



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

7:00 P.M. Monday, August 20, 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></b> (5-minute time limit per speaker)	
7:04 PM	<b>V. <u>City Manager Report</u></b>	
7:04 PM	<b>VI. <u>Presentations</u></b>	
7:15 PM	<b>A. Fred E. Cowles, P.E., MI Grand River Watershed and Elaine Sterrett Isely, Director of Water Programs, WMEAC – Water Trail Planning</b>	
7:15 PM	<b>VII. <u>Public Hearing(s)</u></b> – None	
7:15 PM	<b>VIII. <u>Old Business</u></b> – None	
7:15 PM	<b>IX. <u>New Business</u></b>	
7:30 PM	<b>A. First Reading of Ordinance 175LL an Ordinance to Amend Sections 42-6, 42-131, 42-132 (c)(3), and 42-341 (b) of the Portland City Code of Ordinances</b>	
7:33 PM	<b>B. Proposed Resolution 18-66 Approving the Award of the Department of Public Works Improvements to Cook Brothers Excavating</b>	Decision
7:35 PM	<b>X. <u>Consent Agenda</u></b>	
7:35 PM	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on August 6, 2018</b>	Decision
7:37 PM	<b>B. Payment of Invoices in the Amount of \$198,113.88 and Payroll in the Amount of \$131,471.82 for a Total of \$329,585.70</b>	
7:37 PM	<b>C. Purchase Orders over \$5,000.00</b>	
7:40 PM	None	
7:40 PM	<b>XI. <u>Communications</u></b>	
7:40 PM	<b>A. Planning Commission Minutes from July 11, 2018</b>	
7:40 PM	<b>B. Police Department Report for July 2018</b>	
7:40 PM	<b>C. Wastewater Treatment Plant Report for July 2018</b>	
7:40 PM	<b>D. MGROW Thank You Letter</b>	
7:40 PM	<b>E. AECOM Summary of 2018 Downstream Fish Passage</b>	
7:40 PM	<b>F. Ionia County Board of Commissioners Agenda for August 14, 2018</b>	

<b><u>Estimated Time</u></b>
7:42 PM
7:45 PM
7:50 PM
7:55 PM

- XII. Other Business - None**
- XIII. City Manager Comments**
- XIV. Council Comments**
- XV. Adjournment**

<b><u>Desired Outcome</u></b>
Decision

**Minutes of the Planning Commission  
Of the City of Portland**  
Held on Wednesday, July 11, 2018 at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Fitzsimmons, Williamson, Roeser, Kmetz, Hinds

Absent: Culp

Staff: City Manager Gorman; City Clerk Miller

Guests: Jeff Keiser of KEBS, Inc.; David Straub of Mayberry Homes

City Clerk Miller called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

There was no public comment.

Motion by Williamson, supported by Fitzsimmons, to approve the Agenda as presented.  
All in favor. Approved.

Motion by Williamson, supported by Fitzsimmons, to approve the minutes of the March 14, 2018 regular meeting as presented.  
All in favor. Approved.

Under New Business, City Manager Gorman noted the credentials of Mr. Paul LeBlanc, AICP with PLB Planning Group, LLC who will serve as the City's Zoning Consultant. Mr. LeBlanc will attend the next Planning Commission meeting so that he can introduce himself.

City Manager Gorman explained that in his discussions with Mr. LeBlanc regarding the proposed changes by Mayberry Homes to the Rindlehaven PUD he suggested that the changes could be made through revisions rather than an amendment to the PUD.

Mr. Keiser presented information on the proposed changes to the PUD that Mayberry Homes would like to make for Phase II of the development. They would like to convert the 22 planned townhouse areas to 9 single family homes. They would like to reduce the side yard setbacks from 10 ft. to 5 ft.

There was discussion.

Chair Grapentien stated his feeling that a new development agreement should be made as the current one is with an entity that no longer exists. He further stated that the removal of the planned open space where lot #30 is proposed should be relocated to another area as part of the TND PUD.

There was continued discussion regarding the proposed change in side yard setbacks.

Planning Commission Minutes  
July 11, 2018

Mr. Straub addressed the Planning Commission regarding the proposed 5' side yard setback stating their intention is to allow more flexibility in the plans they can offer to potential home buyers. Not every lot would necessarily have only a 5' setback.

The Planning Commission concurred they weren't totally comfortable going to a 5' side yard setback but are open to some flexibility.

City Manager Gorman noted the proposed amendment language to allow Adult Foster Care Congregate Facilities is included in the packet as suggested by Mr. LeBlanc. City Manager Gorman further explained the reasoning behind the suggested amendment.

There was discussion.

Motion by Kmetz, supported by Williamson, to approve the proposed amendment to the Zoning Ordinance to provide for Adult Foster Care Congregate facilities.

All in favor. Approved.

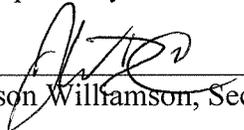
City Manager Gorman stated that there has been previous discussion that an update of the Zoning Ordinance is needed to clean up some sections that are hyper technical; funds have been allocated for this process in the current year budget. The process will begin at the August Planning Commission meeting.

Under Planning Commission Member Comments, City Manager Gorman provided community/development updates.

Motion by Kmetz, supported by Williamson, to adjourn the meeting at 8:24 P.M.

All in favor. Approved.

