



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

7:00 P.M. Monday, December 2, 2024

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

Estimated Time		<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)	
7:08 PM	V. <u>City Manager Report</u>	
7:15 PM 7:25 PM	VI. <u>Presentations</u> A. Bill Tucker of Maner Costerisan – Audit Presentation B. DDA Director ConnerWellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
7:30 PM	IX. <u>New Business</u>	Decision
7:32 PM	A. Motion to Accept the Fiscal Year 2023/2024 Audit as Presented by the Auditing Firm of Maner Costerisan	Decision
7:34 PM	B. Proposed Resolution 24-102 Authorizing a Power Purchase Commitment with Nexterra Energy	Decision
7:36 PM	C. Proposed Resolution 24-103 Authorizing a Proposal from Chop Tree Service for Tree Trimming Services Along Divine Highway	Decision
7:38 PM	D. Proposed Resolution 24-104 Authorizing Cook Brother’s Excavation Activities for 103 West Grand River Avenue Electric Repair	Decision
7:40 PM	E. Proposed Resolution 24-105 Authorizing Purchase of 600 Amp Wire from Kendall Electric for 103 West Grand River Ave Electric Repair	Decision
7:42 PM	F. Proposed Resolution 24-106 Approving Pay Request No. 6 to the State of Michigan for Work Done on the Kent Street Improvement Project	Decision
7:42 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes and Synopsis of the Regular City Council Meeting held on November 18, 2024	
	B. Payment of Invoices in the Amount of \$356,364.70 and Payroll in the Amount of \$208,438.55 for a Total of \$564,803.25	

**Estimated
Time**

**Desired
Outcome**

- C. Purchase Orders over \$5,000.00
 - 1. Double K Underground in the amount of \$5,775.00 to Install Conduit for New Electric Service on Goodwin Rd.
 - 2. Fleis & VandenBrink in the amount of \$7,600.00 for Fracture Critical Bridge Inspection
 - 3. Fleis & VandenBrink in the amount of \$11,770.13 for Construction Administration for the Kent Street Improvement Project
 - 4. Fleis & VandenBrink in the amount of \$24,570.00 for Engineering Services for the EGLE TMF Project

XI. Communications

- A. DDA Minutes for October 28, 2024
- B. Board of Light and Power Minutes for October 29, 2024
- C. Utility Billing Report for October 2024
- D. Ionia County Board of Commissioners Agenda for November 26, 2024

7:45 PM

XII. Other Business – None

7:50 PM

XIII. City Manager Comments

7:55 PM

XIV. Council Comments

8:00 PM

XV. Adjournment

Decision



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912

☎ 517.323.7500

📠 517.323.6346

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and
Members of the City Council
City of Portland, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Portland, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City of Portland's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Portland, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Portland and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Portland's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Portland's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Portland's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Portland's basic financial statements. The accompanying other supplementary information, as identified in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplementary information, as identified in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the miscellaneous statistical data but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2024, on our consideration of the City of Portland's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Portland's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Portland's internal control over financial reporting and compliance.

Maney Costeiran PC

November 15, 2024

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-102

**A RESOLUTION AUTHORIZING A POWER PURCHASE
COMMITMENT WITH NEXTERRA ENERGY**

WHEREAS, the City of Portland, through its Electric Department, is committed to compliance of energy standards; and

WHEREAS, the Board of Light and Power recommends the power purchase commitment between the City of Portland and the Michigan Public Power Agency authorizing a 9-year power purchase agreement for energy and renewable energy credits (RECs) from Nexterra Energy at an annual commitment of \$228,541.05, a copy of the recommendation and agreement are attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation from the Board of Light and Power to approve the power purchase commitment between the City of Portland and the Michigan Public Power Agency authorizing a 9-year power purchase agreement for energy and renewable energy credits (RECs) from Nexterra Energy at an annual commitment of \$228,541.05, a copy of the recommendation and agreement are attached as Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 2, 2024

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: 11-26-2024

Re: Action Item BLP 24 - 11A - MPPA – Nexterra energy and REC purchase

MPPA has successfully negotiated a unique 9-year Energy + Renewable Energy Credit (REC) transaction that will provide valuable renewable power supply to its member participants. This memo provides the context for the transaction, as well benefits for the City of Portland.

Background: MPPA has committed over \$1 billion in renewable power supply over the last 15 years. Michigan’s Clean and Renewable Energy and Energy Waste-Reduction Act (PA 235) mandates an increase in renewable energy requirements to 50% by 2030 and 60% by 2035. To ensure compliance, MPPA will evaluate new renewable investment and contracting opportunities, primarily in solar and wind. It is important to note that through 2035, Municipal utilities can achieve compliance with PA 235 by either purchasing renewable power, building/operating renewable power generation facilities or buying MISO market sourced RECs.

Approach: MPPA employs a risk management approach for power supply procurement, focusing on diversification and gradually layering in multiple appropriately sized transactions. To act on these principles, MPPA recommends an Energy + REC transaction that allows for market-sourced REC procurement.

Highlights of the Proposed Transaction:

- Supports Portland’s compliance with PA 235 requirements.
- Forecasted to fulfill approximately 10% of Portland’s energy and REC needs.
- Provides price certainty for purchased energy and RECs over a 9-year period at competitive market prices.
- Offers compliance flexibility and contract certainty.
- Sources RECs from a hydro facility, helping to hedge intermittency risk.

Action Item BLP 24-11A – Recommend that City Council approve the power purchase commitment between the City of Portland and the Michigan Public Power Agency authorizing a 9-year power purchase agreement for energy and renewable energy credits (RECs) from Nexterra Energy. The not to exceed City of Portland - Board of Light and Power annual commitment is \$228,541.05.



ENERGY SERVICES PROJECT POWER PURCHASE COMMITMENT AUTHORIZATION

This Power Purchase Commitment Authorization (“Authorization”) is made and entered into as of _____, 2024, by and between Michigan Public Power Agency (“MPPA”), a joint agency of the State of Michigan created pursuant to 1976 PA 448, and the City of Portland (the “Participant”).

WHEREAS, MPPA is a municipal joint agency established in 1978 to provide a means for Michigan municipal electric utilities to achieve the benefits of economies of scale and diversification in securing power supply and related services for their present and future needs;

WHEREAS, during an open meeting on March 11, 2009, the MPPA Board of Commissioners (“BOC”) created the Energy Services Project (“ESP”) for the purpose of providing a means for full members of MPPA to obtain contracted power supply and market operation services;

WHEREAS, the Participant joined the ESP by approving and executing an Energy Service Agreement (“ESA”) that describes the terms and conditions of power supply transactions, known as Power Purchase Commitments (“PPC”), between the Participant and MPPA;

WHEREAS, this Authorization is a PPC between the Participant and MPPA;

WHEREAS, by executing this Authorization, the Member Authorized Representative (“MAR”) of the Participant is representing that the Participant has received all required approvals from its governing body to enter into this PPC with MPPA; and

WHEREAS, MPPA reviewed the specifications and benefits with the Participant of the structured energy and renewable energy credit transaction further described below.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, it is agreed by and between MPPA and the Participant hereto as follows:

Section 1. Power Purchase Commitment

Participant is committing to receive and pay for the Participant’s Quantity of the Products as defined within this Authorization. The Products will be derived from an MPPA Energy and Renewable Energy Credit (“REC”) transaction between MPPA and an energy supplier to be selected by MPPA (“Transaction”).

The Energy and RECs provided to Participant under this Authorization are part of a diversified power supply portfolio. The Energy will be used to achieve future-year, price-certain supply percentage targets. The RECs will be used to help meet renewable energy compliance requirements imposed upon Participant by Public Act 235 of 2023, which amended Michigan’s Clean and Renewable Energy and Energy Waste Reduction Act of 2008 (“PA 235”).

Section 2. Products

Financially firm Energy.

Unit contingent RECs compliant with PA 235.

Section 3. Delivery Location

Energy: MISO Michigan Hub (in the Day Ahead Market)
RECs: Michigan Renewable Energy Certification System (or any successor system)

Section 4. Delivery Period

Energy: Around the Clock (7 x 24)
RECs: Calendar Year

Section 5. Term

If the Authorization becomes effective per Section 10 of this Authorization, the term of the PPC is nine (9) years and will begin on January 1, 2027, through December 31, 2035.

Section 6. Quantity

The Participant is allocated the following share of Energy and RECs provided to MPPA under the Transaction:

Energy Quantity (MW)	Annual Average Energy Quantity (MWh)	Average Annual % of Forecasted Load
.40	3,507	9.6%

REC Allocation Percentage	Expected Average Annual REC Quantity	Expected Average Annual % of Forecasted Load
1.5%	3,462	9.4%

Section 7. Payment

The Participant will pay MPPA the contract rate in the Transaction for the Participant's Energy and REC Quantity. Over the term of the PPC, the not-to-exceed financial commitment is \$2,056,869.45.

Section 8. Energy Services Agreement

This Authorization is subject to the terms and conditions of the ESA between MPPA and Participant. In the event the terms of this Authorization conflict with the terms of the ESA, the terms of the ESA shall control.

Section 9. Evidence

Authority of the Participant's MAR to execute this Authorization is evidenced through a Participant resolution adopted by the Participant's governing body or through the meeting minutes of the Participant's governing body where approval was granted to the MAR to execute this Authorization.

Section 10. Effectiveness

This Authorization will not become effective until MPPA has executed the Transaction, which execution can only happen after MPPA has received executed power purchase commitment authorizations from all other participating Members of MPPA who have their own respective power purchase commitment with MPPA for their quantity of Energy and RECs supplied pursuant to the Transaction.

Member Authorized Representative

Its: _____

By: _____

Dated: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-103

**A RESOLUTION AUTHORIZING A PROPOSAL FROM
CHOP TREE SERVICE FOR TREE TRIMMING SERVICES
ALONG DIVINE HIGHWAY**

WHEREAS, the City of Portland, through its Electric Department, is committed to a resilient and reliable power service; and

WHEREAS, the Board of Light and Power recommends approval of the proposal from Chop Tree Service for tree trimming services along Divine Highway from Goodwin Road to south of David Highway at a cost not to exceed \$22,857.12, a copy of the recommendation and agreement are attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation from the Board of Light and Power to approve the proposal from Chop Tree Service for tree trimming services along Divine Highway from Goodwin Road to south of David Highway at a cost not to exceed \$22,857.12, a copy of the recommendation and agreement are attached as Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 2, 2024

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: 11-26-2024

Re: Action Item BLP 24-11E – CHOP Tree Service

Over the past two years, we have engaged Chop Tree Service for tree trimming around power lines. The cost for these services consistently ranged between \$20,000 and \$25,000. During our initial engagement, we competitively bid the work, and Chop Tree Service offered a significantly lower price than its competitors.

This year, we require tree trimming along Divine Highway between Goodwin Road and David Highway. I requested bids from both Chop Tree Service and Ashplundh. Unfortunately, Ashplundh did not submit a proposal.

Chop Tree Service submitted a proposal of **\$22,857.12** for two crews, along with the necessary trucks and equipment for a duration of two weeks. This bid is consistent with the pricing of previously completed work.

Action Item BLP 24-11E – Recommend that Council approve a purchase order for tree trimming services with Chop Tree Service along Divine Highway from Goodwin Road to just south of David Highway. The estimated cost for this work is **\$22,857.12**.

CHOP TREE SERVICE

CHOP TREE SERVICE 1505 Steele Ave SW Grand Rapids, Mi. 49507 Elvis Peacock SR. (231)250-2288	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Date:</td> <td style="padding: 2px;">11/7/2024</td> </tr> <tr> <td style="padding: 2px;">Job #</td> <td style="padding: 2px;">JRPJS009</td> </tr> </table>	Date:	11/7/2024	Job #	JRPJS009
Date:	11/7/2024				
Job #	JRPJS009				

To: Portland Board of Light & Power
 259 Kent Street
 Portland, Mi. 48875

To: Todd Davlin office-517-647-6912 cell-517-526-3815

LOCATION OF WORK
 Portland Country Club-1 mile or less
 Maynard-Sycamore

Scope of work- location- work to be done	Quantity	Unit	Unit Price	Total
Chop will furnish two bucket crews starting at country club in Portland and trim back to original trim.		hour		22,857.12
Chop will remove 2 dead trees identified by Scott at intersection Maynard-Sycamore. We will clean up and leave wood stacked for homeowner.				
This bid includes all Motels and Perdiems				
ALL WORK COMPLETED PER ESTIMATE				

			Subtotal:	\$22,857.12
			Total:	\$22,857.12

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-104

**A RESOLUTION AUTHORIZING COOK BROTHER'S
EXCAVATION ACTIVITIES FOR 103 WEST GRAND
RIVER AVENUE ELECTRIC REPAIR**

WHEREAS, the City of Portland, through its Electric Department, is committed to a resilient and reliable power service; and

WHEREAS, the Board of Light and Power recommends the approval of Cook Brother's excavation activities associated with replacement of a failing in-vault submersible transformer with a relocated pad-mounted transformer installed at 103 West Grand River Avenue at a cost not to exceed \$10,824.00, a copy of the recommendation and agreement are attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation from the Board of Light and Power to approve Cook Brother's excavation activities associated with replacement of a failing in-vault submersible transformer with a relocated pad-mounted transformer installed at 103 West Grand River Avenue at a cost not to exceed \$10,824.00, a copy of the recommendation and agreement are attached as Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: December 2, 2024

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: 11-26-2024

Re: Action Item BLP 24-11B – Cook Brothers Excavating

Over the weekend of November 9th, the Automated Meter System began sending power quality alarms affecting several customers downtown. A field investigation revealed that a submersible in-vault transformer required replacement.

To prevent an unplanned transformer failure and potential collateral damage, we decided to proceed with the planned replacement of the submersible transformer. This transformer will be relocated to a new pad-mounted position in the park currently being developed at 103 West Grand River Avenue.

Given the extensive concrete removal and excavation required for this relocation, we contracted Cook Brothers Excavating to assist with the project.

Action Item BLP 24-11B – Recommend that City Council approve a purchase order for Cook Brother’s excavation activities associated with replacing a failing in-vault submersible transformer with a relocated pad-mounted transformer installed at 103 West Grand River Avenue. The proposed cost of the excavation activities is \$10,824.00.

COOK BROTHERS EXCAVATING INC.
7974 LYONS RD. PORTLAND MI 48875
PH. 517 647 6255 - FAX 517 647 7270

PROPOSAL

City of Portland
Electric Department
Attn: Todd Davlin
259 Kent St.
Portland, Michigan 48875

RE: 103 W. Grand River Ave

Saw cutting	780.00
Equipment and labor to remove concrete	3300.00
Truck concrete away	750.00
Equipment and labor to backfill and compact sand in place	3450.00
80 yds.Sand	1272.00
30 yds. 21AA Crushed concrete	1272.00
Total	<u>1272.00</u>
	\$10824.00

NOTE: Does not include trucking and disposal of unsuitable soils
Does not include trucking and disposal of buried debris
Does not include compaction testing

If you have any questions, please call.

Thank you.

Respectfully,

Bruce Cook
Dale Cook

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-105

**A RESOLUTION AUTHORIZING PURCHASE OF 600 AMP
WIRE FROM KENDALL ELECTRIC FOR
103 WEST GRAND RIVER AVENUE ELECTRIC REPAIR**

WHEREAS, the City of Portland, through its Electric Department, is committed to a resilient and reliable power service; and

WHEREAS, the Board of Light and Power recommends the purchase of 600 AMP wire from Kendall Electric associated with replacement of a failing in-vault submersible transformer at 103 West Grand River Avenue at a cost not to exceed \$6,678.60, a copy of the recommendation and agreement are attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation from the Board of Light and Power to approve the purchase of 600 AMP wire from Kendall Electric associated with replacement of a failing in-vault submersible transformer at 103 West Grand River Avenue at a cost not to exceed \$6,678.60, a copy of the recommendation and agreement are attached as Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 2, 2024

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: 11-26-2024

Re: Action Item BLP 24-11C – Kendall Electric 600 AMP Wire

Over the weekend of November 9th, the Automated Meter System began sending power quality alarms affecting several customers downtown. A field investigation revealed that a submersible in-vault transformer required replacement.

To prevent an unplanned transformer failure and potential collateral damage, we decided to proceed with the planned replacement of the submersible transformer. This transformer is relocated to a new pad-mounted position in the park currently being developed at 103 West Grand River Avenue.

To relocate the transformer, new primary and secondary wire leads/connections were constructed. Kendall Electric supplied 600 AMP underground wire in support of construction activities.

Action Item BLP 24-11C – Recommend that City Council approve a purchase order for 600 AMP wire from Kendall Electric associated with replacing the failing in-vault submersible transformer with a relocated pad-mounted transformer installed at 103 West Grand River Avenue. The cost for 540 feet of 600 AMP copper wire is \$6,678.60.



REMIT TO:
KENDALL ELECTRIC
DUNS# 06-584-9168 EIN# 38-2023622
PO BOX 671121
DETROIT MI 48267-1121

** Reprint **

Invoice S114951015.001

Invoice Date: 11/19/24
Terms: Net Due 30 Days
Customer PO# Release #
VERBAL SCOTT
Ordered By: SCOTT
Phone: 517-647-7531

11-19-2024 11:09:13 AM
S114951015.001

SCOTT

Scott

Sold To: 7817
PORTLAND (CITY OF)
259 KENT ST
PORTLAND, MI 48875-1495

Ship To: 7817
PORTLAND (CITY OF)
259 KENT ST
PORTLAND, MI 48875-1495

KENDALL ELECTRIC
7633 LANAC ST
LANSING MI 48917-9517
517-322-2411 Fax 517-322-0743

Warehouse	Ship Via	Freight Allowed	Account Manager		Inside Salesperson	
EKDC	ELAN33	Out: No In: No	DAVIS COURTRIGHT, ESCB		KEVIN NICO, ELAN	
Cust Ln #	ID #	Description	Order Qty	Ship Qty	Price / UOM	Ext Amount
	61466	CUT 600 THHN CU STRD BLACK WIRE.. Cuts: 1 @ 130 ft	130ft	130ft	12843.489/m	1,669.65
	2755794	CUT 600 THHN CU STRD RED WIRE.. Cuts: 1 @ 130 ft	130ft	130ft	12843.489/m	1,669.65
	3529321	CUT 600 THHN CU STRD BLUE WIRE.. Cuts: 1 @ 130 ft	130ft	130ft	12843.489/m	1,669.65
	2804489	CUT 600 THHN CU STRD GRAY WIRE.. Cuts: 1 @ 130 ft	130ft	130ft	12843.489/m	1,669.65

For electronic invoice delivery, or for information on how you can download invoices directly into your accounting software, contact credit@kendallgroup.com.

This transaction is subject to the terms of any prior agreement between you and us that specifies the terms that apply to all sales that we make to you, regardless of any different or additional terms on any purchase order or other document that you send us. If there is no such prior agreement, then (1) this order is a revocable offer by us to sell to you, (2) we reject any prior offers made by you, (3) our standard Terms and Conditions of Sale (available by calling 800-632-5422 or at https://www.kendallgroup.com/Legal_Notices/) govern this transaction, and (4) we object to any different or additional terms. Returns require prior approval and may be subject to restocking fees. Past due invoices may be assessed a 1.5% late fee (18% per annum).

Subtotal	6678.60
S&H CHGS	0.00
Sales Tax	0.00
Payments	0.00
Amount Due	6678.60

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-106

**A RESOLUTION APPROVING PAY REQUEST NO. 6 TO THE
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 the Kent Street Reconstruction Project; and

WHEREAS, Fleis & Vanderbrink has submitted Pay Request No. 6 requesting a progress payment for work completed through November 5, 2024, a copy of Pay Request No. 6 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 6 and is recommending that the City Council approve payment in the amount of \$42,611.97.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 6 and authorizes payment in the amount of \$42,611.97 to the State of Michigan for work completed through November 4, 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: December 2, 2024

Monique I. Miller, City Clerk



November 21, 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 11/5/24

Dear Mindy,

We have reviewed MDOT's invoice dated November 5, 2024 for the Kent Street Improvements project. The invoicing covers Pay Estimate 11 made to CL Trucking. The breakdown is as follows:

Activity	Total Cost	MDOT Grant Applied	City Share
Road/General	\$40,895.47	\$0.00	\$40,895.47
Water	\$350.00	N/A	\$350.00
Sewer	\$0.00	N/A	\$0.00
Advertising (Road)	\$0.00	\$0.00	\$0.00
Streetscape	\$1,366.50	\$0.00	\$1,366.50
Advertising (Streetscape)	\$0.00	\$0.00	\$0.00
Total	\$42,611.97	\$0.00	\$42,611.97

Based on our review of the invoicing, we recommend payment in the amount of \$42,611.97, as indicated. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Project Manager

Cc: Andrew Dymczyk, 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	PAGE 1
	CITY OF PORTLAND	
Remit to:	Customer Account Number	Statement Closing Date
State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	MDOT00282	11-05-24
	AR Dept/BPRO 591:ACT51	Due Date 12-05-24
		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	Statement Closing Date
MDOT00282	11-05-24
Customer Name	IF YOU HAVE ANY QUESTIONS, PLEASE CALL
CITY OF PORTLAND	

Current Period Charges

Description	Date	Transaction ID	Charges
-	10-31-24	CARE1591REIM25000146	\$40,895.47
-	10-31-24	CARE1591REIM25000146	\$350.00
-	10-31-24	CARE1591REIM25000146	\$1,366.50

Important Customer Information

CONTACT:

591

MDOT
 Michigan Department of Transportation
 Statement Date: 11/12/2024

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	415,438.30	
Local			222,095.70	157,303.48	89,277.86
					Balance Due
					40,895.47

Funding Profile	Fed Pro Rata	Jrnl Description			
A00184		2023-5474 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Local			827,185.00	775,073.00	774,123.00
					Balance Due
					350.00

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	6.00
					Balance Due
					0.00

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	322,718.15	
Local			342,229.85	152,957.76	48,744.84
					Balance Due
					1,366.50

Funding Profile	Fed Pro Rata	Jrnl Description			
A00166					
			Current Budget	Cash Expenditures	Collected
Local			2,000.00	2,000.00	2,000.00
					Balance Due
					0.00

MDOT
 Michigan Department of Transportation
 Statement Date: 11/12/2024

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	6.00	0.00	

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: 11/12/2024

- 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 -	41,245.47
217936CON -	1,366.5



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, November 18, 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 Dymczyk; City Clerk Miller; Finance Director Tolan; Police Chief Thomas

Absent: Council Member Fitzsimmons

Guests: Kathy Parsons; Lee Schneider

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

Motion by VanSlambrouck, supported by Sheehan, to approve the revised agenda as presented.

Yeas: VanSlambrouck, Sheehan, Johnston, 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 Dymczyk reported on recent activities.

There were no presentations.

Under New Business, the Council considered Resolution 24-99 to approve Pay Request No. 1 in the amount of \$189,059.50 to Plummer's Environmental for work on the TMF Water Service Material Verification Project.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 24-99 approving Pay Request No. 1 to Plummer's Environmental for work done on the TMF Water Service Material Verification Project.

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

City of Portland
City Council Minutes – November 18, 2024

The Council considered Resolution 24-100 to confirm the Mayor's appointment of Lee Schneider to the Downtown Development Authority.

Motion by Johnston, supported by Sheehan, to approve Resolution 24-100 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Johnston, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 24-101 to ratify the Settlement Agreement and Release in the amount of \$12,000.00 with Bird Dog Real Estate, LLC and William Fabiano.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-101 ratifying the Settlement Agreement and Release with Bird Dog Real Estate, LLC and William Fabiano.

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by Sheehan, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting and the Closed Session hold on November 4, 2024, payment of invoices in the amount of \$91,204.32, and payroll in the amount of \$162,764.53, for a total of \$253,968.85. There were no purchase orders over \$5,000.00.

Yeas: Sheehan, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

City Manager Dymczyk noted the Settlement Agreement and Release with Bird Dog Real Estate, LLC has been signed in counterparts.

Under Council Member Comments, Mayor Barnes noted the memo by City Manager Dymczyk in the communication regarding the ongoing siren issues with Ionia County Central Dispatch.

There was discussion.

Mayor Barnes thanked City Clerk Miller for the November 5, 2024, election results report and for her efforts on holding a smooth election in Portland.

Mayor Pro-Tem VanSlambrouck stated the VFW will hold a fish fry on Friday, November 22, 2024 and will hold a free Thanksgiving dinner on Thanksgiving Day from 12:00 P.M. to 2:30 P.M.

Council Member Sheehan congratulated the Civic Players on the success of their most recent show. She further noted the Small Business Saturday events coming up the next two weekends.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 7:17 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

DRAFT

City of Portland
Synopsis of the Minutes of the November 18, 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 Dymczyk; City Clerk Miller; Finance Director Tolan; Police Chief Thomas

Absent – Council Member Fitzsimmons

Approval of Resolution 24-99 approving Pay Request No. 1 to Plummer’s Environmental for work done on the TMF Water Service Material Verification Project.

All in favor. Adopted.

Approval of Resolution 24-100 confirming the Mayor’s appointment to City Boards and Commissions.

All in favor. Adopted.

Approval of Resolution 24-101 ratifying the Settlement Agreement and Release with Bird Dog LLC and William Fabiano.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:17 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

DRAFT

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	SUPPLIES - WW	40.47
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF NOV 2024 - ASSES	1,679.75
ANDREW DYMCZYK	02902	PHONE BILL REIM - CITY MANAGER	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING JULY-AUG 2024-COM	6,800.12
AUTOMOTIVE EQUIPMENT SPECIALISTS	01880	ANNUAL OSHA SAFETY INSPECTION HOIST - MTR POOL	425.00
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	34.96
UM HEALTH-SPARROW OCCUPATIONAL HLT00340		PRE EMPLOY PHYSICAL - AMB, MTR POOL	702.00
STATE OF MICHIGAN	02577	BACTI WATER SUPPLY - WATER	96.00
USA BLUEBOOK	01850	SUPPLIES - WATER	265.47
DAN SOWLES	02724	SUPPLIES/UPDATES REIMB - AMB	611.30
CULLIGAN	02130	WATER X3 CITY HALL - GEN	23.00
CINTAS	02901	RESTOCK MEDICINE CABINET -WW	58.49
CULLIGAN	02130	WATER X1 - WW	9.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	450.00
USA BLUEBOOK	01850	SAFETY GLASSES - WATER	8.49
FAMILY FARM & HOME	01972	HI VIZ CLOTHING - WATER	104.98
FAMILY FARM & HOME	01972	GLOVES - WATER	5.99
OUDBIER INSTRUMENT CO	02568	CALIBRATION MSA GAS DET IN GRIT BLDG - WW	228.25
REWERK LLC	02916	SIGNS/INSTALL - WW	2,250.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	477.81
CORRIGAN OIL CO, NO. 11	02693	DIESEL FUEL - MTR POOL	1,463.41
MOYER CONSTRUCTION	00316	SIDEWALK REPAIRS - LOC ST	2,100.00
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	674.05
DORNBOS SIGN, INC.	00067	SUPPLIES- MAJ, LOC STS	27.90
DORNBOS SIGN, INC.	00067	SUPPLIES - MAJ, LOC STS	185.55
CINTAS	02901	RESTOCK MEDICINE CABINET - MTR POOL	7.15
MUZZALL GRAPHICS	00326	M CASSEL BUSINESS CARDS- AMB	67.50
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	497.16

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
QUALITY CAR & TRUCK REPAIR	02839	M&R CAR 42 - AMB	92.46
MENARDS	00260	SUPPLIES - MAJ STS	120.14
MRWA	01935	REG MEMBERSHIP K GENSTERBLUM, A HUMPHREYS - WAT	270.00
MICHIGAN STATE POLICE	00275	DRY GAS - POLICE	170.00
MENARDS	00260	LUMBER - ELECTRIC	216.80
HARMON GLASS DOCTOR	02869	GLASS REPAIR DAM WINDOW - ELECTRIC	97.63
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING/SUPPORT - ELECTRIC	87.50
KENDALL ELECTRIC	00225	TOOLS/HARDWARE - ELECTRIC	199.50
GRAINGER, INC.	00172	DESCALING SOLUTION - ELECTRIC	398.20
VC3 INC.	02745	VIDEO ADAPTER CONVERTER - POLICE	30.01
FAMILY FARM & HOME	01972	SAFETY GLOVES - ELECTRIC	152.94
MUNICIPAL SUPPLY CO.	00324	VALVE/TEFLON TAPE - ELECTRIC	96.10
MUNICIPAL SUPPLY CO.	00324	CAMLOCK FITTINGS/HARDWARE - ELECTRIC	89.40
COOK BROS EXCAVATING	00101	LIMESTONE - ELECTRIC	169.60
POWER LINE SUPPLY COMPANY	00389	FR SWEATSHIRT - ELECTRIC	150.00
RANGE TELECOMMUNICATIONS	02872	ONCALL SERVICES - ELECTRIC	166.01
REED & HOPPES, INC.	00390	HARDWARE - ELECTRIC	82.00
FLEIS & VANDENBRINK	00153	RIVER TRAIL RENOVATION - PARKS	2,183.88
TRUGREEN	02830	FERT @ DAM - ELECTRIC	46.80
AXON ENTERPRISES INC.	02494	TASER BATTERIES - POLICE	174.40
STAR THOMAS	01654	SHELVING REIM - POLICE	127.19
FLEIS & VANDENBRINK	00153	TMF PROJECT ENG SVCS - WATER	24,570.00
FLEIS & VANDENBRINK	00153	KENT ST - MAJ STS, WW, WATER	11,770.13
FLEIS & VANDENBRINK	00153	BRIDGE INSPECT - MAJ STS	7,600.00
STATE OF MICHIGAN	00428	KENT ST INPROV - MAJ STS, WATER	42,611.97
STRYKER	02688	ANNUAL PAYMENT FOR MED EQUIPMENT - AMB	20,000.00
REED & HOPPES, INC.	00390	JUMP START CAR - AMB	125.00
PLUMMERS ENVIRONMENTAL SERVICES IN	02687	PAY REQUEST #1 TMF - WATER APPR RES 24-99	189,059.50
FAMILY FARM & HOME	01972	MINERAL OIL - WW	19.49
S&K PRINTING	00400	PROPERTY TAX BILLS - GEN	450.00
BLOOM SLUGGETT, PC	02783	LEGAL SVCS - POLICE	697.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BLOOM SLUGGETT, PC	02783	LEGAL ELECTIONS - ELECTIONS	252.50
BLOOM SLUGGETT, PC	02783	LEGAL SVCS - GEN	45.00
SELBY LAWN CARE	02736	LAWN SERVICE - ELECTRIC	755.00
MCGINTY HITCH PERSON ANDERSON REVO	02907	LEGAL SERVICES - GEN, POLICE	1,387.50
FAMILY FARM & HOME	01972	PRUNING SEALER - PARKS	9.99
FAMILY FARM & HOME	01972	GLOVES - PARKS	1.24
MI GOVT FINANCE OFFICERS ASSOC	01218	MEMBERSHIP - GEN	135.00
FLEIS & VANDENBRINK	00153	DIVINE HWY BRIDGE - MAJ STS	2,202.30
DORNBOS SIGN, INC.	00067	SIGN - MAJ STS	69.30
GRAINGER, INC.	00172	SUPPLIES - WW	970.22
DORNBOS SIGN, INC.	00067	SIGN HOLDER - MAJ STS	1,272.72
DORNBOS SIGN, INC.	00067	SIGN - MAJ STS	80.64
DORNBOS SIGN, INC.	00067	SIGN - MAJ STS	322.56
GRAINGER, INC.	00172	SPRAYER - MTR POOL	28.54
FAMILY FARM & HOME	01972	SPLICING SLEEVE/FILTER - WATER	62.77
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	1,048.00
POWER LINE SUPPLY COMPANY	00389	SUPPLIES - ELECTRIC	299.80
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	12.65
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	12.65
TRUGREEN	02830	WEED CONTROL POWER PLANT - ELECTRIC	161.98
TRUGREEN	02830	WEED CONTROL DAM - ELECTRIC	146.84
PAMA	01370	40% CONT TO PAMA - COM PROMO	898.00
VC3 INC.	02745	AGREEMENT BACK UP & RECOVERY- GEN	1,904.65
KEUSCH TIRE & AUTO	00228	C1 REPLACE TIRE PRESSURE SENSORS - POLICE	295.37
WEST MICHIGAN CRIMINAL JUSTICE	02899	FALL DIST 2024 - POLICE	419.31
WTP	02917	TRAINING PORTAL ACCESS X8 - POLICE	432.00
STAR THOMAS	01654	USPS, DRY GAS REIM - POLICE	167.99
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	634.79
AUSTIN AVERY	02834	MILEAGE REIM- WW	25.46
ANTHONY SMITH	02449	MILEAGE REIM - WW	36.18

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AIDEN PUNG	02805	MILEAGE REIM - WW	25.46
CINTAS	02901	RESTOCK MEDICINE CABINET - CITY HALL	12.65
AUTOMATED BUSINESS EQUIPMENT	00027	SERVICE CONTRACT 1/16/24-1/16/25 - GEN	500.00
APPLIED INNOVATION	02493	PRINTER INVOICE - VARIOUS DEPTS	375.17
MANER COSTERISAN	02588	FINANCIAL AUDIT YR END 6/30/24- VAR DEPTS	2,200.00
UM HEALTH SPARROW IONIA OCC. HEALTH	02903	PHYSICAL DOT R SMITH - WATER	100.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MEETING SYNOPSIS - GEN	546.80
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	814.76
JUSTIN WRAY	MISC	REFUND SLU APP FEE - NBP	100.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	1,453.82
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,890.48
ALTEC INDUSTRIES, INC.	00016	ANNUAL INSPECT DOT BUCKET TRUCK - ELECTRIC	1,833.40
POWER LINE SUPPLY COMPANY	00389	DIST SUPPLIES - ELECTRIC	1,421.00
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE GRAND RIVER - ELECTRIC	592.26
POWER SYSTEM ENGINEERING	02761	AMI DASH BOARD - ELECTRIC	512.50
Total:			\$356,364.70

**BI-WEEKLY
WAGE REPORT
November 25, 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.	17,353.18	146,791.07	2,228.94	30,126.02	19,582.12	176,917.09
ASSESSOR	-		-	-		
CEMETERY	5,423.21	61,201.28	511.23	15,158.21	5,934.44	76,359.49
POLICE	30,588.35	236,231.27	7,162.04	71,366.91	37,750.39	307,598.18
CODE ENFORCEMENT	4.23	233.75	0.32	17.89	4.55	251.64
PARKS	4,130.53	49,548.15	502.08	6,935.39	4,632.61	56,483.54
INCOME TAX	3,138.16	35,204.30	758.00	9,564.01	3,896.16	44,768.31
MAJOR STREETS	5,697.33	52,022.99	1,578.25	18,541.58	7,275.58	70,564.57
LOCAL STREETS	6,526.40	45,441.93	1,593.91	16,745.82	8,120.31	62,187.75
RECREATION	2,185.55	19,801.08	297.09	4,178.11	2,482.64	23,979.19
AMBULANCE	32,169.28	280,738.55	5,128.26	48,567.58	37,297.54	329,306.13
DDA	4,109.57	32,145.58	588.68	5,513.91	4,698.25	37,659.49
ELECTRIC	36,577.22	287,143.35	6,243.72	84,047.97	42,820.94	371,191.32
WASTEWATER	14,154.62	113,618.22	2,365.14	25,969.42	16,519.76	139,587.64
WATER	13,577.76	81,801.64	2,672.06	25,941.37	16,249.82	107,743.01
MOTOR POOL	961.07	10,887.44	212.37	2,924.17	1,173.44	13,811.61
TOTALS:	176,596.46	1,452,810.60	31,842.09	365,598.36	208,438.55	1,818,408.96



PURCHASE ORDER

City of Portland

P.O. 15852

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

VENDOR Double K Underground

DATE: 11/26/24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>Quincy Well Extension</u>			<u>\$5,775.00</u>
<u>Goodwin Rd</u>	<u>582.529.939</u>		
DEPARTMENT HEAD (UP TO \$500) <u>[Signature]</u>		TOTAL	<u>\$5,775.00</u>

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

Treasurer Initials

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: 11-26-2024

Re: Action Item BLP 24-11D – Double K Construction

A new home is currently under construction on Goodwin Road. Due to the operations staff's commitment to primary power projects and urgent maintenance needs, it was decided to install the electrical conduit using a boring contractor.

Over the past two years, we have collaborated closely with Double K Construction on the fiber project, and they have also completed several small house-drops for us. We have found them to be highly cost-competitive, and they have a particular foreman who is safety-conscious.

For this project, Double K installed 525 feet of 2-inch diameter conduit, supplying all necessary materials and labor. This installation extends our service territory an additional 525 feet west along Goodwin Road

Action Item BLP 24-11D – Recommend that City Council approve a purchase order for Double K Underground's invoice to install 525 feet of 2-inch conduit for a new service on Goodwin Road. The per foot cost to install the conduit is \$11.00. The cost of conduit installation is \$5,775.00.

Double K Underground

9266 N Holland Rd
Six Lakes, MI 48886

Invoice

Date	Invoice #
11/13/2024	PORT-1000

Bill To

City of Portland
Electric Department
Todd Davlin

Item	Description	Quantity	Rate	Amount
Directional Bore	Goodwin Rd 2" Directional Bore	525	11.00	5,775.00

Total \$5,775.00

Balance Due \$5,775.00



FLEIS & VANDENBRINK

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

Invoice

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

November 11, 2024
Project No: 028771
Invoice No: 71444

Project 028771 Portland-Bridge Inspection
For professional services rendered for the period September 29, 2024 to October 26, 2024

Billing Phase	Fee	% Work Complete	Amount Billing	Previous Billing	Current Billing
2024 Routine Bridge Inspection	2,400.00	100.00	2,400.00	0.00	2,400.00
Fracture Critical Inspection	5,200.00	100.00	5,200.00	0.00	5,200.00
Total Fee	7,600.00		7,600.00	0.00	7,600.00
Total Fee					7,600.00
Total this Invoice					\$7,600.00

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

Terms: Net 15 days

Important Update
Effective July 1, 2024, our ACH bank account information has changed. Please update your payment records accordingly.

Bank Name: Comerica Bank
Routing Number: 072000096
Account Number: 1853988416

We encourage clients to pay via ACH for enhanced security and efficiency. However, if you prefer to continue paying by check, please remit payment to the address on this invoice.

To confirm the details of this change, or for any other questions related to your invoice, please contact your F&V support team at 616.977.1000.



Invoice

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

November 05, 2024
 Project No: 853960
 Invoice No: 71453

Project 853960 City of Portland - Kent St Improvements
Services Included: Construction Administration, Observation & Testing
For professional services rendered for the period September 29, 2024 to October 26, 2024
Professional Services

	Hours	Billing	
	74.00		
Total			8,895.50
Reimbursable Expenses			
Expenses		2,874.63	
Total		2,874.63	2,874.63
		Total this Invoice	\$11,770.13

*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

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Invoice

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

November 11, 2024
 Project No: 866480
 Invoice No: 71456

Project 866480 Portland - EGLE TMF Project 2024
For professional services rendered for the period September 29, 2024 to October 26, 2024

Billing Phase	Fee	% Work Complete	Amount Billing	Previous Billing	Current Billing
Design	5,300.00	100.00	5,300.00	5,300.00	0.00
Bidding	2,200.00	100.00	2,200.00	2,200.00	0.00
Construction Administration	19,900.00	65.00	12,935.00	6,965.00	5,970.00
Construction RPR	31,000.00	60.00	18,600.00	0.00	18,600.00
Total Fee	58,400.00		39,035.00	14,465.00	24,570.00
Total Fee					24,570.00
Total this Invoice					\$24,570.00

*Thank you for your business, it is sincerely appreciated.
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Terms: Net 15 days

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User: NBROWN

DB: Portland

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET		10/31/2024	MONTH 10/31/2024	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Revenues									
101-000-402.000	REAL PROPERTY TAXES	1,293,100.00		1,280,128.35		835,954.91		12,971.65	99.00
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,900.00		0.00		0.00		1,900.00	0.00
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,400.00		0.00		0.00		3,400.00	0.00
101-000-445.000	PENALTY & INTEREST	5,800.00		376.22		376.22		5,423.78	6.49
101-000-447.000	TAX COLLECTION FEES	50,000.00		41,186.01		27,685.33		8,813.99	82.37
101-000-451.000	SPECIAL ASSESSMENT FEES	0.00		4.86		0.00		(4.86)	100.00
101-000-477.000	CABLE TV FEES	11,000.00		2,381.65		0.00		8,618.35	21.65
101-000-490.000	NON-BUSINESS PERMITS	85,000.00		13,481.00		2,505.00		71,519.00	15.86
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00		1,198.02		1,198.02		1.98	99.84
101-000-568.000	CONTRIBUTION FROM STATE -GRANT	112,500.00		0.00		0.00		112,500.00	0.00
101-000-570.000	LIQUOR FEES	4,000.00		2,398.00		0.00		1,602.00	59.95
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	8,000.00		1,689.55		1,689.55		6,310.45	21.12
101-000-574.000	REVENUE SHARING-CONST SALES	417,839.00		144,212.00		73,689.00		273,627.00	34.51
101-000-574.001	REVENUE SHARING-STAT SALES	135,927.00		42,154.00		21,375.00		93,773.00	31.01
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	2,517.00		606.00		0.00		1,911.00	24.08
101-000-609.000	SEX OFFENDER REGISTRATION FEES	100.00		0.00		0.00		100.00	0.00
101-000-623.000	TRANSCRIPT FEES	700.00		159.35		100.00		540.65	22.76
101-000-624.000	MISCELLANEOUS FEES	0.00		864.60		0.00		(864.60)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	480,352.00		153,450.68		38,362.67		326,901.32	31.95
101-000-630.000	CEMETERY LOT SALES	14,000.00		12,850.00		4,100.00		1,150.00	91.79
101-000-633.000	CEMETERY CARE FEES	10,000.00		12,727.60		1,540.00		(2,727.60)	127.28
101-000-634.000	GRAVE OPENING FEES	17,000.00		11,300.00		4,700.00		5,700.00	66.47
101-000-656.000	DISTRICT COURT FINES	9,500.00		2,955.32		501.93		6,544.68	31.11
101-000-661.000	PARKING FINES	500.00		90.00		10.00		410.00	18.00
101-000-663.000	MISCELLANEOUS FINES	1,600.00		570.00		60.00		1,030.00	35.63
101-000-665.000	INTEREST INCOME	9,000.00		2,040.25		529.15		6,959.75	22.67
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	2,000.00		242.05		5.95		1,757.95	12.10
101-000-667.000	RENTAL INCOME	12,500.00		3,490.00		140.00		9,010.00	27.92
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00		125.00		0.00		(125.00)	100.00
101-000-676.006	DONATION - PARKS	0.00		100.00		0.00		(100.00)	100.00
101-000-678.000	MERS FOREITURE REVENUES	7,000.00		0.02		0.00		6,999.98	0.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	9,000.00		0.00		0.00		9,000.00	0.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	40,000.00		10,879.09		5,738.74		29,120.91	27.20
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00		2,903.40		0.00		(903.40)	145.17
101-000-678.016	REIMBURSEMENTS - ELECTIONS	0.00		5,593.55		5,593.55		(5,593.55)	100.00
101-000-693.000	SALE OF EQUIPMENT	2,000.00		7,208.99		0.00		(5,208.99)	360.45
101-000-699.150	TRANSFER FROM PERP CARE	400.00		124.03		30.69		275.97	31.01
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	133,391.00		0.00		0.00		133,391.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	67,670.00		0.00		0.00		67,670.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	39,256.00		0.00		0.00		39,256.00	0.00
TOTAL REVENUES		2,990,152.00		1,757,489.59		1,025,885.71		1,232,662.41	58.78

Expenditures									
100	COUNCIL	34,860.00		8,280.23		32.40		26,579.77	23.75
172	CITY MANAGER	243,036.00		83,112.37		14,963.31		159,923.63	34.20
201	GENERAL ADMINISTRATION	580,207.00		190,305.48		28,911.61		389,901.52	32.80
257	ASSESSING	66,620.00		20,836.31		5,129.37		45,783.69	31.28
262	ELECTIONS	14,280.00		3,871.55		109.74		10,408.45	27.11
265	CITY HALL	89,235.00		43,875.95		6,387.79		45,359.05	49.17
301	POLICE	1,001,526.00		274,191.38		62,722.54		727,334.62	27.38
371	CODE ENFORCEMENT	26,375.00		5,154.65		2,108.17		21,220.35	19.54
567	CEMETERY	210,347.00		72,265.20		16,420.14		138,081.80	34.36
707	COMMUNITY PROMOTIONS	442,556.00		256,961.34		53,327.28		185,594.66	58.06
728	ECONOMIC DEVELOPMENT	28,750.00		8,145.69		1,750.00		20,604.31	28.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	10/31/2024	MONTH 10/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
751	PARKS	430,831.00	278,072.02	201,368.32	152,758.98	64.54
TOTAL EXPENDITURES		<u>3,168,623.00</u>	<u>1,245,072.17</u>	<u>393,230.67</u>	<u>1,923,550.83</u>	<u>39.29</u>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,990,152.00	1,757,489.59	1,025,885.71	1,232,662.41	58.78
TOTAL EXPENDITURES		<u>3,168,623.00</u>	<u>1,245,072.17</u>	<u>393,230.67</u>	<u>1,923,550.83</u>	<u>39.29</u>
NET OF REVENUES & EXPENDITURES		(178,471.00)	512,417.42	632,655.04	(690,888.42)	287.12

User: NBROWN

DB: Portland

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	10/31/2024 (ABNORMAL)	MONTH 10/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 105 - INCOME TAX FUND								
Fund 105 - INCOME TAX FUND:								
	TOTAL REVENUES	1,061,100.00		208,280.81	135,320.96		852,819.19	19.63
	TOTAL EXPENDITURES	2,300,001.00		68,991.24	20,913.40		2,231,009.76	3.00
	NET OF REVENUES & EXPENDITURES	(1,238,901.00)		139,289.57	114,407.56		(1,378,190.57)	11.24
Fund 202 - MAJOR STREETS FUND								
Fund 202 - MAJOR STREETS FUND:								
	TOTAL REVENUES	2,157,094.00		126,955.76	37,277.64		2,030,138.24	5.89
	TOTAL EXPENDITURES	2,304,964.00		424,499.47	39,192.82		1,880,464.53	18.42
	NET OF REVENUES & EXPENDITURES	(147,870.00)		(297,543.71)	(1,915.18)		149,673.71	201.22
Fund 203 - LOCAL STREETS FUND								
Fund 203 - LOCAL STREETS FUND:								
	TOTAL REVENUES	399,913.00		128,530.72	78,518.30		271,382.28	32.14
	TOTAL EXPENDITURES	420,683.00		95,037.04	24,251.65		325,645.96	22.59
	NET OF REVENUES & EXPENDITURES	(20,770.00)		33,493.68	54,266.65		(54,263.68)	161.26
Fund 208 - RECREATION FUND								
Fund 208 - RECREATION FUND:								
	TOTAL REVENUES	141,900.00		35,024.86	10,278.84		106,875.14	24.68
	TOTAL EXPENDITURES	141,825.00		48,505.03	9,352.01		93,319.97	34.20
	NET OF REVENUES & EXPENDITURES	75.00		(13,480.17)	926.83		13,555.17	7,973.56
Fund 210 - AMBULANCE FUND								
Fund 210 - AMBULANCE FUND:								
	TOTAL REVENUES	1,382,468.00		785,197.80	68,690.05		597,270.20	56.80
	TOTAL EXPENDITURES	1,405,087.00		645,200.96	78,142.46		759,886.04	45.92
	NET OF REVENUES & EXPENDITURES	(22,619.00)		139,996.84	(9,452.41)		(162,615.84)	618.93
Fund 248 - DDA FUND								
Fund 248 - DDA FUND:								
	TOTAL REVENUES	519,500.00		337,007.68	303,245.23		182,492.32	64.87
	TOTAL EXPENDITURES	702,147.00		82,000.08	15,833.07		620,146.92	11.68
	NET OF REVENUES & EXPENDITURES	(182,647.00)		255,007.60	287,412.16		(437,654.60)	139.62
Fund 520 - REFUSE SERVICE FUND								
Fund 520 - REFUSE SERVICE FUND:								
	TOTAL REVENUES	208,400.00		51,828.35	17,169.39		156,571.65	24.87
	TOTAL EXPENDITURES	207,000.00		72,193.55	23,045.77		134,806.45	34.88
	NET OF REVENUES & EXPENDITURES	1,400.00		(20,365.20)	(5,876.38)		21,765.20	1,454.66
Fund 582 - ELECTRIC FUND								
Fund 582 - ELECTRIC FUND:								
	TOTAL REVENUES	5,353,085.00		1,445,332.54	515,590.94		3,907,752.46	27.00
	TOTAL EXPENDITURES	6,024,468.00		1,680,554.56	245,263.06		4,343,913.44	27.90
	NET OF REVENUES & EXPENDITURES	(671,383.00)		(235,222.02)	270,327.88		(436,160.98)	35.04
Fund 590 - WASTEWATER FUND								
Fund 590 - WASTEWATER FUND:								
	TOTAL REVENUES	3,500,000.00		482,137.11	165,335.31		3,017,862.89	13.78
	TOTAL EXPENDITURES	2,221,253.00		369,822.60	82,228.92		1,851,430.40	16.65
	NET OF REVENUES & EXPENDITURES	1,278,747.00		112,314.51	83,106.39		1,166,432.49	8.78

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	10/31/2024	MONTH 10/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
	TOTAL REVENUES	1,072,200.00	276,879.68		91,123.44		795,320.32	25.82
	TOTAL EXPENDITURES	1,280,672.00	208,408.27		49,292.89		1,072,263.73	16.27
	NET OF REVENUES & EXPENDITURES	(208,472.00)	68,471.41		41,830.55		(276,943.41)	32.84
Fund 661 - MOTOR POOL FUND								
Fund 661 - MOTOR POOL FUND:								
	TOTAL REVENUES	446,196.00	68,209.95		16,422.83		377,986.05	15.29
	TOTAL EXPENDITURES	631,974.00	82,076.22		17,104.28		549,897.78	12.99
	NET OF REVENUES & EXPENDITURES	(185,778.00)	(13,866.27)		(681.45)		(171,911.73)	7.46
TOTAL REVENUES - ALL FUNDS								
		16,241,856.00	3,945,385.26		1,438,972.93		12,296,470.74	24.29
TOTAL EXPENDITURES - ALL FUNDS								
		17,640,074.00	3,777,289.02		604,620.33		13,862,784.98	21.41
NET OF REVENUES & EXPENDITURES								
		(1,398,218.00)	168,096.24		834,352.60		(1,566,314.24)	12.02

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

Held on Monday, October 28, 2024
In the Council Chambers at City Hall

Members Present: Sandborn, Barnes, Vogl, Ward, Williamson, Briggs, City Manager Dymczyk

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: Lora Salisbury

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

Motion by Barnes, supported by Vogl, to approve the agenda as presented.
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Vogl, to approve the minutes of the September 30, 2024, regular meeting.
All in favor. Adopted.

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

Director ConnerWellman stated there was no Team Meeting in October as the Board Members were completing a project list.

Under Old Business, Director ConnerWellman provided strategic planning opportunities for October through July 2025 and asked Board Members to name their commitment to upcoming projects.

Director ConnerWellman presented a revised budget for the upcoming Looking Glass Plaza Project at 103 E. Grand River Ave. There is expected to be a savings of \$30,000.00 for the building demolition due to the required wastewater crossing work but these savings will be used to cushion other expenses.

Director ConnerWellman provided an update on the RAP 2.0 Grant.

Under New Business, City Manager Dymczyk provided an update on the Looking Glass Plaza Project at 103 E. Grand River Ave. He is working with the property owner to reach an agreement. He plans to present a clarifying document to the Donation Agreement at November 4, 2024, City Council meeting. Demolition of the building may begin as soon as November 5, 2024.

Director ConnerWellman presented a request to purchase 500 LED wrist lights and a controller for Holidayfest at a cost of \$1,400.00. The wrist lights will be programmed to the music that will be played throughout the downtown.

Motion by Barnes, supported by Sandborn, to approve the purchase of 500 LED wrist lights and a controlled for \$1,400.00.

All in favor. Adopted.

Director ConnerWellman presented a request to purchase a safety barrier in the amount of \$2,483.12, for crowd control for the Holidayfest parade. The safety barrier would be installed along Kent St. from Academy St. to Grand River Ave. The safety barriers will be used for future events.

There was discussion.

Motion by Sandborn, supported by Vogl, to approve the purchase of a safety barrier for crowd control in the amount of \$2,483.12.

All in favor. Adopted.

Director ConnerWellman presented a 4-year proposal from Small Town Saturday Night Fireworks to provide a fireworks display on Friday prior to the 4th of July in the amount of \$8,000.00 each year.

Motion by Briggs, supported by Vogl, to approve the fireworks proposal from Small Town Saturday Night Fireworks.

All in favor. Adopted.

The floor was opened for nominations of a new Chair to replace Member Madarang.

Motion by Vogl, supported by Briggs, to nominate Williamson as Chair.

All in favor. Adopted.

Motion by Briggs, supported by Barnes, to nominate Ward as Vice Chair.

Member Ward declined the nomination.

Motion by Barnes, supported by Ward, to nominate Vogl as Vice Chair.

All in favor. Adopted.

Director ConnerWellman provided the Director's Report.

Under Board Member comments, Member Vogl noted the Haunted Mill held this past weekend went very well.

Member Ward inquired about indoor locations that might be available for winter Homecoming photos.

Motion by Briggs, supported by Sandborn, to adjourn the meeting at 7:44 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

Action Item BLP 24-10D – Accept contract term language changes for Theka’s proposal to construct a control panel for the Grant Street Substation. The City Council has already approved the expenditure.

Motion: Robert Baldyga

Seconded: Nick Lefke

Yay: 3

Nay: 0

VI. INFORMATIONAL ITEMS

Todd Davlin provided a brief report on the following topics.

- a. Financial report
- b. Reliability report
- c. Renewable energy plan
- d. Intermittency risk
- e. Thank you, Ted Alberta

VII. NEXT REGULAR BLP BOARD MEETING: Tuesday November 26, 2024

VIII. PUBLIC COMMENT (5-minute time limit per speaker)

IX. CITY MANAGER COMMENTS

Andrew Dymczyk provided a brief update of projects and initiatives around the city.

X. BOARD COMMENTS

Nick Lefke and Robert Baldyga thanked and acknowledged Ted Alberta for his service and welcomed Mike Fox to the Board.

XI. ADJOURNMENT

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

November 21, 2024
October 1-31, 2024

Kwh Consumed	2,629,112
DIESEL PRODUCTION	3,435
HYDRO GENERATION	74,946

Total Kwh Purchased	2,550,731	Total Dollars Paid	\$ 152,215.73
----------------------------	------------------	---------------------------	----------------------

Kwh Billed

Residential	1,051,048
Commercial	663,498
Large General	695,180
City St. Lites Metered	9,402
St. Lites Unmetered	
Rental Lights	
Demand	1,666

Dollars Billed

PCA Billed	\$ 9,259.45
Residential	\$ 174,346.07
Residential EO Charge	\$ 1,966.03
Geothermal Discount	\$ -
AMI Opt Out	\$ 60.00
Commercial	\$ 102,036.08
Commercial/LG EO Charge	\$ 2,485.44
Large General	\$ 73,846.09
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 969.33
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 14,117.68
Tax	\$ 14,027.04

Total Kwh Billed **2,420,794**

Arrears after billing	\$ 9,554.83
Penalties Added	\$ 2,467.11
Arrears end of month	\$ 41,022.16
Fuel Cost Billed	\$ 26,230.47
Amount Collected	\$ 529,025.74
Total Adjustments	\$ 7,308.29

Total Dollars Billed **\$ 394,909.00**

Power Cost Adj.	.00813
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Residential Customers	2,227
Commercial Customers	330
Large General	15
Total Customers	2,572

11/04/24



**CITY OF PORTLAND
November-24**

WATER DEPARTMENT REPORT

MONTH	Oct-24	PERIOD COVERED	October 1-31, 2024
Customers Billed		Penalties Added	\$ 406.87
City	1,855	Dollars Collected	\$ 79,396.99
Rural	25	Arrears at end of Month	\$ 26.51
Total Customers	1,880	Adjustments	\$ 387.74
		Gallons Pumped	10,161,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	9,646,542		\$ 73,637.93
Rural	193,206		\$ 2,604.14
Total	<u>9,839,748</u>		<u>\$ 76,242.07</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,798	Dollars Billed	\$166,106.19
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 166,106.19

Penalties Added	\$ 964.98
Dollars Collected	\$ 164,109.61
Arrears at end of Month	\$ 12,960.08
Adjustments	\$ 927.27
Gallons Treated per Million	6.893



**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
NOVEMBER 26, 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 October 2024- \$2,257,533.16
 - D. Approve payments of Health Department payroll and accounts payable for the month of October2024-\$ 222,408.96
 - E. Approve payments of Road Department payroll and accounts payable for the month of October 2024-\$ 2,495,364.82
 - F. Approval of payments from Trust and Agency for the month of October 2024-\$6,733,465.12
- VII. Unfinished Business**
- VIII. New Business**
 - A. Request Approval of Emergency Management Performance Grant Work Agreement- Sgt. Fredrick Straubel
 - B. Resolution Adopting the Ionia County Recreation Plan- Dave Bee
 - C. Request Approval of the 8th Circuit Court Swift and Sure Sanctions Probation program SCAO Grant Contract for the 2025 Fiscal Year- Selina Schmidt
 - D. Request Approval of the 8th Circuit Court Adult Recovery Court SCAO Grant Contract for the 2025 Fiscal Year- Selina Schmidt

- E. Approval to enter into a Host Agency Agreement with the AARP Foundation for the Senior Community Service Employment Program- Carol Hanulcik
- F. Request Approval for My Community Dental Centers Services Agreement Amendment #3-Chad Shaw
- G. Approval of 3rd Quarter Budget Amendments-Bernadette Blonde
- H. Request Approval to accept proposal to extend auditing service contract- Bernadette Blonde
- I. Approval to replace tractor at Bertha Brock Park-Jack Shattuck
- J. Request to approve University of Michigan Health-Sparrow for Medical Examiner and Transport Services-Patrick Jordan
- K. Request to make changes to County Commissioners compensation- Patrick Jordan

IX. Department Reports

- A. Commission On Aging
- B. Public Defenders (Written Report Only)
- C. Central Dispatch (Written Report Only)

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- For Strategy and Negotiation session connected with the negotiation for a collective bargaining agreement.

XIV. Adjournment

Board and/or Commission Vacancies

Appointments for consideration in the month of November 2024:

NONE

Appointments for consideration in the month of December 2024:

Substance Abuse Initiative