



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

7:00 P.M. Monday, December 21, 2020

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

And Via Virtual Zoom Meeting ID# 876 6107 2664

Estimated Time		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	Decision
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:08 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 20-68 Approving a Bid from Michigan Wood Fibers LLC for Wood Waste Processing and Compost Removal	Decision
7:23 PM	B. Proposed Resolution 20-69 to Amend the Budget for Fiscal Year 2019-2020	Decision
7:25 PM	C. Proposed Resolution 20-70 Approving 2021 City Council Meeting Dates	Decision
7:28 PM	D. Proposed Resolution 20-71 Confirming the Mayor's Appointments to City Boards and Commissions	Decision
7:30 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting on December 7, 2020	
	B. Payment of Invoices in the Amount of \$123,537.87 and Payroll in the Amount of \$ for a Total of \$	
	C. Purchase Orders over \$5,000.00 <ol style="list-style-type: none">1. Fleis & VandenBrink in the Amount of \$12,493.35 for Expenses Related to the Grand River Bridge Improvement Project2. T.H. Eifert Mechanical Contractors in the Amount of \$24,850.00 to Replace a Gate Valve	
	XI. <u>Communications</u>	
	A. Utility Billing Reports for November 2020	
	B. Water Department Report for November 2020	
	C. Ionia County Board of Commissioners Meeting for December 15, 2020	

<u>Estimated Time</u>
7:35 PM
7:40 PM
7:45 PM
7:50 PM

XII. Other Business – None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

<u>Desired Outcome</u>
Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-68

**A RESOLUTION APPROVING A BID FROM MICHIGAN WOOD
FIBERS LLC FOR WOOD WASTE PROCESSING AND
COMPOST REMOVAL**

WHEREAS, the Department of Public Works (DPW) is charged with the responsibility of collecting certain yard waste and debris as a service to the residents of the City, including leaf and brush removal; and

WHEREAS, Director of Public Services, Ken Gensterblum are recommending that the City contract with a company to safely remove the accumulated brush and compost piles; and

WHEREAS, DPW Foreman, Ken Gensterblum sought bids and received a low bid of \$15,800.00 from Michigan Wood Fibers, LLC to perform this work, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the bid from Michigan Wood Fibers, LLC for wood waste processing and compost removal for \$15,800.00, 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: December 21, 2020

Monique I. Miller, City Clerk

Ken Gensterblum

From: Nate Weaver <nate@michiganwoodfibers.com>
Sent: Tuesday, December 8, 2020 1:32 PM
To: Ken Gensterblum
Cc: Ben
Subject: RE: Bid

Hi Ken,

We are pleased to bid \$15,800 to recycle the leaves and brush pile like we have done in the past. We can meet your deadline to complete the job. Please let me know if you have any questions.

Nate Weaver



www.michiganwoodfibers.com

(616)875-2241

From: Ken Gensterblum [mailto:dpw@portland-michigan.org]
Sent: Wednesday, November 25, 2020 10:50 AM
To: Nate Weaver
Subject: Bid

Good morning, that time of year to bid out the brush grinding and compost removal.

You're welcomed to come out and take a look but it's similar to previous years, I'm guessing one day of grinding, 2,500-3,000 yards of compost to remove.

Depending on timing aiming for approval December 7th or 24th with completion prior to April 1st.

Any questions feel free to email or call/text 517-526-3813.

Thank you,

Ken Gensterblum
Public Works Director
City of Portland
517-647-6129



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-69

**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: December 21, 2020

Monique I. Miller, City Clerk

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 2ND QUARTER 20-21

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
105-254-999.202	TRANSFER TO MAJOR STREETS	31,000.00
202-000-699.105	CONTRIBUTION FROM INCOME TAX	31,000.00
105-254-999.203	TRANSFER TO LOCAL STREETS	72,000.00
203-000-699.105	TRANSFER FROM INCOME TAX	72,000.00
210-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	2,629.44
210-302-933.000	M & R VEHICLES	2,629.44
248-000-678.012	REIMBURSEMENTS-BEER FEST	(32,000.00)
248-275-740.008	OPERATING SUPPLIES - BEER FEST	(12,000.00)
248-000-678.013	REIMBURSEMENTS - HOLIDAY FEST	(3,000.00)
248-275-740.009	OPERATING SUPPLIES - HOLIDAY FEST	(1,500.00)
101-000-453.000	CABLE TV FEES	(2,500.00)
101-000-528.000	OTHER FEDERAL GRANTS	74,340.00
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	1,000.00
101-000-665.000	INTEREST INCOME	(2,900.00)
101-101-975.002	CAP OUTLAY-OLD MILL BUILDING	5,000.00
101-201-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	1,000.00
101-201-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	400.00
		<u>1,400.00</u>
101-301-719.001	HAZARD PAY	7,000.00
101-301-912.000	PROPERTY INSURANCE	350.00
101-301-933.000	M & R VEHICLES	3,000.00
		<u>10,350.00</u>
101-751-912.000	PROPERTY INSURANCE	240.00
101-751-930.000	M & R BUILDING	5,000.00
		<u>5,240.00</u>