Respectfully submitted,

  
\_\_\_\_\_  
Jason Williamson, Secretary

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
JULY 2018**

**Calls for Service**

Dispatched	121
Patrol Originated	13
Follow Up Complaints	42
Assist to PPD	25
Assist to Fire / EMS	9
Assist Other Depts	10

**Other Functions**

Subpoena Service	1
PBT's	39
Special Events	15
School Contacts (general)	0
Training	11
Administrative	190

**Traffic Stops**

Total Stops	90
Traffic Citations	28
Verbal Warnings	92
Parking Citations	3

**Other**

Physical Business Checks	
Interior	151
Exterior	275
Patrol Contacts	627

**Arrests (Excluding Juvenile Apprehensions)**

Misdemeanor Persons	10
Misdemeanor Charges	17
Felony Persons	0
Felony Charges	0

Home Invasion	1	Driving Law Violations	3
Larceny - from motor vehicle	2	Juvenile (no crime)	2
Larceny	1	Juvenile Runaway	1
Stolen Vehicles	1	Conservation	1
Fraud	1	Accidents	7
Retail Fraud (shoplifting)	1	Business Alarms	2
Damage to Property	1	Assists - other LE, DHS, City	12
Misc Warrant Arrest	7	Assists - Ambulance, Fire	8
Disturb Peace	6	Civil Disputes	6
Disorderly Conduct	1	Suicide - attempt	1
Hit and Run Traffic Crash	1	Missing Person	1
Operating While Intoxicated	1	Other	76

# PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR July 2018

## NPDES COMPLIANCE

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

## OPERATIONS

The WWTP treated **10.3 million gallons** and discharged **7.7 million gallons** for the month of July. The CBOD were 3 ppm, the Total Suspended Solids were 7 ppm, the phosphorus was 0.9 ppm, and the Fecal Coliform was 96 counts/100ml.

July was a routine month at the WWTP. The men continued working on sewer cleaning activities. The men let me know on July 25<sup>th</sup> that the software for the maintenance activities would not allow them to access the program. I.T.Right was contacted and they were also unable to gain access and fix the problem. Karl from I.T.Right contacted the original software developer and they agreed to take a look at it even though they do not support our version of the software anymore. After working back and forth with Ryan at Hach, they were able to find the problem and resolved it by upgrading to a newer version. The software was back in action on August 13<sup>th</sup>.

## Maintenance & Capitol Expenses for July 1, 2018 to July 31, 2018

ITEM	COST
Tom's Do It Center – Keyway & distilled water	\$ 28.75
NCL – Lab Supplies	\$ 508.13
Foster Blue Water Oil – Diesel fuel for Generator	\$ 472.65
Grainger – Mobil Gear Oil and rags	\$ 303.32
Model – First Aid Supplies	\$ 96.92
Rural Gas – LP tank rental	\$ 141.00
Family Farm & Home – Barrel Bolt and padlock	\$ 32.97
Walker Process – Boiler Rope Packing	\$ 136.75
JGM Valve – Vogelsang Copper Oil Seal Rings	\$ 97.00
<b>Total Monthly Expenses</b>	<b>\$ 1817.49</b>
<b>Total Spent YTD</b>	<b>\$ 1717.49</b>

## **WASTEWATER COLLECTION SYSTEM ACTIVITY**

Sewer Trouble Spots sections cleaned	8330 ft.
Routine cleaning	580 ft.
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	1
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	1

## **SEWER CALLOUTS**

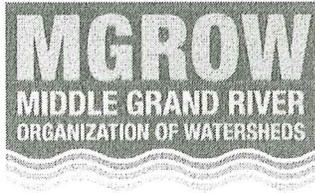
July 17, 2018

A call was received at the WWTP from a homeowner on Lookingglass Ave that they had sewage backing into their basement. Two WWTP operators were dispatched to the scene to investigate the problem. They found that sewage was backing up in the city main. They used the Vac truck to clear the blockage and clean the line. A follow up call was made the next day to televise the main to determine what caused the blockage. The workers found a large root mass blocking the main. They once again used the Vac truck with the root cutter attachment to remove the roots. They televised the line following root cutting to verify that the line was open.

July 24, 2018

The fire Department was called to a home on Grape St. due to a gas odor. One of the Firemen also works for the Portland WWTP. A gas odor was detected in the home and the manhole near the house. The homeowner was advised to make sure that all of the house sanitary traps have water in them to stop the migration of gas back into the house. They were also advised to have Consumers check for any possible gas leaks.

Respectively Submitted,  
Doug Sherman  
WWTP Superintendent



PO Box 12211 · Lansing Michigan 48901 · [mgrow.org](http://mgrow.org) · [mgrow@mgrow.org](mailto:mgrow@mgrow.org)

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July 25, 2018

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

Dear Mr. Gorman:

On behalf of MGROW's Board of Directors, I want to thank the City of Portland for its generous "Walleye" level membership donation of \$500 on June 4, 2018. Organizational support like yours is vital for our mission to protect and preserve the history and natural resources of the Middle Grand River.

We're proud of the work we've done since 2015 to establish a water trail for the length of the Grand River, and we very much appreciate the support and input we've had from the City of Portland for this project. Awareness of the Grand River as an important community resource has dramatically grown, thanks to the City's cooperation on this and other projects on which we're working.

Your organization has been added to our annual membership roster for the upcoming year. We'll continue to send you updates on our work and keep you informed of volunteer and other opportunities through MGROW.

All the best,

A handwritten signature in blue ink, which appears to read "David Drullinger". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Drullinger  
MGROW Treasurer

July 16, 2018

The Secretary, Kimberly D. Bose  
 Federal Energy Regulatory Commission  
 Mail Code: OEP/DHAC – PJ 12.3  
 888 First Street NE  
 Washington, DC 20426

**RE: Portland Municipal Dam, FERC License #11616  
 Summary of 2018 Downstream Fish Passage**

Dear Ms. Bose:

The City of Portland's Municipal Dam received a license from the Federal Energy Regulatory Commission (FERC) on June 20, 2001. Article 408 of this license requires the City, on an annual basis, to consult with the Michigan Department of Natural Resources (MDNR) and the U.S. Fish and Wildlife Service (USFWS) to identify a consecutive 14-day shutdown period for stopping project generation to allow safe downstream passage of stocked salmonid smolts and to file an annual summary of these activities by October 1<sup>st</sup> of each year.

The MDNR informed the City, via e-mail, that the steelhead smolt stocking occurred on April 10, 2018. The MDNR requested that the City shut down the turbines on May 14<sup>th</sup>. Documentation of these consultations is enclosed for reference. The City shut down the turbines on May 14<sup>th</sup> and electrical generation ceased for 14 days after this time. All flow was either over the spillway or through the MDNR's fish ladder.

The City observed the impoundment during the two-week shutdown period. This was done in voluntary cooperation with the MDNR. The objective was to provide information to be used in determining future shutdown periods.

The table below presents observations recorded by the City at the Portland Municipal Dam during the 14-day shutdown period. Weather conditions that affect the operator's ability to observe downstream migrating smolts, such as fog, rain, and waves, have been considered. They are recorded as Visibility Conditions and are defined as "good," "fair" or "poor."

Date	Time (a.m.)	Flow (cfs)	Visibility Conditions	Smolt Presence	Smolt Relative Magnitude
May 14	8:00	4,592	good	no	none
May 15	8:00	5,940	good	no	none
May 16	8:00	6,590	good	no	none
May 17	7:45	6,324	good	no	none
May 18	8:00	**	good	no	none
May 19	8:00	6,466	good	no	none
May 20	8:00	4,162	good	no	none



Date	Time (a.m.)	Flow (cfs)	Visibility Conditions	Smolt Presence	Smolt Relative Magnitude
May 21	8:00	3,722	good	no	none
May 22	7:45	3,847	good	no	none
May 23	10:30	3,709	good	no	none
May 24	8:00	3,409	good	no	none
May 25	8:00	3,206	good	no	none
May 26	8:00	2,967	good	no	none
May 27	8:30	2,675	good	no	none

\*\* Gauge was not operating correctly on this date.

Smolts were not observed in the headwater (HW) or tailwater (TW) during the shutdown period. Visibility conditions were "good" on all of the days.

If you have additional questions or concerns please contact us at (616) 574-8500.

Very truly yours,

AECOM, Inc.

*Allison Carpenter*

Allison Carpenter, P.E.  
Project Engineer

*Todd J Colon*

Todd Colon, STS  
Project Manager

Enclosures

- c: S. Tutt Gorman, City Manager
- Michael Hyland, Electric Superintendent
- Kyle Kruger – Michigan Department of Natural Resources
- Burr Fisher – U.S. Fish and Wildlife Service
- File 60568546

# **IONIA COUNTY BOARD OF COMMISSIONERS**

**August 14, 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. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Medical Examiner Annual Report  
Luke Vogelsberg, Chief Investigator – Sparrow Forensic Pathology
  - B. Budget Amendment – Juvenile Court, Contractual Services
  - C. Budget Amendment – Commission on Aging, AAAWM Funding
  - D. Request to fill full-time Deputy County Clerk position
  - E. Request for Increase of Membership on Community Corrections Advisory Board
  - F. Appointments to Community Corrections Advisory Board
  - G. Request for approval of Medical Marijuana Grant Funding for Sheriff's Office
  - H. Budget Amendment – Sheriff's Office, Establish Medical Marijuana Grant Budget
  - I. Request for approval of Secondary Road patrol & Traffic Accident Program Application
  - J. 2019 Budget Recommendation
  - K. Appointment to West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee
  - L.

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

- A. Chairperson
- B. County Administrator

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

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

**XII. Closed Session**

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2021.
- 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 September 2018:**

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

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

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, August 6, 2018

In Council Chambers at City Hall

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

Absent: Council Member Baldyga

Guests: Andy Pulling of Portland Public Schools; Eric Proctor; 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 VanSlambrouck, to approve the Proposed Agenda as presented.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Baldyga

Adopted

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Absent: Baldyga

Adopted

Under City Manager Report, City Manager Gorman stated that construction on the access road off from Cutler Rd. for the potential Sparrow project began today, August 6, 2018. He further stated that he was informed that Portland has moved up in priority on Sparrow's capital project list.

In regard to the Sunset Ridge Community sewer discharge into the Grand River, City Manager Gorman reference the letter he sent and the response that was included in the communications. He further noted that he has been in contact with Portland Township and the contractor for Sunset Ridge Community regarding future communications. He plans to have discussions with the relevant parties to consider the relocation of the discharge point as the Sunset Ridge Community is located in Portland Township but the discharge point is located in the City limits.

The Planning Commission will meet on Wednesday, August 8, 2018 where they will hold a Public Hearing and consider proposed zoning changes to allow adult foster care congregate facilities in R-2 and R-3 districts. They will also discuss deviations from the PUD proposed by Mayberry Homes for the Phase II development at Rindlehaven and the upcoming Zoning Ordinance update.

Wastewater Superintendent Sherman has announced retirement to be effective January 2019. In anticipation of his retirement an assessment of the Wastewater Treatment Plant will be conducted to consider whether privatization of operation of the plant should be implemented.

City Manager Gorman stated that he will meet with Pulse to evaluate the existing underground conduit to further analyze bringing fiber optics to the residents of Portland.

Under Presentations, Andy Pulling presented a proposal for a Bike and Hike Trail at Portland Public Schools.

There was discussion.

Mayor Barnes noted for the record that Mr. Pulling is his son-in-law.

Eric Proctor presented information on the Beerfest on the Bridge event that will be held Saturday, August 11, 2018.

Under Presentations, DDA/Main Street Director Conner Wellman presented her report on downtown activities. Beerfest planning is underway and streetscape appearance and maintenance is being addressed. The Outdoor Flea Market on the 1<sup>st</sup> Saturday of each month is proceeding well. Director Conner Wellman has been working with CEDAM and AmeriCorps to confirm the candidate for the VISTA position. Dana Hengesbach will officially start on August 20, 2018. The Portland Prime local community gift certificate program has begun it's planning and implementation stages and should be ready by early October. Sesquicentennial planning is moving along.

Under New Business, the Council considered Resolution 18-62 to authorize a License Agreement with Portland Public Schools to use City property for a bike trail at 1150 Ionia Rd.

Motion by Fitzsimmons, supported by Johnston, to approve 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.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Baldyga

Adopted

The Council considered Resolution 18-63 to approve a contract with Clear Heights Construction, LLC in the amount of \$151,000.00 for the purchase and installation of a vehicle storage structure for the Department of Public Works as there is currently insufficient storage space to adequately protect and preserve these assets.

Motion by Johnston, supported by VanSlambrouck, to approve 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.

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

The Council considered Resolution 18-64 to approve a Transient Trader Permit for a BBQ Food Trailer for Chris Teachout to sell BBQ at the vacant lot at the corner of Grand River Ave. and Divine Hwy. owned by the City of Portland.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 18-64 approving issuance of a Transient Trader Permit for a BBQ food trailer.

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

The Council considered Resolution 18-65 to appoint Human Resources Administrator, Mindy Tolan, as the City's officer delegate for the 2018 Municipal Employee Retirement System (MERS) conference, October 4<sup>th</sup>-5<sup>th</sup>, 2018, at the Amway Grand Plaza Hotel.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 18-65 appointing an officer delegate to represent the City at the 2018 MERS conference.

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

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on July 16, 2018, 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. Purchase orders to Cook Brothers Excavating in the amount of \$7,790.00 for a sewer repair on Riverside Dr., Medler Electric in the amount of \$8,025.30 for conduit, and Resco in the amount of \$45,112.00 for transformers were also included.

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

Under City Manager Comments, City Manager Gorman reminded residents that the Primary Election will be held tomorrow, August 7, 2018. Polls will be open from 7:00 A.M. to 8:00 P.M.

The Red Mill Community Day will be held on Saturday, August 25, 2018 from 9:00 A.M. to 9:00 P.M. with a wide variety of activities.

City Manager Gorman noted that the Portland School Apartment project was not chosen for the MML Community Excellence Award.

The City of Portland will visit Middleville on Friday, August 10, 2018 for Mayor Exchange. Middleville will visit the City of Portland on Wednesday, August 15, 2018.

Under Council Comments, Council Member Johnston noted that the outdoor playground at Oakwood Elementary School will be dedicated on August 20, 2018 at 4:30 P.M.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Baldyga

Adopted

Meeting adjourned at 7:58 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the August 6, 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 Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas

**Absent** – Council Member Baldyga

**Presentation** - Andy Pulling presented a proposal for a Bike and Hike Trail at Portland Public Schools.

**Presentation** - Eric Proctor presented information on the Beerfest on the Bridge event that will be held Saturday, August 11, 2018.

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

**Approval of 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.

All in favor. Adopted.

**Approval of 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.

All in favor. Adopted.

**Approval of Resolution 18-64** approving issuance of a Transient Trader Permit for a BBQ food trailer.

All in favor. Adopted.

**Approval of Resolution 18-65** appointing an officer delegate to represent the City at the 2018 MERS conference.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:58 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
CLEAR HEIGHTS CONSTRUCTION LLC	02527	DEPOSIT FOR STORAGE BUILDING - GEN RES#18-63	52,150.00
CL TRUCKING & EXCAVATING, LLC	00066	PAY NO. 5 JAMES ST PROJECT - LOC ST - RES #18-	91,513.23
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	860.00
AlcoPro, Inc.	01114	PBT STRAWS - POLICE	77.06
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	180.00
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	140.15
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	14.21
AT&T	00686	PHONE SERVICE - ELECTRIC	117.02
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	156.11
AT&T	00686	PHONE SVC - WASTE WATER	123.22
AT&T	00686	PHONE SERVICE - GENERAL	248.57
AT&T	00686	PHONE SERVICE - GENERAL	78.06
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	39.00
AUTOMATED BUSINESS EQUIPMENT	00027	BOTTLES OF SEALING SOLUTION - GENERAL	32.00
BOBCAT OF LANSING	02439	DOOR SENSOR - MTR POOL	34.76
BS&A SOFTWARE	00029	ANNUAL SERVICE / SUPPORT FOR SOFTWARE - GENERA	4,404.00
B&W AUTO SUPPLY, INC.	00030	PARTS - MOTOR POOL	355.18
CENTURYLINK	01567	TELEPHONE SERVICE - VARIOUS DEPTS	3.49
CHROUCH COMMUNICATION, INC.	00082	RADIO & EQUIPMENT FOR ELECTRIC DEPT - ELECTRIC	801.58
CINTAS-725	00083	UNIFORMS & RUG CLEANING - VARIOUS DEPTS	1,018.52
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	425.00
COOK BROS EXCAVATING	00101	REPAIR DAMAGED ELECTRICAL LINE - ELECTRIC	1,575.00
COOK BROS EXCAVATING	00101	PARKING LOT IMPROVEMENT RED MILL - ECON DEV	2,400.00
COOK BROS EXCAVATING	00101	EXCAVATE TEST HOLES - GENERAL	786.25
CULLIGAN	02130	WATER DELIVERY - PARKS, CEM	19.00
CULLIGAN	02130	WATER DELIVERY - GENERAL	7.00
DIGITAL ALLY	02002	MICROPHONE REPLACEMNT - POLICE	405.00
DORNBOS, SIGN & SAFETY, INC.	00067	ROLLUP SIGN STANDS - MTR POOL	729.20
ELHORN ENGINEERING	00139	EL-CHLOR 5 GAL CARBOY - WATER	542.25

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
EXTREME TACTICAL DYNAMICS	MISC	SUPPLIES - AMBULANCE	437.96
FAMILY FARM & HOME	01972	SOFTNER SALT RUSTOUT - ELECTRIC	35.94
FAMILY FARM & HOME	01972	CONCRETE AND SUPPLIES - PARKS	46.32
FAMILY FARM & HOME	01972	QUICKCRETE CONCRETE MIX - PARKS	24.00
FIRST ADVANTAGE LNS OCC. HEATH SOL	01915	CLINIC COLLECTION AND MILEAGE - MTR POOL	105.78
FOSTER BLUE WATER OIL, LLC	02301	DIESEL - CEM, PARKS	251.76
FOSTER BLUE WATER OIL, LLC	02301	GASOLINE - CEM, PARKS	490.82
GRAINGER, INC.	00172	SHOVELS - CEMETERY	49.52
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - POLICE, COMM PROMO, ELECTRIC	152.58
GREAT LAKES COATINGS	00178	CRACK SEALER - MAJ STS, LOC STS	1,252.80
GREAT LAKES COATINGS	00178	CRACK SEALER - MAJ STS, LOC STS	2,505.60
HOMETOWN SPORTS, INC.	01326	CANVAS TOTE BAGS - COMM PROMO	240.00
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	499.00
IONIA OCCUPATIONAL HEALTH SERVICES	02275	PHYSICAL DOT EXAM & HEP A VACCINE - AMB, MTR P	175.00
JACK DOHENY SUPPLIES, INC.	00126	NASSCO TRAINING AND CERTIFICATION - WW	975.00
KENTUCKY BAR ASSOCIATION	MISC	BAR DUES - CITY MANAGER	310.00
KITCH DRUTCHAS WAGNER VALITUTTI	02458	JUNE LEGAL SERVICES - GENERAL	540.00
MARK SPOHN	02110	MOWING LEIK'S GROVE - COMM PROMO	230.00
MENARDS	00260	CEMENT AND WINDSHIELD SOLVENT - CEM, PARKS	82.89
MENARDS	00260	ANTIFREEZE - PARKS	10.49
MERS OF MICHIGAN	00704	MERS CONFERENCE - GENERAL, ELECTRIC	350.00
MHR BILLING	01780	BILLING CHARGES FOR JULY - AMBULANCE	960.00
MICHIGAN COMPANY, INC.	00273	PAPER TOWEL- CITY HALL	151.88
MICHIGAN ELECTION RESOURCES	00278	STORAGE ENVELOPE - ELECTIONS	25.71
MICHIGAN MUNICIPAL ELECTRIC AS	00283	CONFERENCE - ELECTRIC	500.00
MODEL FIRST AID SAFETY/TRAINING	00313	SAFETY SUPPLY REFILL - CEM, PARKS	129.82
MUNICIPAL SUPPLY CO.	00324	ATHLETIC FIELD PAINT - PARKS	47.85
MUNICIPAL SUPPLY CO.	00324	PAINT, FLAGS, AND GLUE - ELECTRIC	450.60

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
OLD DOMINION BRUSH	00341	LOWER BANKD AND HOSE FOR LEAF MACHINE - MTR PO	2,235.84
PEERLESS-MIDWEST	01519	ANNUAL WELL AND PUMP - WATER	550.00
PETERSEN OIL & PROPRANE	02534	PROPANE - MTR POOL	165.00
PETERSEN OIL & PROPRANE	02534	PROPANE - MTR POOL	143.08
PETERSEN OIL & PROPRANE	02534	PROPANE - MTR POOL	151.80
PIONEER	00947	ATHLETIC FIELD PAINT - PARKS	489.00
POLICEONE.COM	MISC	TASER INSTRUCTOR RE-CERT - POLICE	325.00
POLLY PRODUCTS LLC	01137	PLASTIC SIGN POSTS - PARKS	490.00
PRINTING ESSENTIALS	02204	BANNERS - COMM PROMO	270.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMB	60.90
RESCO	00392	ASSEMBLY TOOL - ELECTRIC	304.35
S&K TROPHIES AND PLAQUES	00401	MAYOR EXCHANGE PLAQUE - COMM PROMO	45.00
SLC METER LLC	02286	TRIMBLE ANTENNA - WATER	42.34
SLICK SHIRTS SCREEN PRINTING	02003	FLAG FOOTBALL SHIRT - REC	16.87
SLICK SHIRTS SCREEN PRINTING	02003	TENNIS SHIRTS - REC	462.43
SLICK SHIRTS SCREEN PRINTING	02003	TENNIS SHIRTS FOR STAFF - REC	77.12
SLICK SHIRTS SCREEN PRINTING	02003	MENS SOFTBALL CHAMP SHIRTS - REC	125.75
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - GEN, PARKS, POLICE	274.17
STATE OF MICHIGAN	00428	FEES - AMBULANCE	175.00
STATE OF MICHIGAN	00428	BOILER & WATER HEATER INSPECTIONS - CITY HALL	180.00
STATE OF MICHIGAN	00428	BACTI SAMPLING - WATER	176.00
STEVE'S METER SERVICE	00442	ELECTRIC METERS & TEST - ELECTRIC	720.00
THEKA ASSOCIATES	00448	LABOR TO REPLACE CONTRACTORS AND START UP - EL	3,808.40
STAR THOMAS	01654	BUSINESS CARDS - POLICE	15.88
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	960.83
USA SOFTBALL OF MI	02444	SOFTBALLS - REC	800.00
USA TODAY NETWORK	02501	LEGAL NOTICES - GENERAL	79.16
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
WEST MI CRIMINAL JUSTICE TRAINING MISC		TRAINING BACKGROUND INVESTIGATIONS - POLICE	100.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
WESTPHALIA MILLING CO.	00480	CROSS BOW WEED KILLER - REC	106.00
WOW! INTERNET-CABLE PHONE	02132	CABLE - MTR POOL	25.00
MARY BECKHOLD	01113	WAGES - ELECTION	161.88
NOREEN LOGEL	01105	WAGES - ELECTION	186.01
YVONNE M. MILLER	00037	WAGES - ELECTION	169.66
CAROL MCLANE	01966	WAGES - ELECTIONS	166.50
KAY PARKHOUSE	01965	WAGES - ELECTIONS	161.88
DOROTHY PLATTE	01111	WAGES - ELECTIONS	166.50
JILL VANLIEW	02535	WAGES - ELECTIONS	166.50
BARB WERNER	02536	WAGES - ELECTIONS	166.50
JEANNIE WERNET	02537	WAGES - ELECTIONS	166.50
LINDA BOWER	02417	WAGES - ELECTIONS	148.00
DORA GILLMER	02294	WAGES - ELECTIONS	166.50
JOHN KMETZ	MISC	ENERGY SMART PROGRAM - ELECTRIC	240.00
BOB HOOGSTRA	MISC	ENERGY OPTZ - ELECTRIC	50.00
CARLA GATES	MISC	DEPOSIT REFUND FOR RED MILL - GENERAL	100.00
JENNIFER MOWATT	MISC	REFUND OF OVERPAYMENT FOR PROGRAM - REC	65.00
ED FILTER	00540	UMPIRES - REC	192.00
NATHAN LEHNERT	02496	OFFICIALS - REC	75.00
NATHANIEL LEAHY	02424	OFFICIALS - REC	40.00
KATELYN RUSSELL	02457	SCOREKEEPERS - REC	64.00
MAURA LUFKIN	MISC	TENNIS CAMP - REC	249.21
AINSLEY LUDEMA	MISC	TENNIS CAMP - REC	141.38
MEGAN WAKLEY	MISC	TENNIS CAMP - REC	92.63
RACHEL VANHOUTEN	02470	TENNIS CAMP - REC	205.97
DAWSON COLLINS	MISC	TENNIS CAMP - REC	78.00
MORGAN WHITTKOPP	MISC	TENNIS CAMP - REC	226.32
JACK LUFKIN	02469	TENNIS CAMP - REC	2,407.94
GREG COOK BUILDERS	02529	RED MILL STAINING & REPAIR - COMM PROMO APPRD-	7,300.00

Date: 08/17/18

CITY OF PORTLAND INVOICE REGISTER

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	NUTS, BOLTS, SOCKET ADAPTOR - PARKS, CEM	10.30
MPARKS	00296	MPARKS MEMBERSHIPS - PARKS, REC	470.00
CITY OF PORTLAND - PETTY CASH	00701	POSTAGE & MILEAGE REIMB - VARIOUS DEPTS	261.02
Total:			\$198,113.88

**BI-WEEKLY  
WAGE REPORT  
August 13, 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.	9,471.16	37,969.56	2,888.86	9,283.05	12,360.02	47,252.61
ASSESSOR	909.12	3,925.60	69.55	300.31	978.67	4,225.91
CEMETERY	4,558.41	15,911.23	1,460.95	3,824.68	6,019.36	19,735.91
POLICE	23,952.39	69,927.74	5,367.91	16,139.01	29,320.30	86,066.75
CODE ENFORCEMENT	640.66	2,698.25	195.73	559.30	836.39	3,257.55
PARKS	2,922.82	12,679.30	475.96	1,666.62	3,398.78	14,345.92
INCOME TAX	2,073.06	8,449.72	982.57	2,718.19	3,055.63	11,167.91
MAJOR STREETS	6,203.57	15,043.89	3,985.51	7,066.40	10,189.08	22,110.29
LOCAL STREETS	1,842.01	12,540.88	1,025.55	4,133.85	2,867.56	16,674.73
RECREATION	2,232.57	8,969.47	555.60	1,692.43	2,788.17	10,661.90
AMBULANCE	12,126.32	44,705.82	2,864.81	8,266.05	14,991.13	52,971.87
DDA	3,025.25	9,661.28	763.79	1,808.18	3,789.04	11,469.46
ELECTRIC	13,226.58	57,891.49	5,149.02	14,431.00	18,375.60	72,322.49
WASTEWATER	9,292.88	36,482.99	3,363.58	8,808.90	12,656.46	45,291.89
WATER	4,985.50	19,368.04	2,280.87	6,389.80	7,266.37	25,757.84
MOTOR POOL	1,542.11	8,232.02	1,037.15	3,293.87	2,579.26	11,525.89
<b>TOTALS:</b>	<b>99,004.41</b>	<b>364,457.28</b>	<b>32,467.41</b>	<b>90,381.64</b>	<b>131,471.82</b>	<b>454,838.92</b>

**BI-WEEKLY CASH BALANCE ANALYSIS  
AS OF 8/16/18  
MEETING DATE 8/20/18**

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance 8/2/18</b>	<b>Total Cash in</b>	<b>Total Cash out</b>	<b>Cash Balance 8/16/18</b>	<b>Time Certificates</b>	<b>Ending Balance 8/16/18</b>	
101	GENERAL FUND	2,197,187.84	170,011.52	(271,838.82)	2,095,360.54	235,000.00	2,330,360.54	
105	INCOME TAX FUND	116,106.34	12,422.77	(22,111.80)	106,417.31	10,000.00	116,417.31	
150	CEMETERY PERPETUAL CARE FUND	41,067.20	-	-	41,067.20		41,067.20	
202	MAJOR STREETS FUND	252,493.12	11,479.65	(29,889.82)	234,082.95		234,082.95	
203	LOCAL STREETS FUND	89,558.48	52,412.19	(103,699.64)	38,271.03		38,271.03	
208	RECREATION FUND	1,494.02	7,622.88	(7,621.27)	1,495.63		1,495.63	
210	AMBULANCE FUND	73,556.77	66,477.37	(36,060.32)	103,973.82		103,973.82	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	194,438.64	21,210.44	(30,577.75)	185,071.33		185,071.33	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	-	-	(620.80)	(620.80)		(620.80)	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	544,862.32	-	(44,603.33)	500,258.99		500,258.99	
520	REFUSE SERVICE FUND	10,803.20	5,399.42	(81.04)	16,121.58		16,121.58	
582	ELECTRIC FUND	617,858.86	216,338.88	(136,050.72)	698,147.02	530,000.00	1,228,147.02	
590	WASTEWATER FUND	(102,682.89)	47,426.15	(71,960.01)	(127,216.75)		(127,216.75)	
591	WATER FUND	52,339.68	35,587.36	(29,673.55)	58,253.49	420,000.00	478,253.49	
661	MOTOR POOL FUND	18,962.13	15,385.42	(27,673.41)	6,674.14		6,674.14	
703	CURRENT TAX FUND	17,087.45	253,039.83	-	270,127.28		270,127.28	
<b>TOTAL - ALL FUNDS</b>		<b>4,128,495.41</b>	<b>914,813.88</b>	<b>(812,462.28)</b>	<b>4,230,847.01</b>	<b>1,195,000.00</b>	<b>5,425,847.01</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	884,380.38	884,380.38
						ELECTRIC-PRIN & INT ESCROW	155,576.61	155,576.61
						WASTEWATER DEBT ESCROW	251,821.71	251,821.71
						WASTEWATER REPAIR ESCROW	25,498.92	25,498.92
						DDA-PRIN & INT ESCROW	501.77	501.77
								<u>7,443,626.40</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	884,380.38	884,380.38
ELECTRIC-PRIN & INT ESCROW	155,576.61	155,576.61
WASTEWATER DEBT ESCROW	251,821.71	251,821.71
WASTEWATER REPAIR ESCROW	25,498.92	25,498.92
DDA-PRIN & INT ESCROW	501.77	501.77

7,443,626.40

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

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

**ORDINANCE NO. 175LL**

**AN ORDINANCE TO AMEND SECTIONS  
42-6, 42-131, 42-132 (c)(3), and 42-341 (b)  
OF THE PORTLAND CITY CODE OF ORDINANCES**

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1.** Section 42-6, Definitions, as follows:

*Adult foster care (state licensed residential care facility) means: a governmental or nongovernmental establishment that provides foster care to adults. Subject to Act 218 of 1979, adult foster care facility includes facilities and foster care family homes for adults who are aged, mentally ill, developmentally disabled, or physically disabled who require supervision on an ongoing basis but who do not require continuous nursing care.*

*(4) Adult foster care congregate facility means an adult foster care facility with the approved capacity to receive more than 20 adults to be provided with foster care.*

**SECTION 2.** Section 42-131, Table of Uses, as follows:

Within the category “Residential Uses”, add Adult foster care congregate facility as a Special Land Use (SLU) in the R-2 and R-3 zoning districts.

**SECTION 3.** Section 42-132 (c)(3), Parking Requirements, as follows:

Adult foster care family homes, adult foster care small and large group home, adult foster care congregate facility

**SECTION 4.** Section 42-341 (b), as follows:

Under “Table of Contents...” (b) Adult foster care, small and large group home and congregate facility

*(b) Adult foster care, small and large group home and congregate facility.*

*(b)(3) Adult foster care congregate facilities shall have frontage on and direct access to an arterial or collector street, as defined in the City of Portland Master Plan.*

**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: August 16, 2018

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced: August 16, 2018

Adopted:

Published:

Effective:

## **CERTIFICATION**

I certify that the foregoing is a true and complete copy of Ordinance No 175LL, which was adopted by the Portland City Council at a regular meeting, held on September 4, 2018 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: September 4, 2018

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 18-66**

**A RESOLUTION APPROVING THE AWARD OF THE  
DEPARTMENT OF PUBLIC WORKS IMPROVEMENTS TO COOK  
BROTHERS EXCAVATING INC.**

**WHEREAS**, the Department of Public Works (DPW) is undergoing an improvement project that includes a new salt barn and a vehicle storage facility that were previously approved by City Council; and

**WHEREAS**, the City Engineers solicited bids for the site work required in preparation of building construction and recommend that City Council award the bid to Cook Brothers Excavating Inc., in the amount of \$117,036.75, a copy of the quote and letter of recommendation are attached as Exhibit A.

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

1. The City Council approves the City Engineer's recommendation to award the DPW Site Improvement Work to Cook Brothers Excavating Inc. in the amount of \$117,036.75, a copy of the quote and letter of recommendation 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 20, 2018

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



August 15, 2018

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

**RE: DPW Site Improvements – Recommendation of Award**

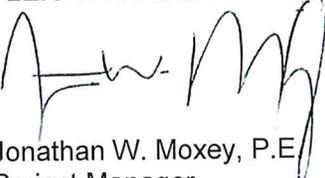
Dear Tutt:

We solicited bids for the site work required in preparation of building construction at the Department of Public Works Facility. Site work includes storm sewer improvements, construction of asphalt paving to support the new buildings and placement of asphalt millings to improve the gravel areas around the buildings. We contacted approximately six potential bidders and only received one bid from Cook Brothers in the amount of one hundred seventeen thousand thirty-six dollars and seventy-five cents (\$117,036.75). According to several of the potential bidders, they were not able to meet the time constraints of the project given their current workload (the work needs to be completed by mid-September to allow the salt building to be complete prior to the City's annual salt delivery in October). While our engineer's estimate for the project was approximately \$103,000, we have reviewed the bid and found it to be reasonable for the work required, especially given the timeframe required. Cook Brothers is a well-known contractor to the City, having successfully completed a number of projects over its existence as a local business. We recommend an award to Cook Brothers Excavating in the amount of \$117,036.75.

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.

  
Jonathan W. Moxey, P.E.  
Project Manager



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

COOK BROTHERS EXCAVATING INC.  
7974 LYONS RD. PORTLAND MI 48875  
PH. 517 647 6255

August 10, 2018

City of Portland  
259 Kent St.  
Portland, MI 48875

Re: Bid Proposal

Re: DPW Improvements – F & V

Please see attached Bid Form

SECTION 00 41 00

BID FORM

PROJECT IDENTIFICATION:

*City of Portland*

*City of Portland DPW Improvements*

BASIS OF BID

Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	General Conditions, Bonds & Insurances (5% Max)	LS	1	\$ 2200.00	\$ 2200.00
2	Erosion Control, Silt Fence	FT	250	\$ 2.00	\$ 500.00
3	Erosion Control, Inlet Protection, Fabric Drop	EA	3	\$ 125.00	\$ 375.00
4	Site Demolition and Grading	LS	1	\$ 16800.00	\$ 16800.00
5	Subbase, CIP (12 inch)	CYD	600	\$ 15.80	\$ 9480.00
6	Aggregate Base, 8 inch	SYD	1,700	\$ 6.60	\$ 11220.00
7	HMA, 13A (5 inch)	TON	500	\$ 87.00	\$ 43500.00
8	Dr Structure, 48 inch dia	EA	1	\$ 2080.00	\$ 2080.00
9	Sewer, CI A, 8 inch, Tr Det B	FT	187	\$ 38.25	\$ 7152.75
10	Dr Structure Cover, Type D	EA	1	\$ 934.00	\$ 934.00
11	Dr Structure, Tap, 8 inch	EA	1	\$ 350.00	\$ 350.00
12	Slope Restoration	SYD	100	\$ 13.25	\$ 1325.00
13	Bollard	EA	8	\$ 600.00	\$ 4800.00
14	Furnish Place and Compact HMA Millings	SYD	3,400	\$ 4.80	\$ 16320.00

TOTAL OF ALL UNIT PRICE BID ITEMS:

One hundred seventeen thousand thirty six dollars 75/100 117036.75 )  
 (use words) (use figures)

*Keith W Cook*  
*8/9/18*

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

END OF SECTION