



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

7:00 P.M. Monday, March 3, 2025

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order by Mayor Barnes</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:08 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b> A. Portland Public Schools Superintendent Will Heath – Bond Initiative B. DDA Director ConnerWellman – Downtown Report	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
7:20 PM	<b>IX. <u>New Business</u></b> A. Proposed Resolution 25-11 Recognizing the Portland Foundation for Public Education as a Nonprofit Organization for the Purpose of Obtaining a Charitable Gaming License	Decision
7:23PM	<b>B. Proposed Resolution 25-12 Approving Pay Request No. 7 to the State of Michigan for Work Done on the Kent Street Improvement Project</b>	Decision
7:25 PM	<b>C. Proposed Resolution 25-13 Approving an Award of the Plaza Development Project at 103 East Grand River Avenue to MWT, LLC</b>	Decision
7:28 PM	<b>X. <u>Consent Agenda</u></b> A. Minutes and Synopsis of the Regular City Council Meeting held on February 18, 2025 B. Payment of Invoices in the Amount of \$109,539.83 and Payroll in the Amount of \$170,661.97 for a Total of \$280,201.80 C. Purchase Orders over \$5,000.00 1. Kennedy Industries in the Amount of \$6,970.00 for Impellers and Filters for the Cutler Rd. Lift Station 2. Visco in the Amount of \$7,340.00 for Purchase of Two Decorative Light Poles 3. Fredrickson Supply in the Amount of \$22,149.00 for a Wacker Neuson Ride-On Roller	Decision

<u>Estimated Time</u>
7:35 PM
7:40 PM
7:45 PM
7:50 PM

**XI. Communications**

- A. DDA Minutes for February 5, 2025
- B. Draft Board of Light & Power Minutes for January 28, 2025
- C. Utility Billing Reports for January 2025
- D. Ionia County Board of Commissioners Agenda for February 25, 2025

**XII. Other Business - None**

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

<u>Desired Outcome</u>
Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-11**

**A RESOLUTION RECOGNIZING THE PORTLAND FOUNDATION FOR  
PUBLIC EDUCATION AS A NONPROFIT ORGANIZATION FOR THE  
PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE**

**WHEREAS**, the Portland Foundation for Public Education has requested the City Council approve a resolution recognizing them as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license; and

**WHEREAS**, the mission of the Portland Foundation for Public Education is to provide financial support to expand programs, activities, and future opportunities for the students of Portland Public Schools; and

**WHEREAS**, the City Council has previously recognized other nonprofit organizations as operating in the community so that they could obtain a charitable gaming license, including nonprofits such as the Portland Area Historical Society, Portland Athletic Association, Friends of the Red Mill, Chamber of Commerce, Portland Area Service Group, and Downtown Development Authority; and

**WHEREAS**, the application for a charitable gaming license requires a copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community, a copy of the form resolution from the Charitable Gaming Division of the State Lottery Bureau is attached as Exhibit A.

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

1. The Portland City Council approves recognizing the Portland Foundation for Public Education as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license and authorizes the City Clerk to complete and return the form resolution attached Exhibit A.
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:** March 3, 2025

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

## QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

### 1. ORGANIZATION INFORMATION

Organization Name <b>Portland Foundation for Public Education</b>			
Organization Physical Street Address <b>1100 Ionia Rd</b>			
City <b>Portland</b>	State <b>MI</b>	Zip Code <b>48875</b>	County <b>Ionia</b>
Organization Mailing Address <b>PO Box 301</b>			<input type="checkbox"/> Same as Physical Address
City <b>Portland</b>	State <b>MI</b>	Zip Code <b>48875</b>	County <b>Ionia</b>
Organization Telephone Number <b>616-773-8242</b>			

### 2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

The mission of the Portland Foundation for Public Education is to provide financial support to expand programs, activities, and future opportunities for students of Portland Public Schools. We provide classroom and school grants for extra-curricular activities such as field trips, flexible seating, etc. We also manage several scholarship endowments for graduating seniors.

### 3. LICENSE APPLICATION

Enclosed is a completed application and fee for a  Bingo  Raffle  Charity Game Ticket license  
 Make checks payable to STATE OF MICHIGAN.

### 4. AUTHORIZED CONTACT PERSON

First Name <b>Jonathan</b>		Last Name <b>Bair</b>		Position/Role with Organization <b>Board Treasurer</b>	
Mailing Address <b>PO Box 301</b>				City <b>Portland</b>	
State <b>MI</b>	Zip Code <b>48875</b>	Telephone Number (Day) <b>616-773-8242</b>	Telephone Number (Evening)		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature					Date
Print Authorized Contact Name and Title <b>Jonathan Bair, Board Treasurer</b>					

### 5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





## LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

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If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103a(i)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.

BSL-CG-1153(R4/24)

## QUALIFICATION INFORMATION

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Organization Mailing Address <b>PO Box 301</b>			<input type="checkbox"/> Same as Physical Address
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### 3. LICENSE APPLICATION

Enclosed is a completed application and fee for a  Bingo  Raffle  Charity Game Ticket license  
 Make checks payable to STATE OF MICHIGAN.

### 4. AUTHORIZED CONTACT PERSON

First Name <b>Jonathan</b>		Last Name <b>Bair</b>		Position/Role with Organization <b>Board Treasurer</b>	
Mailing Address <b>PO Box 301</b>				City <b>Portland</b>	
State <b>MI</b>	Zip Code <b>48875</b>	Telephone Number (Day) <b>616-773-8242</b>	Telephone Number (Evening)		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature					Date
Print Authorized Contact Name and Title <b>Jonathan Bair, Board Treasurer</b>					

### 5. MAILING INSTRUCTIONS

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1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
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called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.

BSL-CG-1153(R4/24)

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-12**

**A RESOLUTION APPROVING PAY REQUEST NO. 7 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. 7 requesting a progress payment for work completed through January 31, 2025, a copy of Pay Request No. 7 is attached as Exhibit A; and

**WHEREAS**, the City Engineer on this Project has reviewed Pay Request No. 7 and is recommending that the City Council approve payment in the amount of \$21,843.15.

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

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 7 and authorizes payment in the amount of \$21,843.15, to the State of Michigan for work completed through January 31, 2025.
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:** March 3, 2025

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



# PURCHASE ORDER

## City of Portland

P.O. 16226

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

VENDOR State of Michigan  
Attn: Finance Cashier  
Po Box 30648  
Lansing MI 48909

DATE: 2/26/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>mDOT-Kent St.</u>	<u>202.452.804009</u>		<u>\$21,843.15</u>
<u>Pay Request #17</u>			
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

mt  
Treasurer Initials

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



February 25, 2025

Via Email: [citytreasurer@portland-michigan.org](mailto: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 2/4/25**

Dear Mindy,

We have reviewed MDOT's invoice dated February 4, 2025 for the Kent Street Improvements project. The invoicing covers Pay Estimate 12 made to CL Trucking. The breakdown is as follows:

Activity	Total Cost	MDOT Grant Applied	City Share
Road/General	\$5,922.15	\$0.00	\$5,922.15
Water	\$0.00	N/A	\$0.00
Sewer	\$0.00	N/A	\$0.00
Advertising (Road)	\$0.00	\$0.00	\$0.00
Streetscape	\$15,921.00	\$0.00	\$15,921.00
Advertising (Streetscape)	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$21,843.15</b>	<b>\$0.00</b>	<b>\$21,843.15</b>

Based on our review of the invoicing, we recommend payment in the amount of \$21,843.15, 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](mailto:citymanager@portland-michigan.org))

2960 Lucerne Drive SE  
 Grand Rapids, MI 49546  
 P: 616.977.1000  
 F: 616.977.1005  
[www.fveng.com](http://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 02-04-25
	AR Dept/BPRO 591:ACT51	Due Date 03-06-25
		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 02-04-25
Customer Name CITY OF PORTLAND	IF YOU HAVE ANY QUESTIONS, PLEASE CALL

**Current Period Charges**

Description	Date	Transaction ID	Charges
Payment - Thank you	10-11-24	CACR591250000001785	\$829.67
Payment - Thank you	10-11-24	CACR591250000001785	\$600.00
Payment - Thank you	10-11-24	CACR591250000001785	\$22,816.97
Payment - Thank you	10-11-24	CACR591250000001785	\$80,029.45
Payment - Thank you	11-07-24	CACR591250000002184	\$2,014.71
Payment - Thank you	11-07-24	CACR591250000002184	\$24,285.77
-	01-31-25	CARE1591REIM25000637	\$5,922.15
-	01-31-25	CARE1591REIM25000637	\$15,921.00

**Important Customer Information**

MDOT  
 Michigan Department of Transportation  
 Statement Date: 02/06/2025

MDOT00282 - CITY OF PORTLAND

Program: 209474CON

Federal Project: 23A0992

Description: Kent St

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85	2023-5474 CITY OF PORTLAND			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
Federal			415,438.30	415,438.30	
Local			222,095.70	188,395.84	116,408.01
					5,922.15

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85				
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
Federal			163.70	27.06	
Local			36.30	6.00	6.00

Program: 217936CON

Federal Project: 23A1026

Description: Kent St

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85	2023-5475 CITY OF PORTLAND			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
Federal			322,718.15	322,718.15	
Local			342,229.85	218,730.64	151,591.26
					15,921.00

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85				
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
Federal			81.85	27.06	
Local			18.15	6.00	6.00

**MDOT**  
**Michigan Department of Transportation**  
**Statement Date: 02/06/2025**

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:** 02/06/2025

- 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 -	5,922.15
217936CON -	15,921



# PURCHASE ORDER

## City of Portland

P.O. 16226

259 Kent Street  
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(517) 647-7531

VENDOR State of Michigan  
Attn: Finance Cashier  
Po Box 30648  
Lansing MI 48909

DATE: 2/26/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
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Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.  
Project Manager

Cc: Andrew Dymczyk, City Manager ([citymanager@portland-michigan.org](mailto:citymanager@portland-michigan.org))

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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 02-04-25
Customer Name CITY OF PORTLAND	IF YOU HAVE ANY QUESTIONS, PLEASE CALL

Current Period Charges

Description	Date	Transaction ID	Charges
Payment - Thank you	10-11-24	CACR591250000001785	\$829.67
Payment - Thank you	10-11-24	CACR591250000001785	\$600.00
Payment - Thank you	10-11-24	CACR591250000001785	\$22,816.97
Payment - Thank you	10-11-24	CACR591250000001785	\$80,029.45
Payment - Thank you	11-07-24	CACR591250000002184	\$2,014.71
Payment - Thank you	11-07-24	CACR591250000002184	\$24,285.77
-	01-31-25	CARE1591REIM25000637	\$5,922.15
-	01-31-25	CARE1591REIM25000637	\$15,921.00

Important Customer Information

MDOT  
 Michigan Department of Transportation  
 Statement Date: 02/06/2025

MDOT00282 - CITY OF PORTLAND

Program: 209474CON

Federal Project: 23A0992

Description: Kent St

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description				
A00183	81.85	2023-5474 CITY OF PORTLAND				
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>	<b>Balance Due</b>
Federal			415,438.30	415,438.30		
Local			222,095.70	188,395.84	116,408.01	5,922.15

Phase: 03 Advertising

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

Program: 217936CON

Federal Project: 23A1026

Description: Kent St

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description				
A00165	81.85	2023-5475 CITY OF PORTLAND				
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>	<b>Balance Due</b>
Federal			322,718.15	322,718.15		
Local			342,229.85	218,730.64	151,591.26	15,921.00

Phase: 03 Advertising

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

**MDOT**  
**Michigan Department of Transportation**  
**Statement Date: 02/06/2025**

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:** 02/06/2025

- 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 -	5,922.15
217936CON -	15,921

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-13**

**A RESOLUTION APPROVING AN AWARD OF THE PLAZA DEVELOPMENT PROJECT AT 103 EAST GRAND RIVER AVENUE TO MWT, LLC**

**WHEREAS**, the city continues the development of 103 East Grand River Avenue; and

**WHEREAS**, the Project Manager from Fleis & Vandenbrink sought bids with a public opening held on February 25, 2025 and recommends that the work be awarded to MWT, LLC in the amount of \$236,816, a copy of the bid tabulation and recommendation letter is attached as Exhibit A.

**WHEREAS**, the City Manager has reviewed and recommends same.

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

1. The City Council approves the recommendation to award the plaza development project at 103 East Grand River Avenue to MWT, LLC in the amount of \$236,816, a copy of the of the bid tabulation and recommendation letter is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 3, 2025

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

**City of Portland**  
**103 E. Grand River Avenue Plaza**  
**Bid Tabulation**



Project No.: 863880  
 By: JWM  
 Date: 2/25/2025

Engineer's Estimate

MWT, LLC

ET MacKenzie

Cook Brothers

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
1	General Conditions, Bonds and Insurance, Max 5%	LSUM	1	\$ 13,100.00	\$ 13,100.00	\$ 11,000.00	\$ 11,000.00	\$ 3,736.50	\$ 3,736.50	\$ 16,774.00	\$ 16,774.00
2	Temporary Traffic Control	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,074.50	\$ 5,074.50	\$ 4,000.00	\$ 4,000.00
3	Erosion Control, Inlet Protection, Fabric Drop	Ea	3	\$ 150.00	\$ 450.00	\$ 200.00	\$ 600.00	\$ 158.00	\$ 474.00	\$ 155.00	\$ 465.00
4	Sidewalk, Rem	Syd	60	\$ 10.00	\$ 600.00	\$ 50.00	\$ 3,000.00	\$ 9.15	\$ 549.00	\$ 3.25	\$ 195.00
5	Curb and Gutter, Rem	Ft	70	\$ 20.00	\$ 1,400.00	\$ 50.00	\$ 3,500.00	\$ 12.00	\$ 840.00	\$ 4.00	\$ 280.00
6	Monitoring Well, Adj	Ea	6	\$ 600.00	\$ 3,600.00	\$ 750.00	\$ 4,500.00	\$ 559.00	\$ 3,354.00	\$ 1,060.00	\$ 6,360.00
7	Sewer Tap, 12 inch	Ea	1	\$ 800.00	\$ 800.00	\$ 7,500.00	\$ 7,500.00	\$ 1,351.50	\$ 1,351.50	\$ 2,550.00	\$ 2,550.00
8	Storm Sewer, 8 inch	Ft	70	\$ 80.00	\$ 5,600.00	\$ 100.00	\$ 7,000.00	\$ 174.00	\$ 12,180.00	\$ 212.00	\$ 14,840.00
9	Storm Sewer, 12 inch	Ft	15	\$ 100.00	\$ 1,500.00	\$ 100.00	\$ 1,500.00	\$ 286.00	\$ 4,290.00	\$ 236.00	\$ 3,540.00
10	Dr Structure, 24 inch Dia	Ea	3	\$ 2,200.00	\$ 6,600.00	\$ 3,000.00	\$ 9,000.00	\$ 2,894.00	\$ 8,682.00	\$ 5,550.00	\$ 16,650.00
11	Dr Structure Cover, ADA	Ea	3	\$ 1,000.00	\$ 3,000.00	\$ 500.00	\$ 1,500.00	\$ 1,126.00	\$ 3,378.00	\$ 1,000.00	\$ 3,000.00
12	Water Service, Connect	Ea	1	\$ 1,500.00	\$ 1,500.00	\$ 7,500.00	\$ 7,500.00	\$ 5,744.00	\$ 5,744.00	\$ 2,700.00	\$ 2,700.00
13	Meter Pit	Ea	1	\$ 1,200.00	\$ 1,200.00	\$ 3,000.00	\$ 3,000.00	\$ 1,720.00	\$ 1,720.00	\$ 2,850.00	\$ 2,850.00
14	Water Service, 3/4 inch	Ft	60	\$ 50.00	\$ 3,000.00	\$ 60.00	\$ 3,600.00	\$ 136.00	\$ 8,160.00	\$ 91.00	\$ 5,460.00
15	Yard Hydrant	Ea	1	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,508.00	\$ 1,508.00	\$ 1,785.00	\$ 1,785.00
16	Curb Box	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,273.00	\$ 1,273.00	\$ 275.00	\$ 275.00
17	Site Grading	LSUM	1	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00	\$ 22,000.00	\$ 7,228.50	\$ 7,228.50	\$ 2,800.00	\$ 2,800.00
18	Subbase, CIP	Cyd	100	\$ 25.00	\$ 2,500.00	\$ 40.00	\$ 4,000.00	\$ 35.00	\$ 3,500.00	\$ 21.50	\$ 2,150.00
19	Utility MH, Adj	Ea	1	\$ 800.00	\$ 800.00	\$ 750.00	\$ 750.00	\$ 539.00	\$ 539.00	\$ 1,000.00	\$ 1,000.00
20	Valve Box, Adj	Ea	1	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 559.00	\$ 559.00	\$ 200.00	\$ 200.00
21	Curb, Conc, Det E2	Ft	3	\$ 40.00	\$ 120.00	\$ 66.00	\$ 198.00	\$ 160.00	\$ 480.00	\$ 160.00	\$ 480.00
22	Curb and Gutter, Conc, Det F3	Ft	70	\$ 40.00	\$ 2,800.00	\$ 38.40	\$ 2,688.00	\$ 55.00	\$ 3,850.00	\$ 160.00	\$ 11,200.00
23	Curb and Gutter, Conc, Det F4	Ft	20	\$ 35.00	\$ 700.00	\$ 38.40	\$ 768.00	\$ 58.00	\$ 1,160.00	\$ 160.00	\$ 3,200.00
24	Sidewalk Ramp, Conc, 6 inch	Sft	100	\$ 20.00	\$ 2,000.00	\$ 12.00	\$ 1,200.00	\$ 13.00	\$ 1,300.00	\$ 26.40	\$ 2,640.00
25	Detectable Warning Surface, Cast Iron	Ft	5	\$ 100.00	\$ 500.00	\$ 120.00	\$ 600.00	\$ 113.00	\$ 565.00	\$ 2,275.00	\$ 11,375.00
26	Sidewalk, Conc, 6 inch	Sft	5,300	\$ 12.00	\$ 63,600.00	\$ 7.74	\$ 41,022.00	\$ 11.75	\$ 62,275.00	\$ 25.50	\$ 135,150.00
27	Sidewalk, Conc, 8 inch	Sft	500	\$ 15.00	\$ 7,500.00	\$ 9.60	\$ 4,800.00	\$ 13.50	\$ 6,750.00	\$ 28.50	\$ 14,250.00
28	Planter Wall	Ft	76	\$ 750.00	\$ 57,000.00	\$ 390.00	\$ 29,640.00	\$ 450.00	\$ 34,200.00	\$ 670.00	\$ 50,920.00
29	Decorative Railing, 42 inch	Ft	96	\$ 150.00	\$ 14,400.00	\$ 125.00	\$ 12,000.00	\$ 129.00	\$ 12,384.00	\$ 175.00	\$ 16,800.00
30	Dumpster Foundation Wall	Ft	11	\$ 1,000.00	\$ 11,000.00	\$ 500.00	\$ 5,500.00	\$ 655.00	\$ 7,205.00	\$ 780.00	\$ 8,580.00
31	Dumpster Enclosure Gate	Ea	3	\$ 6,000.00	\$ 18,000.00	\$ 5,000.00	\$ 15,000.00	\$ 6,696.50	\$ 20,089.50	\$ 575.00	\$ 1,725.00
32	Steel Bollard, Permanent	Ea	6	\$ 1,200.00	\$ 7,200.00	\$ 1,250.00	\$ 7,500.00	\$ 838.50	\$ 5,031.00	\$ 473.33	\$ 2,839.98
33	Decorative Bollard, Removable	Ea	3	\$ 2,200.00	\$ 6,600.00	\$ 1,000.00	\$ 3,000.00	\$ 1,585.50	\$ 4,756.50	\$ 407.78	\$ 1,223.34
34	Electrical Allowance	Dlr	5,000	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00
				<b>Total:</b>	<b>\$ 274,770.00</b>		<b>\$ 236,816.00</b>		<b>\$ 239,187.00</b>		<b>\$ 353,257.32</b>

## RECOMMENDATION OF AWARD

February 27, 2025

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

Andrew Dymczyk, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875

**RE: City of Portland – 103 E. Grand River Avenue Plaza**

Dear Andrew,

As you are aware, the bid opening for the plaza development project at 103 E. Grand River Avenue was held on Tuesday, February 25, 2025. This contract includes final grading, concrete curb and gutter, concrete sidewalk, concrete planter wall, decorative railing, non-masonry portions of the dumpster enclosure and related work. The plaza contractor will coordinate their work with work by a number of others to complete the overall project:

- Building foundation removal by Georgetown Construction via FVC
- Retaining wall repairs by Georgetown and Jelsema Concrete via FVC
- Tree removal by the Department of Public Works
- Sanitary sewer river crossing by Georgetown and others via FVC
- Masonry work is anticipated to be completed by Goodrich Masonry via purchase order (pending)
- Tree planting by a local nursery
- Wayfinding sign installation by Valley City Sign
- Site furnishings and planters/plantings by the City

The City received three bids, and a tabulation is attached. The low bid is from MWT, LLC of Grand Ledge, Michigan in the amount of \$236,816.00. This amount is less than our estimate and within the current project budget, which provides additional contingency during construction.

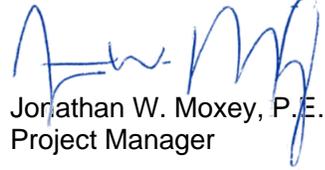
F&V has limited experience with MWT, but we have reviewed the reference information provided, spoken with the listed contacts and others, and spoken with Jim Bryant of MWT. Based on the feedback received, we feel MWT is capable of meeting the project requirements.

Based on the above, we recommend an award to MWT, LLC in the amount of \$236,816.00.

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager

Enclosure

Cc: Ken Gensterblum, Superintendent of Public Works  
Mindy Tolan, Treasurer  
Tina CW, DDA Director



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 18, 2025

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Dymczyk; City Clerk Miller; Police Chief Thomas; Police Officer McCrory; DDA Director ConnerWellman; Electric Superintendent Davlin

Guests: Paul LeBlanc of PLB Planning Group; Bernie Pelc of PLG Development; Jon Durell of Durell Law representing PLG Development; Sarah Sandborn, Erika Hoppes, Scott Lanz, and Melanie Pierce of Stepping It Up; Mike Judd; Kathy Parsons

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

Motion by Fitzsimmons, supported by Johnston, to approve the proposed agenda as presented.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Under Public Comment, Erika Hoppes and Sarah Sandborn of Stepping It Up presented information on their organization and goal of developing a community center at Bogue Flats through fundraising and grant opportunities.

Under City Manager Report, City Manager Dymczyk reported on recent and upcoming activities.

There were no presentations.

Under New Business, the Council considered Resolution 25-06 to approve the Generator Interconnection & Operating Agreement and the Facilities Agreement with Consumers Energy and approving payment of 50% of the interconnect fee, in the amount of \$142,500.00, for the Grant Street Substation Project. As part of the Grant Street Substation Project, Consumers Energy will construct interconnect facilities from their 46kV sub-transmission system to the new substation.

Mayor Pro-Tem VanSlambrouck confirmed the current substation located between the Electric Department and Fire Department will be removed in time.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 25-06 approving the Generator Interconnection & Operating Agreement and the Facilities Agreement with Consumers Energy and Approving Payment of the Interconnect Fee for the Grant Street Substation Project.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

City of Portland  
City Council Minutes – February 18, 2025

The Council considered Resolution 25-07 to approve a Planned Unit Development (PUD) Concept Plan and accompanying narrative for Rindlehaven submitted by PLG Development at the 130-acre site on Cutler Road that would rezone the property from R2 to PUD to include residential and educational uses. The Planning Commission held the required public hearing in December of 2024 and staff held numerous meetings to evaluate the submittal, including preliminary site plan, and zoning ordinance requirements. The Planning Commission, at its January 8, 2025, meeting, reviewed and approved (with conditions) the revised plans and recommends City Council approve the PUD.

Bernie Pelc of PLG Development introduced himself and the project proposal. Jon Durell of Durrell Law and representing PLG Development provided information on the PUD Concept Plan for the Rindlehaven property.

There was discussion.

Paul LeBlanc of PLB Planning Group provided his recommendations and conditions for approval as approved by the Planning Commission.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 25-07 approving a Planned Unit Development Concept Plan and Accompanying Narrative for Rindlehaven with conditions.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 25-08 to approve revisions to City Council Policy 95-2 concerning Poverty Exemption Guidelines.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 25-08 approving revisions to City Council Policy 95-2 concerning Poverty Exemption Guidelines.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 25-09 to approve the renewal of the Portland Area Fire Authority Agreement for a period of ten years.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 25-09 approving the renewal of the Portland Area Fire Authority Agreement for a period of ten years.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 25-10 approving the budget for Fiscal Year 2025-2026 for the Portland Area Fire Authority.

Motion by Sheehan, supported by Johnston, to approve Resolution 25-10 approving the budget for Fiscal Year 2025-2026 for the Portland Area Fire Authority.

Yeas: Sheehan, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

City of Portland  
City Council Minutes – February 18, 2025

Motion by Johnston, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 3, 2025, and the City Council Goal Session held on February 4, 2025, payment of invoices in the amount of \$98,174.57 and payroll in the amount of \$177,935.71, for a total of \$276,110.28. There were no purchase orders over \$5,000.00.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Dymczyk reminded residents there is no parking on City Streets from November 1<sup>st</sup> – April 1<sup>st</sup> in order to allow for safe removal of snow.

Under Council Member Comments, Council Member Johnston stated the PHS Drama Club will perform Anastasia at Portland High School on March 6-9, 2025.

Council Member Fitzsimmons stated that communities that clear snow with an odd/even parking plan often do not have any off-street parking.

Mayor Pro-Tem VanSlambrouck noted the VFW will host a Burger Night on Friday, February 21, 2025, from 5:00 – 7:00 P.M.

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

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:48 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

DRAFT

**City of Portland**  
**Synopsis of the Minutes of the February 18, 2025, City Council Meeting**  
**In the City Council Chambers at City Hall**  
**259 Kent St., Portland, MI 48875**

The City Council meeting was called to order by Mayor Barnes at 7:00 P.M.

**Present** - Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Dymczyk; City Clerk Miller; Police Chief Thomas; Police Officer McCrory; DDA Director ConnerWellman; Electric Superintendent Davlin

**Public Comment** - Erika Hoppes and Sarah Sandborn of Stepping It Up presented information on their organization and goal of developing a community center at Bogue Flats through fundraising and grant opportunities.

**Resolution 25-06** approving the Generator Interconnection & Operating Agreement and the Facilities Agreement with Consumers Energy and Approving Payment of the Interconnect Fee for the Grant Street Substation Project.

All in favor. Approved.

**Resolution 25-07** approving a Planned Unit Development Concept Plan and Accompanying Narrative for Rindlehaven with conditions.

All in favor. Approved.

**Resolution 25-08** approving revisions to City Council Policy 95-2 concerning Poverty Exemption Guidelines.

All in favor. Approved.

**Resolution 25-09** approving the renewal of the Portland Area Fire Authority Agreement for a period of ten years.

All in favor. Approved.

**Resolution 25-10** approving the budget for Fiscal Year 2025-2026 for the Portland Area Fire Authority.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:48 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
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	677.67
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF FEB 2025 - ASSES	1,679.75
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
ANDREW DYM CZYK	02902	PHONE BILL REIM - CITY MANAGER	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	1,148.87
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MEETING SYNOPSIS - GEN	401.90
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	356.42
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	487.04
FRED KRAMER	00564	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	150.00
AMY COOPER	01284	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	110.00
FIRST ADVANTAGE OCCUPATIONAL HEALTH	02603	CLINIC COLLECTIONS T SMITH - WW	217.34
DETROIT SALT COMPANY	01497	ROAD SALT MIDEAL - MAJ, LOC STS	3,527.97
STAR THOMAS	01654	AMAZON DOOR CHIME, SUPPLIES REIM - POLICE	47.66
FAMILY FARM & HOME	01972	TOOLS/SUPPLIES - WW	114.87
HAVILAND PRODUCTS COMPANY	02850	HAVAFLOK POLYMER - WW	4,055.00
ORIENTAL TRADING CO., INC.	01041	DADDY DAUGHTER GLOWSTICKS - REC	59.97
ORIENTAL TRADING CO., INC.	01041	MEERKAT PLUSH DADDY DAUGHTER DANCE - REC	114.96
FLEIS & VANDENBRINK	00153	KENT ST - MAJ STS	1,367.33
MWEA OFFICE	01347	REGISTRATION EXPO KEN & ROD - WATER	20.00
TRUCK & TRAILER	00461	SUPPLIES - MAJ, LOC STS	901.96
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	1,000.02
FLEIS & VANDENBRINK	00153	DIVINE HWY BRIDGE ENG SVCS - MAJ STS	760.00
POWER LINE SUPPLY COMPANY	00389	THERMAL IMAGING - ELECTRIC	475.00
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	47.55
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	36.01
AMERICAN PUBLIC POWER ASSOC	01446	APPA DUES - ELECTRIC	250.00
GRAINGER, INC.	00172	SUPPLIES - ELECTRIC	382.75
RANGE TELECOMMUNICATIONS	02872	ANSWERING SERVICE - ELECTRIC	161.99
HARMON GLASS DOCTOR	02869	GLASS REPAIR DAM - ELECTRIC	97.63

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
THEKA ASSOCIATES ENGINEERING, INC.	02557	GRANT ST CONTROL PANEL SUBSTATION - ELECT APP F	29,180.65
POWER LINE SUPPLY COMPANY	00389	DISTRIBUTION SUPPLIES - ELECTRIC	3,281.00
WATERSHED PARTNERS	02743	TRAINING - ELECTRIC	2,250.00
MUNICIPAL SUPPLY CO.	00324	OPERATING SUPPLIES - ELECTRIC	620.25
ACE-TEX ENTERPRISES, INC.	00004	MR EQUIPMENT SUPPLIES - ELECTRIC	749.71
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION CONTRACT - PARKS, CITY HALL, DDA	1,000.00
ALPHA OMEGA UTILITY SERVICES	02938	ONBOARDING TRAINING - ELECTRIC	16,500.00
FIRE PROS, LLC	00151	ANNUAL FIRE EXTINGUISHER INSPECTION - WW	355.90
FIRE PROS, LLC	00151	ANNUAL FIRE EXTG INSPECTION - CITY HALL	135.05
FIRE PROS, LLC	00151	ANNUAL FIRE ENTG INSPECTION - MTR POOL	576.70
GRAINGER, INC.	00172	SUPPLIES - WATER	159.04
PLUMMERS ENVIRONMENTAL SERVICES INC	02687	EMERGENCY BACK UP SVCS - WW	4,914.00
FIRE PROS, LLC	00151	ANNUAL FIRE EXTG INSPECTION - POLICE	269.25
FIRE PROS, LLC	00151	REFILL/RECHARGE EXTINGUISHER - POLICE	204.50
FIRE PROS, LLC	00151	ANNUAL FIRE EXTINGUISHER INSPECTION - PARKS, CE	97.80
APPLIED INNOVATION	02493	PRINTER INVOICE - VARIOUS DEPTS	375.17
STATE OF MICHIGAN	00428	KENT ST PAY REQUEST #7 - MAJ STS	21,843.15
Total:			\$109,539.83

**BI-WEEKLY  
WAGE REPORT  
March 3, 2025**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	11,910.10	239,189.11	3,998.01	59,127.10	15,908.11	298,316.21
ASSESSOR	-		-	-		
CEMETERY	2,408.20	82,781.62	1,078.18	22,225.28	3,486.38	105,006.90
POLICE	20,808.01	372,724.83	6,870.87	124,298.72	27,678.88	497,023.55
CODE ENFORCEMENT	21.19	354.53	1.63	27.19	22.82	381.72
PARKS	1,907.21	65,698.45	786.23	11,844.91	2,693.44	77,543.36
INCOME TAX	2,401.68	53,913.53	1,020.90	19,552.32	3,422.58	73,465.85
MAJOR STREETS	6,827.96	90,576.45	3,358.30	37,901.28	10,186.26	128,477.73
LOCAL STREETS	5,018.52	76,924.48	2,785.00	34,837.52	7,803.52	111,762.00
RECREATION	2,152.22	35,353.51	470.37	7,094.55	2,622.59	42,448.06
AMBULANCE	27,181.93	471,993.60	5,884.25	96,197.17	33,066.18	568,190.77
DDA	2,826.52	54,390.82	578.70	9,578.78	3,405.22	63,969.60
ELECTRIC	25,724.55	477,996.12	10,863.31	152,870.34	36,587.86	630,866.46
WASTEWATER	9,918.31	188,972.27	3,007.21	48,550.18	12,925.52	237,522.45
WATER	6,475.37	129,010.33	3,038.73	49,095.44	9,514.10	178,105.77
MOTOR POOL	1,011.41	17,487.79	327.10	5,490.54	1,338.51	22,978.33
<b>TOTALS:</b>	<b>126,593.18</b>	<b>2,357,367.44</b>	<b>44,068.79</b>	<b>678,691.32</b>	<b>170,661.97</b>	<b>3,036,058.76</b>





# PURCHASE ORDER

## City of Portland

P.O. 16803

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

VENDOR Kennedy Industries  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 2-21-2025

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
CUTLER L/S impeller's / Various Filters	590-441-804		\$6970. <sup>00</sup>
DEPARTMENT HEAD (UP TO \$500) <u>ZML</u>		TOTAL	\$6970. <sup>00</sup>

MT  
Treasurer Initials

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





PUMPING-REPAIR  
FLOW CONTROL  
PROCESS  
AUTOMATION



QUOTATION		
DATE	NUMBER	PAGE
11/7/2024	0060592	1 of 1

B POR250  
I CITY OF PORTLAND  
L 259 KENT STREET  
T KDEY@FV-OPERATIONS.COM  
O PORTLAND, MI 48875

Accepted By: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_  
Ship To: \_\_\_\_\_  
\_\_\_\_\_

ATTENTION:  
TONY SMITH                      517-647-6926                      WWTP@PORTLAND-MICHIGAN.ORG

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
QUOTE	CUTLER PS, HYDROMATIC IMPELLER, VARIOUS	TJC/KNF	FIELD SERVICE
QTY	DESCRIPTION		

(2) HYDROMATIC,IMPELLER, DUCTILE IRON MATERIAL, 7.50 DIAMETER, S4M.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: \$4,238.00 TOAL FOR (2) IMPELLERS.

\*\*\*\*\*

FIELD SERVICE LABOR REQUIRED

\*\*\*\*\*

KENNEDY INDUSTRIES WILL PROVIDE (1) FIELD SERVICE TECHNICIAN(S) ONSITE TO REPLACE (2) IMPELLERS ON CUSTOMERS HYDROMATIC PUMPS INCLUDING START-UP, TEST RUN, AND VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$ 2,435.00

\*\*\*\*\*

PRICE DOES NOT INCLUDE: TAX.

\*NOTE: NO NAMEPLATE PROVIDED FOR THE SECOND IMPELLER. CUSTOMER TO CONFIRM IMPELLER DIAMETER PRIOR TO ACCEPTANCE OF THE PURCHASE ORDER.

DELIVERY: APPROXIMATELY 3-4 WEEKS AFTER RECEIPT OF ORDER.

PRICE AND LEAD TIME ARE BASED OFF CURRENT MARKET PRICING AND AVAILABILITY AND ARE SUBJECT TO CHANGE. PLEASE NOTE QUOTE IS VALID FOR 30 DAYS.

THANK YOU FOR THE OPPORTUNITY TO QUOTE OUR EQUIPMENT.

SINCERELY,  
KAILEE FINE

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 6/2023) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30**

# 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:** 2-27-2025

**Re:** Action Item BLP 25 - 2A - VISCO Decorative Light Poles

---

In the past two year we have had a 3 decorative street light poles hit and destroyed by cars. The inventory is depleted to one pole and as a result we need to purchase two poles from our sole supplier VISCO. During vehicle accidents we regularly experience damage to the globes, decorative rings and finials. It is recommended that we also purchase two globes, two rings and two finials.

**Action Item BLP – 25-2A** – Recommend City Council approve the purchase of two 11’7” single light decorative poles along with associated globes, decorative rings and finials. The cost for the poles and associated parts is \$7,340.



V- 589HY306

# QUOTATION

CUSTOMER: CITY OF PORTLAND

DATE: 2-19-2025

ADDRESS: \_\_\_\_\_

PROJECT TITLE: PORTLAND PUBLIC WORKS

CITY & STATE: \_\_\_\_\_

ATTENTION: TODD DAVLIN

ITEM NO.	QUANTITY	TYPE OF FIXTURE	UNIT PRICE	EXTENDED PRICE
1	2	VI-D/INT-CI-117"-1 1/4" X 1 1/2" NIPPLE-LAB	\$3135.00	\$6270.00
2	2	199 ACRYLIC GLOBE W/FINIAL HOLE	\$289.00	\$578.00
3	2	22C GOLD FINIAL	\$54.00	\$108.00
4	2	24C BRASS FILIGREE RING	\$192.00	\$384.00
		**Quotation based upon best interpretation of information		
		provided.		

- Net Owner
- Net Distributor
- Commission Allotted \_\_\_\_\_
- Full Freight Allowed
- Prime Painted
- Finish Painted BLACK
- Powder Coated \_\_\_\_\_
- Approximate Delivery 10-12 Weeks  
(After receipt of approval drawings, based on current conditions)

**TOTAL** \$7340.00

**TERMS NET 30 DAYS FROM DATE OF SHIPMENT.**

PREPARED BY:

VISCO, INC.  
29579 AWBREY LANE  
EUGENE, OR 97402  
(541) 688-7741  
FAX (541) 461-0951

Quote Valid For 30 Days



# PURCHASE ORDER

## City of Portland

P.O. **16351**

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

VENDOR Fredrickson Supply  
3901 3 Mile Rd NW  
Grand Rapids MI 49534

DATE: 2-24-25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Wacker Neuson Ride-on Roller	661-441-977		\$22,149 <sup>00</sup>
DEPARTMENT HEAD (UP TO \$500) <u>K. Constantino</u>		TOTAL	

MTJ

Treasurer Initials

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



www.fredricksonsupply.com

Ph: 616.949.2385

Fx: 616.949.2290

3901 3 Mile Rd. NW  
Grand Rapids, MI. 49534

SALES QUOTE	
Date	Quote #
02/19/25	2212

Bill To:
City of Portland Ken Gensterblum 259 Kent St Portland, MI 48875

Ship To:
Same

PO Number	Terms	Rep	Ship Date	Via	FOB	Project
	Net 30	Alex	TBD			

Quantity	Item Code	Description	Price per quantity	Amount
1	RD12-A	Wacker Neuson Ride-On Roller 20hp Kohler Gas 35.4" Drum, 2,964 Max Operating Weight	\$21,564.00	\$21,564.00
1	Delivery/PDI	FOB - Portland	\$585.00	\$585.00

\*Quotes are good for 30 days unless otherwise noted.

**Total \$22,149.00**

\*Quote is subject to manufacturer surcharges

Proposed by Fredrickson Supply
Alex Pummill
Printed:

Accepted by Customer
Printed:



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

Held on Monday, February 5, 2025  
In the Council Chambers at City Hall

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

Members Absent: Sandborn

Staff: Director ConnerWellman, City Clerk Miller; Police Chief Thomas

Guests: Council Member Johnston, Kathy Parsons, Merry Hass of The Port, Bethany French of Busy Bee, Jeremiah Mergenhagen, Vicki Williamson, Mary Teachout and Laurie Reeves of Scrappy Divas, Mike Palm and Carol Abood of Hot Shots

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

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

Under Public Comment, Bethany French of Busy Bee shared thoughts around small businesses, the downtown community, and downtown events. Specifically related to her desire to have a Social District created, would like to see small business signs and other community amenities on the freeway signs. She further stated many visitors to her store are from out of town and her desire for the City to attract more business to the downtown.

Mike Palm of Hot Shots shared his experience related to the key fob issue that was happening around the time of the Holiday Light Shows downtown. He stated he would like to see more people attracted to the downtown, the Spring Block Party brought back, and to see the construction on the buildings downtown completed.

Merry Hass of The Port read a statement outlining her displeasure with the DDA Director on several issues. She stated she would like to see the job description for the DDA Director be evaluated and updated.

Mary Teachout of Scrappy Divas noted they have been in business for 5 months and an email today is the first contact they have received from the DDA office.

Motion by Barnes, supported by Vogl, to approve the minutes of the November 25, 2024, regular meeting.  
All in favor. Adopted.

Motion by Briggs, supported by Vogl, to approve the Treasurer's Report.

All in favor. Adopted.

Under Team Workshops, Director ConnerWellman stated the team discussed the issue related to the email that was distributed in early December regarding potential scammers that were soliciting to downtown businesses and efforts to improve communication in the future.

City Manager Dymczyk noted a professional has been contacted to help resolve the issue that was happening with key fobs not working in the downtown. Still waiting to hear back.

Director Conner Wellman stated the team also discussed events for 2025.

Director ConnerWellman noted that a new lead is needed for the fireworks event scheduled for June 27, 2025, as Council Member Johnston has decided to take a step back after much community involvement.

Under Old Business Director ConnerWellman stated that Small Town Saturday Night has been secured for the June 27, 2025, fireworks display at a cost of \$8,000.00. A new lead for this event is still needed. Discussion is needed to continue the fireworks display beyond 2025 through 2028.

Under New Business, Director ConnerWellman stated the Winter Digest – Semi Annual Public Presentation and Information Session will be held as part of the Monday, February 24, 2025 meeting at 7:00 P.M.

Director ConnerWellman stated the signers on the DDA account at Huntington National Bank and Independent Bank, for Portland Prime, need to be updated. Leo Madarang should be removed, Mayor James E. Barnes should remain on the accounts, and Dr. Jason Williamson should be added to the accounts.

Motion by Schneider, supported by Vogl, to remove Leo Madarang, leave Mayor James E. Barnes, and add Dr. Jason Williamson as signers on the DDA account at Huntington National Bank and the Portland Prime account at Independent Bank.

All in favor. Adopted.

Director ConnerWellman proposed an amendment be made to the DDA By-laws to change the definition of a quorum as it currently states a quorum is when there are six members present.

There was discussion.

City Manager Dymczyk suggested the quorum should be defined as the majority of active board members are present for a meeting.

Director ConnerWellman explained the issue related to the email that was distributed in early December regarding potential scammers that were soliciting downtown businesses. She further apologized to Merry Hass, The Port, and the Hass family for the impact her actions had on them.

Motion by Briggs, supported by Barnes, to accept/approve the statement made by Director ConnerWellman.

All in favor. Adopted.

Mayor Barnes stated the means for moving forward and the issues mentioned by the business owners should be taken into consideration. He noted there were comments made in October that the DDA role should be evaluated since moving away from the Main Street program several years ago.

Motion by Mayor Barnes, supported by Vogl, to form a subcommittee composed of Chair Williamson, Vice Chair Vogl, and City Manager Dymczyk to evaluate the DDA job description, ongoing issues, and develop action steps going forward.

Member Briggs asked if other Board members will be involved in this process.

Mayor Barnes stated there will be an opportunity for input by the board members after the subcommittee presents their action plan.

Chair Williamson held the vote for the motion on the floor.

All in favor. Adopted.

City Manager Dymczyk stated that communication is key and that outlining the expectations for the DDA and updating the job description with those expectations is necessary.

City Manager Dymczyk further noted a community survey for the creation of a social district may be helpful.

Director ConnerWellman provided the Director's Report which included a review and highlights for 2024.

Under Board Member Comments Member Briggs stated that when decisions were made to eliminate the Block Party and other events evaluations were made around the Main Street Program and its recommendations. Those decisions were based on what was happening at the time and the lack of community volunteers to take charge and manage the events.

Chair Williamson noted the lack of volunteers has always been an issue with holding events.

Member Briggs noted that community surveys are a way to evaluate and meet the community's needs.

There was discussion.

Vice Chair Vogl thanked everyone for attending the meeting and sharing their comments.

Director ConnerWellman noted she met with the new owner of the C Store. They are fully functional again and look forward to being a part of the community.

Motion by Ward, supported by Briggs, to adjourn the meeting at 8:10 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary

**DRAFT MEETING MINUTES - REGULAR MEETING  
OF THE  
PORTLAND BOARD OF LIGHT AND POWER**

4:00 P.M. Tuesday, January 28, 2025  
Board of Light & Power Conference Room  
723 East Grand River, Portland, MI 48875



**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chairman Baldyga at 4:00 PM. Attendees included: Board Chair Robert Baldyga, Board Member Nick Lefke, Board Member Mike Fox, City Manager Andrew Dymczyk, Treasurer Mindy Tolan, GRP Engineer Michael McGeehan, and Superintendent Todd Davlin.

**II. SAFETY SHARE**

Todd Davlin presented a safety share about confined space Rescue.

**III. APPROVAL OF AGENDA**

Motion: Mike Fox	Seconded: Nick Lefke
Yay: 3	Nay: 0

**IV. APPROVAL OF MINUTES**

Motion: Nick Lefke	Seconded: Robert Baldyga
Yay: 3	Nay: 0

**V. ACTION ITEM(S)**

**Action Item BLP – 25-1A** – Recommend City Council approve the power purchase commitment between the City of Portland and the Michigan Public Power Agency authorizing multiple wholesale power purchase transactions for calendar years 2027 to 2030 to comply with the Energy Service Project Stability Hedge Plan strategy directed by the City of Portland. The cost of these commitments will not exceed \$772,718.50.

Motion: Mike Fox	Seconded: Nick Lefke
Yay: 3	Nay: 0

**Action Item BLP 25-1B** - Recommend City Council approve the payment of \$142,500 to Consumers Energy Company for 50% of the cost of the interconnect associated with the Grant Street Substation. This fee must be paid upon the execution of the Facilities Agreement between Consumers Energy Company and the BLP. The Facilities Agreement is expected to be executed in February.

Motion: Nick Lefke	Seconded: Robert Baldyga
Yay: 3	Nay: 0

**Action Item BLP 25-1C** – Recommend that City Council approve the 2025-2045 Portland Municipal Utility PA 235 Renewable Energy Plan. The plan must be submitted to the Michigan Public Service Commission at the end of February 27, 2025. The plan outlines strategies for future Power Purchases and Energy Transactions which MPPA will pursue on the City of Portland’s behalf.

Motion: Nick Lefke                      Seconded: Robert Baldyga  
Yay: 3    Nay: 0

**Action Item BLP 25-1D** – Recommend that the City Council approve Pleune Mechanical's proposal to replace the Nordberg oil filter and install auto drains on the Nordberg air start system. The estimated cost to complete this work is \$19,098.66.

Motion: Nick Lefke                      Seconded: Robert Baldyga  
Yay: 3    Nay: 0

**Action Item BLP 25-1E** – Recommend City Council approve Powerline Supply's proposal to purchase one 150 KVA reconditioned 3-phase transformer from T&R Electric Supply Company. The estimated cost for replacing the transformer is \$14,839.00.

Motion: Robert Baldyga                Seconded: Mike Fox  
Yay: 3    Nay: 0

**Action Item BLP 25-1F** – Recommend that the City Council approve Power Line Supply’s proposal to purchase two 100 KVA submersible single-phase transformers manufactured by Central Moloney for a cost of \$14,320.

Motion: Robert Baldyga                Seconded: Nick Lefke  
Yay: 3    Nay: 0

**VI. INFORMATIONAL ITEMS** – Mindy Tolan presented information addressing items a-b below. Michael McGeehan from GRP presented information addressing items c-d below. Todd Davlin presented information addressing items e-j below.

- a. 2023-2024 Audit Report (City Treasurer)
- b. 2025-2026 Budget Plan/Schedule (City Treasurer)
- c. Circuit Transition Planning (Michael McGeehan GRP)
- d. Rindlehaven Development (Michael McGeehan GRP)
- e. Financial report
- f. Reliability report
- g. Utility Rules and Regulations
- h. Grant Street Substation Update
- i. Fiber Project Financial Report
- j. Invoice Format

**VII. NEXT REGULAR BLP BOARD MEETING:** Next meeting rescheduled for Thursday 2-27-2025.

**VIII. PUBLIC COMMENT:** None

**IX. CITY MANAGER COMMENTS:** City Manager Dymczyk provided an update on projects and priorities around the City and zoning approval of the Rindlehaven project.

X. **BOARD COMMENTS:** No board comments.

XI. **ADJOURNMENT** The meeting adjourned at 5:30 PM.

**CITY OF PORTLAND**

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

February 20, 2025  
January 1-31, 2025

<b>Kwh Consumed</b>	3,154,241
<b>DIESEL PRODUCTION</b>	36,460
<b>HYDRO GENERATION</b>	112,899

<b>Total Kwh Purchased</b>	<b>3,004,882</b>	<b>Total Dollars Paid</b>	<b>\$ 200,538.15</b>
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**Kwh Billed**

Residential	1,537,364
Commercial	753,632
Large General	675,655
City St. Lites Metered	10,401
St. Lites Unmetered	
Rental Lights	
Demand	1,567

**Dollars Billed**

PCA Billed	\$ (32,817.60)
Residential	\$ 240,132.22
Residential EO Charge	\$ 2,693.06
Geothermal Discount	\$ (242.41)
AMI Opt Out	\$ 75.00
Commercial	\$ 114,871.77
Commercial/LG EO Charge	\$ 2,447.60
Large General	\$ 71,987.93
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 972.77
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 13,267.55
Tax	\$ 15,460.01

**Total Kwh Billed** **2,978,619**

Arrears after billing	\$ 7,023.30
Penalties Added	\$ 1,818.23
Arrears end of month	\$ 32,848.46
Fuel Cost Billed	\$ (26,989.63)
Amount Collected	\$ 405,294.18
Total Adjustments	\$ 2,374.11

**Total Dollars Billed** **\$ 430,643.69**

Power Cost Adj. (0.01106)

Residential Customers	2,227
Commercial Customers	328
Large General	15
<b>Total Customers</b>	<b>2,570</b>

02/04/25



**CITY OF PORTLAND**  
**February-25**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Jan-25	<b>PERIOD COVERED</b>	January 1-31, 2025
Customers Billed		Penalties Added	\$ 420.30
City	1,818	Dollars Collected	\$ 65,736.96
Rural	24	Arrears at end of Month	\$ 6,675.95
Total Customers	1,842	Adjustments	\$ 275.85
		Gallons Pumped	8,775,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,865,949		\$ 64,313.70
Rural	180,764		\$ 2,476.15
Total	<u>8,046,713</u>		<u>\$ 66,789.85</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,779	Dollars Billed	\$156,679.85
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 156,679.85

Penalties Added	\$ 1,020.12
Dollars Collected	\$ 157,004.39
Arrears at end of Month	\$ 13,053.81
Adjustments	\$ (9,769.09)
Gallons Treated per Million	9.389



**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**FEBRUARY 25, 2025 – 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 December 2024- \$ 2,055,826.44
  - D. Approve payments of Common Cash and General Fund Payroll for the month of January 2025- \$ 2,913,263.11
  - E. Approve payments of Health Department payroll and accounts payable for the month of December 2024-\$ 216,816.41
  - F. Approve payments of Health Department payroll and accounts payable for the month of January 2025-\$ 192,810.39
  - G. Approve payments of Road Department payroll and accounts payable for the month of December 2024-\$ 1,760,153.80
  - H. Approve payments of Road Department payroll and accounts payable for the month of January 2025-\$ 389,983.52
  - I. Approval of payments from Trust and Agency for the month of December 2024-\$585,693.24
  - J. Approval of payments from Trust and Agency for the month of January 2025-\$554,270.19
- VII. Unfinished Business**
  - A.

**VIII. New Business**

- A. Reappointment to Tax Allocation Board
  - John Piercefield, one year term
- B. Appointment to Tax Allocation Board
  - Terry Frewen, one year term
- C. Road Department SNBI and New Load Rating Requirements for Bridges – Rich Kathrens, Spicer Group
- D. Approval to start transition to Fidlar Technologies and sign contract- Tami Hewitt
- E. Restriction Covenant-Road Department Leaking Underground Storage Tank – Linda Pigue
- F. Approval to modify previously approved dump truck acquisition to swap loader – Linda Pigue
- G. Request to purchase Skid Steer Hammer – Linda Pigue
- H. Approval of Commission on Aging Budget Amendment – Bernadette Blonde
- I. Request to purchase 6 mobile radios for Emergency response and preparedness- Sgt. Fredrick Straubel

**IX. Department Reports**

- A.

**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. County Administrator Search

**XIV. Adjournment**

**Board and/or Commission Vacancies**

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**

**Appointments for consideration in the month of February 2025:**

- None

**Appointments for consideration in the month of March 2025:**

- **Community Mental Health Services Board**