



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

7:00 P.M. Monday, April 1, 2019
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>Motion to Excuse Council Member Fitzsimmons</u>	Decision
7:04 PM	V. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	VI. <u>City Manager Report</u>	
	VII. <u>Presentations</u> - None	
	VIII. <u>Public Hearing(s)</u> – None	
	IX. <u>Old Business</u> - None	
	X. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 19-18 Approving a Budget for Fiscal Year 2019/2020 for the Portland Area Fire Authority	Decision
7:18 PM	B. Proposed Resolution 19-19 Approving Michigan Pavement Markings LLC’s Bid for 2019 Street Painting	Decision
7:20 PM	C. Proposed Resolution 19-20 to Address the Collection of Payments or Refunds on Taxes Under/Over \$5.00	Decision
7:23 PM	XI. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on March 18, 2019	
	B. Payment of Invoices in the Amount of \$100,554.55 and Payroll in the Amount of \$98,307.84 for a Total of \$198,862.39	
	C. Purchase Orders over \$5,000.00 - None	
	XII. <u>Communications</u>	
	A. DDA Minutes for February 21, 2019	
	B. Utility Billing Reports for February 2019	
	C. Portland Area Municipal Authority Minutes for January 2, 2019	
	D. Ionia County Board of Commissioners Agenda for March 26, 2019	

**Estimated
Time**

7:25 PM

7:30 PM

7:35 PM

7:40 PM

XIII. Other Business - None

XIV. City Manager Comments

XV. Council Comments

XVI. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-18

**A RESOLUTION APPROVING A BUDGET FOR FISCAL YEAR 2019-2020
FOR THE PORTLAND AREA FIRE AUTHORITY**

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

WHEREAS, the Portland Area Fire and Emergency Services Board (Board) are approved to recommend the proposed budget for the entities to adopt for FY 2019-2020 (See the budget formula, and proposed budget, attached hereto as Exhibit A); and

WHEREAS, City staff reviewed the proposed budget and the funding formula governing the percentage of budget funded by each entity; and

WHEREAS, the Authority has forwarded copies of their approved recommended budget options for FY 2019-2020 to the City Council and Township Boards for approval pursuant to Section 2.2(a) of the Agreement.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Authority's proposed budget, for FY 2019-2020, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 1, 2019

Monique I. Miller, City Clerk

To: The City of Portland, Danby Twp. & Portland Twp.

Subject: PAFA Proposed Budget for Fiscal year 2019/2020

Date: 1/9/2019

As the Portland Area Fire Authority starts 2019 we are looking ahead for our fiscal year 2019/2020.

We have held our budget workshop and are submitting our proposal as recommended by the PAFA Board for your consideration for the next fiscal year. The PAFA board has recommended budget in the same amount of last year-\$287,455.00

I have attached that proposal on a spread sheet alongside of last year's budget. I have also attached the 2019/2020 budget formula as updated. The dollar amounts reflected in the proposed budget are based on the updated budget formula. All line item 2019/2020 changes are noted in bold /italics.

In going through the line items we were able to reduce expected expenditures by \$5415. The board's recommendation was to add that saving into line item 979- our assigned Vehicle Replacement Fund. This will allow us to pay down our anticipated loan on the upcoming truck quicker, saving a little interest.

One of the last pieces in our original 5-year plan was replacement of our first-out rescue/pumper. We anticipate delivery of this truck sometime in the spring of 2019. We don't anticipate any budget increases due to this purchase. Existing vehicle replacement funds will cover these additions, however once we obtain the truck loan we will be amending the budget to populate line items 890 and 895, loan interest and principle loan payment expense to satisfy audit requirements.

We do anticipate having to come back to all units of government to amend the PAFA contract as we had to do last time because we (PAFA Board) don't have legal authority to enter into debt on our own. It requires approval, within the contract, to do so. I don't see this as an issue this time, as we have a working knowledge of what legal requirements are to obtain partial financing and all of the boards have passed a resolution to allow us to start this process.

One other item we wish to amend in the contract is the ability to conduct business with less than physical quorum present. We have gotten some guidance from MTA and would like to have the ability to have a board member skype or call in to participate in the meeting. A physical meeting will still be required. Currently we have had members call in but are prevented from voting. This would allow them a vote so we could pay bills without holding a special meeting.

Last, I would like to thank all of you for your continued support of PAFA. I think it has been a wonderful and surprisingly smooth transition and a wonderful asset to our community.

Sincerely;

