



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

7:00 P.M. Monday, December 2, 2019  
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
7:05 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:10 PM	<b>V. <u>City Manager Report</u></b>	
7:20 PM	<b>VI. <u>Presentations</u></b> A. Steve Kirinovic, CPA with Maner Costerisan – 2018/2019 FY Audit	
	<b>VII. <u>Public Hearing(s)</u> – None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:30 PM	A. Motion to Accept the FY 2018/2019 Audit as Presented by the Auditing Firm of Maner Costerisan	Decision
7:32 PM	B. Proposed Resolution 19-68 Approving a Capacity Purchase for the Board of Light and Power through the Michigan Public Power Agency	Decision
7:34 PM	C. Proposed Resolution 19-69 Approving 2020 City Council Meeting Dates	Decision
7:35 PM	<b>X. <u>Consent Agenda</u></b>	
	A. Minutes & Synopsis from the Regular City Council Meeting held on November 18, 2019	Decision
	B. Payment of Invoices in the Amount of \$118,114.60 and Payroll in the Amount of \$120,804.62 for a Total of \$238,919.22	
	C. Purchase Orders over \$5,000.00	
	1. Façade Improvement Agreement between the City of Portland Downtown Development Authority and Timothy Fuller in the Amount of \$10,000.00	
	<b>XI. <u>Communications</u></b>	
	A. Mike Judd Boards and Commissions Application	
	B. DDA Minutes from October 28, 2019	
	C. Utility Billing Reports for October 2019	

<b><u>Estimated Time</u></b>
7:40 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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-68**

**A RESOLUTION APPROVING A CAPACITY PURCHASE FOR THE  
BOARD OF LIGHT AND POWER THROUGH THE  
MICHIGAN PUBLIC POWER AGENCY**

**WHEREAS**, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

**WHEREAS**, the City of Portland, as a member of the MPPA, has an opportunity to enter into a transaction to meet a portion of its future load requirements for June 1, 2025 through May 31, 2040, by purchasing capacity not to exceed \$22,200.00 annually or \$333,000.00 for the entire term, pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

**WHEREAS**, at its meeting on November 25, 2019, the Board of Light and Power voted to recommend that City Council approve the Capacity Purchase as stated above, a copy of a letter from the Electric Superintendent is attached as Exhibit B.

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

1. The City Council approves the Board of Light and Power's recommendation to approve, authorize, and direct the City's Electric Superintendent or City Manager to sign the Letter of Authorization consistent with the recommendation outlined in the attached Exhibits A and B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** December 2, 2019

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

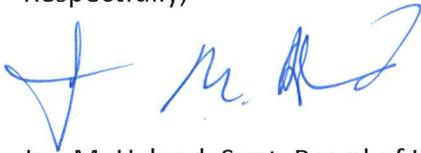
City of Portland  
Board of Light & Power  
723 E.Gd. River Ave.

Nov. 26<sup>th</sup>, 2019

Re: L&P Recommendations to City Council

Last night at the Light & Power Board meeting, the Light & Power Board made a recommendation to the City Council to have the Member Authorization Representative sign a 15 year capacity purchase beginning June 1, 2025 through May 31, 2040.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jon M. Hyland". The signature is stylized and written in a cursive-like font.

Jon M. Hyland, Supt. Board of Light & power

## Mike Hyland

---

**From:** Keith Parrott <KParrott@mpower.org>  
**Sent:** Tuesday, November 12, 2019 8:34 AM  
**To:** Mike Hyland; Tutt Gorman  
**Cc:** Robert Lalonde  
**Subject:** Long-Term Capacity. Transaction Authorization  
**Attachments:** MPPA CapAuth - Port.pdf

Good Morning,

MPPA is recommending that you enter into a long term capacity transaction from June 1, 2025 through May 31, 2040 that will provide price certainty for a portion of your capacity needs. I have attached an Authorization Letter that will enable MPPA to transact on that recommendation for your review and execution.

This transaction will be discussed in more detail during the November Board of Commissioners meeting and we wanted to provide your allocation in advance of the discussion.

I am hoping to get all returned authorizations by **Friday December 6th**, let me know if you will not have it back by then or if there are any questions you would like to discuss.

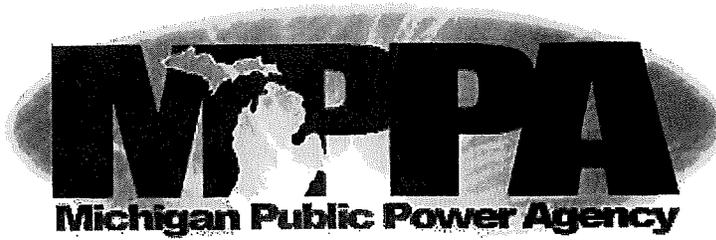
Thank you and I look forward to your reply.