105-254-718.000	PENSION	6,396.00
105-254-802.000	AUDIT SERVICE	800.00
		<hr/> 7,196.00
202-201-802.000	AUDIT SERVICE	3,500.00
202-452-804.021	BRIDGE ST MILL & FILL	12,361.00
202-463-703.000	S & W SUPERVISOR	1,550.00
203-201-802.000	AUDIT SERVICE	1,000.00
203-201-804.000	CONTRACTUAL SERVICE	150.00
		<hr/> 1,150.00
203-452-804.000	CONTRACTUAL SERVICE	38,245.00
203-452-804.019	GRANT & JAMES ST MILL & FILL	20,625.00
		<hr/> 58,870.00
203-463-703.000	S & W SUPERVISOR	1,550.00
203-463-804.000	CONTRACTUAL SERVICE	(2,500.00)
		<hr/> (950.00)
203-469-775.000	M & R SUPPLIES	2,500.00
208-690-912.000	PROPERTY INSURANCE	5.00
210-000-528.000	OTHER FEDERAL GRANTS	10,600.00
210-000-676.001	DONATIONS-OTHERS	500.00
210-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	210.00
210-201-804.000	CONTRACTUAL SERVICE	200.00
210-302-702.000	S & W FULLTIME	(600.00)
210-302-702.000	S & W FULLTIME	(2,000.00)
210-302-702.000	S & W FULLTIME	(4,070.56)
210-302-710.000	S& W OVERTIME	3,000.00
210-302-715.000	S & W SOCIAL SECURITY	(200.00)
210-302-716.000	HEALTH INSURANCE	(1,000.00)
210-302-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	200.00
210-302-719.001	HAZARD PAY	11,200.00
210-302-933.000	M & R VEHICLES	2,270.56
210-302-933.000	M & R VEHICLES	2,100.00
		<hr/> 10,900.00
248-275-702.000	S & W FULLTIME	500.00

248-275-704.000	S & W SUPERVISOR	(2,290.00)
248-275-804.000	CONTRACTUAL SERVICE	10,500.00
248-275-967.001	FACADE RESTORATION (DDA)	6,000.00
248-275-982.001	CAPITAL OUTLAY - SPLASH PAD	366,000.00
		<hr/> 380,710.00
582-201-804.000	CONTRACTUAL SERVICE	8,000.00
582-201-912.000	PROPERTY INSURANCE	1,100.00
		<hr/> 9,100.00
582-539-803.019	ENG SERVICE - BROADBAND	27,214.00
582-539-977.000	CAPITAL OUTLAY-EQUIPMENT	14,000.00
		<hr/> 41,214.00
590-000-553.000	SAW GRANT	24,367.00
590-201-806.000	DATA PROCESSING	650.00
590-201-912.000	PROPERTY INSURANCE	160.00
590-201-915.000	BOILER INSURANCE	65.00
		<hr/> 875.00
590-441-703.000	S & W SUPERVISOR	500.00
590-548-977.000	CAPITAL OUTLAY-EQUIPMENT	7,922.00
591-201-912.000	PROPERTY INSURANCE	350.00
591-441-703.000	S & W SUPERVISOR	2,200.00
661-201-727.000	OFFICE SUPPLIES	50.00
661-201-730.000	POSTAGE	250.00
661-201-914.000	VEHICLE INSURANCE	(300.00)
		<hr/> 0.00
661-441-703.000	S & W SUPERVISOR	1,000.00
661-441-804.000	CONTRACTUAL SERVICE	112.00
661-441-852.000	RADIO MAINTENANCE	(162.00)
661-441-956.000	MISCELLANEOUS EXPENSES	50.00
		<hr/> 1,000.00

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-70

A RESOLUTION APPROVING 2021 CITY COUNCIL MEETING DATES

WHEREAS, the Open Meetings Act requires public bodies to post a list of dates of all of the regular meetings within ten days of the first meeting in each calendar or fiscal year; and

WHEREAS, Section 2-19 of the Code of the City of Portland, Michigan provides:

2-19 Time and place.

Sec. 1. The Portland City Council shall conduct regular meetings on the first and third Monday of the month in the Council Chambers at City Hall commencing at 7:00 p.m. unless rescheduled to a date not less than seven (7) days after adoption of a resolution passed by the City Council which reschedules the regular meeting. Whenever a meeting date falls on a City holiday, the meeting shall be conducted on the next business day; and

WHEREAS, the City Clerk has prepared the attached listing of the 2021 regular meeting dates for the City Council, Planning Commission, ZBA, DDA, Board of Light & Power, and Parks and Recreation Board, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the list of proposed dates for the meeting of City Council for the year 2021 as set forth 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: December 21, 2020

Monique I. Miller, City Clerk

PUBLIC NOTICE

In compliance with the Open Meetings Act and the Portland City Charter, following are the dates for the regular meetings, unless otherwise noted, for Boards & Commissions of the City of Portland for 2021. Individuals with disabilities requiring auxiliary aids or services for any meeting may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed to you.



CITY COUNCIL	
All meetings are held at 7:00 P.M., the first and third Monday of each month, in the Council Chambers at City Hall, 259 Kent St.	
Monday	January 4th
Monday	January 18th
Monday	February 1st
Tuesday	February 16th
Monday	March 1st
Monday	March 15th
Monday	April 5th
Monday	April 19th
Monday	May 3rd
Monday	May 17th
Monday	June 7th
Monday	June 21st
Tuesday	July 6th
Monday	July 19th
Monday	August 2nd
Monday	August 16th
Tuesday	September 7th
Monday	September 20th
Monday	October 4th
Monday	October 18th
Monday	November 1st
Monday	November 15th
Monday	December 6th
Monday	December 20th

DDA	
All meetings are held at 7:00 P.M., the fourth Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 25th
Monday	February 22nd
Monday	March 22nd
Monday	April 26th
Monday	May 24th
Monday	June 28th
Monday	July 26th
Monday	August 23rd
Monday	September 27th
Monday	October 25th
Monday	November 22nd
* No Meeting *	

BOARD OF LIGHT & POWER	
All meetings are held at 4:00 P.M., the last Tuesday of each month, at the Diesel Plant, 723 E. Grand River Ave., Portland, MI.	
Tuesday	January 26th
Tuesday	February 23rd
Tuesday	March 30th
Tuesday	April 27th
Tuesday	May 25th
Tuesday	June 29th
Tuesday	July 27th
Tuesday	August 31st
Tuesday	September 28th
Tuesday	October 26th
Tuesday	November 30th
* No Meeting *	

PLANNING COMMISSION	
All meetings are held at 7:00 P.M., the second Wednesday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Wednesday	January 13th
Wednesday	February 10th
Wednesday	March 10th
Wednesday	April 14th
Wednesday	May 12th
Wednesday	June 9th
Wednesday	July 14th
Wednesday	August 11th
Wednesday	September 8th
Wednesday	October 13th
Wednesday	November 10th
Wednesday	December 8th

PARKS & REC BOARD	
All meetings are held at 5:30 P.M., the third Monday of each month, in the Executive Board Room at City Hall, 259 Kent St., Portland, MI.	
Monday	January 18th
Tuesday	February 16th
Monday	March 15th
Monday	April 19th
Monday	May 17th
* No Meeting *	
Monday	July 19th
Monday	August 16th
Monday	September 20th
Monday	October 18th
Monday	November 15th
* No Meeting *	

ZONING BOARD OF APPEALS	
All meetings are held at 7:00 P.M., the second Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 11th
Monday	February 8th
Monday	March 8th
Monday	April 12th
Monday	May 10th
Monday	June 14th
Monday	July 12th
Monday	August 9th
Monday	September 13th
Monday	October 11th
Monday	November 8th
Monday	December 13th

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-71

**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 Review

-Doug Logel to a term expiring December 31, 2023

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: December 21, 2020

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 7, 2020

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

And Via Zoom Meeting ID# 856 2519 4973

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Gorman; Treasurer Tolan; Police Chief Thomas

Present Via Zoom: City Clerk Miller; DDA Director ConnerWellman; Acting Electric Superintendent Henry; Evan Sasiela of the Sentinel Standard

Guests: Bill Tucker, CPA with Maner Costerisan; Kathy Parsons

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

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no Public Comment.

City Manager Gorman noted that City Clerk Miller, DDA Director ConnerWellman and Brent Henry are attending the meeting tonight from home via Zoom.

Under City Manager Report, City Manager Gorman noted that Governor Whitmer extended the current shut down order until December 20, 2020. The lobby at City Hall is closed to the public at this time, but the drive thru remains open for service. The essential services that city staff perform prevents most city employees from working from home.

City Manager Gorman stated that he is very pleased with the audit results that will be presented. City Treasurer Tolan has done an excellent job.

The Planning Commission's review of the Master Plan will be pushed to January due to the most recent shut down.

Taco Bell is planning to open sometime in December.

Mayor Barnes noted that the stone façade and very appealing aesthetics of the Taco Bell building can be attributed to the enforcement by City Manager Gorman of the approved site plan by the Planning Commission.

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

Bill Tucker, CPA with Maner Costerisan presented the Fiscal Year 2019-2020 Audit. It was a clean audit, with no material issues to report. The City was able to increase its fund balance of 15.9% last year to 32.5% this year.

City Treasurer Tolan further explained the MERS unfunded liability is 62% funded. The City received the waiver that was requested from the State of Michigan as applied by because a plan for funding is in place.

There was discussion.

Under New Business, the Council considered the acceptance of the Fiscal Year 2019-2020 Audit.

Motion by Sheehan, supported by VanSlambrouck, to accept the Fiscal Year 2019-2020 audit as presented by Maner Costerisan.

Yeas: Sheehan, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 20-65 to approve the City Manager's recommendation to appoint Brent Henry as the Acting Electric Department Superintendent.

Mayor Barnes stated that he is thankful for Mr. Henry's willingness to step in during this transition process with the retirement of Mike Hyland.

Mr. Henry provided his professional background, qualifications, and experience working with Mike Hyland and the Board of Light and Power. He stated that Portland has an excellent reputation and staff which can all be attributed to Mike Hyland. He further stated that most of his time will be spent doing strategic planning, the Electric Department staff are well trained on the day-to-day activities of the department. He also stated that the fiber project initiative is a great move forward that will allow for smart grid technology and automated meter reading.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 20-65 approving the City Manager's recommendation to appoint Brent Henry as the Acting Electric Department Superintendent.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-66 to approve the Board of Light and Power's recommendation to appoint the City Manager to the Michigan Public Power Agency (MPPA) Board as the City's representative. The MPPA provides a means for Michigan municipalities to secure electric power and energy for their present and future needs. The MPPA Board is comprised of its members throughout the State. At its meeting on November 24, 2020, the Board of Light and Power approved this action.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 20-66 approving the Board of Light and Power's recommendation to appoint the City Manager to the Michigan Public Power Agency (MPPA) Board as the City's representative with the Acting Electric Superintendent as the alternate.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-67 to approve the Defined Benefit Plan Adoption Agreement Addendums for the Municipal Employees' Retirement System (MERS). MERS is requiring all participating members review certain provisions of their plans and to complete an addendum for each of their divisions. The City affirms that it is not making any changes of the Defined Benefit plans; and all plans will continue to be administered as they have been.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 20-67 approving the Defined Benefit Plan Adoption Agreement Addendums for the Municipal Employees' Retirement System (MERS).

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 16, 2020, payment of invoices in the amount of \$182,286.24 and payroll in the amount of \$101,617.99 for a total of \$283,904.23. Purchase orders to Fleis & VandenBrink in the amount of \$5,982.48 for construction engineering on the Grand River Avenue Small Urban Project, Portland Area Municipal Authority in the amount of \$7,118.22 for a partial payment on new windows, the State of Michigan in the amount of \$7,629.83 for payment on the Grand River Avenue Bridge Project, Moyer Concrete in the amount of \$15,950.00 for repair to a driveway approach at the Hydro Plant, and the State of Michigan in the amount of \$49,375.84 for payment on the Grand River Avenue Small Urban Project were also included.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager comments, City Manager Gorman thanked the Department of Public Works and the Electric Department for help in decorating the City.

City Manager Gorman noted there has been an increase in activity on the River Trail and the amount of dog waste that is not being picked up by owners. He further reminded residents to clean up after their dogs.

Mayor Barnes noted there are dog waste bags provided along the trail system.

City Manager Gorman stated that the bathroom at Toan Park has been closed at this time. Because it has been newly renovated the City is evaluating timed locks or some other mechanism to prevent vandalism.

The City Council Goal Setting Session will be coming up in January. City staff will work with Council to set a date.

Under Council Comments, Mayor Pro-Tem VanSlambrouck noted that today is the 79th Anniversary of the attack on Pearl Harbor.

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

Yeas: Fitzsimmons, VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 8:08 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the December 7, 2020 City Council Meeting
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875
And Via Zoom Meeting ID# 856 2519 4973

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Gorman; Treasurer Tolan; Police Chief Thomas

Present Via Zoom - City Clerk Miller; DDA Director ConnerWellman; Acting Electric Superintendent Henry

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

Presentation - Bill Tucker, CPA with Maner Costerisan presented the Fiscal Year 2019-2020 Audit.

Motion to accept the FY 2019/2020 Audit.

All in favor. Adopted.

Approval of Resolution 20-65 approving the City Manager’s recommendation to appoint Brent Henry as the Acting Electric Department Superintendent.

All in favor. Adopted.

Approval of Resolution 20-66 approving the Board of Light and Power’s recommendation to appoint the City Manager to the Michigan Public Power Agency (MPPA) Board as the City’s representative with the Acting Electric Superintendent as the alternate.

All in favor. Adopted.

Approval of Resolution 20-67 approving the Defined Benefit Plan Adoption Agreement Addendums for the Municipal Employees’ Retirement System (MERS).

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:08 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
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	438.26
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	309.56
AMERIGAS -5248	00398	PROPANE TANK RENT - CEM	156.00
MENARDS	00260	LIGHTS - WW	282.01
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	PRE EMPLOY PHYSICAL - AMB	176.00
FAMILY FARM & HOME	01972	ELECTRICAL SUPPLIES - WW	35.36
HYDROCORP	02340	INSPECT/REPORTING SERVICES - WATER	499.00
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
PAMA	01370	REPLACE WINDOWS PAMA BUILDING - COMM PROMO	3,859.72
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MP	153.81
CONTROL LOGIC OF MICHIGAN	02638	CRADLEPOINT CELLULAR MODEM INSTALL - CITY HALL	3,549.00
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	98.32
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	15.69
MODEL FIRST AID SAFETY/TRAINING	00313	1ST AID SUPPLIES - ELECTRIC	203.39
PAMA	01370	CITY'S PORTION OF REPAIR AT PAMA BLDG - COM PRC	300.00
MICHIGAN ASSESSOR ASSOCIATION	00263	MEMBERSHIP DUES - ASSESSOR	90.00
FAMILY FARM & HOME	01972	PAINT - ELECTRIC	29.99
MENARDS	00260	BALLAST 3 BULB - WW	20.99
MENARDS	00260	WALL PACK LIGHT SET - WW	42.99
MUNICIPAL SUPPLY CO.	00324	FULL BOD HARNESS L - ELECTRIC	174.72
MUNICIPAL SUPPLY CO.	00324	PAINT & GLUE - ELECTRIC	222.00
MUNICIPAL SUPPLY CO.	00324	CONFINED SPACE FULL SAFETY KIT - ELECTRIC	2,934.43
USA BLUEBOOK	01850	HACH DPD, HACH PHOSVER POWD PILLOW - WATER	94.62
STATE OF MICHIGAN	00428	BACTI SAMPLE TESTING - WATER	64.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	695.86
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	0.52
FORTE PAYMENTS, INC.	02522	NOV CC FEES - REC	5.00
PRINTING SYSTEMS	00375	INCOME TAX REFUND CHECKS - INCOME TAX	164.58
MANER COSTERISAN	02588	AUDIT WORK - VAR DEPTS	1,000.00
MANER COSTERISAN	02588	AUDIT - VAR DEPTS	3,500.00
MHR BILLING	01780	MONTHLY EMS BILLING - AMB	1,980.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH SUPER SERVICE	00228	OIL CHANGE - AMB	103.39
CHROUCH COMMUNICATION, INC.	00082	RADIO ANTENNA'S - AMB	37.38
D & E ELECTRIC LLC	02640	REPAIR BROKEN LIGHTS - WATER	958.75
MOYER CONSTRUCTION	00316	SIDEWALK SAW CUT - MAJ STS	3,800.00
STAPLES BUSINESS CREDIT	00426	SUPPLIES - VAR DEPTS	443.50
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR -	225.00
GRANGER	00175	REFUSE - WW	152.58
GRANGER	00175	REFUSE - POL, COMM PROMO, ELECTRIC	152.58
RESCO	00392	MV13 VAC INTERRUPTER - ELECTRIC, COUNCIL CONSEN	34,792.06
PACE ANALYTICAL SERVICES, INC.	02435	WATER SAMPLING AST CLEAN UP - ELECTRIC	600.00
HOMEWORKS TRI-COUNTY ELECTRIC	02092	TRANSFORMER BOX PAD - ELECTRIC	1,465.39
FLEIS & VANDENBRINK	00153	GRAND RIVER BRIDGE IMPRO - MAJ STS	12,493.35
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SERVICE - GEN	177.00
FLEIS & VANDENBRINK	00153	SAFE ROUTES TO SCHOOL - MAJ, LOC STS	4,365.64
PLB PLANNING GROUP LLC	02504	CONSULTING SERVICE - CODE	595.27
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESS SERV CONTRACT DEC 2020 -WW	9,757.53
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC, APPRV RES 20-22	2,194.06
BADER & SONS CO.	00031	CHAIN SAW OIL & CHAINS - ELECTRIC	110.78
GRANGER	00175	REFUSE CITY HALL - REFUSE	12,627.26
SCOTT HODGE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	310.00
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	978.41
STATE OF MICHIGAN	00428	QAAP FEE - AMB	511.18
FIRE PROS, LLC	00151	ANNUAL INSPECT OF WET SPRINKLERS - ELECTRIC	115.00
FIRE PROS, LLC	00151	ANNUAL INSPECT OF WET SPRINKLERS - CITY HALL	115.00
AT&T	00686	PHONE SERVICE - GENERAL	91.67
AT&T	00686	PHONE SERVICE - ELECTRIC	137.51
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	183.35
AT&T	00686	PHONE SVC - WASTE WATER	82.77
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	91.97
AT&T	00686	PHONE SERVICE - GENERAL	233.25
FIRST ADVANTAGE OCCUPATIONAL HEALT	02603	CLINIC COLLECTION M HYLAND - ELECTRIC	133.17

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PAMELA LEE MINKLEY	02618	RED MILL IMPROVEMENTS - COMM PROMO	469.20
MICHIGAN WILDFLOWER FARM	MISC	PLANTS/MULCH FOR THE RED MILL - COMM PROMO	4,332.00
BOBCAT OF LANSING	02439	FILTERS - MTR POOL	121.32
DORNBOS SIGN, INC.	00067	STREET NAME SIGN - LOC STS	41.05
TRUMBULL RECREATION SUPPLY CO, INC	MISC	SHIPPING WARRENTY PARTS - MTR POOL	17.40
NYE UNIFORM CO.	00338	UNIFORM PANTS - POLICE	79.99
KODIAK EMERGENCY VEHICLES	02224	CARGO BOX, ETC - POLICE	1,842.80
STATE OF MICHIGAN	00428	MIDEAL 2021 MEMBERSHIP - GEN	180.00
KEUSCH SUPER SERVICE	00228	OIL CHANGE/FILTERS - ELECTRIC	495.16
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	68.52
MANER COSTERISAN	02588	AUDIT - VAR DEPTS	500.00
STATE OF MICHIGAN	00428	GRAND RIVER AVE BRIDGE - MAJ STS	3,968.34
FIRE PROS, LLC	00151	FIRE EXTINGUISHER INSPECTION - CITY HALL	285.00
WESCO	02222	ABB-PIN 200:5 CMF CT - ELECTRIC	1,248.00
KEUSCH SUPER SERVICE	00228	OIL CHANGE - ELECTRIC	384.21
Total:			\$123,537.87

**BI-WEEKLY
WAGE REPORT
December 14, 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.	17,162.87	126,346.45	4,075.09	31,754.70	21,237.96	158,101.15
ASSESSOR	992.61	12,276.78	75.93	939.17	1,068.54	13,215.95
CEMETERY	2,202.84	50,892.68	989.72	12,542.19	3,192.56	63,434.87
POLICE	26,590.53	15,559.08	5,687.69	48,785.93	32,278.22	64,345.01
CODE ENFORCEMENT	78.29	5,722.12	6.02	704.77	84.31	6,426.89
PARKS	1,623.00	32,389.63	633.07	5,876.80	2,256.07	38,266.43
INCOME TAX	2,558.34	25,824.34	739.67	7,343.49	3,298.01	33,167.83
MAJOR STREETS	3,350.24	39,505.99	2,107.18	17,500.86	5,457.42	57,006.85
LOCAL STREETS	3,061.73	38,802.98	1,980.21	16,463.52	5,041.94	55,266.50
RECREATION	302.77	3,623.69	98.51	811.05	401.28	4,434.74
AMBULANCE	9,588.40	150,939.99	2,268.03	29,470.33	11,856.43	180,410.32
DDA	2,740.84	27,237.21	702.46	4,609.35	3,443.30	31,846.56
ELECTRIC	19,719.88	238,114.44	7,391.25	64,064.64	27,111.13	302,179.08
WASTEWATER	7,067.69	82,138.76	2,987.56	23,630.19	10,055.25	105,768.95
WATER	6,150.33	71,450.36	2,844.38	24,483.00	8,994.71	95,933.36
MOTOR POOL	1,169.97	17,215.72	396.90	2,792.58	1,566.87	20,008.30
TOTALS:	104,360.33	938,040.22	32,983.67	291,772.57	137,344.00	1,229,812.79

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 12/17/20
MEETING DATE 12/21/2020

Fund	Description	Beginning Balance 12/04/2020	Total Cash in	Total Cash out	Cash Balance 12/17/2020	Time Certificates	Ending Balance 12/17/2020	
101	GENERAL FUND	2,095,859.58	138,455.51	(253,312.51)	1,981,002.58	235,000.00	2,216,002.58	
105	INCOME TAX FUND	89,717.21	24,153.63	(11,472.01)	102,398.83	10,000.00	112,398.83	
150	CEMETERY PERPETUAL CARE FUND	59,382.51	-	-	59,382.51		59,382.51	
202	MAJOR STREETS FUND	297,331.14	6,472.60	(112,512.76)	191,290.98		191,290.98	
203	LOCAL STREETS FUND	228,008.33	6,772.06	(18,605.01)	216,175.38		216,175.38	
208	RECREATION FUND	23,925.77	427.54	(4,925.40)	19,427.91		19,427.91	
210	AMBULANCE FUND	84,696.36	12,356.43	(34,308.32)	62,744.47		62,744.47	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	704,836.14	3,495.82	(7,291.64)	701,040.32		701,040.32	
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	-	-	-	-		-	
520	REFUSE SERVICE FUND	25,839.64	5,163.76	(12,933.78)	18,069.62		18,069.62	
582	ELECTRIC FUND	1,686,344.90	168,751.29	(140,715.89)	1,714,380.30	530,000.00	2,244,380.30	
590	WASTEWATER FUND	(108,588.46)	65,478.58	(77,195.48)	(120,305.36)		(120,305.36)	
591	WATER FUND	103,130.73	40,416.77	(45,370.55)	98,176.95	420,000.00	491,483.65	
661	MOTOR POOL FUND	121,723.45	10,831.62	(14,895.89)	117,659.18		117,659.18	
703	CURRENT TAX FUND	12,853.78	130,779.46	(558.13)	143,075.11		143,075.11	
	TOTAL - ALL FUNDS	5,428,423.33	613,555.07	(734,097.37)	5,307,881.03	1,195,000.00	6,476,187.73	
						ELECTRIC-RESTRICTED CASH	453,086.00	453,086.00
						ELECTRIC - MPPA MUNICIPAL TRUST	170,376.44	170,376.44
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	1,081,547.65	1,081,547.65
						ELECTRIC-PRIN & INT ESCROW	179,221.45	179,221.45
						WASTEWATER DEBT ESCROW	257,574.93	257,574.93
						WASTEWATER REPAIR ESCROW	164,686.31	164,686.31
						DDA-PRIN & INT ESCROW	501.77	501.77
						WATER BOND ESCROW	33,943.30	33,943.30
							9,117,125.58	9,117,125.58

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



FLEIS&VANDENBRINK

2960 LUCERNE DRIVE SE, GRAND RAPIDS, MI 49546
OFFICE: 616.977.1000 | FAX: 616.977.1005

Invoice

S. Tutt Gorman
City Manager|Zoning
City of Portland
259 Kent Street
Portland, MI 48875

December 8, 2020
Project No: 836350
Invoice No: 57478

Project 836350 Portland - Grand River Bridge Improvements

Services Included: Construction administration, on-site observation and testing (weeks 9 and 10)
For professional services rendered for the period October 31, 2020 to November 27, 2020

Professional Services

	Hours	Billing	
Total	108.75		12,394.50
Reimbursable Expenses			
Expenses		98.85	
Total		98.85	98.85
Total this Invoice			\$12,493.35

*Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us.*

Terms: Net 15 days

T.H. EIFERT

MECHANICAL
CONTRACTORS

PROPOSAL

Date: 12-14-20

Job Name: Slide Gate Replacement
Job Location: Portland Waste Water Treatment Plant

Offered To: City of Portland
600 Morse Dr.
Portland, Michigan 48875

Attn: Keith Moss

Phone: (616) 588-2900 Fax: (616) 977-1005 Cell: (517) 231-5773 E-mail: Kmosse@fv-operations.com

T.H. Eifert, Inc. offers to furnish Skilled Labor, Material, Insurance's, Tools, Equipment, and Permits (if applicable) to complete the following services.

All work to be performed during the hours of 8:00 a.m. and 4:30 p.m. Overtime work will be charged as an extra and pre-approved by the owner.

1. Scope of work includes:

- Provide labor and equipment to remove one existing 16" gate valve on the raw sewage trench.
- Provide and install bypass pumping during project.
- Provide labor, material and equipment to install one new 16" stainless steel slide gate in the raw sewage trench with pedestal actuator.

2. Work Excludes:

- Asbestos abatement, if required.
- Removal or disposal of any materials classified as hazardous waste, unless specifically included in item (1) above.
- Service, labor or materials required for any existing equipment other than specified in proposal.
- Service labor or materials required for any installation.

3. Notes:

- All major equipment shall be submitted to owner for approval before ordering.

This Proposal is firm for 30 days. If accepted, please return signed copy to our office.

Total Price\$ 24,850.00

Accepted by: _____ Date: _____

Proposal prepared by: Tim Somerville
Tim Somerville Field Superintendent

This proposal is subject to our standard payment terms of net thirty (30) days unless other contractual arrangements are made. If customer fails to timely pay any invoice customer also agrees to pay finance charges at 1.5% per month, and will also pay reasonable actual attorney fees of T.H. Eifert, Inc. should collection activity be necessary.

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

December 17, 2020
November 1-30, 2020

HYDRO GENERATION	154,643		
DIESEL PRODUCTION	0		
Kwh Purchased	2,704,861	Amount Paid	\$ 166,417.47
Total Kwh Purchased	2,859,504	Total Dollars Paid	\$ 166,417.47

Kwh Billed

Residential	1,163,828
Commercial	608,116
Large General	591,140
City St. Lites Metered	30,635
St. Lites Unmetered	
Rental Lights	
Demand	1,952
Total Kwh Billed	2,395,671

Dollars Billed

PCA Billed	\$ 41,385.89
Residential	\$ 125,164.08
Residential EO Charge	\$ 2,145.72
Geothermal Discount	\$ -
Commercial	\$ 65,544.09
Commercial/LG EO Charge	\$ 2,422.29
Large General	\$ 42,427.07
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,591.56
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.19
Demand	\$ 11,474.51
Tax	\$ 10,990.27
Total Dollars Billed	\$ 305,941.12

Arrears after billing	\$ 9,239.29
Penalties Added	\$ 1,305.99
Arrears end of month	\$ 25,395.35
Fuel Cost Billed	\$ 41,058.81
Amount Collected	\$ 317,794.40
Total Adjustments	\$ 14,670.57

Power Cost Adj. .01751

Residential Customers	2,239
Commercial Customers	332
Large General	15
Total Customers	2,586

12/02/20



**CITY OF PORTLAND
December-20**

WATER DEPARTMENT REPORT

MONTH	Nov-20	PERIOD COVERED	Nov. 1-30, 2020
Customers Billed		Penalties Added	\$ 319.89
City	1,849	Dollars Collected	\$ 58,874.97
Rural	24	Arrears at end of Month	\$ 3,282.45
Total Customers	1,873	Adjustments	\$ 766.81
		Gallons Pumped	7,829,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	6,023,488		\$ 47,710.57
Rural	133,469		\$ 1,783.32
Total	<u>6,156,957</u>		<u>\$ 49,493.89</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,808	Dollars Billed	\$78,391.58
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 78,391.58

Penalties Added	\$ 500.98
Dollars Collected	\$ 87,057.26
Arrears at end of Month	\$ 7,276.69
Adjustments	\$ 869.87
Gallons Treated per Million	?



City Of Portland
Water Department
Monthly Water Report
November 2020

Monthly Water Production

Daily Water Production

Well #4 4,734,000 Gallons
Well #5 0 Gallons
Well #6 2,793,000 Gallons
Well #7 302,000 Gallons

Well #4 157,900 Gallons
Well #5 0 Gallons
Well #6 93,100 Gallons
Well #7 10,067 Gallons

Daily Average Water Production for All Wells

261,067 Gallons

Total Water Production for the Month

7,829,000 Gallons

Total Water Production for the Previous Month

10,015,000 Gallons

Total Production decreased by

2,186,000 Gallons

Total Production for This Month from the Previous Year

9,354,000 Gallons

Total Production decreased by

1,525,000 Gallons

Rodney D. Smith Jr.
Water Technician

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
DECEMBER 15, 2020 - 3:00 P.M.**

THIS MEETING WILL BE ELECTRONICALLY VIA ZOOM

AGENDA

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

(3-minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve Health Department Payroll and Accounts Payable
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Resolution of Diane Adams-Register of Deeds
 - B. Resolution of Christine Ray-Juvenile Court
 - C. Request approval of Amendment 1 of the Agreement between Michigan Department of Health and Human Services FY20/21 and authorize signature of Ken Bowen, Health Officer-Health Department
 - D. Request approval of Budget Amendment-Health Department
 - E. Request approval of Food Service Agreement Addendum II between Canteen Services and Ionia County Sheriff Department.
 - F. Request approval to fill open Jail Administrator Position-Sheriff Department
 - G. Request approval to fill open Corrections Officer Position-Sheriff Department
 - H. Discussion regarding appointing a committee to oversee the Road Department
 - I. Acknowledge Appointment of Edna Albert to Commission on Aging Board
 - J. Request approval of Budget Amendment-Register of Deeds Office
 - K. Request to Renew Smart911 License & Services and Authorization to sign agreement and allow associated annual payment-Central Dispatch

L. Request discussion on canceling the December 22, 2020 Board of Commissioners' Meeting but schedule a Board of Commissioners' Meeting for December 29, 2020 at 3:00 p.m. via Zoom.

M. Request discussion on Park Foundation.

IX. Department Reports

- A. Emergency Management
- B. Treasurer
- C. ICEA (PowerPoint)

X. Reports of Officers, Boards, and Standing Committees

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

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

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

Appointments for consideration in the month of December 2020:

Appointments for consideration in the month of January 2021:

Appointments for consideration in the month of February 2021: