	01654	CELL PHONE REIMB - POLICE	40.00
SUPERIOR ASPHALT INC	02348	ASPHALT - MAJ STS, LOC STS	190.32
SUPERIOR ASPHALT INC	02348	ASPHALT - MAJ STS	156.00

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TOP QUALITY GLOVES	02227	GLOVES - AMBULANCE	109.00
USA TODAY NETWORK	02501	LEGAL NOTICES - GENERAL	247.50
UNITED STATE GEOLOGICAL SURVEY	02212	USGS STREAMGAGING SYSTEM - ELECTRIC RES 17-67	7,850.00
USA BLUEBOOK	01850	GRIT BUILDING EXHAUST FAN MOTOR - WASTE WTR	670.07
USA BLUEBOOK	01850	STENNER #2 PUMP TUBE - WATER	168.24
UTILITIES INSTRUMENTATION SERVICE	02339	TROUBLE SHOOT AND REPAIR WELL 4 GEN FAULT PROB	695.00
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION SYSTEM SERVICED - CITY HALL	40.00
VERIZON WIRELESS	00470	TELEPHONE & DATA SVC - VARIOUS DEPTS	628.57
WALKER PROCESS EQUIPMENT	MISC	ROPE PACKING FRONT AND REAR DOOR - WASTE WTR	136.75
WESTPHALIA MILLING CO.	00480	ATHLETE CHALK & WEED KILLER - PARKS, CEM, REC	268.20
WOW! INTERNET-CABLE PHONE	02132	STATIC IP - MTR POOL	15.00
WOW! INTERNET-CABLE PHONE	02132	CABLE & PHONE - COMM PROMO, AMB, POLICE	598.39
RACHEL MILLER	MISC	REFUND PAVILION RENTAL FEE - PARKS	100.00
DOUG PUNG	MISC	HIGH EFFICIENCY PRODUCTS AND HVAC - ELECTRIC	240.00
JEFF GRIFFIN	MISC	HIGH EFFICIENCY PRODUCTS AND HVAC - ELECTRIC	265.00
ED FILTER	00540	EFFICIENCY PRODUCTS - ELECTRIC	25.00
BRIAN RUSSELL	00593	UMPIRES - REC	288.00
NATHAN LEHNERT	02496	OFFICIALS - REC	60.00
OWEN RUSSELL	02249	OFFICIALS - REC	20.00
NATHANIEL LEAHY	02424	OFFICIALS - REC	20.00
GRAHAM WOHLSCHEID	02423	OFFICIALS - REC	20.00
LEAH COOK	02506	SCOREKEEPER - REC	32.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	64.00
Total:			\$176,318.78

**BI-WEEKLY
WAGE REPORT
July 30, 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.	9,416.61	28,498.40	1,223.49	6,394.19	10,640.10	34,892.59
ASSESSOR	909.12	3,016.48	69.54	230.76	978.66	3,247.24
CEMETERY	4,505.69	11,352.82	371.44	2,363.73	4,877.13	13,716.55
POLICE	14,900.95	45,975.35	1,774.44	10,771.10	16,675.39	56,746.45
CODE ENFORCEMENT	686.30	2,057.59	52.43	363.57	738.73	2,421.16
PARKS	2,806.99	9,756.48	244.32	1,190.66	3,051.31	10,947.14
INCOME TAX	2,073.05	6,376.66	155.15	1,735.62	2,228.20	8,112.28
MAJOR STREETS	2,164.13	8,840.32	171.11	3,080.89	2,335.24	11,921.21
LOCAL STREETS	4,696.32	10,698.87	367.48	3,108.30	5,063.80	13,807.17
RECREATION	2,232.56	6,736.90	261.37	1,136.83	2,493.93	7,873.73
AMBULANCE	10,902.83	32,579.50	1,157.70	5,401.24	12,060.53	37,980.74
DDA	2,189.42	6,636.03	315.73	1,044.39	2,505.15	7,680.42
ELECTRIC	14,525.67	44,664.91	1,268.21	9,281.98	15,793.88	53,946.89
WASTEWATER	9,209.35	27,190.11	839.81	5,445.32	10,049.16	32,635.43
WATER	4,928.39	14,382.54	543.17	4,108.93	5,471.56	18,491.47
MOTOR POOL	1,904.20	6,689.91	143.97	2,256.72	2,048.17	8,946.63
TOTALS:	88,051.58	265,452.87	8,959.36	57,914.23	97,010.94	323,367.10

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
			NORMAL (ABNORMAL)	MONTH 07/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,038,970.00	55,414.94	55,414.94	983,555.06	5.33
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,500.00	0.00	0.00	1,500.00	0.00
101-000-445.000	PENALTY & INTEREST	4,000.00	0.00	0.00	4,000.00	0.00
101-000-447.000	TAX COLLECTION FEES	40,000.00	1,483.30	1,483.30	38,516.70	3.71
101-000-451.000	BUSINESS PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-453.000	CABLE TV FEES	24,000.00	0.00	0.00	24,000.00	0.00
101-000-455.000	TRAILER FEES	400.00	48.00	48.00	352.00	12.00
101-000-476.000	NON-BUSINESS PERMITS	0.00	2,674.00	2,674.00	(2,674.00)	100.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	900.00	0.00	0.00	900.00	0.00
101-000-570.000	LIQUOR FEES	3,300.00	0.00	0.00	3,300.00	0.00
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	70,000.00	0.00	0.00	70,000.00	0.00
101-000-575.000	REVENUE SHARING-CONST SALES	328,034.00	0.00	0.00	328,034.00	0.00
101-000-576.000	REVENUE SHARING-STAT SALES	106,266.00	0.00	0.00	106,266.00	0.00
101-000-620.000	PBT TESTING FEES	4,000.00	124.00	124.00	3,876.00	3.10
101-000-623.000	TRANSCRIPT FEES	1,000.00	77.00	77.00	923.00	7.70
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00	26,587.00	26,587.00	292,457.00	8.33
101-000-630.000	CEMETERY LOT SALES	3,000.00	575.00	575.00	2,425.00	19.17
101-000-633.000	CEMETERY CARE FEES	1,000.00	624.00	624.00	376.00	62.40
101-000-634.000	GRAVE OPENING FEES	5,000.00	950.00	950.00	4,050.00	19.00
101-000-656.000	DISTRICT COURT FINES	10,000.00	992.08	992.08	9,007.92	9.92
101-000-661.000	PARKING FINES	2,500.00	70.00	70.00	2,430.00	2.80
101-000-663.000	MISCELLANEOUS FINES	1,500.00	323.00	323.00	1,177.00	21.53
101-000-667.000	RENTAL INCOME	0.00	985.00	985.00	(985.00)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	0.00	12,508.00	12,508.00	(12,508.00)	100.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	35,000.00	2,605.99	2,605.99	32,394.01	7.45
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	0.00	0.00	50,037.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	0.00	0.00	32,009.00	0.00
TOTAL REVENUES		2,113,324.00	106,041.31	106,041.31	2,007,282.69	5.02
Expenditures						
100	COUNCIL	163,982.00	0.00	0.00	163,982.00	0.00
101	COMMUNITY PROMOTIONS	314,664.00	4,922.36	4,922.36	309,741.64	1.56
172	CITY MANAGER	165,964.00	14,971.31	14,971.31	150,992.69	9.02
191	ELECTIONS	6,310.00	11.50	11.50	6,298.50	0.18
201	GENERAL ADMINISTRATION	334,347.00	43,833.97	43,833.97	290,513.03	13.11
209	ASSESSING	52,458.00	3,289.75	3,289.75	49,168.25	6.27
265	CITY HALL	97,574.00	4,636.85	4,636.85	92,937.15	4.75
276	CEMETERY	148,978.00	18,474.40	18,474.40	130,503.60	12.40
301	POLICE	736,899.00	59,489.37	59,489.37	677,409.63	8.07
371	CODE ENFORCEMENT	46,384.00	3,914.02	3,914.02	42,469.98	8.44
728	ECONOMIC DEVELOPMENT	26,460.00	828.53	828.53	25,631.47	3.13
751	PARKS	190,754.00	29,670.51	29,670.51	161,083.49	15.55
TOTAL EXPENDITURES		2,284,774.00	184,042.57	184,042.57	2,100,731.43	8.06
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,113,324.00	106,041.31	106,041.31	2,007,282.69	5.02
TOTAL EXPENDITURES		2,284,774.00	184,042.57	184,042.57	2,100,731.43	8.06
NET OF REVENUES & EXPENDITURES		(171,450.00)	(78,001.26)	(78,001.26)	(93,448.74)	45.50