Mark Ackerson –PAFA Chairperson



Portland Area Fire Authority - Budget Overview Comparison

	Jul '18 - Jun 19	Jul '19 - Jun '20
Ordinary Income/Expense		
Income		
400 · Contributions/Grants		
405 · City of Portland - 41.69% ('19-'20)	120,961.06	119,839.99
410 · Danby Township - 21.94% ('19-'20)	67,379.46	63,067.63
415 · Portland Twp - 36.37% ('19-'20)	99,114.48	104,547.38
Total 400 · Contributions/Grants	287,455.00	287,455.00
430 · Fund Balances		
433 · Net Capital Asset Balance		
435 · Capital Outlay Fund balance		
438 · Operating Fund Balance		
Total 430 · Fund Balances		
440 · Interest		
450 · Rebates/Refunds		
460 · Donations		
Total Income	287,455.00	287,455.00
Expense		
700 · Salaries		
701 · Board Member Salaries	0.00	
703 · Chief Salary	10,000.00	10,000.00
704 · Assistant Chief	2,100.00	2,100.00
705 · Officers	5,190.00	5,190.00
706 · Fire Marshalls	0.00	0.00
707 · FireFighters	33,600.00	30,000.00
708 · Apparatus Maintenance Wages	2,460.00	2,460.00
Total 700 · Salaries	53,350.00	49,750.00
710 · Fringe Benefits		
711 · Workers Comp	4,500.00	4,500.00
712 · FICA	4,300.00	4,300.00
713 · Unemployment Payments		
Total 710 · Fringe Benefits	8,800.00	8,800.00
720 · Office Supplies	800.00	800.00
728 · Dues & Subscriptions	300.00	450.00
730 · Operating Expenses		
731 · General Repair	0.00	0.00
732 · Engine 11-1991 Pumper	5,000.00	5,000.00
733 · Engine 1-1999 Rescue Pumper	3,000.00	3,000.00
734 · Engine 7-1976 Pumper	0.00	0.00
735 · Tanker 9- 1990	0.00	0.00
736 · Brush 6- 1994 Grass Rig	400.00	400.00
737 · Brush 8- 1994 Grass Rig	400.00	400.00
738 · Brush 12- 1996 DNR Grass Rig	400.00	400.00
739 · L/A 2 - 1979 Light & Air Truck	0.00	0.00
740 · Car 4 - Excursion- Support	300.00	1,300.00
741 · Truck 10- Support Vehicle	0.00	0.00
742 · Quad 51 - 2002 Honda Quad	0.00	0.00
743 · Marine 1- Zodiace Boat w/ motor	200.00	200.00
744 · Old Engine 1- 1942 Pumper	500.00	500.00
745 · Tanker 9 - 2015	1,000.00	1,000.00
Total 730 · Operating Expenses	11,200.00	12,200.00
746 · Turnout Gear	11,100.00	11,100.00
747 · Uniforms	800.00	800.00
748 · Gas & Fuel	1,500.00	2,000.00
750 · Employee Program		
751 · Infectious Control Program	0.00	0.00
752 · Respiratory Program	2,000.00	11,000.00

Portland Area Fire Authority - Budget Overview Comparison

	Jul '18 - Jun 19	Jul '19 - Jun '20
753 · Health Testing		
754 · Firefighter Program	700.00	500.00
Total 750 · Employee Program	2,700.00	11,500.00
770 · Equipment Maintenance	1,000.00	500.00
780 · Maintenance Agreements	8,200.00	6,000.00
790 · Building Maintenance	1,500.00	1,500.00
800 · Professional Services		
801 · Accounting Services	4,800.00	5,100.00
802 · Bank Charges	0.00	0.00
803 · Computer Consulting	1,500.00	500.00
804 · Legal Services	500.00	500.00
Total 800 · Professional Services	6,800.00	6,100.00
810 · Advertising	500.00	500.00
815 · Audit Services	2,700.00	2,700.00
820 · Trash Removal/Sanitation	300.00	300.00
824 · Training	4,875.00	3,500.00
840 · Insurance Expenses		
841 · Vehice Insurance	10,000.00	10,000.00
842 · Building Insurance	500.00	500.00
843 · Liability Insurance	5,800.00	5,800.00
Total 840 · Insurance Expenses	16,300.00	16,300.00
850 · Communication Expenses		
851 · Internet Expense	150.00	160.00
852 · Radios/Pagers	2,500.00	3,000.00
853 · Telephones/Internet	1,400.00	1,400.00
Total 850 · Communication Expenses	4,050.00	4,560.00
880 · Inner Department Expenses		
881 · Fire Safety & Prevention	750.00	750.00
882 · S.C.B.A Program	2,000.00	1,000.00
883 · HazMat Program		
Total 880 · Inner Department Expenses	2,750.00	1,750.00
890 · Interest Expense		
895 · Principle Loan Pmts Exp		
920 · Utilities Expense		
922 · Gas & Electric	8,000.00	8,000.00
923 · Water & Sewer	850.00	850.00
924 · Water - Fires and Training	150.00	150.00
Total 920 · Utilities Expense	9,000.00	9,000.00
955 · Board Supplies	500.00	500.00
957 · Board Travel/Education	0.00	0.00
Total Expense	149,025.00	150,610.00
Net Ordinary Income	138,430.00	136,845.00
Other Income/Expense		
Other Expense		
970 · Capital Outlay		
976 · Equipment Purchase	37,000.00	30,000.00
977 · Office Equipment/Furniture	2,000.00	2,000.00
978 · Vehicle Purchase		
979 · Vehicle Replacement Fund	99,430.00	104,845.00
Total 970 · Capital Outlay	138,430.00	136,845.00
Total Other Expense	138,430.00	136,845.00
Net Other Income	-138,430.00	-136,845.00
Net Income	0.00	0.00

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-19

**A RESOLUTION APPROVING MICHIGAN PAVEMENT
MARKINGS LLC'S BID FOR 2019 STREET PAINTING**

WHEREAS, DPW Foreman, Ken Gensterblum sought quotes for 2019 pavement markings and received bids from various contractors; and

WHEREAS, DPW Foreman Gensterblum and City staff recommend that the work be awarded to Michigan Pavement Markings LLC for the amount of \$15,617.50, as outlined in the attached Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation to award the work to Michigan Pavement Markings LLC for the amount of \$15,617.50, as outlined in the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 1, 2019

