



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

7:00 P.M. Monday, June 17, 2024

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order by Mayor Barnes</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Consider the Recommendations and Proposals of Pivot Group Municipal Services Regarding an Acting City Manager Position	Decision
7:30 PM	B. Proposed Resolution 24-48 Approving and Authorizing Execution of Four Easement Agreements with Tri-County Electric Cooperative	Decision
7:33 PM	C. Proposed Resolution 24-49 Approving the Financing of a New Ambulance for the Ambulance Department	Decision
7:35 PM	D. Proposed Resolution 24-50 to Revise Council Policy 77-1 Concerning Cemetery Rates	Decision
7:38 PM	E. Proposed Resolution 24-51 to Amend the Budget for Fiscal Year 2023-2024	Decision
7:40 PM	F. Proposed Resolution 24-52 Confirming the Mayor's Appointments to City Boards and Commissions	Decision
7:40 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes and Synopsis of the Regular City Council Meeting held on June 3, 2024	
	B. Payment of Invoices in the Amount of \$163,487.26 and Payroll in the Amount of \$225,280.75 for a Total of \$388,768.01	
	C. Purchase Orders over \$5,000.00	
	1. Moyer Construction Co. in the Amount of \$6,984.00 for Sidewalk Repairs	

Estimated <u>Time</u>		<u>Desired Outcome</u>
	<ul style="list-style-type: none"> 2. CL Trucking & Excavating, LLC in the Amount of \$8,580.80 for an Ejector Pump and Cleanout 3. Anlaan Corporation in the Amount of \$12,600.00 for Boardwalk Repairs 	
	<p>XI. <u>Communications</u></p> <ul style="list-style-type: none"> A. Board and Commissions Application – Margery Briggs B. Water Department Report for May 2024 C. Wastewater Treatment Plant Report for May 2024 D. Ionia County Central Dispatch Report for May 2024 E. Ionia County Board of Commissioners Agenda for June 11, 2024 	
7:42 PM	XII. <u>Other Business</u> – None	
7:45 PM	XIII. <u>City Manager Comments</u>	
7:50 PM	XIV. <u>Council Comments</u>	
7:55 PM	XV. <u>Adjournment</u>	Decision

DIVOT group | Municipal Services

City of Portland, Michigan

A proposal for Mayor Barnes and City Council





440 South State Street, Suite 320, Zeeland, MI 49464
(810) 300.7147 | Info@ThinkAboutPivot.com
www.PivotGroupMunicipalServices.com

City of Portland
259 Kent St
Portland, MI 48875

June 12, 2024

Re: Interim City Manager Support Proposal

Dear Mayor Barnes and City Council

During this time of city executive transition, we are glad to be partnering with the City of Portland to assist the community towards continued success. To maintain regularity in the City's administrative and operational functions we recommend the following scope of work to be completed by Pivot Group. To offer support and consultation to executive leadership in the City, Pivot is able to offer the following:

- Aid assessment and performance of the interim City Manager
- On-call status for Interim City Manager to provide operational advice
- Technical assistance on budgeting, financial planning and fiscal management
- Review of policies and administrative procedures developed to achieve the Council's initiatives
- Advise on compliance with legislative and regulatory requirements
- Facilitate staff development and mediation of change management

Pivot will provide consultation services as noted above in key areas of City functioning, billed weekly at \$764. Travel costs associated with requested onsite visits (mileage and accommodations) will be billed additionally. This Agreement can be terminated in writing by the City of Portland with a 15-day notice or 30-day written notice from Pivot Group. Unless extended to provide transition assistance once a new City Manager has been onboarded, the contract for consultation services will be concluded automatically.

We look forward to providing administrative and operational support to your Interim City Manager.

Respectfully,

A handwritten signature in black ink that reads "Kris D. Pence".

Kris Pence, Principal

Scope of Services

Pivot Group Municipal Services proposes to provide the following services to the City of Portland:

- Recommendation for a candidate to serve as an interim City Manager
- Aid assessment and performance of the interim City Manager, at request of Mayor and Council
- On-call status for Interim City Manager to provide operational advice
- Technical assistance on budgeting, financial planning and fiscal management
- Review of policies and administrative procedures developed to achieve the Council’s initiatives
- Advise on compliance with legislative and regulatory requirements
- Facilitate staff development and mediation of change management

Interim Manager Support Program – Price Proposal

Interim City Manager Support Program (Weekly Fee):	\$764.00
- Consultant Travel (billed additionally for mileage/accommodations, per trip)	

Program Weekly Fee:	\$764.00
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Proposal Acceptance

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. Needs change as realities in the City emerge and we can most likely accommodate your request.

This proposal acceptance can be terminated in writing by the City of Portland with a 15-day notice or 30-day written notice from Pivot Group. Unless extended to provide transition support once a new City Manager has been onboarded this acceptance for consultation services will be concluded automatically.

The City of Portland, Michigan, agrees to retain Pivot Group Municipal Services to provide the Interim City Manager Support Program in accordance with the above proposal. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Portland, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

Pivot Group Municipal Services

By: _____

Title: _____

Date: _____

Douglas K. Terry

Residence: 4197 Albion Road
Concord, MI 49237
(517) 320-5700 Cell
dkterry3657@gmail.com

WORK EXPERIENCE

City of Litchfield, Michigan

City Manager, November 2006 to September 2021

Population; 1,369. Manager for all municipal operations including Police, Water, Wastewater, DPW, and Administration. Supervised city department heads; with 13 employees. Prepared \$4.0 million Operating budget. Worked for TIFA Board administering industrial and commercial development. Accomplished major downtown renovation along with several million dollar infrastructure projects.

City of Hillsdale, Michigan

Interim City Manager, October 2015 to August 2016

Provided city management and executive search for Hillsdale City Council.

City of Escanaba, Escanaba, Michigan

City Manager, December 2002 to August 2006

Population; 13,140. Manager for all municipal operations including Public Safety, Water, Wastewater, DPW, Electric Power Plant, and Administration. Supervised city department heads; with 122 employees. Prepared \$30 million operating budget. Direct all economic development activities, including proposed port authority.

Consumers Energy Company, Jackson, Michigan

General Rate Analyst, 1998 to 2002

Maintain and administer Special Contracts; provide technical support for company billing offices; assist customer account managers administering large industrial accounts; provide expert assistance in municipal issues. Audit and investigate customer billing issues. LEAD administrator for the Rates Department. Successfully completed the zoning application for the Livingston Peaker Facility.

City of Gaylord, Gaylord, Michigan

City Manager, 1995 to 1998

Responsible for the development of all municipal operations including major construction projects and annexation agreements. Supervised city department heads; prepared \$5 million operating budget. Directed all economic development, which resulted in \$14 million in new construction in 1996. Member of the Gaylord Industrial Development Corporation. Initiated and completed fifteen hundred acre annexation through P.A.425.

City of Standish, Standish, Michigan

City Manager, 1982 to 1995

Responsible for all city operations. Supervised department heads of administration, police, and public works. Responsible for \$1.4 million operating budget. Also served as Police Chief. Provided technical supervision for equipment maintenance. Successfully negotiated several union contracts. Supervised \$3.9 million EPA sewer rehabilitation project and street development. Member of the Board of Directors of the Standish Economic Development Corporation. Initiated and administered negotiations for the Standish Maximum Security Prison. Prepared specifications for various equipment purchases. Worked with key Federal legislators on the adoption of the Clean Water Act. Completed a city-wide assessor's plat and acquired right-of-way.

City of Plymouth, Plymouth, Michigan

Administrative Assistant, 1981 to 1982

Responsible for administering labor relations, city real estate and handling of citizen complaints. Assisted City Commission on various issues. Performed various tasks for City Manager.

Ford Motor Company, Dearborn, Michigan

Owner Relations Analyst, summer of 1979

Reviewed customer complaints, performed written referrals and recommendations to District Office.

EDUCATION

Harvard University, Kennedy School of Government, Senior Executives in State and Local Government, July 2012

Ferris State College, B.S., Public Administration, November 1981

Major course work completed in management. Courses included finance, accounting, labor relations, law and management, economics and government.

Michigan State University – Citizen Planner Program - Master Planner Certificate

Michigan State University – Citizen Planner Program – Zoning Administrator Certificate

ACHIEVEMENTS

Public Guardian, Hillsdale Probate Court –Volunteer -2014 to Present

Litchfield Rotary President, 2009- March 2013

Water Treatment Plant Operator Certification - 1995

Chief witness for U.S. House of Representatives- Appropriations Committee for Rural Water Issues (5/4/89) (5/1/91)

State of Michigan - “Youngest City Manager” - 1982

Deans Honor List, Deans Meritorious Achievement Award

Vice President, Michigan Rural Water Association 1991-1994

Consumers Energy Peak Performer Award (3)

REFERENCES

References and transcripts furnished upon request.

**EMPLOYMENT CONTRACT BETWEEN
DOUGLAS K. TERRY AND
THE CITY COUNCIL OF THE CITY OF PORTLAND**

THIS AGREEMENT, made and entered into this 17th day of June, 2024, by and between the CITY OF PORTLAND, a Michigan municipal corporation (“CITY”), whose address is 259 Kent Street, Portland, Michigan 48875 and Douglas K. Terry (“TERRY”), both of whom understand as follows:

WITNESSETH:

WHEREAS, the CITY desires to employ the services of TERRY as Acting City Manager of the CITY (“Acting City Manager”) in accordance with the provisions of the Charter of the City of Portland, Michigan; and

WHEREAS, TERRY desires to accept employment as Acting City Manager of the CITY in accordance with the provisions of the Charter of the City of Portland;

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

1. DUTIES. TERRY shall perform all the functions and duties of the office of City Manager on an interim basis as specified in the City Charter and to perform other legally permissible and proper additional functions as may be assigned by City Council. All duties shall be performed in a diligent, responsible, and equitable manner in accordance with the City Charter and policies established by City Council, including the duties of Zoning Administrator.

2. COMPENSATION.

(A) For the performance of the duties of Acting City Manager, the CITY agrees to pay TERRY an hourly rate of \$65.00 per hour worked, less all standard Federal, State, and Local withholdings, effective June 18, 2024. The wages will be payable in bi-weekly installments.

(B) TERRY shall also be reimbursed each day for mileage at the IRS declared rate to and from Portland, beginning at Terry’s home located in Concord, Michigan which includes one round trip per day. Terry shall be responsible for the maintenance, insurance and fuel for his vehicle.

3. **TERMS OF AGREEMENT.** This Agreement is valid June 17, 2024, through December 31, 2024, and shall continue thereafter on a week-to-week basis, unless terminated pursuant to Paragraph 4 below.

4. **TERMINATION/REMOVAL.** The CITY and TERRY agree that TERRY’s employment may be terminated, and TERRY may be removed from, or choose to leave, the position of Acting City Manager at any time.

5. **HOURS OF WORK.** In consideration of the wages provided in this Agreement, TERRY agrees that he shall work up to 80 hours over a bi-weekly pay period. Any additional hours shall be subject to the prior approval of the Mayor as requested in the performance of the duties and functions of the Acting City Manager.

6. **OTHER TERMS AND CONDITIONS AND PERFORMANCE.**

TERRY agrees that in performing the duties of Acting City Manager, he is a visible and public representative of the CITY, and he shall at all times conduct himself in a professional manner.

7. **GENERAL PROVISIONS.**

(A) Where appropriate, any reference to the term “CITY” shall refer to the City Council for the City of Portland, a municipal corporation.

(B) This Agreement shall constitute the entire Agreement between the parties and shall supersede and replace any prior agreements between the parties, either written or oral.

This Agreement may not be changed or modified unless in writing signed by both parties.

This document is a correct copy adopted at a Regular Meeting of the Portland City Council held on June 17, 2024.

SIGNED:

SIGNED:

CITY OF PORTLAND

JAMES E. BARNES, MAYOR

DOUGLAS K. TERRY

MONIQUE MILLER, CITY CLERK

Date: _____

**CITY COUNCIL
CITY OF PORTLAND**

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

RESOLUTION NO. 24-48

**RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF FOUR EASEMENT AGREEMENTS
WITH TRI-COUNTY ELECTRIC COOPERATIVE**

WHEREAS, Tri-County Electric Cooperative, d/b/a HomeWorks Tri-County Electric and HomeWorks Connect (the “Grantee”), is installing a fiber line and fiber system and related appurtenances (the “Improvements”) for the benefit of the general public; and

WHEREAS, it is necessary for the completion of the Improvements that the Grantee obtain limited right-of-way easements affecting portions of 163 Kent Street, Portland, MI 48875, commonly known as Scout Park, (Parcels #34-300-050-000-310-00 and #34-300-050-000-320-00), which are all owned by the City (collectively, the “Properties”); and

WHEREAS, the City is willing to grant limited right-of-way easements to accommodate the Improvements located along a mutually agreed upon construction pathway pursuant and subject to the terms and conditions of an Easement of Right of Way Agreement (collectively, the “Agreements”), by and between it and the Grantee; and

WHEREAS, the City’s Electric Department has reviewed the proposed construction pathway and location of the easements and recommended approval of the Agreements, attached hereto as Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That, in accordance with Chapter 11 of the City Charter, the City Clerk shall keep this resolution on file for public inspection for 20 days after which the City Council will consider final adoption in the same manner and final adoption will require at least four affirmative votes.
2. That the Agreements in the form presented at this meeting and attached hereto are hereby approved with such modifications not materially adverse to the City, approved as to content by the City Manager and as to form by the City Attorney.
3. That, upon final adoption, the Mayor and City Clerk are hereby authorized and directed to execute the approved Agreements for and on behalf of the City.
4. That the City Clerk shall cause the fully executed Agreements to be recorded with the Ionia County, Michigan, Register of Deeds.

5. That all resolutions or parts of resolutions, to the extent of any conflict herewith, are hereby rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 17, 2024

Monique I. Miller, City Clerk

CERTIFICATION

I, the undersigned Clerk of the City of Portland, Michigan (the “City”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on June 17, 2024, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

DATED: June 17, 2024

Monique I. Miller, City Clerk

Permanent Easement for Right of Way

This Easement of Right of Way (“Agreement”) is made this _____ day of _____, _____ (“Effective Date”), by and between _____ (“Grantor”) with an address of 259 Kent St, Portland, MI 48875 and Grantor’s successors and assigns and Tri-County Electric Cooperative, d/b/a HomeWorks Tri-County Electric and HomeWorks Connect, a cooperative corporation (“Grantee”, hereinafter called the “Cooperative”) whose address is 7973 E. Grand River Ave., Portland, MI 48875, and its successors and assigns.

The Grantor is the owner of certain real property more particularly described in the attached **Exhibit “A”** as the “Property”. Grantor desires to convey to Cooperative an easement upon, under, across, over and through the Property, upon the terms and conditions stated below. Grantor covenants and agrees that the Cooperative, its successors or assigns, has the right without payment of any compensation to the Grantor, and for a good and valuable consideration [fiber Cooperative service], the receipt whereof is hereby acknowledged, Grantor does hereby grant unto the Cooperative, and to its successors or assigns, the right to enter upon the lands of the undersigned, recorded **as set forth on EXHIBIT “A,” attached and incorporated herewith.**

This easement is exempt from real estate transfer taxes pursuant to MCL 207.505 (h) and MCL 207.526 (h)(i)

The undersigned covenant and agree that the Cooperative, its successors or assigns has the right, within 30 feet of the fiber line and fiber system, without payment of any compensation to the Grantor, to construct, reconstruct, repair, operate and maintain on or below the above-described lands for telecommunications line or lines, and fiber or fiber optic lines and cables, connection boxes, cable storage devices, and all other necessary apparatus and systems; and to inspect and make such repairs, changes, alterations, improvements, removals from, substitutions and additions to its facilities as the Cooperative may from time to time deem advisable, including, by way of example and not by way of limitation, the right to increase or decrease the number of conduits, lines, cables, connection boxes; to keep the easement clear of all obstructions; which in the opinion of the Cooperative, interfere or threaten to interfere with or be hazardous to the construction, operation, or maintenance of its facilities.

The undersigned covenant and agree that all, fiber, and other facilities, either above ground or underground, including any main service entrance equipment, installed on or beneath the above-described lands at the Cooperative’s expense shall remain the property of the Cooperative, removable at the option of the Cooperative, upon termination of service to or on said lands.

The undersigned covenant that they are the owners of the above-described lands and the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons

_____.

The undersigned covenant that they are the owners of the above-described lands and the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons (attached as Exhibit B).

IN WITNESS WHEREOF, the undersigned have set their hands and seals this _____ day of _____,
_____. Signed, Sealed and Delivered in the presence of

Witnessed by

Grantor(s)

Sign here _____

Print or type _____

STATE OF MICHIGAN

County of _____ SS

Acknowledged before me in _____ County, State of Michigan, on this _____ day of _____, 20____, by _____ (Grantors).

Notary Public

Print or Type Notary Name

Notary Public, State of Michigan, County of _____

My Commission expires: _____

Acting in the county of: _____

Corporations

STATE OF MICHIGAN

County of _____ SS

Acknowledged before me in _____ County, State of Michigan, on this _____ day of _____, 20____, by _____, President of _____, a Michigan corporation, for the corporation (Grantors).

Notary Public

Print or Type Notary Name

Notary Public, State of Michigan, County of _____

My Commission expires: _____

Drafted by and when recorded return to:

Missy Robson

HomeWorks Tri-County Electric

7973 E. Grand River Ave.

Portland MI 48875

Phone: 1-800-848-9333.

Fax to: 517-647-4856 or e-mail: tricoenergy@homeworks.org

EXHIBIT "A"
PROPERTY AND EASEMENT AREA

Parcel # 34-300-050-000-310-00
Situating in the Township of Portland, County of Ionia, State of
Michigan, recorded in Liber _____ and Page _____, more particularly described as follows:

CITY OF PORTLAND: THE S 22 FT OF LOT 68 and PART OF LOT 69 DESC. AS COM AT THE NW CRN LOT 69. TH: SLY ALG E LI
KENT ST 22 FT. TH: SE AT R/ANGLE 64 FT. TH: NELY AT R/A 12 FT. TH: SELY 10 FT AT R/A PARL TO N LOT LINE. TH: SWLY 33.17
FT PARL WITH KENT ST. TH: SELY 8 FT AT R/A. TH: NELY 33.17 FT AT R/A TH: SELY 58 FT AT R/A PARL TO N LOT LINE TO W
LINE MAPLE ST. TH: NELY 10 FT ALG W LI MAPLE ST. TH: NWLY 140 FT AT R/A TO ST. TO POB. .126569 AC. ORIGINAL PLAT
T6N R52

HomeWorks Office Use: **F**

Service Loc # _____

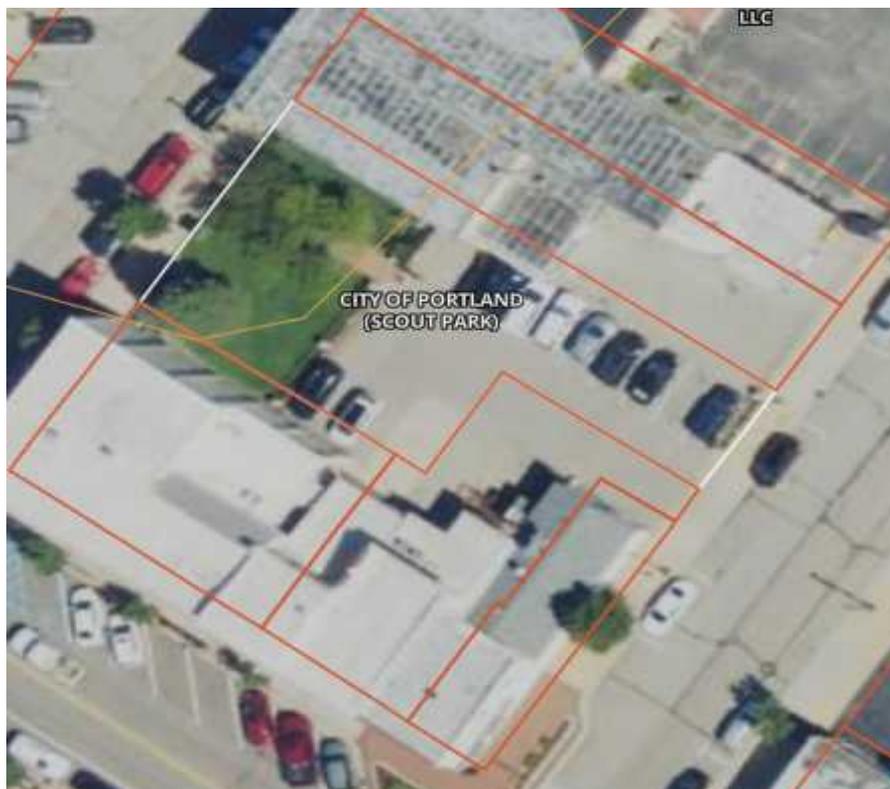
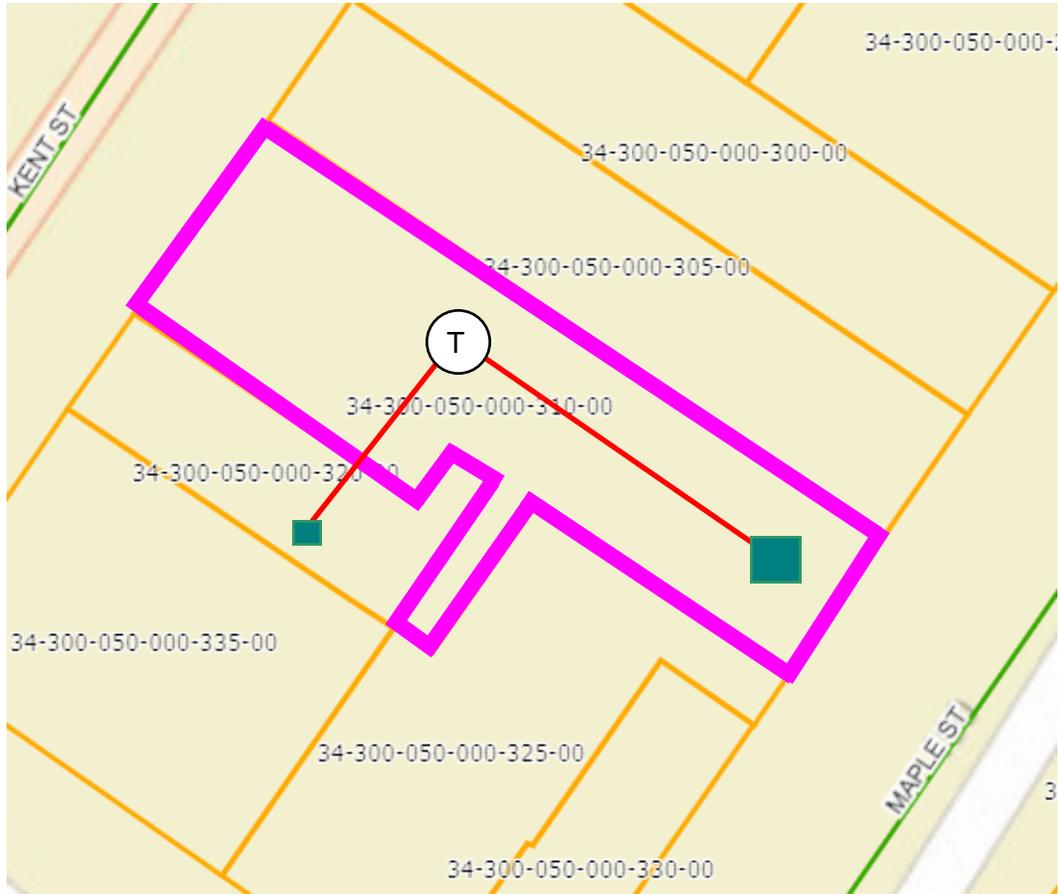
Account _____

County _____ Quad _____

Twp/Sec _____ / _____

Pole#: _____

EXHIBIT "B"



Parcel 34-300-050-000-310-00 as well as approximate location of proposed construction. Satellite image shown for parcel reference

Permanent Easement for Right of Way

This Easement of Right of Way (“Agreement”) is made this _____ day of _____, _____ (“Effective Date”), by and between _____ (“Grantor”) with an address of 259 Kent St, Portland, MI 48875 and Grantor’s successors and assigns and Tri-County Electric Cooperative, d/b/a HomeWorks Tri-County Electric and HomeWorks Connect, a cooperative corporation (“Grantee”, hereinafter called the “Cooperative”) whose address is 7973 E. Grand River Ave., Portland, MI 48875, and its successors and assigns.

The Grantor is the owner of certain real property more particularly described in the attached **Exhibit “A”** as the “Property”. Grantor desires to convey to Cooperative an easement upon, under, across, over and through the Property, upon the terms and conditions stated below. Grantor covenants and agrees that the Cooperative, its successors or assigns, has the right without payment of any compensation to the Grantor, and for a good and valuable consideration [fiber Cooperative service], the receipt whereof is hereby acknowledged, Grantor does hereby grant unto the Cooperative, and to its successors or assigns, the right to enter upon the lands of the undersigned, recorded **as set forth on EXHIBIT “A,” attached and incorporated herewith.**

This easement is exempt from real estate transfer taxes pursuant to MCL 207.505 (h) and MCL 207.526 (h)(i).

The undersigned covenant and agree that the Cooperative, its successors or assigns has the right, within 30 feet of the fiber line and fiber system, without payment of any compensation to the Grantor, to construct, reconstruct, repair, operate and maintain on or below the above-described lands for telecommunications line or lines, and fiber or fiber optic lines and cables, connection boxes, cable storage devices, and all other necessary apparatus and systems; and to inspect and make such repairs, changes, alterations, improvements, removals from, substitutions and additions to its facilities as the Cooperative may from time to time deem advisable, including, by way of example and not by way of limitation, the right to increase or decrease the number of conduits, lines, cables, connection boxes; to keep the easement clear of all obstructions; which in the opinion of the Cooperative, interfere or threaten to interfere with or be hazardous to the construction, operation, or maintenance of its facilities.

The undersigned covenant and agree that all, fiber, and other facilities, either above ground or underground, including any main service entrance equipment, installed on or beneath the above-described lands at the Cooperative’s expense shall remain the property of the Cooperative, removable at the option of the Cooperative, upon termination of service to or on said lands.

The undersigned covenant that they are the owners of the above-described lands and the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons

_____.

The undersigned covenant that they are the owners of the above-described lands and the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons (attached as Exhibit B).

IN WITNESS WHEREOF, the undersigned have set their hands and seals this _____ day of _____, _____ Signed, Sealed and Delivered in the presence of

Witnessed by

Grantor(s)

Sign here _____

Print or type _____

STATE OF MICHIGAN

County of _____ SS

Acknowledged before me in _____ County, State of Michigan, on this _____ day of _____, 20____, by _____ (Grantors).

Notary Public

Print or Type Notary Name

Notary Public, State of Michigan, County of _____

My Commission expires: _____

Acting in the county of: _____

Corporations

STATE OF MICHIGAN

County of _____ SS

Acknowledged before me in _____ County, State of Michigan, on this _____ day of _____, 20____, by _____, President of _____, a Michigan corporation, for the corporation (Grantors).

Notary Public

Print or Type Notary Name

Notary Public, State of Michigan, County of _____

My Commission expires: _____

Drafted by and when recorded return to:

Missy Robson
HomeWorks Tri-County Electric
7973 E. Grand River Ave.
Portland MI 48875
Phone: 1-800-848-9333.
Fax to: 517-647-4856 or e-mail: tricoenergy@homeworks.org

EXHIBIT "A"
PROPERTY AND EASEMENT AREA

Parcel # 34-300-050-000-320-00
Situating in the Township of Portland, County of Ionia, State of
Michigan, recorded in Liber _____ and Page _____, more particularly described as follows:

CITY OF PORTLAND PART OF LOT 69 COM ON E SIDE KENT ST. 22FT S FROM NW COR OF LOT 69 TH ELY 64FT NLY 12FT ELY
10FT SLY 38FT WLY 74FT TO KENT ST. TH NLY TO BEG. ORIGINAL PLAT

HomeWorks Office Use: **F**

Service Loc # _____

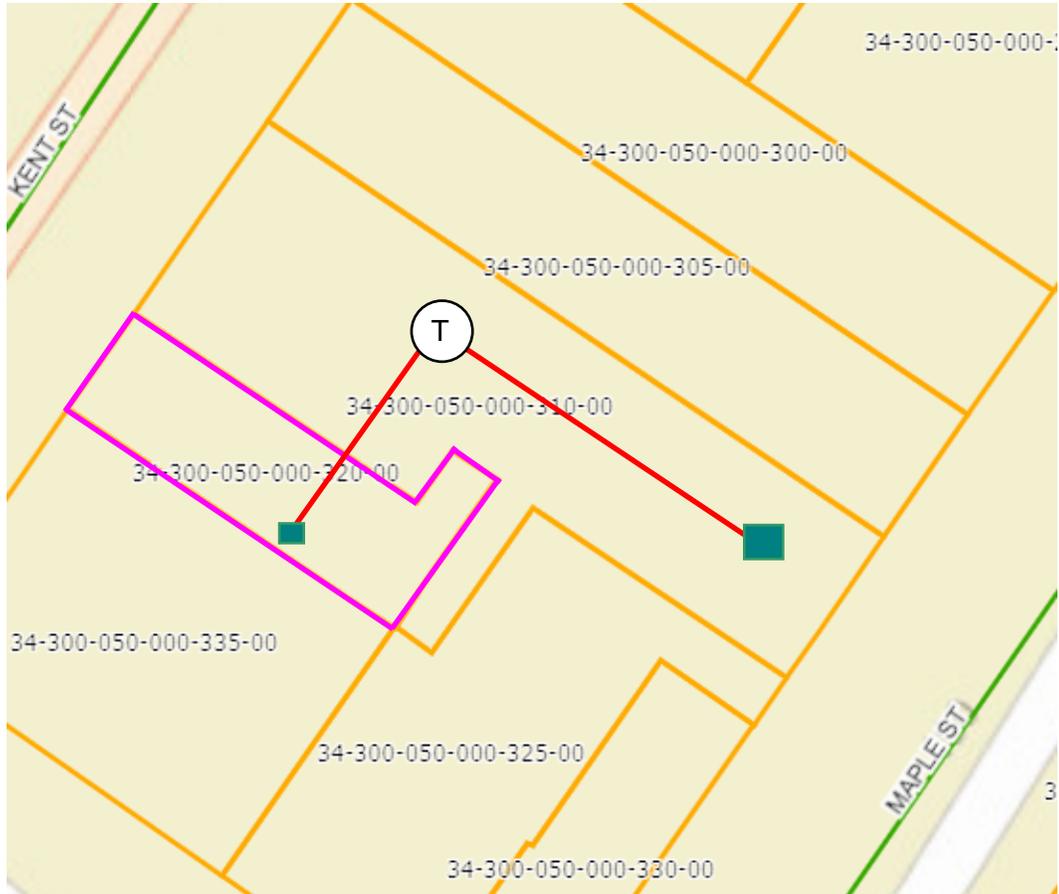
Account _____

County _____ Quad _____

Twp/Sec _____ / _____

Pole#: _____

EXHIBIT "B"



Parcel 34-300-050-000-320-00 as well as approximate location of proposed construction. Satellite image shown for parcel reference

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-49

**A RESOLUTION APPROVING THE FINANCING OF A NEW
AMBULANCE FOR THE AMBULANCE DEPARTMENT**

WHEREAS, City Council previously approved the purchase of a 2023 Stock Braun Chief XL Type III Ambulance on a Ford-E-450 gas chassis in the amount of \$285,618.00; and

WHEREAS, in order to facilitate the financing, Huntington Bank requires that the attached Resolution and Declaration of Official Intent be approved by the governing body, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. City Council approves the Resolution and Declaration of Official Intent to finance a 2023 Stock Braun Chief XL Type III Ambulance on a Ford-E-450 gas chassis in the amount of \$285,618.00.
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: June 17, 2024

Monique I. Miller, City Clerk



RESOLUTION AND DECLARATION OF OFFICIAL INTENT

Municipality/Purchaser: City of Portland ("Purchaser")

Aggregate Purchase Price Expected To Be Financed: \$285,618

Description Of Property To Be Acquired: _____

Vendor: _____ ("Vendor")

WHEREAS, the Purchaser is a political subdivision of the State of Michigan (the "State") and is duly organized and existing pursuant to the Constitution and laws of the State.

WHEREAS, pursuant to Act 99, Public Acts of Michigan, 1933, as amended, and other applicable law, the governing body of the Purchaser ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Purchaser.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more installment-purchase agreements ("Installment Purchase Agreements") in the amount not exceeding the Purchase Price amount stated above ("Principal Amount") for the purpose of acquiring the property ("Property") described briefly above and to be described more completely in the Installment Purchase Agreements is appropriate and necessary to the functions and operations of the Purchaser.

WHEREAS, the Vendor, as the seller and supplier of the Property is identified above.

WHEREAS, for the purpose of providing the financing under the Installment Purchase Agreements, Huntington Public Capital Corporation and/or an affiliate of said bank ("Assignee") shall act as the financing source under said Installment Purchase Agreements and in connection therewith, the Vendor shall assign all of Vendor's rights (including, but not limited to, the right to collect the installment payments due and payable under the Installment Purchase Agreements), but none of its obligations, under the Installment Purchase Agreements to Assignee.

WHEREAS, the Purchaser may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Installment Purchase Agreements ("Purchase Proceeds") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Purchaser shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Purchaser:

Section 1. Any one of the Authorized Representatives identified below (each an "Authorized Representative") acting on behalf of the Purchaser is hereby authorized to negotiate, enter into, execute, and deliver one or more Installment Purchase Agreements in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Purchaser. Each Authorized Representative acting on behalf of the Purchaser is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Installment Purchase Agreements (including, but not limited to, property acquisition fund agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Installment Purchase Agreements are hereby authorized.

Authorized Representatives of Purchaser:



Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Purchaser to execute and deliver agreements and documents relating to the Installment Purchase Agreements on behalf of the Purchaser.

Section 3. The aggregate original principal amount of the Installment Purchase Agreements shall not exceed the Principal Amount and shall bear interest as set forth in the Installment Purchase Agreements and the Installment Purchase Agreements shall contain such options to purchase or prepay by the Purchaser as set forth therein.

Section 4. The Purchaser agrees that its obligation to pay all of the installment payments due under the Installment Purchase Agreements to Assignee shall be absolute and unconditional upon the delivery and acceptance of the Property (or the funding of any applicable property acquisition fund agreement associated with the Purchase Agreements) and that it shall levy such taxes as are permitted by applicable State law to pay all of the installment payments due under the Installment Purchase Agreements.

Section 5. The Governing Body of Purchaser anticipates that the Purchaser may pay certain capital expenditures in connection with the Property prior to the receipt of the Purchase Proceeds for the Property. The Governing Body of Purchaser hereby declares the Purchaser’s official intent to use the Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Purchaser for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Purchaser to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

Section 6. As to each Installment Purchase Agreement, the Purchaser reasonably anticipates that it and entities controlled by it will not issue more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the calendar year in which each such Installment Purchase Agreement is issued and hereby designates each Installment Purchase Agreement as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 7. This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this _____, 2024.

CERTIFICATION

The undersigned **Secretary/Clerk** of the above-named Purchaser hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Purchaser, that the foregoing resolutions were duly adopted by said Governing Body of the Purchaser at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

Signature of Secretary/Clerk of Purchaser

Print Name: _____

Official Title: _____

Date: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-50

**A RESOLUTION TO REVISE COUNCIL POLICY 77-1
CONCERNING CEMETERY RATES**

WHEREAS, the Cemetery Director has reviewed and revised Council Policy 77-1 to update the Cemetery rates; and

WHEREAS, a copy of the Cemetery Directors memo with the proposed revised rate schedule is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves revising Council Policy 77-1 as set forth in the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 17, 2024

Monique I. Miller, City Clerk



Below is a proposed update to the rate schedule within the City of Portland Cemetery Rules and Regulations. The proposal calls for an increase to most cemetery rates. As it stands, the fees collected do not entirely cover the cost of operating the cemetery department. With that, as the costs to operate the cemetery department continue to increase it is important that the rates associated with the cemetery increase as well. The proposed rates will bring the Portland Cemetery rate schedule closer to that of surrounding municipal cemeteries. If approved, the changes would be effective July 1, 2024.

SERVICE	CURRENT RATE	PROPOSED RATE
DEED TO BURIAL RIGHTS		
Resident vault size	\$350.00	\$500.00
Non-resident vault size	\$550.00	\$700.00
Resident cremation size	\$225.00	\$350.00
Non-resident cremation size	\$350.00	\$500.00
BURIALS		
Resident vault size	\$375.00	\$500.00
Non-resident vault size	\$525.00	\$700.00
Resident cremation	\$175.00	\$300.00
Non-resident cremation	\$250.00	\$400.00
FOUNDATION INSTALL		
Per square inch	\$0.40	\$0.50

Respectfully,

Neil Brown
 Director of Parks, Recreation, & Cemetery
 City of Portland
 (517) 647-7985
 nbrown@portland-michigan.org

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

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-51

**A RESOLUTION TO AMEND THE BUDGET
FOR FISCAL YEAR 2023-2024**

WHEREAS, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

WHEREAS, the Finance Director has reviewed current fund balances and expenditures for FY 2023-2024 and recommends that the Council approve the proposed amendments, set forth in the attached Exhibit A, in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2023-2024 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 17, 2024

Monique I. Miller, City Clerk

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 4TH QUARTER 23-24

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
202-000-699.248	TRANFSER FROM DDA FUND	9,000.00
248-267-995.202	TRANSFER TO MAJOR STREETS	9,000.00
105-254-995.590	TRANSFER TO WASTEWATER	9,000.00
590-000-699.105	TRANSFER FROM INCOME TAX	9,000.00
105-254-995.591	TRANSFER TO WATER	9,000.00
591-000-699.105	TRANSFER FROM INCOME TAX	9,000.00
101-100-715.000	S & W SOCIAL SECURITY	15.00
101-100-956.000	MISCELLANEOUS EXPENSES	500.00
101-100-956.000	MISCELLANEOUS EXPENSES	200.00
		<hr/>
		715.00
101-172-717.000	LIFE/LTD INSURANCE	550.00
101-172-804.000	CONTRACTUAL SERVICE	10,000.00
		<hr/>
		10,550.00
101-201-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	180.00
101-201-727.000	OFFICE SUPPLIES	700.00
101-201-740.000	OPERATING SUPPLIES	500.00
101-201-740.000	OPERATING SUPPLIES	500.00
101-201-801.000	LEGAL SERVICE	3,000.00
101-201-806.000	DATA PROCESSING	5,000.00
101-201-901.000	LEGAL NOTICES	500.00
101-201-901.000	LEGAL NOTICES	1,000.00
101-201-934.000	M & R OFFICE EQUIPMENT	700.00
101-201-956.000	MISCELLANEOUS EXPENSES	80.00
101-201-956.000	MISCELLANEOUS EXPENSES	170.00
101-201-975.003	CAP OUTLAY- BOARDWALK IMPROVEMENTS	2,000.00
		<hr/>
		14,330.00
101-257-727.000	OFFICE SUPPLIES	100.00
101-257-730.000	POSTAGE	600.00
101-257-801.000	LEGAL SERVICE	200.00
101-257-801.000	LEGAL SERVICE	400.00
101-257-804.000	CONTRACTUAL SERVICE	1,550.00
101-257-810.000	EQUIPMENT MAINTENANCE CONTRACT	1,050.00
101-257-901.000	LEGAL NOTICES	600.00
101-257-956.000	MISCELLANEOUS EXPENSES	20.00
		<hr/>
		4,520.00
101-262-801.000	LEGAL SERVICE	500.00

101-265-715.000	S & W SOCIAL SECURITY	15.00
101-265-715.000	S & W SOCIAL SECURITY	50.00
101-265-734.000	SAFETY SUPPLIES	150.00
101-265-740.000	OPERATING SUPPLIES	400.00
101-265-930.000	M & R BUILDING	5,400.00
101-265-930.000	M & R BUILDING	2,000.00
101-265-931.000	M & R EQUIPMENT	(1,500.00)
101-265-931.000	M & R EQUIPMENT	400.00
101-265-934.000	M & R OFFICE EQUIPMENT	(2,000.00)
		<hr/> 4,915.00
101-301-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	2,380.00
101-301-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	400.00
101-301-730.000	POSTAGE	200.00
101-301-913.000	LIABILITY INSURANCE	900.00
101-301-924.000	SEWER	100.00
101-301-960.000	EDUCATION & TRAINING	(13,500.00)
101-301-977.000	CAPITAL OUTLAY-EQUIPMENT	10,000.00
101-301-980.000	CAPITAL OUTLAY-OFFICE EQUIPMEN	700.00
		<hr/> 1,180.00
101-371-719.000	OTHER FRINGE	(100.00)
101-371-730.000	POSTAGE	100.00
101-371-804.002	CONTRACTED SERVICE-ZONING ADMIN	(5,000.00)
		<hr/> (5,000.00)
101-567-720.000	WORKER'S COMPENSATION	50.00
101-567-727.000	OFFICE SUPPLIES	50.00
101-567-730.000	POSTAGE	50.00
101-567-924.000	SEWER	150.00
101-567-932.000	M & R GROUNDS	(1,085.00)
101-567-974.000	LAND IMPROVEMENTS	1,085.00
		<hr/> 300.00
101-707-710.000	S& W OVERTIME	900.00
101-707-715.000	S & W SOCIAL SECURITY	60.00
101-707-716.000	HEALTH INSURANCE	200.00
101-707-717.000	LIFE/LTD INSURANCE	50.00
101-707-718.000	PENSION	340.00
101-707-806.000	DATA PROCESSING-CITY WEBSITE	(5,000.00)
101-707-881.000	COMMUNITY PROMOTIONS	1,200.00
101-707-881.000	COMMUNITY PROMOTIONS	800.00
101-707-884.000	CLEANUP WEEK	(1,000.00)
101-707-884.000	CLEANUP WEEK	(2,000.00)
101-707-920.000	STREET LIGHTING	(1,000.00)
101-707-956.000	MISCELLANEOUS EXPENSES	200.00
101-707-956.000	MISCELLANEOUS EXPENSES	100.00
101-707-977.000	CAPITAL OUTLAY-EQUIPMENT	(20,000.00)
		<hr/> (25,150.00)

101-728-956.000	MISCELLANEOUS EXPENSES	3,000.00
101-751-702.000	S & W FULLTIME	4,000.00
101-751-710.000	S& W OVERTIME	300.00
101-751-710.000	S& W OVERTIME	100.00
101-751-716.000	HEALTH INSURANCE	100.00
101-751-718.000	PENSION	1,000.00
101-751-730.000	POSTAGE	50.00
101-751-775.001	M & R RIVERTRAIL	(37,500.00)
101-751-912.000	PROPERTY INSURANCE	15.00
101-751-922.000	GAS	900.00
101-751-922.000	GAS	300.00
101-751-924.000	SEWER	500.00
101-751-930.000	M & R BUILDING	(2,500.00)
101-751-932.000	M & R GROUNDS	2,500.00
101-751-947.000	VEHICLE RENTAL	900.00
101-751-956.000	MISCELLANEOUS EXPENSES	600.00
101-751-967.000	TREE MANAGEMENT	300.00
101-751-998.001	FLOOD -2024	4,430.00
		<hr/>
		(24,005.00)
105-254-727.000	OFFICE SUPPLIES	500.00
105-254-806.000	DATA PROCESSING	3,300.00
		<hr/>
		3,800.00
202-452-803.009	ENG SERVICE-KENT STREET	19,000.00
202-463-710.000	S& W OVERTIME	1,000.00
202-473-803.000	ENGINEERING SERVICE	300.00
203-463-718.000	PENSION	3,400.00
208-751-716.000	HEALTH INSURANCE	1,500.00
208-751-716.000	HEALTH INSURANCE	400.00
208-751-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	(100.00)
208-751-717.000	LIFE/LTD INSURANCE	250.00
208-751-717.000	LIFE/LTD INSURANCE	50.00
208-751-718.000	PENSION	2,000.00
208-751-727.000	OFFICE SUPPLIES	50.00
208-751-730.000	POSTAGE	100.00
208-751-808.000	OFFICIAL SERVICE	2,500.00
208-751-808.000	OFFICIAL SERVICE	3,000.00
208-751-851.000	TELEPHONE SERVICE	(550.00)
208-751-864.000	CONFERENCE & WORKSHOP	50.00
		<hr/>
		9,250.00
210-000-643.000	SUNFIELD TWP AND VILLAGE	12,840.00
210-000-649.000	INSURANCE RECEIPTS	3,000.00
210-000-665.000	INTEREST INCOME	530.00
		<hr/>

		16,370.00
210-302-702.000	S & W FULLTIME	5,000.00
210-302-710.000	S& W OVERTIME	5,000.00
210-302-716.000	HEALTH INSURANCE	(1,000.00)
210-302-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	(700.00)
210-302-718.000	PENSION	1,000.00
210-302-727.000	OFFICE SUPPLIES	(100.00)
210-302-740.000	OPERATING SUPPLIES	2,400.00
210-302-740.000	OPERATING SUPPLIES	1,100.00
210-302-740.000	OPERATING SUPPLIES	2,000.00
210-302-751.000	UNIFORM CLEANING	200.00
210-302-806.000	DATA PROCESSING	2,000.00
210-302-851.000	TELEPHONE SERVICE	200.00
210-302-912.000	PROPERTY INSURANCE	(20.00)
210-302-930.000	M & R BUILDING	(500.00)
210-302-931.000	M & R EQUIPMENT	(1,700.00)
210-302-932.000	M & R GROUNDS	(250.00)
210-302-933.000	M & R VEHICLES	2,500.00
210-302-933.000	M & R VEHICLES	300.00
210-302-933.000	M & R VEHICLES	500.00
210-302-934.000	M & R OFFICE EQUIPMENT	(400.00)
210-302-958.000	DUES & SUBSCRIPTIONS	700.00
210-302-960.000	EDUCATION & TRAINING	(2,500.00)
		<hr/> 15,730.00
248-267-710.000	S& W OVERTIME	700.00
248-267-717.000	LIFE/LTD INSURANCE	200.00
248-267-718.000	PENSION	300.00
248-267-740.006	OPERATING SUPPLIES-P&M COMMITTEE	100.00
248-267-740.008	OPERATING SUPPLIES - BEER FEST	1,000.00
248-267-740.009	OPERATING SUPPLIES - HOLIDAY FEST	600.00
248-267-938.000	M & R DDA	1,100.00
248-267-982.002	CAPITAL OUTLAY-LOOKINGGLASS PLAZA	5,000.00
		<hr/> 9,000.00
582-201-716.000	HEALTH INSURANCE	1,000.00
582-201-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	300.00
582-201-804.000	CONTRACTUAL SERVICE	500.00
582-201-804.000	CONTRACTUAL SERVICE	3,000.00
582-201-806.000	DATA PROCESSING	2,000.00
582-201-924.000	SEWER	400.00
582-201-934.000	M & R OFFICE EQUIPMENT	900.00
582-201-958.000	DUES & SUBSCRIPTIONS	2,000.00
582-201-992.000	PRINCIPAL PAYMENT	(75,000.00)
		<hr/> (64,900.00)
582-539-711.000	S & W HEALTH PREMIUMS	400.00
582-539-711.000	S & W HEALTH PREMIUMS	400.00
582-539-734.000	SAFETY SUPPLIES	8,000.00

582-539-745.001	FUEL-DIESEL GENERATION	2,000.00
582-539-803.000	ENGINEERING SERVICE	3,000.00
582-539-803.019	ENG SERVICE - BROADBAND	(3,000.00)
582-539-803.019	ENG SERVICE - BROADBAND	(15,000.00)
582-539-931.000	M & R EQUIPMENT	11,000.00
582-539-931.000	M & R EQUIPMENT	14,200.00
582-539-931.000	M & R EQUIPMENT	50,000.00
582-539-931.000	M & R EQUIPMENT	33,800.00
582-539-933.000	M & R VEHICLES	(14,200.00)
582-539-933.000	M & R VEHICLES	(24,500.00)
582-539-939.000	M & R LINES	30,200.00
582-539-967.000	TREE MANAGEMENT	(2,000.00)
582-539-977.000	CAPITAL OUTLAY-EQUIPMENT	(25,500.00)
582-539-985.005	KENT STREET	12,500.00
582-539-985.005	KENT STREET	7,000.00
582-539-985.005	KENT STREET	5,500.00
		<hr/>
		93,800.00
582-906-996.000	BOND ISSUANCE COSTS	37.00
590-201-803.000	ENGINEERING SERVICE	(3,000.00)
590-201-803.001	ENG SERVICE- RATE STUDY	16,500.00
590-201-992.000	PRINCIPAL PAYMENT	(71,000.00)
		<hr/>
		(57,500.00)
590-441-710.000	S& W OVERTIME	2,000.00
590-441-716.000	HEALTH INSURANCE	500.00
590-441-803.009	ENG SERVICE-KENT STREET	8,000.00
		<hr/>
		10,500.00
590-548-717.000	LIFE/LTD INSURANCE	300.00
590-548-717.000	LIFE/LTD INSURANCE	400.00
590-548-718.000	PENSION	(1,200.00)
590-548-734.000	SAFETY SUPPLIES	200.00
590-548-740.000	OPERATING SUPPLIES	4,000.00
590-548-804.000	CONTRACTUAL SERVICE	10,000.00
590-548-930.000	M & R BUILDING	(4,000.00)
590-548-931.000	M & R EQUIPMENT	10,000.00
590-548-960.000	EDUCATION & TRAINING	1,800.00
590-548-998.001	FLOOD -2024	13,000.00
		<hr/>
		34,500.00
591-201-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	400.00
591-201-804.000	CONTRACTUAL SERVICE	2,000.00
591-201-934.000	M & R OFFICE EQUIPMENT	300.00
		<hr/>
		2,700.00
591-441-716.000	HEALTH INSURANCE	4,000.00
591-441-720.000	WORKER'S COMPENSATION	50.00
591-441-803.009	ENG SERVICE-KENT STREET	8,000.00

591-441-804.000	CONTRACTUAL SERVICE	3,500.00
591-441-804.000	CONTRACTUAL SERVICE	4,000.00
591-441-804.000	CONTRACTUAL SERVICE	5,000.00
591-441-853.000	CELLULAR METER SERVICE	500.00
591-441-853.000	CELLULAR METER SERVICE	1,000.00
591-441-922.000	GAS	100.00
591-441-936.000	M & R WELLS	4,000.00
591-441-977.024	DCMI (TMF) PROJECT	10,000.00
		<hr/> 40,150.00
661-201-727.000	OFFICE SUPPLIES	50.00
661-201-730.000	POSTAGE	100.00
661-201-740.000	OPERATING SUPPLIES	55.00
		<hr/> 205.00
661-441-977.002	CAPITAL OUTLAY-PICK UP TRUCK	14,000.00
661-441-977.009	CAPITAL OUTLAY - BACKHOE	(14,000.00)
661-441-992.000	PRINCIPAL PAYMENT	(91,931.00)
		<hr/> (91,931.00)

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-52

**A RESOLUTION CONFIRMING THE MAYOR’S APPOINTMENTS TO
CITY BOARDS AND COMMISSIONS**

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

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

Board of Light & Power

-Nick Lefke to a term expiring June 30, 2027

Portland Area Fire Authority

-Kathy Parsons to a term expiring June 30, 2028

Downtown Development Authority

-Leo Madarang to a term expiring June 30, 2028

Planning Commission

-Kathy Parsons to a term expiring June 30, 2027

Zoning Board of Appeals

-Kathy Parsons to a term expiring June 30, 2027

-Jayne Graham to a term expiring June 30, 2027

Tree Management Commission

-Kathy Ness to a term expiring June 30, 2027

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

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

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 17, 2024

Monique I. Miller, City Clerk



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, June 3, 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, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Finance Director Tolan; Electric Superintendent Davlin; Police Chief Thomas; DDA Director ConnerWellman

Guests: Ryan Honsowitz and family; Police Officer Chris Walker and Portland Police Officers; Firefighter Jake Schafer, Chief Krizov and Members of the Portland Area Fire Authority; Residents of Edgemont Apartments; Patrick Bowland, CEO & General Manager of the Michigan Public Power Agency; Frank Walsh of Walsh Municipal Services; James Freed of Pivot Group; Hovita Smith; Christina Pauken, Mike Judd; Kathy Parsons, Denise Barnes, Erin Gorman, Ken and Angie Gensterblum

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

Motion by Fitzsimmons, supported by Johnston, to approve the proposed Agenda.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under Public Comment, both James Freed, Pivot Group, and Frank Walsh, Walsh Municipal Services, introduced themselves and provided information on their companies and scope of services in providing their assistance in the upcoming search for a new City Manager.

Under City Manager Report, City Manager Gorman provided an update on the Kent Street Construction Project and noted the project is well ahead of schedule and is on track to finish late Summer/early Fall. The Electric Department will begin placing conduit this week. The plaza project at 103 E. Grand River Ave. is expected to go to bid soon with construction to begin in August. Construction on the river crossings will take place after the 4th of July and should be finished by mid-August.

Under Presentations, Mayor Barnes presented proclamations to DPW/Cemetery Employee Ryan Honsowitz, Police Officer Chris Walker, and Firefighter Jake Schafer recognizing their heroic efforts during the fire at Edgemont Apartments on January 5, 2024.

Portland Area Fire Authority Chief Krizov recounted the events and details of the fire on January 5, 2024, explaining how heroic the actions of each individual were.

Police Chief Thomas commended each of the individuals and emphasized their heroic efforts and their humility in accepting praise and awards.

Chief Thomas and Chief Krizov presented awards to Ryan Honsowitz, Officer Walker, and Firefighter Schafer.

Patrick Bowland, CEO and General Manager of the Michigan Public Power Agency (MPPA) provided an overview of the functions of the MPPA.

There was a discussion.

DDA Director ConnerWellman presented her report on Downtown activities.

Under New Business, City Manager Gorman stated that after 10 years of service to the City of Portland he is resigning to move on to pursue other interests and to spend time with his family. He thanked the City Council for their leadership and noted his pride in the work that has been accomplished during his tenure. He thanked City Staff and noted that Portland has the best staff in the State and further noted the accomplishments would not have happened without them. He thanked his wife and family and noted the fond memories they will hold.

City Manager Gorman stated his last day will be Monday, August 12, 2024, but will use vacation time for most of July until his last day.

Mayor Pro-Tem VanSlambrouck stated the last 10 years have gone quickly and noted the remarkable investment that has been made in Portland. He stated he hates to accept the resignation but appreciates having been part of the journey.

Council Member Johnston thanked City Manager Gorman for his 10 years of service. She noted he turned difficult times into opportunity and was always available to the community.

Council Member Fitzsimmons noted his pride in all the projects and things accomplished under City Manager Gorman and appreciates everything he has done. He further wished him all the best in the future.

Council Member Sheehan stated it will be hard to find another City Manager that will work at the same pace and noted that he will be missed.

Mayor Barnes stated the City is better off because of City Manager Gorman. Better relationships have been established with our neighbors and excellent Department Heads are in place. City Manager Gorman will leave a legacy in that he performed his functions with heart, has been well thought of and accepted, and there will be no way to replace him. He noted his gratefulness for his heart and abilities and wished him all the best.

Under the Discussion of City Manager Selection Process and Transition – Consulting Firms/Interim City Manager Mayor Barnes noted there are two consultants present tonight that are well thought of in the industry with proposals to help in the process of selecting a new City Manager.

Mayor Barnes noted the ground rules in the basic rules of governance and stated there is a line between the City Council, in providing guidance and policy, and the day-to-day operation of the City. The City Council, guidance side of government, should not get involved in the day-to-day operations. The City Council has one decision and that is who will administer the operations of the City and has been fortunate to have hired City Manager Gorman.

Mayor Barnes stated the Council now needs to make the decision to hire the next right person and needs help in doing so.

Mayor Barnes asked if the Council members had any thoughts or comments against hiring a consultant.

There were no thoughts or comments expressed by the Council.

Mayor Barnes stated that shortly after City Manager Gorman announced his resignation the Council received a proposal from the Pivot Group and then shortly after from Walsh Municipal Services. Mayor Barnes stated he provided copies of the proposals to the Council, went through the proposals in detail, and spoke with each of them yesterday on the phone. Mayor Barnes noted both representatives are present tonight and his feeling the Council is ready to decide based on information provided by each.

James Freed, of Pivot Group, thanked the Council for the opportunity in this unique position to replace a City Manager with the caliber of City Manager Gorman. It will take a team approach to recruit well for this position. Portland is a very desirable community and is a good sell to potential candidates.

Frank Walsh, of Walsh Municipal Services, thanked Finance Director Tolan for her time and stated she was very engaging and easy to work with. He further explained his method of recruiting. He noted their firm is aggressive and would include City staff in the decision making, three-tier process. He noted their use of matrix system process with a reach beyond the State of Michigan.

Mayor Barnes noted that a Closed Session has not been held to discuss this issue and the Council has had an opportunity to review the proposals from both the Pivot Group and Walsh Municipal Services.

Mayor Barnes made a motion the City of Portland should accept the proposal from the Pivot Group and opened the floor for discussion.

There was no comment from the Council members.

Mayor Pro-Tem VanSlambrouck noted that based on his reading and research he is comfortable with that decision.

Motion by VanSlambrouck, supported by Fitzsimmons, to accept the proposal by the Pivot Group.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Mayor Barnes noted in terms of the need and person to serve as Interim City Manager, along with the timeline, all need to be hashed out. He will be the point of contact with Pivot Group.

Mr. Freed noted that whether the need for an Interim City Manager is needed or not, he has a list of individuals that could fill that roll. He will begin working with the Mayor immediately to start the process.

Mayor Barnes confirmed with Mr. Freed that internal candidates can apply.

Mr. Freed further noted he will send a form to the Council and senior staff to get their input on the development of the candidate profile, which should be complete in 10-14 days with the position to be posted within 14-20 days.

Finance Director Tolan noted that in discussion with Mayor Barnes last week he had mentioned the need to talk with the other Council Members regarding the need for an Interim City Manager and asked if that had taken place. She further noted that if Mayor Barnes had met with Mr. Freed himself, then that is not involving the other Council Members.

Mayor Barnes stated Mr. Freed will present a plan that will facilitate anyone internal or external interested in pursuing the position.

Finance Director Tolan questioned if the need for an Interim City Manager had already been determined without discussing with the Council.

Mayor Barnes noted the City Council is all present.

Finance Director Tolan stated none of the Council has discussed or stated their opinion on the issue.

Mayor Barnes asked if any of the Council Members had anything else to say on the issue.

Mayor Pro-Tem VanSlambrouck stated the City is in need of an Interim City Manager, there a few weeks before one needs to be in place and will take the recommendation of Pivot Group for both internal and external candidates.

Finance Director Tolan asked Mr. Freed, if in his professional opinion, if there is an Assistant City Manager that person would be qualified to serve as Interim City Manager.

Mr. Freed stated that it depends on the situation and that he will have those conversations with the City officials. Per the State Constitution and the City of Portland Charter the decision as to who will be the next City Manager lies solely with the City Council.

The Council considered Resolution 24-44 to approve an extension to the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to sell City owned property located at Grand River Ave. and Cutler Rd.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-44 approving, authorizing, and directing the Mayor to sign an extension to the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to sell City owned property.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 24-45 to approve the Fourth Amendment to the First Amended Joint Fire and Emergency-Services Agreement to provide authorization to finance the purchase of a 2024 CSI Emergency Apparatus Pumper-Rescue fire truck.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 24-45 approving, authorizing, and directing the Mayor and Clerk to sign the Fourth Amendment to the First Amended Joint Fire and Emergency-Services Agreement.

Yeas: Sheehan, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 24-46 to approve the Board of Light and Power's recommendation to designate the Electric Superintendent, Todd Davlin as the Member Authorized Representative with the Michigan Public Power Authority.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 24-46 approving the Board of Light and Power's recommendation to designate the Electric Superintendent, Todd Davlin as the Member Authorized Representative.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 24-47 to approve payment in the amount of \$317,724.00 to F&V Construction for work performed for the Wastewater Treatment Plant Project.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 24-47 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on May 20, 2024, payment of invoices in the amount of \$185,715.64, and payroll in the amount of \$147,138.25, for a total of \$332,853.89. A purchase order to Kendall Electric in the amount of \$6,986.14 for street light wire for the Kent Street Improvement Project was also included.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Under Communications, Mayor Barnes noted the process for board appointments and the applications included that will be considered for appointment at the June 17, 2024, Council meeting.

Under City Manager Comments, City Manager Gorman presented a graphic explaining the reason and method for tree trimming in the rights-of-way by the Department of Public Works.

City Manager Gorman reminded residents that rocks are not compost and as such should not be dumped in the compost area at Bogue Flats.

The 4th of July Parade will be held on the 4th of July and will follow the Homecoming Route from Thompson Field to Portland High School.

Under Council Member Comments, Council Member Sheehan noted the 4th of July Parade will begin at 10:00 A.M. There has been a lot of interest already.

The fireworks will be held Friday, June 28, 2024, at Bogue Flats.

Council Member Johnston noted the recent passing of Amy Kahn, who brought awareness to the City of Portland with her classification of "Portland Strong" after the tornado.

Mayor Barnes noted the activities that took place on Memorial Day and thanked Mayor Pro-Tem VanSlambrouck for his role.

Mayor Pro-Tem VanSlambrouck stated the Annual Chicken Dinner, hosted by the VFW, was a success.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None
Adopted

Meeting adjourned at 8:50 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the June 3, 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, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Finance Director Tolan; Electric Superintendent Davlin; Police Chief Thomas; DDA Director ConnerWellman

Public Comment - James Freed, Pivot Group, and Frank Walsh, Walsh Municipal Services, introduced themselves and provided information on their companies and scope of services in providing their assistance in the upcoming search for a new City Manager.

Presentation – Mayor Barnes, Police Chief Thomas, and Portland Area Fire Authority Chief Krizov presented proclamations and awards to DPW/Cemetery Employee Ryan Honsowitz, Police Officer Chris Walker, and Firefighter Jake Schafer recognizing their heroic efforts during the fire at Edgemont Apartments on January 5, 2024.

Presentation - Patrick Bowland, CEO and General Manager of the Michigan Public Power Agency (MPPA) provided an overview of the functions of the MPPA.

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

Resignation of City Manager Gorman - City Manager Gorman stated that after 10 years of service to the City of Portland he is resigning to move on to pursue other interests and to spend time with his family.

Acceptance of Proposal from the Pivot Group to provide services in the search for a new City Manager.

Approval of Resolution 24-44 approving, authorizing, and directing the Mayor to sign an extension to the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to sell City owned property. All in favor. Adopted.

Approval of Resolution 24-45 approving, authorizing, and directing the Mayor and Clerk to sign the Fourth Amendment to the First Amended Joint Fire and Emergency-Services Agreement. All in favor. Adopted.

Approval of Resolution 24-46 approving the Board of Light and Power's recommendation to designate the Electric Superintendent, Todd Davlin as the Member Authorized Representative. All in favor. Adopted.

Approval of Resolution 24-47 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project. All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:50 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRAINGER, INC.	00172	PUMP IMPELLER REPLACEMENT - WTR	30.96
AMERICAN WATER WORKS ASSOC.	00018	ANNUAL MEMBERSHIP - WATER	86.00
MOYER CONSTRUCTION	00316	MULCH COM LAKE - PARKS	150.00
KARA DOUGHERTY	02767	ASSESSING SERVICES 1ST HALF OF JUNE 2024 - ASSE	1,630.83
VIZCOM	02861	INSTALLATION OF CONCRETE - MAJ STS	700.00
CINTAS	00083	RESTOCK MED CABINET- CITY HALL	116.47
CINTAS	00083	RESTOCK MEDICAL CABINET - CEM	7.15
ROBERT SCHALOW	MISC	CEM PLOT BUY BACK - CEM	125.00
JOHN KNOOP	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
KEUSCH TIRE & AUTO	00228	REPLACEMENT TIRE - PARKS, CEM	51.49
DORNBOS SIGN, INC.	00067	SUPPLIES - MAJ STS	243.90
DORNBOS SIGN, INC.	00067	SUPPLIES - MP	240.00
CAPITAL ASPHALT LLC	02578	3 TONS ASPHALT - MAJ, LOC STS	195.00
CINTAS	00083	RESTOCK MED CABINET - MTR POOL	7.15
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	520.00
CINTAS	00083	RESTOCK MED CABINET - WW	55.05
PLUMMERS ENVIRONMENTAL SERVICES INC	02687	ROBOTIC FLUSH CUT - WW	1,400.00
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - PARKS, CEM	418.92
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER	874.51
PAMA	01370	40% CONT TO PAMA - COM PROMO	1,308.00
UTILITY FINANCIAL SOLUTIONS, LLC	02880	RATE STUDY - WATER	16,500.00
UTILITY FINANCIAL SOLUTIONS, LLC	02880	RATE STUDY - ELECTRIC	23,336.25
UTILITY FINANCIAL SOLUTIONS, LLC	02880	RATE STUDY - WW	16,500.00
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,054.14
VISION METERING, LLC	02816	TEST PROBE - ELECTRIC APP RES 23-83	240.00
VISION METERING, LLC	02816	INSTALL FOR 2 GATEWAYS - ELECTRIC APP RES 23-83	3,850.00
CULLIGAN	02130	WATER X3 CITY HALL - GEN	23.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	498.35
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	489.00
ROCHESTER CREATIONS	02359	UNIFORM ZIP SHIRT - AMB	110.00
TROJAN TECHNOLOGIES	02175	SLEEVE KITS - WW	4,696.60

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CULLIGAN	02130	WATER X2 - PARKS, CEM	16.00
EAGLE ENTERPRISE OF MICHIGAN INC.	01986	REPLACE RIVER TRAIL GATE/GUARD RAILS - PARKS	4,430.00
DICKINSON WRIGHT PLLC	02244	LEGAN SERVICES - GEN, DDA	2,070.00
FOSTER, SWIFT, COLLINS & SMITH PC	02866	LEGAL SERVICES - GEN	615.64
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - MTR POOL	51.00
MUNICIPAL SUPPLY CO.	00324	GATE VALVE - WATER	98.22
MUNICIPAL SUPPLY CO.	00324	METER COUPLING - WATER	129.39
MUNICIPAL SUPPLY CO.	00324	CURB BOX TOP/EXTENSION - WATER	69.00
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	369.00
DEWOLF & ASSOCIATES	02464	PROP ROOM MGMT TRAINING - POLICE	445.00
GRANGER	00175	STREET SWEEPING/LANDFILL CHRG - MAJ STS	290.78
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	116.00
GRANGER	00175	REFUSE - REFUSE	16,248.41
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	632.00
GRANGER	00175	ANNUAL CLEAN UP DAY - COM PROMO	11,313.34
GRANGER	00175	REFUSE- ELECTRIC	97.65
GRANGER	00175	SPRING CLEAN UP -COM PROMO	750.00
GRANGER	00175	REFUSE - POLICE, COM PROMO	97.65
FOSTER BLUE WATER OIL, LLC	02301	GAS TANK REFILL - CEM, PARKS	502.54
BESCO WATER TREATMENT	02735	WATER TREATMENT - ELECTRIC	29.26
GRAINGER, INC.	00172	CAT 6 CABLE - ELECTRIC	210.83
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	75.90
CINTAS	00083	RESTOCK MEDICAL CABINET - ELECTRIC	13.94
CINTAS	00083	RESTOCK MEDICAL CABINET - ELECTRIC	72.63
CINTAS	00083	RESTOCK MEDICAL CABINET - ELECTRIC	26.84
RESCO	00392	TAPE - ELECTRICAL	424.00
RESCO	00392	TOOLS - ELECTRIC	388.35
PURITY CYLINDER GASES, INC.	00380	OXYGEN, HAZ MAT - AMB	156.95
SELBY LAWN CARE	02736	POWER PLANT, DAM LAWN CARE - ELECTRIC	1,260.00
POWER LINE SUPPLY COMPANY	00389	FUSES - ELECTRIC	1,455.84
MUNICIPAL SUPPLY CO.	00324	SONO TUBES - ELECTRIC	2,994.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION SYSTEM - ELECTRICAL	4,357.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	1,378.35
UPS	02587	SHIPPING- ELECTRIC	13.17
UM HEALTH-SPARROW OCCUPATIONAL HLT00340		PRE EMPLOY PHYSICAL - MTR POOL, AMB, PARKS	741.00
DAN SUTBERRY	MISC	REIMB FOR REPAIRS - WW	464.50
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
FAMILY FARM & HOME	01972	TRUCK BOX HARDWARE - MTR POOL	402.09
HAMMOND FARMS NORTH	02518	PRO SOIL - LOC STS	114.00
F&V OPERATIONS & RESOURCE MANAGMNT02564		PROFESSIONAL SERVICES - WW	100.23
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	50.00
EARTH PLANTER	02885	PEDESTAL/HANGING BASKETS - MAJ STS	7,405.00
APEC	02878	POWDER COATING WHEELS 949 - MTR POOL	510.00
PM TECHNOLOGIES	02662	PM LOUD BANK TEST GENERATOR - CITY HALL	657.00
GRANGER	00175	REFUSE - MP, PARKS, CEM	327.60
GRANGER	00175	REFUSE - WW	172.20
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,388.42
FAMILY FARM & HOME	01972	SUPPLIES - WW	236.94
BLUNDY,HOPPE,S,TIRE & AUTO CLINIC	01952	TIRES & MOUNTING - MTR POOL	1,543.00
INTERSTATE BILLING SVC	00202	SAFETY SUPPLIES - MTR POOL	499.74
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	75.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	193.90
PREMIER SAFETY	02465	METER CALIBRATION - ELECTRIC	252.83
IONIA COUNTY CENTRAL DISPATCH	01807	ANNUAL LEIN ACCESS - POLICE	196.65
STAR THOMAS	01654	OPERATING EXPENSE REIM - POLICE	92.39
CULLIGAN	02130	WATER X4 - POLICE	23.00
MICHIGAN STATE POLICE	00275	TOKEN FEES X2 - POLICE	66.00
MENARDS	00260	SUPPLIES - WW	335.78
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MTG SYNOPSIS , PUB HEAR - GEN	670.90
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	225.29
USA BLUEBOOK	01850	PHOSPHATE - WW	38.30
USA BLUEBOOK	01850	SUPPLIES - WW	1,103.56

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BRIAN RUSSELL	00593	OFFICIAL - REC	531.00
JERRYD SCHEURER	02785	OFFICIAL - REC	24.00
TANNER BROWNELL	02800	OFFICIAL - REC	72.00
CULLIGAN	02130	COOLER RENTAL - WW	15.00
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	59.45
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	32.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	21.63
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	20.51
CONSUMERS ENERGY	00095	GAS SERVICE - WW	27.25
CONSUMERS ENERGY	00095	GAS SERVICE - WW	125.11
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	243.50
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	85.74
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	21.63
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	396.25
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT JUNE 2024-GEN	371.50
PM TECHNOLOGIES	02662	LOAD BANK TESTING - WW	977.00
PM TECHNOLOGIES	02662	LOAD BANK ENTRY - WW	654.00
PM TECHNOLOGIES	02662	LOAD BANK TESTING - WW	777.00
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIBER SERVICE - CITY HALL	499.90
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - POLICE	941.64
CHROUCH COMMUNICATION, INC.	00082	M&R COMMUNICATION EQUIP PROG - AMB	475.00
CHROUCH COMMUNICATION, INC.	00082	M&R COMMUNICATION EQUIP UPDATES - AMB	205.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	484.29
STATE OF MICHIGAN	00428	QUALITY ASSUR ASSESS - AMB	600.92
MHR BILLING	01780	BILLINGS FOR MAY 2024 - AMB	2,275.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL FOR POWER PLANT - ELECTRIC	2,103.96
HYDRO PARTNERS	02821	ENGINEERING FOR DAM - ELECTRIC	625.00
KENDALL ELECTRIC	00225	STREET LIGHT WIRE - ELECTRICAL	640.74
KENDALL ELECTRIC	00225	STREET LIGHT SUPPLIES - ELECTRIC	766.62
COOK BROS EXCAVATING	00101	LOCATE WATER SERVICE - WATER	1,065.00

Date: 06/13/24

CITY OF PORTLAND INVOICE REGISTER

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
COOK BROS EXCAVATING	00101	WATER SERVICE - WATER	2,953.00
S&K PRINTING	00400	SUMMER PROP TAX BILLS - GEN	425.00
LAW OFFICE OF CRYSTAL MORGAN PLLC	02555	LEGAL SERVICES - ASSESSOR	138.85
Total:			\$163,487.26

**BI-WEEKLY
WAGE REPORT
June 10, 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.	17,025.40	301,023.46	4,448.23	97,138.98	21,473.63	398,162.44
ASSESSOR		-	-	-	-	-
CEMETERY	9,697.51	102,155.68	2,698.30	26,808.48	12,395.81	128,964.16
POLICE	35,065.09	486,650.05	7,792.91	142,071.12	42,858.00	628,721.17
CODE ENFORCEMENT	10.32	1,442.68	0.80	118.70	11.12	1,561.38
PARKS	5,523.07	85,943.41	832.72	17,272.31	6,355.79	103,215.72
INCOME TAX	2,953.95	65,528.07	767.40	20,003.10	3,721.35	85,531.17
MAJOR STREETS	5,009.80	99,915.87	1,657.64	39,932.66	6,667.44	139,848.53
LOCAL STREETS	6,135.81	94,791.57	2,663.31	40,541.67	8,799.12	135,333.24
RECREATION	2,479.79	41,098.95	557.51	11,548.05	3,037.30	52,647.00
AMBULANCE	38,475.55	549,546.57	5,847.34	119,670.12	44,322.89	669,216.69
DDA	2,950.32	68,135.11	501.89	12,295.09	3,452.21	80,430.20
ELECTRIC	30,812.68	560,116.57	10,825.83	180,214.92	41,638.51	740,331.49
WASTEWATER	11,959.07	261,417.63	2,903.52	66,439.01	14,862.59	327,856.64
WATER	10,170.42	185,819.27	3,119.11	66,425.81	13,289.53	252,245.08
MOTOR POOL	1,872.08	21,853.24	523.38	7,357.46	2,395.46	29,210.70
TOTALS:	180,140.86	2,925,438.13	45,139.89	847,837.48	225,280.75	3,773,275.61

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 06/12/2024
MEETING DATE 06/17/2024

Fund	Description	Beginning Balance 05/16/2024	Total Cash in	Total Cash out	Cash Balance 05/29/2024	Time Certificates	Ending Balance 5/29/2024
101	GENERAL FUND	2,103,131.10	117,942.23	(266,674.19)	1,954,399.14	218,908.00	2,173,307.14
105	INCOME TAX FUND	238,040.88	37,729.02	(56,186.47)	219,583.43	10,000.00	229,583.43
150	CEMETERY PERPETUAL CARE FUND	66,757.51	481.02	(31.02)	67,207.51		67,207.51
202	MAJOR STREETS FUND	443,748.08	45,812.53	(79,464.13)	410,096.48		410,096.48
203	LOCAL STREETS FUND	197,987.13	73,291.66	(26,023.19)	245,255.60		245,255.60
208	RECREATION FUND	29,869.54	20,905.48	(7,847.20)	42,927.82		42,927.82
210	AMBULANCE FUND	10,224.95	52,566.38	(95,766.38)	(32,975.05)		(32,975.05)
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	638,163.73	3,675.71	(6,931.24)	634,908.20		634,908.20
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	17,260.36	6,419.52	(772.61)	22,907.27		22,907.27
582	ELECTRIC FUND	5,531,440.48	179,036.74	(247,208.68)	5,463,268.54	468,768.00	5,932,036.54
590	WASTEWATER FUND	1,373,585.79	104,288.80	(139,256.74)	1,338,617.85		1,338,617.85
591	WATER FUND	439,808.56	33,843.13	(36,444.91)	437,206.78	407,700.00	773,621.74
661	MOTOR POOL FUND	217,795.96	24,813.72	(62,298.78)	180,310.90		180,310.90
703	CURRENT TAX FUND	2,443.74	1,940.39	0.00	4,384.13		4,384.13
	TOTAL - ALL FUNDS	11,313,620.06	702,746.33	(1,024,905.54)	10,991,460.85	1,105,376.00	12,025,551.81
					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	2,899,068.99	2,899,068.99
	Wastewater	21,000.00			ELECTRIC-PRIN & INT ESCROW	35,182.21	35,182.21
					ELECTRIC- GOLT BOND RESERVE 23	66,022.53	66,022.53
	Water	21,000.00			WASTEWATER DEBT ESCROW	291,527.61	291,527.61
		<u>170,000.00</u>			WASTEWATER REPAIR ESCROW	370,433.31	370,433.31
					WASTEWATER 2022 BOND RESERVE	215,266.36	215,266.36
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	71,316.12	71,316.12
							<u>16,898,333.16</u>

User: ABAUM

DB: Portland

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,218,862.00	1,269,053.43	0.00	(50,191.43)	104.12
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,800.00	0.00	0.00	1,800.00	0.00
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,200.00	3,330.91	0.00	(130.91)	104.09
101-000-445.000	PENALTY & INTEREST	4,500.00	6,301.03	0.00	(1,801.03)	140.02
101-000-447.000	TAX COLLECTION FEES	49,000.00	46,567.10	0.00	2,432.90	95.03
101-000-451.000	SPECIAL ASSESSMENT FEES	0.00	5.12	0.00	(5.12)	100.00
101-000-476.000	BUSINESS PERMITS	100.00	100.00	0.00	0.00	100.00
101-000-477.000	CABLE TV FEES	14,000.00	11,605.81	0.00	2,394.19	82.90
101-000-490.000	NON-BUSINESS PERMITS	85,000.00	42,549.60	4,730.00	42,450.40	50.06
101-000-543.000	ACT 302 POLICE TRAINING GRANT	500.00	1,946.40	0.00	(1,446.40)	389.28
101-000-568.000	CONTRIBUTION FROM STATE -GRANT	0.00	24,000.00	24,000.00	(24,000.00)	100.00
101-000-570.000	LIQUOR FEES	3,900.00	6,327.75	1,966.80	(2,427.75)	162.25
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00	10,711.70	1,876.16	(10,711.70)	100.00
101-000-574.000	REVENUE SHARING-CONST SALES	414,503.00	347,130.00	0.00	67,373.00	83.75
101-000-574.001	REVENUE SHARING-STAT SALES	121,006.00	103,275.00	0.00	17,731.00	85.35
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	0.00	1,596.00	0.00	(1,596.00)	100.00
101-000-609.000	SEX OFFENDER REGISTRATION FEES	100.00	50.00	0.00	50.00	50.00
101-000-620.000	PBT TESTING FEES	0.00	7.00	2.00	(7.00)	100.00
101-000-623.000	TRANSCRIPT FEES	400.00	934.61	100.00	(534.61)	233.65
101-000-624.000	MISCELLANEOUS FEES	0.00	0.63	0.00	(0.63)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	442,992.00	406,075.56	36,915.96	36,916.44	91.67
101-000-630.000	CEMETERY LOT SALES	10,000.00	13,800.00	3,450.00	(3,800.00)	138.00
101-000-633.000	CEMETERY CARE FEES	6,000.00	10,334.40	4,822.00	(4,334.40)	172.24
101-000-634.000	GRAVE OPENING FEES	13,000.00	13,275.00	2,650.00	(275.00)	102.12
101-000-656.000	DISTRICT COURT FINES	6,800.00	9,961.44	955.45	(3,161.44)	146.49
101-000-661.000	PARKING FINES	1,400.00	370.00	100.00	1,030.00	26.43
101-000-663.000	MISCELLANEOUS FINES	1,200.00	1,250.00	130.00	(50.00)	104.17
101-000-665.000	INTEREST INCOME	5,600.00	9,496.55	542.24	(3,896.55)	169.58
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	500.00	2,343.54	44.90	(1,843.54)	468.71
101-000-667.000	RENTAL INCOME	7,000.00	6,670.00	1,160.00	330.00	95.29
101-000-676.001	DONATIONS-MISCELLANEOUS	100.00	125.00	0.00	(25.00)	125.00
101-000-676.004	DONATION-RED MILL BUILDING	10,000.00	2,500.00	0.00	7,500.00	25.00
101-000-678.000	MERS FOREITURE REVENUES	2,500.00	10,370.79	2,700.73	(7,870.79)	414.83
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,000.00	8,738.24	0.00	(2,738.24)	145.64
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	25,000.00	83,715.01	3,487.11	(58,715.01)	334.86
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	1,932.00	0.00	68.00	96.60
101-000-693.000	SALE OF EQUIPMENT	4,900.00	194.18	0.00	4,705.82	3.96
101-000-699.150	TRANSFER FROM PERP CARE	175.00	329.63	29.93	(154.63)	188.36
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	109,391.00	109,391.00	0.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	52,750.00	52,750.00	0.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	39,200.00	39,200.00	0.00	0.00	100.00
TOTAL REVENUES		2,663,379.00	2,658,314.43	89,663.28	5,064.57	99.81

Expenditures						
100	COUNCIL	61,490.00	59,802.17	14,155.50	1,687.83	97.26
172	CITY MANAGER	217,966.00	181,940.46	15,051.24	36,025.54	83.47
201	GENERAL ADMINISTRATION	692,241.00	574,497.10	20,600.58	117,743.90	82.99
257	ASSESSING	61,390.00	56,042.41	5,804.62	5,347.59	91.29
262	ELECTIONS	15,130.00	10,507.18	40.41	4,622.82	69.45
265	CITY HALL	111,650.00	91,199.71	4,721.03	20,450.29	81.68
301	POLICE	1,006,751.00	783,368.92	60,806.66	223,382.08	77.81
371	CODE ENFORCEMENT	37,670.00	23,679.05	909.60	13,990.95	62.86
567	CEMETERY	221,655.00	159,073.53	15,320.11	62,581.47	71.77
707	COMMUNITY PROMOTIONS	433,950.00	343,206.58	12,896.68	90,743.42	79.09

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2024 NORMAL (ABNORMAL)	MONTH 05/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
728	ECONOMIC DEVELOPMENT	30,000.00	26,261.99	1,029.28	3,738.01	87.54
751	PARKS	367,722.00	269,872.40	15,303.91	97,849.60	73.39
TOTAL EXPENDITURES		3,257,615.00	2,579,451.50	166,639.62	678,163.50	79.18
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,663,379.00	2,658,314.43	89,663.28	5,064.57	99.81
TOTAL EXPENDITURES		3,257,615.00	2,579,451.50	166,639.62	678,163.50	79.18
NET OF REVENUES & EXPENDITURES		(594,236.00)	78,862.93	(76,976.34)	(673,098.93)	13.27

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	939,400.00	1,160,965.55	122,661.52	(221,565.55)	123.59
	TOTAL EXPENDITURES	1,600,801.00	286,074.30	37,835.01	1,314,726.70	17.87
	NET OF REVENUES & EXPENDITURES	(661,401.00)	874,891.25	84,826.51	(1,536,292.25)	132.28
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	1,396,122.00	445,478.84	37,269.76	950,643.16	31.91
	TOTAL EXPENDITURES	1,584,204.00	482,798.61	92,704.82	1,101,405.39	30.48
	NET OF REVENUES & EXPENDITURES	(188,082.00)	(37,319.77)	(55,435.06)	(150,762.23)	19.84
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	526,497.00	359,649.12	62,430.87	166,847.88	68.31
	TOTAL EXPENDITURES	595,437.00	298,449.67	20,531.65	296,987.33	50.12
	NET OF REVENUES & EXPENDITURES	(68,940.00)	61,199.45	41,899.22	(130,139.45)	88.77
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	114,100.00	116,495.28	14,821.36	(2,395.28)	102.10
	TOTAL EXPENDITURES	129,325.00	120,948.94	9,176.71	8,376.06	93.52
	NET OF REVENUES & EXPENDITURES	(15,225.00)	(4,453.66)	5,644.65	(10,771.34)	29.25
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	865,950.00	862,409.39	44,268.06	3,540.61	99.59
	TOTAL EXPENDITURES	1,047,120.00	919,775.36	71,160.64	127,344.64	87.84
	NET OF REVENUES & EXPENDITURES	(181,170.00)	(57,365.97)	(26,892.58)	(123,804.03)	31.66
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	317,000.00	321,682.78	160.09	(4,682.78)	101.48
	TOTAL EXPENDITURES	233,340.00	195,730.62	9,784.97	37,609.38	83.88
	NET OF REVENUES & EXPENDITURES	83,660.00	125,952.16	(9,624.88)	(42,292.16)	150.55
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	198,600.00	164,259.18	16,950.09	34,340.82	82.71
	TOTAL EXPENDITURES	197,000.00	161,293.40	0.00	35,706.60	81.87
	NET OF REVENUES & EXPENDITURES	1,600.00	2,965.78	16,950.09	(1,365.78)	185.36
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	5,431,900.00	4,427,346.71	368,064.30	1,004,553.29	81.51
	TOTAL EXPENDITURES	6,427,242.00	4,289,789.53	239,772.38	2,137,452.47	66.74
	NET OF REVENUES & EXPENDITURES	(995,342.00)	137,557.18	128,291.92	(1,132,899.18)	13.82
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	3,263,800.00	2,929,507.91	141,796.03	334,292.09	89.76
	TOTAL EXPENDITURES	1,871,401.00	980,407.74	100,070.28	890,993.26	52.39
	NET OF REVENUES & EXPENDITURES	1,392,399.00	1,949,100.17	41,725.75	(556,701.17)	139.98

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	05/31/2024	MONTH	05/31/2024	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
TOTAL REVENUES		900,783.00	726,611.46		61,360.49		174,171.54	80.66
TOTAL EXPENDITURES		1,176,893.99	614,138.15		46,588.13		562,755.84	52.18
NET OF REVENUES & EXPENDITURES		(276,110.99)	112,473.31		14,772.36		(388,584.30)	40.73
Fund 661 - MOTOR POOL FUND								
Fund 661 - MOTOR POOL FUND:								
TOTAL REVENUES		357,182.00	248,847.85		18,479.00		108,334.15	69.67
TOTAL EXPENDITURES		536,730.00	297,258.47		53,212.34		239,471.53	55.38
NET OF REVENUES & EXPENDITURES		(179,548.00)	(48,410.62)		(34,733.34)		(131,137.38)	26.96
TOTAL REVENUES - ALL FUNDS		14,311,334.00	11,763,254.07		888,261.57		2,548,079.93	82.20
TOTAL EXPENDITURES - ALL FUNDS		15,399,493.99	8,646,664.79		680,836.93		6,752,829.20	56.15
NET OF REVENUES & EXPENDITURES		(1,088,159.99)	3,116,589.28		207,424.64		(4,204,749.27)	286.41



PURCHASE ORDER

City of Portland

P.O. 14872

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

VENDOR Mayer Construction Co
5913 E Grand River Ave
Portland MI 48875

DATE: 6-7-24 # 8431

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Sidewalk Repairs	202-463-969.006		3,492 ⁰⁰
	203-463-969.006		3,492 ⁰⁰
DEPARTMENT HEAD (UP TO \$500) <u>B Gustafson</u>		TOTAL	\$ <u>6,984⁰⁰</u>

MT
Treasurer Initials

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

MOYER CONSTRUCTION CO.

5913 E. GRAND RIVER AVE

PORTLAND, MI 48875

PHONE 517-647-4798

FAX 517-647-4040

INVOICE

DATE	INVOICE #4...
6/7/2024	8431

BILL TO
CITY OF PORTLAND 259 KENT STREET PORTLAND MI 48875

SHIP TO
JOB DATE: THRU 6/7

PHONE	E-MAIL	TERMS
(517) 647-2942	kengensterblum@portland-...	10TH OF MONTH

QUANTITY	DESCRIPTION
	INFILLS
30	SF. 230 LINCOLN
50	SF. 225 LINCOLN
102	SF. 827 BRIDGE
30	SF. 247 BETHEL
50	SF. GRAND RIVER / EAST ST
55	SF. 231 GRANT
50	SF. QUATERLINE ST
100	SF. LOOKINGGLASS AVE
105	SF. 301 EAST ST
10	SF. 251 EAST ST
	THANK YOU!

DUE 10TH OF THE MONTH. UNPAID BALANCE WILL ACCRUE FINANCE CHARGES AT 1.5% ADDED MONTHLY IF NOT PAID BY THE 25TH. CUSTOMER AGREES TO PAY ALL COSTS INCURRED TO FORCE COLLECTION OF AMOUNTS OWED INCLUDING ACTUAL ATTORNEY FEES.	Total	\$6,984.00
	Payments/Credits	\$0.00
	Balance Due	\$6,984.00



PURCHASE ORDER

City of Portland

P.O. 14563

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

VENDOR CL Trucking & Excavating, LLC
256 E. Parmeter Rd
Ionia MI 48846

DATE: 6-7-24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
154 Kent St. Ejector Pump			\$8,270.80
175 Kent St. cleanout			310.00
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	\$8,580.80

* Kent St 23-24

MT

Treasurer Initials

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



CL Trucking & Excavating, LLC
 256 E. Parmeter Rd
 Ionia, MI 48846
 "An Equal Opportunity Employer"

Invoice

DATE	INVOICE #
6/6/2024	24233

BILL TO

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

DESCRIPTION	QTY	P.O. NO.	TERMS	DUE DATE
			Net 30	7/6/2024
			RATE	AMOUNT
154 Kent Street - Ejector Pump Ejector Pump	1		8,270.80	8,270.80
175 Kent Street - 4" Cleanout 4" Cleanout	1		310.00	310.00

Please make check payable to: CL Trucking & Excavating, LLC

Payments/Credits	\$0.00
Balance Due	\$8,580.80

Phone # 616-527-9352 Fax # 616-527-8424



PURCHASE ORDER

City of Portland

P.O. 14564

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

VENDOR Anlaan Corporation

DATE: 6-7-24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>Boardwalk Repairs</u>	<u>101.201.975003</u>		<u>\$12,600.00</u>

DEPARTMENT HEAD (UP TO \$500) _____

TOTAL \$12,600.00

MT

Treasurer Initials

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

Contractor's Application for Payment

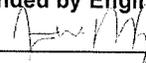
Owner:	<u>City of Portland</u>	Owner's Project No.:	<u>N/A</u>
Engineer:	<u>Fleis & VandenBrink</u>	Engineer's Project No.:	<u>861370</u>
Contractor:	<u>Anlaan Corporation</u>	Contractor's Project No.:	<u>N/A</u>
Project:	<u>Portland Boardwalk Repairs</u>		
Contract:	<u>N/A</u>		
Application No.:	<u>1</u>	Application Date:	<u>April 10, 2024</u>
Application Period:	From <u>October 27, 2023</u>	to	<u>April 10, 2024 (final)</u>

1. Original Contract Price	\$	64,420.00
2. Net change by Change Orders	\$	43,180.00
3. Current Contract Price (Line 1 + Line 2)	\$	107,600.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	107,600.00
5. Retainage		
a. _____ X \$ _____ Work Completed	\$	
b. _____ X \$ _____ Stored Materials	\$	
c. Total Retainage (Line 5.a + Line 5.b)	\$	
6. Amount eligible to date (Line 4 - Line 5.c)	\$	107,600.00
7. Less previous payments (Line 6 from prior application)		95,000.00
8. Amount due this application	\$	12,600.00
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	0.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:  Nate Wagenmaker
 Signature: 2024.04.12 11:47:53 -04'00' Date: 4/12/2024

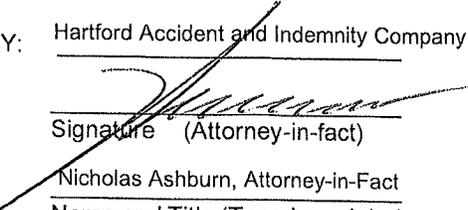
Recommended by Engineer		Approved by Owner	
By: <u></u>		By: <u>N/A</u>	
<u>Jon Moxey, PE</u>			
Title: <u>Project Manager</u>		Title: _____	
Date: <u>4/12/2024</u>		Date: _____	
Approved by Funding Agency			
By: <u>N/A</u>		By: <u>N/A</u>	
Title: _____		Title: _____	
Date: _____		Date: _____	

CONSENT OF SURETY

The undersigned, as Surety on the above described Contract, hereby consents to the making of final payment to the Contractor under the Contract.

DATE: April 12, 2024

SURETY COMPANY: Hartford Accident and Indemnity Company


Signature (Attorney-in-fact)

Nicholas Ashburn, Attorney-in-Fact
Name and Title (Typed or printed in ink)

(Attach copy of power of attorney certified to date of consent)

POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-11

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: GUY HURLEY LLC/BOND

Agency Code: 35-354787

- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited** :

Holly Nichols, Nicholas Ashburn, Jason Rogers, Paul M. Hurley, Michael D. Lechner, Mark T. Madden of ROCHESTER HILLS, Michigan

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA

COUNTY OF SEMINOLE

} ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.



Jessica Ciccone

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of April 12, 2024.

Signed and sealed in Lake Mary, Florida.



Keith D. Dozois

Keith D. Dozois, Assistant Vice President



City of Portland
Portland Boardwalk Repairs
Pay Application Breakdown

Project No.: 861370
By: JWM

Item No.	Item Description	Unit	Quantity	Current Contract		Pay Application No. 1		Pay Application No. 2		Completed to Date	
				Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	General Conditions, Bonds, and Insurance, Max 10%	LSum	1.00	\$ 300.00	\$ 300.00	1.00	\$ 300.00		\$ -	1.00	\$ 300.00
2	Hand Chipping, Other than Deck	Cft	19.71	\$ 750.00	\$ 14,782.50	19.71	\$ 14,782.50		\$ -	19.71	\$ 14,782.50
3	Patch, Forming	Sft	110.04	\$ 750.00	\$ 82,530.00	110.04	\$ 82,530.00		\$ -	110.04	\$ 82,530.00
4	Patching, Conc, M, Modified	Cft	19.71	\$ 750.00	\$ 14,782.50	19.71	\$ 14,782.50		\$ -	19.71	\$ 14,782.50
5	Structural Crack, Repr	Ft	0.00	\$ 40.00	\$ -	0.00	\$ -		\$ -	0.00	\$ -
6	Silane Treatment	Syd	0.00	\$ 7.00	\$ -	0.00	\$ -		\$ -	0.00	\$ -
7	Concrete Surface Coating	Syd	360.00	\$ 35.00	\$ 12,600.00	0.00	\$ -	360.00	\$ 12,600.00	360.00	\$ 12,600.00
E1	Economy of Scale Savings	LSum	1.00	\$ (17,395.00)	\$ (17,395.00)	1.00	\$ (17,395.00)		\$ -	1.00	\$ (17,395.00)
Total					\$ 107,600.00		\$ 95,000.00		\$ 12,600.00		\$ 107,600.00

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 5/27/2020

Name: Margery M Briggs

Address: 307 Kent St Portland, ME 04105

Telephone No. ~~503-233-1234~~ ~~503-233-1234~~

E-mail address briggsmb@256global.net

Employer self Two Rivers Consulting & Consulting PC Telephone No. _____

How long have you lived in the City of Portland?
Continuous since Aug 2003 (Also 1995-1998)

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

*Please Review all prior submitted info
update would be involvement with DDA since last
submission. Including Design Committee, 503 group team and
steering group etc.*

Are you a high school graduate?

College, University, or other school. State name and degree, certificate, etc., earned.

Professional and work experience

Community activities, interests, and service

References (optional) Please provide name, address, and telephone number.

Tina Conner
Mike Judge 577 285 0972

See previous submissions

City Of Portland
Water Department
Monthly Water Report
May 2024

Monthly Water Production

Well #4	6,491,000 Gallons
Well #5	0 Gallons
Well #6	4,074,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	209,684 Gallons
Well #5	0 Gallons
Well #6	131,419 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells 341,103 Gallons

Total Water Production for the Month 10,565,000 Gallons

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

Total Production decreased by 2,943,000 Gallons

Total Production for This Month from the Previous Year 11,683,000 Gallons

Total Production decreased by 1,118,000 Gallons

Rodney D. Smith Jr.
Water Technician



June 10, 2024

S. Tutt Gorman, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

RE: May 2024 Monthly Operation Report

Dear Mr. Gorman:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of May 2024. I will submit future progress reports on a monthly basis for your review. All information and data used to compile this report is available for your review. If you have any questions, please email me at, tsmith@portland-michigan.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tony Smith", is written over the word "Sincerely,".

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

The May 2024 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 264,000 gallons per day. The daily maximum flow was 301,000 GPD. The WWTP discharged a total of 8.195 MG (million gallons) of final effluent to the Grand River for the month of May and treated a total of 9.844 MG (million gallons) of influent (raw wastewater). The Monthly Operating Report (MOR) is included in this report.

- **Action Items**

- The WWTP staff continues to work with contractors to dial in the automated control features with the new equipment upgrades. The 3 main automated features include Sludge withdrawal, sludge thickening and sludge transfer. We have been able to run all 3 to some extent to work out some of the programming issues. We are currently waiting for an automated valve that is on back-order for the sludge withdrawal from the final clarifiers. We are able to manually withdraw the sludge currently but this will be an automated feature in the near future.

- WWTP staff located and marked all known sewer lateral for the contractors for construction of the 200 block of Kent St.

- City Staff along with F&V completed a walk thru of the WWTP to begin compiling a punch list of items and request that remain to be finished before the project closes out. City staff and F&V have also continued conversations about best use of the remaining funds from contingency funds and also remaining funds from the appropriations. Items include WWTP lab upgrades, which would include a suitable break room, shower and locker room for employees, windows and HVAC system. Also on the list is a portable 6" trash pump for high flow events, CIPP- fixing of known trouble spots in the collection system and painting and coating in the Main 3 floor headworks building and digester buildings.

- Contractors are preparing for top coat of asphalt and finish grade/hydroseeding in early June. Also upcoming in June is the startup of the Polymer feed skid, this will aid the process in settling of solids in the final clarifiers.

- **WASTEWATER MAINTENANCE**

- The WWTP staff completed 150 preventative maintenance work orders from our HIPPO computerized maintenance program (CMMS).

- The WWTP staff has been spending a great deal of time troubleshooting and cleaning the UV (ultraviolet) disinfection channel. This consists of two banks of UV bulbs submerged in the effluent channel. We have noticed that the switch over from ferrous chloride to ferric chloride has caused the bulbs to become blinded, which in turn decreases the intensity of the UV treatment. We have scheduled a meeting with Trojan Tech to assist in troubleshooting this issue.

- PM Technologies was on site to perform annual load bank testing for the 3 backup generators.

- With the warmer months approaching the city staff will continue to work on the City Sewer main street maintenance. With the use of the Vac-con truck the city is able to clean and root cut around 40-50,000 feet of main annually.

- **OPERATIONS/ UPGRADE NOTES**

-The WWTP continues to work with contractors throughout the upgrade process. We are discussing daily how the new process is being adjusted and continue to learn the new system. The new valving and pumping process's have proven to be pretty versatile.

-Atlas will be on-site to replace the broken fan and cover that failed early on after the compressor start-up. The compressor aids in mixing the contents in our aerobic digestion process in both digestors.

-The WWTP construction has been going on now for nearly 18 months, it has had some ups and downs along the way but staff and contractors have worked well together to keep the process and project on track. The process was altered countless times throughout construction and I'm pleased to say we have been able to meet all NPDES permit requirements thus far.

- **EMERGENCY ALARM CALL-OUTS**

There was zero after hours call outs for the month of May 2024.

- **DAILY FLOW SUMMARY**

The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of May 2024. The average influent flow during this period was 318,000 gallons per day and the average effluent flow during this period was 264,000 gallons per day. We had (16) days with measurable precipitation which totaled 3.24 inches. The influent flow is higher than the effluent flow due to solids removal and due to recycle flows which are measured twice.

May 2024

FINAL EFFLUENT

DAY	CBOD -5					T.S.S					V.S.S	TOTAL PHOSPHORUS			pH	DO	FECAL		AMMONIA		
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	su	mg/l	COLIFORM	NITROGEN
		7-day		7-day	Rem.		7-day		7-day	Rem.							Rem.			cts/100 ml	7-day
	Avg		Avg			Avg		Avg									GEO				
1	11.0		25.1		96	12.8		29.2		95	6	0.657	1.5	90	7	5.8	416				
2	11.9		26.5		97	10.8		24.1		97	9	0.651	1.5	91	7.2	6	74				
3																					
4																					
5																					
6																					
7	17.8	13.6	37.9	29.8	91	59.3	27.6	126.1	59.8	64	22.7	1.740	3.7	69	7.5	5.1	240	195	2.00	4.8	
8	8.2	12.6	18.4	27.6	97	12.0	27.4	26.9	59.0	96	8.0	0.781	1.8	90	7.1	6.1	120	129			
9	11.3	12.4	22.9	26.4	95	16.0	29.1	32.4	61.8	92	14.0	0.677	1.4	88	6.8	5.7	68	125			
10		12.4		26.4			29.1		61.8									125			
11		12.4		26.4			29.1		61.8									125			
12		12.4		26.4			29.1		61.8									125			
13		12.4		26.4			29.1		61.8									125			
14	20.0	13.2	48.9	30.1	95	24.0	17.3	58.6	39.3	95	16.0	1.200	2.9	88	7.4	5.3	120	99	0.44	1.0	
15	11.2	14.2	26.6	32.8	92	12.8	17.6	30.4	40.5	97	8.8	0.666	1.6	93	7.3	5.0	120	99			
16	6.9	12.7	13.4	29.6	97	6.4	14.4	12.4	33.8	98	5.6	0.595	1.2	93	6.7	5.1	248	153			
17		12.7		29.6			14.4		33.8									153			
18		12.7		29.6			14.4		33.8									153			
19		12.7		29.6			14.4		33.8									153			
20		12.7		29.6			14.4		33.8									153			
21	8.6	8.9	20.9	20.3	98	12.4	10.5	30.2	24.4	97	6.8	0.514	1.3	95	6.6	5.2	224	188			
22	6.5	7.3	14.0	16.1	98	10.8	9.9	23.2	21.9	97	8.4	0.395	0.8	94	7.1	5.2	198	222	2.70	6.3	
23	13.6	9.8	34.2	23.0	96	9.6	10.9	24.1	25.8	97	7.2	0.429	1.1	94	7.2	5.5	139	183			
24		9.6		23.0			10.9		25.8									183			
25		9.6		23.0			10.9		25.8									183			
26		9.6		23.0			10.9		25.8									183			
27		9.6		23.0			10.9		25.8									183			
28	10.6	10.2	22.6	23.6	98	13.6	11.3	29.0	25.4	97	10.4	0.576	1.2	93	7.2	5.2	120	149	1.84	0.0	
29	6.4	10.2	14.0	23.6	98	8.0	10.4	17.5	23.5	97	6	0.530	1.2	92	7.3	5.7	68	104			
30	7.4	8.1	12.7	16.4	98	10.4	10.7	17.8	21.4	97		0.922	1.6	87	7.3	5.6	28	61			
31		8.1		16.4			10.7		21.4									61			
M/M																					
TL																					
GA																					
ME	10.8		24.1		96	15.6		34.4		94	9.9	0.74	1.6	90	7.1	5.5	127.6		1.7	3.0	
WGA																					
WA																					
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																					
REMARKS:																					

Total pounds are the multiplication of the monthly average by the number of days in the month.

City of Portland, MI

May 2024

ACTIVATED SLUDGE

DAY	Aeration Volume KCF	Detent. Time Hours	CRT Days	Organic Loading F/M	MLSS mg/l	MLVSS mg/l	SETT. %	SVI	DO mg/l	AIR CuFt./D	RASS g/100 ml	RASVS g/100 ml	WAS gal	WAS lbs	Air Volume
1	24	13.2	#DIV/0!						3.9	1.44			0.00	0	10
2	24	13.4	#DIV/0!						5.1	1.44			0.00	0	10
3	24	13.0	#DIV/0!						5.8	1.44			30.00	0	10
4	24	13.6	#DIV/0!						1.5	1.44			0.00	0	10
5	24	13.3	#DIV/0!						2.3	1.44			0.00	0	10
6	24	13.6	#DIV/0!						5.7	1.44			0.00	0	10
7	24	13.2	#DIV/0!						6.8	1.44			30.00	0	10
8	24	13.3	#DIV/0!						5.5	1.44			0.00	0	10
9	24	13.4	#DIV/0!						3.8	1.44			0.00	0	10
10	24	13.7	#DIV/0!						4.5	1.44			0.00	0	10
11	24	14.5	#DIV/0!						4.5	1.44			0.00	0	10
12	24	13.5	#DIV/0!						4.2	1.44			30.00	0	10
13	24	13.3	#DIV/0!						2.5	1.44			0.00	0	10
14	24	12.5	#DIV/0!						5.7	1.44			0.00	0	10
15	24	12.5	#DIV/0!						5.0	1.44			0.00	0	10
16	24	13.2	#DIV/0!						7.3	1.44			30.00	0	10
17	24	14.2	#DIV/0!						6.5	1.44			0.00	0	10
18	24	14.0	#DIV/0!						2.6	1.44			0.00	0	10
19	24	13.5	#DIV/0!						6.7	1.44			0.00	0	10
20	24	13.4	#DIV/0!						4.6	1.44			30.00	0	10
21	24	16.8	#DIV/0!						1.7	1.44			0.00	0	10
22	24	13.9	#DIV/0!						1.4	1.44			15.00	0	10
23	24	12.5	#DIV/0!						4.5	1.44			0.00	0	10
24	24	11.2	#DIV/0!						5.6	1.44			15.00	0	10
25	24	15.1	#DIV/0!						5.7	1.44			0.00	0	10
26	24	15.1	#DIV/0!						5.9	1.44			0.00	0	10
27	24	15.2	#DIV/0!						4.6	1.44			0.00	0	10
28	24	13.6	#DIV/0!						6.2	1.44			15.00	0	10
29	24	13.3	#DIV/0!						6.5	1.44			15.00	0	10
30	24	13.0	#DIV/0!						4.2	1.44			0.00	0	10
31	24	13.3	#DIV/0!						5.1	1.44			0.00	0	10
TL													210.00	0	
ME	24	13.6	#DIV/0!	#DIV/0!	#####	#DIV/0!	#####	####	4.7	1.44	#DIV/0!	#DIV/0!	6.77	0	
REMARKS:															

Total lbs are figured by multiplying the monthly average by the number of days in the month.

May 2024

MISCELLANEOUS DATA

DAY	OUTFALL OBSERVATION	GRIT	NAT. GAS	ELECT. WWTP	ELECT. Riverside Lift Stat.	ELECT. Canal Lift Stat.	ELECT. Cutler Lift Stat.	FERRIC CHLORIDE	Polymer Sludge Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1	y		700	176				497	0.0
2	y		200	168	18	9	21	414	0.0
3	y		200	168				414	0.0
4	n		0	176				414	0.0
5	n		700	136	29	16	42	414	0.0
6	n		800	144				359	0.0
7	y	54.0	400	176	20	9	25	359	0.0
8	y		500	168				359	0.0
9	y		1500	176	20	10	26	359	0.0
10	n		900	168				276	0.0
11	n		1700	176				276	0.0
12	n		400	192				276	0.0
13	n		100	160				276	0.0
14	y	54.0	200	168	65	26	68	276	0.0
15	y		1800	168				359	0.0
16	y		200	192	20	10	23	359	0.0
17	n		0	184				359	0.0
18	n		0	184				359	0.0
19	n		0	184	25	15	32	359	0.0
20	n		0	176				359	0.0
21	y	54.0	0	192	18	11	18	359	0.0
22	y		100	160				359	0.0
23	y		300	136	15	9	19	359	47.0
24	n		100	168				359	30.0
25	n		400	168				359	0.0
26	n		0	160				359	0.0
27	n		100	160				359	0.0
28	y	54.0	200	160				359	17.0
29	y		300	168	92		71	322	0.0
30	y		400	436		35	9	229	0.0
31	n		100	136	105		34	229	0.0
TL		216.0	12300.0	5484	427	150	388	10775	94.0
ME		54.0	397	177	39	15	32	348	3.0
REMARKS:									
Total lbs are figured by multiplying the monthly average by the number of days in the month.									

Plant Manager: Tony Smith

City of Portland, MI

May 2024

DIGESTER BIOSOLIDS

SF DAY	RAW SLUDGE						BIOSOLIDS						
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	GAS
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	Produced
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100
1													
2													
3				#VALUE!								#DIV/0!	
4													
5												#DIV/0!	
6													
7													
8													
9													
10				#VALUE!								#DIV/0!	
11													
12													
13													
14				#VALUE!								#DIV/0!	
15													
16													
17				#VALUE!								#DIV/0!	
18													
19													
20													
21				#VALUE!								#DIV/0!	
22													
23		2.7	64		6.8	24.2	24.1	6.8	4.8	7		96	
24				#VALUE!								#DIV/0!	
25													
26													
27													
28				#VALUE!								#DIV/0!	
29													
30													
31				#VALUE!									
TL	0												0
ME	#DIV/0!	2.7	64	#VALUE!	6.8	24.2	24.1	6.8	4.8	7		#DIV/0!	#DIV/0!
REMARKS:		Loading Rate = .02 -.10 lb/cu. ft.											

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

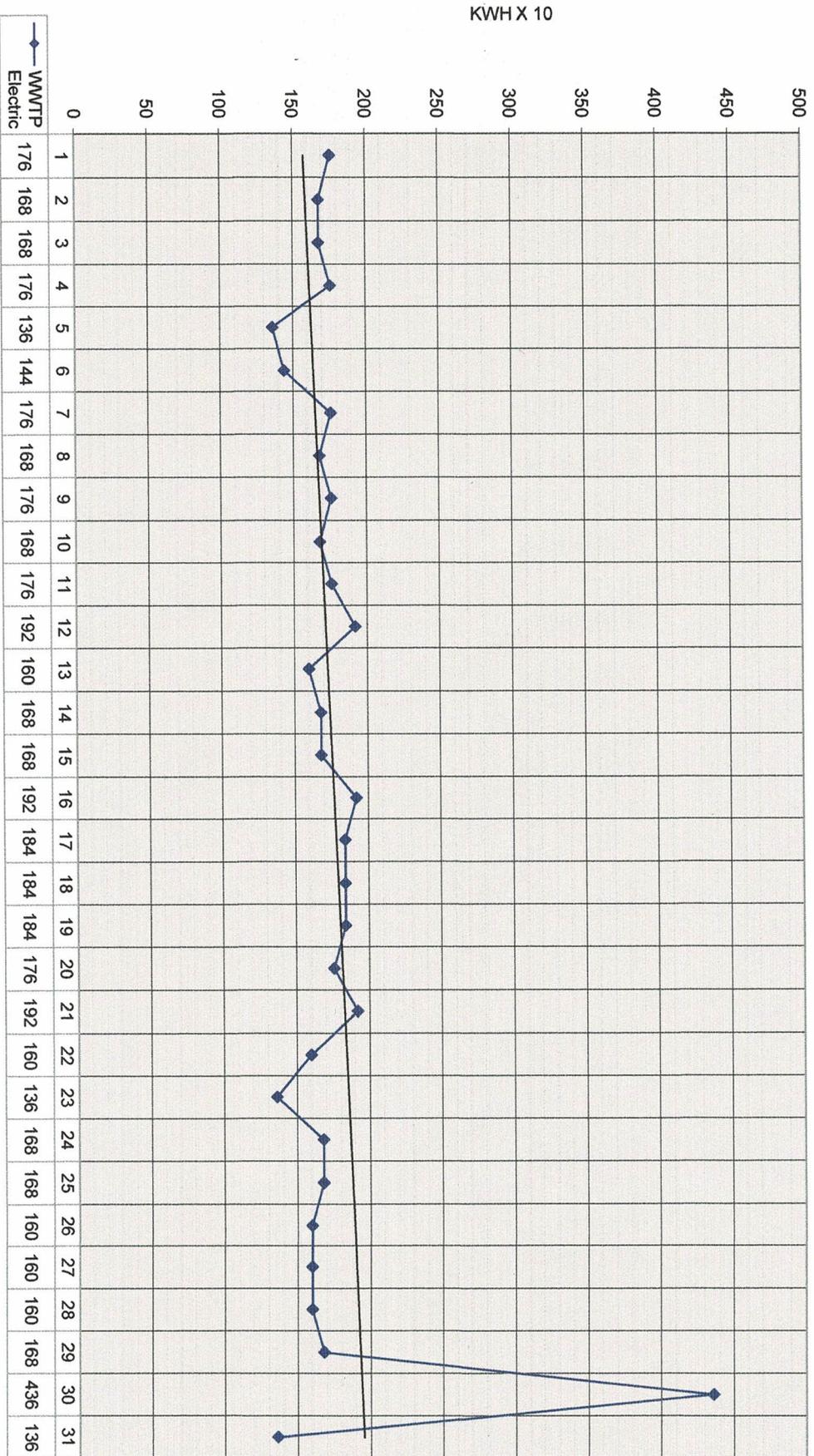
May 2024

SOLIDS DISPOSAL

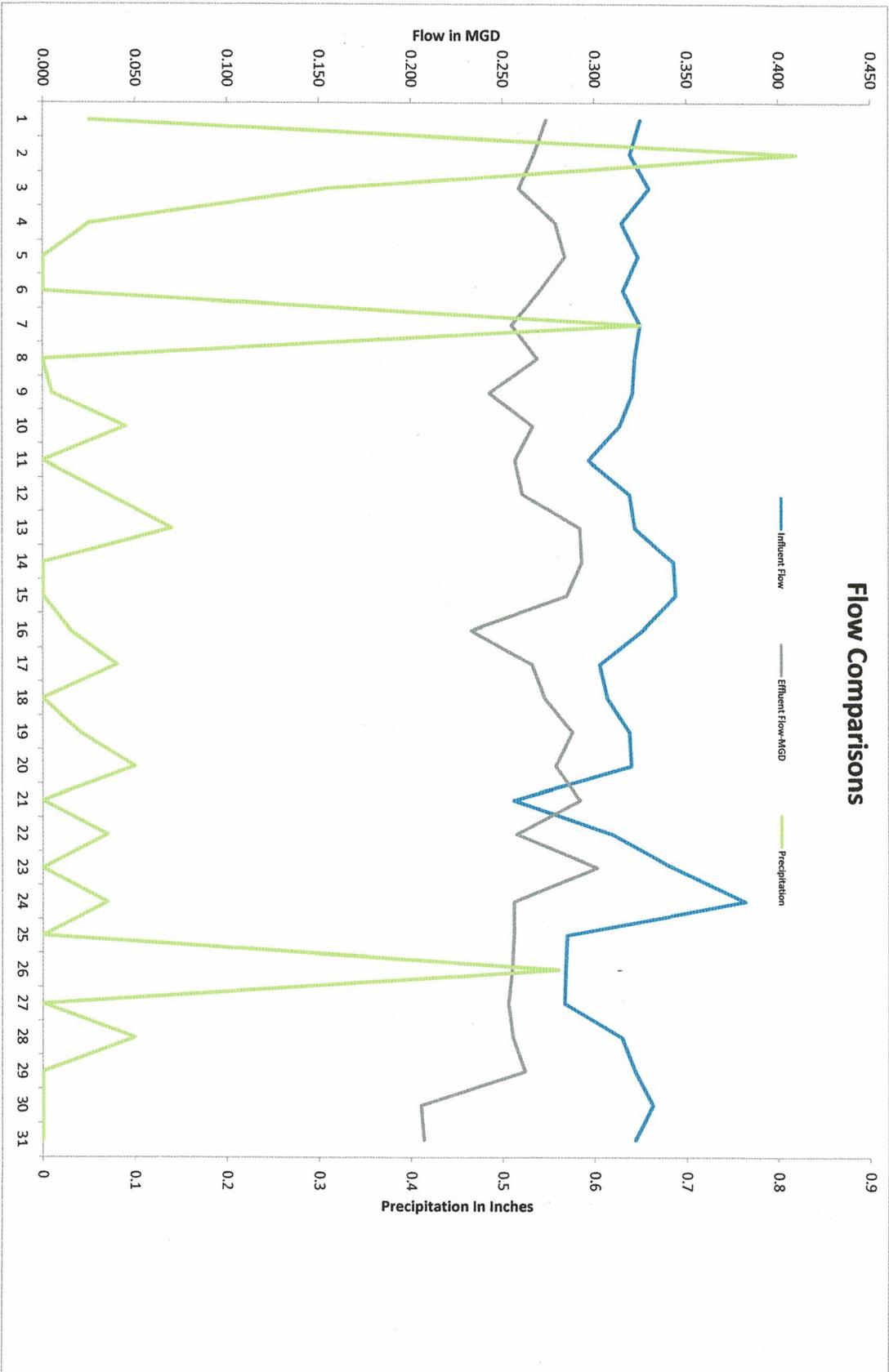
DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	VOL.		
			SOLIDS	SOLIDS	SOLIDS			TO BED	HAULED	SOLIDS	SOLIDS		
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%	%		
1	0							0.0					
2	0							0.0					
3	2760							0.0					
4	0							0.0					
5	0							0.0					
6	0							0.0					
7	0							0.0					
8	0							0.0					
9	0							0.0					
10	0							0.0					
11	0							0.0					
12	0							0.0					
13	0							0.0					
14	0							0.0					
15	0							0.0					
16	0							0.0					
17	0							0.0					
18	0							0.0					
19	0							0.0					
20	0							0.0					
21	0							0.0					
22	0							0.0					
23	0							0.0					
24	0							0.0					
25	0							0.0					
26	0							0.0					
27	0							0.0					
28	0							0.0					
29	0							0.0					
30	12792							0.0					
31	0							0.0					
TL	15552							0.0	0				
ME													

Supernatant to drying beds or storage tank and cycled back to plant headworks.
 Biosolids to farm land and landfill.

WWTP ELECTRIC



Flow Comparisons



Monthly Report

May Activity

- 911 Calls— **1914**
- Administrative Calls— **5943**
- Text to 911— **13**
- 911 Hang up Calls— **163**
- Calls for Service Initiated — **3484**

- Total Mental Health Calls — **47**
- Suicidal Calls — **15**
- 988 Calls Received — **1**
- 988 Calls Transferred — **0**
- CPR Performed — **4**
- Stroke Related Calls — **8**
- Child birth calls — **0**



Unit Responses / Activities

- Law Enforcement— **2501**

- Fire— **375**

- EMS— **608**

Special Programs Available

Share Medical Information with your 911 call.



www.emergencyprofile.com

What 3 Words— App that provides location information to a 10 meter square.

What3words.com



Statistics— All Dispatch Activity/Calls for Service.

May - 4600			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	163	Lost Property / Found	19
988 Calls	1	MDOP	28
Abandoned Vehicle	16	MED 1	216
Active Violence Incident	0	MED 2	67
Alarm	21	MED 3	128
Ambulance Transport	108	Medical Call / Amb Dispatch	7
Assault	31	Mental Health	47
Assist Jail	2	Missing Person	12
Assist Medical	0	Motor Vehicle Theft / UDAA	10
Assist Other Agency	14	Non Criminal	81
Assist Outside Agency	18	OWI / OUID	16
Bomb Threat	0	PDA Traffic	123
Burglary	8	Phone / Internet Harassment	29
Burn Permit	66	PIA Traffic	25
Civil Dispute	85	PPO Violation	7
Conservation / Wildlife	37	Property Check	5
CSC - Criminal Sexual Conduct	24	Repossession	11
Disorderly Conduct	86	Request - Wrecker	3
Domestic Assault	36	Road Closure	31
DPW Request	8	Robbery / Hold up	0
Drugs	13	Spam to Center	718
Duplicate Call	1	Structure Fire	10
Family Abuse / Neglect	29	Suspicious Situations	220
Fire All Other	35	Test Call / System Test	20
Fireworks	3	Thunder Storm/Tornado Warning	0
Follow Up	170	Traffic / Officer Stop	230
Fraud	32	Traffic Offense All Other	721
General Assist	218	Tree Down	18
Grass / Wildland Fire	9	Trespassing	15
Health & Safety / Animal	107	Vehicle Fire	11
Hit and Run	15	Verbal Domestic	22
Homicide	0	Vin Inspections / All Inspections	8
Juvenile Problems & Runaways	43	Warrant Arrest / Fugitive	63
Kidnapping	0	Weapons Offenses All	7
Larceny	44	Wires Down / Arching	13
Liquor / MIP	0	Unclassified	216

Central Dispatch Activities

- Phase 2 of the remodel project continues waiting on some materials to arrive and be installed
- Motorola has submitted their final invoice for the radio console upgrades
- Natalie, Jeremiah, Roy and Lance Attended Michigan NENA/APCO 2024 Conference in Muskegon.
- Residents of Sherwood Forrest received a presentation from ICCD and ICSO.
- PFN & Indigital Upgraded our MEVO system for use with 911 and Texty.
- Our most senior dispatcher Becky celebrated her 30th anniversary working for Ionia County Central Dispatch, working to get everyone the help they need for 30 years, Amazing!

Information received from callers is often incorrect. This often results in the 911 Dispatcher providing incorrect location or other information to First Responders.

Inside 9-1-1 Focus Stories

How are 911 services funded in Michigan?

Funding for 911 services are provided at the state and local/county levels. At the state level a 911 surcharge is levied on all devices that can access 911. A portion of the funds received by the State of Michigan are dispersed to the 911 Centers specifically for training of 911 Dispatchers. Another portion is for operations and is determined by the population of the county.

At the County level, a local surcharge is levied and for Ionia County the amount is \$3.00 per month per device that can access 911. This amount is set by each county and requires a vote of the residents to set the amount of the surcharge. Ionia Central Dispatch is funded totally through 911 Surcharge Funds.

These funds are limited to only be used for 911 Center operations per FCC regulations.

Some local/counties have a millage attached to the property taxes to raise funding. With millage funds based on the ballot language, the funds may be used outside of the 911 center, for public safety.

Other Jurisdictions use both a millage and surcharge funds to provide for 911 services.

How are 911 funds used in Ionia County?

Each year the 911 Center reports to the State of Michigan as to how the funds that were received and spent.

The State 911 surcharge funds received in 2023, \$212,989.00

Local 911 Surcharge funds received in 2023, \$1,724,019.28.

Miscellaneous income; rent, FOIA reimbursement, bank interest, local agency reimbursements. \$33,180.00

Total expenses for 2023, 911 operations \$1,857,618.77.

Some of the expenses in 2023 are related to the remodel project of the 911 center, which were initially approved for ARPA funding. The BOC approved the project to be paid for through the centers fund balance, opening the allocated ARPA funds to cover a portion of the cost for new radios and pagers that were badly needed.

Costs/expenses to operate the center include but are not limited to; the facilities, wages, benefits, equipment /systems used to process the 911 calls; radio, CAD, recorders, utilities, various maintenance contracts to keep the systems operational.

Ionia County Central Dispatch

Mission: To enhance the quality of life in Ionia County for all people, providing professional, efficient, courteous, and responsive public safety communications.

Vision: To be the example for other Public Safety Dispatch Centers providing exceptional service.

Our Values: D.I.S.P.A.T.C.H.E.R.

- D.** Detail-oriented: Able to pay close attention, notice the minor details.
- I.** Innovative: Share new ideas that can improve ICCD for the better, embrace change.
- S.** Strong Work Ethic: Consistently performing our job to the best of our ability.
- P.** Professionalism: Communicating respectfully, effectively, and appropriately leading by example.
- A.** Adaptability: Flexibility, responding effectively to changes or various situations.
- T.** Teamwork: Work together toward a collective goal with good communication, patience, and dedication.
- C.** Caring: Feeling or showing concern for or kindness to others.
- H.** Honesty: Uprightness, fairness, truthfulness, sincerity, or frankness in communications and deeds.
- E.** Empathy: Connecting with someone, sensing people’s emotions or feelings.
- R.** Respectful: Being appreciative, considerate, polite and gracious to all those we serve and serve with.

Ionia County Central Dispatch

545 Apple Tree Drive, Ionia MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

Director: Lance Langdon, ENP, CMCP
(616) 527-5611 llangdon@ioniacounty.org

Office Manager: Cathi Brodbeck
(616) 522-0911 cbrodbeck@ioniacounty.org

Supervisor: Kevin Booth (Day Shift)
(616) 527-5613 kbooth@ioniacounty.org

Supervisor: Natalie Hearld (Day Shift)
(616) 527-5612 nheard@ioniacounty.org

Supervisor: Jeremiah Wittenbach (Night Shift)
(616) 527-5617 jwittenbach@ioniacounty.org

Supervisor: Roy McCarver (Night Shift)
(616) 527-5616 rmccarver@ioniacounty.org

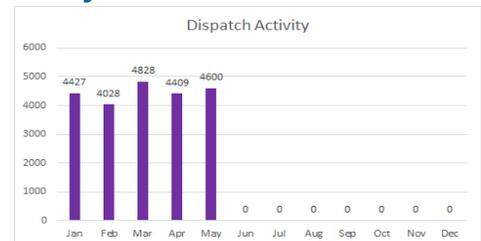
FOIA Requests - 911 Records Only-No Police Repts.
Form available at: <http://ioniacounty.org/foia>
Send or Email to: CentralDispatch@ioniacounty.org

Agency Individual Responses / Activity

Animal Control— 35	Total YTD 184
Belding Fire— 89	Total YTD 403
Belding Police— 292	Total YTD 1414
Berlin-Orange Fire— 22	Total YTD 169
Clarksville Fire— 11	Total YTD 75
Department of Natural Resources Law— 3	Total YTD 15
Freeport Fire— 0	Total YTD 4
Hubbardston Fire— 12	Total YTD 39
Ionia County Sheriff’s Office— 943	Total YTD 4205
Ionia Department Public Safety Law — 373	Total YTD 1806
Ionia Department Public Safety Fire — 77	Total YTD 419
Lake Odessa Fire— 32	Total YTD 169
Lake Odessa Police— 50	Total YTD 247
Life EMS— 512	Total YTD 2559
Lyons-Muir Fire— 15	Total YTD 83
Michigan State Police— 604	Total YTD 3257
Orleans Fire— 13	Total YTD 77
Pewamo Fire— 14	Total YTD 50
Portland EMS— 96	Total YTD 468
Portland Fire— 18	Total YTD 91
Portland Police— 236	Total YTD 1147
Ronald Fire— 8	Total YTD 70
Roxand Fire— 1	Total YTD 7
Saranac Fire— 53	Total YTD 243
Sunfield Fire— 10	Total YTD 34

Central Dispatch Activity

A new dispatcher was hired this month, we welcome Howard to ICCD.



IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
JUNE 11, 2024 – 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve County Administrators mileage
- VII. Unfinished Business**
- VIII. New Business**
 - A. Approve 2025 Budget Calendar
 - B. Request Approval to accept bid for Emergency Culvert & Tile Line Jetting-Linda Pigue
 - C. Request to accept bid for Catch Basin Cleaning-Linda Pigue
 - D. Request approval of Area Agency on Aging of Western Michigan's 2025 Implementation Plan-Patrick Jordan
 - E. Discussion on Road Director title
- IX. Department Reports**
 - A. Central Dispatch-Written Report
- X. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. Board of Commissioners
 - C. County Administrator
- XI. Reports of Special or Ad Hoc Committees**
- XII. Public Comment (3-minute time limit per speaker)**

XIII. Closed Session-NONE

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – Two- three-year terms.
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Solid Waste Planning Committee-one-two-year term serving as industrial waste generator representative, one-two year term serving as General Public Representative
- Area Agency on Aging of Western Michigan Advisory Council-one three-year term
- Land Bank Authority- one-three-year term

Appointments for consideration in the month of June 2024:

- Solid Waste

Appointments for consideration in the month of July 2024:

- NONE