Keith Parrott | Senior Engineer – Generation Services



Michigan Public Power Agency  
809 Centennial Way, Lansing, MI 48917  
Office: 517-323-8919 x116 | Mobile: 517-525-3605  
[kparrott@mpower.org](mailto:kparrott@mpower.org) | [www.mpower.org](http://www.mpower.org)

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November 12, 2019

Subject: Letter of Authorization

The Portland Light and Power Board, through its Member Authorized Representative, hereby authorizes a purchase of Capacity by Michigan Public Power Agency on behalf of Portland in the Amount and Term(s) of:

<u>Planning Year</u>	<u>Up to Capacity, KW</u>	<u>Max Authorized Purchase Price, per KW-Month</u>
June 1, 2025 to May 31, 2040	500	\$3.70

Maximum commitment = \$22,200 annually or \$333,000 for the entire 15-year term.

Member Authorized Representative:

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-69**

**A RESOLUTION APPROVING 2020 CITY COUNCIL MEETING DATES**

**WHEREAS**, the Open Meetings Act requires public bodies to post a list of dates of all of the regular meetings within ten days of the first meeting in each calendar or fiscal year; and

**WHEREAS**, Section 2-19 of the Code of the City of Portland, Michigan provides:

**2-19 Time and place.**

Sec. 1. The Portland City Council shall conduct regular meetings on the first and third Monday of the month in the Council Chambers at City Hall commencing at 7:00 p.m. unless rescheduled to a date not less than seven (7) days after adoption of a resolution passed by the City Council which reschedules the regular meeting. Whenever a meeting date falls on a City holiday, the meeting shall be conducted on the next business day; and

**WHEREAS**, the City Clerk has prepared the attached listing of the 2020 regular meeting dates for the City Council, Planning Commission, ZBA, DDA, Board of Light & Power, and Parks and Recreation Board, a copy of which is attached as Exhibit A.

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

1. The Portland City Council approves the list of proposed dates for the meeting of City Council for the year 2020 as set forth on 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:** December 2, 2019

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

## PUBLIC NOTICE

In compliance with the Open Meetings Act and the Portland City Charter, following are the dates for the regular meetings, unless otherwise noted, for Boards & Commissions of the City of Portland for 2020. Individuals with disabilities requiring auxiliary aids or services for any meeting may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed to you.



CITY COUNCIL	
All meetings are held at 7:00 P.M., the first and third Monday of each month, in the Council Chambers at City Hall, 259 Kent St.	
Monday	January 6th
Monday	January 20th
Monday	February 3rd
Tuesday	February 18th
Monday	March 2nd
Monday	March 16th
Monday	April 6th
Monday	April 20th
Monday	May 4th
Monday	May 18th
Monday	June 1st
Monday	June 15th
Monday	July 6th
Monday	July 20th
Monday	August 3rd
Monday	August 17th
Tuesday	September 8th
Monday	September 21st
Monday	October 5th
Monday	October 19th
Monday	November 2nd
Monday	November 16th
Monday	December 7th
Monday	December 21st

DDA	
All meetings are held at 7:00 P.M., the fourth Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 27th
Monday	February 24th
Monday	March 23rd
Monday	April 27th
Tuesday	May 26th
Monday	June 22nd
Monday	July 27th
Monday	August 24th
Monday	September 28th
Monday	October 26th
Monday	November 23rd
Monday	December 28th

BOARD OF LIGHT & POWER	
All meetings are held at 4:00 P.M., the last Tuesday of each month, at the Diesel Plant, 723 E. Grand River Ave., Portland, MI.	
Tuesday	January 28th
Tuesday	February 25th
Tuesday	March 31st
Tuesday	April 28th
Tuesday	May 26th
Tuesday	June 30th
Tuesday	July 28th
Tuesday	August 25th
Tuesday	September 29th
Tuesday	October 27th
Tuesday	November 24th
Tuesday	<i>No Meeting</i>

PLANNING COMMISSION	
All meetings are held at 7:00 P.M., the second Wednesday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Wednesday	January 8th
Wednesday	February 12th
Wednesday	March 11th
Wednesday	April 8th
Wednesday	May 13th
Wednesday	June 10th
Wednesday	July 8th
Wednesday	August 12th
Wednesday	September 9th
Wednesday	October 14th
Thursday	November 12th
Wednesday	December 9th

PARKS & REC BOARD	
All meetings are held at 5:30 P.M., the third Monday of each month, in the Executive Board Room at City Hall, 259 Kent St., Portland, MI.	
Monday	January 20th
Tuesday	February 18th
Monday	March 16th
Monday	April 20th
Monday	May 18th
<i>* No Meeting *</i>	
Monday	July 20th
Monday	August 17th
Monday	September 21st
Monday	October 19th
Monday	November 16th
<i>* No Meeting *</i>	

ZONING BOARD OF APPEALS	
All meetings are held at 7:00 P.M., the second Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 13th
Monday	February 10th
Monday	March 9th
Monday	April 13th
Monday	May 11th
Monday	June 8th
Monday	July 13th
Monday	August 10th
Monday	September 14th
Monday	October 12th
Monday	November 9th
Monday	December 14th

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, November 18, 2019

In Council Chambers at City Hall

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

Guests: Kathy Parsons; Mike Judd; John Sheehan and Family; Girl Scout Troop Members

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

City Clerk Miller opened the floor for nominations for Mayor.

Motion by Johnston, supported by VanSlambrouck, to nominate Barnes for Mayor.

There were no other nominations.

City Clerk Miller closed nominations for Mayor and held the vote for the election of Barnes as Mayor.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Mayor Barnes stated that it is a very humbling experience to go through the election and Mayoral nomination processes. It is an honor and a reflection of how the public feels about the job that is being done by the City Manager and staff. People are happy and want to keep things the same.

Mayor Barnes opened the floor for nominations for Mayor Pro-Tem.

Motion by Fitzsimmons, supported by Johnston, to nominate VanSlambrouck as Mayor Pro-Tem.

There were no other nominations.

Nominations were closed and City Clerk Miller held the vote for VanSlambrouck as Mayor Pro-Tem.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Mayor Barnes thanked Mayor Pro-Tem VanSlambrouck for his dedication and connection to the City of Portland.

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman stated representatives of Sparrow presented a rendering of their planned development to the Zoning Board of Appeals on November 12, 2019 and requested 3 variances, which were approved. The Planning Commission will review and consider their formal site plan at their meeting on December 11, 2019.

Taco Bell continues to work on their preliminary site plan for development of the properties located at 1433 E. Grand River Ave. and 159 Bristie St.

City Manager Gorman stated that before tonight's meeting he attended the 1<sup>st</sup> meeting of the Ionia County Road Department Advisory Board that he was recently appointed to.

The kickoff meeting with Pulse Broadband on November 6, 2019 for the development of the Executable Project Plan (EPP) was held. The project will include mapping and engineering to get a true idea of the potential cost of a fiber project and is expected to finish within 90 days. A meeting was also held with Tri-County Cooperative to discuss at a high level collaboration on a joint project.

City Manager Gorman noted that there have recently been several outages of services provided by both Verizon and WOW in the area. On Friday, November 5, 2019 Consumers Energy inadvertently cut a main fiber line of WOW's. There have been further intermittent outages of internet services as WOW makes repairs.

The City continues to work on a cohesive Capital Improvement Plan (CIP) that would be all encompassing to include all City departments. This will be a 6-year plan that will be used as a tool during the upcoming and future budget processes.

A formal rate study for both the Wastewater and Water Departments will be coming soon.

City Manager Gorman stated that last week he made a routine post on Facebook in regard to no front yard parking. The post received a lot of feedback from community members that have concerns with this law in relation to the effect of the no parking on City streets prohibition during the winter months. The City has been and continues to look at the winter prohibition on parking to evaluate other options.

There were no presentations.

Under New Business, the Council considered Resolution 19-66 to approve the purchase of a 2019 John Deere 325G compact track loader in the amount of \$27,303.73 through the MiDeal

program for the Board of Light and Power. The current 2007 John Deere Skid Steer has been experiencing mechanical issues and is in need of replacement.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 19-66 approving the purchase of a 2019 John Deere 325G compact track loader for the Board of Light and Power.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 19-67 to approve a License Agreement with the Friends of the Red Mill to host Santa at the Red Mill on December 8, 2019.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 19-67 approving, authorizing, and directing the Mayor and City Clerk to sign a License Agreement to permit hosting Santa at the Red Mill.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting and Closed Session held on November 4, 2019, payment of invoices in the amount of \$60,375.44 and payroll in the amount of \$151,936.00 for a total of \$212,311.44. A purchase order to Bader & Sons in the amount of \$11,645.00 for a tandem load trailer was also included.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman recognized Rosemary Neller and Madeline Frank for their many years of service to the Portland Farmers Market. He noted that they have decided to step down and the Friends of the Red Mill has decided they will take over the coordination of this effort.

