



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

7:00 P.M. Monday, December 1, 2025
City Council Chambers
City Hall, 259 Kent St, Portland, MI 48875

Estimated Time		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order by City Clerk Miller</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Election of Mayor</u>	Decision
7:07 PM	IV. <u>Election of Mayor Pro-Tem</u>	Decision
7:10 PM	V. <u>Acceptance of Agenda</u>	Decision
7:11 PM	VI. <u>Public Comment</u> (5-minute time limit per speaker)	
7:15 PM	VII. <u>City Manager Report</u>	
7:20 PM	VIII. <u>Presentations</u>	
7:30 PM	A. Bill Tucker of Maner Costerisan – Audit Presentation	
7:40 PM	B. Jon Moxey of Fleis & VandenBrink – Engineering Report	
	C. DDA Director ConnerWellman – Downtown Report	
	IX. <u>Public Hearing(s)</u> - None	
	X. <u>Old Business</u> - None	
7:45 PM	XI. <u>New Business</u>	Decision
	A. Motion to Accept the Fiscal Year 2024/2025 Audit as Presented By the Auditing Firm of Maner Costerisan	Decision
7:47 PM	B. Proposed Resolution 25-82 Approving Fleis & VandenBrink’s Proposal to Provide Design Engineering and Bidding Services for the Hill Street Improvement Project	Decision
7:50 PM	C. Proposed Resolution 25-83 Approving Fleis & VandenBrink’s Proposal to Provide Design and Bidding Services for the Grand River Avenue Parking Lot Reconstruction	Decision
	D. Proposed Resolution 25-84 Approving a Change Order to the Scope of Services Outlined in the Grant Street Substation Proposal with Theka Engineering Solutions	Decision
7:53 PM		

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:54 PM	<p>XII. <u>Consent Agenda</u></p> <ul style="list-style-type: none"> A. Minutes and Synopsis of the Regular City Council Meeting held on November 17, 2025 B. Payment of Invoices in the Amount of \$121,453.57 and Payroll in the Amount of \$204,587.92 for a Total of \$326,041.49 C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> 1. MAAG Transport Inc. in the Amount of \$5,500.00 for Annual Brush Grinding and Compost Removal 2. Kendall Electric in the Amount of \$5,902.87 for Galvanized Sweep Elbows for the Grant Street Substation Project 3. Resco in the Amount of \$6,104.00 for Cabinet Foundations for the Grant Street Substation Project <p>XIII. <u>Communications</u></p> <ul style="list-style-type: none"> A. Maner Costerisan Governance Letter B. DDA Minutes for October 27, 2025 C. Board of Light and Power Minutes for October 28, 2025 D. Utility Billing Reports for October 2025 E. Ionia County Board of Commissioners Agenda for November 25, 2025 	Decision
7:55 PM	XIV. <u>Other Business</u> - None	
8:00 PM	XV. <u>City Manager Comments</u>	
8:05 PM	XVI. <u>Council Comments</u>	
8:10 PM	XVII. <u>Adjournment</u>	Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 25-82

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL
TO PROVIDE DESIGN ENGINEERING AND BIDDING SERVICES FOR
THE HILL STREET IMPROVEMENT PROJECT**

WHEREAS, Fleis and VandenBrink has proposed to provide design engineering and bidding services for the Hill Street Improvement Project as outlined in the attached Exhibit A; and

WHEREAS, the City Budget includes sufficient funds to cover the proposal for engineering services for the Project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide design engineering and bidding services for the Hill Street Improvement Project in the amount of \$90,400.00 as outlined in 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: December 1, 2025

Monique I. Miller, City Clerk



November 14, 2025

Via Email: citymanager@portland-michigan.org

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

RE: Design Engineering & Bidding Proposal – Hill Street Improvements

Dear Andrew:

As you are aware, the City was recently awarded \$250,000 for improvements on Hill Street between Kent Street and Lincoln Street through the Michigan Department of Transportation’s Category B Program. Construction is planned to begin in 2026. While our funding application indicates a start date of April 1, 2026, the funding award announcements were significantly delayed and late summer/fall 2026 construction is more likely with the delayed start on design activities, and taking into account the timeframe for permitting. Depending on the final scope, the estimated project cost is on the order of \$1.4M. The project includes the following scope of improvements:

- Sanitary Sewer Repairs
- Water Main Replacement
- Storm Sewer Repairs
- Curb and Gutter Repairs
- Sidewalk Upgrades
- Asphalt Replacement

Based on our understanding of the project, we prepared the attached Work Plan to assist the City with design engineering and permitting services for the project. We propose to complete the work as described at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

Task	Budget
Topographic Survey	\$8,800
Soil Borings	\$2,400
Preliminary Design	\$53,400
Final Design & Permitting	\$21,600
Bidding Assistance	\$4,200
Total Proposed Engineering Budget	\$90,400

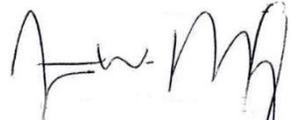
We will prepare a Work Plan and Engineering Budget for construction phase services once the construction schedule has been refined.

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

Authorization to proceed with the work under our existing Professional Services Agreement for General Consultation dated March 16, 1993 can be given by returning a copy this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P. E.
Sr. Project Manager, Principal

Enclosure

Cc: Ken Gensterblum, Superintendent of Public Works

**AUTHORIZATION TO PROCEED WITH
DESIGN ENGINEERING & BIDDING SERVICES
FOR HILL STREET IMPROVEMENTS**

By: _____

Title: _____

Date: _____



WORK PLAN

A. DESIGN ENGINEERING SERVICES

Preliminary Design & Permitting Phase

1. Meet with City staff to review the project background, scope, schedule and budget.
2. Obtain topographic survey of the project area, including the road right-of-way and areas adjacent to the right of way to the homes and other buildings to facilitate water service work.
3. Utilize the Miss Dig design ticket system to obtain private utility information for the area and incorporate the information into the survey.
4. Obtain soil borings for the project. We have assumed 5 borings at a depth of 15 feet in our budget.
5. Coordinate with Department of Public Works staff to televise and evaluate the sanitary and storm sewers in the project limits to refine the scope of repairs.
6. Complete preliminary design of the proposed roadway and utility improvements, geometrics, pavement section, and related improvements.
7. Meet with City staff to review the preliminary design and alternatives considered, if any, and incorporate City comments.
8. Attend a public information meeting/workshop/open house, if appropriate, to solicit property owner concerns and review the project with residents in the area.
9. Prepare preliminary plans, specifications and updated cost estimate for the project.
10. Evaluate impact of proposed improvements on private and other public utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
11. Prepare and submit EGLE permit applications for water main and sanitary sewer improvements using the current electronic process.
12. Present preliminary plans to council at a regular meeting or workshop.

Final Design Phase

1. Complete final design and prepare final construction plans and specifications, incorporating comments received during preliminary design.
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost.
4. Meet with City staff to review final plans and specifications and make final revisions.

