



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

7:00 P.M. Monday, May 17, 2021

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<u>Estimated Time</u>		<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)	
7:05 PM	V. <u>City Manager Report</u>	
7:05 PM	VI. <u>Presentations</u>	
7:20 PM	A. DDA Director Conner Wellman – Downtown Report	
7:25 PM	B. Jon Moxey of Fleis & VandenBrink – Clean Water State Revolving Fund (CWSRF)	
	VII. <u>Public Hearing(s)</u>	
7:40 PM	A. Public Hearing on the Proposed Wastewater Treatment Plan and Collection System Improvements Project through the Clean Water State Revolving Fund (CWSRF)	
7:50 PM	B. Public Hearing on the Budget Proposed for Fiscal Year 2021-2022	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:55 PM	A. Second Reading and Consideration of Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220 and 40-222 of the Code of Ordinances of the City of Portland	Decision
7:58 PM	B. Proposed Resolution 21-27 to Adopt the City of Portland’s Annual Budget for Fiscal Year 2021-2022 and Capital Improvement Plan	Decision
8:00 PM	C. Proposed Resolution 21-28 Adopting a Final Project Plan for Wastewater System Improvements and Designating an Authorized Project Representative	Decision
8:03 PM	D. Proposed Resolution 21-29 Approving the Award of the Toan Park Revitalization Project to Katerberg VerHage	Decision
8:05 PM	E. Proposed Resolution 21-30 to Revise Council Policy 77-1 Concerning Cemetery Rates	Decision
8:08 PM	F. Proposed Resolution 21-31 Approving a Proposal from Fleis & VandenBrink to Conduct a Water System Risk and Resilience Assessment and Emergency Response Plan Update	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
8:10 PM	<p>G. Proposed Resolution 21-32 Approving the Recommendation of the Board of Light and Power to Replace the Hydro Dam Storage Garage for the Electric Department</p>	Decision
8:13 PM	<p>X. <u>Consent Agenda</u></p> <p>A. Minutes & Synopsis from the Regular City Council Meeting on May 3, 2021 and the Minutes of the Budget Workshop on May 10, 2021</p> <p>B. Payment of Invoices in the Amount of \$120,038.24 and Payroll in the Amount of \$101,107.17 for a Total of \$221,145.41</p> <p>C. Purchase Orders over \$5,000.00</p> <ol style="list-style-type: none"> 1. Giant Maintenance & Restoration, Inc. in the Amount of \$6,500.00 to Sandblast and Paint 50 Fire Hydrants 2. Fence Consultants of West Michigan in the Amount of \$6,928.00 to Install a Gate Opener at the DPW Complex 3. Total Technical Assurance Group, Inc. in the Amount of \$21,500.00 for Consulting on the Broadband Development Project <p>XI. <u>Communications</u></p> <ol style="list-style-type: none"> A. Planning Commission Minutes for February 10, 2021 B. Ambulance Department Report for April 2021 C. Water Department Report for April 2021 D. Franklin Energy EO Report E. Ionia County Board of Commissioners Agenda for May 11, 2021 F. Ionia County Board of Commissioners Agenda for May 18, 2021 	Decision
8:15 PM	<p>XII. <u>Other Business</u> – None</p>	
8:20 PM	<p>XIII. <u>City Manager Comments</u></p>	
8:25 PM	<p>XIV. <u>Council Comments</u></p>	
8:30 PM	<p>XV. <u>Adjournment</u></p>	Decision

NOTICE OF PROJECT PLAN PUBLIC HEARING

The City of Portland will hold a public hearing on the proposed Wastewater Treatment Plant (WWTP) and Collection System Improvements project for the purpose of receiving comments from interested persons.

The City is pursuing subsidized financing through the Clean Water State Revolving Fund (CWSRF) to make necessary improvements to the wastewater collection system and WWTP. The improvements will focus on reducing inflow and infiltration and address identified deficiencies to ensure continued reliability and meet future planning needs. The City is also pursuing low-interest financing through the CWSRF program over a 30-year period and a principal forgiveness subsidy for qualifying Green Project components.

The hearing will be held at 7:00 p.m. on May 17, 2021 at the following location: City Council Chambers at City Hall, 259 Kent St, Portland, MI 48875.

Recommended improvements include the following:

- Various collection system repairs
- Lift station improvements
- Secondary treatment improvements
- Biosolids handling improvements and additional biosolids storage
- Building improvements
- Pump system replacement

Expected impacts of the proposed project include improved treatment efficiency and increased reliability of the wastewater treatment plant and reduction of inflow and infiltration in the collection system. Short-term construction related impacts include noise and dust during construction, as well as minor traffic disturbances.

The average cost to users to finance the proposed project entirely through the CWSRF Program is estimated at \$15.00 to \$19.50 per month per Residential Equivalent Unit (REU). Actual monthly costs will vary depending on financing terms, grant eligibility, individual usage, and community rate structures.

Copies of the plan detailing the proposed project will be available for review on April 17, 2021 at the following location(s):

- Portland City Hall 259 Kent St, Portland, MI 48875
- Online at the City of Portland website: <https://www.portland-michigan.org/>

Written comments received before the hearing record is closed on May 17, 2021, will receive responses in the final project plan. Written comments should be sent to:

City of Portland
Attn: Nikki Miller, City Clerk
259 Kent St
Portland, MI 48875
cityclerk@portland-michigan.org



CITY OF PORTLAND

NOTICE OF PUBLIC HEARING

The Portland City Council will hold a Public Hearing on the proposed budget for the Fiscal Year beginning July 1, 2021 through June 30, 2022. The Public Hearing will be held on Monday, May 17, 2021 at 7:00 P.M. in the Council Chambers at City Hall, 259 Kent Street, Portland.

The property tax millage rate proposed to be levied to support the proposed budget will be subject of this hearing. A copy of the budget is available for public inspection at the City Clerk's Office, 259 Kent Street, Portland.

Individuals with disabilities requiring auxiliary aids or services for the Public Hearing may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed or faxed to you.

Monique I. Miller
City Clerk

**CITY COUNCIL
CITY OF PORTLAND
Ionia County, Michigan**

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

ORDINANCE NO. 101 L

**AN ORDINANCE TO AMEND SECTIONS 40-214, 40-215, 40-216,
40-220 and 40-222 OF THE CODE OF ORDINANCES OF THE
CITY OF PORTLAND**

THE CITY OF PORTLAND ORDAINS:

SECTION 1. AMENDMENT. Sections 40-214, 40-215, 40-216, 40-220 and 40-222 of the Code of Ordinances of the City of Portland are amended to read as follows:

Sec. 40-214. Rate schedule 1; Residential Service.

- (a) *Availability.* The residential service rate shall be available in all territory served by the city, in accordance with the city's service rules and regulations.
- (b) *Applicability.* This rate shall be applicable only for residential use and for use incidental thereto supplied through one meter to each individual dwelling unit. The capacity of individual motors served under this schedule shall not exceed ten horsepower.
- (c) *Type of Service.* The type of service shall be single-phase, 60 hertz, at 120/240 nominal volts.
- (d) *Monthly Rate.* The monthly rate shall be as follows:

Customer Charge:	@	\$ 8.00	per month
First 600 kWh or less	@	\$0.1150	per kWh
Over 600 kWh	@	\$0.1100	per kWh
 Geothermal Discount:	 @	 \$0.0130	 per kWh *

* Applies to usage between 601 kWh and 1,600 kWh, inclusive, during November - April
- (e) *Energy Optimization Cost Recovery Charge:*

All kWh	@	\$0.00188	per kWh
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- (f) *Monthly Minimum.* The minimum monthly charge is \$8.00.
- (g) *Power Cost Adjustment.* The above rate shall be increased or decreased subject to the provisions of the city's power cost adjustment Schedule "PCA".

- (h) *Terms of Payment.* The bill is due upon receipt and payable by the 20th of the month following the date of mailing. After the 20th of each month the bill is delinquent. A delayed payment charge of five percent of the total net bill shall be added to delinquent bills.

Sec. 40-215. Rate schedule 2; General Service "GS".

- (a) *Availability.* The general service rate shall be available in all territory served by the city in accordance with the city's service rules and regulations.
- (b) *Applicability.* This rate shall be applicable to all electric service where the load requirements can be met by transformers having a capacity not to exceed 150 KVA. Service under this schedule shall be of standard secondary voltage, delivered at one point and through one meter. Applicable to primary voltage service provided the customer furnishes all necessary transforming equipment. This schedule shall not be available for emergency or standby service. Applicability of this schedule to city accounts shall be at the discretion of the city.
- (c) *Type of Service.* The type of service shall be single-phase or multiphase, 60 hertz, at standard voltage.
- (d) *Monthly Rate.* The monthly rate shall be as follows:

Customer Charge:	@	\$	15.00	per month
First 1,000 kWh or less	@	\$	0.1380	per kWh
Next 1,000 kWh	@	\$	0.1240	per kWh
Over 2,000 kWh	@	\$	0.1140	per kWh

- (e) *Energy Optimization Cost Recovery Charge:*
- The Energy Optimization Cost Recovery Charge is \$ 7.52 per meter per month.
- (f) *Monthly Minimum.* The minimum monthly charge is \$15.00 PLUS the Energy Optimization Cost Recovery Charge.
- (g) *Primary Service.* A discount of two and two-tenths percent (2.2 %) shall be applied to the charges in this schedule when primary metering is used.
- (h) *Power Cost Adjustment.* The above rates shall be increased or decreased subject to the provisions of the city's power cost adjustment Schedule "PCA".
- (i) *Terms of Payment.* The bill is due upon receipt and payable by the 20th of the month following the date of mailing. After the 20th of each month the bill is delinquent. A delayed payment charge of five percent of the total net bill shall be added to delinquent bills.

Sec. 40-216. Rate schedule 3; Large General Service "LGS".

- (a) *Availability.* The large general service rate shall be available in all territory served by the city, in accordance with the city's service rules and regulations.

(b) *Applicability.* This rate shall be applicable to all electric service where the load requirements make necessary transformers having a capacity in excess of 150 KVA. This schedule shall not be available for emergency or standby service, nor for resale service. Applicability of this schedule to city accounts shall be at the discretion of the city.

(c) *Type of Service.* The type of service shall be multiphase, 60 hertz, at standard voltage.

(d) *Monthly Rate.* The monthly rate shall be as follows:

Customer Charge:	@	\$20.00	per month
Demand Charge:			
All kW of Billing Demand	@	\$ 8.00	per kW
Energy Charge:			
First 200 kWh per kW	@	\$0.0920	per kWh
Over 200 kWh per kW	@	\$0.0780	per kWh

(e) *Energy Optimization Cost Recovery Charge:*

The Energy Optimization Cost Recovery Charge is \$ 18.40 per meter per month.

(f) *Monthly Minimum.* The monthly minimum shall be the highest of the following:

- (1) Contract minimum PLUS the amount of the applicable Energy Optimization Cost Recovery Charge; and
- (2) \$1.00 per KVA of transformer capacity PLUS the amount of the applicable Energy Optimization Cost Recovery Charge; and
- (3) \$20.00 PLUS Demand Charge PLUS the amount of the applicable Energy Optimization Cost Recovery Charge.

(g) *Primary Metering.* A discount of two and two-tenths percent (2.2 %) shall be applied to the charges in this schedule when primary metering is used.

(h) *Billing Demand.* The billing demand shall be based on the highest 15-minute KW measurements during the current month and the preceding 11 months. The billing demand shall be the greater of:

- (1) One hundred percent of the current actual demand; or
- (2) Sixty percent (60%) of highest demand occurring in the preceding 11 months.

(i) *Power Factor Adjustment.* The customer agrees to maintain unity power factor as nearly as practicable. Where the average power factor of a customer's load is less than 0.800 lagging, the city may require the customer to install, at customer's expense, equipment to correct the power factor; or, the demand charge will be increased by the ratio that 0.800 bears to the customer's average power factor during the billing period.

- (j) *Power Cost Adjustment.* The above rates shall be increased or decreased subject to the provisions of the city's power cost adjustment Schedule "PCA".
- (k) *Terms of Payment.* The bill is due upon receipt and payable by the 20th of the month following the date of mailing. After the 20th of each month the bill is delinquent. A delayed payment charge of five percent of the total net bill shall be added to delinquent bills.

Sec. 40-220. Power Cost Adjustment; Schedule "PCA".

Each month the amount charged for electric energy sold by the city shall be increased or decreased in accordance with the following formula:

$$PCA = \left(\left(\left(\text{Cost} + \text{or} - \text{Cor} \right) / \text{kWh P} \right) - \$0.05353 \right) / (1 - L)$$

Where:

PCA = The billing adjustment applied to kWh sales expressed as \$0.00000 per kWh.

Cost = The total of Normalized Wholesale Purchased Power Supply Cost and related City Generation Expenses for the most previous three (3) months.

Cor = A correction dollar amount equal to any over or under-recovery of Cost, as defined above, for prior periods.

kWh P = Total of the kWh purchased and generated for the most previous three (3) months.

L = System losses for the most previous three (3) months.

Sec. 40-221. Rate Schedule REP; Renewable Energy Purchases.

(a) *Availability:* This is an option available to all customers served by the City on a first-come first-served basis to the extent renewable energy is available. Customers may purchase, subject to the approval of the City, for no less than 12 months, either 10% or 25% of monthly usage.

(b) *Applicability:* This rate is applicable to metered and net-metered energy sales.

(c) *Monthly Rate:* The charge, in addition to the charges of the applicable rate, for all renewable energy is \$0.01 per kWh per month.

Sec. 40-222. Effective Date of Rates.

The rates as set forth herein will be effective for all energy usage after July 2021 and will be used to calculate bills commencing with July 2021 usage, which is billed in August 2021, and thereafter, notwithstanding that the ordinance may take effect before such date.

Sec. 40-223. Billing and Collecting.

The rates and charges herein provided shall be due and payable and shall be billed and collected as provided herein and as may be implemented by the City service rules and regulations.

Sec. 40-224. State Sales Tax.

Each rate herein is subject to the state sales tax which tax shall be added to the monthly bill and collected by the City at the time of payment of said bill. It shall not be necessary to show the tax as a separate item on the monthly utility bill.

Sec. 40-225. No Free Service.

No free service shall be furnished by the system to the City or to any person, firm or corporation, public or private, or to any public agency or instrumentality. Charges for services by the system shall be billed and collected monthly. Such charges shall become due at such times, not exceeding 25 days after the reading of the meter, as shall be established by resolution of the council. In the event that the charges for electricity furnished to any premises shall not be paid within 30 days after the due date thereof, then electric service to such premises shall be discontinued. Services so discontinued shall not be restored until all sums then due and owing, including penalties, shall be paid, plus a shut-off charge of \$2.50 and a turn-on charge of \$2.50. Charges against the City for street lighting and for other electricity furnished to it, shall be payable in monthly installments for the current funds of the City or from the proceeds of taxes which the city shall levy in an amount sufficient for that purpose.

Sec. 40-226. Rates; Provisions.

The rate hereinbefore established is estimated to be sufficient to provide for the payment of the expenses of administration and operation of the system and such expenses for the maintenance thereof as may be necessary to preserve the same in good repair and working order; to provide for the payment of the interest upon and the principal of all bonds payable therefrom, as and when the same shall become due and payable, and for the creation of a reserve for the payment of said principal and interest as required in this article; and to building up a fund for major repairs and replacements to the system as provided in this article. Rates shall be fixed and revised from time to time by the council so as to produce the foregoing amounts, and the City covenants and agrees to maintain at all times such rates for services furnished by the system as shall be sufficient to provide for the foregoing.

SECTION 4. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: May 3, 2021

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the City Council of the City of Portland on _____.

Dated: _____

Monique I. Miller, Clerk

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 101 L, which was adopted by the Portland City Council at a regular meeting, held on May 17 2021 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-27

**A RESOLUTION TO ADOPT THE CITY OF PORTLAND'S
ANNUAL BUDGET FOR FISCAL YEAR 2021-22 AND CAPITAL
IMPROVEMENT PLAN**

WHEREAS, in accordance with the provisions of the City Charter, the City Manager submitted a recommended budget for the City of Portland, Michigan for the fiscal year commencing July 1, 2021 and ending June 30, 2022, to the City Council on May 3, 2021; and

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

WHEREAS, on May 17, 2021, the Council did, after proper notice and in accordance with the laws of the State of Michigan, conduct a public hearing on the proposed budget and on the proposed millage rate to be levied to support the proposed budget; and

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

NOW, THEREFORE BE IT RESOLVED, that the expenditures for the fiscal year commencing July 1, 2021 and ending June 30, 2022 are hereby appropriated by the Portland City Council as follows:

101 - GENERAL FUND

Mayor and Council	\$ 69,160.00
Community Promotion	\$ 348,188.00
City Manager	\$ 182,506.00
Elections	\$ 5,950.00
General Administration	\$ 432,411.00
Assessor's Department	\$ 52,280.00
City Hall	\$ 67,530.00
Economic Development	\$ 25,000.00
Police Department	\$ 752,296.00
Code Enforcement Zoning and Planning	\$ 53,371.00
Cemetery Department	\$ 176,591.00
Parks Department	\$ <u>215,271.00</u>

SUBTOTAL OF EXPENDITURES FOR GENERAL FUND	\$ 2,380,554.00
105 - INCOME TAX FUND	\$ 525,442.00
202 - MAJOR STREET FUND	\$ 781,180.00
203 - LOCAL STREET FUND	\$ 356,645.00
208 - RECREATION FUND	\$ 110,443.00
210 - AMBULANCE FUND	\$ 640,076.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 249,100.00
520 - REFUSE COLLECTION FUND	\$ 152,550.00
582 - ELECTRIC DEPARTMENT FUND	\$ 5,069,861.00
590 - WASTEWATER DISPOSAL FUND	\$ 1,258,904.00
591 - WATER DEPARTMENT FUND	\$ 1,003,563.00
661 - MOTOR POOL FUND	\$ <u>386,644.00</u>
GRAND TOTAL EXPENDITURES ALL FUNDS	\$ <u>10,534,408.00</u>

BE IT FURTHER RESOLVED, that the contributions "TO and FROM" for the fiscal year commencing July 1, 2021 and ending June 30, 2022 are hereby appropriated by the City Council as follows:

From General Fund	
To Motor Pool	\$ 32,000.00
From Income Tax	
To Major Street Fund	\$ 277,400.00
From Ambulance	
To Motor Pool	\$ 26,552.00
From Electric Fund	
To General Fund	\$ 160,000.00
From Wastewater Fund	
To General Fund	\$ 41,446.00
From Water Fund	
To General Fund	\$ 32,009.00

GRAND TOTAL TRANSFERS
ALL FUNDS **\$ 569,407.00**

BE IT FURTHER RESOLVED, that the revenues for the fiscal year commencing July 1, 2021 and ending June 30, 2022 are estimated as follows:

101 - GENERAL FUND REVENUE	
Taxes	\$1,148,265.00
Licenses & Permits	\$ 21,600.00
Grants / Revenue Sharing	\$ 467,176.00
Charges for Services	\$ 343,026.00
Fines & Forfeits	\$ 15,400.00
Other	<u>\$ 385,225.00</u>
SUBTOTAL OF REVENUES FOR GENERAL FUND	\$ 2,380,692.00
105 - INCOME TAX FUND	\$ 741,500.00
150 - PERPETUAL CARE	\$ 4,500.00
202 - MAJOR STREET FUND	\$ 706,902.00
203 - LOCAL STREET FUND	\$ 279,173.00
208 - RECREATION FUND	\$ 110,500.00
210 - AMBULANCE FUND	\$ 640,076.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 289,100.00
520 - REFUSE COLLECTION FUND	\$ 154,000.00
582 - ELECTRIC DEPARTMENT FUND	\$ 3,992,025.00
590 - WASTEWATER DISPOSAL FUND	\$ 1,048,352.00
591 - WATER DEPARTMENT FUND	\$ 763,420.00
661- EQUIPMENT FUND	<u>\$ 339,810.00</u>
GRAND TOTAL REVENUES ALL FUNDS	<u>\$9,069,358.00</u>

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

101 - GENERAL FUND	\$ 0.00
105 - INCOME TAX FUND	\$ 0.00
202- MAJOR STREETS	\$ 74,278.00
203 - LOCAL STREET FUND	\$ 77,472.00
208- RECREATION	\$ 0.00
248 – DDA FUND	\$ 0.00

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Portland, County of Ionia, State of Michigan, at a regular meeting held on May 17, 2021 and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Monique I. Miller, City Clerk

**City of Portland
Capital Improvements Plan 2020-2026**

Project	Funding Source(s)	Fiscal Year Allocation (Estimated City of Portland Costs)							Total	Notes	
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27			
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)											
Stormwater, Asset Management & Wastewater (SAW) Project	EGLE, Major/Local Streets	\$ 5,000								\$ 17,000	90% EGLE Grant, 10% Local Match
Grand River Avenue Improvements - City Limits to I-96/Rowe Ave	MDOT Small Urban, City Income Tax Fund	\$ 250,000								\$ 300,000	\$375k MDOT Grant (FY2019)
Bridge Street Realignment - Market Street to Grand River Avenue	City Income Tax Fund	\$ 10,000								\$ 60,000	
Safe Routes to School Project	MDOT SRTS, City Income Tax Fund	\$ 150,000								\$ 180,000	\$927k MDOT Grant
Grand River Avenue Bridge Preventative Maintenance Improvements	MDOT Local Bridge, City Income Tax Fund	\$ 80,000								\$ 100,000	95% MDOT Grant, 5% Local Match + Eng.
Grand River Avenue Corridor Study	City Income Tax Fund, Major Street Fund	\$ 25,000	\$ 25,000							\$ 50,000	PLACEHOLDER ONLY - FOR DISCUSSION
PASER Study Update	City Income Tax Fund, Major/Local Street Funds				\$ 10,000					\$ 10,000	
Hill Street Improvements - Kent Street to Lincoln Street	City Income Tax Fund		\$ 300,000	\$ 300,000						\$ 600,000	Final scope and budget TBD
Kent Street Reconstruction - Academy to Grand River Avenue	MDOT Small Urban & TAP, Income Tax, DDA	\$ 50,000	\$ 50,000	\$ 300,000	\$ 300,000					\$ 710,000	\$375k MDOT Grant (FY2023), TAP TBD
James Street Improvements - Elm Street to Grant Street	City Income Tax Fund				\$ 250,000	\$ 250,000				\$ 500,000	Final scope and budget TBD
Divine Highway Bridge Replacement	MDOT Local Bridge, City Income Tax Fund	\$ 50,000	\$ 150,000	\$ 320,000	\$ 270,000					\$ 795,000	Funding application due May 2020
Rowe Avenue Reconstruction - Grand River Avenue to Rindlhaven Commons	City Income Tax Fund					\$ 250,000	\$ 250,000			\$ 500,000	
N & S Virginia Reconstruction - Kent Street to Kent Street	City Income Tax Fund						\$ 300,000			\$ 300,000	Design plus partial construction costs
Storm Sewer Cleaning & Televising	Fund Local Street or Major Street	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000			\$ 70,000	
Capital Preventative Maintenance (Crack Seal, Misc. Mill & Fill, Alleys, etc.)	City Income Tax Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			\$ 325,000	
-- Identified Mill & Fill Priorities:											
James Street - Grand River Avenue to Elm Street											
Grant Street - James Street to Grand River Avenue											
Bridge Street - Kent Street to Maple Street											
Cross Street - Ionia Road to Lyons Road											
Subtotal Roadways		\$ 680,000	\$ 585,000	\$ 980,000	\$ 890,000	\$ 560,000	\$ 610,000	\$ -	\$ 4,517,000		
Water System											
Wellhead Protection & Wellfield Study	EGLE, Water System Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	EGLE Grant
Water System GIS	Water System Fund	\$ 2,000								\$ 17,000	With SAW project
Plug Well No. 3	Water System Fund									\$ 5,000	Cost/scope to be confirmed
Digital Weigh Scales at Well Nos. 4 & 6	Water System Fund		\$ 13,000							\$ 13,000	Cost/scope to be confirmed
Water Department Pickup Truck Replacement	Water System Fund	\$ 40,000				\$ 40,000				\$ 80,000	
Add Ventilation to Well No. 4	Water System Fund		\$ 10,000							\$ 10,000	Cost/scope to be confirmed
Replace Doors at Well No. 5	Water System Fund	\$ 5,000								\$ 5,000	Cost/scope to be confirmed
Set Aside for Water Main Directional Drill at Veteran's Memorial Bridge	Water System Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		\$ 175,000	Insulation to be addressed with bridge project
Wellhouse No. 4 Upgrades (paint, siding, roofing, electrical, etc.)	Water System Fund	\$ 25,000								\$ 25,000	Cost/scope to be confirmed
Wellhouse No. 6 Upgrades (paint, roofing, etc.)	Water System Fund		\$ 25,000							\$ 25,000	Cost/scope to be confirmed
Wellhouse No. 6 Upgrades (roofing, etc.)	Water System Fund						\$ 10,000			\$ 10,000	Cost/scope to be confirmed
New Well	Water System Fund					initiate bond	\$ 100,000	\$ 500,000		\$ 600,000	Assumes new site, generator, etc.
Water Reliability Study	Water System Fund	\$ 8,000								\$ 10,000	
Hill Street Water Main Replacement - Kent Street to Lincoln Street	Water System Fund, City Income Tax Fund		\$ 150,000	\$ 150,000						\$ 300,000	With roadway improvements
Kent Street Water Main Replacement - Academy to Grand River Avenue	Water System Fund, City Income Tax Fund		\$ 20,000	\$ 150,000	\$ 50,000					\$ 220,000	With roadway improvements
James Street Water Main Replacement - Elm Street to Grant Street	Water System Fund, City Income Tax Fund				\$ 125,000	\$ 125,000				\$ 250,000	With roadway improvements
Rowe Avenue Water Main Replacement - Grand River Avenue to Rindlhaven	Water System Fund, City Income Tax Fund					\$ 60,000	\$ 60,000			\$ 120,000	With roadway improvements
N & S Virginia Water Main Replacement - Kent Street to Kent Street	Water System Fund, City Income Tax Fund						\$ 30,000			\$ 30,000	With roadway improvements
Subtotal Water System		\$ 115,000	\$ 253,000	\$ 335,000	\$ 210,000	\$ 260,000	\$ 235,000	\$ 535,000	\$ 1,955,000		

**City of Portland
Capital Improvements Plan 2020-2026**

Project	Funding Source(s)	Fiscal Year Allocation (Estimated City of Portland Costs)							Total	Notes	
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27			
Wastewater System											
Stormwater, Asset Management & Wastewater (SAW) Project	EGL									\$ -	100% EGL Grant
Hill Street Sewer Improvements - Kent Street to Lincoln Street	Sewage Disposal System Fund, Income Tax Fund		\$ 60,000	\$ 60,000						\$ 120,000	With roadway improvements
Kent Street Sewer Improvements - Academy Street to Grand River Avenue	Sewage Disposal System Fund, Income Tax Fund		\$ 25,000	\$ 200,000	\$ 75,000					\$ 300,000	With roadway improvements
James Street Sewer Improvements - Elm Street to Grant Street	Sewage Disposal System Fund, Income Tax Fund				\$ 200,000	\$ 200,000				\$ 400,000	With roadway improvements
Rowe Avenue Sewer Improvements - Grand River Avenue to Rindlehaven	Sewage Disposal System Fund, Income Tax Fund					\$ 25,000	\$ 25,000			\$ 50,000	With roadway improvements
Project Planning for Upgrades at Wastewater treatment plant -expansion			\$ 25,000							\$ 25,000	
N & S Virginia Sewer Improvements - Kent Street to Kent Street	Sewage Disposal System Fund, Income Tax Fund					\$ 40,000	\$ 400,000			\$ 440,000	With roadway improvements
New Vactor Truck	Sewage Disposal System Fund			\$ 450,000						\$ 450,000	
Wastewater Treatment Facility & Lift Station Improvements	Sewage Disposal System Fund			\$ 515,000	\$ 515,000	\$ 515,000	\$ 515,000	\$ 515,000	\$ 515,000	\$ 2,575,000	See Detailed FVOP Breakdown
Wastewater Treatment Facility Expansion	Sewage Disposal System Fund									\$ 2,230,000	
Sanitary Sewer Cleaning & Televising	Sewage Disposal System Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 80,000	
Subtotal Wastewater System		\$ 10,000	\$ 120,000	\$ 1,235,000	\$ 800,000	\$ 790,000	\$ 950,000	\$ 525,000	\$ 6,670,000		
Department of Public Works											
New Street Sweeper	Major/Local Street Funds	\$ 250,000								\$ 250,000	
New Leaf Vacuum	Major/Local Street Funds		\$ 80,000							\$ 80,000	
New Air Compressor	Major/Local Street Funds		\$ 25,000							\$ 25,000	
New Tractor	Major/Local Street Funds				\$ 30,000					\$ 30,000	
New Brush Chipper	Major/Local Street Funds				\$ 50,000					\$ 50,000	
New Loader	Major/Local Street Funds			\$ 150,000						\$ 150,000	
New Backhoe	Major/Local Street Funds					\$ 130,000				\$ 130,000	
New Snow Plow	Major/Local Street Funds		\$ 160,000					\$ 165,000		\$ 325,000	
DPW Pickup Truck Replacement	Major/Local Street Funds				\$ 35,000					\$ 35,000	Buy from water fund
DPW Building Exterior Improvements (siding & windows)	Major/Local Street Funds	\$ 30,000								\$ 30,000	
DPW Facility - HVAC Improvements	Major/Local Street Funds			\$ 50,000						\$ 50,000	
Paint Disposal	Major/Local Street Funds			\$ 9,000						\$ 9,000	
Drying Bed for Catch Basin Debris	Major/Local Street Funds			\$ 25,000						\$ 25,000	
Subtotal Department of Public Works		\$ 280,000	\$ 265,000	\$ 234,000	\$ 115,000	\$ 130,000	\$ -	\$ 165,000	\$ 1,189,000		
Electric & Technology Systems											
Garage Demolition at Hydro Plant	Electric, Light & Power System Fund		\$ 25,000							\$ 25,000	
New Garage at Hydro Plant	Electric, Light & Power System Fund		\$ 50,000							\$ 50,000	
Roof Improvements at Hydro Plant and Power Plant	Electric, Light & Power System Fund	\$ 82,000								\$ 82,000	
Remove the existing fuel tank	Electric, Light & Power System Fund		\$ 20,000							\$ 20,000	
Misc. Replacement of Direct Buried XLP Wire	Electric, Light & Power System Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			\$ 700,000	As needed
Substation at 723 E. Grand River Avenue	Electric, Light & Power System Fund	\$ 150,000	\$ 1,050,000	\$ 1,050,000						\$ 2,300,000	
Wolverine Transmission Line	Electric, Light & Power System Fund						\$ 500,000	\$ 500,000		\$ 1,000,000	
Misc. Transformer Improvements	Electric, Light & Power System Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 400,000	As needed
Used Bucket Truck	Electric, Light & Power System Fund			\$ 175,000						\$ 175,000	
Project #106 - Install G&W Viper Recloser	Electric, Light & Power System Fund		\$ 150,000							\$ 150,000	
Kent Street Electric System Improvements	Electric, Light & Power System Fund		\$ 50,000							\$ 50,000	
Fiber Optic Infrastructure Improvements	Electric, Light & Power System Fund									\$ 4,000,000	
Headend for the meters	Electric, Light & Power System Fund		\$ 100,000							\$ 100,000	
Subtotal Electric & Technology Systems		\$ 382,000	\$ 1,595,000	\$ 1,375,000	\$ 150,000	\$ 150,000	\$ 650,000	\$ 550,000	\$ 8,952,000		

**City of Portland
Capital Improvements Plan 2020-2026**

Project	Funding Source(s)	Fiscal Year Allocation (Estimated City of Portland Costs)							Total	Notes	
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27			
Parks, Recreation & Cemetery											
William Toan Park Improvements	DDA, General Fund	\$ 250,000	\$ 250,000							\$ 500,000	
Bogue Flats - Bathroom Renovation	General Fund		\$ 20,000							\$ 20,000	
Thompson Field - Canoe/Kayak Launch	MDNR, General Fund			\$ 10,000						\$ 10,000	Anticipates \$40k MDNR Passport Grant
Cemetery - Convert Building to Natural Gas	General Fund				\$ 6,000					\$ 6,000	
Bogue Flats - Field 12u Outfield Fence Replacement	General Fund			\$ 6,000						\$ 6,000	
Cemetery - Fence Replacement, Phase 1	Perpetual Fund				\$ 20,000					\$ 20,000	
Two Rivers Park - Canoe/Kayak Launch	MDNR, General Fund			\$ 10,000						\$ 10,000	Anticipates \$40k MDNR Passport Grant
Cemetery - Gator Vehicle Replacement	General Fund			\$ 12,000						\$ 12,000	
River Trail Resurfacing - Cutler Road	General Fund				\$ 26,000					\$ 26,000	
Bogue Flats - Master Plan	General Fund			\$ 6,500						\$ 6,500	
Cemetery - Fence Replacement, Phase 2	Perpetual Fund					\$ 20,000				\$ 20,000	
Recreation Plan Update	Recreation Fund			\$ 8,000						\$ 8,000	
Bogue Flats Improvements	MDNR, General Fund				\$ 200,000					\$ 200,000	Anticipates \$300k MDNR Trust Fund Grant
River Trail Resurfacing - East of Kent Street	General Fund			\$ 20,000						\$ 20,000	
Community Lake Park - Trailhead Master Plan	General Fund			\$ 6,500						\$ 6,500	
Cemetery - Fence Replacement, Phase 3	Perpetual Fund						\$ 20,000			\$ 20,000	
Cemetery - Columbarium Installation	Perpetual Fund							\$ 20,000		\$ 20,000	
Community Lake Park - Trailhead Improvements	MDNR, General Fund				\$ 37,500					\$ 37,500	Anticipates \$112.5k MDNR Passport Grant
Powers Park Improvements (fence replacement, dugout installation)	General Fund				\$ 40,000					\$ 40,000	
Brush Street Park - Basketball Court Improvements (Fence & Surface)	General Fund				\$ 10,000					\$ 10,000	\$10k for fence, budget for surface
Alton Park - Basketball Court Improvements (Fence & Surface)	General Fund				\$ 10,000					\$ 10,000	\$10k for fence, budget for surface
River Trail Resurfacing - Flats loop	General Fund				\$ 26,000					\$ 26,000	
Joe Tichvon Park Improvements	MDNR, General Fund						\$ 37,500			\$ 37,500	Anticipates \$112.5k MDNR Passport Grant
Parks Department - Gator Vehicle Replacement	General Fund					\$ 15,000				\$ 15,000	
River Trail Resurfacing - Railtrail Lookingglass	General Fund					\$ 26,000				\$ 26,000	
Cemetery - Tractor Replacement	General Fund					\$ 15,000				\$ 15,000	
Parks Department - Replace 2007 Ford Ranger	General Fund						\$ 30,000			\$ 30,000	
Alton Park Improvements	MDNR, General Fund						\$ 37,500			\$ 37,500	Anticipates \$112.5k MDNR Passport Grant
River Trail Resurfacing - Railtrail Flats	General Fund	\$ 26,000							\$ 26,000	\$ 52,000	
Capital Preventative Trail Maintenance (Crack Seal, Misc. Mill & Fill, etc.)	General Fund	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000	
Subtotal Parks, Recreation & Cemetery		\$ 281,000	\$ 275,000	\$ 84,000	\$ 380,500	\$ 81,000	\$ 130,000	\$ 51,000		\$ 1,287,500	
Parking											
Development of 401 Grand River Avenue (Former ADM parcel)	General Fund				\$ 100,000					\$ 100,000	In conjunction with Divine Hwy Bridge
Subtotal Parking		\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -		\$ 100,000	

**City of Portland
Capital Improvements Plan 2020-2026**

Project	Funding Source(s)	Fiscal Year Allocation (Estimated City of Portland Costs)							Total	Notes	
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27			
Ambulance											
Purchase 800 MHz Portable	Ambulance Fund	\$ 2,000								\$ 2,000	
Purchase two 800 MHz Pagers	Ambulance Fund		\$ 1,500							\$ 1,500	
Ambulance 45 - Power Lift Cot & Mounting System	Ambulance Fund			\$ -		\$ 22,000				\$ 22,000	
New Ambulance (including cot mounting system & radio equipment)	Ambulance Fund					\$ 220,000				\$ 220,000	
Replace 3 Heart Monitors	Ambulance Fund	\$ 100,000						\$ 110,000		\$ 210,000	
Subtotal Ambulance		\$ 102,000	\$ 1,500	\$ -	\$ -	\$ 242,000	\$ 110,000	\$ -	\$ -	\$ 455,500	
Police Department											
Replace 2013 Ford Taurus (including equipment)	General Fund		\$ 42,000							\$ 42,000	
Replace 2017 Ford Explorer (including equipment)	General Fund				\$ 45,000					\$ 45,000	
Replace 2020 Ford Interceptor	General Fund					\$ 45,000					
Police Station Improvements	General Fund			\$ 500,000	\$ 1,000,000					\$ 1,500,000	Final scope/budget/timeframe TBD
Subtotal Police Department		\$ -	\$ 42,000	\$ 500,000	\$ 1,045,000	\$ 45,000	\$ -	\$ -	\$ -	\$ 1,587,000	
Fire Authority											
PAMA Building Improvements	General Fund, Danby/Portland Townships			\$ 750,000	\$ 750,000					\$ 1,500,000	40% City, 60% Townships
Fire Authority Funding -	General Fund									\$ -	See PAMA CIP for details
Subtotal Fire Authority		\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	
City Hall											
City Hall Facility Evaluation	General Fund	\$ 10,000								\$ 10,000	
Boiler Replacement	General Fund			\$ 50,000						\$ 50,000	
Upstairs Renovations	General Fund					\$ 100,000				\$ 100,000	
Parking Lot Resurfacing	General Fund				\$ 50,000					\$ 50,000	
Subtotal City Hall		\$ 10,000	\$ -	\$ 50,000	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 210,000	

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-28

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN
FOR WASTEWATER SYSTEM IMPROVEMENTS AND
DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

WHEREAS, the City of Portland recognizes the need to make improvements to its existing wastewater treatment and collection system; and

WHEREAS, the City of Portland authorized Fleis & VandenBrink Engineering, Inc. to prepare a Project Plan, which recommends the construction of improvements at the existing City of Portland Wastewater Treatment Plant, Lift Stations, and Collection System; and

WHEREAS, said Project Plan was presented at a Public Hearing held on May 17, 2021 and all public comments have been considered and addressed;

WHEREAS, the City Manager, a position currently held by Tutt Gorman, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a revolving fund loan to assist in the implementation of the selected alternative.

NOW THEREFORE BE IT RESOLVED, that the City of Portland, through its City Council, formally adopts said Project Plan and agrees to implement the selected alternative (Alternative No. 3 – Optimize Existing Facilities with I/I Removal).

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 17, 2021

Monique I. Miller, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Portland, County of Ionia, State of Michigan, at a regular meeting held on May 17, 2021 and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-29

**A RESOLUTION APPROVING THE AWARD OF THE TOAN PARK
REVITALIZATION PROJECT TO KATERBERG VERHAGE**

WHEREAS, the City received bids in response to its request for sealed bids for the Toan Park Revitalization Project, a copy of the Engineer's Bid Tabulation and recommendation is attached as Exhibit A; and

WHEREAS, the Engineer recommends that the City award the Project to Katerberg VerHage, in the amount of \$550,883.75; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to Katerberg VerHage, in the amount of \$550,883.75, a copy of the Engineer's Bid Tabulation and recommendation is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 17, 2021

Monique I. Miller, City Clerk



May 13, 2021

Via Email: citymanager@portland-michigan.org

Tutt Gorman, City Manager
City of Portland
259 Kent Street
Portland, MI 48875

RE: William Toan Park Improvements – Recommendation of Award

Dear Tutt:

We have reviewed the bids for the above referenced project and summarized them on the attached spreadsheet. A total of three (3) bids were received and read at the public bid opening on May 12, 2021. While the bids were higher than our estimate, they are reasonable considering the current construction climate – at certain points in the bidding process we were concerned whether we would receive any responsive bids. We have been seeing sharp increases in the cost of basic construction materials like lumber, steel and (more recently) fuel as well as a labor shortage. While the City has certainly benefitted from the various federal stimulus programs enacted recently, those funds have allowed a number of municipalities to increase the volume of construction projects in the pipeline, adding to a scarcity of available contractors.

The low bidder was Katerberg VerHage (KV) out of Grand Rapids. While KV has not worked for the City before, F&V has had a very good experience working with them on several streetscape and park projects, including work in the City of Hudsonville. They provided a list of references for similar projects, and their references were also very positive.

Due to the nature of this project and its funding that incorporates donations from the community, we arranged the bid package into a base bid that included all of the basic elements of the project and a number of alternates for “wish list” type enhancements. We have reviewed the bids received and evaluated the current budget with City staff. We recommend awarding a contract that includes the following:

- Base Bid in the amount of \$534,556.25. The base bid includes a bid amount of \$45,540 for the community fireplace. This is the one item that came in significantly higher than we anticipated, however, the cost was consistent amongst the three bidders. We have contacted KV, and they are open to working with us to find ways to bring that cost more in line with expectations without compromising the design intent. Any savings we are able to achieve will be incorporated into the contract via change order during construction.
- Integral color for the splash pad concrete in the amount of \$1,600.00. There is some concern that the hardness or iron content of the City’s water supply will produce staining on the concrete surface over time. Using an integral color concrete with color selected to mask any staining was recommended by the splash pad manufacturer as a way to mitigate that

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

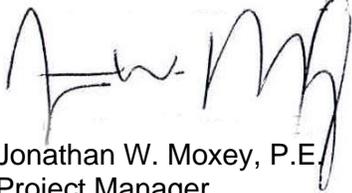
risk. It will also enhance the aesthetics of the area and add visual interest. Based on our conversation with City staff, we anticipate putting unused contingency funds, if any, toward additional integral color concrete. But for the purposes of the initial award/contract, we are recommending just the splash pad area.

- Shade sail upgrades in the amount of \$5,677.50. The Base Bid included three square shade umbrellas to be positioned to shade seating near the playground and splash pad areas. We included an alternate that would instead use three triangular shade sails (similar to what is depicted in the renderings) in lieu of the umbrellas. The shade sails will provide a similar shading area in terms of square footage, but will be better fitted to the seating and add more visual interest to the park.
- River trail repaving in the amount of \$9,000.00. The Base Bid included patching the river trail where removal is required for construction of other improvements and treating the surface with a sealcoating product to make it more visually consistent in the end. The existing asphalt surface is in fair condition, however, a certain amount of damage will be unavoidable during construction. Replacing the asphalt entirely is also desirable because the new sidewalk areas can be poured first and the trail paving completed with a hard neat edge (as opposed to pouring new concrete against a non-uniform edge of asphalt or saw cutting the edge of the trail).

Based on the above, we recommend awarding a contract to Katerberg VerHage in the amount of \$550,833.75. We have attached a budget summary reflecting that award, as well as project elements that are being addressed outside of the construction contract. We look forward to seeing the vision for William Toan Park become a reality over the coming months! In the meantime, please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Jonathan W. Moxey, P.E.
Project Manager

City of Portland

William Toan Park Improvements

Bid Tabulation



846940

JWM

5/12/2021

Base Bid Items				Engineer's Estimate		Katerberg Verhage		Gordon Construction Svcs		Cook Brothers Exc.	
ITEM NO.	ITEM DESCRIPTION	UNIT	BID QTY.	EST. UNIT PRICE	EST. AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	General Conditions, Bonds, Ins & Mob (5% Max.)	LS	1	\$ 23,000.00	\$ 23,000.00	\$ 26,335.00	\$ 26,335.00	\$ 10,000.00	\$ 10,000.00	\$ 30,600.00	\$ 30,600.00
2	Temporary Traffic Controls	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 5,250.00	\$ 5,250.00	\$ 4,200.00	\$ 4,200.00	\$ 3,360.00	\$ 3,360.00
3	Erosion Control, Silt Fence	Ft	320	\$ 2.50	\$ 800.00	\$ 3.25	\$ 1,040.00	\$ 3.00	\$ 960.00	\$ 2.50	\$ 800.00
4	Erosion Control, Inlet Protection, Fabric Drop	Ea	3	\$ 125.00	\$ 375.00	\$ 157.50	\$ 472.50	\$ 240.00	\$ 720.00	\$ 158.00	\$ 474.00
5	Playground Equipment A, Remove and Salvage	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 4,200.00	\$ 4,200.00	\$ 4,800.00	\$ 4,800.00	\$ 4,500.00	\$ 4,500.00
6	Playground Equipment B, Remove	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,050.00	\$ 1,050.00	\$ 1,200.00	\$ 1,200.00	\$ 900.00	\$ 900.00
7	Sculpture Foundation, Remove	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 630.00	\$ 630.00	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00
8	Bicycle Repair Station, Remove and Salvage	LS	1	\$ 500.00	\$ 500.00	\$ 210.00	\$ 210.00	\$ 600.00	\$ 600.00	\$ 250.00	\$ 250.00
9	Memorial Rock, Remove and Salvage	Ea	1	\$ 100.00	\$ 100.00	\$ 55.00	\$ 55.00	\$ 1,800.00	\$ 1,800.00	\$ 150.00	\$ 150.00
10	Tree, Remove and Salvage, Less Than 8 inch	Ea	1	\$ 250.00	\$ 250.00	\$ 525.00	\$ 525.00	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00
11	HMA Surface, Rem	Syd	150	\$ 6.00	\$ 900.00	\$ 10.25	\$ 1,537.50	\$ 4.20	\$ 630.00	\$ 10.60	\$ 1,590.00
12	Curb and Gutter, Rem	Ft	110	\$ 10.00	\$ 1,100.00	\$ 12.00	\$ 1,320.00	\$ 13.20	\$ 1,452.00	\$ 4.70	\$ 517.00
13	Sidewalk, Rem	Syd	35	\$ 12.00	\$ 420.00	\$ 21.25	\$ 743.75	\$ 15.60	\$ 546.00	\$ 10.00	\$ 350.00
14	Dr Structure, Rem	Ea	1	\$ 300.00	\$ 300.00	\$ 1,750.00	\$ 1,750.00	\$ 840.00	\$ 840.00	\$ 200.00	\$ 200.00
15	Site Preparation and Grading	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 13,400.00	\$ 13,400.00	\$ 36,000.00	\$ 36,000.00	\$ 39,000.00	\$ 39,000.00
16	Connect to Ex Sanitary Sewer	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 3,520.00	\$ 3,520.00	\$ 3,180.00	\$ 3,180.00	\$ 600.00	\$ 600.00
17	Wye, 12 inch x 6 inch	Ea	1	\$ 250.00	\$ 250.00	\$ 685.00	\$ 685.00	\$ 600.00	\$ 600.00	\$ 372.00	\$ 372.00
18	Sanitary Lateral, 6 inch	Ft	60	\$ 50.00	\$ 3,000.00	\$ 63.00	\$ 3,780.00	\$ 82.80	\$ 4,968.00	\$ 59.00	\$ 3,540.00
19	Cleanout Structure, 24 inch Dia	Ea	1	\$ 1,200.00	\$ 1,200.00	\$ 1,210.00	\$ 1,210.00	\$ 1,920.00	\$ 1,920.00	\$ 1,508.00	\$ 1,508.00
20	Dr Structure Cover, Type Q, Watertight	Ea	1	\$ 500.00	\$ 500.00	\$ 630.00	\$ 630.00	\$ 1,140.00	\$ 1,140.00	\$ 892.00	\$ 892.00
21	Gate Valve and Box, 6 inch	Ea	2	\$ 500.00	\$ 1,000.00	\$ 1,470.00	\$ 2,940.00	\$ 3,000.00	\$ 6,000.00	\$ 1,298.00	\$ 2,596.00
22	Tapping Sleeve, 10 inch x 4 inch	Ea	1	\$ 2,500.00	\$ 2,500.00	\$ 1,575.00	\$ 1,575.00	\$ 5,640.00	\$ 5,640.00	\$ 2,460.00	\$ 2,460.00
23	Gate Valve and Box, 4 inch	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 1,470.00	\$ 1,470.00	\$ 2,100.00	\$ 2,100.00	\$ 820.00	\$ 820.00
24	Bend, 90 Deg, 4 inch	Ea	1	\$ 500.00	\$ 500.00	\$ 370.00	\$ 370.00	\$ 540.00	\$ 540.00	\$ 210.00	\$ 210.00
25	Water Main, DI, 4 inch	Ft	70	\$ 40.00	\$ 2,800.00	\$ 182.00	\$ 12,740.00	\$ 87.00	\$ 6,090.00	\$ 77.15	\$ 5,400.50
26	Dr Structure, 24 inch Dia	Ea	2	\$ 1,200.00	\$ 2,400.00	\$ 1,210.00	\$ 2,420.00	\$ 2,640.00	\$ 5,280.00	\$ 1,450.00	\$ 2,900.00
27	Dr Structure Cover, Type B	Ea	2	\$ 500.00	\$ 1,000.00	\$ 630.00	\$ 1,260.00	\$ 960.00	\$ 1,920.00	\$ 846.00	\$ 1,692.00
28	Sewer Tap, 8 inch	Ea	1	\$ 300.00	\$ 300.00	\$ 525.00	\$ 525.00	\$ 570.00	\$ 570.00	\$ 250.00	\$ 250.00
29	Dr Structure Tap, 12 inch	Ea	1	\$ 300.00	\$ 300.00	\$ 525.00	\$ 525.00	\$ 600.00	\$ 600.00	\$ 350.00	\$ 350.00
30	Storm Sewer, 12 inch	Ft	78	\$ 50.00	\$ 3,900.00	\$ 45.00	\$ 3,510.00	\$ 86.10	\$ 6,715.80	\$ 53.30	\$ 4,157.40
31	Underdrain, 4 inch	Ft	140	\$ 20.00	\$ 2,800.00	\$ 23.00	\$ 3,220.00	\$ 14.40	\$ 2,016.00	\$ 16.10	\$ 2,254.00
32	Subbase, CIP	Cyd	200	\$ 20.00	\$ 4,000.00	\$ 31.50	\$ 6,300.00	\$ 24.00	\$ 4,800.00	\$ 19.30	\$ 3,860.00
33	Aggregate Base, 8 inch	Syd	150	\$ 10.00	\$ 1,500.00	\$ 13.50	\$ 2,025.00	\$ 18.00	\$ 2,700.00	\$ 12.20	\$ 1,830.00
34	Curb and Gutter, Conc, Det F4	Ft	110	\$ 20.00	\$ 2,200.00	\$ 30.00	\$ 3,300.00	\$ 30.00	\$ 3,300.00	\$ 35.00	\$ 3,850.00
35	Sidewalk, Conc, 4 inch	Sft	4,500	\$ 4.00	\$ 18,000.00	\$ 5.10	\$ 22,950.00	\$ 5.82	\$ 26,190.00	\$ 9.00	\$ 40,500.00
36	HMA, 36A	Ton	35	\$ 250.00	\$ 8,750.00	\$ 180.00	\$ 6,300.00	\$ 240.00	\$ 8,400.00	\$ 191.00	\$ 6,685.00
37	Asphalt Sealcoating	Syd	450	\$ 5.00	\$ 2,250.00	\$ 3.00	\$ 1,350.00	\$ 1.20	\$ 540.00	\$ 3.25	\$ 1,462.50
38	Splash Pad	LS	1	\$ 140,000.00	\$ 140,000.00	\$ 132,605.00	\$ 132,605.00	\$ 139,567.20	\$ 139,567.20	\$ 158,988.00	\$ 158,988.00
39	Overlook Wall	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 14,805.00	\$ 14,805.00	\$ 12,456.00	\$ 12,456.00	\$ 24,600.00	\$ 24,600.00
40	Planter Wall	Ea	2	\$ 15,000.00	\$ 30,000.00	\$ 15,960.00	\$ 31,920.00	\$ 20,232.00	\$ 40,464.00	\$ 21,470.00	\$ 42,940.00
41	Seat Wall	Ft	50	\$ 200.00	\$ 10,000.00	\$ 229.00	\$ 11,450.00	\$ 272.40	\$ 13,620.00	\$ 515.00	\$ 25,750.00
42	Playground Equipment A, Reinstall	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,250.00	\$ 5,250.00	\$ 4,800.00	\$ 4,800.00		\$ -
43	Playground Equipment C, Furnish and Install	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 9,870.00	\$ 9,870.00	\$ 13,292.40	\$ 13,292.40		\$ -
44	Safety Surface	Sft	2,400	\$ 15.00	\$ 36,000.00	\$ 16.00	\$ 38,400.00	\$ 16.50	\$ 39,600.00	\$ 19.80	\$ 47,520.00
45	Shade Umbrella, Furnish and Install	Ea	3	\$ 2,500.00	\$ 7,500.00	\$ 2,782.50	\$ 8,347.50	\$ 2,696.40	\$ 8,089.20	\$ 2,885.00	\$ 8,655.00
46	Brick Fireplace, 4 Sided	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 45,540.00	\$ 45,540.00	\$ 43,800.00	\$ 43,800.00	\$ 51,838.00	\$ 51,838.00
47	Bicycle Repair Station, Reinstall	LS	1	\$ 500.00	\$ 500.00	\$ 210.00	\$ 210.00	\$ 16,800.00	\$ 16,800.00	\$ 250.00	\$ 250.00
48	Memorial Rock, Reinstall	Ea	1	\$ 100.00	\$ 100.00	\$ 210.00	\$ 210.00	\$ 600.00	\$ 600.00	\$ 150.00	\$ 150.00
49	Slope Restoration	Syd	500	\$ 5.00	\$ 2,500.00	\$ 19.25	\$ 9,625.00	\$ 2.16	\$ 1,080.00	\$ 6.10	\$ 3,050.00
50	Riprap, Field Stone, Heavy	Ton	500	\$ 100.00	\$ 50,000.00	\$ 82.00	\$ 41,000.00	\$ 102.00	\$ 51,000.00	\$ 110.00	\$ 55,000.00
51	Tree, Reinstall, Less Than 8 inch	Ea	1	\$ 250.00	\$ 250.00	\$ 630.00	\$ 630.00	\$ 510.00	\$ 510.00	\$ 300.00	\$ 300.00
52	Freemania Maple, 3 inch min.	Ea	2	\$ 500.00	\$ 1,000.00	\$ 535.00	\$ 1,070.00	\$ 630.00	\$ 1,260.00	\$ 504.00	\$ 1,008.00
53	Tulip Tree, 3 inch min.	Ea	3	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ 1,500.00	\$ 630.00	\$ 1,890.00	\$ 756.00	\$ 2,268.00
54	Golden Japanese Forest Grass, #1 Pot	Ea	120	\$ 20.00	\$ 2,400.00	\$ 13.00	\$ 1,560.00	\$ 19.50	\$ 2,340.00	\$ 31.50	\$ 3,780.00
55	Big Blue Lily Turf, 3-1/4 inch Pot	Ea	200	\$ 8.00	\$ 1,600.00	\$ 4.50	\$ 900.00	\$ 13.20	\$ 2,640.00	\$ 10.75	\$ 2,150.00
56	Butterfly Kisses Coneflower, #1 Pot	Ea	500	\$ 10.00	\$ 5,000.00	\$ 16.00	\$ 8,000.00	\$ 16.80	\$ 8,400.00	\$ 18.90	\$ 9,450.00
57	Little Kitten Japanese Silver Grass	Ea	500	\$ 10.00	\$ 5,000.00	\$ 12.25	\$ 6,125.00	\$ 14.40	\$ 7,200.00	\$ 18.90	\$ 9,450.00
58	Karl Foerster Feather Reed Grass	Ea	100	\$ 12.00	\$ 1,200.00	\$ 12.25	\$ 1,225.00	\$ 18.00	\$ 1,800.00	\$ 22.70	\$ 2,270.00
59	Landscape Bedding	Syd	60	\$ 20.00	\$ 1,200.00	\$ 26.00	\$ 1,560.00	\$ 38.40	\$ 2,304.00	\$ 20.50	\$ 1,230.00
60	Irrigation System	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 21,630.00	\$ 21,630.00	\$ 15,895.20	\$ 15,895.20	\$ 15,800.00	\$ 15,800.00
Total Base Bid Items:					\$481,645.00		\$534,556.25		\$591,365.80		\$639,027.40

Alternate Items											
ITEM NO.	ITEM DESCRIPTION	UNIT	BID QTY.	EST. UNIT PRICE	EST. AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
A1	Concrete Sidewalk, Integral Color	Sft	4,000	\$ 1.50	\$ 6,000.00	\$ 1.10	\$ 4,400.00	\$ 3.64	\$ 14,560.00	\$ 1.50	\$ 6,000.00
A2	Seat Wall, Integral Color	Ft	50	\$ 50.00	\$ 2,500.00	\$ 29.00	\$ 1,450.00	\$ 84.00	\$ 4,200.00	\$ 55.00	\$ 2,750.00
A3	Planter Wall, Integral Color	Ea	2	\$ 3,000.00	\$ 6,000.00	\$ 1,995.00	\$ 3,990.00	\$ 6,258.00	\$ 12,516.00	\$ 3,360.00	\$ 6,720.00
A4	Overlook Wall, Integral Color	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 1,050.00	\$ 1,050.00	\$ 4,824.00	\$ 4,824.00	\$ 2,200.00	\$ 2,200.00
A5	Surface Mounted Bench	Ea	4	\$ 1,000.00	\$ 4,000.00	\$ 1,575.00	\$ 6,300.00	\$ 1,200.00	\$ 4,800.00		\$ -
A6.1	HMA Surface Remove, Trail	Syd	450	\$ 5.00	\$ 2,250.00	\$ 5.50	\$ 2,475.00	\$ 3.60	\$ 1,620.00	\$ 6.75	\$ 3,037.50
A6.2	HMA, 36A, Trail	Ton	50	\$ 150.00	\$ 7,500.00	\$ 157.50	\$ 7,875.00	\$ 240.00	\$ 12,000.00	\$ 191.00	\$ 9,550.00
A7.1	Shade Sail, Furnish and Install, Basic Posts	Ea	3	\$ 4,000.00	\$ 12,000.00	\$ 4,675.00	\$ 14,025.00	\$ 4,800.00	\$ 14,400.00		\$ -
A7.2	Shade Sail, Furnish and Install, Decorative Posts	Ea	3	\$ 6,000.00	\$ 18,000.00	\$ 12,075.40	\$ 36,226.20	\$ 6,000.00	\$ 18,000.00		\$ -
A8	Splash Pad, Integral Color	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 1,600.00	\$ 1,600.00	\$ 8,400.00	\$ 8,400.00		\$ -

Represents a mathematical or other error in the bid form that has been corrected.

City of Portland
William Toan Park Improvements
Budget Summary - May 12, 2021

Project Costs

Engineering Budget	\$	55,000.00
Base Bid	\$	534,556.25
Splash Pad Integral Color	\$	1,600.00
Shade Sail Upgrade	\$	5,677.50
River Trail Paving	\$	9,000.00
Estimated Fireplace Savings	\$	(15,000.00)
Relocate Windsong	\$	6,000.00
Decorative Lights	\$	8,000.00
Donor Sculpture & Plaques	\$	3,000.00
Pavilion Improvements	\$	12,000.00
<u>Contingencies</u>	<u>\$</u>	<u>21,166.25</u>
Total Estimated Cost	\$	641,000.00

Project Funding

City Budget	\$	546,000.00
F&V Donated Services	\$	20,000.00
<u>Cash Donations</u>	<u>\$</u>	<u>75,000.00</u>
Total Estimated Funding	\$	641,000.00

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-30

**A RESOLUTION TO REVISE COUNCIL POLICY 77-1 CONCERNING
CEMETERY RATES**

WHEREAS, the Cemetery Director has reviewed and revised Council Policy 77-1 to update the Cemetery rates; and

WHEREAS, a copy of the Cemetery Directors memo with the proposed revised Council Policy 77-1 is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves revising Council Policy 77-1 as set forth in the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 17, 2021

Monique I. Miller, City Clerk



The following are proposed changes to be effective July 1, 2021 to the Portland Cemetery rate schedule located within the Cemetery Rules and Regulation Policy #77-1

- Increase of \$25 on all purchases of deeds to burial rights
- Increase of \$25 on all burial services
- Remove option for deed to burial rights for a vault less than 4'. These are plots that are designated as 'babyland'. No available plots remain
- Remove option for burial fee for vaults less than 4'. This burial option was for 'babyland' burials of which no available plots remain
- Remove the resident and nonresident distinction in the disinterment charge and create one set charge.
- Increase of \$.05 per square inch on new cement foundation installations as well as cement overlay onto current foundation
- Addition of a fee of \$.20 per square inch for the removal of an existing foundation

Respectfully,

Neil Brown, Director
Parks, Recreation, & Cemetery
City of Portland
(517) 647-7985
nbrown@portland-michigan.org

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

6. Every lot or grave space is sold subject to rules and regulations now in force or hereinafter adopted.
7. The lot owner or his legal representative may at any time designate, in writing, to the City whom he wishes or does not wish buried on his grave or lot.
8. The owner of a lot or burial Right Certificate may at any time, sell the lot back to the City, but may not sell or transfer to another person. The resale will be for the original purchase price, as no speculative purpose will be allowed.
9. Joint ownership of burial rights is permitted, but the City advises joint ownership only between husband and wife, since heirship to cemetery burial rights follows blood lines unless otherwise provided by will or legal transfer.
10. In case of disagreement between joint owners of a Burial Rights Certificate, the first order of a registered owner shall prevail.
11. Should the owner die without having designated the persons to be buried on the balance of his or her lot, the City will permit the burial of heirs as designated in writing by a Court of Competent jurisdiction, when presented for record at the City Clerk's office. If time does not permit to obtain a court order, an affidavit by one of the heirs of the owner, together with a hold harmless agreement, on forms prepared by the City shall be furnished by the person requesting a burial on a given lot. Possession of a Burial Rights Certificate is not in itself evidence on which to record the transfer of ownership of a grave or lot. The legal right to ownership of the burial privilege must be established. The descent of title to cemetery lots is governed by the laws of the State of Michigan as it relates to personal property.
12. The City reserves the right to correct any errors that may be made by it or its predecessor, in making interments, disinterments, or removals, often the description, transfer, or conveyance of any interment property, either by canceling the conveyance and substituting and conveying in lieu thereof, other interment property of equal value and similar location or by refunding the amount of money paid on account by the purchaser. In the event of error involves the interment of the remains of any person, the City reserves and shall have the right to remove and transfer the remains so interred to other property of equal value and similar location of the same cemetery.
13. Perpetual care shall include mowing of lots and graves, seeding, fillings in sunken graves and seeding over the surface of graves to lot level. The perpetual care price as hereinafter stated on every lot and single grave sold shall be set aside and deposited in the City's Perpetual Care Fund with the interest only used for maintenance purposes. The interest on these deposits shall be used by the City for the care of lots and graves.
14. Perpetual care shall not include the watering of plants, urns, beds or cut flowers or the trimming of shrubs, if planted by the lot owner. Perpetual care does not include the maintenance, repair, or replacement of any marker, memorial, urn, tomb, or mausoleum placed or erected on the lot, unless caused by a direct act (not omission) of negligence by an employee of the City.
15. Any person who owns lots or grave spaces which do not now have Perpetual Care may at any time purchase Perpetual Care. The City will not recognize any Perpetual Care given to any other party than the City after April 26, 1971. This includes money deposited with the County Treasurer.
16. Lot Owners who desire special attention for their lot, such as Special Care for flowers, trees, shrubs, and watering of urns must make arrangements for such care with the City on a time and material charge basis.

17. Notice of funerals with exact location grave, must be given to the City at least eight regular working hours in advance of burial. The City will not assume responsibility for errors in opening graves when orders are given by telephone. Orders by funeral director for the opening of the grave will be construed as orders from the lot owner. The grave and opening must be paid for in full before the burial can be made.
18. The City reserves the right to remove, without notice, trees and shrubs and flowers in violation of these rules, and which become unsightly or overgrown. The City reserves the rights to trim, cut down, and remove any plantings by a lot owner which are undesirable in their present condition or in a bad location.
19. No trees, shrubs, vines, bushes, and/or permanent and artificial flowers shall be planted on any lot or grave by the lot owners. These items are prohibited as they increase the cost of maintenance. However, the Parks and Cemetery Department will plant shrubs and trees where appropriate. Artificial flowers securely fastened in urns only will be permitted all year, any artificial flowers left on lots or graves after April 1st or Memorial Weekend will be removed. Further, there shall be NO jars, glass, metal or plastic receptacles, or other containers used on the premises for the holding of floral bouquets, all flowers must be securely fastened in an urn. Solar lights must be secured in the urn unless it is from November 1 to April 1st each year when they can be placed in the ground.
20. No trimming, pruning, picking, or removing of any branches or bloom from any tree, shrub, or flower in the cemetery is permitted except under the supervision of the City.
21. Grave blankets, solar lights and/or artificial flowers may be placed on the grave from November 1st however, must be removed by April 1st or the City shall remove and dispose of it.
22. Grave markers, monuments or tombstones shall be situated on the lot as specified by the City. No grave marker shall be situated to interfere with the digging of another grave. All grave markers must have a foundation. The City shall place under every new grave marker or monument a foundation and the cost shall be borne by the lot owner at rates specified in the rate schedule. The monument company may purchase the foundation in the name of the owner. All foundation orders must be submitted in writing to the City; charges vary and are determined by the size of the stone and any additional requested.
23. The City assumes no liability for the maintenance or repair of grave markers or tombstones.
24. Raised letters are not permitted on grave markers that are flush with the ground.
25. Any markers or monuments designating the location of an interment shall be removed at the time a disinterment is made.
26. All material used in the construction on monuments, markers, and permanent lot markers must be of recognized durable granite or standard bronze. Marble may be permitted of certain durable grades and finishes, but the City will assume no responsibility for damages in case of any stone being unintentionally chipped or marked in the regular course of lot care.

All other grades of marble, sandstone, slate, or artificial stone, terra cotta, wood, concrete, iron, or glass in any form will not be permitted.
27. Anyone wishing to erect a mausoleum must submit the plans and specifications to the City for approval. The City reserves the right to control any and all conditions of a mausoleum including denial of its placement if such denial is in the best interest of the City.

28. The Cemetery will be open for interments from 7:00 a.m. to 2:30 pm except Saturdays. Any interment after 2:30 p.m. or on Saturdays will be charged an additional \$150.00. No burials within the cemetery shall take place on Sunday or holidays, as holidays are defined by the city's personnel policy or union contract.
29. All interments and funerals within the Cemetery grounds shall be under the direction of the City.
30. No grave shall be placed in an irregular appearance with graves on the same or adjoining lots. The City reserves the right to determine the position of all graves on every lot.
31. All graves shall be opened and closed by City personnel only.
32. While the City will make all reasonable efforts to establish the identity of the person or persons claiming ownership of the lot or making arrangements for the interment, it will not be liable for misrepresentations or errors made by the person or persons reported to be the owners, legal representatives, or agents.
33. When deemed necessary to assure a proper burial, the City may establish and properly mark a zone in which only person attending the funeral may enter.
34. Grand mounds shall not be allowed.
35. As soon as flowers, flags, or emblems used at funerals and for the adornment of graves become unsightly, they will be removed and no responsibility for their return to the owners will be assumed.
36. The possession of firearms within the cemetery grounds is forbidden, except that military or other organizations may carry arms for the purpose of firing a salute over the grave at the burial of a member.
37. Dogs, cats and other animals are not allowed in the cemetery and may be removed in such a manner as may seem expedient.
38. The defacement of monuments, markers, graves or cemetery appurtenances whether intentional or otherwise, the removal of flowers, urns or any of the cemetery equipment without authority will be considered a misdemeanor and so treated. Persons entering the cemetery will be held responsible for any damage done to the cemetery properties by them.
39. The operator and owner of any vehicle will be held responsible for any damage he or she may do whether intentional or unintentional. The speed limit on cemetery roads is established at 15 miles per hour.
40. Gifts or tips to cemetery employees are not allowed.
41. Profane or boisterous language will not be allowed and loiterers will not be tolerated in the Cemetery.
42. Children must be accompanied by their parents or adults who will be responsible for their conduct in the cemetery.
43. Lot owners are requested to report any error, neglect, carelessness or inactivity on the part of the employees of the cemetery to the Cemetery Director at once. Bringing lunches, refreshments or liquors into the cemetery and consuming them are therein prohibited.
44. The cemetery, although under City jurisdiction, will not be considered as Public land in the sense that it is common property and subject to the whims of the public, but is to be considered as holy ground

dedicated to the peace and repose of the departed and subject to the consideration and respect of all who visit or own lots in the Cemetery. With such purpose in mind, the Cemetery Director or representatives may establish temporary rules whenever in their judgment the best interest and safety of the cemetery demands it and may cause to be ejected or arrested any person or persons whom they may deem undesirable or dangerous to the peace and quiet of the cemetery.

45. ALL CHARGES made by the City for grave spaces, burials, removals, perpetual care, or other services rendered shall be in accordance with rates established by resolution of the City Council and subject to change, without notice, by the City Council.
46. Because Memorial Day is a National Holiday dedicated to the remembrance of the deceased, especially veterans, rule 19 shall be relaxed for the six days immediately before and after Memorial Day. Any type of natural or artificial flowers or any other grave decoration may be placed on a grave for the above period. After this period the City will remove and dispose of all such flowers and decorations which do not conform to all other "Cemetery Rules and Regulations".
47. WINTER FUNERALS – Grave side services are allowed year-round if weather permits. However, a tent service will be allowed at a predestined spot at the cemetery if weather conditions do not allow for grave side services. Grave site services will be permitted at the discretion of the Cemetery Director.
48. Effective January 1, 1983, surface vaults will not be permitted in any new section of the cemetery.
49. All funeral directors will receive City approval before scheduling gravesite services. Failure of any funeral director to follow this procedure will in no way obligate the City to acknowledge any arrangements made by said director.
50. The sale of cemetery lots and arrangements for grave openings will be made between the hours of 8:00 a.m. to 4:30 p.m Monday thru Friday.

ONLY the Director of Parks, Recreation & Cemetery, and the City Clerk will be authorized to sell graves and make arrangements for grave openings. This is to allow for maintenance of cemetery records.

To every extent possible the City will make every attempt to meet the needs of the families of the deceased.

51. No burials will be allowed in Portland Cemetery without the placement of a vault.
52. The City of Portland Cemetery Department accepts no responsibility to damages which might be incurred by a vault during a disinterment.
53. The request for the placement of a foundation must be received prior to May 1st of the current year to guarantee completion of the foundation prior to Memorial Day.

(RATE SCHEDULE ATTACHED)

CITY OF PORTLAND CEMETERY RATES

*Established by City Council as a part of the Rules and Regulations Policy #77-1 and amended.
Rates updated July 1, 2020

A. DEED TO BURIAL RIGHTS – per one full-size plot

Resident of the City	\$300.00	(\$45.00 is perpetual care)
Nonresident of the City	\$475.00	(\$70.00 is perpetual care)

DEED TO BURIAL RIGHTS – per one cremation grave; 4’ by 3’ feet deep

Resident of the City of Portland	\$ 175.00	(\$25.00 is perpetual care)
Nonresident of the City	\$ 275.00	(\$45.00 is perpetual care)

B. BURIAL FEE – opening and closing for vaulted burial

Resident of the City	\$275.00
Nonresident of the City	\$400.00

CREMATION BURIAL – opening and closing for buried cremains

Resident of the City	\$125.00
Nonresident of the City	\$175.00

An additional charge of **\$150.00** is added for any funeral scheduled to arrive at the cemetery **after 2:30 p.m.** and for any funeral scheduled for Saturday.

DISINTERMENT FEE (one way) -\$1,000

Relocation to another plot in the Portland Cemetery requires an additional grave opening fee

C. FOUNDATION FEE (per square inch)

New foundation	\$0.30
Overlay current foundation	\$0.20
Removal of foundation	\$0.20

Additional charges apply for contracted marker removal

D. All monuments not flush with the existing grounds shall have foundations that extend 4” in all directions beyond the widest part of the monument. Only the City shall install foundations. Foundation size is determined by the size of the monument and any additional foundation that is requested by the purchaser, up to the maximum width of the plot(s).

All veterans’ stones and bronze plaques will be placed flush with the ground at no charge.

All monuments not in the headstone row must be flush with the ground.

The payment for foundations must be received prior to installation of the foundation by the City of Portland.

- E. Anyone wishing to pay perpetual care to ensure the upkeep of their burial location may do so by paying a fee per grave space of \$45.00 per resident or \$70.00 per nonresident.

- F. The charge for preparing a grave with a surface vault shall be the same as a regular grave opening. This charge will also include any work required by City employees on the day of the funeral if installed prior to interment. However, the City shall not be responsible for removing the cover of the surface vault on the day of interment.

- G. The lot owner must pay in full for the grave and opening of the grave prior to interment; if additional graves are purchased at that time the balance must be paid off in 90 days or the graves will be put back on the market.

FURTHER, that these Rules and Regulations are adopted by the City Council on November 5, 1982, and amend the rules and regulations which previously were adopted by Council on March 29, 1982; July 20, 1981; November 26, 1979; January 10, 1977; June 21, 1971 and April 26, 1971.

Adopted: July 20, 1981, updated November 5, 1982
Amended November 7, 1983
Amended November 9, 1992
Amended July 20, 1995
Amended July 5, 2010
Amended February 7, 2011
Amended May 18, 2020

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-31

**A RESOLUTION APPROVING A PROPOSAL FROM FLEIS & VANDENBRINK
TO CONDUCT A WATER SYSTEM RISK AND RESILIENCE ASSESSMENT
AND EMERGENCY RESPONSE PLAN UPDATE**

WHEREAS, in 2018, the America’s Water Infrastructure Act (AWIA) was signed into law and requires communities to develop or update a risk and resilience assessment and emergency response plan; and

WHEREAS, Fleis & VandenBrink has submitted a proposal to perform the Water System Risk and Resilience Assessment and Emergency Response Plan update for the City in the amount of \$12,000.00, a copy of the proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the proposal from Fleis & VandenBrink to perform the Water System Risk and Resilience Assessment and Emergency Response Plan update for the City in the amount of \$12,000.00, a copy of the proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 17, 2021

Monique I. Miller, City Clerk



May 10, 2021

Via Email: *kengensterblum@portland-michigan.org*

Mr. Ken Gensterblum
City of Portland
259 Kent Street
Portland, MI 48875

**RE: Scope of Services and Budget
Water System Risk and Resilience Assessment and Emergency Response Plan Update
City of Portland, Ionia County, Michigan**

Dear Ken:

Fleis & VandenBrink (F&V) appreciates the opportunity to submit this Scope of Services and budget estimate to you for conducting the above referenced work. Our relationship with the City of Portland and its staff is certain to benefit this project. We are familiar with the City of Portland's public water system, as we have worked with the City on several projects and recently assisted the City with the update of the Wellhead Protection Program Plan.

Statement of Understanding

It is our understanding you are requesting we complete this work to facilitate compliance with America's Water Infrastructure Act (AWIA) of 2018 requirements for Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs).

Based on our conversations with you, the following outlines our understanding of the work, Scope of Services, and budget.

Scope of Services

Information Gathering

F&V has developed a strategic approach to meet the new requirements, which overlap with older requirements. In addition, your water system has already been taking action to improve the risk and resilience of your system. Our team will begin with a review and assessment of your water system's existing compliance with AWIA requirements, including the following documents to be provided by the City (if applicable):

- General Plans
- Water System Master Plans
- Water Asset Management Plans

**2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com**

- Capital Improvement Plans
- Vulnerability Assessments
- Security Plans and Procedures
- Standard Operating Procedures
- Operation & Maintenance Manuals
- Cybersecurity Protocols for Billing, Business Network, SCADA, Access Control
- Business Continuity Plans
- Financial and Administrative Policies
- Training and Exercise Plans
- Other documents that may be related to risk and resilience of your water system (e.g. county emergency operations plan, Hazmat response plans, etc.)
- Water Reliability Study
- Prior Emergency Response Plan

In addition, if necessary, F&V will assist in preparing a request to the United States Environmental Protection Agency (EPA) for a copy of the City's Vulnerability Assessment.

Risk and Resilience Assessment (RRA)

The objective of an RRA is to evaluate the vulnerabilities, threats, and consequences from potential hazards to your water system. Our work will include the AWIA requirements that an RRA assess:

- Risks to the system from malevolent acts and natural hazards
- Resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage, and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system
- Monitoring practices of the system
- Financial infrastructure of the system
- Use, storage, or handling of various chemicals by the system
- Operation and maintenance of the system

The assessment will be compiled based on the Environmental Protection Agency's (EPA) Guidance for Small Community Water Systems, along with procedures and best practices generally accepted by the industry.

F&V will work with your personnel to assess components of the RRA. To accomplish this, we will moderate two to three virtual meetings with your team:

- Meeting #1: Characterize critical assets and threats
- Meeting #2: Analyze consequences, vulnerabilities, and threat likelihoods
- Meeting #3: Assess risk and resilience and plan for future preparedness

F&V will review the draft findings of the RRA with City staff and provide a report summarizing the results and supporting documentation. The RRA report will not need to be submitted to the EPA. However, the City will need to certify the completion of the RRA to the EPA.

Emergency Response Plan (ERP)

The updated ERP will be developed based on EPA guidelines, various guidance documents, procedures, and best practices generally accepted by the industry. The ERP will meet the new requirements of AWIA and include the following requirements:

- Utility Information, including staffing and identification of critical facilities
- Resilience Strategies
- Emergency Plans and Procedures

- Mitigation Actions
- Detection Strategies

We will review the draft ERP with City staff. Once finalized, the City will need to certify to the EPA the ERP meets the requirements of the AWIA.

Schedule

We will initiate work upon your authorization to proceed. Based on the size of your water system, completion of the RRA must be certified to the EPA by June 30, 2021. In addition, AWIA requires drinking water utilities to develop or update their ERPs and submit certification of its completion to the EPA within six months after certification of the RRA.

Budget

F&V proposes to complete the professional services on a lump sum basis for \$12,000.

The following assumptions have been made in deriving our budget:

- F&V will attend two to three remote meetings with key water system personnel
- Representatives will be readily accessible and available for interviews
- Files will be readily available and accessible
- The optional assessment of capital and operational needs for risk and resilience management for the system will not be completed

During the completion of work of this nature, unknown conditions may occasionally arise that require additional effort over and above the defined scope of services. F&V will notify you if a change in the scope of services is required.

F&V's professional service fees will be invoiced monthly. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to F&V (attention Ms. Anne Hagedorn, ahagedorn@fveng.com). This proposal is valid for 90 days.

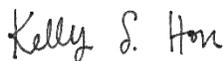
Once again, thank you for this opportunity, and we look forward to working with you. If you need any other information regarding this proposal or any F&V services, please contact me at 517.438.0422 or khon@fveng.com.

Sincerely,

FLEIS & VANDENBRINK



Brian Rice, PE
Principal, Group Manager



Kelly Hon
Sr. Project Manager

Work Authorization

*Fleis & VandenBrink (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated **May 10, 2021** and authorized under the existing Professional Services Agreement with F&V dated **November 30, 2018**.*

Mr. Ken Gensterblum, Public Works Director

Date



Brian Rice, Principal

Date

RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems¹ that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

Important Dates

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 31, 2021 if serving 3,301 to 49,999 people.

Recertification

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

¹ Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



FREQUENTLY ASKED QUESTIONS



I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see www.congress.gov/bill/115th-congress/senate-bill.

What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

I need more information on the certification process:

What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact WSD-Outreach@epa.gov, and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

RESOURCES & TOOLS

Conducting a Risk and Resilience Assessment

- The U.S. EPA's [Risk and Resilience Baseline Threat Document](#) (available August 2019).
- The U.S. EPA's [Vulnerability Self-Assessment](#).

The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

Developing an Emergency Response Plan

- [Emergency Response Plan Guidance](#).
- The U.S. EPA's [Emergency Response Webpage](#).
- [Local Emergency Planning Committees](#).

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-32

A RESOLUTION APPROVING THE RECOMMENDATION OF THE BOARD OF LIGHT AND POWER TO REPLACE THE HYDRO DAM STORAGE GARAGE FOR THE ELECTRIC DEPARTMENT

WHEREAS, the Electric Department maintains a garage at the hydro dam for storage of materials and the structure has fallen into disrepair and is in need of replacement; and

WHEREAS, the Acting Electric Superintendent sought bids and recommends that the work be awarded to Shelby Construction to construct a new structure for the amount of \$50,000, a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A; and

WHEREAS, at its regularly scheduled meeting on April 27, 2021, the Board of Light and Power voted to recommend that City Council approve the replacement of the storage garage in the amount not to exceed \$59,000.00.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to replace the storage garage in an amount not to exceed \$59,000 and award the work to Shelby Construction to construct a new structure for the amount of \$50,000, a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 17, 2021

Monique I. Miller, City Clerk

Memo



To: Tutt Gorman, City Manager

From: Brent Henry, Acting Electric Superintendent

cc:

Date: 4/28/2021

Re: Light & Power Board recommendation

At the April Light & Power board meeting, pursuant to the electric departments 2021 Strategic Goals, the board approved the funding to replace the storage garage at the hydro at a cost not to exceed \$59,000 and recommends that City Council also approve the purchase.

Proposal

Selby Construction
4101 Grand River Trail
Portland, MI 48875

LIC # 2101190801
Phone (517) 819-0379
email dls2900@yahoo.com

PROPOSAL SUBMITTED TO: Portland Power & Lights	JOB NAME —	JOB # 1048
ADDRESS 723 E. Grand River Ave.	JOB LOCATION Portland Dam	DATE 5/5/21
Portland, MI 48875	DATE OF PLANS —	ARCHITECT —
PHONE #	FAX #	

We hereby submit specifications and estimates for: 32' x 40' x 12' Pole Barn

- 2' On Center Trusses
- 1/2" OSB Decking
- 1' vented overhangs on all sides
- Steel roofing and siding (Color TBD)

- ① 36" Steel service door
- ① 16' x 10' Insulated overhead door with opener
- 4" Concrete floor with one drain

Materials: \$34,000.00
 Concrete Material + Labor: \$8,000.00
 Labor: \$8,000.00

* Will honor material prices for seven days from 5/5/21

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ Fifty Thousand Dollars with ⁰⁰/₁₀₀ - Dollars

with payments to be made as follows: Half down with balance upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

D.S

Respectfully submitted

[Signature] 5/5/21

Note - this proposal may be withdrawn by us if not accepted within 7 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____





WARNING
CONTINUED VANDALISM
TRESPASSING AND
LITTERING WILL BE
CAUSE FOR CLOSING
THIS PUBLIC ACCESS
POINT



Search Google Maps
See travel times, traffic and nearby places

Existing Garage



New Garage



Map
rand River
observation Club

Google





Building Specs

Width: 36'
Length: 40'
Height: 12'
Roof Type: Gabled
Roof Pitch: 3.5":12"

Colors

Roof Color: Evergreen
Wall Color: Ash Gray
Trim Color: Evergreen
Wainscot Color: Evergreen

Building Extensions

Front Overhang: 1'
Back Overhang: 1'
Left Overhang: 1'
Right Overhang: 1'

Windows/Doors & Interior Items

Walk Door Solid Qty: 1
Overhead Panel Door Qty: 1

Item Sizes:
Overhead Panel Door: w16' x h10'
Walk Door Solid: w3.5' x h6.7'

www.fbibuildings.com

800-552-2981

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 3, 2021

In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

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

Guests: Librarian for the Portland District Library, Cory Grimminck

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

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

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager report, City Manager Gorman stated the electric rate study has recently been completed. The 1st Reading of Ordinance 101L to revise the electric rates based on this study will be conducted tonight. The proposed rate change includes an increase to the service charge rates.

The Miss Dig system for the marking of City of Portland utilities was recently switched from being routed through Tri County Homeworks directly to the City.

City Manager Gorman shared stats from the Community Clean Up Day held on Saturday, May 1, 2021. There was a slight increase in the number of loads over 2019. The event was canceled in 2020 due to COVID.

The Planning Commission will be meet on Wednesday, May 12, 2021 to discuss the potential rezoning of the Cutler Rd. property and Mayberry Homes request to build more homes in Rindlehaven.

The search for an Electric Superintendent continues; interviews will likely be held in the next few weeks.

Construction on the Safe Routes to School project continues to move along well.

The Toan Park Improvement Project has been let for bid; with bids due on May 12, 2021.

City Manager Gorman stated that City personnel has spent a considerable amount of time searching for some type of agreement that would allow the Builders Lumber sign located at Toan Park on Grand River Ave. The sign is not allowed under the current Sign Ordinance. He further noted that he has reached out to Mr. Wohlscheid to see if he has record of any type of agreement.

City Manager Gorman further noted that he has had recent discussions with EGLE in regard to the odor that has been emanating from the Sunset Ridge Mobile Home Park located outside of the City on Grand River Ave. They have identified some changes that can be made to their procedures.

Under Presentations, Cory Grimminck, Librarian for the Portland District Library provided the 2020 Annual Report.

Under New Business, the Council held the First Reading of Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220, and 40-222 of Code of Ordinances of the City of Portland to revise electric rates based on the recent electric rate study.

The Council considered Resolution 21-24 to approve the recommendation of the Board of Light and Power to purchase a dump trailer in the amount of \$9,415.00 through the MiDeal Program for the Electric Department.

Motion by Johnston, supported by Sheehan, to approve Resolution 21-24 approving the recommendation of the Board of Light and Power to purchase a dump trailer for the Electric Department.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 21-25 approving mill & fill road work on Ionia Road, Rowe Avenue, and sections of Cross St. by McKearney Asphalt & Sealing, Inc. in the amount of \$91,740.52.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 21-25 approving mill & fill road work to be performed by McKearney Asphalt & Sealing, Inc.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 21-26 to set a Public Hearing on May 17, 2021 at 7:00 P.M. for the proposed Budget for Fiscal Year 2021-2022.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 21-26 setting a Public Hearing on the Budget proposed for Fiscal Year 2021-2022.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Motion by Johnston, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on April 19, 2021, payment of invoices in the amount of \$98,006.92 and payroll in the amount of \$111,287.91 for a total of \$209,294.83. A purchase order to Durrant Brothers Construction in the amount of \$27,888.00 for new steel for the DPW building was also included.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that this year marks the 50th Anniversary of the start of the Ambulance Department which was located at Neller Funeral Home. The Ambulance Department has been extremely busy; breaking records on the number of runs they are being called out for.

Under Council Comments, Mayor Pro-Tem VanSlambrouck thanked everyone that came out to the VFW Burger Night Fundraiser for the Toan Park Improvement Project. Over \$1,000 was raised.

City Manager Gorman stated that he has been in contact with VFW Commander Reed and confirmed that they will hold a Memorial Day Parade. They are still working out the details.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:38 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the May 3, 2021 City Council Meeting
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

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, Police Chief Thomas

Presentation - Cory Grimminck, Librarian for the Portland District Library provided the 2020 Annual Report.

First Reading of Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220, and 40-222 of Code of Ordinances of the City of Portland to revise electric rates based on the recent electric rate study.

Approval of Resolution 21-24 approving the recommendation of the Board of Light and Power to purchase a dump trailer for the Electric Department.

All in favor. Adopted.

Approval of Resolution 21-25 approving mill & fill road work to be performed by McKearney Asphalt & Sealing, Inc.

All in favor. Adopted.

Approval of Resolution 21-26 setting a Public Hearing on the Budget proposed for Fiscal Year 2021-2022.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:38 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Budget Workshop

Held on Monday, May 10, 2021

In the Conference Room at City Hall

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

Absent: Council Member Fitzsimmons

The meeting was called to order at 5:23 P.M.

City Manager Gorman and Finance Officer Tolan presented the Fiscal Year 2021-2022 budget summary reports and information.

There was discussion throughout.

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

The workshop was adjourned at 8:40 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH SUPER SERVICE	00228	TIRE REPAIR, OIL CHANGE - POLICE	69.92
CRUISERS	02660	MOBILE PRINTERS ETC - POLICE	1,678.80
ROBERT W LAMSON PHD	MISC	EVAL POST COE, A PASIKOWSKI - POLICE	465.00
PLEUNE SERVICE COMPANY INC.	00741	QRTLY LABOR/PARTS - ELECTRIC	780.00
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	PRE EMPLOY PHYSICALS - SEASONAL, POLICE	440.00
SIMON ACRES	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	464.37
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	523.00
KURT BALDERSON	MISC	WOOD WALL REPAIR 915 RIVERSIDE - LOCAL STS	462.00
FAMILY FARM & HOME	01972	GRASS SEED - MAJ, LOCAL STS	111.60
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	653.99
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES - VAR DEPTS	588.18
TOM'S FOOD CENTER	00452	VAR GOODS/SUPPLIES - VAR DEPTS	469.90
POWER LINE SUPPLY COMPANY	00389	SAFETY GLASSES - ELECTRIC	168.00
POWER LINE SUPPLY COMPANY	00389	WORK GLOVES - ELECTRIC	360.00
LA CROSSE SEED	02112	GRASS SEED - ELECTRIC	270.00
RESCO	00392	12 4 POINT JUNCTIONS - ELECTRIC	1,644.00
DORNBOS SIGN, INC.	00067	SNAP LOCK ASSEMBLY - MAJ STS	60.38
BADGER METER INC.	02247	BEACON HOSTING ANNUAL FEE - ELECT, WW, WATER	1,568.88
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	57.16
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	439.85
FAMILY FARM & HOME	01972	FUEL MIX - WW	19.99
NORTH CENTRAL LABORATORIES	00959	PETRI DISHES ETC - WW	373.11
PM TECHNOLOGIES	02662	GENERATOR MAINT, - WATER	632.36
PM TECHNOLOGIES	02662	GENERATOR MAINT - WATER	657.36
DIGICOM GLOBAL INC	02661	RADIO'S, ACTIVATION FEE, WARRANTY - AMB	3,947.20
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GEN	1,102.00
PLB PLANNING GROUP LLC	02504	CONSULTING SERVICES - CODE	450.00
TTAG	MISC	APRIL CONSULT SERVICES - ELECTRIC	21,500.00
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	36.83
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	5.22

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STEPHAN & DANIELLE KINGERY	MISC	SIDEWALK EASEMENT - LOCAL STS	250.00
INSOURCE SOLUTIONS GROUP INC.	01813	APRIL E FILE RETURNS - INCOME TAX	466.00
PM TECHNOLOGIES	02662	RINDLE HAVEN GENERATOR ANNUAL PM - WW	632.36
PM TECHNOLOGIES	02662	RIVERSIDE GENERATOR ANNUAL PM - WW	627.36
PM TECHNOLOGIES	02662	WWTP GENERATOR ANNUAL PM - WW	759.16
DUBOIS-COOPER ASSOCIATES	02298	PANEL MNT ACRYL ROTAMETER/VALVE - WW	556.50
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	14.54
FORTE PAYMENTS, INC.	02522	APRIL 2021 CC FEES - REC	94.57
PM TECHNOLOGIES	02662	GENERATOR MAINT LOAD BANK/LABOR - CITY HALL	916.46
SLICK SHIRTS SCREEN PRINTING	02003	SHIRTS - REC	212.00
CONSUMERS CONCRETE CORPORATION	00094	FLOOR SEALER/RED MILL - PARKS	300.00
CULLIGAN	02130	WATER - PARKS, CEM	8.00
GRAINGER, INC.	00172	TWIST TIES FOR SEEDLINGS - PARKS	6.17
HORROCKS GARDEN CENTER	MISC	ARBOR DAY TREE - PARKS	377.50
BADER & SONS CO.	00031	LEAF BLOWER - PARKS, CEM	192.00
MICHIGAN COMPANY, INC.	00273	REPLACE PARTS PARK BATHROOMS - PARKS	38.41
HYDROCORP	02340	INSPECT/REPORTING SERVICES - WATER	499.00
MHR BILLING	01780	MONTHLY BILLING - AMB	2,310.00
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	0.92
GRANGER	00175	REFISE - WW	152.58
GRANGER	00175	REFUSE - ELECT, POL, COMM PROMO	152.58
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ, LOC STS	326.03
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR/ELEC RATE STUDY - ELECTRIC	1,800.50
BOUND TREE MEDICAL LLC.	01543	GLOVES, MED SUPPLIES - AMB	89.08
GRAINGER, INC.	00172	ANT TRAYS - AMB	6.14
KEUSCH SUPER SERVICE	00228	AMB 45 REPAIR - AMB	193.88
CULLIGAN	02130	2 WATER CITY HALL- GEN	14.00
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	2,185.38
CULLIGAN	02130	5X WATER - POLICE	26.50
T&R SERVICE COMPANY	02466	DISPOSAL OF HAZARDOUS TRANSFORMERS - ELECTRIC	3,632.00
FAMILY FARM & HOME	01972	WEED/FEED, PTO LOCK PINS - ELECTRIC	72.96

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BADER & SONS CO.	00031	2021 DUMP TRAILER - ELECTRIC, 5/2/21 CONSENT AG	9,415.00
BADER & SONS CO.	00031	TRAILER SWAP - ELECTRIC	195.00
NEWKIRK ELECTRIC ASSOCIATES	00331	INSTALL DIG METERS DIESEL PLANT - ELECTRIC CONS	12,317.30
GREAT LAKES JANITORIAL SERVICES	02654	TILE & GROUT CLEANING - ELECTRIC	150.00
MENARDS	00260	WIRE SHELF - ELECTRIC	24.88
PLEUNE SERVICE COMPANY INC.	00741	COUPLER ASSSEM AIR HAND SYSTEM - ELECTRIC	1,966.15
CREATIVE PRODUCT SOURCE INC.	01665	STOP THE BLEED PROMO - POLICE	166.08
STAR THOMAS	01654	REIM SUPPLIES - POLICE	240.30
HOLLAND DEPT OF PUBLIC SAFETY	02663	SPRING DISTR 2021 - POLICE	116.63
I.T. RIGHT	02440	EVENT SENTRY, LOG MONITORING - POLICE	165.00
STATE OF MICHIGAN	00428	SOR REGISTRATION - POLICE	30.00
STATE OF MICHIGAN	00428	TOKEN FEES - POLICE	66.00
SMART BUSINESS SOURCE	02625	COPY PAPER - VAR DEPTS	349.50
FLEIS & VANDENBRINK	00153	GR RIV SM URBAN - MAJ STS	1,044.25
KEUSCH SUPER SERVICE	00228	REPAIR TIRE - POLICE	25.00
NYE UNIFORM CO.	00338	SHIRTS/PANTS - POLICE	333.46
IONIA COUNTY TREASURER	00209	RAVE 2021 PAYMENT - POLICE	923.57
LEAH ANTHONY	MISC	REFUND CANCELLED SOFTBALL PROGRAM - REC	36.00
GREATAMERICA FINANCIAL SVCS	02664	FOLDING MACHINE PYMT - GEN RESOLUTION 21-21	518.30
MPARKS	00296	MEMBERSHIP DUES - PARKS, REC	380.00
MCKEARNEY ASPHALT & SEALING INC.	02541	REPAIR RIVERTRAIL - PARKS, CONS AGENDA 4-5-21	26,000.00
SLICK SHIRTS SCREEN PRINTING	02003	YTH SOFTBALL/BASEBALL SHIRTS - REC	552.00
POWER LINE SUPPLY COMPANY	00389	HARNESS BUCKFIT - ELECTRIC	374.50
POWER LINE SUPPLY COMPANY	00389	HARNESSES - ELECTRIC	1,375.50
POWER LINE SUPPLY COMPANY	00389	PER PROTECT WEAR - ELECTRIC	1,210.00
POWER LINE SUPPLY COMPANY	00389	SUPPLIES - ELECTRIC	1,709.30
MUNICIPAL SUPPLY CO.	00324	INFRA RISER - ELECTRIC	313.18
KENDALL ELECTRIC	00225	SERVICE CHARGE - ELECTRIC	5.28
ACE-TEX ENTERPRISES, INC.	00004	5 BOXES RAGS - ELECTRIC	455.72
RESCO	00392	GUY STRAND GRIPS - ELECTRIC	323.50
FABRICATED CUSTOMS	02637	PRINTING HOODIES - ELECTRIC	45.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
LA CROSSE SEED	02112	GRASS SEED - ELECTRIC	470.00
USA SOFTBALL OF MI	02444	SOFTBALLS - REC	270.00
KEUSCH SUPER SERVICE	00228	TIRES FOR GATOR - PARKS, CEM	480.00
WESTPHALIA MILLING CO.	00480	FIELD CHALK, YVAR - PARKS, CEM	170.90
MATTIE HONSOWITZ	02665	OFFICIAL - REC	54.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	117.00
ED FILTER	00540	OFFICIAL - REC	112.00
BRIAN RUSSELL	00593	OFFICIAL - REC	252.00
Total:			\$120,038.24

**BI-WEEKLY
WAGE REPORT
May 17, 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.	10,630.98	206,085.63	2,398.82	60,071.90	13,029.80	266,157.53
ASSESSOR	-	20,439.88	-	1,586.52	-	22,026.40
CEMETERY	3,815.72	72,751.34	362.96	18,011.52	4,178.68	90,762.86
POLICE	12,349.59	15,559.08	2,652.25	82,018.40	15,001.84	97,577.48
CODE ENFORCEMENT	94.50	6,480.57	7.28	809.52	101.78	7,290.09
PARKS	2,580.97	50,946.57	268.99	11,064.69	2,849.96	62,011.26
INCOME TAX	2,291.41	45,965.93	595.99	15,774.91	2,887.40	61,740.84
MAJOR STREETS	5,391.92	82,602.71	1,434.90	38,766.00	6,826.82	121,368.71
LOCAL STREETS	2,304.47	69,816.58	477.55	31,930.10	2,782.02	101,746.68
RECREATION	317.88	6,770.82	40.05	1,563.43	357.93	8,334.25
AMBULANCE	10,306.32	246,620.85	2,160.94	56,007.45	12,467.26	302,628.30
DDA	2,303.81	48,137.51	335.26	7,886.13	2,639.07	56,023.64
ELECTRIC	18,095.68	416,436.09	4,156.16	125,953.29	22,251.84	542,389.38
WASTEWATER	7,137.28	146,007.05	1,096.61	42,920.62	8,233.89	188,927.67
WATER	5,585.91	123,716.76	1,431.68	46,202.19	7,017.59	169,918.95
MOTOR POOL	409.61	28,602.09	71.68	7,581.46	481.29	36,183.55
TOTALS:	83,616.05	1,586,939.46	17,491.12	548,148.13	101,107.17	2,135,087.59

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 05/12/2021
MEETING DATE 05/17/2021

Fund	Description	Beginning Balance 4/30/2021	Total Cash in	Total Cash out	Cash Balance 04/30/2021	Time Certificates	Ending Balance 05/12/2021
101	GENERAL FUND	2,007,285.69	66,793.34	(162,465.66)	1,911,613.37	235,000.00	2,146,613.37
105	INCOME TAX FUND	158,609.23	83,638.69	(97,255.13)	144,992.79	10,000.00	154,992.79
150	CEMETERY PERPETUAL CARE FUND	60,127.51	185.49	(0.49)	60,312.51		60,312.51
202	MAJOR STREETS FUND	404,970.59	40,415.23	(12,985.58)	432,400.24		432,400.24
203	LOCAL STREETS FUND	155,904.62	15,619.74	(8,828.76)	162,695.60		162,695.60
208	RECREATION FUND	45,288.74	2,491.08	(1,699.94)	46,079.88		46,079.88
210	AMBULANCE FUND	80,896.39	32,038.06	(24,605.37)	88,329.08		88,329.08
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	704,435.97	12,574.93	(5,468.54)	711,542.36		711,542.36
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	24,903.83	3,183.79	(12,769.33)	15,318.29		15,318.29
582	ELECTRIC FUND	1,960,250.93	102,125.75	(122,872.04)	1,939,504.64	530,000.00	2,469,504.64
590	WASTEWATER FUND	(59,049.81)	26,959.10	(42,727.73)	(74,818.44)		(74,818.44)
591	WATER FUND	161,603.19	22,964.13	(26,922.39)	157,644.93	420,000.00	514,712.70
661	MOTOR POOL FUND	124,883.49	7,370.24	(40,628.53)	91,625.20		91,625.20
703	CURRENT TAX FUND	6,934.01	0.06	0.00	6,934.07		6,934.07
	TOTAL - ALL FUNDS	5,840,406.63	416,359.63	(559,229.49)	5,697,536.77	1,195,000.00	6,829,604.54
					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	651,771.24	651,771.24
					ELECTRIC-PRIN & INT ESCROW	128,892.69	128,892.69
					WASTEWATER DEBT ESCROW	316,293.58	316,293.58
					WASTEWATER REPAIR ESCROW	182,454.31	182,454.31
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	62,929.25	62,929.25
							9,095,909.82

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

User: ABAUM

DB: Portland

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21		ACTIVITY FOR MONTH 04/30/2021	AVAILABLE		% BDGT USED
		AMENDED BUDGET	YTD BALANCE 04/30/2021 NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	REAL PROPERTY TAXES	1,078,367.00	1,085,422.07	26,271.26	(7,055.07)	100.65	
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	2,001.63	0.00	498.37	80.07	
101-000-445.000	PENALTY & INTEREST	3,500.00	5,349.13	1,000.46	(1,849.13)	152.83	
101-000-447.000	TAX COLLECTION FEES	45,000.00	45,468.07	0.00	(468.07)	101.04	
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	0.00	0.00	100.00	
101-000-453.000	CABLE TV FEES	21,500.00	15,115.47	0.00	6,384.53	70.30	
101-000-455.000	TRAILER FEES	400.00	344.00	30.00	56.00	86.00	
101-000-476.000	NON-BUSINESS PERMITS	55,000.00	62,838.00	9,234.00	(7,838.00)	114.25	
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	669.06	333.24	(69.06)	111.51	
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	297,308.00	58,422.00	37,866.00	88.70	
101-000-576.000	REVENUE SHARING-STAT SALES	93,265.00	74,612.00	18,653.00	18,653.00	80.00	
101-000-620.000	PBT TESTING FEES	2,000.00	10.00	0.00	1,990.00	0.50	
101-000-623.000	TRANSCRIPT FEES	600.00	407.00	120.00	193.00	67.83	
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	274,188.30	27,418.83	54,837.70	83.33	
101-000-630.000	CEMETERY LOT SALES	8,800.00	12,295.00	790.00	(3,495.00)	139.72	
101-000-633.000	CEMETERY CARE FEES	5,560.00	6,333.50	541.00	(773.50)	113.91	
101-000-634.000	GRAVE OPENING FEES	15,500.00	10,679.00	675.00	4,821.00	68.90	
101-000-656.000	DISTRICT COURT FINES	9,500.00	7,308.64	586.77	2,191.36	76.93	
101-000-661.000	PARKING FINES	2,800.00	4,010.00	170.00	(1,210.00)	143.21	
101-000-663.000	MISCELLANEOUS FINES	2,000.00	1,236.00	170.00	764.00	61.80	
101-000-664.000	SEX OFFENDER REGISTRATION FEES	100.00	100.00	0.00	0.00	100.00	
101-000-665.000	INTEREST INCOME	100.00	(317.80)	(37.23)	417.80	(317.80)	
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	420.00	32.32	0.06	387.68	7.70	
101-000-667.000	RENTAL INCOME	2,800.00	5,630.00	950.00	(2,830.00)	201.07	
101-000-676.004	DONATION-RED MILL BUILDING	0.00	10,000.00	0.00	(10,000.00)	100.00	
101-000-676.006	DONATION - PARKS	0.00	82.95	0.00	(82.95)	100.00	
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	5,500.00	3,738.91	0.00	1,761.09	67.98	
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	61,000.00	17,293.51	3,242.14	43,706.49	28.35	
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	19.73	0.51	400.27	4.70	
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	50,037.00	0.00	0.00	100.00	
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	0.00	0.00	100.00	
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	32,009.00	0.00	0.00	100.00	
TOTAL REVENUES		2,309,378.00	2,168,131.12	148,571.04	141,246.88	93.88	

Expenditures							
100	COUNCIL	57,510.00	42,292.21	24,000.00	15,217.79	73.54	
101	COMMUNITY PROMOTIONS	355,777.00	278,405.64	10,026.04	77,371.36	78.25	
172	CITY MANAGER	175,671.00	135,200.83	12,299.40	40,470.17	76.96	
191	ELECTIONS	7,360.00	5,891.13	8.09	1,468.87	80.04	
201	GENERAL ADMINISTRATION	441,879.00	314,406.90	15,487.67	127,472.10	71.15	
209	ASSESSING	59,097.00	36,448.66	3,252.20	22,648.34	61.68	
265	CITY HALL	80,323.00	59,535.81	2,850.76	20,787.19	74.12	
276	CEMETERY	164,135.00	110,321.85	7,075.27	53,813.15	67.21	
301	POLICE	766,396.00	484,443.16	37,261.86	281,952.84	63.21	
371	CODE ENFORCEMENT	47,337.00	15,989.66	3,043.97	31,347.34	33.78	
728	ECONOMIC DEVELOPMENT	30,000.00	11,583.20	1,073.96	18,416.80	38.61	
751	PARKS	204,749.00	115,186.70	8,329.59	89,562.30	56.26	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,390,234.00	1,609,705.75	124,708.81	780,528.25	67.35
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,309,378.00	2,168,131.12	148,571.04	141,246.88	93.88
TOTAL EXPENDITURES		2,390,234.00	1,609,705.75	124,708.81	780,528.25	67.35
NET OF REVENUES & EXPENDITURES		(80,856.00)	558,425.37	23,862.23	(639,281.37)	690.64

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	724,100.00	667,340.72	177,988.95	56,759.28	92.16
	TOTAL EXPENDITURES	1,466,688.00	946,733.10	519,042.29	519,954.90	64.55
	NET OF REVENUES & EXPENDITURES	(742,588.00)	(279,392.38)	(341,053.34)	(463,195.62)	37.62
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	4,700.00	2,495.52	160.49	2,204.48	53.10
	TOTAL EXPENDITURES	200.00	19.73	0.51	180.27	9.87
	NET OF REVENUES & EXPENDITURES	4,500.00	2,475.79	159.98	2,024.21	55.02
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	979,123.00	577,217.47	35,847.27	401,905.53	58.95
	TOTAL EXPENDITURES	1,079,123.00	550,519.37	13,660.00	528,603.63	51.02
	NET OF REVENUES & EXPENDITURES	(100,000.00)	26,698.10	22,187.27	(126,698.10)	26.70
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	464,408.00	177,300.02	13,892.78	287,107.98	38.18
	TOTAL EXPENDITURES	619,715.00	288,438.84	22,630.08	331,276.16	46.54
	NET OF REVENUES & EXPENDITURES	(155,307.00)	(111,138.82)	(8,737.30)	(44,168.18)	71.56
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	56,800.00	41,433.56	32,017.88	15,366.44	72.95
	TOTAL EXPENDITURES	78,186.00	33,398.69	2,906.22	44,787.31	42.72
	NET OF REVENUES & EXPENDITURES	(21,386.00)	8,034.87	29,111.66	(29,420.87)	37.57
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	640,805.44	578,987.18	30,248.86	61,818.26	90.35
	TOTAL EXPENDITURES	640,273.44	467,707.05	35,555.91	172,566.39	73.05
	NET OF REVENUES & EXPENDITURES	532.00	111,280.13	(5,307.05)	(110,748.13)	917.32
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	290,810.00	330,239.99	13,087.66	(39,429.99)	113.56
	TOTAL EXPENDITURES	750,804.00	134,431.97	8,407.56	616,372.03	17.91
	NET OF REVENUES & EXPENDITURES	(459,994.00)	195,808.02	4,680.10	(655,802.02)	42.57
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	9,500.00	9,500.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	9,500.00	9,500.00	0.00	0.00	100.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	152,700.00	114,641.11	12,768.65	38,058.89	75.08
	TOTAL EXPENDITURES	151,200.00	113,791.28	0.00	37,408.72	75.26
	NET OF REVENUES & EXPENDITURES	1,500.00	849.83	12,768.65	650.17	56.66

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,995,025.00	3,304,370.52	345,450.41	690,654.48	82.71
	TOTAL EXPENDITURES	4,894,308.00	2,811,005.62	180,034.42	2,083,302.38	57.43
	NET OF REVENUES & EXPENDITURES	(899,283.00)	493,364.90	165,415.99	(1,392,647.90)	54.86
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	1,089,140.00	885,084.44	85,977.01	204,055.56	81.26
	TOTAL EXPENDITURES	1,279,623.00	718,610.58	56,171.06	561,012.42	56.16
	NET OF REVENUES & EXPENDITURES	(190,483.00)	166,473.86	29,805.95	(356,956.86)	87.40
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	747,326.00	622,782.07	56,625.54	124,543.93	83.33
	TOTAL EXPENDITURES	910,772.00	529,529.25	31,893.45	381,242.75	58.14
	NET OF REVENUES & EXPENDITURES	(163,446.00)	93,252.82	24,732.09	(256,698.82)	57.05
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	569,708.00	171,848.55	8,221.97	397,859.45	30.16
	TOTAL EXPENDITURES	664,777.00	363,585.77	14,354.55	301,191.23	54.69
	NET OF REVENUES & EXPENDITURES	(95,069.00)	(191,737.22)	(6,132.58)	96,668.22	201.68
	TOTAL REVENUES - ALL FUNDS	9,724,145.44	7,483,241.15	812,287.47	2,240,904.29	76.96
	TOTAL EXPENDITURES - ALL FUNDS	12,545,169.44	6,967,271.25	884,656.05	5,577,898.19	55.54
	NET OF REVENUES & EXPENDITURES	(2,821,024.00)	515,969.90	(72,368.58)	(3,336,993.90)	18.29



PURCHASE ORDER

City of Portland

P.O. 6515

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

VENDOR Giant Maintenance + Restoration Inc
20628 W. Highway 176
Mundelein IL 60060

DATE: 5-4-21

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Sandblast + Paint 50 Five Hydrants	591-441-931		est \$6,500 ⁰⁰
DEPARTMENT HEAD (UP TO \$500) <u>KB</u>		TOTAL	

MD
Treasurer Initials

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



20678 W. Highway 176
 Mundelein, IL 60060
 847-566-9188

Proposal

Date	Proposal #
5/3/2021	6224

City of Portland
 451 Morse Drive
 Portland, MI 48875

Customer Contact #
Ken 517-647-6129

Description	Qty	Cost per Unit	Total
50 UNITS - SAFETY YELLOW - SW 2 PART PRODUCT			
Giant proposes to remove existing coating of paint on hydrants by abrasive blasting to SSPC-SP6 - SP10. Followed with Sherwin Williams Macropoxy 646 Fast Cure epoxy 2 part primer kit at the recommended coverage rate. After prime coat application, Giant will apply finish coat of Sherwin Williams Acrolon 218 HS Polyurethane 2 part gloss safety yellow; again at the recommended coverage rate per coating.	50	128.00	6,400.00
Hand brush or spray op-nut (black or red) No Charge	50	0.00	0.00
Mobilization	1	100.00	100.00
Total			\$6,500.00

We hereby propose to furnish all the materials and perform all the labor necessary for this job description in a substantial workman like manner for the sum of above.

Any alterations or deviations from the above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. Pricing does not reflect prevailing wages which may or may not increase price.

All agreements contingent upon strikes, accidents or delays beyond our control.

Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above mentioned work to be taken out by Giant.

This proposal may be withdrawn by us if not accepted within 60 days.

Respectfully Submitted: Mark Giarrante

With this signature GIANT is authorized to do the work as specified.

Visit our website: www.giant2u.com

Signature _____



PURCHASE ORDER

City of Portland

P.O. 6517

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

VENDOR Fence Consultants of West Michigan
615 Eleventh St NW
Grand Rapids MI 49504

DATE: 5-10-21

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Gate Opener for Public Works Complex Improvement	101-201-975000		est 6,928 ⁰⁰
DEPARTMENT HEAD (UP TO \$500) <u>KG</u>		TOTAL	

* FA - 2020-2021

MTJ
Treasurer Initials

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

Fence Consultants of West Michigan

615 Eleventh St. NW
Grand Rapids, MI 49504
(616) 454-1911
Fax (616) 233-0422

www.FenceConsultants.com



Locations in:
Grand Rapids & Holland

PROPOSAL AND
ACCEPTANCE



Date: 5/10/2021 | Sales Consultant: Rob S - robs@fenceconsultants.com

Proposal Submitted To: Portland Dept of Public Works-
Ken G

Phone: Enter Phone

Street: Enter Street

Email: Enter Email

City, State & Zip Code: Enter Text

Job Location: Gate operator

Description:

We are pleased to submit this proposal for the gate operator at your facility. Our proposal includes and is limited to the following-

Furnish and install (1) Liftmaster CSL24U Electronic gate operator, cost includes (1) gooseneck stand with wireless keypad entry system and (2) operator remotes. 120v power to operator by others. Drive loops and bump edge safeties are included.

Labor and materials total- \$6,928.00

Customer is responsible to obtain any permits needed.

Terms: Net 30

All Prices Net
Quotation Includes Applicable Taxes

- **Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. Fence Consultants of West Michigan is authorized to do the work as specified. Payment will be made as outlined above.
- **Security Agreement:** We, the undersigned, hereby agree to purchase the above described collateral from the above mentioned seller. The seller retains security interest in the collateral described until the full purchase price is paid. Upon default, the seller may retake possession of the above mentioned collateral, and may enforce its remedy against the buyer pursuant to the Michigan Uniform Collateral Code. No collateral under this agreement shall be considered annexed to the realty as to become a fixture. Fence Consultants of West Michigan shall retain ownership under this security agreement until said obligation is paid in full.
- A balance delinquent more than 30 days will incur an additional time price differential of 1 1/2% per month (or a charge of 50 cents for a balance under \$33.00) which is an annual percentage rate of 18%. Collection action may also be taken.
- The buyer is responsible for the property or fence line. If the property stakes cannot be located it is recommended that the buyer have the property surveyed. All other unmarked or mismarked sprinkler lines, water pipes, drains, objects, etc. are not the responsibility of Fence Consultants and the customer will assume liability for any damage caused by directing Fence Consultants to dig in the immediate vicinity of said items.

Authorized Signature:

Date:

Please sign and return a copy to acknowledge order.
Price good for 30 days.



TOTAL TECHNICAL ASSURANCE GROUP INC.

2516 Selkirk Dr.
 KELOWNA, BC
 V1V 2V6
 PH: (250) 870-7882

TO: City of Portland Michigan
 259 Kent Street
 City of Portland, MI 48875
 USA

INVOICE NO. 201972
P.O. NUMBER Client to Supply
DATE 01-May-21

TERMS Net 7 days

W.O. #	DESCRIPTION	AMOUNT
	FTTX Broadband Development and Deployment Services - Trusted Agent Consulting May 1st Billing	\$21,500.00
		Sub Total \$21,500.00
		USD
		TOTAL DUE \$21,500.00

Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	Interest	Balance Due

Thank you for your business. It's been our pleasure providing technical services to your organization. All invoices are due and payable net 30 days from the date of invoice. Interest charged at 2% per month. (24% per annum) on the unpaid balance of past due accounts.

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, February 10, 2021 at 7:00 P.M.
In Council Chambers at City Hall

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

Absent: Roeser

Staff: City Manager Gorman; City Clerk Miller

Guests: Paul LeBlanc, AICP of PLB Planning Group

City Clerk Miller called the meeting to order at 7:05 P.M. with the Pledge of Allegiance.

City Clerk Miller opened the floor for nominations for Chair.

Motion by Williamson, supported by Kmetz, to nominate Fitzsimmons as Chair.

There were no other nominations.

City Clerk Miller held the vote for Fitzsimmons as Chair.
All in favor. Member Fitzsimmons was named Chair.

City Clerk Miller opened the floor for nominations for Vice Chair.

Motion by Fitzsimmons, supported by Williamson, to nominate Kmetz as Vice Chair.

There were no other nominations.

City Clerk Miller held the vote for Member Kmetz as Vice Chair.
All in favor. Member Kmetz was named Vice Chair.

City Clerk Miller opened the floor for nominations as Secretary.

Motion by Fitzsimmons, supported by Kmetz, to nominate Williamson as Secretary.

There were no other nominations.

City Clerk Miller held the vote for Member Williamson as Secretary.
All in favor. Member Williamson was named Secretary.

There was no public comment.

Motion by Kmetz, supported by Williamson, to approve the proposed Agenda.
All in favor. Approved.

Planning Commission Minutes
February 10, 2021

Motion by Kmetz, supported by Williamson, to excuse Member Roeser.
All in favor. Approved.

Motion by Williamson, supported by Kmetz, to approve the minutes of the March 11, 2020 meeting as presented.
All in favor. Approved.

Under New Business, City Manager Gorman noted that Chair Grapentien resigned his position on the Planning Commission at the City Council meeting on February 1, 2021.

Mr. LeBlanc presented his Master Plan Review memo and stated the Master Plan is required to be reviewed every five years per Michigan Zoning Enabling Act. He further noted that the Master Plan does need to be tweaked but advised waiting until the 2020 Census Data is released. Mr. LeBlanc also stated that the Zoning Ordinance is also need to be revised and suggested that be addressed first.

Mr. LeBlanc went through the Goals and Objectives worksheet with the Planning Commission; there was discussion on each.

City Manager Gorman presented renderings of the proposed Toan Park Improvement Project that will include a splash pad. The project will be completed through the DDA.

Under further development updates, City Manager Gorman stated that he has been having discussions with the management of Goodwill from a zoning perspective. Since COVID began last year their building has been used for storage purposes which is not allowed in that district.

City Gorman stated that Terry Frewen is having a hard time selling his property at 1323 E. Bridge St. since he wasn't allowed to use the property for both commercial and residential purposes. City Manager Gorman further stated the City does not currently allow Use Variances and noted that it may be something the Planning Commission will need to consider.

There was discussion.

City Manager Gorman stated that the Builders Lumber sign at Toan Park and the Grand River Bridge has become a subject of conversation with the upcoming project and the current owner's consideration of making the sign a reader board. Under the current ordinance, this is not permissible. City Manager Gorman noted that he has been told at one time the sign was categorized as a City event sign so it was exempt from the Sign Ordinance but no documentation has been found to that effect. This may be another issue for the Planning Commission consideration.

City Manager Gorman provided other development updates.

Under Planning Commission Member Comments, Member Williamson and Chair Fitzsimmons concurred the Planning Commission should wait to revise the Master Plan until the new census data is released and should move ahead with an update of the Zoning Ordinance.

Planning Commission Minutes
February 10, 2021

Chair Fitzsimmons thanked Mr. Grapentien for years of service to the Planning Commission.

City Manager Gorman addressed community concerns of another potential ice jam with the recent cold weather and noted actions the City has been taking to monitor the situation.

Motion by Kmetz, supported by Williamson, to adjourn the meeting at 9:16 P.M.
All in favor. Approved.

Respectfully submitted,

Jason Williamson, Secretary



DATE: 05/01/2021
TO: CITY MANAGER
FROM: AMBULANCE DIRECTOR
RE: APRIL 2021, MONTHLY REPORT

CALL VOLUME

TOTAL CALLS	115
TOTAL REPORTS	122
TOTAL PATIENTS	112
<i>*MOTOCROSS STANDBY</i>	<i>5</i>
<i>*MOTOCROSS TRANSPORTED</i>	<i>3</i>
KNOWN COVID + PATIENTS	2
MUTUAL AID GIVEN	12
MUTUAL AID RECEIVED	2

SERVICE LEVEL

BLS	38	32.5%
ALS1	69	56.6%
ALS2	15	12.3%
SCT	0	0%

RUN TYPE

TRANSPORTED TO HOSPITAL	88
<i>*INTERFACILITY TRANSFER</i>	<i>1</i>
<i>(Already Counted as Transport)</i>	
DEAD ON ARRIVAL	0
DEAD AFTER ARRIVAL	0
REFUSAL	18
CANCELED/NO PT FOUND	14
OTHER AGENCY INTERCEPT	2
INTERCEPT FOR OUR AGENCY	2

AVERAGE CALLS	PER DAY	3.8
AVERAGE PATIENTS	PER DAY	4.06
HIGHEST CALL VOL	PER DAY	9
LOWEST CALL VOL	PER DAY	0

RUN TIMES	RUNS	PERCENT
00:00-08:00	21	17.2%
08:00-16:00	55	45.1%
16:00-00:00	46	37.7%

FACILITIES TRANSPORTED

SPARROW MAIN	34
SPARROW IONIA	44
MGL	4
SPBUTTERWORTH HOSP	1
SP UNITED GREENVILLE	0
SPARROW CLINTON	1
SPARROW CARSON	1
SPARROW EATON	0
SP DEVOS CHILDREN'S	0
METRO HOSPITAL	1
ST MARY'S	1
PALMC (Portland Assisted Living and Memory Center)	0
PINE REST	1

UNIT	RUNS	LOADED MILES
CAR 42 (2018)	20	0
AMB 43 (2017)	93	1,458.7
AMB 45 (2016)	15	270.3
AMB 44 (2008)	12*	52.4

**Additional 5 due to Motocross Standby*

UNIT MILEAGE	START	END
CAR 42 (2018)	10,716	10,999
AMB 43 (2017)	84,201	87,320
AMB 45 (2016)	36,337	36,836
AMB 44 (2008)	240,112	240,304

RUNS DURING METERS

07:00-17:00	61	50.0%
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RUNS BY PRIMARY IMPRESSION

Abdominal Pain	4	3.3%
Alt. Level Conscious	7	5.7%
Anxiety	1	0.8%
Back Pain (No Trauma)	1	0.8%
Cardiac Symptoms	3	2.5%
Chest Pain	5	4.1%
Dyspnea-SOB	11	9.0%
Elevated Temp/Fever	6	4.9%
GI -Bleed	2	1.6%
Headache (no trauma)	2	1.6%
No Medical Problem	4	3.3%
Poisoning	2	1.6%
Post-Op Complication	1	0.8%
Psychiatric Emerg.	3	2.5%
Seizure	2	1.6%
Syncope/Fainting	3	2.5%
Trauma Injury	29	23.8%
Unknown Medical	3	2.5%
Urinary Bleeding	1	0.8%
Urination Problem	2	1.6%
Vomiting	2	1.6%
Weakness	12	9.8%
NA	16	13.1%

BILLABLE RUNS

Billed	95	77.8%
Not Billed	27*	22.1%

**Additional 5 due to Motocross Standby*

UNIT	Resident	NR
City of Portland	40	5
Portland Twp	16	0
Danby Twp	14	12*
<i>*Additional 5 due to Motocross Standby</i>		
Lyons Twp	9	1
Pewamo Village	2	0
Sebewa Twp	3	0
Westphalia Twp	2	0
Westphalia Village	3	0
Orange Twp	2	0
Interfacility Transfer	1	
Mutual Aid Given*	12	

**LIFE – 9 (Ionia Twp.-1, Ionia City-6, Berlin Twp. - 2)
 *DELTA TWP – 1 (Eagle Twp-1)
 *GLAESA – 1 (Roxand Twp-1)
 EATON AREA – 1 (Sunfield Twp.-1)

Mutual Aid Received 2 Reason

*City of Portland – 1 – LIFE EMS No Second Crew
 Danby Twp. – 1 – DELTA TWP. No Second Crew*

Respectfully submitted,

 Zach Waltersdorf, Director

City Of Portland
Water Department
Monthly Water Report
April 2021

Monthly Water Production

Well #4	5,458,000 Gallons
Well #5	0 Gallons
Well #6	3,690,000 Gallons
Well #7	2,000 Gallons

Daily Water Production

Well #4	181,933 Gallons
Well #5	0 Gallons
Well #6	123,000 Gallons
Well #7	67 Gallons

Daily Average Water Production for All Wells

305,000 Gallons

Total Water Production for the Month

9,150,000 Gallons

Total Water Production for the Previous Month

8,578,000 Gallons

Total Production increased by

572,000 Gallons

Total Production for This Month from the Previous Year

7,664,000 Gallons

Total Production increased by

1,486,000 Gallons

Rodney D. Smith Jr.
Water Technician

Portland EO Report



District: Portland

Portland Summary							
Program	Applications Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentives	% to Budget
C&I	9	120,488	179,172	148.70%	\$11,755	\$14,142	120.30%
MPPA - Prescriptive Program - 2021	9	120,488	179,172	148.70%	\$11,755	\$14,142	120.30%
Residential	4	12,379	1,580	12.76%	\$3,119	\$325	10.42%
MPPA - Appliance Recycling - 2021	1	3,727	944	25.33%	\$578	\$50	8.65%
MPPA - High Efficiency Products and HVAC - 2021	3	8,652	636	7.35%	\$2,541	\$275	10.82%

Program Summary

Customer	Status Date	kWh Savings	Incentive
C&I		179,171.64	\$14,141.61

Batched

Portland Eye Care - 1311 E. Bridge St.	03/25/2021	2,480.00	\$198.40
Bill's Party Store - 1153 Grand River	04/09/2021	7,840.00	\$720.00
China Star Inc. - 1495 E. Grand River Ave.	04/09/2021	4,606.00	\$423.00
Westside General Store - 751 W. Grand River Ave. (5)	04/09/2021	23,678.00	\$2,124.00
Farm Bureau Insurance - 345 Kent St	04/16/2021	4,416.00	\$353.28
Simon Acres - 5451 Divine	04/30/2021	5,778.51	\$464.37

Work In Progress

Rite Aid #4740 - 1339 East Grand River Ave	02/23/2021	33,893.50	\$2,711.48
349 Water LLC - 349 Water St (3)	05/04/2021	832.00	\$66.56
Family Farm & Home - 1870 E Grand River Ave	05/06/2021	95,647.63	\$7,080.52

Residential		1,579.95	\$325.00
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Batched

ROBERT S LATHERS - 624 CENTER ST	02/05/2021	558.95	\$260.00
JORDAN D SMITH - 121 ELM ST	03/19/2021	77.00	\$15.00
Marykay Steffes-Schmitz - 836 Cross St. (2)	04/23/2021	944.00	\$50.00

Work Complete

DEBBIE STRINGER - 224 QUARTERLINE

04/27/2021

0.00

\$0.00

Component Detail

C&I

Project ID	Component	Account_ Number	Total Qty	kWh/Unit	kWh Savings	Incentive/ Unit	Incentive
Batched							
a0R0y00000L K0snEAD	Bill's Party Store - 1153 Grand River						
	Total Project Cost: \$720.00						
	Install Complete: 3/31/2021						
	<i>Cooler/Freezer Door Gaskets - Bonus - MPPA 2021</i>	10-09530-1	80	98.00	7,840.00	9	720.00
a0R0y00000L K1mMEAT	China Star Inc. - 1495 E. Grand River Ave.						
	Total Project Cost: \$423.00						
	Install Complete: 3/31/2021						
	<i>Cooler/Freezer Door Gaskets - Bonus - MPPA 2021</i>	10-08100-3	47	98.00	4,606.00	9	423.00
a0R0y00000L EdgfEAD	Farm Bureau Insurance - 345 Kent St						
	Total Project Cost: \$938.10						
	Install Complete: 2/19/2021						
	<i>Interior Linear Fluorescent - Non-Highbay - Demand Only - MPPA 2021</i>	01-07600-2	1,472	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Non-Highbay to LED - MPPA 2021</i>	01-07600-2	4,416	1.00	4,416.00	0.08	353.28
a0R0y00000K knDFEAZ	Portland Eye Care - 1311 E. Bridge St.						
	Total Project Cost: \$477.00						
	Install Complete: 3/12/2021						
	<i>Interior Linear Fluorescent - Non-Highbay - Demand Only - MPPA 2021</i>	10-06200-4	775	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Non-Highbay to LED - MPPA 2021</i>	10-06200-4	2,480	1.00	2,480.00	0.08	198.40
a0R0y00000L K3GrEAL	Simon Acres - 5451 Divine						
	Total Project Cost: \$871.74						
	Install Complete: 4/2/2021						
	<i>Exterior HID to LED - MPPA 2021</i>	12-06650-1	467	4.32	2,018.00	0.35	163.51
	<i>Interior Linear Fluorescent - Non-Highbay - Demand Only - MPPA 2021</i>	12-06650-1	863	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - NonHighbay-Lamp Only Replacement - MPPA 2021</i>	12-06650-1	3,761	1.00	3,761.00	0.08	300.86

a0R0y00000L Westside General Store - 751 W. Grand River Ave. (5)
K1akEAD

Total Project Cost: \$2,124.00

Install Complete: 3/31/2021

Cooler Strip Curtains - MPPA 2021	08-05900-1	18	85.00	1,530.00	5	90.00
Cooler/Freezer Door Gaskets - Bonus - MPPA 2021	08-05900-1	226	98.00	22,148.00	9	2,034.00

Work In Progress

a0R0y00000L 349 Water LLC - 349 Water St (3)
MipREAT

Total Project Cost:

Install Complete: 1/1/0001

Interior Linear Fluorescent - NonHighbay-Lamp Only Rep - Demand Only - MPPA 2021	09-11800-5	400	0.00	0.00	0	0.00
Interior Linear Fluorescent - NonHighbay-Lamp Only Replacement - MPPA 2021	09-11800-5	832	1.00	832.00	0.08	66.56

a0R0y00000J Family Farm & Home - 1870 E Grand River Ave
60ziEAR

Total Project Cost:

Install Complete: 1/1/0001

Exterior HID to LED - MPPA 2021	10-07015-2	1,530	4.32	6,608.00	0.35	535.50
Exterior HID to LED - MPPA 2021	10-07015-2	141	4.32	608.00	0.35	49.24
Exterior HID to LED - MPPA 2021	10-07015-2	580	4.32	2,505.00	0.35	202.99
Exterior HID to LED - MPPA 2021	10-07015-2	2,027	4.32	8,755.00	0.35	709.46
Interior HID to High Bay LED - Tube Lamp Only Replacement - MPPA 2021	10-07015-2	18,002	4.16	74,887.00	0.3	5,400.49
Interior Linear Fluorescent - NonHighbay-Lamp Only Rep - Demand Only - MPPA 2021	10-07015-2	416	0.00	0.00	0	0.00
Interior Linear Fluorescent - NonHighbay-Lamp Only Rep - Demand Only - MPPA 2021	10-07015-2	67	0.00	0.00	0	0.00
Interior Linear Fluorescent - NonHighbay-Lamp Only Replacement - MPPA 2021	10-07015-2	1,969	1.00	1,969.00	0.08	157.48
Interior Linear Fluorescent - NonHighbay-Lamp Only Replacement - MPPA 2021	10-07015-2	317	1.00	317.00	0.08	25.36

a0R0y00000L Rite Aid #4740 - 1339 East Grand River Ave
CE9vEAH

Total Project Cost:

Install Complete: 1/1/0001

Interior Linear Fluorescent - Non-Highbay - Demand Only - MPPA 2021	10-0900-01	6,355	0.00	0.00	0	0.00
Interior Linear Fluorescent - Non-Highbay - Demand Only - MPPA 2021	10-0900-01	296	0.00	0.00	0	0.00
Interior Linear Fluorescent - Non-Highbay to LED - MPPA 2021	10-0900-01	32,385	1.00	32,385.00	0.08	2,590.81
Interior Linear Fluorescent - Non-Highbay to LED - MPPA 2021	10-0900-01	1,508	1.00	1,508.00	0.08	120.67

Residential

Project ID	Component	Account Number	Total Qty	kWh/Unit	kWh Savings	Incentive/ Unit	Incentive
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Batched

a0R0y00000L **JORDAN D SMITH - 121 ELM ST**
K29DEAT

Total Project Cost: \$1,248.74

Install Complete: 1/9/2021

ENERGY STAR PC - MPPA 2021

1	77.00	77.00	15	15.00
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a0R0y00000L **Marykay Steffes-Schmitz - 836 Cross St. (2)**
LqRrEAL

Total Project Cost:

Install Complete: 3/17/2021

Freezer Recycling - MPPA 2021

11-06300-4	1	944.00	944.00	50	50.00
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a0R0y00000L **ROBERT S LATHERS - 624 CENTER ST**
ETKTEA5

Total Project Cost: \$4,600.00

Install Complete: 12/1/2020

Central Air Conditioner - 16 SEER - MPPA 2021

08.11700.1	1	417.69	418.00	100	100.00
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High Efficiency Furnace >=95% w/ECM Blower Motor

08.11700.1	1		0.00		150.00
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Programmable Thermostat - MPPA 2021

08.11700.1	1	141.26	141.00	10	10.00
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**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
MAY 11, 2021 - 3:00 P.M.**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
 - A. The Right Door annual report - Kerry Possehn
 - B. Resolution for Jamie Bevington
 - C. Request to fill the Public Health Vision Technician position
 - D. Request to fill the Commission on Aging Transportation Coordinator position
 - E. Request to hire a Site Host or Hostess Coordinator for the Ionia County Commission on Aging’s Clarksville Meal Site
 - F. Request appointment to the Board of Public Works-Denis Sitzer-Three year term
 - G. Request for approval of Amendment 3 between Michigan Department of Health and Human Services and Ionia County Health Department
 - H. Request appointment to the Tax Allocation Board Mary Lou Mulick- One year term
 - I. Request approval of ratification of signatures for the Public Defender’s contract with Area Community Services Employment and Training Council
 - J. Approval of Marine Grant Amendment
 - K. County Administrator evaluation
- IX. Department Reports**
- X. Reports of Officers, Boards, and Standing Committees**

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

XI. Reports of Special or Ad Hoc Committees

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

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expired April 2020.
- West Michigan Regional Planning Commission – One one-year terms, expired December 2019.
- Tax Allocation Board – One –one-year term expired January 2021
- Board of Public Works-two-three-year terms expired January 2021
- Central Dispatch-one-two-year term expired December 2020

Appointments for consideration in the month of April 2021:

- Economic Development Corporation/Brownfield Redevelopment Authority- three three-year terms available
- Land Bank Authority-three three-year terms expiring in April 2021

Appointments for consideration in the month of May 2021:

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
MAY 18, 2021 - 3:00 P.M.**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
 - A. Resolution for Peg Shaull-Norman
 - B. Request for Health Department to fill Public Health Nurse II position
 - C. Discussion on Amendment of Solid Waste Plan
 - D. Request approval of Thomas Lawn Care contract to mow MDOT carpool lots
 - E. Request approval to seek Reimbursement from MDOT professional engineer
 - F. Request to fill Transportation Maintenance worker position and a Mechanic's position
- IX. Department Reports**
 - A. Public Defender's Office
- X. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. Board of Commissioners
 - C. County Administrator
- XI. Reports of Special or Ad Hoc Committees**
- XII. Public Comment (3-minute time limit per speaker)**

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expired April 2020.
- West Michigan Regional Planning Commission – One one-year terms, expired December 2019.
- Tax Allocation Board – One –one-year term expired January 2021
- Board of Public Works-two-three-year terms expired January 2021
- Central Dispatch-one-two-year term expired December 2020

Appointments for consideration in the month of April 2021:

- Economic Development Corporation/Brownfield Redevelopment Authority- three three-year terms available
- Land Bank Authority-three three-year terms expiring in April 2021

Appointments for consideration in the month of May 2021: