



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

7:00 P.M. Monday, June 15, 2020

City Council Chambers and

Via Virtual Zoom Meeting ID# 852 3922 9047

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	Decision
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:10 PM	<b>V. <u>City Manager Report</u></b>	
7:25 PM	<b>VI. <u>Presentations</u></b> A. DDA Director ConnerWellman – Downtown Report	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:35 PM	A. Proposed Resolution 20-42 Approving, Authorizing, and Directing the Mayor to Sign a Permit for a Fireworks Display at Bogue Flats Recreation Area	Decision
7:38 PM	B. Proposed Resolution 20-43 Approving the Financing of a 2017 Tymco 600 Street Sweeper for the Department of Public Works	Decision
7:40 PM	C. Proposed Resolution 20-44 to Revise Council Policy 76-7 Concerning Utility Billing Procedures	Decision
7:42 PM	D. Proposed Resolution 20-45 to Amend the Budget for Fiscal Year 2019-2020	Decision
7:45 PM	E. Proposed Resolution 20-46 Confirming the Mayor’s Appointments to Boards and Commissions	Decision
7:48 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting on June 1, 2020	
	B. Payment of Invoices in the Amount of \$196,347.94 and Payroll in the Amount of \$114,294.79 for a Total of \$310,642.73	
	C. Purchase Orders over \$5,000.00 - None	
	<b>XI. <u>Communications</u></b>	
	A. Chad Williams Board and Commission Application	
	B. Margery Briggs Board and Commission Application	
	C. Leo Madarang Board and Commission Application	
	D. Doug Logel Board and Commission Application	

**Estimated Time**  
  
7:50 PM  
  
7:55 PM  
  
8:00 PM  
  
8:05 PM

- E. Joseph Fedewa Board and Commission Application
- F. William Roeser Board and Commission Application
- G. Ionia County Board of Commissioners Agenda for June 9, 2020

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

**Desired Outcome**  
  
  
  
  
  
  
  
  
  
Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-42**

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE  
MAYOR TO SIGN A PERMIT FOR A FIREWORKS DISPLAY AT  
BOGUE FLATS RECREATION AREA**

**WHEREAS**, the Chamber of Commerce has requested that the City Council approve a permit for Melrose Pyrotechnic, Inc. to put on a fireworks display at the Bogue Flats Recreation Area on the third of July to celebrate Independence Day with no rain date; and

**WHEREAS**, the City Manager recommends that Council approve the display subject to the Chamber and Pyrotechnics company providing proof of insurance (attached as Exhibit A) and Melrose Pyrotechnics, Inc. locating the mortar firing area to comply with the requirements of the National Fire Protection Association 1123 Code for Fireworks Displays (e.g. the minimum separation distance between the mortar firing area and spectators shall be 70 feet for each inch of internal mortar diameter; the secure diameter of the firing site shall be twice that distance; and fire department personnel and vehicles being present at the display site perimeter when the fireworks are set off) and Act 358 of the Public Acts of Michigan of 1968, as amended.

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

1. The Portland City Council approves and authorizes the Mayor to sign a permit (attached as Exhibit B) for a fireworks display at the Bogue Flats Recreation Area as a part of a fourth of July celebration on Friday, July 3, 2020, subject to the Chamber and Pyrotechnics company providing proof of insurance and Melrose Pyrotechnics, Inc. locating the mortar firing area to comply with the requirements of the National Fire Protection Association 1123 Code for Fireworks Displays (e.g. the minimum separation distance between the mortar firing area and spectators shall be 70 feet for each inch of internal mortar diameter; the secure diameter of the firing site shall be twice that distance, and fire department personnel and vehicles must be at the display site perimeter) and Act 358 of the Public Acts of Michigan of 1968, as amended.
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:** June 15, 2020

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



APPLICATION FOR FIREWORKS DISPLAY PERMIT  
 Michigan Department of Energy, Labor, & Economic Growth  
 Bureau of Fire Services  
 P.O. Box 30700  
 Lansing, MI 48909  
 (517) 241-8847

2020

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
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<input checked="" type="checkbox"/> PUBLIC DISPLAY	<input type="checkbox"/> AGRICULTURAL PEST CONTROL	Date of Application <i>1/23/2020</i>
Name of Applicant <i>Melrose Pyrotechnics, Inc.</i>	Address <i>PO Box 302, Kingsbury, IN 46345</i>	Age (18 or over)
If a Corporation, Name of President <i>Michael Cartolano</i>	Address <i>PO Box 302, Kingsbury, IN 46345</i>	
If a Non-resident Applicant: Name of MI Attorney or Resident Agent <i>Michael Falk</i>	Address <i>9019 West Belding Rd, Suite 3, Belding, MI 48809</i>	Phone No. <i>(616) 794-0205</i>
Name of Pyrotechnic Operator <i>Dave Enbody</i>	Address <i>9019 West Belding Rd, Suite 3, Belding, MI 48809</i>	Age (18 or over) <i>44</i>
No. Years Experience / No. Displays <i>11 yrs / 100+ displays</i>	Where <i>Michigan</i>	
Name of Assistant: <i>Lawrence Enbody</i>	Address <i>9019 West Belding Rd, Suite 3, Belding, MI 48809</i>	Age <i>51</i>
Name of Other Assistant:	Address	Age
Exact Location of Proposed Display <i>Bogue Flats Recreation Area, Portland MI 48875</i>		
Date of Proposed Display <i>July 3, 2020</i>		Time of Proposed Display <i>Dusk</i>

No. Of Fireworks	Kind of Fireworks to be Displayed
<i>Approximately 1200</i>	<i>Aerial display shells ranging in size from 1 1/4 inches to 5 inches in diameter.</i>

**Manner & Place of Storage Prior to Display (Subject to Approval of Local Fire Authorities)**  
*No storage necessary, delivered on date of display*

<b>Amount of Bond of Insurance (to be set by local gov't)</b> <i>\$5,000,000.00</i>	<b>Name of Bonding Corporation or Insurance Company</b> <i>Britton-Gallagher &amp; Associates</i>
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**Address of Bonding Corporation or Insurance Company**  
*One Cleveland Center, Floor 30; 1375 East 9<sup>th</sup> Street, Cleveland, Ohio 44114*

**Signature of Applicant**  


*For Melrose Pyrotechnics, Inc.*

FIREWORKS DISPLAY PERMIT  
 Michigan Department of Energy, Labor, & Economic Growth  
 Bureau of Fire Services  
 P.O. Box 30700  
 Lansing, MI 48909  
 (517) 241-8847

2020

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
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*This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.*

PUBLIC DISPLAY
  AGRICULTURAL PEST CONTROL

Issued To <i>Melrose Pyrotechnics, Inc.</i>	Age (18 or over)
Address <i>9019 West Belding Road, Suite 3, Belding, MI 48809</i>	
Name of Organization, Group, Firm, or Corporation <i>Portland Chamber of Commerce</i>	
Address <i>PO Box 303, Portland, MI 48875</i>	
Number and Types of Fireworks <i>Approximately 1200 aerial display shells ranging in size from 1 1/4 inches to 5 inches in diameter.</i>	
Exact Location of Display <i>Bogue Flats Recreation Area, Portland, MI 48875</i>	
City, Village, Township <i>Portland</i>	Date <i>July 3, 2020</i>
Time <i>Dusk</i>	Amount <i>\$5,000,000.00</i>
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

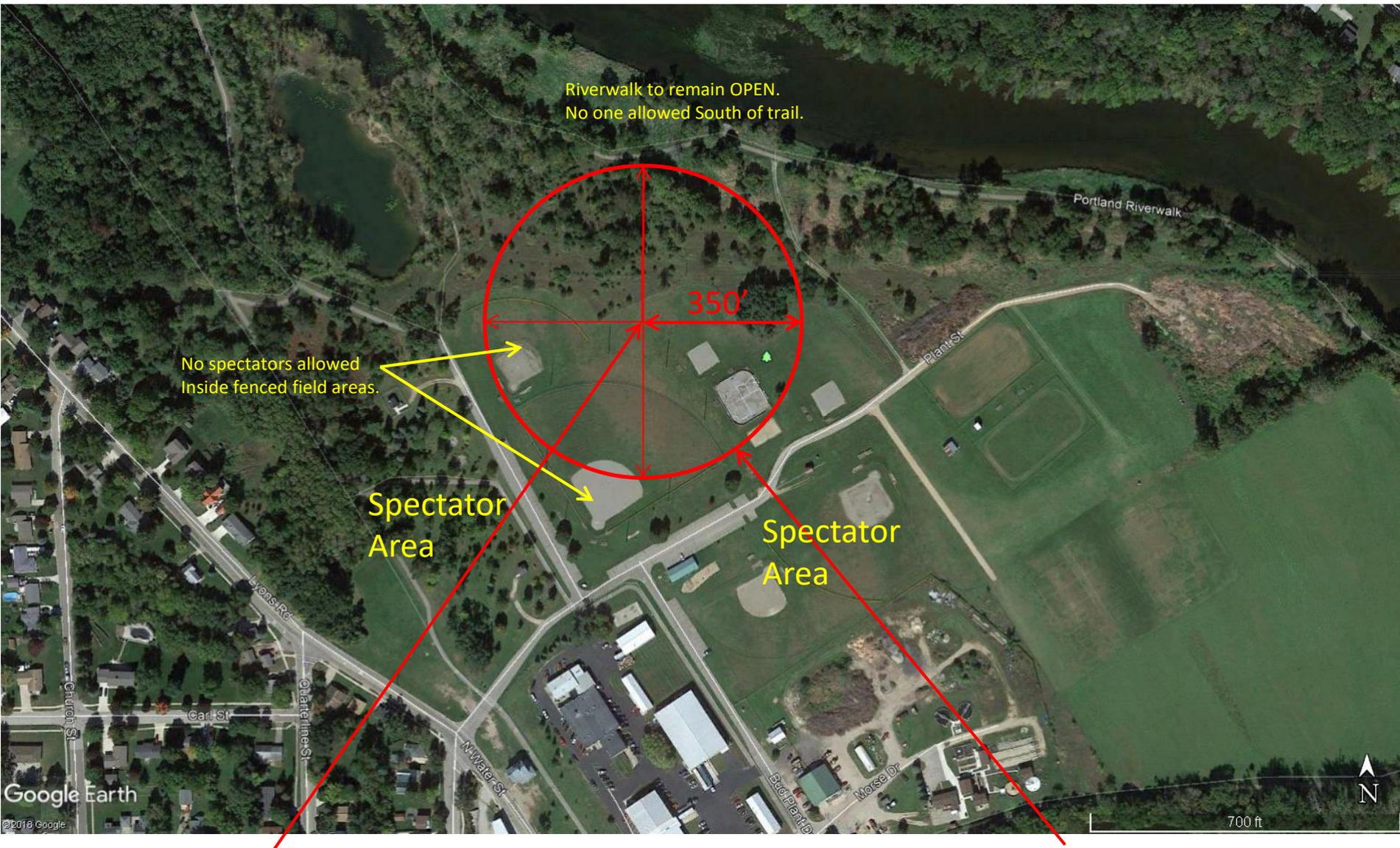
Issued by action of :
  council
  commission
  board of the

city
  village
  township of \_\_\_\_\_

(Name of City, Village, Township)

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
 (Signature and Title of Council/Commission/Board Representative)



Launch Location

Setup area: 50' X 50'

Radius from setup area: 350'

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-43**

**A RESOLUTION APPROVING THE FINANCING OF A 2017 TYMCO 600 STREET SWEEPER FOR THE DEPARTMENT OF PUBLIC WORKS (DPW)**

**WHEREAS**, City Council previously approved the purchase of a 2017 Tymo 600 Street Sweeper for DPW in the amount of \$224,400.00 which will be financed for a seven (7) year term at 2.32% with annual payments approximately \$35,000.00 per year; and

**WHEREAS**, in order to facilitate the financing, Huntington Bank requires that the attached Resolution and Declaration of Official Intent be approved by the governing body, a copy of which is attached as Exhibit A.

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

1. City Council approves the Resolution and Declaration of Official Intent to finance 2017 Tymo 600 Street Sweeper for the amount of \$224,400.00, 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:** June 15, 2020

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**Monique I. Miller, City Clerk**



**RESOLUTION AND DECLARATION OF OFFICIAL INTENT**  
(For "BQ" Transactions)

Lessee: CITY OF PORTLAND, MICHIGAN ("Lessee")

Maximum Principal Amount Expected To Be Financed: \$224,400.00

WHEREAS, the Lessee is a political subdivision of the State of Michigan (the "State") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("**Governing Body**") is authorized to purchase, lease, acquire, and to encumber, real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements including any and all exhibits thereto ("**Property Leases**") in the principal amount not exceeding the amount stated above ("**Principal Amount**") for the purpose of acquiring the property generally described below ("**Property**") and to be described more specifically in the Property Leases is appropriate and necessary to the functions and operations of the Lessee.

**Brief Description of Property:**

2017 Tymco 600 Street Sweeper

WHEREAS, The Huntington National Bank or an affiliate or related entity ("**Lessor**") is expected to act as the lessor under the Property Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Property Leases ("**Lease Purchase Proceeds**") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

**Section 1.** Any one of the Authorized Representatives identified below (each an "**Authorized Representative**") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Property Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Property Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Property Leases are hereby authorized.

**Authorized Representatives of Lessee:**

S. TUTT GORMAN, PORTLAND CITY MANAGER

**Section 2.** By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Property Leases on behalf of the Lessee.

**Section 3.** The aggregate original principal amount of the Property Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Property Leases and the Property Leases shall contain such options to purchase or prepay by the Lessee as set forth therein.



**Section 4.** The Lessee's obligations under the Property Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Property Lease and the Lessee's obligations under the Property Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State. In addition, the funds necessary to meet the principal and/or interest payments under the Property Leases for the current fiscal year are hereby appropriated.

**Section 5.** The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

**Section 6.** As to each Property Lease, the Lessee reasonably anticipates that it and entities controlled by it will not issue more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the calendar year in which each such Property Lease is issued and hereby designates each Property Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

**Section 7.** This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this \_\_\_\_\_, 20\_\_.

CERTIFICATION

The undersigned **Secretary/Clerk** of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

\_\_\_\_\_  
Signature of Secretary/Clerk of Lessee

Print Name: \_\_\_\_\_

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

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-44**

**A RESOLUTION TO REVISE COUNCIL POLICY 76-7 CONCERNING  
UTILITY BILLING PROCEDURES**

**WHEREAS**, the City Clerk has reviewed and revised Council Policy 76-7 to update the Utility Billing Procedures to clarify the shut off process and update payment arrangement procedures; and

**WHEREAS**, a copy of the City Clerk's memo with the proposed revised Council Policy 76-7 is attached as Exhibit A.

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

1. The City Council approves revising Council Policy 76-7 as set forth in 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:** June 15, 2020

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

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# City of Portland

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## Memorandum

To: City Manager Gorman  
From: Nikki Miller, City Clerk  
Date: June 12, 2020



The proposed updates to Council Policy 76-7 reflect necessary changes to current shut off procedures. For several years the City Council has opted out of collecting funds for the Low-Income Energy Assistance Fund created by Public Act 95 of 2013. Any utility that opts out of PA95 cannot shut off electricity to a residential customer during the heating season, from November 1<sup>st</sup> to April 15th, for nonpayment of a delinquent account. In certain instances, electric customers accrue large balances and Council Policy 76-7 does not currently address payment arrangements that effectively resolve the outstanding debt.

The COVID-19 pandemic has also led to several customers that have accrued large utility balances. The City has suspended shut offs of utility service during this time, but plans to resume them in July. The proposed update will offer flexibility to customers by allowing payment arrangements to those who are struggling during this difficult time.

These changes are being proposed to address the extenuating circumstances and others that may arise from time to time. For customers that need to make an occasional payment arrangement, the terms will remain the same. They must pay half of their past due bill and may extend payment for up to 30 days, at which time their current bill must also be paid.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "Nikki Miller", is written over a light blue circular stamp.

# City of Portland, Michigan

<b>Subject:</b> Utility Billing Procedure; Utility Deposits; Collection of Delinquent Utility Accounts; Placing Delinquent Utility Accounts on the Tax Roll Procedure;	<b>Policy No:</b> <u>76-7</u>
	<b>Date Approved:</b> <u>December, 1976</u>
	<b>Effective Date:</b> <u>June 8, 1998</u>
	<b>Dates Amended:</b> <u>November 26, 1979</u> <u>March 9, 1998,</u> <u>February 22, 2011</u> <u>Resolution 11-13</u>
	<b>Cancellation Date:</b> _____
<b>Motion made by:</b> <u>VanSlambrouck</u>	<b>Supported by:</b> <u>Fabiano</u>

**Adopted: Amended – March 9, 1998; February 22, 2011**

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**PURPOSE:** The purposes of this policy are to:

1. Establish the utility billing procedure;
2. Establish utility deposit amounts;
3. Establish a procedure for handling delinquent utility accounts and;
4. Create a procedure for placing delinquent accounts on the City Tax Roll.

The City offers Electric, Water and Sewer utilities to its customers. This policy sets forth the complete process for obtaining City utilities, for handling delinquent accounts, and for discontinuing any service for nonpayment.

**TERMS OF PAYMENT:** The utility bill is due upon receipt and must be paid by the 20<sup>th</sup> of each month or the bill becomes delinquent. If the 20<sup>th</sup> falls on a day when City Hall is not open the bill is due the next day that City Hall is open or it becomes delinquent. A delinquent charge of five (5) percent of the total net bill will be added when such bill becomes delinquent.

**DEPOSITS:** Effective with the adoption of this City Council policy, deposits for City utilities will be as follows:

1. Electric \$200.00 per account
2. Water \$ 50.00 per account
3. Sewer \$ 50.00 per account

If customers can substantiate from their immediate former utility that they have not been on any delinquent payment list for the past 12 consecutive months, the above deposit amounts will be reduced by one half per utility.