Bidding Phase

1. Prepare and submit the advertisement for bids.
2. Prepare bidding documents and distribute to regional plan rooms. Bid documents will also be available in our online plan room at www.fveng.com.
3. Produce and issue electronic bidding documents to prospective bidders out of our Grand Rapids office.
4. Assist during the bid phase by answering questions and providing supplemental information, if necessary.
5. Conduct bid opening held at the City offices.
6. Tabulate and review bids, evaluate references and provide a bid summary to the City.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 25-83

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO
PROVIDE DESIGN & BIDDING SERVICES FOR THE GRAND RIVER AVENUE
PARKING LOT RECONSTRUCTION**

WHEREAS, Fleis and VandenBrink has proposed to provide design and bidding services for the Grand River Avenue Parking Lot Reconstruction as outlined in the attached Exhibit A; and

WHEREAS, the City Budget includes sufficient funds to cover the proposal for engineering services for the Project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide design and bidding services for the Grand River Avenue Parking Lot Reconstruction in the amount of \$17,200.00 as outlined in 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: December 1, 2025

Monique I. Miller, City Clerk



November 20, 2025

Via Email: citymanager@portland-michigan.org

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

**RE: Grand River Avenue Parking Lot Reconstruction
Proposal for Design and Bidding Services**

Dear Andrew,

The City received the parking lot property on the northwest corner of Grand River Avenue & Divine Highway (parcel 34-300-033-200-450-03) from ADM Alliance Nutrition several years ago following demolition of a silo structure and overhead crossing of Divine Highway by ADM. The City improved Grand River Avenue along that frontage of the property in 2007-2008 with decorative brick columns, fencing and sidewalk replacement. The property is currently used as overflow parking (generally configured as diagonal parking along the road side and parallel along the river side), but the grading and pavement condition are poor. The property also has functional issues, with a narrow entrance on the Divine Highway side directly adjacent to Grand River Avenue.

The City will be replacing the Divine Highway bridge over the Looking Glass River in 2026. The east end of this property will be impacted by that project, as the abandoned mill structures along the river are removed and the retaining wall adjacent to the bridge replaced, as well as a bore pit near the Divine Highway and Grand River Avenue intersection for replacing the existing water main crossing to provide adequate clearance ahead of bridge construction. The bridge project presents a good opportunity for the City to improve the condition and functionality of the parking lot, or at least have the design advanced to a point where construction along the Divine Highway side of the property can be set up for future improvement of the site.

Based on our conversations with City staff, we anticipate design for the new parking lot will include the following:

- Close the existing narrow drive approach on the Divine Highway side of the property and create a new drive approach on the Grand River Avenue side of the property, further from the intersection, including removal of the easternmost brick column and fence section.
- Reconfigure the parking lot to provide diagonal parking on both sides, similar to the existing adjacent parking at Don Jose's, with one-way traffic flow from the new drive approach to the existing drive approach shared with Don Jose's (incorporating DO NOT ENTER signage at the shared exit).

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

- We anticipate that reconstruction of the parking lot will require removal of abandoned building foundations and other obstructions under the existing pavement to allow for installation of new drainage infrastructure and re-grading of the area.
- Replace the guardrail and chain-link fence along the north side of the lot to maintain protection for vehicles and pedestrians along the slope.
- Create a new common space on the east end of the property adjacent to Divine Highway (between the new drive approach and Divine Highway sidewalk). This could be a combination of river overlook, greenspace, plaza area or similar that includes accommodation for public displays, like banners or other announcements.

Based on our understanding of the project, we propose the following Scope of Services to assist you:

Scope of Services

Design Phase

Preliminary Design

- Expand topographic survey information obtained for the bridge project to include the City parcel and areas directly adjacent.
- Work with the Department of Public Works to have the two existing catch basins in the lot cleaned and televised to evaluate the size and condition of existing drainage infrastructure.
- Prepare a 2D conceptual plan/layout for the new parking lot, including 2-3 options for the common area along Divine Highway. Review the options with City staff to obtain direction for formal design of the improvements.
- Create 3D renderings for the concept(s), if desired by the City, for comparison of options, public messaging, etc.
- Complete preliminary design for the improvements based on the selected conceptual plan. Prepare preliminary plans, specifications and cost estimate for the project.
- Meet with City staff to review the preliminary design.

Final Design & Permitting

- Complete final design, incorporating comments received from review of the preliminary design.
- Prepare an updated estimate of probable construction cost and specifications.
- Prepare and submit the Soil Erosion & Sedimentation Control permit to the Ionia County Drain Commissioner on behalf of the City. Based on the project scope, a permit from Michigan Department of Environment, Great Lakes, and Energy (EGLE) is not anticipated to be required.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.
- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a bid summary to the City.

We will prepare a Scope of Services and Engineering Budget for construction phase once the timeframe for construction has been established.

Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: December 2025
- Design Engineering: January – May 2026
- Permitting: May – June 2026
- Bidding: TBD, potentially summer 2026
- Construction: TBD, potentially fall 2026 in coordination with bridge replacement work

Engineering Budget

We propose to complete the Scope of Services outlined above at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

Task	Budget
Topo Survey	\$ 1,800
Conceptual Design	\$ 3,400
3D Renderings (optional)	\$ 2,800
Design Engineering & Permitting	\$ 6,800
Bidding	\$ 2,400
Total Proposed Budget	\$ 17,200

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Sr. Project Manager, Principal

Cc: Ken Gensterblum, Superintendent of Public Works
Mindy Tolan, Treasurer

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated March 16, 1993.

Andrew Dymczyk, City Manager

Date



Budget Summary - F&V #840730
Divine Highway Bridge and ADM Parking Lot

	Original	Invoiced/Spent	Proposed	
	<u>Budget</u>	<u>Thru 10/25 Billing</u>	<u>Budget</u>	<u>Comments / Reason for Proposed Budget Increase</u>
Bridge Tasks				
Feasibility Study	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00	
Environmental Clearance	\$ 4,400.00	\$ 8,200.00	\$ 8,200.00	Retain and coordinate with historic consultant.
Mussel Survey Allowance	\$ 10,000.00	\$ 22,800.00	\$ 22,800.00	Actual cost vs. allowance (ASTI + F&V divers)
Type, Size and Location Design	\$ 39,600.00	\$ 41,400.00	\$ 41,400.00	Water main crossing layout
Soil Borings & Geotechnical Report	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
Easement/Grading Permit Assistance	\$ 2,800.00	\$ 2,151.00	\$ 2,800.00	Meeting with ADM pending
Preliminary Design	\$ 52,600.00	\$ 30,400.99	\$ 63,600.00	Meetings, public messaging, graphics, water main design & permitting
<u>Final Design</u>	<u>\$ 22,600.00</u>	<u>\$ -</u>	<u>\$ 22,600.00</u>	
Subtotal Bridge	\$ 158,800.00	\$ 131,751.99	\$ 188,200.00	
Parking Lot Tasks				
Survey	\$ 1,800.00	\$ -	\$ 1,800.00	
Conceptual Design	\$ 3,400.00	\$ -	\$ 3,400.00	
3D Renderings (optional)	\$ 2,800.00	\$ -	\$ 2,800.00	
Design Engineering & Permitting	\$ 6,800.00	\$ -	\$ 6,800.00	
<u>Bidding</u>	<u>\$ 2,400.00</u>	<u>\$ -</u>	<u>\$ 2,400.00</u>	
Subtotal Parking Lot	\$ 17,200.00	\$ -	\$ 17,200.00	
Bridge & Parking Lot Total	\$ 176,000.00	\$ 131,751.99	\$ 205,400.00	

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 25-84

A RESOLUTION APPROVING A CHANGE ORDER TO THE SCOPE OF SERVICES OUTLINED IN THE GRANT STREET SUBSTATION PROPOSAL WITH THEKA ENGINEERING SOLUTIONS

WHEREAS, the City awarded a contract in the amount of \$180,300.00 to Theka Engineering Solutions for engineering services for the Grant Street Substation Project; and

WHEREAS, Theka Engineering Solutions has performed out-of-scope services totaling \$10,489.50 not included or foreseen in its original proposal, attached as Exhibit A; and

WHEREAS, the Board of Light and Power met on November 23, 2025, and recommended approval of the Change Order.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the Board of Light and Power's recommendation to approve the Change Order, a copy of which is attached as Exhibit A, to pay Theka Engineering Solutions for out-of-scope services in the amount of \$10,489.50; not included in its original proposal.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: December 1, 2025

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

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

Date: November 25, 2025

Re: **Action Item BLP 25-11C** - Approve Theka Engineering's change order for out-of-scope engineering services.

While providing engineering services for the Grant Street Substation, Theka Engineering has performed out-of-scope work not included or foreseen in its original proposal dated September 21, 2022. The additional engineering activities include:

1. Support for Consumers Energy interconnect application
2. Value engineering redesign efforts
3. Distribution interconnect design support
4. Updates to multiple one-line drawings based on historical records

Theka Engineering has provided the attached summary of dates and hours for this out-of-scope work. The total estimated cost is \$10,489.50. These hours and services have been reviewed through ongoing communication between the City of Portland and Theka Engineering, and both parties are in agreement with the attached summary.

Recommendation: Approve Theka Engineering's change order for out-of-scope engineering services, in addition to the scope of services outlined in the Grant Street Substation proposal dated September 21, 2022, and previously approved by City Council on October 22, 2022.

Fiscal Impact: The cost of the proposed expenditure is \$10,489.50.

11/19/2025

Todd Davlin
CITY OF PORTLAND

RE: Change Order – Grant St. Substation Out of Scope Engineering Work

Dear Mr. Davlin,

As discussed, and generally agreed upon, this letter serves as a formal change order to Theka Engineering's proposal dated September 21, 2022. The additional engineering activities include:

1. Consumers Energy interconnect application support
2. Value engineering redesign efforts
3. Distribution interconnect design support
4. Multiple one-line drawing updates based on historical drawings

Further clarification of these items was provided in my email of October 9th. For your review, I have attached a record of the dates and hours worked. The total estimated cost of this out-of-scope work is \$10,489.50.

We appreciate the collaborative approach taken to address these needs and request acknowledgment of this change order to incorporate the additional scope and associated costs.

Sincerely,

THEKA ASSOCIATES, INC.



Ryan Caauwe, P.E.
Senior Engineer
rjcaauwe@theka-engineering.com
231.215.3372



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, November 17, 2025

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

Present: Council Members Barnes, VanSlambrouck, Schneider and Boyer; City Manager Dymczyk; Acting City Clerk/Finance Director Tolan; Police Officer Groenhof

Absent: Council Member Fitzsimmons

Guests: Eve Moyer; Denise Barnes; Tim Fuller; Eric Gibbs; Kathy Parsons

The meeting was called to order at 7:00 P.M. by Acting Clerk Tolan with the Pledge of Allegiance.

Acting Clerk Tolan explained the procedure for nominating the Mayor and Mayor Pro-Tem and opened the floor for nominations for Mayor.

Council Member Schneider nominated Council Member Boyer for Mayor.

There was no support.

Council Member VanSlambrouck nominated Council Member Barnes for Mayor.

There was no support.

City Manager Dymczyk explained the process for the election of Mayor and Mayor Pro-Tem as outlined in the Charter and stated in the event of a deadlock the item can be tabled to the next meeting. The Acting Chair of the meeting would facilitate the business.

Motion by VanSlambrouck, supported by Boyer, to table the Election of Mayor until all Council Members are present.

Yeas: VanSlambrouck, Boyer, Schneider, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by VanSlambrouck, supported by Barnes, to approve the proposed agenda.

Yeas: VanSlambrouck, Barnes, Schneider, Boyer

Nays: None

Absent: Fitzsimmons

Adopted

Motion by Barnes, supported by VanSlambrouck, to excuse the absence of Council Member Fitzsimmons.

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Yeas: Barnes, VanSlambrouck, Schneider, Boyer
Nays: None
Absent: Fitzsimmons
Adopted

There was no Public Comment.

Under City Manager Report, City Manager Dymczyk congratulated the Council Members and noted that he looks forward to working with each of them.

The Grand Opening of the new Looking Grand Plaza will be held on Saturday, November 22, 2025, from 11:00 A.M. to 3:00 P.M.

MDOT awarded the City Category B funding of \$250,000.00 for Hill Street from Kent Street to Lincoln Street, budgeted for fiscal years 2025-2026 and 2026-2027. Survey work will likely take place before winter.

City staff will meet with the Rindلهaven development group on Wednesday, November 19, 2025.

Updates to the audio/video upgrades continue. He and City Clerk Miller are making efforts to get the streaming of meetings set up.

There were no presentations.

Under New Business, the Council considered Resolution 25-79 to approve a proposal from Premium Utility Contractor, in the amount of \$24,947.00, to connect the Grant Street Substation to the Consumers Energy Switching Pole.

Council Member VanSlambrouck noted the resolution was removed from the November 3, 2025, agenda to get another quote on this expenditure.

Motion by VanSlambrouck, supported by Schneider, to approve Resolution 25-79 approving a proposal from Premium Utility Contractor to connect the Grant Street Substation to the Consumers Energy Switching Pole.

Yeas: VanSlambrouck, Schneider, Boyer, Barnes
Nays: None
Absent: Fitzsimmons
Adopted

The Council considered Resolution 25-81 to accept funding in the amount of \$200,000.00 from the Michigan Department of Transportation Local Bridge Program for the rehabilitation of the Bridge Street Bridge over the Grand River.

City Manager Dymczyk explained the funding, anticipated costs, and timeline for the project.

There was discussion.

Motion by Barnes, supported by VanSlambrouck, to approve Resolution 25-81 to accept funding from the Michigan Department of Transportation Local Bridge Program for the Rehabilitation of the Bridge Street Bridge over the Grand River (Structure No. 4103).

Yeas: Barnes, VanSlambrouck, Schneider, Boyer
Nays: None
Absent: Fitzsimmons

City of Portland
City Council Minutes – November 17, 2025

Adopted

Motion by Barnes, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City held on November 3, 2025, payment of invoices in the amount of \$440,292.90 and payroll in the amount of \$174,822.52 for a total of \$615,115.42. A purchase order for Advanced Plumbing & Mechanical in the amount of \$6,550.00 to replace a boiler at the Red Mill Pavilion was also included.

Yeas: Barnes, VanSlambrouck, Schneider, Boyer

Nays: None

Absent: Fitzsimmons

Adopted

Under City Manager Comments, City Manager Dymczyk extended his congratulations to St. Patrick's football team and wished them luck in the State Finals Football game this weekend.

Under Council Member Comments, Council Member Barnes extended his congratulations to Portland High School football team on an outstanding season.

Council Member VanSlambrouck extended his congratulations to new Council Members Schneider and Boyer and looks forward to working with them and to continue to move Portland forward.

Council Member Boyer noted his appreciation for the political process in the nomination process for Mayor and the motion to wait until the entire Council is present. He stated his goal is to be helpful to the City and will do that to the best of his ability.

Council Member Schneider stated she is happy to serve on the City Council and on behalf of the Friends of the Red Mill she noted her thanks for the new boiler.

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

Yeas: VanSlambrouck, Barnes, Schneider, Boyer

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 7:17 P.M.

Respectfully submitted,

Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the November 17, 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 Acting Clerk Tolan at 7:00 P.M.

Present - Council Members Barnes, VanSlambrouck, Schneider and Boyer; City Manager Dymczyk; Acting City Clerk/Finance Director Tolan; Police Officer Groenhof

Absent - Council Member Fitzsimmons

Motion to table the Election of Mayor until all Council Members are present.

All in favor. Adopted.

Resolution 25-79 approving a proposal from Premium Utility Contractor to connect the Grant Street Substation to the Consumers Energy Switching Pole.

All in favor. Adopted.

Resolution 25-81 to accept funding from the Michigan Department of Transportation Local Bridge Program for the Rehabilitation of the Bridge Street Bridge over the Grand River (Structure No. 4103).

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:17 P.M.

All in favor. Adopted.

A copy of the approved Minutes is available upon request at City Hall, 259 Kent Street.

