



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

7:00 P.M. Tuesday, February 20, 2024

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 by Mayor Barnes</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:05 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:06 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 24-14 approving Fleis & VandenBrink’s proposal to Provide Construction Engineering Services for the Kent Street Improvement Project	Decision
7:22 PM	B. Proposed Resolution 24-15 Approving Fleis & VandenBrink’s Proposal to Provide Design & Construction Engineering Services for the River Trail Renovation Project	Decision
7:25 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes and Synopsis of the Regular City Council Meeting held on February 5, 2024, and the Goal Session held on February 12, 2024	
	B. Payment of Invoices in the Amount of \$125,634.87 and Payroll in the Amount of \$138,224.92 for a Total of \$263,859.79	
	C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>	
	A. Ionia County Board of Commissioners Agenda for February 13, 2024	
7:28 PM	XII. <u>Other Business</u> – None	
7:30 PM	XIII. <u>City Manager Comments</u>	
7:35 PM	XIV. <u>Council Comments</u>	
7:40 PM	XV. <u>Adjournment</u>	Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-14

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO
PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR THE KENT
STREET IMPROVEMENT PROJECT**

WHEREAS, Fleis and VandenBrink has proposed to provide construction engineering services for the Kent Street Improvement Project (the Project) as outlined in the attached Exhibit A; and

WHEREAS, the City Budget includes sufficient funds to cover the engineering proposal for construction engineering services for the Project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide construction engineering services for the Kent Street Improvement Project in the amount of \$220,000.00 as outlined in the attached Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 20, 2024

Monique I. Miller, City Clerk



February 15, 2024

Via Email: citymanager@portland-michigan.org

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

RE: Kent Street Improvements – Construction Engineering Services

Dear Tutt,

As you are aware, bids were received for the Kent Street Improvements project, which includes utility replacement, road reconstruction and streetscape enhancements between Academy Street and Grand River Avenue. The bidding was administered by MDOT. Three bids were received. The low bid from CL Trucking & Excavating of Ionia, Michigan was in the amount of \$2,131,667.00, which was slightly less than our Engineer’s Estimate. Pre-construction activities are underway, and construction is anticipated to begin in late April or early May and be completed in November. As such, we have prepared a proposed Work Plan and Engineering Budget for construction phase services for the project.

We propose to complete the scope of services outlined in the attached Work Plan in accordance with the following Engineering Budget:

Task	Budget
Construction Administration	\$37,800
On-Site Observation & Testing	\$160,200
Off-Site Testing	\$2,400
Construction Staking/Layout	\$11,400
MDOT File Review & Closeout	\$8,200
Proposed Construction Engineering Budget	\$220,000

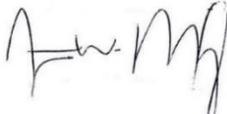
This budget is based on an anticipated timeframe for construction of 26 weeks. We propose to adjust the budget for Construction Administration and On-Site Observation & Testing up or down, depending on the actual timeframe for construction.

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

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Principal

Enclosure

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated March 16, 1993.

By _____

Date _____

WORK PLAN

A. CONSTRUCTION ENGINEERING SERVICES

1. Attend the preconstruction meeting with representatives from the City, MDOT, the contractor and utility companies. Prepare and distribute meeting minutes.
2. Assist City staff with property/business owner correspondence and related public outreach efforts (ongoing).
3. Schedule and attend periodic progress meetings with the contractor, City staff and MDOT where applicable. Prepare and distribute meeting minutes.
4. Contact private utilities to facilitate their coordination work, if required.
5. Coordinate with the City Electric Department staff and the City's irrigation contractor, as required.
6. Provide resident project representative during construction with the following responsibilities (based on an average of 45 hours per week and a 26-week construction window):
 - a. Perform on-site observation during construction of the project.
 - b. Provide record keeping of construction activities in accordance with MDOT requirements.
 - c. Address complaints filed with the City, if any.
 - d. Provide on-site materials testing of soils, HMA and concrete, as applicable.
 - e. Coordinate off-site materials testing such as sieve analyses on sand and gravel, extractions on asphalt material and cylinder breaks on concrete.
 - f. Onsite and offsite materials testing shall be conducted in accordance with MDOT requirements, special provisions and guidelines.
7. Review shop drawings and other project submittals from the contractor.
8. Prepare contract modifications, as necessary, and submit recommendation to the City and MDOT for authorization.
9. Prepare contractor bi-weekly pay estimates and submit to the City and MDOT for authorization and payment.
10. Maintain project files utilizing "Field Manager" software.
11. Provide construction staking as needed for the contractor's placement of the proposed improvements. Based on the scope of the project, we anticipate that eight staking trips will be required – two for sanitary sewer, two for water main, two for storm sewer and two for streetscape.
12. Schedule and attend a walkthrough with representatives from the City, contractor and MDOT to review the work. Prepare a punch list of items to be addressed and follow up as needed to see that they are addressed.
13. Prepare record drawings incorporating field records.
14. Coordinate MDOT file review and contract closeout.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-15

