



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

7:00 P.M. Monday, October 2, 2023

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:04 PM	<b>IV. <u>Public Comment</u></b> (5-minute time limit per speaker)	
7:05 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b>	
7:30 PM	<b>A. Electric Department – Automatic Metering Infrastructure (AMI) Presentation</b> 1. Todd Davlin – Electric Superintendent 2. Kyle Kopczyk - PSE 3. Jesse Danielewicz – Vision Metering <b>B. DDA Director ConnerWellman – Downtown Report</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:35 PM	<b>A. Proposed Resolution 23-67 Approving the Purchase of an Air Compressor for the Electric Department</b>	Decision
7:38 PM	<b>B. Proposed Resolution 23-68 to Opt Out of the Low-Income Energy Assistance Fund Created by Public Act 95 of 2013</b>	Decision
7:40 PM	<b>C. Proposed Resolution 23-69 Approving, Authorizing, and Directing the Mayor and City Clerk to Sign a License Agreement to Permit Holding a Haunted House at The Red Mill</b>	Decision
7:43 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A. Minutes and Synopsis of the Regular City Council Meeting held on September 18, 2023</b>	
	<b>B. Payment of Invoices in the Amount of \$160,285.46 and Payroll in the Amount of \$147,262.33 for a Total of \$307,547.79</b>	
	<b>C. Purchase Orders over \$5,000.00</b>	
	1. CBIZ in the Amount of \$5,300.00 for Actuarial Valuation	
	2. Kurt Hinds Building & Renovation in the Amount of \$7,109.22 for Maintenance at the Well Houses	

<b>Estimated Time</b>
7:45 PM
7:50 PM
7:55 PM
8:00 PM

3. Off and Running Painting in the Amount of \$11,400.00 for Painting at City Hall

**XI. Communications**

- A. DDA Minutes for August 28, 2023
- B. Utility Billing Report for August 2023
- C. Water Department Report for September 2023
- D. Portland District Library 2021-2022 Annual Report
- E. Ionia County Board of Commissioners Budget Meeting Agenda for September 20, 2023
- F. Ionia County Board of Commissioners Agenda for September 26, 2023

**XII. Other Business – None**

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-67**

**A RESOLUTION APPROVING THE PURCHASE OF AN AIR  
COMPRESSOR FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the Electric Department operates diesel and natural gas/diesel generators that require air compressors to start the engines and those air compressors are in need of replacement; and

**WHEREAS**, the Electric Superintendent sought bids and recommends approving the purchase of a 30 HP Piston Compressor from Cathey Company in the amount of \$13,387.50, a copy of the quote and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its regular meeting on September 26, 2023, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the purchase of a 30 HP Piston Compressor from Cathey Company in the amount of \$13,387.50, a copy of the quote and memo from the Electric Superintendent, 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:** October 2, 2023

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

# Memo



**To:** Board of Light & Power  
**From:** Todd Davlin, Electric Superintendent  
**Cc:** Tutt Gorman, City Manager  
**Date:** 9/25/2023  
**Re:** Power Plant Air Compressor

The air compressors at the Power Plant are decades old and required for reliably starting diesel/natural gas generators. Two of the three compressors at the plant have had starting and stopping issues over the past 12 months. In order to maintain reliable engine operations, the compressors will be replaced over a 24-month period. We solicited quotes from three vendors. Below is a summary of vendors and responses:

Michigan Air Solutions	25 HP Piston Compressor	No Response
Best Aire	25 HP Piston Compressor Gardner Denver	\$18,413.12
Cathey Company	30 HP Piston Compressor Saylor Beall	\$13,387.50

**RECOMMENDATION:** Action Item BLP8A – Recommend City Council approve Cathey Company Quotation 34057 for Item CATH26551 which is a 30 horsepower, 3 phase, base mounted Saylor Beall reciprocating compressor for an estimated cost of 13,387.50.



**Cathey Company**  
 4917 Tranter St  
 Lansing MI 48910-3662  
 517-393-4720 Fax#: 517-393-4225

**Quotation**

*Plant 03M*

Quote#	34057
Bill to	BOARD OF LIGHT AND POWER PORTLAND
Phone	
Salesperson	JI Jeff Ide
Entered by	Trey Stollsteimer on 06/08/23
Printed on	Thu Jun 8, 2023 at 9:12 am

Due by	Thursday 06/08/23
Ship to	BOARD OF LIGHT AND POWER PORTLAND
Address	
Ship from	Lansing
Ship Via	
Terms of Sale	No Terms Established
Approval Signature	
Printed Name	

Item#	Description	Quantity	Price	Amount
CATH26550	15HP, 3PH, BASE MOUNTED AIR COMPRESSOR W/ SPIN ON OIL FILTER 12-16 WEEK LEAD TIME	1	11,716.25	11,716.25
CATH26551	30HP, 3PH, BASE MOUNTED AIR COMPRESSOR W/ SPIN ON OIL FILTER	1	13,387.50	13,387.50
CATH90005	Shipping To Be Determined	1	.00	.00
			<b>Total</b>	<b>25,103.75</b>

*40 amps*

*\* confirm flow  
and location*

*BLP => Sept 26*

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-68**

**A RESOLUTION TO OPT OUT OF THE LOW-INCOME ENERGY ASSISTANCE FUND CREATED BY PUBLIC ACT 95 OF 2013**

**WHEREAS**, on July 1, 2013, the State of Michigan passed Public Act 95 (PA 95) that requires all electric utilities to charge up to \$0.99 per month on customer bills to raise revenue that would go into the Low-Income Energy Assistance Fund administered by the State to provide heating assistance to needy individuals; and

**WHEREAS**, City staff have projected that this could cost City Electric customers up to \$30,000 per year; and

**WHEREAS**, PA 95 provides that a municipally owned electric utility or a cooperative electric utility may annually opt out of collecting funds for the Low-Income Energy Assistance Fund and that a utility that opts out cannot shut off electricity to a residential customer from November 1 to April 15 for nonpayment of a delinquent account; and

**WHEREAS**, the City of Portland has previously adopted electric shut-off rules that protect low-income and senior citizens from electric shutoffs from November 1 to April 15 and that opting out of collecting funds for the Low-Income Energy Assistance Fund would extend protection from shut-offs during the heating season to all residential customers and not raise all customers rates by up to \$0.99 per month; and

**WHEREAS**, the City of Portland has opted out of this program since 2013.

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

1. The City Council approves opting out of collecting funds for the Low-Income Energy Assistance Fund for the next year rather than raising all customers' electric bills by up to \$0.99 per month.
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:** October 2, 2023

\_\_\_\_\_  
**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. 23-69**

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE  
MAYOR AND CITY CLERK TO SIGN A LICENSE AGREEMENT TO  
PERMIT HOLDING A HAUNTED HOUSE AT THE RED MILL**

**WHEREAS**, The Friends of the Red Mill has requested permission to hold a haunted house at the Red Mill building located on Water Street for purposes of raising funds for the Red Mill Pavilion Project; and

**WHEREAS**, the Friends of the Red Mill will be the sponsor of the Haunted House and provide liability insurance to protect the City; and

**WHEREAS**, the City Manager has prepared a license agreement between the City and the Friends of the Red Mill to allow the use of the Red Mill Property as a haunted house and to protect the City from any claims associated with the event, a copy of the proposed license agreement is attached as Exhibit A.

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

1. The City Council approves, authorizes, and directs the Mayor and City Clerk to sign the License Agreement to permit holding a haunted house at the Red Mill building, a copy of which is attached as Exhibit A.
  
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 2, 2023

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

## LICENSE AGREEMENT

THIS AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023, between the City of Portland, a Michigan municipal corporation, the address of which is 259 Kent Street, Portland, Michigan 48875, Attn: City Manager (the “City”) and the Friends of the Red Mill, (the “Licensee”).

### RECITALS

- A. The City owns certain real property commonly known as the Red Mill located at 450 Water Street, Portland, Michigan (the “Red Mill”).
- B. The Licensee desires to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event. The haunted house event will take place during the month of October.
- C. The City has agreed to grant a license to the Licensee to use the Red Mill for the purposes stated in paragraph B above subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. License. The City grants the Licensee, and the Licensee accepts from the City, a revocable, non-transferable license to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Mill prior to the event. This is a license, and the Licensee understands and agrees that it is only permission to temporarily use the Mill and does not constitute any legal or possessory interest in the site.
2. Use. The Licensee is permitted to use the Red Mill to hold a haunted house during the month of October 2023 and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event subject to the following conditions:
  - i. Licensee shall not put any nails, screws or other fasteners into the wood porch or Red Mill building; and
  - ii. Licensee is responsible for clean-up and restoration of the property and shall leave the Red Mill in as good a condition as before the Licensee’s use.
3. Insurance. Licensee shall furnish a certificate of insurance showing that the Licensee has liability insurance in the minimum amount of \$1,000,000 per occurrence for bodily injury (including death).

4. Indemnification. The Licensee shall hold the City harmless from, indemnify it for and defend it against any and all liabilities, claims, damages, causes of action, losses, costs and expenses, including actual attorneys and other legal fees, for all injuries or death of any person, or damage to any property, occurring directly or indirectly from the Licensee's use of the Red Mill for the purposes stated in paragraph 2 above. It is the intention of both parties that the City shall not be liable or in any way responsible for any damage, loss, or injury due to accident or mishap relating in any way to the use the Red Mill to hold a haunted house or to temporarily store construction materials for the haunted house inside the Red Mill prior to the event.
5. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to its subject matter and supersedes and replaces all other prior agreements as to its subject matter and it supersedes and replaces all prior or contemporaneous agreements.
6. Amendment. This Agreement may not be modified or amended except in writing signed by the parties.
7. Governing Law. This Agreement shall be construed and enforced under the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this License to be signed as of the date and year first written above.

WITNESSES:

CITY OF PORTLAND

\_\_\_\_\_  
Monique I. Miller

\_\_\_\_\_  
James E. Barnes, Mayor

LICENSEE:

FRIENDS OF THE RED MILL

\_\_\_\_\_

BY: \_\_\_\_\_  
Noreen Logel

NBP1557090D

Renewal of Number

\*\*\* RENEWAL CERTIFICATE \*\*\*

Direct Bill Policy

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NBP1557090E

NAMED INSURED AND ADDRESS:

FRIENDS OF THE RED MILL LLC

858 MAYNARD ST

PORTLAND, MI 48875

This Policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218 and MCL 500.2236

POLICY PERIOD: (MO. DAY YR.) From: 08/21/2023 To: 08/21/2024

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Non-Profit Management Liability

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NBP1557090D IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

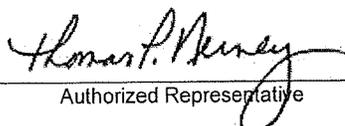
THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$3,106.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$885.00
<b>TOTAL:</b>	<b>\$4,041.00</b>

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue  
**See Endorsement EOD (1/95)**

Agent: FB PARTNERS GROUP (4186)  
7373 West Saginaw Highway  
Lansing, MI 48917

Issued: 07/21/2023 8:21 AM

By:   
Authorized Representative

UPC (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, September 18, 2023

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

Guests: Jon Moxey and Corey Turner of Fleis & VandenBrink; Kathy Parsons; Mike Judd

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 proposed Agenda.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman reported the City of Portland was added to the list of cities to declare a local State of Emergency due to the severe thunderstorms on Thursday, August 24, 2023. City staff have been working with its insurance provider on covered costs. All other costs will be submitted for reimbursement from the State of Michigan through the State of Emergency.

Both the Village of Sunfield and Sunfield Township have expressed interest in contracting with the City for Ambulance service which would provide additional revenue to the department.

The Downtown Development Authority continues to work through an update to its Tax Increment Financing (TIF) Plan. The Citizen Council will meet Monday, October 2, 2023, at 12:30 P.M. to review the proposed amendment to the TIF Plan.

Vision Meter has been selected as the vendor for the Electric Department's Advanced Metering Infrastructure (AMI) technology project. They are scheduled to present information on the project to Council at the October 2, 2023, Council meeting.

City Manager Gorman noted he met with the City's bond attorneys this week as preparations are made for the Notice of Intent to bond for the Electric Department Substation Project and possibly the AMI Project, depending on potential grant funding.

City Manager Gorman stated he met with the new owner and developer of the Rindlehaven property on Friday, September 8, 2023. The potential development includes single-family housing, some multi-family housing, and a carve out of approximately 50 acres for development by St. Patrick School and Church for

athletic facilities and other future development. The proposed plan would include development of access to the property from Cutler Road.

The Planning Commission will meet on Wednesday, October 11, 2023, to consider a proposed rezoning and site plan review for Tru Family Dental, located at 155 Rowe Ave. and a text amendment to the Zoning Ordinance regarding fences and walls.

Under Presentations, Jon Moxey of Fleis & VandenBrink provided the design and an update on the upcoming Kent Street Improvement Project.

Under Presentations, Corey Turner of Fleis & VandenBrink provided an update on the Wastewater Treatment Plant Improvement Project.

Under New Business, the Council considered Resolution 23-61 to approve repairs to the boardwalk and award the project to Anlaan Corporation.

Jon Moxey provided information on the Boardwalk Repair Project.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 23-61 approving boardwalk repairs and awarding the project to Anlaan Corporation.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 23-62 to purchase and finance a John Deere 320P backhoe, in the amount of \$115,411.00, for the DPW.

Motion by Johnston, supported by Sheehan, to approve Resolution 23-62 approving the purchase and financing of a John Deere 320P backhoe for the Department of Public Works (DPW).

Yeas: Johnson, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 23-63 to approve the purchase of a 2024 John Deere Gator through the State of Michigan MiDeal Program, in the amount of \$16,358.62, for the Parks and Cemetery Departments.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 23-63 approving the purchase of a 2024 John Deere Gator for the Parks and Cemetery Departments.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 23-64 to approve a Second Amendment to the Portland Area Municipal Authority (PAMA) Agreement which changes the Fiscal Year from July 1 through June 30, requires the PAMA Board to submit a budget to the City and the Townships for review, and requires approval from the City and the Townships for expenditures over the annual limit.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 23-64 approving a Second Amendment to the PAMA Agreement.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 23-65 to impose a moratorium on issuing Zoning Permits for fences and walls.

City Manager Gorman noted the Zoning Ordinance does not provide guidelines for the types of materials that can be used to construct fences and walls. The Planning Commission will hold a Public Hearing to receive comments on this issue at its meeting on Wednesday, October 11, 2023. The proposed moratorium would be in place through December 1, 2023, which should allow enough time for review by the Planning Commission and adoption by the City Council.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 23-65 to impose a moratorium on the issuance of Zoning Permits for fences and walls.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 23-66 to amend the Budget for Fiscal Year 2023-2024.

Motion by Sheehan, supported by Johnston, to approve Resolution 23-66 to amend the Budget for Fiscal Year 2023-2024.

Yeas: Sheehan, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

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 September 5, 2023, payment of invoices in the amount of \$178,760.26 and payroll in the amount of \$133,973.56 for a total of \$312,733.82. Purchase orders to Civic Plus in the amount of \$5,303.97 for codification of Supplement No. 4 of the Code of Ordinances, Fence Consultants in the amount of \$6,683.00 for fence installation at Brush Street Park, Cook Brothers Excavating in the amount of \$6,757.50 for storm cleanup, Bloom Sluggett in the amount of \$8,520.50 for August legal services, Fence Consultants in the amount of \$10,395.00 for fence installation at Alton Park, Meadowbrook Insurance Agency in the amount of \$12,633.50 for a Cyber Insurance Policy, Fleis & VandenBrink in the amount of \$15,257.75 for work on the Kent Street Improvement Project, and NutriGro Environmental Solutions in the amount of \$27,342.00 for biosolid land application were also included.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted the Portland Civic Players will hold a celebration for the installation of the new marquee on Saturday, September 23, 2023, at 7:30 P.M.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck provided information on the fundraiser luncheon to be hosted by the Soup Project at the Red Mill Pavilion on Saturday, October 7, 2023, at 1:00 P.M. The cost is \$10.00 per person.

Mayor Barnes noted yesterday was the 236<sup>th</sup> Anniversary of the signing of the United States Constitution.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 8:54 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the September 18, 2023, 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

**Presentation** - Jon Moxey of Fleis & VandenBrink provided the design and an update on the upcoming Kent Street Improvement Project.

**Presentation** - Corey Turner of Fleis & VandenBrink provided an update on the Wastewater Treatment Plant Improvement Project.

**Approval of Resolution 23-61** approving boardwalk repairs and awarding the project to Anlaan Corporation.

All in favor. Adopted.

**Approval of Resolution 23-62** approving the purchase and financing of a John Deere 320P backhoe for the Department of Public Works (DPW).

All in favor. Adopted.

**Approval of Resolution 23-63** approving the purchase of a 2024 John Deere Gator for the Parks and Cemetery Departments.

All in favor. Adopted.

**Approval of Resolution 23-64** approving a Second Amendment to the PAMA Agreement.

All in favor. Adopted.

**Approval of Resolution 23-65** to impose a moratorium on the issuance of Zoning Permits for fences and walls.

All in favor. Adopted.

**Approval of Resolution 23-66** to amend the Budget for Fiscal Year 2023-2024.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 8:54 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
BETH LOWE	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
FIRST ADVANTAGE OCCUPATIONAL HEALTH	02603	CLINIC COLLECTIONS - R HONSOWITZ	188.83
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	309.82
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	7,960.00
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF SEPT 2023 - ASSE	1,583.33
PORTLAND AREA FIRE AUTHORITY	02128	2ND QUARTER FIRE SERVICES OCT-DEC 2023 - COM PF	31,682.90
DAN SOWLES	02724	CELL PHONE REIMB SEPT 2023 - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
CROWN TROPHY	02835	COED CHAMP FALL TROPHY- REC	55.00
CBIZ BENEFITS & INSURANCE SERVICES	02426	ACTUARIAL VALUATION - VAR DEPTS	5,300.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	51.95
COOK BROS EXCAVATING	00101	STORM CLEAN UP 3 DAYS - LOC STS APV CONS AGEND	6,757.50
CULLIGAN	02130	WATER 2X - WW	15.50
DICKINSON WRIGHT PLLC	02244	LEGAL SVCS AUG 2023 - GEN, ECON DEV	931.00
FOSTER BLUE WATER OIL, LLC	02301	DIESEL TANK FILL - PARKS, CEM	679.96
FOSTER BLUE WATER OIL, LLC	02301	GAS TANK REFILL - PARKS, CEM	639.35
GALL'S LLC	00159	UNIFORM PULLOVER - POLICE	107.90
GRAINGER, INC.	00172	CLOCK - MTR POOL	25.06
GROSS MACHINE SHOP	00180	PITCHERS SCREEN ADULT SOFTBALL - REC	296.40
IONIA DEPT. OF PUBLIC SAFETY	01351	6 MOTOROLA XTS 5000 - AMB	1,250.00
INTEGRITY MOBILE SERVICES, LLC	02749	TRANSFORMER/CABINET PAINTING - ELEC APP RES 23-	14,750.00
KEUSCH TIRE & AUTO	00228	TIRE REPAIR UNIT 45 - AMB	36.00
GRAND LEDGE FORD	02579	C1 REPAIR STEERING ISSUE - POLICE	167.22
PRO FINISH PAINTING LLC	02836	BATHROOM RENOVATIONS - PARKS	2,745.00
PURE GREEN LAWN AND TREE	02812	FERT/WEED CONTROL - CITY HALL	65.00
PURE GREEN LAWN AND TREE	02812	LAWN APPLICATIONS - PARKS	93.00
SPARTAN COMMERCIAL ROOFING LLC	02772	LEAK IN ROOF - CITY HALL	300.00
STAR THOMAS	01654	SUPPLIES REIM - POLICE	50.50
STRYKER	02688	ANNUAL PYMT MED EQUIP #3 - AMB	19,893.58
VILLAGE OF LAKE ODESSA	02837	STORM RESPONSE - MAJ, LOC STS	2,721.60
FIRE PROS, LLC	00151	FIRE EXT MAINTENANCE- ELECTRIC	141.75

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRAINGER, INC.	00172	DAM REPAIRS/HARDWARE - ELECTRIC	137.80
GRAINGER, INC.	00172	DAM REPAIRS/HARDWARE - ELECTRIC	314.76
GRAINGER, INC.	00172	DAM REPAIR/HARDWARE - ELECTRIC	393.90
MCMASTER-CARR	02838	COMPRESSOR AIR FILTER KIT - ELECTRIC	66.54
MICHIGAN STEEL AND TRIM	02613	BLACK 29 GAUGE FLAT STOCK - ELECTRIC	34.90
MUNICIPAL SUPPLY CO.	00324	MIS DIG FLAGS - ELECTRIC	79.00
TRUGREEN	02830	LAWN SERVICE - ELECTRIC	84.00
TRUGREEN	02830	AERATION & SEEDING - ELECTRIC	143.16
TRUGREEN	02830	LAWN SERVICE - ELECTRIC	45.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	191.00
ALT PRINTING CO.	02712	SHIRTS COED FALL SB CHAMPS - REC	154.00
UIS SCADA	00462	TROUBLE SHOOT PUMP FILTER - WATER	972.00
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING - ELECTRIC	2,025.00
POWER LINE SUPPLY COMPANY	00389	SAFETY TRAINING GEAR - ELECTRIC	1,485.00
TIMBER TREE SERVICES LLC	01817	STORM TREE REMOVAL - ELECTRIC	1,200.00
RYAN HONSOWITZ	00191	CLOTHING ALLOW - CEM, MTR POOL	141.01
GRAINGER, INC.	00172	SUPPLIES - MTR POOL	10.19
FAMILY FARM & HOME	01972	GLOVES 3 PACK - WATER	14.99
CIVIC PLUS LLC	02335	ANNUAL WEBSITE FEE - COM PROMO APPV CONS AGEN S	8,482.99
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	569.00
GEORGE & AMANDA ROWE	MISC	ENERGY REFUND PROGRAM - ELECTRIC	100.00
GRAINGER, INC.	00172	TOILET REPAIR RED MILL - PARKS	26.02
CITY OF IONIA	00204	STORM RESPONSE - LOC STS	1,541.92
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	450.00
CULLIGAN	02130	WATER 3X CITY HALL - GEN	23.00
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	465.64
CINTAS	00083	SAFETY CABINET REFILL - MTR POOL	7.02
CORRIGAN OIL CO, NO. 11	02693	DIESEL FUEL - MTR POOL	225.74
MUNICIPAL SUPPLY CO.	00324	BLUE PAINT - WATER	60.00
MUNICIPAL SUPPLY CO.	00324	COMPRESSION FITTING - WATER	75.62
USA BLUEBOOK	01850	SUPPLIES - WW	913.62

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	RUBBER BOOTS - WW	180.98
CITY OF PORTLAND-PETTY CASH	00701	VAR REIMB FOR SUPPLIES - VAR DEPTS	250.67
BRENT LISTERMAN	02519	REIMB FOR GUN CLUB MEMBERSHIP - POLICE	75.00
STAR THOMAS	01654	USPS REIM - POLICE	8.56
FAMILY FARM & HOME	01972	GRID TAPE FOR LADDER - AMB	33.98
PAMA	01370	40% CONT TO PAMA - COM PROMO	700.00
CINTAS	00083	MEDICINE CABINET REFILL - CITY HALL	7.15
LOOMIS, EWERT, PARSLEY, DAVIS, &	G02715	LEGAL SERVICES - POLICE	225.50
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC APPRV RES 22-29	1,033.89
JAMES RYAN	MISC	REFUND AMB SUBS DUPLICATE PYMT - AMB	60.00
BRIAN RUSSELL	00593	OFFICIAL - REC	280.00
BRYAN SCHEURER	00600	OFFICIAL - REC	502.00
JACK GENSTERBLUM	02832	OFFICIAL - REC	96.00
ADDISON SCHEURER	02831	OFFICIAL - REC	48.00
JERRYD SCHEURER	02785	OFFICIAL - REC	96.00
PRO FINISH PAINTING LLC	02836	BATHROOM RENO PAINT/FLOORS - PARKS	4,746.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	1,919.41
CHOP	02733	REMOVE TREES - ELECTRIC, APPR RES 9-5-23	5,300.80
POWER LINE SUPPLY COMPANY	00389	SWEATSHIRT - ELECTRIC	125.00
FAMILY FARM & HOME	01972	SEEDING MULCH - ELECTRIC	79.95
HYDRO PARTNERS	02821	CONSULT ON DAM - ELECTRIC APP RES 23-52	2,375.00
THEKA ASSOCIATES ENGINEERING, INC.	02557	NEW DIST SUB STA PYMT # - ELE RES 22-77	18,030.00
WHEELER WORLD INC	02793	HIGH PRESS PUMP - ELECTRIC	4,737.44
UPS	02587	SHIPPING TO PREMIER SAFETY - ELECTRIC	13.16
Total:			\$160,285.46

**BI-WEEKLY  
WAGE REPORT  
October 2, 2023**

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.	11,246.76	80,373.90	4,050.11	25,421.85	15,296.87	105,795.75
ASSESSOR		-		-	-	-
CEMETERY	4,867.99	38,834.03	2,096.62	10,136.77	6,964.61	48,970.80
POLICE	18,172.38	130,414.87	5,526.08	34,769.66	23,698.46	165,184.53
CODE ENFORCEMENT	95.89	470.51	7.34	36.02	103.23	506.53
PARKS	4,393.05	35,080.60	914.39	5,023.47	5,307.44	40,104.07
INCOME TAX	2,592.84	18,443.53	711.18	4,829.07	3,304.02	23,272.60
MAJOR STREETS	3,192.71	28,365.68	1,390.30	10,817.24	4,583.01	39,182.92
LOCAL STREETS	2,744.34	26,504.34	1,519.83	10,304.36	4,264.17	36,808.70
RECREATION	1,691.69	11,294.68	479.47	2,822.44	2,171.16	14,117.12
AMBULANCE	17,432.44	133,782.97	3,888.24	26,863.79	21,320.68	160,646.76
DDA	2,511.40	18,389.91	470.32	3,163.41	2,981.72	21,553.32
ELECTRIC	19,793.94	150,220.24	7,958.49	45,689.96	27,752.43	195,910.20
WASTEWATER	12,894.97	76,036.42	4,219.41	21,215.96	17,114.38	97,252.38
WATER	7,606.79	46,998.01	3,567.49	16,684.26	11,174.28	63,682.27
MOTOR POOL	919.36	5,513.12	306.51	1,563.34	1,225.87	7,076.46
<b>TOTALS:</b>	<b>110,156.55</b>	<b>800,722.81</b>	<b>37,105.78</b>	<b>219,341.60</b>	<b>147,262.33</b>	<b>1,020,064.41</b>





# PURCHASE ORDER

## City of Portland

P.O. 12906

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

VENDOR CBIZ

\_\_\_\_\_

\_\_\_\_\_

DATE: 9-19-23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<i>Actuarial Valuation</i>		<i>70</i>	<i>\$5,300</i>
	<i>101.201.804000</i>	<i>18</i>	<i>954</i>
	<i>101.301.804000</i>	<i>6</i>	<i>318</i>
	<i>582.201.804000</i>	<i>29</i>	<i>1,537</i>
	<i>590.201.804000</i>	<i>15</i>	<i>795</i>
	<i>591.201.804000</i>	<i>1</i>	<i>53</i>
	<i>203.201.804000</i>	<i>7</i>	<i>371</i>
	<i>210.201.804000</i>	<i>6</i>	<i>318</i>
	<i>661.441.804000</i>	<i>6</i>	<i>318</i>
	<i>202.201.804000</i>	<i>12</i>	<i>636</i>
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	<i>\$5,300</i>

  
\_\_\_\_\_  
Treasurer Initials

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

City of Portland Retiree Medical Plan

6801 Brecksville Rd, Door N  
Independence, OH 44131  
Ph:216.447.9000 F: 216.447.9007  
www.cbiz.com/retirement

BILL TO CLIENT ID: 10004158

City of Portland  
Mindy Tolan  
259 Kent Street  
Portland, MI 48875

Date Invoiced	Invoice #	Due Date
09-12-2023	10150013	10-12-2023

For the Billing Period ended August 2023

Description	Amount
<b>Consulting</b>	
2023-06-30 Actuarial Valuation – Cit of Portland Retiree Health Care Plan – Final Report delivered via email on August 30, 2023	\$4,400.00
2023-06-30 PA 202 of 2017 Reporting - Cit of Portland Retiree Health Care Plan – Final Report delivered via email on August 30, 2023	\$600.00
Technology and Administration Fee	\$300.00

Please make payable to CBIZ Benefits & Insurance Services  
 Remit to: 28264 Network Place, Chicago, IL 60673-1282  
 JPMorgan Chase Wire: Account # 651912771 Routing # 021-000-021  
 JPMorgan Chase ACH: Account # 651912771 Routing # 044-000-037

Invoice Total:	\$5,300.00
Less: Payments/ Credits Applied:	\$0.00
<b>Balance Due:</b>	<b>\$5,300.00</b>

To ensure your payment is credited to your account, please reference this invoice number on your remittance.

Account Summary					
Current	1-30	31-60	61-90	Over 90	Total Due
\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00



RETIREMENT & INVESTMENT SOLUTIONS  
a practice of CBIZ



# PURCHASE ORDER

## City of Portland

P.O. 13110

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

VENDOR Kurt Hinds Building + Renovation LLC  
8777 Barnes Rd  
Portland MI 48875

DATE: 9-21-23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Work at well houses.			
Replace 2 doors	591-441-936		est 7,109.22
Install window.			
DEPARTMENT HEAD (UP TO \$500) <u>K. Gustafson</u>		TOTAL	

MD  
Treasurer Initials

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

**Kurt Hinds Building & Renovation, LLC**

8777 Barnes Rd  
Portland, MI 48875  
(517) 242-9717  
kurt@kurthindsbuilding.com  
www.kurthindsbuilding.com



## Estimate

**ADDRESS**

City of Portland Michigan

**ESTIMATE # 1585**

**DATE 09/14/2023**

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ACTIVITY	AMOUNT
<b>Labor and Material</b>	7,109.22
Replace doors on pump house 3 and 4. Install metal doors with metal frames, doors to have louvers on bottom. Install new entry levers. remove plywood and Install 1 vinyl single hung window. Install metal grate on outside of window (grate supplied by customer)	

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TOTAL **\$7,109.22**

Accepted By

Accepted Date

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# PURCHASE ORDER

## City of Portland

P.O. 12987

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

VENDOR Off and Running Painting  
840 Iowa Rd  
Portland, MI 48875

DATE: 9/19/23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Painting - City Hall Interior	101.265.930000		\$11,400
DEPARTMENT HEAD (UP TO \$500) <u>Melinda Low</u>		TOTAL	\$11,400

ML  
Treasurer Initials

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

# Off and Running Painting LLC

# Estimate

Jodi Slater Jones  
840 Ionia Road  
Portland MI 48875  
Phone: 517.648.0432

DATE: 7-20-23

**TO:**

Neil Brown  
Portland Parks and Rec  
Portland City Hall  
259 Kent St.  
Portland, MI 48875

**COMMENTS OR SPECIAL INSTRUCTIONS: ESTIMATE INCLUDES ALL PAINT AND SUPPLIES, 2 EMPLOYEES TO FINISH JOB. HALF DOWN REQUIRED TO BOOK, REMAINDER AT COMPLETION.**

- Can also do section at a time
- I can provide a couple sets of coordinating colors to choose from for all areas so it's not all the same, maybe 3-5 colors for private offices that match with the neutral light color that will go everywhere.
- Will use Emerald Satin by SW for walls.
- All remaining paint stays at the city in case of need for touch up.
- We will fill holes as requested and otherwise leave all walls smooth and uniform in appearance.

DESCRIPTION	PRICE	TOTAL
City Hall Interior Painting		
Section 1:		
• Main public areas downstairs		
• Doors and trim, walls		
o Hall, Bathroom nook, conference room, council chambers, waiting room wall, ect		
o <b>\$3800</b>		
Section 2:		
• Stairwell, including rails and risers		
• Open area upstairs		
• Doors and trim, walls		
o <b>\$4300</b>		
Section 3:		
• Private areas downstairs		
• Doors and trim, walls		
• Offices, halls, bath, copy room, areas and offices by front reception		
o <b>\$3300</b>		
	All: \$11,400	\$5700 down \$5700 completion

Make all checks payable to Jodi Jones or Off and Running Painting  
Venmo Friends and Family only (others **must** pay fee): @Jodi-Slater-1

Thank you for your business!

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

Held on Monday, August 28, 2023  
In the Council Chambers at City Hall

Members Present: Grimminck, Barnes, Gorman, Vogl, Ward, Madarang, Williamson, Briggs

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: Mike Judd, Dave Griffes

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

Motion by Williamson, supported by Vogl, to approve the proposed agenda.  
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Williamson, to approve the minutes of the July 24, 2023,  
meeting as presented.  
All in favor. Adopted.

Under the Treasurer's Report, Mayor Barnes noted a \$60.00 fee for fraud protection on six  
returned checks and a significant increase to the electric charge for the building donated to the  
DDA by Mr. Fabiano.

Director ConnerWellman stated Fabiano's have been allowed to use the building as a courtesy  
for the donation as they had paid the utility bill for the first few months after it was donated.

There was discussion.

Motion by Williamson, supported by Ward, to approve the Treasurer's Report with a request for  
documentation regarding the six returned checks and that the DDA is aware of the electricity  
being used by Fabiano's.  
All in favor. Adopted.

There was nothing new under Team Reports, all activities were related to Beerfest on the Bridge.

Under Old Business, Director ConnerWellman provided a review of the Beerfest on the Bridge  
event held Saturday, August 12, 2023.

Director ConnerWellman provided information on the TIF update process.

There was discussion.

The Bi-Annual DDA-TIF Public Meeting will be held Monday, September 25, 2023, at 7:00 P.M. in the Council Chambers.

Under New Business, the Board discussed and scheduled a planning session for the upcoming 18 months of priorities to be held Tuesday, October 3, 2023, at 6:15 P.M. at City Hall.

Director ConnerWellman provided a review of the Fiscal Year 2022-2023 Budget.

Director ConnerWellman noted the Place Matter Summit will be hosted by The Right Place on October 4, 2023, at Cedar Springs Brewing Company. The MDA Annual Conference will be held November 1-3, 2023, in Birmingham, Alabama.

Under the Director's Report, Director ConnerWellman presented her downtown report.

City Manager Gorman provided information on the issue with Rivers Edge Grill's request to serve alcohol on the Boardwalk. Consideration is being given to creating a social district.

There was discussion.

Under Board Member comments, City Manager Gorman provided information on the damage as a result of the severe thunderstorm that occurred on Thursday, August 24, 2023.

He further noted planning for the Kent Street Improvement Project continues to move forward. The preliminary plan has been reviewed by City staff and will be let for bids this fall. Construction is expected to begin in Spring of 2024.

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

Respectfully submitted,

---

Margery Briggs, Secretary

**CITY OF PORTLAND**

**REPORT DATE**  
**PERIOD COVERED**

September 20, 2023  
August 1-31, 2023

**Kwh Consumed** 3,428,772  
**DIESEL PRODUCTION** 0  
**HYDRO GENERATION** 99,665

**Total Kwh Purchased** 3,329,107      **Total Dollars Paid** \$ 246,723.85

**Kwh Billed**  
Residential 1,698,199  
Commercial 804,505  
Large General 728,100  
City St. Lites Metered 4,305  
St. Lites Unmetered  
Rental Lights  
Demand 2,532

**Dollars Billed**  
PCA Billed \$ 75,492.29  
Residential \$ 219,002.71  
Residential EO Charge \$ 3,093.83  
Geothermal Discount \$ -  
Commercial \$ 102,961.87  
Commercial/LG EO Charge \$ 2,483.03  
Large General \$ 62,080.16  
Large EO Charge \$ 18.40  
City St. Lights Metered \$ 466.22  
St. Lights Unmetered \$ 1,543.05  
Rental Lights \$ 234.34  
Demand \$ 20,194.85  
Tax \$ 18,720.28

**Total Kwh Billed** 3,237,641

**Total Dollars Billed** \$ 506,291.03

Arrears after billing \$ 43,927.25  
Penalties Added \$ 3,985.28  
Arrears end of month \$ 64,027.46  
Fuel Cost Billed \$ 128,074.80  
Amount Collected \$ 561,034.85  
Total Adjustments \$ (17,248.28)

Power Cost Adj. .02336

Residential Customers 2,242  
Commercial Customers 332  
Large General 15  
**Total Customers** 09/01/23 **2,589**



**CITY OF PORTLAND  
September-23**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Aug-23	<b>PERIOD COVERED</b>	August 1-31, 2023
Customers Billed		Penalties Added	\$ 515.72
City	1,883	Dollars Collected	\$ 94,148.93
Rural	24	Arrears at end of Month	\$ 8,472.25
Total Customers	1,907	Adjustments	\$ 85.05
		Gallons Pumped	13,349,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	11,917,832		\$ 77,808.92
Rural	202,905		\$ 2,465.51
Total	<u>12,120,737</u>		<u>\$ 80,274.43</u>

---

**SEWER DEPARTMENT REPORT**

Customers Billed	1,822	Dollars Billed	\$138,143.27
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 138,143.27

Penalties Added	\$ 1,003.17
Dollars Collected	\$ 144,199.47
Arrears at end of Month	\$ 15,206.11
Adjustments	\$ 88.11
Gallons Treated per Million	7.510



City Of Portland  
Water Department  
Monthly Water Report  
September 2023

Monthly Water Production

Well #4	7,212,000 Gallons
Well #5	0 Gallons
Well #6	3,915,000 Gallons
Well #7	1,065,000 Gallons

Daily Water Production

Well #4	240,400 Gallons
Well #5	0 Gallons
Well #6	130,500 Gallons
Well #7	35,500 Gallons

Daily Average Water Production for All Wells 406,400 Gallons

Total Water Production for the Month 12,192,000 Gallons

Total Water Production for the Previous Month 13,349,000 Gallons

Total Production decreased by 1,157,000 Gallons

Total Production for This Month from the Previous Year 12,367,000 Gallons

Total Production decreased by 175,000 Gallons

Rodney D. Smith Jr.  
Water Technician

# Annual Report

## 2021-2022

### Portland District Library

334 Kent Street

Portland, MI 48875



*Today's public libraries support*

- Lifelong learning · Early childhood education ·
- Local business and enterprise ·
- Access to technology and information for all citizens ·

Cory Grimminck, Library Director

2021-2022

# Annual Report

July 1, 2021 – June 30, 2022

*THIS LIBRARY IS A MEMBER OF THE WOODLANDS LIBRARY COOPERATIVE HEADQUARTERED  
IN ALBION, MICHIGAN.*

<b>Library Board Members:</b>		
President:	<b>John Tannery (Danby Township)</b>	<b>'24</b>
Vice President:	<b>Nancy Marks (City of Portland)</b>	<b>'22</b>
Secretary	<b>Kathy Cook (Portland Township)</b>	<b>'26</b>
Treasurer:	<b>Mary Leik (Danby Township)</b>	<b>'22</b>
Trustee:	<b>Robert Weller (Portland Township)</b>	<b>'24</b>
Trustee:	<b>Pam Huber (City of Portland)</b>	<b>'23</b>

The legal area of the Portland District Library is comprised of the City of Portland, Portland Township, and Danby Township. Each of these governmental units is represented by two residents who are appointed by their respective council or board to be on the Board of the Portland District Library.

The Portland District Library Board is an appointed board with four year terms; however, board members may be reappointed for additional terms if approved by their council or board. The Board meets ten times per year, at 9:30 a.m. in the library. The schedule will be decided at the beginning of the calendar year and posted. Changes to the schedule will be made at the discretion of the board.

**Library Hours:**

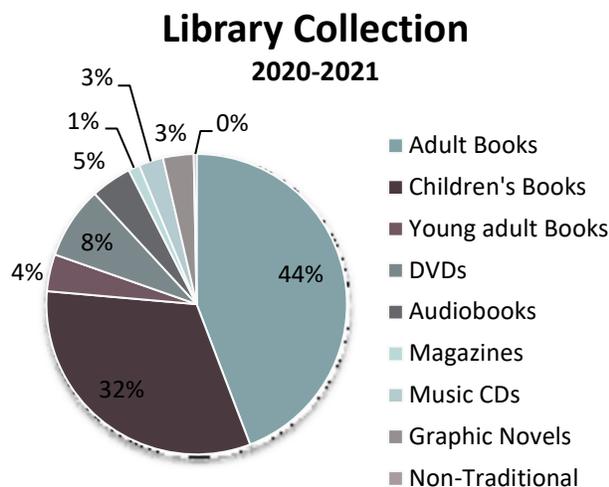
Library Hours are from 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

<b>Library Staff:</b>	
Library Director	<b>Cory Grimminck</b>
Youth Librarian	<b>Eileen Pock</b>
Library Clerk	<b>Tanya Powers</b>
Library Clerk	<b>Shannon Rodriguez</b>
Library Clerk	<b>Sandy Thelen</b>
Library Clerk	<b>Shannon Simmons</b>
Library Clerk	<b>Teddy Kolp</b>
Library Clerk	<b>Tammie Hurt</b>
Library Clerk	<b>Jamie Goodman</b>
Library Clerk	<b>Maxwell Smith</b>



New staff: Shannon Rodriguez and Maxwell Smith.

LIBRARY COLLECTION	2020-2021	2021-2022
Adult fiction – hardcover	10,533	10,816
Adult non-fiction and reference	7,647	7,837
Adult paperbacks	1,148	1,155
Young adult books	1,949	1,788
Juvenile fiction	5,312	5,507
Juvenile non-fiction	3,189	3,247
Juvenile picture books \ Early readers	5,333	5,463
Parenting books	208	208
DVDs - adult	2,760	2,654
DVDs - juvenile	825	828
Adult audiobooks	1,393	1,406
Juvenile audiobooks	789	561
Magazines	603	551
Music CDs	1,132	1,171
Graphic Novels	1534	1,495
Non-Traditional Collections	119	129
<b>TOTAL COLLECTION</b>	<b>44,474</b>	<b>44,816</b>



### The Collection:

The library collection is comprised of books, magazines, audiovisual materials, and non-traditional items (coloring books and supplies, board games, STEM kits, GoPro camera, “Read to Me” boxes) for all ages.

The book collection consists of board books, picture books, and beginning readers for infants to early elementary aged children. There are graphic novels, general fiction, and nonfiction sections for older elementary children, young adults, and adults. Individual collections include reference, parenting, and large print.

The library participates in a shared downloadable library through the Woodlands Cooperative. In addition, we have a smaller collection of downloadable ebooks and audiobooks that are available for checkout only to our patrons. We also have hoopla, a digital service that opens up even more ebooks and audiobooks for our patrons, in addition to streaming movies, music, and television shows.

Audiovisuals include books on CD or Playaway (MP3 player pre-loaded with one book) for adults, educational and non-educational DVDs for children and adults, and music CDs for both children and adults. We also offer Kanopy for streaming movies.

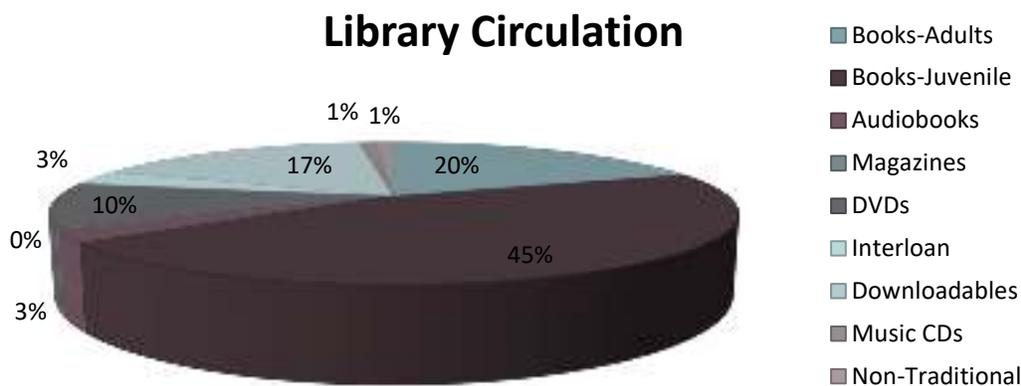
The library subscribes to 44 different magazines, 12 of which are for the children’s or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard*. We also receive the *Portland Review and Observer* and have this newspaper on microfilm dating back to 1868.

Housed in our History/Genealogy room are numerous historical materials. Included are county histories and plat maps, rural county directories, donated scrapbooks, high school yearbooks, pictures, flyers, and pamphlets about the Portland area. Holdings of the Portland Historical Society are also available there.

<b>CIRCULATION STATISTICS</b>	<b>July 1,2020-June 30,2021</b>	<b>July 1,2021-June 30, 2022</b>
Books-Adult	11,059	12,228
Books – Juvenile	22,027	28,585
<b>BOOKS – TOTAL</b>	<b>33,086</b>	<b>37,358</b>
Juvenile Audiobooks	688	977
Adult Audiobooks	839	845
Magazines	272	221
DVDs	5,013	4,657
Juvenile DVDs	1,765	1,690
Music CDs	652	655
Non-Traditional Collections	385	645
Overdrive downloadable books	11,061	9,497
Overdrive Advantage books	704	1,014
Interloan items received	1,955	2,059
<b>TOTAL CIRCULATION</b>	<b>56,420 items</b>	<b>63,073 items</b>

**Circulation Statistics**

After large pandemic-related drops in circulation over the past two years, I am very happy to see us begin to reverse that trend with an increase of 6,653. In the past year, we added different types of non-traditional items—Launchpads (a tablet pre-loaded with apps, games, and videos) are just one example—and more of the ones we already owned, which stimulated and increase in circulation in that category. DVD circulation is down slightly, perhaps due to the ubiquity of streaming movie services.



Name of Service Area (Census 2020)	Percentage Served	Legal Area Population	Contractual Area Population
City of Portland	100%	3,796	
Portland Township	100%	3,881	
Danby Township	100%	2,953	
		<b>Total: 10,630</b>	
Orange Township	50%		510
Sebewa Township	33.33%		375
Eagle Township	51.07%		1,485
Westphalia Township	61.73%		1,529
			<b>Total: 3,899</b>

**Total In Service Area: 14,529 persons**

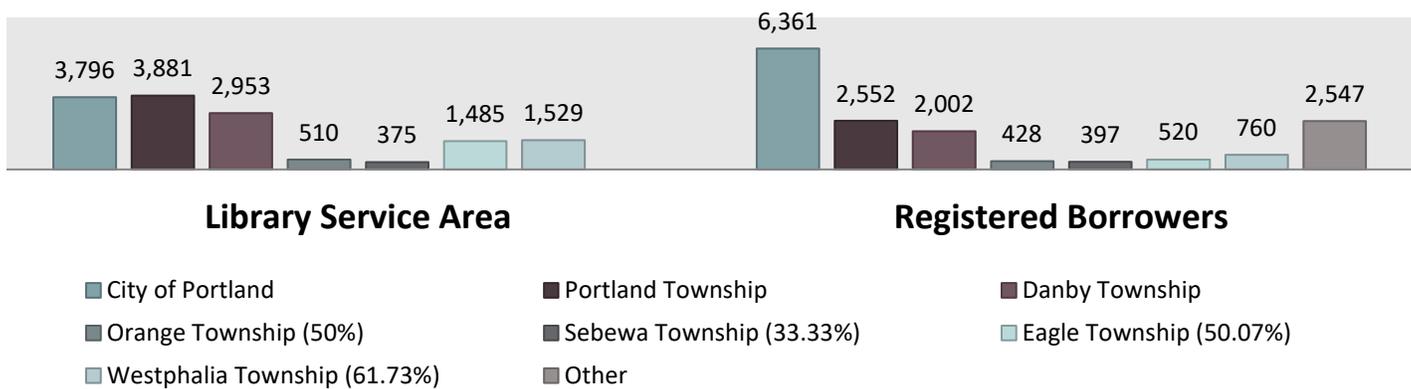
### Population of the Service Area

The library service area is comprised of both legal and contractual populations. Our legal service population is comprised of the City of Portland, Portland Township, and Danby Township. The library receives state aid, penal fine monies, and voted millage income based on the population of these areas.

We also have contracts with Orange and Sebewa Townships in Ionia County and receive a percentage of the state aid, penal fine monies, and millage income based on the population of these areas. In addition, we have contracts with Westphalia and Eagle Townships in Clinton County, and the Portland District Library receives a percentage of the state aid and penal fine monies available due to our percentage of the population as reported by the Township Boards.

Westphalia Township’s population is split between Portland and St. Johns libraries, with a small portion going to Grand Ledge. Eagle Township is split between Portland and Grand Ledge libraries. Orange Township is split between Portland and Ionia libraries. Sebewa Township is split between Portland, Lake Odessa, and Sunfield Libraries. Library contracts deciding these percentages and any other financial allocations to the library are agreed upon by the Township Board and the Library Board, and then sent on to the Library of Michigan for approval.

## Population of Library Service Area



<b>Registered Borrowers (2021-2022)</b>	
Portland City	6,361
Portland Township	2,552
Danby Township	2,002
Eagle Township	520
Orange Township	428
Sebewa Township	397
Westphalia Township	760
Other	2,547
<b>TOTAL</b>	<b>15,567</b>

### **Registered Borrowers**

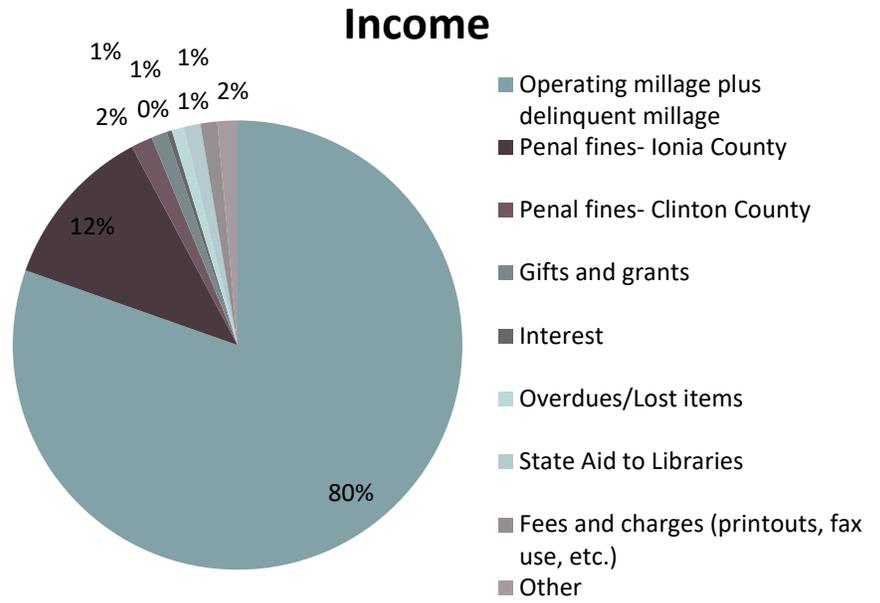
361 persons registered for their first library card from July 2021- June 2022. Of these, 114 reside in the City of Portland, 84 in Portland Township, 41 in Danby Township, 16 in Eagle Township, 42 in Westphalia Township, 17 in Lyons Township, 8 in Orange Township, and 10 in Sebewa. We also had 18 register from “other” areas.

Borrowers from areas designated as “other” reside in Ionia, Grand Ledge, Sunfield, Fowler, and other surrounding cities and villages or in surrounding townships such as Dallas, Berlin, Odessa, and Roxand.

Children must be six years old to be eligible for their own library card. Youth under 16 years must have the signature of a parent or legal guardian on the application form. Every applicant must provide proof of address when applying for a library card. Patrons are given their first card without charge when they join the library; however, if this card is lost they need to pay a \$2.00 replacement fee to receive a new one. A library card in good standing is required for checking out books and for using the internet computer stations.

*A library is a place that is a repository of information and gives every citizen equal access to it. That includes health information. And mental health information. It's a community space. It's a place of safety, a haven from the world. — Neil Gaiman*

INCOME	
Operating millage plus delinquent millage	\$480,140
Penal fines- Ionia County	\$70,543
Penal fines- Clinton County	\$9,204
Gifts/grant/memorials	\$6,851
Interest	\$2,251
Overdue/Lost items	\$5,165
State Aid to Libraries	\$7,192
Fees and charges (printouts, fax use, etc.)	\$7,288
Other	\$8,595
<b>TOTAL:</b>	<b>\$597,229</b>

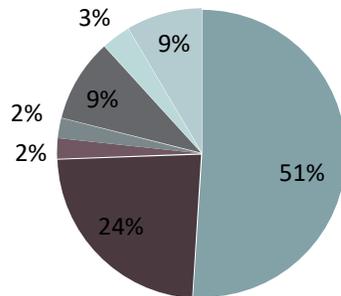


### Income and Expenses

Overall, our income remained fairly steady this year, with a modest increase of less than \$20,000. Slight increases in areas like the operational millage, state aid, and fines and fees helped offset unavoidable decreases in areas like interest. Our expenses were higher than last year, as we work our way toward post-pandemic normalcy. With no COVID-related closings and rising inflation, this increase is to be expected.

### Expenses

- Salaries/Staff expenses
- Repairs/utilities/ maintenance
- Programming/ Publicity
- Supplies/postage/ bank charges
- Library materials
- Professional fees
- Technology



EXPENSES:	
Salaries/Staff expenses	\$260,429
Repairs/maintenance/utilities/ equipment	\$119,542
Library materials (books, periodicals, AV)	\$47,678
Professional fees (accounting, insurance, audit)	\$16,495
Technology (Hardware, software, tech support)	\$43,452
Programming/ Publicity	\$11,713
Supplies/postage/bank charges	\$11,348
<b>TOTAL:</b>	<b>\$510,657</b>

## Youth Department 2021-2022

### Summer 2021

**Summer reading 2021** was quite a rush this year! We had the highest registration numbers for our reading program in the last 3 years; we had a total of 379 youth register; compared to 163 in 2020 and 260 in 2019. We awarded 10 grand prize packs this year including 3 for our Littles, 4 for our Middles, and 3 for our Teens.

In July, we offered a combination of virtual and in-person programs. Our in-person, all age, family programs have been very popular. We had a total of 20 families submit entries for our **Murder in The Stacks** program. The program had patrons investigating the crime scene for evidence, solving riddles to find hidden clues throughout the library, and watching suspect interview videos. Once they put all the clues together, they should have been able to eliminate certain suspects to narrow it down to the guilty party... AKA Sandy.

In August, we celebrated the 2<sup>nd</sup> anniversary of relaunching the **1,000 Books Before Kindergarten** program. This year our Littles read 11,100 books and we had 30 new registrations and 11 graduates. Sandy and Sarah represented the library at **Red Mill Community Day** on August 28<sup>th</sup>. They promoted the library and our fall program calendar.

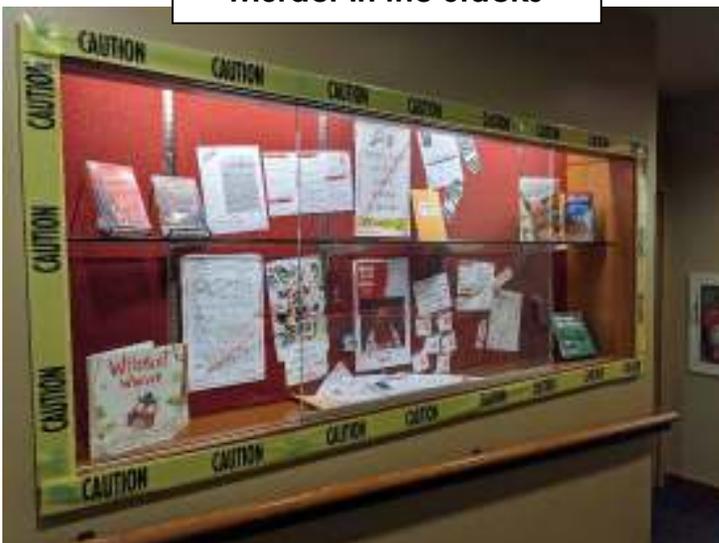
SRP 2021 Theme



1,000 Books Before Kindergarten



Murder in the Stacks



Red Mill Community Day



## **Fall 2021**

The fall programming lineup gave Youth Department staff a chance to try new things and revisit old favorites that we have not been able to host since the start of the COVID-19 pandemic.

Staff member Sarah hosted the first ever **Books & Blankets**, the new evening outdoor story time, using the space in the Children's Sensory Garden. This program has us partnering with our friends at the Ionia Great Start Collaborative's *Talking is Teaching* program. They provide us yard signs and items, like books, to give away to all the families that attend the program.

Sarah and Jamie also partnered with our friends at Talking is Teaching for the fall session of **Busy Bees** and **Book Cubs** virtual storytime. The organization sponsored over \$600 worth of supplies including dot markers, board books, picture books, and ABC magnet letter sets. We are now preparing 35 monthly Caregiver Packets for Busy Bees and 50 weekly Take-and-Make bags for Book Cubs. This number has slowly been increasing over the last 14 months of doing virtual storytime.

**STEM Club** returned after a hiatus in August. This is a very beloved program for our Middles and we are now consistently providing 30 Take-and-Make bags each month. September's project was called *Paint Explosion*. Patrons fill film canisters with paint and Alka-Seltzer tablets, then let them explode on poster board paper to create works of art. Sign-up had been available for two days and half the bags were already claimed!

In April, Eileen was awarded a **Library of Michigan Public Library Services Grant** for the amount of \$1,395.00 to convert 5 sensory bins into 30-36 individual sized sensory bins. At the end of August, the final document for reimbursement was submitted and approved for \$1,362.17. At the end of September, Eileen submitted the final report to the Library of Michigan summarizing the creation of the bins and how the library will utilize them in future programming.

Here is a snippet from the grant application on the reasoning behind requesting these funds:

*Portland District Library made the transition to virtual story time in July of 2020 as a response to the current COVID-19 pandemic in order to try to provide safe, consistent, and enriching programming for families. Those that register pick up monthly sensory bags from the library with items to use while watching story time from home. We are preparing to make a transition back to in-person story time*

*when MDHHS restrictions allow, hopefully by the later part of 2021. For our Busy Bee story time, recommended for ages 0-3, we read stories, sing songs, and play with sensory bins. We currently have 5 large sensory bins that were created in the fall of 2019. Due to the pandemic, we would like to create smaller, more individualized bins to allow for safe, sensory play when we return to in-person story time at the library. We are submitting this grant application in hopes that the funds will allow us to purchase smaller bins, more Learning Resources kits, and other items to create 25-30 individualized sensory bins. The number of bins is based on the current number of families/children that we have registered for our virtual Busy Bees story time program since the summer of 2020.*

During the fall, progress was made to strengthen the relationship with **local school districts**. In early September, Eileen was invited by **Portland Public Schools** (PPS) Superintendent Will Heath to attend a meeting with his administration team and all the school principals. The day started at Oakwood Elementary with a tour of their newly remodeled library, and then continued at the Portland High School with a tour of their newly remodeled library. The day ended with a meeting where the admin team and principals were given a chance to ask Eileen questions about library operations and a discussion about how the public library could better collaborate with the schools to assist with the needs of teachers and students. The monthly **eNewsletter** continued to be sent to PPS faculty, students, and parents. Will Heath so kindly forwarded this information to **St. Patrick Catholic School**, who then called the library asking if they could also send it out to their families, which we happily said yes to! We have added more content to the newsletter including a monthly calendar screen shot and adult programs (October's eNewsletter was a total of 5 pages). We can always tell what day the newsletter goes out because the phones start ringing shortly after with patron questions and most wanting to register for any available programs. Eileen also worked to advise **PPS on training efforts for the library media center staff**. She had two meetings during the fall with Portland Middle School Principal Leanna Davis and Tracy, her media center staff person. These meetings have been very successful and they have been very appreciative of all the advice and inspiration PDL has been able to provide them.

Sandy hosted the first in-person **LEGO Challenge** program since the start of COVID. We had done this program a few times before and it was always a hit. The 6 patrons that attended had a blast completing different building challenges that were presented to them. We came up with a plan to continue offering this program during the upcoming winter quarter, but split our Middle age group into two smaller groups: ages 6-9 and 10-12. This would allow us to have twice as many patrons attend, as we did have a waiting list for the program in September.

Our partnership with our friends at *Talking is Teaching* out of the Ionia County Great Start Collaborative was once again utilized in October. On Saturday, October 2<sup>nd</sup>, Sarah and Eileen were at the **Old Red Mill Farmer's Market** promoting the library's fall calendar, and also holding two story times and giving out all sorts of free things! Throughout the day, we talked to about 100 people and had over 50 people attend the story times and participate in our activities.

Most of our teen programming in the fall was in-person. Our staff member, Jamie, hosted **Page Turners: Teen Book Club**, **D&D: The Tomb Raiders**, and October's **Teen Art Hour**, all in our community room. We continued to offer and promote our teen programming in hopes to gain a larger following. So far, our efforts are paying off.

At the end of October, we wrapped up our **Haunted Halloween** events. We ended up having to cancel one of the events due to weather and in the days leading up to final program on October 29<sup>th</sup>, it was clear that rain would force us to cancel the last event. Instead of canceling, Eileen worked with Cory to modify the program and bring it indoors. So rather than a 1-hour event outside, we held it indoors from 9:00 am to 5:00 pm on Friday, October 29<sup>th</sup>. Portland Public Schools was not in session that day and St. Pats had a half day, so we knew that with rain we would probably be busier that afternoon even before finding out about the school closures. That Friday, we had a total of 159 patrons come through the program. Overall, for the Haunted Halloween events we had 257 patrons in attendance.

**Books & Blankets**



**LEGO Challenge**



**Teen Art Hour:  
Reduce Reuse  
Repaperback  
Pumpkin**



## Page Turners



## Old Red Mill Farmer's Market



## eNewsletter



## Haunted Halloween



## **Winter 2021**

December at the library was filled with our **Family Holiday Fun** activities and the launch of our all-ages **Winter Reading Program**.

We continued to offer virtual story time for both Busy Bees and Book Cubs. This winter, Jamie, Shannon R. and I traveled around the world. Each week we "visited" a new country. We have a map on display in the youth area to tell patrons all about our travels. Our patrons really seemed to enjoy this idea; one family with both a Busy Bee and a Book Cub cooked a recipe from the country we visited each week; mom said the whole family looked forward to it!

Normally we would host our Books & Blankets each month on the first Thursday of every month, but this winter we limited it to just the month of January. So on Thursday, January 6<sup>th</sup> Cory and Shannon R. hosted around 25 patrons outside in the sensory garden for story time. Each family was gifted a sled to take home and got to enjoy some hot chocolate during the story.

Sandy and Eileen continued to work on plans for the **Children's Sensory Garden**. This winter we invested in some solar powered holiday lights, so those will go up every year in December and stay up until February to add a little extra sparkle to the garden area during the winter. We had a meeting with our reps from *Talking is Teaching* this month because they will be funding some updates for the garden to provide resources from that program.

Plans for Summer Reading 2022 began during the winter months. Programming for the summer months starts early because it is such an important time of year for public libraries. Planning for the kickoff event and organizing the reading program take first priority. This year's theme was "**Oceans of Possibilities**". The Youth Department has a history of always coming up with creative ways of decorating our spaces, and this year will be no different.

During February, we introduced **Launchpads** into our collection in the Youth Department. These tablets are preloaded with educational games and videos; the best part is they do not require an internet connection and check out with a charging cable, so patrons can easily use them as much as they want during their 3-week checkout period. We currently have 11 of them and hope to continue growing this collection in the future.

**Sensory Garden Lights**



**Books & Blankets**



**The Tomb Raiders**



## **Spring 2022**

With March comes the start of our spring program calendar, so the Youth Department has been hard at work on virtual and in-person programs, along with continuing to work on Summer Reading 2022 plans.

Our newest department member, Shannon R., hosted her first solo **Books & Blankets** program on Thursday, March 3<sup>rd</sup> in the sensory garden. The theme was spring weather; patrons received a copy of the book *Worm Weather* from our friends at Talking is Teaching, along with a tornado-in-a-jar and a fun rainbow colored snack.

Sandy hosted **Doodle Along With Me** for ages 6-9, Saturday, March 12<sup>th</sup>. She had 4 patrons in attendance and they had fun using our 3Doodler pens making Thing 1 or Thing 2 from *The Cat in the Hat*.

Shannon R. and Jamie planned a new 11-week session of **Busy Bees** and **Book Cubs** story time focusing on things that grow, from baby humans to baby birds, from flowers to trees, from insects to hair... We partnered with *Michigan Smart Money Month* and *PFCU* for this program. In April, we had a week featuring activities and books sponsored by *MSMM* and a guest reader from *PFCU* in our videos.

Jamie and Shannon R. had a wonderful time at MLA's **Spring Institute** March 10<sup>th</sup> & 11<sup>th</sup>. This conference is offered by the Michigan Library Association to provide children's and teen library workers a chance to not only learn about new things, but is also a great networking opportunity. They attended all sorts of sessions on teen and early literacy programming and loved meeting other youth library workers from throughout the state. They felt very inspired coming back! They even got to meet author of *Firekeeper's Daughter* at the conference, then later ran into her at their hotel where they were invited out for drinks, so they had a night they will NEVER forget.

Our friends at Talking is Teaching worked on ordering the items we requested for our **Children's Sensory Garden**. We will be getting a double-sided panel; one side will feature "Let's Talk About The Farm" and the other "Let's Talk About Healthy Foods". We will also receive a changeable sign panel where we will put the seasonal *Talking is Teaching* posters for fall, winter, spring, and summer. Sandy and Eileen requested quotes for the new musical instruments and are in the process of getting final approval from Cory on those items.

Eileen had a meeting with Portland Public School's (PPS) Director of Elementary Education to discuss our **partnership with the school district**. PPS is going to help

us promote our upcoming summer reading program in the classrooms this year by showing our **Library Tour** video that Eileen recently completed promoting the library, our services and resources. Eileen also led the work of submitting a grant application for the 35g **Innovative Community Library Grant** offered by the Michigan Department of Education through the Library of Michigan. If awarded, PDL has been told that some of those funds will flow back to the library as a thank you and as part of our growing partnership. Over the summer, PDL will assist PPS with their newly reformatted summer school initiative. This will involve PDL staff helping at the schools in June and August, and the summer school kids being rewarded for visiting the library and participating in our programming. Stay tuned for updates on this exciting partnership!

During March and April, we saw a huge increase in the number of Littles that registered for our **1,000 Books Before Kindergarten** program. All good things on the programming front, but it is definitely keeping us busy!

**Panel for Children's  
Sensory Garden from  
*Talking is Teaching***



**Doodle Along With Me**



**Spring Institute**



## Summer 2022

June is the start of all things summer reading!

We had our first summer **Books & Blankets** program on Thursday, June 2<sup>nd</sup>. We had the biggest turnout to date with over 40 patrons in attendance.

We had a great turnout for the **kickoff** on Monday, June 13<sup>th</sup> from 4:30-6:30 pm. Families really loved the Kona Ice truck treats and all the activities we had available throughout the library and on the library lawn. Not even a little rain could keep the patrons away!

**Summer school** at Portland Public Schools started the week of June 13<sup>th</sup>. We brought our LEGO Challenge program to Oakwood on both June 15<sup>th</sup> and 16<sup>th</sup> for a total of 6 sessions and 80 students (grades K-5<sup>th</sup>). Along with participating in the program, we promoted all our summer programs, the reading program, and also our tour video for those students who may have never been to the library. All in all, this was a great experience and we've already had good feedback from the teachers and Simone Margraf.

**Books & Blankets**



**Summer Reading Kickoff**



## Outreach Opportunities

- **Red Mill Community Day** – August 28, 2021 – Sandy & Sarah
- **PDL Takes On Red Mill Farmers Market** – October 2, 2021 – Eileen & Sarah
- **PPS Summer STEM Camp** – June 15 & 16, 2022 – Eileen & Shannon R.
- **PDL Takes On Red Mill Farmers Market** – June 18, 2022 – Shannon S. & Shannon R.
- **PPS Summer STEM Camp** – June 22 & 23, 2022 – Eileen & Shannon S.

## Department Donations & Grants

- Ionia County Great Start Collaborative - \$500 – 2021 Summer Reading Supplies
- Talking is Teaching - \$600 - Busy Bees and Book Cubs Virtual Storytime
- Library of Michigan - \$1,362.17 - Sensory Bins
- Library Patron Carla Gates - \$400 – Collection Books
- Smart Money Michigan Kids Read – 90 picture books - Busy Bees and Book Cubs Virtual Storytime
- Portland Federal Credit Union – Dollar Duck bags & goodies - Busy Bees and Book Cubs Virtual Storytime
- Talking is Teaching - \$100 – Books & Blankets
- Ionia County Great Start Collaborative - \$500 – 2022 Summer Reading Kickoff
- Talking is Teaching – Yard Signs & Posters – Early Literacy Programming
- Talking is Teaching – Umbrellas – Books & Blankets
- Talking is Teaching – Books, Butterfly Nets, Bug Kits – County-wide Spring Scavenger Hunt
- Olivera's - \$100 – 2022 Summer Reading Program
- Taco Bell – 300 meal coupons
- Subway – 230 meal coupons
- Portland Party Store – 280 donut coupons
- Courageous Coffee – 50 \$1-off coupons
- Zap Zone – 200 Free Attraction coupons
- Journey Nutrition – 50 snow cone coupons
- John Ball Zoo – 4 day passes
- Impression 5 – 10 tickets
- New China Buffet – 3 \$10 meal coupons
- Hometown Sports – 4 free t-shirt coupons
- Funtime Adventure – 10 adventure golf coupons

## Attendance

### Children's Attendance:

- 168 programs total
- 6,134 patron program registration
- 1,078 patrons attended programs
- 2,329 video views on YouTube

### Teen Attendance:

- 35 programs total
- 317 patron program registration
- 118 patrons attended programs

### Overall Department Attendance:

- 203 programs total
- 6,451 patron program registration
- 1,196 patrons attended programs
- 2,329 video views on YouTube

## Adult Programming 2021 - 2022

### **Summer 2021:**

We started our year of adult programming with a bang, with two very popular take-and-make bags. In July, ten patrons used quick-set cement and cardboard to create a custom succulent planter. August brought reusable beeswax food wraps, which 20 patrons learned to make.

### **Fall 2021:**

Several staff members put their considerable talents to good use creating take-and-make bags for the fall. In September, Tanya shared rocks from her personal collection to allow 15 patrons to make a unique artwork made of stones. We did sprinkle in a few in-person programs for the adults, too, with a guest speaker teaching us about Medicare in September. In early October, a group of paranormal investigators spent most of their night in the library with their equipment. They returned on October 23 to report their findings—which included a very interesting sound recording. Tammie helped 20 patrons make festive holiday wreaths in November.

### **Winter 2021/2022:**

Staff-created take-and-make bags continued in December, with Shannon teaching 18 patrons how to make finger warmers. In January, 15 patrons took home bags full of sparkly crystals and a metal watering can to make garden ornaments. February's take-and-make bag

was also garden-themed, with 21 patrons getting the necessary supplies to make garden signposts.

### **Spring 2022**

Our Medicare specialist did two more informational sessions at the library—one in March and one in May. In March we also launched our new seed library with an in-person event and a guest speaker, and Tammie made enough bags for 20 patrons to make their own “Four Seasons” wreath. The Portland Creates! all-ages art contest was back for another year, with submissions accepted in April and the artwork on display in May. In April, 20 patrons used string, paint, and paper to create mesmerizing works of art with our “Springtime Swirls” take-and-make bags. Finally, in June, Tammie made 20 more take-and-make bags, this time to make fun and sassy decorative terra cotta pots.

### **Other Services:**

The library provides a fax machine, laminating machine, disc repair, and a copier for a nominal fee for public use. There are several areas that provide patrons an opportunity to put up local flyers on community boards. Tax forms are available in the spring, making us one of the only places in Portland to pick up hard copies of the forms. We also participate in the Michigan Adventure Pass program—which provides free or reduced admission to a variety of cultural venues and state parks throughout the state.

### **Computers:**

While we still allow for social distancing by only having three of our eight adult internet computers available, we have increased the daily time limit on them from 30 minutes per day to 90. We also offer a mobile print option, which allows patrons to print from their home computer or mobile device. In addition to internet access, Microsoft Office (which includes word, excel, and publisher) is available for patron use on these computers. We offer Ancestry.com, a genealogy database, for use on the library computers. There are two internet computers available in the youth department for school age children and have filtered Internet access. We made the commitment to regularly clean the screens on the AWE early literacy computers, which allowed us to bring them back out for children to use.

Along with the service of high speed Internet access, the library is a free wireless access point, which many patrons take advantage of by bringing their own laptops in to use.

### **Meeting Room and Display Case:**

Usage of the Community Meeting Room, located at the bottom of the stairs, is not back to pre-pandemic levels, but it is steadily increasing. Groups who would like to use this room need to register in advance. The room is free to non-profit organizations—otherwise there is a nominal fee.

One of the goals of the library is to involve the community in decorating the display case found in the lower level lobby with a different exhibit each month. Anyone interested in mounting a collection in this case should contact the library director.

## **Website**

The site currently has links to Mel.org (interlibrary loan and databases), Overdrive Media site, where one can go to download books, two language learning sites—Pronunciator and Mango Languages, Kanopy (movies), hoopla (books and movies), the PDL blog, and the library’s Facebook page. Also, for their convenience, patrons can view the catalog on the website, place holds on PDL books, and renew their books. There is a reference and genealogy page for people looking for information and quick links to local and national sites. A review page holds information on new book arrivals. The children’s, teen, and adult pages are good places to look when you need to find information about their events and activities. Visit the website at [www.pdl.michlibrary.org](http://www.pdl.michlibrary.org).



## **Director’s Report**

In general, working in a library is a joyous and invigorating experience. Every day I get to share books and materials that I love with people who are hungry for them. I get to create craft projects and learn from interesting guest speakers. Patrons let us into their lives—the good parts and the bad—as we help them find information, make copies, send emails, and countless other things. It is an honor and a privilege and a whole lot of fun to work here.

However, I’m going to be honest when I say that the last 2 ½ years have been hard on library workers across the board. While we are not essential workers, the nature of our jobs is such that we cannot work from home. So we risked our health and battled anxiety so that we could come to work every day and serve. And now that we’re finally starting to see our way out of the pandemic, a whole new threat has bubbled up. Well . . . not a new threat, but the amping up of an old threat. Library workers across the country are dealing with challenges to one of our core beliefs: that everyone has the right to information and entertainment that speaks to their needs, regardless of whether or not those needs match our own. Challenges to the content of our collections and the diversity of our staff have been coming in with increased regularity, and the entire staff fears that it will only get worse.

Which isn’t to say that we have not accomplished great things or found much to celebrate in the past year. Eileen, our youth librarian, successfully co-wrote a sizeable grant with Portland Public Schools which benefits both parties immensely. Shannon created and launched our seed library, which allows patrons to grow their own food and flowers at a lower cost, and also helps to maintain diversity within what is grown. Books to You, our homebound

delivery service finally got off the ground after three years when we had our first signup. Our phenomenal virtual programming has only increased in popularity, even after we reintroduced in-person programs. There were countless other small victories along the way, and so many happy moments that we shared with patrons and the community.

It's been a rough couple years, but as COVID becomes less of a concern I'm looking at the coming fiscal year as one of recovery and rejuvenation. It's time to leave the four walls of the library and get back into the community. There are some exciting things in the pipeline, and there are even more exciting things that will happen that I can't predict. I'm hoping to engage with the community and serve them in ways that are even better than pre-pandemic. So keep your eye on the library and join us as we make the next fiscal year the best one yet. And . . . if you have a chance . . . hug your favorite library worker. They could probably use it.

**Agenda**  
**Budget Meeting**  
**September 20, 2023**  
**4:00 p.m.**  
**Ionia County Board of Commissioners**  
**Boardroom**

- 4:00 p.m. Ryan Wilson, Ionia County Economic Alliance*  
*4:15 p.m. Carol Hanulcik, Ionia County Commission on Aging*  
*4:45 p.m. 2024 Budget Discussion*

**Next meeting will be on September 21<sup>th</sup> at 5:30 p.m.**

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS MEETING  
SEPTEMBER 26, 2023 – 7:00 P.M.  
101 WEST MAIN STREET  
IONIA, MICHIGAN**

**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 August 2023- \$ 1,246,183.28
  - D. Approve payments of Health Department payroll and accounts payable for the month of August 2023-\$ 124,566.42
  - E. Approve payments of Road Department payroll and accounts payable for the month of August 2023-\$ 1,446,748.38
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Resolution Establishing Limitation to State and/or Local Government Emergency Measures Emanating from the Ionia County Health Department regarding a Pandemic
  - B. Resolution for the Owners of the Wagon Wheel
  - C. Request for signature on Contract No. 61.54-FY24.1 with the Area Agency of Aging of Western Michigan-Carol Hanulcik
  - D. Request Approval of Authorize Signatures for FY24 Office of Community Corrections Grant-Selina Schmidt
  - E.
- 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 – Two- three-year terms.
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Solid Waste Planning Committee-one-two-year term serving as industrial waste generator representative, one-two year term serving as General Public Representative
- Area Agency on Aging of Western Michigan Advisory Council-one three year term

**Appointments for consideration in the month of September 2023:**

- Commission on Aging Board

**Appointments for consideration in the month of October 2023:**

- Board of Canvassers
- Construction Board of Appeals
- Department of Human Services Board