User: KRISTINA

PERIOD ENDING 07/31/2018

DB: Portland

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	YTD BALANCE 07/31/2018 NORMAL (ABNORMAL)	MONTH 07/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 105 - INCOME TAX FUND								
Fund 105 - INCOME TAX FUND:								
	TOTAL REVENUES	697,400.00	85,113.59	85,113.59	612,286.41	12.20		
	TOTAL EXPENDITURES	717,256.00	10,651.23	10,651.23	706,604.77	1.48		
	NET OF REVENUES & EXPENDITURES	(19,856.00)	74,462.36	74,462.36	(94,318.36)	375.01		
Fund 150 - CEMETERY PERPETUAL CARE FUND								
Fund 150 - CEMETERY PERPETUAL CARE FUND:								
	TOTAL REVENUES	2,500.00	375.00	375.00	2,125.00	15.00		
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00		
	NET OF REVENUES & EXPENDITURES	2,500.00	375.00	375.00	2,125.00	15.00		
Fund 202 - MAJOR STREETS FUND								
Fund 202 - MAJOR STREETS FUND:								
	TOTAL REVENUES	433,615.00	30,041.58	30,041.58	403,573.42	6.93		
	TOTAL EXPENDITURES	435,552.00	21,502.55	21,502.55	414,049.45	4.94		
	NET OF REVENUES & EXPENDITURES	(1,937.00)	8,539.03	8,539.03	(10,476.03)	440.84		
Fund 203 - LOCAL STREETS FUND								
Fund 203 - LOCAL STREETS FUND:								
	TOTAL REVENUES	369,563.00	14,012.63	14,012.63	355,550.37	3.79		
	TOTAL EXPENDITURES	378,029.00	19,528.86	19,528.86	358,500.14	5.17		
	NET OF REVENUES & EXPENDITURES	(8,466.00)	(5,516.23)	(5,516.23)	(2,949.77)	65.16		
Fund 208 - RECREATION FUND								
Fund 208 - RECREATION FUND:								
	TOTAL REVENUES	125,500.00	3,497.75	3,497.75	122,002.25	2.79		
	TOTAL EXPENDITURES	124,571.00	9,783.49	9,783.49	114,787.51	7.85		
	NET OF REVENUES & EXPENDITURES	929.00	(6,285.74)	(6,285.74)	7,214.74	676.61		
Fund 210 - AMBULANCE FUND								
Fund 210 - AMBULANCE FUND:								
	TOTAL REVENUES	587,182.00	60,523.23	60,523.23	526,658.77	10.31		
	TOTAL EXPENDITURES	606,995.00	68,198.79	68,198.79	538,796.21	11.24		
	NET OF REVENUES & EXPENDITURES	(19,813.00)	(7,675.56)	(7,675.56)	(12,137.44)	38.74		
Fund 248 - DDA FUND								
Fund 248 - DDA FUND:								
	TOTAL REVENUES	279,000.00	4,245.98	4,245.98	274,754.02	1.52		
	TOTAL EXPENDITURES	359,336.00	18,644.13	18,644.13	340,691.87	5.19		
	NET OF REVENUES & EXPENDITURES	(80,336.00)	(14,398.15)	(14,398.15)	(65,937.85)	17.92		
Fund 405 - WELLHEAD IMPROVEMENT FUND								
Fund 405 - WELLHEAD IMPROVEMENT FUND:								
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00		
	TOTAL EXPENDITURES	0.00	470.80	470.80	(470.80)	100.00		
	NET OF REVENUES & EXPENDITURES	0.00	(470.80)	(470.80)	470.80	100.00		
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT								
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:								
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00		
	TOTAL EXPENDITURES	185,000.00	0.00	0.00	185,000.00	0.00		
	NET OF REVENUES & EXPENDITURES	(185,000.00)	0.00	0.00	(185,000.00)	0.00		

User: KRISTINA

DB: Portland

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2018	MONTH 07/31/2018	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		136,750.00	12,577.67	12,577.67	124,172.33	9.20
TOTAL EXPENDITURES		125,600.00	0.00	0.00	125,600.00	0.00
NET OF REVENUES & EXPENDITURES		11,150.00	12,577.67	12,577.67	(1,427.67)	112.80
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		4,138,725.00	366,069.26	366,069.26	3,772,655.74	8.84
TOTAL EXPENDITURES		4,799,220.00	126,063.17	126,063.17	4,673,156.83	2.63
NET OF REVENUES & EXPENDITURES		(660,495.00)	240,006.09	240,006.09	(900,501.09)	36.34
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		898,814.00	71,588.61	71,588.61	827,225.39	7.96
TOTAL EXPENDITURES		1,000,493.00	47,891.43	47,891.43	952,601.57	4.79
NET OF REVENUES & EXPENDITURES		(101,679.00)	23,697.18	23,697.18	(125,376.18)	23.31
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		632,187.00	60,722.24	60,722.24	571,464.76	9.61
TOTAL EXPENDITURES		821,815.00	49,334.35	49,334.35	772,480.65	6.00
NET OF REVENUES & EXPENDITURES		(189,628.00)	11,387.89	11,387.89	(201,015.89)	6.01
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		266,710.00	44,477.01	44,477.01	222,232.99	16.68
TOTAL EXPENDITURES		375,290.00	18,044.99	18,044.99	357,245.01	4.81
NET OF REVENUES & EXPENDITURES		(108,580.00)	26,432.02	26,432.02	(135,012.02)	24.34
TOTAL REVENUES - ALL FUNDS		8,567,946.00	753,244.55	753,244.55	7,814,701.45	8.79
TOTAL EXPENDITURES - ALL FUNDS		9,929,157.00	390,113.79	390,113.79	9,539,043.21	3.93
NET OF REVENUES & EXPENDITURES		(1,361,211.00)	363,130.76	363,130.76	(1,724,341.76)	26.68

Cook Brothers Excavating, Inc.
7974 Lyons Rd.
Portland, Michigan 48875

Date	Invoice #
6/28/2018	56541

Phone # 5176476255 DIANE@COOKEXCAVATING.COM

Bill To
CITY OF PORTLAND 259 KENT ST PORTLAND, MICHIGAN 48875

SUBDIVISION	ADDRESS
RIVERSIDE DR	

Quantity	Description	Rate	Amount
	LABOR AND EQUIPMENT TO REPAIR 8" SEWER MAIN 2 EA. CONNECTIONS TO EXISTING SEWER LEADS BACKFILL WITH SAND GRAVEL FOR ROAD	7,790.00	7,790.00

THANK YOU!!	NET 15. 1.5% APPLIED TO PAST DUE INVOICES	Total	\$7,790.00
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Quotation

MEDLER ELECTRIC CO. #9
 1721 N GRAND RIVER AVE
 LANSING, MI 48906
 517-487-1500 Fax 517-487-1533



QUOTE DATE	QUOTE NUMBER
07/20/18	S4364905
ORDER TO: MEDLER ELECTRIC CO. #9 1721 N GRAND RIVER AVE LANSING, MI 48906 517-487-1500 Fax 517-487-1533	PAGE NO. 1

QUOTE TO:
 CITY OF PORTLAND AC
 259 KENT ST.
 PORTLAND, MI 48875

SHIP TO:
 CITY OF PORTLAND AC
 259 KENT ST.
 PORTLAND, MI 48875

WRITER		CUSTOMER ORDER NUMBER		RELEASE NUMBER	SHIP DATE
William Scott (LAN)		PVC		MIKE HYLAND	07/20/18
SALESPERSON		SHIP VIA		TERMS	FREIGHT EXEMPT
Patrick Hodges (LAN)		NH NOHANDLING		1% 10th Net 30 No Ser Ch No	
ORDER QTY	PART NO	DESCRIPTION		UNIT PRICE	NET AMOUNT
3000FT	1522	212PVCSCH40 CONDUIT 49012-10 TYPE40 2-1/2" 10' RIGID CONDUIT ***1 to 3 day lead time***		0.995	2986.29
3000FT	1525	4PVCSCH40 CONDUIT 49015-10 TYPE40 10' PVC RIGID CONDUIT ***1 to 3 day lead time*** TAXES NOT INCLUDED		1.680	5039.01
<i>Low</i>					
				Subtotal	8025.30
				S&H CHGS	0.00
				Amount Due	8025.30

THIS IS A QUOTATION
 Prices will expire on 07/27/18
 APPLICABLE TAXES EXTRA!

QUOTE



Municipal Supply Co.

STREET & WATER SUPPLIES

Showroom/Warehouse
 Industrial Drive, Bld #1 Portland, MI 48875
 PH. 517 647-6597 FAX 517 647-2007

Mailing Address
 P.O. Box 470
 Portland, MI 48875

Quote #: QTE10416

Date: 7/20/2018

Bill To: CITY OF PORTLAND
 259 KENT ST
 PORTLAND MI 48875-1495

Ship To: CITY OF PORTLAND
 ELECTRIC DEPARTMENT
 WATER STREET
 PORTLAND MI 48875

Job Site:

P.O. Number	Acct #	Salesperson	Shipping Via	Terms	Req. Ship Date
	POR101	B.W.	COURIER	Net 30	0/0/0000
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
3,000	66041	2 1/2" PVC Sch 40 Conduit	Each	1.12	\$3,360.00
3,000	63571	4" PVC Sch 40 Conduit	Each	1.87	\$5,610.00
Subtotal					\$8,970.00
Shipping/Handling					\$0.00
Miscellaneous					\$0.00
Tax					\$0.00
Total					\$8,970.00



KENDALL ELECTRIC

A MEMBER OF THE KENDALL GROUP

KENDALL ELECTRIC INC
7633 LANAC ST
LANSING MI 48917-9517
517-322-2411 FAX 517-322-0743

Sold To: 7817
PORTLAND (CITY OF)
259 KENT ST
PORTLAND, MI 48875-1495

Ship To: 7817
PORTLAND (CITY OF)
259 KENT ST
PORTLAND, MI 48875-1495

Quotation S1071106748

Order Date:	07/20/18
Terms:	Net Due 30 Days
Customer PO#	
Release #	
Ordered By:	JON HYLAND
Phone:	517-647-7531

Warehouse	Ship Via	Freight Allowed	Account Manager	Inside Salesperson		
EKDC	ELAN33	Out: NO In: NO	JOANNE CEBELAK, 1729-ELAN	JOE FILIPIAK, 1724-ELAN		
Cust Ln #	Order Qty	ID #	Description	Req Date	Price / UOM	Ext Amount
	3000Ft	24569	2-1/2" PVC SCH 40 CONDUIT	07/20/18	118.405/c	3,552.15
	3000Ft	24581	4" PVC SCH 40 CONDUIT	07/20/18	199.709/c	5,991.27
*** TAXES NOT INCLUDED ***						

This quotation is an offer to sell you the goods described herein on the terms set forth above and, unless otherwise agreed in a signed writing, on our terms and conditions of sale, available at www.kendallgroup.com/legal/Notice or by calling 800-632-5422. An order of any goods listed in this quotation constitutes your acceptance of our terms and conditions of sale. We object to any different or additional terms and reject any prior offers from you. Prices expire on, and are subject to change after, 08/19/2018. Wire, conduit & pipe pricing valid for 07/20/2018 only. Opened, special order or non-stock items may not be returnable.

Subtotal	9543.42
S&H CHGS	TBD
Sales Tax	TBD
Amount Due	9543.42

Thank You - We Appreciate Your Business

City of Portland
Board of Light & Power
723 E. Gd. River Ave.
Portland, Mi. 48875

Aug. 1, 2018

Re: Light & Power Board recommendations

City Council
City Manager

Last night at the Light & Power Board meeting, the Light & Power Board passed two recommendations to the City Council.

#1-Purchase conduit from Medler Electric for the sum of \$ 8025.30, low bid.

Medler electric-- \$8025.30
Kendall electric- \$9543.42
Municipal Supply--\$8970.00

#2-Purchase Ermco transformers from RESCO (single source) for the sum of \$ 45,112.00

Respectfully submitted,



Jon M. Hyland

City of Portland, Board of Light & Power



PURCHASE ORDER

City of Portland

P.O. # 1222

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

VENDOR PFSCO

582-539-775

DATE: 7-26-18 TRANSFORMERS - ERMC - SINGLE SOURCE

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
PM 10KVA DV	1205 X 4		4820
25KVA DV	1400 X 4		5600
50 KVA DV	1747 X 4		6988
10 KVA SV	1094 X 4		4376
15 KVA SV	1145 X 4		4580
25 KVA SV	1265 X 4		5060
50 KVA SV	1513 X 4		6052
PT 10 KVA	550 X 4		2200
DEPARTMENT HEAD (UP TO \$500) _____			TOTAL

15 KVA SV 606 X 4 2424
 25 KVA SV 753 X 4 3012

TOTAL \$ 45112.

Treasurer Initials _____

Authorized by City Manager _____

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

City of Portland
Board of Light & Power
723 E. Gd. River Ave.
Portland, Mi. 48875

Aug. 1, 2018

Re: Light & Power Board recommendations

City Council
City Manager

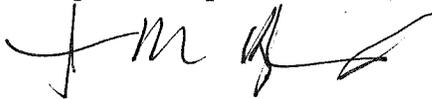
Last night at the Light & Power Board meeting, the Light & Power Board passed two recommendations to the City Council.

#1-Purchase conduit from Medler Electric for the sum of \$ 8025.30, low bid.

Medler electric-- \$8025.30
Kendall electric- \$9543.42
Municipal Supply--\$8970.00

#2-Purchase Ermco transformers from RESCO (single source)
for the sum of \$ 45,112.00

Respectfully submitted,



Jon M. Hyland

City of Portland, Board of Light & Power



July 16, 2018

Mr. Len Shember
Vice President of Construction Services
Sun Communities, Operating Limited Partnership
27777 Franklin Road, Suite 200
Southfield, Michigan 48034

RE: CITY OF PORTLAND – FUTURE NOTIFICATION REQUIRED (MCL 324.3112a)

Mr. Shember:

As you are aware, on or about Friday, June 29th, Sunset Ridge Mobile Home Community, through its contractors, caused an estimated 2.5 million gallons of raw or partially treated sewage to discharge into the Grand River within the Portland City limits at a location that is upriver from several canoe/kayak launches, residential areas and our downtown. The City of Portland was not notified of this discharge and as a result, several residents entered the river during the Fourth of July Holiday unbeknownst of the contamination. Pursuant to MCL 324.3112a(4):

*A person responsible for a sewer system that may discharge untreated sewage or partially treated sewage into the waters of the state **shall annually contact each municipality whose jurisdiction contains waters that may be affected by the discharge.** If those contacted municipalities wish to be notified in the same manner as provided in subsection (1), the person responsible for the sewer system **shall provide that notification.***

To the City's knowledge, Sunset Ridge or its duly appointed representatives, failed to contact the City as required by MCL 324.3112a(4) stated above and subject to legal penalty under MCL 324.3115. The purpose of this letter is to affirmatively state that the City respectfully requests to be contacted annually as required by law and further wishes to be notified in accordance to MCL 324.3112a(1) indefinitely.

Regards,

S. Tutt Gorman
City Manager

cc: Chris Bauer, Department of Environmental Quality
Nick Harris, Infrastructure Alternatives
Chris Jensen, Portland Township Supervisor

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



SUN COMMUNITIES, INC.

July 20, 2018

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

Via FedEx

Re: Sunset Ridge MHC - Portland Twp.
Notice of Violation – Unauthorized Discharge

Dear Mr. Gorman:

Thank you for your correspondence of July 16th referencing our Sunset Ridge Community.

We understand your concerns and will work with our operator, Infrastructure Alternatives, to insure you are notified of our discharges in the future, annually, as you have requested or upon any accidental discharge should they occur.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me at the number(s) below.

Sincerely,

Sun Communities, Inc.

A handwritten signature in blue ink that reads "Leonard Shember".

Leonard Shember
Vice President of Construction Services
(248) 208-2545

cc: Chris Jensen, Portland Township Supervisor
Chris Brauer, Dept. of Environmental Quality
Nick Harris, Infrastructure Alternatives

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

Held on Thursday, June 21, 2018
In Council Chambers at City Hall

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

Members Absent: Pung, Briggs

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

Guests: None

Chair Grimminck called the meeting to order at 3:31 P.M.

There was no public comment.

Motion by Barnes, supported by VanSlambrouck, to approve the agenda as presented.
All in favor. Adopted.

Motion by VanSlambrouck, supported by Gorman, to approve the minutes of the May 17, 2018 with minor grammatical changes.
All in favor. Adopted.

Motion by VanSlambrouck, supported by Madarang, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Team Reports, Mayor Barnes reported that the Organization & Finance team has begun the planning process for the sesquicentennial celebration which will be held September 20th – 22nd, 2019. He also reported that Beerfest planning is going well. The sponsorships are coming in and many tickets have already been sold. A maximum of 800 tickets will be sold.

Chair Grimminck reported that the Business Enhancement Team is finishing the data collection and data entry for the business database.