City Clerk Miller provided information on the Automatic Absentee Application List recently created to provide registered voters in the City of Portland a way to receive applications for absentee ballots for every election.

City Manager Gorman noted that the Department of Public Works is working to get all of the leaves in town picked up after the heavy snowfall that was received last week.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck thanked the residents of Portland for their support during the City Council election on November 5, 2019.

Mayor Barnes noted that there was a 15% voter turnout for the City Council election which is substantial given that there were no other issues on the ballot. He noted his appreciation for all of the City residents that took time to vote.

Council Member Johnston commended the Portland Civic Players for their 6 sold out shows of The Wizard of Oz. It was a fantastic show.

Council Member Sheehan thanked her supporters for her election to the City Council and further thanked everyone for the warm welcome.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:42 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the November 18, 2019 City Council Meeting**

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

**Present** – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Member Fitzsimmons, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Police Chief Thomas

**The Election of the Mayor and Mayor Pro-Tem was held.**

**Approval of Resolution 19-66** approving the purchase of a 2019 John Deere 325G compact track loader for the Board of Light and Power.

All in favor. Adopted.

**Approval of Resolution 19-67 approving**, authorizing, and directing the Mayor and City Clerk to sign a License Agreement to permit hosting Santa at the Red Mill.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:42 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
STAR THOMAS	01654	NOV CELL PHONE REIMB - POLICE	40.00
INDEPENDENT BANK	00197	DEC BOND PAYMENT - ELECTRIC	8,876.00
CULLIGAN	02130	WATER CITY HALL - GEN	20.50
MI ASSOC OF MUNICIPAL CLERKS	00264	2020 MEMBERSHIP CITY CLERK - GEN	60.00
IONIA COUNTY CLERK	01247	BALLOT LAYOUT/PROGM CITY COUN ELECT - ELECTIONS	250.00
MUNICIPAL INSPECTION SERVICES	00323	OCT 2019 BLDG/TRADE PERMITS - GEN	5,057.00
GRANGER	00175	REFUSE - REFUSE	12,537.07
TAMMY MEYERS	02610	ELECTION TRAINING MILEAGE/MEALS - ELECTIONS	62.43
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	431.93
CONSUMERS ENERGY	00095	GAS POURCHASE - PARKS	37.81
CONSUMERS ENERGY	00095	GAS PURCHASED - ELECTRIC	601.71
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET DAM - PARKS	100.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - GEN, POLICE	3,095.00
CORE TECHNOLOGY CORPORATION	02419	DATA SHARING ANN SUB/FEE - POLICE	105.00
STEVE'S METER SERVICE	00442	METER PKG FOR THE BROOK - ELECTRIC	1,165.00
WEST MICHIGAN INTERNATIONAL LLC	02546	MIRROR FOR BUCKET TRUCK - ELECTRIC	62.16
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	479.95
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HASMAT FEE - AMB	62.45
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, COMM PROMO	605.09
WEST SHORE SERVICES	00478	2019 ANNUAL WARNING SIREN INSPECTION - COMM PRC	1,700.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	SEPT PROF SERVICES ELAINE VENEMA - WW	684.00
BOUND TREE MEDICAL LLC.	01543	CURAPLEX HOT PACK - AMB	20.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	245.87
VANCE OUTDOORS	02611	AMMO - POLICE	307.40
PUBLIC SAFETY CENTER	MISC	RADIO BATTERIES - POLICE	93.00
MUNICIPAL SUPPLY CO.	00324	SAFETY HIP BOOTS - WW	45.50
NORTH CENTRAL LABORATORIES	00959	FILTERS, STORAGE SOLUTION - WW	155.88
PETERSEN OIL & PROPANE	02534	DIESEL - MP	278.36
CHROUCH COMMUNICATION, INC.	00082	ANTENNAS FOR AMB - AMB	13.89
R.C. SYSTEMS INC.	02486	RECPRO ANNUAL CONTRACT - PARKS, REC	2,500.00
REED & HOPPES, INC.	00390	REPAIR BUCKET TRUCK - ELECTRIC	195.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH SUPER SERVICE	00228	TIRES, BREAKS, BUSHINGS - POLICE	1,623.83
MICHIGAN PAVING & MATERIALS CO.	02102	ASPHALT - LOCAL STS	141.68
ROD SMITH	02317	CLOTHING ALLOW - WATER	205.10
JOHN DEERE FINANCIAL	01818	VAR SUPPLIES - VAR DEPTS	2,081.63
RYAN HONSOWITZ	00191	CLOTHING ALLOWANCE - MP, CEM	60.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.16
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	911.15
CONSUMERS ENERGY	00095	GAS SERVICE -	515.07
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	56.02
CONSUMERS ENERGY	00095	GAS SERVICE - WW	289.22
MHR BILLING	01780	OCT BILLING - AMB	1,672.00
CONSUMERS ENERGY	00095	GAS SERVICE - WW	15.26
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	62.78
CONSUMERS ENERGY	00095	GAS SERVICE - MOTOR POOL	212.90
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION - ELECTRIC	4,898.39
OUDBIER INSTRUMENT CO	02568	HOA SWITCH ON THICKENER - WW	659.00
WINDEMULLER	02229	TROUBLE SHOOT PLC ISSUE - WW	370.00
OUDBIER INSTRUMENT CO	02568	FUSE - WW	162.00
CBIZ RETIREMENT PLAN SERVICES	02426	ACTUARIAL EVALUATION - VAR DEPTS	4,500.00
STEVE'S METER SERVICE	00442	METER/COVER - ELECTRIC	100.00
KRISTINA KINDE	02352	SKE REVIEW OF AUDIT DRAFT - GEN	1,000.00
OTIS ELEVATOR	00970	ELEVATOR SERVICE CONTRACT - CITY HALL	598.05
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	900.00
MMAAO	MISC	CON ED CLASS - ASSESSING	20.00
USA BLUEBOOK	01850	VAR SUPPLIES - WW	405.57
KEN GENSTERBLUM	00163	CLOTHING ALLOWANCE - WATER	153.65
BADER & SONS CO.	00031	2019 JD TRACTOR/LOADER, APP RES 19-66 - ELECTRI	27,303.73
WESTPHALIA ELECTRIC CO.	00412	PARK RESTROOM LIGHTING - PARKS	2,580.00
DORNBOS SIGN, INC.	00067	SIGNS FOR DAM - PARKS	220.00
MANER COSTERISAN	02588	AUDIT SERVICES - MAJ, LOC STS, GEN	2,000.00
MANER COSTERISAN	02588	CONSULT SERVICES - GEN	1,926.60

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CORE TECHNOLOGY CORPORATION	02419	ANNUAL MAINT FEE - POLICE	2,546.00
AXON ENTERPRISES INC.	02494	TASER/BATTERIES - POLICE	1,688.40
FLEIS & VANDENBRINK	00153	SPARROW SITE IMPROVEMENTS - ECON DEV	228.00
FLEIS & VANDENBRINK	00153	GRAND RIVER BRIDGE IMPROV - MAJ STS	4,472.12
FLEIS & VANDENBRINK	00153	GR AVE SMALL URBAN - MAJ STS	134.86
FLEIS & VANDENBRINK	00153	GEN ENGINEERING - GEN	2,185.25
FLEIS & VANDENBRINK	00153	SAFE ROUTES TO SCHOOL - LOC, MAJ STS	5,038.18
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - VAR DEPTS	4,700.00
MANER COSTERISAN	02588	AUDIT FEE - GEN, ECON DEV	1,553.00
MMAAO	MISC	2020 MEMBERSHIP - ASSESSING	20.00
Total:			\$118,114.60

**BI-WEEKLY  
WAGE REPORT  
December 02, 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.	11,709.90	108,731.57	3,334.79	28,015.83	15,044.69	136,747.40
ASSESSOR	941.79	11,031.62	72.05	843.93	1,013.84	11,875.55
CEMETERY	2,206.29	45,783.03	944.66	11,578.26	3,150.95	57,361.29
POLICE	14,459.78	157,710.31	3,995.19	36,350.19	18,454.97	194,060.50
CODE ENFORCEMENT	653.47	8,184.05	197.84	1,753.60	851.31	9,937.65
PARKS	1,319.69	37,116.17	432.03	5,255.68	1,751.72	42,371.85
INCOME TAX	2,047.10	22,343.96	800.52	7,742.39	2,847.62	30,086.35
MAJOR STREETS	3,501.36	39,548.12	2,281.92	17,446.08	5,783.28	56,994.20
LOCAL STREETS	4,793.21	34,995.39	2,939.84	15,567.06	7,733.05	50,562.45
RECREATION	281.94	13,197.19	89.18	2,285.34	371.12	15,482.53
AMBULANCE	10,949.07	140,290.52	2,531.08	27,464.88	13,480.15	167,755.40
DDA	2,925.69	28,054.70	647.15	4,774.08	3,572.84	32,828.78
ELECTRIC	21,358.94	199,742.28	6,674.78	54,172.37	28,033.72	253,914.65
WASTEWATER	6,346.75	74,278.28	2,755.95	21,393.58	9,102.70	95,671.86
WATER	5,432.58	60,229.99	2,377.18	20,261.39	7,809.76	80,491.38
MOTOR POOL	1,164.96	17,380.69	637.94	5,767.49	1,802.90	23,148.18
<b>TOTALS:</b>	<b>90,092.52</b>	<b>998,617.87</b>	<b>30,712.10</b>	<b>260,672.15</b>	<b>120,804.62</b>	<b>1,259,290.02</b>

**BI-WEEKLY CASH BALANCE ANALYSIS  
AS OF 11/26/2019  
MEETING DATE 12/02/2019**

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance 11/15/2019</b>	<b>Total Cash in</b>	<b>Total Cash out</b>	<b>Cash Balance 11/26/2019</b>	<b>Time Certificates</b>	<b>Ending Balance 11/26/2019</b>
101	GENERAL FUND	1,835,168.28	123,115.96	(135,056.08)	1,823,228.16	235,000.00	2,058,228.16
105	INCOME TAX FUND	95,502.80	15,154.29	(21,379.76)	89,277.33	10,000.00	99,277.33
150	CEMETERY PERPETUAL CARE FUND	55,385.03	100.00	-	55,485.03		55,485.03
202	MAJOR STREETS FUND	314,994.50	12,501.33	(29,695.54)	297,800.29		297,800.29
203	LOCAL STREETS FUND	250,033.58	11,111.54	(25,173.57)	235,971.55		235,971.55
208	RECREATION FUND	20,741.15	6,375.05	(2,579.37)	24,536.83		24,536.83
210	AMBULANCE FUND	30,595.06	20,803.87	(43,612.26)	7,786.67		7,786.67
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	586,623.05	3,091.30	(20,498.82)	569,215.53		569,215.53
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	248,597.94	-	-	248,597.94		248,597.94
520	REFUSE SERVICE FUND	14,176.34	8,721.84	(46.99)	22,851.19		22,851.19
582	ELECTRIC FUND	1,108,798.15	224,897.24	(238,564.68)	1,095,130.71	530,000.00	1,625,130.71
590	WASTEWATER FUND	(25,696.99)	88,223.79	(64,651.47)	(2,124.67)		(2,124.67)
591	WATER FUND	68,895.03	61,383.07	(52,445.38)	77,832.72	420,000.00	477,837.99
661	MOTOR POOL FUND	74,209.79	26,723.66	(27,118.46)	73,814.99		73,814.99
703	CURRENT TAX FUND	8,320.68	-	(627.13)	7,693.55		7,693.55
	<b>TOTAL - ALL FUNDS</b>	<b>4,689,706.64</b>	<b>602,202.94</b>	<b>(661,449.51)</b>	<b>4,630,460.07</b>	<b>1,195,000.00</b>	<b>5,805,465.34</b>
					ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
					ELECTRIC - MPPA MUNICIPAL TRUST	159,983.01	159,983.01
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	993,853.22	993,853.22
					ELECTRIC-PRIN & INT ESCROW	158,545.36	158,545.36
					WASTEWATER DEBT ESCROW	336,771.46	336,771.46
					WASTEWATER REPAIR ESCROW	122,670.92	122,670.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	19,994.73	19,994.73
							<b>8,297,785.81</b>

\*Customer Deposit Breakdown

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

**FAÇADE IMPROVEMENT AGREEMENT**  
**CITY OF PORTLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**DOWNTOWN FACADE IMPROVEMENT PROGRAM**



This Agreement is entered into on June 13, 2019 by and between the CITY OF PORTLAND DOWNTOWN DEVELOPMENT AUTHORITY (DDA), an authority created under Act 197 of the Michigan Public Acts of 1975, as amended, and Timothy Fuller (Applicant) and owner of the subject building located at 128 Kent Building A, North 1/2 of Opera House, Boardwalk Side, Portland, MI 48875

In consideration of the following terms and conditions, the DDA agrees to make funding available to Applicant for reimbursement of up to 50% matching funds, of the cost of making eligible improvements; up to a maximum reimbursement grant of \$ 10,000 for qualifying primary façade(s), or \$ 20,000 for multiple qualifying facades of the subject building located within the historic downtown area of Portland, MI. Applicant shall make improvements to the building as described in the Applicants Facade Improvement Program Application dated March 15, 2019 (the "Improvements").

For the purposes of this specific project located at 128 Kent Building A, North 1/2 of Opera House, Boardwalk Side the Applicant shall be eligible for a maximum grant reimbursement of \$ 10,000.00 based on the following:

\$ 10,000.00 Primary Façade Boardwalk      \$ \_\_\_\_\_ Other Qualifying Primary Façade  
 \$ \_\_\_\_\_ 2<sup>nd</sup> Public Façade                      \$ \_\_\_\_\_ 3<sup>rd</sup> Public Façade

<u>Type of Eligible Expense</u>	<u>Maximum Reimbursement</u>
Rehabilitation/Restoration/Reconstruction	50% of costs or \$20,000, whichever is less
Preservation: Repainting	25% - 30% of costs up to \$2,500 - \$2,750

The conditions of this Agreement is as follows:

1. **Work will not begin prior to receipt of this agreement.**
2. Owner of the property has signed and executed a Historic Preservation Easement with the Portland MI Downtown Development Authority for a term of five (5) years.
3. The information provided in the Portland Downtown Facade Improvement Program Application and its attachments are accurate and are incorporated by reference and attached hereto as Exhibit 1.
4. The project overview within the document titled "Portland Downtown Facade Improvement Program" as adopted by the DDA, determines the conditions of the program and are incorporated by reference and attached hereto as Exhibit 2.
5. If any changes in the Improvements are anticipated after the project is accepted, written approval of such changes must be first obtained from Design Team or DDA Director.

6. During the period of construction, the Applicant agrees to keep in full force and effect the following insurance coverage in limits acceptable to the City and DDA:
  - General Liability, bodily injury and property damage - \$1,000,000
  - Workers Compensation - statutory limits
  
7. Prior to beginning any work, Applicant shall provide to the DDA Director a Certificate of Insurance showing the above insurance and that the City of Portland, the City of Portland Downtown Development Authority, and their respective officers, employees and agents as additional insured parties.
  
8. The Applicant also agrees to indemnify, hold harmless and defend the City of Portland, the Portland Downtown Development Authority and their respective officers, employees and agents from any and all claims of any kind and nature arising out of or related to the facade improvement project including, but not limited to, claims for payment by subcontractors or suppliers of materials and labor.
  
9. All improvements made to the building shall comply with the Portland Code of Ordinances and applicable adopted building codes.
  
10. Improvements subject to this Agreement shall be completed within six (6) months from the date of this Agreement, unless extended in writing by the DDA Design Team. All reimbursement requests shall be presented to the DDA Director no later than sixty (60) days after the completion of construction and include:

11.21.19  
11.21.19  
11.21.19

(Jaw)  
(Jaw)  
(Jaw)

- Contractor receipts or letter with signature indicating paid in full.
- Any other relevant receipts
- After photo's of completed work

Materials \$32,260-  
Labor \$44,030- (not including Tim Fuller)  
-----  
\$76,290- Total

CITY PORTLAND DDA:

*[Signature]*

Chair Portland DDA Design Team

DATE: 6-13-19

APPLICANT:

*[Signature]*

Building Owner

DATE: 6-13-19



CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. **This information is also available for public review.**

Please print your responses

Date: 3/6/17

Name: MIKE JUDD

Address: 331 South Lincoln St.

Telephone No. (503) 285-0972

E-mail address Judd\_michael@yahoo.com

Employer RETIRED Telephone No. —

How long have you lived in the City of Portland? 63 yrs

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate? *yes, Portland*

College, University, or other school. State name and degree, certificate, etc., earned.

*Ferris STATE College  
BA. Computer Science*

Professional and work experience

Community activities, interests, and service

*Portland Historical Society.  
Community Orchestra  
DDA/MAIN ST. Volunteer (Design Committee)*

References (optional) Please provide name, address, and telephone number.

*Margery Briggs  
Pastor Marilyn Davidson*

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

Held on Monday, October 28, 2019  
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Grimminck, Madarang, Briggs, Williamson, Abel, Antaya

Members Absent: Williamson

Staff: DDA Director ConnerWellman; City Clerk Miller

Guests: None

Chair Grimminck called the meeting to order at 7:30 P.M.

There was no public comment.

Member Antaya suggested adding item B under New Business, to consider cancelling the December DDA meeting due to the Christmas Holiday.

Motion by Madarang, supported by Barnes, to approve the agenda with the addition of Item B under New Business, to consider cancelling the December DDA meeting due to the Christmas Holiday.

All in favor. Adopted.

Motion by Madarang, supported by Abel, to approve the minutes of the September 23, 2019 meeting as presented.

All in favor. Adopted.

Motion by Briggs, supported by Madarang, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Team Reports, Chair Grimminck noted that neither the Organization & Finance Team nor the Promotions & Marketing have met so there is nothing new to report.

Chair Grimminck reported the Business Enhancement Team has made some changes to the training that VISTA volunteer Dana Hengesbach is doing.

Under the Design Team Report, Member Briggs stated they have been reviewing the Sign Ordinance and the International Property Maintenance Code. They have also issued one Sign Grant to The Port.

Under Old Business, Director ConnerWellman presented the results of the strategic planning held on October 10, 2019. She requested that each board member rank the projects they are willing to work on over the next 18 months from #1 to #3.

Director ConnerWellman presented information on the Sign Incentive Grant to BMH Ventures (The Port) in the amount of \$287.27.

Motion by Madarang, supported by Abel, to approve payment on the Sign Incentive Grant to BMH Ventures (The Port) in the amount of \$287.27.

All in favor. Adopted.

Under New Business, Director ConnerWellman stated that she will be attending the Michigan Downtown Association Annual Conference in Holland on November 7<sup>th</sup> and 8<sup>th</sup>.

Motion by Antaya, supported by Madarang, to cancel the December DDA and Team meetings due to the Christmas Holiday.

All in favor. Adopted.

Under the Director Report, Director ConnerWellman provided updates on business and property in the DDA District along with other projects, recent activities, and community events.

There were no Board Member comments.

Motion by Madarang, supported by Abel, to adjourn the meeting at 7:53 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary

**CITY OF PORTLAND**

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

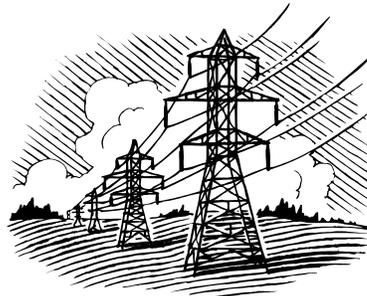
November 1, 2019  
October 1-31, 2019

<b>HYDRO GENERATION</b>	262,577		
<b>DIESEL PRODUCTION</b>	0		
<b>Kwh Purchased</b>	2,800,011	<b>Amount Paid</b>	\$ 169,618.08
<b>Total Kwh Purchased</b>	<b>3,062,588</b>	<b>Total Dollars Paid</b>	<b>\$ 169,618.08</b>

<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,203,859	PCA Billed	\$ 17,686.70
Commercial	678,330	Residential	\$ 129,006.34
Large General	768,520	Residential EO Charge	\$ 2,230.17
City St. Lites Metered	30,502	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 72,280.08
Rental Lights		Commercial/LG EO Charge	\$ 2,451.24
Demand	2,248	Large General	\$ 53,216.18
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,603.66
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,683,459</b>	Rental Lights	\$ 248.12
		Demand	\$ 13,205.05
Arrears after billing	\$ 4,317.50	Tax	\$ 10,795.09
Penalties Added	\$ 3,003.45		
Arrears end of month	\$ 29,419.05	<b>Total Dollars Billed</b>	<b>\$ 305,284.08</b>
Fuel Cost Billed	\$ 14,042.01		
Amount Collected	\$ 328,869.43	Power Cost Adj.	.00667
Total Adjustments	\$ 4,483.07		

Residential Customers	2,241
Commercial Customers	332
Large General	15
<b>Total Customers</b>	<b>2,588</b>

11/04/19



**CITY OF PORTLAND**  
**November-19**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Oct-19	<b>PERIOD COVERED</b>	Oct. 1-31, 2019
Customers Billed		Penalties Added	\$ 636.34
City	1,868	Dollars Collected	\$ 54,887.57
Rural	24	Arrears at end of Month	\$ 9,103.01
Total Customers	1,892	Adjustments	\$ 581.77
		Gallons Pumped	9,378,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	8,674,122		\$ 51,319.17
Rural	155,749		\$ 1,680.71
Total	<u>8,829,871</u>		<u>\$ 52,999.88</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,811	Dollars Billed	<b>\$80,611.07</b>
		Sewer Credit	\$ -
		Total Sewer Billed	<b>\$ 80,611.07</b>

Penalties Added	\$ 724.48
Dollars Collected	\$ 82,918.20
Arrears at end of Month	\$ 9,010.48
Adjustments	\$ 829.54
Gallons Treated per Million	11.368

