



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

7:00 P.M. Monday, May 4, 2020

Via Virtual Zoom Meeting ID# 943 2830 0936

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>	
7:20 PM	A. Public Hearing on the Budget Proposed for Fiscal Year 2020-2021	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:25 PM	A. Proposed Resolution 20-28 to Adopt the City of Portland's Annual Budget for Fiscal Year 2020-21 and Capital Improvement Plan	Decision
7:27 PM	B. Proposed Resolution 20-29 Approving Appropriations for Work to be Performed on the City's Electrical System as Recommended by the Board of Light and Power	Decision
	X. <u>Consent Agenda</u>	
7:30 PM	A. Minutes & Synopsis from the Regular City Council Meeting on April 6, 2020 and the Budget Workshop on April 22, 2020	Decision
	B. Payment of Invoices in the Amount of \$89,346.41 and Payroll in the Amount of \$111,788.42 for a Total of \$201,134.83	
	C. Purchase Orders over \$5,000.00	
	1. Visco in the Amount of \$10,260.00 for Street Lights	
	XI. <u>Communications</u>	
	A. City Manager Budget Memo to Council	
	B. Utility Billing Reports for March 2020	
	C. Ionia County Board of Commissioners Agenda April 28, 2020	
7:33 PM	XII. <u>Other Business</u> - None	
7:35 PM	XIII. <u>City Manager Comments</u>	
7:40 PM	XIV. <u>Council Comments</u>	
7:45 PM	XV. <u>Adjournment</u>	Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-28

**A RESOLUTION TO ADOPT THE CITY OF PORTLAND’S
ANNUAL BUDGET FOR FISCAL YEAR 2020-21 AND CAPITAL
IMPROVEMENT PLAN**

WHEREAS, in accordance with the provisions of the City Charter, the City Manager submitted a recommended budget for the City of Portland, Michigan for the fiscal year commencing July 1, 2020 and ending June 30, 2021 to the City Council on April 20, 2020; and

WHEREAS, the City Council has considered the financial needs of the City of Portland for its efficient operations during the coming fiscal year and has reviewed the recommended budget submitted by the City Manager; and

WHEREAS, on May 4, 2020, the Council did, after proper notice and in accordance with the laws of the State of Michigan, conduct a public hearing on the proposed budget and on the proposed millage rate to be levied to support the proposed budget; and

WHEREAS, the Council has heard and considered all objections and comments on the proposed budget and millage rate to support the proposed budget made at the public hearing.

NOW, THEREFORE BE IT RESOLVED, that the expenditures for the fiscal year commencing July 1, 2020 and ending June 30, 2021 are hereby appropriated by the Portland City Council as follows:

101 - GENERAL FUND

Mayor and Council	\$ 25,510.00
Community Promotion	\$ 330,877.00
City Manager	\$ 174,021.00
Elections	\$ 7,360.00
General Administration	\$ 431,658.00
Assessor’s Department	\$ 57,097.00
City Hall	\$ 68,399.00
Economic Development	\$ 30,000.00
Police Department	\$ 751,602.00
Code Enforcement Zoning and Planning	\$ 47,337.00
Cemetery Department	\$ 164,135.00
Parks Department	\$ <u>154,103.00</u>

SUBTOTAL OF EXPENDITURES

FOR GENERAL FUND	\$ 2,242,099.00
105 - INCOME TAX FUND	\$ 1,284,692.00
202 - MAJOR STREET FUND	\$ 957,317.00
203 - LOCAL STREET FUND	\$ 459,871.00
208 - RECREATION FUND	\$ 131,664.00
210 - AMBULANCE FUND	\$ 626,544.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 383,594.00
405 - WELLHEAD IMPROVEMENT FUND	\$ 9,000.00
520 - REFUSE COLLECTION FUND	\$ 151,200.00
582 - ELECTRIC DEPARTMENT FUND	\$ 4,808,473.00
590 - WASTEWATER DISPOSAL FUND	\$ 1,107,501.00
591 - WATER DEPARTMENT FUND	\$ 967,153.00
661 - MOTOR POOL FUND	<u>\$ 688,908.00</u>

**GRAND TOTAL EXPENDITURES
ALL FUNDS \$ 13,818,216.00**

BE IT FURTHER RESOLVED, that the contributions "TO and FROM" for the fiscal year commencing July 1, 2020 and ending June 30, 2021 are hereby appropriated by the City Council as follows:

From General Fund	
To Motor Pool	\$ 20,000.00
From Income Tax	
To Major Street Fund	\$ 455,000.00
To Local Street Fund	<u>\$ 105,000.00</u>
	\$ 560,000.00
From Ambulance	
To Motor Pool	\$ 26,552.00
From Electric Fund	
To General Fund	\$ 50,037.00
From Wastewater Fund	
To General Fund	\$ 31,764.00
From Water Fund	
To General Fund	\$ 32,009.00
To Wellhead Grant	<u>\$ 9,000.00</u>

\$ 41,009.00

GRAND TOTAL TRANSFERS
ALL FUNDS **\$ 729,362.00**

BE IT FURTHER RESOLVED, that the revenues for the fiscal year commencing July 1, 2020 and ending June 30, 2021 are estimated as follows:

101 - GENERAL FUND REVENUE	
Taxes	\$1,131,467.00
Licenses & Permits	\$ 24,100.00
Grants / Revenue Sharing	\$ 471,596.00
Charges for Services	\$ 340,626.00
Fines & Forfeits	\$ 14,300.00
Other	<u>\$ 260,010.00</u>
 SUBTOTAL OF REVENUES FOR GENERAL FUND	 \$ 2,242,099.00
 105 - INCOME TAX FUND	 \$ 724,100.00
150 - PERPETUAL CARE	\$ 4,700.00
202 - MAJOR STREET FUND	\$ 876,323.00
203 - LOCAL STREET FUND	\$ 392,408.00
208 - RECREATION FUND	\$ 99,500.00
210 - AMBULANCE FUND	\$ 626,866.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 325,810.00
405 - WELLHEAD IMPROVEMENT FUND	\$ 9,000.00
520 - REFUSE COLLECTION FUND	\$ 152,700.00
582 - ELECTRIC DEPARTMENT FUND	\$ 3,995,025.00
590 - WASTEWATER DISPOSAL FUND	\$ 1,018,180.00
591 - WATER DEPARTMENT FUND	\$ 747,326.00
661- EQUIPMENT FUND	<u>\$ 569,708.00</u>
 GRAND TOTAL REVENUES ALL FUNDS	 <u>\$11,783,745.00</u>

BE IT FURTHER RESOLVED, that funds be appropriated from fund balances to balance the budget as follows:

101 - GENERAL FUND	\$ 0.00
105 - INCOME TAX FUND	\$ 560,592.00
202- MAJOR STREETS	\$ 80,994.00

203 - LOCAL STREET FUND	\$ 67,463.00
208- RECREATION	\$ 32,164.00
248 – DDA FUND	\$ 57,784.00
582 - ELECTRIC DEPARTMENT FUND	\$ 813,448.00
590 - WASTEWATER FUND	\$ 89,321.00
591 - WATER DEPARTMENT FUND	\$ 219,827.00
661 – MOTOR POOL FUND	\$ <u>119,200.00</u>
TOTAL	\$ 2,040,793.00

BE IT FURTHER RESOLVED, that 12.6574 mills be levied on the taxable assessed valuation as equalized for general operating requirements of the City of Portland and 1.000 mills be levied on the taxable assessed valuation as equalized for local streets and the Mayor and Clerk are authorized to sign the 2020 Tax Rate Request (form L-4029) to request a total levy of 13.6574 mills.

BE IT FURTHER RESOLVED, the water and wastewater utility rates have been reviewed and determined that a 15% and 8% increase, respectively, in water and wastewater rates is necessary to support the appropriations set forth above.

BE IT FURTHER RESOLVED, that the City Manager is authorized to make budgetary transfers within the line items of appropriation centers established through this budget and that all transfers between appropriations listed in this resolution may be made only by further action of the Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

BE IT FURTHER RESOLVED, that the Portland City Council approves the 6-year Capital Improvement Plan in accordance to MCL 125.3865 of the Michigan Planning Enabling Act, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that the funds appropriated shall be drawn from the treasury of the City for the purpose pursuant to the authority granted by the Portland City Charter.

BE IT FINALLY RESOLVED that all resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED ADOPTED.
Dated: May 4, 2020

Monique I. Miller, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Portland, County of Ionia, State of Michigan, at a regular meeting held on May 6, 2019 and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Monique I. Miller, City Clerk

**City of Portland
Capital Improvements Plan 2020-2025**

Project	Anticipated Funding Source(s)	Est. Remaining	Fiscal Year Allocation (Estimated City of Portland Costs)						Total	Notes	
			2019-20	2020-21	2021-22	2022-23	2023-24	2024-25			2025-26
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)											
Stormwater, Asset Management & Wastewater (SAW) Project	EGLE, Major/Local Streets	\$ 12,000	\$ 5,000							\$ 17,000	90% EGLE Grant, 10% Local Match
Grand River Avenue Improvements - City Limits to I-96/Rowe Ave	MDOT Small Urban, City Income Tax Fund	\$ 50,000	\$ 250,000							\$ 300,000	\$375k MDOT Grant (FY2019)
Bridge Street Realignment - Market Street to Grand River Avenue	City Income Tax Fund	\$ 50,000	\$ 10,000							\$ 60,000	
Safe Routes to School Project	MDOT SRTS, City Income Tax Fund	\$ 30,000	\$ 150,000							\$ 180,000	\$927k MDOT Grant
Grand River Avenue Bridge Preventative Maintenance Improvements	MDOT Local Bridge, City Income Tax Fund	\$ 20,000	\$ 80,000							\$ 100,000	95% MDOT Grant, 5% Local Match + Eng.
Grand River Avenue Corridor Study	City Income Tax Fund, Major Street Fund		\$ 25,000	\$ 25,000						\$ 50,000	
PASER Study Update	City Income Tax Fund, Major/Local Street Funds					\$ 10,000				\$ 10,000	
Hill Street Improvements - Kent Street to Lincoln Street	City Income Tax Fund			\$ 300,000	\$ 300,000					\$ 600,000	Final scope and budget TBD
Kent Street Reconstruction - Academy to Grand River Avenue	MDOT Small Urban & TAP, Income Tax, DDA	\$ 10,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 300,000				\$ 710,000	\$375k MDOT Grant (FY2023), TAP TBD
James Street Improvements - Elm Street to Grant Street	City Income Tax Fund					\$ 250,000	\$ 250,000			\$ 500,000	Final scope and budget TBD
Divine Highway Bridge Replacement	MDOT Local Bridge, City Income Tax Fund	\$ 5,000	\$ 50,000	\$ 150,000	\$ 320,000	\$ 270,000				\$ 795,000	Funding application due May 2020
Rowe Avenue Reconstruction - Grand River Avenue to Rindlhaven Commons	City Income Tax Fund						\$ 250,000	\$ 250,000		\$ 500,000	
N & S Virginia Reconstruction - Kent Street to Kent Street	City Income Tax Fund							\$ 300,000		\$ 300,000	Design plus partial construction costs
Storm Sewer Cleaning & Televising	Fund Local Street or Major Street	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 70,000	
Capital Preventative Maintenance (Crack Seal, Misc. Mill & Fill, Alleys, etc.)	City Income Tax Fund	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 325,000	
-- Identified Mill & Fill Priorities:											
James Street - Grand River Avenue to Elm Street											
Grant Street - James Street to Grand River Avenue											
Bridge Street - Kent Street to Maple Street											
Cross Street - Ionia Road to Lyons Road											
Subtotal Roadways		\$ 212,000	\$ 680,000	\$ 585,000	\$ 980,000	\$ 890,000	\$ 560,000	\$ 610,000	\$ 610,000	\$ 4,517,000	
Water System											
Wellhead Protection & Wellfield Study	EGLE, Water System Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 70,000	EGLE Grant
Water System GIS	Water System Fund	\$ 15,000	\$ 2,000							\$ 17,000	With SAW project
Plug Well No. 3	Water System Fund	\$ 5,000								\$ 5,000	Cost/scope to be confirmed
Digital Weigh Scales at Well Nos. 4 & 6	Water System Fund		\$ 13,000							\$ 13,000	Cost/scope to be confirmed
Water Department Pickup Truck Replacement	Water System Fund		\$ 40,000				\$ 40,000			\$ 80,000	
Add Ventilation to Well No. 4	Water System Fund		\$ 10,000							\$ 10,000	Cost/scope to be confirmed