Director Conner Wellman stated that the Promotions & Marketing Team is supporting the other teams at this time. An agreement has been made with area radio stations for six 1-hour spots throughout the year.

Director Conner Wellman reported that the Design Team is continues efforts on placement of a historical sign. The lamp post painting project will begin soon.

Under Old Business, Director Conner Wellman provided an update on the AmeriCorps Vista position. A qualified candidate was interviewed and will begin work on August 20, 2018.

Director Conner Wellman presented an annual Bridge Lighting Schedule for Veterans Memorial Bridge.

Motion by VanSlambrouck, supported by Antaya, to approve the proposed bridge lighting schedule.

All in favor. Adopted.

Under New Business, Director Conner Wellman welcomed new member Leo Madarang.

Under the Director Report, Director Conner Wellman reported that an application has been submitted for \$400,000 in Façade Improvement Program funds piloted by the State of Michigan to support the existing local façade program. Three communities will be selected.

City Treasurer Kinde found an opportunity with the State of Michigan for reimbursement of tax increment personal property tax loss for DDA's. The required paperwork has been completed and submitted. The State Treasury will now verify and apply formulas.

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 1st Saturday of each month from June through October in the parking lot between Scout Park and Maple St. Proceeds will go toward promoting the core downtown businesses.

Beerfest is up and running with 234 tickets sold to date. Promotions have been printed and distributed with more to come. The sponsorships have nearly been filled.

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. They expect to re-open right after the 4th of July.

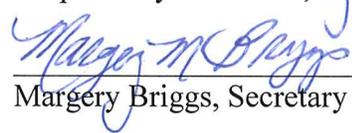
Vintage Tanning is expected to open in the first week of July.

Under Board Member 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.

Motion by VanSlambrouck, supported by Antaya, to adjourn the meeting at 3:55 P.M.

All in favor. Adopted

Respectfully submitted,



Margery Briggs, Secretary



Date: July 19, 2018

REPORT OF FUNDS IN DDA AS OF: July 16, 2018

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>6/12/2018</u>	\$ 501.77
NEW BALANCE:	<u>7/16/2018</u>	<u>\$ 501.77</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>6/12/2018</u>	\$ 206,778.69
INTEREST EARNED:		\$ 9.37
DEPOSITS:		
BeerFest Receipts		\$ 3,750.00
Reimbursement for Health Savings Account Contribution		\$ 4.49

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
1844	ALEX MANDENALL - Beerfest Performance Agreement	\$ 300.00
1845	AMERICAN RENTALS, INC - Beerfest Tents, etc.	\$ 873.05
1846	CITY OF PORTLAND - Telephone, Credit Card Charges, Clamps for Signs, On the Street, Postage	\$ 584.80
1847	GRIDER-PORTLAND AGENCY INC - Liquor Liability Policy - Beerfest	\$ 884.00
1848	HOMETOWN SPORTS - Beerfest T-Shirts	\$ 790.00
1849	MAIN STREET MUSIC - Sound Equipment & Stage for Beerfest	\$ 550.00
1850	OPTIMIZE MARKETING - 3rd & 4th Quarter Online Marketing Campaign	\$ 200.00
1851	PAUL STARR - Beerfest Agreement	\$ 3,000.00
1852	PRINTING ESSENTIALS - Beerfest Business Cards, Posters & Banners	\$ 300.00
1853	RACHEL LYNN CURTIS - Beerfest Performance Agreement	\$ 600.00
1854	RCP - Beerfest Vinyl Patches for Banners	\$ 48.00
1855	TAYLOR WARD - Clean up Prior to July 4th	\$ 110.00
1856	THE VERDIN COMPANY - Deposit on October Clock Repair	<u>\$ 3,272.50</u>
TOTAL CHECKS		\$ (11,512.35)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 6/18/18 - 7/16/18	<u>\$ (7,706.76)</u>
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TOTAL EXPENSES:	<u>\$ (19,219.11)</u>
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NEW BALANCE:	<u>7/16/2018</u>	<u>\$ 191,323.44</u>
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CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

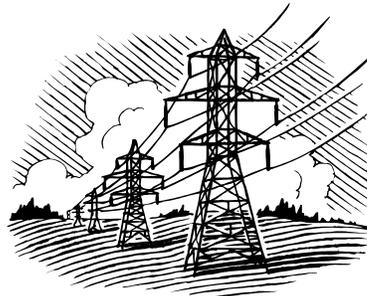
July 1, 2018
June 1-30, 2018

HYDRO GENERATION	205,800		
DIESEL PRODUCTION	0		
Kwh Purchased	3,265,905	Amount Paid	\$ 177,457.53
Total Kwh Purchased	3,471,705	Total Dollars Paid	\$ 177,457.53

Kwh Billed		Dollars Billed	
Residential	1,526,035	PCA Billed	\$ 42,485.12
Commercial	761,601	Residential	\$ 159,914.73
Large General	781,160	Residential EO Charge	\$ 2,780.59
City St. Lites Metered	22,593	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 80,297.43
Rental Lights		Commercial/LG EO Charge	\$ 2,466.56
Demand	2,489	Large General	\$ 54,471.64
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 1,942.48
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	3,093,878	Rental Lights	\$ 253.24
		Demand	\$ 14,617.98
Arrears after billing	\$ 10,471.89	Tax	\$ 13,846.57
Penalties Added	\$ 1,587.18		
Arrears end of month	\$ 28,414.15	Total Dollars Billed	\$ 374,637.79
Fuel Cost Billed	\$ 27,234.66		
Amount Collected	\$ 300,180.29	Power Cost Adj.	.01384
Total Adjustments	\$ (1,319.29)		

Residential Customers	2,226
Commercial Customers	334
Large General	15
Total Customers	2,575

07/03/18



CITY OF PORTLAND
July-18

WATER DEPARTMENT REPORT

MONTH	Jun-18	PERIOD COVERED	June 1-30, 2018
Customers Billed		Penalties Added	\$ 339.45
City	1,872	Dollars Collected	\$ 49,609.51
Rural	24	Arrears at end of Month	\$ 4,063.10
Total Customers	1,896	Adjustments	\$ 370.29
		Gallons Pumped	13,879,400
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	10,579,992		\$ 53,955.17
Rural	200,040		\$ 1,860.86
Total	<u>10,780,032</u>		<u>\$ 55,816.03</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,815	Dollars Billed	\$71,308.56
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 71,308.56

Penalties Added	\$ 535.60
Dollars Collected	\$ 73,012.97
Arrears at end of Month	\$ 8,039.71
Adjustments	\$ 505.48
Gallons Treated per Million	10.60



City Of Portland
Water Department
Monthly Water Report
July 2018

Monthly Water Production

Well #4	12,000 Gallons
Well #5	0 Gallons
Well #6	17,361,000 Gallons
Well #7	74,000 Gallons

Daily Water Production

Well #4	387 Gallons
Well #5	0 Gallons
Well #6	560,032 Gallons
Well #7	2,387 Gallons

Daily Average Water Production for All Wells

562,806 Gallons

Total Water Production for the Month

17,447,000 Gallons

Total Water Production for the Previous Month

13,879,400 Gallons

Total Production increased by

3,567,600 Gallons

Total Production for This Month from the Previous Year

13,631,800 Gallons

Total Production increased by

3,815,200 Gallons

Rodney D. Smith Jr.
Water Technician

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

**July 17, 2018 - 3:00 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. Unfinished Business
 - A.
- VII. New Business
 - A. Ionia County Literacy Council Annual Report
 - B. Departmental Reports
 - 1. Central Dispatch
 - 2. Emergency Management
 - 3. Building Codes
 - C.
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

IONIA COUNTY BOARD OF COMMISSIONERS

July 24, 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. Approval of the following minutes
 1. June 26, 2018 Regular Meeting
 2. June 26, 2018 Closed Session Minutes
 3. July 10, 2018 Regular Meeting
 4. July 17, 2018 Committee-of-the-Whole Meeting
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of June 2018 - \$1,429,712.21
 - D. Approve payment of Health Fund bills - \$136,181.64
 - E.
- VIII. Unfinished Business**
 - A. Appointment – Fill vacancy on Central Dispatch Board of Directors
 - B.
- IX. New Business**
 - A. Health Department Public Health Nurse II Position
 - B. Health Department Speech Therapy Referral Agreement
 - C. Health Department Budget Amendment
 - D. Substance Abuse Therapy/Treatment Program
 - E. Request to fill Animal Control Officer Position
 - F. Request approval of Chief Public Defender Position
 - G.

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

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 August 2018: None

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

- *ARES/RACES Emergency Coordinator and Assistant Coordinator* – Three year appointments
- *Commission on Aging Board* – Three three-year appointments.