Monique I. Miller, City Clerk

DRAFT

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DOUGHERTY ASSESSING	02973	ASSESSING SVCS 1ST HALF OF NOV 2025 - ASSESSOF	1,666.66
ANDREW DYMCZYK	02902	PHONE BILL REIM - CITY MANAGER	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,485.00
GRANGER	00175	REFUSE - REFUSE	18,049.39
APPLIED INNOVATION	02493	CITY HALL COPY MACHINE MAINT - GENERAL	90.25
APPLIED INNOVATION	02493	COPY MACHINE MAINT - ELECTRIC	49.32
PINE REST CHRISTIAN MENTAL HEALTH	02890	TRAINING RESPECT IN THE WORKPLACE - GEN	50.00
S&K PRINTING	00400	PROPERTY TAX BILLS - GEN	585.00
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,475.48
STATE OF MICHIGAN	02577	WATER SAMPLES - WATER	271.00
ADVANCED PLUMBING & MECHANICAL LLC	02768	ANTIFREEZE BOILERS RED MILL - PARKS	975.00
K-13 LAWN CARE	00220	LAWN APPLICATIONS - PARKS	1,250.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MTG SYNOPSIS - GEN	468.60
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	596.47
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	43.73
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	67.91
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	82.63
CONSUMERS ENERGY	00095	GAS SERVICE -WATER	39.31
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	18.60
CONSUMERS ENERGY	00095	GAS SERVICE - WW	421.60
CONSUMERS ENERGY	00095	GAS SERVICE - WW	27.17
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	506.49
HOMETOWN SPORTS, INC.	01326	COUNCIL NAME PLATES - COUNCIL	72.00
AUSTIN AVERY	02834	MILEAGE FOR CONFERENCE - WW	252.00
WEST MICHIGAN INTERNATIONAL LLC	02546	VEHICLE MAINTENANCE - ELECTRIC	39.25
KENDALL ELECTRIC	00225	STREET LIGHT CONNECTORS - ELECTRIC	470.86
DOUGHERTY ASSESSING	02973	ASSESSING SVCS 2ND HALF OF NOV 2025 - ASSESSOR	1,770.83
ADVANCED PLUMBING & MECHANICAL LLC	02768	BOILER REPLACEMENT RED MILL - PARKS APP CONS AC	6,550.00
CULLIGAN	02130	WATER X2 CITY HALL - GEN	18.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ANTHONY SMITH	02449	MILEAGE REIM SEMINAR - WW	49.00
MWEA OFFICE	01347	LAB PRACTICES SEMINAR - WW	185.00
FOSTER, SWIFT, COLLINS & SMITH PC	02866	LEGAL SERVICES - WW	2,649.00
PIVOT POINT PARTNERS LLC	02778	ASSESSING SOFTWARE - ASSESSOR	750.00
RANGE TELECOMMUNICATIONS	02872	TELECOM AFTER HOURS SERV CALLS - ELECTRIC	164.00
FAMILY FARM & HOME	01972	GLOVES - PARKS	1.24
FAMILY FARM & HOME	01972	SUPPLIES - LOC STS	39.98
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	66.94
FAMILY FARM & HOME	01972	DOOR STOP/HARDWARE - ELECTRIC	25.98
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	51.23
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	7.53
CINTAS	02901	RESTOCK MEDICINE CABINET - WW	44.27
SELBY LAWN CARE	02736	LAWN SERVICES - ELECTRIC	575.00
VERDANTAS MICHIGAN LLC	02967	PROF ENGINEERING SERV - ELECT APP CONS AGENDA 7	2,450.00
RESCO	00392	GRD SLEEVE GRANT ST DIST SYSTEM - ELECTRIC RES	4,590.00
RESCO	00392	STREET LIGHTS - ELECTRIC	1,722.05
RESCO	00392	3 PHASE CABINET DIST - ELECT APP CONS AGENDA 7-	7,356.00
RESCO	00392	REPLACE PARTS UNDERGROUND JUNCTION - ELECTRIC	4,405.50
RESCO	00392	DIST INVENTORY - ELECTRIC	3,693.00
RESCO	00392	PEDESTAL SEC FOR DIST SYSTEM - ELECTRIC	4,369.50
KENDALL ELECTRIC	00225	GALV ELBOWS/CREDIT- ELECTRIC APP RES 25-68	14,595.08
KENDALL ELECTRIC	00225	PVC CONDUIT ETC - ELECTRIC APP RES 25-68	5,490.83
KENDALL ELECTRIC	00225	CAUTION BURIED ELE LINE - ELECTIC APP RES 25-68	67.78
KENDALL ELECTRIC	00225	SUPPLIES - ELECTRIC APP RES 25.68	7,604.29
KENDALL ELECTRIC	00225	STREET LIGHT SUPPLIES - ELECTRIC	117.71
KENDALL ELECTRIC	00225	STREET LIGHT SUPPLIES - ELECTRIC	19.62
PAMA	01370	40% & 100% CONT TO PAMA - COM PROMO	292.33
VC3 INC.	02745	MICROSOFT MONTHLY BACK UP & BILLING AGREEMENT -	1,884.50
OTIS ELEVATOR	00970	ELEVATOR MAINTENANCE - CITY HALL	710.31
APPLIED INNOVATION	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	4.67
CINTAS	02901	RESTOCK MEDICINE CABINET -WW	25.64

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	379.54
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - PARKS	505.92
MANER COSTERISAN	02588	FINANCIAL STMT AUDIT YR ENDED JUNE 2025 - VAR I	5,000.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	412.00
VC3 INC.	02745	OFFICE 365 MONTHLY BILLING - GEN	453.42
IONIA COUNTY CLERK	01247	11-4-25 COUNCIL ELECTION SVCS - ELECTIONS	357.47
CIVIC PLUS LLC	02335	ANNUAL ONLINE CABLE HOSTING - CODE	1,207.24
AMERICAN RED CROSS	02820	BASIC LIFE SUPPORT TRAINING - AMB	54.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	496.18
D & E ELECTRIC LLC	02640	TROUBLE SHOOT UV LIGHT CIRCUIT BOARDS -WW	125.00
D & E ELECTRIC LLC	02640	GFCI OUTLET INSTALL RED MILL - PARKS	200.00
PURE GREEN LAWN AND TREE	02812	LAWN SERVICE AGREEMENT - CITY HALL	286.00
PURE GREEN LAWN AND TREE	02812	LAWN SERVICE AGREEMENT - PARKS	408.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	493.09
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	1,653.18
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	690.00
ROCHESTER CREATIONS	02359	EMS UNIFORMS - AMB	212.00
Total:			\$121,453.57

**BI-WEEKLY
WAGE REPORT
November 24, 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.	15,991.29	148,437.46	2,792.29	36,851.43	18,783.58	185,288.89
ASSESSOR	-	-	-	-		
CEMETERY	5,792.59	61,550.03	537.26	18,051.79	6,329.85	79,601.82
POLICE	25,394.29	212,565.03	5,164.65	55,360.73	30,558.94	267,925.76
CODE ENFORCEMENT	2.18	194.30	0.17	14.91	2.35	209.21
PARKS	2,999.52	53,462.58	323.64	7,965.82	3,323.16	61,428.40
INCOME TAX	2,725.95	27,796.27	880.26	9,851.21	3,606.21	37,647.48
MAJOR STREETS	4,006.23	42,399.28	506.52	9,926.09	4,512.75	52,325.37
LOCAL STREETS	5,493.11	51,583.33	739.51	14,749.68	6,232.62	66,333.01
RECREATION	1,848.47	22,116.40	162.98	2,943.41	2,011.45	25,059.81
AMBULANCE	38,258.58	334,001.66	7,113.83	64,214.65	45,372.41	398,216.31
DDA	4,280.41	33,282.96	606.93	5,684.43	4,887.34	38,967.39
ELECTRIC	37,522.92	316,455.16	5,703.66	92,945.57	43,226.58	409,400.73
WASTEWATER	14,915.23	122,820.39	2,422.20	28,084.38	17,337.43	150,904.77
WATER	13,934.70	90,310.22	2,876.83	30,449.45	16,811.53	120,759.67
MOTOR POOL	1,350.06	9,330.27	241.66	2,410.86	1,591.72	11,741.13
TOTALS:	174,515.53	1,526,305.34	30,072.39	379,504.41	204,587.92	1,905,809.75



PURCHASE ORDER

City of Portland

P.O. 17886

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

VENDOR Maag Transport Inc
14317 W Grand River
Eagle MI 48822

DATE: 11-25-25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Annual brush grinding +	202-463-804	50	2,750
compost removal	203-463-804	50	2,750
			est \$5,500 ^{est}
DEPARTMENT HEAD (UP TO \$500) <u>K. [Signature]</u>		TOTAL	

MT

Treasurer Initials

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



MAAG TRANSPORT, INC.

14317 W. GRAND RIVER
EAGLE, MICHIGAN 48822
TELEPHONE: (517) 627-2706

INVOICE

№ 10132

SOLD TO

City of Portland

SHIP TO

- Bid -

11-20-25

Call 517-204-3354

CUSTOMER'S ORDER	SALESMAN	TERMS	SHIPPED VIA	F.O.B.	DATE
<i>Kind up Brush Pile & Remove Wood Chips</i>					
<i>Remove Pile of Leaves.</i>					
<i>Work to Be Done By 12-31-25</i>					
<i>Thank you</i>					
<i>Harry May</i>					
<i>\$5500-</i>					

Please indicate INVOICE NUMBER on payment.

Thank You.

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: November 25, 2025

Re: **Action Item BLP 25-11A** - Approve purchase of twelve 45-degree galvanized sweep elbows from Kendall Electric.

Underground conduit will be installed from the Grant Street Substation to the City of Portland main distribution vault. Twelve 6-inch diameter, 45-degree galvanized sweep elbows are needed to angle the conduit and the primary conductor carried by the conduit into primary cabinets to be located adjacent to the main distribution vault. Historically, all underground sweep fittings installed in the City have been galvanized. Attempts to use PVC have failed during construction. Kendall Electric is the cheapest and quickest source of these fittings.

Recommendation: Recommend City Council approve the purchase of twelve 6-inch diameter, 45-degree galvanized sweep elbows from Kendall Electric. The elbows are required to construct the distribution system interconnect from the Grant Street Substation to the City of Portland main distribution vault.

Fiscal Impact: The cost of the proposed expenditure is \$5,902.87.



**KENDALL
ELECTRIC**

A MEMBER OF THE KENDALL GROUP

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

Sold To: 7817
CITY OF PORTLAND
ATTN ACCOUNTS PAYABLE
259 KENT ST
PORTLAND, MI 48875-1495

Ship To: 254160
CITY OF PORTLAND
259 KENT ST
PORTLAND, MI 48875-1495

Acknowledgement S116176597

Order Date: 11/06/25	
Terms: Net Due 30 Days	
Customer PO#	Release #
PORTLAND GRANT ST SU	45 ELBOWS
Ordered By: TODD DAVLIN	
Phone: 517-647-2942	

Warehouse	Ship Via	Freight Allowed		Account Manager	Inside Salesperson	
ELAN	ELAN33	Out: No	In: No	DAVIS COURTRIGHT, ESCB	KEVIN NICO, ELAN	
Cust Ln #	Order Qty	ID #	Description	Req Date	Price / UOM	Ext Amount
	12ea	5073846	6 X 36 X 45 GALV ELBOW 45DEG	11/06/25	491.906/ea	5,902.87
<p>The Kendall Group reserves the right, due to current economic uncertainty, to adjust prices at any time prior to shipment and upon notice to Buyer.</p>						
<p>This is an acknowledgement of your acceptance of our offer to sell you the goods or services described herein on the terms set forth above and on our Terms and Conditions of Sale which are available at https://www.kendallgroup.com/legal_notices/ or by calling 800-632-5422. We object to any additional or different terms attached to, incorporated within, or referenced in your order, including, but not limited to, any delivered electronically, and we reject any prior offers we received from you. Past due invoices are subject to a 1.5% late charge (18% per annum).</p>					Subtotal	5902.87
					S&H CHGS	0.00
					Sales Tax	0.00
					Amount Due	5902.87

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: November 25, 2025

Re: **Action Item BLP 25-11B** - Approve the payment of invoice 3091604 to RESCO for FIBERCRETE box pads.

Prior to finalizing the Grant Street Substation construction contract with Newkirk Electric Associates, we asked them to work with Theka Engineering to value engineer the facility, seeking cost-cutting suggestions that would not affect service life, reliability, or maintenance capabilities. This effort resulted in contract savings of \$192,029 and a net savings of approximately \$150,000. To achieve these savings, the City of Portland purchased primary and switching cabinets that require prefabricated box pad or formed concrete foundations. RESCO and Power Line Supply were invited to bid on prefabricated foundations. RESCO submitted a financially competitive bid that met engineering specifications and provided a delivery schedule aligned with project needs. Prefabricated foundations are significantly less expensive than poured concrete foundations.

Recommendation: Recommend City Council approve the payment of invoice 3091604 to RESCO for FIBERCRETE box pads. The box pads support primary and switch cabinets between the Grant Street Substation and the City of Portland main distribution vault.

Fiscal Impact: The cost of the expenditure is \$6,104.



Rural Electric Supply Cooperative

INVOICE

Remit To:
RESCO
PO BOX 684141
Chicago, IL 60695-4141
1-800-356-9370

INVOICE	
3091604	
Invoice Date	Page
10/17/2025	1 of 1
ORDER NUMBER	
1057707	

****DIRECT SHIPMENT****

Bill To:
PORTLAND, CITY OF
723 EAST GRAND RIVER AVE
PORTLAND, MI 48875
US

Ship To:
PORTLAND, CITY OF
723 EAST GRAND RIVER AVE
PORTLAND, MI 48875

Attn: PORTLAND, CITY ACCOUNTS PAYABLE

Customer ID: 11530

Ordered By: TODD DAVLIN

Terms	Net Due Date	Discount Due Date	Discount Amount	Discounted Amt Due
.05% 15 Net 30	11/16/2025	11/01/2025	2.20	6,101.80

Order Date	Ship Date	Inside Salesrep	Cust PO #
06/02/2025 12:42:35	10/17/2025	Steve Brietzman	VERBAL TODD DAVLIN
		Carrier: Common Carrier	Tracking #:

Line #	Item ID Item Description	Quantities				Unit Price	Extended Price
		Ordered	Backordered	Shipped	UOM		
1	FC-63-69-36-5157 FIBERCRETE BOX PAD	2		2	EA	996.00000	1,992.00
2	FC-23-67-32-1862 FIBERCRETE BOX PAD W/ 18"X62" OPENING	4		4	EA	603.00000	2,412.00

