



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

7:00 P.M. Monday, August 2, 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>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 21-41 Approving the Board of Light and Power's Recommendation to Appoint the City Manager to the Michigan Public Power Agency (MPPA) Board as the City's Representative with the Electric Superintendent as the Alternate	Decision
7:22 PM	B. Proposed Resolution 21-42 Approving EMT Wage Increases for the Ambulance Department	Decision
7:25 PM	C. Motion to go into Closed Session to discuss a legal memorandum regarding the filing of Initiative Petitions for Amendment to the Charter as permitted under Section 8(h) of the Michigan Open Meetings Act and Section 13(1)(g) of the Freedom of Information Act which exempts from public disclosure information or records subject to attorney-client privilege. (Requires a 2/3 majority by roll call vote)	Decision
7:45 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting on July 19, 2021	
	B. Payment of Invoices in the Amount of \$77,706.58 and Payroll in the Amount of \$116,516.81 for a Total of \$194,223.39	
	C. Purchase Orders over \$5,000.00 1. Municipal Supply in the Amount of \$7,458.60 for Conduit	
	XI. <u>Communications</u>	
	A. Michael Culp Boards and Commission Application	
	B. Rachelle Breden Boards and Commission Application	

<u>Estimated Time</u>
7:48 PM
7:50 PM
7:55 PM
8:00 PM

- C. DDA Minutes for June 30, 2021
- D. DDA Treasurer’s Report for July 26, 2021
- E. Utility Billing Report for June 2021
- F. Ionia County Board of Commissioners Agenda for July 27, 2021

XII. Other Business – None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

<u>Desired Outcome</u>
Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-41

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S
RECOMMENDATION TO APPOINT THE CITY MANAGER TO THE MICHIGAN
PUBLIC POWER AGENCY (MPPA) BOARD AS THE CITY'S REPRESENTATIVE
WITH THE ELECTIC SUPERINTENDENT AS THE ALTERNATE**

WHEREAS, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs. The MPPA Board is comprised of its members throughout the state of Michigan; and

WHEREAS, at its regularly scheduled meeting on July 27, 2021, the Board of Light and Power recommended that City Council approve naming the City Manager to serve on the MPPA Board with the Electric Superintendent as the alternate, a copy of a letter from Electric Superintendent, Todd Davlin is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves the Board of Light and Power's recommendation to appoint the City Manager to the MPPA Board with the Acting Electric Superintendent as the alternate, a copy of a letter from Electric Superintendent, Todd Davlin 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: August 2, 2020

Monique I. Miller, City Clerk

Memo



To: Tutt Gorman, City Manager

From: Brent Henry, Acting Electric Superintendent

cc: Todd Davlin, Electric Superintendent

Date: 7/28/2021

Re: Light & Power Board recommendation

At the July Light & Power Board meeting, the Board approved naming Todd Davlin as the alternate Board Representative on the Board of Commissioners of the Michigan Public Power Agency and recommends that City Council approve the same.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-42

**A RESOLUTION APPROVING EMT WAGE INCREASES FOR THE
AMBULANCE DEPARTMENT**

WHEREAS, the City's Ambulance Department provides services to the City of Portland and various political subdivisions; and

WHEREAS, the City Manager and Interim Ambulance Director recommend that City Council approve the proposed EMT wage increases, a copy of a memo from the Interim Ambulance Director and proposed wage increases are attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation of the City Manager and Interim Ambulance Director to approve the proposed EMT wage increases, a copy of a memo from the Interim Ambulance Director and proposed wage increases 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: August 2, 2021

Monique I. Miller, City Clerk



DATE: 07/22/2021

To: Tutt Gorman, City Manager
Re: Ambulance Rate Change

Mr. Gorman,

The City of Portland / Portland Area Ambulance values the role played by the Emergency Medical Technicians (EMT's) to provide critical services for the residents of its service area.

Currently, the EMT's are paid at different rates while working a day shift compared to a night shift; however, the number of patient responses and continuing education and licensing requirements are the same regardless of what shift is worked.

The following pay scale is being suggested to allow the City of Portland to continue to retain and hire quality EMT's.

Part-time wages / hr	Current	Proposed
Day	\$10.25	\$11.25
Night	\$9.65	\$11.25
2nd Crew	\$15.00	\$16.87

Thank you for any consideration given.

Sincerely,

Star Thomas

Star Thomas
Interim Director
Portland Area Ambulance

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, July 19, 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: Tom Simmons; Don Way

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

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under Public Comment, Tom Simmons, resident at 103 S. East St., expressed his concerns with the mediocre landscape restoration following the James Street Improvement Project in 2017. He is unable to get grass to grow due to poor soil and continued washing out after heavy rains. He further stated that he has asked the City to take responsibility for correcting the issues and concerns of he and his neighbors.

Don Way, resident at 104 S. East St., also expressed his concerns related to the landscape restoration following the James Street Improvement Project. He stated that the boulevards are a disaster and he can't get grass to grow.

City Manager Gorman stated after the initial restoration CL Trucking & Excavating went back to make additional corrections. Both Fleis & VandenBrink and the DPW Director have addressed the situation. The City does not disagree with the stated concerns but it is so far away for the time of the project the City will have to assess the situation and find funding for further correction; all things are an issue of time/resources/personnel. The City will continue to work with the homeowners.

Under City Manager Report, City Manager Gorman stated the City will be submitting paperwork this week to apply for funding through the American Rescue Act.

The new Sparrow facility opened to patients on Monday, July 19, 2021.

Construction crews broke ground on the Toan Park Improvement Project today. He reminded residents that Water St. and the River Trail between Grand River Ave. and Bridge St. as well as the park itself will be closed throughout construction.

The Planning Commission met on Wednesday, July 14, 2021 and reviewed a proposed revision of Division 8, O-R Office/Research Form-Based District, Section 42-280 of the Code of Ordinances for the property located at Cutler Rd. and Grand River Ave. A Public Hearing on revisions to the ordinance will be held at the Wednesday, August 11, 2021 Planning Commission meeting. The Planning Commission also discussed Rindlehaven, owned by Mayberry Homes, and their desire to amend the current PUD.

Golden Bridge Manor was purchased some time ago. The current owners are planning renovations to the property at a cost of approximately \$1million. They are seeking a new PILOT agreement.

Under Presentations, DDA Director ConnerWellman provided her report on downtown activities. The ground breaking ceremony for the Toan Park Improvement Project will be held Thursday, July 22, 2021 at 8:00 A.M.

Under New Business, the Council considered Resolution 21-39 to approve the purchase of a turbine blower for the Parks Department in the amount of \$7,320.00. The blower will be utilized to clear the River Trail on a weekly basis as well as other areas and will replace the current blower that is nearly 20 years old and in need of repair.

Motion by Johnston, supported by Sheehan, to approve Resolution 21-39 approving the purchase of turbine blower for the Parks Department.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 21-40 to approve an Employee Referral Program Policy as EMS agencies across the nation are struggling with staffing issues.

City Manager Gorman further outlined the staffing concerns with Portland's Ambulance Department.

Mayor Pro-Tem VanSlambrouck noted that he has spoken with several constituents that have expressed their concerns with the potential privatizing of the Ambulance Department and the effects that might have. He stated that he reassured them that there is no plan to privatize the Ambulance Department and that the Council and City staff are working diligently to solve the issues.

Mayor Pro-Tem Johnston echoed the same sentiments as Mayor Pro-Tem VanSlambrouck and stated she wants the best for the City of Portland and its residents.

Mayor Barnes noted the Ambulance Department is not a money-making fund; it is a fund that operates to sustain itself. The staff of the Ambulance Department are highly trained individuals.

He further noted the Council did discuss privatization as a talking point but it was never considered as a possibility.

City Manager Gorman stated the City is working to solve the issues of the Ambulance Department without transferring monies from the General Fund which would take away other services from the residents. The goal is to make substantive changes with long term solutions. He further explained the funding of the department; paramedics have read meters in order to supplement the funding of the department. The proposed Employee Referral Program Policy is a measure to let the employees know the City takes this issue seriously.

There was further discussion and clarification of the misinformation posted on the Portland Community Facebook page.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 21-40 approving a City Employee Referral Program Policy.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on July 6, 2021, payment of invoices in the amount of \$253,453.58 and payroll in the amount of \$122,913.28 for a total of \$376,366.86. Purchase orders to Fleis & VandenBrink in the amount of \$6,676.37 for services related to the Safe Routes to School Project, Total Technical Assurance Group in the amount of \$10,000.00 for Broadband Development Services, and the State of Michigan in the amount of \$152,727.41 for the Safe Routes to School Project were also included.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman had no further comments.

Under Council Comments, Council Member Johnston noted the Portland Civic Players Summer Theatre shows will begin later this week and into the weekend.

Mayor Pro-Tem VanSlambrouck noted that there still has been no information from the Federal Government related to the 800 MHz radios.

Mayor Barnes noted the Portland Blue Sox were recently scheduled to play in a tournament at Fort Wayne in Detroit but had to cancel; they are hoping to participate in a future tournament there.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 8:15 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the July 19, 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 - DDA Director ConnerWellman provided her report on downtown activities.

Approval of Resolution 21-39 approving the purchase of turbine blower for the Parks Department.

All in favor. Adopted.

Approval of Resolution 21-40 approving a City Employee Referral Program Policy.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:15 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUZZALL GRAPHICS	00326	PURCHASE ORDERS - VAR DEPTS	724.30
MUZZALL GRAPHICS	00326	UTILITY BILLS - ELEC, WTR, WW	1,279.94
STEVE WILL	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	25.00
MIKE JUDD	02450	JULY BOR - ASSESSOR	45.00
HERB MOSSER	02434	JULY BOR - ASSESSOR	45.00
DOUG LOGEL SR.	02451	JULY BOR - ASSESSOR	45.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	300.00
APPLIED IMAGING	02493	PRINTER INVOICE - VAR DEPTS	348.71
BASIC	01983	JULU, AUG, SEPT. SERVICE - GEN	256.50
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	13.19
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	3.90
BUIST ELECTRIC INC.	02673	HDMI TO VGA COMPONENT - COMM PROMO	195.00
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	264.81
CONSUMERS ENERGY	00095	GAS SERVICE -WATER	14.93
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	19.02
CONSUMERS ENERGY	00095	GAS SERVICE -WW	212.73
CONSUMERS ENERGY	00095	GAS SERVICE - WW	16.35
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	15.64
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	14.93
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.76
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	95.08
COOK BROS EXCAVATING	00101	LIMESTONE CHIPS - COM PROMO	521.52
CULLIGAN	02130	WATER FOR CITY HALL - GEN	14.00
STAR THOMAS	01654	JULY 2021 PHONE BILL REIM - POLICE	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
ETNA SUPPLY COMPANY	00146	PVC, CEMENT - WW	162.20
FAMILY FARM & HOME	01972	WASHERS, HEX NUTS - WW	21.00
GRANGER	00175	REFUSE - REFUSE	12,683.35
GRANGER	00175	STREET SWEEPINGS - MAJ STS	120.00
GRANGER	00175	STREET SWEEPINGS - LOC STS	120.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	325.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
HAMMOND FARMS NORTH	02518	TOP SOIL - MAJ STS	94.50
HAMMOND FARMS NORTH	02518	TOP SOIL - LOC STS	94.50
BRIANNA HARDAKER	02679	LAND DIVISION COURSE - ASSESSOR	55.00
I.T. RIGHT	02440	ANNUAL MICROSOFT 365 SUBSCRIPT - VAR DEPTS	804.00
PAMA	01370	CONTRIBUTION CITY PORTION DOOR - COM PROMO	1,912.40
J.G.M. VALVE CORPORATION	02626	WEAR PLATE KITS FOR V PUMPS - WW	1,214.00
MENARDS	00260	BREAK ROOM REFRIG - ELECTRIC	1,699.00
MENARDS	00260	OFFICE SUPPLIES - ELECTRIC	65.46
MENARDS	00260	HYDRO DAM REPAIR BOARDS - ELECTRIC	2,009.25
MRWA	01935	OUTDOOR EXPO/TRAINING - WW	240.00
MUZZALL GRAPHICS	00326	K GENSTERBLUM BUSINESS CARDS - MTR POOL	60.15
PEERLESS-MIDWEST, INC.	01519	PM MAINT. WELLS 4&6 - WATER	650.00
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MTR POOL	225.42
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - ELECTRIC	865.69
POWER LINE SUPPLY COMPANY	00389	SUPPLIES FOR TRUCKS - ELECTRIC	160.50
POWER LINE SUPPLY COMPANY	00389	OPERATING SUPPLIES - ELECTRIC	2,453.50
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HAZ MAT FEE - AMB	99.15
SLICK SHIRTS SCREEN PRINTING	02003	HI VIZ SHIRTS - MTR POOL	160.70
MICHIGAN PAVEMENT MARKINGS	00885	PAVEMENT MARKINGS - MAJ STS	980.75
MICHIGAN PAVING & MATERIALS CO.	02102	2.26 TONS ASPHALT - MAJ, LOC STS	126.56
SHARE CORPORATION	02620	HIGH VIZ COAT - MTR POOL	108.11
BRENT HENRY	02649	JULY 2021 PHONE BILL REIM - ELECTRIC	40.00
SPECTRUM PRINTERS, INC.	02648	VOTER ID CARDS - ELECTIONS	54.39
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	112.00
USA BLUEBOOK	01850	SUPPLIES - WW	513.75
USA BLUEBOOK	01850	TNT PACKS - WW	330.90
USA BLUEBOOK	01850	HACH DPD, POWD PILLOWS, STENNER PUMP - WW	339.11
USA BLUEBOOK	01850	EPDM 3"AV GASKET - WW	32.68
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
USA BLUEBOOK	01850	Y STRAINER FOR THICKENER - WW	37.80
MUNICIPAL SUPPLY CO.	00324	3" SCH 80 PRESS 90 DEG ELBOW - WW	15.95

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	PRESSURE & FERNCO COUPLINGS - WW	28.76
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES/PARTS - VAR DEPTS	115.49
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	2,123.97
CHERRY HILL ESTATES	02081	3RD QTR ASSOC FEE - ECON DEV	90.09
TROJAN TECHNOLOGIES	02175	LAMP SLEEVE KITS -WW	2,112.44
SPARROW IONIA OCCUP HEALTH SERVICE	02275	N. CHAPMAN DOT EXAM - MTR POOL	100.00
INTEGRITY INTERIORS INC.	MISC	REFUND TEAM SPONSOR FEE - REC	275.00
FAMILY FARM & HOME	01972	GLOVES - PARKS, CEM	39.97
FAMILY FARM & HOME	01972	BRUSH KILLER - PARKS, CEM	16.99
SLICK SHIRTS SCREEN PRINTING	02003	WORK SHIRTS HIGH VIZ - CEM	389.04
SLICK SHIRTS SCREEN PRINTING	02003	FLAG FOOTBALL SHIRTS - REC	168.00
LANSING SANITARY SUPPLY	02485	PAPER SUPPLIES - CEM, PARKS	420.89
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - PARKS, CEM	418.92
MUNICIPAL SUPPLY CO.	00324	EAR PLUGS/PAINT - PARKS, CEM	142.00
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - PARKS, CEM	385.07
FOSTER BLUE WATER OIL, LLC	02301	GASOLINE - PARKS, CEM	545.42
S&K TROPHIES AND PLAQUES	00401	MENS CHAMP TROPHY - REC	34.00
SPARROW OCCUPATIONAL HEALTH-LANSING	00340	PHYSICALS J CASSEL, J CARROW - AMB	274.00
SPARROW OCCUPATIONAL HEALTH-LANSING	00340	DOT PHYSICAL C TEACHOUT - ELECTRIC	126.00
BOUND TREE MEDICAL LLC.	01543	HIGH VIZ COAT - ELEC, WATER, WW	229.99
BS&A SOFTWARE	00029	ANNUAL SOFTWARE SERVICES/SUPPORT 08/22 - GEN	5,155.00
HUTSON, INC.	02677	MOWER TRADE IN JD Z950M -PARKS, CEM	3,200.00
HUTSON, INC.	02677	BUFF TURBINE BLOWER - PARKS, ELECT RES 21-39	7,320.00
HUTSON, INC.	02677	MOWER TRADE IN JD Z920M - CEM	3,200.00
KENDALL ELECTRIC	00225	TOAN PARK CONDUIT - ELECTRIC	675.15
PLEUNE SERVICE COMPANY INC.	00741	REPAIRS/TRIP CHARGE - CITY HALL	289.25
SLICK SHIRTS SCREEN PRINTING	02003	TBALL SHIRTS - REC	540.50
STRAIN ELECTRIC CO.	02379	NEW BULBS TRAF LIGHT GR&KENT - ELECTRIC	342.50
KENDALL ELECTRIC	00225	PVC CONDUIT - ELECTRIC	482.19
MUNICIPAL SUPPLY CO.	00324	FIELD SUPPLIES - ELECTRIC	468.95
SENTINEL-STANDARD, INC.	00212	NEWSPAPER SUBSCRIPTION 52 WKS - GEN	79.00

Date: 07/28/21

CITY OF PORTLAND INVOICE REGISTER

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MICHIGAN MUNICIPAL LEAGUE	00285	CLASSIFIED ADS - AMB	79.92
MANER COSTERISAN	02588	FIN STMT AUDIT FIS YR END 6/30/21 - VAR DEPTS	5,840.00
Total:			\$77,706.58

**BI-WEEKLY
WAGE REPORT
July 26, 2021**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,816.55	19,373.61	2,168.68	5,460.49	11,985.23	24,834.10
ASSESSOR	-	-	-	-	-	-
CEMETERY	5,151.55	9,688.11	466.46	2,632.27	5,618.01	12,320.38
POLICE	14,497.80	32,317.74	2,860.71	7,270.33	17,358.51	39,588.07
CODE ENFORCEMENT	419.92	750.07	31.25	85.29	451.17	835.36
PARKS	4,823.85	8,877.11	447.00	1,144.58	5,270.85	10,021.69
INCOME TAX	2,348.69	4,657.28	605.54	1,343.36	2,954.23	6,000.64
MAJOR STREETS	3,686.63	6,489.89	872.98	2,277.04	4,559.61	8,766.93
LOCAL STREETS	2,230.69	4,885.40	482.29	2,070.00	2,712.98	6,955.40
RECREATION	325.87	646.14	40.84	146.84	366.71	792.98
AMBULANCE	17,757.55	28,379.96	2,814.17	4,754.70	20,571.72	33,134.66
DDA	2,597.46	5,097.44	370.07	796.07	2,967.53	5,893.51
ELECTRIC	19,647.50	39,360.15	4,379.84	12,556.21	24,027.34	51,916.36
WASTEWATER	7,959.02	15,993.80	1,188.69	4,615.15	9,147.71	20,608.95
WATER	6,349.86	12,276.21	1,557.90	4,017.45	7,907.76	16,293.66
MOTOR POOL	520.62	1,155.36	96.83	312.04	617.45	1,467.40
TOTALS:	98,133.56	189,948.27	18,383.25	49,481.82	116,516.81	239,430.09

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 07/27/2021
MEETING DATE 08/02/2021

Fund	Description	Beginning Balance 07/15/2021	Total Cash in	Total Cash out	Cash Balance 07/27/2021	Time Certificates	Ending Balance 07/27/2021
101	GENERAL FUND	1,594,599.24	197,989.30	(142,149.27)	1,650,439.27	235,000.00	1,885,439.27
105	INCOME TAX FUND	125,076.30	41,222.91	(47,311.84)	118,987.37	10,000.00	128,987.37
150	CEMETERY PERPETUAL CARE FUND	60,817.51	160.00	-	60,977.51		60,977.51
202	MAJOR STREETS FUND	387,870.22	6,748.84	(70,893.67)	323,725.39		323,725.39
203	LOCAL STREETS FUND	214,380.74	9,149.86	(124,284.27)	99,246.33		99,246.33
208	RECREATION FUND	46,759.59	939.97	(4,017.32)	43,682.24		43,682.24
210	AMBULANCE FUND	219,956.62	39,578.08	(53,432.39)	206,102.31		206,102.31
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	776,543.27	3,333.18	(25,106.77)	754,769.68		754,769.68
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	15,559.30	9,918.27	(77.85)	25,399.72		25,399.72
582	ELECTRIC FUND	1,850,686.04	366,484.44	(251,562.17)	1,965,608.31	530,000.00	2,495,608.31
590	WASTEWATER FUND	(78,965.26)	95,616.41	(82,258.21)	(65,607.06)		(65,607.06)
591	WATER FUND	172,933.51	74,936.69	(54,931.26)	192,938.94	420,000.00	535,517.44
661	MOTOR POOL FUND	79,882.21	11,330.75	(17,114.98)	74,097.98		74,097.98
703	CURRENT TAX FUND	188,826.72	297,632.86	(200,028.28)	286,431.30		286,431.30
	TOTAL - ALL FUNDS	5,658,288.26	1,155,041.56	(1,073,168.28)	5,740,161.54	1,195,000.00	6,857,740.04
					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	687,775.32	687,775.32
					ELECTRIC-PRIN & INT ESCROW	145,681.69	145,681.69
					WASTEWATER DEBT ESCROW	311,666.85	311,666.85
					WASTEWATER REPAIR ESCROW	196,455.31	196,455.31
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	84,671.50	84,671.50
							9,207,954.92

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



PURCHASE ORDER

City of Portland

P.O. 9818

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

VENDOR Municipal Supply

DATE:

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>2 1/2" Conduit</u>			<u>7,458.60</u>
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	<u>7,458.60</u>

Approved BLP 7/27/2021

Treasurer Initials

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

Nikki Miller

From: noreply@civicplus.com
Sent: Friday, June 09, 2017 10:45 AM
To: cityclerk@portland-michigan.org
Subject: Online Form Submittal: Board & Commission Application

Board & Commission Application

Name	Michael Culp
Date	6/9/2017
Address	912 East Grand Ave, Suite 2
Phone	5176476265
Email	michaelculp@michaelculp.com
Employer	Michael Culp Agency Inc- State Farm
Employer Phone	5176476265
How long have you lived in the City of Portland?	16 years
Please mark your choice(s).	Planning Commission
If more than one please list them in order.	<i>Field not completed.</i>
Please tell us your qualifications.	I have been a sitting member of the Portland Planning Commission for the 2016-2017 service years and enjoy watching the city progress
Are you a high school graduate?	Yes
Are you a college graduate?	Yes
List name of the college or university you attended and the level of degree earned.	Georgia Institute of Technical - Finance Logistics Certificate Kennesaw State University- Bachelor Business Administration/Finance Kalamazoo Valley Community College- Associate Degree

List your professional and work experience. Owner of the Michael Culp Insurance Agency Inc. (State Farm) in Portland (2000-present) Senior Financial Analyst- Colgate-Palmolive Company, Atlanta, GA (1998-2000) Senior Operations Analyst- Colgate Palmolive, Atlanta, GA. (1997-1998)

List your community activities, interests and service. Portland Planning Commission, Habitat for Humanity Volunteer

References (optional) *Field not completed.*

File Attachment *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Nikki Miller

From: noreply@civicplus.com
Sent: Wednesday, June 23, 2021 5:06 PM
To: Nikki Miller
Subject: Online Form Submittal: Board & Commission Application

Board & Commission Application

Name	Rachelle Breeden
Date	6/23/2021
Address	431 Academy St
Phone	[REDACTED]
Email	rachelle_thorn@yahoo.com
Employer	State of Michigan
Employer Phone	<i>Field not completed.</i>
How long have you lived in the City of Portland?	locally - 30 years
Please mark your choice(s).	Board of Review, Building Board of Appeals, Downtown Development Authority, Light and Power Board, District Library Board, Parks and Recreation Board, Planning Commission, Portland Area Municipal Authority, Tree Management Commission, Zoning Board of Appeals
If more than one please list them in order.	I can serve on any, please let me know a fit and suggestion for volunteer need
Please tell us your qualifications.	BA- Accounting and Humanities. Master's Degree in Public Administration-State and Local gov.
Are you a high school graduate?	Yes
Are you a college graduate?	Yes
List name of the college or university you attended and the level of degree earned.	BA- Accounting and Humanities. Master's Degree in Public Administration-State and Local gov.
List your professional and work experience.	Governmental experience in multiple capacities. Experience on and working with multiple Boards and Commissions

List your community
activities, interests and
service.

I am a local resident. I have two small children here in PPS.

References (optional)

Field not completed.

File Attachment

resume budget 2020.docx

Email not displaying correctly? [View it in your browser.](#)

**Minutes of the Downtown Development Authority
City of Portland**

Held on Wednesday, June 30, 2021
In the Council Chambers at City Hall

Members Present: Antaya, Briggs, Gorman, Barnes, Madarang, Hengesbach, Williamson

Members Absent: Grimminck

Staff: DDA Director ConnerWellman; City Clerk Miller

Guests: Council Member Johnston, Mike Judd

Member Madarang called the meeting to order at 7:04 P.M.

Motion by Barnes, supported by Antaya, to approve the agenda as presented.
All in favor. Adopted.

There was no Public Comment.

Motion by Williamson, supported by Briggs, to approve the minutes of the May 24, 2021 meeting as presented.
All in favor. Adopted.

Motion by Williamson, supported by Hengesbach, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Team Reports, Member Williamson stated the Organization & Marketing Team received an update on the Toan Park Improvement Project and fundraising efforts. Changes at the Two Rivers Marketplace were also discussed, volunteers are need for summer activities and the new street light banners are up and looking great.

Member Briggs stated the Design Team has been discussing the budget and façade grants.

Under Old Business, Director ConnerWellman provided an update on the Toan Park Revitalization Project as well as the related fundraising efforts. Over \$146,000 have been raised by the community.

Under New Business, Director ConnerWellman distributed the Agreement & Conflict of Interest Annual Update forms to the board members for their signature.

Director ConnerWellman stated that the Design Committee met yesterday and made the decision to cancel the Façade Agreement with Tim Fuller for his property at 128 Kent St as Mr. Fuller was unable to get the work done by the due date and the proper documentation was not received. This particular parcel has three facades so if work is done to another façade then it can be considered for a Façade Agreement.

The date of the ground breaking ceremony for the Toan Park Improvement Project was discussed.

Director ConnerWellman stated the Two Rivers Sounds of Summer Concert Series is going very well. There will be three concert dates in July and four in August.

City Manager Gorman noted that new parking controls will be added to Two Rivers Park next year to deter people from parking up next to the retaining walls which is killing the grass. He anticipates that trees will be planted in that area.

There was discussion.

Director ConnerWellman provided information on 4th of July festivities.

City Manager Gorman noted 2021 is the last year that Chamber of Commerce funds will sponsor the fireworks. There will need to be a discussion about how the fireworks will be funded in the future.

Under the Director Report, Director ConnerWellman presented the June 2021 Director's Report.

City Manager Gorman presented information on the Safe Routes to School project, the Sparrow development project as well as other development updates.

Under Board Member Comments, Mayor Barnes noted that June 30th is the end of City's Fiscal Year. It is always interesting transitioning to the new budget.

Member Williamson noted that the first game of 2021 for the Portland Blue Sox will be held at 1:00 P.M. on July 10th at Bud Plant Field.

Motion by Gorman, supported by Antaya, to adjourn the meeting at 7:58 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: July 26, 2021

REPORT OF FUNDS IN DDA AS OF: July 21, 2021

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE: 6/15/2021 \$ 501.77

NEW BALANCE: 06/31/2021 \$ 501.77

PRIME ACCOUNT

PREVIOUS BALANCE: 5/31/2021 \$ 15,492.17

DEPOSITS: \$ 212.11

Due to customers: \$ -

NEW BALANCE: 6/30/2021 \$ 15,704.28

REGULAR ACCOUNT

PREVIOUS BALANCE: 6/15/2021 \$ 762,227.50

INTEREST EARNED: \$ 6.28

DEPOSITS:

Donation- Toan Park Improvements - \$ 2,550.00

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge July 2021	\$ 300.00
	Bank fee - Fraud Protection	\$ 30.00
2182	City of Portland, credit card charges reimbursement, phone charges	\$ 4,749.66
2186	Kurt Fedewa, Article for March 2021	\$ 25.00
2183	Fleis & Vandenbrink, Engineering service Toan Park Splashpad	\$ 5,763.75
2184	Ionia Area Chamber of Commerce, Community Awareness banner	\$ 100.00
2185	Jay Hill, Sounds Summer	\$ 150.00
2187	PE Office Solutions, postcards Ground Breaking Invitatiions	\$ 42.00
2188	Rachel Helinski, Sounds summer	\$ 350.00
2189	Tina Conner-Wellman, phone reimbursement	\$ 40.00
2190	Visco Inc, Lights at Toan Park	\$ 7,520.00

\$ (19,070.41)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 06/16/2021 - 07/21/2021 \$ (5,791.31)

TOTAL EXPENSES: \$ (24,861.72)

NEW BALANCE: 7/21/2021 \$ 739,922.06

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

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

July 19, 2021
June 1-30, 2021

Kwh Consumed	3,441,238
DIESEL PRODUCTION	0
HYDRO GENERATION	126,301

Total Kwh Purchased	3,314,937	Total Dollars Paid	\$ 200,099.76
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Kwh Billed

Residential	1,592,626
Commercial	795,386
Large General	688,340
City St. Lites Metered	23,718
St. Lites Unmetered	
Rental Lights	
Demand	2,006

Dollars Billed

PCA Billed	\$ 64,744.60
Residential	\$ 166,309.11
Residential EO Charge	\$ 2,909.78
Geothermal Discount	\$ -
Commercial	\$ 83,660.87
Commercial/LG EO Charge	\$ 2,429.82
Large General	\$ 48,041.96
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,033.67
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.19
Demand	\$ 11,823.33
Tax	\$ 14,509.66

Total Kwh Billed **3,102,076**

Arrears after billing	\$ (4,215.01)
Penalties Added	\$ 1,718.33
Arrears end of month	\$ 20,019.98
Fuel Cost Billed	\$ 50,780.06
Amount Collected	\$ 321,064.45
Total Adjustments	\$ (1,274.67)

Total Dollars Billed **\$ 398,258.44**

Power Cost Adj.	.02104
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Residential Customers	2,245
Commercial Customers	333
Large General	15
Total Customers	2,593

07/08/21



CITY OF PORTLAND
July-21

WATER DEPARTMENT REPORT

MONTH	Jun-21	PERIOD COVERED	June 1-30, 2021
Customers Billed		Penalties Added	\$ 396.99
City	1,875	Dollars Collected	\$ 60,146.80
Rural	24	Arrears at end of Month	\$ 4,452.02
Total Customers	1,899	Adjustments	\$ 434.17
		Gallons Pumped	11,839,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	11,724,243		\$ 69,469.67
Rural	187,006		\$ 2,139.35
Total	<u>11,911,249</u>		<u>\$ 71,609.02</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,813	Dollars Billed	\$80,816.45
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 80,816.45

Penalties Added	\$ 621.84
Dollars Collected	\$ 90,952.46
Arrears at end of Month	\$ 6,976.23
Adjustments	\$ 506.11
Gallons Treated per Million	7.368



IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
JULY 27, 2021 - 7:00 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)
 - B. Approve per diem and mileage
 - C. Approve payments of General Fund payroll and accounts payable for the month of June 2021-
 - D. Approve payments of Health Department payroll and accounts payable for the month of June 2021-\$119,267.62
 - E. Approve payments of Road Department payroll and accounts payable for the month of June 2021-\$1,140,868.80
- VII. Unfinished Business**
- VIII. New Business**
 - A. Ratify signature on resolution for appreciation
 - B. Request Appointment to The Right Door board
 - Charlie Noll-3 Year Appointment
 - Christine Hendrick-3 Year Appointment
 - C. Request Appointment of Solid Waste Committee
 - Lynn Mason
 - D. Request to fill Deputy Court Clerk position- 64A District Court- Ronald Morseau
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. Board of Commissioners
 - C. County Administrator

X. Reports of Special or Ad Hoc Committees

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

XII. Closed Session

A. Road Department Union Negotiations

B. Consider an Attorney-Client opinion pursuant to MCL.15.268(h)

XIII. 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: