



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

7:00 P.M. Monday, May 6, 2024

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 by Mayor Barnes</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
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:05 PM	<b>V. <u>City Manager Report</u></b>	
7:20 PM	<b>VI. <u>Presentations</u></b>	
7:25 PM	A. Portland District Librarian Cory Grimminck – Annual Library Report	
7:35 PM	B. Jon Moxey of Fleis & VandenBrink – Kent Street Project Update	
7:40 PM	C. DDA Director ConnerWellman – Downtown Report	
	D. Arbor Day Proclamation	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:42 PM	A. Proposed Resolution 24-37 Setting a Public Hearing on the Budget Proposed for Fiscal Year 2024-2025	Decision
7:43 PM	B. Proposed Resolution 24-38 Approving the Purchase of a 2024 Chevrolet Silverado 2500 Truck for the Department of Public Works (DPW)	Decision
7:45 PM	C. Proposed Resolution 24-39 Approving a Proposal from Fleis & VandenBrink to Provide Professional Services for Assistance with EGLE’s Technical, Managerial, and Financial Grant	Decision
7:48 PM	D. Proposed Resolution 24-40 Approving a Proposal from Fleis & VandenBrink to Provide Professional Services for Assistance with the Wellhead Protection Program and a New Well Site Evaluation	Decision
7:50 PM	E. Proposed Resolution 24-41 Approving Payment to F&V Construction for Work Performed for the Wastewater Treatment Plant Project	Decision
7:53 PM	<b>X. <u>Consent Agenda</u></b> A. Minutes and Synopsis of the Regular City Council Meeting held on April 15, 2024 and Minutes of the Budget Workshop held on May 1, 2024	Decision

**Estimated  
Time**

**Desired  
Outcome**

- B. Payment of Invoices in the Amount of \$190,455.43 and Payroll in the Amount of \$135,190.71 for a Total of \$325,646.14
- C. Purchase Orders over \$5,000.00
  - 1. McKearney Asphalt & Sealing, Inc. Mill and Fills – Portions of Grape Street and Bridge Street Estimated at \$13,000.00
  - 2. McKearney Asphalt & Sealing, Inc. Asphalt Removal and Replacement – Bristie Street Estimated at \$43,995.00
  - 3. McKearney Asphalt & Sealing, Inc. both Mill and Fill and Asphalt and Removal and Replacement on Different Portions of East Street Estimated at \$163,990.00

**XI. Communications**

- A. Water Department Report for April 2024
- B. Utility Billing Report for March 2024
- C. Ionia County Board of Commissioners Agenda for April 23, 2024
- D. MPSC Notice of Hearing for Consumers Energy

**XII. Other Business – None**

**XIII. City Manager Comments - None**

**XIV. Council Comments**

**XV. Adjournment**

7:55 PM

8:00 PM

8:05 PM

8:10 PM

Decision

# Annual Report

## 2022-2023

### 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

2022-2023

# Annual Report

July 1, 2022 – June 30, 2023

*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>'26</b>
Secretary	<b>Kathy Cook (Portland Township)</b>	<b>'26</b>
Treasurer:	<b>Mary Leik (Danby Township)</b>	<b>'26</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:**

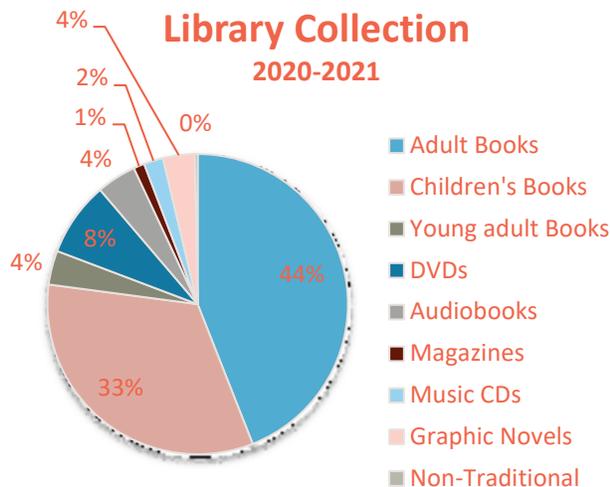
Library Hours are from 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

<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>Amanda Pung</b>
Library Clerk	<b>Brenda Snow</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>Ozma Smith</b>



New staff: Amanda Pung and Brenda Snow.

LIBRARY COLLECTION	2021-2022	2022-2023
Adult fiction – hardcover	10,816	11,039
Adult non-fiction and reference	7,837	8,130
Adult paperbacks	1,155	1,166
Young adult books	1,788	1,688
Juvenile fiction	5,507	5,783
Juvenile non-fiction	3,247	3,478
Juvenile picture books \ Early readers	5,463	5,969
Parenting books	208	38
DVDs - adult	2,654	2,841
DVDs - juvenile	828	863
Adult audiobooks	1,406	1,429
Juvenile audiobooks	561	547
Magazines	551	531
Music CDs	1,171	968
Graphic Novels	1,495	1,580
Non-Traditional Collections	129	136
<b>TOTAL COLLECTION</b>	<b>44,816</b>	<b>46,186</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.

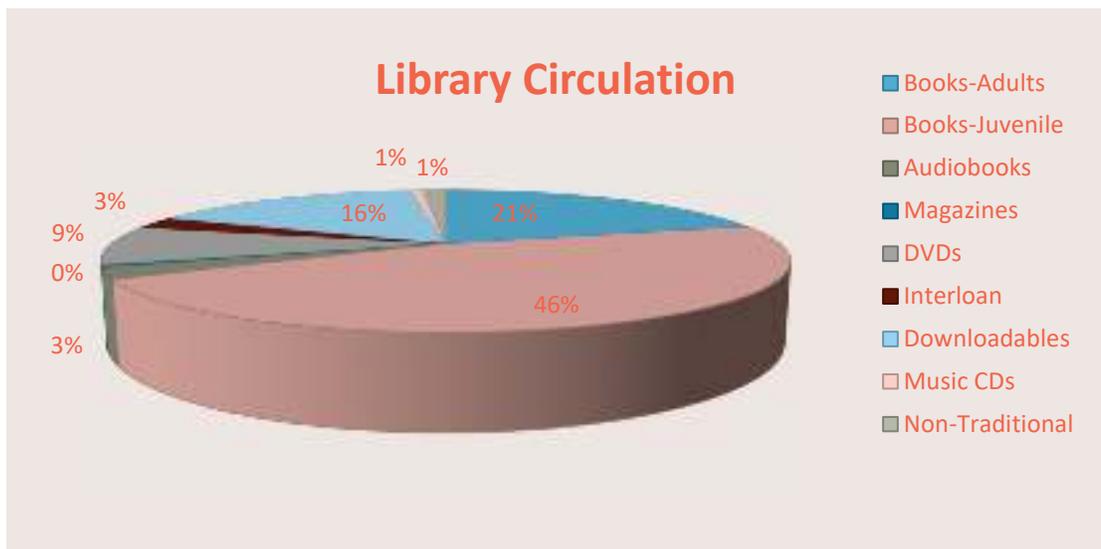
The library subscribes to 37 different magazines, 11 of which are for the children’s or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard*. We also have the *Portland Review and Observer* on microfilm dating back to 1868.

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.

CIRCULATION STATISTICS	July 1,2021-June 30,2022	July 1,2022-June 30, 2023
Books-Adult	12,228	13,675
Books – Juvenile	28,585	30,809
BOOKS – TOTAL	<b>37,358</b>	<b>44,484</b>
Juvenile Audiobooks	977	845
Adult Audiobooks	845	967
Magazines	221	294
DVDs	4,657	4,538
Juvenile DVDs	1,690	1,320
Music CDs	655	545
Non-Traditional Collections	645	882
Overdrive downloadable books	9,497	9,549
Overdrive Advantage books	1,014	1,096
Interloan items received	2,059	1,812
TOTAL CIRCULATION	<b>63,073 items</b>	<b>66,332 items</b>

### Circulation Statistics

This year we received, in partnership with Portland Public Schools, a large grant that was intended to increase library usage outside school hours. We used these funds for a number of projects, all of which brought more families in, and raised our overall circulation by 3,259. The greatest circulation drops continue to be in categories where patrons can easily stream the same content (movies and music). The highest circulation months were July and August of 2022 and June of 2023. Our lowest circulation month was December of 2022.



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**

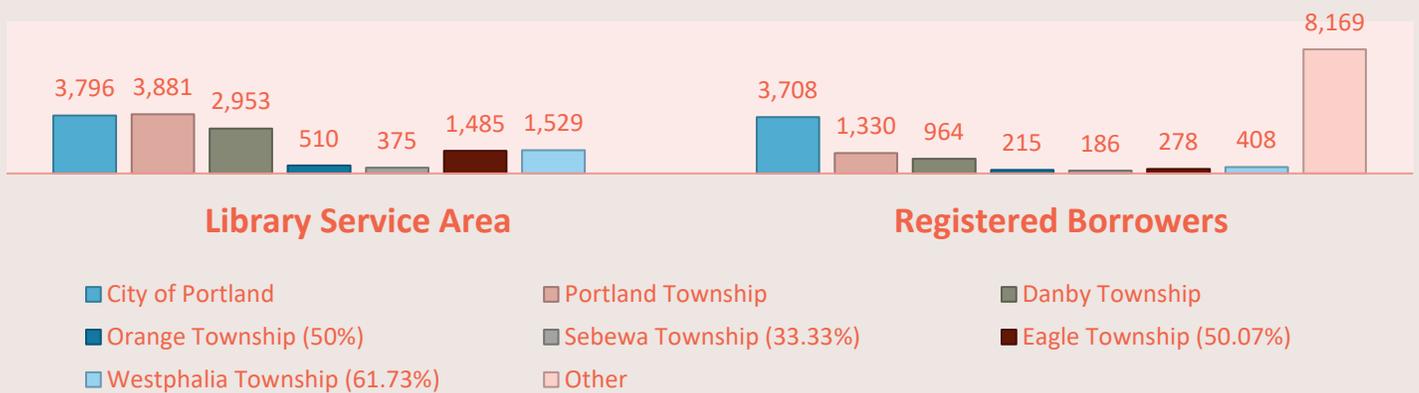
### Population of the Service Area

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



Registered Borrowers (2022-2023)	
Portland City	3,708
Portland Township	1,330
Danby Township	964
Eagle Township	278
Orange Township	215
Sebewa Township	186
Westphalia Township	408
Other	1,080
<b>TOTAL</b>	<b>8,169</b>

**Registered Borrowers**

In an effort to clean up our database this year, we removed any patrons who met certain criteria and had not used the library in five years or more. We were astonished by how many people this was, and we have now changed our goals from signing patrons up to getting patrons to use the library. It is also fast, easy, and free to reinstate any card that was removed, should any patrons decide to start their library usage back up again.

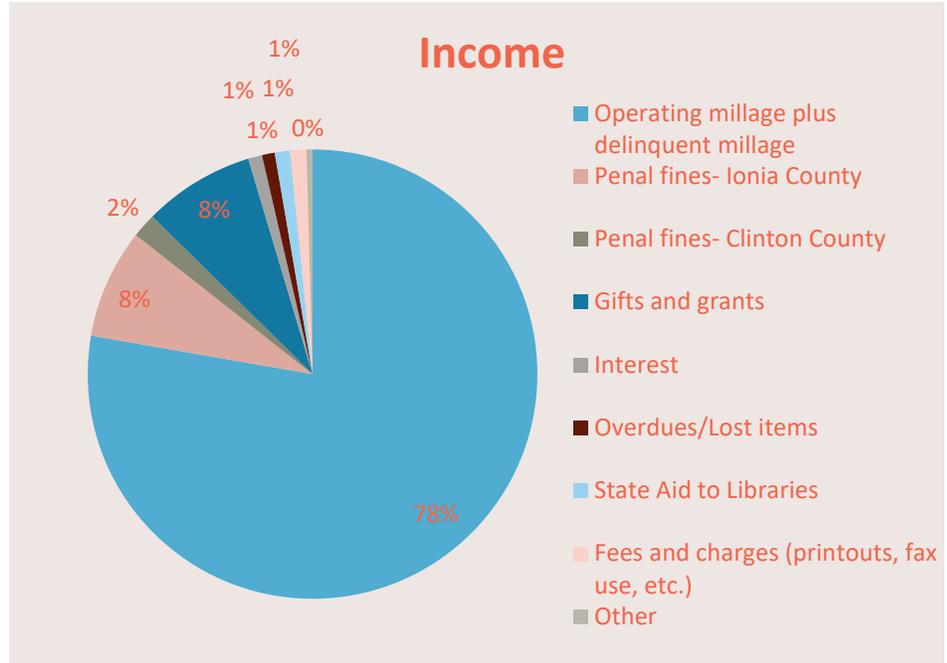
550 persons registered for their first library card from July 2022- June 2023. Of these, 156 reside in the City of Portland, 107 in Portland Township, 71 in Danby Township, 19 in Eagle Township, 57 in Westphalia Township, 29 in Lyons Township, 19 in Orange Township, and 14 in Sebewa. We also had 78 register 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.

*Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation. — Walter Cronkite*

INCOME	
Operating millage plus delinquent millage	\$502,986
Penal fines- Ionia County	\$50,979
Penal fines- Clinton County	\$11,439
Gifts/grant/memorials	\$51,802
Interest	\$6,453
Overdue/Lost items	\$5,889
State Aid to Libraries	\$7,086
Fees and charges (printouts, fax use, etc.)	\$7,598
Other	\$2,825
<b>TOTAL:</b>	<b>\$647,057</b>

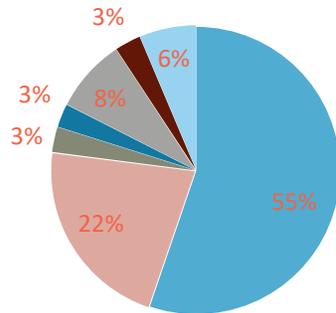


**Income and Expenses**

Ionia County penal fines were down considerably this year—nearly \$20,000—but our grant/donation income more than made up for this shortfall. Our youth department grant with the schools brought in more than \$40,000, boosting this section of our income from 1% of the total budget to 8%. Our expenses went up by approximately \$50,000, due in large part to our effort to make our base wages more competitive in the current job market.

**Expenses**

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



EXPENSES:	
Salaries/Staff expenses	\$309,453
Repairs/maintenance/utilities/equipment	\$122,044
Library materials (books, periodicals, AV)	\$46,172
Professional fees (accounting, insurance, audit)	\$16,392
Technology (Hardware, software, tech support)	\$35,586
Programming/ Publicity	\$15,853
Supplies/postage/bank charges	\$14,727
<b>TOTAL:</b>	<b>\$560,227</b>

## Youth Department 2022-2023

### Summer 2022

**Summer Reading 2022: Oceans of Possibilities** came to a close on August 7, 2022 after 8 weeks of reading, tracking, and earning level prizes. We had a total of 419 youth patrons register for this year's program, which continues to be an uptick in overall registration compared to recent years; we had 379 in 2021, 163 in 2020, and 260 in 2019. We awarded 10 grand prize packs this year, including three for our Littles, four for our Middles, and three for our Teens.

Our goal for summer programming was to offer more in-person program options than last year. Staff felt comfortable with this decision as the COVID-19 pandemic seemed to be pretty tame and we could still wear masks inside and distance patrons at the programs as needed. One of the highlights for this summer was our **STEM Adventures with WKAR** program. We were so excited to be one of the many stops on WKAR & Michigan Learning Channel's pop-up summer tour. We provided activities for our families to participate in around the library and library lawn, while WKAR handed out books, activity packs, and more to our patrons. Each year in August, we celebrate the relaunch of our **1,000 Books Before Kindergarten** Anniversary. This year we celebrated our third successful year: 59 new registrations, 13 graduates, and 18,500 books read by our Littles in the past 12 months.

Along with programs at the library, we continued our presence at the Red Mill with our monthly outreach visit **PDL Takes On Red Mill Farmers Market**. We entertained families with young children with two storytimes, handed out books and other goodies from our friends at Ionia County Great Start Collaborative's *Talking is Teaching* program, handed out library calendars to promote all our programs, and had our prize wheel in tow! We also participated in **STEM Camp at Portland Public Schools** with students in grades K-5. The projects in August included dissecting and investigating owl pellets, along with another LEGO Challenge building and engineering structures. The most exciting and rewarding news that came from August was the announcement that Portland Public Schools was awarded \$212,000 from our partnership via the **Innovative Community Library Grant** from the Michigan Department of Education.

**Page Turners  
Teen Book Club**



**PDL Takes On Red Mill  
Farmers Market**



**STEM Adventures  
with WKAR**



Fall around the library is always filled with a mix of sadness because of the end of summer reading, nervous anticipation for the back-to-school season, and excitement around Halloween and the planning of our annual carnival.

September was the first month that we re-introduced in-person **Busy Bees** programs to our patrons. Each program required registration, just like any of our in-person programs, and allowed us to utilize our individualized sensory bins for the first time since their creation. These bins were made possible by funds from the Library of Michigan Public Library Services Grant that we were awarded in 2021. Both caregivers and Busy Bees enjoyed the structure play these bins allowed.

2022 was the first year since COVID first began that we were able to have our **Haunted Harvest Carnival**. In order to control traffic into the program, we created a ticket system, which worked out so well that we plan to continue this for other large in-door programs. We were lucky enough to have a magician on hand to teach our patrons magic tricks, Cory acted as our beloved fortune teller, we also played musical squares, had bouncy horse races through the adult fiction stacks, had trick-or-treating stations setup throughout the building, and held our first costume contest. The contest required patrons to get their photo taken in our photo booth, then photos were posted online for open voting, and winners for each category were selected including Littles, Middles, Teens, and Group.

During November, the Youth Department was able to complete some major updates to the **Children’s Sensory Garden**. We installed three new musical instruments including a butterfly, flower, and thunderwall. Our friends at Ionia County Great Start Collaborative’s *Talking is Teaching* program donated two signs for the garden, which were both installed just in time for the colder weather to come rolling in. One of the signs is a double-sided panel, which includes two of the themed posters “Let’s Talk About The Farm” and “Let’s Talk About Healthy Foods”. The other is a poster holder, meaning that we have four posters, one for each season that we can switch out as appropriate.

**Dungeons & Dragons:  
The Tomb Raiders**



**Winter 2022**

**Busy Bees Storytime**



**Haunted Harvest Carnival  
Costume Contest**



December proved to be a lot of fun around the library. **Holiday Happenings** was a joy to put on for our patrons. Our beloved prize wheel sitting at circulation for three full weeks was a hit with patrons of all ages. There was something special about coming to the library and knowing that with each visit you could have a chance to spin the wheel and go home with something new to keep. The weekly surprise craft bags created for adults and youth appeared to bring a lot of joy to our families. It is also exciting to see our patrons supporting the wish tree for our staff this year. These small donations really add up.

The holidays came and went and before we knew it, January was upon us. Aside from work on **winter programming**, including the **Winter Reading Program**, progress was made on various **collection projects** by Youth Department staff members. Other projects that have been in the works are the **Ionia County Battle of the Books 2023**, for patrons in grades 3-5, along with the start of **Summer Reading 2023 planning**. Battle of the Books is a months-long program which returned to the Ionia Theater in March for the final battle between teams from all the county libraries. The program this year was extra exciting, as it has had many upgrades over the last three years to improve the experience for patrons participating, patrons attending to watch in support, and library staff members working the event. As always, summer reading planning starts 6-7 months prior to the annual kickoff event in June. Youth Department members have been busy brainstorming programs, prizes, passive activities, decoration ideas, outreach possibilities, and so much more in hopes to make this year's program the best PDL has ever had. This is an exciting year for us because we have \$10,000 from the Innovative Community Library Grant to spend on the kickoff program alone.

The **Innovative Community Library Grant project** with Portland Public Schools (PPS) has been moving along quite nicely. Youth Librarian Eileen had a meeting with the Directors of Elementary and Secondary Education in early December to discuss big-picture spending of the funds. She presented an itemized list of purchases PDL would like to make including replacement shelving in youth and teen areas, an outreach book bike, and funds to cover an all-day summer reading kickoff extravaganza for this year's program. Installing Makerspaces into each of the district's libraries has become the focus for PPS. Eileen presented on this topic to the PPS admin team in early January as a way to get the ball rolling on this specific part of the grant project. At the end of this meeting, PDL was given final approval to spend an additional \$35,000. As part of the Innovative Community Library partnership with PPS, Eileen helped the middle school librarian facilitate a book club for 6th, 7th, and 8th grade students. Discussion meetings were held in both December and January, and funds from the grant covered the cost of books; each student being allowed to keep the copy they received at sign up.

Overall it was a very busy, but exciting and positive winter quarter for Youth Department staff members. We continued to feel a shift to a "new normal" with every calendar quarter we complete, every program we put together, and every patron we see visit our space.

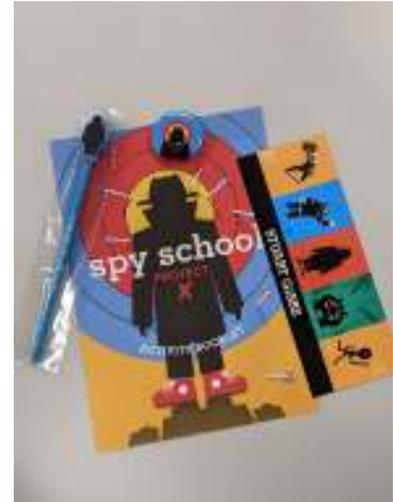
**Holiday Prize Wheel**



**Character Quest Prize**



**Middle School Book Club**



## **Spring 2023**

With the arrival of March came the spring program calendar. This includes all the programs for March, April, and May. We partnered with many different organizations this season to provide a variety of programming opportunities. We worked with *Music Is The Foundation* to bring our patrons **Strumming Along**, which is a set of beginner ukulele classes. *Loafing Goat Bakery* worked with us to provide a cookie decorating class, **Hello Spring: Cookie Decorating**, for youth patrons and an adult partner. *Talking is Teaching* provided libraries in the county with the supplies and opportunity to put on another **county-wide scavenger hunt**, making it PDL's fifth overall. We also had a booth at the **Red Mill's Porch & Garden Extravaganza** in May to promote our upcoming Summer Reading Program.

On March 30 and 31, Youth Department staff member Sandy and Youth Librarian Eileen spent two entire days in Ann Arbor at Michigan Library Association's **Spring Institute for Youth Services**. Two entire days dedicated to learning from authors, doctors, and other youth library staff from around the state. They attended breakout sessions about story time, partnering with local farmers markets, digitizing local history room materials, and more!

On April 25, Youth Department staff members Sandy and Jamie, and Youth Librarian Eileen attended **Michigan Library Advocacy Day** at the Michigan State Capitol. This day was all about visiting with legislators to advocate for and inform them of the importance of supporting local libraries, mainly investing in funding. Libraries are facing all sorts of challenges, new and existing, but securing funding for our long-term financial health and operational capabilities is

vital for our continued existence. We know that advocacy is not just about one day, but to continue spreading the message far and wide, and that is our plan!

**Battle of the Books Team**



**Write On! Club Members**



**Library Advocacy Day**



**Spring Institute**



**Hello Spring: Cookie Decorating**



## **Summer 2023**

We officially survived the start of another year of summer reading at the library! On Friday, June 9, we had the support of 675 community members attending the **Summer Reading Kickoff Extravaganza**. This was by far the biggest and best kickoff we've ever had. We continue to be very thankful for the funds received from the Innovative Community Library Grant. Everyone seemed to enjoy the food, swag items, and activities we provided, including karaoke!

The day also included a bouncy castle and slide, balloon twister, face painting, and food trucks including: Kona Ice, ice cream, hotdogs & hamburgers, walking tacos, Courageous Coffee and more!

Summer reading and program planning is always filled with lots of organizing and coordinating with not only everyone in the department, but also with community organizations. This summer we have received so much support from the community for our program including: Portland Party Store, Subway, Fabiano's Westside Grocery, McDonald's, Taco Bell, Sun Theater in GL, Wendy's, Arby's, Olivera's Impression 5 Science Center, Grand Rapid's Children's Museum, Frederik Meijer Gardens and Sculpture Park, and the ISD/Talking is Teaching.

**Summer Reading Kickoff Extravaganza**



## Outreach Opportunities

- **Ionia Free Fair with ICLAYS** – July 19, 2022
- **PDL Takes On Red Mill Farmers Market** – July 20, 2022
- **PPS Summer STEM Camp** – August 3 & 4, 2022
- **PPS Summer STEM Camp** – August 10 & 11, 2022
- **PDL Takes On Red Mill Farmers Market** – August 20, 2022
- **PDL Takes On Red Mill Farmers Market** – September 24, 2022
- **PDL Takes On Red Mill Farmers Market** – October 15, 2022
- **High School Hallo-Wednesday** – October 26, 2022
- **Portland Middle School Book Club Meeting** – December 2, 2022
- **Portland Middle School Book Club Meeting** – January 6, 2023
- **Westwood Family Night** – May 18, 2023
- **PDL Takes On Red Mill Farmers Market** – May 20, 2023
- **PPS Summer STEM Camp** – June 13 & 15, 2023
- **PDL Takes On Red Mill Farmers Market** – June 17, 2023
- **PPS Summer STEM Camp** – June 20 & 22, 2023

## Department Donations & Grants

- Library Patron Carla Gates - \$200 – **Teen Kits** – School Supplies
- Ionia County Great Start Collaborative - \$100 – **Haunted Harvest Carnival**
- Talking is Teaching - \$125 – **Fall Books & Blankets** – Books
- Talking is Teaching - \$5,000 – **Children’s Sensory Garden** – Signage
- Library Patron Carla Gates - \$600 – **Essay Contest** – Tool Sets, STEM Kits, and Safety Glasses
- Talking is Teaching - \$200 – **Winter Books & Blankets** – Books and Snowball Makers
- Smart Money Michigan Kids Read – \$200 – **Book Cubs Virtual Storytime** – 75 Books
- Talking is Teaching - \$200 – **Spring Books & Blankets** – Books
- Talking is Teaching – **Early Literacy Programming** – Yard Signs & Posters
- Talking is Teaching – **County-Wide Spring Scavenger Hunt** – Picture Books, Board Books, Writing Tablets
- Talking is Teaching – **Farmer’s Market Outreach** – Activity Bags
- Talking is Teaching – **Farmer’s Market Outreach** – Counter Kits: Bugs, Farm, Fruit & Veggies, and Family
- Innovative Community Library Grant - \$45,983.77 – **Youth Department**
- Talking is Teaching - \$200 – **Summer Books & Blankets** – Books
- Talking is Teaching - \$100 – **Petey L.’s Summer Adventures** – Tote Bags & Bug Nets
- Ionia County Great Start Collaborative - \$500 – **SRP 2023** – Level Prizes
- Olivera’s - \$100 – **SRP 2023** – Level Prizes
- Portland Party Store – **SRP 2023** – 475 Free Donut Coupons
- Subway – **SRP 2023** – 400 Subway Kids Meal Coupons
- Fabiano’s Westside Grocery – **SRP 2023** – 75 Free Slushie Coupons

- Mcdonald's – **SRP 2023** – 75 Free French Fry or Hashbrown Coupons
- Taco Bell – **SRP 2023** – 400 Free Meal Coupons
- Grand Ledge Sun Theater – **SRP 2023** – 20 Free Movie Passes
- Wendy's – **SRP 2023** – 225 Free Junior Frosty Keychains
- Arby's – **SRP 2023** – 75 Free Value Shake Coupons
- Impression 5 Science Center – **SRP 2023** – 28 Free Entry Tickets
- Grand Rapid's Children's Museum – **SRP 2023** – 8 Free Entry Tickets
- Frederick Meijer Gardens & Sculpture Park – **SRP 2023** – 7 Family Passes
- Zap Zone – **SRP 2023** – 100 Free Attraction Coupons

## Attendance

### Children's Attendance:

- **191** programs total
- **6,087** patron program registration
- **2,245** patrons attended programs
- **2,725** video views on YouTube

### Teen Attendance:

- **45** programs total
- **415** patron program registration
- **161** patrons attended programs
- **32** video views on YouTube

### All-Ages Attendance:

- **29** programs total
- **116** patron program registration
- **2,715** patrons attended programs
- **182** video views on YouTube

### Overall Department Attendance:

- **265** programs total
- **6,618** patron program registration
- **5,121** patrons attended programs
- **2,939** video views on YouTube

## Adult Programming 2022 - 2023

### Summer 2022:

Summer brought another take-and-make bag, as we wrapped our heads around the idea of more in-person programs. In July, 15 people learned the ancient Indonesian art of batik, using hot wax and dye to create colorful patterns on cloth.

### Fall 2022:

We had a great mix of programs in the fall, including the initiation of an adult Dungeons and Dragons group that met monthly, starting in September. We had five people join in that quest. September also brought four people into the library to make seed mosaics using extra and expired material from our seed library. In October, 20 people used fingernail polish and picture frames to make their own stained glass pieces, in a very popular take-and-make bag. We rounded out the fall with our in-person “Escape with a Seascape” program, with eight people using beach glass and picture frames to create either a beachy holiday tree or a crashing wave.

### Winter 2022/2023:

We started out the winter season in a cozy mood, with Shannon’s take-and-make bags allowing patrons to create faux yule logs out of pool noodles. 20 people partook of this holiday cheer. In January, we offered a royal icing cookie decorating class with Kelly from Loafing Goat Bakery, but it filled up so fast that we had to offer a second session in February. Over the course of the two sessions, 20 people learned how to make sweet Valentine’s treats. Also in February, Tammie held her first in-person program, teaching 12 people how to make painted bottles with fairy lights inside.

### Spring 2023

In March, we helped patrons prepare for Portland Creates!, our annual all-ages art contest, by having an art-based program. Four people used paints, oil pastels, and different colored scraps of paper to create landscape collages. March also found us upcycling old books by turning them into purses, an activity which 15 people joined. The Portland Creates! was extremely successful this year, with 67 people submitting 94 works of art, and 1600 individual votes cast while the art was on display! In May, 20 people made button bouquets to celebrate spring flowers, and five people participated in our “On the Same Page” book discussion. We wrapped up the year with our “Glorious Garlands” program, where five people wrapped yarn around cardstock shapes to create their own colorful garland.



### **Other Services:**

The library provides a fax machine, laminating machine, disc repair, 3D printer, 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 throughout the state.

### **Computers:**

This year, we relaxed our COVID protocols to allow for all 13—eight adult and five in the youth area—internet computers to be available for use. 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 also three AWE touch screen computers in the youth area, which are pre-loaded with games and educational programs.

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. Visit the website at [www.pdl.michlibrary.org](http://www.pdl.michlibrary.org).

## **Director's Report**

It's not always easy to puzzle out which direction an organization should be going. I'm not saying that the library is swamping about like a rudderless ship, I'm just saying that there's not always a clearly-marked path telling you exactly where to go. Often, it's more a matter of gut feelings and intuition, that feels more like fortune telling than anything else. Not this year, though. This fiscal year, several events converged that made our path forward abundantly clear.

First, Eileen, our youth librarian, successfully co-wrote a sizeable grant with Portland Public Schools. Since the focus of this grant was promoting reading and library usage outside school hours, we were able to focus on both outreach efforts and improvements to our physical space. We had a Summer Reading Kickoff Extravaganza, which attracted 675 people, many of whom came from outlying areas or had never been to our library before. And these people continued to come to the library throughout the summer, checking books out and attending our programs. We attended events at the schools, we got two new shelves that will better showcase our changing collections, we installed new signs and shelf-markers that make it easier for patrons to find materials, and so much more. This grant also allowed us to lay the groundwork and get the necessary supplies for a book bike, which we can ride to local parks, schools, and events in good weather to hand free books out to children and adults alike, and a revamped parenting section that will give parents all the tools they will need to get past six of the biggest child-rearing obstacles. It was a lot of work, but it really forced us to think about what our patrons really want, and what might bring them into the library.

Secondly, we decided to clean up our databases by removing patrons who had not used their library cards in five years or more. Surprisingly, more than half our patrons fit into this category, which was like a bucket of cold water to the face. As someone who loves libraries and can't imagine going five weeks without one, I realized that we have been doing a great disservice to the community by neglecting this measurement of usage. We realized that we have to focus not just on bringing people into the library, but on inspiring them to return. We need to understand what is keeping them away so that we can figure out how to make them want to visit.

So the way forward for the next fiscal year is clear . . . we need to work on making the library a place where all people want to spend their time. Microsoft's original vision statement was "A computer on every desk and in every home," and my vision for the next 365 days is just as simple: A library user in every home. We know it's going to take a lot of work to get us there, and we have a few tricks up our sleeves to help us along. But mostly, we need to get out into the community, ask good questions, and listen to the answers. We need to get creative with our outreach, programs, collections, and services. And we need to figure out how to retain our relevance in a world full of noise.



## ARBOR DAY 2024 PROCLAMATION

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal, and

**WHEREAS**, the City of Portland has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices; and

**WHEREAS**, seedlings were distributed to all 3<sup>rd</sup> grade classes in the Portland Public Schools and St. Patrick Schools to promote the importance of trees in our community; and

**WHEREAS**, the City held a ceremonial tree planting on Friday, April 26, 2024 at Powers Park at 10:00 A.M. in recognition of Arbor Day

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PORTLAND JOINS ME IN PROCLAIMING APRIL 26, 2024, AS ARBOR DAY IN THE CITY OF PORTLAND.**

### BY ORDER OF THE CITY COUNCIL

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

\_\_\_\_\_  
Joel T. VanSlambrouck,  
Mayor Pro-Tem

\_\_\_\_\_  
Patrick Fitzsimmons

\_\_\_\_\_  
Amanda L. Johnston

\_\_\_\_\_  
Erica Sheehan

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

Dated: **May 6, 2024**

SEAL

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 24-37**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE BUDGET  
PROPOSED FOR FISCAL YEAR 2024-2025**

**WHEREAS**, the City Manager recommends that the City Council schedule a Public Hearing on the Budget proposed for Fiscal Year 2024-2025 on May 20, 2024, at 7:00 P.M. and direct the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.

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

1. The City Council approves the scheduling of a public hearing for the 2024-2025 budget on Monday, May 20, 2024, at 7:00 P.M. and directs the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** May 6, 2024

\_\_\_\_\_  
**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. 24-38**

**A RESOLUTION APPROVING THE PURCHASE OF A 2024 CHEVROLET SILVERADO 2500 TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS (DPW)**

**WHEREAS**, DPW operates and maintains several work vehicles in its fleet to perform various city services and in order to maintain safe and reliable vehicles, new pick-up trucks are purchased every five years on average; and

**WHEREAS**, the City Manager and the Director of Public Works, utilizing the State of Michigan's MiDeal Program, recommend that City Council approve the purchase of a 2024 Chevrolet Silverado 2500 Truck for the amount of \$45,969.00, a copy of the quote and memo from the DPW Director, are attached as Exhibit A.

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

1. City Council approves the purchase of a 2024 Chevrolet Silverado 2500 Truck for the amount of \$45,969.00, a copy of the quote and memo from the DPW Director, are attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** May 6, 2024

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

## BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$45,969.00

Number of units 1

Total Bid Amount \$45,969.00

Vehicle Description:

Year 2024

Make Chevrolet

Model 2500 Silverado W/T  
reg cab 4wd

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Bid Prepared For :

City of Portland

Price includes title fee and delivery. Price based on  
Municipal discount in the State of Michigan.

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 4/15/2024



# Memo

**To:** Tutt Gorman, City Manager

**From:** Ken Gensterblum, Public Works Director

**cc:**

**Date:** April 30, 2024

**Re:** 2024 Chevrolet

---

The purchase order is for a 2024 Chevrolet 2500 pick up truck, this purchase will continue our plan to buy a pick up truck every 5 years to keep a safe and reliable fleet. This truck will replace a 2018 which will be rolled down to replace a 2015. The 2015 truck will remain in the fleet at this time. Keeping this truck will get us back to past fleet numbers and help to keep the wear off of the small dump truck we currently use every day just for transportation.

Recommendation is the approve the 2024 Chevrolet 2500 from Berger Chevrolet.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 24-39**

**A RESOLUTION APPROVING A PROPOSAL FROM FLEIS &  
VANDENBRINK TO PROVIDE PROFESSIONAL SERVICES FOR  
ASSISTANCE WITH EGLE’S TECHNICAL, MANAGERIAL, AND  
FINANCIAL GRANT**

**WHEREAS**, the City of Portland was awarded \$256,500.00 Technical, Managerial, and Financial (TMF) Grant related to the lead service line replacement program through the Michigan Department of Environment, Great Lakes and Energy’s (EGLE); and

**WHEREAS**, Fleis & VandenBrink has submitted a proposal to provide professional services for the administration of the TMF Grant in the amount of \$58,400.00, a copy of the proposal is attached as Exhibit A.

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

1. The Portland City Council approves the proposal from Fleis & VandenBrink to provide professional services for the administration of the TMF Grant in the amount of \$58,400.00, a copy of the proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** May 6, 2024

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



March 18, 2024

Via Email: [citymanager@portland-michigan.org](mailto:citymanager@portland-michigan.org)

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

**RE: EGLE Technical, Managerial, and Financial Grant  
Proposal for Engineering Services**

Dear Tutt,

Congratulations once again on the City receiving the Michigan Department of Environment, Great Lakes and Energy (EGLE) Technical, Managerial and Financial (TMF) grant! The City received \$256,500 in funding, 100% grant. This program was established to fund physical verification of lead services lines, which is required for preparation of the City's final Distribution System Materials Inventory (DSMI), due October 16, 2024.

The City prepared a preliminary DSMI in 2019 to meet EGLE's January 1, 2020 deadline for that work. The preliminary DSMI incorporated available records and local knowledge to estimate the number of lead services to be replaced by the 2040 deadline. The preliminary DSMI included a number of "unknown" service material types, which was very common, as few communities had complete construction records or similar data available.

To prepare the final DSMI, a percentage of the unknown services will be physically exposed through hydrovac excavation, using a vactor truck or similar, at the corporation stop (connection point to the water main) and/or curb stop (typically near the right of way line). After data is recorded, the excavations are backfilled and surface is restored (grass, asphalt, concrete, etc.). Work also includes entering homes and businesses (as practical) to record the material type entering the building. The grant covers both the construction work (excavation & restoration) and associated engineering. We propose the following Scope of Services to assist you:

## Scope of Services

### Design Phase

- Assist the City with receiving the grant, making reimbursement requests and other EGLE communications throughout the grant period.
- Work with City staff to refine the list of unknown services. Develop a random sample (approximately 25%) to be investigated.
- Prepare a draft bid package for the excavation and restoration work. The bid package will consist of contract specifications, technical specifications and a list of addresses.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

- Review the bid package with City staff 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 an award is made 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.
- Assist City staff with preparing notices to go out to affected property owners and the general public. Assist City staff in responding to concerns and questions during construction.
- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
  - 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.
- Provide on-site observation and testing during project construction activities. We have included 250 hours of field time in our fees. The field technician's duties will include:
  - Provide record keeping of construction activities.
  - Address complaints filed with the City, if any.
  - Assist the Contractor or City staff in coordinating access inside homes and businesses, as practical, to document material type that enters the building.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the restoration 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.
- Compile the data obtained and assist City staff with preparing and submitting the final DSMI.

### Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: March 2024
- Design: April/May 2024
- Bidding: May/June 2024
- Pre-Construction Activities: June 2024
- Construction: July – September 2024
- Final DSMI Submittal: October 16, 2024

## Engineering Budget

We propose to complete the Scope of Services outlined above for the following lump sum fees:

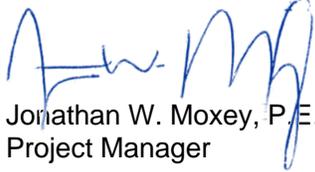
Phase	Task	Fee
Design	Bid Package	\$ 5,300
Bidding	Bidding Assistance	\$ 2,200
Construction	Construction Engineering/Administration	\$ 11,500
	On-Site Observation & Record Keeping	\$ 31,000
	Contract Closeout & Data Compilation	\$ 8,400
<b>Total Proposed Fee</b>		<b>\$ 58,400</b>

The proposed engineering fees are eligible for 100% reimbursement through the grant.

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

Cc: Ken Gensterblum, Department of Public Works

### 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.*

\_\_\_\_\_  
Tutt Gorman, City Manager

\_\_\_\_\_  
Date

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 24-40**

**A RESOLUTION APPROVING A PROPOSAL FROM FLEIS &  
VANDENBRINK TO PROVIDE PROFESSIONAL SERVICES FOR  
ASSISTANCE WITH THE WELLHEAD PROTECTION PROGRAM AND  
A NEW WELL SITE EVALUATION**

**WHEREAS**, the City of Portland maintains a Wellhead Protection Program and Area to protect public water supply from potential contamination. Over the past few years, the City has been considering other well sites to be established in the future and the Michigan Department of Environment, Great Lakes and Energy's (EGLE) offers a grant to help fund the cost of this process;

**WHEREAS**, Fleis & VandenBrink has submitted a proposal to provide professional services for the administration of the EGLE Grant related to a new well site evaluation in the amount of \$10,000.00, a copy of the proposal is attached as Exhibit A.

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

1. The Portland City Council approves the proposal from Fleis & VandenBrink to provide professional services for the administration of the EGLE Grant related to a new well site evaluation in the amount of \$10,000.00, a copy of the proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** May 6, 2024

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



April 22, 2024

Ken Gensterblum, Director of Public Works  
259 Kent St.  
Portland, MI 48875

**Re: Wellhead Protection Program – Grant-Funded New Well Site Evaluation**

Dear Ken:

It was great to meet with you to discuss the need to research potential new well locations, including the possibility of installing a new well at the City's existing Well #7 site. This work is a continuation of the Preliminary Evaluation of Potential Community Water Supply Well Sites report, completed in September 2020.

As discussed, the State of Michigan Source Water Protection grant program can be used to identify/confirm potential locations.

Fleis & VandenBrink Engineering, Inc. (F&V) has worked with more communities to achieve their Michigan Department of Environment, Great Lakes and Energy (EGLE) approved Source Water Protection goals than any other firm in the state. To date, we have assisted over 70 communities and would enjoy working with you on your drinking water protection efforts.

The State of Michigan provides matching grant funding to assist communities who work to implement short and long-term protection efforts of their drinking water supply. Grant applications are expected to be released in May 2024 and due in June 2024. The one-year grant period generally runs from October to September. If awarded, the program will provide 50% reimbursement of eligible expenditures.

Following is our Statement of Understanding, Scope of Services, and budget to assist you in using a phased strategy to identify potential new well sites.

**STATEMENT OF UNDERSTANDING**

You are requesting F&V to assist you in identifying potential locations for a new Type I public water supply well. The following narrative describes the approach which we will use.

**SCOPE OF SERVICES**

Based on our Statement of Understanding, we propose the following Scope of Services.

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

## EGLE SOURCE WATER PROTECTION GRANT APPLICATION

Fleis & VandenBrink (F&V) proposes to assist with the grant application for Michigan Department of Environment, Great Lakes, and Energy (EGLE) Source Water Protection grant funds to conduct well site selection and to gather and analyze information relevant to identifying a sustainable well field site. We will prepare an EGLE Grant Application for your submittal and request grant funding of 50% of fees.

If awarded, F&V would complete subsequent EGLE grant administration requirements, including facilitating quarterly meetings, advising, and assisting with Financial Status Reports, Quarterly Progress Reports, and meeting minutes.

## WELL SITE SELECTION

There are many factors to be considered when selecting potential well sites. These factors often include:

- Hydrogeology and Potential Well Capacity
- Standard Isolation Distances from Sources of Contamination
- Projected New Wellhead Protection Areas
- Existing Well Sites and Potential for Conflict
- Groundwater Quality
- Known and Potential Sources of Contamination
- Potential for Impacts to Streams and Lakes
- Water Distribution System
- Current and Future Land Use
- Property Ownership/Availability

Consideration of these factors is important in the selection of a sustainable water supply.

Specific activities F&V would perform as part of the Phase I services will include:

1. Meet with the Wellhead Protection Team (Team) to review potential well locations that may have been identified in the September 2020 evaluation, past Water Reliability reports, and Team meetings. Factors such as those listed above will be considered in this evaluation.
2. Collect and review available hydrogeological information – Such data sources would include, but not be limited to: State of Michigan groundwater mapping web sites, topographic maps, aerial photographs, domestic well records, oil and gas records, available hydrogeological studies, surficial and bedrock geology maps, wetland maps, and existing Wellhead Protection Program (WHPP) Plans.
3. F&V will contact the County Health Department regarding available water quality information and as necessary, EGLE regarding information they may possess that may be relevant.
4. If needed, review up to three EGLE files of known sources of contamination in potential locations or Wellhead Protection Areas (WHPAs) of a potential new well location.
5. Use the State of Michigan Water Withdrawal Assessment Tool to determine areas that are not favorable for groundwater exploration because they may result in an Adverse Resource Impact. EGLE may not permit wells in these areas.
6. Conduct an evaluation of standard site isolation requirements.

Using the above steps, F&V will identify and prioritize sites for discussion with the Team before finalizing a recommendation for further exploration (i.e., preliminary well site testing). Four quarterly meetings will be scheduled per the EGLE Source Water Protection Grant Program requirements. We can also discuss the results, findings, and recommendations for further exploration with other City staff. If needed, property owner contact and property access negotiations for siting a new well would be beyond our scope of services.

## DELIVERABLES

F&V will prepare and provide a Well Site Selection Evaluation report. The report will contain data collected during the evaluation, our analysis of the collected information, and a summary of findings.

## SCHEDULE

F&V will provide the deliverables for submittal to EGLE by the end of the grant cycle.

## BUDGET

F&V proposes to complete the work on a lump sum basis for \$10,000. This would include facilitating four meetings, well site evaluation and reporting, and Source Water Protection Grant Program administration requirements. If you pursue the grant, half of the budget would be eligible for grant reimbursement, which could lower your net fee to \$5,000.

If grant funding is not awarded, F&V would not move forward with the proposed work unless authorized to do so. This proposal is valid for 90 days.

If you would like us to proceed, we will send you a Professional Services Agreement to authorize us to proceed.

Once again, thank you for this opportunity, and we look forward to working with you on this project. If you need other information regarding this proposal or other F&V services, please contact me at [kstrohauer@fveng.com](mailto:kstrohauer@fveng.com) or 269.910.1112.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Brian L. Rice, P.E.  
Manager, Environmental Services Group



Katie Strohauer  
Project Manager

# Work Authorization

*Fleis & VandenBrink (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated **April 22, 2024** and authorized under the existing Professional Services Agreement with F&V dated June 1, 2018.*

Contract Amount: \$10,000

---

**Ken Gensterblum, Director of Public Works**

---

**Date**



---

**Brian Rice, Principal**

---

**4/22/24**

**Date**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 24-41**

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

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

**WHEREAS**, F&V Construction has performed work in accordance with the design-build agreement and has submitted a request for payment in the amount of \$636,37200, a copy of which is attached as Exhibit A.

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

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

1. The Portland City Council approves the pay request from F&V Construction for work performed for the wastewater treatment plant project in the amount of \$636,372.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** May 6, 2024

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

To (Owner):	<b>City of Portland</b> <b>259 Kent Street</b> <b>Portland, MI 48875</b>	Project:	<b>Wastewater System Improvements</b> <b>CWSRF No. 5758-01</b>	Invoice No.:	<b>2250</b>
				Application No.:	<b>27</b>
				Application Date:	<b>April 30, 2024</b>
DESIGN-BUILDER:	<b>F&amp;V Construction</b> <b>2960 Lucerne Drive SE</b> <b>Grand Rapids, MI 49546</b>			Period to:	<b>April 30, 2024</b>
				FVC Proj No.:	<b>1221</b>
				Contract Date:	<b>December 23, 2021</b>

DESIGN-BUILDER'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

CHANGE ORDER SUMMARY

	ADDITIONS	DELETIONS					
Change Orders Approved							
Change Order No. 1	\$ 28,649.69	\$ -					
Change Order No. 2	\$ 14,723.00	\$ -					
Change Order No. 3	\$ 6,836.00	\$ -					
Change Order No. 4	\$ 21,544.00	\$ -					
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;"><b>TOTALS \$ 71,752.69</b></td> <td style="width: 20%; text-align: right;"><b>\$ -</b></td> <td style="width: 40%;"></td> </tr> </table>					<b>TOTALS \$ 71,752.69</b>	<b>\$ -</b>	
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	<b>TOTALS \$ -</b>	<b>\$ -</b>					
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	<b>\$ 71,752.69</b>	<b>\$ -</b>					

1. ORIGINAL CONTRACT SUM .....	\$ 12,750,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$ 71,752.69
3. ADJUSTED CONTRACT SUM TO DATE .....	\$ 12,821,752.69
(Line 1 + Line 2)	
4. TOTAL COMPLETED & STORED TO DATE .....	\$ 11,813,080.08
5. RETAINAGE .....	\$ 604,090.00
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5) .....	\$ 11,208,990.08
7. LESS PREVIOUS PAYMENTS .....	\$ 10,572,618.08
8. CURRENT PAYMENT DUE .....	
\$	636,372.00
9. BALANCE TO FINISH, PLUS RETAINAGE .....	
\$	1,612,762.61
(Line 3 - Line 4 + Line 5)	

Approved this Month

AMOUNT CERTIFIED  
(Attach explanation if amount certified differs from the amount applied for.)

**\$ 636,372.00**

DESIGN-BUILDER:

*Cory Turner*

By: \_\_\_\_\_ Date: 5/3/2024

This Certification is not negotiable. The AMOUNT CERTIFIED is payable only to party named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Design-Builder under this Contract.

APPROVALS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
CITY OF PORTLAND

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Design-Builder certifies to the Owner that to the best of the Design Builder's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Design-Builder is entitled to payment of the AMOUNT CERTIFIED.

**Payment Application No. 27**

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

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
C1	Site Work & Excavation	\$ 1,557,040.00	\$ (8,851.00)	\$ 1,548,189.00	\$ 1,405,901.40	\$ 39,308.60	\$ 1,445,210.00	\$ 102,979.00	93%
C2	Concrete	\$ 684,595.00	\$ 12,622.00	\$ 697,217.00	\$ 528,045.00	\$ 127,155.00	\$ 655,200.00	\$ 42,017.00	94%
C3	General Trades	\$ 656,125.00	\$ 53,373.65	\$ 709,498.65	\$ 567,662.65	\$ 80,937.35	\$ 648,600.00	\$ 60,898.65	91%
C4	Painting	\$ 210,568.00	\$ 12,158.00	\$ 222,726.00	\$ 156,579.00	\$ 35,650.00	\$ 192,229.00	\$ 30,497.00	86%
C5	Mechanical	\$ 4,527,209.20	\$ 50,386.39	\$ 4,577,595.59	\$ 4,250,763.14	\$ 199,436.86	\$ 4,450,200.00	\$ 127,395.59	97%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ 29,136.00	\$ 1,101,873.00	\$ 1,022,267.00	\$ 49,033.00	\$ 1,071,300.00	\$ 30,573.00	97%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 488,780.00	\$ -	\$ 488,780.00	\$ -	100%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C9	Cured-in-Place Pipe (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -	100%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C13	Owner's System Integrator WWTP	\$ 49,900.00	\$ -	\$ 49,900.00	\$ 38,400.00	\$ 4,500.00	\$ 42,900.00	\$ 7,000.00	86%
	Owner's System Integrator Lift Stations	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	0%
	General Conditions	\$ 313,700.00	\$ -	\$ 313,700.00	\$ 292,000.89	\$ 14,003.19	\$ 306,004.08	\$ 7,695.92	98%
	Design-Builder's Fee	\$ 831,800.00	\$ 5,621.00	\$ 837,421.00	\$ 756,309.00	\$ 46,348.00	\$ 802,657.00	\$ 34,764.00	96%
	Basic Services - Design, VE & Pre-Con	\$ 740,000.00	\$ -	\$ 740,000.00	\$ 740,000.00	\$ -	\$ 740,000.00	\$ -	100%
	Basic Services - PM, Admin, SS	\$ 789,800.00	\$ -	\$ 789,800.00	\$ 705,000.00	\$ 40,000.00	\$ 745,000.00	\$ 44,800.00	94%
	Design-Builder's Contingency	\$ 602,745.80	\$ (86,193.35)	\$ 516,552.45	\$ -	\$ -	\$ -	\$ 516,552.45	0%
	<b>Contract Total</b>	<b>\$ 12,750,000.00</b>	<b>\$ 71,752.69</b>	<b>\$ 12,821,752.69</b>	<b>\$ 11,176,708.08</b>	<b>\$ 636,372.00</b>	<b>\$ 11,813,080.08</b>	<b>\$ 1,008,672.61</b>	<b>92%</b>



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, April 15, 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; Police Chief Thomas

Absent: Council Member Johnston

Guests: 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 Fitzsimmons, supported by Sheehan, to approve the proposed Revised Agenda.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

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

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman addressed the recent issues with the broadcast of the local cable channel.

City Clerk Miller provided on how the system works and the current issue with converting videos from DVD to Mp4 to post on the City's website.

City Manager Gorman stated that construction on the Kent Street Reconstruction Project and the related Temporary Traffic Controls began today. The first day went smoothly, there was a meeting held first thing this morning to address signage for the project.

City Manager Gorman addressed the public comment by Tim Fuller at the April 1, 2024, City Council meeting.

Mayor Barnes noted that he had directed Mr. Fuller to address his concerns with City Manager Gorman and confirmed with City Manager Gorman that Mr. Fuller had not been in touch. Mayor Barnes further noted that Mr. Fuller had made the point that he wanted his remarks on the record as though there was a communication issue with the City Manager.

City Manager Gorman stated the Electric Department Automated Metering Infrastructure (AMI) Project will begin the testing phase in May. The bulk of the meters on the system are expected to be changed out in June. Communication regarding the project will be sent out to residents in the May Newsletter.

City Manager Gorman noted the City continues its efforts related to mitigating risks related to Cybersecurity.

The heroic actions of the City employees that assisted the residents of Edgemont Apartments during the fire on January 5, 2024, will be recognized in the next few weeks.

The 2022-2023 Annual Library Report was distributed to Council tonight. Portland District Librarian Grimminck will provide a presentation at the May 6, 2024, City Council meeting.

The Fiscal Year 2024/2025 Draft Budget was distributed tonight. The City Council will hold a budget workshop to review the draft budget on Wednesday, May 1, 2024.

There were no Presentations.

Under New Business, the Council considered Resolution 24-32 to approve an agreement with HomeWorks Connect to provide fiber internet services to the City of Portland.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 24-32 approving an agreement with HomeWorks Connect to provide fiber services to the City of Portland.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 24-33 to approve the Ambulance Service Agreement with the participating jurisdictions and the annual Care Plan Membership Agreement Form which limits the out-of-pocket expenses for the uninsured portions of ambulance bills.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 24-33 approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, Sebewa Township, Sunfield Township, and the Village of Sunfield and Approving the Care Plan Membership Agreement Form.

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

The Council considered Resolution 24-34 to approve the Budget for Fiscal Year 2024-2025 for the Portland Area Fire Authority. City staff has reviewed the proposed budget and the funding formula governing the percentage of budget funded by each entity and recommends City Council approval.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 24-34 approving the Budget for Fiscal Year 2024-2025 for the Portland Area Fire Authority.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Barnes  
Nays: None  
Absent: Johnston  
Adopted

The Council considered Resolution 24-35 to approve the Adjusted Census Boundary Map and directing the City Manager to execute the Statement of Agreement for Adjusted Census Urban Boundary Establishment and Revision.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 24-35 approving the Adjusted Census Boundary Map and directing the City Manager to execute the Statement of Agreement for Adjusted Census Urban Boundary Establishment and Revision.

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes  
Nays: None  
Absent: Johnston  
Adopted

The Council considered Resolution 24-36 approving payment to F&V Construction in the amount of \$401,460.00 for work performed for the Wastewater Treatment Plant Project.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 24-36 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Barnes  
Nays: None  
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 April 1, 2024, payment of invoices in the amount of \$449,881.76, and payroll in the amount of \$143,479.87 for a total of \$593,361.63. Purchase orders to Asphalt Restoration, Inc. estimated at \$10,000.00 for crack sealing, and Visco in the amount of \$80,698.00 to replace decorative street light poles on Kent Street were also included.

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes  
Nays: None  
Absent: Johnston  
Adopted

Under City Manager Comments, City Manager Gorman noted the 3<sup>rd</sup> Grade Tours will take place as usual in May but will be held virtually as requested by the teachers.

City Manager Gorman noted he met with the new owners of Portland Products. They are excited to be a part of the Portland community.

State Representative Gina Johnston visited City Hall today.

Under Council Member Comments, Mayor Barnes noted the irony of the visit today by State Representative Johnston as construction that will include the river crossing, she helped secure funds for begins today.

Mayor Pro-Tem VanSlambrouck reminded residents to be cautious and alert with the traffic changes related to the construction project.

City Council Minutes – April 15, 2024

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

Yeas: Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Johnston

Adopted

Meeting adjourned at 7:47 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the April 15, 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; Police Chief Thomas

**Absent** – Council Member Johnston

**Approval of Resolution 24-32** approving an agreement with HomeWorks Connect to provide fiber services to the City of Portland.

All in favor. Adopted.

**Approval of Resolution 24-33** approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, Sebewa Township, Sunfield Township, and the Village of Sunfield and Approving the Care Plan Membership Agreement Form.

All in favor. Adopted.

**Approval of Resolution 24-34** approving the Budget for Fiscal Year 2024-2025 for the Portland Area Fire Authority.

All in favor. Adopted.

**Approval of Resolution 24-35** approving the Adjusted Census Boundary Map and directing the City Manager to execute the Statement of Agreement for Adjusted Census Urban Boundary Establishment and Revision.

All in favor. Adopted.

**Approval of Resolution 24-36** 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 7:47 P.M.**

All in favor. Adopted.

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

Monique I. Miller, City Clerk



# City of Portland

Portland, Michigan

Minutes of the City Council Budget Workshop

Held on Monday, May 1, 2024

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

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

Absent: Council Member Fitzsimmons

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

City Manager Gorman and Finance Officer Tolan presented the Fiscal Year 2024-2025 budget presentation and information.

There was discussion throughout.

The workshop was adjourned at 7:14 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	7,960.00
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF APRIL 2024 - ASS	1,630.83
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MEETING SYNOPSIS - GEN	216.20
GANNETT MICHIGAN LOCALIQ	02738	BOR PUB NOTICE, COUNCIL MTG SYNOP, LN WW - GEN,	1,037.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	998.81
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT APRIL 2024- GEN	371.50
CULLIGAN	02130	WATER X4 CITY HALL - GEN	30.00
PAMA	01370	40% CONT TO PAMA - COM PROMO	68.00
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	146.73
MICHIGAN ASSN OF CHIEFS OF POLICE	00266	2024 ANNUAL SUMMER CONF - POLICE	280.00
STAR THOMAS	01654	USPS REIM - POLICE	5.70
KEUSCH TIRE & AUTO	00228	OIL CHANGE C1 - POLICE	70.82
VC3 INC.	02745	EVENT SENTRY SUBSCRIPTION - POLICE	45.00
KEUSCH TIRE & AUTO	00228	OIL CHANGE, TIRE ROTATION 302 - POLICE	93.72
CMP DISTRIBUTORS INC.	01745	UNIFORM BELT VELASCO - POLICE	29.25
D & E ELECTRIC LLC	02640	ELECTRICAL SERVICES - MTR POOL	597.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	153.63
AMERICAN RED CROSS	02820	BASIC LIFE SUPPORT TRAINING - AMB	25.00
AMERICAN RED CROSS	02820	BLS TRAINING - AMB	50.00
CULLIGAN	02130	WATER X3 - PARKS, CEM	23.00
USA BLUEBOOK	01850	PAINT, FLAGS, SUPPLIES - WW	572.63
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	80.00
BERTMAN TOOLS LLC	02430	GREEN NITRATE GLOVES - WATER	65.50
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	49.40
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	26.69
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	41.96
GRANGER	00175	REFUSE - REFUSE	16,097.30
KOLP ENTERPRISE LLC	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	573.12
ED GREEN	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	60.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
COOK BROS EXCAVATING INC	00101	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	736.32
JOSH SANDFORD	MISC	ENERGY OPTZ REFUND PROGRAM - ELECTRIC	500.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,007.29
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	1,021.09
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	100.37
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	22.75
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	654.46
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	122.87
CONSUMERS ENERGY	00095	GAS SERVICE - WW	1,219.58
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	157.73
CONSUMERS ENERGY	00095	GAS SERVICE - WW	18.26
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	668.67
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,400.09
UTILITY SERVICE CO. INC.	02133	S TANK QUARTERLY - WATER	6,445.19
UTILITY SERVICE CO. INC.	02133	HILL ST TANK QUARTERLY - WATER	5,404.08
ACCREDITED SECURITY	02817	REPLACEMENT TAZER/TRAINING - POLICE	1,393.99
FOSTER, SWIFT, COLLINS & SMITH PC	02866	LEGAL SERVICES - AMB	488.92
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GEN	180.00
CHERRY HILL ESTATES	02081	2ND QTR ASSOC ASSESS 2024 - ECON DEV	90.09
MUZZALL GRAPHICS	00326	UTILITY BILLING ENVELOPES - VAR DEPTS	2,392.15
WAYNE SHEPARD	MISC	OVERPAYMENT INSURANCE REFUND - AMB	10.00
ETNA SUPPLY COMPANY	00146	COVER - MAJ STS	91.11
RANGE TELECOMMUNICATIONS	02872	TELEPHONE ANSWERING SVC - ELECTRIC	296.00
APX, INC.	02591	MIRECS FEES- ELECTRIC	126.61
MUNICIPAL SUPPLY CO.	00324	PAINT & MISSDIG FLAGS - ELECTRIC	250.00
TRUGREEN	02830	WEED CONTROL/FERTILIZER - ELECTRIC	87.36
FAMILY FARM & HOME	01972	OIL FILTER, - PARKS, CEM	23.98
FAMILY FARM & HOME	01972	LUBRICANT, BATHROOM SIGN - PARKS	17.17
MARK WOODMAN PLUMBING & HEATING	01816	BACKFLOW DEVICE TESTING - ELECT, WTR, PARKS, CI	3,050.00
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	852.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PRIORITY HEALTH	02763	INS OVERPAYMENT REFUND - AMB	1,570.00
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING - ELECTRICAL	2,782.50
BURNHAM & FLOWER INSURANCE GROUP	02776	HRA ADMIN FEE JAN-MAR 2024 - GEN	398.40
ALPINE POWER SYSTEMS	02864	BATTERY COVERS - ELECTRIC	1,162.95
THEKA ASSOCIATES ENGINEERING, INC.	02557	TEST AND CAL RELAYS PP AND DAM - ELECT APP CONS	7,362.00
WATERSHED PARTNERS	02743	TEAM DEV AND COACHING - ELECTRIC	2,250.00
COOK BROS EXCAVATING	00101	RIVERSIDE PRESSURE SWR MAIN REPAIR - WW	2,006.12
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	700.09
FAMILY FARM & HOME	01972	TRASH CAN, OIL - PARKS, CEM	56.97
GRAINGER, INC.	00172	TRASH CAN TOAN/VET BRIDGE - PARKS	32.35
FAMILY FARM & HOME	01972	FUEL FILTER, SPARK PLUG - PARKS, CEM	16.57
DORNBOS SIGN, INC.	00067	NO PARKING SIGNS - MAJ, LOC STS	145.80
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	332.00
UPS	02587	SHIPPING TO PREMIER SAFETY - ELECTRIC	13.15
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY LABOR/PARTS - CITY HALL	791.96
MUNICIPAL SUPPLY CO.	00324	PIPE FOR KENT ST PROJECT - ELECTRIC	2,650.50
DORNBOS SIGN, INC.	00067	SUPPLIES - MAJ, LOC STS	1,293.50
PRINTING SYSTEMS, INC.	00375	A/P PAYING ACCOUNT CHECKS - VAR DEPTS	349.51
BS&A SOFTWARE	00029	ANNUAL SOFTWARE TIME SHEETS, ASSESS- GEN, ASSES	2,008.00
CULLIGAN	02130	WATER X4 CITY HALL - GEN	30.00
FLEIS & VANDENBRINK	00153	BRIDGE INSPECTION - MAJ STS	250.00
FLEIS & VANDENBRINK	00153	GENERAL ENGINEERING SVC - GEN	295.50
THE HUNTINGTON NATIONAL BANK	02659	STREET SWEEPER PYMT - MTR POOL	34,987.50
FLEIS & VANDENBRINK	00153	RIVERTRAIL RENOVATION - PARKS	1,992.75
FLEIS & VANDENBRINK	00153	KENT ST IMPROV - MAJ STS	5,577.58
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	74.98
CULLIGAN	02130	COOLER RENTAL - WW	15.00
USA BLUEBOOK	01850	CHART PAPER - WW	683.77
STAR THOMAS	01654	DEP FOR LODGE CHIEF CONF REIM - POLICE	159.17
WMCJTC	01911	SPRINT DISTRIBUTION PYMT - POICE	348.81
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	487.68

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH TIRE & AUTO	00228	TIRE AMB #45 - AMB	232.49
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	450.00
MUNICIPAL SUPPLY CO.	00324	SOLID SLEEVE, MEGA LUG PACK - WW	364.40
GRAINGER, INC.	00172	SUPPLIES - MTR POOL	45.76
MUNICIPAL SUPPLY CO.	00324	WARNING FLAGS - MAJ STS	46.00
MICHIGAN SECTION, A.W.W.A.	00298	REG WTR SEMINAR - WATER	310.00
FAMILY FARM & HOME	01972	GLOVES - PARKS, CEM	56.97
DISCOUNTCELL, LLC	MISC	MAX BRI MINI LIGHT - ELECTRIC	450.00
NTH CONSULTANTS, LTD	02708	COMPLIANCE ENGINEERING SUPPORT - ELECTRIC	3,000.00
PRO FINISH PAINTING LLC	02836	PAINT BATHROOM, DOORS ETC - PARKS	1,605.00
KEUSCH TIRE & AUTO	00228	C1 REPAIR DRIVER SIDE- POLICE	509.81
KEUSCH TIRE & AUTO	00228	302 REAR BRAKES, ROTORS - POLICE	528.24
MUNICIPAL SUPPLY CO.	00324	FULL SEAL CLAMP - WATER	658.70
MUNICIPAL SUPPLY CO.	00324	CURB BOX ARCHPATT - WATER	90.60
MUNICIPAL SUPPLY CO.	00324	PARTS/SUPPLIES - WATER	173.75
MUNICIPAL SUPPLY CO.	00324	COMPRESSION UNION NO LEAD - WATER	242.58
MARK WOODMAN PLUMBING & HEATING	01816	REBUILD/TEST BOILER & SPRINKLER - CITY HALL	1,884.72
VC3 INC.	02745	NEW COMPUTER - GEN, ELECTRIC, WATER, WW	2,969.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	378.17
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	400.00
MUNICIPAL SUPPLY CO.	00324	FULL SEAL CLAMP - WATER	658.70
MUNICIPAL SUPPLY CO.	00324	FULL SEAL CLAMPS - WATER	1,268.20
AT&T	00686	FINAL BILL - WATER, MTR POOL	973.83
HORROCKS GARDEN CENTER	02801	TREE - PARKS	178.50
LA CROSSE SEED	02112	GRASS SEED - PARKS, CEM	218.00
BSN SPORTS	00911	TEE BALLS - REC	197.93
DORNBOS SIGN, INC.	00067	24 PARKING SIGNS - MAJ STS	277.00
HAMMERSMITH EQUIPMENT COMPANY	00183	SUCTION HOSE - WATER	145.00
STAR THOMAS	01654	SUPPLIES, POSTAGE REIM - POLICE	113.37
KEUSCH TIRE & AUTO	00228	OIL CHANGE, INSPECTION C3- POLICE	57.38
CULLIGAN	02130	WATER X4 - POLICE	23.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
POWER LINE SUPPLY COMPANY	00389	RAIN GEAR TIM - ELECTRIC	240.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
MARK WOODMAN PLUMBING & HEATING	01816	SERVICE FOR IRRIGATION LAWN SERVICE - ELECTRIC	3,529.31
RCP	02265	DECALS C2- POLICE	700.00
GRAINGER, INC.	00172	AMI RADIO ENCLOSURES - ELECTRIC	528.90
PEERLESS-MIDWEST, INC.	01519	REPAIR WELL 6 - WATER, APPRV CONS AGENDA 3-4-24	27,797.81
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	465.64
VAN BRO'S IRRIGATION INC.	01762	SPRAY NOZZLE IRRIGATION- CITY HALL	13.00
HARMON GLASS DOCTOR	02869	GLASS REPAIR FOR DAM - ELECTRIC	135.00
AUSTIN AVERY	02834	REIMB FOR MILEAGE, CDL RENEW, PERMIT - WW	312.39
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING JAN-FEB 2024-COM F	5,918.19
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	954.13
MENARDS	00260	RESTROOM SIGNS - PARKS	5.93
Total:			\$190,455.43

**BI-WEEKLY  
WAGE REPORT  
April 29, 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.	11,509.27	259,674.10	1,225.27	85,624.52	12,734.54	345,298.62
ASSESSOR		-	-	-	-	-
CEMETERY	3,153.58	83,338.69	240.39	22,011.87	3,393.97	105,350.56
POLICE	20,686.82	409,665.54	2,840.21	121,576.83	23,527.03	531,242.37
CODE ENFORCEMENT	48.45	1,308.65	3.73	108.37	52.18	1,417.02
PARKS	2,469.77	73,313.73	187.91	14,894.20	2,657.68	88,207.93
INCOME TAX	2,844.41	56,836.24	399.99	17,762.62	3,244.40	74,598.86
MAJOR STREETS	3,689.57	88,174.51	428.52	36,019.77	4,118.09	124,194.28
LOCAL STREETS	2,543.50	80,993.73	249.81	34,968.14	2,793.31	115,961.87
RECREATION	1,637.21	35,393.80	208.94	10,198.86	1,846.15	45,592.66
AMBULANCE	24,540.97	460,623.76	3,315.50	105,628.95	27,856.47	566,252.71
DDA	4,718.05	60,020.95	670.55	10,909.98	5,388.60	70,930.93
ELECTRIC	22,649.81	484,139.38	2,308.20	154,752.23	24,958.01	638,891.61
WASTEWATER	10,120.90	228,205.67	1,285.48	58,514.64	11,406.38	286,720.31
WATER	9,519.95	157,389.00	1,023.91	57,128.87	10,543.86	214,517.87
MOTOR POOL	608.63	18,536.66	61.41	6,460.47	670.04	24,997.13
<b>TOTALS:</b>	<b>120,740.89</b>	<b>2,497,614.41</b>	<b>14,449.82</b>	<b>736,560.32</b>	<b>135,190.71</b>	<b>3,234,174.73</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 05/01/2024**  
**MEETING DATE 05/06/2024**

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance 04/11/2024</b>	<b>Total Cash in</b>	<b>Total Cash out</b>	<b>Cash Balance 05/01/2024</b>	<b>Time Certificates</b>	<b>Ending Balance 05/01/2024</b>
101	GENERAL FUND	2,121,575.79	318,344.08	(312,287.33)	2,127,632.54	218,908.00	2,346,540.54
105	INCOME TAX FUND	251,940.90	339,192.95	(355,903.24)	235,230.61	10,000.00	245,230.61
150	CEMETERY PERPETUAL CARE FUND	66,432.51	29.93	(29.93)	66,432.51		66,432.51
202	MAJOR STREETS FUND	453,807.01	61,833.91	(40,787.75)	474,853.17		474,853.17
203	LOCAL STREETS FUND	137,769.33	96,327.28	(28,326.41)	205,770.20		205,770.20
208	RECREATION FUND	34,413.29	10,780.53	(12,409.99)	32,783.83		32,783.83
210	AMBULANCE FUND	55,245.98	86,961.17	(127,623.60)	14,583.55		14,583.55
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	676,655.53	10,305.21	(28,896.06)	658,064.68		658,064.68
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	-	-	-	-		-
520	REFUSE SERVICE FUND	19,041.26	14,067.11	(200.12)	32,908.25		32,908.25
582	ELECTRIC FUND	5,885,583.25	680,962.90	(1,092,743.47)	5,473,802.68	468,768.00	5,942,570.68
590	WASTEWATER FUND	2,203,318.93	590,053.50	(1,441,652.54)	1,351,719.89		1,351,719.89
591	WATER FUND	466,429.51	108,555.18	(71,779.24)	503,205.45	407,700.00	854,448.68
661	MOTOR POOL FUND	223,726.28	50,951.24	(25,429.84)	249,247.68		249,247.68
703	CURRENT TAX FUND	947.55	26,899.18	(26,886.17)	960.56		960.56
	<b>TOTAL - ALL FUNDS</b>	<b>12,600,249.37</b>	<b>2,395,264.17</b>	<b>(3,564,955.69)</b>	<b>11,430,557.85</b>	<b>1,105,376.00</b>	<b>12,479,477.08</b>
					ELECTRIC-RESTRICTED CASH	453,086.00	453,086.00
					ELECTRIC - MPPA MUNICIPAL TRUST	170,376.44	170,376.44
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
	*Customer Deposit Breakdown				PERPETUAL CARE CD	130,000.00	130,000.00
	Electric	128,000.00			INCOME TAX SAVINGS	2,788,266.42	2,788,266.42
	Wastewater	21,000.00			ELECTRIC-PRIN & INT ESCROW	19,262.21	19,262.21
					ELECTRIC- GOLT BOND RESERVE 23	44,003.06	44,003.06
	Water	21,000.00			WASTEWATER DEBT ESCROW	322,082.66	322,082.66
		<u>170,000.00</u>			WASTEWATER REPAIR ESCROW	365,316.31	365,316.31
					WASTEWATER 2022 BOND RESERVE	205,168.24	205,168.24
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	63,885.04	63,885.04
							<u>17,211,425.24</u>



# Memo

**To:** Tutt Gorman, City Manager

**From:** Ken Gensterblum, Public Works Director

**cc:**

**Date:** May 1, 2024

**Re:** Street Work

---

The purchase orders for McKearney Asphalt & Sealing are for road work on 4 streets. Bristie St will have the asphalt removed and replaced. East St from Grand River Ave to Bridge St will have 2" milled and replaced, East St from Bridge St to Hill St will have the asphalt removed and replaced. There will also be a spot repair on Grape St between Grand River Ave and Center St that will have one large area milled and filled. Bridge St between Maple St and Grant St will have a few areas milled and filled. McKearney is honoring the pricing units from 2023, I reached out to 2 other companies one declined the work and the other didn't return the request.

Recommendation is to approve McKearney Asphalt and Sealing for the above work.



# PURCHASE ORDER

## City of Portland

P.O. 13297

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

VENDOR Mckearney Asphalt & Sealing Inc  
PO Box 22083  
Lansing MI 48909

DATE: 5-1-24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Spot mill & fills			
Grape St between Grand River & Center	203-452-804,027		est 5,500
Bridge St between Maple & Grant	202-452-804,006		est 7,500
DEPARTMENT HEAD (UP TO \$500) <u>R. [Signature]</u>		TOTAL	

[Signature]

Treasurer Initials

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

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129    EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 4/11/24
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location <b>BRIDGE ST &amp; GRAPE ST, PORTLAND, MI 48875</b>
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As <b>CITY OF PORTLAND – MILL &amp; PATCH AREAS 2024</b>

We hereby submit specifications and estimates for:

**JOB LOCATION: BRIDGE ST & GRAPE ST - PORTLAND, MI 48875**

- **ROTOMILL AND PATCH BACK 3 AREAS IN BRIDGE ST & 1 AREA IN GRAPE ST APPROX: 4,920 SQ/FT**  
ROTOMILL 3 SECTIONS OF ROADWAY AND HAUL MILLINGS OFFSITE  
CLEAN PARKING LOT WITH POWER BROOM  
APPLY SS1H BOND COAT  
WEDGE LOW AREAS  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$15,300.00 (DEDUCT \$2,300.00 IF DONE WITH LARGER JOB)**

**NOTE: CRACKS WILL REFLECT AT SOME POINT IN TIME.**

**\*CITY TO PROVIDE BARRICADES FOR TRAFFIC CONTROL, WE WILL PROVIDE SIGNS AND FLAGGING**

We propose hereby to furnish material and labor - complete in accordance with above specifications

Payment to be made as follows: ½ deposit & balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.



Over 40 years of experience  
Quality workmanship at a fair price



# PURCHASE ORDER

P.O. 13296

## City of Portland

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

VENDOR McKearney Asphalt & Sealing Inc  
PO Box 22083  
Lansing MI 48909

DATE: 5-1-24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Bristle St - Asphalt removal and replacement.	203-452-904-028		est 43,995 <sup>00</sup>
DEPARTMENT HEAD (UP TO \$500) <u>K Gustafson</u>		TOTAL	

MT  
Treasurer Initials

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

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129    EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 4/11/24
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location BRISTIE ST TO E GRAND RIVER AVE, PORTLAND, MI 48875
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As CITY OF PORTLAND – BRISTIE ST TO GRAND RIVER AVE

We hereby submit specifications and estimates for:

**JOB LOCATION: BRISTIE ST, PORTLAND, MI 48875**

- **OPTION 1: ROTOMILL BAD PORTION OF BRISTIE ST FROM E GRAND RIVER AVE TO TRAILER PARK APPROX: 13,000 SQ/FT**  
ROTOMILL EXISTING ROADWAY, CLEAN ROADWAY WITH POWER BROOM AND HAUL MILLINGS OFFSITE  
APPLY SS1H BOND COAT, WEDGE LOW AREAS  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

\*FOR THE SUM OF: \$27,250.00

**NOTE:** CRACKS WILL REFLECT AT SOME POINT IN TIME.

- **OPTION 2: REMOVE AND REPLACE BAD PORTION OF BRISTIE ST FROM E GRAND RIVER AVE TO TRAILER PARK APPROX: 13,000 SQ/FT**  
SAW CUT AS NEEDED AND REMOVE ASPHALT AND HAUL TO A DNR APPROVED SITE  
FINE GRADE AND COMPACT EXISTING BASE WITH VIBRATORY ROLLER  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE  
APPLY SS1H BOND COAT  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

\*FOR THE SUM OF: \$43,995.00

**NOTE:** UNDERCUTS MAY BE NEEDED IF UNSTABLE SUB-BASE IS ENCOUNTERED FOR AN ADDITIONAL \$55.00 PER TON WITH 21AA INSTALLED AND SPOILS HAULED OFFSITE

We propose hereby to furnish material and labor - complete in accordance with above specifications.

Payment to be made as follows: ½ deposit & balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.



Over 40 years of experience  
Quality workmanship at a fair price



# PURCHASE ORDER

## City of Portland

P.O. 13298

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

VENDOR McKearney Asphalt & Sealing Inc  
PO Box 22083  
Lansing MI 48909

DATE: 5-1-24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
East St mill & fill Grand River to Bridge	202-452-804,026		est 38,995 <sup>00</sup>
East St asphalt removal & replacement Bridge to Hill	203-452-804,026		est 124,995 <sup>00</sup>
DEPARTMENT HEAD (UP TO \$500) <u>K. Gustafson</u>		TOTAL	

MT  
Treasurer Initials

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

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129    EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 4/6/24
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location EAST ST, PORTLAND, MI 48875
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As CITY OF PORTLAND – EAST ST GRAND RIVER TO BRIDGE

We hereby submit specifications and estimates for:

**JOB LOCATION: EAST ST (EAST ST GRAND RIVER TO BRIDGE), PORTLAND, MI 48875**

• **OPTION 1: ROTOMILL EAST ST FROM GRAND RIVER TO BRIDGE (NO JAMES INTERSECTION) APPROX: 712' X 27' = 19,224 SQ/FT**

ROTOMILL EXISTING ROADWAY, CLEAN ROADWAY WITH POWER BROOM AND HAUL MILLINGS OFFSITE  
APPLY SS1H BOND COAT, WEDGE LOW AREAS  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$38,995.00**

**NOTE:** CRACKS WILL REFLECT AT SOME POINT IN TIME.

• **OPTION 2: REMOVE AND REPLACE EAST ST FROM GRAND RIVER TO BRIDGE (NO JAMES INTERSECTION) APPROX: 712' X 27' = 19,224 SQ/FT**

SAW CUT AS NEEDED AND REMOVE ASPHALT AND HAUL TO A DNR APPROVED SITE  
FINE GRADE AND COMPACT EXISTING BASE WITH VIBRATORY ROLLER  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE  
APPLY SS1H BOND COAT  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$67,495.00**

**NOTE:** UNDERCUTS MAY BE NEEDED IF UNSTABLE SUB-BASE IS ENCOUNTERED FOR AN ADDITIONAL \$55.00 PER TON WITH 21AA INSTALLED AND SPOILS HAULED OFFSITE

We propose hereby to furnish material and labor - complete in accordance with above specifications.

Payment to be made as follows: ½ deposit & balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.



Over 40 years of experience  
Quality workmanship at a fair price

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129 EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 4/6/24
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location EAST ST, PORTLAND, MI 48875
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As CITY OF PORTLAND – EAST ST FROM BRIDGE TO HILL

We hereby submit specifications and estimates for:

**JOB LOCATION: EAST ST FROM BRIDGE ST TO HILL (INCLUDING THE INTERSECTIONS OF ACADEMY & BRUSH, PORTLAND, MI 48875**

**OPTION 1**

- **ROTOMILL EAST ST FROM BRIDGE ST TO HILL (INCLUDING THE INTERSECTIONS OF ACADEMY & BRUSH) APPROX: 39,000 SQ/FT**  
ROTOMILL EXISTING ROADWAY, CLEAN ROADWAY WITH POWER BROOM AND HAUL MILLINGS OFFSITE  
APPLY SS1H BOND COAT, WEDGE LOW AREAS  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$67,000.00**

**NOTE: CRACKS WILL REFLECT AT SOME POINT IN TIME.**

**OPTION 2**

- **REMOVE AND REPLACE EAST ST FROM BRIDGE ST TO HILL (INCLUDING THE INTERSECTIONS OF ACADEMY & BRUSH) APPROX: 39,000 SQ/FT**  
SAW CUT AS NEEDED AND REMOVE ASPHALT AND HAUL TO A DNR APPROVED SITE  
FINE GRADE AND COMPACT EXISTING BASE WITH VIBRATORY ROLLER  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE  
APPLY SS1H BOND COAT  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$124,995.00**

**NOTE: UNDERCUTS MAY BE NEEDED IF UNSTABLE SUB-BASE IS ENCOUNTERED FOR AN ADDITIONAL \$55.00 PER TON WITH 21AA INSTALLED AND SPOILS HAULED OFFSITE**

We propose hereby to furnish material and labor - complete in accordance with above specifications.

Payment to be made as follows: ½ deposit & balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Authorized Representative**

If accepted, please sign and return one copy to our office. Keep one copy for your records.



**Over 40 years of experience  
Quality workmanship at a fair price**

City Of Portland  
Water Department  
Monthly Water Report  
April 2024

Monthly Water Production

Well #4	7,766,000 Gallons
Well #5	0 Gallons
Well #6	4,388,000 Gallons
Well #7	1,354,000 Gallons

Daily Water Production

Well #4	258,867 Gallons
Well #5	0 Gallons
Well #6	146,267 Gallons
Well #7	45,133 Gallons

Daily Average Water Production for All Wells 450,267 Gallons

Total Water Production for the Month 13,508,000 Gallons

Total Water Production for the Previous Month 7,726,000 Gallons

Total Production increased by 5,782,000 Gallons

Total Production for This Month from the Previous Year 9,704,000 Gallons

Total Production increased by 3,804,000 Gallons

Rodney D. Smith Jr.  
Water Technician

**CITY OF PORTLAND**

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

April 22, 2024  
March 1-31, 2024

<b>Kwh Consumed</b>	2,746,981
<b>DIESEL PRODUCTION</b>	0
<b>HYDRO GENERATION</b>	196,213

<b>Total Kwh Purchased</b>	<b>2,550,768</b>	<b>Total Dollars Paid</b>	<b>\$ 165,027.87</b>
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**Kwh Billed**

Residential	1,085,669
Commercial	590,625
Large General	611,620
City St. Lites Metered	8,317
St. Lites Unmetered	
Rental Lights	
Demand	1,930
<b>Total Kwh Billed</b>	<b>2,298,161</b>

**Dollars Billed**

PCA Billed	\$ 45,447.62
Residential	\$ 150,176.33
Residential EO Charge	\$ 1,995.29
Geothermal Discount	\$ (212.58)
Commercial	\$ 78,373.63
Commercial/LG EO Charge	\$ 2,483.99
Large General	\$ 53,030.44
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 776.82
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 15,388.29
Tax	\$ 12,869.81
<b>Total Dollars Billed</b>	<b>\$ 362,125.43</b>

Arrears after billing	\$ 9,084.09
Penalties Added	\$ 1,539.06
Arrears end of month	\$ 30,480.48
Fuel Cost Billed	\$ 37,624.00
Amount Collected	\$ 387,346.91
Total Adjustments	\$ 2,428.35

Power Cost Adj. .01986

Residential Customers	2,217
Commercial Customers	332
Large General	15
<b>Total Customers</b>	<b>2,564</b>

04/02/24



**CITY OF PORTLAND**  
**April-24**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Mar-24	<b>PERIOD COVERED</b>	March 1-31, 2024
Customers Billed		Penalties Added	\$ 295.29
City	1,816	Dollars Collected	\$ 60,000.77
Rural	25	Arrears at end of Month	\$ 4,950.40
Total Customers	1,841	Adjustments	\$ 241.58
		Gallons Pumped	7,726,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	6,324,746		\$ 54,850.38
Rural	117,884		\$ 1,889.95
Total	<u>6,442,630</u>		<u>\$ 56,740.33</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,777	Dollars Billed	\$128,330.35
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 128,330.35

Penalties Added	\$ 699.72
Dollars Collected	\$ 138,001.01
Arrears at end of Month	\$ 9,906.74
Adjustments	\$ 426.16
Gallons Treated per Million	7.980



**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**APRIL 23, 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
  - B. Approve per diem and mileage
  - C. Approve payments of Common Cash and General Fund Payroll for the month of March 2024- \$ 2,633,573.42
  - D. Approve payments of Health Department payroll and accounts payable for the month of March 2024-\$ 171,079.54
  - E. Approve payments of Road Department payroll and accounts payable for the month of March 2024-\$ 1,537,310.72
  - F. Approve payments from Trust and Agency for the month of March 2024-\$2,940,896.62
- 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. Update on battle flag fundraising-Shane Houghton
- VIII. New Business**
  - A. Request approval to have the Battle Honors Banner restored along with the flag-Patrick Jordan
  - B. Approval of 2024 Equalization Report-Anthony Meyaard
  - C. Resolution of State Disaster Contingency Fund Grant-Bernadette Blonde
  - D. Request approval to update the County Investment Policy-Tim Dame
  - E. Request approval to rent hydro-seeder-Linda Pigue
  - F. Request approval to rent street sweeper/broom-Linda Pigue
  - G. Request approval to purchase a new John Deere Motor Grader-Linda Pigue

**IX. Department Reports**

- A. Building Department
- B. IT
- C. Road Department

**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
- Land Bank Authority- one-three-year term

**Appointments for consideration in the month of April 2024:**

- Economic Development Corporation/Brownfield Redevelopment Authority
- Land Bank Authority

**Appointments for consideration in the month of May 2024:**

- NONE

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-21258**

- Consumers Energy Company requests Michigan Public Service Commission's approval for reconciliation of its power supply cost recovery plan (Case No. U-21257) for the twelve months ended December 31, 2023.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 800-477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: [michigan.gov/mpscedockets](https://michigan.gov/mpscedockets).
- A pre-hearing will be held:

**DATE/TIME:** **Wednesday, May 8, 2024 at 9:00 AM**

**BEFORE:** **Administrative Law Judge James M. Varchetti**

**LOCATION:** **Video/Teleconferencing**

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) March 29, 2024 application requesting the Commission to: 1) approve the January 2023 through December 2023 Power Supply Cost Recovery (PSCR) reconciliation as proposed; 2) approve Consumers Energy's proposal to roll in the prior year's total net PSCR under-recovery amount of \$239,162,419; 3) approve the reconciliation of the Financial Compensation Mechanism FCM amounts collected in 2023; 4) approve the proposed 2026 FCM surcharges, including the incorporation of the total FCM over-recovery into the calculation of the 2026 FCM surcharges; and 5) grant Consumers Energy other and further relief as is lawful and appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](https://michigan.gov/mpscedockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 1, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's attorney, Spencer A. Sattler, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21258**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

U-21258