



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

**Held on Monday, October 20, 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; Finance Director Tolan; Police Chief Thomas

Guests: 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 Sheehan, to approve the proposed agenda.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Dymczyk reported the Looking Glass Plaza Grand Opening has been postponed due to weather and contractor availability delays. Trick-or-treating in the City of Portland will be Friday, October 31, 2025, from 6:00 – 8:00 P.M. Residents were encouraged to carry flashlights, check candy, and watch for traffic.

The Electric Department conducted an emergency repair on the east circuit on October 14, 2025. City Manager Dymczyk displayed the damaged electric connector that was identified proactively through the Electric Department's preventative maintenance program. Although there was consideration to wait until the November 1, 2025, scheduled outage, the poor condition of the connector necessitated immediate repair. The Electric Department conducted the repair at midnight with only a 15-minute outage for the affected area.

The Michigan State Police has approached the city to assist in their Winter Hazardous Awareness Week campaign (November 9-15, 2025). The city will provide video content highlighting winter hazards like ice jams and strategies for assisting vulnerable residents.

City Manager Dymczyk stated that he and City Clerk Miller met with the city's website vendor to explore video capabilities with the new audio and video system. The city has the capacity to stream meetings on the website and is seeking council feedback on whether to continue broadcasting on the public access channel as well.

City Manager Dymczyk stated he and Superintendent Davlin met with local churches to notify community members of the scheduled power outage on November 1, 2025, at 11:00 P.M. until Sunday, November 2,

2025, related to the Grant Street substation project. He also took the opportunity to discuss the Divine Highway Bridge Project scheduled for 2026 to help communicate information to congregations.

There were no Presentations.

Under New Business, the Council considered Resolution 25-73 to approve the Ionia County Hazard Mitigation Plan 2024.

Mayor Barnes explained that Council Members received hard copies of the Ionia County Hazard Mitigation Plan 2024, noting it contains sensitive infrastructure information. The plan was recommended for approval by the Police Chief and City Manager.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 25-73 approving the Ionia County Hazard Mitigation Plan 2024.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted.

The Council considered Resolution 25-74 to approve the addition of a voluntary donation line to the City Income Tax Form.

Finance Director Tolan explained that Portland is one of only three Michigan cities with income tax that don't have donation lines on their forms. Last year, 125 uncashed income tax refund checks ranging from \$1 to \$10 had to be turned over to the state.

The proposed donation options would be for the Ambulance and Recreation Departments because these services benefit all community members. Finance Director Tolan noted that depending on timing with software and form preparation, this might appear on either the 2025 or 2026 tax forms.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 25-74 approving the addition of a voluntary donation line to the City Income Tax Form.

Yeas: Sheehan, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 25-75 to appoint Corey O'Connell to the Downtown Development Authority.

Motion by Johnston, supported by Sheehan, to approve Resolution 25-75 confirming the Mayor's appointment to City Boards and Commission.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City held on October 6, 2025, payment of invoices in the amount of \$310,806.74 and payroll in the amount of \$173,089.08 for a total of \$483,895.82. A purchase order to Double K Underground in the amount of \$7,854.00 for emergency repairs to the electric distribution system was also included.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

City of Portland  
City Council Minutes – October 20, 2025

Under City Manager Comments, City Manager Dymczyk had no additional comments.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck noted the VFW will host a Mexican night on Friday, October 24, 2025, from 5:00 – 7:00 P.M.

Council Member Sheehan noted there will be a band concert at Portland High School tomorrow night at 7:00 P.M.

Council Member Johnston noted there will be a choir concert at Portland High School on Thursday night.

Mayor Pro-Tem VanSlambrouck noted Election Day is Tuesday, November 4, 2025, and will include candidates for City Council and a proposed millage for Portland Public Schools.

Council Member Johnston provided information on the proposed Portland Public Schools millage.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:19 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk