



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

7:00 P.M. Monday, March 2, 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               |
| 7:03 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>  |                        |
| 7:15 PM               | <b>A. Portland District Librarian Grimminck – Annual Report</b>  |                        |
| 7:20 PM               | <b>B. Jon Moxey of Fleis &amp; VandenBrink</b>   |                        |
| 7:30 PM               | <b>C. DDA Director ConnerWellman – Downtown Report</b>   |                        |
|                       | <b>VII. <u>Public Hearing(s)</u> – None</b>  |                        |
|                       | <b>VIII. <u>Old Business</u> - None</b>  |                        |
|                       | <b>IX. <u>New Business</u></b>   |                        |
| 7:35 PM               | <b>A. Proposed Resolution 20-11 Approving Maner Costerisan’s Proposal to Provide Professional Audit Services</b>   | Decision               |
| 7:38 PM               | <b>B. Proposed Resolution 20-12 Approving the Proposal from Morrow Roofing Inc. for the Electric Department</b>  | Decision               |
| 7:40 PM               | <b>C. Proposed Resolution 20-13 Approving the Board of Light and Power’s Recommendation to Join the Peaking Capacity Service Committee through the Michigan Public Power Agency (MPPA)</b> | Decision               |
|                       |  |                        |
|                       |  |                        |
| 7:43 PM               | <b>X. <u>Consent Agenda</u></b>  | Decision               |
|                       | <b>A. Minutes &amp; Synopsis from the Regular City Council Meeting on February 18, 2020</b>  |                        |
|                       | <b>B. Payment of Invoices in the Amount of \$46,369.00 and Payroll in the Amount of \$103,133.28 for a Total of \$149,502.28</b>   |                        |
|                       | <b>C. Purchase Orders over \$5,000.00 - None</b>   |                        |
|                       |  |                        |
|                       | <b>XI. <u>Communications</u></b>   |                        |
|                       | <b>A. DDA Minutes from January 27, 2020</b>  |                        |
|                       | <b>B. DDA Treasurer’s report from February 24, 2020</b>  |                        |
|                       | <b>C. Utility Billing Reports for January 2020</b>   |                        |
|                       | <b>D. Ionia County Board of Commissioners Agenda for February 18, 2020</b>   |                        |

| <b>Estimated<br/>Time</b> |
|---------------------------|
| 7:45 PM                   |
| 7:50 PM                   |
| 7:55 PM                   |
| 8:00 PM                   |

**E. Ionia County Board of Commissioners Agenda for February  
25, 2020**

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

| <b><u>Desired<br/>Outcome</u></b> |
|-----------------------------------|
| Decision                          |

# Annual Report

## 2018-2019

### Portland District Library

334 Kent Street

Portland, MI 48875



### *Today's public libraries support*

- *Lifelong learning · Early childhood education ·*
- *Local business and enterprise ·*
- *Access to technology and information for all citizens ·*

Cory Grimminck, Library Director

2018-2019

# Annual Report

July 1, 2018 – June 30, 2019

*THIS LIBRARY IS A MEMBER OF THE WOODLANDS LIBRARY COOPERATIVE HEADQUARTERED  
IN ALBION, MICHIGAN.*

| <b>Library Board Members:</b> |  |            |
|-------------------------------|--|------------|
| President:                    | <b>Nancy Marks (City of Portland)</b>      | <b>'22</b> |
| Vice President:               | <b>John Tannery (Danby Township)</b>       | <b>'20</b> |
| Secretary                     | <b>Mary Sue Barley (City of Portland)</b>  | <b>'19</b> |
| Treasurer:                    | <b>Mary Leik (Danby Township)</b>          | <b>'22</b> |
| Trustee:                      | <b>Maureen Wallace (Portland Township)</b> | <b>'20</b> |
| Trustee:                      | <b>Kathy Cook (Portland Township)</b>      | <b>'23</b> |

The legal area of the Portland District Library is comprised of the City of Portland, Portland Township, and Danby Township. Each of these governmental units is represented by two residents who are appointed by their respective council or board to be on the Board of the Portland District Library.

The Portland District Library Board is an appointed board with four year terms; however, board members may be reappointed for additional terms if approved by their council or board. The Board meets ten times per year, at 9:30 a.m. in the library. The schedule will be decided at the beginning of the calendar year and posted. Changes to the schedule will be made at the discretion of the board.

## **Library Hours:**

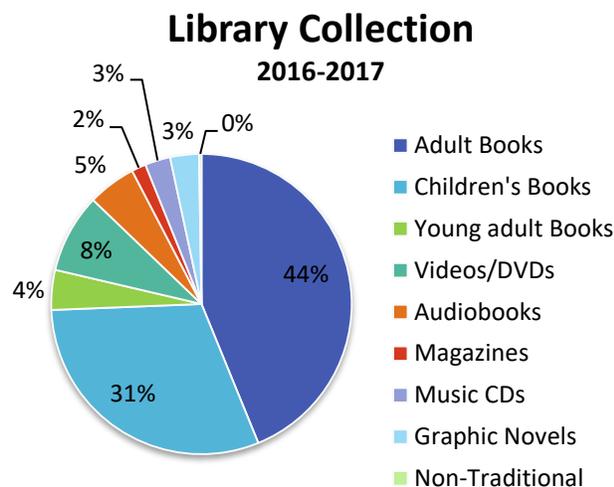
Library Hours are from 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

| <b>Library Staff:</b>  |                         |
|------------------------|-------------------------|
| Library Director       | <b>Cory Grimminck</b>   |
| MelCat Clerk/Cataloger | <b>Laura Hager</b>      |
| Youth Librarian        | <b>Eileen Zimmerman</b> |
| Library Clerk          | <b>Jana Slisher</b>     |
| Library Clerk          | <b>Beckie Pline</b>     |
| Library Clerk          | <b>Sandy Thelen</b>     |
| Library Clerk          | <b>Candice Dilley</b>   |
| Library Clerk          | <b>Grace Snitgen</b>    |
| Library Clerk          | <b>Kristi Dibeau</b>    |
| Library Clerk          | <b>Sierra James</b>     |
| Library Page           | <b>Paige Badder</b>     |



Paige Badder, Sandy Thelen, Grace Snitgen, and Kristi Dibeau joined our staff this year.

| LIBRARY COLLECTION                    | 2017-2018     | 2018-2019     |
|---------------------------------------|---------------|---------------|
| Adult fiction – hardcover             | 9,687         | 10,044        |
| Adult non-fiction and reference       | 7,161         | 7,408         |
| Adult paperbacks                      | 1,294         | 1,138         |
| Young adult books                     | 1,697         | 1,822         |
| Juvenile fiction                      | 4,669         | 4,932         |
| Juvenile non-fiction                  | 3,022         | 3,145         |
| Juvenile picture books \ easy readers | 5,070         | 5,376         |
| Parenting books                       | 193           | 200           |
| DVDs - adult                          | 2,438         | 2,622         |
| DVDs - juvenile                       | 901           | 991           |
| Adult audiobooks                      | 1,534         | 1,415         |
| Juvenile audiobooks                   | 841           | 785           |
| Magazines                             | 742           | 658           |
| Music CDs                             | 1,146         | 1,157         |
| Graphic Novels                        | 1,228         | 1,316         |
| Non-Traditional Collections           | 71            | 108           |
| <b>TOTAL COLLECTION</b>               | <b>41,694</b> | <b>43,117</b> |



### The Collection:

The library collection is comprised of books, magazines, and audiovisual materials and non-traditional items (coloring books and supplies, board games, STEM kits, GoPro camera, “Read to Me” boxes) for all ages.

The book collection consists of board books, picture books, and beginning readers for infants to early elementary aged children. There are graphic novels, general fiction, and nonfiction sections for older elementary children, young adults, and adults. Individual collections include reference, parenting, and large print.

The Library participates in a shared downloadable library through the Woodlands Cooperative. In addition, we have a smaller collection of downloadable ebooks and audiobooks that are available for checkout only to our patrons. At the end of this fiscal year, we were able to add hoopla, a digital service that opens up even more ebooks and audiobooks for our patrons.

Audiovisuals include books on CD or Playaway (MP3 player pre-loaded with one book) for children and adults, educational and non-educational DVDs for children and adults, and music CDs for both children and adults. This year, we also added Kanopy (streaming movies) and Freegal (streaming or downloadable music).

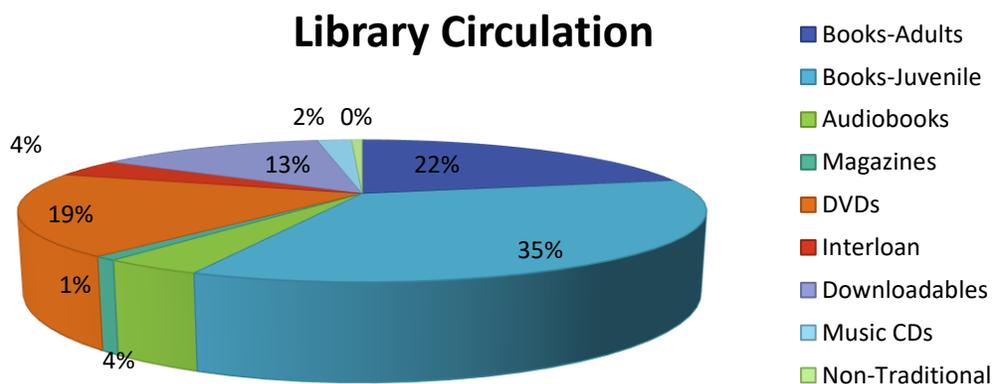
The library subscribes to 51 different magazines, 13 of which are for the children’s or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard*. We also receive the *Portland Review and Observer* and have this newspaper on microfilm dating back to 1868.

Housed in our History/Genealogy room are numerous historical materials. Included are county histories and plat maps, rural county directories, donated scrapbooks, high school yearbooks, pictures, flyers and pamphlets about the Portland area. Holdings of the Portland Historical Society are also available there.

| <b>CIRCULATION STATISTICS</b> | <b>July 1,2017-June 30,2018</b> | <b>July 1,2018-June 30, 2019</b> |
|-------------------------------|---------------------------------|----------------------------------|
| Books-Adult                   | 17,811                          | 17,886                           |
| Books – Juvenile              | 26,160                          | 28,547                           |
| <b>BOOKS – TOTAL</b>          | <b>43,971</b>                   | <b>46,433</b>                    |
| Juvenile Audiobooks           | 818                             | 801                              |
| Adult Audiobooks              | 2,650                           | 2,359                            |
| Magazines                     | 939                             | 744                              |
| DVDs                          | 10,738                          | 11,296                           |
| Juvenile DVDs                 | 4,289                           | 4,156                            |
| Music CDs                     | 1,735                           | 1,685                            |
| Non-Traditional Collections   | 419                             | 524                              |
| Overdrive downloadable books  | 8,300                           | 10,191                           |
| Overdrive Advantage books     | 657                             | 858                              |
| Interloan items received      | 3,227                           | 3,319                            |
| <b>TOTAL CIRCULATION</b>      | <b>77,951 items</b>             | <b>82,511 items</b>              |

### Circulation Statistics

Overall circulation has increased for the second year in a row, with our total circulation going up by 4560. This is mainly due to large increases in children’s books and digital downloads, although there were at least modest increases in seven out of 12 categories. The highest circulation months were July and August of 2018 and June of 2019. Our lowest circulation month was December of 2018.



| Name of Service Area (Census 2010) | Percentage Served | Legal Area Population | Contractual Area Population |
|------------------------------------|-------------------|-----------------------|-----------------------------|
| City of Portland                   | 100%              | 3,883                 |                             |
| Portland Township                  | 100%              | 3,404                 |                             |
| Danby Township                     | 100%              | 2,988                 |                             |
|                                    |                   | <b>Total: 10,275</b>  |                             |
| Orange Township                    | 50%               |                       | 497                         |
| Sebewa Township                    | 33.33%            |                       | 390                         |
| Eagle Township                     | 51.07%            |                       | 1,301                       |
| Westphalia Township                | 61.73%            |                       | 1,449                       |
|                                    |                   |                       | <b>Total: 3,637</b>         |

**Total In Service Area: 13,912 persons**

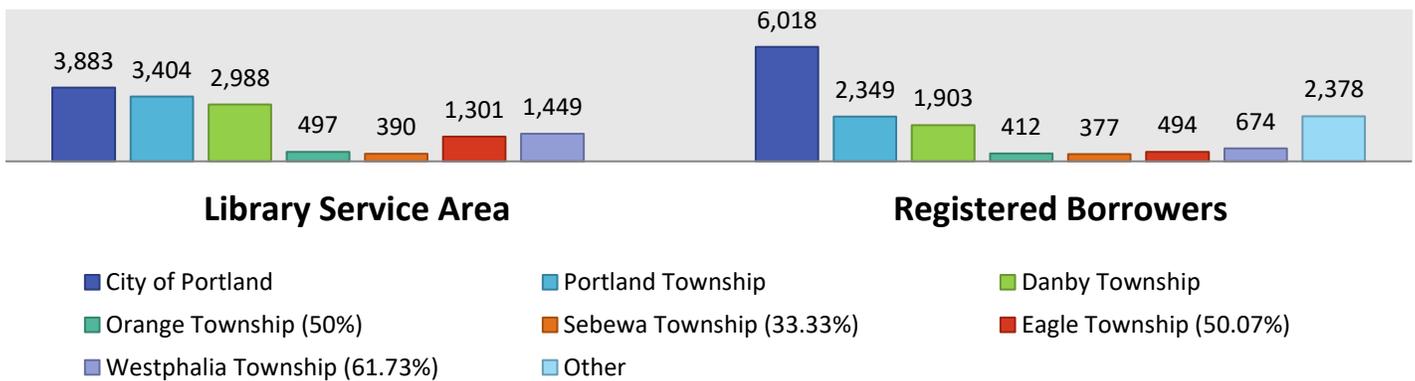
### Population of the Service Area

The library service area is comprised of both legal and contractual populations. Our legal service population is comprised of the City of Portland, Portland Township, and Danby Township. The library receives state aid, penal fine monies, and voted millage income based on the population of these areas.

We also have contracts with Orange and Sebewa Townships in Ionia County and receive a percentage of the state aid, penal fine monies, and millage income based on the population of these areas. In addition, we have contracts with Westphalia and Eagle Townships in Clinton County, and the Portland Library receives a percentage of the state aid and penal fine monies available due to our percentage of the population as reported by the Township Boards.

Westphalia Township’s population is split between Portland and St. Johns libraries, with a small portion going to Grand Ledge. Eagle Township is split between Portland and Grand Ledge libraries. Orange Township is split between Portland and Ionia libraries. Sebewa Township is split between Portland, Lake Odessa, and Sunfield Libraries. Library contracts deciding these percentages and any other financial allocations to the library are agreed upon by the Township Board and the Library Board, and then sent on to the Library of Michigan for approval.

## Population of Library Service Area



| <b>Registered Borrowers (2018-2019)</b> |               |
|---|---------------|
| Portland City                           | 6,018         |
| Portland Township                       | 2,349         |
| Danby Township                          | 1,903         |
| Eagle Township                          | 494           |
| Orange Township                         | 412           |
| Sebewa Township                         | 377           |
| Westphalia Township                     | 674           |
| Other                                   | 2,378         |
| <b>TOTAL</b>                            | <b>14,634</b> |

**Registered Borrowers**

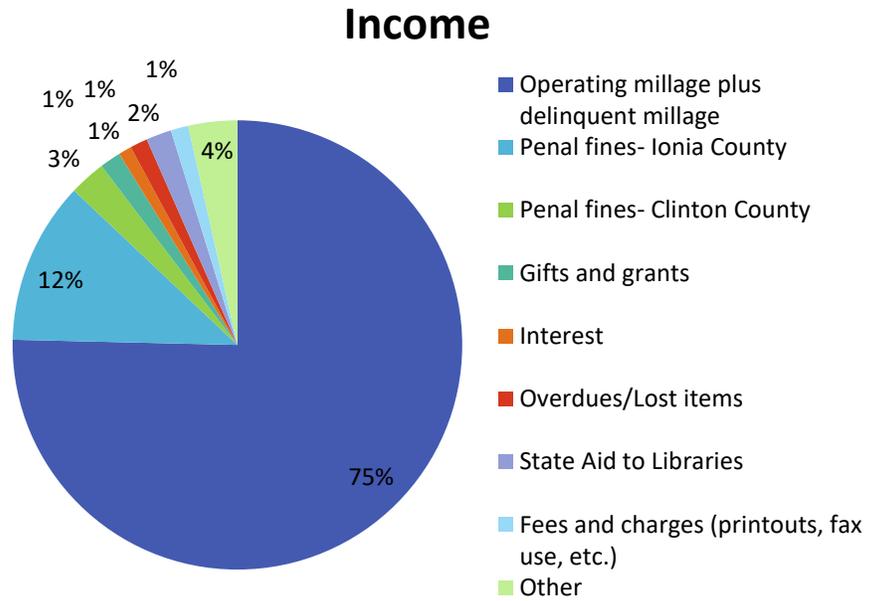
544 persons registered for their first library card from July 2018- June 2019. Of these, 149 reside in the City of Portland, 131 in Portland Township, 61 in Danby Township, 25 in Eagle Township, 26 in Westphalia Township, 21 in Lyons Township, 22 in Orange Township, and 18 in Sebewa. We also had 51 register from “other” areas.

Borrowers from areas designated as “other” reside in Ionia, Grand Ledge, Sunfield, Fowler, and other surrounding cities and villages or in surrounding townships such as Dallas, Berlin, Odessa, and Roxand.

Children must be six years old to be eligible for their own library card. Youth under 16 years must have the signature of a parent or legal guardian on the application form. Every applicant must provide proof of address when applying for a library card. Patrons are given their first card without charge when they join the library; however, if this card is lost they need to pay a \$2.00 replacement fee to receive a new one. A library card in good standing is required for checking out books and for using the internet computer stations.

*A library is infinity under a roof. —Gail Carson Levine*

| INCOME                                      |                  |
|---|------------------|
| Operating millage plus delinquent millage   | \$440,537        |
| Penal fines- Ionia County                   | \$68,298         |
| Penal fines- Clinton County                 | \$15,316         |
| Gifts/grant/memorials                       | \$8,845          |
| Interest                                    | \$5,525          |
| Overdue/Lost items                          | \$7,351          |
| State Aid to Libraries                      | \$10,660         |
| Fees and charges (printouts, fax use, etc.) | \$7,402          |
| Other                                       | \$20,563         |
| <b>TOTAL:</b>                               | <b>\$584,497</b> |

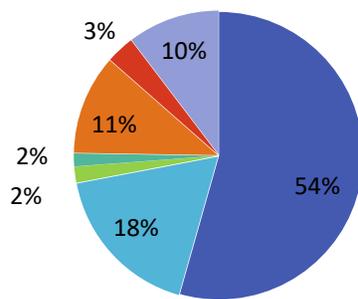


### Income

This is the first year we were able to collect the additional .3 mil increase on our millage that the voters approved in August of 2016. This additional amount more than offset any small decreases in other areas of income (overdue fines, penal fines, etc) to give us an increase in our overall income—\$122,305 more than in FY2017-18.

### Expenses

- Salaries/Staff expenses
- Repairs/utilities/maintenance
- Programming/ Publicity
- Supplies/postage/ bank charges
- Library materials
- Professional fees
- Technology



| EXPENSES:  |                  |
|--|------------------|
| Salaries/Staff expenses                          | \$251,525        |
| Repairs/maintenance/utilities/equipment          | \$81,451         |
| Library materials (books, periodicals, AV)       | \$51,873         |
| Professional fees (accounting, insurance, audit) | \$14,679         |
| Technology (Hardware, software, tech support)    | \$47,847         |
| Programming/ Publicity                           | \$8,365          |
| Supplies/postage/bank charges                    | \$6,717          |
| <b>TOTAL:</b>                                    | <b>\$462,457</b> |

## Program Recap—Youth Services

### Summer 2018:

Notable programming during **July & August** included **Crafting with Chelsea**, **Sweeter Than Sugar**, **Science of Sound**, the **STEM Club Kickoff**, and **Percussion Discussion with Bill Vits**. **Pizza and Pages Teen Book Club** and an **escape room** were offered for our teen patrons during the summer months.



### Science of Sound

July 10<sup>th</sup>, 2018



### Fall 2018:

**September** was the official kick-off for our new after school program, **Tabletop Time**. This program is for teens ages 13-18. They are invited to visit the library between 3:00-5:00 pm every Wednesday to play strategy board games in the community room. This program has been quite successful, having anywhere between 12-15 teens in attendance each week.

To close out the month, our youth department put on the **Magic School Bus Party**. This program took place on Saturday, September 29<sup>th</sup> with 47 people in attendance. Spread throughout the children's area and the space surrounding the children's garden outside were various science related stations. Digging for dinosaur bones and shark teeth fossils (which the kids got to take home) was a big hit outside, along with a nature scavenger hunt, encouraging kids to find various plants and insects. The bug table was another popular attraction for the day!

**October** was a very busy month for the youth department with a total of 31 programs held. One of the notable programs during the month was the **STEM Club: Dry Ice, Bubbles, & Beyond**. Staff member Chelsea, hosted this program, featuring science with dry ice. The 13 children that attended all had a wonderful time and were amazed to see what could be done with dry ice.

For Halloween, the youth department offered activities for all ages. The **Spooky Movie Series**, gave patrons the opportunity to watch a family-friendly movie every Thursday during October, with popcorn and candy provided by the library. **The Chiller Book Club** offered middle grade children the chance to earn a sweet treat for every spooky book they read throughout the month of October. **Ghoul on a Stool**, for our youngest patrons, provided them the challenge of finding Goober the Ghoul hiding in the

library, snapping a picture with him and submitting the picture for a chance to win a Halloween treat bag! To close out the month, the fifth annual **Spooktacular** was a success with a total of 675 community members attending. The Haunted House upstairs gave our older patrons quite the entertaining scare and the children's area hosted the not-so-scary Halloween party for the youngsters. The party included the treat room, crafts, a haunted woods maze and more! Teens had the chance to submit a piece of artwork into the **Spooktacular Teen Art Contest**. Voting was done during Spooktacular and out of the 16 entries, 4 winners were chosen. We had a total of 11 businesses along Kent Street participate in **Spook Street**, offering trick or treating, crafts, coloring pages, puzzles and more!



Spooktacular  
October 27<sup>th</sup>, 2018



**November** consisted of many of our reoccurring programs including the 10-week **Ukulele Class**, **Busy Bees** and **Book Cubs Storytimes**, outreach **storytime visits to Sunny Bunch** by Jana and our after school **Tabletop Time** for teens. **STEM Club: Engineer It!** was held on Saturday, November 3<sup>rd</sup>. This program allowed our middle grade patrons to learn about the science of how tendons work in the hand and built articulating hands out of paper, string, straws, and tape.

**A Mythical Adventure** took place on Tuesday, November 13<sup>th</sup>. This program was focused around the study of mythical creatures such as dragons, unicorns, mermaids, and bigfoot, also known as cryptozoology. Patrons ages 5-10 became cryptozoologists for the evening, tracking creatures throughout the library by following their foot prints, filling out field guides with facts about these creatures, performing observational activities and finally making a new creature discovery of their own. These creatures were on display in the children's area throughout the remainder of November for other patrons to admire.

**Winter 2018/2019:**

**December** kicked off with the annual **Holiday Family Fun** event on Tuesday, December 4<sup>th</sup>. Along with visiting reindeer from Rooftop Landing Reindeer Farm, the youth department offered Celebrity Story

Time, crafts, and games for our youngest patrons. On Wednesday, December 12<sup>th</sup>, youth librarian Eileen began doing outreach **storytimes at the GSRP classroom** at Oakwood Elementary. This consisted of an AM and a PM class. Each class was read two stories and participated in a craft afterwards. This month's theme was bear hibernation, so students made bear caves out of brown paper bags and cutout bear and trees, and added some snow using cotton balls. **STEM Club: Light It Up!** took place on Saturday, December 15<sup>th</sup>. Cory hosted this event for the youth department, which consisted of patrons creating greeting cards using copper tape elements to add light up features. Christmas trees with working lights and Rudolph with a light up red nose were two of the options available to patrons. Throughout the month, staff member Wendy, organized **3 passive crafts** for the children's area featuring the three major December holidays: Christmas, Kwanzaa, and Hanukah. This gave patrons not only the opportunity to create something, but also to learn a little bit about each of these holidays. Over the winter break, we offered afternoon movies as part of the **Winter Watch** movie series.



Holiday Family Fun  
December 4<sup>th</sup>, 2018



The first week in **January** concluded our **Winter Watch** movies series over the winter break. One of the most notable programs during the month was our **100 Acre Wood Birthday Party**. Over 45 parents and children attended the program, held on Friday, January 18<sup>th</sup>, in honor of Winnie the Pooh author A.A. Milne's birthday. The second round of our 10-week **Ukulele Class** started on Tuesday, January 22<sup>nd</sup>. This is a very popular program and all 10 spots in the class were filled very quickly. The students meet in the children's area each week for an hour after school to learn how to play ukulele from Portland resident Patrick Malloy, a volunteer from Lansing's "Music Is The Foundation."



In **February**, the youth department held our first **Nerf Wars** program. Staff, the teen volunteer, and our attendees, 13 3<sup>rd</sup>-5<sup>th</sup> graders, all had a ton of fun at this event. Much of the time was spent simply running around shooting at each other. Thankfully everyone in attendance played nice and our biggest issue was getting them to take water breaks in between battle rounds. Attendees played a game at the end to pick up all the darts in the library; the person with the most darts at the end of 5 minutes won a prize.

On Saturday February 9<sup>th</sup>, the youth department hosted the annual **Teen Lock-In**. For five solid hours, 23 teens filled the library playing board games, painting nails, and watching movies. They even played some team games upstairs including a mini Nerf War and capture the flag in the dark using glow sticks!

In an attempt to offer different types of programs on weekdays and during the evening time, to accommodate for working parents, **Stuffy Sleepover Storytime** was held on Thursday, February 14<sup>th</sup> from 6:30-7:30 pm and **Under The Sea** was held on Wednesday, February 27<sup>th</sup> from 6:30-7:30 pm. During the **Stuffy Sleepover Storytime**, attendees were invited to wear their pajamas and bring their favorite stuffed animal to the library. After the story time, attendees worked on creating sleep masks for their stuffies and tucked them all in in the story time room for a sleep over at the library. After the program, staff members took pictures of the stuffies all over the library and created a photo album for the kids to take home with them the next day when they picked their stuffies up. For **Under The Sea**,

our storytime room was turned into an underwater world, filled with coral and all types of sea creatures. Ariel, from the *Little Mermaid*, was at the library to read stories to the kids. She also danced and took pictures with all of the attendees.



### Spring 2019:

In **March**, the Ionia County Library Association held **Battle of the Books 2019: The Final Battle** at the Ionia Theater. Portland sent two teams to the final this year. Although neither of the PDL teams won, everyone still had a blast answering book trivia questions and competing against teams from other area libraries.

The **Little Raiders** preschool classrooms from Oakwood elementary visited the library during the month, on Tuesday March 19<sup>th</sup> and March 26<sup>th</sup>. They toured the children's area of the library, participated in storytime, made shooting star wands and played in the children's area before walking back to school. The teachers reached out to me earlier in the school year to set up these visits to make sure students knew about the public library and what we could offer them in terms of books and fun!

On Thursday March 21<sup>st</sup>, graphic novel author and artist, Paul Sizer, held a workshop for teens at the library called **Graphic Novel Know-How: A Workshop**. The purpose of this program was to inspire teens to write and illustrate their own graphic novels. Paul was very hands-on during this program, drawing actual characters, while teaching our patrons techniques. Attendees were able to ask him all sorts of specific questions on how to draw certain body parts, like feet and hands, as well as show off some of their own art work to him. Everyone who attended received two signed comic books from him.



Graphic Novel  
Know-How: A  
Workshop  
March 21<sup>st</sup>, 2019



The youth department offered two passive programs during the month to celebrate **March is Reading Month**. Ages 0-12 participated in Library Bingo. For teens, ages 13-18, we offered Emoji That Book. A series of emoji were put together to describe a book title and the teens were asked to guess these titles. The titles ranged from popular children's books to classic titles like *Fahrenheit 451*. 1 winner for each age group received a \$15 Barnes and Noble gift card.

**April** was filled with many spring themed activities. **Spring Break Week**, Monday April 1<sup>st</sup>-Friday April 5<sup>th</sup>, at the library this year was all about bees for our patrons, 12 and under, and anime themed for our teen patrons. On Monday afternoon we showed a movie, *The Secret Life of Bees*, in the community room. Tuesday, we had our **Honey, Bee Amazed** program, which featured a presentation from a bee keeper, who brought some of his equipment to show off and sent home honey sticks and coloring books with everyone. The presentation was followed by an activity in our youth area on the life cycle of a bee.

The **Indoor Egg Hunt** was a great success this year. We had about 250 people attend this program. Aside from the egg hunt, the library offered activities including bingo, a scavenger hunt, and a craft where patrons could decorate cardstock egg ornaments.

**May** was another very busy month for the youth department. Summer reading planning was in full swing, class tours with Westwood and Oakwood students began, and the department held two unique programs, one for children ages 3-7 and one for ages 8-12.

The **Vampirina Scare Bed and Breakfast**, for ages 3-7, was held on Saturday, May 4<sup>th</sup>. Attendees had the chance to eat breakfast, have a dance party, and complete crafts, all Vampirina themed.

On Thursday, May 16<sup>th</sup>, the department hosted **For The Love of Nature**, for ages 8-12. For this program, attendees participated in a nature walk scavenger hunt around the river trail; they collected various leaves and plants to take back to the library to make nature presses with air dry clay. Each child also had the opportunity to make their own mini greenhouse where they planted sunflowers to take home with them. They were given information on how to take care of their sunflower and the steps required to transplant it into their own yard once big enough.



For The Love  
of Nature  
May 16<sup>th</sup>, 2019



**School tours** kicked off on May 23<sup>rd</sup> with 5 tours for 3<sup>rd</sup> grade classes from **Westwood Elementary**; organized by teacher Brian Wesche. The students were given a tour of the entire library and concluded their visit with a presentation on MeL Databases in the community room. Our **annual spring tours** started on May 28<sup>th</sup> for classes from **Oakwood Elementary**. These tours consisted of walking around the entire library, a lesson on how to take care of library books, and a storytime with a coloring activity. The coloring activity gave the students a chance to help the department decorate the youth area for Summer Reading. Students visited the library with their parents and excitedly looking for their own alien!

## Attendance

**Children's Attendance:** The year included **221** programs with a total attendance of **4,491**.

**Teen Attendance:** The year included **94** programs with a total attendance of **700**.

**Overall Youth Department Attendance:** The year included **315** programs with a total attendance of **5,191**.

## **Adult Events and Programs:**

### **Summer 2018:**

The adult writers club continued to meet sporadically throughout the year. We also continued our one-on-one computer help three times a week.

In July, 14 people painted a sunset scene as part of our "Art After Dark" series.

To continue the theme of painting, August brought 19 people into the library to paint Mandala stones.



### **Fall 2018:**

Wendy made canning lid pumpkins and wine bottle lanterns with patrons in early October, with 22 people in attendance. Seven people attended our "Genealogy Lock-In," which was also in October. They had a great time helping each other with family histories, eating pizza, and printing out their Ancestry.com findings free of charge.

In November, we had our annual "Head Start for the Holidays" program, with 11 people making felted wool Christmas trees, ornaments, and more.

### **Winter 2018/2019:**

The holiday season kicked off with the library board decorating the building in festive finery. In addition, the Library Board partnered with the library staff to host a holiday open house complete with crafts, prize drawings, delicious food, and live reindeer. 325 people attended this incredible event. In December, we also participated in downtown Portland's HolidayFest, with 40 people visiting the library to do a craft and visit with us. Finally, seven people participated in our holiday cookie exchange, which was a satisfyingly sweet event for all.

The Ionia County Library Association's "On the Same Page" program kicked off in February. This program tries to get everyone in the county reading and discussing the same book, which this year was **The Hate U Give** by Angie Thomas. Once again, we gave away 20 copies of the book to patrons in exchange for the donation of a canned good.

### **Spring 2018**

Despite a terrible flu laying low many of our patrons, three people still came to the library in March to make CD art with Chelsea. And "On the Same Page" continued in March, with a book discussion that was attended by seven people.

In April, we had 34 people show up for Bernice Ende, "The Lady Long Rider," an author whose book is about doing solo cross-country horse rides. Everyone who attended had a wonderful time, and Bernice sold a lot of books.

May brought our annual "Portland Creates" artist reception, which had 85 people in attendance.

**Other Services:**

The library provides a fax machine, laminating machine, and a copier for a nominal fee for public use. There are several areas that provide patrons an opportunity to put up local flyers on community boards. Tax forms are available in the spring, making us one of the only places in Portland to pick up hard copies of the forms. We also participate in the Michigan Adventure Pass program—which provides free or reduced admission to a variety of cultural venues and state parks throughout the state.

**Computers:**

We have eight adult Internet computers with access to both a black and white and a color printer. We also offer a mobile print option, which allows patrons to print from their home computer or mobile device. In addition to internet access, Microsoft Office (which includes word, excel, and publisher) is available for patron use on these computers. We offer Ancestry.com, a genealogy database, for use on the library computers. Patrons are allowed 60 minutes, with an opportunity to extend their time in 30 minute increments as long as nobody is waiting. There are eight computers available in the children's room for those under 14 years of age. Five are for school age children and have filtered Internet access. The other three are AWE early literacy computers. These have touch screens and contain a huge variety of educational games and activities. They have proven to be very popular with our younger patrons.

Along with the service of high speed Internet access, the library is a free wireless access point, which many patrons take advantage of by bringing their own laptops in to use.

**Meeting Room and Display Case:**

The Community Meeting Room, located at the bottom of the stairs, has been used numerous times each month by local groups or committees. Groups who would like to use this room need to register in advance. The room is free to non-profit organizations—otherwise there is a nominal fee.

One of the goals of the library is to involve the community in decorating the display case found in the lower level lobby with a different exhibit each month. This year we had several interesting and unique collections on show for the public. Some of those collections were a display of vampire-themed knives from a local bladesmith, and the Portland Garden Club geranium sale.

## Website

The site currently has links to Mel.org (interlibrary loan and databases), Overdrive



Media site, where one can go to download books, two language learning sites—Pronunciator and Mango Languages, Freegal (music), Kanopy (movies), the PDL blog, and the library’s Facebook page. Also, for their convenience, patrons can view the catalog on the website, place holds on PDL books, and renew their books.

There is a reference and genealogy page for people looking for information and quick links to local and national sites. A review page holds information on new book arrivals. The children’s, teen, and adult pages are

good places to look when you need to find information about their events and activities.

Visit the website at [www.pdl.michlibrary.org](http://www.pdl.michlibrary.org).

## Director’s Report

On August 2, 2016, the people of Ionia County voted to renew the library millage and add a .3 mill increase. I am so grateful for the show of support we received from our patrons, and the vote of confidence in the Portland District Library that it represents. The entire staff, myself included, has been inspired by your support to use this additional funding in ways that improve the library experience for everyone.

Because we had heard from our patrons that they wanted the ability to download materials from home, we added several new platforms to allow this. Freegal is a streaming and movie download service which gives our patrons access to more than 15 million songs. Hoopla, which began its life as a movie download service, has become the go-to place for ebook and audiobook downloads. While they still offer popular movies and seasons of television shows to stream, their licensing agreement with the publishers allows for simultaneous use of book downloads. I think everyone is excited by shorter wait times! In addition to this new software, we were also able to finally replace the sorely outdated laptops that we allowed patrons to use in-house. And finally, after hearing a lot of buzz about them, we were able to install Portland’s first Little Library on the grounds of PFCU! This take-a-book, leave-a-book installment includes a bench and solar-powered light, and is perfectly placed for our Danby Township friends who can’t make it to the library during our open hours. We’ve already had a lot of River Trail riders stop for a reading break!

In the coming fiscal year, we are planning on launching our “Books to You” service, which will deliver books and movies to those who physically cannot make it to the library. And, as always, we will continue to try to improve our programming and existing services in order to provide the best experience possible to those who have put their faith in us. There will always be challenges—I’m thinking this past year of the ice jam and subsequent flooding, as well as the glycol leak and frozen boilers we suffered—but with your continued support and the excitement that has been steadily building among the staff, I think we are set for great things in the coming year!

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-11**

**A RESOLUTION APPROVING MANER COSTERISAN'S PROPOSAL TO  
PROVIDE PROFESSIONAL AUDIT SERVICES**

**WHEREAS**, Maner Costerisan has submitted a proposal, a copy of which is attached as Exhibit A, to provide professional audit services for the fiscal years ending June 30, 2020, 2021 and 2022; and

**WHEREAS**, subparagraph b. of Section 12.404 E. of the City's Purchasing Ordinance provides an exception to the competitive bidding requirements in the employment of professional services for auditing and accounting; and

**WHEREAS**, the City Manager and Finance Director are recommending that the Council approve their proposal; and

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

1. The Portland City Council approves Maner Costerisan's proposal, a copy of which is attached as Exhibit A, to provide professional audit services for the fiscal years ending June 30, 2020, 2021, and 2022.
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:** March 3, 2020

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

February 19, 2020

City of Portland  
249 Kent Street  
Portland, MI 48875

We are pleased to confirm our understanding of the services we are to provide City of Portland for the year ended June 30, 2020, 2021, and 2022. We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Portland as of and for the year ended June 30, 2020, 2021, and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Portland's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Portland's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Required supplementary pension disclosures
4. Required supplementary other post-employment benefit disclosures

We have also been engaged to report on supplementary information other than RSI that accompanies City of Portland's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining statements for nonmajor funds.
2. Combining statements for fiduciary funds.
3. Individual fund financial statements for the component unit Downtown Development Authority.

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and will include tests of the accounting records of City of Portland and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Portland's financial statements. Our report will be addressed to the City Council of the City of Portland. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Portland is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreement; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance of internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Portland's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will provide certain non-attest services as listed in the attached addendum. You are responsible for making all management decisions and performing all management functions relating to these non-attest services and for accepting full responsibility for such decisions. You will be required to acknowledge in the representation letter that you have evaluated the adequacy of our non-attest services and have reviewed and approved the results of these services, and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-attest services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestations engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Portland, however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Maner Costerisan and constitutes confidential information. However, pursuant to authority given to it by law or regulation, we may be requested to make certain audit documentation available to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maner Costerisan personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

William I. Tucker IV, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees will be based on the services rendered, plus out-of-pocket costs. Our standard hourly rates vary according to the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. Past due amounts are subject to a service fee of 1½% per month. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Third-party confirmation providers for certain financial institutions may invoice us for responding to confirmation requests and we will pass those costs through to you. The fees for audit services will be as follows:

| <u>Year Ending</u><br><u>June 30,</u> | <u>City Financial</u><br><u>Audit</u> | <u>Downtown</u><br><u>Development</u><br><u>Authority</u> | <u>Total Not-</u><br><u>to-Exceed</u> |
|---------------------------------------|---------------------------------------|---|---------------------------------------|
| 2020                                  | \$ 16,400                             | \$ 1,600  | \$ 18,000                             |
| 2021                                  | 16,750                                | 1,750   | 18,500                                |
| 2022                                  | 17,100                                | 1,900   | 19,000                                |

These billing rates would also apply to any management services assistance (getting records to a point they can be appropriately audited without hindering our independence, assistance with MD&A preparation, etc.) which the City may request. These billing rates increase annually based on inflation and cost of living adjustments. If the City requests additional assistance during any of the years under contract that process would be over-and-above the noted audit costs and would be billed at the hourly rates of the individuals performing the services.

Because we are extremely interested in continuing to serve the City of Portland and the fact that our audit team members have a great deal of experience working with similar entities, we are proposing a discount to our audit cost estimate. The price schedule detailed above is a firm price assuming the City records are in reasonable condition and that we are provided reasonable staff assistance. If our team members spend more hours than the projected hours detailed above that are not due to unusual circumstances (i.e., unrecorded accruals, unbalanced records, improperly recorded activities, the state of the records being significantly different than what was stated, inadequate staff assistance, significant changes in auditing standards, etc.) then we will not bill for any amounts over the audit cost estimate. During the audit, we will spend approximately 20% more in fees than what is projected above, however, we will not bill you for that additional time, unless it exceeds the 20% amount which would be caused by circumstances such as those items listed above.

Our proposal is to provide the City of Portland with auditing services, rather than accounting services. The cost schedule detailed on the previous page assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) will not be required as part of the audit process. If auditor-proposed journal entries are required in order for the financial statements to be fairly presented in accordance with generally accepted accounting principles, we propose a per entry fee of \$100. This fee will not be billed if there are less than ten (10) entries in a given year.

The fees quoted above are based on the City's current levels of client assistance and expertise. Should any of these levels of assistance or expertise change during the period of our engagement, we may need to arrive at a new fee arrangement for the remainder of the agreement.

In any year that the City would like us to prepare the State of Michigan, Department of Treasury F-65 Form , Form Act 51, or Form 5572 we will bill the City at an hourly rate of \$200.

During the term of this agreement and for a period of one (1) year thereafter, neither party shall directly or indirectly, solicit for employment or for engagement as an independent contractor, or encourage leaving their employment or engagement, any employee or independent contractor of the other party. For the avoidance of doubt, general advertisements for employment and responses thereto, shall not be deemed a violation of the paragraph. The parties agree that any breach of this paragraph would damage the other party in an amount difficult to ascertain with certainty, and that in the event that either party breaches this provision resulting in the other party losing the services of an employee or independent contractor for any period of time, the breaching party shall pay to the other party an amount equal to the annual rate of compensation (paid by the non-breaching party for the immediate prior calendar year) of the applicable employee or independent contractor.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

If reproduction or publication of financial statements audited by us, or any portion thereof, is intended, it is our policy that any master of printer's proofs be submitted to us for review prior to publication.

We will continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary. However, the performance of each audit is a separate and severable engagement. Each separate engagement shall be deemed complete and Maner Costerisan will not have a continuing responsibility to perform additional services with respect to that completed engagement when we present to you the final audit report that relates to any given year.

Our audit report on the financial statements to be issued pursuant to this engagement is for your use. If it is your primary intent that our report will benefit or influence a third-party user, we must be informed prior to the beginning of the annual audit engagement.

Considering our current relationship as an independent member of the BDO Alliance USA, the firm may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding the statute of limitations of the State of Michigan, any claim based on this engagement must be commenced within twelve (12) months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

City of Portland and Maner Costerisan both agree that any dispute over fees charged by Maner Costerisan to the client or any other disputes will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place at Lansing, Michigan. Any hearing shall be before one arbitrator in accordance with Rule 17 of the Commercial Arbitration Rules of the American Arbitration Association (the Rules). Any award rendered by the arbitrator pursuant to this agreement may be filed and entered and shall be enforceable in the appropriate court of the county in which arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to City of Portland and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Maner Costerisan PC*

RESPONSE:

This letter correctly sets forth the understanding of City of Portland.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

To: Maner Costerisan

After considering the qualifications of the accounting personnel of City of Portland we believe they have the qualifications and abilities to generate financial statements, including the required footnotes, in accordance with U.S. generally accepted accounting principles. However, for convenience and other issues, we may contract with you to prepare our financial statements.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ADDENDUM TO ENGAGEMENT LETTER**

As part of the audit engagement, you have requested our assistance with the following services. *Government Auditing Standards* considers these services as “non-attest” or “non-audit” services. Management is required to review, approve and accept responsibility for any non-audit services we may perform.

- Preparation of the financial statements, including the related notes, required and additional supplementary information.
- Calculation of the provision for depreciation.
- Assistance with the preparation and submission of audit financial information required by law or regulations.
- Assistance with, or the preparation of, year-end adjusting journal entries and work papers.

Thomas G. Wieland  
David A. Grotkin  
Joel A. Joyce  
Brian J. Mechenich



Carrie A. Gindt  
Patrick G. Hoffert  
Jason J. Wrasse  
Joshua T. Bierbach

## Report on the Firm's System of Quality Control

July 27, 2017

To the Partners of Maner Costerisan PC and  
the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans, and audits of carrying broker-dealers.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

[www.rpb.biz](http://www.rpb.biz)

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-12**

**A RESOLUTION APPROVING THE PROPOSAL FROM  
MORROW ROOFING INC. FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the Electric Department is currently in need to have roofs repaired on various buildings; and

**WHEREAS**, the Electric Superintendent, Mike Hyland sought bids and recommended to the Board of Light and Power to approve the proposal from Morrow Roofing, Inc. for the amount of \$84,365.00 a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A; and

**WHEREAS**, at its regularly scheduled meeting on February 18, 2020, the Board of Light and Power voted to recommend that City Council approve the proposal from Morrow Roofing, Inc. for the amount of \$84,365.00, a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Morrow Roofing, Inc. for the amount of \$84,365.00, a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 3, 2020

---

**Monique I. Miller, City Clerk**

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

February 19<sup>th</sup>, 2020

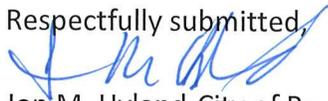
Re: Recommendations to the City Council

Last night at the Light & Power Board meeting the Light & Power Board past 2 recommendations to the City Council.

#1-Recommend to have Morrow roofing replace roofs on power plant and hydro plant.

#2-Join the Peaking Capacity Service Committee, along with predevelopment estimated costs not to exceed \$5000.

Respectfully submitted,



Jon M. Hyland-City of Portland Board of Light & Power



### Executive Summary & Investment for Portland Light & Power:

#### Scope of Work Included:

##### Main Power Plant – Upper Roof

Remove, properly dispose of, and replace all wet insulation. Prepare the surface of the existing roofing by sweeping clean and dry and cutting out any buckles or blisters.

##### Main Power Plant – Three Lower Roofs

Remove all of the existing roofing and insulation to the structural decks.

##### Hydro Plant

Remove the top two layers of roofing down to the original built up roofing.

##### All included Roof Sections

- 1) Install 1.5” polyisocyanurate (ISO) insulation adds R-8.5.
  - Includes tapered drain sets to improve roof drainage.
- 2) Install a new Thermoplastic roof system complete with all flashings and accessories.
- 3) Install new 24 gauge standard colored Kynar 500 edge trim at the roof edges.
- 4) Furnish a 20 -year warranty on materials and workmanship as described above.
- 5) If desired, we will perform annual roof inspections for the 5-year warranty extension at the rate quoted separately below.

**Investment:** We propose to complete all work as described herein for the sum of (please initial):

|   |                   |
|---|-------------------|
| ___ Thermoplastic Roofing System, 20 year warranty:                       | \$81,200.00       |
| ___ Option to replace four (4) skylights on upper roof at main plant add: | \$3,165.00        |
| ___ Annual Warranty Inspections:  | \$600.00 per year |

**Additional Unit Prices:** We include in every proposal a unit cost for tear off and replacement of wet roofing and insulation in the event that it exceeds the amount allowed in our bid. In this case the cost is \$93.50 per 4’ x 8’ sheet of insulation. We also include in every proposal a cost per square foot for deck replacement in the event that any is discovered during construction. In this case the cost is \$9.25 per square foot. This rate excludes disconnecting and/or supporting equipment, ceilings, or other items that are attached to the underside of the roof deck, and cleanup of dust, dirt or debris as a result of tear off or deck replacement, which can only be done on a time and materials basis.

**Acceptance:** I acknowledge that I have completely read this document and agree to be bound by all its terms and conditions, and that I have the authority to bind the entity named as the owner above:

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Respectfully submitted by,

Ken McNulty, Sales Executive, Mid-state

Direct Line 517.676.7116  
kmcnulty@weathershieldusa.com

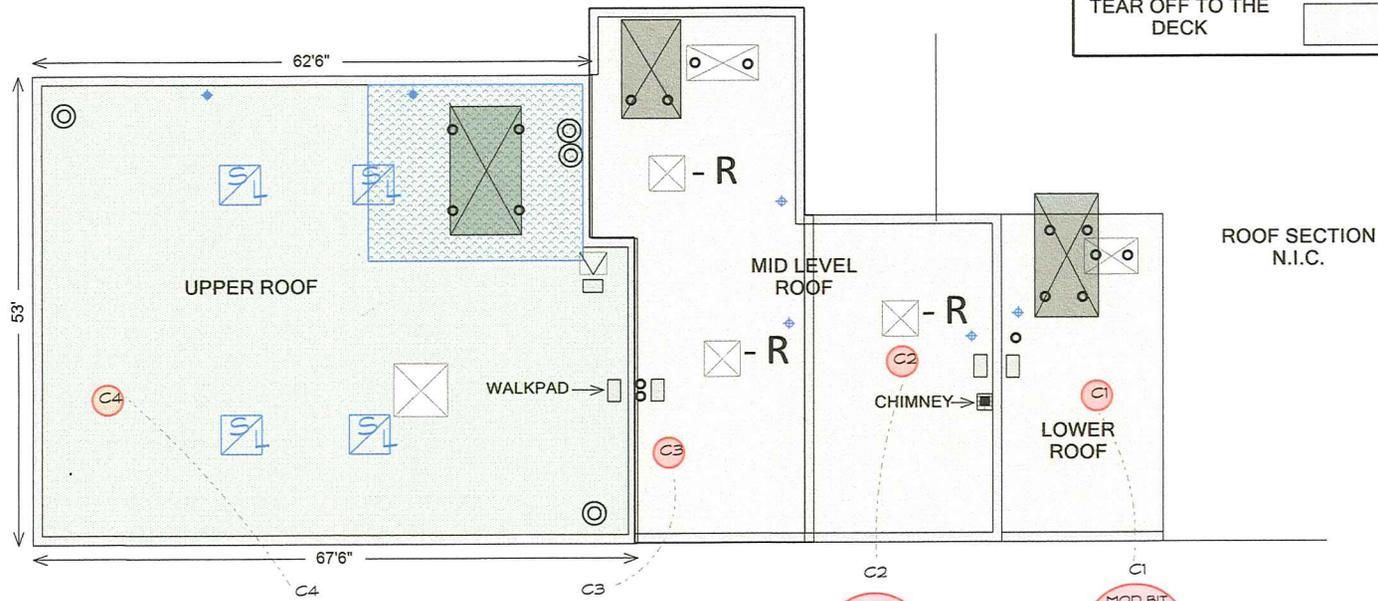
# PORTLAND POWER PLANT

723 E. GRAND RIVER PORTLAND, MI 48875



- R - INDICATES A UNIT THAT WILL NEED TO BE RAISED TO MEET MANUFACTURER HEIGHT FLASHING REQUIREMENTS

| COLOR KEY            |  |
|----------------------|--|
| RECOVER              |  |
| TEAR OFF TO THE DECK |  |



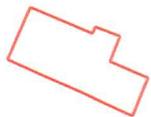
C4  
MOD BIT  
1" PERLITE  
1.5' ISO  
METAL DECK  
APPROX. R.  
ADD 1.5' ISO

C3  
MOD BIT  
1/2" WF  
BURG  
1.5' WF  
CONCRETE  
DECK  
TEAR OFF  
APPROX. R.  
ADD 1.5' ISO

C2  
MOD BIT  
1/2" WF  
BURG  
1.5' WF  
CONCRETE  
DECK  
TEAR OFF  
APPROX. R.  
ADD 1.5' ISO

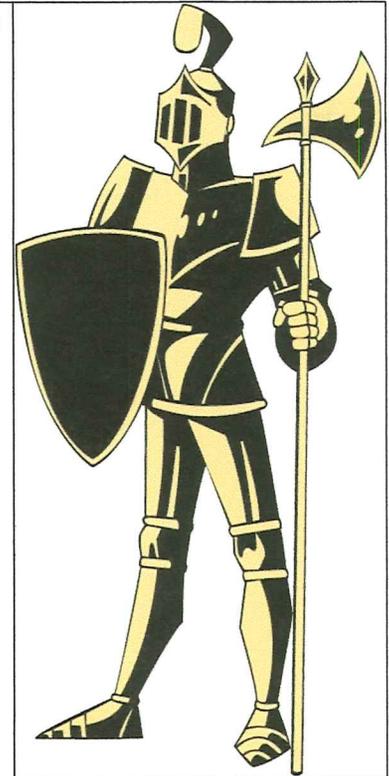
C1  
MOD BIT  
1/2" WF  
BUILT UP  
1.5' WF  
CONCRETE  
DECK  
TEAR OFF  
APPROX. R.  
ADD 1.5' ISO

## Facility Overview



## JOB SAFETY PLAN - Site-Specific Hazards:

Fall Hazard: Setup hard rail safety system for the duration of the project



**Weather Shield Roofing Systems**  
**Morrow Roofing**

1197 Hoyt SE, Grand Rapids, MI 49507  
Tel: 616/243-4040 Fax: 616/243-8833

Project  
**723 E. GRAND RIVER**

Customer  
**MIKE HYLAND**

DWG. By  
**AF**

Date  
**11.4.2019**

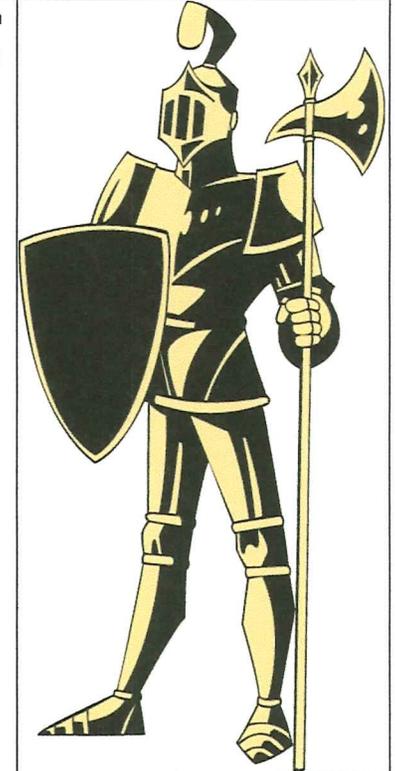
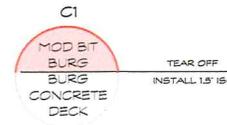
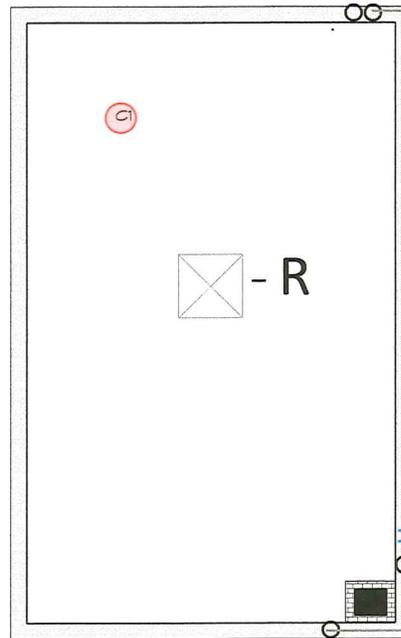
Scale  
**NOT TO SCALE**

This drawing is the property of Weather Shield  
It may not be reproduced without consent.

**Roof areas not specifically shown  
are not included in our bid**

# PORTLAND POWER PLANT

723 E. GRAND RIVER PORTLAND, MI 48875



## Weather Shield Roofing Systems Morrow Roofing

1197 Hoyt SE, Grand Rapids, MI 49507  
Tel: 616/243-4040 Fax: 616/243-8833

Project **723 E. GRAND RIVER**

Customer **MIKE HYLAND**

DWG. By **AF**

Date **11.4.2019** Scale **NOT TO SCALE**

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**Roof areas not specifically shown  
are not included in our bid**

### Facility Overview



### JOB SAFETY PLAN - Site-Specific Hazards:

Fall Hazard: Setup hard rail safety system for the duration of the project

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-13**

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S  
RECOMMENDATION TO JOIN THE PEAKING CAPACITY SERVICE COMMITTEE  
THROUGH THE MICHIGAN PUBLIC POWER AGENCY (MPPA)**

**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 MPPA has established a new committee named the Peaking Capacity Service Committee. This service committee will explore early-stage predevelopment site feasibility to develop a peaking power project; and

**WHEREAS**, at its regularly scheduled meeting on February 18, 2020, the Board of Light and Power passed a recommendation to City Council to join the Peaking Capacity Service Committee, through the MPPA, a copy of a letter from Electric Superintendent, Mike Hyland is attached as Exhibit A.

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

1. The City Council hereby approves the Board of Light and Power's recommendation to join the Peaking Capacity Service Committee, through the MPPA, a copy of a letter from Electric Superintendent, Mike Hyland 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:** March 3, 2020

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

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

February 19<sup>th</sup>, 2020

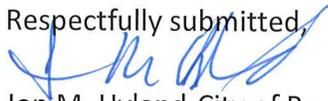
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Respectfully submitted,



Jon M. Hyland-City of Portland Board of Light & Power



# PEAK ENERGY & CAPACITY PROJECT

## Request for Expression of Interest & Authorization to fund Feasibility Assessment Peaking Capacity Service Committee

### **Request:**

Member Participants in the Peaking Capacity Service Committee (“Committee”) as well as Associate Members wishing to join the Committee, to express their interest in MPPA staff allocating time to investigate the economic merits of developing, owning and operating a Peaking Energy & Capacity Project as described herein. To fund an early-stage predevelopment site feasibility assessment used to screen and determine fatal flaws of potential Project sites. Predevelopment outside service costs are estimated to be no more than \$5,000 per Committee Participant. If additional costs are expected, MPPA staff will come back to Service Committee participants for review and approval.

### **Position or Transaction Strategy:**

Develop 50 MW to 100 MW Peaking Electric Generation Project. The potential Project has unique local community support and energy infrastructure in the geographic region that has significant competitive advantages. Cost estimates may translate into capacity cost economics that are favorable compared to wholesale bilateral market purchases, with the added benefits of long-term certainty, control and ability to earn energy margin.

### **Project Description:**

Grand Haven and Zeeland have been working on long-term solutions to improve local electric reliability and to satisfy their respective community’s growing resource adequacy requirements driven by load growth and power supply resource retirement. There are certain geographic locations of interest in Ottawa county that have significant natural gas and electric infrastructure that are favorable for interconnecting a natural gas peaking power plant.

These two MPPA Members are going to investigate opportunities to develop a peaking power project and are communicating this to all MPPA Members that may have a similar need in the future.

### **Strategic Rationale:**

The ability to jointly develop an electric power supply resource among and between public power utilities that address local reliability, improve the economic prosperity of the region and leverage the unique local infrastructure to deliver low cost power supply is a rare opportunity. The proposed project concept has strong support from two MPPA Members that can greatly assist in building community support.



### **Expected Economic Value:**

The Michigan electric power market is undergoing significant baseload power resource retirement. Projections are that reserve margins could dip below regional wholesale market tariff requirements in the next few planning years. To combat potentially rising bilateral market prices for capacity, MPPA and its Members must have timely ownership options to hedge this risk. Preliminary cost estimates from the Coldwater Service Committee show there are technology solutions that provide all in capacity costs in the \$4 /kW month range. This comes with the additional opportunity to earn energy revenue through flexible economic dispatch.

### **Risk Factors & Considerations:**

The purpose of this Committee, currently, is to explore the viability of site locations in Ottawa County for a peaking power project. The only risk factor are the costs to engage in a site assessment and evaluation from a consulting engineer.

### **Operational Requirements:**

The proposed Project would be dispatched by MPPA. Current operational capability is already in place.

### **Implementation and Exit Strategy:**

Project status is at preliminary site and engineering feasibility stage. Member Participants have small dollar investment amounts at risk to investigate the bankability of the Proposed Project.

## Mike Hyland

---

**From:** Robert Lalonde <rlalonde@mpower.org>  
**Sent:** Thursday, February 13, 2020 9:11 AM  
**To:** Mike Hyland  
**Cc:** 'Dave Walters (dwalters@ghblp.org) (dwalters@ghblp.org)'  
**Subject:** RE: Peaking Service Committee - Action needed

Mike,

Would be happy to get a phone call with you to discuss further. Answers to your questions are below.

Bob Lalonde | Director of Energy Supply and Market Operations



Michigan Public Power Agency  
809 Centennial Way, Lansing, MI 48917  
Office: 517-323-8919 x119 | Fax: 517-323-8373  
[rlalonde@mpower.org](mailto:rlalonde@mpower.org) | [www.mpower.org](http://www.mpower.org)

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**From:** Mike Hyland <mikehyland@portland-michigan.org>  
**Sent:** Wednesday, February 12, 2020 1:32 PM  
**To:** Robert Lalonde <rlalonde@mpower.org>  
**Cc:** 'Dave Walters (dwalters@ghblp.org) (dwalters@ghblp.org)' <dwalters@ghblp.org>  
**Subject:** RE: Peaking Service Committee - Action needed

Robert, Dave

I have a Light & Power Board next Tuesday on the 18<sup>th</sup>. Their packets go out tomorrow. A few questions:

1-This is/isn't taking place of the Coldwater project? **Not directly. This is being looked at as a standalone potential project**

2-Are we stilling having the Service Committee, plus the Peaking Service Committee or Peaking Capacity Service Committee? **The Coldwater Service Committee is separate from the Peaking Capacity Service Committee. Since the Peaking Service Committee is going to be spending money evaluating a potential site for an additional peaking project, we wanted to make sure all current members wanted to stay in the service committee.**

3-Will we own a percentage of the project, like we do with Belle River, Campbell 3 or just buying capacity and energy? **When we have enough information gathered to suggest a potential project, we will be looking at owner percentages at that time.**

4-Will MPPA handle the purchases like Belle River/Campbell 3? **MPPA will be hiring consulting services to evaluate potential sites and bill members of the peaking project. If it becomes a project, MPPA will handle everything much like the other projects, yes.**

5-If we change our minds after the predevelopment outside service cost, can we back out of the project? **You will have the opportunity to decline participating in the project if it becomes one.**

6-How will the \$5000. Be handled or shown? Separate billing or included in the monthly bills? **It will be as expensed on your monthly bill as Peaking Service Committee.**

Mike Hyland-Portland

---

**From:** Robert Lalonde <[rlalonde@mpower.org](mailto:rlalonde@mpower.org)>

**Sent:** Wednesday, February 5, 2020 4:47 PM

**To:** Victor Sinadinovski <[citymgr@cityofharborsprings.com](mailto:citymgr@cityofharborsprings.com)>; Steve Donkersloot <[sdonkersloot@lowell-light.org](mailto:sdonkersloot@lowell-light.org)>; Mike Robbins <[mrobbins@petoskey.us](mailto:mrobbins@petoskey.us)> <[mrobbins@petoskey.us](mailto:mrobbins@petoskey.us)>; Mike Hyland <[mikehyland@portland-michigan.org](mailto:mikehyland@portland-michigan.org)>; Kurt Giles <[kgiles@stlouismi.com](mailto:kgiles@stlouismi.com)>; Chris Brohl <[cbrohl@wyandottemi.gov](mailto:cbrohl@wyandottemi.gov)>

**Subject:** FW: Peaking Service Committee - Action needed

**Importance:** High

Please affirm if you wish to remain in the Peaking Service Committee. We are just doing due diligence before we have expenses for the service committee. Please let me know if you have any questions.

Thanks,

---

**From:** Robert Lalonde

**Sent:** Thursday, January 30, 2020 8:33 AM

**To:** Aaron Desentz <[adesentz@cityofeatonrapids.com](mailto:adesentz@cityofeatonrapids.com)>; Andrew Boatright <[aboatright@zeelandbpw.com](mailto:aboatright@zeelandbpw.com)>; Bill Hunter <[bhunter@south-haven.com](mailto:bhunter@south-haven.com)>; Charlene Hudson <[chudson@slandw.com](mailto:chudson@slandw.com)> <[chudson@slandw.com](mailto:chudson@slandw.com)>; Chris Brohl <[cbrohl@wyandottemi.gov](mailto:cbrohl@wyandottemi.gov)>; Dave Bolan <[Dave.Bolan@lbwl.com](mailto:Dave.Bolan@lbwl.com)>; David Walters <[dwalters@ghblp.org](mailto:dwalters@ghblp.org)> <[dwalters@ghblp.org](mailto:dwalters@ghblp.org)>; dgkoster@hollandbpw.com; Don Swem <[dons@charlevoixmi.gov](mailto:dons@charlevoixmi.gov)>; Jay Anderson <[janderson@baycitymi.org](mailto:janderson@baycitymi.org)>; Jeff Dunlap <[jdunlap@nilesmi.org](mailto:jdunlap@nilesmi.org)>; John Griffith <[JGriffith@sturgismi.gov](mailto:JGriffith@sturgismi.gov)>; John P. Hanifan <[jhanifan@city-chelsea.org](mailto:jhanifan@city-chelsea.org)> <[jhanifan@city-chelsea.org](mailto:jhanifan@city-chelsea.org)>; Kurt Giles <[kgiles@stlouismi.com](mailto:kgiles@stlouismi.com)>; Leland Techlin <[ltechlin@baycitymi.org](mailto:ltechlin@baycitymi.org)>; Lynne Ladner <[lladner@cityofhart.org](mailto:lladner@cityofhart.org)> <[lladner@cityofhart.org](mailto:lladner@cityofhart.org)>; Mike Robbins <[mrobbins@petoskey.us](mailto:mrobbins@petoskey.us)> <[mrobbins@petoskey.us](mailto:mrobbins@petoskey.us)>; MikeHyland@portland-michigan.org; Sarah Moyer-Cale <[s.moyer-cale@pawpaw.net](mailto:s.moyer-cale@pawpaw.net)> <[s.moyer-cale@pawpaw.net](mailto:s.moyer-cale@pawpaw.net)>; Steve Donkersloot <[sdonkersloot@lowell-light.org](mailto:sdonkersloot@lowell-light.org)>; Tim Arends <[tarends@tclp.org](mailto:tarends@tclp.org)>; Tom Carpenter <[tcarpenter@mblp.org](mailto:tcarpenter@mblp.org)>; Victor Sinadinovski <[citymgr@cityofharborsprings.com](mailto:citymgr@cityofharborsprings.com)>; Chris Mathis <[cmathis@visitunioncity.com](mailto:cmathis@visitunioncity.com)> <[cmathis@visitunioncity.com](mailto:cmathis@visitunioncity.com)>; Chris McArthur <[cmcarthur@hillsdalebpu.com](mailto:cmcarthur@hillsdalebpu.com)>; Ed Rice <[erice@cityofmarshall.com](mailto:erice@cityofmarshall.com)>; Jeff Budd <[jbudd@coldwater.org](mailto:jbudd@coldwater.org)>; John Peck <[jpeck@croswell.us](mailto:jpeck@croswell.us)>; Kevin Cornish <[cornishk@villageofclinton.org](mailto:cornishk@villageofclinton.org)>; Tom Tarkiewicz <[TTarkiewicz@cityofmarshall.com](mailto:TTarkiewicz@cityofmarshall.com)>

**Cc:** Amy DeLeeuw <[ADeleeuw@mpower.org](mailto:ADeleeuw@mpower.org)>; Matt Burk <[mburk@mpower.org](mailto:mburk@mpower.org)>; Keith Parrott <[KParrott@mpower.org](mailto:KParrott@mpower.org)>; Patrick Bowland <[PBowland@mpower.org](mailto:PBowland@mpower.org)>

**Subject:** Peaking Service Committee - Action needed

**Importance:** High

MPPA Commissioners and Associate Members,

Presented at the last board meeting was a request to analyze a peaking project in addition to the current Coldwater Project. The details of such are attached for your review. The purpose of this email is to establish interest in this assessment and authorize MPPA to conduct a Feasibility Assessment as outlined in the attached document. We plan to charge members in the existing Peaking Capacity Service Committee for this assessment. Below is a list of who is currently in the committee. **If you are listed, please affirm that you wish to stay in the service committee.** If you wish to **leave** the service committee, please fill out the attached form and remit back to us. If your interested in **joining** the service committee, then also fill out the form attached and send back to us.

Bay City  
Charlevoix  
Chelsea  
Eaton Rapids  
Grand Haven  
Harbor Springs  
Hart  
Lowell  
Petoskey  
Portland  
St. Louis  
Traverse City  
Wyandotte  
Zeeland

Thank you,

Bob Lalonde | Director of Energy Supply and Market Operations



Michigan Public Power Agency  
809 Centennial Way, Lansing, MI 48917  
Office: 517-323-8919 x119 | Fax: 517-323-8373  
[rlalonde@mpower.org](mailto:rlalonde@mpower.org) | [www.mpower.org](http://www.mpower.org)

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# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Tuesday, February 18, 2020

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; Finance Officer Tolan; Police Chief Thomas

Guests: Bob Lathers of The Beacon

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

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

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman stated the \$800,000 SAW Grant, Stormwater & Asset Wastewater Management Grant project is underway with continuing fieldwork.

Developers of a proposed Taco Bell at Grand River Ave. and Bristie St., at the location of the former China Buffet, Red Tomato, and car wash, have their formal submissions to the Zoning Board of Appeals and Planning Commission. The Zoning Board of Appeals will consider the variance request at their meeting on March 9, 2020. The Planning Commission will consider approval of the site plan, the application for Special Land Use, and the completed traffic study at their meeting on March 11, 2020.

The Fiber Project Executable Project Plan (EPP) continues to move forward and is expected to be complete by the end of March. This project will outline a potential timeframe for completion of a project.

The Safe Routes to School project is in its final design phase; the City is working to secure the required easements and grading permits. The goal is for an MDOT bid letting in May.

The project to realign W. Bridge St. to Quarterline St. at Grand River Ave. is currently out to bid. This project will improve the safety of the intersection and will include a dedicated right turn lane onto W. Bridge St. from Grand River Ave. This project will require the City to secure a couple of easements from adjacent property owners.

Revisions to The Grand River Avenue Small Urban Road Project have been made with the removal of the sidewalk under the I-96 overpass as this added significant cost to the project. The Rivertrail already provides safe passage under the expressway for pedestrians. The project will be relet for new bids.

The Master Plan Review process was scheduled to take place at the February 12, 2020 Planning Commission meeting but due to the lack of a quorum there was no meeting. The review will be rescheduled for a later date.

Under New Business, the Council considered Resolution 20-08 to approve a Pension Waiver Application to be submitted to the Michigan Department of Treasury. Finance Director Tolan explained the Protecting Local Government Retirement and Benefits Act was made law in 2017 to preserve public employee pension and healthcare benefits through the establishment of minimum funding levels. The Act requires that pensions meet a 60% funding level. The City of Portland was recently notified that its funding level through the Michigan Municipal Employee Retirement Systems is 59%. The City may request a waiver to establish a deficit elimination plan based on certain criteria. The City has taken significant steps well before this legislation to address pension funding and is currently in year 3 of a 20-year plan to be fully funded.

Motion by Johnston, supported by Sheehan, to approve Resolution 20-08 approving and authorizing a Pension Waiver Application be submitted to the Michigan Department of Treasury.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 20-09 to rescind Council Policy 00-1 regarding employee home computer purchases.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 20-09 to rescind Council Policy 00-1 regarding employee home computer purchases.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-10 to approve a recommended Unassigned Fund Balance level for the Portland Area Fire Authority. The City of Portland, Portland Township, and Danby Township have been discussing the need to establish an unassigned fund balance level. The City's auditors, Manner Costerisan, recommends a fund balance of 15-20% as a general rule. The City Manager and Finance Officer are comfortable with the Auditor's recommendation, but are continuing to work with the Townships on this matter to there is consensus with the decision.

City Manager Gorman stated that he heard from both the Portland and Danby Township supervisors today, they both agreed to a 30% unassigned fund balance level. City Manager Gorman noted that the Portland Area Fire Authority budget includes separate line items to save for future purchases of vehicles and equipment.

Mayor Pro-Tem VanSlambrouck stated that the Portland Area Fire Authority will be looking at the Fiscal Year 20/21 budget to see if further adjustments can be made. He further noted that the community should be very proud of the strong fire department service in the Portland area. It is well staffed and has excellent response times.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 20-10 to approve a recommended Unassigned Fund Balance level for the Portland Area Fire Authority.

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 on February 3, 2020, payment of invoices in the amount of \$70,1362.46 and payroll in the amount of \$114,467.79 for a total of \$184,600.25. A purchase order to Resco in the amount of \$7,060.00 for a transformer was also included.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents that the Daddy/Daughter Dance will be held February 26 and 27, 2020.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck stated the VFW will host a Burger Night Fundraiser on February 21, 2020 for the Portland Community Fund.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:47 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the February 18, 2020 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; Finance Officer Tolan; Police Chief Thomas

**Approval of Resolution 20-08** approving and authorizing a Pension Waiver Application be submitted to the Michigan Department of Treasury.

All in favor. Adopted.

**Approval of Resolution 20-09** to rescind Council Policy 00-1 regarding employee home computer purchases.

All in favor. Adopted.

**Approval of Resolution 20-10** to approve a recommended Unassigned Fund Balance level for the Portland Area Fire Authority.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:47 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 - PARKS                             | 75.95    |
| OTTAWA COUNTY                      | MISC   | REG CON-ED CLASS - ASSESSOR                     | 45.00    |
| MUSKEGON COUNTY EQUALIZATION       | MISC   | CON ED CLASS - ASSESSOR                         | 40.00    |
| BOBCAT OF LANSING                  | 02439  | TUBELINE & FREIGHT - MP                         | 112.08   |
| FREDRICKSON SUPPLY LLC             | 02104  | REPAIRS TO VAC TRUCK - MP                       | 2,731.02 |
| STAR THOMAS                        | 01654  | FEB CELL PHONE REIMB - POLICE                   | 40.00    |
| INDEPENDENT BANK                   | 00197  | MAR BOND PAYMENT - ELECTRIC                     | 8,876.00 |
| USA TODAY NETWORK                  | 02501  | COUNCIL MTG SYNOPSIS - GEN                      | 82.00    |
| RESCO                              | 00392  | 4/0 ELBOWS JACKET SEAL - ELECTRIC               | 3,345.00 |
| RESCO                              | 00392  | COMPRESSION TAPS - ELECTRIC                     | 485.00   |
| RESCO                              | 00392  | COMPRESSION TAPS - ELECTRIC                     | 99.00    |
| RESCO                              | 00392  | METER SEALS - ELECTRIC                          | 351.38   |
| APPLIED IMAGING                    | 02493  | PRINTER INVOICE - VARIOUS DEPTS                 | 314.15   |
| STAR THOMAS                        | 01654  | LAMINATOR, COATS - POLICE                       | 161.73   |
| PULSE BROADBAND LLC                | 02565  | EDPA/BROADBAND - ELECTRIC                       | 716.25   |
| KEUSCH SUPER SERVICE               | 00228  | REPAIRS & TIRES - POLICE                        | 988.10   |
| I.T. RIGHT                         | 02440  | 3 MS OFFICE PKG - POLICE                        | 747.00   |
| ADVANCED PLUMBING & MECHANICAL LLC | MISC   | CONDENSATE PAN/LABOR RED MILL - PARKS           | 475.07   |
| MATTAWAN POLICE DEPT               | MISC   | DIGITAL ALLY EQUIP - POLICE                     | 200.00   |
| STATE OF MICHIGAN                  | 00428  | SOR FEDEWA, TORP - POLICE                       | 60.00    |
| TIM GROENHOF                       | 01919  | MEAL TAC TRAINING - POLICE                      | 9.32     |
| FAMILY FARM & HOME                 | 01972  | GLOVES - WATER                                  | 15.39    |
| FLEIS & VANDENBRINK                | 00153  | ENGINEERING SERV. - MAJ STS                     | 1,806.22 |
| FLEIS & VANDENBRINK                | 00153  | CAPITAL IMPROV PLAN - GEN                       | 500.00   |
| FLEIS & VANDENBRINK                | 00153  | GEN ENGINEERING SVC - GEN                       | 1,163.00 |
| CLUTCH DYNAMICS                    | MISC   | FRICTION BLANKS FOR WIRE TRAILER - ELECTRIC     | 120.03   |
| SCOTT HONSOWITZ                    | 00192  | CLOTHING ALLOWANCE - ELECTRIC                   | 134.99   |
| GRAINGER, INC.                     | 00172  | EMERG LIGHT/HARDWARE FOR SCREEN - WW            | 109.04   |
| GRAPHIC EQUIPMENT CORPORATION      | 02328  | LIMIT & PLUNGER SWITCH FOR SLUDGE THICHENER - V | 279.60   |
| REED & HOPPES, INC.                | 00390  | SERVICE CALL - MP                               | 200.00   |
| REED & HOPPES, INC.                | 00390  | TOW TO GR - MP                                  | 525.00   |

| VENDOR NAME                  | VENDOR | DESCRIPTION                           | AMOUNT   |
|------------------------------|--------|---------------------------------------|----------|
| ETNA SUPPLY COMPANY          | 00146  | COPPER METER RESETTER - WATER         | 110.90   |
| MANER COSTERISAN             | 02588  | CONSULTING SERVICES - GEN             | 1,087.00 |
| S&K TROPHIES AND PLAQUES     | 00401  | ADULT BBALL, VBALL TROPHIES - REC     | 239.94   |
| SLICK SHIRTS SCREEN PRINTING | 02003  | BBALL CHAMP SHIRTS - REC              | 539.10   |
| MICHIGAN ELECTION RESOURCES  | 00278  | QVF VOTER ID CARDS - ELECTIONS        | 39.84    |
| POWER LINE SUPPLY COMPANY    | 00389  | TAP COMPRESSION - ELECTRIC            | 460.00   |
| BERTMAN TOOLS LLC            | 02430  | REPAIRS SCREW GUN - MP                | 91.90    |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - WTR                     | 16.44    |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - MTR POOL                | 304.94   |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - PARKS                   | 63.09    |
| CONSUMERS ENERGY             | 00095  | GAS SREVICE - WASTE WATER             | 15.21    |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - WASTE WATER             | 443.45   |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - WATER                   | 61.33    |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - CITY HALL               | 784.94   |
| CONSUMERS ENERGY             | 00095  | GAS SERVICE - ELECTRIC                | 1,187.49 |
| DETROIT SALT COMPANY         | 01497  | ROAD SALT MIDEAL - MAJ, LOC STS       | 3,396.14 |
| JOE MCCRUMB                  | MISC   | ENERGY OPTZ PROGRAM - ELECTRIC        | 300.00   |
| DONNA SINES                  | MISC   | ENERGY OPTZ PROGRAM - ELECTRIC        | 150.00   |
| JOHN DEERE FINANCIAL         | 01818  | VAR SUPPLIES - ELECTRIC               | 176.71   |
| AMERICAN RENTALS, INC.       | 00017  | PORTABLE TOILET DAM - PARKS           | 100.00   |
| OTIS ELEVATOR                | 00970  | ELEVATOR SERVICE CONTRACT - CITY HALL | 614.22   |
| BRYAN SCHEURER               | 00600  | OFFICIAL - REC                        | 121.00   |
| MARK SCHEURER                | 00601  | OFFICIAL - REC                        | 40.00    |
| TIM STOPZYNSKI               | 02438  | OFFICIAL - REC                        | 135.00   |
| MARCO WILLIAMS               | 02393  | OFFICIAL - REC                        | 135.00   |
| MARK ROBERTS                 | 02575  | OFFICIAL - REC                        | 135.00   |
| RENEE LEIK                   | 01945  | OFFICIAL - REC                        | 120.00   |
| JODI WOODMAN                 | 02006  | OFFICIAL - REC                        | 72.00    |
| LINDSAY BARKER               | 02441  | OFFICIAL - REC                        | 48.00    |
| NATHAN LEHNERT               | 02496  | OFFICIAL - REC                        | 45.00    |
| NATHANIEL LEAHY              | 02424  | OFFICIAL - REC                        | 45.00    |

| VENDOR NAME                        | VENDOR | DESCRIPTION                                     | AMOUNT      |
|------------------------------------|--------|---|-------------|
| SHANE COOK                         | 02511  | OFFICIAL - REC                                  | 60.00       |
| KATELYN RUSSELL                    | 02457  | OFFICAL - REC                                   | 60.00       |
| ASHLEY BOWER                       | 02623  | OFFICIAL - REC                                  | 45.00       |
| EMMA HONSOWITZ                     | 02572  | OFFICIAL - REC                                  | 45.00       |
| ISSAC HONSOWITZ                    | 02573  | OFFICIAL - REC                                  | 45.00       |
| ALEX FEDEWA                        | 02619  | OFFICIAL - REC                                  | 55.00       |
| F&V OPERATIONS & RESOURCE MANAGMNT | 02564  | WWTP OPERATIONS - WW                            | 612.00      |
| RESCO                              | 00392  | PAD MOUNT TRANSFORMER - ELECTRIC, COUNCIL CONSE | 7,060.00    |
| SHARE CORPORATION                  | 02620  | TOOLS/SUPPLIES - WATER, MTR POOL                | 498.00      |
| STATE OF MICHIGAN                  | 00428  | 12 MUNICIPAL LICENSE PLATES - MP                | 156.00      |
| RESCO                              | 00392  | LUG COMPRESSION1/0 PKG - ELECTRIC               | 143.75      |
| MODEL FIRST AID SAFETY/TRAINING    | 00313  | FIRST AID SUPPLIES - ELECTRIC                   | 45.55       |
| KATHY'S CLEANING                   | 01684  | CLEANING SERVICES - CITY HALL                   | 745.00      |
| MAMC                               | 01580  | 2020 MEMBERSHIP DUES - CEMETERY                 | 40.00       |
| USA BLUEBOOK                       | 01850  | RDO-X SENSOR CAP - WW                           | 200.70      |
| USA BLUEBOOK                       | 01850  | WIDE MOUTH BOTTLES - WW                         | 49.04       |
| STEPHEN PULLING                    | 00378  | CLOTHING ALLOWANCE - MP                         | 300.00      |
| DICKINSON WRIGHT PLLC              | 02244  | LEGAL SERVICES - GEN                            | 323.00      |
| Total:                             |        |   | \$46,369.00 |

**BI-WEEKLY  
WAGE REPORT  
February 24, 2020**

| DEPARTMENT       | GROSS EARNINGS<br>CURRENT PAY | GROSS EARNINGS<br>YEAR-TO-DATE | SOCIAL SECURITY &<br>FRINGE BENEFITS<br>CURRENT PAY | SOCIAL SECURITY &<br>FRINGE BENEFITS<br>YEAR-TO-DATE | TOTAL CURRENT<br>PAYROLL | GRAND TOTAL<br>YEAR-TO-DATE |
|------------------|-------------------------------|--------------------------------|---|--|--------------------------|-----------------------------|
| GENERAL ADMIN.   | 9,100.02                      | 163,785.71                     | 2,023.00  | 46,587.15  | 11,123.02                | 210,372.86                  |
| ASSESSOR         | 1,695.23                      | 18,202.28                      | 130.71  | 1,395.58   | 1,825.94                 | 19,597.86                   |
| CEMETERY         | 2,601.15                      | 60,082.37                      | 274.45  | 15,284.69  | 2,875.60                 | 75,367.06                   |
| POLICE           | 13,700.22                     | 243,696.16                     | 2,981.60  | 64,301.28  | 16,681.82                | 307,997.44                  |
| CODE ENFORCEMENT | 653.48                        | 12,104.91                      | 91.16   | 2,733.52   | 744.64                   | 14,838.43                   |
| PARKS            | 1,358.00                      | 46,809.72                      | 168.11  | 7,481.98   | 1,526.11                 | 54,291.70                   |
| INCOME TAX       | 2,672.42                      | 35,415.14                      | 763.22  | 14,343.26  | 3,435.64                 | 49,758.40                   |
| MAJOR STREETS    | 5,207.84                      | 66,963.16                      | 803.11  | 28,921.69  | 6,010.95                 | 95,884.85                   |
| LOCAL STREETS    | 4,334.97                      | 59,585.91                      | 817.62  | 23,962.49  | 5,152.59                 | 83,548.40                   |
| RECREATION       | 296.12                        | 15,161.71                      | 36.92   | 2,744.04   | 333.04                   | 17,905.75                   |
| AMBULANCE        | 11,042.85                     | 209,631.04                     | 1,931.68  | 45,539.46  | 12,974.53                | 255,170.50                  |
| DDA              | 2,382.79                      | 42,291.22                      | 334.83  | 7,008.99   | 2,717.62                 | 49,300.21                   |
| ELECTRIC         | 17,863.82                     | 312,053.47                     | 3,313.45  | 88,228.29  | 21,177.27                | 400,281.76                  |
| WASTEWATER       | 6,767.39                      | 115,268.93                     | 1,046.35  | 33,188.08  | 7,813.74                 | 148,457.01                  |
| WATER            | 5,508.89                      | 93,461.35                      | 1,317.94  | 34,039.53  | 6,826.83                 | 127,500.88                  |
| MOTOR POOL       | 1,712.88                      | 30,661.71                      | 201.06  | 8,918.18   | 1,913.94                 | 39,579.89                   |
| <b>TOTALS:</b>   | <b>86,898.07</b>              | <b>1,525,174.79</b>            | <b>16,235.21</b>                                    | <b>424,678.21</b>                                    | <b>103,133.28</b>        | <b>1,949,853.00</b>         |

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

Held on Monday, January 27, 2020  
In Council Chambers at City Hall

Members Present: Abel, Gorman, Williamson, Antaya, Briggs

Members Absent: Barnes, Grimminck, Madarang

Staff: DDA Director ConnerWellman, VISTA Volunteer Hengesbach, City Clerk Miller

Guests: Council Member Johnston; Eric Proctor

Vice Chair Abel called the meeting to order at 7:03 P.M.

There was no public comment.

Motion by Williamson, supported by Antaya, to approve the agenda as presented.  
All in favor. Adopted.

Motion by Antaya, supported by Williamson, to approve the minutes of the November 25, 2019 meeting as presented.  
All in favor. Adopted.

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

Under Team Reports, Director Conner Wellman noted the Organization & Finance Team has scheduled the Public Meeting for review of the work plans for Tuesday, February 18, 2019 at 7:00 P.M.

Member Williamsons had nothing new to report for Promotions & Marketing.

Director ConnerWellman reported the Business Enhancement Team has announced its new Business Balance initiative.

Under the Design Team Report, Member Briggs stated they have been discussing the potential riverfront park improvements, property maintenance, TIF amendments along with reviewing the Sign Ordinance. They are expecting Façade and Sign Grant Applications to be submitted.

Under Old Business, Director ConnerWellman stated the teams have been discussing the potential Riverfront Park Improvement (Splash Pad) and that they would like to take another year to evaluate the park plans, save funds, and fund raise.

Motion by Antaya, supported by Williamson, to use 2020 for planning of the potential Riverfront Park Improvements and move forward in 2021.  
All in favor. Adopted.

City Manager Gorman provided some information on the planning of the Riverfront Park Improvements to date.

Director ConnerWellman presented the work plans and strategies developed by the teams and stated they have become the agendas for the team meetings to ensure that they working in the right direction and getting things accomplished.

Motion by Briggs, supported by Williamson, to approve the updated work plans and assigned leadership roles.

All in favor. Adopted.

Under New Business, Director ConnerWellman presented the proposed Budget for Fiscal Year 2020-2021.

City Manager Gorman noted that City Treasurer Tolan has suggested the DDA pay an “administrative” fee for the time the City Clerk, City Treasurer and front office staff spend on DDA business.

Director ConnerWellman stated the proposed budget will be presented and discussed at the team meetings and will be presented to the DDA for consideration at the February meeting unless there are questions that arise.

Under the Director Report, Director ConnerWellman provided a recap of activities in 2019.

VISTA Volunteer Dana Hengesbach provided a self-report on her activities. The Business Bytes program has been renamed as Business Balance. Bi-weekly emails for business strategies along with links to websites with further information are sent to local businesses. She is also working on a Community Market Survey and a business incubator initiative.

Director ConnerWellman stated that Dana continues to do a great job and had add a lot of value to the Downtown.

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

Under Board Member Comments, City Manager Gorman provided an update on upcoming projects and developments occurring in the City.

Motion by Antaya, supported by Gorman, to adjourn the meeting at 7:39 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary



Date: February 24, 2020

**REPORT OF FUNDS IN DDA AS OF: February 12, 2020**

**PRINCIPAL & INTEREST ACCOUNT**

|                     |                         |                         |
|---------------------|-------------------------|-------------------------|
| PREVIOUS BALANCE:   | <u>1/13/2020</u>        | <u>\$ 501.77</u>        |
| <b>NEW BALANCE:</b> | <b><u>2/12/2020</u></b> | <b><u>\$ 501.77</u></b> |

**PRIME ACCOUNT**

|                     |                         |                           |
|---------------------|-------------------------|---------------------------|
| PREVIOUS BALANCE:   | <u>12/31/2019</u>       | <u>\$ 6,156.42</u>        |
| DEPOSITS:           |                         | \$ -                      |
| Due to customers:   |                         | \$ (311.29)               |
| <b>NEW BALANCE:</b> | <b><u>1/31/2020</u></b> | <b><u>\$ 5,845.13</u></b> |

**REGULAR ACCOUNT**

|                   |                  |               |
|-------------------|------------------|---------------|
| PREVIOUS BALANCE: | <u>1/13/2020</u> | \$ 568,332.77 |
| INTEREST EARNED:  |                  | \$ 23.97      |
| DEPOSITS:         |                  |               |
| Sesquicentennial  |                  | \$ 205.00     |

CHECKS WRITTEN:

|  |  |                             |
|--|--|-----------------------------|
| Ck No.   | Payee:   | <u>AMOUNTS</u>              |
| Checks issued 01/20/2020   |  |                             |
| 2070   | City of Portland, postage, cc reimb, phone service   | \$ 638.21                   |
| 2071   | Fence Consultants, furnished & installed black fence | \$ 2,452.00                 |
| 2072   | Tina Conner-Wellman, Mileage Reimb, phone            | \$ 132.02                   |
| 2073   | GR Outdoor, Billboard for 150                        | \$ 2,000.00                 |
| <b>TOTAL CHECKS</b>  |  | <b>\$ (5,222.23)</b>        |
| TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 1/14/2020-02/10/2020 |  | <u>\$ (5,434.79)</u>        |
| TOTAL EXPENSES:  |  | <u>\$ (10,657.02)</u>       |
| <b>NEW BALANCE:</b>  | <b><u>2/12/2020</u></b>                              | <b><u>\$ 557,904.72</u></b> |

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

**CITY OF PORTLAND**

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

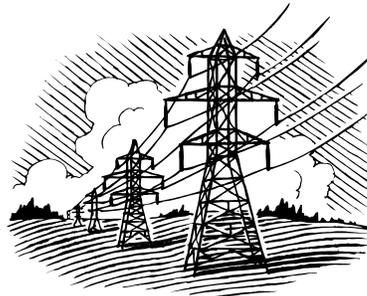
February 1, 2020  
January 1-31, 2020

|                            |                  |                           |                      |
|----------------------------|------------------|---------------------------|----------------------|
| <b>HYDRO GENERATION</b>    | 138,130          |                           |                      |
| <b>DIESEL PRODUCTION</b>   | 0                |                           |                      |
| <b>Kwh Purchased</b>       | 3,082,191        | <b>Amount Paid</b>        | \$ 170,053.51        |
| <br>                       |                  |                           |                      |
| <b>Total Kwh Purchased</b> | <b>3,220,321</b> | <b>Total Dollars Paid</b> | <b>\$ 170,053.51</b> |

|                         |                  |                             |                      |
|-------------------------|------------------|-----------------------------|----------------------|
| <b>Kwh Billed</b>       |                  | <b>Dollars Billed</b>       |                      |
| Residential             | 1,545,015        | PCA Billed                  | \$ 55,713.32         |
| Commercial              | 738,230          | Residential                 | \$ 161,630.60        |
| Large General           | 775,640          | Residential EO Charge       | \$ 2,733.52          |
| City St. Lites Metered  | 32,834           | Geothermal Discount         | \$ (235.16)          |
| St. Lites Unmetered     |                  | Commercial                  | \$ 78,562.03         |
| Rental Lights           |                  | Commercial/LG EO Charge     | \$ 2,458.04          |
| Demand                  | 2,031            | Large General               | \$ 53,051.36         |
|                         |                  | Large EO Charge             | \$ 18.40             |
|                         |                  | City St. Lights Metered     | \$ 2,780.12          |
|                         |                  | St. Lights Unmetered        | \$ 1,543.05          |
| <b>Total Kwh Billed</b> | <b>3,093,750</b> | Rental Lights               | \$ 246.89            |
|                         |                  | Demand                      | \$ 11,934.90         |
| Arrears after billing   | \$ 9,057.34      | Tax                         | \$ 13,742.57         |
| Penalties Added         | \$ 1,949.19      |                             |                      |
| Arrears end of month    | \$ 33,465.88     | <b>Total Dollars Billed</b> | <b>\$ 384,179.64</b> |
| Fuel Cost Billed        | \$ 39,325.70     |                             |                      |
| Amount Collected        | \$ 329,035.95    | Power Cost Adj.             | .01821               |
| Total Adjustments       | \$ 2,203.96      |                             |                      |

|                        |              |
|------------------------|--------------|
| Residential Customers  | 2,234        |
| Commercial Customers   | 334          |
| Large General          | 15           |
| <b>Total Customers</b> | <b>2,583</b> |

02/04/20



**CITY OF PORTLAND**  
**February-20**

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**WATER DEPARTMENT REPORT**

| <b>MONTH</b>          | Jan-20           | <b>PERIOD COVERED</b>                 | Jan. 1-31, 2020         |
|-----------------------|------------------|---------------------------------------|-------------------------|
| Customers Billed      |                  | Penalties Added                       | \$ 331.48               |
| City                  | 1,830            | Dollars Collected                     | \$ 47,066.14            |
| Rural                 | 24               | Arrears at end of Month               | \$ 4,065.63             |
| Total Customers       | 1,854            | Adjustments                           | \$ 245.22               |
|                       |                  | Gallons Pumped                        | 9,253,000               |
|                       |                  | Hydrant Flusing/Rental<br>(unmetered) | 0<br>(hydrant flushing) |
| <b>Gallons Billed</b> |                  | <b>Dollars Billed</b>                 |                         |
| City                  | 8,350,717        |                                       | \$ 48,243.74            |
| Rural                 | 128,770          |                                       | \$ 1,524.51             |
| Total                 | <u>8,479,487</u> |                                       | <u>\$ 49,768.25</u>     |

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**SEWER DEPARTMENT REPORT**

|                  |       |                    |              |
|------------------|-------|--------------------|--------------|
| Customers Billed | 1,790 | Dollars Billed     | \$83,654.89  |
|                  |       | Sewer Credit       | \$ -         |
|                  |       | Total Sewer Billed | \$ 83,654.89 |

|                             |              |
|-----------------------------|--------------|
| Penalties Added             | \$ 563.54    |
| Dollars Collected           | \$ 78,713.54 |
| Arrears at end of Month     | \$ 8,629.43  |
| Adjustments                 | \$ (42.48)   |
| Gallons Treated per Million | 13.863       |



**Ionia County Board of Commissioners  
Board of Commissioners Meeting/Department Reporting**

**February 18, 2020 - 3:00 p.m.  
Board of Commissioners Room -3<sup>rd</sup> Floor  
Ionia County Administrative Building  
101 W. Main St.**

**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**
  1. Approve minutes of the previous meeting(s)
  - 2.
  - 3.
- VII. Unfinished Business**
  - 1.
- VIII. New Business**
  1. Request approval of CCAB Resolution Contract with Cognitive Consultants, LLC.
  2. Request approval of Marine Patrol Grant Application—Sheriff Department
  3. Budget Amendment Request-FY20 Funding for Secondary Roads-Sheriff Department
  4. Request approval to fill Bookkeeper Position in Finance Office.

5. Request approval to fill Part-Time Deputy File Clerk Position in Clerk's Office.

**IX. Department Reports**

- A. Building and Grounds/Parks & Recreation
- B. Public Health
- C. Treasurer
- D. Animal Shelter
- E. Sheriff
- F. Prosecuting Attorney
- G. I.T.
- H.

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

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

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

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

**XII. Closed Session**

- 1.

**XIII. Adjournment**

# IONIA COUNTY BOARD OF COMMISSIONERS

February 25, 2020 7:00 p.m.

Board of Commissioners Room  
Ionia County Administrative Building

## AGENDA

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

(3 minute time limit per speaker – please state name/organization)
- VI. **Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B. Approve per diem and mileage
  - C. Approve Road Department Payroll and Accounts Payable
- VII. **Unfinished Business**
  - A. Request approval of Applications for 911 Board
  - B.
- VIII. **New Business**
  - A. Request approval of IT Contract
  - B. Request approval of Glenn Rest Area Maintenance Award
  - C. Request approval of Contract Renewal with Peterson Oil Company
  - D. Request approval of Contract Renewal with Lakeland Asphalt Corporation
  - E. Request approval of Contract Renewal with VanderVelde Sales & Services Inc.
  - F. Request approval of two bid extensions for signs
  - G. Request approval of Contract Renewal with Hanes Geo Components
  - H. Request approval for Contract Award for Roadside Brush Spraying
  - I. Request approval for Contract Award for Timbers Sales
  - J. Discussion about primary bridge policy and list of bridge applications (no action needed)
  - K. Acknowledge Application for Ionia Commission on Aging Board.

- L. Request for consideration and legal review of Ballot Question from the Committee to Support the Senior Millage.

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

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

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

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

**XII. Closed Session**

- A.

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Construction Board of Appeals – One two-year terms, expired October 2019. This position serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expiring April 2020.
- West Michigan Regional Planning Commission – Two one-year terms, expired December 2019.
- Tax Advisory Board – One –one year term expiring 2020
- Commission on Aging Board – one – three year term expiring September 2020

**Appointments for consideration in the month of March 2020:**

- Community Mental Health Services Board-Four-three year terms expires March 2020

**Appointments for consideration in the month of April 2020:**

- Economic Development Corporation/Brownfield Redevelopment Authority: Three-three year terms expires April 2020
- Land Bank Authority : One-three year term expires April 2020