



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

7:00 P.M. Monday, March 7, 2022

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>Excuse the Absence of Council Member Fitzsimmons</u>	Decision
7:04 PM	V. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	VI. <u>City Manager Report</u>	
7:15 PM	VII. <u>Presentations</u>	
	A. DDA Director ConnerWellman – Downtown Report	
	VIII. <u>Public Hearing(s)</u> - None	
	IX. <u>Old Business</u> - None	
	X. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 22-10 Approving, Authorizing, and Directing the Mayor and Clerk to Sign a Service Rate Addendum Agreement with MHR Billing Services, LLC for the Ambulance Department	Decision
7:23 PM	B. Proposed Resolution 22-11 Approving Payment to F&V Construction for Work Performed for the Wastewater Treatment Plant Project	Decision
7:25 PM	C. Proposed Resolution 22-12 Approving the Budget for Fiscal Year 2022-2023 for the Portland Area Fire Authority	Decision
7:28 PM	D. Proposed Resolution 22-13 Confirming the Mayor’s Appointment to City Boards and Commissions	Decision
7:30 PM	XI. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on February 22, 2022	
	B. Payment of Invoices in the Amount of \$123,607.48 and Payroll in the Amount of \$128,309.94 for a Total of \$251,917.42	
	C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>	
	A. DDA Minutes for November 22, 2021	
	B. DDA Minutes for December 20, 2021 Special Meeting	
	C. DDA Treasurer’s Report for January 24, 2022	
	D. DDA Treasurer’s Report for February 28, 2022	

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

E. Water Department Report for February 2022

F. Utility Billing Report for January 2022

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. 22-10

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN A SERVICE RATE ADDENDUM AGREEMENT WITH MHR BILLING SERVICES, LLC FOR THE AMBULANCE DEPARTMENT

WHEREAS, the City’s Ambulance Department contracts with MHR Billing Services, LLC for billing and collections services for the Ambulance Department; and

WHEREAS, MHR is requesting approval of a proposed rate increase from \$22.00 per billable call to \$25.00, a copy of the proposed agreement is attached as Exhibit A; and

WHEREAS, the City Manager and Ambulance Director have reviewed the proposed rate increase and recommends that City Council approve same, a memorandum from the Ambulance Director is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes, and directs the Mayor and Clerk to sign the Service Rate Addendum Agreement, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2022

Monique I. Miller, City Clerk

SPECIFIC SERVICES AND RATES ADDENDUM

FOR

BILLING AND COLLECTION SERVICES AGREEMENT

This Addendum pertains to the Billing and Collection Services Agreement between Customer and MHR Billing Services, LLC (the “**Agreement**”). Capitalized terms in this Addendum have the same meanings as in the Agreement unless otherwise stated herein. This Addendum states all services to be provided by Company. In all cases where there is a conflict between the Agreement and the specific terms stated in this Addendum, this Addendum shall control.

A. CUSTOMER INFORMATION:

1. Customer Name: CITY OF PORTLAND AMBULANCE
Customer Contact: Director Star Thomas Telephone: 517-647-2934
2. Mailing and office address of customer for purposes of deliveries, notices and other communications:
773 E. GRAND RIVER
PORTLAND, MI 48875
3. Effective Date for commencement of billing and collection services (aka revenue optimization services) under the Agreement: 03-01-22.
4. The term of the contract will be for a period of 2 year(s).

B. SERVICES

1. The following services are to be performed by the Company:
 - (a) Process Customer's Billing Information and bill all Payers for which Customer has provided the necessary indication of coverage, eligibility and, if applicable prior authorization.
 - (b) Provide coding services, using Billing Information and any other documentation requested by the Company, in accordance with Company's policies and procedures.
 - (c) For amounts due from patients or their responsible parties, prepare and send the, Bills to such persons and terminate notices to patients after 120 days if there is no response, subject to submission of the bill to a collection agency if provided for herein.
 - (d) Bill insurance companies and other entities and persons that are responsible for payment under applicable coordination of benefits and subrogation rules.
 - (e) Handle appeals of full or partial denials of payment (short of hearing or suit), and

re-submit pending bills one time, subject to and with Customer's full cooperation.

- (f) When Company has general billing responsibility hereunder, send bills to Payers electronically in all cases where Company has electronic bill submission capability, the Payer will accept such submission and both the Payer and Company have compatible computer facilities, otherwise manually.
 - (g) Bill according to the following cycle (subject to all necessary information being received from the Customer): weekly, with initial bill sent within 72 hours of charge entry into system.
 - (h) Follow designated billing cycle of initial, second billing at 30 days and final bill at 60 days.
 - (i) Remit collections to Customer at Customer's address or lock box.
 - (j) Prepare and deliver to Customer the following reports: Charge Detail Report, Credit Type Summary Report, Credit Summary Report, Charge Type Report, Credit Type Report and Charge Type Summary Report.
2. Customer shall keep Company promptly updated as to the list of Payers as to which Customer does not accept assignment.
3. Company has developed or will develop policies and procedures that will apply to some or all of the foregoing and other aspects of its operations. The terms of this Addendum will control in the event of any conflict with such policies and procedures.

C. RATES

The rates payable for the Company's services are as follows: \$25.00 per billable call (i.e. a call that the client wants billed)

Customer and Company accepts all of the forgoing as a part of the Agreement, and acknowledges receipt of a fully completed and signed copy, of this Addendum.

COMPANY:
MHR BILLING SERVICES, LLC

By _____

Its: _____

CUSTOMER:

By _____

Its: _____

Date: _____



Portland Ambulance Department

Star Thomas, Director

To: Mr. Gorman, City Manager
From: Star Thomas
Date: 02-22-2022
Re: Rate Change – MHR Billing

Mr. Gorman,

Portland Ambulance currently uses MHR Billing Services to bill ambulance runs; the company currently provides the medical report software and handles all invoicing and account reconciliation. The City recently received notice of a rate increase intended to be effective March 1, 2022; the current rate of \$22 per call will increase to \$25 per call. The rates have not been increased since 2019.

