



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

7:00 P.M. Tuesday, February 16, 2021

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

And Via Virtual Zoom Meeting ID# 827 0618 7466

<b><u>Estimated Time</u></b>		<b><u>Desired Outcome</u></b>
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></b> (5-minute time limit per speaker)	
7:08 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u></b> - None	
	<b>VII. <u>Public Hearing(s)</u></b> - None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:20 PM	<b>A.</b> Proposed Resolution 21-06 Approving Fleis & VandenBrink's Proposal to Provide Engineering Services for the Clean Water State Revolving Fund Project Plan for the Wastewater Department	Decision
7:25 PM	<b>B.</b> Proposed Resolution 21-07 Approving the Board of Light and Power (BLP) to Join the Service Committee through the Michigan Public Power Agency (MPPA) Contingent Upon the Approval of the BLP	Decision
7:30 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A.</b> Minutes & Synopsis from the Regular City Council Meeting on February 1, 2021	
	<b>B.</b> Payment of Invoices in the Amount of \$54,352.47 and Payroll in the Amount of \$114,080.53 for a Total of \$168,433.00	
	<b>C.</b> Purchase Orders over \$5,000.00	
	1. Michigan Municipal Electric Association in the Amount of \$5,808.00 for 2021 Membership Dues	
	2. Newkirk Electric in the Amount of \$12,317.30 for Installation of Digital Meters at the Diesel Plant	
	<b>XI. <u>Communications</u></b>	
	<b>A.</b> Planning Commission Minutes from March 11, 2020	
	<b>B.</b> Water Department Report for January 2021	
	<b>C.</b> Ambulance Department Report for January 2021	
	<b>D.</b> Ionia County Board of Commissioners Agenda for February 9, 2021	

<b><u>Estimated Time</u></b>
7:33 PM
7:35 PM
7:40 PM
7:45 PM

- E. Ionia County Board of Commissioners Agenda for February 16, 2021
- F. MPSC Notice of Hearing for Consumers Energy

<b><u>Desired Outcome</u></b>
Decision

**XII. Other Business** – None

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 21-06**

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S  
PROPOSAL TO PROVIDE ENGINEERING SERVICES FOR THE  
CLEAN WATER STATE REVOLVING FUND PROJECT PLAN  
FOR THE WASTEWATER DEPARTMENT**

**WHEREAS**, the Clean Water State Revolving Fund (CWSRF) is an environmental protection program that provides low-interest financing to assist qualifying communities that have documented their water quality needs; and

**WHEREAS**, the City has been planning upgrades and needed improvements to the Wastewater Treatment Plant that potentially qualifies for this Program.

**WHEREAS**, Fleis and VandenBrink has proposed to provide professional engineering services for the Project as outlined in the attached Exhibit A.

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

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide professional engineering services for the Wastewater Department in the amount of \$19,800.00 as outlined 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:** February 16, 2021

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

February 11, 2021

Mr. Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, Michigan 48875  
[citymanager@portland-michigan.org](mailto:citymanager@portland-michigan.org)

**RE: Proposal for Professional Engineering Services for Clean Water State Revolving Fund Project Plan - Portland Wastewater System Improvements**

Dear Mr. Gorman:

We appreciate the opportunity to continue assisting the City of Portland with needed improvements to its collection system and Wastewater Treatment Plant (WWTP). The following outlines our proposal to prepare a Project Plan that is required to secure subsidized funding through the Clean Water State Revolving Fund (CWSRF) program.

As discussed in previous meetings, the development of the Asset Management Plan and Capital Improvement Plan has identified the need for improvements at the City's WWTP as well as certain high priority areas of the collection system. Based on the scope and budget for the proposed improvements, it was determined that assistance from an outside funding source would be necessary to finance the project. The CWSRF program provides subsidized loan funding at a rate below that which could be obtained on the open market and was identified as a preferred funding mechanism.

In order to proceed with a CWSRF application this year, a Project Plan that justifies the proposed improvements must be completed and submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by June 1, 2021. The Project Plan is the vehicle used to compete for funding with other needed wastewater projects around the State.

After the Project Plan is submitted, projects are ranked based on the EGLE priority list scoring system that establishes points that address water quality issues, infrastructure improvements, population served, disadvantaged community, regional consolidation of systems, and points for communities already committed to a "Schedule of Activities" under their wastewater discharge permit.

## **SCOPE OF SERVICES**

We have prepared a Scope of Services and Budget to assist the City in submitting a Project Plan to EGLE for funding the wastewater system improvements through the CWSRF program. The major tasks required to complete the Project Plan have been identified based on the guidance document provided by EGLE and are included in the attached outline. We anticipate that the City will handle the public notices (required for the CWSRF public hearing) and the transcription requirements for the public hearing with assistance from F&V.

## SCHEDULE

We are prepared to begin this work immediately upon authorization and expect to have a draft project plan completed by April 2021. A public hearing will be held in May 2021 in order to finalize and submit the final project plan by June 1, 2021.

## BUDGET

We propose to provide the Scope of Services outlined above for a lump sum fee of \$19,800.

Please note that our Scope of Services and Budget do not include costs related to third party or agency reviews. If EGLE determines that these reviews are required for this project, we will provide a proposal at that time.

Authorization to proceed with this work under our existing Professional Services Agreement for General Consultation dated March 16, 1993 can be given by returning a copy of this proposal signed where indicated below.

We look forward to working with the City on this important project. Please feel free to call or email with any questions.

Sincerely,

FLEIS & VANDENBRINK



Joseph Benjamin, PE  
Project Manager



Robert W. Wilcox, PE  
Sr. Project Manager, Principal

Enclosure: City of Portland CWSRF Project Plan Outline

### **AUTHORIZATION TO PROCEED WITH PROFESSIONAL SERVICES RELATED TO CWSRF PROJECT PLAN:**

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

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

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

## CITY OF PORTLAND

### CLEAN WATER STATE REVOLVING FUND PROJECT PLAN OUTLINE WASTEWATER SYSTEM IMPROVEMENTS

#### **I Project Background**

- A. Study Area Characteristics
  - 1. Delineation of the Study Area
- B. Environmental Setting
  - 1. Cultural Resources
  - 2. The Natural Environment
  - 3. Land Use in the Study Area
  - 4. Surface and Ground Waters
- C. Population Data
- D. Economic Characteristics
- E. Existing Facilities
- F. Need for the Project
  - 1. Compliance Status
  - 2. Orders
  - 3. Water Quality Problems
  - 4. Projected Needs for the Next 20 Years
  - 5. Future Environment Without the Proposed Project

#### **II Analysis of Alternatives**

- A. Identification and Evaluation of Potential Alternatives
  - 1. No - Action Alternative
  - 2. Optimize Performance of Existing Facilities
  - 3. Water and Energy Efficiency
  - 4. Regional Alternatives
- B. Analysis of Principal Alternatives
  - 1. The Monetary Evaluation
  - 2. Partitioning the Project
  - 3. Staging Construction
  - 4. The Environmental Evaluation
  - 5. Implementability and Public Participation
  - 6. Technical and Other Considerations

#### **III Selected Alternative**

- A. Description of the Selected Alternative
  - 1. Relevant Design Parameters
  - 2. Project Maps
  - 3. Controlling Factors
  - 4. Sensitive Features
  - 5. Mitigation of Environmental Impacts

6. Schedule for Design and Construction
  7. Cost Summary
- B. Authority to Implement the Selected Alternative
  - C. User Costs
  - D. Disadvantaged Community
  - E. Useful Life

#### **IV Environmental Impacts**

- A. Analysis of the Impacts
  1. Direct Impacts
  2. Indirect Impacts
  3. Cumulative Impacts
- B. Description of the Impacts
  1. Beneficial and Adverse Impacts
  2. Short-Term and Long-Term Impacts
  3. Irreversible or Irretrievable Resources

#### **V Mitigation**

- A. General
- B. Short-Term Construction-Related Mitigation
- C. Mitigation of Long-Term Impacts
  1. General Construction
  2. Siting Decisions
  3. Operational Impacts
- D. Mitigation of Indirect Impacts
  1. Master Plan and Zoning
  2. Ordinances
  3. Staging of Construction

#### **VI Public Participation**

- A. Public Meetings on Project Alternatives
- B. The Formal Public Hearing
  1. Public Hearing Advertisement
  2. Public Hearing Transcript
  3. Public Hearing Contents
  4. Comments Received and Answered
  5. Adoption of the Project Plan

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 21-07**

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER (BLP) TO JOIN THE SERVICE COMMITTEE THROUGH THE MICHIGAN PUBLIC POWER AGENCY (MPPA) CONTINGENT UPON THE APPROVAL OF THE BLP**

**WHEREAS**, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

**WHEREAS**, the MPPA has established a new committee named the Generator Owner's Service Committee. This service committee was created as a billing mechanism to charge only those MPPA members that have generation to meet certain required MISO obligations; and

**WHEREAS**, the Acting Electric Superintendent recommends that City Council approve the BLP to join the Generator Owner's Service Committee, contingent upon the approval of the BLP at its next regular meeting on February 23, 2021, a copy of the memo from the Acting Electric Superintendent is attached as Exhibit A.

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

1. The City Council hereby approves the recommendation for the BLP to join the Generator Owner's Service Committee, contingent upon the approval of the BLP at its next regular meeting on February 23, 2021, a copy of the memo from the Acting Electric Superintendent is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** February 16, 2021

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

**City of Portland  
Electric Department**

# Memo

**To:** Board of Light & Power  
**From:** Brent Henry, Acting Electric Superintendent  
**cc:** Tutt Gorman, City Manager  
**Date:** 2/8/2021  
**Re:** Recommendation to Join MPPA Service Committee

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MPPA has a service committee known as the Generator Owner's Service Committee that was created as a billing mechanism to charge only those MPPA members that have generation to meet certain required MISO obligations. Those services include,

- Obtaining and reporting Generator Verification Test Capability data
- Obtaining and reporting Generation Availability Data System data
- Operating and maintaining a computerized tool to determine when MISO calls an emergency alert and communicate that information to members.

The services that MPPA performs allow for members to realize the capacity accreditation provided to generation owners that pledge to operate during emergencies.

Portland has realized and taken advantage of these benefits since 2011, but somehow slipped under the radar and was not billed as a member of the service committee. They are requesting that Portland formally join the service committee and begin paying the prorated share for the services.

I had a conversation with the finance director at MPPA and the utility in Bay City with four generators paid \$827 last year under the service committee so the charges are very nominal.

**RECOMMENDATION:** Authorize completion of the MPPA service committee membership form and submit to MPPA to formally join the Generation Owners Service Committee

**Exhibit**

**A**



Service Committee Registration/Change Form

Service Committee Name: \_\_\_\_\_

Member Village/City: \_\_\_\_\_

\_\_\_\_\_ Requests membership into the Service Committee effective with the 1<sup>st</sup> day of the next billing month

\_\_\_\_\_ Requests removal from the Service Committee effective with the 1<sup>st</sup> day of the next billing month

Requestor (must be signed by an MPPA Commissioner or Alternate)

\_\_\_\_\_

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

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

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

Send completed forms to [Ynewborn@mpower.org](mailto:Ynewborn@mpower.org) for processing.

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Accounting Use Only

Entered : \_\_\_\_\_

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

Circulation:

SD,RL, MB, PD, ADL, BR, AB, KP,CH, TM

Filed: \_\_\_\_\_

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, February 1, 2021

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

And Via Zoom Meeting ID# 896 8883 3782

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

Present Via Zoom: None

Guests: Kathy Parsons; Brian Grapentien

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

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

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Under Public Comment, Brian Grapentien resigned his position with the Planning Commission after 16 years of service. He has served the past 10 years as Chair. He thanked the Council for allowing him to serve stating that he has enjoyed his time.

Mayor Barnes thanked Mr. Grapentien for his service to the City of Portland and wished him the best of luck in the future.

City Manager Gorman also thanked Mr. Grapentien for his service and for leading the Planning Commission so well while following the vision outlined for the City of Portland.

Under City Manager Report, City Manager Gorman reported that Council held their annual Goal Setting Session last week to discuss their priorities for the upcoming Fiscal Year 2021/2022. The focus will continue to be on infrastructure, the Wastewater Treatment Plant, the Electric Department, road projects and repairs to the River Trail.

City Manager Gorman further noted despite the challenges in 2020 with COVID the City had many accomplishments including the Bridge Street Realignment Project, the Grand River Avenue Small Urban Project, repairs to the Grand River Avenue Bridge, multiple mill and fill projects, a new street sweeper, heart monitors for the Ambulance Department, continued efforts for the revitalization of Toan Park, and new developments in Portland including The Brook, Taco Bell, and Sparrow.

Council Member Fitzsimmons arrived at 7:10 P.M.

City Manager Gorman reported that the City continues to work with its engineers on the design phase of the Toan Park Improvement Project.

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. She also presented information on planning and fundraising ideas for the Toan Park Improvement Project.

Under New Business, the Council considered Resolution 21-04 to approve the purchase and installation of a flatbed on the former street sweeper truck in the amount of \$10,433.00 through the State of Michigan's MiDeal program. The City previously purchased a street sweeper to replace the 1999 Freightliner truck. While the equipment on the 1999 truck was in disrepair, the truck itself remains in good condition with only 24,000 miles.