Replace Doors at Well No. 5	Water System Fund		\$ 5,000							\$ 5,000	Cost/scope to be confirmed
Set Aside for Water Main Directional Drill at Veteran's Memorial Bridge	Water System Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000	Insulation to be addressed with bridge project
Wellhouse No. 4 Upgrades (paint, siding, roofing, electrical, etc.)	Water System Fund		\$ 25,000							\$ 25,000	Cost/scope to be confirmed
Wellhouse No. 6 Upgrades (paint, siding, roofing, electrical, etc.)	Water System Fund			\$ 25,000						\$ 25,000	Cost/scope to be confirmed
Wellhouse No. 6 Upgrades (roofing, etc.)	Water System Fund							\$ 10,000		\$ 10,000	Cost/scope to be confirmed
New Well	Water System Fund						\$ 100,000	\$ 500,000		\$ 600,000	Assumes new site, generator, etc.
Water Reliability Study	Water System Fund	\$ 2,000	\$ 8,000							\$ 10,000	
Hill Street Water Main Replacement - Kent Street to Lincoln Street	Water System Fund, City Income Tax Fund			\$ 150,000	\$ 150,000					\$ 300,000	With roadway improvements
Kent Street Water Main Replacement - Academy to Grand River Avenue	Water System Fund, City Income Tax Fund			\$ 20,000	\$ 150,000	\$ 50,000				\$ 220,000	With roadway improvements
James Street Water Main Replacement - Elm Street to Grant Street	Water System Fund, City Income Tax Fund					\$ 125,000	\$ 125,000			\$ 250,000	With roadway improvements
Rowe Avenue Water Main Replacement - Grand River Avenue to Rindlhaven	Water System Fund, City Income Tax Fund						\$ 60,000	\$ 60,000		\$ 120,000	With roadway improvements
N & S Virginia Water Main Replacement - Kent Street to Kent Street	Water System Fund, City Income Tax Fund							\$ 30,000		\$ 30,000	With roadway improvements
Subtotal Water System		\$ 57,000	\$ 138,000	\$ 230,000	\$ 335,000	\$ 210,000	\$ 360,000	\$ 635,000	\$ 635,000	\$ 1,965,000	
Wastewater System											
Stormwater, Asset Management & Wastewater (SAW) Project	EGLE									\$ -	100% EGLE Grant
Hill Street Sewer Improvements - Kent Street to Lincoln Street	Sewage Disposal System Fund, Income Tax Fund			\$ 60,000	\$ 60,000					\$ 120,000	With roadway improvements
Kent Street Sewer Improvements - Academy Street to Grand River Avenue	Sewage Disposal System Fund, Income Tax Fund			\$ 25,000	\$ 200,000	\$ 75,000				\$ 300,000	With roadway improvements
James Street Sewer Improvements - Elm Street to Grant Street	Sewage Disposal System Fund, Income Tax Fund					\$ 200,000	\$ 200,000			\$ 400,000	With roadway improvements
Rowe Avenue Sewer Improvements - Grand River Avenue to Rindlhaven	Sewage Disposal System Fund, Income Tax Fund						\$ 25,000	\$ 25,000		\$ 50,000	With roadway improvements
Project Planning for Upgrades at Wastewater treatment plant - expansion			\$ 25,000							\$ 25,000	
N & S Virginia Sewer Improvements - Kent Street to Kent Street	Sewage Disposal System Fund, Income Tax Fund						\$ 40,000	\$ 400,000		\$ 440,000	With roadway improvements
New Vactor Truck	Sewage Disposal System Fund	\$ 450,000								\$ 450,000	
Wastewater Treatment Facility & Lift Station Improvements	Sewage Disposal System Fund	\$ 250,000	\$ 525,000	\$ 515,000	\$ 515,000	\$ 320,000	\$ 370,000	\$ 275,000		\$ 2,770,000	See Detailed FVOP Breakdown
Wastewater Treatment Facility Expansion	Sewage Disposal System Fund									\$ 2,230,000	
Sanitary Sewer Cleaning & Televising	Sewage Disposal System Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 70,000	
Subtotal Wastewater System		\$ 710,000	\$ 560,000	\$ 610,000	\$ 785,000	\$ 605,000	\$ 645,000	\$ 710,000	\$ 710,000	\$ 6,855,000	
Department of Public Works											
New Street Sweeper	Major/Local Street Funds		\$ 250,000							\$ 250,000	
Used Dump Truck	Major/Local Street Funds						\$ 50,000			\$ 50,000	
New Leaf Vacuum	Major/Local Street Funds			\$ 80,000						\$ 80,000	
New Air Compressor	Major/Local Street Funds					\$ 30,000				\$ 30,000	
New Tractor	Major/Local Street Funds					\$ 20,000				\$ 20,000	
New Brush Chipper	Major/Local Street Funds					\$ 50,000				\$ 50,000	
New Loader	Major/Local Street Funds							\$ 150,000		\$ 150,000	
New Backhoe	Major/Local Street Funds						\$ 130,000			\$ 130,000	
New Snow Plow	Major/Local Street Funds				\$ 160,000					\$ 160,000	
DPW Pickup Truck Replacement	Major/Local Street Funds						\$ 35,000			\$ 35,000	\$buy from water fund
DPW Building Exterior Improvements (siding & windows)	Major/Local Street Funds		\$ 30,000							\$ 30,000	
DPW Facility - HVAC Improvements	Major/Local Street Funds			\$ 50,000						\$ 50,000	
Paint Disposal	Major/Local Street Funds			\$ 15,000						\$ 15,000	
Drying Bed for Catch Basin Debris	Major/Local Street Funds							\$ 25,000		\$ 25,000	
Subtotal Department of Public Works		\$ -	\$ 280,000	\$ 145,000	\$ 160,000	\$ 100,000	\$ 215,000	\$ 175,000	\$ 175,000	\$ 1,075,000	

**City of Portland
Capital Improvements Plan 2020-2025**

Project	Anticipated Funding Source(s)	Est. Remaining	Fiscal Year Allocation (Estimated City of Portland Costs)						Total	Notes	
			2019-20	2020-21	2021-22	2022-23	2023-24	2024-25			2025-26
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)											
Electric & Technology Systems											
Garage Demolition at Hydro Plant	Electric, Light & Power System Fund	\$ 25,000								\$ 25,000	
New Garage at Hydro Plant	Electric, Light & Power System Fund	\$ 50,000								\$ 50,000	
Roof Improvements at Hydro Plant and Power Plant	Electric, Light & Power System Fund	\$ 82,000								\$ 82,000	
Fuel Oil Container	Electric, Light & Power System Fund		\$ 250,000							\$ 250,000	
Misc. Replacement of Direct Buried XLP Wire	Electric, Light & Power System Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				\$ 500,000	As needed
Substation at 723 E. Grand River Avenue	Electric, Light & Power System Fund	\$ 50,000	\$ 150,000	\$ 1,050,000	\$ 1,050,000					\$ 2,300,000	
Substation at Lyons Road	Electric, Light & Power System Fund			\$ 50,000	\$ 150,000	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000		\$ 2,300,000	
Wolverine Transmission Line	Electric, Light & Power System Fund		\$ 500,000	\$ 500,000						\$ 1,000,000	
Misc. Transformer Improvements	Electric, Light & Power System Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000					\$ 200,000	As needed
Used Bucket Truck	Electric, Light & Power System Fund	\$ 150,000								\$ 150,000	
Project #101 - Replace Form 3A Controllers & WE Reclosers	Electric, Light & Power System Fund	\$ 166,000								\$ 166,000	
Project #102 - Install 2 Pole-Mount Reclosers	Electric, Light & Power System Fund	\$ 76,000								\$ 76,000	
Project #103 - Install 8 Elastimold MVI Fault Interrupting Switches	Electric, Light & Power System Fund	\$ 173,500								\$ 173,500	
Project #104 - Install 10 Elastimold MVI Fault Interrupting Switches	Electric, Light & Power System Fund	\$ 212,725								\$ 212,725	
Project #105 - Install 6 Elastimold MVI Fault Interrupting Switches	Electric, Light & Power System Fund	\$ 133,500								\$ 133,500	
Project #106 - Install G&W Viper Recloser	Electric, Light & Power System Fund	\$ 36,000								\$ 36,000	
Kent Street Electric System Improvements	Electric, Light & Power System Fund	\$ 50,000								\$ 50,000	
Fiber Optic Infrastructure Improvements	Electric, Light & Power System Fund									\$ 4,000,000	
Subtotal Electric & Technology Systems		\$ 1,354,725	\$ 1,050,000	\$ 1,700,000	\$ 1,250,000	\$ 250,000	\$ 1,050,000	\$ 1,050,000		\$ 11,704,725	
Parks, Recreation & Cemetery											
William Toan Park Improvements	DDA, General Fund	\$ 200,000	\$ 200,000							\$ 400,000	
Bogue Flats - Bathroom Renovation	General Fund		\$ 20,000							\$ 20,000	
Thompson Field - Canoe/Kayak Launch	MDNR, General Fund		\$ 10,000							\$ 10,000	Anticipates \$40k MDNR Passport Grant
River Trail Resurfacing - Thompson Field	MDNR, General Fund		\$ 5,000							\$ 5,000	Anticipates \$20k MDNR Passport Grant
Cemetery - Convert Building to Natural Gas	General Fund		\$ 6,000							\$ 6,000	
Bogue Flats - Field 12u Outfield Fence Replacement	General Fund		\$ 6,000							\$ 6,000	
Cemetery - Fence Replacement, Phase 1	Perpetual Fund		\$ 20,000							\$ 20,000	
Two Rivers Park - Canoe/Kayak Launch	MDNR, General Fund			\$ 10,000						\$ 10,000	Anticipates \$40k MDNR Passport Grant
Cemetery - Gator Vehicle Replacement	General Fund			\$ 12,000						\$ 12,000	
River Trail Resurfacing - Cutler Road	General Fund			\$ 20,000						\$ 20,000	
Bogue Flats - Master Plan	General Fund			\$ 6,500						\$ 6,500	
Cemetery - Fence Replacement, Phase 2	Perpetual Fund			\$ 20,000						\$ 20,000	
Recreation Plan Update	Recreation Fund				\$ 8,000					\$ 8,000	
Bogue Flats Improvements	MDNR, General Fund				\$ 200,000					\$ 200,000	Anticipates \$300k MDNR Trust Fund Grant
River Trail Resurfacing - East of Kent Street	General Fund				\$ 20,000					\$ 20,000	
Community Lake Park - Trailhead Master Plan	General Fund				\$ 6,500					\$ 6,500	
Cemetery - Fence Replacement, Phase 3	Perpetual Fund				\$ 20,000					\$ 20,000	
Cemetery - Columbarium Installation	Perpetual Fund				\$ 20,000					\$ 20,000	
Community Lake Park - Trailhead Improvements	MDNR, General Fund					\$ 37,500				\$ 37,500	Anticipates \$112.5k MDNR Passport Grant
Powers Park Improvements (fence replacement, dugout installation)	General Fund					\$ 30,000				\$ 30,000	
Brush Street Park - Basketball Court Improvements (Fence & Surface)	General Fund					\$ 10,000				\$ 10,000	\$10k for fence, budget for surface
Alton Park - Basketball Court Improvements (Fence & Surface)	General Fund					\$ 10,000				\$ 10,000	\$10k for fence, budget for surface
River Trail Resurfacing - TBD	General Fund					\$ 20,000				\$ 20,000	
Joe Tichvon Park Improvements	MDNR, General Fund						\$ 37,500			\$ 37,500	Anticipates \$112.5k MDNR Passport Grant
Parks Department - Gator Vehicle Replacement	General Fund						\$ 15,000			\$ 15,000	
River Trail Resurfacing - TBD	General Fund						\$ 20,000			\$ 20,000	
Cemetery - Tractor Replacement	General Fund						\$ 15,000			\$ 15,000	
Parks Department - Replace 2007 Ford Ranger	General Fund							\$ 30,000		\$ 30,000	
Alton Park Improvements	MDNR, General Fund							\$ 37,500		\$ 37,500	Anticipates \$112.5k MDNR Passport Grant
River Trail Resurfacing - TBD	General Fund							\$ 20,000		\$ 20,000	
Capital Preventative Trail Maintenance (Crack Seal, Misc. Mill & Fill, etc.)	General Fund	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,000	
Subtotal Parks, Recreation & Cemetery		\$ 205,000	\$ 272,000	\$ 73,500	\$ 279,500	\$ 112,500	\$ 92,500	\$ 92,500		\$ 1,127,500	
Parking											
Development of 401 Grand River Avenue (Former ADM parcel)	General Fund					\$ 100,000				\$ 100,000	In conjunction with Divine Hwy Bridge
Subtotal Parking		\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	
Ambulance											
Purchase 800 MHz Portable	Ambulance Fund		\$ 2,000							\$ 2,000	
Purchase two 800 MHz Pagers	Ambulance Fund			\$ 1,500						\$ 1,500	
Ambulance 45 - Power Lift Cot & Mounting System	Ambulance Fund				\$ 22,000					\$ 22,000	
New Ambulance (including cot mounting system & radio equipment)	Ambulance Fund						\$ 220,000			\$ 220,000	
Replace 3 Heart Monitors	Ambulance Fund		\$ -	\$ 150,000					\$ -	\$ 150,000	
Subtotal Ambulance		\$ -	\$ 2,000	\$ 151,500	\$ 22,000	\$ -	\$ 220,000	\$ -	\$ -	\$ 395,500	
Police Department											
Replace 2013 Ford Taurus (including equipment)	General Fund			\$ 42,000						\$ 42,000	
Replace 2017 Ford Explorer (including equipment)	General Fund						\$ 45,000			\$ 45,000	
Police Station Feasibility Study	General Fund	\$ 8,600								\$ 8,600	
Police Station Improvements	General Fund				\$ 500,000	\$ 1,000,000				\$ 1,500,000	Final scope/budget/timeframe TBD
Subtotal Police Department		\$ 8,600	\$ -	\$ 42,000	\$ 500,000	\$ 1,000,000	\$ 45,000	\$ -	\$ -	\$ 1,595,600	

**City of Portland
Capital Improvements Plan 2020-2025**

Project	Anticipated Funding Source(s)	Est. Remaining	Fiscal Year Allocation (Estimated City of Portland Costs)						Total	Notes	
		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26			
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)											
Fire Authority											
PAMA Building Improvements	General Fund, Danby/Portland Townships					\$ 750,000	\$ 750,000			\$ 1,500,000	40% City, 60% Townships
Fire Authority Funding -- need to plug in numbers from Mindy	General Fund									\$	See PAMA CIP for details
Subtotal Fire Authority		\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000	
City Hall											
City Hall Facility Evaluation	General Fund		\$ 10,000							\$ 10,000	
Boiler Replacement	General Fund			\$ 50,000						\$ 50,000	
Upstairs Renovations	General Fund			\$ 100,000						\$ 100,000	
Parking Lot Resurfacing	General Fund				\$ 50,000					\$ 50,000	
Subtotal City Hall		\$ -	\$ 10,000	\$ 150,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 210,000	

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-29

A RESOLUTION APPROVING APPROPRIATIONS FOR WORK TO BE PERFORMED ON THE CITY'S ELECTRICAL SYSTEM AS RECOMMENDED BY THE BOARD OF LIGHT AND POWER

WHEREAS, due to the coronavirus, certain projects relating to the City's electrical system have been delayed, but will soon resume based on staffing and scheduling; and

WHEREAS, at its regularly scheduled meeting on April 28, 2020, the Board of Light and Power voted to recommend that City Council approve up to \$100,000.00 for work and materials related to the City's electrical system, a copy of a memo 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 up to \$100,000.00 for work and materials related to the City's electrical system, a copy of a memo 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: May 4, 2020

Monique I. Miller, City Clerk

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

4-29-20

Re: Recommendation from the Light & Power Board

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

Appropriate dollars to install fault interrupters in various locations on the electric system for est. amount of \$100,000. Mostly labor, some materials, and programming needs. Anticipating using Newkirk Electric, depending on availability.

