



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

7:00 P.M. Monday, April 6, 2020

Via Virtual Zoom Meeting ID# 456 214 393

Pursuant to Michigan Governor's Executive Orders 2020-15 and 2020-21

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:10 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> – None	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 20-16 to Authorize Issuance of General Obligation Limited Tax Refunding Bonds, Series 2020	Decision
7:25 PM	B. Proposed Resolution 20-17 Approving the Budget for Fiscal Year 2020-2021 for the Portland Area Fire Authority	Decision
7:28 PM	C. Proposed Resolution 20-18 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River	Decision
7:30 PM	D. Proposed Resolution 20-19 Approving the Submittal of an Application for Local Bridge Program Funds for Replacement of the Divine Highway Bridge over the Looking Glass River	Decision
7:32 PM	E. Proposed Resolution 20-20 to Amend the Budget for Fiscal Year 2019-2020	Decision
7:34 PM	F. Proposed Resolution 20-21 Approving the Board of Light and Power's Recommendation to Approve a Rate Study for the Electric Department	Decision
7:36 PM	G. Proposed Resolution 20-22 Approving AECOM's Proposal for Annual Water Level Monitoring, Downstream Fish Passage & Nuisance Plant Monitoring & Reports for 2020 and 2021	Decision
7:38 PM	H. Proposed Resolution 20-23 Approving Participation in the State Bid Process for Winter Road Salt 2020-2021	Decision
7:40 PM	X. <u>Consent Agenda</u>	
	A. Minutes & Synopsis from the Regular City Council Meeting on March 16, 2020	Decision

**Estimated
Time**

**Desired
Outcome**

- B.** Payment of Invoices in the Amount of \$37,801.18 and Payroll in the Amount of \$214,568.90 for a Total of \$252,370.08
- C.** Purchase Orders over \$5,000.00
 - 1. Resco in the amount of \$9,590.00 for a Transformer for the Sparrow Development
 - 2. Resco in the amount of \$33,572.00 for Kerite Wire

XI. Communications

- A.** COVID-19 Emergency Operations Memo
- B.** COVID-19 City Manager Letter to Residents
- C.** COVID-19 Letter from Ionia County Sheriff's Office
- D.** Utility Billing Reports for February 2020
- E.** Police Department Report for March 2020
- F.** MPSC Notice of Hearing

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

7:43 PM

7:45 PM

7:50 PM

7:55 PM

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-16

**A RESOLUTION TO AUTHORIZE ISSUANCE OF
GENERAL OBLIGATION LIMITED TAX REFUNDING BONDS, SERIES 2020**

WHEREAS, the City of Portland (the “City”) issued its 2008 Capital Improvement Bonds (Limited Tax General Obligation), dated April 17, 2008, in the original aggregate principal amount of \$1,690,000 (the “Prior Bonds”) pursuant to Act 34, Public Acts of Michigan, 2001, as amended, (“Act 34”) for the purpose of paying the cost of purchasing, acquiring and constructing improvements for the electric supply system of the City (the “Improvements”);

WHEREAS, the Prior Bonds maturing or having mandatory redemptions on or after April 1, 2019 are subject to optional redemption prior to maturity as a whole or in part, at the option of the City, in such order as the City shall determine, on any dates, on or after April 1, 2018;

WHEREAS, Act 34 permits the City to refund all or part of the Prior Bonds;

WHEREAS, the City has received a savings report from Robert W. Baird & Co., which shows that refunding a portion of the Prior Bonds may provide a substantial savings in interest costs to the City;

WHEREAS, the City will request proposals from financial institutions for the purchase of refunding bonds to refund all or a portion of the Prior Bonds; and

WHEREAS, the City Council has determined that it is in the best interest of the City to refund all or a portion of the Prior Bonds and to authorize an officer of the City to award the sale of the Bonds to a financial institution or negotiate the sale of the refunding bonds to an underwriter and take all actions necessary to issue refunding bonds in the amount of not to exceed \$1,200,000 (the “Bonds”) and refund all or a portion of the Prior Bonds.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. NECESSITY. The City Council (the “Council”) determines that it is a necessary public purpose of the City to refund all of the outstanding principal amount of the Prior Bonds.
2. ISSUANCE OF BONDS. Subject to the parameters of this Resolution, the Bonds, designated General Obligation Limited Tax Refunding Bonds, Series 2020, are authorized to be issued in the aggregate principal amount not to exceed \$1,200,000 for the purpose of refunding all of the outstanding principal amount of the Prior Bonds, or such other portion of the Prior Bonds

as determined by the Authorized Officer (defined below) (the “Refunded Bonds”) in an order signed by the Authorized Officer (the “Sale Order”) and to pay the legal and financial expenses and all other expenses incidental to the issuance of the Bonds.

3. PERIOD OF USEFULNESS. The estimated remaining period of usefulness of the Improvements is determined to be in excess of fourteen years.

4. BOND TERMS. The Bonds shall be issued in fully registered form as to both principal and interest, in minimum denominations of \$100,000 or any multiples of \$1,000 above that amount or such denominations determined by the Authorized Officer (“Authorized Denominations”). The Bonds shall be numbered consecutively in the order of their registration, shall be dated the date of delivery or such other date as determined by the Authorized Officer in the Sale Order and shall mature serially or as term bonds subject to mandatory redemption as determined by the Authorized Officer in the Sale Order.

The Bonds shall bear interest as determined by the Authorized Officer, payable semiannually as determined by the Authorized Officer. The Authorized Officer may determine or alter the Bond terms within the parameters of this resolution as hereafter provided.

5. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America to the person appearing on the Bond registration books as the registered owner thereof. Payment of principal on the Bonds shall be made at the principal office of the Paying Agent (defined below). Payment of interest on the Bonds shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially, the determination date shall be the date as of the fifteenth (15th) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the City to conform to market practice.

6. PLEDGE OF FULL FAITH AND CREDIT, GENERAL OBLIGATION. The City hereby pledges its limited tax, full faith and credit, general obligation for the prompt payment of the principal of and interest on the Bonds as and when due. Each year, the City shall be obligated, as a first budget obligation, to advance money from its general funds to pay the principal of and interest on the Bonds as they become due. In the event there are insufficient moneys for the payment of principal of and interest on the Bonds, the City shall levy a tax on all taxable property in the City for the prompt payment of principal and interest on the Bonds, which tax shall be

limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the City.

7. PRIOR REDEMPTION. The Bonds shall be subject to optional redemption prior to maturity as determined by the Authorized Officer.

8. PAYING AGENT AND REGISTRATION:

(a) Appointment of Paying Agent. The Authorized Officer shall, from time to time, designate and appoint a paying agent, which may also act as transfer agent and bond registrar (the “Paying Agent”) and is authorized to remove the Paying Agent and appoint a successor Paying Agent. In the event of a change in the Paying Agent, notice shall be given in writing, by certified mail, to each Registered Owner not less than sixty (60) days prior to the next interest payment date. The Paying Agent shall keep the official books for the recordation of the Registered Owners of the Bonds.

(b) Book Entry Eligible: At the option of the initial purchaser of the Bonds, the Bonds will be issued in book-entry only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for The Depository Trust Company (“DTC”), New York, New York; if this option is selected, DTC will act as securities depository for the Bonds, purchase of the Bonds will be made in book-entry only form, in Authorized Denominations, and purchasers will not receive certificates representing their interest in Bonds purchased. Payment of principal and interest will be made by the Paying Agent to DTC. While the Bonds are held in book-entry-only form, then the Bonds shall be transferred in accordance with the procedures established by DTC. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent or bond registrar shall have no responsibility with respect to such transfers. The Authorized Officer shall have the authority from time to time to appoint a successor depository trustee to serve in the place of DTC. While the Bonds are issued in book-entry-only form the Paying Agent shall serve as paying agent only.

(c) Transfer outside of Book-Entry-Only. In the event the book-entry-only system is not selected or is discontinued, the following provisions would apply to the Bonds. Registration of the Bonds shall be recorded in the registration books of the City to be kept by the Paying Agent. Bonds may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or his or her legal representative duly authorized in writing, after which a new Bond or Bonds shall be issued

by the Paying Agent to the transferee (new registered owner) in the same aggregate principal amount as outstanding amount of the Bond submitted for transfer. No transfer of Bonds shall be valid unless and until recorded on the bond registration books in accordance with the foregoing. The person in whose name any bond is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the City and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on any Bond to the Registered Owner thereof shall constitute a valid discharge of the City's liability upon such Bond to the extent of such payment. No Bond shall be transferred less than fifteen (15) days prior to an interest payment date nor after the Bond has been called for redemption. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent, acting as bond registrar, shall have no responsibility with respect to such transfers.

9. BOND FORM. The Bonds shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such changes as are recommended by the City's Bond Counsel and approved by the officers of the City signing the Bonds, and whose signatures thereon shall be conclusive evidence of such approval.

10. EXECUTION OF BONDS. The Mayor or the Mayor Pro Tem and the Clerk or the Deputy Clerk of the City are hereby authorized and directed to sign the Bonds, either manually or by facsimile signature, on behalf of the City. Upon execution, the Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price.

11. BOND PAYMENT FUND. For payment of principal of and interest on the Bonds, there shall be established and maintained a debt service fund for the Bonds (the "Bond Payment Fund"). The accrued interest, if any, and capitalized interest, if any, received at the time of delivery of the Bonds and such amount of any premium determined by the Authorized Officer shall be placed into the Bond Payment Fund. The City shall budget annually a sufficient amount to pay the annual principal of and interest on the Bonds and deposit such amount in the Bond Payment Fund as needed to make payments of principal and interest as they become due. Moneys in the Bond Payment Fund shall be expended solely for payment of principal and interest on the Bonds that first come due. Any monies remaining in the Bond Payment Fund after the annual payments of principal of and interest on the Bonds shall be transferred to the General Fund and shall no longer be pledged hereunder.

12. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the City as allowed by law and subject to the limitations imposed by arbitrage regulations and Section 148 of the Code (defined below).

13. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Resolution may be kept in one or more accounts at financial institutions designated by resolution of the City and, if kept in one account, the monies shall be allocated on the books and records of the City in the manner and at the times provided in this Resolution.

14. BOND PROCEEDS; ESCROW AGREEMENT. The proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds and to secure payment of the Refunded Bonds, as follows:

(a) Any accrued interest received upon delivery of the Bonds and the amount of any premium determined by the Authorized Officer shall be deposited in the Bond Payment Fund.

(b) Proceeds of the Bonds in the amount designated by the Authorized Officer at the time of delivery of the Bonds, together with any monies transferred by the City from the debt retirement fund for the Prior Bonds and any other available funds of the City at the time of sale of the Bonds, all as determined by the Authorized Officer, shall be deposited in an escrow fund (the “Escrow Fund”), to be used pursuant to the terms of an escrow agreement (the “Escrow Agreement”) to be executed between the City and an escrow trustee selected by the Authorized Officer (the “Escrow Trustee”), providing for the deposit of the proceeds of the Bonds with the Escrow Trustee for the purposes of investment and administration or be used directly to refund the Refunded Bonds.

The Escrow Fund shall be held in trust by the Escrow Trustee pursuant to the Escrow Agreement, which agreement shall irrevocably direct the Escrow Trustee to take all necessary steps to call for redemption the Refunded Bonds, including publication and mailing of redemption notices, on the first call date on which the Refunded Bonds may be called for redemption. The proceeds of the Bonds deposited in the Escrow Fund shall be invested in deposits of cash and/or any bonds or other obligations not callable at the option of the Issuer thereof, which as to principal and interest constitute direct obligations of the United States of America, or obligations the principal of and interest on which is fully guaranteed by the United States of

America, including U. S. Treasury Trust Receipts, or any other obligations permitted under the terms of the Escrow Agreement. The investments held in the Escrow Fund shall be such that the principal will be sufficient, without reinvestment, to pay the principal and interest on the Refunded Bonds as they become due at their maturity or at the call for redemption required by this section. The Escrow Trustee shall serve as Trustee under the Escrow Agreement. The Authorized Officer is hereby authorized and directed to negotiate, approve and execute the Escrow Agreement for and on behalf of the City.

(c) The balance of the proceeds of the sale of the Bonds shall be deposited in a costs of issuance fund established under the Escrow Agreement (or be used directly) to be used to pay legal, financing or other expenses incidental to issuance of the Bonds.

15. SALE OF BONDS. The Authorized Officer is hereby authorized to circulate or to cause a placement agent to circulate a request for proposals to purchase the Bonds and to negotiate the sale of the Bonds to such financial institution or underwriter as the Authorized Officer shall determine. The City determines that a negotiated sale is in the best interest of the City because its relationship with local banking institutions will provide a low interest rate while also saving on the costs of issuance for the Bonds and will provide flexibility to time such sale to market conditions as advantageously as possible.

16. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the Mayor, the City Manager, and the Finance Director/Treasurer of the City, or any one or more of them (the “Authorized Officer”), are authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

(a) The par amount of the Bonds shall not exceed \$1,200,000.

(b) The Bonds shall not be sold at a price that would make the interest cost on the money borrowed, after deducting any premium or adding any discount, exceed 5.00% per annum.

(c) The final maturity date of the Bonds shall not be later than April 1, 2033.

(d) The Bonds shall not be sold at a price of less than 98% of the par value of the Bonds.

(e) In addition, the Authorized Officer may agree to pay such fees of the purchaser as the Authorized Officer may approve.

The Authorized Officer is hereby authorized for and on behalf of the City, without further Council approval, to: (a) approve the circulation of a preliminary and a final Official Statement describing the Bonds, if considered necessary; (b) negotiate the sale of the Bonds and enter into a Bond Purchase Agreement or otherwise award the sale of the Bonds; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds, if considered necessary; (e) negotiate, approve, and execute the Escrow Agreement; and (f) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

Approval by the City of the matters delegated in this section or any other sections may be evidenced by execution or approval of such documents by the Authorized Officer. The Authorized Officer, together with the Clerk, or any one or more of them, are authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications including applications to the Michigan Department of Treasury (including an Application for State Treasurer's Approval to Issue Long-Term Securities, applications for waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations, and to pay any fees required by the State of Michigan. The Authorized Officer is authorized to make such elections or designations under the Code as the Authorized Officer deems necessary.

The Authorized Officer is hereby authorized to select and retain, on behalf of the City, the Escrow Trustee to serve under the Escrow Agreement, a Paying Agent to serve pursuant to this Resolution, a Verification Agent to review calculations and verify savings resulting from issuance of the Bonds, a placement agent and a municipal advisor. The Authorized Officer is authorized to approve, put in place, and implement such policies for the City with respect to post issuance arbitrage and tax compliance and securities laws compliance as the Authorized Officer shall determine.

17. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the Bonds, shall be deposited in trust, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

18. TAX COVENANT. The City covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the City are authorized to do all things necessary (including the making of such covenants of the City as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

19. BONDS MUTILATED, LOST OR DESTROYED. If any Bond shall become mutilated, the City, at the expense of the holder of the Bond, shall execute, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this Resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the City and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the City, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

20. QUALIFIED TAX-EXEMPT OBLIGATION. The City reasonably anticipates that the amount of qualified tax-exempt obligations that will be issued by the City and all subordinate entities during the calendar year 2020 shall not exceed \$10,000,000. The City hereby

designates the Bonds as “qualified tax-exempt obligations” for purposes of Code Section 265(b)(3)(B).

21. APPOINTMENT OF BOND COUNSEL. The firm of Dickinson Wright PLLC is hereby approved as bond counsel to the City for the Bonds. The City acknowledges that Dickinson Wright PLLC represents a number of financial institutions in public finance matters, including financial institutions that may potentially purchase the Bonds, and consents to Dickinson Wright PLLC’s representation of the City as bond counsel and waives any conflict of interest arising from such representation of a financial institution or underwriter that may purchase the Bonds. The Authorized Officer is authorized to enter into an engagement letter with Bond Counsel with a fee as provided in the Sources and Uses of Funds provided to the Township.

22. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

23. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

24. SEVERABILITY. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

25. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.

26. EFFECTIVE DATE OF RESOLUTION. This Resolution is determined by the Council to be immediately necessary for the preservation of the peace, health and safety of the City and shall be in full force and effect from and after its passage.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 6, 2020

Monique I. Miller, Clerk
City of Portland

CERTIFICATION

I, the duly qualified and acting Clerk of City of Portland, Ionia County, Michigan (the “City”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on April 6, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended and the Governor’s Executive Order No. 2020-15, dated March 18, 2020.

Date: April 6, 2020

Monique I. Miller, Clerk
City of Portland

EXHIBIT A

THIS BOND HAS NOT BEEN REGISTERED UNDER THE SECURITIES ACT OF 1933, AS AMENDED, IN RELIANCE UPON EXEMPTIONS UNDER SUCH ACT. ANY RESALE OR OTHER TRANSFER OF THIS BOND MAY BE MADE ONLY UPON REGISTRATION UNDER SUCH ACT OR IN AN EXEMPT TRANSACTION UNDER SUCH ACT AND UPON COMPLIANCE WITH THE CONDITIONS SET FORTH HEREIN

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF IONIA

CITY OF PORTLAND
GENERAL OBLIGATION LIMITED TAX REFUNDING BONDS,
SERIES 2020**

Interest Rate

Maturity Date

Date of Original Issue

Registered Owner:

Principal Amount:

The City of Portland, Ionia County, Michigan (the "City"), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on the first day of _____ and _____ of each year, beginning _____ 1, _____, except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto. Interest shall be computed on the basis of a 360-day year consisting of twelve 30-day months.

This Bond is one of a total authorized series of bonds of even date and like tenor, except as to date of maturity, amount, and interest rate, numbered in order of registration aggregating the principal sum of \$_____ issued in accordance with the provisions of Act 34, Public Acts of Michigan, 2001, as amended; and a Resolution duly adopted by the City Council on April 6, 2020, for the purpose of refunding the City's 2008 Capital Improvement Bonds (Limited Tax General Obligation), dated April 17, 2008, which were issued for the purpose of paying the cost of purchasing, acquiring and constructing improvements for the electric supply system of the City.

The City has pledged the limited tax, full faith, credit and resources of the City for the prompt payment of the principal of and interest on the Bonds, in which event the City may levy a tax on all taxable property in the City for the payment of principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the City. The City reserves the right to issue additional bonds in accordance with the provisions of Act 34 that shall be of equal standing and priority with the Bonds.

_____ shall act as initial paying agent, bond registrar, and transfer agent (the "Paying Agent"). The City may hereafter designate an alternate Paying Agent by notice mailed to the Registered Owner not less than sixty (60) days prior to the next interest payment date. Interest on this Bond is payable to the Registered Owner of record as of the fifteenth (15th) day of the month preceding the payment date as shown on the registration books of the City maintained by the Paying Agent. Payments of principal and interest shall be made to the Registered Owner, by check or draft, preauthorized debit or such other manner of payment acceptable to the Registered Owner.

[Portions of the Bond maturing on _____ 1, ____ (the "Term Bond"), are subject to mandatory redemption prior to maturity in part, by lot and will be redeemed at the par value thereof plus accrued interest to the redemption date as follows:

Redemption Date

Principal Amount

(maturity)]

Bonds maturing on or before _____, ____, shall not be subject to redemption prior to maturity. Bonds maturing on or after _____, ____, are subject to redemption prior to maturity as a whole or in part, at the option of the City, in such order as the City shall determine, on any dates, on or after _____, _____. Bonds called for redemption shall be redeemed at the par value thereof and accrued interest to the date of redemption, without a premium.

Notice of the call of any Bonds for redemption shall be given by first class mail not less than thirty (30) days prior to the date fixed for redemption, to the Registered Owner at the registered address. Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem such Bonds. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption of Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed, a new Bond or Bonds in aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of The Depository Trust Company, a New York corporation, only, and only Cede & Co. will be deemed to be a holder of the Bonds.

This Bond shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Bond is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the limitations and at the bondholder's sole expense, for other bonds of an equal aggregate amount, upon surrender of this Bond to the Paying Agent. Upon such transfer, a new registered bond or bonds of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

The City has designated the Bonds as qualified tax-exempt obligations for the purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the City including this Bond, does not exceed any charter, constitutional or statutory limitation.

IN WITNESS WHEREOF, City of Portland, Ionia County, Michigan, by its City Council has caused this Bond to be signed, by the manual or facsimile signatures of its Mayor and its Clerk, all as of the ____ day of _____, 2020.

James E. Barnes, Mayor

Monique I. Miller, Clerk

CERTIFICATE OF REGISTRATION AND AUTHENTICATION

This Bond is one of the City of Portland \$ _____ General Obligation Limited Tax Refunding Bonds, Series 2020, and has been registered in the name of the Registered Owner designated on the face thereof in the bond register maintained for the City.

Authentication Date: _____
As Paying Agent/Bond Registrar/Transfer Agent

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____

(please print or type social security number or taxpayer identification number and name and address of transferee)
the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____ Signed: _____

In the presence of: _____

Notice: The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his City to act must accompany the bond.

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

Signature Guaranteed: _____

M E M O R A N D U M

To: Portland City Council

From: Roger Swets

Date: April 3, 2020

Attached with this Memo is the Bond Resolution for the City's proposed General Obligation Limited Tax Refunding Bonds, Series 2020 which will be issued to refinance the City's 2008 Capital Improvement Bonds (Limited Tax General Obligation) (the "Prior Bonds").

This resolution is the main legal document to authorize the issuance of the bonds. The City intends to issue the bonds to refinance the Prior Bonds, which is referred to as a refunding Bond. The City has received a savings report and draft RFP to potential bidders who might purchase the Bonds from Robert W. Baird & Co.. The bond resolution is drafted to incorporate the terms contained in these documents.

The resolution is set up as a parameters resolution, which sets out maximum parameters, with the final bond details being approved by authorized officers. This allows the City flexibility in approving the bond issue, with details being adjusted by the authorized officers without having to have the Council come in for a special meeting. The resolution authorizes up to a maximum dollar amount of bonds up to \$1,200,000. This amount will be reduced to the amount actually needed based on the final bid tabulation, when bids are received from the financial institutions that will receive an RFP for the bond issue. The Mayor, City Manager or Finance Director/Treasurer, or any of them acting alone, are designated as authorized officers to finalize the bond details, like reducing the principal amount down, approving the interest rate and payment terms.

The City has expressed its intent to sell the bonds to a bank pursuant to a negotiated sale with a bank or financial institution. The City has provided an RFP to Chase Bank which has indicated a rate to Baird, which Baird believes is very favorable, and the authorized officer will negotiate and finalize bond details with the bank When it responds to the RFP.

The resolution sets the maximum interest rate on the bonds at 5.00%. This is just a ceiling put in the resolution to provide a legal parameter and the final rate will be much lower based on the response to the RFP and will hopefully be under 2%.

Please let me know if you have any questions on this material.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-17

A RESOLUTION APPROVING THE BUDGET FOR FISCAL YEAR 2020-2021 FOR THE PORTLAND AREA FIRE AUTHORITY

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

WHEREAS, the Portland Area Fire and Emergency Services Board (the “Board”) recommend the proposed budget for the entities to adopt for FY 2020-2021 (See the budget formula, and proposed budget, attached hereto as Exhibit A); and

WHEREAS, the Authority has forwarded copies of their approved recommended budget options for FY 2020-2021 to the City Council and Township Boards for approval pursuant to Section 2.2(a) of the Agreement; and

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

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Authority’s proposed budget, for FY 2020-2021, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 6, 2020

Monique I. Miller, City Clerk

**Portland Area Fire Authority
Proposed 2020/2021 Budget**

	Bold/Italic=changes		Current	Proposed	
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	
Ordinary Income/Expense					
Income					
400 - Contributions/Grants					
405 - City of Portland - 42.10%	Proposed From Formula	120,306.46	120,961.06	119,839.99	121,018.56
410 - Danby Township - 20.99%		68,837.84	67,379.46	63,067.63	60,336.80
415 - Portland Twp - 36.91%		101,310.70	99,114.48	104,547.38	106,099.64
Total 400 - Contributions/Grants		290,455.00	287,455.00	287,455.00	287,455.00
440 - Interest					
460 - Donations/fund balance		0.00	89,000.00	0.00	0.00
Total Income		290,455.00	376,455.00	287,455.00	287,455.00
Expense					
700 - Salaries					
701 - Board Member Salaries		0.00	0.00	0.00	0.00
703 - Chief Salary		10,000.00	10,000.00	10,000.00	11,000.00
704 - Assistant Chief		2,100.00	0.00	2,100.00	2,595.00
705 - Officers		5,190.00	7,290.00	5,190.00	5,190.00
706 - Fire Marshalls		2,800.00		0.00	0.00
707 - FireFighters		32,800.00	33,600.00	30,000.00	33,600.00
708 - Apparatus Maintenance Wages		2,460.00	2,460.00	2,460.00	3,000.00
Total 700 - Salaries		55,350.00	53,350.00	49,750.00	55,385.00
710 - Fringe Benefits					
711 - Workers Comp		6,500.00	4,500.00	4,500.00	5,500.00
712 - FICA		4,300.00	4,300.00	4,300.00	4,300.00
Total 710 - Fringe Benefits		10,800.00	8,800.00	8,800.00	9,800.00
720 - Office Supplies		800.00	1,000.00	800.00	1,000.00
728 - Dues & Subscriptions		300.00	300.00	450.00	1,000.00
730 - Operating Expenses					
730.1 Engine 7 2019					1,500.00
731 - General Repair		0.00	0.00	0.00	0.00
732 - Engine 11-1991 Pumper		3,000.00	5,000.00	5,000.00	5,000.00
733 - Engine 1-1999 Rescue Pumper		3,000.00	7,400.00	3,000.00	0.00
736 - Brush 6- 1994 Grass Rig		400.00	400.00	400.00	400.00
737 - Brush 8- 1994 Grass Rig		400.00	400.00	400.00	400.00
738 - Brush 12- 1996 DNR Grass Rig		400.00	450.00	400.00	0.00
739 - L/A 2 - 1979 Light & Air Truck		400.00	0.00	0.00	0.00
740 - Car 4 - Excursion- Support		300.00	700.00	1,300.00	500.00
743 - Marine 1- Zodiac Boat w/ motor		200.00	200.00	200.00	200.00
744 - Old Engine 1- 1942 Pumper		500.00	500.00	500.00	200.00
745 - Tanker 9 - 2015		1,000.00	1,000.00	1,000.00	1,000.00
Total 730 - Operating Expenses		9,600.00	16,050.00	12,200.00	9,200.00
746 - Turnout Gear		11,100.00	3,100.00	11,100.00	14,400.00

**Portland Area Fire Authority
Proposed 2020/2021 Budget**

	Bold/Italic=changes		Current	Proposed
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
747 · Uniforms	1,600.00	200.00	800.00	1,600.00
748 · Gas & Fuel	1,500.00	2,500.00	2,000.00	2,500.00
750 · Employee Program				
751 · Infectious Control Program	0.00	0.00	0.00	0.00
752 · Respiratory Program	1,000.00	2,100.00	11,000.00	2,500.00
753 · Health Testing	700.00	700.00	500.00	600.00
Total 750 · Employee Program	1,700.00	2,800.00	11,500.00	3,100.00
770 · Equipment Maintenance	2,000.00	1,000.00	500.00	500.00
780 · Maintenance Agreements	8,200.00	6,650.00	6,000.00	6,250.00
790 · Building Maintenance	1,500.00	3,000.00	1,500.00	1,500.00
800 · Professional Services				
801 · Accounting Services	4,800.00	4,800.00	5,100.00	5,100.00
802 · Bank Charges	0.00	50.00	0.00	0.00
803 · Computer Consulting	1,500.00	0.00	500.00	500.00
804 · Legal Services	500.00	1,200.00	500.00	500.00
Total 800 · Professional Services	6,800.00	6,050.00	6,100.00	6,100.00
810 · Advertising	500.00	9,500.00	500.00	500.00
815 · Audit Services	2,650.00	2,700.00	2,700.00	2,900.00
820 · Trash Removal/Sanitation	300.00	300.00	300.00	300.00
824 · Training	4,150.00	4,875.00	3,500.00	4,500.00
840 · Insurance Expenses				
841 · Vehicle Insurance	10,000.00	7,000.00	10,000.00	10,000.00
842 · Building Insurance	500.00	500.00	500.00	500.00
843 · Liability Insurance	4,200.00	5,800.00	5,800.00	5,800.00
Total 840 · Insurance Expenses	14,700.00	13,300.00	16,300.00	16,300.00
850 · Communication Expenses				
851 · Internet Expense/Website	0.00	150.00	160.00	160.00
852 · Radios/Pagers	2,500.00	2,700.00	3,000.00	3,000.00
853 · Telephones/Internet	1,000.00	1,450.00	1,400.00	1,500.00
Total 850 · Communication Expenses	3,500.00	4,300.00	4,560.00	4,660.00
880 · Inner Department Expenses				
881 · Fire Safety & Prevention	750.00	750.00	750.00	750.00
882 · S.C.B.A Program	2,500.00	2,000.00	1,000.00	4,000.00
883 · HazMat Program	0.00	0.00	0.00	0.00
Total 880 · Inner Department Expenses	3,250.00	2,750.00	1,750.00	4,750.00
890 · Interest Expense	3,225.00	800.00	0.00	
920 · Utilities Expense				
922 · Gas & Electric	8,000.00	9,000.00	8,000.00	9,000.00
923 · Water & Sewer	850.00	850.00	850.00	850.00
924 · Water - Fires and Training	150.00	150.00	150.00	150.00
Total 920 · Utilities Expense	9,000.00	10,000.00	9,000.00	10,000.00

**Portland Area Fire Authority
Proposed 2020/2021 Budget**

	Bold/Italic=changes		Current	Proposed
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
955 - Board Supplies	500.00	0.00	500.00	365.00
957 - Board Travel/Education	0.00	0.00	0.00	0.00
960 -Depreciation		80,000.00		
Total Expense	153,025.00	233,325.00	150,610.00	156,610.00
Net Ordinary Income	137,430.00	138,430.00	#VALUE!	130,845.00
Other Income/Expense				
Other Expense				
970 - Capital Outlay				
976 - Equipment Purchase	37,000.00	41,700.00	30,000.00	25,000.00
977 - Office Equipment/Furniture	1,000.00	2,000.00	2,000.00	1,000.00
979 - Vehicle Replacement Fund	99,430.00	99,430.00	104,845.00	104,845.00
Total 970 - Capital Outlay	137,430.00	138,430.00	136,845.00	130,845.00
Total Other Expense	137,430.00	138,430.00	136,845.00	130,845.00
Net Other Income	-137,430.00	-138,430.00	-136,845.00	-130,845.00
Net Income	0.00	0.00	#VALUE!	0.00