The increase proposed is expected to be offset by the recent increases to Medicare and Medicaid reimbursements; Medicare reimbursements will go up 5% and Medicaid will reimburse approximately \$100 more per call. Overall, our expected increase should be approximately \$2,500.00 per year based on the call volume for 2021.

MHR Billing has presented a two-year contract to Portland Ambulance, and that contract is included with this memo.

Sincerely,

Star Thomas

Star Thomas
Director

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 22-11

**A RESOLUTION APPROVING PAYMENT TO F&V CONSTRUCTION FOR
WORK PERFORMED FOR THE
WASTEWATER TREATMENT PLANT PROJECT**

WHEREAS, Fleis & VandenBrink, through F&V Construction is serving as the design-builder for the wastewater treatment plant project; and

WHEREAS, F&V Construction has performed work in accordance to the design-build agreement and has submitted a request for payment in the amount of \$39,900.00, a copy of which is attached as Exhibit A.

WHEREAS, the City Manager and Finance Director have reviewed the pay request and recommends that City Council approves same.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the pay request from F&V Construction for work performed for the wastewater treatment plant project in the amount of \$39,900.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2022

Monique I. Miller, City Clerk

F&V Construction Management, Inc.

Project No:

1221

Invoice No:

2026

Date: 02/24/22

Page 2 of 2

Payment Application No. 1

City of Portland | Wastewater System Improvements, CWSRF No. 5758-01

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previous Invoice	Work Completed this Period	Total Complete to Date	Balance to Finish	Percent Complete
	Design Phase Engineering	\$ 665,000.00	\$ -	\$ 665,000.00	\$ -	\$ 39,900.00	\$ 39,900.00	\$ 625,100.00	6%
	Bid Phase Engineering	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	0%
	Basic Services - Pre-Con and VE	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00	0%
	Contract Total	\$ 740,000.00	\$ -	\$ 740,000.00	\$ -	\$ 39,900.00	\$ 39,900.00	\$ -	5%



Invoice Support

City of Portland
 259 Kent Street
 Portland, MI 48875

February 24, 2022
 FVC Project No: 1221
 Invoice No: 2026

Project: City of Portland Wastewater System Improvements, CWSRF # 5758-01

For professional services rendered through January 29, 2022

Billing Phase	Fee	% Complete	Amount Billing	Previous Billing	Current Billing
Design Phase Engineering	\$665,000.00	6.00	\$39,900.00	0.00	\$39,900.00
Bid Phase Engineering	\$30,000.00	0.00	0.00	0.00	0.00
Pre-Construction	\$45,000.00	0.00	0.00	0.00	0.00
Total:	\$740,000.00		\$39,900.00	0.00	\$39,900.00
Total this Invoice:				\$39,900.00	

Work Included:

- Project Kickoff Meeting with City
- Conduct site Survey of WWTP and Lift Stations
- Research record documents
- Compile and summarize flows and loadings
- Preliminary equipment selection and discussions with vendors
- Basis of Design calculations and write up
- Hydraulic calculations and hydraulic model
- Design Drawings
- Project Specifications
- Coordination with City and follow up site meetings
- Coordination with EGLE

2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
 P: 616.977.4400
 F: 616.977.4800
www.fv-construction.com

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 22-12

**A RESOLUTION APPROVING THE BUDGET FOR
FISCAL YEAR 2022-2023 FOR THE
PORTLAND AREA FIRE AUTHORITY**

WHEREAS, the City of Portland, Portland Township, and Danby Township have approved a Joint Fire and Emergency Services Agreement (“Agreement”) to create the Portland Area Fire Authority (Authority); and

WHEREAS, the Portland Area Fire and Emergency Services Board (the “Board”) recommend the proposed budget for the entities to adopt for FY 2022-23 (See the budget formula, and proposed budget, attached hereto as Exhibit A); and

WHEREAS, the Authority has forwarded copies of their approved recommended budget options for FY 2022-2023 to the City Council and Township Boards for approval pursuant to Section 2.2(a) of the Agreement; and

WHEREAS, City staff reviewed the proposed budget and the funding formula governing the percentage of budget funded by each entity and recommends that City Council approve same; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Authority’s proposed budget, for FY 2022-2023, a copy of which is attached as Exhibit A.

2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2022

Monique I. Miller, City Clerk

Portland Area Fire Authority- Funding Formula- Fiscal Year 2022/2023

	City	Danby	Portland	Totals	Percent	City	Danby	Portland
SEV	\$ 121,394,000	\$ 106,796,000	\$ 187,248,500	\$ 415,438,500.00	33.333			
%	29.22%	25.71%	45.07%			9.74	8.57	15.02
Population	3,796	2,150	3,881	9827	33.333			
%	38.63%	21.88%	39.49%			12.88	7.29	13.16
Runs	170	48	70	288	33.333			
%	59.03%	16.67%	24.30%			19.68	5.56	8.10
				FY 22/23 %'s	Total %	42.30	21.42	36.28
Fire Runs								
2019	55	10	24					
2020	39	13	23					
2021	76	25	23					
totals for 19/20/21	170	48	70					
% by Entity	56.69%	12.99%	30.32%					
Prior Year Information								
Fire Runs								
2018	50	10	30					
FY 21/22 %	41.94%	20.89%	37.17%					
Updated 1/7/2022- Mark Ackerson								

**Portland Area Fire Authority
Proposed Budget 2022/2023**

Increase from Last year

Decrease from last year

Ordinary Income/Expense	2021/2022	2022/2023	Change	Final 2021/2022 Budget	Proposed Budget 2022/2023	Changes
* Denotes inactive account						
Income						
400 · Contributions/Grants	% of Budget	% of Proposed Budget				
405 · City of Portland - 42.30%	41.94	42.30	0.36	120,558.63	124,945.55	
410 · Danby Township - 21.42%	20.89	21.42	0.53	60,049.35	62,234.44	
415 · Portland Twp - 36.28%	37.17	36.28	-0.89	106,847.02	110,735.01	
Total 400 · Contributions/Grants				287,455.00	297,915.00	
430 · Fund Balances						
433 · Net Capital Asset Balance						
435 · Capital Outlay Fund balance						
440 · Interest				0.00	0.00	
460 · Donations/fund balance				0.00	0.00	
Total Income				287,455.00	297,915.00	
Expense						
700 · Salaries						
701 · Board Member Salaries				0.00	0.00	
703 · Chief Salary				11,000.00	11,000.00	
704 · Assistant Chief				2,595.00	2,595.00	
705 · Officers				5,190.00	5,190.00	
706 · Fire Marshalls				0.00	0.00	
707 · FireFighters				33,600.00	36,960.00	3,360.00
708 · Apparatus Maintenance Wages				3,000.00	3,000.00	
Total 700 · Salaries				55,385.00	58,745.00	
710 · Fringe Benefits						
711 · Workers Comp				5,500.00	6,050.00	550.00
712 · FICA				4,300.00	4,730.00	430.00
Total 710 · Fringe Benefits				9,800.00	9,800.00	
720 · Office Supplies				1,000.00	1,000.00	
728 · Dues & Subscriptions				1,000.00	7,000.00	6,000.00
730 · Operating Expenses						
730.1 Engine 7 2019				1,500.00	1,500.00	
*731 · General Repair						
732 · Engine 11-1991 Pumper				5,000.00	5,000.00	
*733 · Engine 1-1999 Rescue Pumper						
736 · Brush 6- 1994 Grass Rig				400.00	400.00	
737 · Brush 8- 1994 Grass Rig				400.00	400.00	
*738 · Brush 12- 1996 DNR Grass Rig						
*739 · L/A 2 - 1979 Light & Air Truck						
740 · Car 4 - Excursion- Support				500.00	500.00	
743 · Marine 1- Zodiac Boat w/ motor				200.00	200.00	
744 · Old Engine 1- 1942 Pumper				200.00	200.00	
745 · Tanker 9 - 2015				1,000.00	1,000.00	
Total 730 · Operating Expenses				9,200.00	9,200.00	
746 · Turnout Gear				14,400.00	14,400.00	
747 · Uniforms				680.00	680.00	
748 · Gas & Fuel				2,500.00	2,500.00	
750 · Employee Program						
751 · Infectious Control Program				0.00	0.00	
752 · Respiratory Program				3,000.00	500.00	(2,500.00)
753 · Health Testing				600.00	600.00	
Total 750 · Employee Program				3,600.00	1,100.00	
770 · Equipment Maintenance				500.00	500.00	
780 · Maintenance Agreements				6,250.00	11,000.00	4,750.00

**Portland Area Fire Authority
Proposed Budget 2022/2023**

	Final 2021/2022 Budget	Proposed Budget 2022/2023	Changes
* Denotes inactive account			
790 · Building Maintenance	1,500.00	1,500.00	
800 · Professional Services			
801 · Accounting Services	5,100.00	5,100.00	
802 · Bank Charges	0.00	0.00	
803 · Computer Consulting	500.00	500.00	
804 · Legal Services	500.00	500.00	
Total 800 · Professional Services	6,100.00	6,100.00	
810 · Advertising	500.00	500.00	
815 · Audit Services	2,900.00	3,100.00	200.00
820 · Trash Removal/Sanitation	300.00	300.00	
824 · Training	4,500.00	2,000.00	(2,500.00)
840 · Insurance Expenses			
841 · Vehicle Insurance	10,000.00	9,100.00	
842 · Building Insurance	500.00	700.00	
843 · Liability Insurance	5,800.00	6,500.00	
Total 840 · Insurance Expenses	16,300.00	16,300.00	
850 · Communication Expenses			
851 · Internet Expense/Website	580.00	580.00	
852 · Radios/Pagers	3,000.00	3,000.00	
853 · Telephones/Internet	1,500.00	1,500.00	
Total 850 · Communication Expenses	5,080.00	5,080.00	
880 · Inner Department Expenses			
881 · Fire Safety & Prevention	750.00	750.00	
882 · S.C.B.A Program	4,000.00	4,000.00	
883 · HazMat Program	0.00	0.00	
Total 880 · Inner Department Expenses	4,750.00	4,750.00	
890 · Interest Expense	0.00	0.00	
920 · Utilities Expense			
922 · Gas & Electric	9,000.00	10,000.00	1,000.00
923 · Water & Sewer	850.00	1,000.00	150.00
924 · Water - Fires and Training	150.00	150.00	
Total 920 · Utilities Expense	10,000.00	11,150.00	
955 · Board Supplies	365.00	365.00	
957 · Board Travel/Education			
960 -Depreciation	0.00	0.00	
Total Expense	156,610.00	167,070.00	10,460.00
Net Ordinary Income	130,845.00	130,845.00	
Other Income/Expense			
Other Expense			
970 · Capital Outlay			
976 · Equipment Purchase	25,000.00	25,000.00	
977 · Office Equipment/Furniture	1,000.00	1,000.00	
979 · Vehicle Replacement Fund	104,845.00	104,845.00	
Total 970 · Capital Outlay	130,845.00	130,845.00	
Total Other Expense	130,845.00	130,845.00	
Net Other Income	-130,845.00	-130,845.00	
Net Income	0.00	0.00	

To: The City of Portland, Danby Twp. & Portland Twp.

Subject: PAFA Proposed Budget for Fiscal year 2022/2023 Date: January 20, 2022

As the Portland Area Fire Authority starts 2022, we are looking ahead for our fiscal year 2022/2023. We have held our budget workshop and are submitting our proposal as recommended by the PAFA Board for your consideration for the next fiscal year. The PAFA board has recommended budget in the amount of \$29,7915.00 which is a 3.64% increase. This will be the first budget increase requested in the last 5 years. Last year's budget came in at approximately 2% under budget. This margin was a little slimmer than we had hoped and in fact drew a comment by the auditor wondering why we were not adding at least 3% annually to keep with inflation. In past years we used surplus for assigned funds for non-annual reoccurring replacement items, this past year we unable to do much with that. The other item worth mentioning from the auditor was his concern about the unfunded liability of the "voluntary termination stipend" we pay a fire fighter who leaves who has 10 years or more of service. This amount is 5 x the hourly wage x the number of years of service. I.E., \$12 per hour X 30 years X 5=\$1800.00. When PAFA was formed we ask the auditors for an opinion, as this was a carry-over item for the department when owned by the City and were told if it was a "voluntary termination stipend" and not a "retirement" it did not have to be fully funded. This year it was brought up as a "significate funding liability" but the auditor didn't include it in his report because no one from PAFA has 10 years of service. (This was an error on his part because service time also includes the time with Portland Fire.) This is something we may have to address in the future, but we don't see it as a "significate funding liability" but did want everyone to be aware of it.

I have attached our proposal on a spread sheet alongside of last year's budget. I have also attached the 2022/2023 budget formula as updated. The dollar amounts reflected in the proposed budget are based on the updated budget formula. There were only a few line items that changed and all of them were just slight adjustments based on expected price increases. One big ticket item is the replacement of our Fire House Software. The software is about 9 years old and is no longer going to be updated or supported. This is a big deal as it's what we do all the run reports for submittal to the state as required by law. We continue our goal to anticipate future needs and begin to assign funding each year rather than be reactionary to needs and get hit for large amounts all in one budget year.

In looking at our 5-year plan we are still substantially on track. Items of interest are the replacement of our 1991 Pumper with a new smaller quick response Pumper. The Chief has formed a committee and is starting to write specifications. Fire trucks are about 2 years out at this time so that does put us a little behind but will allow us to save more once our most recent Pumper is paid off in May 2023.

We continue to keep a close eye on the brush trucks as I spoke about last year. They were handed down from the Electrical Department/DNR and have thousands of hours on them and are not worth putting any money into them. Our plan is basically to run them until we can't and then replace them. That day is getting near.

The Chief is looking into a grant through the State of Michigan for a training trailer at this time.

Another item we are watching closely is the breathing air compressor. We had begun setting aside replacement funds as it was due for replacement in 2024/2025 but when inspected and serviced this year, we were told it wouldn't make it that long and recommended replacement ASAP. We have applied for a grant through a professional grant writer and are hoping for the best.

And finally, is the situation with moving over to the 800 MHz with all the other Ionia County Fire Departments. As you may be aware of, over a year ago all the fire department were approached by the Central Dispatch director (who has since retired) about getting behind plan to raise the phone surcharge to \$3.00 per line to fund new 800 MHz radios/ tower upgrades for all of Ionia County Fire Services so that fire could once talk direct to Police and EMS who were already moved to 800 MHz. The firefighters did get behind it and actively convinced their communities it was the right thing to do, and it passed without issue. What the fire service was not told was the wording of the actual ballot allowed the Ionia County Commissioners to use those funds for "other required expenses" like paying for health care. Long story short, the fire service didn't get a penny of the funding we worked so hard to promote from the Ionia County Commissioners. Our last hope, and it's a long shot, is the County Fire Chief's Association, with help from the new Central Dispatch Director, are pursuing a \$1,000,000 grant through the Assistance to Fire Fighters federal grant program. If we were to get this grant it would only pay for the radio's themselves, they do not fund tower upgrades. This tower upgrade is a requirement to be able to move to the 800 MHz as the tower's capacity is maxed out. So even if we receive a grant, it will still require the County to step up and honor their commitment to the residents of Ionia County who voted for and approved a ballot proposal to fund radio upgrades for the Fire Service.

This year again has been a challenge for everyone with the Covid-19 issues. That challenge has been unique for the fire service. The members of PAFA have stepped up and adapted to meet the challenges. Recruitment and retention of firefighters is a national issue facing small departments. I can't overstate how fortunate our community is to have a department with committed members. This only happens when you have motivated existing members who through their words and actions draw others who want to be part of something positive within their community to want to join. Great attitudes depend on great leadership of the officers, modern quality equipment that everyone takes pride in and the latest quality safety equipment to help protect them. None of this happens without the support of the local units of government and for that we thank you. Of most concern is availability of daytime crews. Again, a national concern in Volunteer/ Paid on Call fire department. If this trend continues everyone will be forced to consider other options for day shift coverage. Sadly, the days of employers allowing their employees to up and leave when the pager goes off are all but gone.

I would like to thank all of you for your continued support of PAFA. I think PAFA is a wonderful asset to our community.

Sincerely,

Mark Ackerson –PAFA Chairperson

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 22-13

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

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

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

Planning Commission

-Kathy Parsons to a term expiring June 30, 2024

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointment as set forth above.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2022

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 22, 2022
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

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

Absent: Council Member Fitzsimmons

Guests: Kathy Parsons

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

Motion by VanSlambrouck, supported by Sheehan, to approve the revised agenda to excuse Council Member Fitzsimmons.

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by VanSlambrouck, supported by Johnston, to excuse Council Member Fitzsimmons.

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman noted that City Staff have been watching the river levels very closely with the assistance of both the U.S. Army Corp. of Engineers and the Michigan State Police. At this point, there has been only minor flooding in the usual areas.

City Manager Gorman and staff continue to work on a potential fiber project. The focus is currently on the financial requirements which are likely to include a bond to fund construction of the infrastructure; with the establishment of a Special Assessment for repayment. An informational meeting for Council is likely to be held the first part of March.

Recently, local residents expressed concerns with WOW on Facebook. City Manager Gorman noted that he posted information in response explaining the City's Franchise Agreement with WOW and that it has never been an exclusive agreement.

The February Planning Commission meeting to review the draft Zoning Ordinance update, although scheduled as a workshop, was cancelled for a lack of quorum. There were not enough members available to gather valuable input. The review will be held at the March meeting.

City Manager Gorman noted he has been contacted by an individual interested in purchasing 1.5 acres of the Cutler Rd. property for development of a day care facility, which is a permitted use.

City Manager Gorman further noted the City of St. Johns has decided to back out of the Shared Services Agreement for assessing services due to changes in their office. The City is looking for another assessor.

There were no presentations.

Under New Business, the City Council considered Resolution 22-09 to purchase, acquire and construct improvements to the sanitary sewer system and to publish a Notice of Intent to Issue Revenue Bonds.

City Manager Gorman stated this resolution starts the process of the financial component of the Wastewater Treatment Plant Improvement Project, which is anticipated to cost \$10.1 million. The resolution states the improvements are not to exceed \$13 million in anticipation of any “worst case scenarios”.

City Manager Gorman further noted the cost of this project is expected to cause an increase to the wastewater rates of 29% this year and 25% next year.

Motion by Johnston, supported by Sheehan, to approve Resolution 22-09 to purchase, acquire and construct improvements to the sanitary sewer system and to publish Notice of Intent to issue revenue bonds.

Yeas: Johnston, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by VanSlambrouck, supported by Johnston to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on February 7, 2022, payment of invoices in the amount of \$79,707.74 and payroll in the amount of \$114,025.38 for a total of \$193,733.12. A purchase order to the State of Michigan in the amount of \$6,150.68 for the Grand River Ave. Small Urban Project was also included.

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under City Manager Comments, City Manager Gorman reminded residents the Daddy/Daughter Dance will be held this week Wednesday, February 23, 2022 and Thursday, February 24, 2022.

Under Council Comments, Mayor Pro-Tem VanSlambrouck reminded residents in the area of the Grand River to be vigilant, to keep an eye on river levels, and to have an emergency plan in place.

Mayor Pro-Tem VanSlambrouck also noted that Chief Krizov presented information to the Fire Chiefs Association on the 800 MHz radios. He received a position response from the members that they would support the purchase. The Ionia County leadership is also agreeable to the purchase.

He also stated how important the City's wastewater infrastructure is to the community. The Council is focused on a quality project while keeping the costs under control.

The VFW will host a burger night fundraiser for the Portland Community Fund on Friday, February 25, 2022 from 5:00 -7:00 P.M.

Mayor Barnes noted the entire SAW Grant process was getting to the resolution adopted tonight. It was important to establish the scope of needs for the Wastewater Treatment Plant Improvement Project.

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

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 7:28 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the February 22, 2022 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 Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Police Officer Listerman

Absent – Council Member Fitzsimmons

Approval of Resolution 22-09 to purchase, acquire and construct improvements to the sanitary sewer system and to publish a Notice of Intent to issue revenue bonds.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:28 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
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
WEST MICHIGAN INTERNATIONAL LLC	02546	BELT - MTR POOL	64.92
WEST MICHIGAN INTERNATIONAL LLC	02546	CLAMP, SEAL - MTR POOL	42.72
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	96.00
BADGER METER INC.	02247	ORION CELLULAR SERV UNIT - WATER	4.45
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	280.00
RIVERSIDE INTEGRATED SYSTEMS	01441	FIRE ALARM NOT WORKING SVC CALL - CITY HALL	267.75
DAN SOWLES	02724	REIM TRASH BAGS - AMB	24.36
CITY OF ST JOHNS	02678	CONTRACT ASSESSING SVC OCT -DEC 2021 & POSTAGE-	8,753.18
OTIS ELEVATOR	00970	ELEVATOR CONTRACT MAINT 3/1/22 TO 5/31/22 - CIT	651.60
HOMETOWN SPORTS, INC.	01326	UNIFORM SHIRTS/EMBROIDERY - AMB	630.00
FAMILY FARM & HOME	01972	SUPPLIES - MTR POOL	19.98
BADGER METER INC.	02247	SERV AGREE, MOBILE LICENSE, 2 METERS - ELEC, WT	1,775.00
STATE OF MICHIGAN	00428	REG EGLE CLASS, K ENZ, T HUMPHREYS - WATER	120.00
NTH CONSULTANTS, LTD	02708	SAFETY CONSULT SVCS - ELECTRIC APPRV RES 21-64	2,432.00
FARABEE MECHANICAL, INC.	00148	REBUILT OIL PUMP - ELECTRIC	1,317.14
FARABEE MECHANICAL, INC.	00148	COOPER BESSEMER TURBO REPAIR - ELECT APPRV RES	15,655.35
ALTEC INDUSTRIES, INC.	00016	VEHICLE MAINTENANCE - ELECTRIC	1,088.53
FAMILY FARM & HOME	01972	PLANT SUPPLIES - ELECTRIC	19.98
GREAT LAKES JANITORIAL SERVICES	02654	FEB OFFICE CLEANING - ELECTRIC	140.00
GRAINGER, INC.	00172	OFFICE SUPPLIES - ELECTRIC	16.83
LITE'S PLUS INC	00243	BUILDING MAINTENANCE - ELECTRIC	497.50
LITE'S PLUS INC	00243	LED STREET LIGHTS - ELECTRIC	3,497.50
MENARDS	00260	PLANT SUPPLIES - ELECTRIC	141.01
POWER LINE SUPPLY COMPANY	00389	FR COATS - ELECTRIC	440.00
ST. PATRICK CHURCH	00755	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	2,000.00
MODEL FIRST AID SAFETY/TRAINING	00313	RESTOCK MED CABINET - WW	57.85
GRAINGER, INC.	00172	FOAM STRIP, MINI BULBS - WW	25.87
FAMILY FARM & HOME	01972	SUPPLY PARTS - WW	119.96
UIS SCADA	00462	CRUISE SUBSCRIPTION - WATER	2,056.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES - VAR DEPTS	1,181.44
CULLIGAN	02130	2X WATER CITY HALL - GEN	15.50
COOK BROS EXCAVATING	00101	SANITARY SEWER REPAIR - WW	1,015.00
DETROIT SALT COMPANY	01497	50.88 TONS ROAD SALT MIDEAL - MAJ, LOC STS	2,877.26
MRWA	01935	T HUMPHREY MEMBER REG - WATER	320.00
MRWA	01935	K ENZ MEMBER REGISTRATION - WATER	320.00
REFLECTIONS PHOTOGRAPHY	02013	DADDY DAUGHTER DANCE PHOTOGRAPHER - REC	711.00
OTC BRANDS, INC	02725	DADDY/DAUGHTER GIFTS - REC	474.94
BSN SPORTS	00911	BBALLS KINDERGARTEN LEAGUE - REC	280.89
LARRY CUSHION TROPHIES & ENGRAVING	02726	TROPHIES ADULT BBALL/VBALL - REC	285.00
MAMC	01580	MAMC 2022 MEMBERSHIP - CEM	40.00
MUNICIPAL SUPPLY CO.	00324	CLAMPS, CURB BOX, LOCKS - WATER	1,580.60
PURITY CYLINDER GASES, INC.	00380	OXYGEN, HAZ MAT FEE - AMB	66.20
BASIC	01983	ANNUAL RENEW FEE SEC 105 HRA PLAN - GEN	601.00
PLB PLANNING GROUP LLC	02504	CONSULT - CODE	720.00
BRIAN RUSSELL	00593	OFFICIAL - REC	1,080.00
ADAM GOODWIN	02542	OFFICIAL - REC	180.00
OWEN RUSSELL	02249	OFFICIAL - REC	80.00
KAREN SCHEURER	02723	OFFICIAL - REC	180.00
BRIAN KRIEGER	00568	OFFICIAL - REC	300.00
MIKE KOLP	02727	OFFICIAL - REC	150.00
NEIL BROWN	01796	OFFICIAL - REC	300.00
JODI WOODMAN	02006	OFFICIAL - REC	52.00
MANDY SPERRY	02084	OFFICIAL - REC	52.00
LINDSAY BARKER	02441	OFFICIAL - REC	70.00
MIKAYLA TOLAN	02713	OFFICIAL - REC	100.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	40.00
ASHLEY BOWER	02623	OFFICIAL - REC	100.00
MARA SCHRAUBEN	02728	OFFICIAL - REC	40.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING NOV-DEC 2021 - COM	6,183.97
STAR THOMAS	01654	PAPER SUPPLIES REIM - POLICE	38.14

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - POLICE	552.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	39.99
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	116.98
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	2.99
GRANGER	00175	REFUSE -MP, PARKS, CEM	374.26
F&V CONSTRUCTION MANAGEMENT IN TIM GROENHOF	00828 01919	DESIGN PHASE ENGIN WW SYST IMPRO - WW LEGAL UPDATE TRAINING - POLICE	39,900.00 78.39
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	2.38
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	15.44
D&K TRUCK COMPANY	02257	TANK ASSEMBLY #948 - MTR POOL	235.74
UIS SCADA	00462	ANNUAL CRUISE SUBSCRIPTION FEE - WW	1,524.00
ALT PRINTING CO.	02712	K BBALL SHIRTS - REC	405.00
RS TECHNICAL SERVICES INC.	01632	CORP STOP/INSTRUC QUILL - WATER	409.93
POWER LINE SUPPLY COMPANY	00389	OPERATION SUPPLIES - ELECTRIC	618.90
USA BLUEBOOK	01850	COREPRO SR 15' SAMPLER - WW	309.15
USA BLUEBOOK	01850	BATTERY CHARGER - WW	445.94
POWER LINE SUPPLY COMPANY	00389	PPE GLOVES - ELECTRIC	102.00
KENDALL ELECTRIC	00225	STREET LAMPS - ELECTRIC	215.50
GRAINGER, INC.	00172	PPE OVERBOOT - ELECTRIC	124.38
GRAINGER, INC.	00172	INVENTORY SUPPLIES - ELECTRIC	298.85
GRAINGER, INC.	00172	INVENTORY SUPPLIES - ELECTRIC	259.80
GRAINGER, INC.	00172	INVENTORY SUPPLIES - ELECTRIC	109.72
LOOMIS, EWERT, PARSLEY, DAVIS, &	G02715	LEGAL SERVICES FEB 2022 - GEN	344.72
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS DEC 2021 - GEN	5,250.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS JAN 2022 - GEN	1,001.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS FEB 2022 - GEN	902.00
Total:			\$123,607.48

**BI-WEEKLY
WAGE REPORT
March 7, 2022**

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.	9,871.63	182,871.88	3,286.93	52,858.18	13,158.56	235,730.06
ASSESSOR	-	-	-	-	-	-
CEMETERY	2,285.18	66,398.09	891.02	20,180.69	3,176.20	86,578.78
POLICE	15,547.35	267,139.74	4,624.90	77,184.74	20,172.25	344,324.48
CODE ENFORCEMENT	-	1,210.65	-	139.58	-	1,350.23
PARKS	1,727.90	49,687.51	602.95	9,744.47	2,330.85	59,431.98
INCOME TAX	2,465.57	41,546.64	759.84	14,023.53	3,225.41	55,570.17
MAJOR STREETS	4,119.10	78,388.28	1,946.65	31,049.89	6,065.75	109,438.17
LOCAL STREETS	4,288.78	60,364.06	2,766.67	28,308.12	7,055.45	88,672.18
RECREATION	342.45	6,110.56	107.93	1,444.93	450.38	7,555.49
AMBULANCE	14,812.48	247,246.83	3,005.19	48,079.23	17,817.67	295,326.06
DDA	2,831.28	44,214.76	716.72	8,236.37	3,548.00	52,451.13
ELECTRIC	20,629.27	363,043.33	8,493.60	125,690.07	29,122.87	488,733.40
WASTEWATER	8,634.91	139,252.93	3,422.11	41,131.14	12,057.02	180,384.07
WATER	6,479.34	116,414.38	2,470.98	41,338.40	8,950.32	157,752.78
MOTOR POOL	884.65	14,774.76	294.56	5,106.70	1,179.21	19,881.46
TOTALS:	94,919.89	1,678,664.40	33,390.05	504,516.04	128,309.94	2,183,180.44

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 003/02/2022
MEETING DATE 03/07/2022

Fund	Description	Beginning Balance 02/17/2022	Total Cash in	Total Cash out	Cash Balance 03/02/022	Time Certificates	Ending Balance 03/02/2022
101	GENERAL FUND	2,526,811.68	154,500.74	(170,744.49)	2,510,567.93	235,000.00	2,745,567.93
105	INCOME TAX FUND	273,596.30	13,924.35	(14,861.55)	272,659.10	10,000.00	282,659.10
150	CEMETERY PERPETUAL CARE FUND	61,697.51	0.48	(0.48)	61,697.51		61,697.51
202	MAJOR STREETS FUND	402,374.60	46,929.47	(30,535.42)	418,768.65		418,768.65
203	LOCAL STREETS FUND	137,363.81	19,109.16	(15,468.50)	141,004.47		141,004.47
208	RECREATION FUND	34,392.97	3,849.49	(4,021.63)	34,220.83		34,220.83
210	AMBULANCE FUND	109,429.40	27,364.43	(39,660.88)	97,132.95		97,132.95
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	451,975.95	3,056.93	(8,259.26)	446,773.62		446,773.62
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	18,208.60	7,791.62	(12,754.89)	13,245.33		13,245.33
582	ELECTRIC FUND	2,081,373.23	343,039.92	(254,956.86)	2,169,456.29	530,000.00	2,699,456.29
590	WASTEWATER FUND	(105,702.56)	75,793.81	(41,903.38)	(71,812.13)		(71,812.13)
591	WATER FUND	158,601.59	52,694.96	(28,863.45)	182,433.10	420,000.00	558,275.09
661	MOTOR POOL FUND	169,650.73	20,344.22	(18,417.47)	171,577.48		171,577.48
703	CURRENT TAX FUND	12,749.42	6,967.54	(9,314.50)	10,402.46		10,402.46
	TOTAL - ALL FUNDS	6,335,885.48	775,367.12	(649,762.76)	6,461,489.84	1,195,000.00	7,612,331.83
					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	849,259.33	849,259.33
					ELECTRIC-PRIN & INT ESCROW	199,701.95	199,701.95
					WASTEWATER DEBT ESCROW	291,116.55	291,116.55
					WASTEWATER REPAIR ESCROW	232,274.31	232,274.31
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	51,403.85	51,403.85
							10,160,052.04

*Customer Deposit Breakdown

Electric	128,000.00
Wastewater	21,000.00
Water	21,000.00
	<u>170,000.00</u>

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

Held on Monday, November 22, 2021
In the Council Chambers at City Hall

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

Members Absent: None

Staff: DDA Director ConnerWellman, City Clerk Miller

Guests: Becky Ward

Chair Grimminck called the meeting to order at 7:00 P.M.

Motion by Madarang, supported by Williamson, to approve the agenda as presented.
All in favor. Adopted.

There was no Public Comment.

Motion by Williamson, supported by Madarang, to approve the minutes of the October 25, 2021 meeting.
All in favor. Adopted.

Motion by Hengesbach, supported by Antaya, to approve the Treasurer's Report for October 2021.
All in favor. Adopted.

Motion by Antaya, supported by Madarang, to approve the Treasurer's Report for November 2021.
All in favor. Adopted.

There were no team reports as they have not met.

Under Old Business, Director ConnerWellman presented information regarding her suggestion that the two teams be combined and two meetings be held each month. One would be a "working" meeting of the combined teams and the other would be the DDA Board meeting. The "working" meeting would be a "no decision" meeting.

City Manager Gorman stated he wants to ensure the board topics are not too broad and noted the proposed structure goes back to the Main Street program. He further suggested that if this meeting format will be permanent, it should be part of the DDA bylaws.

Director ConnerWellman noted there has been a lot of overlap between the two teams. Only the team members that have work progress to report/discuss would need to attend the “working” meeting.

There was discussion.

Director ConnerWellman suggested the “working” meeting should be held the 2nd Tuesday of each month at 5:30 P.M. with the first meeting to be held Tuesday, January 11, 2022.

City Manager Gorman reported the underground radar assessment of the property at 103 W. Grand River Ave. was completed last week. There were no underground tanks located. He reminded the board the first consideration in accepting the donation of the property should be the TIF Plan.

There was discussion.

Motion by Barnes, supported by Williamson, to draft a donation agreement with Bill Fabiano for the property located at 103 W. Grand River Ave.

All in favor. Adopted.

Director ConnerWellman noted the Rivers Edge Grill Liquor License was approved by City Council. It still needs to be approved by the State of Michigan.

Under New Business, Director ConnerWellman noted there would not be a DDA meeting in December.

Motion by Williamson, supported by Madarang, to not hold a DDA meeting in December.

All in favor. Adopted.

Director ConnerWellman noted that volunteers are still needed for HolidayFest.

Under the Director Report, Director ConnerWellman presented the November 2021 Director’s Report and the Community Investment Summary.

Under Board Member Comments, City Manager Gorman noted the City has several large projects planned over the next few years. Projects include a \$10 million Wastewater Treatment Plant Improvement Project which will require a rate increase, the Kent Street Improvement Project, and replacement of the Divine Hwy. Bridge.

Motion by Williamson, supported by Antaya, to adjourn the meeting at 7:42 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

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

Held on Monday, December 20, 2021
In the Council Chambers at City Hall

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

Members Absent: None

Staff: DDA Director ConnerWellman, City Clerk Miller

Guests: Mike Judd

Chair Grimminck called the meeting to order at 6:15 P.M.

Motion by Madarang, supported by Hengesbach, to approve the agenda as presented.
All in favor. Adopted.

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

There was no Public Comment.

Director ConnerWellman presented the Real Property Donation Agreement to accept the property located at 103 W. Grand River Ave. from Bird Dog Real Estate, LLC (Bill Fabiano).

City Manager Gorman provided information on how the agreement was drafted.

Motion by Antaya, supported by Madarang, to approve the Real Property Donation Agreement and the Resolution Authorizing the City of Portland Downtown Development Authority to Accept the Gift of Property and to take any and all actions necessary to accept the donation.

City Clerk Miller held a roll call vote.

Briggs – Yes

Antaya – Yes

Hengesbach – Yes

Grimminck – Yes

Madarang – Yes

Williamson – Yes

Barnes – Yes

Gorman – Yes

All in favor. Adopted.

DDA Minutes – December 20, 2021

Under Board Member Comments, City Manager Gorman thanked Director ConnerWellman for all of her efforts surrounding the very successful HolidayFest event.

There was discussion regarding the rescheduling of the event.

Motion by Gorman, supported by Madarang, to adjourn the meeting at 6:34 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: January 24, 2022

REPORT OF FUNDS IN DDA AS OF: January 16, 2022

PRINCIPAL & INTEREST ACCOUNT

PREVIOUS BALANCE:	<u>12/16/2021</u>	<u>\$ 501.78</u>
NEW BALANCE:	<u>12/31/2021</u>	<u>\$ 501.78</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>11/30/2021</u>	\$ 24,929.13
DEPOSITS:		\$ 14,882.63
Due to customers:		\$ -
NEW BALANCE:	<u>12/31/2021</u>	<u>\$ 39,811.76</u>

Revised }

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>12/16/2021</u>	\$ 409,492.68
INTEREST EARNED:		\$ 3.83
DEPOSITS:		
Prime Certificate Reimb from City for Safety program		\$ 65.00
2021 Winter tax capture		\$ 17,808.29

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge January 2022	\$ 300.00
	Bank fee - Fraud Protection	\$ 30.00
2260	Diversified Title, 103 East Grand River Ave	\$ 664.00
2261	City of Portland, Reimb. for credit card chages, phone & postage	\$ 878.27
2263	Kurt Fedewa, monthly article	\$ 25.00
2262	Ionia Area Chamber of Commerce, Annual Investment	\$ 260.00
2264	Tina Conner-Wellman, cell phone reimbursement	\$ 40.00

\$ (2,197.27)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 12/17/2021 - 01/16/2022 \$ (6,482.65)

TOTAL EXPENSES: \$ (8,679.92)

NEW BALANCE: 1/16/2022 **\$ 418,689.88**

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



Date: February 28, 2022

REPORT OF FUNDS IN DDA AS OF: February 16, 2022

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE: 12/31/2021 \$ 501.78

NEW BALANCE: 1/31/2022 \$ 501.78

PRIME ACCOUNT

PREVIOUS BALANCE: 12/31/2021 \$ 39,811.76

DEPOSITS: \$ (1,903.53)

Due to customers: \$ -

NEW BALANCE: 1/31/2022 \$ 37,908.23

REGULAR ACCOUNT

PREVIOUS BALANCE: 12/31/2021 \$ 418,689.88

INTEREST EARNED: \$ 3.53

DEPOSITS:

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge February 2022	\$ 300.00
	Bank fee - Fraud Protection	\$ 30.00

2265	Advanced Landscape Health Specialists , vegetation control	\$ 1,227.48
2266	City of Portland , Reimb. for credit card chages, phone & postage	\$ 685.38
2267	Kurt Fedewa , monthly article	\$ 25.00
2268	Michigan Downtown Association , Spring workshop & Legislative day	\$ 170.00
2269	RCP , artwork/graphics for the Gable on the Pavilion Toan Park	\$ 135.00
2270	Tina Conner-Wellman , cell phone reimbursement	\$ 40.00

\$ (2,612.86)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 01/17/2021 - 02/16/2022 \$ (6,172.21)

TOTAL EXPENSES: \$ (8,785.07)

NEW BALANCE: 2/16/2022 \$ 409,908.34

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

City Of Portland
Water Department
Monthly Water Report
February 2022

Monthly Water Production

Well #4	6,053,000 Gallons
Well #5	0 Gallons
Well #6	2,368,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	216,179 Gallons
Well #5	0 Gallons
Well #6	84,571 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells

300,750 Gallons

Total Water Production for the Month

8,421,000 Gallons

Total Water Production for the Previous Month

8,424,000 Gallons

Total Production decreased by

3,000 Gallons

Total Production for This Month from the Previous Year

8,811,000 Gallons

Total Production decreased by

390,000 Gallons

Rodney D. Smith Jr.
Water Technician

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

February 23, 2022
January 1-31, 2022

Kwh Consumed	4,396,734
DIESEL PRODUCTION	3,629
HYDRO GENERATION	242,841

Total Kwh Purchased	4,150,264	Total Dollars Paid	\$ 204,341.67
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Kwh Billed

Residential	2,802,405
Commercial	803,483
Large General	756,700
City St. Lites Metered	32,299
St. Lites Unmetered	
Rental Lights	
Demand	1,847
Total Kwh Billed	4,396,734

Dollars Billed

PCA Billed	\$ 112,484.32
Residential	\$ 331,420.12
Residential EO Charge	\$ 2,925.67
Geothermal Discount	\$ (229.19)
Commercial	\$ 101,766.99
Commercial/LG EO Charge	\$ 2,413.41
Large General	\$ 63,921.32
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,761.78
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 227.84
Demand	\$ 14,724.61
Tax	\$ 24,128.67
Total Dollars Billed	\$ 658,106.99

Arrears after billing	\$ 11,258.22
Penalties Added	\$ 2,893.74
Arrears end of month	\$ 30,244.68
Fuel Cost Billed	\$ 76,539.43
Amount Collected	\$ 408,258.08
Total Adjustments	\$ 1,021.24

Power Cost Adj. .02578

Residential Customers	2,248
Commercial Customers	329
Large General	15
Total Customers	2,592

02/03/22



CITY OF PORTLAND
February-22

WATER DEPARTMENT REPORT

MONTH	Jan-22	PERIOD COVERED	Jan. 1-31, 2022
Customers Billed		Penalties Added	\$ 522.52
City	1,834	Dollars Collected	\$ 56,584.81
Rural	24	Arrears at end of Month	\$ 4,858.25
Total Customers	1,858	Adjustments	\$ (105.61)
		Gallons Pumped	8,424,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	7,456,126		\$ 54,840.70
Rural	186,578		\$ 2,190.52
Total	<u>7,642,704</u>		<u>\$ 57,031.22</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,795	Dollars Billed	\$86,332.84
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 86,332.84

Penalties Added	\$ 803.24
Dollars Collected	\$ 85,538.83
Arrears at end of Month	\$ 6,723.48
Adjustments	\$ (176.07)
Gallons Treated per Million	9.770

