



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

7:00 P.M. Monday, July 1, 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>Interim City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
	A. DDA Director ConnerWellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 24-53 Approving a City Electric Meter Opt-Out Policy	Decision
7:23 PM	B. Proposed Resolution 24-54 Approving Pay Request No. 1 to State of Michigan for Work Done on the Kent Street Improvement Project	Decision
7:25 PM	C. Proposed Resolution 24-55 Approving a Proposal from VC3 to	Decision
7:28 PM	Install a New Server at City Hall	Decision
	D. Proposed Resolution 24-56 Confirming the Mayor’s Appointment to City Boards and Commissions	
7:30 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes and Synopsis of the Regular City Council Meeting held on June 17, 2024	
	B. Payment of Invoices in the Amount of \$917,864.38 and Payroll in the Amount of \$149,490.90 for a Total of \$1,067,355.28	
	C. Purchase Orders over \$5,000.00	
	1. Kodiak Emergency Services in the Amount of \$17,359.99 to Outfit Patrol Car No. 2	
	2. Fleis & VandenBrink in the Amount of \$38,999.51 for Engineering Services Related to Kent Street Construction Project	
	XI. <u>Communications</u>	
	A. DDA Minutes for May 28, 2024	
	B. Utility Billing Report for May 2024	

Estimated Time
7:32 PM
7:35 PM
7:40 PM
7:45 PM

- C. Ionia County Board of Commissioners Agenda for June 25, 2024
- D. MPSC Notice of Hearing – Consumers Energy
- E. MPSC Notice of Hearing - Consumers Energy

Desired Outcome
Decision

- XII. **Other Business** – None
- XIII. **Interim City Manager Comments**
- XIV. **Council Comments**
- XV. **Adjournment**

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-53

**A RESOLUTION APPROVING A CITY ELECTRIC METER
OPT-OUT POLICY**

WHEREAS, The City of Portland Electric Department operates a municipal electric utility; and

WHEREAS, The City of Portland Electric Department monitors and maintains electric customer meters; and

WHEREAS, The City of Portland Electric Department has developed a Non-Transmitting Meter Policy; and

WHEREAS, the City Manager and Electric Superintendent, have researched and developed said policy and have attached hereto as Exhibit A, that will apply to residential electric meters,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council, approves and adopts a Non-Transmitting Meter policy attached hereto as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 1, 2024

Monique I. Miller, City Clerk



Non-Transmitting Meter Policy

Customers served on a Residential Service Rate have the option to choose a non-transmitting meter. The following is a list of eligible and ineligible customers.

Eligible customers:

1. Single-family, residential home
2. Homeowner must reside in home and approve opt out if account is in another occupant's name
3. City of Portland – Board of Light and Power (BLP) accounts must be current for all occupants and the owner
4. Customer must submit a fully executed non-transmitting meter application
5. Payment of non-transmitting meter fees

Ineligible customers:

1. Customer with history of tampering
2. Account shut off for non-payment or non-compliance to BLP Policies within the last 12-months
3. Meter is in an inaccessible location
4. Apartments and Condominiums
5. Commercial and Industrial Customers

For a customer to participate in the non-transmitting meter program, the customer must have a meter accessible to the BLP employees and the customer shall have zero instances of unauthorized use, theft, fraud, and/or threats of violence toward BLP employees. There will be a one-time upfront charge per meter to cover the cost of meter change out and billing record changes required. There will also be a monthly charge per meter. Fees and charges associated with this provision shall be assessed in accordance with the rate schedule below. These fees are subject to City of Portland and BLP rules and regulations. City Council reserves the right to change this policy and fees as it deems appropriate.

Non-Transmitting Meter Charges/Fees Table

Charge Description	When Applied	Fees/Charges
Non Transmitting Meter Policy	When a residential service customers submits and application for a non-transmitting meter.	\$95 up front charge due with submittal of application for non-transmitting meter. \$15 monthly fee due with monthly utility bill.



Non-Transmitting Meter Application

I represent and warrant that I am the named, authorized person on the account provided and the legal owner of the premises as defined below*. By signing this form, I am indicating that I am requesting a non-transmitting electric meter in lieu of a fully functioning advance meter. I agree that I will maintain clear and direct access to the electric meter allowing BLP's employees to manually read the meter at all times. I understand that by opting out, I may not be able to receive any enhanced benefits that advance metering may provide. I understand that, in accordance with BLP's Non-Transmitting Meter Policy, the account will be assessed a one-time service and administrative charge, as well as an ongoing monthly meter reading and data management fee. These fees are subject to City of Portland and BLP rules and regulations and are subject to change without notice. I understand that I may cancel my non-transmitting meter option at any time. Should my account at any time become ineligible, I understand that my non transmitting meter option will be cancelled for cause, and I will no longer be eligible for BLP's Non-Transmitting Meter policy.

Customer Information: (Please check all that apply)

- I am the Account Holder as well as the homeowner.
- Account Holder lives at the premises.
- I am the Account Holder but not the Owner of the premises.
- Owner lives at the premises.

Account Number: _____ Date: _____

Name of Account Holder: _____

Phone Number: _____

Service Address: _____

Property Owner: (If different from person requesting non-transmitting meter)

Property Owner Phone: _____

Reason for non-transmitting meter: _____

By Signing this Application, I agree to the terms listed above.

Account Holders Signature: _____ Date: _____

Print Name: _____

Property Owners Signature: _____ Date: _____

Printed Name: _____

*If the requestor is not the legal owner of the Premises they must reside in the home and the owner must approve the non-transmitting meter.

FORMS MUST BE SUMITTED WITH PAYMENT TO:
City of Portland
259 Kent Street
Portland, MI 48875

Memo



To: City of Portland – Board of Light and Power
From: Todd Davlin, Electric Superintendent
Cc: Tutt Gorman, City Manager
Date: 6-20-2024
Re: Action Item BLP - 6A: AMI Radio Transmitting Meter Opt-Out Option

In the past 2-3 weeks several residents have expressed an interest in an Opt-Out Option for AMI radio transmitting meters. The stated concerns are predominantly related to radio frequency radiation and potential impacts to health. Other stated concerns are related to fear that the BLP is implementing time of use pricing and that “the government” will assert control of private appliances and electric use in the home. Power System Engineering’s AMI Metering informational presentation has been shared with concerned residents and respectful conversations have been conducted. As a follow up to healthy communication, it is my opinion that the best course of action is to continue to share information regarding AMI technology, while offering an opt-out option. This approach offers concerned residents time to make informed decisions. Several Michigan based municipal utilities have Opt-Out options. Readily available information indicates the following with respect to how Michigan municipal utilities cover most of the expenses related to maintaining two metering inventories and electric billing procedures:

Sturgis	Initial Charge	\$135	Monthly Service Charge	\$30
Zeeland	Initial Charge	\$110	Monthly Service Charge	\$10
Grand Haven	Initial Charge	\$70	Monthly Service Charge	\$10
Wyandotte	Initial Charge	\$60	Monthly Service Charge	\$25
LBWL	Initial Charge	\$115	Monthly Service Charge	\$10
Averages:	Initial Charge	\$98	Monthly Service Charge	\$17

Action Item BLP 24-1A – Recommend City Council approved a Voluntary Opt-Out Option for AMI Radio Transmitting Meters with a \$95.00 signup fee and a \$15.00 monthly service charge.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-54

**A RESOLUTION APPROVING PAY REQUEST NO. 1 TO STATE OF MICHIGAN
FOR WORK DONE ON THE KENT STREET IMPROVEMENT PROJECT**

WHEREAS, the City was awarded a grant by Michigan Department of Transportation to construct certain street improvements to Kent Street Reconstruction Project and is grant administrator; and

WHEREAS, Fleis & Vanderbrink has submitted Pay Request No. 1 requesting a progress payment for work completed through May 31, 2024, a copy of Pay Request No. 1 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 1 and is recommending that the City Council approve payment in the amount of \$506,015.23 to

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 1 and authorizes payment in the amount of \$506,015.23 to the State of Michigan for work completed through May 31, 2024.
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: July 1, 2024

Monique I. Miller, City Clerk



June 18, 2024

Via Email: citytreasurer@portland-michigan.org

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

RE: Kent Street Improvements – Review of MDOT Invoice Dated 6/4/24

Dear Mindy

We have reviewed MDOT's invoice dated June 4, 2024 for the Kent Street Improvements project. The invoicing covers Pay Estimates 1 and 2 made to CL Trucking plus advertising costs for the project. MDOT set up their invoicing to apply their funding for 81.85% of eligible costs until the grant amounts have been reached. The breakdown is as follows:

Activity	Total Cost	MDOT Grant Applied	City Share
Road/General	\$150,101.38	\$122,857.98	\$27,243.40
Water	\$264,255.00	N/A	\$264,255.00
Sewer	\$208,998.00	N/A	\$208,998.00
Advertising (Road)	\$33.06	\$27.06	\$6.00
Streetscape	\$30,340.67	\$24,833.84	\$5,506.83
Advertising (Streetscape)	\$33.06	\$27.06	\$6.00
Total	\$653,761.17	\$147,745.94	\$506,015.23

Based on our review of the invoicing, we recommend payment in the amount of \$506,015.23, as indicated. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Project Manager

Cc: Tutt Gorman, City Manager (citymanager@portland-michigan.org)

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

STATEMENT	Customer Name CITY OF PORTLAND	PAGE 1
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number MDOT00282	Statement Closing Date 06-04-24
		Due Date 07-04-24
	AR Dept/BPRO 591:ACT51	Amount Enclosed

Bill to:
CITY OF PORTLAND
PORTLAND CITY TREASURER
259 KENT STREET
PORTLAND MI 48875

Payment Method: Check Money Order
Please write Customer Account No. on front of Check or Money Order.
DO NOT MAIL CASH

Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

Transportation



ORIGINAL

Customer Account Number MDOT00282	Statement Closing Date 06-04-24
Customer Name CITY OF PORTLAND	IF YOU HAVE ANY QUESTIONS, PLEASE CALL

Current Period Charges

Description	Date	Transaction ID	Charges
-	05-31-24	CARE1591REIM24001149	\$27,243.40
-	05-31-24	CARE1591REIM24001149	\$473,253.00
-	05-31-24	CARE1591REIM24001149	\$6.00
-	05-31-24	CARE1591REIM24001149	\$5,506.83
-	05-31-24	CARE1591REIM24001149	\$6.00

Important Customer Information

CONTACT :

591

MDOT
Michigan Department of Transportation
Statement Date: 06/06/2024

MDOT00282 - CITY OF PORTLAND

Program: 209474CON

Federal Project: 23A0992

Description: Kent St Reconstruct Kent Street from Academy Street to Grand River Avenue in conjunction with streetscape improvements and non-participating water main, sanitary sewer, and city electrical system improvements.

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85	2023-5474 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Federal			415,438.30	181,941.54	
Local			222,095.70	40,345.01	0.00
					Balance Due
					27,243.40

Funding Profile	Fed Pro Rata	Jrnl Description			
A00184		2023-5474 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Local			827,185.00	674,180.00	0.00
					Balance Due
					473,253.00

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85				
			Current Budget	Cash Expenditures	Collected
Federal			163.70	27.06	
Local			36.30	6.00	0.00
					Balance Due
					6.00

Program: 217936CON

Federal Project: 23A1026

Description: Kent St Pedestrian Safety Improvements including widening of existing sidewalks expansion of curb bump-outs, tree and streetlight relocation or removal, addition of planter areas, signage and bike racks, and replacement of settled brick pavers.

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85	2023-5475 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Federal			322,718.15	27,380.27	
Local			342,229.85	6,071.49	0.00
					Balance Due
					5,506.83

MDOT
Michigan Department of Transportation
Statement Date: 06/06/2024

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85				
	Current Budget	Cash Expenditures	Collected	Balance Due	
Federal	81.85	27.06			
Local	18.15	6.00	0.00	6.00	

Vendor Code	Vendor Legal Name	Vendor Alias/DBA Name
MDOT00282	CITY OF PORTLAND	

Instruction: Instruction: Remit this listing of Balance Due by Program with the payment. Payments will be applied to all programs with a balance due, unless otherwise noted.

Statement Date: 06/06/2024

- Pay in Full (default if neither box is checked)
- Manual allocation specified by Program in Paid Amount below

Remittance information:

State of Michigan
 Attention: Finance Cashier
 P.O. Box 30648
 Lansing, MI 48909

Program	Balance Due
209474CON -	500,502.4
217936CON -	5,512.83

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-55

**A RESOLUTION APPROVING A PROPOSAL FROM VC3 TO INSTALL
A NEW SERVER AT CITY HALL**

WHEREAS, the network server at City Hall is 7 years old and has become outdated; and

WHEREAS, VC3 has submitted a proposal in the amount of \$26,628.00, a copy of which is attached as Exhibit A, to install a new server that will improve security and reliability; and

WHEREAS, the Interim City Manager and Finance Director are recommending that the Council approve this proposal; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves VC3's proposal in the amount of \$26,628.00, a copy of which is attached as Exhibit A, to install a new server at City Hall.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 1, 2024

Monique I. Miller, City Clerk

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Dell PowerEdge T360 Server		\$10,468.00	1	\$10,468.00
<ul style="list-style-type: none"> • PowerEdge T360 Server • Trusted Platform Module 2.0 V3 • 3.5" Chassis with up to 8 Hot Plug Hard Drives and AIC PERC11, hot-plug PSU • Intel Xeon E-2468 2.6G, 8C/16T, 24M Cache, Turbo, HT (65W)DDR5 • Heatsink for 80W or less CPU 4 • Performance Optimized • 4800MT/s UDIMMs • RAID 10 • PERC H755 Adapter Full Height • Performance BIOS Settings • UEFI BIOS Boot Mode with GPT Partition • Performance Fan(required for GPU/10G NIC/BOSS),acoustic level not recommended for typical office use • Dual, Hot-Plug, Redundant Power Supply (1+1), 600W MM • PowerEdge T360 Motherboard with Broadcom 5720 Dual Port1Gb On-Board LOM, MX • Luggage tag, PowerEdge T360 • Pushpin,DELL • Security Bezel • BOSS-N1 controller card + with 2 M.2 480GB (RAID 1) • BOSS Cables and Bracket for T360 • Windows Server 2022 Standard,16CORE,FI,No Med,No CAL, Multi Language • Windows Server 2022 Standard,16CORE,DF Recovery Image, Multi Lang, (Downgrade not included) • iDRAC9, Enterprise 16G • iDRAC,Factory Generated Password, No OMQR • iDRAC Service Module (ISM), NOT Installed • iDRAC Group Manager, Disabled • Hyper-V role enabled with pre-installed Standard or Datacenter Ed OS on incl Virtual HD • No Systems Documentation, No Open Manage DVD Kit • PowerEdge T360 Shipping • PowerEdge T350 and T360 Shipping Material • PowerEdge T360 CCC Marking, No CE or BIS Marking • ProSupport 4-Hour 7x24 Technical Support and Assistance 5Years • ProSupport 4-Hour 7x24 Onsite Service 4 Years Extended • ProSupport 4-Hour 7x24 Onsite Service 1 Year • Dell Hardware Limited Warranty Plus Onsite Service • Dell Hardware Limited Warranty Plus On Site Service Extended Year • On-Site Installation Declined • (QTY 4) 16GB UDIMM, 4800MT/s ECC • (QTY 8) 1.2TB Hard Drive SAS ISE 12Gbps 10k 512n 2.5in with 3.5inHYB CARR • (QTY 2) Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam) • (QTY 16) 1-pack of Windows Server 2022/2019 User CALs (Standard or Datacenter) 					

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Synology DiskStation SAN/NAS Storage System - 1 x Intel Celeron J4125 Quad-core (4 Core) 2 GHz - 2 x HDD Supported - 0 x HDD Installed - 2 x SSD Supported - 0 x SSD Installed - 2 GB RAM DDR4 SDRAM - Serial ATA Controller - RAID Supported - 0, 1, Ba		\$460.00	1	\$460.00
	Seagate IronWolf ST16000VN001 16 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - Conventional Magnetic Recording (CMR) Method - 7200rpm - 3 Year Warranty		\$599.00	2	\$1,198.00
	Eaton Tripp Lite Series Cat6 Gigabit Snagless Molded (UTP) Ethernet Cable (RJ45 M/M), PoE, Blue, 7 ft. (2.13 m) - 7ft - 1 x RJ-45 Male - 1 x RJ-45 Male - Blue		\$5.00	2	\$10.00

Subtotal: \$12,136.00

Professional Services

Description	Price	Qty	Ext. Price
Labor - Fixed Fee Professional Services - Configuration and Installation - Project One-Time - Proactive	\$14,367.00	1	\$14,367.00

Scope of Work
IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and City of Portland, MI schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

- Vendor Coordination/Consulting
- Review and arrange scheduling as well as any required dependencies with BSA & CityTax.

Execution, Monitoring & Controlling Phase

Server Build: Physical Server Assembly

Servers configured following Microsoft's best practices to ensure optimal performance, security, and reliability.

Professional Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"> Onsite Unbox server and Install Receive, Unbox Server and components BIOS, Storage Controller & OOB Firmware Updates & Configure OOB and RAID 			
<p>Host Server Build: Install and Configure Windows Server w/ Hyper-V</p>			
<ul style="list-style-type: none"> Download & Install Windows 2022 Configure network, time zone and Windows update settings Complete all Windows Updates / Enable RDP Install and Configure Hyper-V 			
<p>Create Base Virtual Machine Server Image</p>			
<ul style="list-style-type: none"> Create virtual machine Install Windows 2022 or Required Version Configure network, time zone and Windows update settings Complete all Windows Updates / Enable RDP Create Virtual Machine Template 			
<p>Primary Domain Controller Server</p>			
<p>4vCPU & 16GB RAM</p>			
<ul style="list-style-type: none"> Create Virtual Machine from Template Join server to domain, prep domain, promote server into DC (After Hours) Setup DNS and DHCP (basic subnets) Manage/Transfer FSMO and GC roles 			
<p>File, Application & Print Server</p>			
<p>8vCPU & 32GB RAM</p>			
<ul style="list-style-type: none"> Create Virtual Machine from Template Create new destination shares Migrate data into shares (After Hours) 			
<ol style="list-style-type: none"> D:\Data\AIPoint E:\Apps E:\BSA E:\Citytax D:\Data\DPW D:\Data\GIS D:\Data\Office D:\Data\ParksRec D:\Data\Shared D:\Data\Users 			
<ul style="list-style-type: none"> Install Printers and share out (per printer) 			
<ol style="list-style-type: none"> Color Printer HPIj4300 RICOH-MP7503 			

Professional Services

Description	Price	Qty	Ext. Price
<p>4. TOSHIBAe</p> <ul style="list-style-type: none"> Investigate current functionality of login scripts Investigate current GPO's & Create GPO's <p>1. Roaming Profiles are not required</p> <ul style="list-style-type: none"> Enabling access for 3rd party support vendors Vendor support for BSA and CityTax will install, migrate data and configure application and any required dependencies such as Microsoft SQL. <p>NAS Appliance - (2-Bay/4-Bay - Non-Rack Mount)</p> <ul style="list-style-type: none"> Unbox NAS & Components Review Backup Policy with NOC Backup Specialist Installation technician will work with Shawn Dyer at Team-Mi to install and configure the device Configure Backups on new servers Install Hard Disks 2X - 6tb Seagate Ironwolf HDD (Model #: ST6000VN001 - 2BB186 OR ST6000VN006 - 2ZM186) Update Firmware Configure Backup Appliance - Volumes, Alerting, etc.. On-Site - Install Equipment <p>Closure Phase Decommission Server</p> <ul style="list-style-type: none"> COP-DC - Power Testing + Migrate VM Files/Archive Repositories to Storage Appliance <p>Decommission NAS Appliance</p> <ul style="list-style-type: none"> Decomission Appliance - Power Off Testing <p>General: Equipment Removal & Recycling</p> <ul style="list-style-type: none"> Recycle Old Equipment 			

Subtotal: \$14,367.00

- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$125.00	1	\$125.00

Subtotal: \$125.00

Ticket #2113851 - 2024.04 - PFF - City Server and Backup

<p>Prepared by: VC3 Hillary Pennell quotes.hillary.pennell@vc3.com</p>	<p>Prepared for: City of Portland, MI 259 Kent Street Portland, MI 48875 Nikki Miller +15176477531 cityclerk@portland-michigan.org</p>	<p>Quote Information: Quote #: HP002160 Version: 1 Delivery Date: 06/14/2024 Expiration Date: 07/12/2024</p>
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Quote Summary

Description	Amount
- Hardware/Software	\$12,136.00
Professional Services	\$14,367.00
- Shipping	\$125.00
Total:	\$26,628.00

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise if unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

City of Portland, MI

Name: Hillary Pennell

Name: Nikki Miller

Title: Client Solutions Specialist

Date: _____

Date: 06/14/2024



Statement of Work

2024.04 - PFF - City Server and Backup

Prepared for City of Portland, MI

VC3

Strategic Advisor: Nathan Feldpausch

Design Architect: Max Alam

SOW Generated on June 11, 2024, Version 1

Project Summary

CLIENT CONTACT INFORMATION

Client Name	City of Portland, MI
Project Name	2024.04 - PFF - City Server and Backup
Client Contact	Nikki Miller
Client Contact Email	cityclerk@portland-michigan.org

LOCATIONS IN SCOPE

Portland City Hall: 259 Kent Street, Portland MI 48875 US

EXECUTIVE SUMMARY

The City of Portland requires the replacement of their aging city server (COP-DC) and backup device (Ctera C200)

SOLUTION DESCRIPTION

VC3 will replace the city server and the backup NAS with new, updated hardware. The new server and backup NAS will be tower units, suitable for the current setup under a table and on a table in a locked room at City Hall. The old server and backup NAS will be removed upon completion.

The servers will be configured following Microsoft's best practices to ensure optimal performance, security, and reliability. The new server will be provisioned as a Hyper-V host with two virtual machines: one for the Domain Controller and one for the file/application/print server.

Vendor support for BSA and CityTax will install, migrate data and configure application and any required dependencies such as Microsoft SQL.

VC3 RESPONSIBILITIES

- Plan and coordinate VC3 resources for the execution of project activities.
- Purchase and configure all required hardware/licensing.
- Provide post-deployment support to the client users as required.
- Work with the primary contact to identify test users and, if applicable, test cases prior/post deployment.
- Develop communication and/or guide and documentation material for end users as required.

CLIENT RESPONSIBILITIES

- Designate a business leader who will act as the primary contact for this project.
- Assist with scheduling and communicating project activities to staff.
- Coordinate with third party vendors.

OUT OF SCOPE

The Company is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

CHANGE REQUESTS

When a potential change of scope is identified, the VC3 project manager will review the potential scope change and determine if the request represents a change to the agreed-upon project scope. The Project Manager will review with the project team to estimate the cost of the change and its impact on the project schedule. If the request is identified as a change, VC3 will need to submit an official Change Request document.

CHANGE APPROVALS

The project manager will present an official Change Request document to the client project stakeholders. This official Change Request will outline the expanded scope, budget, and any anticipated impacts to scheduling. Once the official Change Request has been reviewed and approved by the client project stakeholders, the project manager will revise the Project Plan and work on the expanded project scope.

COMMUNICATION MANAGEMENT

Information concerning the project will be communicated to the various stakeholders and project participants in a variety of ways. To ensure the project proceeds on schedule, frequent communication will be necessary to understand the status of the tasks to be completed. The project manager will coordinate weekly status meetings with the client team if required for reviewing the project progress and keeping all activities on track.

Scope of Work

IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and City of Portland, MI schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

- Vendor Coordination/Consulting
 - Review and arrange scheduling as well as any required dependencies with BSA & CityTax.

Execution, Monitoring & Controlling Phase

Server Build: Physical Server Assembly

Servers configured following Microsoft's best practices to ensure optimal performance, security, and reliability.

- Onsite Unbox server and Install
- Receive, Unbox Server and components
- BIOS, Storage Controller & OOB Firmware Updates & Configure OOB and RAID

Host Server Build: Install and Configure Windows Server w/ Hyper-V

- Download & Install Windows 2022
- Configure network, time zone and Windows update settings
- Complete all Windows Updates / Enable RDP
- Install and Configure Hyper-V

Create Base Virtual Machine Server Image

- Create virtual machine
- Install Windows 2022 or Required Version
- Configure network, time zone and Windows update settings
- Complete all Windows Updates / Enable RDP
- Create Virtual Machine Template

Primary Domain Controller Server

4vCPU & 16GB RAM

- Create Virtual Machine from Template
- Join server to domain, prep domain, promote server into DC (After Hours)
- Setup DNS and DHCP (basic subnets)
- Manage/Transfer FSMO and GC roles

File, Application & Print Server

8vCPU & 32GB RAM

- Create Virtual Machine from Template
- Create new destination shares
- Migrate data into shares (After Hours)
 - D:\Data\AIPoint
 - E:\Apps
 - E:\BSA
 - E:\Citytax
 - D:\Data\DPW
 - D:\Data\GIS
 - D:\Data\Office
 - D:\Data\ParksRec
 - D:\Data\Shared
 - D:\Data\Users
- Install Printers and share out (per printer)
 - Color Printer
 - HPIj4300
 - RICOH-MP7503
 - TOSHIBAE
- Investigate current functionality of login scripts
- Investigate current GPO's & Create GPO's
 - Roaming Profiles are not required
- Enabling access for 3rd party support vendors
 - Vendor support for BSA and CityTax will install, migrate data and configure application and any required dependencies such as Microsoft SQL.

NAS Appliance - (2-Bay/4-Bay - Non-Rack Mount)

- Unbox NAS & Components
- Review Backup Policy with NOC Backup Specialist
 - Installation technician will work with Shawn Dyer at Team-Mi to install and configure the device
- Configure Backups on new servers
- Install Hard Disks

-
- 2X - 6tb Seagate Ironwolf HDD (Model #: ST6000VN001 - 2BB186 OR ST6000VN006 - 2ZM186)
 - Update Firmware
 - Configure Backup Appliance - Volumes, Alerting, etc..
 - On-Site - Install Equipment

Closure Phase

Decommission Server

- COP-DC - Power Testing + Migrate VM Files/Archive Repositories to Storage Appliance

Decommission NAS Appliance

- Decomission Appliance - Power Off Testing

General: Equipment Removal & Recycling

- Recycle Old Equipment

Out of Scope

Specific examples from this project may be listed below.

- There are no specific Out of Scope for this project.

Key Assumptions

The key assumptions for this project are:

- City of Portland has a valid vendor support contracts for BSA and CityTax
- All database instances are running on Microsoft SQL Server Express. Microsoft SQL licenses are not required at this time.
- Vendor support for BSA and CityTax will install, migrate data and configure application and any required dependencies such as Microsoft SQL

Key Risks

Key risks for this project are:

- There are no specific Key Risks for this project.

Deliverables

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables for this project.

TASK DURATION ESTIMATES

Task Descriptions	Duration
Project Charter Approved (example)	1 Week
Hardware Procurement (example)	3 Weeks
Planning and Data Review (example)	1 Week
Server Build and Data Migration (example)	3 Weeks
User Testing (example)	1 Week
Cutover and Post Support (example)	1 Week
Total Estimated Duration	4-6 Weeks

Target Cutover Timeline: March 2024 (example)

*Actual project execution dates will be confirmed during the project kick off and subsequent meetings

*There could be multiple outages. Outage schedule and impact will be determined during project planning.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-56

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

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

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

Downtown Development Authority
-Margery Briggs to a term expiring June 30, 2028

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

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

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 1, 2024

Monique I. Miller, City Clerk



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, June 17, 2024

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

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

Absent: Council Member Fitzsimmons

Guests: Mike Judd; Kathy Parsons

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

Motion by VanSlambrouck, supported by Johnston, to approve the proposed Revised Agenda.

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

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

Yeas: Johnston, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman provided an update on the Kent Street Construction Project and noted the project is going well and is ahead of schedule. Curb work will begin later this week. Last week one of the traffic signals at Kent St. and Grand River Ave. was struck by one of the construction vehicles and damaged beyond repair. A new traffic light will be installed this week or next. Until the new light is installed the other light has been changed to flashing yellow. He urged caution as this is creating some issues with the lack of breaks in traffic for pedestrians and turning at the intersections.

Mayor Pro-Tem VanSlambrouck noted that witnesses to the traffic signal being hit expressed concern with the integrity of the mounting post as the hit was quite significant.

City Manger Gorman stated he will have the engineers verity the integrity of the post.

A meeting was held at the Wastewater Treatment Plant to discuss final punch list items and to consider additional work to be added to the project using savings in the contingency fund and appropriated funds from the State of Michigan.

The City has received the permit from EGLE for work on the river crossings related to the Wastewater Treatment Plant Project; scheduled to take place later this summer.

The Electric Department AMI project continues to go well. Some residents have expressed concern with the meter technology. The Board of Light & Power will be considering an Opt Out Policy that would include fees for the manual readings that would need to be taken each month.

Laura Sandborn is the point person for a local group trying to bring a community center to the area. She would like to present the idea/project to Council at an upcoming meeting.

City Manager Gorman noted he has been trying to reach the owners of the Edgemont Apartment property to discuss their plans for cleanup and redevelopment.

There were no presentations.

Under New Business, Mayor Barnes noted Council will consider the included recommendation and proposal from Pivot Group Municipal Services regarding an acting City Manager position. He further stated this will be a multifaceted decision that will include the following considerations:

1. The need for an Interim City Manager.
2. Decision to have the Pivot Group Municipal Services oversee the Interim City Manager.
3. Whom should be hired as the Interim City Manager.

Mayor Barnes noted based on the complexity of the City of Portland it is the recommendation of Pivot Group an Interim City Manager should be hired.

Mayor Pro-Tem VanSlambrouck noted he likes the idea of having an experienced individual to bridge the gap to a new City Manager.

Council Member Johnston echoed the sentiments of Mayor Pro-Tem VanSlambrouck. She believes it is a good decision to bring Pivot Group to advise the City and values their recommendation.

Council Member Sheehan stated Pivot Group was hired because of their expertise and the Council should go with their recommendation.

Motion by VanSlambrouck, supported by Johnston, that the City of Portland should hire an Interim City Manager.

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Mayor Barnes noted the proposal from Pivot Group includes a fee to oversee the Interim City Manager. He further stated this is something the City has to do and this is the recommendation of Pivot Group.

Mayor Pro-Tem VanSlambrouck stated he has no qualms to have an extra arm in the management of the City.

Both Council Members Johnston and Sheehan agreed.

Motion by Sheehan, supported by Johnston, to approve the scope of services from Pivot Group as written.

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

Mayor Barnes noted the recommendation by Pivot Group to hire Mr. Douglas Terry to serve as Interim City Manager and noted that he followed up with Mr. Terry's most recent employer and received glowing feedback.

Council Member Johnston noted Mr. Terry's impressive resume and experience speaks volumes.

Council Member Sheehan agreed.

Mayor Pro-Tem VanSlambrouck noted he had seen several projects Mr. Terry managed during his time in Standish that were similar to Portland. He believes Mr. Terry will serve Portland well.

Motion by Johnston, supported by Sheehan, to approve the contract with Mr. Douglas Terry to serve as the Interim City Manager.

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

Mayor Barnes thanked everyone for their input and stated this is an extremely important process in moving forward and believes this decision is in the best interest of Portland. Mr. Terry will begin tomorrow.

The Council considered Resolution 24-48 to approve and authorize the execution of two Easement Agreements with Tri-County Electric Cooperative to install fiber lines and a fiber system.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 24-48 approving and authorizing execution of two Easement Agreements with Tri-County Electric Cooperative.

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

The Council considered Resolution 24-49 to approve financing of a new ambulance in the amount of \$285,618.00 at an interest rate of 4.85% with a term of 7 years. The annual payment will be \$49,092.00.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 24-49 approving the financing of a new ambulance for the Ambulance Department.

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

The Council considered Resolution 24-50 to revise Council Policy 77-1 to update Cemetery rates.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 24-50 to revise Council Policy 77-1 concerning Cemetery Rates.

Yeas: Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None
Absent: Fitzsimmons
Adopted

The Council considered Resolution 24-51 to amend the budget for Fiscal Year 2023-2024.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-51 to amend the Budget for Fiscal Year 2023-2024.

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

The Council considered Resolution 24-52 to confirm the Mayor's appointments to various Boards and Commissions.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-52 confirming the Mayor's appointments to City Boards and Commissions.

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

Mayor Pro-Tem VanSlambrouck thanked Kathy Parsons for her service on the Portland Area Fire Authority and Planning Commission.

Motion by Johnston, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on June 3, 2024, 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. Purchase orders to Moyer Construction Co. in the amount of \$6,984.00 for sidewalk repairs, CL Trucking & Excavating, LLC in the amount of \$8,580.80 for an ejector pump and cleanout, and Anlaan Corporation in the amount of \$12,600.00 for boardwalk repairs were also included.

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

Under City Manager Comments, City Manager Gorman noted 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.

City Manager Gorman thanked Kathy Parsons for her service on the more complicated boards.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck reminded residents to take care through the current heat wave.

Mayor Barnes noted the 4th of July fireworks will be held at dusk on Friday, June 28, 2024.

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

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

Meeting adjourned at 7:33 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the June 17, 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 Johnston, and Sheehan; City Manager Gorman; City Clerk Miller

Absent – Council Member Fitzsimmons

Decision to hire an Interim City Manager.

All in favor. Adopted.

Approve Scope of Services Proposal from the Pivot Group to oversee the Interim City Manager.

All in favor. Adopted.

Approve the Contract with Mr. Douglas Terry to serve as the Interim City Manager.

All in favor. Adopted.

Approval of Resolution 24-48 approving and authorizing execution of two Easement Agreements with Tri-County Electric Cooperative.

All in favor. Adopted.

Approval of Resolution 24-49 approving the financing of a new ambulance for the Ambulance Department.

All in favor. Adopted.

Approval of Resolution 24-50 to revise Council Policy 77-1 concerning Cemetery Rates.

All in favor. Adopted.

Approval of Resolution 24-51 to amend the Budget for Fiscal Year 2023-2024.

All in favor. Adopted.

Approval of Resolution 24-52 confirming the Mayor's appointments to City Boards and Commissions.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:33 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
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	39.03
ALBERTA, TED	02490	APPOINTED OFFICIAL - ELECTRIC	150.00
NICK LEFKE	00735	APPOINTED OFFICIAL - ELECTRIC	150.00
ROBERT BALDYGA	01636	APPOINTED OFFICIAL - ELECTRIC	150.00
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF JUNE 2024 - ASSE	1,630.83
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
ALT PRINTING CO.	02712	COED SHIRTS ADULT SOFTBALL CHAMPS - REC	156.00
ALT PRINTING CO.	02712	TBALL SHIRTS - REC	564.00
COOK BROS EXCAVATING	00101	PREP WORK FOR NEW CEM - CEM APP CONS AGENDA 9-5	11,085.00
COOK BROS EXCAVATING	00101	LIMESTONE TOAN PARK RIVERTRAIL - PARKS	148.40
CULLIGAN	02130	WATER X1 - WW	9.00
FIRST ADVANTAGE OCCUPATIONAL HEALTH	02603	CLINIC COLLECT R SMITH - WATER	217.34
FOSTER BLUE WATER OIL, LLC	02301	DIESEL REFILL - PARKS, CEM	640.06
LARRY CUSHION TROPHIES & ENGRAVING	02726	TROPHY - REC	50.00
MUNICIPAL SUPPLY CO.	00324	PLUMBING SUPPLIES - CEM	266.07
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING MAY & JUNE 2024 - GEN	1,337.13
STATE OF MICHIGAN	00428	ELEVATOR CERT OF OPERATION RENEW - CITY HALL	310.00
CULLIGAN	02130	WATER X3 CITY HALL - GEN	23.00
CAPITAL EQUIPMENT IONIA	02750	POWER PRUNER - MAJ, LOC STS	629.99
FAMILY FARM & HOME	01972	SUPPLIES - MAJ, LOC STS	139.98
FAMILY FARM & HOME	01972	SUPPLIES - LOC STS	3.98
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	203.58
HAMMOND FARMS NORTH	02518	PRO SOIL - CEM	114.00
HAMMOND FARMS NORTH	02518	PRO SOIL - WATER	114.00
MOYER CONSTRUCTION	00316	SIDEWALK REPAIRS - MAJ, LOC STS APPROVED CONSEN	6,984.00
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING SUPPORT - ELECTRIC	4,210.88
FAMILY FARM & HOME	01972	GRINDER - MTR POOL	79.99
FERGUSON WATERWORKS	02558	BRASS BUSHINGS - WATER	61.24
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	176.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TRUGREEN	02830	LAWN FERTILIZER - ELECTRIC	87.36
TRUGREEN	02830	LAWN SERVICE DAM - ELECTRIC	46.80
AMERICAN PUBLIC POWER ASSOC	01446	RELIABILITY OUTAGE REPORT - ELECTRIC	250.00
MUNICIPAL SUPPLY CO.	00324	HARWARE, SUPPLIES - ELECTRIC	174.00
MUNICIPAL SUPPLY CO.	00324	HARDWARE FOR KENT ST - ELECTRIC	138.40
MENARDS	00260	FLASH BOARD WOOD FOR DAM - ELECTRIC	4,695.48
CL TRUCKING & EXCAVATING, LLC	00066	KENT ST EJECTOR PUMP/CLEAN OUT - MAJ STS APP CC	8,580.80
PM TECHNOLOGIES	02662	GEN MAINT WELL 7 - WATER	877.00
PM TECHNOLOGIES	02662	GEN MAINT WELL 4 & 6 - WATER	977.00
VISCO	00793	KENT ST PROJ HARDWARE - ELECTRIC	3,700.00
MUNICIPAL SUPPLY CO.	00324	PIPE FOR KENT ST PROJ - ELECTRIC	4,125.00
UIS SCADA	00462	RTU PM MAINTENANCE - WATER, WW	3,904.00
MOYER CONSTRUCTION	00316	CONCRETE SPLASH PAD SCULPTURE - PARKS	2,000.00
UNIQUE EMBROIDERY & PRINTING	MISC	PRINTED HATS - PARKS, CEM	72.00
MENARDS	00260	STORAGE CABINET - WW	2,360.58
MENARDS	00260	STEEL END FRAME -WW	363.62
FAMILY FARM & HOME	01972	GLOVES - PARKS, CEM	33.98
FAMILY FARM & HOME	01972	1/2 HP SUMP - WW	259.99
CULLIGAN	02130	WATER EXCHANGE - PARKS, CEM	30.00
ASPHALT RESTORATION, INC.	02751	CRACK SEALING - MAJ, LOC STS APP CONS AGENDA 4-	9,945.00
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	227.50
FLEIS & VANDENBRINK	00153	ENGINEERING SVCS TMF PROJECT - WATER	1,060.00
FLEIS & VANDENBRINK	00153	ENGINEERING SVC DIV HWY BRIDGE - MAJ STS	3,357.50
SPECTRUM PRINTERS, INC.	02648	ELECTION SUPPLIES - ELECTIONS	409.73
ROOTER GUY DRAIN CLEANING	MISC	OPEN LINE - WW	475.00
FOSTER, SWIFT, COLLINS & SMITH PC	02866	LEGAL SVCS - GEN	61.50
STATE OF MICHIGAN	00428	KENT ST PROJ - MAJ STS, WATER, WW	506,015.23
J H OIL COMPANY	02887	GAS TANK REPLACEMENT - PARKS, CEM	2,592.98
PRO FINISH PAINTING LLC	02836	REKEY DOOR HANCLE REPLACEMENT TOAN - PARKS	382.65
MARK WOODMAN PLUMBING & HEATING	01816	SPLASH PAD REPAIR - PARKS	193.90
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	450.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	KENT ST IMPROV MAY SVCS - MAJ STS, WATER, WW	38,999.51
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	270.00
FAMILY FARM & HOME	01972	NEW TANK SET UP - PARKS, CEM	501.96
J H OIL COMPANY	02887	GAS FILL, NEW TANK - PARKS, CEM	730.77
ASPHALT RESTORATION, INC.	02751	CRACK FILL - PARKS	2,754.18
VC3 INC.	02745	CITY MANAGER NEW COMPUTER - CITY MANAGER	1,012.00
ROD SMITH	02317	CLOTHING ALLOWANCE - WATER	300.00
KEN GENSTERBLUM	00163	CLOTHING ALLOW - WATER	300.00
ELHORN ENGINEERING	00139	STENNER INJECTION - WATER	113.77
MRWA	01935	ANNUAL MEMBERSHIP DUES - WATER	825.00
BRIAN RUSSELL	00593	OFFICIAL - REC	90.00
BRYAN SCHEURER	00600	OFFICIAL - REC	90.00
JERRYD SCHEURER	02785	OFFICIAL - REC	24.00
TANNER BROWNELL	02800	OFFICIAL - REC	24.00
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	632.57
MENARDS	00260	CEMENT, GLOVES, NAILS - CEM	64.07
PET WASTE ELIMINATOR	02860	DOG STATION WASTE BAGS - PARKS	276.79
CONGRESS COLLECTIONS	02643	MAY COLLECTIONS - AMB	408.49
GREG BARNES	00036	CLOTHING ALLOW - LOC STS	300.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	2,276.54
AIDEN PUNG	02805	CLOTHING ALLOWANCE - WW	126.14
USA BLUEBOOK	01850	SAFETY SUPPLIES - WW	537.51
CULLIGAN	02130	WATER X2 - WW	16.00
USA BLUEBOOK	01850	CARBOY RECT W/SPIG -WW	254.78
MENARDS	00260	WALL STORAGE, DOLLY CART - WW	419.61
MUNICIPAL SUPPLY CO.	00324	PRESSURE TEE - WW	27.20
ALT PRINTING CO.	02712	MENS SOFTBALL CHAMP SHIRTS - REC	162.00
APPLIED IMAGING	02493	PRINTER INVOICE TRUE UP - VAR DEPTS	5,796.12
JOHN PAUL WERNET	02491	CLOTHING ALLOWANCE - ELECTRIC	300.00
VORTEX AQUATIC STRUCTURES	MISC	SPLASH PAD VALVE - PARKS	217.10
PAMA	01370	40% CONT TO PAMA - COM PROMO	6,409.41

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
VANCE OUTDOORS	02611	AMMO - POLICE	520.00
CL TRUCKING & EXCAVATING, LLC	00066	KENT ST COSTS - MAJ STS	1,130.00
PLEUNE SERVICE COMPANY INC.	00741	QTRLY LABOR/PARTS - CITY HALL	779.00
WINTER EQUIPMENT	02322	SNOW PLOW BLADE KITS - MAJ, LOC STS	3,981.60
INTEGRITY MOBILE SERVICES, LLC	02749	GUARD RAIL REPLACEMENT - MAJ STS APP CON AGEN 3	9,350.00
SOUND OFF SIGNAL	02556	SAFETY LIGHTING 920 - MTR POOL	1,772.88
QUALITY CAR & TRUCK REPAIR	02839	M&R AMB 42 - AMB	735.39
ADT COMMERCIAL	02792	FIX DRIVE UP DRAWER LOCK - CITY HALL	321.00
GROSS MACHINE SHOP	00180	REPAIR CHARCOAL GRILL - PARKS	79.20
EXLINE, INC.	02881	PARTS - ELECTRIC	851.53
GRANGER	00175	POLE DEMO DISPOSAL - ELECTRIC	185.58
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	250.00
HAMMERSMITH EQUIPMENT COMPANY	00183	IGNITION COIL - MTR POOL	118.50
INTERSTATE BILLING SVC	00202	HARD HATS - MTR POOL	160.96
KENDALL ELECTRIC	00225	SUPPLIES - ELECTRIC	78.77
KENDALL ELECTRIC	00225	KENT ST SUPPLIES - ELECTRIC	157.53
KENDALL ELECTRIC	00225	STREET LIGHT WIRE - ELECTRIC APP CON AGEN 6-3-2	6,986.14
MENARDS	00260	SUPPLIES - WW	378.96
ALT PRINTING CO.	02712	FLAG FOOTBALL SHIRTS - REC	510.00
QUALITY CAR & TRUCK REPAIR	02839	M&R 45 - AMB	818.41
STAR THOMAS	01654	USPS, BUS CARDS REIM - POLICE	71.39
CHROUCH COMMUNICATION, INC.	00082	BATTERIES - POLICE	376.54
MCKEARNEY ASPHALT & SEALING INC.	02541	ASPHALT - MAJ, LOC STS APP CONS AGENDA 5-6-24	147,995.00
MCKEARNEY ASPHALT & SEALING INC.	02541	SPOT MILL & FILL - MAJ, LOC STS APPRV CONS AGEN	13,000.00
MCKEARNEY ASPHALT & SEALING INC.	02541	BRISTIE ASPHALT REMOVAL/REPLACE - LOC STS APP C	43,995.00
KODIAK EMERGENCY VEHICLES	02224	UPFIT OF PATROL CAR 2 - POLICE	17,359.99
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING MAR-APR 2024 - COM	5,812.99
Total:			\$917,864.38

**BI-WEEKLY
WAGE REPORT
June 24, 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.	12,234.15	313,257.61	2,882.98	100,021.96	15,117.13	413,279.57
ASSESSOR		-	-	-	-	-
CEMETERY	7,350.19	109,505.87	740.66	27,549.14	8,090.85	137,055.01
POLICE	20,316.10	506,966.15	4,957.72	147,028.84	25,273.82	653,994.99
CODE ENFORCEMENT	8.25	1,450.93	0.63	119.33	8.88	1,570.26
PARKS	7,201.19	93,144.60	829.05	18,101.36	8,030.24	111,245.96
INCOME TAX	2,783.89	68,311.96	671.84	20,674.94	3,455.73	88,986.90
MAJOR STREETS	3,675.64	103,591.51	906.77	40,839.43	4,582.41	144,430.94
LOCAL STREETS	4,174.59	98,966.16	993.01	41,534.68	5,167.60	140,500.84
RECREATION	1,697.71	42,796.66	353.21	11,901.26	2,050.92	54,697.92
AMBULANCE	22,358.38	571,904.95	3,403.26	123,073.38	25,761.64	694,978.33
DDA	2,680.92	70,816.03	388.58	12,683.67	3,069.50	83,499.70
ELECTRIC	22,805.77	582,922.34	4,609.29	184,824.21	27,415.06	767,746.55
WASTEWATER	9,780.55	271,198.18	1,885.88	68,324.89	11,666.43	339,523.07
WATER	6,736.17	192,555.44	1,922.16	68,347.97	8,658.33	260,903.41
MOTOR POOL	929.36	22,782.60	213.00	7,570.46	1,142.36	30,353.06
TOTALS:	124,732.86	3,050,170.99	24,758.04	872,595.52	149,490.90	3,922,766.51

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 06/26/2024
MEETING DATE 07/01/2024

Fund	Description	Beginning Balance 06/13/2024	Total Cash in	Total Cash out	Cash Balance 06/26/2024	Time Certificates	Ending Balance 06/26/2024
101	GENERAL FUND	1,956,789.14	168,632.63	(286,185.04)	1,839,236.73	218,908.00	2,058,144.73
105	INCOME TAX FUND	219,583.43	1,281,631.87	(1,248,050.52)	253,164.78	10,000.00	263,164.78
150	CEMETERY PERPETUAL CARE FUND	67,207.51	325.00	-	67,532.51		67,532.51
202	MAJOR STREETS FUND	410,096.48	500,054.17	(26,642.31)	883,508.34		883,508.34
203	LOCAL STREETS FUND	245,255.60	17,926.29	(19,095.45)	244,086.44		244,086.44
208	RECREATION FUND	43,237.82	4,283.50	(7,763.64)	39,757.68		39,757.68
210	AMBULANCE FUND	(9,928.05)	34,950.60	(67,571.98)	(42,549.43)		(42,549.43)
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	634,320.12	6,252.32	(10,825.70)	629,746.74		629,746.74
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	22,907.27	12,935.65	(18,016.98)	17,825.94		17,825.94
582	ELECTRIC FUND	5,463,268.54	389,928.35	(321,319.49)	5,531,877.40	468,768.00	6,000,645.40
590	WASTEWATER FUND	1,338,617.85	854,307.08	(767,270.59)	1,425,654.34		1,425,654.34
591	WATER FUND	437,237.86	129,976.25	(63,519.29)	503,694.82	407,700.00	840,078.70
661	MOTOR POOL FUND	180,310.90	13,100.97	(14,117.88)	179,293.99		179,293.99
703	CURRENT TAX FUND	4,384.13	9,388.09	(9,359.63)	4,412.59		4,412.59
TOTAL - ALL FUNDS		11,016,650.85	3,423,692.77	(2,859,738.50)	11,580,605.12	1,105,376.00	12,614,665.00
						ELECTRIC-RESTRICTED CASH	453,086.00
						ELECTRIC - MPPA MUNICIPAL TRUST	170,376.44
						CUSTOMER DEPOSIT CD	170,000.00 *
						PERPETUAL CARE CD	130,000.00
						INCOME TAX SAVINGS	2,280,864.20
						ELECTRIC-PRIN & INT ESCROW	35,182.21
						ELECTRIC- GOLT BOND RESERVE 23	88,022.53
						WASTEWATER DEBT ESCROW	304,927.61
						WASTEWATER REPAIR ESCROW	375,550.31
						WASTEWATER 2022 BOND RESERVE	225,266.36
						DDA-PRIN & INT ESCROW	501.78
						WATER BOND ESCROW	78,716.12
							<u>16,927,158.56</u>
*Customer Deposit Breakdown							
Electric		128,000.00					
Wastewater		21,000.00					
Water		<u>21,000.00</u>					
		<u>170,000.00</u>					



PURCHASE ORDER

City of Portland

P.O. 13629

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

VENDOR Kodiak Emergency Services
10120 West Grand River Hwy
Grand Ledge, MI 48837

DATE: 6/21/2024

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Upfit of patrol car #2.	101-301-977.000		\$17,079.00
Equipment & labor as invoices.	101-301-933.000		280.99
Inv #5031.			
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	\$17,359.99

Treasurer Initials

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



Portland Police Department

Star Thomas, *Chief of Police*

June 27, 2024

To: Tutt Gorman, City Manager
Doug Terry, Interim City Manager
Mindy Tolan, Finance Director

Re: Invoice – Kodiak Emergency Services

Hello,

The attached invoice from Kodiak Emergency Services is the final invoice for the upfitting of equipment and emergency lighting for the 2024 Ford Explorer patrol vehicle purchased in February 2024 (approval by Council August 2023).

Any equipment able to be transferred from the decommissioned 2017 Ford Explorer was used in the upfitting of the 2024 model.

Sincerely,

A handwritten signature in black ink, appearing to read "Star Thomas".

Star Thomas
Police Chief

KODIAK EMERGENCY VEHICLES
 10120 WEST GRAND RIVER HIGHWAY
 GRAND LEDGE, MICHIGAN 48837
 PHONE: 517-803-4268 ~ FAX: 517-827-4969
 EMAIL: DAVESHUELL@KODIAK-EV.COM
 WWW.KODIAK-EV.COM



Michigan Repair Facility Registration Number: F167785

INVOICE

Bill To PORTLAND POLICE DEPARTMENT
 THOMAS, STAR
 773 EAST GRAND RIVER
 PORTLAND, MI 48875

Plate MI TBD
 Description GRAY 2024 Ford Police Interceptor Utility Base V6
 3.3L 3343CC 204CID VIN B
 VIN 1FM5K8AB7RGA26674
 Unit 2
 Odometer 127

Business (517) 647-4111
 CHIEF THOMAS' (616) 443-3618
 CELL
 Email STAR THOMAS@PORTLAND-MICHIGAN.ORG

Invoice # 5031
 Work Order # 5755
 Service Advisor DAVE SHUELL
 Technician KATIE BROWN

Invoice Date 6/21/2024 11:26 AM
 Appointment 4/24/2024 12:12 PM
 Promised 4/24/2024 12:12 PM

Service

PATROL UNIT UPFIT

LABOR TO UPFIT NEW PATROL VEHICLE. TRANSFER LIGHTBAR, TICKET PRINTER, WATCHGUARD CAMERA SYSTEM, RADAR SYSTEM, RADIO, GUN LOCKS, COMPUTER DOCK AND SLIDE, INSTALL NEW COMPONENTS AS LISTED, PROGRAM LIGHTS AND SYSTEM, MOUNT ELECTRONICS IN REAR HIDDEN TILT DECK. \$4,998.00 S2

INCLUDES LABOR TO REMOVE NECESSARY COMPONENTS FROM RETIRING UNIT.

LABOR ASSIST - DECOMMISSION RETIRING UNIT	0 Hours	\$0.00 / Hours	\$0.00 S2
AC-20-UV-TRAY - TROY - 2020+ FORD POLICE INTERCEPTOR UTILITY TILT DOWN ELECTRONICS TRAY	1 Unit	\$484.52 / Unit	\$484.52 S
CP-UV20-CARGO - TROY - 2020+ FORD POLICE INTERCEPTOR TILT-UP CARGO MOUNT WITH GAS SHOCKS	1 Unit	\$1,105.43 / Unit	\$1,105.43 S
PROKIT-2 - HAVIS-SHIELD - Adapter Kit for Trunk Tray to ProGard Partition Mount	1 Unit	\$29.92 / Unit	\$29.92 S
Price reflects a price reduction of \$3.08 from the standard price of \$33.00			
PRO-GARD - Space Saver Partition; Center Sliding Poly Window	1 Unit	\$960.75 / Unit	\$960.75 S
S4702UINT20OSB-R - PRO-GARD - Bio Seat; Outboard Seat Belts; Poly Window Cargo Barrier	1 Unit	\$2,011.62 / Unit	\$2,011.62 S
Price reflects a price reduction of \$287.38 from the standard price of \$2,299.00			
CSC47UINT20 - PROGARD - Steel Cargo Security Cover (for use w/ Pro-gard cargo barrier)	1 Unit	\$566.12 / Unit	\$566.12 S
Price reflects a price reduction of \$80.88 from the standard price of \$647.00			
C-VS-1210-INUT - HAVIS-SHIELD - Mid-Height Angled Console	1 Unit	\$435.20 / Unit	\$435.20 S
Price reflects a price reduction of \$76.80 from the standard price of \$512.00			
CUP2-1001 - HAVIS-SHIELD - Self-Adjusting Dual Cupholder	1 Unit	\$56.95 / Unit	\$56.95 S
Price reflects a price reduction of \$10.05 from the standard price of \$67.00			
C-ARM-103 - HAVIS-SHIELD - Top Mount Armrest; Large Pad	1 Unit	\$159.25 / Unit	\$159.25 S
Price reflects a price reduction of \$22.75 from the standard price of \$182.00			
C-EB40-CCS-1P - HAVIS-SHIELD - Cencom Carbide Controller Bracket	1 Unit	\$0.00 / Unit	\$0.00 S
Price reflects a price reduction of \$37.00 from the standard price of \$37.00			
C-EB25-MWG-1P - HAVIS - 2.5 INCH EQUIPMENT BRACKET, MOTOROLA WATCHGUARD M500	1 Unit	\$0.00 / Unit	\$0.00 S
PASSENGER SIDE MIRROR GLASS Covered under warranty	1 Unit	\$0.00 / Unit	\$0.00 S
C-HDM-214 - HAVIS-SHIELD - 8.5" Heavy Duty Telescoping Pole,	1 Unit	\$156.40 / Unit	\$156.40 S

Side Mount

Price reflects a price reduction of \$27.60 from the standard price of \$184.00			
LSVBKT50 - WHELEN - LINSV MIRROR MT KIT 2022+ EXPLORER	1 Unit	\$24.75 / Unit	\$24.75 S
Price reflects a price reduction of \$9.25 from the standard price of \$34.00			
LINSV2R - WHELEN - SURFACE MT LINZ V-SERIES RED	1 Unit	\$226.50 / Unit	\$226.50 S
Price reflects a price reduction of \$75.50 from the standard price of \$302.00			
LINSV2B - WHELEN - SURFACE MT LINZ V-SERIES BLUE	1 Unit	\$226.50 / Unit	\$226.50 S
Price reflects a price reduction of \$75.50 from the standard price of \$302.00			
PB450L2 SOUNDOFF - SETINA - PUSH BUMPER - 4 LIGHT (2 TOP BAR, 2 INTERSECTIONS ON UPRIGHTS)	1 Unit	\$617.65 / Unit	\$617.65 S
Price reflects a price reduction of \$132.35 from the standard price of \$750.00			
PB6/PB5-INTERCEPTOR - SETINA - HEADLIGHT GUARD WITH PB5 WRAP	1 Unit	\$782.35 / Unit	\$782.35 S
Price reflects a price reduction of \$167.65 from the standard price of \$950.00			
ENFSSS3E - SOUNDOFF SIGNAL - nFORCE® Single Surface Mount Light, SAE Class 1, 10-16v, Black Housing, 12 LED, Dual Color - Blue/White	2 Unit	\$155.00 / Unit	\$310.00 S
Price reflects a price reduction of \$186.00 from the standard price of \$248.00			
ENFSSS3D - SOUNDOFF SIGNAL - nFORCE® Single Surface Mount Light, SAE Class 1, 10-16v, Black Housing, 12 LED, Dual Color - Red/White	2 Unit	\$155.00 / Unit	\$310.00 S
Price reflects a price reduction of \$186.00 from the standard price of \$248.00			
IOND - WHELEN - ION™ Series Super-LED® Universal® Light - Split Color, Clear Lens, Red/White, (QUARTER GLASS)	1 Unit	\$130.50 / Unit	\$130.50 S
Price reflects a price reduction of \$43.50 from the standard price of \$174.00			
IONE - WHELEN - ION™ Series Super-LED® Universal® Light - Split Color, Clear Lens, Blue/White, (QUARTER GLASS)	1 Unit	\$130.50 / Unit	\$130.50 S
Price reflects a price reduction of \$43.50 from the standard price of \$174.00			
TLMI2D - WHELEN - ION™ Mini T-Series™ Linear Super-LED®, Surface Mount Lighthouse, Includes Clear Lens, Black Flange and Scan-Lock™ Flash Patterns, DUO™ Color, RED/WHITE (UNDER HATCH)	2 Unit	\$115.50 / Unit	\$231.00 S
Price reflects a price reduction of \$77.00 from the standard price of \$154.00			
IONBKT1 - WHELEN - Optional Universal License Plate Bracket for 2 ION™ Lighthouses, Horizontal Mount. (MOVE CURRENT UNDER HATCH LIGHTS TO EXTERIOR OF HATCH AT LICENSE PLATE)	1 Unit	\$33.00 / Unit	\$33.00 S
Price reflects a price reduction of \$11.00 from the standard price of \$44.00			
3SC0CDCR - WHELEN - 3" Round White Compartment Light (MOUNT IN HEADLINER OVER BACK SEAT: LEFT AND RIGHT - WIRE INDEPENDENTLY)	2 Unit	\$70.91 / Unit	\$141.82 S
Price reflects a price reduction of \$27.38 from the standard price of \$84.60			
STPKT105 - WHELEN - LIGHTBAR STRAP KIT #105	1 Unit	\$89.25 / Unit	\$89.25 S
Price reflects a price reduction of \$29.75 from the standard price of \$119.00			
C399 - WHELEN - CENCOM CORE - Amplifier Control Module, Flashing Outputs, Includes 3 CAN ports, and Controls up to 99 Devices/Remote Modules, Control Heads Purchased Separately	1 Unit	\$1,037.25 / Unit	\$1,037.25 S
Price reflects a price reduction of \$531.09 from the standard price of \$1,568.34			
CCTL7 - WHELEN - Includes 3 Section Control Head and 21 Push-Buttons, 4-Position Slide Switch, Microphone with Extension Cable	1 Unit	\$347.25 / Unit	\$347.25 S
Price reflects a price reduction of \$115.75 from the standard price of \$463.00			
200-1271-00 - Windshield/Window Permanent Antenna Mount (Ka) FOR RADAR	1 Unit	\$75.00 / Unit	\$75.00 S
Price reflects a price reduction of \$25.00 from the standard price of \$100.00			
CG-X - HAVIS-SHIELD - CHARGE GUARD	1 Unit	\$90.95 / Unit	\$90.95 S
Price reflects a price reduction of \$16.05 from the standard price of \$107.00			
SAK66D - WHELEN - SA315P MOUNTING BRACKET: Ford Police Interceptor Utility, 2020-2021, Driver Side Grille	1 Unit	\$0.00 / Unit	\$0.00 S
Price reflects a price reduction of \$49.00 from the standard price of \$49.00			
200-0622-00 - VSS CABLE KIT - STALKER RADAR - NECESSARY DUE TO COMPATIBILITY ISSUES WITH 2024 FORD POLICE INTERCEPTOR UTILITY	1 Unit	\$155.56 / Unit	\$155.56 S
Price reflects a price reduction of \$49.00 from the standard price of \$49.00			
EIGHT FOOT ANTENNA CABLE, IP67, STALKER RADAR - NECESSARY DUE TO COMPATIBILITY ISSUES WITH 2024 FORD POLICE INTERCEPTOR UTILITY	1 Unit	\$115.56 / Unit	\$115.56 S
Price reflects a price reduction of \$49.00 from the standard price of \$49.00			
FREIGHT CHARGE - UPS FROM STALKER RADAR	1 Unit	\$18.62 / Unit	\$18.62

HG22PC62BR - HG2 - RUNNER KIT, 62 INCH, RED/BLUE (PAIR) - ADDED PER REQUEST Price reflects a price reduction of \$150.50 from the standard price of \$849.00	1 Unit	\$698.50 / Unit	\$698.50 S
TRUCK ALUMINUM - HG2 - 2024 FORD INTERCEPTOR BRACKETS (PAIR) - ADDED PER REQUEST Price reflects a price reduction of \$15.31 from the standard price of \$89.99	1 Unit	\$74.68 / Unit	\$74.68 S
FREIGHT CHARGE - UPS FROM HG2 LIGHTING FOR SIDERUNNER LIGHTS	1 Unit	\$28.64 / Unit	\$28.64
		Sub	\$16,859.99

Total Parts	\$11,814.73
Total Labor	\$4,998.00
Total Sublet	\$47.26
Total Before Taxes & Miscellaneous Charges	\$16,859.99
(F8) SHIPPING*	\$375.00
(S2) Shop Supplies*	\$125.00
(S) Sales Tax*	\$0.00
Exemption #: MUNICIPALITY	
Grand Total	\$17,359.99

PORTLAND POLICE DEPARTMENT charged \$17,359.99 to Account - 28 - PORTLAND POLICE DEPARTMENT - Net 15 Days

Thank you for you business!

Please note that there will be a 3.5% convenience fee added to all credit card payments.



FLEIS&VANDENBRINK

2960 LUCERNE DRIVE SE, GRAND RAPIDS, MI 49546
OFFICE: 616.977.1000 | FAX: 616.977.1005

Invoice

S. Tutt Gorman
City Manager|Zoning
City of Portland
259 Kent Street
Portland, MI 48875

June 10, 2024
Project No: 853960
Invoice No: 69878

Project 853960 City of Portland - Kent St Improvements

Services Included: Construction Administration, Staking, Observation & Testing

For professional services rendered for the period April 28, 2024 to May 25, 2024

Professional Services

	Hours	Billing	
	307.50		
Total			35,404.50
Reimbursable Expenses			
Expenses		3,595.01	
Total		3,595.01	3,595.01
	Total this Invoice		\$38,999.51

*Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us at AR@fveng.com.*

Terms: Net 15 days

Minutes of the Downtown Development Authority
City of Portland
Held on Tuesday, May 28, 2024
In the Council Chambers at City Hall

Members Present: Madarang, Barnes, Ward, Gorman, Briggs, Sandborn

Members Absent: Vogl, Williamson

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

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

Motion by Briggs, supported by Barnes, to approve the proposed agenda.
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Sandborn, to approve the minutes of the April 22, 2024, regular meeting.
All in favor. Adopted.

Motion by Briggs, supported by Sandborn, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Team Reports, City Manager Gorman provided information on communications related to the Kent Street Construction Project.

Director ConnerWellman reported that demolition of the buildings at 103 E. Grand River Ave. and construction of the new plaza is expected to begin at the end of June. A tree has been chosen for placement at the new plaza.

Director ConnerWellman shared information related to the Kent Street Promotions and Incentives. Walk About Wednesdays and Sounds of Summer will begin on June 5, 2024. The decision was made to invest more in bands that have a larger social media presence to attract a larger audience.

Director ConnerWellman provided an update on planning for the Brews & Pours event to be held August 10, 2024.

Under Old Business, there was discussion of the ongoing need for storage. Director ConnerWellman noted she and City staff would be going to look at the house at the Hydro Dam tomorrow.

Under New Business, Director ConnerWellman noted that Secretary Brigg's term on the DDA would expire June 30, 2024, and confirmed she planned to apply for reappointment.

Director ConnerWellman shared information and ideas for future projects she learned about at the Rural Development Conference.

Director ConnerWellman noted that Portland High School has agreed to take the mural painted on the garage doors at 103 E. Grand River Ave. for display as the artist has expressed interest in preserving it.

Director ConnerWellman asked for consideration to change the June DDA meeting from June 24, 2024, to either Monday, June 17, 2024, at 6:00 P.M. or Tuesday, June 18, 2024, at 7:00 P.M.

Motion by Barnes, supported by Ward, to approve moving the June DDA meeting to Tuesday, June 18, 2024, at 7:00 P.M.
All in favor. Adopted.

Director ConnerWellman presented the Director's Report.

Under Board Member comments, City Manager Gorman provided information on the Kent Street Reconstruction Project and other development updates regarding Rindlehaven and the Cutler Rd. property listing.

City Manager Gorman noted that after 10 years of service to the City of Portland he is moving on. He further stated it has been an honor and a rewarding experience. He expressed his appreciation to the City Council and City staff.

Motion by Gorman, supported by Sandborn, to adjourn the meeting at 7:43 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

June 19, 2024
May 1-31, 2024

Kwh Consumed	2,882,290
DIESEL PRODUCTION	5,038
HYDRO GENERATION	134,335

Total Kwh Purchased	2,742,917	Total Dollars Paid	\$ 178,802.66
----------------------------	------------------	---------------------------	----------------------

Kwh Billed

Residential	1,435,150
Commercial	785,050
Large General	888,360
City St. Lites Metered	7,683
St. Lites Unmetered	
Rental Lights	
Demand	1,930
Total Kwh Billed	3,118,173

Dollars Billed

PCA Billed	\$ 40,460.70
Residential	\$ 189,435.06
Residential EO Charge	\$ 2,541.76
Geothermal Discount	\$ -
Commercial	\$ 100,868.68
Commercial/LG EO Charge	\$ 2,474.77
Large General	\$ 74,582.28
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 775.75
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 15,382.78
Tax	\$ 15,549.73
Total Dollars Billed	\$ 443,867.30

Arrears after billing	\$ 1,763.30
Penalties Added	\$ 1,347.70
Arrears end of month	\$ 24,936.08
Fuel Cost Billed	\$ 34,026.26
Amount Collected	\$ 376,771.88
Total Adjustments	\$ 52,951.23

Power Cost Adj. .01301

Residential Customers	2,220
Commercial Customers	332
Large General	15
Total Customers	2,567

06/04/24



CITY OF PORTLAND
June-24

WATER DEPARTMENT REPORT

MONTH	May-24	PERIOD COVERED	May 1-31, 2024
Customers Billed		Penalties Added	\$ 304.94
City	1,849	Dollars Collected	\$ 59,935.62
Rural	25	Arrears at end of Month	\$ 4,667.83
Total Customers	1,874	Adjustments	\$ 77.50
		Gallons Pumped	10,565,000
		Hydrant Flusing/Rental (unmetered)	3,000,000 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	9,075,038		\$ 67,379.75
Rural	193,263		\$ 2,434.99
Total	<u>9,268,301</u>		<u>\$ 69,814.74</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,798	Dollars Billed	\$152,725.50
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 152,725.50

Penalties Added	\$ 729.55
Dollars Collected	\$ 137,544.11
Arrears at end of Month	\$ 10,018.84
Adjustments	\$ 191.99
Gallons Treated per Million	8.195



IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
JUNE 25, 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 per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of May 2024- \$ 2,141,794.62
 - D. Approve payments of Health Department payroll and accounts payable for the month of May 2024-\$ 135,669.63
 - E. Approve payments of Road Department payroll and accounts payable for the month of May 2024-\$ 768,531.31
 - F. Approve payments from Trust and Agency for the month of May 2024-\$360,371.11
- VII. Unfinished Business**
- VIII. New Business**
 - A. Appointment to Economic Development Corporation/Brownfield Redevelopment Authority- Nikolai Zerkle- Two year term
 - B. Resolution Opposing MDHHS Approach to Meeting the Federal Conflict Free Access and Planning in Michigan and Urging Collaborative Development of an Alternative Approach-Kerry Possehn
 - C. Request Approval of Family Medical Leave Act-Substitution of Paid Leave-Priscilla Walden
 - D. Request Approval of Personal Leave Policy Proposed Changes-Priscilla Walden

- E. Request Approval of Commission of Aging to purchase two Meals on Wheels Vehicles-Carol Hanulcik
- F. Request Approval for Budget Amendments with Commission on Aging-Carol Hanulcik
- G. Request Signature on Real Property Donation Agreement-Carol Hanulcik
- H. Request Approval for HMA Paving Contract- Linda Pigue/Cody Waite
- I. Request to Replace Tandem Flatbed Trailer-Linda Pigue/Wes Shafer
- J. Request to Repair Riverside Garage Wash Bay-Linda Pigue/ Kevin Wakins
- K. Request Overhead Door Replacement-Linda Pigue
- L. Request to purchase Heavy Duty 1-Ton 550 Series Pickup Truck-Linda Pigue
- M. Request to purchase Hot Mastic Material-Linda Pigue
- N. Request to make changes to Commissioners compensation- Patrick Jordan
- O. IM SAFE CAC
- P. Discussion on NACO

IX. Department Reports

- A. None

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

- A. Discussion regarding ongoing Labor Negotiations

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

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-21585**

- Consumers Energy Company requests Michigan Public Service Commission’s approval for authority to increase its rates for the generation and distribution of electricity and for other relief.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

DATE/TIME: Thursday, June 27, 2024, at 1:00 PM

BEFORE: Administrative Law Judge Sally L. Wallace

LOCATION: Video/Teleconferencing

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

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company’s (Consumers Energy) May 31, 2024 application requesting the Commission to: 1) authorize Consumers Energy to adjust its retail electric rates so as to provide additional revenue of approximately \$303 million annually above levels established in Case No. U-21389 based on a projected 12-month test year ending February 28, 2026, plus an additional \$22 million for the distribution deferral; 2) authorize Consumers Energy to adjust its existing retail electric rates so as to produce a rate of return on common equity of not less than 10.25%; 3) approve the proposed Demand Response, Distribution Deferral, and Investment Recovery Mechanism surcharges; 4) approve modifications to the rates, rules, regulations, and programs as proposed by Consumers Energy; 5) approve Consumers Energy’s accounting requests and use of regulatory assets or regulatory liabilities, as needed, including (i) the continued deferral of certain distribution capital spending until actual amounts are included in rates, and (ii) the Service Restoration Cost Sharing Mechanism proposal; and 6) grant Consumers Energy other and further relief as is just and reasonable.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by June 21, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

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

A copy of Consumers Energy Company's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448

CONSUMERS ENERGY COMPANY HAS REQUESTED THE INCREASES AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED INCREASES AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER INCREASES THAN THOSE REQUESTED AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC & GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-21557**

- Consumers Energy Company requests Michigan Public Service Commission's approval of the implementation of its 2023 Energy Waste Reduction Plan.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 800-477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: michigan.gov/mpscedockets.
- A pre-hearing will be held:

DATE/TIME: Tuesday, July 9, 2024 at 9:00 AM

BEFORE: Administrative Law Judge Jonathan F. Thoits

LOCATION: Video/Teleconference

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

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) May 31, 2024 application requesting the Commission to: 1) determine that Consumers Energy's 2023 Energy Waste Reduction (EWR) Plan reconciliation is reasonable and prudent and meets all relevant requirements under Act 295; 2) approve the collection of a financial performance incentive payment for both the natural gas and electric EWR Plan, the collection of which is to be completed by December 31, 2025, in order to comply with the requirements of Accounting Standards Codification 980-605-25; 3) approve the EWR surcharge mechanism as proposed by Consumers Energy; 4) approve the conversion of 168,429 EWR Credits into Renewable Energy Credits in 2023 for use in meeting Consumers Energy's renewable energy requirements under Act 295; and 5) grant Consumers Energy other and further relief as may be lawful and appropriate.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by July 2, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's attorney, Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

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

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. U-21557. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 2008 PA 295, as amended, MCL 460.1001 et seq., and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.