



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

7:00 P.M. Monday, March 17, 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>	
	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u> - None</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:08 PM	<b>A. Proposed Resolution 25-14 to Opt In to the Low-Income Energy Assistance Fund Created by Public Act 169 of 2024</b>	Decision
7:10 PM	<b>B. Proposed Resolution 25-15 Approving the Award of Plaza Masonry Work at 103 East Grand River Ave to Goodrich Masonry</b>	Decision
7:12 PM	<b>C. Proposed Resolution 25-16 Approving the Submittal of an Application for Local Bridge Program Funds for Rehabilitation of the Bridge Street Bridge over the Grand River</b>	Decision
7:15 PM	<b>D. Proposed Resolution 25-17 Approving Participation in the State Bid Process for Winter Road Salt 2025-2026</b>	Decision
7:18 PM	<b>E. Proposed Resolution 25-18 to Amend the Budget for Fiscal Year 2024-2025</b>	Decision
7:20 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A. Minutes and Synopsis of the Regular City Council Meeting held on March 3, 2025</b>	
	<b>B. Payment of Invoices in the Amount of \$105,115.83 and Payroll in the Amount of \$147,219.69 for a Total of \$252,335.52</b>	
	<b>C. Purchase Orders over \$5,000.00 - None</b>	
	<b>XI. <u>Communications</u></b>	
	<b>A. Planning Commission Minutes for January 8, 2025</b>	
	<b>B. Water Department Report for February 2025</b>	
	<b>C. Ionia County Board of Commissioners Agenda for February 27, 2025</b>	

<b>Estimated Time</b>
7:23 PM
7:25 PM
7:30 PM
7:35 PM

- D. Ionia County Board of Commissioners Agenda for March 11, 2025
- E. Ionia County Central Dispatch Report – January 2025
- F. Ionia County Central Dispatch Report – February 2025

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

<b><u>Desired Outcome</u></b>
Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-14**

**A RESOLUTION TO OPT IN TO THE LOW-INCOME ENERGY ASSISTANCE FUND CREATED BY PUBLIC ACT 169 OF 2024**

**WHEREAS**, on July 1, 2013, the State of Michigan passed Public Act 95 (PA 95) that created the Low-Income Energy Assistance Fund (LIEAF) within the Michigan State Treasury. Public Act 169 of 2024 amended Section 9t of Act 95 that now requires participation in a Low-Income Energy Assistance Fund (LIEAF); and

**WHEREAS**, with the passage of PA 95, the City of Portland now must either opt-in and allow the Michigan Department of Human Services (DHS) to administer funds collected or opt-out and internally collect and administer a program on behalf of our community; and

**WHEREAS**, the Michigan Public Service Commission (MPSC) establishes the surcharge on all customers. Historically, the surcharge was less than \$1.00/meter and PA 95 now grants authority to MPSC to increase the surcharge by \$.25/year with a cap of \$2.00; and

**WHEREAS**, the City of Portland City staff have projected that this could cost City Electric customers up to \$30,000 per year; and

**WHEREAS**, staff has reviewed local resources and municipal partners and would recommend opting in to PA 95 allowing the Michigan Department of Human Service administration of collected funds as required by PA 95.

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

1. The City Council approves the recommendation of staff opting in to PA 95 allowing the Michigan Department of Human Service administration of collected funds as required by PA 95.
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 17, 2025

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

## Opt In

### Note

Your payment goes to the State; there is no guarantee it stays in your region.

Utility may decide to opt in or opt out each year, regardless of what they did the year prior, but any payments beyond the needs of your customers will not be returned.

### By March 30, 2025

Report to MMEA your total # of retail billing meters (including commercial/industrial) and breakdown of meters per county. MMEA will file this with the state (e.g., 1000 total meters; 600 in county X and 400 in county Y or 1000 total meters; 1000 in county K).

### May 1

MPSC establishes surcharge. Historically, the surcharge was less than \$1.00/meter. Now, MPSC may increase tariff by \$0.25/year; capped at \$2.00

### Sept '25 Billing Cycle

Utility charges all customer classes\* the monthly tariff for the year using a separate line item labeled "LIEAF surcharge". E.g., 1000 meters X \$1.50 tariff X 12 months=\$18,000

Utility remits check, monthly, to the state (e.g., 1000 meters X \$1.50 tariff = \$1,500 each month to the state)

Utility may shut off customers for non-payment.

# Opt Out

Opting out ensures your customer's money stays in your service territory and is only used for your customers.

## By March 30, 2025

Report to MMEA your total # of retail billing meters (including commercial/industrial) and breakdown of meters per county. MMEA will file this with the state (e.g., 1000 total meters; 600 in county X and 400 in county Y or 1000 total meters; 1000 in county K).

## Program Requirements

**Establish & Fund** an an energy assistance program for residential customers for **both electricity & heat**

See *How to Run a Program* chart

Customers no longer qualify for MEAP beginning Oct. 1, 2025 (assistance is coming from utility's assistance fund).

Fund must aid all eligible customers. Not required to spend more than what the utility would have collected under the State. It's recommended, but not required, that a utility adopt the state's surcharge amount for their first year, and based on the first year's need, determines what's best for future years.

Any unspent dollars carry over into the next year

May shut-off customers for non-payment

Utility may decide to opt in or opt out each year, regardless of what they did the year prior.

## Reporting Requirements

### Beginning October 1, 2025

Utility must notify customers of program availability. Notice must include the following:

Description of Program

Application Information

Statement that utility assistance is offered instead of collecting under the state program

Eligibility Guidelines

Info Posted on Utility's Website

### Beginning December 1, 2026

Submit an annual report to the Commission that includes the following:

Total amount of funds available for energy assistance for utility's customers

Total number of the utility's customers, by county, that received assistance

Total number of utility's customers, by county, who applied for assistance through the program

Total amount of assistance provided to the utility's customers, by county, including a description of the amount of assistance provided for each home heating commodity (see draft template on MMEA Hub)

## How to Run Program\*

Utility has the flexibility to determine which customer classes pay the surcharge. Charging a surcharge is optional, but utility must ensure there are funds available for eligible customers. The exact name of the surcharge and when it takes effect is up to the utility.