Total Lines: 2
Total Freight In: 0.00 Total Freight Out: 1,700.00

SUB-TOTAL: 4,404.00
TOTAL FREIGHT: 1,700.00
TAX: 0.00
AMOUNT DUE: 6,104.00



ORIGINAL

Cash Discount 2.20 if paid by 11/01/2025

User: NBROWN

DB: Portland

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2025	MONTH 10/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,403,956.00	1,309,905.47	800,213.45	94,050.53	93.30
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,900.00	0.00	0.00	1,900.00	0.00
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,350.00	0.00	0.00	3,350.00	0.00
101-000-445.000	PENALTY & INTEREST	6,500.00	556.89	556.89	5,943.11	8.57
101-000-447.000	TAX COLLECTION FEES	53,000.00	42,326.85	26,666.96	10,673.15	79.86
101-000-451.000	SPECIAL ASSESSMENT FEES	0.00	4.60	0.00	(4.60)	100.00
101-000-476.000	BUSINESS PERMITS	400.00	0.00	0.00	400.00	0.00
101-000-477.000	CABLE TV FEES	8,000.00	3,338.34	1,583.13	4,661.66	41.73
101-000-490.000	NON-BUSINESS PERMITS	40,000.00	11,051.00	1,433.00	28,949.00	27.63
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,500.00	1,257.60	1,257.60	242.40	83.84
101-000-569.000	OTHER STATE GRANTS	0.00	2,013.51	0.00	(2,013.51)	100.00
101-000-570.000	LIQUOR FEES	5,000.00	3,839.00	27.50	1,161.00	76.78
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	3,000.00	2,844.85	2,844.85	155.15	94.83
101-000-574.000	REVENUE SHARING-CONST SALES	415,169.00	145,284.00	74,785.00	269,885.00	34.99
101-000-574.001	REVENUE SHARING-STAT SALES	138,392.00	42,750.00	21,375.00	95,642.00	30.89
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	2,412.00	12.90	12.90	2,399.10	0.53
101-000-623.000	TRANSCRIPT FEES	500.00	346.45	80.00	153.55	69.29
101-000-624.000	MISCELLANEOUS FEES	500.00	0.00	0.00	500.00	0.00
101-000-628.000	ADMINISTRATIVE CHARGES	480,352.00	160,117.32	40,029.33	320,234.68	33.33
101-000-630.000	CEMETERY LOT SALES	18,800.00	7,650.00	2,575.00	11,150.00	40.69
101-000-633.000	CEMETERY CARE FEES	15,000.00	11,216.00	1,410.00	3,784.00	74.77
101-000-634.000	GRAVE OPENING FEES	21,000.00	10,900.00	4,700.00	10,100.00	51.90
101-000-656.000	DISTRICT COURT FINES	10,000.00	1,658.91	307.60	8,341.09	16.59
101-000-661.000	PARKING FINES	1,000.00	490.00	80.00	510.00	49.00
101-000-663.000	MISCELLANEOUS FINES	1,500.00	640.00	150.00	860.00	42.67
101-000-665.000	INTEREST INCOME	5,000.00	3,763.66	1,563.82	1,236.34	75.27
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	1,500.00	1,123.21	543.42	376.79	74.88
101-000-667.000	RENTAL INCOME	11,000.00	3,840.00	1,040.00	7,160.00	34.91
101-000-676.001	DONATIONS-MISCELLANEOUS	125.00	125.00	0.00	0.00	100.00
101-000-678.000	MERS FOREITURE REVENUES	3,000.00	6,405.10	0.00	(3,405.10)	213.50
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	9,000.00	5,255.55	0.00	3,744.45	58.40
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	50,000.00	28,469.09	15,764.38	21,530.91	56.94
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	2,708.40	0.00	(708.40)	135.42
101-000-693.000	SALE OF EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
101-000-699.150	TRANSFER FROM PERP CARE	300.00	133.25	31.93	166.75	44.42
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU O	115,391.00	0.00	0.00	115,391.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	81,250.00	0.00	0.00	81,250.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	40,805.00	0.00	0.00	40,805.00	0.00
TOTAL REVENUES		2,955,602.00	1,810,026.95	999,031.76	1,145,575.05	61.24

Expenditures						
100	COUNCIL	36,845.00	8,777.68	0.00	28,067.32	23.82
172	CITY MANAGER	244,130.00	76,221.84	17,622.71	167,908.16	31.22
201	GENERAL ADMINISTRATION	522,830.00	191,185.84	35,239.38	331,644.16	36.57
257	ASSESSING	75,815.00	24,145.29	6,050.96	51,669.71	31.85
262	ELECTIONS	9,650.00	2,849.17	1,896.09	6,800.83	29.53
265	CITY HALL	99,915.00	44,602.71	8,590.30	55,312.29	44.64
301	POLICE	1,098,789.00	264,427.10	55,719.07	834,361.90	24.07
371	CODE ENFORCEMENT	27,375.00	6,262.24	1,128.26	21,112.76	22.88
567	CEMETERY	230,590.00	72,420.73	17,690.55	158,169.27	31.41
707	COMMUNITY PROMOTIONS	473,486.00	220,701.09	50,749.64	252,784.91	46.61
728	ECONOMIC DEVELOPMENT	29,750.00	7,647.91	854.78	22,102.09	25.71
751	PARKS	297,100.00	93,815.43	24,382.97	203,284.57	31.58

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	10/31/2025 NORMAL (ABNORMAL)	MONTH 10/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		3,146,275.00	1,013,057.03	219,924.71	2,133,217.97	32.20
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,955,602.00	1,810,026.95	999,031.76	1,145,575.05	61.24
TOTAL EXPENDITURES		3,146,275.00	1,013,057.03	219,924.71	2,133,217.97	32.20
NET OF REVENUES & EXPENDITURES		(190,673.00)	796,969.92	779,107.05	(987,642.92)	417.98

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	10/31/2025 (ABNORMAL)	MONTH 10/31/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 105 - INCOME TAX FUND									
Fund 105 - INCOME TAX FUND:									
	TOTAL REVENUES	1,200,000.00		449,692.61		135,893.98		750,307.39	37.47
	TOTAL EXPENDITURES	1,758,221.00		60,393.28		19,050.10		1,697,827.72	3.43
	NET OF REVENUES & EXPENDITURES	(558,221.00)		389,299.33		116,843.88		(947,520.33)	69.74
Fund 202 - MAJOR STREETS FUND									
Fund 202 - MAJOR STREETS FUND:									
	TOTAL REVENUES	878,548.00		131,780.70		135.94		746,767.30	15.00
	TOTAL EXPENDITURES	1,028,504.00		213,462.32		66,461.81		815,041.68	20.75
	NET OF REVENUES & EXPENDITURES	(149,956.00)		(81,681.62)		(66,325.87)		(68,274.38)	54.47
Fund 203 - LOCAL STREETS FUND									
Fund 203 - LOCAL STREETS FUND:									
	TOTAL REVENUES	1,495,564.00		132,692.18		63,822.50		1,362,871.82	8.87
	TOTAL EXPENDITURES	1,562,697.00		110,261.63		30,741.57		1,452,435.37	7.06
	NET OF REVENUES & EXPENDITURES	(67,133.00)		22,430.55		33,080.93		(89,563.55)	33.41
Fund 208 - RECREATION FUND									
Fund 208 - RECREATION FUND:									
	TOTAL REVENUES	153,760.00		42,723.85		11,425.24		111,036.15	27.79
	TOTAL EXPENDITURES	153,775.00		54,574.81		7,623.17		99,200.19	35.49
	NET OF REVENUES & EXPENDITURES	(15.00)		(11,850.96)		3,802.07		11,835.96	9,006.40
Fund 210 - AMBULANCE FUND									
Fund 210 - AMBULANCE FUND:									
	TOTAL REVENUES	1,151,287.00		730,057.59		29,644.72		421,229.41	63.41
	TOTAL EXPENDITURES	1,240,448.00		539,109.73		136,971.58		701,338.27	43.46
	NET OF REVENUES & EXPENDITURES	(89,161.00)		190,947.86		(107,326.86)		(280,108.86)	214.16
Fund 248 - DDA FUND									
Fund 248 - DDA FUND:									
	TOTAL REVENUES	562,000.00		338,969.23		313,304.75		223,030.77	60.31
	TOTAL EXPENDITURES	669,380.00		226,876.03		118,192.31		442,503.97	33.89
	NET OF REVENUES & EXPENDITURES	(107,380.00)		112,093.20		195,112.44		(219,473.20)	104.39
Fund 405 - WELLHEAD IMPROVEMENT FUND									
Fund 405 - WELLHEAD IMPROVEMENT FUND:									
	TOTAL REVENUES	10,000.00		2,020.95		0.00		7,979.05	20.21
	TOTAL EXPENDITURES	12,021.00		2,020.95		0.00		10,000.05	16.81
	NET OF REVENUES & EXPENDITURES	(2,021.00)		0.00		0.00		(2,021.00)	0.00
Fund 520 - REFUSE SERVICE FUND									
Fund 520 - REFUSE SERVICE FUND:									
	TOTAL REVENUES	219,670.00		54,447.31		18,086.99		165,222.69	24.79
	TOTAL EXPENDITURES	218,000.00		54,099.89		0.00		163,900.11	24.82
	NET OF REVENUES & EXPENDITURES	1,670.00		347.42		18,086.99		1,322.58	20.80
Fund 582 - ELECTRIC FUND									
Fund 582 - ELECTRIC FUND:									
	TOTAL REVENUES	5,753,650.00		1,744,535.75		461,554.08		4,009,114.25	30.32
	TOTAL EXPENDITURES	6,537,993.00		1,806,137.78		345,866.02		4,731,855.22	27.63
	NET OF REVENUES & EXPENDITURES	(784,343.00)		(61,602.03)		115,688.06		(722,740.97)	7.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	10/31/2025 NORMAL (ABNORMAL)	MONTH 10/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	2,845,731.00	614,061.95	281,983.01	2,231,669.05	21.58
	TOTAL EXPENDITURES	2,147,786.00	492,486.27	146,456.25	1,655,299.73	22.93
	NET OF REVENUES & EXPENDITURES	697,945.00	121,575.68	135,526.76	576,369.32	17.42
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	960,200.00	281,233.32	75,623.16	678,966.68	29.29
	TOTAL EXPENDITURES	1,032,583.00	215,645.02	59,115.10	816,937.98	20.88
	NET OF REVENUES & EXPENDITURES	(72,383.00)	65,588.30	16,508.06	(137,971.30)	90.61
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	315,700.00	92,981.76	25,790.51	222,718.24	29.45
	TOTAL EXPENDITURES	502,941.00	73,249.66	12,498.17	429,691.34	14.56
	NET OF REVENUES & EXPENDITURES	(187,241.00)	19,732.10	13,292.34	(206,973.10)	10.54
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
	NET OF REVENUES & EXPENDITURES	15,546,110.00	4,615,197.20	1,417,264.88	10,930,912.80	29.69
		16,864,349.00	3,848,317.37	942,976.08	13,016,031.63	22.82
	NET OF REVENUES & EXPENDITURES	(1,318,239.00)	766,879.83	474,288.80	(2,085,118.83)	58.17



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

☎ 517.323.7500

📠 517.323.6346

November 21, 2025

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

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Portland, Michigan (the City), for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 23, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 14 to the financial statements, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*, and Statement No. 102, *Certain Risk Disclosures*, during the year ended June 30, 2025. Accordingly, the cumulative effects of the accounting changes are reported in the applicable financial statements and disclosures. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's calculation of the net post-employment and pension benefits obligations and related deferrals is calculated based on actuarial studies which utilized certain actuarial assumptions.

Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.

Management's calculation of the accrued compensated absences is based on current hourly rates, historical usage, and policies regarding payment of sick and vacation banks while the current and noncurrent portions of compensated absence was based on an estimate of the percentage of employees' use of compensated absences. Investments are carried at fair market value, which is defined as the amount the City could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller. Investments of the City have been categorized as Level 3 investments, which are considered to be significant unobservable inputs.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 21, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and other required supplementary information, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the miscellaneous statistical data, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information, and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the City Council and management of the City of Portland and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maney Costeiran PC

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

Held on Tuesday, October 27, 2025
In the Council Chambers at City Hall

Members Present: Vogl, Mayor Barnes, City Manager Dymczyk, Schneider, Briggs, Ward, O'Connell

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller, Finance Director Tolan

Guests: Tim Fuller, Anthony Vogl, Roy Vogl

Chair Vogl called the meeting to order at 6:00 P.M.

Motion by Briggs, supported by Member Schneider, to approve the agenda with the addition of Item D under New Business, to add Chair Vogl to the DDA bank accounts.
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Briggs, to approve the minutes of the October 7, 2025, regular meeting as presented.
All in favor. Adopted.

Under Presentations, Finance Director Tolan presented information regarding transparency and eliminating risk to the City of Portland, particularly pertaining to the distribution of the invoices included in the Treasurer's Report to the DDA. She recommended the board members be provided with City of Portland email addresses and that the Treasurer's Report be distributed as a pin protected pdf document.

Mayor Barnes thanked Finance Director Tolan for the information and noted his concern is that he would like the DDA to have the same information from the Treasurer's Report that he has as the Treasurer. He agreed with the recommendation by Finance Director Tolan.

City Manager Dymczyk concurred.

Motion by Schneider, supported by Briggs, to approve the Treasurer's Report as presented.

Under the Team Reports, Director ConnerWellman stated there was discussion at the Team Meeting about how to support and enhance the DeLIGHTfully Portland Light & Music Shows.

Tim Fuller presented information on the DeLIGHTfully Portland Light & Music Shows and a request to control the city streetlights to turn them off for better viewing of the light show.

There was discussion.

Under Old Business Director ConnerWellman presented information on the responses to date for the Stakeholder Survey that is underway. So far there have only been 20 responses and 70 are needed for statistical validity.

There was discussion.

Motion by Dymczyk, supported by Schneider, to change the cutoff date for the Stakeholder Survey to Monday, November 10, 2025, with the results to be distributed at the Team Meeting on Wednesday, November 12, 2025.

All in favor. Adopted.

Director ConnerWellman presented information on the in-person workshop offered through the Michigan Downtown Association titled “Strengthening MI Downtowns”. She asked the board if she should pursue a date for this training to facilitate community cohesiveness.

Under New Business, Director ConnerWellman noted that as noted in the discussion around controlling the streetlights for the DeLIGHTfully Portland Light & Music Shows pursuing a Temporary Special Event Use Permit is not relevant at this time.

Director ConnerWellman suggested the Plaza Grand Opening be rescheduled to Saturday, November 22, 2025, from 11:00 A.M. to 2:00 P.M., in conjunction with Small Business Saturday.

Motion by Ward, supported by O’Connell, to reschedule the Plaza Grand Opening to Saturday, November 22, 2025, from 11:00 A.M. to 2:00 P.M.

All in favor. Adopted.

Director ConnerWellman noted that HolidayFest parade safety has been discussed and asked if the board would like to have a stand still parade or move forward with the same parade that was been held in previous years.

There was discussion.

Motion by Ward, supported by Barnes, to move forward with a moving parade for HolidayFest.

All in favor. Adopted.

Director ConnerWellman stated the signers on the DDA account at Huntington National Bank and Independent Bank, for Portland Prime, need to be updated. Dr. Jason Williamson should be

removed, Mayor James E. Barnes should remain on the accounts, and April Vogl should be added to the accounts.

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

All in favor. Adopted.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, City Manager Dymczyk reminded residents that trick-or-treating will take place on Friday, October 31, 2025, from 6:00 to 8:00 P.M. Ionia County Central Dispatch will not sound the sirens to start and end trick-or-treating.

City Manager Dymczyk stated his feeling that a 3rd party vendor should be considered to help evaluate and provide some enhancement to the process of distributing invoices to the board. He also stated that a Human Resource vendor should be considered to serve as a resource to the DDA.

There was discussion.

Member Briggs noted her concern with the speed of traffic on Kent Street. She noted some solutions that might be implemented to reduce speeds.

Motion by Schneider, supported by Barnes, to approve the recommendation by Finance Director Tolan to set up City of Portland email addresses for the DDA members and to distribute the DDA Treasurer's Report via secure PDF.

All in favor. Adopted.

Motion by Ward, supported by Briggs, to adjourn the meeting at 8:02 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



**MEETING MINUTES REGULAR MEETING
PORTLAND BOARD OF LIGHT AND POWER**
4:00 P.M. Tuesday, October 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 Acting Chairman Nick Lefke at 4:00 PM. Attendees included Acting Chairman Nick Lefke, Board Member Mike Fox, City Manager Andrew Dymczyk, and Superintendent Todd Davlin.

II. SAFETY SHARE

Todd Davlin presented a Safety Share regarding driver safety and whitetail deer.

III. APPROVAL OF AGENDA

Motion: Mike Fox Seconded: Nick Lefke
Yay: 2 Nay: 0

IV. APPROVAL OF MINUTES

Motion: Nick Lefke Seconded: Mike Fox
Yay: 2 Nay: 0

V. ACTION ITEMS

Action Item BLP 25-10A

Subject: Approve payment of UFS invoice for 2025 Budget Support

Recommendation: Recommend City Council approve payment of UFS invoice 35819UFS for financial planning services related to the City's Power Cost Adjustment Factor, electric rates, financial projections, and trial balance comparisons in support of the 2025/2026 fiscal year budget.

Fiscal Impact: The cost of the proposed expenditure is \$7,390.

Motion: Mike Fox Seconded: Nick Lefke
Yay: 2 Nay: 0

Action Item BLP 25-10B

Subject: Approve the purchase of electrical equipment and parts from RESCO for connection of the City of Portland Distribution System to the Grant Street Substation

Recommendation: Recommend City Council approve the purchase of distribution elbows, connectors, bushings, end caps, junction points, cabinet bases, and cabinets from RESCO. These materials will be used to construct the distribution system interconnect from the Grant Street Substation to the City of Portland Main Circuit Vault located at 723 East Grand River Avenue.

Fiscal Impact: The cost of the proposed expenditure is \$20,982.21.

Motion: Nick Lefke Seconded: Mike Fox
Yay: 2 Nay: 0

Action Item BLP 25-10C

Subject: Approve Newkirk Electric Associates' proposal to connect the Substation to Consumers Energy's 46 KV switch pole located outside the substation.

Recommendation: Recommend City Council approve Newkirk Electric Associates' proposal to provide all materials, equipment, and labor to install and electrically connect a single 85 ft transmission pole and two spans of 3-phase 46 KV wire from the Grant Street Substation to Consumers Energy's 46 KV switching pole.

Fiscal Impact: The cost of the proposed expenditure is \$48,956.00. (Note: This action was revised in a recommendation to City Council to approve Premium Utility Contracting's proposal in the amount of \$24,947.00.)

Motion: Mike Fox Seconded: Nick Lefke

Yay: 2 Nay: 0

VI. INFORMATIONAL ITEMS

Todd Davlin provided brief reports addressing the following topics:

- a. Financial report
- b. Reliability report
- c. Grant Street Substation update
- d. November 1–2 planned outage

VII. NEXT REGULAR BLP BOARD MEETING Tuesday, November 25

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

IX. CITY MANAGER COMMENTS

City Manager Andrew Dymczyk provided an overview of current city projects and initiatives.

X. BOARD COMMENTS

XI. ADJOURNMENT

The meeting was adjourned at 5:05 PM.

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

November 24, 2025
October 1-31, 2025

Kwh Consumed 2,640,171
DIESEL PRODUCTION 5,546
HYDRO GENERATION 79,589

Total Kwh Purchased 2,555,036 **Total Dollars Paid** \$ 193,115.56

Kwh Billed
Residential 1,143,554
Commercial 655,567
Large General 656,840
City St. Lites Metered 9,339
St. Lites Unmetered
Rental Lights
Demand 1,826

Dollars Billed
PCA Billed \$ 35,355.91
Residential \$ 194,617.96
Residential EO Charge \$ 2,135.78
Geothermal Discount \$ -
AMI Opt Out \$ 105.00
Commercial \$ 104,969.11
Commercial/LG EO Charge \$ 2,461.43
Large General \$ 72,717.50
Large EO Charge \$ 18.40
City St. Lights Metered \$ 983.78
St. Lights Unmetered \$ 1,640.25
Rental Lights \$ 247.39
Demand \$ 16,827.75
MI-LIEAP Funding \$ 3,255.00
Tax \$ 16,017.69

Total Kwh Billed 2,465,300

Total Dollars Billed \$ 451,352.95

Arrears after billing \$ 1,308.37
Penalties Added \$ 2,060.85
Arrears end of month \$ 30,808.07
Fuel Cost Billed \$ 41,926.71
Amount Collected \$ 488,774.10
Total Adjustments \$ 1,891.77

Power Cost Adj. 0.01439

Residential Customers 2,239
Commercial Customers 331
Large General 15
Total Customers 11/05/25 2,585



**CITY OF PORTLAND
October-25**

WATER DEPARTMENT REPORT

MONTH	Oct-25	PERIOD COVERED	October 1-31, 2025
Customers Billed		Penalties Added	\$ 407.61
City	1,855	Dollars Collected	\$ 81,576.76
Rural	25	Arrears at end of Month	\$ 6,797.12
Total Customers	1,880	Adjustments	\$ (11,985.33)
		Gallons Pumped	10,382,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	10,683,163		\$ 82,082.96
Rural	199,967		\$ 2,811.02
Total	<u>10,883,130</u>		<u>\$ 84,893.98</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,802	Dollars Billed	\$179,227.86
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 179,227.86

Penalties Added	\$ 919.22
Dollars Collected	\$ 162,485.34
Arrears at end of Month	\$ 9,821.21
Adjustments	\$ 341.47
Gallons Treated per Million	7.577



**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING**

NOVEMBER 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 October 2025- \$ 1,654,050.96
 - D. Approve payments of Health Department payroll and accounts payable for the month of October 2025-\$ 195,791.27
 - E. Approve payments of Road Department payroll and accounts payable for the month of October 2025- \$ 1,774,251.73
 - F. Approval of payments from Trust and Agency for the month of October 2025- \$ 7,851,785.40
- VII. Unfinished Business**
- VIII. New Business**
 - A. 2026 Budget Hearing
 - B. Adopt the 2026 Budget Resolution
 - C. Adopt the 2026 Road Department Resolution
 - D. Update on Ionia County Pension Plan Investments-Jack Kasko, Milestone and Chris Veenstra, Watkins Ross
 - E. Approval to remove Patrick Jordan and Bernadette Blonde and add Chad Shaw and Roxy Craton to the Authorized individuals for our Pension Plan Resolution- Chad Shaw

- F. Request Approval of Veteran’s Court Grant Contract and Budget Amendment- Kim Clark
 - G. Request Approval of Sobriety Court Grant Contract-Kim Clark
 - H. Request Approval of 8th Circuit Court Adult Recovery Court SCAO Grant Contract- Selina Schmidt
 - I. Request Approval of the 8th Circuit Court Swift and Sure Sanctions Probation program SCAO Grant Contract- Selina Schmidt
 - J. Request Approval to Authorize Signatures for FY 2026 Office of Community Corrections Grant- Selina Schmidt
 - K. Request to Approve Contract with Cognitive Consultants for Ionia County Community Corrections-Selina Schmidt
 - L. Request Approval of Contract with TRICAP for Ionia County Community Corrections FY26-Selina Schmidt
 - M. Resolution for Exemption Option for Publicly Funded Health Insurance- Priscilla Walden/Chad Shaw
 - N. Approve Insurance/Benefit Package Proposal for 2026- Priscilla Walden
 - O. Request Approval to Adopt Resolution Brownfield Plan for Building Belding LLC-Fishbeck/Julianne Burns
 - P. Request Approval of Provider Network Agreement-Haleigh Leslie/Aimee Feehan
 - Q. Request Approval of Ionia Belding PFAS Site Special Project- Haleigh Leslie/Brenda Ingersoll
 - R. Request to Purchase Hot Mastic-Linda Pigue
 - S. Request to Purchase 800MHz Radios-Linda Pigue
 - T. Request Approval of Agreement with Henn Lesperance PLC- Linda Pigue
 - U. Appointment of Dr. Petra Rahaman as Deputy Medical Examiner with UMH-Sparrow-Chad Shaw
- IX. Department Reports**
- A. Public Defenders Office
 - B. Central Dispatch
- 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. None
- XIV. Adjournment**