Monique I. Miller, City Clerk



PURCHASE ORDER

City of Portland

P.O. 2380

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

VENDOR Michigan Pavement Markings LLC
PO Box 9673
Livonia MI 48150

DATE: 3-27-19

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Street Painting 2019	202-463-804		est 15,617.50
DEPARTMENT HEAD (UP TO \$500) <u>KG</u>		TOTAL	

MT
Treasurer Initials

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

Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

Bids will be accepted until March 26, 2019 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Ken Gensterblum, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

Stencils to meet the new MDOT standard.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	90,000'		0.045	4050.00
Skip Yellow	6,000'		0.06	360.00
Solid White-Lane Lines	2,250'		0.05	112.50
Skip White	1,000'		0.07	70.00
Solid White	37,000'		0.05	1850.00
21' Parking Stalls	110		3.00	330.00
18' Parking Stalls	80		3.00	240.00
4" Blue Line	330'		1.00	330.00
Handicap Symbols	5		15.00	75.00
Left Turn Arrows	20		25.00	500.00
Right Turn Arrows	20		25.00	500.00
Combination Arrows	4		50.00	200.00
ONLY Symbols	22		25.00	550.00
24" Stop Bar	1,000'		1.50	1500.00
6" Cross Walk	6,000'		0.50	3000.00
12" Cross Walk Pads	1800'		1.00	1800.00
School Legends	2		75.00	150.00
			TOTAL	15,617.50

Company Name:

Michigan Pavement Markings LLC
PO Box 9673
Wyoming MI 49509

Contact & Number:

Shannon Nielsen 616-260-7828

Submitted By:

Shanna Nielsen

Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

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Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Ken Gensterblum, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

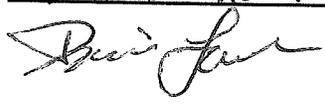
Stencils to meet the new MDOT standard.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	90,000'	.042		3780
Skip Yellow	6,000'	.042	W	252
Solid White-Lane Lines	2,250'	.042	A	94.50
Skip White	1,000'	.042	T	42.00
Solid White	37,000'	.042	E	1554.00
21' Parking Stalls	110	6.00	E	660.00
18' Parking Stalls	80	6.00	R	480.00 480.00
4" Blue Line	330'	.75	B	247.50
Handicap Symbols	5	10.00	D	50.00
Left Turn Arrows	20	35.00	O	700.00
Right Turn Arrows	20	35.00		700.00
Combination Arrows	4	50.00	R	200.00
ONLY Symbols	22	40.00	N	880.00
24" Stop Bar	1,000'	1.70		1700.00
6" Cross Walk	6,000'	1.00	E	6000.00
12" Cross Walk Pads	1800'	1.30		2340.00
School Legends	2	50.00		100.00
			TOTAL	\$ 19,780.00

Company Name: M & M PAVEMENT MARKING
P. O. BOX 530
GRAND BLANC, MI 48480

Contact & Number: DAVID LAWLER 810-691-7686

Submitted By: DAVID LAWLER, VICE PRESIDENT


Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

Bids will be accepted until March 26, 2019 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Ken Gensterblum, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

Stencils to meet the new MDOT standard.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	90,000'		.06	5400 ⁻
Skip Yellow	6,000'		.06	360 ⁻
Solid White-Lane Lines	2,250'		.06	135 ⁻
Skip White	1,000'		.06	60 ⁻
Solid White	37,000'		.06	2220 ⁻
21' Parking Stalls	110		8.40	924 ⁻
18' Parking Stalls	80		7.20	576 ⁻
4" Blue Line	330'		.40	132 ⁻
Handicap Symbols	5		21.00	105 ⁻
Left Turn Arrows	20		30.00	600 ⁻
Right Turn Arrows	20		30.00	600 ⁻
Combination Arrows	4		38.00	152 ⁻
ONLY Symbols	22		40.00	880 ⁻
24" Stop Bar	1,000'		2.80	2800 ⁻
6" Cross Walk	6,000'		.70	4200 ⁻
12" Cross Walk Pads	1800'		1.40	2520 ⁻
School Legends	2		45.00	90 ⁻
			TOTAL	21754 ⁻

Company Name:

P.K. Contracting
6344 W Bluff Rd.
Lake City, MI 49651

Contact & Number:

Don Kinkema 231-838-4430

Submitted By:

[Signature]

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-20

**A RESOLUTION TO ADDRESS THE COLLECTION OF PAYMENTS OR
REFUNDS ON TAXES UNDER/OVER \$5.00**

WHEREAS, the General Property Tax Act P.A. 206 of 1893 (as amended) requires the Treasurer of Portland to collect Real and Personal Property Taxes;

WHEREAS, many taxpayers and mortgage companies, etc. pay their taxes by personal or bank check via the U.S. Postal Service;

WHEREAS, on several occasions, the Treasurer has received checks for an incorrect amount, both deficient and in excess of the amount due;

WHEREAS, this has resulted in refund checks totaling less than \$5.00 and/or a request to the taxpayer to submit the balance due, often amounting to less than \$5.00;

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Portland Treasurer will not request a secondary payment due of any tax amounts totaling \$5.00 or less, once the primary payment has been received.
2. The City Council approves the underpayments to be taken from the interest being earned.
3. Overpayments of taxes totaling \$5.00 or less shall be handled by the Treasurer in accordance with generally accepted regional tax collection practices.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 1, 2019

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 18, 2019

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Tammy Meyers; Police Chief Thomas; DDA/Main Street Director ConnerWellman

Guests: Kathy Parsons; Jon Moxey of Fleis & VandenBrink; Cory Grimminck, Librarian for the Portland District Library; Mitchell Boatman of the Ionia Sentinel-Standard; Robert Lathers of The Portland Beacon

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

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

Yeas: VanSlambrouck, Baldyga, Johnston, Fitzsimmons, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman provided a report on the ice jam and flooding. The State of Emergency expired last Saturday, March 16, 2019. The appointment of Noreen Logel as the Resource Coordinator has been going very well. The Portland Community Fund has raised a substantial amount of money to help those affected by the ice jam and flooding.