A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO PROVIDE DESIGN & CONSTRUCTION ENGINEERING SERVICES FOR THE RIVER TRAIL RENOVATION PROJECT

WHEREAS, Fleis and VandenBrink has proposed to provide design and construction engineering services for the River Trail Renovation Project (the Project) as outlined in the attached Exhibit A; and

WHEREAS, the City Budget includes sufficient funds to cover the engineering proposal for engineering services for the Project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide design and construction engineering services for the River Trail Renovation Project in the amount of \$10,000.00 as outlined in the attached Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 20, 2024

Monique I. Miller, City Clerk



February 7, 2024

Via Email: nbrown@portland-michigan.org

Neil Brown, Director of Parks, Recreation & Cemetery
City of Portland
259 Kent Street
Portland, MI 48875

**RE: River Trail Renovation Project
Proposal for Design, Bidding and Construction Engineering Assistance**

Dear Neil,

Congratulations once again on the City being awarded funding for this project from the Michigan Department of Natural Resources (DNR) Passport Program! Based on the information provided, we understand the project will include the following:

- Crushing, shaping and resurfacing the river trail between Kent Street (north of I-96 Westbound onramp), along I-96, Market Street, and Canal Street to Bridge Street.
- The addition of a picnic table, bench and recycling bin along the trail.
- Six new trees to be planted along the trail.

The total estimated cost for the project is \$150,000, \$75,000 of which will be covered by the DNR grant. As part of the DNR process, a licensed engineer or architect is required to serve as "prime professional". We propose the following Scope of Services to assist you with completing this project:

Scope of Services

Design & Permitting Phase

- Meet with City representatives to review the project background, scope, schedule and budget.
- Assist City staff with grant administration:
 - Prepare a legal description and boundary map to define the area encumbered by the project agreement.
 - Provide status reports as needed for City staff to prepare progress reports.
 - Assist City staff with fiscal year reporting.
 - Assist City staff with developing a council resolution approving the project agreement and executing the project agreement with DNR.
 - Prepare an anticipated project implementation schedule.
- Develop a draft bid package for the paving work (other scope items are anticipated to be less than the \$5,000 threshold for bidding and can be purchased directly). We anticipate the bid package will consist of a set of specifications that includes plan sheets from the

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- original trail development. Based on the project scope, formal construction drawings/plans are not anticipated to be necessary.
- Update the construction cost estimate to reflect the bid package.
 - Review the draft bid package with City staff and finalize based on comments received.
 - Consult with the Ionia County Drain Commissioner to determine whether a Soil Erosion & Sedimentation Control permit will be required. If so, prepare and submit the application. Based on the project scope, we do not anticipate that a permit from the Michigan Department of Environment, Great Lakes & Energy will be required.
 - Submit the final bid package to DNR for review and make revisions as required.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.
- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.

Construction Phase

- After award by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.
- Schedule and attend the pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Assist with project administration and engineering during the construction period. Tasks will include:
 - Review shop drawings and other project submittals.
 - Review contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
 - Prepare contract change orders, as necessary, and submit recommendation to the City for approval.
 - Maintain project records.
 - Consult with DNR staff as needed throughout the construction period.
- Provide as-needed on-site observation and testing during project construction activities. Based on the project scope, we have assumed City staff will take the lead on reviewing daily construction activities. We have included approximately 10 hours in our budget to supplement as needed.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.
- Assist City staff with DNR reimbursement requests, as needed.

Engineering Budget

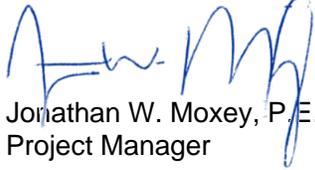
We propose to complete the Scope of Services outlined above at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

Phase	Fee
Design & Permitting	\$ 5,000
Bidding	\$ 1,800
Construction	\$ 3,200
Total Proposed Budget	\$ 10,000

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

Cc: Tutt Gorman, City Manager

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated March 16, 1993.

By _____

Date _____



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, February 5, 2024

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Sheehan; City Manager Gorman; City Clerk Miller; Electric Superintendent Davlin; DDA Director ConnerWellman; Police Officer Kauffman

Absent: Council Member Johnston

Guests: Jesse Danielewicz of Vision Metering; Mike Judd; 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 proposed Revised Agenda to excuse Council Member Johnston.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Barnes

Nays: None

Absent: Johnston

Adopted

Motion by Sheehan, supported by Fitzsimmons, to excuse the absence of Council Member Johnston.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

There was no Public Comment.

Under the City Manager Report, City Manager Gorman provided information and photos of the flooding that occurred on the Grand River last weekend.

City Staff continues to work with the engineers from Fleis & VandenBrink on the upcoming Kent Street Improvement Project, expected to begin early April, and the bid and permitting process for additional work related to the Wastewater Treatment Plant Improvement Project. One half of the funds for the additional work related to the Wastewater Project have been received from the State of Michigan.

City Manager Gorman stated that Electric Superintendent Davlin has been working to find another source to handle the after-hours utility calls after the abrupt request from Ionia County Central Dispatch to do so. The City will contract with Range Telecom who has the best rate for the services required.

City Manager Gorman further stated he continues to negotiate the sale of the City owned property located at the corner of Cutler Rd. and Grand River Ave.

Under Presentations, Jesse Danielewicz of Vision Metering presented information and an update on the upcoming Automatic Metering Infrastructure project for the Electric Department. Testing is expected to take place in late February or early March. The project is expected to be completed by June.

DDA Director ConnerWellman presented her report on Downtown activities.

Under New Business, the Council considered Resolution 24-10 to approve a proposal from Wild Rose Machine LLC to provide maintenance for the hydro turbine generator at the municipal dam for a cost of \$61,895.00.

Electric Superintendent Davlin provided information on the maintenance required on the municipal dam generator.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 24-10 approving a proposal from Wild Rose Machine LLC to provide maintenance services for the municipal dam generator.

Yeas: Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 24-11 to approve a payment in the amount of \$5,000.00 to Mayberry Homes, LLC. for a portion of the cost to repair sewer lines that were improperly connected during construction and to approve a related Release Agreement.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 24-11 approving payment and a Release Agreement for Mayberry Homes, LLC.

Yeas: Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 24-12 to approve and authorize the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area on Friday, June 28, 2024 for the 4th of July celebration.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 24-12 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 24-13 to approve a payment to F&V Construction in the amount of \$162,218.00 for work completed on the Wastewater Treatment Plant Project.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 24-13 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

City Council Minutes – February 5, 2024

Absent: Johnston
Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on January 22, 2024, payment of invoices in the amount of \$87,514.71 and payroll in the amount of \$159,872.31 for a total of \$247,387.02. Purchase orders to Resco in the amount of \$6,580.00 for underground wire, Detroit Salt Company in the amount of \$6,947.56 for road salt, Theka Engineering in the amount of \$7,362.00 to test and calibrate relays at the Power Plant and Hydro Dam, Haviland in the amount of \$11,687.52 for ferric chloride, and Resco in the amount of \$19,800.00 for key-rite cable were also included.

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

Under City Manager Comments, City Manager Gorman presented updated renderings of the upcoming Kent Street Improvement Project.

The Bogue Flats is closed due to large sheets of ice that are still on the River Trail.

The Annual Daddy/Daughter Dance will be held February 21st and 22nd, 2024.

Under Council Member Comments, Mayor Barnes stated his appreciation for the transparency and forthrightness in the way City Manager Gorman handles City business. He further encourage the residents and business owners to ask questions about the upcoming construction on Kent Street.

Council Member Sheehan congratulated the new Eagle Scout, Isaac Dakin.

She further noted the Portland High School will present a theatre production of The Little Mermaid, March 7 – 9, 2024.

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

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

Meeting adjourned at 8:01 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the February 5, 2024, 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, and Sheehan; City Manager Gorman; City Clerk Miller; Electric Superintendent Davlin; DDA Director ConnerWellman; Police Officer Kauffman

Absent – Council Member Johnston

Presentation - Jesse Danielewicz of Vision Metering presented information and an update on the upcoming Automatic Metering Infrastructure project for the Electric Department.

Presentation - DDA Director ConnerWellman presented her report on Downtown activities.

Approval of Resolution 24-10 approving a proposal from Wild Rose Machine LLC to provide maintenance services for the municipal dam generator.

All in favor. Adopted.

Approval of Resolution 24-11 approving payment and a Release Agreement for Mayberry Homes, LLC.

All in favor. Adopted.

Approval of Resolution 24-12 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.

All in favor. Adopted.

Approval of Resolution 24-13 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:01 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Goal Session

Held on Monday, February 12, 2024

In the Conference Room at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan

Staff: City Manager Gorman, City Finance Officer Tolan; City Clerk Miller

The session was called to order at 5:00 P.M.

City Manager Gorman presented the Department Goals submitted for the Fiscal Year 2024/2025.

There was discussion throughout.

City Manager Gorman presented the Summary of Ongoing & Short-Term Capital Projects.

There was discussion throughout.

The meeting was adjourned at 7:22 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CULLIGAN	02130	COOLER RENTAL - WW	15.00
CULLIGAN	02130	WATER X1 - WW	9.00
KYLE ENZ	02651	CLOTHING ALLOW - MTR POOL	219.41
PAMA	01370	40% CONT TO PAMA - COM PROMO	649.60
KARA DOUGHERTY	02767	ASSESSING SERVICES 1ST HALF FEB 2024 - ASSESSOF	1,630.83
GRANGER	00175	REFUSE - POLICE, COM PROMO	93.00
GRANGER	00175	REFUSE - ELECTRIC	93.00
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	250.32
AUTOMATED BUSINESS EQUIPMENT	00027	SEALING SOLUTION - GEN	16.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	1,805.53
MUNICIPAL SUPPLY CO.	00324	SWIVEL BRASS ADAPTER - WW	205.95
LEXISNEXIS COPLOGIC SOLUTIONS INC.	01947	TRAINING SUBSCRIPTION - POLICE	429.30
STAR THOMAS	01654	POSTAGE REIM - POLICE	16.38
GALL'S LLC	00159	UNIFORMS & ACCESSORIES - POLICE	712.03
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	632.00
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
MICHIGAN MUNICIPAL LEAGUE	00285	MML DUES, LEGAL DEF FUND - GEN	3,458.00
MAYBERRY HOMES	02858	MISC CONT FOR SWR REPAIR - WW APP RES 24-11	5,000.00
GRAINGER, INC.	00172	SUPPLIES - ELECTRIC	404.20
GRAINGER, INC.	00172	SUPPLIES - ELECTRIC	24.92
POWER LINE SUPPLY COMPANY	00389	TOOLS - ELECTRIC	49.00
POWER LINE SUPPLY COMPANY	00389	VESTS - ELECTRIC	728.00
POWER LINE SUPPLY COMPANY	00389	GLOVES - ELECTRIC	200.00
POWER LINE SUPPLY COMPANY	00389	LINEMAN GLOVES - ELECTRIC	128.00
POWER LINE SUPPLY COMPANY	00389	BALACLAVA CONVERTIBLE CAT 2 - ELECTRIC	260.00
POWER LINE SUPPLY COMPANY	00389	SLIP ON ICE CLEATS - ELECTRIC	288.00
POWER LINE SUPPLY COMPANY	00389	FR GEAR, STRAP - ELECTRIC	360.00
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	37.98
MENARDS	00260	REFRIGERATOR - ELECTRIC	149.00
MENARDS	00260	OFFICE EQUIPMENT - ELECTRIC	140.36
MENARDS	00260	HARDWARE FOR OFFICE - ELECTRIC	368.79

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PLEUNE SERVICE COMPANY INC.	00741	HVAC MAINTENANCE - ELECTRIC	340.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
PLEUNE SERVICE COMPANY INC.	00741	HEATING SYSTEM FOR GENERATORS - ELECTRIC, APP C	39,822.38
MOYER CONSTRUCTION	00316	CONCRETE REPAIR - ELECTRIC	2,500.00
AECOM TECHNICAL SERVICES	01810	FERC COMP ENGINEERING - ELECTRIC	4,324.67
VISION METERING, LLC	02816	METERS - ELECTRIC	1,440.00
MAMC	01580	CEM ASSOC DUES - CEM	45.00
GRANGER	00175	REFUSE - REFUSE	16,075.07
GRANGER	00175	REFUSE - WW	164.00
GRANGER	00175	REFUSE - MP, PARKS, CEM	312.00
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	96.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	224.58
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	44.05
MICHIGAN CAT	01920	SUPPLIES - MTR POOL	64.88
INTERSTATE BILLING SVC	00202	HYD FLUID - MTR POOL	165.24
HYDRO-CHEM SYSTEMS, INC.	02284	DEGREASER - MTR POOL	92.73
MICHIGAN COMPANY, INC.	00273	PALLET GREEN SCAPES ICE MELT - MAJ, LOC STS	731.62
BLUNDY,HOPPE,S,TIRE & AUTO CLINIC	01952	TIRES #922 - MTR POOL	804.88
KODIAK EMERGENCY VEHICLES	02224	REPLACE POWER SUPPLY - POLICE	311.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	936.91
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	625.00
USA BLUEBOOK	01850	EXT POLE , SUPPLIES - WW	723.99
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	767.65
CINTAS	00083	MED CABINET REFILL - CITY HALL	26.37
CINTAS	00083	MED CABINET REFILL - MTR POOL	66.80
FABRICATED CUSTOMS	02637	PORTLAND SAFETY AWARDS - COUNCIL	75.00
THEKA ASSOCIATES ENGINEERING, INC.	02557	NEW DIST SUB STA PYMT #4 - ELE RES 22-77	18,030.00
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - POLICE	1,162.00
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - ELECTIONS	19.50
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MTG SYNOPSIS - GEN	391.00
CULLIGAN	02130	WATER X4 CITY HALL - GEN	30.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT FEB 2024-GEN	371.50
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,672.41
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	53.83
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	43.50
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	14.87
INTERSTATE BILLING SVC	00202	CYLINDER #945 - MTR POOL	859.94
MHR BILLING	01780	JAN BILLING - AMB	2,700.00
BSN SPORTS	00911	BBALLS K LEAGUE - REC	230.95
CINTAS	00083	MED CABINET REFILL - PARKS, CEM	81.95
FENCE CONSULTANTS OF WEST MICHIGAN	02267	FENCE PURCHASE & INSTALL - PARKS APP RES CON AC	10,395.00
Total:			\$125,634.87

**BI-WEEKLY
WAGE REPORT
February 19, 2024**

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.	11,668.82	200,390.07	3,063.17	69,788.37	14,731.99	270,178.44
ASSESSOR		-		-	-	-
CEMETERY	1,737.61	69,936.56	215.39	19,390.06	1,953.00	89,326.62
POLICE	19,407.58	308,220.81	4,507.87	97,525.53	23,915.45	405,746.34
CODE ENFORCEMENT	67.01	972.58	5.16	82.47	72.17	1,055.05
PARKS	2,692.91	59,913.26	446.56	11,223.69	3,139.47	71,136.95
INCOME TAX	2,778.13	42,798.70	671.38	14,488.78	3,449.51	57,287.48
MAJOR STREETS	4,526.19	69,287.42	1,048.71	29,570.97	5,574.90	98,858.39
LOCAL STREETS	4,196.40	65,799.78	1,039.57	28,963.66	5,235.97	94,763.44
RECREATION	1,703.45	27,023.30	355.33	8,333.01	2,058.78	35,356.31
AMBULANCE	22,871.18	344,192.45	4,481.61	84,851.50	27,352.79	429,043.95
DDA	2,593.17	44,193.91	378.19	8,125.72	2,971.36	52,319.63
ELECTRIC	22,080.90	372,036.25	4,550.69	123,277.86	26,631.59	495,314.11
WASTEWATER	10,068.87	172,334.87	1,956.84	46,892.22	12,025.71	219,227.09
WATER	6,398.49	117,169.29	1,772.34	45,782.08	8,170.83	162,951.37
MOTOR POOL	782.35	14,731.74	159.05	5,553.56	941.40	20,285.30
TOTALS:	113,573.06	1,909,000.99	24,651.86	593,849.48	138,224.92	2,502,850.47

User: ABAUM

DB: Portland

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2024 (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND									
Revenues									
101-000-402.000	REAL PROPERTY TAXES	1,218,862.00		1,242,441.72		4,715.01		(23,579.72)	101.93
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,800.00		0.00		0.00		1,800.00	0.00
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,200.00		0.00		0.00		3,200.00	0.00
101-000-445.000	PENALTY & INTEREST	4,500.00		4,770.28		1,218.53		(270.28)	106.01
101-000-447.000	TAX COLLECTION FEES	49,000.00		42,342.74		5,209.37		6,657.26	86.41
101-000-451.000	SPECIAL ASSESSMENT FEES	0.00		5.12		0.00		(5.12)	100.00
101-000-476.000	BUSINESS PERMITS	100.00		100.00		100.00		0.00	100.00
101-000-477.000	CABLE TV FEES	14,000.00		6,187.01		0.00		7,812.99	44.19
101-000-490.000	NON-BUSINESS PERMITS	85,000.00		23,967.60		1,843.00		61,032.40	28.20
101-000-543.000	ACT 302 POLICE TRAINING GRANT	500.00		949.80		0.00		(449.80)	189.96
101-000-570.000	LIQUOR FEES	3,900.00		4,360.95		0.00		(460.95)	111.82
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00		8,835.54		0.00		(8,835.54)	100.00
101-000-574.000	REVENUE SHARING-CONST SALES	414,503.00		215,335.00		0.00		199,168.00	51.95
101-000-574.001	REVENUE SHARING-STAT SALES	121,006.00		61,723.00		0.00		59,283.00	51.01
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	0.00		798.00		0.00		(798.00)	100.00
101-000-609.000	SEX OFFENDER REGISTRATION FEES	100.00		50.00		0.00		50.00	50.00
101-000-623.000	TRANSCRIPT FEES	400.00		568.81		46.45		(168.81)	142.20
101-000-624.000	MISCELLANEOUS FEES	0.00		0.63		0.00		(0.63)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	442,992.00		258,411.72		36,915.96		184,580.28	58.33
101-000-630.000	CEMETERY LOT SALES	10,000.00		5,650.00		0.00		4,350.00	56.50
101-000-633.000	CEMETERY CARE FEES	6,000.00		3,666.00		0.00		2,334.00	61.10
101-000-634.000	GRAVE OPENING FEES	13,000.00		6,675.00		0.00		6,325.00	51.35
101-000-656.000	DISTRICT COURT FINES	6,800.00		6,447.31		1,468.39		352.69	94.81
101-000-661.000	PARKING FINES	1,400.00		40.00		40.00		1,360.00	2.86
101-000-663.000	MISCELLANEOUS FINES	1,200.00		920.00		160.00		280.00	76.67
101-000-665.000	INTEREST INCOME	5,600.00		5,013.50		477.53		586.50	89.53
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	500.00		912.92		0.00		(412.92)	182.58
101-000-667.000	RENTAL INCOME	7,000.00		2,850.00		830.00		4,150.00	40.71
101-000-676.001	DONATIONS-MISCELLANEOUS	100.00		125.00		0.00		(25.00)	125.00
101-000-676.004	DONATION-RED MILL BUILDING	10,000.00		0.00		0.00		10,000.00	0.00
101-000-678.000	MERS FOREITURE REVENUES	2,500.00		5,292.12		0.00		(2,792.12)	211.68
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,000.00		8,738.24		3,260.00		(2,738.24)	145.64
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	25,000.00		59,626.28		69.47		(34,626.28)	238.51
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00		1,932.00		0.00		68.00	96.60
101-000-693.000	SALE OF EQUIPMENT	4,900.00		194.18		194.18		4,705.82	3.96
101-000-699.150	TRANSFER FROM PERP CARE	175.00		209.82		30.62		(34.82)	119.90
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	109,391.00		0.00		0.00		109,391.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	52,750.00		0.00		0.00		52,750.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	39,200.00		0.00		0.00		39,200.00	0.00
TOTAL REVENUES		2,663,379.00		1,979,140.29		56,578.51		684,238.71	74.31

Expenditures									
100	COUNCIL	60,975.00		30,663.81		75.00		30,311.19	50.29
172	CITY MANAGER	217,966.00		115,910.56		22,492.30		102,055.44	53.18
201	GENERAL ADMINISTRATION	691,961.00		443,756.72		36,927.24		248,204.28	64.13
257	ASSESSING	59,870.00		33,701.22		4,661.57		26,168.78	56.29
262	ELECTIONS	20,630.00		8,494.98		3,101.01		12,135.02	41.18
265	CITY HALL	107,185.00		66,074.37		5,063.30		41,110.63	61.65
301	POLICE	988,671.00		466,485.55		72,268.01		522,185.45	47.18
371	CODE ENFORCEMENT	37,670.00		19,454.37		1,049.35		18,215.63	51.64
567	CEMETERY	221,505.00		114,652.18		10,184.78		106,852.82	51.76
707	COMMUNITY PROMOTIONS	404,550.00		272,001.65		35,240.47		132,548.35	67.24
728	ECONOMIC DEVELOPMENT	27,000.00		19,779.50		2,061.91		7,220.50	73.26
751	PARKS	430,007.00		203,043.37		36,669.21		226,963.63	47.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		3,267,990.00	1,794,018.28	229,794.15	1,473,971.72	54.90
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,663,379.00	1,979,140.29	56,578.51	684,238.71	74.31
TOTAL EXPENDITURES		3,267,990.00	1,794,018.28	229,794.15	1,473,971.72	54.90
NET OF REVENUES & EXPENDITURES		(604,611.00)	185,122.01	(173,215.64)	(789,733.01)	30.62

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		939,400.00	513,701.15	156,528.21	425,698.85	54.68
TOTAL EXPENDITURES		1,579,001.00	98,595.19	13,415.46	1,480,405.81	6.24
NET OF REVENUES & EXPENDITURES		(639,601.00)	415,105.96	143,112.75	(1,054,706.96)	64.90
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		1,396,122.00	234,719.59	37,945.34	1,161,402.41	16.81
TOTAL EXPENDITURES		1,548,404.00	269,374.30	40,694.30	1,279,029.70	17.40
NET OF REVENUES & EXPENDITURES		(152,282.00)	(34,654.71)	(2,748.96)	(117,627.29)	22.76
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		526,497.00	167,671.92	13,821.70	358,825.08	31.85
TOTAL EXPENDITURES		595,437.00	214,023.41	34,147.81	381,413.59	35.94
NET OF REVENUES & EXPENDITURES		(68,940.00)	(46,351.49)	(20,326.11)	(22,588.51)	67.23
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		114,100.00	61,316.00	2,874.34	52,784.00	53.74
TOTAL EXPENDITURES		125,675.00	80,034.85	13,543.10	45,640.15	63.68
NET OF REVENUES & EXPENDITURES		(11,575.00)	(18,718.85)	(10,668.76)	7,143.85	161.72
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		862,420.00	663,607.52	60,883.61	198,812.48	76.95
TOTAL EXPENDITURES		1,029,190.00	601,752.26	90,114.78	427,437.74	58.47
NET OF REVENUES & EXPENDITURES		(166,770.00)	61,855.26	(29,231.17)	(228,625.26)	37.09
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		422,000.00	321,067.13	18,848.30	100,932.87	76.08
TOTAL EXPENDITURES		443,890.00	125,065.10	8,492.49	318,824.90	28.17
NET OF REVENUES & EXPENDITURES		(21,890.00)	196,002.03	10,355.81	(217,892.03)	895.40
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		198,600.00	97,869.89	16,185.46	100,730.11	49.28
TOTAL EXPENDITURES		197,000.00	113,057.77	16,075.07	83,942.23	57.39
NET OF REVENUES & EXPENDITURES		1,600.00	(15,187.88)	110.39	16,787.88	949.24
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		5,431,900.00	2,899,232.65	363,193.51	2,532,667.35	53.37
TOTAL EXPENDITURES		6,422,605.00	2,865,611.84	376,388.94	3,556,993.16	44.62
NET OF REVENUES & EXPENDITURES		(990,705.00)	33,620.81	(13,195.43)	(1,024,325.81)	3.39
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		1,754,800.00	2,360,506.81	1,629,667.98	(605,706.81)	134.52
TOTAL EXPENDITURES		1,812,901.00	520,598.80	78,681.85	1,292,302.20	28.72
NET OF REVENUES & EXPENDITURES		(58,101.00)	1,839,908.01	1,550,986.13	(1,898,009.01)	3,166.74

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
TOTAL REVENUES		891,783.00	461,448.72		60,672.50		430,334.28	51.74
TOTAL EXPENDITURES		1,128,043.99	342,637.49		48,174.82		785,406.50	30.37
NET OF REVENUES & EXPENDITURES		(236,260.99)	118,811.23		12,497.68		(355,072.22)	50.29
Fund 661 - MOTOR POOL FUND								
Fund 661 - MOTOR POOL FUND:								
TOTAL REVENUES		357,182.00	153,482.23		14,598.03		203,699.77	42.97
TOTAL EXPENDITURES		628,611.00	210,683.86		129,988.58		417,927.14	33.52
NET OF REVENUES & EXPENDITURES		(271,429.00)	(57,201.63)		(115,390.55)		(214,227.37)	21.07
TOTAL REVENUES - ALL FUNDS		12,894,804.00	7,934,623.61		2,375,218.98		4,960,180.39	61.53
TOTAL EXPENDITURES - ALL FUNDS		15,510,757.99	5,441,434.87		849,717.20		10,069,323.12	35.08
NET OF REVENUES & EXPENDITURES		(2,615,953.99)	2,493,188.74		1,525,501.78		(5,109,142.73)	95.31

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
FEBRUARY 13, 2024 – 3:00 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)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Appointment to Airport Zoning Board
 - Jenn Moore, MDOT
 - B. Discuss the Amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act-Conservation District
 - C. Approval of PA116 Farmland Agreement-Brown Application 24-001-Greg Geiger
 - D. Approval of PA116 Farmland Agreement-Brown Application 24-002-Greg Geiger
 - E. Request Approval to accept MDHHS Oral Health Grant-Chad Shaw/Aimee Feehan
 - F. Budget Amendment Request-Tim Dame
 - G. Request Approval of Signature on Contract for Phase 1 Environmental Site Assessment with Fishbeck-Carol Hanulcik
 - H. Request Approval of Support and Equipment purchase with Priority Dispatch-Lance Langdon
 - I. Request Approval to update Michigan Public Safety Communications System Member Agreement-Lance Langdon

- J. Request a Short-Term Loan to Friends of the Fred Meijer River Valley Rail-Trail-Patrick Jordan
- K. Request Approval of Contract with Textile Preservation Associates, Inc.-Patrick Jordan
- L. Performance Resolution for Municipalities-Linda Pigue
- M. Request Approval to Purchase Metal Culverts-Linda Pigue
- N. Request one year paving contract extension-Linda Pigue

IX. Department Reports

- A. Animal Shelter and Control Quarterly Report
- B. Health Department Quarterly Report

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. 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 February 2024:

- NONE

Appointments for consideration in the month of March 2024:

- Community Mental Health Service Board