First-time utility customers without prior utility history may receive the 50% discount on deposits if they can provide someone who will be responsible for their utility bill if it becomes

~~76-7 Utility Collection of Delinquent Accounts PROPOSED REVISED 2-22-2011 for merge.doc~~

delinquent. Said responsible person must be a current City utility customer in good standing with the City, and they must sign the attached form which allows the total amount of the first-time customer's delinquent bill to be placed on their utility bill. Terms and conditions of this guarantor agreement are described on the attached form.

Nothing in this policy precludes anyone from making a cash deposit or a cash payment in the name of a utility customer. Payments by check on behalf of another customer will not be accepted until the City verifies there are sufficient funds to cover the check.

If subsequent to documenting proper credit history, the customer's account is disconnected for lack of payment, the customer must pay for the remaining half of the deposit.

Commercial accounts may ~~have electric or water service~~ be disconnected during the winter months for non-payment.

Deposits will be refunded as a credit on the account to customers who are property owners if they maintain 12 consecutive months without being on the delinquent utility list. Renters must maintain deposits until they close out their account. Renter who did not have proof of a good credit history may qualify to have their deposits reduced by one half per utility by establishing a good credit history with the City. To establish a good credit history the account must be maintained for 12 consecutive months without being delinquent.

Information on the accounts of renters will not be released to landlords until the renter signs the attached agreement and waiver form which permits the City to notify the renter's landlord of the current status of the renter's account.

There will be no interest paid on any deposit.

When a customer requests a final bill, any deposits that have not been refunded will be credited to the final bill, and a credit or bill, as the final accounting determines, will be issued by the City.

Unpaid balances at an inactive account will be moved to a new account when applicable.

REASONS FOR DISCONTINUING SERVICE: The City may discontinue a customer's utility service in the following situations:

1. Non-payment of any delinquent utility account.
2. Failure to pay a security deposit required or to provide a guarantee in lieu of deposit.
3. Using the utility service in an unauthorized manner.
4. Failure to comply with terms and conditions of a delinquent payment agreement.
5. Failure to allow City employees access to the City's equipment located on the customer's premises for inspection, meter reading, maintenance, or replacement of its equipment.
6. Misrepresentation of the customer's identity when obtaining utility service.
7. Violations of other City rules, which affect the safety of the customer or other persons or are harmful to the City utility system.
8. Failure to comply with a decision of the City Council, City Manager, or his/her designated representative.
9. Failure to pay an insufficient fund check and all associated fees.
10. If a customer moves without paying his total utility charges, and later requests and receives City service before the City discovers the previous bill.

REASONS SERVICE WILL NOT BE DISCONTINUED: None of the following will constitute sufficient cause for the City to discontinue any utility service.

1. Failure of a customer to pay for service at one location will not allow the service to be disconnected at a second location if the bill for the service at the second location is not delinquent.
2. Failure of a customer to pay a non-utility bill to the City.

THE SHUT-OFF PROCESS: On the 21st day of the month or the next business day if City Hall is closed, unpaid utility bills are delinquent and past due penalties of 5% are assessed. Past due notices will be prepared and mailed on the 25<sup>th</sup> day of the month showing the amount of the customer's outstanding account. The notice will give a date, which is 10 days after notification when the bill must be paid in full. ~~If unpaid on the 11<sup>th</sup> day after notification, the utility will be disconnected for non-payment of the bill. If the account remains unpaid on the Monday following the due date stated on the Past Due Notice, a Shut Off Notice for Wednesday (two days later) will be delivered to the customer. If the balance remains unpaid on Wednesday then service will be disconnected.~~ **All electric utility shut offs must follow the City Policy governing electric shut offs as mandated by the Michigan Public Service Commission per City Council Resolution 09-95.**

RESTORATION OF SERVICE:

1. After service has been discontinued, the City will restore service promptly upon the customer's request when the cause for discontinuation of service has been cured or all monies owed on the account have been paid.
2. Every effort will be made to restore service upon the day restoration is requested ~~and in any event~~ and, in any event, restoration will be made no later than the end of the first business day after the day of the request.
3. The City will charge the customer a fee of \$40.00 during normal business hours and \$100 during non-business hours to cover the cost of the visit to restore service. This fee will be increased \$10.00 per occurrence for all additional times a service is restored after the first occurrence, up to a maximum of \$100.

APPEALS OF THE CUSTOMER: If at any time the customer appears at City Hall and makes a complaint to the City concerning his/her bill, the following actions may be taken by the staff:

1. When it appears a possible error is due to any action of the City, the billing department staff may postpone the discontinuation of service until the possible error is investigated and proven correct or false. If the City did err, a correction in the bill will be made, and if the City did not err the discontinuation process will start again from where it was stopped by the customer's complaint.
2. If there is a question of the meter not operating correctly, the customer may request in writing that the meter be tested. The meter will then be ordered removed and another meter placed in service to record the customer's usage, and the removed meter will be sent to an Independent Testing Company. When the report from the testing company returns, a copy will be sent to the customer. If the testing company certifies that the meter is operating in a manner which does not defraud the customer, the customer will pay the City the cost of the testing plus \$10.00 to cover the administrative expenses of the City. If the meter is not operating properly and is overcharging the customer, an adjustment will be made in the customer's bill and the City will pay for the meter testing

and the administrative expenses. If the meter is not operating properly and is undercharging the customer, the City will not charge the customer for the usage before the meter was tested, and the City will pay the meter testing and administrative charges. When the customer requests that the meter be tested, the testing charge and process will also be explained.

3. Only the City Manager, or in his/her absence his/her designee, may make an agreement for payment of the bill when, in the opinion of the City Manager, it is in the best interest of the City to make the agreement. ~~In every case, the customer must pay, at a minimum, one half of the past due bill.~~ Any such agreement ~~will be reduced to~~ must be in writing on the attached form and signed by both parties. There will be a \$10.00 administrative fee added to each account anytime an agreement is made. ~~If applicable, this fee will be in addition to the restoration of service charge.~~
4. ~~Written agreements will only be made for a maximum of a ½ month extension. Customers who are unable to pay their utility bill must pay half of the past due bill and may extend payment up to 30 days, at which time their current bill must also be paid.~~ In extenuating circumstances, the City Manager may make an agreement for longer than one month. ~~Agreements will not be made for longer than the past due balance accrued. Customers must pay the agreed upon amount per month in addition to their current bill in order to avoid discontinuation of service. Agreements that are made for non-payment during the winter heating season of November 1<sup>st</sup> – April 1<sup>st</sup> must be paid in full by October 21<sup>st</sup> to avoid electric service being disconnected. The City Manager will report agreements to the City Council if the amount to be extended exceeds \$1000.~~
5. Any employee sent to the customer's place of service to discontinue the service cannot accept any appeal or money.

PLACING OF DELINQUENT UTILITY ACCOUNTS ON THE TAX ROLL: All utility accounts that are delinquent for more than ninety (90) days will be placed on the property owner's property taxes in the manner prescribed by State Law and the Special Assessment Ordinance.

ADDITIONAL COMMENTS: Once service is discontinued, all claims owed and billed to that date must be paid in full before the service will be restored.

Any customer that has two or more checks returned for insufficient funds within a six-month period must pay by cash or money order for twelve (12) months.

The billing department will send a list to the line crew of customers to be turned off. The list will contain a copy of the turn-off notice certifying that the customer has received notification and the amount of money owed the City, including all applicable administrative and turn-on charges.

This policy replaces City Council policies 76-7, 81-3 and 82-2.

# PAYMENT ARRANGEMENT



**Portland**  
CITY OF TWO RIVERS *Michigan*

Date \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_ do  
(Customer Name) (Service Address)

hereby agree to pay the City of Portland the amount of \$ \_\_\_\_\_ by making a payment of  
(Past Due Balance)

\$ \_\_\_\_\_ today and payment(s) of \$ \_\_\_\_\_ weekly, bi-weekly, or monthly (circle one)

for the next \_\_\_\_\_ until my account is paid in full by \_\_\_\_\_.  
(period of time for repayment) (Final Due Date)

I further agree to pay and keep my current utility bills up to date, in addition to the above payment arrangement.

Failure to make the agreed upon payments will result in the termination of my electric or water service without further notice.

Account # \_\_\_\_\_ Phone # \_\_\_\_\_

Customer Signature \_\_\_\_\_

City of Portland \_\_\_\_\_

Payment	Balance Due	Date

*\*This Payment Arrangement is the final extension for past due utility bills. This agreement supersedes any shut off notice or further billing notices from the City of Portland. The total amount due will be paid in full by the due date noted above.*

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-45**

**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:** June 15, 2020

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

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 4TH QUARTER 19-20

GL NUMBER	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-000-699.105	CONTRIBUTION FROM INCOME TAX	72,070.00
105-254-999.101	TRANSFER TO GENERAL FUND	72,070.00
101-100-999.661	TRANSFER TO MOTOR POOL	(20,336.00)
661-000-699.101	CONTRIBUTION FROM GENERAL FUND	(20,336.00)
105-254-999.590	TRANSFER TO WASTEWATER	(1,000.00)
590-000-699.105	TRANSFER FROM INCOME TAX	(1,000.00)
105-254-999.591	TRANSFER TO WATER	(1,000.00)
591-000-699.105	TRANSFER FROM INCOME TAX	(1,000.00)
202-000-699.406	TRANSFER FROM CIP STREET FUND	(16,261.49)
406-275-999.202	TRANSFER TO MAJOR STREETS	(16,261.49)
203-000-699.406	TRANSFER FROM CIP STREET FUND	16,261.86
406-275-999.203	TRANSFER TO LOCAL STREETS	16,261.86
101-000-428.001	PILOT- WODA (OLD SCHOOL MANOR)	3,730.00
101-000-445.000	PENALTY & INTEREST	(1,900.00)
101-000-447.000	TAX COLLECTION FEES	3,000.00
101-000-453.000	CABLE TV FEES	(3,800.00)
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	(3,986.00)
101-000-575.000	REVENUE SHARING-CONST SALES	(24,457.00)
101-000-630.000	CEMETERY LOT SALES	4,500.00
101-000-633.000	CEMETERY CARE FEES	1,500.00
101-000-634.000	GRAVE OPENING FEES	2,000.00
101-000-656.000	DISTRICT COURT FINES	(1,900.00)
101-000-676.004	DONATION-RED MILL BUILDING	(2,500.00)
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	(5,019.00)
101-000-678.007	REIMBURSEMENTS-PAMA	(4,382.00)
101-100-720.000	WORKER'S COMPENSATION	35.00
101-100-956.000	MISCELLANEOUS EXPENSES	100.00
		<u>(33,079.00)</u>
101-101-884.000	CLEANUP WEEK	(3,000.00)
101-101-956.000	MISCELLANEOUS EXPENSES	1,520.00
101-101-975.002	CAP OUTLAY-OLD MILL BUILDING	(8,000.00)
		<u>(9,480.00)</u>
101-172-720.000	WORKER'S COMPENSATION	246.00

101-191-706.000	S & W PARTTIME	300.00
101-191-740.000	OPERATING SUPPLIES	800.00
		<u>1,100.00</u>
101-201-716.000	HEALTH INSURANCE	(1,865.00)
101-201-720.000	WORKER'S COMPENSATION	400.00
101-201-806.000	DATA PROCESSING	1,300.00
101-201-934.000	M & R OFFICE EQUIPMENT	(500.00)
101-201-975.000	CAPITAL OUTLAY BUILDING	20,336.00
		<u>19,671.00</u>
101-209-804.000	CONTRACTUAL SERVICE	(850.00)
101-209-810.000	EQUIPMENT MAINTENANCE CONTRACT	850.00
		<u>0.00</u>
101-265-810.000	EQUIPMENT MAINTENANCE CONTRACT	1,000.00
101-265-930.000	M & R BUILDING	(1,000.00)
101-265-947.000	VEHICLE RENTAL	20.00
		<u>20.00</u>
101-301-710.000	S& W OVERTIME	(4,900.00)
101-301-718.000	PENSION	(14,907.00)
101-301-720.000	WORKER'S COMPENSATION	3,910.00
101-301-931.000	M & R EQUIPMENT	4,900.00
101-301-956.003	SETTLEMENT FEE	10,000.00
		<u>(997.00)</u>
101-371-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	350.00
101-371-717.000	LIFE/LTD INSURANCE	11.00
101-371-804.002	CONTRACTED SERVICE-ZONING ADMIN	(7,600.00)
		<u>(7,239.00)</u>
101-728-956.000	MISCELLANEOUS EXPENSES	7,000.00
101-751-703.000	S & W SUPERVISOR	(1,136.00)
101-751-715.000	S & W SOCIAL SECURITY	1,136.00
		<u>0.00</u>
105-000-438.033	RESIDENT INCOME TAX - 2018	(146,000.00)
105-000-438.034	RESIDENT INCOME TAX - 2019	155,000.00
105-000-440.000	CORPORATE INCOME TAX	(4,000.00)
105-000-442.000	EMPLOYEE INCOME TAX WITHHOLDING	(5,000.00)
		<u>0.00</u>
105-254-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	600.00
105-254-718.000	PENSION	6,210.00
105-254-999.203	TRANSFER TO LOCAL STREETS	1.00
		<u>6,811.00</u>

150-000-665.000	INTEREST INCOME	200.00
150-201-999.101	TRANSFER TO GENERAL FUND	200.00
202-201-727.000	OFFICE SUPPLIES	10.00
202-452-803.009	ENG SERVICE-KENT STREET	(8,000.00)
202-452-804.006	CONTRACT SERVICE-BRIDGE ST RECONSTRUCT	28,517.00
202-452-974.006	SIDEWALK IMPROVEMENTS	(24,092.00)
		<u>(3,575.00)</u>
202-463-947.000	VEHICLE RENTAL	6,779.00
202-469-702.000	S & W FULLTIME	414.00
202-469-715.000	S & W SOCIAL SECURITY	20.00
202-469-716.000	HEALTH INSURANCE	224.00
202-469-718.000	PENSION	85.00
		<u>743.00</u>
203-201-727.000	OFFICE SUPPLIES	10.00
203-201-802.000	AUDIT SERVICE	66.00
		<u>76.00</u>
203-452-804.000	CONTRACTUAL SERVICE	5,000.00
203-452-974.006	SIDEWALK IMPROVEMENTS	11,504.95
203-452-974.006	SIDEWALK IMPROVEMENTS	9,903.05
		<u>26,408.00</u>
203-463-947.000	VEHICLE RENTAL	6,779.00
203-475-702.000	S & W FULLTIME	3,990.00
203-475-715.000	S & W SOCIAL SECURITY	325.00
203-475-716.000	HEALTH INSURANCE	350.00
203-475-717.000	LIFE/LTD INSURANCE	25.00
203-475-947.000	VEHICLE RENTAL	900.00
		<u>5,590.00</u>
203-478-702.000	S & W FULLTIME	(2,300.00)
203-478-775.000	M & R SUPPLIES	(2,500.00)
		<u>(4,800.00)</u>
208-690-702.000	S & W FULLTIME	(3,389.00)
208-690-718.000	PENSION	3,389.00
		<u>0.00</u>
210-000-525.000	FEDERAL CARES HHS STIMULUS	9,795.90
210-201-804.000	CONTRACTUAL SERVICE	300.00

210-302-715.000	S & W SOCIAL SECURITY	4,910.00
210-302-720.000	WORKER'S COMPENSATION	2,800.00
210-302-802.000	AUDIT SERVICE	(100.00)
210-302-958.000	DUES & SUBSCRIPTIONS	1,000.00
		<u>8,610.00</u>
248-000-402.000	REAL PROPERTY TAXES	6,716.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	5,981.00
		<u>12,697.00</u>
248-275-702.000	S & W FULLTIME	500.00
248-275-717.000	LIFE/LTD INSURANCE	33.00
248-275-718.000	PENSION	493.00
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	(1,026.00)
248-275-740.010	SESQUICENTENIAL	9,450.00
248-275-803.000	ENGINEERING SERVICE	(2,000.00)
248-275-804.000	CONTRACTUAL SERVICE	(3,000.00)
248-275-982.000	CAPITAL OUTLAY-DDA	5,000.00
		<u>9,450.00</u>
582-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	41,622.00
582-201-802.000	AUDIT SERVICE	2,100.00
582-201-804.000	CONTRACTUAL SERVICE	820.00
582-201-806.000	DATA PROCESSING	1,400.00
582-201-992.000	PRINCIPAL PAYMENT	(60,000.00)
		<u>(55,680.00)</u>
582-539-706.000	S & W PARTTIME	5,900.00
582-539-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	900.00
582-539-720.000	WORKER'S COMPENSATION	4,228.00
		<u>11,028.00</u>
590-000-553.000	SAW GRANT	342,300.00
590-201-803.000	ENGINEERING SERVICE	343,840.00
590-201-806.000	DATA PROCESSING	1,050.00
		<u>344,890.00</u>
590-441-977.000	CAPITAL OUTLAY-EQUIPMENT	(3,000.00)
590-548-702.000	S & W FULLTIME	(2,790.00)
590-548-710.000	S& W OVERTIME	3,200.00
		<u>410.00</u>
591-441-702.000	S & W FULLTIME	(2,314.00)
591-441-720.000	WORKER'S COMPENSATION	1,314.00
591-441-947.000	VEHICLE RENTAL	6,779.00
		<u>5,779.00</u>

661-000-667.000	LEASE INCOME	19,674.00
661-201-727.000	OFFICE SUPPLIES	110.00
661-201-740.000	OPERATING SUPPLIES	<u>160.00</u>
		270.00
661-441-702.000	S & W FULLTIME	(5,608.00)
661-441-975.001	CAP OUTLAY-BUILDING IMPROVEMEN	(21,000.00)
661-441-977.000	CAPITAL OUTLAY-EQUIPMENT	<u>(14,998.00)</u>
		(41,606.00)

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-46**

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS TO  
CITY BOARDS AND COMMISSIONS**

**WHEREAS**, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

**WHEREAS**, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointments:

Board of Light & Power

-Ted Alberta to a term expiring June 30, 2023

Portland Area Municipal Authority

-Jim Sandborn to a term expiring June 30, 2023

Tree Management Commission

-Charles Carr to a term expiring June 30, 2023

Planning Area Fire Authority

-Kathy Parsons to a term expiring June 30, 2024

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

1. The Portland City Council confirms the Mayor's appointments as set forth above.
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:** June 15, 2020

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

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, June 1, 2020

City Council Chambers and

Via Zoom Meeting ID# 833 5405 9697

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; Police Chief Thomas

Guests: Kathy Parsons; Robert Lathers of The Beacon via Zoom; Evan Sasiela of the Sentinel Standard via Zoom

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

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under Public Comment, Mr. Lathers of The Beacon encouraged the Council to continue using the Zoom option for public attendance of the Council meetings.

Under City Manager Report, City Manager Gorman stated that Governor Whitmer announced Executive Order 2020-110 today, to lift the Stay at Home requirement. He further elaborated on the changes and activities still not allowed. He stated the City of Portland has the same protocols in place at this time. Some City staff are working reduced hours to take advantage of the Work Share Program which is saving the City money on wages. The City Hall lobby will be opened relatively soon, after a partition is hung at the front counter.

City Manager Gorman further noted that based on information available from the Centers for Disease Control (CDC) the playground equipment located in the parks was opened last week.

City Manager Gorman reported that in light of the catastrophic dam failures that occurred in Midland County, he provided a brief update on the status of Portland's Hydro Dam. Hydropower in general and our dam are regulated by the Federal Energy Regulatory Commission (FERC) and are routinely inspected by that federal agency. Board of Light and Power Staff also inspects the dam 7 (seven) days per week. The Portland Police Department monitors the dam as well. As part of maintaining our FERC license and in addition to the above-referenced inspections, we maintain an emergency action plan, as well as other requirements. It's also worth noting that the Edenville Dam in Midland for instance, is an earthen dam, where the Portland Dam is constructed primarily of concrete. At this time, the Portland Dam is structurally sound and flowing well with no known issues.

Under New Business, the Council considered Resolution 20-35 to sell property owned by the City of Portland near Cherry Hill condominiums; deemed as surplus and no longer needed for public purposes. The City will publish two Notices of Intent to sell the property and take necessary steps to identify a potential buyer.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 20-35 a Resolution of Intent to sell surplus real property owned by the City.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 20-36 to approve the revised MERS Hybrid Plan Adoption Agreements for the Benefit Program HA/HB/HC. The City has reformed its pension plan for all employees hired after July 1, 2010 so that new hires will be placed in a MERS Hybrid Pension with a 1% Defined Benefit (DB) pension multiplier that cannot be increased and a Defined Contribution portion that requires new hires to contribute 3% of their wages to the Defined Contribution (DC) pension portion. The City's DB and DC combined pension contribution is capped at 7% and if the DB portion costs less than 7%, then the City will contribute the difference to the employees DC portion.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 20-36 approving the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and approving, authorizing, and directing the City Manager to sign same.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-37 to approve revisions to the City of Portland Employee Handbook to add the word "full-time" on page 12 and cap the number of vacation hours an employee may cash-out per 12-month period to 80 hours on page 15.

Motion by Sheehan, supported by Johnston, to approve Resolution 20-37 approving and adopting the proposed revisions to the City of Portland employee handbook.

Yeas: Sheehan, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 20-38 to approve the purchase of a 2017 Tymco 600 street sweeper for the Department of Public Works (DPW). The DPW currently operates a 1999 street sweeper that has fallen into disrepair and needs to be replaced.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 20-38 approving the purchase of a 2017 Tymco 600 street sweeper for the Department of Public Works.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-39 to opt out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013 which requires all electric utilities to charge up to \$.99 per month on customer bills to raise revenue to provide heating assistance to needy individuals. PA 95 provides that municipally owned electric utilities can opt out of collecting the funds but cannot shut off electricity to residential customers from November 1<sup>st</sup> to April 1<sup>st</sup> for nonpayment of a delinquent account. The City of Portland previously adopted electric shut-off rules that protect low-income and senior citizens from electric shut-offs during the same time period. The City of Portland has opted out of this program since 2013.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 20-39 to opt out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 20-40 to sign a three-year contract with AT&T for telephone service at \$23.00 per line (9 lines) for approximately \$7,452.00 over the three years, a savings of about \$10,368.00 from the previous three years.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 20-40 approving, authorizing, and directing the City Manager to sign a contract with AT&T for telephone service.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-41 to authorize MDOT Contract No. 20-5244 for the Grand River Avenue Bridge Improvement Project. The City of Portland was awarded 95% funding through the MDOT Local Bridge Program to make improvements to the Grand River Avenue Bridge.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 20-41 approving, authorizing, and directing the Mayor and Clerk to sign MDOT Contract No. 20-5244 related to the Grand River Avenue Bridge Improvement Project.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, 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 May 18, 2020, payment of invoices in the amount of \$261,701.55 and payroll in the amount of \$148,339.62 for a total of \$410,041.17. There were no purchase orders over \$5,000.00.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, with a heavy heart City Manager Gorman recognized the protests happening across the country related to the death of George Floyd.

City Manager Gorman commented that a 55' banner will be placed on the pedestrian bridge to honor and recognize the 2020 graduates of both Portland Public Schools and St. Patrick Schools.

City Manager Gorman recognized the great effort by DDA Director ConnerWellman on the recent survey she conducted on the reopening of local businesses.

Under Council Comments, Mayor Pro-Tem VanSlambrouck noted that the VFW held a quiet ceremony and shared it on social media to honor the fallen soldiers on Memorial Day as the community was unable to participate.

Council Members Johnston and Sheehan thanked all of the scouts and their families for placing flags on the graves at the cemetery for Memorial Day.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:37 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the June 1, 2020 City Council Meeting**  
**In Council Chambers and**  
**Via Zoom Meeting ID# 833 5405 9697**  
**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; Police Chief Thomas

**Approval of Resolution 20-35** a Resolution of Intent to sell surplus real property owned by the City.

All in favor. Adopted.

**Approval of Resolution 20-36** approving the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and approving, authorizing, and directing the City Manager to sign same.

All in favor. Adopted.

**Approval of Resolution 20-37** approving and adopting the proposed revisions to the City of Portland employee handbook.

All in favor. Adopted.

**Approval of Resolution 20-38** approving the purchase of a 2017 Tymco 600 street sweeper for the Department of Public Works.

All in favor. Adopted.

**Approval of Resolution 20-39** to opt out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.

All in favor. Adopted.

**Approval of Resolution 20-40** approving, authorizing, and directing the City Manager to sign a contract with AT&T for telephone service.

All in favor. Adopted.

**Approval of Resolution 20-41** approving, authorizing, and directing the Mayor and Clerk to sign MDOT Contract No. 20-5244 related to the Grand River Avenue Bridge Improvement Project.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:37 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
DALE BOWER	MISC	STRAW BALES - CEM, PARKS	60.00
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY- WATER	451.00
WESTPHALIA MILLING CO.	00480	WEED KILLER - PARKS, CEM	301.50
ALAN GILLOTTE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	100.00
MCFADDEN LAW OFFICE PLLC	02299	MAY LEGAL SERVICES - POLICE	23.00
PLB PLANNING GROUP LLC	02504	CONSULTING ZONING - CODE	75.00
PREMIER SAFETY	02465	CALIBRATION OF GAS MONITOR - WW	233.84
RESCO	00392	ELBOW ARRESTER - ELECTRIC	618.50
RESCO	00392	METER SOCKETS - ELECTRIC	999.36
BADER & SONS CO.	00031	PUSH LAWN MOWER - ELECTRIC	499.00
COOK BROS EXCAVATING	00101	TRUCK SWEEPINGS TO GRANGER - MAJ STS	350.00
FAMILY FARM & HOME	01972	MUFFLER, RAIN CAP, CLAMP - MP	48.97
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES - VAR DEPTS	299.00
TIM KRIZOV	01897	CLOTHING ALLOWANCE - WW	82.70
RESCO	00392	GUT STRAND WIRE - ELECTRIC	200.00
DICKINSON WRIGHT PLLC	02244		1,653.00
I.T. RIGHT	02440	COMPUTER SERVICES - GEN	262.50
I.T. RIGHT	02440	2TB HARD DR SERVICE - POLICE	140.00
HYDROCORP	02340	INSPECT/REPORTING SVCS - WATER	499.00
PLEUNE SERVICE COMPANY INC.	00741	QRTYL LABOR/PARTS - CITY HALL	779.00
VERIZON WIRELESS	00470	PHONE/DATA SERVICE - VAR DEPTS	618.38
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	347.04
STAPLES BUSINESS CREDIT	00426	SUPPLIES - VAR DEPTS	656.54
MICHIGAN PAVING & MATERIALS CO.	02102	ASPHALT - MAJ, LOC STS	167.44
BOUND TREE MEDICAL LLC.	01543	ADULT MASKS - AMB	48.50
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	497.78
F&V OPERATIONS & RESOURCE MANAGMNT	02564	JUNE SVCS - WWTP	9,757.53
MENARDS	00260	CONCRETE MIX, TREATED LUMBER - ELECTRIC	50.11
RHONDA MATTESON	MISC	COVID CANCELLATION OF RED MILL RENTAL- PARK REN	200.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	2 GAL SPRAYER, CONCRETE MIX - MP, MAJ STS	37.99
USA BLUEBOOK	01850	PARTS, SUPPLY - WW	250.83
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	28.46
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	2,964.67
GRANGER	00175	REFUSE - WW	152.58
GRANGER	00175	REFUSE - ELECT, POLICE, COMM PROMO	152.58
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	PRE EMPLOY PHYSICAL R SCHNEIDER - PARKS	126.00
FOSTER BLUE WATER OIL, LLC	02301	DIESEL - MTR POOL	61.52
MICHIGAN STATE POLICE	00275	TOKEN FEES - POLICE	66.00
STAR THOMAS	01654	POSTAGE - POLICE	4.60
FOSTER BLUE WATER OIL, LLC	02301	FUEL - PARKS, CEM	303.92
FORTE PAYMENT SYSTEMS	02522	MAY MONTHLY FEE - REC	5.00
PAMA	01370	REIM INSTALL DOOR OPERATOR - COM PROMO	1,316.40
GRANGER	00175	REFUSE- MTR POOL, PARKS, CEM	374.26
DAVID & KATHLEEN WALKER	MISC	GRADING PMT SRTS - LOCAL STS	70.00
CAROL STAHL	MISC	GRADING PMT SRTS - LOCAL STS	70.00
THOMAS & DEBORAH CLARK	MISC	GRADING PMT SRTS - LOCAL STS	70.00
ANDREW THELEN	MISC	SIDEWALK EASEMENT PMT SRTS - LOC STS	1,330.00
MARY BETH ROBERTSON	MISC	GRADING PMT SRTS - LOC STS	50.00
JON TURNQUIST	MISC	GRADING PMT SRTS - LOC STS	80.00
WAYNE BROWN	MISC	GRADING PMT SRTS - LOC STS	60.00
DIANE SCHNEIDER	MISC	GRADING PMT SRTS - LOCAL STS	70.00
THOMAS HOHMAN	MISC	GRADING PMT SRTS - LOCAL STS	60.00
SLEEP & ALERTNESS SERVICES LLC	MISC	GRADING PMT SRTS - LOCAL STS	50.00
DAVID & STEPHANIE WILLSON	MISC	GRADING PMT SRTS - LOC STS	30.00
ROBERT & DA PHILLIPS	MISC	GRADING PMT SRTS - LOCAL STS	60.00
ELLIOT PLATTE	MISC	SIDEWALK EASEMENT SRTS - LOC STS	390.00
STEPHEN & LAUREN SHEREN	MISC	GRADING PMT SRTS - LOCAL STS	40.00
JASON PLINE	MISC	SIDEWALK EASEMENT SRTS - LOC STS	60.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MICHAEL & JESSICA LAMPMAN	MISC	GRADING PMT SRTS - LOCAL STS	80.00
AARON DRAPER	MISC	GRADING PMT SRTS - LOC STS	70.00
ST. PATRICK'S CATHOLIC CHURCH	MISC	SIDEWALK EASEMENTS SRTS - LOC STS	380.00
ERIC JOHNSTON	MISC	GRADING PMT SRTS - LOC STS	70.00
CAROLE SCHRAUBEN	MISC	GRADING PMT SRTS - LOC STS	80.00
TERESA HUHN	MISC	GRADING PMT SRTS - LOC STS	50.00
KIMBERLY WEBER	MISC	GRADING PMT SRTS - LOC STS	200.00
BERT'S GLASS LLC	02019	INSTALLATION OF SAFETY GLASS CITY HALL - GEN	732.00
CULLIGAN	02130	WATER CITY HALL - GEN	7.50
KURT & PATRICIA BEACHNAU	MISC	GRADING PMT SRTS - LOC STS	360.00
STEVEN & LYNNE PARADISO	MISC	SIDEWALK EASEMENT SRTS - LOC STS	50.00
SPENCER PENNINGTON & ALLYSA WHALEN	MISC	GRADING PMT SRTS - LOC STS	50.00
CHRISTINA PULLING	MISC	GRADING PMT SRTS - LOC STS	70.00
KRISTINA & WILLIAM GRINDEY	MISC	SIDEWALK EASEMENT PMT SRTS- LOC STS	370.00
MARY STEVENS	MISC	GRADING PMT SRTS - LOC STS	70.00
BRIAN & NANCY WOHLSCHEID	MISC	GRADING PMT SRTS - LOC STS	70.00
DONALD & KATHLEEN POHL	MISC	GRADING PMT SRST -LOC STS	290.00
JOSHUA PIELEMEIER	MISC	GRADING PMT SRTS - LOC STS	50.00
KALEB JON CARL	MISC	SIDEWALK EASEMENT SRTS - MAJ STS	350.00
TYLER & ASHLEY SAWDY	MISC	SIDEWALK EASEMENT SRTS - MAJ STS	220.00
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	0.64
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	426.80
GRANGER	00175	STREET SWEEPING DISPOSAL - MAJ, LOC STS	190.00
MOYER CONSTRUCTION	00316	SIDEWALK REPAIR KENT/KNOX - MAJ STS	350.00
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	132.84
GRANGER	00175	REFUSE - REFUSE	12,463.40
UTILITY CONSULTING GROUP, LLC	00465	CAL PCA FACTOR, ELECT 2020 RATE STUDY-ELECTRIC	2,067.75
RESCO	00392	2 ROLLS OF 4 CABLE - ELECTRIC	3,700.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	17.14

Date: 06/10/20

**CITY OF PORTLAND INVOICE REGISTER**

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	METER HORN, PARTS - WATER	303.20
FAMILY FARM & HOME	01972	SAFETY GLASSES - WATER	12.00
USA BLUEBOOK	01850	HACH DPD, PHOSVER 3 - WATER	195.11
COOK BROS EXCAVATING	00101	BRIDGE ST REALIGNMENT - MAJ ST	144,516.06
Total:			\$196,347.94

**BI-WEEKLY  
WAGE REPORT  
June 15, 2020**

<b>DEPARTMENT</b>	<b>GROSS EARNINGS CURRENT PAY</b>	<b>GROSS EARNINGS YEAR-TO-DATE</b>	<b>SOCIAL SECURITY &amp; FRINGE BENEFITS CURRENT PAY</b>	<b>SOCIAL SECURITY &amp; FRINGE BENEFITS YEAR-TO-DATE</b>	<b>TOTAL CURRENT PAYROLL</b>	<b>GRAND TOTAL YEAR-TO-DATE</b>
GENERAL ADMIN.	8,841.34	231,377.12	1,950.78	64,327.47	10,792.12	295,704.59
ASSESSOR	941.79	26,808.81	72.04	2,056.28	1,013.83	28,865.09
CEMETERY	3,582.55	82,917.67	335.88	20,084.43	3,918.43	103,002.10
POLICE	15,704.58	355,040.14	3,116.44	89,610.96	18,821.02	444,651.10
CODE ENFORCEMENT	822.99	17,730.94	126.73	3,809.21	949.72	21,540.15
PARKS	3,031.65	60,691.38	294.40	10,186.83	3,326.05	70,878.21
INCOME TAX	1,706.36	48,841.28	353.03	19,075.38	2,059.39	67,916.66
MAJOR STREETS	4,836.35	86,912.97	957.52	37,215.77	5,793.87	124,128.74
LOCAL STREETS	3,803.33	89,017.21	611.37	34,799.76	4,414.70	123,816.97
RECREATION	236.87	17,234.45	31.74	3,163.77	268.61	20,398.22
AMBULANCE	10,978.36	293,894.67	2,099.28	63,159.00	13,077.64	357,053.67
DDA	1,786.24	58,177.40	257.58	9,535.81	2,043.82	67,713.21
ELECTRIC	26,989.99	449,597.86	3,991.56	122,562.29	30,981.55	572,160.15
WASTEWATER	6,248.69	160,126.64	1,049.33	45,544.03	7,298.02	205,670.67
WATER	6,380.78	133,172.78	1,435.64	48,038.09	7,816.42	181,210.87
MOTOR POOL	1,584.14	44,412.67	135.46	12,875.20	1,719.60	57,287.87
<b>TOTALS:</b>	<b>97,476.01</b>	<b>2,155,953.99</b>	<b>16,818.78</b>	<b>586,044.28</b>	<b>114,294.79</b>	<b>2,741,998.27</b>

**BI-WEEKLY CASH BALANCE ANALYSIS  
AS OF 06/11/2020  
MEETING DATE 06/15/2020**

Fund	Description	Beginning Balance 05/27/2020	Total Cash in	Total Cash out	Cash Balance 06/11/2020	Time Certificates	Ending Balance 6/11/2020
101	GENERAL FUND	1,580,457.87	77,332.79	(177,166.98)	1,480,623.68	235,000.00	1,715,623.68
105	INCOME TAX FUND	121,285.08	63,835.62	(42,893.34)	142,227.36	10,000.00	152,227.36
150	CEMETERY PERPETUAL CARE FUND	57,047.51	404.83	(4.83)	57,447.51		57,447.51
202	MAJOR STREETS FUND	324,545.14	226,467.89	(13,588.67)	537,424.36		537,424.36
203	LOCAL STREETS FUND	165,422.76	84,995.67	(16,031.13)	234,387.30		234,387.30
208	RECREATION FUND	39,578.25	576.10	(1,711.77)	38,442.58		38,442.58
210	AMBULANCE FUND	(6,344.87)	31,378.12	(43,161.75)	(18,128.50)		(18,128.50)
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	531,992.64	3,614.28	(7,183.60)	528,423.32		528,423.32
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	-	(248,597.69)	0.25		0.25
520	REFUSE SERVICE FUND	10,316.65	2,767.30	(241.82)	12,842.13		12,842.13
582	ELECTRIC FUND	1,381,605.61	103,305.79	(139,373.74)	1,345,537.66	530,000.00	1,875,537.66
590	WASTEWATER FUND	59,841.07	26,803.37	(238,121.36)	(151,476.92)		(151,476.92)
591	WATER FUND	110,343.43	22,292.71	(31,040.08)	101,596.06	420,000.00	458,410.02
661	MOTOR POOL FUND	73,369.83	11,696.78	(13,831.64)	71,234.97		71,234.97
703	CURRENT TAX FUND	8,417.83	0.92	0.00	8,418.75		8,418.75
	<b>TOTAL - ALL FUNDS</b>	<b>4,709,838.99</b>	<b>655,472.17</b>	<b>(972,948.40)</b>	<b>4,392,362.76</b>	<b>1,195,000.00</b>	<b>5,524,176.72</b>
					ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
					ELECTRIC - MPPA MUNICIPAL TRUST	159,983.01	159,983.01
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	671,448.05	671,448.05
					ELECTRIC-PRIN & INT ESCROW	137,432.61	137,432.61
					WASTEWATER DEBT ESCROW	268,414.52	268,414.52
					WASTEWATER REPAIR ESCROW	142,188.92	142,188.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	63,188.90	63,188.90
							<b>7,667,334.50</b>

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

User: ABAUM

DB: Portland

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,063,204.00	1,057,869.20	26,726.01	5,334.80	99.50
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	2,000.00	0.00	0.00	2,000.00	0.00
101-000-428.001	PILOT- WODA (OLD SCHOOL MANOR)	0.00	3,738.49	0.00	(3,738.49)	100.00
101-000-445.000	PENALTY & INTEREST	5,000.00	3,122.19	1,098.14	1,877.81	62.44
101-000-447.000	TAX COLLECTION FEES	41,000.00	44,117.21	0.00	(3,117.21)	107.60
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	6.16	0.00	(6.16)	100.00
101-000-451.000	BUSINESS PERMITS	100.00	100.00	0.00	0.00	100.00
101-000-453.000	CABLE TV FEES	24,000.00	20,198.94	4,394.98	3,801.06	84.16
101-000-455.000	TRAILER FEES	350.00	459.00	42.00	(109.00)	131.14
101-000-476.000	NON-BUSINESS PERMITS	66,000.00	65,085.00	3,770.00	915.00	98.61
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	2.76	0.00	(2.76)	100.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	500.00	967.68	0.00	(467.68)	193.54
101-000-570.000	LIQUOR FEES	3,500.00	3,784.00	0.00	(284.00)	108.11
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	5,916.00	1,932.48	0.00	3,983.52	32.67
101-000-575.000	REVENUE SHARING-CONST SALES	349,393.00	295,663.00	0.00	53,730.00	84.62
101-000-576.000	REVENUE SHARING-STAT SALES	112,685.00	92,850.00	0.00	19,835.00	82.40
101-000-620.000	PBT TESTING FEES	3,000.00	739.00	0.00	2,261.00	24.63
101-000-623.000	TRANSCRIPT FEES	0.00	2,475.19	60.50	(2,475.19)	100.00
101-000-624.000	MISCELLANEOUS FEES	0.00	210.50	0.00	(210.50)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00	292,457.00	26,587.00	26,587.00	91.67
101-000-630.000	CEMETERY LOT SALES	3,500.00	8,387.50	2,500.00	(4,887.50)	239.64
101-000-633.000	CEMETERY CARE FEES	2,500.00	4,513.00	1,120.00	(2,013.00)	180.52
101-000-634.000	GRAVE OPENING FEES	8,000.00	12,475.00	1,225.00	(4,475.00)	155.94
101-000-656.000	DISTRICT COURT FINES	9,500.00	7,642.48	414.62	1,857.52	80.45
101-000-661.000	PARKING FINES	2,500.00	2,630.00	0.00	(130.00)	105.20
101-000-663.000	MISCELLANEOUS FINES	2,000.00	1,889.00	56.00	111.00	94.45
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	150.00	0.00	(150.00)	100.00
101-000-665.000	INTEREST INCOME	0.00	2,960.53	22.34	(2,960.53)	100.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	763.54	11.07	(763.54)	100.00
101-000-667.000	RENTAL INCOME	1,500.00	1,520.00	200.00	(20.00)	101.33
101-000-676.004	DONATION-RED MILL BUILDING	2,500.00	10,000.00	0.00	(7,500.00)	400.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	0.00	76.40	0.00	(76.40)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	26,019.00	20,236.02	0.00	5,782.98	77.77
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	35,000.00	26,614.09	59.00	8,385.91	76.04
101-000-678.007	REIMBURSEMENTS-PAMA	17,682.00	13,351.00	0.00	4,331.00	75.51
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	72,070.00	0.00	(72,070.00)	100.00
101-000-699.150	TRANSFER FROM PERP CARE	0.00	320.01	4.68	(320.01)	100.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	50,037.00	0.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	0.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	32,009.00	0.00	0.00	100.00
TOTAL REVENUES		2,220,203.00	2,185,186.37	68,291.34	35,016.63	98.42

Expenditures						
100	COUNCIL	68,219.00	65,028.69	26.83	3,190.31	95.32
101	COMMUNITY PROMOTIONS	337,631.00	295,090.77	4,982.29	42,540.23	87.40
172	CITY MANAGER	170,530.00	144,395.43	12,050.70	26,134.57	84.67
191	ELECTIONS	5,050.00	5,236.98	108.65	(186.98)	103.70
201	GENERAL ADMINISTRATION	437,050.00	349,929.86	21,841.67	87,120.14	80.07
209	ASSESSING	53,485.00	43,603.62	3,961.02	9,881.38	81.52
265	CITY HALL	63,163.00	54,878.58	3,438.04	8,284.42	86.88
276	CEMETERY	154,563.00	117,266.70	10,788.89	37,296.30	75.87
301	POLICE	789,703.00	569,795.02	44,372.10	219,907.98	72.15
371	CODE ENFORCEMENT	54,274.00	33,945.71	2,765.49	20,328.29	62.55
728	ECONOMIC DEVELOPMENT	24,460.00	21,595.61	740.61	2,864.39	88.29

## REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
751	PARKS	161,213.00	117,158.02	6,533.33	44,054.98	72.67		
TOTAL EXPENDITURES		<u>2,319,341.00</u>	<u>1,817,924.99</u>	<u>111,609.62</u>	<u>501,416.01</u>	<u>78.38</u>		
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		2,220,203.00	2,185,186.37	68,291.34	35,016.63	98.42		
TOTAL EXPENDITURES		<u>2,319,341.00</u>	<u>1,817,924.99</u>	<u>111,609.62</u>	<u>501,416.01</u>	<u>78.38</u>		
NET OF REVENUES & EXPENDITURES		(99,138.00)	367,261.38	(43,318.28)	(466,399.38)	370.45		

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	724,400.00	661,336.17	64,521.29	63,063.83	91.29
	TOTAL EXPENDITURES	902,872.00	844,570.79	8,369.59	58,301.21	93.54
	NET OF REVENUES & EXPENDITURES	(178,472.00)	(183,234.62)	56,151.70	4,762.62	102.67
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	12,800.00	3,874.84	4.83	8,925.16	30.27
	TOTAL EXPENDITURES	300.00	320.01	4.68	(20.01)	106.67
	NET OF REVENUES & EXPENDITURES	12,500.00	3,554.83	0.15	8,945.17	28.44
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	747,540.00	426,038.71	30,355.30	321,501.29	56.99
	TOTAL EXPENDITURES	768,995.00	418,759.38	22,061.48	350,235.62	54.46
	NET OF REVENUES & EXPENDITURES	(21,455.00)	7,279.33	8,293.82	(28,734.33)	33.93
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	352,873.00	280,059.53	12,076.07	72,813.47	79.37
	TOTAL EXPENDITURES	389,198.00	324,908.61	17,812.46	64,289.39	83.48
	NET OF REVENUES & EXPENDITURES	(36,325.00)	(44,849.08)	(5,736.39)	8,524.08	123.47
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	129,500.00	88,483.89	0.11	41,016.11	68.33
	TOTAL EXPENDITURES	129,497.00	68,859.67	2,838.81	60,637.33	53.17
	NET OF REVENUES & EXPENDITURES	3.00	19,624.22	(2,838.70)	(19,621.22)	14,140.67
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	551,932.00	487,772.89	29,333.62	64,159.11	88.38
	TOTAL EXPENDITURES	608,771.00	508,777.35	38,985.94	99,993.65	83.57
	NET OF REVENUES & EXPENDITURES	(56,839.00)	(21,004.46)	(9,652.32)	(35,834.54)	36.95
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	344,510.00	361,297.67	22.48	(16,787.67)	104.87
	TOTAL EXPENDITURES	568,196.00	177,468.18	4,771.02	390,727.82	31.23
	NET OF REVENUES & EXPENDITURES	(223,686.00)	183,829.49	(4,748.54)	(407,515.49)	82.18
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	9,000.00	0.00	0.00	9,000.00	0.00
	TOTAL EXPENDITURES	9,000.00	4,500.00	0.00	4,500.00	50.00
	NET OF REVENUES & EXPENDITURES	0.00	(4,500.00)	0.00	4,500.00	100.00
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	398,090.00	149,492.68	0.00	248,597.32	37.55
	NET OF REVENUES & EXPENDITURES	(398,090.00)	(149,492.68)	0.00	(248,597.32)	37.55

## PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		152,000.00	125,634.59	12,553.89	26,365.41	82.65
TOTAL EXPENDITURES		150,900.00	124,564.14	0.00	26,335.86	82.55
NET OF REVENUES & EXPENDITURES		1,100.00	1,070.45	12,553.89	29.55	97.31
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,998,725.00	3,362,822.48	288,644.34	635,902.52	84.10
TOTAL EXPENDITURES		4,553,926.00	2,882,539.34	147,375.24	1,671,386.66	63.30
NET OF REVENUES & EXPENDITURES		(555,201.00)	480,283.14	141,269.10	(1,035,484.14)	86.51
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		1,216,400.00	1,327,460.00	261,395.37	(111,060.00)	109.13
TOTAL EXPENDITURES		1,323,042.00	1,180,969.66	58,595.58	142,072.34	89.26
NET OF REVENUES & EXPENDITURES		(106,642.00)	146,490.34	202,799.79	(253,132.34)	137.37
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		674,669.00	570,351.54	48,474.63	104,317.46	84.54
TOTAL EXPENDITURES		891,796.00	476,717.99	29,886.20	415,078.01	53.46
NET OF REVENUES & EXPENDITURES		(217,127.00)	93,633.55	18,588.43	(310,760.55)	43.12
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		386,228.00	272,916.29	7,064.60	113,311.71	70.66
TOTAL EXPENDITURES		436,361.00	243,890.73	12,474.35	192,470.27	55.89
NET OF REVENUES & EXPENDITURES		(50,133.00)	29,025.56	(5,409.75)	(79,158.56)	57.90
TOTAL REVENUES - ALL FUNDS		9,300,577.00	7,968,048.60	754,446.53	1,332,528.40	85.67
TOTAL EXPENDITURES - ALL FUNDS		11,130,944.00	7,406,338.53	343,175.35	3,724,605.47	66.54
NET OF REVENUES & EXPENDITURES		(1,830,367.00)	561,710.07	411,271.18	(2,392,077.07)	30.69

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

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

Please print your responses

Date: 6.11.2020

Name: Chad Williams

Address: 5127 Chinook Ln Lyons 48851

Telephone No. [REDACTED]

E-mail address [REDACTED]

Employer State of MI

Telephone No. [REDACTED]

How long have you lived in the City of Portland?

\*\*\*\*\*

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

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

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

Education

Ferris State University  
BS in Criminal Justice

Are you a high school graduate? YES

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

Ferris State University

BS - Criminal Justice

Professional and work experience

25+ years w/MSDC, currently serve as

Inspector of Carson City Correctional Facility

Community activities, interests, and service

I have coached in the community & PHS

for the past 16 years. I have served on

the Parks & Rec Board for multiple terms & would love to continue.

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

Cary Foote

Neil Brown

Walt Cross

Denny Cunningham

Jace Spedoske

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Please print your responses <sup>0</sup> Date: 5/27/2020

Name: Margery M Briggs

Address: 307 Kent St Portland, ME 04115

Telephone No. [REDACTED]

E-mail address [REDACTED]

Employer self Two Rivers Consulting & Consulting PC Telephone No. \_\_\_\_\_

How long have you lived in the City of Portland?  
Continuous since Aug 2003 (also 1995-1998)

\*\*\*\*\*

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

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

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

Education

*Please Review all prior submitted info  
update would be involvement with DDA since last  
submission including Design Committee, Designation and  
steering group etc.*

Are you a high school graduate?

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

Professional and work experience

Community activities, interests, and service

See  
previous  
submissions



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

Tina Connor Redman  
Mike Judd 577 285 0972

CITY OF PORTLAND  
BOARD AND COMMISSION  
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Please print your responses

Date: 5/26/2020

Name: Leo Madarang

Address: 11241 Prestwick Dr Lansing 48917

Telephone No. [REDACTED]

E-mail address [REDACTED]

Employer Madarang Hoert & Associates Telephone No. 517-647-7873

How long have you lived in the City of Portland? - Business since 2017

\*\*\*\*\*

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

- Board of Review
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- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

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

Education

Are you a high school graduate?

Yes

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

Michigan State University - Bachelor of Arts

Political Theory  
Constitutional ~~Law~~  
Democracy

Thomas M. Cooley Law School - Juris Doctorate

Professional and work experience

Owner Madarang Hunt & Associates, [REDACTED]  
[REDACTED]

Community activities, interests, and service

Previously Vice-President of Portland Area Chamber of Commerce

Previous Board member DDA

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

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

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Please print your responses

Date: 5-28-2020

Name: Doug Logel

Address: 858 Maynard Rd

Telephone No. [REDACTED]

E-mail address \_\_\_\_\_

Employer City of Portland

Telephone No. \_\_\_\_\_

How long have you lived in the City of Portland? 55 yrs

\*\*\*\*\*

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

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

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

Education

Are you a high school graduate?

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

Professional and work experience



Community activities, interests, and service

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

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

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Please print your responses

Date: 5-29-2020

Name: Joseph M Fedewa

Address: 900 Cherrywood Ct Portland 48575

Telephone No. [REDACTED]

E-mail address \_\_\_\_\_

Employer N/A

Telephone No. \_\_\_\_\_

How long have you lived in the City of Portland? 60+ yrs

\*\*\*\*\*

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

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

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

Education

Are you a high school graduate? *YES*

College, University, or other school. State name and degree, certificate, etc., earned. *NO*

Professional and work experience *residential + light commercial building contractor*  
*Cooley Law School - in charge of maintenance + construction 30 yrs*

Community activities, interests, and service *President of Cherryhill Estates 30 yrs*

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

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BOARD AND COMMISSION  
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Please print your responses

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

Name: WILLIAM ROESER

Address: PO BOX 561, 302 RIVERS EDGE LN, PORTLAND

Telephone No. [REDACTED]

E-mail address [REDACTED]

Employer retired

Telephone No. —

How long have you lived in the City of Portland? 9 YEARS

\*\*\*\*\*

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

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

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

Education NO CHANGE FROM ORIGINAL APPLICATION YOU SHOULD STILL HAVE ON FILE

Are you a high school graduate?

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

Professional and work experience



Community activities, interests, and service

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

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**JUNE 9, 2020 - 3:00 P.M.**

**THIS MEETING WILL BE HELD ELECTRONICALLY**

**AGENDA**

- I. Call to Order**
- II. Approval of Agenda**
  - A. Consideration of additional items
  - B.
- III. Public Comment**

(3 minute time limit per speaker – please state name/organization)
- IV. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B. Approve Health Department Payroll and Accounts Payable
  - C. Approve Road Department Payroll and Accounts Payable
  - D. Approval of Financial Reports for General & Special Revenue Funds as of March 31, 2020-Finance Department
  - E. Approval of April and May 2020 Financial Reports-Finance Department
- V. Unfinished Business**
  - A. Recommendation for 2020 budget reductions.
- VI. New Business**
  - A. PowerPoint Presentation Overview of Michigan Association of Counties (MAC)- Steve Currie, MAC Executive Director
  - B. Request approval of L-4029 2020 Tax Rate-Equalization
  - C. Request Approval of Ancillary Provider Agreement between Meridian Health Plan-Health Department
  - D. Request Approval for Maternal Infant Health Program Provider and Medicaid Health Plan Care Coordination Agreement-Health Department
  - E. Request approval of hiring an Engineering Firm-Finance Department
  - F. Request approval to remove Paul Spitzley as authorized Bank Signatory for Road Department.
  - G. Request to Ratify Administrator's Signature for Acquisition of Drain Commission Software and Data Conversion.
  - H. Request approval of change order with Vander Kodde Construction-COA
- VII. Department Reports**
  - A.

B.

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

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

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

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

**XI. Closed Session**

A.

**XII. Adjournment**

**Board and/or Commission Vacancies**

- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expired April 2020.
- West Michigan Regional Planning Commission – One one-year terms, expired December 2019.
- Tax Allocation Board – One –one year term expired January 2020
- Commission on Aging Board – one – three year term expiring September 2020

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

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

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