Motion by Johnston, supported by Sheehan, to approve Resolution 21-04 approving the purchased and installation of a flatbed on the former street sweeper truck for the Department of Public Works.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 21-05 to confirm the Mayor's appointment of Pam Huber to the Portland District Library Board.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 21-05 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on January 18, 2021 and the Goal Session held on January 28, 2021, payment of invoices in the amount of \$59,042.35 and payroll in the amount of \$103,446.01 for a total of \$162,488.36. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under City Manager comments, City Manager Gorman reassured the public that the ice in the Grand River along with the water level is being monitored by several sources in an effort to identify any potential ice jam and/or flooding.

Under Council Comments, Mayor Barnes read the Special Tribute presented to City Clerk Miller by Julie Calley, State Representative for the 87<sup>th</sup> District, acknowledging her work on the unprecedented 2020 election cycle.

Mayor Pro-Tem VanSlambrouck stated that the VFW is going to begin opening to the veterans after being closed due to COVID.

Mayor Pro-Tem VanSlambrouck also cautioned residents to beware of the surge of advertisements for online gaming.

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:35 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the February 1, 2021 City Council Meeting**  
**In the City Council Chambers at City Hall**  
**259 Kent St., Portland, MI 48875**  
**And Via Zoom Meeting ID# 896 8883 3782**

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; City Clerk Miller; DDA Director ConnerWellman

**Present Via Zoom** - None

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

**Approval of Resolution 21-04** approving the purchased and installation of a flatbed on the former street sweeper truck for the Department of Public Works.

All in favor. Adopted.

**Approval of Resolution 21-05** confirming the Mayor's appointments to City Boards and Commissions.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:35 P.M.**

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
I.T. RIGHT	02440	CISCO SMALL BUS SMART PLUS 5G - ELECTRIC	287.00
DES MOINES STAMP	01393	SIG STAMP M TOLAN - INCOME TAX	38.40
FAMILY FARM & HOME	01972	BOOT DRYSHD MAYMKR HIGH BRN - WW	269.98
MENARDS	00260	TRAILER LIGHT KIT, ETC - ELECTRIC	192.72
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HAZ MAT FEE - AMB	134.00
COMPASS MINERALS AMERICA	02313	ROUND SALT MIDEAL - LOC, MAJ STS	3,213.75
AMERICAN WATER WORKS ASSOC.	00018	AWWA MEMBERSHIP DUES K GENSTERBLUM - WATER	83.00
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES JAN 2021 - POLICE	57.50
FLEIS & VANDENBRINK	00153	ENG SVC GRAND RIV AV SMALL URBAN - MAJ STS	673.00
APX, INC.	02591	MIRECS ANNUAL FEE - ELECTRIC	250.00
CULLIGAN	02130	2X WATER CITY HALL - GEN	14.00
BASIC	01983	MONTHLY FEE X3 - GEN	243.00
PLB PLANNING GROUP LLC	02504	CODE CONSULTING SERVICES - GEN	112.50
I.T. RIGHT	02440	OFFICE 365 ES - ELECTRIC	420.00
PLEUNE SERVICE COMPANY INC.	00741	ROUTINE MAINTENANCE - ELECTRIC	340.00
RESCO	00392	SECURITY LAMPS - ELECTRIC	421.50
RESCO	00392	4 ROLLS SUPERTUFF - ELECTRIC	3,657.90
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES, REPAIRS, AUTO - VAR DEPTS	1,895.41
STAPLES BUSINESS CREDIT	00426	SUPPLIES - VAR DEPTS	362.33
PREMIER SAFETY	02465	GAS METER REPAIR - WATER	397.93
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	444.73
COMPASS MINERALS AMERICA	02313	49 TONS ROUND SALT MIDEAL - MAJ, LOC STS	3,078.67
MENARDS	00260	MISC PARTS/RETURNS - ELECTRIC	44.74
MICHIGAN MUNICIPAL LEAGUE	00285	MML ANNUAL DUES - GEN	3,144.00
SLC METER LLC	02286	BADGER METERS/SHIPPING - WATER	1,291.50
RESCO	00392	16 PK OF LABELING TAGS - ELECTRIC	508.91
DERO	02310	BIKE PUMP TOAN PARK - PARKS	573.00
RESCO	00392	MISC SPARE PARTS - ELECTRIC	671.25
FIRE PROS, LLC	00151	FIX SPRINKLER SYSTEM - ELECTRIC	1,329.38
MICTA	01536	MEMBERSHIP DUES - GEN	100.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	1,375.29

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
POLYDYNE INC.	02196	4, 450LB DRUMS POLYMER CLARIFIER - WW	2,515.14
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	444.83
PETERSEN OIL & PROPANE	02534	157 GAL DIESEL FUEL - MTR POOL	339.73
HYDROCORP	02340	INSPECT/REPORTING SERVICES - WATER	499.00
GRANGER	00175	REFUSE - MP, CEM, PARKS	374.26
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESS SERVICES FEB 2021 - WW	9,757.53
ROBERT S LATHERS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	260.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	13.38
FORTE PAYMENTS, INC.	02522	JAN 21 MONTHLY CC FEE - REC	5.00
ZACH WALTERSDORF	02621	AMAZON SUPPLIES REIM - AMB	57.22
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	71.38
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	21.78
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	145.75
ANTHONY SMITH	02449	CLOTHING ALLOWANCE - WW	300.00
GRANGER	00175	REFUSE - ELECTRIC, COMM PROMO, POLICE	232.58
GRANGER	00175	REFUSE -	152.58
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	987.41
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR, RATE STUDY - ELECTRIC	634.50
RESCO	00392	MISC SPARE PARTS - ELECTRIC	1,043.25
UPS	02587	SHIPPING TO PREMIER SAFETY - WATER	19.61
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	52.57
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	9.35
BOBCAT OF LANSING	02439	HYDRAULIC FLUID - MTR POOL	50.06
MUNICIPAL SUPPLY CO.	00324	CURB GUARD - MAJ STS	290.00
MHR BILLING	01780	JAN 2021 MONTHLY BILLING - AMB	1,408.00
HOMETOWN SPORTS, INC.	01326	PORTLAND SAFETY AWARD CLOTHING - VAR DEPTS	1,350.00
WEST MICHIGAN INTERNATIONAL LLC	02546	AIR COMPRESSOR/ASSEMBLY - MTR POOL	719.19
WEST MICHIGAN INTERNATIONAL LLC	02546	SEAL AIR COMPRESSOR - MTR POOL	7.52
PET WASTE ELIMINATOR	MISC	PET WASTE STATION BAGS - PARKS	349.99
FABRICATED CUSTOMS	02637	SAFETY AWARD CLOTHING - VAR DEPTS	805.00
MICHIGAN MUNICIPAL ELECTRIC AS	00283	2021 MEMBERSHIP DUES - ELECTRIC, CONS AGENDA 2-	5,808.00

Date: 02/10/21

**CITY OF PORTLAND INVOICE REGISTER**

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CENTURYLINK	01567	PHONE SERVICES - GEN	2.47
Total:			\$54,352.47

**BI-WEEKLY  
WAGE REPORT  
February 8, 2021**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,413.85	147,490.22	3,126.88	43,884.42	12,540.73	191,374.64
ASSESSOR	977.80	15,180.54	78.12	1,171.12	1,055.92	16,351.66
CEMETERY	2,175.68	58,975.33	879.21	14,800.88	3,054.89	73,776.21
POLICE	12,383.73	15,559.08	3,544.72	63,366.65	15,928.45	78,925.73
CODE ENFORCEMENT	70.19	6,129.62	5.61	781.96	75.80	6,911.58
PARKS	1,769.03	38,783.88	659.52	7,798.77	2,428.55	46,582.65
INCOME TAX	2,291.43	32,217.47	727.00	11,818.20	3,018.43	44,035.67
MAJOR STREETS	4,829.14	54,969.87	2,775.24	27,266.20	7,604.38	82,236.07
LOCAL STREETS	4,509.71	51,550.05	2,491.54	24,490.14	7,001.25	76,040.19
RECREATION	317.87	4,863.55	99.57	1,144.83	417.44	6,008.38
AMBULANCE	11,429.63	183,507.01	2,443.27	42,271.38	13,872.90	225,778.39
DDA	2,361.59	34,213.75	462.24	5,574.22	2,823.83	39,787.97
ELECTRIC	18,023.67	306,809.64	7,658.92	92,436.83	25,682.59	399,246.47
WASTEWATER	6,733.00	103,577.56	2,886.52	30,943.97	9,619.52	134,521.53
WATER	5,381.03	88,306.65	2,174.68	33,988.70	7,555.71	122,295.35
MOTOR POOL	975.86	20,366.22	424.28	4,473.46	1,400.14	24,839.68
<b>TOTALS:</b>	<b>83,643.21</b>	<b>1,162,500.44</b>	<b>30,437.32</b>	<b>406,211.73</b>	<b>114,080.53</b>	<b>1,568,712.17</b>





Michigan Municipal Electric Association  
809 Centennial Way  
Lansing, MI 48917  
(517) 323-8346  
browland@mpower.org

# Invoice 3006

**BILL TO**  
Tutt Gorman  
City of Portland  
259 Kent St  
Portland, MI 48875

DATE	PLEASE PAY	DUE DATE
01/14/2021	<b>\$5,808.00</b>	02/03/2021

DESCRIPTION	ACTIVITY	AMOUNT
2021 Membership Dues	<b>2021 Dues- Membership</b>	5,808.00

Banking Instructions for Remittances

Beneficiary: Michigan Municipal Electric Association  
Financial Institution: Fifth Third Bank N.A.,  
Grand Rapids, Michigan

**TOTAL DUE \$5,808.00**

THANK YOU.

Account Number: 7905355942 (Checking)  
ABA for ACH: 072400052  
ABA for Wire: 042000314





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2/4/2021  
PORTLAND BOARD OF LIGHT AND POWER

**Diesel Meter Addition**

Pricing for the below-

Delivery, install, and setup of:

(3) digital power meters, one for each diesel generator

(1) ethernet switch, and associated ethernet cables (internal to switchgear)

Conduit connecting switchgear, network cabinet, and Fairbanks morse cabinet.

Replacement of (2) field resistors at the hydro plant

Demolition of unused RTU equipment in network cabinet

Not included in this proposal:

No drawing updates included

**Cost of above services: \$12,317.30**

Please contact me with any questions,

Sincerely,

NEWKIRK ELECTRIC ASSOCIATES, INC.

Dustin Hanes  
Electrical Engineer  
[dahanes@newkirk-electric.com](mailto:dahanes@newkirk-electric.com)  
231-724-4019

User: ABAUM

DB: Portland

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021	MONTH 01/31/2021	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	REAL PROPERTY TAXES	1,078,367.00	1,054,821.68	5,827.00		23,545.32	97.82
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,700.00	0.00	0.00		1,700.00	0.00
101-000-428.001	PILOT- WODA (OLD SCHOOL MANOR)	2,500.00	0.00	0.00		2,500.00	0.00
101-000-445.000	PENALTY & INTEREST	3,500.00	3,200.39	361.11		299.61	91.44
101-000-447.000	TAX COLLECTION FEES	45,000.00	41,433.45	5,311.64		3,566.55	92.07
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	5.90	0.00		(5.90)	100.00
101-000-451.000	BUSINESS PERMITS	100.00	100.00	100.00		0.00	100.00
101-000-453.000	CABLE TV FEES	21,500.00	10,258.41	0.00		11,241.59	47.71
101-000-455.000	TRAILER FEES	400.00	254.00	27.00		146.00	63.50
101-000-476.000	NON-BUSINESS PERMITS	55,000.00	49,380.00	810.00		5,620.00	89.78
101-000-528.000	OTHER FEDERAL GRANTS	103,336.00	103,336.00	0.00		0.00	100.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	600.00	335.82	0.00		264.18	55.97
101-000-570.000	LIQUOR FEES	3,800.00	3,721.85	0.00		78.15	97.94
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	3,000.00	3,082.43	0.00		(82.43)	102.75
101-000-575.000	REVENUE SHARING-CONST SALES	335,174.00	182,593.00	0.00		152,581.00	54.48
101-000-576.000	REVENUE SHARING-STAT SALES	93,265.00	37,306.00	0.00		55,959.00	40.00
101-000-620.000	PBT TESTING FEES	2,000.00	0.00	0.00		2,000.00	0.00
101-000-623.000	TRANSCRIPT FEES	600.00	247.00	26.50		353.00	41.17
101-000-624.000	MISCELLANEOUS FEES	200.00	140.05	0.00		59.95	70.03
101-000-628.000	ADMINISTRATIVE CHARGES	329,026.00	191,931.81	27,418.83		137,094.19	58.33
101-000-630.000	CEMETERY LOT SALES	8,800.00	9,355.00	205.00		(555.00)	106.31
101-000-633.000	CEMETERY CARE FEES	5,560.00	4,332.50	0.00		1,227.50	77.92
101-000-634.000	GRAVE OPENING FEES	15,500.00	9,329.00	1,250.00		6,171.00	60.19
101-000-656.000	DISTRICT COURT FINES	9,500.00	5,439.10	616.53		4,060.90	57.25
101-000-661.000	PARKING FINES	2,800.00	2,480.00	990.00		320.00	88.57
101-000-663.000	MISCELLANEOUS FINES	2,000.00	946.00	160.00		1,054.00	47.30
101-000-664.000	SEX OFFENDER REGISTRATION FEES	100.00	0.00	0.00		100.00	0.00
101-000-665.000	INTEREST INCOME	100.00	(179.11)	(48.82)		279.11	(179.11)
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	420.00	31.38	1.11		388.62	7.47
101-000-667.000	RENTAL INCOME	2,800.00	3,705.00	1,400.00		(905.00)	132.32
101-000-676.006	DONATION - PARKS	0.00	82.95	0.00		(82.95)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	22,000.00	3,738.91	0.00		18,261.09	17.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	35,000.00	9,706.08	2,585.67		25,293.92	27.73
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	1,760.40	0.00		239.60	88.02
101-000-699.150	TRANSFER FROM PERP CARE	420.00	18.26	0.51		401.74	4.35
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU O	50,037.00	50,037.00	50,037.00		0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	31,764.00		0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	32,009.00	32,009.00		0.00	100.00
TOTAL REVENUES		2,299,878.00	1,846,703.26	160,852.08		453,174.74	80.30

Expenditures							
100	COUNCIL	57,510.00	12,177.85	727.63		45,332.15	21.18
101	COMMUNITY PROMOTIONS	351,277.00	249,528.26	36,107.71		101,748.74	71.03
172	CITY MANAGER	175,671.00	98,088.78	13,564.00		77,582.22	55.84
191	ELECTIONS	7,360.00	5,812.04	18.00		1,547.96	78.97
201	GENERAL ADMINISTRATION	441,879.00	247,972.44	21,093.96		193,906.56	56.12
209	ASSESSING	57,097.00	24,882.07	3,184.40		32,214.93	43.58
265	CITY HALL	76,886.00	46,509.39	4,519.98		30,376.61	60.49
276	CEMETERY	164,135.00	89,631.64	8,212.58		74,503.36	54.61
301	POLICE	766,396.00	371,505.97	46,216.34		394,890.03	48.47
371	CODE ENFORCEMENT	47,337.00	11,383.70	981.50		35,953.30	24.05
728	ECONOMIC DEVELOPMENT	30,000.00	9,511.41	85.01		20,488.59	31.70
751	PARKS	167,143.00	92,316.29	10,051.13		74,826.71	55.23

## REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,342,691.00	1,259,319.84	144,762.24	1,083,371.16	53.76
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,299,878.00	1,846,703.26	160,852.08	453,174.74	80.30
TOTAL EXPENDITURES		2,342,691.00	1,259,319.84	144,762.24	1,083,371.16	53.76
NET OF REVENUES & EXPENDITURES		(42,813.00)	587,383.42	16,089.84	(630,196.42)	1,371.97

User: ABAUM

DB: Portland

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	724,100.00	339,472.55	98,721.72	384,627.45	46.88
	TOTAL EXPENDITURES	1,394,888.00	113,752.54	13,645.01	1,281,135.46	8.15
	NET OF REVENUES & EXPENDITURES	(670,788.00)	225,720.01	85,076.71	(896,508.01)	33.65
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	4,700.00	1,934.06	45.50	2,765.94	41.15
	TOTAL EXPENDITURES	200.00	18.26	0.51	181.74	9.13
	NET OF REVENUES & EXPENDITURES	4,500.00	1,915.80	44.99	2,584.20	42.57
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	907,323.00	209,472.23	29,626.42	697,850.77	23.09
	TOTAL EXPENDITURES	974,728.00	432,172.31	27,204.34	542,555.69	44.34
	NET OF REVENUES & EXPENDITURES	(67,405.00)	(222,700.08)	2,422.08	155,295.08	330.39
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	464,408.00	140,935.57	10,423.98	323,472.43	30.35
	TOTAL EXPENDITURES	526,691.00	213,990.83	20,909.65	312,700.17	40.63
	NET OF REVENUES & EXPENDITURES	(62,283.00)	(73,055.26)	(10,485.67)	10,772.26	117.30
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	64,300.00	4,294.43	(0.96)	60,005.57	6.68
	TOTAL EXPENDITURES	86,186.00	25,210.53	2,975.43	60,975.47	29.25
	NET OF REVENUES & EXPENDITURES	(21,886.00)	(20,916.10)	(2,976.39)	(969.90)	95.57
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	640,805.44	466,004.23	29,544.01	174,801.21	72.72
	TOTAL EXPENDITURES	640,273.44	353,355.10	40,675.64	286,918.34	55.19
	NET OF REVENUES & EXPENDITURES	532.00	112,649.13	(11,131.63)	(112,117.13)	1,174.65
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	290,810.00	300,776.17	24,034.74	(9,966.17)	103.43
	TOTAL EXPENDITURES	750,804.00	90,031.67	7,226.93	660,772.33	11.99
	NET OF REVENUES & EXPENDITURES	(459,994.00)	210,744.50	16,807.81	(670,738.50)	45.81
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	18,000.00	18,000.00	8,500.00	0.00	100.00
	TOTAL EXPENDITURES	18,000.00	9,500.00	0.00	8,500.00	52.78
	NET OF REVENUES & EXPENDITURES	0.00	8,500.00	8,500.00	(8,500.00)	100.00
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	152,700.00	76,506.63	12,719.85	76,193.37	50.10
	TOTAL EXPENDITURES	151,200.00	76,003.14	0.00	75,196.86	50.27
	NET OF REVENUES & EXPENDITURES	1,500.00	503.49	12,719.85	996.51	33.57

## PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,995,025.00	2,248,754.71	367,633.28	1,746,270.29	56.29
	TOTAL EXPENDITURES	4,858,787.00	2,023,434.32	260,377.13	2,835,352.68	41.64
	NET OF REVENUES & EXPENDITURES	(863,762.00)	225,320.39	107,256.15	(1,089,082.39)	26.09
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	1,042,007.00	606,835.17	108,492.05	435,171.83	58.24
	TOTAL EXPENDITURES	1,266,222.00	525,024.40	80,760.56	741,197.60	41.46
	NET OF REVENUES & EXPENDITURES	(224,215.00)	81,810.77	27,731.49	(306,025.77)	36.49
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	747,326.00	437,973.76	97,954.26	309,352.24	58.61
	TOTAL EXPENDITURES	912,703.00	379,167.29	84,636.72	533,535.71	41.54
	NET OF REVENUES & EXPENDITURES	(165,377.00)	58,806.47	13,317.54	(224,183.47)	35.56
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	569,708.00	122,294.85	10,151.89	447,413.15	21.47
	TOTAL EXPENDITURES	689,908.00	311,768.46	11,125.41	378,139.54	45.19
	NET OF REVENUES & EXPENDITURES	(120,200.00)	(189,473.61)	(973.52)	69,273.61	157.63
	TOTAL REVENUES - ALL FUNDS	9,621,212.44	4,973,254.36	797,846.74	4,647,958.08	51.69
	TOTAL EXPENDITURES - ALL FUNDS	12,270,590.44	4,553,428.85	549,537.33	7,717,161.59	37.11
	NET OF REVENUES & EXPENDITURES	(2,649,378.00)	419,825.51	248,309.41	(3,069,203.51)	15.85

**Minutes of the Planning Commission  
Of the City of Portland**

Held on Wednesday, March 11, 2020 at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Fitzsimmons, Williamson, Hinds, Culp, Kmetz

Absent: Roeser

Staff: City Manager Gorman; City Clerk Miller

Guests: Sue Wang, Steve Vroman, Calvin Schrauben, Mike Hengesbach, Jon Moxey of Fleis & VandenBrink, Fernando Abudeye and James Barnwell of Desine, Inc.

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Under Public Comment, Calvin Schrauben asked the Planning Commission where Portland is at with allowing cannabis facilities.

Member Kmetz stated they have been banned in the City of Portland until the State of Michigan finalizes the rules regarding these types of facilities.

Mr. Schrauben asked if there has been a change of mindset? Would the City consider allowing provisioning centers or delivery services?

Chair Grapentien noted they would like to hear his thoughts but are not prepared to have a discussion.

Member Kmetz stated the City is in a holding pattern at this time to see what the State of Michigan decides.

Mr. Schrauben asked that even though it is not allowed at this time, if the issue could be put on the ballot for residents to decide?

There was continued discussion.

Motion by Fitzsimmons, supported by Williamson, to approve the Amended Agenda to excuse Member Roeser.

All in favor. Approved.

Motion by Fitzsimmons, supported by Williamson, to excuse Member Roeser.

All in favor. Approved.

Motion by Williamson, supported by Culp, to approve the minutes of the December 11, 2019 meeting as presented.

All in favor. Approved.

Planning Commission Minutes  
March 11, 2020

Chair Grapentien opened the Public Hearing to consider a request for a Special Land Use for the properties at 1433 E. Grand River Ave. and 159 Bristie St. to construct a Taco Bell fast food restaurant with drive-thru to be located in the C-3 Highway Commercial District.

City Manager Gorman noted that he has been trying to call the City's Zoning Consultant Paul LeBlanc, AICP of PLB Planning Group as he was planning to attend tonight's meeting.

Mr. Abudeye of Desine, Inc. provided an overview of the proposed Taco Bell project. He noted they have letters of intent to purchase with the owners of both properties' contingent on the approvals by the Planning Commission tonight.

Mike Hengesbach, resident of Portland, provided a history of his business relationship with the City of Portland. He stated his surprise to see another Taco Bell being developed in Portland when it has been tried before.

Member Kmetz noted that this is a different owner than the previous Taco Bell/KFC.

Mr. Hengesbach stated that Olivera's doesn't have adequate parking and that there are other places to locate this Taco Bell. He stated his feeling that this is a bad location and that traffic is a problem from Bristie St. to the traffic light at E. Bridge St. He recommended that a different location for the Taco Bell be considered. He also noted his irritation with the City of Portland for not addressing the problem.

Chair Grapentien closed the Public Hearing at 7:37 P.M.

Under New Business, City Manager Gorman stated the proposed resolution would defer Capital Improvement Planning to the City Council as permitted by the Michigan Planning Enabling Act. Like many other jurisdictions, the City of Portland Planning Commissions, historically has not performed Capital Improvement Planning as this planning is the responsibility of the City Council.

Motion by Kmetz, supported by Culp, to adopt the resolution approving the Planning Commission's recommendation to defer Capital Improvement Planning to City Council as permitted by the Michigan Planning Enabling Act.  
All in favor. Approved.

The Planning Commission considered the request for a Special Land Use for the properties at 1433 E. Grand River Ave. and 159 Bristie St. to construct a Taco Bell fast food restaurant with drive-thru to be located in the C-3 Highway Commercial District.

City Manager Gorman recognized Mr. Hengesbach's passion and noted that some of his points are valid; some of the issues he discussed will be addressed during tonight's meeting.

City Manager Gorman read through the Review Criteria for both the General Standards and Drive-through Restaurant Requirements from Mr. LeBlanc's memo.

Planning Commission Minutes  
March 11, 2020

Under Drive-through Restaurant Requirements (2) Mr. LeBlanc notes per Section 42-408 addressing stacking spaces eleven stacking spaces are required; nine stacking spaces are shown on the site plan.

Mr. Moxey clarified that 2 of the diagonal parking spaces along the west side of the property are designated as stacking spaces which brings the total to eleven stacking spaces.

Chair Grapentien noted the standard is met with the required eleven stacking spaces.

Under Drive-through Restaurant Requirements (4) noting that setback areas shall be landscaped in accordance with Section 42-412 Mr. Le Blanc notes this standard can be met; suggesting more trees, including evergreens, should be incorporated in to the landscape and that low screen wall or shrubs or hedges at least three feet tall should be used to screen parked cars.

Mr. Abudeye addressed the landscaping issue, stating that although they feel they meet the requirements of the ordinance they will incorporate additional landscaping throughout the property. He noted that they will screen the area adjacent to Olivera's and will replace two existing evergreens along the west side of the property that require removal. This will bring the total to four evergreens along the west side of the property. The north side of the property adjacent to the R-4 Manufactured Home Community District has existing, mature evergreens. They are planning to add understory screening to this area.

Chair Grapentien asked Mr. Abudeye to provide additional screening between the proposed development and the residential area.

There was discussion if the proposed burning bushes would allow adequate screening.

Mr. Moxey suggested a small berm to make the smaller plantings "taller" until the shrubs mature.

Mr. Abudeye stated they could provide more plantings.

Member Culp asked if there is space for snow storage.

Mr. Abudeye stated there are extra parking spaces that snow can be pushed to for storage.

Mr. Abudeye clarified that Drive-through Restaurant Requirements (8) regarding a retaining wall and fence he stated that the existing fence along the north property line are on the neighboring property; they are not proposed.

Member Fitzsimmons stated his feeling that all items have been sufficiently addressed.

Motion by Fitzsimmons, supported by Culp, to approve the request for a Special Land Use for the properties at 1433 E. Grand River Ave. and 159 Bristie St. to construct a Taco Bell fast food restaurant with drive-thru to be located in the C-3 Highway Commercial District.  
All in favor. Approved.

Planning Commission Minutes  
March 11, 2020

City Manager Gorman confirmed that all of the Planning Commission members agreed that all of the criteria for the Special Land Use have been met.

Mr. Moxey provided information from his memo regarding the proposed Taco Bell development stating this project dramatically improve the pedestrian friendly nature of the property. Mr. Abudeye and his team were very receptive to comments from Fleis & VandenBrink in regard to the sidewalk and have made the suggested changes. There is a cross walk already located across Grand River Ave. on the Taco Bell side of Bristie St. as well as part of a cross walk on the other side of Bristie St. across Grand River Ave. One crossing at Bristie St. will be sufficient to prevent people from crossing everywhere.

The proposed plan includes the addition of new public storm sewer in the Bristie St. right-of-way to take the storm water north to the public storm sewer. Fleis & VandenBrink has asked for some refinement of the utility plans. The details are still being worked out. The overall concept is not expected to change but the layout likely will.

Mr. Moxey stated that Fleis & VandenBrink staff who work with traffic reviewed the results of the traffic study and concluded that the study did what was intended and looked at traffic flows on the site in relation to Grand River Ave. The net result, is that three uses are being combined into one use. Over a given day, there will be more traffic to the site but during the peak hour traffic should be lower.

Mr. Moxey further addressed the left turns from eastbound traffic on Grand River Ave. into Olivera's. As noted by the Police Chief, this is a problem. They working to develop options to mitigate this issue.

Mr. Moxey noted that the traffic study that was conducted does not address overall traffic on the Grand River Ave. corridor, which the City needs to have done, but addresses the ingress and egress to the proposed development.

There was further discussion regarding the crosswalk at Grand River Ave. and Bristie St.

Member Kmetz thanked Mr. Moxey for addressing the issues regarding traffic that were brought up during the Public Hearing and noted that the Planning Commission cannot control who is purchasing/developing property in the City of Portland. The role of the Planning Commission is to apply the ordinances that are in place.

Member Fitzsimmons stated that the proposed development cleans up a mess of driveways the same way the McDonald's project did. This development would have a huge impact on the area.

City Manager Gorman read through the criteria for the site plan review from Mr. LeBlanc's memo.

Under (d) regarding exterior lighting Mr. LeBlanc stated that the standard could be met with the relocation of a light pole on the north side of the property.

Planning Commission Minutes  
March 11, 2020

Mr. Abudeye the photometric plan has been revised to address the noted light pole and includes internal louvers to control the lighting. Section 42-304 does not set limits at the property lines for lighting levels. He further stated that he doesn't believe moving the light pole would be beneficial to reduce the lighting levels to the adjacent properties. If moved as proposed the light would go north.

City Manager Gorman noted that lighting technologies allow for light to be directed downwards. If there is an issue with light pollution to the neighboring properties that City would ask them to address the problem.

Mr. Abudeye agreed there are methods to take care of lighting issues and they would work with the City to address whatever issues there might be.

Mr. Moxey stated his agreement that there are methods and types of lighting technology that can address issues that may arise and further noted that the photometric plan does not include the landscaping that is in place along the property line.

Under (e) regarding screening around the loading/unloading area Mr. LeBlanc stated that no screening is proposed.

Mr. Abudeye stated they will work with the City to add more landscaping.

There was also discussion regarding loading/unloading hours and the need for additional screening.

City Manager Gorman noted the Zoning Board of Appeals approved both of the required variances at their meeting on Monday, March 9, 2020.

City Manager Gorman confirmed with Mr. Abudeye that they are planning to erect a monument sign on the property rather than a pole sign.

Mr. Moxey noted that the developer has went above and beyond and plan to install stop signs at each exit even though not required.

Chair Grapentien asked if the Planning Commission members had any further questions.

There were none.

Motion by Kmetz, supported by Williamson, to approve the site plan to construct a Taco Bell fast food restaurant on the properties located at 1433 E. Grand River Ave. and 159 Bristie St. along with the deviations as enumerated on page 8 of the City Zoning Consultant's memo to the Planning Commission, specifically the stacking spaces, which meets the requirement, the deviation from the minimum 25% window coverage, and the deviation to allow extra parking spaces which provide space for stacking spaces and snow removal, and contingent on the combining of the two parcels into one through the City of Portland Assessor's office.

Planning Commission Minutes  
March 11, 2020

All in favor. Approved.

Chair Grapentien thanked everyone for their hard work and the nice plan for the property.

Mr. Abudeye stated that the City's staff has been great to work with, it has been a good process and the City's engineers have been helpful as well. He expects construction to begin mid-summer with a 90-day construction period.

Under Planning Commission Member Comments, City Manager Gorman noted the City conducts the review of plans and developments very thoroughly. The City will be undertaking a corridor/traffic study.

Chair Grapentien stated the Planning Commission goal is to improve the City.

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

City Manager Gorman noted that he will shoot for April for the Planning Commission's Master Plan review and that he is working toward listing the property at Cutler Rd. and Grand River Ave. with a realtor.

Motion by Kmetz, supported by Williamson, to adjourn the meeting at 9:00 P.M.  
All in favor. Approved.

Respectfully submitted,

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Jason Williamson, Secretary

City Of Portland  
Water Department  
Monthly Water Report  
January 2021

Monthly Water Production

Well #4	8,948,000 Gallons
Well #5	0 Gallons
Well #6	967,000 Gallons
Well #7	122,000 Gallons

Daily Water Production

Well #4	288,645 Gallons
Well #5	0 Gallons
Well #6	31,194 Gallons
Well #7	3,935 Gallons

Daily Average Water Production for All Wells

323,834 Gallons

Total Water Production for the Month

10,037,000 Gallons

Total Water Production for the Previous Month

7,421,000 Gallons

Total Production increased by

2,616,000 Gallons

Total Production for This Month from the Previous Year

9,253,000 Gallons

Total Production increased by

784,000 Gallons

Rodney D. Smith Jr.  
Water Technician



**DATE: 02/01/2021**  
**TO: CITY MANAGER**  
**FROM: AMBULANCE DIRECTOR**  
**RE: JANUARY 2021, MONTHLY REPORT**

**CALL VOLUME**

TOTAL CALLS	98
TOTAL PATIENTS	85
KNOWN COVID + PATIENTS	4
MUTUAL AID GIVEN	5
MUTUAL AID RECEIVED	3

**SERVICE LEVEL**

BLS	29	29.6%
ALS1	58	59.2%
ALS2	11	11.2%
SCT	0	0%

**FACILITIES TRANSPORTED**

SPARROW MAIN	30
SPARROW IONIA	25
MGL	4
SPBUTTERWORTH HOSP	2
SP UNITED GREENVILLE	0
SPARROW CLINTON	0
SPARROW CARSON	1
SP DEVOS CHILDREN'S	1
METRO HOSPITAL	1
PINE REST	1

**RUN TYPE**

TRANSPORTED TO HOSPITAL	64
INTERFACILITY TRANSFER	1
DEAD ON ARRIVAL	4
DEAD AFTER ARRIVAL	0
REFUSAL	14
CANCELED/NO PT FOUND	14
OTHER AGENCY INTERCEPT	0
INTERCEPT FOR OUR AGENCY	1

**UNIT                      RUNS                      LOADED MILES**

AMB 43 (2017)	25	308.6
AMB 45 (2016)	64	1059.6
AMB 44 (2008)	9	136.3

**UNIT MILEAGE      START      END**

AMB 43 (2017)	82,328	83,098
AMB 45 (2016)	30,090	32,316
AMB 44 (2008)	238,821	239,202
CAR 42 (2018)	9,558	9,968

**RUN TIMES      RUNS      PERCENT**

00:00-08:00	23	23.5%
08:00-16:00	43	43.8%
16:00-00:00	32	32.7%

**RUNS DURING METERS**

07:00-17:00	55	56.1%
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**RUNS BY PRIMARY IMPRESSION**

Abdominal Pain	2	2.0%
Alt. Level Conscious	4	4.1%
Anxiety	2	2.0%
Back Pain (No Trauma)	1	1.0%
Behavioral Disorder	2	2.0%
CVA/Stroke	2	2.0%
Cardiac Arrest	2	2.0%
Cardiac Symptoms	6	6.1%
Chest Pain	4	4.1%
Depression (acute)	1	1.0%
Diabetic Symptoms	3	3.1%
Dyspnea-SOB	4	4.1%
Elevated Temp/Fever	3	3.1%
Flu Symptoms	1	1.0%
GI -Constipation	1	1.0%
Monitoring Required	1	1.0%
No Medical Problem	2	2.0%
Obvious Death	3	3.1%
Poisoning	1	1.0%
Post-Op Complication	1	1.0%
Seizure	1	1.0%
Shock	1	1.0%
Syncope/Fainting	3	3.1%
Trauma Injury	18	18.4%
Unknown Medical	2	2.0%
Urination Problem	1	1.0%
Vomiting	1	1.0%
Weakness	9	9.2%
NA	16	16.3%

**BILLABLE RUNS**

Billed	73	74.5%
Not Billed	25	25.5%

UNIT	Resident	NR
City of Portland	34	4
Portland Twp	20	1
Danby Twp	13	0
Lyons Twp	2	1
Pewamo Village	4	0
Sebewa Twp	5	0
Westphalia Twp	4	1
Westphalia Village	2	0
Orange Twp	1	0

Interfacility Transfer 1

Mutual Aid Given\* 5

*\*LIFE – 2 (Belding-1, Ionia-1)*

*\*GRAND LEDGE – 3 (Grand Ledge City-2, Roxand-1)*

Mutual Aid Received 3

*Pewamo Village – 1 – LIFE EMS*

*Portland Twp – 1 – LIFE EMS*

*City of Portland – 1 – LIFE EMS*

Respectfully submitted,

Zach Waltersdorf, Director

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS MEETING  
FEBRUARY 9, 2021 - 3:00 P.M.**

**THIS MEETING WILL BE HELD VIA ZOOM**

**AGENDA**

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

(3 minute time limit per speaker – please state name/organization)
- V. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B. Approve Health Department Payroll and Accounts Payable
  - C. Approve per diem and mileage
- VI. Unfinished Business**
  - A.
- VII. New Business**
  - A. Request signature on two (2) Ionia County Airport Memorandums for Private Lease C 121 (0.66 Acre) and D 175 (1.41 Acre)-Airport
  - B. Request approval for extension on Brine Contract-Road Department
  - C. Request approval for extension on Gravel Contract-Road Department
  - D. Request approval of the roadside mowing contract extension- Road Department
  - E. Request approval of the limestone aggregate contract extension- Road Department
  - F. Request approval of the road side brush spraying contract extension- Road Department
  - G. Request approval to fill open Corrections Officer position-Sheriff Department
  - H.
- VIII. Reports of Officers, Boards, and Standing Committees**
  - A. Chairperson
  - B. Board of Commissioners report
  - C. County Administrator
  - D.

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

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

**XI. Closed Session**

A.

**XII. Adjournment**

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS REGULAR AND  
DEPARTMENT REPORT MEETING**

**FEBRUARY 16, 2021 - 3:00 P.M.**

**THIS MEETING WILL BE HELD VIA ZOOM**

**AGENDA**

- I. Call to Order**
- II. 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.
  - C.
- VII. Unfinished Business**
  - A.
  - B.
- VIII. New Business**
  - A. Request to ratify signatures on 3<sup>rd</sup> party agreement- Commission on Aging
  - B. Request approval to enter into a software license agreement-Commission on Aging
  - C. Request approval to purchase tablets for transportation funded by MDOT- Commission on Aging.
  - C. Request approval of appointments to Parks Advisory Board from Jack Shattuck, Charles Babcock, David McCord and Kathleen Cook-Park Board
  - D.
- IX. Department Reports**
  - A. Building and Grounds
  - B. Animal Shelter
  - C. Public Health
  - D. Sheriff
  - E. Prosecuting Attorney

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

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

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

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

**XIII. Closed Session**

- A.

**XIV. Adjournment**

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE GAS CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20814**

- Consumers Energy Company requests Michigan Public Service Commission's approval of a gas cost recovery plan and authorization of gas cost recovery factors for the 12 months ending March 31, 2022.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

**DATE/TIME:**      **Thursday, February 11, 2021 at 10:00 AM**

**BEFORE:**        **Administrative Law Judge Jonathan Thoits**

**LOCATION:**       **Video/Teleconferencing**

**PARTICIPATION:**    Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) December 23, 2020 application requesting the Commission to: 1) authorize Consumers Energy to implement a Gas Cost Recovery (GCR) plan and monthly GCR factors for the period April 2021 through March 2022, consisting of the sum of two parts: (i) a base factor of \$2.6453 per Mcf; plus, (ii) additional amounts contingent upon future events, determined using the GCR Factor Ceiling Price Adjustment (Contingency) Mechanism; 2) review Consumers Energy's plans and projections through March 2026, approve the five-year forecast and indicate any cost items in the five-year forecast that cannot be recovered from Consumers Energy customers in rates, rate schedules, or gas cost recovery factors established in the future; and 3) grant Consumers Energy such other and further relief as is lawful and appropriate, including approval of higher GCR factors than requested.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 4, 2021. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-20814**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

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

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

**CONSUMERS ENERGY COMPANY HAS REQUESTED THE GAS COST RECOVERY FACTORS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT OR AMEND THE FACTORS AND OTHER PROPOSALS.**