### In-House

Utility's staff administer program

### 3<sup>rd</sup> Party

State MEAP Grantee

Local Non-Profit

Bureau of Community Action and Economic Opportunity

Society of St. Vincent de Paul of the Archdiocese of Detroit

United Way Ventures LLC/United Way of South-Central MI

Superior Watershed Partnership (U.P. counties & Northern-Lower counties)

The Salvation Army

Barry County United Way

The Heat and Warmth Fund

TrueNorth Community Services

United Way for Southeastern Michigan

\* Still waiting on state for some major implantation questions including mechanics of how utility verifies eligibility, vulnerable population prioritization, and administrative cost adjustment.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-15**

**A RESOLUTION APPROVING THE AWARD OF PLAZA MASONRY WORK  
AT 103 EAST GRAND RIVER AVENUE TO GOODRICH MASONRY**

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

**WHEREAS**, the Project Manager from Fleis & Vandenbrink sought an estimate and recommends award to Goodrich Masonry for brick columns and masonry work for the dumpster enclosure in an amount not to exceed \$43,000.00, a copy of the estimate and project funding status report 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 plaza masonry at 103 East Grand River Avenue to Goodrich Masonry in the amount not to exceed \$43,000.00, a copy of the estimate and project funding status report 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 17, 2025

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

**City of Portland**  
**103 E. Grand River Avenue Plaza Improvements**  
**Project Budget Status**



Project No.: 863880  
 By: JWM  
 Date: 3/7/2025

<u>Project Funding</u>	<u>Amount</u>	<u>Comments</u>
MEDC RAP Grant	\$ 200,000.00	
DDA Local Match	\$ 280,000.00	
DDA Additional Funding	\$ 150,000.00	
F&V Foundation Donation	\$ 5,000.00	
Board of Light and Power Contribution	TBD	Portion of Dumpster Enclosure
<b>Total Project Funding</b>	<b>\$ 635,000.00</b>	

<u>Costs to Date</u>	<u>Amount</u>	<u>Comments</u>
Design Engineering (F&V)	\$ 16,800.00	Complete
Demolition Management (F&V)	\$ 21,620.00	Invoiced to date
Bidding (F&V)	\$ 1,800.00	Invoiced to date
Construction Engineering (F&V)	\$ 1,820.00	Invoiced to date
Building Demolition (FVC/Georgetown)	\$ 77,247.00	Invoiced to date
Masonry Repairs (Goodrich)	\$ 23,880.48	
Building Wall Restoration	\$ 12,000.00	Per Agreement
<b>Total Cost to Date</b>	<b>\$ 155,167.48</b>	

<u>Remaining Known/Planned Costs</u>	<u>Amount</u>	<u>Comments</u>
Demolition Management (F&V)	\$ 980.00	
Building Demolition (FVC/Georgetown)	\$ 7,000.00	Remaining Contingency
Construction Engineering (F&V)	\$ 14,980.00	
Retaining Wall Repairs (FVC/Georgetown/Jelsema)	\$ 103,137.00	Including contingency
Plaza Construction (MWT)	\$ 236,816.00	Contract amount
<b>Total Remaining Known/Planned Costs</b>	<b>\$ 362,913.00</b>	

<u>Remaining Estimated Costs</u>	<u>Amount</u>	<u>Comments</u>
Brick Columns	\$ 8,000.00	Per Goodrich Estimate
Dumpster Enclosure Masonry	\$ 35,000.00	Per Goodrich Estimate
Tree and Plantings Budget	\$ 1,500.00	
Site Furnishings Budget	\$ 6,000.00	
Remaining Contingency	\$ 66,419.52	
<b>Total Remaining Estimated Costs</b>	<b>\$ 116,919.52</b>	

Goodrich Masonry  
 4074 E. Grand River Avenue  
 Portland, MI 48875

**Estimate**

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

Date: March 7, 2025

Scope of Work: Estimate includes masonry work for 4 brick columns and two sides of the dumpster enclosure per F&V plans dated January 2025.

**Labor**

	<u>Category</u>	<u>Hours</u>		<u>Rate</u>		<u>Total</u>
Mason		160	\$	150.00	\$	24,000.00
						Subtotal Labor: \$ 24,000.00

**Materials**

	<u>Item</u>	<u>No.</u>		<u>Unit Cost</u>		<u>Total</u>
CMU Block (each)		255	\$	2.00	\$	510.00
Steel Anchor Rods (each)		15	\$	10.00	\$	150.00
Mortar (bag)		33	\$	10.00	\$	330.00
Concrete (bag)		52	\$	6.00	\$	312.00
Brick, Red (each)		864	\$	1.20	\$	1,040.00
Column Capstone (each)		4	\$	100.00	\$	400.00
Column Embelishment (each)		8	\$	25.00	\$	200.00
Wall Capstones (lsum)		1	\$	2,100.00	\$	2,100.00
Brick Veneer (box)		24	\$	77.00	\$	1,848.00
Steel Mesh (sheet)		10	\$	22.00	\$	220.00
Nails (box)		10	\$	20.00	\$	200.00
Base Coat (bag)		10	\$	16.00	\$	160.00
Stone Veneer Mortar (bag)		10	\$	30.00	\$	300.00
Veneer Grout (bag)		5	\$	20.00	\$	100.00
10% Markup (lsum)		1	\$	787.00	\$	787.00
						Subtotal Materials: \$ 8,657.00

**Equipment**

	<u>Item</u>	<u>No.</u>		<u>Rate</u>		<u>Total</u>
Scaffolding (day)		7	\$	800.00	\$	5,600.00
Mixer (day)		18	\$	200.00	\$	3,600.00
Misc. Hand & Power Tools (lsum)		1	\$	200.00	\$	200.00
						Subtotal Equipment: \$ 9,400.00

**Estimated Total (Rounded): \$ 43,000.00**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-16**

**A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR  
LOCAL BRIDGE PROGRAM FUNDS FOR REHABILITATION OF THE  
BRIDGE STREET BRIDGE OVER THE GRAND RIVER**

**WHEREAS**, the Michigan State Legislature and the U.S. Congress have appropriated funds for rehabilitation of local bridges in the State of Michigan; and

**WHEREAS**, the Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance; and

**WHEREAS**, the City Council supports an application requesting funding for this project.

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

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for rehabilitation of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
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 17, 2025

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-17**

**A RESOLUTION APPROVING PARTICIPATION IN THE STATE BID  
PROCESS FOR WINTER ROAD SALT 2025-2026**

**WHEREAS**, the City previously solicited its own bids for winter road salt; and

**WHEREAS**, for the past seventeen (18) years the City has taken advantage of an opportunity to receive more competitive pricing by participating in the State Bid through the MiDEAL program; and

**WHEREAS**, in addition to more competitive pricing, MiDEAL Road Salt Contracts provide the following benefits:

- The City's order quantity is guaranteed, which helps alleviate sufficient supply issues
- Additional product available if the City exhausts its complete supply - all vendors are required to keep 30% extra here in Michigan to ensure that MiDEAL Members that participate in the road salt contracts have what they need in case of a heavy winter.
- The City is only required to accept 70% of its seasonal backup commitment.

**WHEREAS**, the State of Michigan Department of Management & Budget sent out an email advising that road salt requisitioning would be done on-line with the deadline for ordering being April 2, 2025; and

**WHEREAS**, the City Manager and DPW Foreman recommend using the MiDEAL program again this year and submitting the requisition for 100 tons for the early delivery and 250 tons for the seasonal backup.

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

1. The Portland City Council approves participating in the State bid process for Winter Road Salt for 2025-2026 and authorizes the City Manager to submit the on-line requisition for 100 tons for the early delivery and 250 tons for the seasonal backup.
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 17, 2025

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-18**

**A RESOLUTION TO AMEND THE BUDGET  
FOR FISCAL YEAR 2024-2025**

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

**WHEREAS**, the Finance Director has reviewed current fund balances and expenditures for FY 2024-2025 and recommends that the Council approve the proposed amendments, set forth in the attached Exhibit A, in order to comply with State law.

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

1. The Portland City Council approves the 2024-2025 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 17, 2025

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

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND

- 3RD QUARTER 24-25

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-201-740.000	OPERATING SUPPLIES	500.00
101-201-801.000	LEGAL SERVICE	25,000.00
101-262-706.000	S & W PARTTIME	1,000.00
101-371-804.002	CONTRACTED SERVICE-ZONING ADMIN	4,500.00
		<hr/> 31,000.00
210-302-702.000	S & W FULLTIME	5,000.00
210-302-710.000	S& W OVERTIME	22,000.00
210-302-715.000	S & W SOCIAL SECURITY	1,645.00
210-302-716.000	HEALTH INSURANCE	(3,000.00)
		<hr/> 25,645.00
248-267-702.000	S & W FULLTIME	800.00
248-267-702.000	S & W FULLTIME	1,000.00
248-267-710.000	S& W OVERTIME	200.00
248-267-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	50.00
248-267-718.000	PENSION	1,500.00
248-267-730.000	POSTAGE	200.00
248-267-740.005	OPERATING SUPPLIES-O&F COMMITTEE	4,000.00
248-267-740.009	OPERATING SUPPLIES - HOLIDAY FEST	2,700.00
248-267-801.000	LEGAL SERVICE	4,000.00
248-267-851.000	TELEPHONE SERVICE	(250.00)
248-267-982.002	CAPITAL OUTLAY-LOOKINGGLASS PLAZA	40,000.00
248-267-982.002	CAPITAL OUTLAY-LOOKINGGLASS PLAZA	5,000.00
		<hr/> 59,200.00
582-000-648.000	UTILITY SALES	8,000.00
582-539-766.000	TOOLS	4,500.00
582-539-803.000	ENGINEERING SERVICE	(4,500.00)
582-539-930.000	M & R BUILDING	(7,500.00)
582-539-933.000	M & R VEHICLES	(15,000.00)
582-539-937.000	M & R HYDRO	(3,000.00)
582-539-938.000	M & R STREET LIGHTS	7,500.00
582-539-967.000	TREE MANAGEMENT	3,000.00
582-539-985.005	KENT STREET	(23,282.00)
		<hr/> (30,282.00)
590-201-801.000	LEGAL SERVICE	12,000.00



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, March 3, 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

Guests: Jon Moxey of Fleis & VandenBrink; Will Heath, Superintendent of Portland Public Schools; Tony Deerdorf, Derrick Stair, Chris Kenroy, and Sarah Dawson with Portland Public Schools; Jonathan Bair with the Portland Foundation for Public Education; Merry Hass of The Port; Mike Palm with Hot Shots; Brian Manzella; 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, Merry Hass suggested the decision to award the project at 103 E. Grand River Ave. be delayed allowing the local bidder more time to lower their bid.

Mayor Barnes explained the formal bid process.

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

Under Presentations, Portland Public School Superintendent Will Heath presented information on the upcoming school wide Portrait of a Learner initiative as well as information regarding the upcoming bond proposals in both 2025 and 2027.

There was discussion.

DDA Director ConnerWellman presented the Winter Digest – Bi-Annual Public Presentation and the Downtown Report.

Under New Business, the Council considered Resolution 25-11 to recognize the Portland Foundation for Public Education as a nonprofit organization for the purpose of obtaining a Charitable Gaming License.

Motion by Johnston, supported by Sheehan, to approve Resolution 25-11 to recognize the Portland Foundation for Public Education as a nonprofit organization for the purpose of obtaining a Charitable Gaming License.

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

The Council considered Resolution 25-12 to approve Pay Request No. 7, in the amount of \$21,843.15, for work done on the Kent Street Improvement Project.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 25-12 approving Pay Request No. 7 to the State of Michigan for work done on the Kent Street Improvement Project.

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

The Council considered Resolution 25-13 to approve an award, in the amount of \$236,816.00, for the Plaza Development Project at 103 E. Grand River Ave. to MWT, LLC.

Jon Moxey of Fleis & VandenBrink presented information related to the bid process for the Plaza Development Project and the proposed contractor for the project.

Mr. Moxey also provided information related to the scaling that is happening on some of the new sidewalk along Kent St. This can happen to new concrete when large amounts of salt are spread on top of it as may have happened with the hard winter we have had this year. He will be talking to the contractor on the project to remedy the situation.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 25-13 approving an award of the Plaza Development Project at 103 East Grand River Ave. to MWT, LLC.

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

Motion by Fitzsimmons, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 18, 2025, 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. Purchase orders to Kennedy Industries in the amount of \$6,970.00 for impellers and filters for the Cutler Rd. lift station, Visco in the amount of \$7,340.00 for purchase of two decorative light poles, and Frederickson Supply in the amount of \$22,149.00 for a Wacker Neuson Ride-on Roller were also included.

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

Under City Manager Comments, City Manager Dymczyk noted that he and Chief Thomas met with a downtown business owner about parking issues. He also noted he attended the VFW meeting last week. He is enjoying meeting residents in the community.

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 noted his appreciation for the public comments related to the bid process.

Mayor Pro-Tem VanSlambrouck inquired how the Ambulance Meeting with the participating jurisdictions went last week.

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City Manager Dymczyk stated the Ambulance Meeting was very optimistic. The jurisdictions have confidence in Ambulance Director Dan Sowles. There was discussion about improving community outreach to increase awareness around the Ambulance Subscription Plan.

There was discussion.

Council Member Sheehan noted her appreciation for the recent activity from residents reaching out with questions, comments, and concerns.

Mayor Pro-Tem VanSlambrouck noted the VFW will host a Fish Fry on Friday, March 7, 2025, from 5:00 – 7:00 P.M.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 8:02 P.M.

Respectfully submitted,

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

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

DRAFT

**City of Portland**  
**Synopsis of the Minutes of the March 3, 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

**Public Comment** - Merry Hass suggested the decision to award the project at 103 E. Grand River Ave. be delayed allowing the local bidder more time to lower their bid.

**Presentation** - Portland Public School Superintendent Will Heath presented information the upcoming school wide Portrait of a Learner initiative as well as information regarding the upcoming bond proposals in both 2025 and 2027.

**Presentation** - DDA Director ConnerWellman presented the Winter Digest – Bi-Annual Public Presentation and the Downtown Report.

**Resolution 25-11** DDA Director ConnerWellman presented the Winter Digest – Bi-Annual Public Presentation and the Downtown Report.

All in favor. Approved.

**Resolution 25-12** approving Pay Request No. 7 to the State of Michigan for work done on the Kent Street Improvement Project.

All in favor. Approved.

**Resolution 25-13** approving an award of the Plaza Development Project at 103 East Grand River Ave. to MWT, LLC.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 8:02 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
CHROUCH COMMUNICATION, INC.	00082	PROGRAM RADIO UNIT 43 - AMB	30.00
FIRE PROS, LLC	00151	ANNUAL FIRE EXTG INSPECT - AMB	206.75
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	468.02
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	26.39
MAMC	01580	MEMBERSHIP DUES -CEM	45.00
REFLECTIONS PHOTOGRAPHY	02013	DADDY DAUGHTER DANCE PHOTOGRAPHER - REC	837.00
MPARKS	00296	CONFERENCE REG - PARKS, REC	990.00
AUSTIN AVERY	02834	CLOTHING ALLOW - WW	210.94
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,748.41
PAMA	01370	100% CONT TO PAMA - COM PROMO	1,202.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	412.00
MENARDS	00260	SUPPLIES - WATER	293.39
MENARDS	00260	DOOR HANDLE - MTR POOL	48.97
GRANGER	00175	REFUSE- ELECTRIC	102.53
CINTAS	02901	RESTOCK MEDICINE CABINET - CITY HALL	70.74
GRANGER	00175	REFUSE - COM PROMO, POLICE	102.53
INTERSTATE BILLING SVC	00202	SUPPLIES - MAJ STS	89.01
HYDRO-CHEM SYSTEMS, INC.	02284	DEGREASER - MTR POOL	91.27
AUSTIN AVERY	02834	TRAINING MILEAGE REIMB - WW	72.80
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	638.06
STAR THOMAS	01654	POSTAGE REIM - POLICE	12.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	250.00
LYDEN OIL COMPANY	01860	OIL FOR GENERATORS - ELECTRIC	200.10
PINE REST CHRISTIAN MENTAL HEALTH	02890	UNCONSCIOUS BIAS TRAINING - GEN	50.00
RIVERSIDE FIRE & SECURITY, INC	00647	SERVICE TO FIRE ALARM - CITY HALL	324.75
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	100.23
OTIS ELEVATOR	00970	ELEVATOR MAINTENANCE/SERVICE - CITY HALL	710.31
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT - GEN	1,885.90
PARKSON CORPORATION	02939	BRUSH SET/BAGGER MAGAZINE - WW	1,441.80
MAINTAINX INC.	02940	CMMS PROGRAM FOR ASSET MNGMT ANNUAL FEE - WW	1,764.00
DORNBOS SIGN, INC.	00067	DECALS FOR VEHICLE - ELECTRIC	38.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
HERITAGE-CRYSTAL CLEAN, LLC	02941	USED OIL DISPOSAL - ELECTRIC	105.00
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	490.98
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	1,108.00
RIVERSIDE FIRE & SECURITY, INC	00647	ANNUAL INSPECT OF FIRE ALARMS - CITY HALL	264.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	1,209.49
NTH CONSULTANTS, LTD	02708	EMISSIONS REPORTING SVCS - ELECTRIC	1,280.00
FERGUSON WATERWORKS	02558	CURB BOX REPAIR/LID - WATER	332.22
CINTAS	02901	RESTOCK MEDICINE CABINET - MTR POOL	78.13
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WW	687.37
MHR BILLING	01780	FEB BILLING 2025 - AMB	2,900.00
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER	885.04
ALPHA OMEGA UTILITY SERVICES	02938	SAFETY TRAINING ASSESSMENT - ELECT, WTR, WW	3,000.00
JOINT APPRENTICESHIP & TRAIN TRUST	02503	APPRENTICESHIP TRAINING - ELECTRIC	6,000.00
LYDEN OIL COMPANY	01860	OIL FOR GENERATOR - ELECTRIC	3,355.56
FLEIS & VANDENBRINK	00153	VAPOR SAMPLING PROF SVCS - ELECTRIC	4,000.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL - ELECTRIC	4,774.67
FIRE PROS, LLC	00151	ANNUAL FIRE EXTG INSPECTION - ELECTRIC	819.10
UM HEALTH SPARROW IONIA OCC. HEALT	02903	DOT PHYSICAL S HONSOWITZ - ELECTRIC	100.00
FLEIS & VANDENBRINK	00153	ENGINEERING SVCS DIV HWY - MAJ STS	344.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SVCS - GEN	500.00
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,161.62
GRANGER	00175	REFUSE - MTR POOL, PARKS, CEM	343.98
GRANGER	00175	REFUSE-WW	180.81
PET WASTE ELIMINATOR	02860	DOG STATION BAG REFILL - PARKS	276.79
GRAINGER, INC.	00172	TWIST TIES/ SEEDLINGS - PARKS	7.83
DOUG LOGEL SR.	02451	MBOR -ASSESSOR	150.00
MIKE JUDD	02450	MBOR - ASSESSOR	150.00
RACHELLE BREEDEN	02927	MBOR - ASSESSOR	150.00
MIKE FOX	02921	MBOR - ASSESSOR	150.00
USA BLUEBOOK	01850	PARTS/SUPPLIES - WATER	272.63
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING NOV-DEC 2024-COM F	6,179.25

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
INTERSTATE BILLING SVC	00202	SIGNS - MTR POOL	206.14
KNIGHTS HALL	MISC	HALL RENTAL DADDY DAUGHTER - REC	300.00
MENARDS	00260	PVC PIPE, FITTINGS, GLOVE - WW	339.07
MADISON CASSEL	02680	TRAINING - AMB	258.00
CAPITAL ASPHALT LLC	02578	UPM COLD PATCH - MAJ, LOC STS	920.70
USA BLUEBOOK	01850	CAP KITFOR HACH LDO MODEL- WW	748.44
CINTAS	02901	RESTOCK MEDICINE CABINET - WW	23.40
MES LIFE SAFETY, LLC	02942	BI ANNUAL GAS METER CALIBRATION - WW	440.82
FREDRICKSON SUPPLY LLC	02104	RIDE ON ROLLER - MTR POOL APP CONSENT AGENDA 3-	22,149.00
VC3 INC.	02745	PRINTER - POLICE	166.99
ACCREDITED SECURITY	02817	TASER TRAINING CARTRIDGES - POLICE	494.99
STAR THOMAS	01654	USPS REIM - POLICE	6.00
MICHIGAN STATE POLICE	00275	TOKEN FEES - POLICE	66.00
STAR THOMAS	01654	BATTERIES REIM - POLICE	33.89
MENARDS	00260	SUPPLIES - MAJ STS	41.88
STATE OF MICHIGAN	00428	QUALITY ASSURANCE ASSESS - AMB	670.51
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	632.00
UM HEALTH SPARROW IONIA OCC. HEALT	02903	DOT PHYSICAL S SCHEURER, A SMITH - ELECTRIC, WW	200.00
UM HEALTH-SPARROW OCCUPATIONAL HLT	00340	PHYSICAL N ARENS, T SMITH - AMB	546.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	1,170.05
APPLIED INNOVATION	02493	CITY HALL COPY MACHINE MAINT - GENERAL	57.83
APPLIED INNOVATION	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	37.81
GRANGER	00175	REFUSE - REFUSE	17,047.00
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIBER COST - VAR DEPTS	1,110.19
PINE REST CHRISTIAN MENTAL HEALTH	02890	CULTURALLY SENSITIVE CONVERSATIONS - GEN	50.00
KARA DOUGHERTY	02767	ASSESSING SERVICES 1ST HALF OF MAR 2025 - ASSES	1,679.75
Total:			\$105,115.83

**BI-WEEKLY  
WAGE REPORT  
March 17, 2025**

<b>DEPARTMENT</b>	<b>GROSS EARNINGS CURRENT PAY</b>	<b>GROSS EARNINGS YEAR-TO-DATE</b>	<b>SOCIAL SECURITY &amp; FRINGE BENEFITS CURRENT PAY</b>	<b>SOCIAL SECURITY &amp; FRINGE BENEFITS YEAR-TO-DATE</b>	<b>TOTAL CURRENT PAYROLL</b>	<b>GRAND TOTAL YEAR-TO-DATE</b>
<b>GENERAL ADMIN.</b>	12,155.81	251,344.92	2,415.32	61,542.42	14,571.13	312,887.34
<b>ASSESSOR</b>	-		-	-		
<b>CEMETERY</b>	2,582.51	85,364.13	370.21	22,595.49	2,952.72	107,959.62
<b>POLICE</b>	18,145.22	390,870.05	4,994.73	129,293.45	23,139.95	520,163.50
<b>CODE ENFORCEMENT</b>	20.13	374.66	1.55	28.74	21.68	403.40
<b>PARKS</b>	2,029.02	67,727.47	263.36	12,108.27	2,292.38	79,835.74
<b>INCOME TAX</b>	2,513.14	56,426.67	854.78	20,407.10	3,367.92	76,833.77
<b>MAJOR STREETS</b>	3,791.84	94,368.29	932.63	38,833.91	4,724.47	133,202.20
<b>LOCAL STREETS</b>	4,408.89	81,333.37	1,032.84	35,870.36	5,441.73	117,203.73
<b>RECREATION</b>	2,052.66	37,406.17	291.44	7,385.99	2,344.10	44,792.16
<b>AMBULANCE</b>	27,710.48	499,704.08	5,192.34	101,389.51	32,902.82	601,093.59
<b>DDA</b>	2,781.61	57,172.43	409.90	9,988.68	3,191.51	67,161.11
<b>ELECTRIC</b>	25,213.93	503,210.05	4,507.52	157,377.86	29,721.45	660,587.91
<b>WASTEWATER</b>	10,223.06	199,195.33	1,983.06	50,533.24	12,206.12	249,728.57
<b>WATER</b>	6,766.38	135,776.71	2,030.29	51,125.73	8,796.67	186,902.44
<b>MOTOR POOL</b>	1,273.53	18,761.32	271.51	5,762.05	1,545.04	24,523.37
<b>TOTALS:</b>	<b>121,668.21</b>	<b>2,479,035.65</b>	<b>25,551.48</b>	<b>704,242.80</b>	<b>147,219.69</b>	<b>3,183,278.45</b>



**Minutes of the Planning Commission  
Of the City of Portland**

Held on Wednesday, January 8, 2025, at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Fitzsimmons, Williamson, Parsons, Johnston, Kmetz

Absent: Roeser

Staff: City Manager Dymczyk

Guests: Paul LeBlanc of PLB Planning Group; Randy Hodge; Bernie & Michele Pelc; Jonathon Durell; Ken Bailey; Jim Rabaut; Alex Haywood; Matt O'Connor; Father Mike Alber; Steve Dawdy; Sam Sicilia

Chair Williamson called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Fitz, supported by Johnston, to approve the proposed Agenda as presented.  
All in favor. Approved.

Motion by Fitz, supported by Johnston, to approve the minutes of December 11, 2024, Planning Commission meeting.  
All in favor. Approved.

There was no public comment.

Under Old Business, the Planning Commission considered the request to rezone the vacant parcel 34-300-034-000-005-01, located along Cutler Rd., from R2 to PUD to include residential and educational uses.

Jon Durell of Durell of Durel Law representation the Applicant spoke to the merits of the development and additional work conducted since the December 11, 2024 Planning Commission meeting.

Father Mike Alber of St. Patrick Catholic Church spoke to the proposed school facilities at the development and indicated a target timeline of 10 years for the field house and gymnasium. Father Mike Alber also highlighted the current challenges of athletics with the current facilities.

Steve Dawby, current resident of Rindlehaven, questioned the traffic volume by the proposed development and its impact on Rowe Ave and East Grand River Ave.

Member Fitzsimmons indicated traffic on all of East Grand River Ave. may need to be looked at to address community volume.

Planning Commission Minutes  
January 8, 2025

Paul LeBlanc of PLB Planning Group spoke to his analysis of the development and the merits and possibilities of a traffic study.

Member Roeser submitted comments about the development which was read by Chair Williamson noting a concern for traffic and the need for additional study of the area.

Motion by Kmetz, supported by Fitz to recommend to City Council approval of the PUD concept plan and accompanying narrative dated January 2, 2025, with the following conditions:

- A note must be added to the concept plan calling attention to Section 7-4(d)(3)b which requires a minimum 50-foot wide undisturbed open space setback from the edge of any river or wetland and adjusting those lot lines or building locations, as needed, that may not comply with the requirement.
- The final plan must provide more specific information, including building elevations, regarding those building materials (such as stone, masonry, wood, or hardie-plank) and proportion of the materials to be used on the buildings that constitute the primary materials in accordance with Sec. 7-4(c)1.
- Prior to submitting an application for final plan approval for the initial phase, the applicant shall provide a traffic study, prepared by a licensed and qualified transportation engineer, that addresses the following:
  - Current peak hour capacity of Rowe Avenue,
  - Current traffic from adjacent businesses and existing development within the PUD site at peak hours on Rowe Avenue at the Grand River intersection,
  - Daily and peak AM and PM trips to be generated by the proposed 216 multiple-family units and each of the other individual residential components,
  - The projected level of service (LOS) and expected delays at peak hour for Rowe Avenue at the Grand River intersection,
  - The number of residential units, based on the type shown on the concept plan, and their projected peak hour generation that can be allowed before the Rowe/Grand River intersection will no longer function in an acceptable manner, and
  - Required improvements (widening, turn lanes, signalization, etc.) that may be necessary to ensure reasonable operation of that intersection

Member Kmetz recused himself from voting.  
All in favor. Approved.

Motion by Parsons, supported by Fitzsimmons, to adjourn the meeting at 8:00 P.M.  
All in favor. Approved.

Planning Commission Minutes  
January 8, 2025

Respectfully submitted,

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Amanda Johnston, Secretary

City Of Portland  
Water Department  
Monthly Water Report  
February 2025

Monthly Water Production

Well #4	4,276,000 Gallons
Well #5	0 Gallons
Well #6	3,570,000 Gallons
Well #7	9,000 Gallons

Daily Water Production

Well #4	152,714 Gallons
Well #5	0 Gallons
Well #6	127,500 Gallons
Well #7	321 Gallons

Daily Average Water Production for All Wells 280,535 Gallons

Total Water Production for the Month 7,855,000 Gallons

Total Water Production for the Previous Month 8,755,000 Gallons

Total Production decreased by 900,000 Gallons

Total Production for This Month from the Previous Year 9,142,000 Gallons

Total Production decreased by 1,287,000 Gallons

Rodney D. Smith Jr.  
Water Technician

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS SPECIAL MEETING  
FEBRUARY 27, 2025 – 4:00 P.M.  
101 WEST MAIN STREET  
IONIA, MICHIGAN**

**THIS MEETING WILL BE HELD IN PERSON**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. New Business- Administrator Interview**
  - A. Mr. Chad Shaw
- VII. Deliberation**
- VIII. Public Comment (3-minute time limit per speaker)**
- IX. Motion**
  - A. “Consider extending a conditional offer of employment to Chad Shaw. Such contract will be presented to the Board of Commissioners for approval prior to signature and executions.”
- X. 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**

# CHAD SHAW

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IONIA COUNTY ADMINISTRATOR

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## CONTACT

Chad Shaw

  
Cshaw@ioniacounty.org

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## RECIPIENT

Human Resources  
Department  
Ionia County  
Ionia MI, 48846

Dear Hiring Committee,

I am writing to express interest in the Ionia County Administrator position. With a background as a Public Health Officer, I have developed a robust skill set in collaboration, decision-making, and management, all of which I believe are vital for this role.

My investigative working style has enabled me to engage deeply with complex challenges, applying analytical thinking to develop solutions that meet both community needs and organizational goals. I thrive in collaborative environments where diverse perspectives come together to drive impactful outcomes. My experience in public health has refined my ability to navigate multifaceted issues, ensuring that decisions are well-informed and in line with best practices.

In my current role, I fostered partnerships with various stakeholders to promote health initiatives and enhance community wellbeing. Managing teams in high-stakes situations taught me the importance of clear communication and adaptability, qualities I am eager to bring to the role of County Administrator. I firmly believe that effective management is rooted in understanding both data and human dynamics and my demonstratable track record reflects that philosophy.

I am excited about the opportunity to contribute to Ionia County's ongoing mission and to leverage my experience to support our community's growth and resilience. I look forward to discussing how my background and insights can align with the country's objectives.

Thank you for considering my application.

Sincerely,  
Chad Shaw

*Chad Shaw*

# CHAD SHAW

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## Professional Summary

Dedicated Public Health professional with 12+ years of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

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## Skills

- Emergency response coordination
- Disaster planning
- Organization and Time Management
- Excellent Communication
- Community outreach
- Prevention strategies
- Problem-Solving
- Decision Making

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## Work History      03/2012 to Current

### **Ionia County Health Department** – Ionia, MI

- Built and strengthened relationships with area governments, departments and agencies to manage effective planning and implementation of emergency response strategies.
- Kept informed of activities or changes that could affect likelihood of emergencies, factors that could affect response efforts and details of plan implementation.
- Maintained current understanding of local, state and federal guidelines for emergency response.
- Created plans and communicated deadlines to complete projects on time.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Administrative Health Officer
- Environmental Health Director
- Emergency Preparedness Coordinator

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## Education

**BBA:** Business Administration and Management, Graduated Magna Cum Laude 12/2011  
**Northwood University** - Midland, MI

## Military Service

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- 2001-2007, United States Air Force veteran with six years of service -Awarded the Air Force Achievement Medal for meritorious service -Awarded the Good Conduct Medal for professionalism on and off duty
-



# Ionia County Application for Employment

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our residents and customers. Equal access to programs, services, and employment is available to all qualified persons.

Position(s) applied for		Date of application	
County Administrator		01/24/2025	
Print full name			
Chad Shaw			
Street address		City	State
[REDACTED]		Belding	MI
			ZIP
			48809
Main phone number	Alternate phone number	Email	
[REDACTED]	[REDACTED]	[REDACTED]	

## Employment Experience

Please list the names of your present or previous employers in chronological order with current or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give company name and supply business references. Add an additional page if necessary.

Name of employer	Supervisor	May we contact?
Ionia County	Patrick Jordan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Street address		
101 West Main Street		
Phone number	Dates employed (month/year)	
(616)527-5300	From 03/2012	To Current
Job title and duties	Reason for leaving	
Administrative Health Officer Environmental Health Director Emergency Preparedness Coordinator Public Information Officer	N/A	

Name of employer	Supervisor	May we contact?
Gibsons Books and Beans	Matt Buche	<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
316 North Capitol Avenue Lansing, MI 48933		
Phone Number	Dates employed (month/year)	
	From 9/2009	To 9/2011
Job title and duties	Reason for leaving	

Name of employer	Supervisor	May we contact?
United States Air Force	Many	<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates employed (month/year)	
	From 09/2001	To 09/2007
Job title and duties	Reason for leaving	
Munitions System Journeyman  Crew Supervisor	To pursue a college degree	

Have you ever been involuntarily terminated or asked to resign from any job?  Yes  No

If yes, please explain.

Please explain any gaps in your employment history.

Please list any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

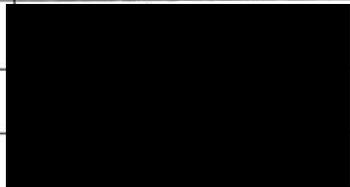
## Education

Please describe your educational background in the table provided below.

	School name	Diploma/ degree (Yes/No)	Area of study/major	Specialized training, skills, or extracurricular activities
High school	Ionia High School	Yes	General	
College/ university	Northwood University	Yes	Business Administration and Management	
Graduate/ professional school				
Trad e scho ol				
Other				

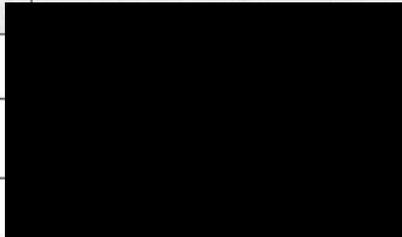
## Business and Professional References

Please list three professional references of individuals who are *not* related to you.

Name and title	Relationship	Phone number or email
Ken Bowen	Previous supervisor	
Patrick Jordan	Previous Supervisor	
Marcus Moss	Previous co-worker	

## Personal References

Please list three people who know you well.

Name and title	Relationship and years acquainted	Phone number or email
Ryan Treynor	Friends for 7 years	
Hailie Patterson	Friend for 30 years Relative for 11 years	
Brock Shaw	Sibling	

## General Information

1. Have you ever worked for Ionia County before?  Yes  No

If yes, please provide dates and position: \_\_\_\_\_

\_\_\_\_\_

2. Do you have friends and/or relatives working for this company?  Yes  No

If yes, name(s) and relationship(s): \_\_\_\_\_

\_\_\_\_\_

3. On what date are you available to begin work? Day one \_\_\_\_\_

4. Are you available to work?  Full-time  Part-time

5. If hired, would you have a reliable means of transportation to and from work?  Yes  No

6. Are you at least 18 years old?  Yes  No

**Note:** If under 18, hire is subject to verification that you are of minimum legal age.

7. If hired, can you present evidence of your identity and legal right to work in this country?

No

8. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

**Note:** We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

## Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

CMS I hereby authorize Ionia County to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to Ionia County any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Ionia County, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

CMS In the event of my employment with Ionia County, I understand that I am required to comply with all rules and regulations of Ionia County.

CMS If hired, I understand and agree that my employment with Ionia County is at will, unless my position is covered under a Union Contract, and that neither I nor Ionia County is required to continue the employment relationship for any specific term. I further understand that Ionia County or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

CMS I understand that the safety of employees is extremely important to Ionia County and that Ionia County is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

CMS I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

CMS I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.

My signature attests to the fact that I have read, understand, and agree to all the above terms.

Signature: Chad Shaw Name

(print): Chad Shaw Date: 1/27/2025

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS MEETING  
MARCH 11, 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)
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Reappointment to Park Advisory Board
    - Charles Babcock, two year term
  - B. Request Approval of Agreement for additional Sheriff's Office Services between village of Saranac and County of Ionia – Sheriff Noll
  - C. Request Approval to accept Chip and Fog Seal Contract – Linda Pigue
  - D. Request Approval of Crack Seal Contract Extension – Linda Pigue
  - E. Request to Renew Dispatch Chair Lease agreement with Shelby Product, LLC – Lance Langdon
  - F. Request to Purchase Encryption for compliance with CJIS requirements – Lance Langdon
  - G. Request Approval of Medical Examiner Services Agreement with Edward W. Sparrow Hospital Association – Chad Shaw
  - H. Update on Finance Director Position – Chad Shaw
- 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. Review an Attorney -Client Privileged Written Opinion
  
- XIV. Adjournment**

**Board and/or Commission Vacancies**

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

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

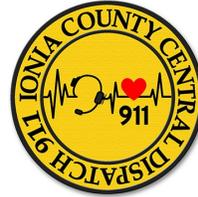
- **Community Mental Health Services Board**

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

- **Area Agency of Aging of Wester Michigan Advisory Council**
- **Economic Development Corporation/ Brownfield Redevelopment Authority**
- **Jury Board**
- **Land Bank Authority**

# Monthly Report

## January Activity



- 911 Calls— **1836**
- Administrative Calls— **4187**
- Text to 911— **12**
- 911 Hang up Calls— **125**
- Calls for Service Initiated — **3359**
  
- Total Mental Health Calls — **34**
- Suicidal Calls — **8**
- 988 Calls Received — **0**
- 988 Calls Transferred — **0**
- CPR Performed — **5**
- Stroke Related Calls — **7**
- Child birth calls — **0**

## Unit Responses / Activities

- Law Enforcement— **2217**
  
- Fire— **461**
  
- EMS— **681**



### Special Programs Available

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

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## Statistics—Calls for Service.

JANUARY 2025 CFS TYPES			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	150	Lost Property / Found	4
988 Calls	0	MDOP	17
Abandoned Vehicle	20	MED 1	277
Active Violence Incident	0	MED 2	74
Alarm	34	MED 3	136
Ambulance Transport	102	Medical Call / Amb Dispatch	12
Assault	16	Mental Health	34
Assist Jail	0	Missing Person	14
Assist Medical	0	Motor Vehicle Theft / UDAA	8
Assist Other Agency	0	Non Criminal	91
Assist Outside Agency	22	OWI / OUID	8
Bomb Threat	0	PDA Traffic	190
Burglary	11	Phone / Internet Harassment	31
Burn Permit	21	PIA Traffic	31
Civil Dispute	66	PPO Violation	1
Conservation / Wildlife	42	Property Check	8
CSC - Criminal Sexual Conduct	19	Repossession	19
Disorderly Conduct	42	Request - Wrecker	3
Domestic Assault	37	Road Closure	3
DPW Request	26	Robbery / Hold up	0
Drugs	4	Spam to Center	0
Duplicate Call	1	Structure Fire	18
Family Abuse / Neglect	24	Suspicious Situations	122
Fire All Other	52	Test Call / System Test	51
Fireworks	0	Thunder Storm/Tornado Warning	0
Follow Up	236	Traffic / Officer Stop	153
Fraud	26	Traffic Offense All Other	538
General Assist	229	Tree Down	6
Grass / Wildland Fire	1	Trespassing	8
Health & Safety / Animal	54	Vehicle Fire	7
Hit and Run	14	Verbal Domestic	21
Homicide	0	Vin Inspections / All Inspections	4
Juvenile Problems & Runaways	31	Warrant Arrest / Fugitive	86
Kidnapping	0	Weapons Offenses All	13
Larceny	31	Wires Down / Arching	6
Liquor / MIP	0	Unclassified	248
Tornado Siren Tests	4	Fire Pager Tests	4
Emergency Alert Tests	3	Total This Month	3564

## Central Dispatch Activities

- Working to get in schedule for Career Center, will be working towards internships in 2025.
- Applicant Testing completed
- Oral Board interviews took place for January 15th.
- Phone tree added to administrative lines did eliminate spam phone calls completely.
- Water Leak in call center ceiling repair process started.
- Data being pulled for year end report with plans to have it out were a little delayed in addressing the water leak problems.

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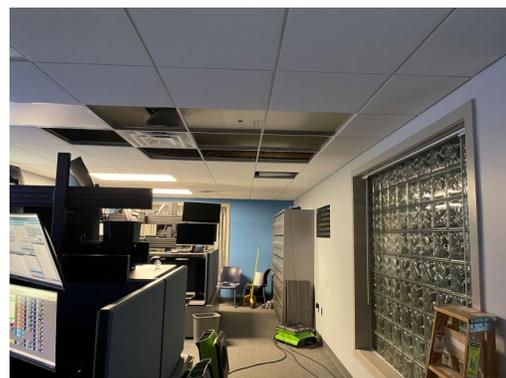
*Information received from callers is often incorrect. This often results in the 911 Dispatcher providing incorrect location or other information to First Responders.*

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## Central Dispatch Dealt with Frozen Pipe

Of course at about 6pm on a Friday evening, what a good time to have a frozen pipe burst in our nice new call center. Staff did a great job limiting damage and addressing the water dripping from the ceiling.

Three positions CAD, radio and phones were moved from the call center to the training room over the next couple of days maintaining services the entire time.



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### Ionia County Central Dispatch

545 Apple Tree Drive, Ionia MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

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

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

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

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

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

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

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Send or Email to: [CentralDispatch@ioniacounty.org](mailto:CentralDispatch@ioniacounty.org)

## Agency Individual Responses / Activity

Belding Fire—**80**

Berlin-Orange Fire— **42**

Clarksville Fire— **30**

Hubbardston Fire— **5**

Ionia Department Public Safety Fire— **87**

Lake Odessa Fire— **44**

Lyons-Muir Fire— **25**

Orleans Fire—**26**

Pewamo Fire— **19**

Portland Fire— **21**

Ronald Fire— **14**

Saranac Fire— **54**

Sunfield Fire— **11**

Life EMS— **549**

Portland EMS— **132**

Animal Control— **29**

Belding Police— **252**

Department of Natural Resources Law— **8**

Ionia County Sheriff's Office— **895**

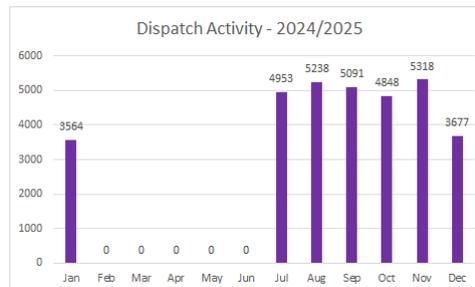
Ionia Department Public Safety Law— **346**

Lake Odessa Police— **75**

Michigan State Police— **475**

Portland Police— **166**

## Central Dispatch Activity



# Monthly Report

## February Activity

- 911 Calls— **1746**
- Administrative Calls— **3696**
- Text to 911— **10**
- 911 Hang up Calls— **125**
- Calls for Service Initiated — **3312**
  
- Total Mental Health Calls — **32**
- Suicidal Calls — **10**
- 988 Calls Received — **2**
- 988 Calls Transferred — **0**
- CPR Performed — **5**
- Stroke Related Calls — **6**
- Child birth calls — **0**



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## Unit Responses / Activities

- Law Enforcement— **2167**
  
- Fire— **451**
  
- EMS— **694**



## Statistics—Calls for Service.

February CFS TYPES 2025			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	125	Lost Property / Found	6
988 Calls	2	MDOP	9
Abandoned Vehicle	24	MED 1	294
Active Violence Incident	0	MED 2	74
Alarm	29	MED 3	132
Ambulance Transport	96	Medical Call / Amb Dispatch	11
Assault	16	Mental Health	32
Assist Jail	0	Missing Person	5
Assist Medical	0	Motor Vehicle Theft / UDAA	5
Assist Other Agency	0	Non Criminal	68
Assist Outside Agency	23	OWI / OUID	6
Bomb Threat	0	PDA Traffic	179
Burglary	11	Phone / Internet Harassment	29
Burn Permit	22	PIA Traffic	23
Civil Dispute	57	PPO Violation	1
Conservation / Wildlife	47	Property Check	15
CSC - Criminal Sexual Conduct	20	Repossession	18
Disorderly Conduct	43	Request - Wrecker	2
Domestic Assault	26	Road Closure	1
DPW Request	12	Robbery / Hold up	0
Drugs	10	Spam to Center	0
Duplicate Call	1	Structure Fire	1
Family Abuse / Neglect	23	Suspicious Situations	156
Fire All Other	38	Test Call / System Test	77
Fireworks	0	Thunder Storm/Tornado Warning	0
Follow Up	193	Traffic / Officer Stop	164
Fraud	21	Traffic Offense All Other	572
General Assist	190	Tree Down	8
Grass / Wildland Fire	0	Trespassing	11
Health & Safety / Animal	66	Vehicle Fire	6
Hit and Run	19	Verbal Domestic	11
Homicide	0	Vin Inspections / All Inspections	4
Juvenile Problems & Runaways	21	Warrant Arrest / Fugitive	79
Kidnapping	2	Weapons Offenses All	6
Larceny	33	Wires Down / Arching	5
Liquor / MIP	1	Unclassified	258
Tornado Siren Tests	4	Fire Pager Tests	4
Emergency Alert Tests	2	Total This Month	3449

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- Belding Fire—88
- Berlin-Orange Fire— 47
- Clarksville Fire— 22
- Hubbardston Fire— 11
- Ionia Department Public Safety Fire— 99
- Lake Odessa Fire— 42
- Lyons-Muir Fire— 86
- Orleans Fire—27
- Pewamo Fire— 13
- Portland Fire— 12
- Ronald Fire— 14
- Saranac Fire— 49
- Sunfield Fire— 11
- Life EMS— 571
- Portland EMS— 123
- Animal Control— 33
- Belding Police— 276
- Department of Natural Resources Law— 3
- Ionia County Sheriff’s Office— 913
- Ionia Department Public Safety Law— 303
- Lake Odessa Police— 86
- Michigan State Police— 435
- Portland Police— 151

## Central Dispatch Activity