The Planning Commission met on March 13, 2019. They held a Public Hearing and considered Ordinance 175NN which is the zoning component of Ordinance 199 for consideration on tonight's Council agenda. The City is interested in protecting its rights-of-way in light of the extensive underground utilities and infrastructure. The Brook Retirement Communities also provided an overview of their facilities and proposed development for Portland. They are currently working with Mayberry Homes on the potential purchase of a portion of the Rindlehaven property. The Planning Commission also discussed and concurred with City Manager Gorman's suggestion that the property at Grand River Ave. and Cutler Rd. should be marketed commercially.

City Manager Gorman reported the draft of the statistically valid survey for the Broadband Initiative Project has been underway for about a week. The survey is scheduled to conclude at the end of next week.

Under Presentations, Portland District Librarian Cory Grimminck presented the Portland District Library’s Annual Report.

DDA/Main Street Director ConnerWellman presented her report on downtown activities and provided an update on the downtown businesses that were affected by the ice jam and flooding. Director ConnerWellman also provided information on National AmeriCorps Week and what VISTA volunteer Dana Hengesbach has been doing in the City of Portland. Director ConnerWellman provided updates on business and property in the DDA District along with other projects and recent activities.

Under New Business, the Council held the Second Reading and Consideration of Ordinance 199 to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment act, Act No. 365 of the Public Acts of 2018. The proposed ordinance will ensure the reasonable and fair control and management of the public rights-of-way, support new technology, avoid interference with right-of-way use, and protect the public, health, safety, and welfare.

Motion by Fitzsimmons, supported by VanSlambrouck to approve Ordinance 199 to amend the Code of Ordinances of the City of Portland by adding a new article titled “Small Wireless Communications Facilities” that shall be designated as Article IV of Chapter 36 “Telecommunications” of said code.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 19-12 for submission of a MDNR MNRTF Grant Application for improvements to Will Toan Park. City Manager Gorman explained that these park improvements would be a partnership between the Parks Department and the DDA. The splash pad in the proposed plans are a part of both the DDA TIF plan and the City’s Master Plan. The Portland Five Year Parks and Recreation Plan 2018-2022 has identified improvements to Will Toan Park as a priority.

Jon Moxey of Fleis & VandenBrink presented the proposed conceptual design for improvements to Will Toan Park.

There was discussion.

Motion by Johnston, supported by Baldyga, to approve Resolution 19-12 for submission of a MDNR MNRTF Grant Application.

Yeas: Johnston, Baldyga, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 19-13 to approve Fleis & VandenBrink’s proposal for Design Engineering Services for the Safe Routes to School Project in the amount of \$96,200.00. City Manager Gorman stated that great relationships with both Portland Public Schools and St.

Patrick's School have been a part of this process, he looks forward to working through this project with them. The Safe Routes to School Project will bring approximately \$1 million in funding to Portland.

Mr. Moxey explained the program and noted that this project will get the City closer to have a complete sidewalk network. This project funds 100% of the construction costs leaving the City to pay for the engineering costs. The project is expected to be let for bid this winter with construction to take place Summer 2020.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 19-13 to approve Fleis & VandenBrink's proposal to provide Design Engineering Services for the Safe Routes to School Project.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 19-14 to approve the award of the Divine Highway and Maynard Road Improvements Project to Cook Brothers Excavating, Inc. in the amount of \$97,142.00.

Mr. Moxey explained the chip-seal process.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 19-14 approving award of the Divine Highway and Maynard Road Improvements Project to Cook Brothers Excavating, Inc.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 19-15 to accept and dedicate Hyland Drive as a public street.

Mr. Moxey explained that adding Hyland Dr. to the City Street System will allow the City of Portland to obtain funds under Act 51, P.A. 1951, as amended.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 19-15 accepting and dedicating Hyland Drive as a public street.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 19-16 to approve an energy purchase for the Board of Light and Power through the Michigan Public Power Agency in an amount not to exceed \$84,744.00 to meet future load requirements for April, May and June 2019.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 19-16 approving an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.

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

The Council considered Resolution 19-17 to approve participation in the State Bid Process for Winter Road Salt for 2019-2020 Winter season. City Manager Gorman and the DPW Foreman recommend using the MiDeal program again this year and submitting the requisition for 300 tons for the early delivery and 300 tons for the seasonal backup.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 19-17 approving participation in the State Bid Process for Winter Road Salt 2019-2020.

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

Motion by VanSlambrouck, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on March 4, 2019, payment of invoices in the amount of \$73,199.58 and payroll in the amount of \$125,032.21 for a total of \$198,231.79. Purchase orders to American Trailer Mart in the amount of \$6,100.00 for an enclosed trailer through the MiDeal program and Fleis & VandenBrink in the amount of \$31,167.50 for Draw #1 for the SAW Grant were also included.

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

Under City Manager Comments, City Manager Gorman thanked Governor Whitmer for the opportunity to sit down and talk with he and Mayor Barnes during her visit to Portland on Saturday, March 16, 2019 at Portland High School.

Under Council Comments, Mayor Barnes concurred with City Manager Gorman and said that sitting down with Governor Whitmer was a great opportunity.

Mayor Barnes thanked Mr. Moxey for attending the meeting tonight and providing valuable information.

Mayor Barnes read a letter from the Arbor Day Foundation stating their intention to plant trees over the next few years.

Mayor Pro-Tem VanSlambrouck noted that the new fire truck ordered by the Portland Area Fire Authority is getting close to completion.

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

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

Meeting adjourned at 8:27 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the March 18, 2019 City Council Meeting

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

Present – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Tammy Meyers; Police Chief Thomas; DDA/Main Street Director ConnerWellman

Presentation - Portland District Librarian Cory Grimminck presented the Portland District Library's Annual Report.

Presentation - DDA/Main Street Director ConnerWellman presented her report on downtown activities and provided an update on the downtown businesses that were affected by the ice jam and flooding.

Second Reading and Consideration of Ordinance 199 to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment act, Act No. 365 of the Public Acts of 2018.

All in favor. Adopted.

Approval of Resolution 19-12 for submission of a MDNR MNRTF Grant Application.

All in favor. Adopted.

Approval of Resolution 19-13 to approve Fleis & VandenBrink's proposal to provide Design Engineering Services for the Safe Routes to School Project.

All in favor. Adopted.

Approval of Resolution 19-14 approving award of the Divine Highway and Maynard Road Improvements Project to Cook Brothers Excavating, Inc.

All in favor. Adopted.

Approval of Resolution 19-15 accepting and dedicating Hyland Drive as a public street.

All in favor. Adopted.

Approval of Resolution 19-16 approving an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.

All in favor. Adopted.

Approval of Resolution 19-17 approving participation in the State Bid Process for Winter Road Salt 2019-2020.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:27 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
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	934.45
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	9,075.00
STAR THOMAS	01654	CELL PHONE REIMBURSEMENT - POLICE	40.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, FIRE AUTHORITY	601.15
MUNICIPAL SUPPLY CO.	00324	4X12 FULL SEAL CLAMP/GLASSES - WATER	240.70
MUNICIPAL SUPPLY CO.	00324	9"CURB BOX EXT/REPAIR LID - WATER	84.45
BERTMAN TOOLS LLC	02430	SOCKETS - MOTOR POOL	96.90
IONIA COUNTY CENTRAL DISPATCH	01807	TALON MAINT/SUPPORT - POLICE	141.75
S&K PRINTING	00400	PARKING TICKETS, SIGNS, ENVELOPES - POLICE	155.00
BRENT LISTERMAN	02519	MILEAGE FOR TRAINING - POLICE	63.80
MUNICIPAL SUPPLY CO.	00324	9' CURB BOX- WATER	18.45
IONIA CONSTRUCTION SUPPLIES, LLC	MISC	SIGN RENTAL - MAJ STREETS	477.00
MICHIGAN STATE POLICE	00275	TOKEN FEE - POLICE	66.00
GRAND LEDGE FORD	02579	REPAIRS TO PATROL CAR - POLICE	275.90
BOUCK CORPORATION	MISC	TRAINING CRITICAL SUPERVISORY - POLICE	750.00
FIDLAR TECHNOLOGIES INC	MISC	TRAFFIC CITATIONS - POLICE	696.73
EVC, LLC	MISC	DECOMMISSION CARGE PAT CAR- POLICE	725.00
FAMILY FARM & HOME	01972	POWER WASHER - WASTE WATER	399.99
MUZZALL GRAPHICS	00326	BUSINESS CARDS - GEN, INC TAX	185.06
RHINO PRODUCTS INC.	MISC	NEW JUMP KITS - AMB	262.45
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	370.13
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	122.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	145.72
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	452.16
CHROUCH COMMUNICATION, INC.	00082	ANTENNA FOR AMB- AMB	4.63
CHROUCH COMMUNICATION, INC.	00082	BATTERY, ANTENNA - AMB	282.00
FAMILY FARM & HOME	01972	BALL & HITCH - ELECTRIC	73.96
NORTH CENTRAL LABORATORIES	00959	2 CONTROL VALVES - WASTE WATER	86.90
SUSIE SMITH	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	160.00
BOOTU PARTNERS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	258.68
GRAINGER, INC.	00172	JOBSITE RADIO KIT - MOTOR POOL	129.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	PAINT - LOCAL STREETS	29.99
METTLER TOLEDO	01938	CALIBRATION OF BALANCE -WW	334.16
GROSS MACHINE SHOP	00180	MATERIALS/LABOR SAFE STAND - CITY HALL	265.00
LITE'S PLUS	00243	BULBS FOR RESTROOM - AMB	17.90
MWEA OFFICE	01347	CEL EDUCATION T SMITH- WASTE WATER	160.00
POLYDYNE INC.	02196	3 DRUMS OF POLYMER- WASTE WATER	1,886.36
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET - PARKS	100.00
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES - ELECT,MP, MAJ STS	424.06
STEVE'S METER SERVICE	00442	ELECTRIC METERS - ELECTRIC	1,200.00
KATHY'S CLEANING	01684	CLEANING SERVICES- CITY HALL	900.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - GEN, POLICE	4,818.80
SLC METER LLC	02286	BADGER MET ENDPOINT/SHIP-WATER	126.06
GRAINGER, INC.	00172	STRETCH WRAP - MOTOR POOL	36.81
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	16.26
CONSUMERS ENERGY	00095	GAS SERVICE- MOTOR POOL	326.16
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	15.06
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	74.50
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	45.73
APA	MISC	MEMBERSHIP - CITY MANAGER	60.00
FLEIS & VANDENBRINK	00153	GR RIV BRIDGE IMPROVE - MAJ STS	706.00
MANER COSTERISAN	MISC	MGMT ADVISORY SERV - GEN	1,000.00
FLEIS & VANDENBRINK	00153	GRAND RIV AVE SMALL URBAN - MAJ STS	1,762.95
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PLANT COSTS FOR FLOOD-WASTE WATER	46,707.04
CL TRUCKING & EXCAVATING, LLC	00066	PUMP & HOSE RENTAL - WASTE WATER	2,800.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SERV - GEN	1,101.70
USA BLUEBOOK	01850	CHEMICAL FEED PUMP PARTS - WW	251.43
EAGLE ENTERPRISE OF MICHIGAN INC.	01986	REPAIR OVERHEAD DOOR- WW	95.00
MACALLISTER RENTALS	02580	RENTAL PUMPS/HOSES - WASTE WATER	2,320.62
MACALLISTER RENTALS	02580	RENTALS PUMPS/HOSES - WASTE WTER	4,736.00
MACALLISTER RENTALS	02580	RENTALS HOSE, TRASH PUMP - WASTE WATER	3,963.00
MACALLISTER RENTALS	02580	RENTALS HOSE - WASTE WATER	411.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MACALLISTER RENTALS	02580	RENTALS PUMP, HOSE - WASTE WATER	2,175.00
MACALLISTER RENTALS	02580	RENTAL PUMP, HOSES - WASTE WATER	4,013.00
MACALLISTER RENTALS	02580	RENTALS PUMP, HOSE - WASTE WATER	300.00
Total:			\$100,554.55

**BI-WEEKLY
WAGE REPORT
March 25, 2019**

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.	9,403.12	190,169.86	2,044.19	51,778.61	11,447.31	241,948.47
ASSESSOR	1,065.38	22,893.58	98.87	1,868.07	1,164.25	24,761.65
CEMETERY	1,245.49	59,247.72	167.58	15,104.59	1,413.07	74,352.31
POLICE	15,642.14	321,201.89	3,379.26	86,870.39	19,021.40	408,072.28
CODE ENFORCEMENT	640.69	14,658.82	89.64	3,182.96	730.33	17,841.78
PARKS	1,036.99	42,171.31	127.31	6,920.22	1,164.30	49,091.53
INCOME TAX	1,908.25	32,293.48	582.93	13,382.00	2,491.18	45,675.48
MAJOR STREETS	3,604.68	85,932.99	730.97	38,270.61	4,335.65	124,203.60
LOCAL STREETS	2,664.93	57,220.50	594.20	22,947.25	3,259.13	80,167.75
RECREATION	2,415.00	48,061.73	358.10	9,343.54	2,773.10	57,405.27
AMBULANCE	11,545.85	244,952.66	2,178.48	53,102.71	13,724.33	298,055.37
DDA	2,214.39	45,621.72	317.64	7,796.78	2,532.03	53,418.50
ELECTRIC	14,232.47	321,282.96	2,357.42	82,683.85	16,589.89	403,966.81
WASTEWATER	6,193.81	212,084.01	1,032.55	47,663.47	7,226.36	259,747.48
WATER	5,220.81	105,526.62	1,395.71	39,416.49	6,616.52	144,943.11
MOTOR POOL	3,015.34	50,649.95	803.65	22,533.60	3,818.99	73,183.55
TOTALS:	82,049.34	1,853,969.80	16,258.50	502,865.14	98,307.84	2,356,834.94

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 03/28/2019
MEETING DATE 04/01/2019

Fund	Description	Beginning Balance 03/14/2019	Total Cash in	Total Cash out	Cash Balance 02/28/209	Time Certificates	Ending Balance 03/28/2019
101	GENERAL FUND	1,801,326.47	113,963.20	(141,202.86)	1,774,086.81	235,000.00	2,009,086.81
105	INCOME TAX FUND	123,672.12	29,428.45	(36,805.20)	116,295.37	10,000.00	126,295.37
150	CEMETERY PERPETUAL CARE FUND	52,347.51	50.00	-	52,397.51		52,397.51
202	MAJOR STREETS FUND	208,440.92	7,142.49	(19,328.72)	196,254.69		196,254.69
203	LOCAL STREETS FUND	329,562.42	4,798.90	(13,526.59)	320,834.73		320,834.73
208	RECREATION FUND	13,480.51	9,581.59	(8,379.52)	14,682.58		14,682.58
210	AMBULANCE FUND	40,991.60	33,073.95	(37,270.82)	36,794.73		36,794.73
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	397,114.48	3,101.48	(8,322.46)	391,893.50		391,893.50
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	475,780.33	-	-	475,780.33		475,780.33
520	REFUSE SERVICE FUND	13,934.54	8,349.41	(12,294.73)	9,989.22		9,989.22
582	ELECTRIC FUND	772,473.40	259,449.61	(153,967.56)	877,955.45	530,000.00	1,407,955.45
590	WASTEWATER FUND	(65,875.70)	77,888.86	(58,200.10)	(46,186.94)		(46,186.94)
591	WATER FUND	18,591.54	42,266.21	(30,728.06)	30,129.69	420,000.00	450,129.69
661	MOTOR POOL FUND	75,298.25	14,472.49	(23,293.05)	66,477.69		66,477.69
703	CURRENT TAX FUND	7,391.82	11.32	-	7,403.14		7,403.14
TOTAL - ALL FUNDS		4,267,892.46	603,577.96	(543,319.67)	4,328,150.75	1,195,000.00	5,523,150.75
						ELECTRIC-RESTRICTED CASH	400,000.00
						ELECTRIC - MPPA MUNICIPAL TRUST	150,915.28
						CUSTOMER DEPOSIT CD	170,000.00 *
						PERPETUAL CARE CD	130,000.00
						INCOME TAX SAVINGS	834,831.98
						ELECTRIC-PRIN & INT ESCROW	119,269.11
						WASTEWATER DEBT ESCROW	247,006.71
						WASTEWATER REPAIR ESCROW	51,867.92
						DDA-PRIN & INT ESCROW	501.77
						WATER BOND ESCROW	43,200.00
						<u>7,670,743.52</u>	

*Customer Deposit Breakdown

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

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

Held on Thursday, February 21, 2019
In Council Chambers at City Hall

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

Members Absent: None

Staff: DDA/Main Street Director ConnerWellman, City Clerk Miller

Guests: None

Chair Grimminck called the meeting to order at 3:32 P.M.

There was no public comment.

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

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of January 17, 2019 DDA meeting.
All in favor. Adopted.

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

Under Team Reports, Member Pung commented that the Organization & Finance Team has reviewed the upcoming budget and made some suggestions. The Team is also working on survey results and reaching out to business owners for recruitment efforts.

Chair Grimminck reported that the Business Enhancement Team continues to work on the database and budget review.

Director ConnerWellman noted that the Promotions & Marketing Team will be attending the Business Expo in Ionia County. She is asking for support from the DDA Board and Team members to share what they love about Portland.

Under the Design Team Report, Member Briggs noted that the Michigan Historic Commission has approved the historic sign. They have also been working on budget review.

Director ConnerWellman provided an overview and information on how the recent ice jam in Portland has affected the businesses in downtown Portland. She further outlined upcoming events that will be held in support of the businesses affected.

City Manager Gorman provided an update and overview of the ice jam and recent flooding.

Member Antaya arrived at 3:56 P.M.

Under New Business, Director ConnerWellman presented the Fiscal Year 2019/2020 budget request for review and comment.

There was discussion.

Director ConnerWellman presented a request for approval to apply for the liquor license for Beerfest 2019.

Motion by Pung, supported by VanSlambrouck, to approve the application for the liquor license for Beerfest 2019.

All in favor. Adopted.

Director ConnerWellman presented a request to enter into a contract with Paul Starr of I'm a Beer Hound to coordinate Beerfest. She explained there would be some modifications to the contract from previous years to adjust for expenses that he typically incurs and charges beyond the contract after the event.

There was discussion.

Motion by Pung, supported by Madarang, to approve hiring Paul Starr of I'm a Beer Hound to coordinate Beerfest.

All in favor. Adopted.

Director ConnerWellman explained that the TIF Report now requires two public information meetings per year. She proposed doing this as part of the DDA meetings in March and September in 2019 and the February and August meetings going forward.

Motion by Barnes, supported by Briggs, to hold two public information meetings, March and September in 2019 and February and August going forward, as required under the TIF Reporting requirements.

All in favor. Adopted.

Under the Director Report, Director ConnerWellman reported that Portland won \$1,000 and statewide recognition for a drone photo submitted of the holiday lighting of the 100 block of Kent St.

A workshop series will be held that will cover protecting your business and property and a marketing round table. The business workshop in February had 33 attendees.

Director ConnerWellman provided business and property updates.

Director ConnerWellman further stated that after the January DDA meeting, she attended the Grubstake meeting in Owosso that addressed raising interest in local business investment.

The Portland Prime initiative continues to do well. Approximately \$6,000 has been sold.

Under Board Member Comments, Mayor Barnes noted that Mayor Exchange planning is underway with the City of South Haven who is also celebrating their sesquicentennial this year.

Member VanSlambrouck stated that the VFW will host a fundraiser on March 1, 2019 beginning at 3:00 P.M. for the Portland Community Fund to raise money for the Ice Jam/Flood Relief. She also noted that Backpacks for Bellies will begin packing weekend meals for children in need.

Member Briggs noted the upcoming Festival of Tables fundraiser for the Portland Area Ministerial Association.

Motion by VanSlambrouck, supported by Madarang, to adjourn the meeting at 4:17 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

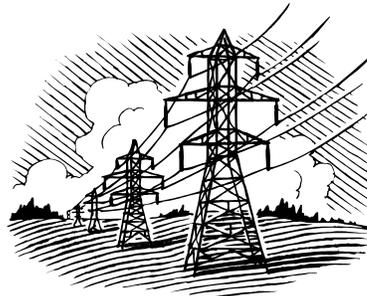
March 1, 2019
February 1-28, 2019

HYDRO GENERATION	84,049		
DIESEL PRODUCTION	0		
Kwh Purchased	2,888,283	Amount Paid	\$ 163,604.33
Total Kwh Purchased	2,972,332	Total Dollars Paid	\$ 163,604.33

Kwh Billed		Dollars Billed	
Residential	1,407,775	PCA Billed	\$ 24,350.35
Commercial	647,188	Residential	\$ 148,303.50
Large General	638,160	Residential EO Charge	\$ 2,474.49
City St. Lites Metered	25,952	Geothermal Discount	\$ (238.14)
St. Lites Unmetered		Commercial	\$ 69,607.31
Rental Lights		Commercial/LG EO Charge	\$ 2,443.47
Demand	2,195	Large General	\$ 45,042.79
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,205.16
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,721,270	Rental Lights	\$ 253.24
		Demand	\$ 12,900.52
Arrears after billing	\$ 22,680.50	Tax	\$ 11,415.44
Penalties Added	\$ 2,512.39		
Arrears end of month	\$ 43,761.38	Total Dollars Billed	\$ 320,319.58
Fuel Cost Billed	\$ 36,647.40		
Amount Collected	\$ 419,637.74	Power Cost Adj.	.00904
Total Adjustments	\$ 14,451.17		

Residential Customers	2,222
Commercial Customers	328
Large General	15
Total Customers	2,565

03/04/19



**CITY OF PORTLAND
March-19**

WATER DEPARTMENT REPORT

MONTH	Feb-19	PERIOD COVERED	Feb. 1-28, 2019
Customers Billed		Penalties Added	\$ 392.04
City	1,817	Dollars Collected	\$ 51,040.46
Rural	24	Arrears at end of Month	\$ 6,240.21
Total Customers	1,841	Adjustments	\$ 190.83
		Gallons Pumped	8,969,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	6,990,240		\$ 44,070.25
Rural	120,624		\$ 1,447.57
Total	<u>7,110,864</u>		<u>\$ 45,517.82</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,778	Dollars Billed	\$69,707.02
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 69,707.02

Penalties Added	\$ 649.31
Dollars Collected	\$ 74,180.79
Arrears at end of Month	\$ 11,009.35
Adjustments	\$ 300.80
Gallons Treated per Million	30.73



Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

January 2, 2019

P.A.M.A. BOARD MEMBERS PRESENT: K. Cook, R. Foote, D. Logel, J. Sandborn, T. Iskra

VISITORS Chris Jensen

Meeting was called to order at 7:30 p.m.

AGENDA

- Submitted by D. Logel
- Motion to approve by R. Foote supported by J. Sandborn.

SECRETARY'S REPORT:

- Submitted by K. Cook
- Motion to approve secretary's report as submitted by R. Foote supported by J. Sandborn.

TREASURER'S REPORT:

- Submitted by R. Foote
- Current balance as of 2/2/19 \$1185.88
 - Bills paid since 10/4/18
 - City of Portland Building Insurance \$1545.00
 - Hacks Key Shop \$465.00
 - Payments received since 10/4/19
 - City of Portland \$306.00
 - Portland Township \$1336.00
 - Danby Township \$688.00
 - Bills due as of 10/3/18
 - No bills are currently due
- Motion to approve treasurer's report as submitted by J. Sandborn supported by K. Cook.

OLD BUSINESS:

- Chris Jensen indicated that the feasibility study submitted by Fleis and Vanderbrink has been approved.

NEW BUSINESS:

- Meeting dates for next year are as follows: 4/3/2019, 7/3/2019, 10/2/2019, 1/7/2020
- Board officers are follows: D. Logel as Chairman, R. Foote as Treasurer, K. Cook as Secretary
- Theresa Iskra was welcomed as new board member representing Portland Township.
- Keith Cook indicated that he will resign as PAMA Board member at the end of this year and will conclude at the January 2020 meeting.

Motion made by J. Sandborn supported by T. Iskra to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Keith Cook, Secretary

NEXT MEETING: April 3, 2019 @ 7:30 p.m.

IONIA COUNTY BOARD OF COMMISSIONERS

March 26, 2019 -7:00 p.m.

Board of Commissioners room: – Ionia County Administrative Building, (old District Court) 3rd floor. 101 W Main St. Ionia MI

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**

(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve closed session minutes 2-26-2019
 - C. Approve per diem and mileage
 - D. Approve payment of General Fund payroll and accounts payable for the month of February 2019 - \$918,410.57
 - E. Approve payment of Health Fund bills for February 2019 – \$91,055.78
- VII. Unfinished Business**
 - A. Action on PA116 Farmland agreements
 - B. Appointments Community Mental Health 4- Three year appointments
- VIII. New Business**
 - A. Dennis Craycraft – Soldiers and Sailors Annual Report
 - B. Health Department – MSHN Intergovernmental Contract Amendment
 - C. Health Department – FY2019 Substance use Disorder Prevention Agreement
 - D. Central Dispatch – request to fill Office Manager position
 - E. Commission on Aging – Weight watchers rental agreement
 - F. Scrap Tire Grant agreement- Melissa Eldridge
 - G. Drain Office – Little Thorn Apple Drain
 - H. Request to update Facilities Manager job description
 - I. Strategic Planning discussion
 - J. Jail fact finding discussion

IX. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. Board of Commissioners report
- B. County Administrator

X. Reports of Special or Ad Hoc Committees

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

XII. Closed Session

- A. County Administrator Evaluation

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 – Two one-year terms, expiring December 2018.
- Tax Advisory Board – One –one year term expiring 2020

Appointments for consideration in the month of April 2019:

- Area Agency on Aging one – three year term
- Economic Development Corporation/Brownfield Redevelopment Authority – four- three year terms
- Jury Board- one- six year term
- Land Bank Authority – one-three year term

Appointments for consideration in the month of May 2019

- Midwest Michigan Trail Authority – one three year term