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-18

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE BRIDGE STREET BRIDGE OVER THE GRAND RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: April 6, 2020

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-19

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR REPLACEMENT OF THE DIVINE HIGHWAY BRIDGE OVER THE LOOKING GLASS RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Divine Highway Bridge over the Looking Glass River is deteriorated and in need of replacement; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for replacement of the Divine Highway Bridge over the Looking Glass River and further, that the City is seeking the Department's active participation in the project.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: April 6, 2020

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-20

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

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

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

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2019-2020 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 6, 2020

Monique I. Miller, City Clerk

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 3RD QUARTER 19-20

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
105-254-999.202	TRANSFER TO MAJOR STREETS	(298,346.00)
202-000-699.105	CONTRIBUTION FROM INCOME TAX	(298,346.00)
105-254-999.203	TRANSFER TO LOCAL STREETS	21,060.00
203-000-699.105	TRANSFER FROM INCOME TAX	21,060.00
105-254-999.661	TRANSFER TO MOTOR POOL	(14,998.00)
661-000-699.105	CONTRIBUTION FROM INC TAX	(14,998.00)
202-000-699.406	TRANSFER FROM CIP STREET FUND	74,678.00
406-275-999.202	TRANSFER TO MAJOR STREETS	74,678.00
203-000-699.406	TRANSFER FROM CIP STREET FUND	(6,188.00)
406-275-999.203	TRANSFER TO LOCAL STREETS	(6,188.00)
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	5,000.00
101-201-716.000	HEALTH INSURANCE	(1,700.00)
101-201-740.000	OPERATING SUPPLIES	(1,000.00)
101-201-802.000	AUDIT SERVICE	700.00
101-201-804.000	CONTRACTUAL SERVICE	2,500.00
101-201-934.000	M & R OFFICE EQUIPMENT	(500.00)
	NET CHANGE	0.00
101-265-923.000	WATER	2,400.00
101-276-775.000	M & R SUPPLIES	(1,100.00)
101-301-710.000	S& W OVERTIME	(3,040.00)
101-301-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	(1,000.00)
101-301-720.000	WORKER'S COMPENSATION	(2,000.00)
101-301-745.000	MOTOR FUEL & OIL	(300.00)
101-301-801.000	LEGAL SERVICE	9,500.00
101-301-913.000	LIABILITY INSURANCE	(1,760.00)
101-301-931.000	M & R EQUIPMENT	600.00
101-301-934.000	M & R OFFICE EQUIPMENT	(2,000.00)
	NET CHANGE	0.00
101-371-804.002	CONTRACTED SERVICE-ZONING ADMIN	(1,400.00)
101-371-958.000	DUES & SUBSCRIPTIONS	100.00
	NET CHANGE	(1,300.00)

101-728-956.000	MISCELLANEOUS EXPENSES	5,000.00
105-254-992.000	PRINCIPAL PAYMENT	10,000.00
202-452-803.004	ENG SERVICE-GRANDRIVER AVE BRIDGE IMPRV	(28,721.00)
202-452-803.005	ENG SERVICE-GRAND RIVER AVE.	(32,750.00)
202-452-803.006	ENG SERVICE-BRIDGE ST RECONSTRUCTION	5,200.00
202-452-804.004	CONTRACT SERVICE-GRANDRIV AVE BRIDGE IMP	(25,000.00)
202-452-804.005	CONTRACT SERVICE-GRAND RIVER	(210,000.00)
202-452-804.006	CONTRACT SERVICE-BRIDGE ST RECONSTRUCT	64,454.00
202-452-804.020	CONTRACTUAL SVC - CHIP SEALING	(5,594.00)
202-452-974.006	SIDEWALK IMPROVEMENTS	(1,408.00)
	NET CHANGE	<u>(233,819.00)</u>
202-475-702.000	S & W FULLTIME	2,400.00
202-475-715.000	S & W SOCIAL SECURITY	265.00
202-475-716.000	HEALTH INSURANCE	235.00
202-475-717.000	LIFE/LTD INSURANCE	55.00
202-475-718.000	PENSION	650.00
202-475-947.000	VEHICLE RENTAL	1,000.00
	NET CHANGE	<u>4,605.00</u>
203-452-804.020	CONTRACTUAL SVC - CHIP SEALING	(9,981.00)
203-452-974.006	SIDEWALK IMPROVEMENTS	(1,408.00)
	NET CHANGE	<u>(11,389.00)</u>
203-475-702.000	S & W FULLTIME	2,810.00
203-475-715.000	S & W SOCIAL SECURITY	375.00
203-475-716.000	HEALTH INSURANCE	550.00
203-475-717.000	LIFE/LTD INSURANCE	95.00
203-475-718.000	PENSION	1,500.00
203-475-947.000	VEHICLE RENTAL	4,300.00
	NET CHANGE	<u>9,630.00</u>
210-000-601.000	MFR TRAINING	(4,000.00)
210-000-602.000	EMT TRAINING	(8,000.00)
210-000-604.000	ACLS/PALS/ITLS	(12,000.00)
210-000-605.000	SPECIAL EVENTS	(1,000.00)
210-000-649.000	INSURANCE RECEIPTS	(20,500.00)
	NET CHANGE	<u>(45,500.00)</u>
210-302-710.000	S& W OVERTIME	6,000.00
210-302-740.000	OPERATING SUPPLIES	(3,000.00)
210-302-745.000	MOTOR FUEL & OIL	(1,000.00)
210-302-751.000	UNIFORM CLEANING	(1,500.00)
210-302-804.000	CONTRACT SERVICE-TRAINING PROGRAM	(4,500.00)
210-302-810.000	EQUIPMENT MAINTENANCE CONTRACT	(600.00)

210-302-852.000	RADIO MAINTENANCE	(8,500.00)
210-302-931.000	M & R EQUIPMENT	(1,000.00)
210-302-933.000	M & R VEHICLES	(1,400.00)
210-302-934.000	M & R OFFICE EQUIPMENT	(500.00)
210-302-958.000	DUES & SUBSCRIPTIONS	(1,000.00)
210-302-960.000	EDUCATION & TRAINING	(700.00)
210-302-977.012	CAPITAL OUTLAY - AMBULANCE	(20,500.00)
	NET CHANGE	<u>(38,200.00)</u>
582-000-665.000	INTEREST INCOME	5,000.00
582-201-958.000	DUES & SUBSCRIPTIONS	2,500.00
582-539-956.000	MISCELLANEOUS EXPENSES	7,250.00
590-000-553.000	SAW GRANT	241,000.00
590-000-646.000	NEW SERVICE	36,900.00
	NET CHANGE	<u>277,900.00</u>
590-201-803.000	ENGINEERING SERVICE	245,000.00
590-201-992.000	PRINCIPAL PAYMENT	(64,000.00)
	NET CHANGE	<u>181,000.00</u>
590-548-931.000	M & R EQUIPMENT	2,800.00
590-548-931.000	M & R EQUIPMENT	3,084.00
590-548-932.000	M & R GROUNDS	(800.00)
590-548-977.000	CAPITAL OUTLAY-EQUIPMENT	(2,000.00)
	NET CHANGE	<u>3,084.00</u>
661-441-992.000	PRINCIPAL PAYMENT	(23,150.00)
661-441-995.000	INTEREST PAYMENT	(3,402.00)
	NET CHANGE	<u>(26,552.00)</u>

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-21

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S
RECOMMENDATION TO APPROVE A RATE STUDY FOR THE
ELECTRIC DEPARTMENT**

WHEREAS, the City of Portland's current electric rates became effective in December 2009 and as a matter of prudent practice, municipalities will conduct formal reviews periodically; and

WHEREAS, at its regularly scheduled meeting on March 31, 2020, the Board of Light and Power recommended that City Council approve a rate study for the electric department conducted by Utility Consulting Group, LLC, a copy of the proposal and memorandum from the Electric Superintendent is 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 a rate study for the electric department conducted by Utility Consulting Group, LLC, a copy of the proposal and memorandum from the Electric Superintendent is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 6, 2020

Monique I. Miller, City Clerk



UTILITY CONSULTING GROUP, LLC

P.O. Box 8008 • Atlanta, GA 31106
Phone 404-627-1511 • Fax 404-627-1503
gswrightson@ucg-llc.com

February 14, 2020

Ms. Nikki Miller, City Clerk
City of Portland
11111 Main Street
Portland, MI 48875

RE: PROPOSAL – 2020 ELECTRIC RATE STUDY

Dear Nikki:

Thank you for asking for a cost estimate to conduct a review of the City's Electric Rates.

Having worked with the City for many years, we are familiar with the City's electric rates and unique adders and adjustments, the customer mix, the effort to provide superior service with the under-ground distribution system and the type and form of data the City may provide. We understand the City's objective to continue have rates which are competitive with its neighboring electric service providers.

The current electric rates became effective in December 2009. The City's fixed rates are Residential, General Service, Large General Service and Outdoor Lighting.

In addition to the fixed base rates, the City bills a variable wholesale power cost adjustment thru Schedule PCA which is applied to the kilo-Watthours used during the then current billing period. The wholesale power cost adjustment has increased over time due to an increase of the cost related to electric power purchased and generated.

An objective of changing the fixed base rates will be to "roll-in" all or a portion of the wholesale power cost adjustment revenue into the revised rates and adjust the base amount of wholesale power cost in Schedule PCA. The current base amount of cost included in adjustment provision is 67.95 mills per kWh purchased.

For this review, we do not recommend compiling an allocated cost of service study. Allocated cost of service studies attempt to assign costs to the different rate categories

using both actual data and assumptions regarding coincident usage and the separation of installed facilities into demand-related and customer-related components.

In many cases, without time-of-day metering and extensive detail of installed facilities, the accuracy of the assumptions, or better the lack of accuracy, overshadows the reliability of the results.

Major changes of defined utility plant to serve a particular class or a like shift within the cost to serve or usage among rate classes support compiling a fully allocated cost of service study. We do not believe such a study is needed at this time because there has been no major shift of addition of utility plant, costs or usage which may be attributable to any particular rate class.

Additionally, we know from the last study that the current monthly base charge to provide service, particularly to the residential class, is below cost and preparing a study to replicate that is not necessary.

We shall take into account the known class differences of the relationship between the demand capacity requirement placed on the system and the energy used or class load factor to evaluate deviating from a simple across-the-board rate increase should one be warranted.

And we recommend that any proposed electric rates be considered using competitive positioning with neighboring utilities on a by rate-class basis as a backdrop.

From previous correspondence, we understand the City would like to adopt new rates to become effective July 1, 2020. As the draft budget for FY 2020-2021 (July 2020 – June 2021) is available in mid to late April, we foresee completing a rate review with proposed electric rates in May. Proposed rates may then be considered for adoption by the City Council on June 1, 2020.

We suggest the test period for the rate review be the 12 months ending March 2020. We shall need to obtain billing history for those 12 months in early April, as was provided for in the last review in Excel spreadsheet format. And, of course, we plan to work closely with City personal to gain additional knowledge of the City's electric operations; both administratively and physically.

The cost for the 2020 electric rate review will be based on the amount of time we spend on the project and is estimated to be between \$16,000 and \$18,000 excluding travel and subsistence.

If you have any questions about this proposal, or should we need to modify the scope of work outlined, please send an email to gswrightson@ucg-llc.com or call using (404) 627-1511.

Thank you again for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn S. Wrightson". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Glenn S. Wrightson
UTILITY CONSULTING GROUP, LLC

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

April 1, 2020

Re: Recommendations to the City Council.

Last night at the Light & Power Board, the Light & Power Board passed the following recommendations to the City Council.

#1-Accept the proposal from AECOM to perform the FERC monitoring for the municipal hydro plant for 2020 and 2021 for an amount of \$49,150. (this includes the 5 year water quality monitoring).

#2-Accept the Budget for year 2020/2021 as presented.

#3-Accept the Electric Rate Study from Utility Consulting Group LLC.

Respectfully submitted,



Jon M. Hyland

City of Portland, Electric Supt.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-22

A RESOLUTION APPROVING AECOM'S PROPOSAL FOR ANNUAL WATER LEVEL MONITORING, DOWNSTREAM FISH PASSAGE & NUISANCE PLANT MONITORING & REPORTING FOR 2020 AND 2021

WHEREAS, the City is licensed by the Federal Energy Regulatory Commission (FERC) to operate a municipal dam as part of its hydroelectric plant; and

WHEREAS, as part of the licensing process FERC requires annual water level, downstream fish passage, and nuisance plant monitoring and reporting; and

WHEREAS, the City has previously employed AECOM (formerly known as Earth Tech) in consulting matters pertaining to its FERC license since 2002; and

WHEREAS, AECOM has submitted a proposal to continue to perform the annual water level, downstream fish passage, and nuisance plant monitoring and reporting for 2020 and 2021, in an amount not to exceed \$49,150.00, a copy of the 2020-2021 proposal is attached as Exhibit A; and

WHEREAS, the Board of Light and Power met on March 31, 2020 and recommended that the City Council approve AECOM's proposal, a copy of the memorandum from the Electric Superintendent is attached as Exhibit B; and

WHEREAS, the Electric Superintendent and City Manager are recommending that the City Council approve AECOM's proposal to perform the annual water level, downstream fish passage, and nuisance plant monitoring and reporting for 2020 and 2021, in an amount not to exceed \$49,150.00, a copy of the 2020-2021 proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the Electric Superintendent and City Manager's recommendation to approve AECOM's proposal, a copy of which is attached Exhibit A, in an amount not to exceed \$49,150.00.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 6, 2020

Monique I. Miller, City Clerk



AECOM
3950 Sparks Drive
Grand Rapids, Michigan 49546
www.aecom.com

616 574 8500 tel
616 574 8542 fax

February 27, 2020

Mr. Jon M. Hyland,
Electric Superintendent
City of Portland
723 E Grand River Ave
Portland, MI 48875

**RE: Proposal for 2020 & 2021 FERC Monitoring & Reporting
Portland Municipal Dam
Portland, Michigan**

Dear Mr. Hyland:

AECOM Technical Services, Inc. (AECOM) is pleased to provide this proposal to the City of Portland (City) for Water Level, Downstream Fish Passage, Nuisance Plant, and Water Quality monitoring and reporting for the Portland Municipal Dam. AECOM has provided these services to the City since 2002 and welcomes the opportunity to continue our long standing relationship.

AECOM has developed this proposal based on the requirements of the Federal Energy Regulatory Commission (FERC) license and subsequent approval letters. This proposal is for activities required by the City's FERC license during 2020 and 2021.

SCOPE OF SERVICES

Task 1: Annual Water Level Monitoring & Reporting (License Article 405)

AECOM will complete the Annual Water Level Monitoring and Reporting as required by the license. The tasks will include downloading data from the automatic headwater surface elevation sensor and preparing a summary report for filing with the Michigan Department of Natural Resources (MDNR), U.S. Fish and Wildlife Service (USFWS), and FERC.

Task 1a. Data Download (2020 and 2021)

AECOM will conduct quarterly visits to download data from the automated sensor located in the powerhouse forebay. AECOM will notify the City of observed issues (ex. sensor malfunction, inclement weather) that preclude AECOM from completing the collection of data and request additional authorization, if necessary, to make repairs or improvements to ensure proper sensor operation.

Task 1b. Preparation of Annual Reports (2020 and 2021)

AECOM will prepare annual summary reports for 2020 and 2021 based on the City's monthly dam operation logs and the water level data obtained from the sensor. AECOM will review and compile the data in a report, and submit a draft to the City within 30 days of year end. Pending receipt of comments from the City, AECOM will finalize the report and submit it to the City, MDNR, USFWS, and FERC. The FERC license requires that the report be submitted prior to January 31st of each year.

Task 2: Annual Downstream Fish Passage Consultation & Reporting (License Article 408)

AECOM will request the MDNR to identify a consecutive 14-day period for stopping project generation to pass downstream migrating salmonid smolts. AECOM will prepare and submit the annual summary



reports for 2020 and 2021 of downstream passage activities by October 1st of each year. AECOM assumes the City will provide documentation of daily observations for smolts.

Task 3: Annual Nuisance Plant Monitoring & Reporting (License Article 412)

AECOM will complete the Annual Nuisance Plant Monitoring and Reporting as required by the license. The tasks will include a visual inspection of the project area and preparation of 2020 and 2021 reports for the MDNR, USFWS, and FERC.

Task 3a. Visual Inspection (2020 and 2021)

AECOM will identify purple loosestrife and Eurasian water-milfoil in the project waters, via canoe or small boat. AECOM will photograph these species if significant numbers are observed.

Task 3b. Preparation of Annual Reports (2020 and 2021)

AECOM will prepare annual summaries of the 2020 and 2021 inspections and submit them to the City, MDNR, USFWS, and FERC. These reports will include a map illustrating the locations and relative abundance of each nuisance plant species and photographs for reference.

Task 4: Water Quality Monitoring and Reporting (License Article 405)

The license requires water quality monitoring every five years. AECOM will implement the Water Quality Monitoring Plan for 2020 and file the required report with FERC. The subtasks will include the installation of the automated dissolved oxygen and temperature gauge, water profile monitoring, and preparation of the summary report due in 2020.

Task 4a. Automated Dissolved Oxygen and Temperature Gauge

Article 405 of the FERC license requires the City to install automated dissolved oxygen and temperature gauges upstream and downstream of the project. The gauges will monitor dissolved oxygen and temperature on an hourly basis from June 1 through September 30 during 2020.

AECOM will install the City's previously purchased gauge upstream of the project. It is assumed that it will be located downstream of where the Looking Glass River enters the Grand River as in prior years. The downstream monitoring point will be in the tailrace of the powerhouse, identical to the Webber Dam's upstream monitoring point. The downstream gage is installed and operated by Consumers Energy, which has historically provided the data to the City at no charge.

Task 4b. Profile Monitoring

AECOM will collect the dissolved oxygen (DO) and water temperature profile data in the deepest part of the impoundment every two weeks. These measurements will be taken by a technician with a portable DO/temperature field meter and Secchi disk from a small boat.

AECOM's health and safety guidelines require two AECOM technicians in the boat during these monitoring events.

This monitoring will be done every two weeks from June 1 through September 30, 2020 (nine total events). We will check installation and calibration of the automated upstream DO and temperature gauge at the same time. We will also download data from the automated DO/temperature meter as part of the profile monitoring.

Task 4c. Preparation of 2020 Water Quality Report

AECOM will prepare a summary report based on data retrieved from the automated dissolved oxygen and temperature gauge and from the bi-weekly profile monitoring events. AECOM will review and compile the data in report form and submit to FERC by December 31, 2020.



SCHEDULE

AECOM assumes the City will provide AECOM with the monthly logs of dam operations for the Annual Water Level reports within the first week of January of each year. AECOM will prepare the annual report and submit a draft to the City for review. Pending comments from the City, AECOM will finalize and submit the reports to FERC, USFWS, and MDNR by January 31st of each year.

The Downstream Fish Passage Reports will be prepared and submitted to FERC by October 1, 2020 and 2021.

The visual inspections of the project areas will be completed by September 15, 2020 and 2021. The Nuisance Plant summary reports will be submitted to the MDNR and USFWS by December 31, 2020 and 2021.

PROJECT ASSUMPTIONS

For cost estimating purposes, the following is assumed:

- Weather, site conditions, and/or instrument malfunction do not prohibit data collection at the site during the project timeframe.
- The City of Portland will provide the dam operation logs during the first week of January 2021 and 2022.
- Consumers Energy provides downstream data to the City at no charge.
- Work outside the scope described in this proposal will require a change order and will be performed only upon receipt of written authorization from the City of Portland.

FEE

AECOM will perform the work described in the Scope of Services for a not-to-exceed price of **\$49,150** based on the breakdown below.

2020

Water Quality Monitoring & Reporting (5-year monitoring)	
Downstream Fish Passage Consultation & Reporting	\$30,765
Nuisance Plant Monitoring & Reporting	
Annual Water Level Monitoring & Reporting	

2021

Downstream Fish Passage Consultation & Reporting	\$18,385
Nuisance Plant Monitoring & Reporting	
Water Level Monitoring & Reporting	

AUTHORIZATION

If you find this proposal to be acceptable according to the terms and conditions of the attached Commercial Terms and General Conditions, please provide written authorization referencing this proposal. The City of Portland may authorize AECOM to perform the work outlined in this proposal by signing and returning the attached Authorization to Proceed. The attached Authorization to



Proceed and the associated General Conditions are considered part of the proposal, and all terms and conditions in it apply if the City authorizes AECOM to perform the work through another means.

AECOM is pleased to have this opportunity to continue assisting the City of Portland. Please contact Todd Colon and 616.574.8416 or todd.colon@aecom.com if you have any questions regarding this proposal.

Very truly yours,

AECOM, Inc.

A handwritten signature in black ink that reads "Todd J. Colon".

Todd Colon, STS
Project Manager

A handwritten signature in black ink that reads "Jeff P. Nelson".

Jeffrey P. Nelson
Associate Vice President

c: Ms. Allison Carpenter, AECOM

Authorization to Proceed

I hereby authorize AECOM Technical Services, Inc. ("AECOM") to proceed with the scope of work for the 2020 & 2012 FERC Monitoring & Reporting project for the City of Portland, MI as described in AECOM's proposal, dated February 27, 2020, with a budget authorization of **\$49,150.00** under AECOM's General Conditions Form 102 (May 21, 2019) and the Commercial Terms Form 103F (May 21, 2019) attached hereto.

Signature

Date

Print Name

Title/Organization

I agree to accept invoices from AECOM via email and not postal mail:

Yes

Signature: _____

Email address: _____

Recipient Mr./Ms.: _____

Return to:

Name: Todd Colon

Address: 3950 Sparks Drive SE, Grand Rapids, MI 49546

Email: Todd.Colon@AECOM.com

Phone: (616) 574-8416

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

April 1, 2020

Re: Recommendations to the City Council.

Last night at the Light & Power Board, the Light & Power Board passed the following recommendations to the City Council.

#1-Accept the proposal from AECOM to perform the FERC monitoring for the municipal hydro plant for 2020 and 2021 for an amount of \$49,150. (this includes the 5 year water quality monitoring).

#2-Accept the Budget for year 2020/2021 as presented.

#3-Accept the Electric Rate Study from Utility Consulting Group LLC.

Respectfully submitted,



Jon M. Hyland

City of Portland, Electric Supt.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-23

**A RESOLUTION APPROVING PARTICIPATION IN THE STATE BID
PROCESS FOR WINTER ROAD SALT 2020-2021**

WHEREAS, the City previously solicited its own bids for winter road salt; and

WHEREAS, for the past thirteen years the City has taken advantage of an opportunity to receive more competitive pricing by participating in the State Bid through the MiDEAL program; and

WHEREAS, in addition to more competitive pricing, MiDEAL Road Salt Contracts provide the following benefits:

- The City's order quantity is guaranteed, which helps alleviate sufficient supply issues
- Additional product available if the City exhausts its complete supply - all vendors are required to keep 30% extra here in Michigan to ensure that MiDEAL Members that participate in the road salt contracts have what they need in case of a heavy winter.
- The City is only required to accept 70% of its seasonal backup commitment.

WHEREAS, the State of Michigan Department of Management & Budget sent out an email advising that road salt requisitioning would be done on-line with the deadline for ordering being April 2, 2020; and

WHEREAS, the City Manager and DPW Foreman recommend using the MiDEAL program again this year and submitting the requisition for 250 tons for the early delivery and 300 tons for the seasonal backup.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves participating in the State bid process for Winter Road Salt for 2020-2021 and authorizes the City Manager to submit the on-line requisition for 250 tons for the early delivery and 300 tons for the seasonal backup.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 6, 2020

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 16, 2020

In Council Chambers at City Hall

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

Absent: Council Member Johnston

Guests: Kathy Parsons

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

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

Yeas: Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

Motion by VanSlambrouck, supported by Sheehan, to excuse the absence of Council Member Johnston.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Barnes

Nays: None

Absent: Johnston

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman explained how the Coronavirus (Covid-19) pandemic is affecting operation in the City of Portland. Operations will remain relatively normal. The City will work with employees who may need to take time off to be with families. The front lobby at City Hall is closed to the public until further notice. Business can be conducted through the drive thru/lobby and via email and phone.

Police Chief Thomas provided an update on how the Coronavirus has affected the Police Department and preventative measures that are being taken. Business is being conducted as usual at this time.

City Manager Gorman noted that The City of Portland has been working with local legislators to seek reimbursement for the 2019 Flood/Ice Jam through legislative action since it was denied through Michigan State Police Emergency Management. They were successful in having the

funding added to the State of Michigan supplemental budget. The City remains hopeful that this funding will be further approved.

Last week both the Zoning Board of Appeals and Planning Commission took action on requests by the developers of a proposed Taco Bell at the corner of Grand River Ave. and Bristie St. On Monday, March 9, 2020 the Zoning Board of Appeals approved the requested variances and on Wednesday, March 11, 2020 the Planning Commission approved the requested Special Land Use and site plan. Construction is expected to begin mid-summer and will take approximately 90 days.

City Manager Gorman presented the site plan for the proposed Taco Bell.

There was discussion.

City Manager Gorman stated that City engineers are working on the design elements of the Grand River Bridge Project. The City is working with the property owners of the former Frosty Boy and ConfluxCity Brewing to add curb and enhance the safety of the intersection at Grand River Ave. and Water St.

City Manager Gorman noted that city staff is in the midst of the budget process and taking into consideration the current national situation.

There were no presentations.

Under New Business, the Council considered Resolution 20-14 to approve the Bridge Street Realignment Project and award the project in the amount of \$82,754.20 to Cook Brothers Excavating, Inc. During the planning stages of the Safe Routes to School project, the City requested City engineers review the geometrics of the intersection at W. Grand River Ave. and Bridge Street. The City engineers recommend reconstructing Bridge St. to align with Quarterline St.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 20-14 approving the Bridge Street Realignment Project and awarding same to Cook Brothers Excavating, Inc.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 20-15 to approve rules for the Old Red Mill Farmers' Market; which operates out of the City's Red Mill Pavilion. The Parks and Recreation Board met on February 18, 2020 and recommended approval of the proposed rules.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 20-15 approving rules for the Old Red Mill Farmers' Market.

Yeas: Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Johnston
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 March 2, 2020, payment of invoices in the amount of \$70,031.94 and payroll in the amount of \$115,344.15 for a total of \$185,344.15. There were no purchase orders over \$5,000.00.

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

Under City Manager Comments, City Manager Gorman encouraged residents to continue to support local bars and restaurants that will no longer be open to the public, but will still offer pickup and/or delivery after 3:00 P.M. today per the State of Michigan.

Under Council Comments, Mayor Pro-Tem VanSlambrouck stated that the VFW is closed until further notice. He encouraged residents to take proper care and to be vigilant.

Council Member Fitzsimmons stated that he looking forward to the new Taco Bell restaurant and the cleanup of the corner at Grand River Ave. and Bristie St.

City Manager Gorman noted that he has received several comments from residents that are unhappy with the location of the new tobacco shop at the corner of Grand River Ave. and E. Bridge St. He stated that the business meets all local ordinances.

Mayor Barnes noted how well elections run in the City of Portland and thanked City Clerk Miller for her efforts.

Mayor Barnes thanked the members of the Board of Review for their time and dedication to the community.

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

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

Meeting adjourned at 7:42 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the March 16, 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, and Sheehan; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Absent – Council Member Johnston

Approval of Resolution 20-14 approving the Bridge Street Realignment Project and awarding same to Cook Brothers Excavating, Inc.

All in favor. Adopted.

Approval of Resolution 20-15 approving rules for the Old Red Mill Farmers' Market.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:42 P.M.

All in favor. Adopted.

A copy of the approved Minutes is available upon request at City Hall, 259 Kent Street.

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
INDEPENDENT BANK	00197	APRIL BOND PAYMENT - ELECTRIC	8,876.00
STAR THOMAS	01654	MAR CELL PHONE REIMB - POLICE	40.00
SOUND OFF SIGNAL	02556	BEACON - MTR POOL	348.00
MUNICIPAL SUPPLY CO.	00324	WARNING FLAGS - ELECTRIC	57.50
POWER LINE SUPPLY COMPANY	00389	HI VOLTAGE GLOVES/SLEEVES - ELECTRIC	695.00
CULLIGAN	02130	WATER - CITY HALL	14.00
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	74.55
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
GROSS MACHINE SHOP	00180	BLACK PIPE STEEL CHANNEL - MAJ STS	150.40
GROSS MACHINE SHOP	00180	A FRAME FOR SNOW PLOW - MP	240.00
FAMILY FARM & HOME	01972	TIE DOWN STRAPS - WW	44.98
OAKLAND COMMUNITY COLLEGE/CREST	01648	TUITION J SMITH/REPORT WRITING - POLICE	50.00
STAR THOMAS	01654	CLEANING SUPPLIES, MASKS - POLICE	169.87
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
MCKEARNEY ASPHALT & SEALING INC.	02541	PATCH WORK N VIRGINIA WTR MAIN REPAIR - WATER	2,000.00
LYDEN OIL COMPANY	01860	HYDRALIC OIL - ELECTRIC	768.90
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	484.50
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	344.90
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	159.84
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	39.96
CLIA LABORATORY PROGRAM	00736	CLIA FEE - AMB	180.00
FAMILY FARM & HOME	01972	BLEACH/CLEANING SUPPLIES - WW	14.97
STATE OF MICHIGAN	00428	QAAP FEE - AMB	653.25
BLUE CROSS BLUE SHIELD OF MICHIGANMISC		REIMBURSEMENT OVERPAY AMB RUN - AMB	672.53
KATHY'S CLEANING	01684	CLEAINING SERVICES - CITY HALL	720.00
CULLIGAN	02130	WATER 3X - POLICE	16.50
UPTOWN LAUNDRY & MORE	02614	LAUNDRY SVCS - POLICE	24.00
BOUND TREE MEDICAL LLC.	01543	COVID 19 CLEANING SUPPLIES - AMB	52.58
BOUND TREE MEDICAL LLC.	01543	COVID 10 CLEANING SUPPLIES - AMB	112.68
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	183.79
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	34.92

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
USA SOFTBALL OF MI	02444	ADULT SOFTBALLS - REC	258.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET DAM - PARKS	100.00
SLICK SHIRTS SCREEN PRINTING	02003		30.00
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - CEM, AMB, CITY HALL	479.80
GRAINGER, INC.	00172	INCUBATOR FAN - WW	7.48
FAMILY FARM & HOME	01972	BATTERIES - WW	17.99
ALTEC INDUSTRIES, INC.	00016	REPAIRS TO DIGGER - ELECTRIC	2,336.76
KEUSCH SUPER SERVICE	00228	REPAIRS TO VEH #302	2,537.89
PLB PLANNING GROUP LLC	02504	CONSULTING FEES - CODE	112.50
METTLER TOLEDO	01938	PREV MAINT LAB EQUIP - WW	348.27
PLEUNE SERVICE COMPANY INC.	00741	BOILER REPAIR - ELECTRIC	388.85
RCP	02265	MATERIALS, DESIGN LAYOUT - POLICE	468.00
PAMA	01370	PLUMBING BAL - COMM PROMO	386.00
JOHN DEERE FINANCIAL	01818	VAR SUPPLIES - MTR POOL	68.17
CONSUMERS ENERGY	00095	GAS SERVICE - WW	15.21
CONSUMERS ENERGY	00095	GAS SERVICE - WW	492.18
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	57.86
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	783.09
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.03
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	295.20
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	75.95
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,135.26
JOHN CURTAIN	MISC	REFUND PARK RENTAL - PARK	50.00
MCFADDEN LAW OFFICE PLLC	02299	MAR LEGAL SERVICES - POLICE	333.50
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - AMB	286.77
CAPITAL ASPHALT LLC	02578	UPM/COLD PATCH- MAJ, LOC STS	629.10
AXON ENTERPRISES INC.	02494	BATTERIES - POLICE	136.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	3,165.00
VERIZON WIRELESS	00470	PHONE/DATA SERVICE - VAR DEPTS	569.22
J.G.M. VALVE CORPORATION	02626	PUMP REPAIR PARTS - WW	1,110.00
DUBOIS CHEMICALS	02058	POLYMER - WW	600.04

Date: 04/01/20

CITY OF PORTLAND INVOICE REGISTER

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
POLYDYNE INC.	02196	3 DRUMS OF POLYMER - WW	1,886.36
SHARE CORPORATION	02620	SUPPLIES, TOOLS - WW	138.70
MUZZALL GRAPHICS	00326	PURCHASE ORDERS - VAR DEPTS	722.23
Total:			\$37,801.18

**BIWEEKLY
WAGE REPORT
March 23, 2020**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	10,719.24	183,568.59	2,055.94	51,588.56	12,775.18	235,157.15
ASSESSOR	1,202.60	20,998.68	92.72	1,611.18	1,295.32	22,609.86
CEMETERY	1,888.01	63,425.42	231.74	15,973.29	2,119.75	79,398.71
POLICE	13,978.85	271,590.28	3,002.67	71,205.53	16,981.52	342,795.81
CODE ENFORCEMENT	653.48	13,411.87	91.16	3,022.22	744.64	16,434.09
PARKS	2,249.41	50,722.74	278.18	8,371.55	2,527.59	59,094.29
INCOME TAX	2,133.05	39,681.24	684.07	15,835.94	2,817.12	55,517.18
MAJOR STREETS	1,701.83	72,404.38	336.44	31,543.85	2,038.27	103,948.23
LOCAL STREETS	5,343.07	69,111.45	990.55	27,660.37	6,333.62	96,771.82
RECREATION	296.11	15,753.93	36.92	2,871.07	333.03	18,625.00
AMBULANCE	11,259.12	232,113.29	1,940.41	50,004.79	13,199.53	282,118.08
DDA	2,258.68	46,910.46	323.99	7,810.83	2,582.67	54,721.29
ELECTRIC	18,146.52	349,185.55	3,332.75	98,211.13	21,479.27	447,396.68
WASTEWATER	6,799.45	128,450.26	1,091.75	36,872.86	7,891.20	165,323.12
WATER	5,249.21	104,059.94	1,348.13	37,647.51	6,597.34	141,707.45
MOTOR POOL	1,597.94	34,647.13	166.69	10,411.94	1,764.63	45,059.07
TOTALS:	85,476.57	1,696,035.21	16,004.11	470,642.62	101,480.68	2,166,677.83

**BI-WEEKLY
WAGE REPORT
April 6, 2020**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,439.72	193,008.31	3,174.69	54,763.25	12,614.41	247,771.56
ASSESSOR	927.29	21,925.97	71.50	1,682.68	998.79	23,608.65
CEMETERY	2,715.33	66,140.75	1,241.65	17,214.94	3,956.98	83,355.69
POLICE	13,791.80	285,382.08	3,898.51	75,104.04	17,690.31	360,486.12
CODE ENFORCEMENT	653.47	14,065.34	197.54	3,219.76	851.01	17,285.10
PARKS	1,765.49	52,488.23	679.94	9,051.49	2,445.43	61,539.72
INCOME TAX	2,165.48	41,846.72	820.50	16,656.44	2,985.98	58,503.16
MAJOR STREETS	2,432.55	74,836.93	1,527.27	33,071.12	3,959.82	107,908.05
LOCAL STREETS	3,705.14	72,816.59	2,580.04	30,240.41	6,285.18	103,057.00
RECREATION	296.11	16,050.04	90.11	2,961.18	386.22	19,011.22
AMBULANCE	11,384.52	243,497.81	2,556.56	52,561.35	13,941.08	296,059.16
DDA	2,258.68	49,169.14	416.30	8,227.13	2,674.98	57,396.27
ELECTRIC	17,815.07	367,000.62	6,623.09	104,834.22	24,438.16	471,834.84
WASTEWATER	6,773.66	135,223.92	2,615.90	39,488.76	9,389.56	174,712.68
WATER	5,545.62	109,605.56	2,406.45	40,053.96	7,952.07	149,659.52
MOTOR POOL	1,599.87	36,247.00	918.37	11,330.31	2,518.24	47,577.31
TOTALS:	83,269.80	1,779,305.01	29,818.42	500,461.04	113,088.22	2,279,766.05

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 04/02/2020
MEETING DATE 04/06/2020

Fund	Description	Beginning Balance 3/12/2020	Total Cash in	Total Cash out	Cash Balance 04/02/2020	Time Certificates	Ending Balance 04/02/2020
101	GENERAL FUND	1,677,265.28	189,236.85	(180,505.49)	1,685,996.64	235,000.00	1,920,996.64
105	INCOME TAX FUND	172,464.93	114,144.09	(118,276.22)	168,332.80	10,000.00	178,332.80
150	CEMETERY PERPETUAL CARE FUND	56,747.51	319.69	(19.69)	57,047.51		57,047.51
202	MAJOR STREETS FUND	319,494.76	41,886.37	(18,575.50)	342,805.63		342,805.63
203	LOCAL STREETS FUND	189,426.05	21,715.46	(20,379.33)	190,762.18		190,762.18
208	RECREATION FUND	23,849.71	9,059.29	(4,051.29)	28,857.71		28,857.71
210	AMBULANCE FUND	1,096.05	33,672.74	(34,863.77)	(94.98)		(94.98)
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	559,773.08	2,634.20	(8,131.18)	554,276.10		554,276.10
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	248,597.94	-	-	248,597.94		248,597.94
520	REFUSE SERVICE FUND	13,559.07	9,569.33	(12,557.61)	10,570.79		10,570.79
582	ELECTRIC FUND	1,189,108.20	377,909.19	(306,588.15)	1,260,429.24	530,000.00	1,790,429.24
590	WASTEWATER FUND	(155,587.65)	94,654.83	(77,337.42)	(138,270.24)		(138,270.24)
591	WATER FUND	69,606.03	59,923.00	(43,526.31)	86,002.72	420,000.00	464,391.84
661	MOTOR POOL FUND	61,383.75	26,560.40	(18,472.93)	69,471.22		69,471.22
703	CURRENT TAX FUND	8,154.26	11.06	-	8,165.32		8,165.32
	TOTAL - ALL FUNDS	4,438,301.22	981,296.50	(843,284.89)	4,576,312.83	1,195,000.00	5,729,701.95
					ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
					ELECTRIC - MPPA MUNICIPAL TRUST	159,983.01	159,983.01
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	502,019.15	502,019.15
					ELECTRIC-PRIN & INT ESCROW	119,671.61	119,671.61
					WASTEWATER DEBT ESCROW	286,016.43	286,016.43
					WASTEWATER REPAIR ESCROW	134,654.92	134,654.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	48,806.71	48,806.71
							7,681,355.55

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



PURCHASE ORDER

City of Portland

P.O. **5968**

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

VENDOR RESCO

DATE: 3-24-20

582-539-775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
1-300 KVA TRANSFORMER FOR SPARROW CLINIC			9590.
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	9590.

Treasurer Initials _____

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



PURCHASE ORDER

City of Portland

P.O. **5967**

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

VENDOR RFSCU

DATE: 7-24-20

582-539-775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
3-ROLLS OF 4/0 KERITE 2800'	c 8680		26,040.
1- Roll OF 1/0 KERITE 2800'	-		7532.-
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	<u>33572.-</u>

Treasurer Initials

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



MEMORANDUM

TO: City Council, Department Heads, All Employees

FROM: Tutt Gorman, City Manager

DATE: March 24, 2020

RE: **CITY OF PORTLAND - COVID-19 EMERGENCY OPERATIONS**

In accordance with Executive Order 2020-21 signed by the Governor and at the direction of the City Manager, emergency operations are now in effect.

EFFECTIVE 12:01 AM, March 24, 2020:

- i. Non-essentials employees include all employees EXCEPT:
 1. City Manager
 2. Police Chief and;
 - a. Police Officers: regularly scheduled OR ordered to duty at the direction of the Police Chief.
 3. Ambulance Director and;
 - a. Ambulance employees: regularly scheduled OR ordered to duty at the discretion of the Director.
 4. Director of Public Services/Electric Superintendent and;
 - a. DPW employees: regularly scheduled, responding to an emergency call or as directed by the Director of Public Services.
 - b. Electric Employees: regularly scheduled, responding to an emergency call or as directed by the Electric Superintendent.
 5. Wastewater Superintendent/Manager and;
 - a. Wastewater Treatment Operators

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

OFFICE OF THE CITY MANAGER



My fellow residents:

The City of Portland has been closely monitoring the coronavirus (COVID-19) since the onset and remains in close contact with local and state public health officials. Regarding such matters, we appropriately defer to the CDC, MDHHS and local health department and strongly encourage our residents to follow the recommended precautionary measures to prevent or slow the transmission of COVID-19. There is no intention on our part to overreact to COVID-19, however, it's incumbent upon your local officials to plan for the potential community transmission and to take the necessary precautions to protect our residents and staff. In accordance with Executive Order 2020-21 and recommendations from the Ionia County Health Department, the City of Portland is limiting certain operations to mitigate risks of the COVID-19 virus. The following operational changes are in effect until further notice:

- All essential services (police, ambulance, fire, water, wastewater, electric, etc.) will remain in place.
- City Hall remains closed to the public and non-essential staff. City business may still be conducted via U.S. Mail, drop box, email, online services, website (portland-michigan.org) and phone. Certain city employees will be monitoring email, phone messages and working remotely to ensure the continuity of essential services. When calling, please leave a message and city staff will return your call as soon as possible.
- All non-essential public meetings will remain canceled until further notice. City Council meetings will proceed as scheduled, but are subject to change based on evolving circumstances. This may include virtual meetings, rescheduling, etc.
- DPW has suspended curbside leaf and brush pick up until further notice. Granger curbside trash and recycling will remain in normal operations.
- Water and electric shut offs remain suspended until further notice.



Portland

CITY OF TWO RIVERS *Michigan*

- The City of Portland has extended the income tax filing and payment due date to July 31, 2020. The first quarter estimated income tax payments have also been extended to the same date.
- All park playground equipment, basketball courts and public restrooms remain closed until further notice. Recreational sports and activities are postponed until further notice. All pavilion gatherings and activities are canceled until further notice.

The disruption to our daily lives and inconveniences are insignificant compared to the sacrifices made by so many who are working to keep us safe and healthy. While these are certainly unprecedented and challenging times, I am confident that we will get through this event together, as we have demonstrated in the past.

Sincerely,

S. Tutt Gorman
Portland City Manager





133 East Adams Street
Ionia, MI 48846

IONIA COUNTY OFFICE OF THE SHERIFF

CHARLIE D. NOLL, SHERIFF
ANDREW A. BUCHOLTZ, UNDERSHERIFF
CAPT. JON HESS, JAIL ADMINISTRATOR

Phone	(616) 527-5737
Admin	(616) 527-5383
Jail	(616) 527-5390
Fax	(616) 527-9102

Mayor Barnes and City Council Officials,

I think we can all agree this is a unique time for the Country, State and Ionia County. I want to assure your community and citizens of the City of Portland the Ionia County Sheriff's Office shall continue to provide essential services in cooperation with the Portland Police Department. The team of employees at the Sheriff's Office is committed to decreasing the spread of COVID-19; however, as we follow through on that commitment, we will still be serving and protecting our communities as we always have.

We have limited some services at the front counter and only essential visits of outside personnel will be allowed in the facility. We have been and will continue working closely with the Ionia County Health Department to ensure the Correctional Facility has limited exposure risks.

Patrol staff are still patrolling and will continue to do so. Some calls for service that might have otherwise been a direct response from a deputy will now be handled by phone; this is only to reduce exposure and protect the citizens and deputies. Emergent calls for service will be responded to and we will assist the Portland Police Department as requested. When deemed necessary, precautionary measures will be used during these calls.

We appreciate your cooperation and understanding during this time. By uniting together, we will get through this rare event and return to normal life so we can all enjoy the many activities, community events, and business services which Ionia County has to offer.

Thank You!

Sheriff Charlie Noll

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

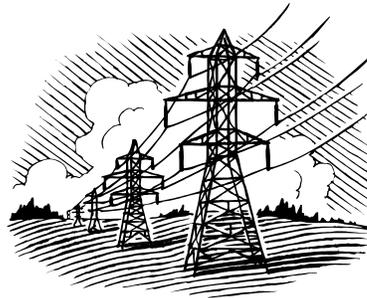
March 1, 2020
February 1-29, 2020

HYDRO GENERATION	199,396		
DIESEL PRODUCTION	0		
Kwh Purchased	2,852,032	Amount Paid	\$ 166,413.81
Total Kwh Purchased	3,051,428	Total Dollars Paid	\$ 166,413.81

Kwh Billed		Dollars Billed	
Residential	1,345,725	PCA Billed	\$ 50,876.50
Commercial	652,932	Residential	\$ 142,395.39
Large General	704,120	Residential EO Charge	\$ 2,384.75
City St. Lites Metered	29,803	Geothermal Discount	\$ (239.86)
St. Lites Unmetered		Commercial	\$ 70,172.86
Rental Lights		Commercial/LG EO Charge	\$ 2,439.59
Demand	1,970	Large General	\$ 48,577.45
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,526.24
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,734,550	Rental Lights	\$ 234.19
		Demand	\$ 11,576.79
Arrears after billing	\$ 17,508.21	Tax	\$ 12,273.27
Penalties Added	\$ 3,909.69		
Arrears end of month	\$ 39,518.28	Total Dollars Billed	\$ 344,778.62
Fuel Cost Billed	\$ 55,713.32		
Amount Collected	\$ 378,885.66	Power Cost Adj.	.01882
Total Adjustments	\$ 3,021.65		

Residential Customers	2,239
Commercial Customers	336
Large General	15
Total Customers	2,590

03/04/20



CITY OF PORTLAND
March-20

WATER DEPARTMENT REPORT

MONTH	Feb-20	PERIOD COVERED	Feb 1-29, 2020
Customers Billed		Penalties Added	\$ 504.85
City	1,831	Dollars Collected	\$ 48,260.43
Rural	24	Arrears at end of Month	\$ 6,902.35
Total Customers	1,855	Adjustments	\$ (211.80)
		Gallons Pumped	8,503,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	8,585,331		\$ 51,718.75
Rural	134,722		\$ 1,558.97
Total	<u>8,720,053</u>		<u>\$ 53,277.72</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,791	Dollars Billed	\$78,594.79
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 78,594.79

Penalties Added	\$ 851.84
Dollars Collected	\$ 79,623.79
Arrears at end of Month	\$ 13,080.13
Adjustments	\$ 21.87
Gallons Treated per Million	11.184



**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
MARCH STATS**

<u>Calls for Service</u>		<u>Other Functions</u>	
Dispatched	82	Subpoena Service	2
Patrol Originated	3	PBT's	18
Follow Up Complaints	67	Special Events	2
Assist to PPD	8	School Contacts (general)	9
Assist to Fire / EMS	8	Training	8
Assist Other Depts	6	Administrative	211

<u>Traffic Stops</u>		<u>Other</u>	
Total Stops	30	Physical Business Checks	
Traffic Citations	13	Interior	82
Verbal Warnings	25	Exterior	322
Parking Citations	7	Patrol Contacts	319

<u>Arrests (Excluding Juvenile Apprehensions)</u>		<u>Volunteer Hours</u>	
Misdemeanor Persons	4	School Events	0
Misdemeanor Charges	13	Special Events	0
Felony Persons	4	City Events	0
Felony Charges	5	Ride Alongs	11
		Station Duties / Admin	0

Noteworthy:

January 11, 2020 - A vehicle was driven down the river bank next to Fabiano's Restaurant. The driver of the vehicle left the scene and the vehicle partially submerged in the water. A call was placed to a tow company several hours later requesting that the vehicle be towed. Officer Kauffman investigated this complaint and interviewed the woman suspected of driving the car; a warrant was requested and charges of Failure to Report a Property Damage Accident was issued by the 64A District Court in March. The suspect turned herself in on these charges on March 7, 2020.

March 8, 2020 - Residents of Portland contacted a neighbor requesting help; that neighbor then made the report to Ionia County Central Dispatch. Officers Kauffman and Goggins arrived to investigate and were requested by the residents to "please help"; The subjects believed that there were people after them. Further investigation by the officers not only revealed that the subjects were under the influence of methamphetamine and hallucinating, but they were also able to locate a substantial amount of suspected methamphetamine in the residence. A handgun was produced by one of the subjects during the investigation. Two subjects were jailed at the Ionia County Jail on two charges of Possession of Methamphetamine as well as Felony Firearm.

Continued Next Page

March 20, 2020 - An anonymous tip was reported to 911 of a subject cooking Methamphetamine at a business used by the public the night prior. Sgt Groenhof and Officer Kauffman investigated the report and subsequently arrested a male subject for possession of methamphetamine; officers learned the subject had been a heavy smoker of methamphetamine for approximately 8 months. The owner of the business has been cooperative while working with the Ionia County Health Department to restrict use of the affected area; they will be testing for hazardous conditions and removing contaminated building materials and affected items.

March 21, 2020 - Officer Kauffman received a third-party complaint of a Domestic Assault. Officer Kauffman investigated and learned that the female offender had allegedly assaulted her husband in front of their children; she stated that she was worried about contracting Covid-19 due to a possible positive exposure and feeling stress over a new job. The woman also attempted to use an electrical cord to strangle herself just prior to Officer Kauffman's arrival. The woman was arrested for Domestic Assault and lodged at the Ionia County Jail.

March 30, 2020 - Officer Goggins and Chief Thomas responded to a third-party complaint of a domestic assault including a report that a male had poured gasoline over a female's possessions. Officers attempted to interview both the female and the male who were uncooperative despite evidence that gasoline had been used as reported. There was no obvious injury and no independent witnesses to confirm the assault.

Several complaints have been received believed to be in violation of Michigan Governor Whitmer's Executive Order 2020-21. As of March 31, 2020, there have been (3) businesses investigated and (1) gathering.

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20626**

- Consumers Energy Company requests the Michigan Public Service Commission for approval of a temporary waiver of Rules 460.2351 and 460.2352 and for approval of alternative natural gas diaphragm and rotary meter testing procedures.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

DATE/TIME: **Thursday, April 2, 2020 at 9:00 AM**

BEFORE: **Administrative Law Judge Sally Wallace**

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) September 6, 2019 application requesting Commission approval to: 1) authorize waiver of the meter testing requirements in Rule 52 of the Commission's Technical Standards for Gas Service until December 31, 2022; 2) authorize Consumers Energy to implement its proposed Natural Gas Diaphragm Meter Testing Procedures for a period beginning with the date of the Commission's approval of this Application and concluding December 31, 2022; 3) authorize waiver of the requirement in Rule 51 to test rotary meters with capacities of less than 15,000 cubic feet per hour every two years until December 31, 2022; 4) authorize Consumers Energy to test rotary meters with capacities of less than 15,000 cubic feet per hour every four years for a period beginning with the date of the Commission's approval of this Application and concluding December 31, 2022; 5) authorize the Company to amend Section B, Parts 5 and 6, of the Company's Rate Book for Natural Gas Service; and 6) other and further relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by March 26, 2020. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy Company's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

**[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY
APPROVE, REJECT, OR AMEND PROPOSALS MADE BY
CONSUMERS ENERGY.]**

2003-G