



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

7:00 P.M. Monday, January 6, 2020  
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></b> (5-minute time limit per speaker)	
7:10 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u></b> - None	
	<b>VII. <u>Public Hearing(s)</u></b> – None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:20 PM	<b>A.</b> Proposed Resolution 20-01 Approving Setting the Mileage Charge for Ambulance Service	Decision
7:23 PM	<b>B.</b> Proposed Resolution 20-02 to Amend the Budget for Fiscal Year 2019-2020	Decision
7:25 PM	<b>C.</b> Motion to go into Closed Session to discuss a legal memorandum regarding a proposed settlement agreement as permitted under Section 8(h) of the Michigan Open Meetings Act and Section 13(1)(g) of the Freedom of Information Act which exempts from public disclosure information or records subject to attorney-client privilege. (Requires a 2/3 majority by roll call vote)	Decision
7:35 PM	<b>D.</b> Proposed Resolution 20-03 Approving a Settlement and Release Agreement	Decision
7:40 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A.</b> Minutes & Synopsis from the Regular City Council Meeting held on December 16, 2019	
	<b>B.</b> Payment of Invoices in the Amount of \$163,937.26 and Payroll in the Amount of \$91,218.46 for a Total of \$255,155.72	
	<b>C.</b> Purchase Orders over \$5,000.00 - None	
	<b>XI. <u>Communications</u></b>	
	<b>A.</b> Utility Billing Reports for November 2019	
	<b>B.</b> Police Department Report for December 2019	
	<b>C.</b> Water Department Report for December 2019	
	<b>D.</b> Ionia County Board of Commissioners Agenda for January 7, 2020	

<b><u>Estimated Time</u></b>
7:45 PM
7:50 PM
7:55 PM
8:00 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. 20-01**

**A RESOLUTION APPROVING SETTING THE MILEAGE CHARGE  
FOR AMBULANCE SERVICE**

**WHEREAS**, the City's ambulance service is currently charging \$12.32 per mile for transporting patients to the hospital; and

**WHEREAS**, Blue Cross Blue Shield (BCBS) has increased the allowable mileage charge to \$13.40 per mile; and

**WHEREAS**, Ambulance Contracts approved by the Council state that ambulance charges will be based on rates approved by the Council; and

**WHEREAS**, the City Manager and Ambulance Director recommend using the BCBS allowable mileage charge as an index and that the City Council approve setting the mileage charge at \$14.00 per mile.

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

1. The City Council approves the recommendation of the City Manager and Ambulance Director to use the BCBS allowable mileage charge as an index and set the mileage charge at \$14.00 per mile.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** January 6, 2020

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



# Portland Ambulance

773 E. Grand River Ave. Portland, MI 48875

(517)647-2935 Fax (517)647-2940

December 12, 2019

TO: Tutt Gorman, City Manager

RE: Increase in mileage charge

Tutt,

I received notification this week from our Billing Manager at Mobile Health Resources (MHR) that Blue Cross/Blue Shield (BCBS) has released their reimbursement rates for 2020. Connie Cleary, (MHR Billing Manager) advises that the new BCBS mileage reimbursement rate for loaded miles is now \$13.40, up from \$12.32 for 2019. It is the recommendation of Connie that we increase our mileage charge to \$14.00/loaded mile. The remaining reimbursement rates we use for ALS, BLS, etc are still below what our current charges are therefore we shouldn't alter those at this time.

Their new rates are effective January 1, 2020 therefore I feel we should increase ours to the requested rate and have them in effect as of January 1, 2020 also. We do have a significant amount of BCBS/BCN/Medicare Plus Blue insured patients in town as GM's primary insurance is the Blue Cross family of insurances. This includes both current and retired employees.

Respectfully,

Phil Gensterblum, Director

Portland Ambulance Service

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-02**

**A RESOLUTION TO AMEND THE BUDGET  
FOR FISCAL YEAR 2019-2020**

**WHEREAS**, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

**WHEREAS**, the Finance Director has reviewed current fund balances and expenditures for FY 2019-2020 and recommends that the Council approve the proposed amendments set forth on the attached Exhibit A in order to comply with State law.

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

1. The Portland City Council approves the 2019-2020 fiscal budget amendments as listed 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:** January 6, 2020

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

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 2ND QUARTER 19-20

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
105-254-999.202	TRANSFER TO MAJOR STREETS	56,346.00
202-000-699.105	CONTRIBUTION FROM INCOME TAX	56,346.00
202-000-699.406	TRANSFER FROM CIP STREET FUND	(9,400.00)
406-275-999.202	TRANSFER TO MAJOR STREETS	(9,400.00)
203-000-699.406	TRANSFER FROM CIP STREET FUND	(5,200.00)
406-275-999.203	TRANSFER TO LOCAL STREETS	(5,200.00)
101-000-676.004	DONATION-RED MILL BUILDING	(7,500.00)
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	16,019.00
101-000-678.007	REIMBURSEMENTS-PAMA	17,682.00
	NET CHANGE	<u>26,201.00</u>
101-101-938.000	M & R STREET LIGHTS	7,000.00
101-101-938.000	M & R STREET LIGHTS	3,765.00
101-101-969.001	CONTRIBUTIONS TO PAMA	29,470.00
101-101-969.006	CONTRIBUTIONS TO SIDEWALKS	(11,450.00)
	NET CHANGE	<u>28,785.00</u>
101-201-801.000	LEGAL SERVICE	(4,000.00)
101-201-804.000	CONTRACTUAL SERVICE	2,500.00
101-201-804.000	CONTRACTUAL SERVICE	4,000.00
101-201-864.000	CONFERENCE & WORKSHOP	800.00
101-201-913.000	LIABILITY INSURANCE	395.00
	NET CHANGE	<u>3,695.00</u>
101-209-720.000	WORKER'S COMPENSATION	125.00
101-209-801.000	LEGAL SERVICE	(125.00)
	NET CHANGE	<u>0.00</u>
101-301-977.000	CAPITAL OUTLAY-EQUIPMENT	17,324.57

101-751-775.000	M & R SUPPLIES	(800.00)
101-751-775.001	M & R RIVERTRAIL	(8,000.00)
101-751-775.001	M & R RIVERTRAIL	(589.00)
101-751-930.000	M & R BUILDING	(3,000.00)
101-751-931.000	M & R EQUIPMENT	(2,000.00)
101-751-932.000	M & R GROUNDS	(1,900.00)
101-751-932.000	M & R GROUNDS	(1,184.00)
101-751-975.000	CAPITAL OUTLAY BUILDING	14,900.00
101-751-975.000	CAPITAL OUTLAY BUILDING	2,573.00
	NET CHANGE	<u>0.00</u>
105-254-704.000	S & W RECORDKEEPING	8,723.00
105-254-715.000	S & W SOCIAL SECURITY	668.00
105-254-864.000	CONFERENCE & WORKSHOP	200.00
	NET CHANGE	<u>9,591.00</u>
150-000-665.000	INTEREST INCOME	300.00
150-201-999.101	TRANSFER TO GENERAL FUND	300.00
202-452-803.006	ENG SERVICE-BRIDGE ST RECONSTRUCTION	4,800.00
202-452-804.006	CONTRACT SERVICE-BRIDGE ST RECONSTRUCT	51,546.00
	NET CHANGE	<u>56,346.00</u>
202-463-804.000	CONTRACTUAL SERVICE	(9,000.00)
202-463-969.006	CONTRIBUTIONS TO SIDEWALKS	9,000.00
	NET CHANGE	<u>0.00</u>
203-463-775.000	M & R SUPPLIES	(2,450.00)
203-463-969.006	CONTRIBUTIONS TO SIDEWALKS	2,450.00
	NET CHANGE	<u>0.00</u>
208-690-702.000	S & W FULLTIME	(4,040.00)
208-690-716.000	HEALTH INSURANCE	3,000.00
208-690-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	1,040.00
	NET CHANGE	<u>0.00</u>
248-000-678.012	REIMBURSEMENTS-BEER FEST	4,843.00
248-000-678.014	REIMBURSEMENTS- SESQUICENTENIAL	8,652.00
	NET CHANGE	<u>13,495.00</u>
248-275-740.008	OPERATING SUPPLIES - BEER FEST	576.00
248-275-740.010	SESQUICENTENIAL	750.00
	NET CHANGE	<u>1,326.00</u>
582-201-956.000	MISCELLANEOUS EXPENSES	1,695.00

582-539-720.000	WORKER'S COMPENSATION	4,772.00
590-441-734.000	SAFETY SUPPLIES	(2,000.00)
590-441-775.000	M & R SUPPLIES	<u>2,000.00</u>
	NET CHANGE	0.00
591-000-646.000	NEW SERVICE	20,000.00
591-000-678.006	REIMBURSEMENTS - MISCELLANEOUS	<u>4,842.00</u>
	NET CHANGE	24,842.00
591-201-803.001	ENG SERVICE-VULNERABILITY STUDY	9,000.00
591-201-992.000	PRINCIPAL PAYMENT	<u>(75,000.00)</u>
	NET CHANGE	(66,000.00)
591-441-720.000	WORKER'S COMPENSATION	1,186.00
661-201-992.000	PRINCIPAL PAYMENT	(29,496.00)

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-03**

**A RESOLUTION APPROVING A SETTLEMENT AND RELEASE  
AGREEMENT**

**WHEREAS**, an employee of the Portland Police Department was terminated from his employment on April 22, 2019; and

**WHEREAS**, the employee and police union contested the termination through the arbitration process; and

**WHEREAS**, as opposed to proceeding with costly arbitration, the parties have agreed settle this matter, pursuant to the settlement and release agreement, attached as Exhibit A; and

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

1. The Portland City Council approves the settlement and release agreement, 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:** January 6, 2020

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

## SETTLEMENT AGREEMENT AND RELEASE

In consideration of the agreements set forth below, **Mr. Paul Toman**, his heirs and personal representatives, fully and forever release and discharge the City of Portland, its agents, employees, elected or appointed officials, officers, council members, attorneys, representatives, predecessors, successors, and assigns, both past and present, (collectively referred to as the "City"), from any and all claims, demands, actions and causes of action of every kind, nature, or description, whether known or unknown, which he may have, as of the date of this Settlement Agreement, including any claim under the Age Discrimination in Employment Act of 1967. This would include, but not be limited to, any claim arising out of or in connection with Mr. Toman's past employment with the City and separation therefrom. Mr. Toman and the City further agree as follows:

1. In consideration for signing this Settlement and Release ("Release") and the fulfillment of the promises herein, Mr. Toman shall be paid the sum of ten thousand dollars (\$10,000.00). This amount shall be paid as soon as practicable after the expiration of the seven (7) day revocation period as described in paragraph #10. Mr. Toman agrees and acknowledges that this payment is adequate consideration for his signing this Settlement Agreement and Release and without the execution of the Settlement Agreement and Release he would not otherwise be entitled to this money.
2. Mr. Toman understands, agrees and acknowledges that he is fully responsible for any taxes as may be required by law and that neither the City nor any affiliate or subsidiary has offered advice on or made any

representations with respect to the potential tax consequences arising from any such payment. Mr. Toman agrees to be responsible and liable for any reallocation by the IRS of settlement amounts paid; and Mr. Toman agrees to indemnify and hold the City harmless from any liability, penalties, costs, fees, damages, or losses it incurs as a result of an such reallocation. Any reallocation by the IRS shall not affect or invalidate this Agreement.

3. Mr. Toman agrees not to seek future employment with the City. Should he seek employment with the City in the future, he agrees this Settlement Agreement and Release will constitute a legitimate non-discriminatory reason for denying such employment.
4. It is further understood and acknowledged that the terms of this Settlement Agreement and Release are contractual and are not a mere recital and that there are no agreements, understandings, or representations made by the City, except as expressly stated herein.
5. In further consideration of the terms and conditions of this Agreement, Mr. Toman, his heirs, executors and assigns hereby release the City, its past and present council members, its successors, agents, elected and appointed officials, officers and employees, past and present, from any and all claims, actions, damages, demands, causes of actions, liabilities or lawsuit of every kind, nature or description whatsoever, whether known or unknown, whether founded in fact, law or equity, which Mr. Toman, his heirs, executors or assigns could pursue against the City, its past or present council members, its successors, agents, officers and employees past and present, whether

arising from, touching upon, or concerning Mr. Toman's past employment relationship with the City. This Release includes all claims Mr. Toman has or may have whatsoever whether founded upon the Michigan or U.S. Constitution(s), contract, tort, any federal, state or local statute, rule or regulation, common law or any other theory or grounds, including but not limited to:

- a. Any and all claims, such as those based on breach of contract, wrongful discharge, deprivation of constitutional rights, discrimination with respect to age, sex, disability, religion, race, color, national origin, height, weight, and/or marital status, claim(s) of discrimination or unlawful termination, which may have arisen under Title VII of the Civil Rights Act of 1964 and/or any other federal civil rights statute, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, the Michigan Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, the Michigan Constitution or U.S. Constitution and/or under any other state or federal statute or under any common law doctrine;
  - b. Any and all claims for personal injuries and/or damages of any kind, including those for infliction of emotional or mental distress, invasion of privacy, defamation, injury to reputation and those based on any other tort or theory; and
  - c. Any and all claims, whether contractual, legal or equitable, arising during and/or out of Mr. Toman's past employment with the City and separation therefrom.
6. Mr. Toman promises not to file, institute, pursue or maintain any litigation and/or proceedings against the City, its successors, its council members, elected or appointed officials, or any of its officers, agents or employees, past and present, for any claim arising during and/or out of Mr. Toman's past employment with the City and separation therefrom. Mr. Toman further releases the City, its successors, its council members and its officers, agent

and employees, current or past, from any and all claims of any kind arising during and/or out of Mr. Toman's past employment with the City and separation therefrom, including, but not limited to, money damages and attorney's fees. Mr. Toman recognizes that this Agreement acts as a complete release and relinquishment by him of any and all claims of liability against the City, its successors, its council members, any of its members or agents, officers and employees, past and present, for any action taken or thing done, whether by commission or omission, during Mr. Toman's past employment with the City and separation therefrom.

7. Mr. Toman acknowledges that he has had adequate opportunity to consult with legal, financial, and other advisors of his choice concerning the propriety of entering into this Settlement Agreement and Release. Mr. Toman further acknowledges that he is entering into this Settlement Agreement and Release of his own free will, that he understands the consequences of entering into this Agreement, and that it is his desire to do so.
8. It is acknowledged by the parties that by entering into this Agreement, no party admits liability on any claim, and the parties specifically deny the same. No issue of fact or law pertaining to any dispute between the parties shall be deemed admitted or considered established as a result of the terms of this Agreement. This Agreement shall not and does not obligate the City to enter into similar agreements with any other person and is not and shall not be considered to be either a precedent or constitute an established or binding practice.

9. If any portion of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect to the maximum extent permitted by law.
10. Mr. Toman acknowledges that he had the opportunity to consult an attorney prior to executing this Separation Agreement and Release. Mr. Toman further acknowledges that he has been given a period of twenty-one (21) days within which to consider this Separation Agreement and Release before signing this document. Mr. Toman understands that during the seven (7) day period following his signature on this Separation Agreement and Release, that he may revoke this Agreement in writing and that this Agreement will not become effective or enforced until the seven (7) day revocation period has expired.
11. Mr. Toman agrees that as of the date of signing this document he is physically, mentally, and emotionally able to perform all of the responsibilities of his former position with the City.
12. Mr. Toman was terminated from his employment with the City on April 22, 2019 for allegedly violating Department Policies. Mr. Toman and the Police Officers Labor Council have filed a grievance contesting his termination and Mr. Toman has denied any wrongdoing. The Union has appealed the grievance to binding arbitration to be conducted under the rules of the Federal Mediation and Conciliation Service. The parties selected Ms. Deborah Brodsky to serve as an impartial Arbitrator. As opposed to proceeding to arbitration the parties have agreed to a settlement of all issues

raised by the grievance and any and all claims regarding Mr. Toman's past employment with the City and separation therefrom. Pursuant to this settlement Mr. Toman's termination shall be rescinded, and the termination and any documents related to the termination shall not be placed in his personnel file. Mr. Toman shall be allowed to submit his voluntary resignation of employment from the City effective December 4, 2019, and the City will accept this resignation. The resignation will be placed in Mr. Toman's personnel file. Mr. Toman and the POLC agree to withdraw their grievance contesting his termination of employment, with prejudice. The City and the POLC agree to equally share any fees or costs as assessed by Arbitrator Brodsky. Mr. Toman and the Union further agree to file no other claims regarding his employment with the City, and separation therefrom, this Agreement having settled all such disputes. Except as set forth in Section 13, if the City is contacted in the future by a third party concerning Mr. Toman the City will provide information consistent with this Separation Agreement and Release. This Settlement Agreement and Release shall serve as Mr. Toman's law enforcement separation of service record pursuant to the Law Enforcement Officer Separation of Service Record Act, MCL 28.561, et seq.

13. The City shall provide all of Mr. Toman's non-law enforcement agency prospective employers and law enforcement agency prospective employers outside the State of Michigan only with a neutral letter regarding his employment. The neutral letter shall only state: "Paul Toman was employed by the City of Portland as a police officer from February 28,

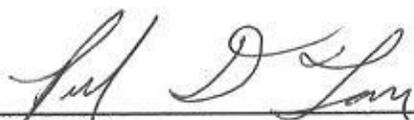
2017 until his resignation on December 4, 2019, last earning the wage of \$24.48 per hour." Mr. Toman will refer any prospective employers falling under this provision to the City Manager. The City Administration, including the City Manager and the Chief of Police, shall not provide any additional information, unless the City is requested to provide information pursuant to a Freedom of Information Act (FOIA) request or the City is otherwise required by law to provide additional information. Mr. Toman shall receive a copy of the neutral letter within ten (10) days after the expiration of the seven (7) day revocation period set forth in Section 10.

**The City of Portland**

By: S. Tutt Gorman

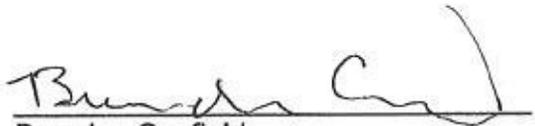
Date:

**Paul Toman**

  
Paul Toman

Date: 12-19-19

**Police Officers Labor Counsel**

  
Brendan Canfield

Date: 12/19/19

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, December 16, 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; DDA Director ConnerWellman; Police Chief Thomas

Guests: Jack Sheehan, Kathy Parsons, Mike Judd

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

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman stated that the Planning Commission approved the site plan for Sparrow's development at Cutler Rd. and Hyland Dr. Their tentative plan is to break ground in Spring 2020 with a Fall 2020 opening.

City Manager Gorman continues to work with Taco Bell. They are working on a draft site plan with plans to submit it to the Planning Commission in late January.

The Small Urban Project for improvements to Grand River Ave. from the city limits to Rowe Ave. was recently let for bids but came back approximately \$200,000 over bid. All bids were rejected. The scope of the project will be reevaluated and let for rebidding. The goal is for construction to begin late Summer 2020.

The Fiber EPP Project continues to move forward. City Manager Gorman stated that he be touring Homework Tri Counties facility tomorrow.

Construction on the Safe Routes to School Project will begin Spring/Summer 2020. There are numerous grading permits and easements for the project. These will be going out to residents in the next few days.

Emergency funding for the ice jam/flooding that occurred in February 2019 has been denied. Instead, the State of Michigan has created an advisory committee to receive comments and to consider these types of situations. City Manager Gorman noted that he provided comments to the

committee on December 13, 2019. All members will meet at the Michigan State Police facilities on January 14, 2020 to discuss and review.

City Manager Gorman presented photos of the ice jam and flooding that occurred this year along with accomplishments that occurred during this sesquicentennial year.

Mayor Barnes noted that many of the goals outlined in the 2014 Master Plan have been accomplished.

City Manager Gorman stated that review of the 2014 Master Plan will take place in the near future.

Under Presentations, DDA Director ConnerWellman provided her report on downtown activities. Director ConnerWellman provided updates on business and property in the DDA District and other projects, recent activities, and community events.

Under New Business, the Council considered Resolution 19-70 to approve the City Manager's recommendation to approve rate studies for the Wastewater and Water Departments. These studies will provide an analysis to evaluate improvements that need to be made and the appropriate rates. This will provide a valuable planning tool.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 19-70 approving the City Manager's recommendation to approve rate studies for the Wastewater and Water Departments.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 19-71 to approve a grant agreement, in the amount of \$9,000.00, with the Michigan Department of Environment, Great Lakes, and Energy to update the City's Wellhead Protection Program Plan. The Grant Agreement requires the City provide an equal amount of local match. City Manager Gorman noted that as part of this program a location for a new well will be evaluated.

Motion by Johnston, supported by Sheehan, to approve Resolution 19-71 approving a grant agreement with the Michigan Department of Environment, Great Lakes, and Energy to update the City's Wellhead Protection Program Plan.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 19-72 to confirm the Mayor's reappointment of Mike Judd to the Board of Review.

Mayor Barnes thanked Mr. Judd for his service on the Board of Review.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 19-72 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on December 2, 2019, payment of invoices in the amount of \$189,310.33 and payroll in the amount of \$102,728.98 for a total of \$292,039.31. Purchase orders to City Services Incorporated in the amount of \$5,180.00 for valve installation, Michigan Electric Cooperative Association in the amount of \$13,64300 for 2020 dues, and Gary's Heating Service in the amount of \$27,300.00 for furnaces at the Portland Area Municipal Association Building were also included.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents to keep their vehicles locked as there have been a handful of break-ins due to unlocked vehicles.

City Manager Gorman thanked Mayor Barnes, DDA/Main Street Director ConnerWellman, Council Members Johnston and Sheehan for all of their work on Holidayfest. It was a great event; the light parade and home tours were awesome!

City Manager Gorman noted that the Ionia County Road Advisory Board met today. There was good discussion, progress towards reorganization is being made.

Over \$500.00 was collected by the City Hall employees over the year through the "Jean Fund" which was donated to the Portland Community Fund today.

Under Council Member Comments, Mayor Barnes noted how attractive the display of Christmas trees is along the Rivertrail near the Red Mill Pavilion.

Council Member Johnston explained how local individuals and businesses can participate in Christmas Tree Lane. She also stated that there many fantastic volunteers that helped organize the home tours for Holidayfest.

Mayor Pro-Tem VanSlambrouck commented that showcasing Portland is an easy task with so many excellent volunteers. He wished everyone a Merry Christmas and Happy Holidays.

Mayor Barnes thanked G&B Pools and all of the other business sponsors in the City of Portland.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:52 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 December 16, 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 Member Fitzsimmons, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; DDA Director ConnerWellman; Police Chief Thomas

**Presentation** - DDA Director ConnerWellman provided her report on downtown activities.

**Approval of Resolution 19-70** approving the City Manager’s recommendation to approve rate studies for the Wastewater and Water Departments.

All in favor. Adopted.

**Approval of Resolution 19-71** approving a grant agreement with the Michigan Department of Environment, Great Lakes, and Energy to update the City’s Wellhead Protection Program Plan.

All in favor. Adopted.

**Approval of Resolution 19-72** confirming the Mayor’s appointment to City Boards and Commissions.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:52 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
AUTOMATED BUSINESS EQUIPMENT	00027	MAILING SYSTEM SVC CONTRACT - GEN	480.00
AUTOMATED BUSINESS EQUIPMENT	00027	PIC 40 INK CARTRIDGE - GEN	165.00
EDT CONTRACTING, INC.	MISC	WORK @ PAMA BUILDING - COMM PROMO	2,170.00
ROBERT BALDYGA	01636	ELECTED OFFICIALS - ELECTRIC	75.00
TED ALBERTA	02490	ELECTED OFFICIALS - ELECTRIC	75.00
NICK LEFKE	00735	ELECTED OFFICIAL - ELECTRIC	75.00
STAR THOMAS	01654	DEC CELL PHONE REIMB - POLICE	40.00
STAR THOMAS	01654	MEMORY CARDS FOR CAMERA/CASE - POLICE	43.80
INDEPENDENT BANK	00197	JAN BOND PAYMENT - ELECTRIC	8,876.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET - MP	15.00
MENARDS	00260	LIGHTS- ELECTRIC	161.94
CHROUCH COMMUNICATION, INC.	00082	BATTERY - MP	85.00
CAPITAL ASPHALT LLC	02578	UPM COLD PATCH - MAJ, LOCAL STS	835.65
GRP ENGINEERING INC.	01994	ENGINEERING SERVICES - ELECTRIC	1,635.75
FIRE PROS, LLC	00151	WET SPRINKLER INSPECT - CITY HALL	122.50
FIRE PROS, LLC	00151	FIRE EXTING INSPECT FEES - CITY HALL	90.00
MICHIGAN ELECTRIC COOP ASSN	00276	2020 SAFETY DUES - ELECTRIC , COUNCIL CONSENT A	13,643.00
FIRST ADVANTAGE OCCUPATIONAL HEALTH	02603	CLINIC COLLECTION GREG BARNES - MP	133.76
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
GARY'S HEATING SERVICE INC	00826	FURNACE AT PAMA BLDG - COMM PROMO, CONS AGEN 12	27,300.00
CITY SERVICES INCORPORATED	MISC	6" VALVE INSERTION HILL/DANBY - WTR, CONS AGENI	5,180.00
FIRE PROS, LLC	00151	INSPECT/REPLACE 3 FIRE EXTG - WW	510.00
FIRE PROS, LLC	00151	INSPECT FIRE EXTNG/REPLACEMENT - WATER	369.84
FIRE PROS, LLC	00151	FIRE EXTNG INSPECT/REPLACE - MP	309.84
KEUSCH SUPER SERVICE	00228	4 TIRES PARKS/REC TRUCK - MP	603.76
BADER & SONS CO.	00031	CHAIN SAW, CHAINS, OIL, FUEL - MP	82.40
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	47.73
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, COMM PROMO	605.09
MICHIGAN ELECTION RESOURCES	00278	QVF ID CARDS PREC CONSOLID - ELECTIONS	184.11
CULLIGAN	02130	WATER - POLICE	16.50
FIRE PROS, LLC	00151	FIRE EXTG INSPECT/REPLACE - ELECTRIC	834.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ACE-TEX ENTERPRISES INC.	MISC	RAGS - ELECTRIC	401.00
FAMILY FARM & HOME	01972	LIGHT FIXTURES - MP	79.98
GRAINGER, INC.	00172	EAR PLUGS/TOWLETTES - MP	41.42
STATE OF MICHIGAN	00428	MIDEAL 2020 MEMBERSHIP - GEN	180.00
USA TODAY NETWORK	02501	COUNCIL MTG SYNOPSIS - GEN	207.20
PAMA	01370	ENERGY OPTZ PROGRAM - ELECTRIC	2,000.00
PATRICK VASHAW	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
BRIAN RUSSELL	00593	OFFICIAL - REC	135.00
TIM STOPZYNSKI	02438	OFFICIAL - REC	108.00
MARCO WILLIAMS	02393	OFFICIAL - REC	135.00
MIKE FULLER	01801	OFFICIAL - REC	135.00
RANDY HUMMELL	02562	OFFICIAL - REC	81.00
MARK ROBERTS	02575	OFFICIAL - REC	54.00
NEIL BROWN	01796	OFFICIAL - REC	108.00
SHANE COOK	02511	OFFICIAL - REC	27.00
KATELYN RUSSELL	02457	OFFICIAL - REC	27.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	45.00
ISSAC HONSOWITZ	02573	OFFICIAL - REC	27.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	1,507.00
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MP	435.68
MOYER CONSTRUCTION	00316	REPLACE CONCRETE - ELECTRIC	2,871.25
STATE OF MICHIGAN	00428	BIOSOLIDS LAND APP FEE, DRY TONS REPORTED - WW	1,193.87
MICHIGAN STEEL AND TRIM	02613	NEW ROOF DPW BLDG - MP, COUNC CONS AGEND 08-19	18,957.77
PACE ANALYTICAL SERVICES, INC.	02435	WATER TESTING - WATER	585.00
STATE OF MICHIGAN	00428	QAAP FEE - AMB	653.25
JOHN DEERE FINANCIAL	01818	VAR SUPPLIES -MTR POOL	302.59
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	638.99
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	70.05
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	54.03
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	261.33

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	568.08
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	14.05
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,095.73
FIRE PROS, LLC	00151	INSPECT FIRE EXTG/REPLACE - PARKS, CEM	233.28
FIRE PROS, LLC	00151	INSPECT/REPLACE FIRE EXTG - AMB	243.28
NICK LEFKE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	40.00
NICK LEFKE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	56.00
UPTOWN LAUNDRY & MORE	02614	LUANDRY CLEANING - POLICE	5.50
UPTOWN LAUNDRY & MORE	02614	LAUNDRY CLEANING - POLICE	6.00
SIGNATURE FORD, L-M	01854	2020 FORD POL INTERCEPTOR - POLICE, CONS AGEND	33,874.00
FIRE PROS, LLC	00151	FIRE EXTIN/INSPECTION - POLICE	351.56
STAR THOMAS	01654	FLOOR MAT REIM - POLICE	117.33
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	720.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - POLICE	5,417.32
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - ASSESSOR	988.00
FLEIS & VANDENBRINK	00153	GENERAL SERVICES - GEN FUND	1,029.50
FLEIS & VANDENBRINK	00153	GRAND RIVER SMALL URBAN - MAJ STS	242.16
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET DAM - PARKS	100.00
LITE'S PLUS	00243	NEW LIGHT BULBS - CITY HALL	32.80
DETROIT SALT COMPANY	01497	ROAD SALT - MAJ, LOC STS	3,464.77
INNOVATIVE SOFTWARE SERVICES	00198	ANNUAL SERV/SUPPORT FEE - INCOME TAX	1,989.96
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES - VAR DEPTS	1,055.59
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - AMB	289.74
HYDROCORP	02340	INSPECTION & REPORTING SVCS - WATER	499.00
UPS	02587	SHIPPING - WASTE WTR	6.87
UNIVERSITY ENTERPRISES, INC.	02616	OPS OF WW TREATMENT - WW	257.00
MIRECS	01928	FEES - ELECTRIC	20.51
ALTEC INDUSTRIES, INC.	00016	DIELECTRIC TEST - ELECTRIC	450.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY INSPECTION - ELECTRIC	618.00
KENDALL ELECTRIC	00225	LIGHT BULBS - COMM PROMO	96.73
KENDALL ELECTRIC	00225	LIGHT BULBS - COMM PROMO	400.90

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ALTEC INDUSTRIES, INC.	00016	LABOR BUCKET TRUCK - ELECTRIC	750.00
ALTEC INDUSTRIES, INC.	00016	PM INSPECTION DIELECTRIC DIGGER TRUCK - ELECTRI	1,150.00
ALTEC INDUSTRIES, INC.	00016	PM INSPECT DIELECTRIC TEST - ELECTRIC	969.53
RESCO	00392	PEDASTAL /STAKES - ELECTRIC	4,729.00
MCFADDEN LAW OFFICE PLLC	02299	OCT- DEC. LEGAL SERVICES - POLICE, INCOME TAX	853.72
INSOURCE SOLUTIONS GROUP INC.	01813		96.00
PLEUNE SERVICE COMPANY INC.	00741	TRIP CHARGE NEW MOTOR - CITY HALL	346.67
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY LABOR/PARTS - CITY HALL	838.20
STATE OF MICHIGAN	00428	WATER SAMPLES - WATER	2,301.00
KEUSCH SUPER SERVICE	00228	ENERGY OPTZ PROGRAM - ELECTRIC	972.19
PORTLAND PUBLIC SCHOOLS	00370	ENERGY OPTZ PROGRAM- ELECTRIC	79.06
Total:			\$163,937.26

**BI-WEEKLY  
WAGE REPORT  
December 30, 2019**

<b>DEPARTMENT</b>	<b>GROSS EARNINGS CURRENT PAY</b>	<b>GROSS EARNINGS YEAR-TO-DATE</b>	<b>SOCIAL SECURITY &amp; FRINGE BENEFITS CURRENT PAY</b>	<b>SOCIAL SECURITY &amp; FRINGE BENEFITS YEAR-TO-DATE</b>	<b>TOTAL CURRENT PAYROLL</b>	<b>GRAND TOTAL YEAR-TO-DATE</b>
GENERAL ADMIN.	9,090.91	127,536.80	978.57	31,080.85	10,069.48	158,617.65
ASSESSOR	1,057.70	13,058.64	80.92	999.00	1,138.62	14,057.64
CEMETERY	1,658.24	49,978.62	126.87	11,986.36	1,785.11	61,964.98
POLICE	14,011.02	186,960.31	1,697.19	41,229.47	15,708.21	228,189.78
CODE ENFORCEMENT	653.50	9,491.03	50.00	1,895.06	703.50	11,386.09
PARKS	1,447.04	40,137.62	110.70	5,562.00	1,557.74	45,699.62
INCOME TAX	2,047.10	26,438.16	269.07	8,687.69	2,316.17	35,125.85
MAJOR STREETS	3,624.77	46,785.94	277.29	18,393.27	3,902.06	65,179.21
LOCAL STREETS	3,789.45	42,789.88	289.90	16,680.72	4,079.35	59,470.60
RECREATION	281.95	13,761.10	21.57	2,342.91	303.52	16,104.01
AMBULANCE	10,582.72	162,299.70	1,018.69	30,457.11	11,601.41	192,756.81
DDA	2,564.31	33,005.04	347.36	5,465.49	2,911.67	38,470.53
ELECTRIC	17,394.85	234,890.37	1,604.86	59,119.50	18,999.71	294,009.87
WASTEWATER	6,469.22	87,810.48	574.59	23,084.64	7,043.81	110,895.12
WATER	6,488.80	72,059.69	642.35	22,277.61	7,131.15	94,337.30
MOTOR POOL	1,827.17	20,933.14	139.78	6,039.26	1,966.95	26,972.40
<b>TOTALS:</b>	<b>82,988.75</b>	<b>1,167,936.52</b>	<b>8,229.71</b>	<b>285,300.94</b>	<b>91,218.46</b>	<b>1,453,237.46</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 01/02/2020**  
**MEETING DATE 01/06/2020**

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance 12/13/2019</b>	<b>Total Cash in</b>	<b>Total Cash out</b>	<b>Cash Balance 01/02/2020</b>	<b>Time Certificates</b>	<b>Ending Balance 01/02/2020</b>
101	GENERAL FUND	1,722,080.27	239,963.59	(208,602.40)	1,753,441.46	235,000.00	1,988,441.46
105	INCOME TAX FUND	85,525.14	26,089.81	(13,949.62)	97,665.33	10,000.00	107,665.33
150	CEMETERY PERPETUAL CARE FUND	56,097.51	-	-	56,097.51		56,097.51
202	MAJOR STREETS FUND	313,065.74	12,101.61	(28,684.83)	296,482.52		296,482.52
203	LOCAL STREETS FUND	227,729.33	12,764.16	(28,319.54)	212,173.95		212,173.95
208	RECREATION FUND	27,917.82	2,011.42	(5,456.68)	24,472.56		24,472.56
210	AMBULANCE FUND	36,922.74	47,801.02	(58,026.85)	26,696.91		26,696.91
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	569,845.63	9,006.05	(15,140.23)	563,711.45		563,711.45
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	14,552.27	9,315.16	(12,841.50)	11,025.93		11,025.93
582	ELECTRIC FUND	1,070,872.55	289,972.34	(251,791.66)	1,109,053.23	530,000.00	1,639,053.23
590	WASTEWATER FUND	67.64	100,967.04	(230,540.22)	(129,505.54)		(129,505.54)
591	WATER FUND	75,177.93	63,779.21	(57,468.22)	81,488.92	420,000.00	481,488.28
661	MOTOR POOL FUND	80,654.13	46,456.90	(29,277.10)	97,833.93		97,833.93
703	CURRENT TAX FUND	101,600.54	451,247.57	(106,211.55)	446,636.56		446,636.56
	<b>TOTAL - ALL FUNDS</b>	<b>4,634,069.43</b>	<b>1,311,475.88</b>	<b>(1,046,310.40)</b>	<b>4,899,234.91</b>	<b>1,195,000.00</b>	<b>6,074,234.27</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	1,030,192.08	1,030,192.08
					ELECTRIC-PRIN & INT ESCROW	176,297.36	176,297.36
					WASTEWATER DEBT ESCROW	239,077.66	239,077.66
					WASTEWATER REPAIR ESCROW	126,437.92	126,437.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	27,200.64	27,200.64
							<b>8,533,924.71</b>

\*Customer Deposit Breakdown  
Electric 128,000.00  
Wastewater 21,000.00  
Water 21,000.00  
170,000.00

**CITY OF PORTLAND**

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

December 1, 2019  
November 1-30, 2019

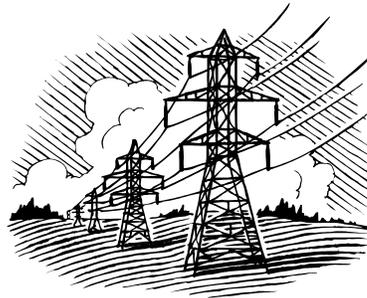
<b>HYDRO GENERATION</b>	233,205		
<b>DIESEL PRODUCTION</b>	0		
<b>Kwh Purchased</b>	2,897,246	<b>Amount Paid</b>	\$ 172,344.33
<b>Total Kwh Purchased</b>	<b>3,130,451</b>	<b>Total Dollars Paid</b>	<b>\$ 172,344.33</b>

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<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,109,342	PCA Billed	\$ 30,792.40
Commercial	654,756	Residential	\$ 119,932.98
Large General	658,000	Residential EO Charge	\$ 2,028.83
City St. Lites Metered	29,569	Geothermal Discount	\$ (212.04)
St. Lites Unmetered		Commercial	\$ 70,159.20
Rental Lights		Commercial/LG EO Charge	\$ 2,459.65
Demand	2,020	Large General	\$ 45,572.77
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,503.40
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,453,687</b>	Rental Lights	\$ 246.89
		Demand	\$ 11,873.11
Arrears after billing	\$ 10,255.50	Tax	\$ 10,580.62
Penalties Added	\$ 1,447.51		
Arrears end of month	\$ 32,345.36	<b>Total Dollars Billed</b>	<b>\$ 297,499.26</b>
Fuel Cost Billed	\$ 17,686.70		
Amount Collected	\$ 297,922.03	Power Cost Adj.	.00667
Total Adjustments	\$ 2,027.19		

Residential Customers	2,236
Commercial Customers	333
Large General	15
<b>Total Customers</b>	<b>2,584</b>

12/03/19



**CITY OF PORTLAND  
December-19**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Nov-19	<b>PERIOD COVERED</b>	Nov. 1-30, 2019
Customers Billed		Penalties Added	\$ 350.98
City	1,846	Dollars Collected	\$ 53,827.90
Rural	24	Arrears at end of Month	\$ 5,082.20
Total Customers	1,870	Adjustments	\$ 696.75
		Gallons Pumped	9,354,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,401,457		\$ 46,879.64
Rural	113,568		\$ 1,436.50
Total	<u>7,515,025</u>		<u>\$ 48,316.14</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,802	Dollars Billed	\$77,396.67
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 77,396.67

Penalties Added	\$ 594.53
Dollars Collected	19868.57+54734.2+2761.61
Arrears at end of Month	\$ 9,647.35
Adjustments	\$ 1,200.09
Gallons Treated per Million	11.327



**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
DECEMBER 2019**

<u><b>Calls for Service</b></u>		<u><b>Other Functions</b></u>	
Dispatched	93	Subpoena Service	0
Patrol Originated	7	PBT's	16
Follow Up Complaints	49	Special Events	10
Assist to PPD	18	School Contacts (general)	11
Assist to Fire / EMS	14	Training	9
Assist Other Depts	16	Administrative	203

<u><b>Traffic Stops</b></u>		<u><b>Other</b></u>	
Total Stops	72	Physical Business Checks	
Traffic Citations	24	Interior	104
Verbal Warnings	66	Exterior	312
Parking Citations	33	Patrol Contacts	401

<u><b>Arrests (Excluding Juvenile Apprehensions)</b></u>		<u><b>Volunteer Hours</b></u>	
Misdemeanor Persons	9	School Events	2.5
Misdemeanor Charges	14	Special Events	0
Felony Persons	2	City Events	2
Felony Charges	2	Ride Alongs	38.75
		Station Duties / Admin	5

**Noteworthy:**

Community Training - Officer Goggins teamed with a MSP Trooper to work with St. Patricks School in training all of the high school Seniors in first aid and CPR. They will be training the Freshman class in February.

Stolen Vehicles - There have been five vehicles stolen within the City of Portland since August 2019, with the fifth vehicle being reported on December 4th. Officer Goggins, while checking for this vehicle, was dispatched to another vehicle parked in the lot of a local business. Officer Goggins recognized circumstances surrounding this vehicle were out of the ordinary and subsequent investigation revealed had been stolen - but not yet reported - out of the City of Ionia. Officer Goggins continued to work this case and developed three suspects likely involved in stealing this vehicles. He and Officer Kauffman were later able to obtain confessions from two of the suspects on three of the five stolen vehicles. Investigation is pending on the third suspect and his link to the remaining two investigations; however, conviction for these incidents is likely.

Stolen Packages - The department took two complaints involving packages that had been delivered and believed to have been stolen from front porches. Officer Listerman worked to identify two suspects and obtain confessions in both of these investigations.

*Family Situation* - It came to the attention of Officer Smith and Chief Thomas that a teen juvenile had been living on his own for several weeks. A check made to the residence revealed that there was no food in the home, the child was not enrolled in school, and an eviction notice was pending. Food was immediately supplied with the help of *Backpacks for Bellies* and officers are now working with the family and social services to have the child medically evaluated and enrolled in school.

*Operating While Intoxicated* - Two drivers were arrested for Operating While Intoxicated during the month of December. Sergeant Groenhof investigated a female who already had three prior convictions for the offense and Officer Listerman investigated a driver who registered a .41% BAC - five times the legal limit.

City Of Portland  
Water Department  
Monthly Water Report  
December 2019

Monthly Water Production

Well #4	8,610,000 Gallons
Well #5	0 Gallons
Well #6	6,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	277,742 Gallons
Well #5	0 Gallons
Well #6	194 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells

277,936 Gallons

Total Water Production for the Month

8,616,000 Gallons

Total Water Production for the Previous Month

9,354,000 Gallons

Total Production decreased by

738,000 Gallons

Total Production for This Month from the Previous Year

8,477,000 Gallons

Total Production increased by

139,000 Gallons

Rodney D. Smith Jr.  
Water Technician

# IONIA COUNTY BOARD OF COMMISSIONERS

## Organizational Meeting Agenda

January 7, 2020

3:00 p.m.

- I. **Call to Order by County Clerk**
- II. **Pledge of Allegiance**
- III. **Organization of Board and Committees**
  - A. Selection of Chairperson  
*\*Meeting turned over to newly elected Chairperson*
  - B. Selection of Vice-Chairperson
  - C. Review and Adoption of Board Rules  
*\* Discussion and adoption of board and committee meeting dates and times*
- IV. **Approval of Agenda**
- V. **Public Comment**  
(Three-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 of December 10, 2019
  - C. Road Department expenditures December 26, 2019
- VII. **Appointments**
  - A. *Appointments to Standing Committee(s)*
    1. Audit Committee
    2. Facilities Committee
    3. Grievance Hearing Committee
    4. Personnel Committee
  - B. *Commissioner Appointments to Boards/Commissions*
    1. Airport Board – Three Commissioners’ (two-year term)
    2. Area Agency on Aging of Western Michigan Board of Directors – one appointment (two-year term)
    3. Area Community Services Employment and Training Council- One appointment Board Chair or their Designee – One appointment (one-year term)
    4. Bargaining Committee Representative – One appointment (one-year term)
    5. Board of Public Works – One appointment (three-year term)
    6. Community Corrections Advisory Board – One appointment (one-year term)
    7. Department of Human Services Board – One appointment (one-year term)
    8. Ionia County Economic Alliance – One appointment (three-year term)
    9. Lake Boards – (one-year terms)
      - Long Lake Board
      - Jordan Lake Board
      - Morrison Lake Board
    7. MAC Workers’ Compensation Board – One appointment (one-year term)
    8. MSU Extension District Extension Council –one appointment (two-year term)
    9. Park Advisory Board –One appointment (two-year term)
    - 10.Road Advisory – Three appointments (one-year term)
    - 11.Southwest Michigan Alliance for Region Three – Two appointments (one-year terms)
    - 12.Tax Allocation Board – One appointment (one-year term)

13. West Michigan Regional Planning Commission – One appointment (one-year term)

**C. Legal Counsel**

**D. Department Heads**

1. Administrative Health Officer – One-year appointment
2. Animal Control Officer – One - One-year appointment
3. Building Codes Official – One-year appointment
4. Central Dispatch Director – One-year appointment
5. Equalization Director – One-year appointment

**VIII. Unfinished Business**

- A. By-Laws Road Advisory Board
- B. Request approval of auditor services for 2019 and 2020 with Maner Coserisan

**IX. New Business**

- A. Road Department Managing Director Interviews
- B. Request for COA Director salary increase
- C. Request to fill District Court Probation Officer
- D. Request approval of Michigan State Police agreement for weight restrictions
- E. Resolution for Long Lake Road Bridge project
- F. Substance Abuse Advisory appointments
- G. West Michigan Regional Planning Commission Economic Development Strategy appointment – one-year term
- H. Acknowledgement of Applications for Appointment
  1. Board of Public Works – two three-year appointments
  2. Parks Advisory Board – three two-year appointments
    - a. Easton Township Representative
    - b. General Public Representative
    - c. Lyons Village Representative

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

- A. Chairperson
- B. Commissioners
- C. County Administrator

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

**XII. Public Comment** (Three-minute time limit per speaker – please state name/organization)

**XIII. Executive Session**

- A. Union Negotiations – Central Dispatch

**XIV. Adjournment**