Respectfully,



Jon "Mike" Hyland

Electric Superintendent



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, April 20, 2020

Via Zoom Meeting ID# 952 4912 1427

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

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

Guests: Kathy Parsons

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

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

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman stated the City is still operating under emergency operations due to the Coronavirus (Covid-19) pandemic. The lobby and drive thru at City Hall remain closed but residents can still use the drop box, mail, phone and email services. DPW crews have been doing brush and leaf pickup on a limited basis in order to protect the integrity of the storm drains. Residents are encouraged to self-haul to the appropriate piles at the DPW complex as they are able.

The Grand River Avenue Small Urban Project from near the Family Farm Home to Rowe Ave. has been rebid as the first round of bids came back significantly higher than expected. With some revisions to the scope of the project the second round of bids has come back within the range previously expected at about \$537,000.00. Construction on the project is expected to begin late summer/early fall with completion in October 2020.

The Grand River Avenue Bridge Maintenance project is expected to be let for bids in July with expected project commencement late summer/early fall.

The Safe Routes to School project is also expected to be let for bids in July. There has been a lot of work going on behind the scenes to ensure this project stays on target.

The Bridge Street Realignment Project is allowed under the Governor's Executive Order and is underway. Cook Brothers Excavating began construction on the project this morning. They are hopeful the project will be complete within a couple of weeks.

City Manager Gorman noted that under the Governor’s Executive Order restricting individuals from congregating and traveling between residences the Police Department is required to respond to complaints and make referrals to the Ionia County Prosecutor as necessary.

Under New Business, the Council considered Resolution 20-24 to approve the Ambulance Services Agreements and the Care Plan Membership Agreement Form.

City Manager Gorman noted the per capita rate to the governmental entities has been raised to \$13.00 as it has been many years since they have seen an increase. He further noted that he, the Ambulance Director and Finance Officer met with the entities to explain the operational details and the need to increase the rate.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 20-24 approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and Approving the Care Plan Membership Agreement Form.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 20-25 to set a Public Hearing on the proposed Fiscal Year 2020-2021 budget for May 4, 2020 at 7:00 P.M.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 20-25 setting a Public Hearing on the budget proposed for Fiscal Year 2020-2021.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-26 to approve a compensation adjustment for the Board of Light and Power. The current rate of \$75.00 biannually for board members was set in 1969 and has not been changed since. City Manager Gorman and Electric Superintendent Hyland recommend the rate be changed to \$150.00 biannually.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 20-26 approving a compensation adjustment for the Board of Light and Power.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-27 to approve Michigan Pavement Markings LLC’s bid for 2020 street painting in the amount of \$17,877.50.

Motion by Sheehan, supported by Johnston, to approve Resolution 20-27 approving Michigan Pavement Markings LLC’s bid for 2020 street painting.

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

Motion by Johnston, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on April 6, 2020, payment of invoices in the amount of \$132,922.86 and payroll in the amount of \$106,235.63 for a total of \$239,158.49. There were no purchase orders over \$5,000.00.

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

Under City Manager Comments, City Manager Gorman thanked City staff for the exceptional job they are doing despite these unprecedented circumstances.

City Manager Gorman commented on the Goodwill donation dilemma that took on a life its own on social media. Individuals have been leaving donations outside the doors of Goodwill despite the fact that they are not open or accepting donations at this time leaving an unsightly mess. City Manager Gorman asked residents to have patience with Goodwill as they try to deal with the situation.

Under Council Comments, Mayor Pro-Tem VanSlambrouck reminded residents that there is no burning throughout the State of Michigan at this time unless fires are contained in a burning ring.

Mayor Pro-Tem VanSlambrouck further noted that G&B Pool Supplies did receive funds from the Federal Payroll Protection Program through PFCU. He is interested in how other small businesses in Portland are faring.

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

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

Meeting adjourned at 7:35 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the April 20, 2020 City Council Meeting
Via Zoom Meeting ID# 952 4912 1427
Pursuant to Michigan Governor's Executive Orders 2020-15 and 2020-21

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

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

Approval of Resolution 20-24 approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and Approving the Care Plan Membership Agreement Form. All in favor. Adopted.

Approval of Resolution 20-25 setting a Public Hearing on the budget proposed for Fiscal Year 2020-2021.

All in favor. Adopted.

Approval of Resolution 20-26 approving a compensation adjustment for the Board of Light and Power.

All in favor. Adopted.

Approval of Resolution 20-27 approving Michigan Pavement Markings LLC's bid for 2020 street painting.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:35 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

City of Portland

Portland, Michigan

Minutes of the City Council Budget Workshop

Held on Monday, April 22, 2020

Via Zoom Meeting ID# 951 0260 9973

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

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Gorman; Finance Officer Tolan; City Clerk Miller

Absent: None

The meeting was called to order at 2:00 P.M.

City Manager Gorman explained that budget planning process has taken into account the current COVID-19 pandemic; cuts have been made across the board but if expected revenue shortfalls become reality further adjustments may be necessary.

City Manager Gorman presented recommendations on water and wastewater rate increases as a result of the recent rate studies. A one-time 8% rate increase this year to wastewater with 2 ½% per year thereafter is recommended. This would allow funds to cover operating costs and payment on a new bond for needed vector truck improvements to the Wastewater Treatment Plant over the next couple of years while increasing cash reserves. With an 8% rate increase this year the rate is still median when compared to other communities.

There was discussion.

City Manager Gorman stated that a one-time rate increase of 15% this year to water with 2 ½% thereafter or 8% this year and next with 2 ½% each year thereafter.

Finance Officer Tolan further explained that there is not enough cash on hand at this time to take on capital improvement projects for a new well and upgrade of the current wells. When compared to other communities the increased rate is still on the lower end of the scale.

Finance Officer Tolan also explained that the overall increase between water and wastewater as recommended is about \$3.50 for each; overall an approximate increase of \$7.00 per household per month.

There was discussion.

City Manager Gorman and Finance Officer Tolan presented the Fiscal Year 2020-2021 budget summary reports and information. There is an assumption that the 1st Quarter revenue sharing payment will be 50% less or decreased by about \$30,000.00 for the City of Portland.

There was discussion throughout.

All of the Council Members expressed their support for the recommended wastewater and water rate increases. Council Member Fitzsimmons noted that the issues with the wastewater and water funds should be addressed now and not “kicked down the road”.

Mayor Barnes thanked City Manager Gorman and Finance Officer Tolan for their efforts in the budget process.

The workshop was adjourned at 4:30 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	54.47
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
GLASS MASTERS OF PORTLAND	00165	WINDSHIELD REPLACEMENT - MTR POOL	262.35
INDEPENDENT BANK	00197	MAY 2020 BOND PAYMENT - ELECTRIC	8,876.00
GRANGER	00175	ST SWEEPING DISPOSAL - LOC, MAJ STS	720.00
BASIC	01983	MONTHLY FEES HRA'S APR-JUNE - GEN	283.50
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	875.87
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	568.90
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	52.75
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	437.99
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	16.05
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	58.68
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	175.82
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	16.09
FLEIS & VANDENBRINK	00153	WELLHEAD PROTECTION SVC - MDEQ WP GRANT	4,500.00
FLEIS & VANDENBRINK	00153	SVC SYSTEM REPAIR AND UPDATE - ELECTRIC	456.00
CULLIGAN	02130	WATER SERVICE- POLICE	16.50
TRAVIS MILLER	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
JACKIE FITZSIMMONS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
ANDREA KEATLEY	MISC	ENERGY OPTZ PROGRAM -- ELECTRIC	150.00
FLEIS & VANDENBRINK	00153	SAW DRAW #5 - WASTE WATER	60,885.00
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	96.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - GEN	123.00
APX, INC.	02591	MIRECS FEE/DUES - ELECTRIC	128.34
MUNICIPAL SUPPLY CO.	00324	RED FLAGS - ELECTRIC	360.00
MUNICIPAL SUPPLY CO.	00324	PVC GLUE - ELECTRIC	150.00
MUZZALL GRAPHICS	00326	DELINQ. UTILITY NOTICES - ELECT, WW, WATER	442.31
MUZZALL GRAPHICS	00326	UTILITY BILLS - ELECT. WW. WTR	1,152.15
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET DAM - PARKS	100.00
INSOURCE SOLUTIONS GROUP INC.	01813	E FILED RETURNS MARCH - INCOME TAX	498.00
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	96.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BERTMAN TOOLS LLC	02430	GREEN NITRATE GLOVES - WATER	22.20
MICHIGAN ELECTION RESOURCES	00278	AV BALLOT SUPPLIES - ELECTIONS	1,045.90
MICHIGAN ELECTION RESOURCES	00278	PRES PRIMARY AV APPLICATION - ELECTIONS	160.31
POWER LINE SUPPLY COMPANY	00389	SAFETY BLANKETS - ELECTRIC	176.54
MENARDS	00260	SHOP TOWELS, CEMENT - CEMETERY	279.99
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,289.48
BOUND TREE MEDICAL LLC.	01543	FIT TEST SOLUTION - AMB	31.94
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MTR POOL	108.10
CULLIGAN	02130	WATER - CITY HALL	14.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	59.50
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	500.00
TIMBER TREE SERVICES LLC	01817	STUMP GRINDING CLEAN UP - PARKS	732.50
TIMBER TREE SERVICES LLC	01817	STUMP GRINDING - PARKS	1,934.50
MWEA OFFICE	01347	TIM K JOINT EXPO ATTEND FEE - WW	10.00
WEST MI CRIMINAL JUSTICE TRAINING MISC		SPRING PAYMENT - POLICE	150.84
KENDALL ELECTRIC	00225	CONDUIT, COVER, PARTS - ELECTRIC	372.30
SPARROW IONIA OCCUPATIONAL HEALTH MISC		STEVE PULLING PHYSICAL - MTR POOL	100.00
AMY WIEBER	02142	GYMNASTICS INSTRUCTOR - REC	38.00
AMBER WIEBER	02143	GYMNASTICS INSTRUCTOR - REC	30.00
HEATHER GOODENOUGH	01186	GYMNASTICS INSTRUCTOR - REC	94.39
HEATHER DAVIS	02552	GYMNASTICS INSTRUCTOR - REC	30.00
Total:			\$89,346.41

**BI-WEEKLY
WAGE REPORT
May 4, 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.	9,541.32	212,124.02	3,348.57	60,485.54	12,889.89	272,609.56
ASSESSOR	927.31	23,780.58	70.94	1,824.63	998.25	25,605.21
CEMETERY	3,390.70	72,794.81	1,530.81	19,068.69	4,921.51	91,863.50
POLICE	13,817.41	313,467.13	3,983.78	82,323.35	17,801.19	395,790.48
CODE ENFORCEMENT	653.48	15,372.29	202.22	3,522.49	855.70	18,894.78
PARKS	1,383.45	55,331.54	437.85	9,676.54	1,821.30	65,008.08
INCOME TAX	2,195.46	46,217.68	861.08	18,273.96	3,056.54	64,491.64
MAJOR STREETS	2,384.43	79,157.69	1,878.64	35,639.10	4,263.07	114,796.79
LOCAL STREETS	2,435.37	82,180.33	1,972.65	33,479.40	4,408.02	115,659.73
RECREATION	296.12	16,642.28	91.11	3,091.22	387.23	19,733.50
AMBULANCE	10,618.36	264,932.52	2,765.01	58,209.09	13,383.37	323,141.61
DDA	2,258.68	53,711.97	414.85	8,967.92	2,673.53	62,679.89
ELECTRIC	17,307.77	401,693.16	6,712.86	115,166.74	24,020.63	516,859.90
WASTEWATER	6,234.13	147,921.21	2,479.13	43,084.12	8,713.26	191,005.33
WATER	5,687.97	121,472.05	2,760.73	45,112.04	8,448.70	166,584.09
MOTOR POOL	1,977.94	40,354.78	1,168.29	12,711.23	3,146.23	53,066.01
TOTALS:	81,109.90	1,947,154.04	30,678.52	550,636.06	111,788.42	2,497,790.10

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 04/30/2020
MEETING DATE 05/04/2020

Fund	Description	Beginning Balance 04/17/2020	Total Cash in	Total Cash out	Cash Balance 04/30/2020	Time Certificates	Ending Balance 4/30/2020
101	GENERAL FUND	1,629,977.02	133,285.85	(136,014.00)	1,627,248.87	235,000.00	1,862,248.87
105	INCOME TAX FUND	145,320.26	71,700.08	(77,078.42)	139,941.92	10,000.00	149,941.92
150	CEMETERY PERPETUAL CARE FUND	57,047.51	-	-	57,047.51		57,047.51
202	MAJOR STREETS FUND	333,390.69	2,916.13	(21,914.25)	314,392.57		314,392.57
203	LOCAL STREETS FUND	180,684.92	8,683.72	(20,997.44)	168,371.20		168,371.20
208	RECREATION FUND	39,058.51	511.31	(879.37)	38,690.45		38,690.45
210	AMBULANCE FUND	(2,998.76)	28,445.38	(31,626.04)	(6,179.42)		(6,179.42)
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	551,587.99	2,623.22	(5,246.44)	548,964.77		548,964.77
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	15,365.13	7,680.66	(12,371.97)	10,673.82		10,673.82
582	ELECTRIC FUND	1,297,241.43	207,320.13	(165,702.68)	1,338,858.88	530,000.00	1,868,858.88
590	WASTEWATER FUND	(99,370.62)	57,077.20	(31,019.20)	(73,312.62)		(73,312.62)
591	WATER FUND	90,048.45	39,610.67	(33,345.32)	96,313.80	420,000.00	460,307.09
661	MOTOR POOL FUND	78,895.15	8,282.53	(8,933.01)	78,244.67		78,244.67
703	CURRENT TAX FUND	8,165.32	251.66	-	8,416.98		8,416.98
	TOTAL - ALL FUNDS	4,576,373.19	568,388.54	(545,128.14)	4,599,633.59	1,195,000.00	5,738,626.88
					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	616,209.42	616,209.42
					ELECTRIC-PRIN & INT ESCROW	119,671.61	119,671.61
					WASTEWATER DEBT ESCROW	301,366.43	301,366.43
					WASTEWATER REPAIR ESCROW	138,421.92	138,421.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	56,006.71	56,006.71
							7,830,787.75

*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. 6154

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

VENDOR Visco - Cast-Iron St Lights
29579 Astor Lane
Eugene OR 97402

DATE: ~~11/13/20~~ 01-13-2020

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
1 Mike Hyland - order 3 to			
complement / complete / replace			
remaining posts on Water St.			
near Red Mill & Pavilion			
VI - D/INT - C1-117	- 100 HPS - 199 - 21C - 24C - L1/B		
DEPARTMENT HEAD (UP TO \$500) <u>[Signature]</u>		TOTAL	

DDA Budget Expense

Treasurer Initials

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

VISCO, INC.

Eugene, OR 97402



DATE	INVOICE #
3/12/2020	44531

Bill To
City of Portland-MI 259 Kent St. Portland, MI 48875

SHIP TO
City of Portland-MI Electric Dept. 723 E. Gd. River Ave Portland, MI 48875

VISCO JOB#	TERMS	DUE DATE	SHIP DATE	SHIP VIA	CUSTOMER P.O.#
11273N	Net 30	4/11/2020	3/12/2020	Hosshansen	6154
QTY SHIPPED	DESCRIPTION			PRICE EA.	EXTENSION
3	VI-D/INT/CI-11'7"-100W-HPS-199-24C-22C-LAB Prime Paint Only			3,420.00	10,260.00
	<i>COPY</i>				

Customer is responsible for all State, Local, & Use Tax unless prior notification at time of sale.

Total	\$10,260.00
--------------	--------------------

Phone #	Fax #
(541) 688-7741	(541) 461-0951

OFFICE OF THE CITY MANAGER



Dear Mayor Barnes and City Council:

In accordance to Chapter 8 of the Portland City Charter, enclosed for your review is the City Manager's Proposed Budget for Fiscal Year 2020-2021 for the City of Portland. This budget document recommends a work program and financial plan for operating the City of Portland for the period of July 1, 2020 to June 30, 2021. The coronavirus (COVID 19) has presented the City with significant challenges in preparation of its budget. Although the full extent of the financial impact of this situation is clearly unknown, such considerations have been incorporated into this budget. However, as this event unfolds the true financial impact will become more apparent. Therefore, this budget should be considered with those future events in mind. As the 2020-21 fiscal year moves along, this budget may need to be amended to accommodate those unknown future events. I would like to thank the staff for their effort and diligence in helping to present a fiscally constrained budget, while preserving the services the residents of the City of Portland have come to expect. Some highlights of the proposed budget are below.

General Fund

The total revenues for the General Fund for the 2020-21 Fiscal Year are expected to be \$2,242,099.00. The largest source of revenue continues to be property taxes which comprises of approximately 50% with State Shared Revenue being the second largest. The City anticipates a 1.4% increase in Property Tax Revenues, but State Revenue sharing will likely decrease due to COVID-19. The General Fund budget presented represents a balanced budget at the end of the Fiscal Year.

Some points of interest in the General Fund are:

- **Portland Area Fire Authority** - \$121,019.00 reflects the City contribution.
- **Ambulance** - \$50,000.00 - Budgeting for an increase based on the per capita increase from \$5.75 to \$13.00 charged to the participating governmental entities.
- **PAMA** - \$18,000.00 - This represents the City's contribution for PAMA to make certain repairs to the Emergency Services Building.



Portland

CITY OF TWO RIVERS *Michigan*

- **Elections** - \$7,360.00 – This category fluctuates as the number of elections will vary from year to year. The increase is due to the primary and general elections.
- **General Administration** – This category includes new siding and windows for the DPW Building (\$30,000.00) and a new folding machine for City Hall on a lease purchase for approximately \$17,000.00.
- **Police** – The total expenditures for the Police Department is \$751,602.00 which is a 1.77% decrease from the prior year. A new police vehicle and additional officer were considered for this budget year, but will be delayed due to the COVID-19 situation.
- **Parks** – The total expenditures for Parks is \$154,103.00 which reflect only a 3.21% decrease from the prior year. The Toan Park bathroom improvements will be completed this spring. The Bogue Flats bathroom improvements have been delayed due to the COVID-19 situation.

Income Tax Fund

The total revenues for the Income Tax Fund for the 2020-21 Fiscal Year are expected to be \$724,100.00. Even in light of the COVID-19 situation, the City has always budgeted conservatively in this category. This year the City is budgeting to make the final payment on the \$1,920,000.00 General Obligation Bond which was used primarily for the James Street Reconstruction Project. As commonly known, the City Income Tax Fund is dedicated solely to road projects and all related street work. Noteworthy projects for the upcoming fiscal year include:

- **Grand River Avenue** (City limits to Rowe Avenue) - \$275, 000.00 (plus \$375,000.00 in federal funding).
- **Grand River Bridge Improvements** - \$80,000.00 (plus \$412,000.00 in grant funding through the Local Bridge Program).
- **Safe Routes to School** - \$150,000.00 (plus \$926,970.00 in grant funding).
- **Divine Highway Bridge Replacement** - \$10,000.00 (design and survey work only)
- **Bridge Street Bridge Maintenance & Repair** - 10,000.00
- **Grand River Avenue Corridor Study** - \$25,000.00
- **Kent Street Reconstruction** - \$10,000.00 (preliminary design)



Portland

CITY OF TWO RIVERS *Michigan*

Street Funds

- **Major Street Fund** – Revenues for the Major Street Fund primarily come from the State of Michigan (Act 51) and are allocated based on a formula that includes; population and miles of major streets. Revenue for FY 20-21 is anticipated to be \$876,323.00 (this amount includes \$455,000.00 transferred from Income Tax). Each category has a factor assigned and as revenue estimates come in to the State they adjust the revenue estimates accordingly. Revenue estimates are posted on the Treasury website for Gas Tax Revenues.
- **Local Street Fund** – Revenue for the Local Street Fund come from Act 51 and property tax (1 mil) and is anticipated to be \$392,408.00. The increase in maintenance expenditures (22%) is due to the purchase of a new Street Sweeper. In addition, \$50,000.00 will be allocated for mill and fill work.
- **Street Sweeper** – the current street sweeper is in disrepair and in need of replacement. Major and Local Street Funds will share the cost of this equipment purchase which is estimated to be \$250,000.00. Also, \$20,000.00 for sidewalk repair will also be split between the two funds.

Ambulance Fund

The total revenues for the Ambulance Department (Fund) for the 2020-21 Fiscal Year are expected to be \$626,866.00. The City is budgeting for an 8.5% increase in revenue from the prior year. The largest source of revenue is insurance receipts which represents approximately 65% of total budgeted revenues. The Ambulance Department had not raised rates in several years, therefore, City Council recently approved the per capita increase from \$5.75 to \$13.00. The City of Portland operates one of the few remaining municipal ambulance services in the state.



Portland

CITY OF TWO RIVERS *Michigan*

Electric Fund

The total revenues for the Electric Fund for the 2020-21 Fiscal Year are expected to be \$3,995,025.00. The City is budgeting for a 1.55% increase in revenue from the prior year and a 10% increase in expenses. The largest source of revenue for the Electric Fund is utility sales which makes up approximately 97% of total budgeted revenues. The largest expense is purchased power which makes up approximately 46% of total budgeted expenses. Notable projects for the upcoming fiscal year include:

- Ongoing projects based on the system reliability study performed by GRP (fault interrupters, etc.)
- Fiber/Broadband Project – (completion of the Executable Project Plan and determine cost).
- Replace the roofs at the electric department and hydro dam*
- Replace the garage at the Hydro Dam.
- Materials related to undergrounding of electric for Sparrow, Taco Bell, and residential properties.

Again, these are only high-level points for further discussion and analysis by City Council. Further, this letter will be updated to include the Water and Wastewater Funds after my discussion with the rate consultants tomorrow. City staff and I look forward to assisting you in your review and consideration of the proposed budget.

Sincerely,

S. Tutt Gorman
Portland City Manager

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

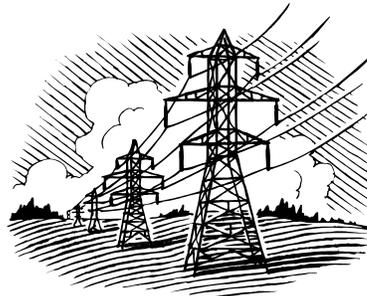
April 1, 2020
March 1-31, 2020

HYDRO GENERATION	124,200		
DIESEL PRODUCTION	0		
Kwh Purchased	2,809,514	Amount Paid	\$ 126,493.16
Total Kwh Purchased	2,933,714	Total Dollars Paid	\$ 126,493.16

Kwh Billed		Dollars Billed	
Residential	1,295,052	PCA Billed	\$ 48,762.35
Commercial	635,523	Residential	\$ 137,640.01
Large General	644,880	Residential EO Charge	\$ 2,330.28
City St. Lites Metered	27,348	Geothermal Discount	\$ (234.16)
St. Lites Unmetered		Commercial	\$ 68,426.69
Rental Lights		Commercial/LG EO Charge	\$ 2,431.10
Demand	2,017	Large General	\$ 44,892.10
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,319.98
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,604,820	Rental Lights	\$ 234.19
		Demand	\$ 11,854.89
Arrears after billing	\$ 22,459.13	Tax	\$ 11,998.77
Penalties Added	\$ 1,609.42		
Arrears end of month	\$ 38,838.42	Total Dollars Billed	\$ 332,217.65
Fuel Cost Billed	\$ 50,876.50		
Amount Collected	\$ 344,991.24	Power Cost Adj.	.01893
Total Adjustments	\$ 1,849.74		

Residential Customers	2,240
Commercial Customers	332
Large General	15
Total Customers	2,587

04/02/20



CITY OF PORTLAND
April-20

WATER DEPARTMENT REPORT

MONTH	Mar-20	PERIOD COVERED	March 1-31, 2020
Customers Billed		Penalties Added	\$ 328.76
City	1,838	Dollars Collected	\$ 53,197.69
Rural	24	Arrears at end of Month	\$ 5,772.65
Total Customers	1,862	Adjustments	\$ 223.10
		Gallons Pumped	8,100,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	11,561,179		\$ 58,270.94
Rural	125,055		\$ 1,503.00
Total	<u>11,686,234</u>		<u>\$ 59,773.94</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,797	Dollars Billed	\$98,785.08
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 98,785.08

Penalties Added	\$ 550.12
Dollars Collected	\$ 58,563.29
Arrears at end of Month	\$ 10,348.19
Adjustments	\$ (684.50)
Gallons Treated per Million	?





Ionia County Administration
Stephanie Fox, County Administrator
Courthouse, 101 West Main Street, Ionia, MI 48846
616.527.5300 Fax: 616.527.5380
sfox@ioniacounty.org

April 23, 2020

MEETING NOTICE
COUNTY OF IONIA
BOARD OF COMMISSIONERS
TUESDAY, APRIL 28, 2020
10:00 AM

THIS MEETING WILL BE HELD ELECTRONICALLY

The Board of Commissioners of the County of Ionia will hold a Full Board meeting on Tuesday, April 28, 2020 at 10:00 a.m. This meeting will be held electronically pursuant to Open Meetings Act and Governor Whitmer's Executive Order 2020-48.

The public may participate in the meeting electronically and may make public comment through either of the following methods:

Connect to **Zoom** from your computer, tablet or smartphone.

Website:

<https://us02web.zoom.us/j/87031024191?pwd=L09tUktxa3krNVlyTkdvZXovMDJYdz09>

Meeting Number (access code): **870 3102 4191**

Meeting password: **914343**

Call in by phone

Call in Phone number: **1-929-205-6099**

Meeting ID: **870 3102 4191**

Password: **914343**

Person with disabilities may participate in the meeting through the methods set forth above.

Remote public comment is available for the County Board of Commissioners' meeting by emailing: Administration@ioniacounty.org no later than 3:00 p.m. on Monday, April 27, 2020.

Comment can also be made during the Electronic Public Comment portion listed on the Agenda.

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
APRIL 28, 2020 - 10:00 A.M.
THIS MEETING WILL BE HELD ELECTRONICALLY**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
 - B.
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve Road Department Payroll and Accounts Payable
 - C.
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Request and approve filing of open positions in Public Defender Office
 - B. Request and approve Agreement for Additional Sheriff’s Office Services between the Boston Township and the County of Ionia
 - C. Request approval for Resolution of Support for the Local Bridge Program Applications-Road Department
 - D. Request approval to Rescind Policy #02 Primary Roads and Bridges-Road Department
 - E. Request approval for Contract Award for Maintenance of the Bellamy Creek and Woodland Roadside Parks -Road Department
 - F. Request approval for Contract Award for Maintenance of the MDOT Saugatuck Rest Area-Road Department
 - G. Request approval for Amendment to Medical Direction, Administrative & Program Consultation Services Agreement—Health Department
 - H. Request approval for Agreement with Michigan Department of Health & Human Services-Health Department

- I. Request to fill the vacant Environmental Health Senior Sanitarian III position and Public Health Nurse I/II -Health Department
- J. Request to enter into agreement with VanderKodde Construction—Commission on Aging
- K. Request approval for Contract of Body Transportation with Heritage Services LLC
- L. Request approval of Eligibility for Veteran Services for Ionia County
- M. Request approval to submit Grant for COVID-19 Emergent Relief for Veterans
- N. Request approval of 2020 Ionia County Equalization Report
- O.

IX. Department Reports

- A. Road Department
- B. Juvenile Division and Youth Service Bureau (Information only)
- C. Register of Deeds Office (Information only)

X. Reports of Officers, Boards, and Standing Committees

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

XI. Reports of Special or Ad Hoc Committees

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

XIII. Closed Session

- A.

XIV Adjournment

Board and/or Commission Vacancies

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

Appointments for consideration in the month of April 2020:

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

Appointments for consideration in the month of May 2020:

Appointments for consideration in the month of June 2020: