



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

7:00 p.m. Monday, November 18, 2013
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Oath of Office</u> – Clerk Swears In New Council Members	
7:07 PM	A. Election of Mayor	Motion
7:10 PM	B. Election of Mayor Pro-Tem	Motion
7:13 PM	IV. <u>Acceptance of Agenda</u>	Motion
7:14 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u>	
7:30 PM	A. Recognition of Outgoing Council Members	
7:35 PM	B. William Tucker, CPA with Abraham & Gaffney – 2012/2013 FY Audit	
7:45 PM	C. Paul Galdes of Fleis & VandenBrink	
	1. Knox, Storz & Barley Street Design	
	2. SAW Grant Application	
8:05 PM	D. DDA/Main Street Director Reagan - Holidayfest	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u>	
	IX. <u>New Business</u>	
8:10 PM	A. Motion to Accept the FY 2012/2013 Audit as Presented by Auditing Firm of Abraham & Gaffney, P.C.	Motion
8:12 PM	B. Motion to Approve the Engineers Preliminary Design of Knox, Storz, and Barley Streets	Motion
8:15 PM	C. Proposed Resolution 13-92 Approving the Concept of Making an Additional Payment to the Michigan Employees Retirement System to Reduce the City’s Unfunded Actuarial Accrued Liability	Motion
8:20 PM	D. Proposed Resolution 13-93 Accepting a Grant of Right-of-Way for Roadway and Utility Purposes	Motion
8:22 PM	E. Proposed Resolution 13-94 Approving a License Agreement for Use of a Portion of the Storz Street Right-of-Way	Motion
8:25 PM	F. Proposed Resolution 13-95 Approving a SAW Grant Application and Authorizing the City Manager to Sign the Application and the Clerk To Complete the Required Form Resolution	Motion
8:28 PM	G. Proposed Resolution 13-96 Approving Farabee Mechanical Inc’s 1st And Final Pay Request for Repairs to the 820kw Cooper Bessemer Generator	Motion

<u>Estimated Time</u>		<u>Action Requested</u>
8:30 PM	H. Proposed Resolution 13-97 Approving Cook Brothers Excavating, Inc's 1 st and Final Pay Request for Electric Undergrounding Work Completed along Barnes Road, Maynard Road, and Friend Road	Motion
8:32 PM	I. Proposed Resolution 13-98 Approving Municipal Code Corporation's Proposal to Supplement the City Code to Keep It Up-to-Date	Motion
8:35 PM	J. Proposed Resolution 13-99 Approving the Ambulance Department Offering a CPR/AED Training Program	Motion
8:37 PM	K. Proposed Resolution 13-100 Recognizing the Portland Area Service Group as a Nonprofit Organization for the Purpose of Obtaining a Charitable Gaming License	Motion
8:40 PM	<p>X. <u>Consent Agenda</u>–</p> <p>A. Minutes & Synopsis from the Regular City Council Meeting held on November 4, 2013</p> <p>B. Payment of Invoices in the Amount of \$268,860.24 and Payroll in the Amount of \$124,937.21 for a Total of \$393,797.45</p> <p>C. Purchase Orders over \$5,000 - None</p>	Motion
	<p>X. <u>Communications</u>–</p> <p>A. City Council Election Results</p> <p>B. Joshua Hinds Board and Commission Application</p> <p>C. Sara Roberts Board and Commission Application</p> <p>D. Mary Sue Barley Board and Commission Application</p> <p>E. Chris Tyler Board and Commission Application</p> <p>F. Planning Commission Minutes from October 9, 2013</p> <p>G. Police Department Report for October 2013</p> <p>H. Code Enforcement/Zoning Report for October 2013</p> <p>I. Ambulance Report for October 2013</p> <p>J. Wastewater Treatment Plant Report for October 2013</p> <p>K. IRS Notification – Interest Rebate Lost from Build America Bonds</p> <p>L. Water Department Report for October 2013</p> <p>M. Utility Service Group Washout Inspection Report</p> <p>N. 2013 Merit Award Summary</p> <p>O. DDA Treasurer's Report for November 12, 2013</p> <p>P. Revenue-Expense Report for October 2013</p> <p>Q. MML: The Review – The Sycamore House in Durand</p> <p>R. Ionia County Board of Commissioners Agenda for November 12, 2013</p>	
8:42 PM	XI. <u>Public Comment</u> (5 minute time limit per speaker)	
8:47 PM	XII. <u>Other Business</u>	
8:50 PM	XIII. <u>Council Comments</u>	
	A. Discussion of Board Liaisons	
8:55 PM	XIV. <u>Adjournment</u>	Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-92

A RESOLUTION APPROVING THE CONCEPT OF MAKING AN ADDITIONAL PAYMENT TO THE MICHIGAN EMPLOYEES RETIREMENT SYSTEM TO REDUCE THE CITY'S UNFUNDED ACTUARIAL ACCRUED LIABILITY

WHEREAS, the City provides its employees with pension benefits through the Michigan Employees Retirement System (MERS); and

WHEREAS, the City's contributions to MERS are actuarially determined each year; and

WHEREAS, the City's 2012-2013 Audit discloses that the City's unfunded Actuarial Accrued Liability (AAL) for the MERS has increased from \$3,939,625 on 12-31-11 to \$4,126,970 on 12-31-12 and that the City's funded ratio dipped from 65% to 64% ; and

WHEREAS, the City Manager has proposed making an additional payment equivalent to last years payment (\$396,000) which would be split among the funds the same as last year, percentage breakdown is attached as Exhibit A, to reduce the City's AAL and increased the funded ratio of its pension; and

WHEREAS, the City Manager requested MERS provide and actuarial determination of the impact of making such a payment and estimated additional employer contributions needed to fully fund the City's pension over 5 year and 10 year increments, a copy of MERS response is attached as Exhibit B ; and

WHEREAS, the City Manager recommends that the Council approve the concept of paying down the AAL and direct that a budget amendment be prepared to enable the Council to approve making a \$396,000 additional payment to MERS.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the concept of paying down the AAL and direct that a budget amendment be prepared to enable the Council to approve making a \$396,000 additional payment to MERS.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk

PENSION CONTRIBUTION PERCENTAGE BREAKDOWN BY FUND:

	2012-2013 ACTUAL
GENERAL FUND	27.30%
INCOME TAX FUND	1.96%
MAJOR STREET FUND	5.49%
LOCAL STREET FUND	3.82%
RECREATION FUND	2.75%
AMBULANCE FUND	7.03%
DDA FUND	2.16%
ELECTRIC FUND	24.80%
WASTEWATER FUND	12.09%
WATER FUND	8.46%
MOTOR POOL FUND	4.14%
TOTAL:	100%

Exhibit

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November 12, 2013

City of Portland

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

Re: City of Portland (3401) – Divisions 01, 02 and 12 - Estimated additional employer contribution required to attain 100% funded level in 5 and 10 years

As requested, for the Portland, City of (3401) – divisions Gnl NonUnion (01), Pol/Fire (02), and Gnl AFSCME (12), we estimated the additional employer contribution required to attain a 100% funded level within the desired time period under the Municipal Employees' Retirement System.

Please note the calculations in this letter are estimates based on assumptions that may or may not materialize. Many variables impact the funded ratio, some outside the control of the plan sponsor or the actuary. As a result, making additional contributions does not guarantee that the funding target will be attained in the requested time frame, nor does it guarantee that once the funding target level is attained that it will stay there.

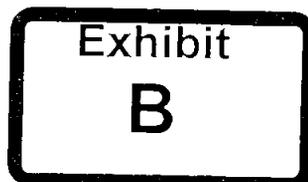
The purpose of this study is to provide an estimated employer contribution that is expected to move the current funding level towards the target funding level during the specified period. In general, contributing more to the plan is almost always better than contributing less and is expected to improve the funding level.

If the plan sponsor decides to make these additional contributions to the plan, we suggest the following approach:

- Contribute the additional amounts shown in this letter during the next 3 years.
- Update these calculations after 3 years to reflect conditions at that time.
- Periodically update the calculations thereafter to make sure the plan sponsor continues to make progress towards the desired funding goal.

Please see the Comments on Investment Markets on page 4.

Please note this letter should be distributed to any interested parties only in its entirety.



The following assumptions were used in the estimate:

- The market investment return on the MERS portfolio is 8% per year.
- All demographic assumptions will be met during the additional contribution period.
- There will be no benefit changes during the additional contribution period.
- The estimated contribution required to reach the funding target will be made each year during the projection period.
- The same assumptions and methods that were used in the December 31, 2012 annual valuation, except where noted otherwise.

Our calculations were based on the following:

- Demographic and financial information and benefit provisions provided by MERS for the December 31, 2012 annual valuation.
- The employer contributions through June 30, 2014 are not affected, and are based on previous annual actuarial valuations.

Please note the following regarding these calculations:

- Under the current funding policy adopted by the MERS Retirement Board, investment gains and losses are smoothed over a 10 year period. The purpose of this smoothing technique is to dampen the volatility in the employer contributions as a result of market performance. Because of the 10 year smoothing, the unfavorable investment performance from 2008 is still working its way through the asset smoothing method. As a result, employer contributions are expected to rise in the short term as the past investment losses are recognized each year. In order to reflect the as-yet-unrecognized past investment losses, we computed the required employer contribution needed to attain the requested target using the market value of assets.
- Whether the desired funding level is attained by the end of the target period will depend upon many things, including the future experience of the plan. If future experience is unfavorable compared to the assumptions used, achieving the desired funding level may take longer and vice versa. Future annual valuations will track the progress that is being made towards the desired funding goal.

The following table shows the results of our calculations:

Division	Funded Percent	Current Employer Contribution Requirement ¹	Target Funded Percent	Estimated Additional Employer Contribution Needed to Attain Target Funded Percent ^{1,2,3}	
				5 Years	10 Years
01 – Gnl NonUnion	71.9%	\$201,888	100%	\$454,000	\$233,000
12 – Gnl AFSCME	45.5%	\$214,464	100%	\$488,000	\$251,000

¹ For the fiscal year beginning July 1, 2014 and in addition to Member contributions, if any.

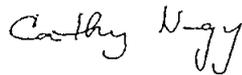
² Expressed as a level percent of payroll for divisions open to new hires; flat annual dollar amount for divisions closed to new hires or closed-linked divisions.

³ Results reflect a one-time contribution of \$396,000, contributed as follows: \$197,052 to division 01, \$7,356 to division 02, and \$191,592 to division 12.

Please note we did not prepare any calculations for division 02 – Pol/Fire. Division 02 is over-funded in the December 31, 2012 annual valuation. If all assumptions are met and the one-time contribution noted above is made (as well as the employer contributions calculated in future annual valuations), this division is expected to continue to remain over-funded.

If you have any additional questions or need additional information, do not hesitate to contact us.

Sincerely,



Cathy Nagy, FSA, MAAA
Actuary



W. James Koss, ASA, MAAA
Actuary

Portland, City of (3401) - Comments on the Investment Markets

The dramatic price declines across the world financial markets in 2008 led to increased volatility unlike any experienced in decades. From 2009 to 2012, financial markets experienced price appreciation driven largely by government monetary policy and a rebound in economic activities; although at a slower pace than historic past recession recoveries. MERS' portfolio recovered with average annual investment returns of over 10%. While investors world-wide continue to focus on economic concerns and market volatility, equity markets have rebounded, particularly in the United States. The S&P has rebounded 109% from the March 9, 2009 bottom to December 31, 2012.

At this time, MERS maintains the 8% annual return assumption on investments in the belief that over the long term this is achievable. For example, MERS' 30 year return was 9.3% on December 31, 2012. MERS regularly monitors the investment return assumption to make sure it is reasonable compared to long term expectations.

The actuarial value of assets (funding value), used to determine both your funded status and your required employer contribution, is based on a 10-year smoothed value of assets. Only a portion (five-tenths, for 2008 - 2012) of the 2008 investment market losses was recognized in this actuarial valuation report. This reduces the volatility of the valuation results, which affects your required employer contribution and actuarial funded percentage.

As of December 31, 2012 the actuarial value of assets is 114% of market value (down from 121% in 2011). This means that meeting the actuarial assumption in the next few years will require average annual market returns that exceed the 8% investment return assumption.

If the December 31, 2012 valuation results were based on market value on that date instead of 10-year smoothed funding value, the funded percent of your entire municipality would be lower and your total employer contribution requirement for the fiscal year starting July 1, 2014 would be higher. If the investment markets do not fully make up for the 2008 losses, employer contribution requirements may rise. MERS' investment strategy employs diversification using various asset categories (stocks, bonds, and to a smaller extent real estate, commodities and private equity) to capture as much of the upside return as possible while managing acceptable risk. If contribution increases do become necessary, MERS would attempt to implement them incrementally.

Remember that only five-tenths of the 2008 market losses are reflected in this supplemental actuarial valuation report. As was true for past market downturns, MERS expects the markets to continue to rebound. By the time the 2008 market losses would be fully recognized (over the following 5 years), future market gains are expected to partly or fully offset 2008 market losses. This smoothing method is a powerful tool for reducing the volatility of your required employer contributions. However, if the financial markets do not rebound, the result would be gradual increases in your employer contribution requirement over the next 5 years (as described above).

Additional Disclosures Required by Actuarial Standards of Practice

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of the actuary's assignment, the actuary did not perform an analysis of the potential range of such future measurements.

This report should not be relied on for any purpose other than the purpose described in the primary communication. Determination of the financial results associated with the benefits described in this report in a manner other than the intended purpose may produce significantly different results.

The signing actuaries are employees of MERS.

The calculation was based upon information furnished by the Employer and MERS administrative staff, concerning Retirement System benefits and member information. The MERS of Michigan Actuarial Services Department is not responsible for the accuracy or completeness of the information provided to us for these calculations.

The developed findings included in this report consider data or other information through December 31, 2012.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-93

A RESOLUTION ACCEPTING A GRANT OF RIGHT-OF-WAY FOR ROADWAY AND UTILITY PURPOSES

WHEREAS, the Storz Street right-of-way is only 33' feet wide and a portion of the travelled roadway is outside of the right-of-way and is located on property owned by Portland Public Schools; and

WHEREAS, the City's engineers have prepared a preliminary design for the reconstruction of Knox, Storz, and Barley Streets that proposes to reconstruct Storz Street at the existing location ; and

WHEREAS, the City Manager was previously authorized to approach Portland Public Schools to request that the Schools grant the City additional 12 feet of right-of-way to permit Storz Street to be reconstructed in its existing location; and

WHEREAS, on November 11, 2013 the School Board met and approved and authorized the Charles V. Dumas, Superintendent of Portland Public Schools, to sign a proposed grant of right-of-way granting the City additional 12 feet of right-of-way to permit Storz Street to be reconstructed in its existing location, a copy of the draft minutes of the School Board meeting and the proposed Grant of Right-Of-Way for Roadway and Utility Purposed are attached as Exhibit A .

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council accepts the Grant of Right-Of-Way for Roadway and Utility Purposes, a copy of which is attached as part of Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk

PORTLAND PUBLIC SCHOOLS BOARD OF EDUCATION
Minutes of November 11, 2013 Board of Education Meeting
Portland High School Library

Board Members Present:

Justin Hengesbach.....President
Patrick Blake.....Vice-President
Brian Pohl.....Secretary
Patrick Duff.....Treasurer
Linda Hoxie-Green.....Trustee

Absent:

William Badgero.....Trustee
Jami Schneider.....Trustee

Administrators Present:

Charles Dumas, Superintendent,
Gary Bond, Scott Brown,
Christine Rockey, Lisa Riffle,
Jim Walter, Kevin Robydek,
Stephen Williams, and Simone
Margraf

Guest:

R. & O Reporter Tom Thelen

The Board of Education Regular Board Meeting was called to order at 7:00 p.m. in the High School Library by President Justin Hengesbach.

38. Roll call was taken by Gerrit Bond.
39. There were no Citizens' Request for Non-Agenda Items.
40. Student Council representative Asher Dorshimer reported Student Council is working on a food drive. N.H.S. is working on their second blood drive of the school year.
- 41A. Moved by Linda Hoxie-Green, supported by Patrick Duff to approve the minutes from the October 14, 2013 Board of Education regular board meeting, the payment of bills, and the approval of the Agenda for this meeting.
All ayes. Motion carried.
- 41B1.. Moved by Justin Hengesbach, supported by Patrick Duff that the Board accept the 2012-2013 Fiscal year Audit as presented by the auditing firm of Biggs, Hausserman, Thompson and Dickinson, P.C.
All ayes. Motion carried.
- 41B2. Moved by Patrick Blake, supported by Brian Pohl that the Board approve the amendments to the 2013-2014 budgets as presented.
All ayes. Motion carried.
- 41B3. Moved by Justin Hengesbach, supported by Patrick Duff that the Board approve the projected budget revenues and expenditures for the 2014-2015 as presented.
All ayes. Motion carried.

Exhibit

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- 41B4. Moved by Linda Hoxie-Green, supported by Patrick Blake that the Board adopt the *Resolution for Qualification for Section 22f Incentive Funds* as presented, a copy of which is attached and a part of this motion by reference.
All ayes. Motion carried.
- 41B5. Moved by Patrick Duff, supported by Patrick Blake that the Board award the bid to purchase a 77 passenger, regular education bus to Hoekstra Transportation for a cost not to exceed \$89,807 and award the bid to purchase a special education bus to Hoekstra Transportation for a cost not to exceed \$100,644. The purchase of said buses shall be financed with an installment purchase agreement upon the receipt of both units and an invoice from the vendor.
All ayes. Motion carried.
- 41B6. Moved by Linda Hoxie-Green, supported by Patrick Blake that the Board approve the *Grant of Right-of-Way for Roadway and Utility Purposes* with the City of Portland as presented and authorize the Superintendent of Schools to execute said agreement on behalf of the District.
All ayes. Motion carried.
- 41B7. Moved by Justin Hengesbach, supported by Brian Pohl that the Board approve the *License Agreement for the Use of a Portion of the Storz Street R.O.W.* with the City of Portland as presented and authorize the Superintendent of School to execute said agreement on behalf of the District.
All ayes. Motion carried.
42. There were no informational items.
43. There was no correspondence.
44. Motion to adjourn at 7:33 p.m. by Justin Hengesbach, supported by Brian Pohl.
All ayes. Motion Carried.

Board of Education Secretary

PORTLAND PUBLIC SCHOOLS BOARD OF EDUCATION
Minutes of October 14, 2013 Executive Session
Portland High School Library

Board Members Present:

Patrick Blake.....Vice-President
Brian Pohl.....Secretary
Linda Hoxie-Green.....Trustee
William Badgero.....Trustee
Jami Schneider.....Trustee

Absent:

Justin Hengesbach.....President
Patrick Duff.....Treasurer

Administrators Present:

Charles Dumas, Superintendent,
Gerrit Bond

Moved by Linda Hoxie-Green, supported by Brian Pohl to move into an Executive Session of the Board for the purpose of discussing negotiations strategies at 7:55 p.m.

All ayes. Motion carried.

35D. The board members discussed negotiations strategies.

Moved by Patrick Blake, supported by Linda Hoxie-Green to adjourn the Board of Education Executive Session at 8:07 p.m. and returned to the regular Board of Education meeting.

All ayes. Motion carried.

Board of Education Secretary

GRANT OF RIGHT-OF-WAY FOR ROADWAY AND UTILITY PURPOSES

THIS INDENTURE, made this ____ day of November 2013, between *Portland Public Schools*, a Michigan municipal corporation, the address of which is 1100 Ionia Rd., Portland, MI 48875, hereinafter referred to as Grantor, and the *City of Portland*, a Michigan municipal corporation, 259 Kent Street, Portland, MI 48875 hereinafter referred to as the City.

WITNESSETH, that the Grantor, for and in consideration of the sum of one dollar (\$1.00), the receipt of which is hereby acknowledged, does grant, bargain, sell, remise, release, and convey unto the City an Easement for roadway and utility purposes which includes streets and their related appurtenances, sidewalks, curbs, gutters, parkways, street lighting equipment, above-ground utilities, underground utilities, and all other uses connected with transportation and public utilities, in, over, under, and upon the following described parcel of land, situated in the City of Portland, County of Ionia, State of Michigan:

A piece of land located immediately to the Southeast of the existing Storz Street Right-of-Way. Said piece of land commencing at the Southeast corner of Lot 7 of the Orchard Crest Addition, then proceeding Southeast along the same line as the South side of Lot 7 a distance of 12', then proceeding to the Southwest along a line parallel with the Storz ROW for a distance of 369', then turning 90 degrees to the Northwest 12' to the Storz ROW line, then Northeast 369' to POB.

TO HAVE AND TO HOLD the aforesaid Easement in, over, and upon the premises above-described, with all rights, privileges, and appurtenances thereto, unto the City, its successors and assigns, forever. The City has the authority under state law and its City Charter to acquire this easement by filing an eminent domain lawsuit. The Grantor is granting this easement and the City is accepting this easement in lieu of the filing of such a lawsuit to take the easement by eminent domain.

The City shall have the right to enter upon said property to control, maintain, and use said easement and to provide public services as may be necessary at the discretion of the City. In the event that it is necessary, because of construction or maintenance, for the City to enter upon property belonging to the Grantor immediately adjoining the easement, the City shall have the right of such use of said adjoining property: provided, however, that the City shall return the property adjoining the easement in as good or better condition than it was prior to any construction.

Grantor shall retain title to the land described, however, Grantor agrees not to restrict or interfere with public ingress or egress (which includes pedestrian and vehicular traffic) in any way, and specifically provide that no structure of any kind shall be placed in, on, or over the land

as described without prior written approval of the City. If any structure is so placed thereon, the City shall have the right to remove the same without the consent, expressed or implied, from the Grantor, and the actual cost thereof shall be borne by the Grantor.

TO HAVE AND TO HOLD the aforesaid easement, over, across, within, and under the premises above-described, with all rights, privileges, and appurtenances thereto, unto the City, its successors and assigns, forever.

IN WITNESS WHEREOF, the said Grantor (s) has/have executed this instrument as of the day and year first written above.

WITNESSES:

SIGNED:

PORTLAND PUBLIC SCHOOLS

By: Charles V. Dumas, Superintendent

STATE OF MICHIGAN
COUNTY OF IONIA

On this ____ day of November, 2013, before me personally appeared Charles V. Dumas, Superintendent of the Portland Public Schools, who is known to me to be the person(s) described herein and who executed the foregoing instrument and acknowledged the same to be his/her/their free act and deed.

Notary Public

My commission expires: _____

DRAFTED BY:

Thomas J. Dempsey, P48792
City of Portland
259 Kent Street
Portland, MI 48875

RETURN TO:

City Assessor
City of Portland
259 Kent Street
Portland, MI 48875

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-94

**A RESOLUTION APPROVING A LICENSE AGREEMENT FOR USE OF A PORTION
OF THE STORZ STREET RIGHT-OF-WAY**

WHEREAS, the City owns a 33' wide right-of-way known as Storz Street in the City of Portland, Michigan; and

WHEREAS, Portland Public Schools desires to use the paved portion of the Storz Street right-of-way that is located south of the south line of the Barley Street right-of-way for ingress and egress to a parking area for the Portland Middle School; and

WHEREAS, the City has prepared a proposed License Agreement, a copy of which is attached as Exhibit A, to grant Portland Public Schools permission to use the paved portion of the Storz Street right-of-way that is located south of the south line of the Barley Street right-of-way for ingress and egress to a parking area for the Portland Middle School while protecting the City's interests.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposed License Agreement, a copy of which is attached as Exhibit A, to grant Portland Public Schools permission to use the paved portion of the Storz Street right-of-way that is located south of the south line of the Barley Street right-of-way for ingress and egress to a parking area for the Portland Middle School while protecting the City's interests.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk

LICENSE AGREEMENT
FOR USE OF A PORTION OF THE STORZ STREET R.O.W.

THIS AGREEMENT is made as of the ____ day of November, 2013, between the City of Portland, a Michigan municipal corporation, the address of which is 259 Kent Street, Portland, Michigan 48875, Attn: City Manager (the "City") and Portland Public Schools, a Michigan municipal corporation, the address of which is 1100 Ionia Road, Portland, Michigan 48875 (the "Licensee").

RECITALS

- A. The City owns a 33' wide right-of-way known as Storz Street in the City of Portland, Michigan.
- B. The Licensee desires to use the paved portion of the Storz Street right-of-way that is located south of the south line of the Barley Street right-of-way for ingress and egress to a parking area for the Portland Middle School.
- C. The City has agreed to grant a license to the Licensee for the above stated purposes pursuant to the terms and conditions of this agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

- 1. License. The City grants the Licensee, and the Licensee accepts from the City, a revocable, non-transferable license to use the paved portion of the Storz Street right-of-way that is located south of the south line of the Barley Street right-of-way (the Licensed Area) for ingress and egress to a parking area for the Portland Middle School.

This grant is a license and the Licensee understands and agrees that it is only permission to use City owned right-of-way as provided in this Agreement and does not constitute any legal or possessory interest in the site and may be modified or revoked by the City at any time. However, prior to revoking or modifying the License, the City shall provide the Licensee with written notice of and an opportunity to be heard at any meeting of the City Council at which the revocation or modification of the License will be considered.

- 2. Use. The Licensee is permitted to use the Licensed Area for ingress and egress to a parking area for the Portland Middle School. No other use or encroachment is approved or authorized. Licensee will be responsible for any maintenance, including but not limited to normal pavement repairs and snow removal, to keep the Licensed Area in reasonably safe and serviceable condition for the Licensee's use of the Licensed Area for ingress and egress. Licensee must obtain written approval of appropriate plans and specifications from the City before undertaking any maintenance, repairs, or improvements to the Licensed Area that alter the drainage of storm water from it or that affect traffic flows on the adjoining public right-of-way.

Exhibit

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3. Insurance. Licensee shall furnish a certificate of insurance showing that the Licensee has liability insurance in the minimum amount of \$5,000,000 per occurrence for bodily injury (including death).
4. Indemnification. The Licensee shall hold the City harmless from, indemnify it for and defend it against any and all liabilities, claims, damages, causes of action, losses, costs and expenses, including actual attorneys and other legal fees, for all injuries or death of any person, or damage to any property, occurring directly or indirectly from the permitted use of Licensed Area for the purposes stated in paragraph 2 above. It is the intention of both parties that the City shall not be liable or in any way responsible for any damage, loss or injury due to accident or mishap relating in any way to the Licensee's use of the Licensed Area.
5. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to its subject matter and supersedes and replaces all other prior agreements as to its subject matter and it superseded and replaces all prior or contemporaneous agreements.
6. Amendment. This Agreement may not be modified or amended except in writing signed by the parties.
7. Governing Law. This Agreement shall be construed and enforced under the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this License to be signed as of the date and year first written above.

WITNESSES:

CITY OF PORTLAND

By: Thomas J. Dempsey, City Manager

LICENSEE:

PORTLAND PUBLIC SCHOOLS

By: Charles V. Dumas, Superintendent

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-95

A RESOLUTION APPROVING A SAW GRANT APPLICATION AND AUTHORIZING THE CITY MANAGER TO SIGN THE APPLICATION AND THE CLERK TO COMPLETE THE REQUIRED FORM RESOLUTION

WHEREAS, the Michigan Department of Environmental Quality (MDEQ) is administering a new Stormwater Asset Management, and Wastewater Asset Management (SAW) grant and loan program, which provides grants for costs associated with the following:

- Planning and design of sewage collection and treatment projects
- Development of asset management plans for sanitary and stormwater systems
- Development of stormwater plans
- Pilot testing of innovative projects; and

WHEREAS, Grants are available for up to \$2 million per municipality with a 10% local match on the first \$1 million, and a 25% local match on the second \$1 million. Grants cover only planning and design activities and may be used for payment of consultants or contractors, or to pay for City personnel and expenses directly related to the work; and

WHEREAS, the City has approved a professional services agreement with Fleis and VandenBrink to have them prepare a Saw Grant application on a contingent fee basis so that the city only pays for the preparation of the application if it receives the Grant; and

WHEREAS, Paul Galdes of Fleis and VandenBrink has reviewed the proposed SAW Grant Application and required MDEQ Resolution with the City Council, copies of which are attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposed SAW Grant Application and required MDEQ Resolution and authorizes the City Manager to sign the Application and the City Clerk to complete the required MDEQ Resolution, copies of which are attached as Exhibit A .
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk

SAW GRANT APPLICATION

Rick Snyder, Governor

Michigan Department of Environmental Quality (DEQ)

Dan Wyant, Director

<http://www.michigan.gov/deq>

Michigan Department of Treasury Michigan Finance Authority (Authority)

Andy Dillon, State Treasurer

<http://www.michigan.gov/treasury>

Administered by:

Department of Environmental Quality
Office of Drinking Water and Municipal Assistance
Revolving Loan Section
Sonya T. Butler, Chief

Department of Treasury
Michigan Finance Authority
Joseph Fielek, Executive Director

Mailing Addresses:

PO Box 30241
Lansing, Michigan 48909
517-284-5433

PO Box 15128
Lansing, Michigan 48901
517-335-0994

Delivery Addresses:

Constitution Hall
4th Floor South
525 West Allegan Street
Lansing, Michigan 48933

Richard H. Austin Building
1st Floor
430 West Allegan Street
Lansing, Michigan 48922

**Completion of this application is mandatory for the applicant
to be considered for SAW Grant Program assistance.**

Printed under the authority of Parts 52 and 53, of the Natural Resources and Environmental Protection Act,
1994 PA 451, as amended.



October 21, 2013

SAW Grant Application Instructions

Project information: This portion of the grant application needs to be completed and returned with one or more of the grant activities noted in the appendices below.

Authorizing Resolution: The resolution must be signed and dated. Submit the resolution with the project information noted above.

Sample Grant Agreement: A sample of the grant agreement must accompany the resolution.

Appendices: Provide complete information as noted in the Appendix that corresponds to the proposed project. Each Appendix contains guidance on eligibility and general information related to the grant activity.

- Appendix A: Wastewater Planning, Design and User Charge Activities
- Appendix B: Planning and/or Design of Stormwater and/or Nonpoint Source of Water Pollution
- Appendix C: Asset Management Plan for Stormwater and Wastewater
- Appendix D: Stormwater Management Plan
- Appendix E: SAW Innovative Wastewater and Stormwater Technology
- Appendix F: Disadvantaged Community Status Determination Worksheet

Appendix C and Appendix E will require a separate certification within 3 years of the grant award confirming that grant activities have been completed. The certification forms can be found at: www.michigan.gov/cleanwaterrevolvingfund (select Forms and Guidance).

A hard copy of the grant application must be submitted to the DEQ. Grant applications may be submitted at any time beginning December 2, 2013. Grant awards will be issued quarterly based on the date an application is administratively complete, until available SAW funding had been exhausted.

PROJECT INFORMATION

Project Name and County City of Portland SAW Project, Ionia County

A. Legal Name of Applicant City of Portland

The legal name of the applicant may be different from the name of the project. For example, a county may be the legal applicant, while the project may be named for the particular village or township it will serve.

If applicant is not a City/County/Township/Village, provide Authorizing Statute to qualify as a municipality. _____

B. Mailing Address of Applicant

Street, P.O. Box 259 Kent Street

City, State & Zip Portland, MI 48875

County(s) project is located in Ionia

517.647.7531

(Area Code and Telephone Number)

C. Designated Contacts for this Project

1. Authorized Representative (Name below must match the person named in the resolution)

Name Thomas Dempsey

Title Manager

Street, P.O. Box 259 Kent Street

City, State & Zip Portland, MI 48875

517.647.7531 citymanager@portland-michigan.org

(Area Code and Telephone Number)

(E-mail Address)

2. Applicant's Financial Advisor

Name Warren Creamer

Firm Robert W. Baird & Co.

Street, P.O. Box 10001 Bay Street

City, State & Zip Traverse City, MI 49684

231.933.8447 wcream@rwbaird.com

(Area Code and Telephone Number)

(E-mail Address)

3. Applicant's Consulting Engineer (if applicable)

Name Paul Galdes, PE

Firm Fleis & VandenBrink Engineering, Inc.

Street, P.O. Box 2960 Lucerne Drive SE

City, State & Zip Grand Rapids, MI 49546

616.977.1000 pgaldes@fveng.com

(Area Code and Telephone Number)

(E-mail Address)

4. Primary Contact (if different than authorized representative)

Name _____ Title _____

(Area Code and Telephone Number)

(E-mail Address)

D. Disclosure of Conditions Requiring Repayment of Grant

The intent of the SAW Grant Program is to accelerate the statewide use of asset management planning practices as well as improve water quality. It is expected that SAW grant wastewater or stormwater recipients will implement the necessary construction for which grant funding was provided for any planning, design, and/or user charge grants. SAW grant recipients for wastewater system asset management plans are required to make significant progress (as defined in Appendix C) on the funding structure. Stormwater Asset Management Plan (AMP) recipients are required to implement the plan (as defined in Appendix C). Stormwater management grant recipients must develop a stormwater management plan. An innovative technology grant recipient must proceed with the project if testing and demonstration show that the water quality issue may be successfully and feasibly addressed with full scale implementation. Consistent with this intent and provisions of Part 52 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended:

“(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided.”

E. Project Need and Proposed Scope of Work

In order to improve water quality, the applicant can seek SAW Grant Program assistance to cover the costs of: 1) planning, design, and/or user charge of a wastewater or stormwater system; 2) asset management for a wastewater and/or stormwater system; 3) a stormwater management plan; and 4) innovative wastewater and stormwater technologies. Details for establishing project need for each of these categories can be found in the appendices.

Describe the specific activities you will fund with SAW grant assistance. Describe the system deficiencies and/or water quality problems you want to evaluate/address: **(Attach additional pages as necessary.)**

See Attached.

F. Ownership of System Facilities or Assets

Is the legal entity that owns the system facilities or assets described in the proposed scope of work the same as the legal name of the applicant (see Item A)? YES NO

If NO, has the applicant obtained the necessary legal documentation delegating the applicant as an agent of the owner who has the authority for implementing the activities associated with the proposed scope of work at the direction of the owner? (Certification of this legal relationship must be provided prior to the applicant receiving SAW grant assistance. The applicant must have the authority to establish a rate structure necessary to demonstrate significant progress with implementing a wastewater asset management plan if applicable. Note that a rate structure is not required for a stormwater asset management grant.) YES NO

G. Funding Source for Associated Construction (if applicable)

If the proposed scope of work for SAW grant assistance will result in subsequent construction, then identify the anticipated funding source(s) for the construction.

SAW SRF SWQIF Rural Development Other (explain)

The applicant intends to seek SAW, SRF, and/or SWQIF loan(s) to construct the proposed project in fiscal year 2015 (an October 1st to September 30th fiscal year).

If construction financing is anticipated to come from a source other than SAW, SRF and/or SWQIF, identify the proposed construction year(s): _____.

H. SAW Grant Agreement Period

Start date of grant-funded tasks: January 2, 2013 (month/year). May include services rendered on or after January 2, 2013, the effective date of the SAW program legislation.

Estimated date for completion of all grant-funded tasks: April 2017 (month/year). Must be completed within 3 years of executed grant.

I. Does this project have an associated SRF/SWQIF loan or S2 grant(s)? If so, indicate the project number(s) below:

S2 Grant Project # _____ SRF Loan Project # _____ SWQIF Loan Project # _____

J. Is the applicant in receivership? YES NO

Is the applicant operating under an emergency manager or an emergency financial manager appointed under state law? YES NO

Is the applicant operating under a consent agreement as provided under the local government fiscal responsibility act, 1990 PA 72, MCL 141.1201 to 141.1291? YES NO

If a disadvantaged community status determination is being requested, then complete and submit the worksheet in Appendix F. Communities considered disadvantaged by the DEQ can be awarded up to \$500,000 in grant funds to construct projects identified in an asset management plan.

K. Project Cost Worksheet

Read the instructions below before completing the Project Cost Worksheet.

Grant Budget Item	Incurring Project Costs A	Estimated Project Costs B	Cost Supporting Documents Attached?	Total Project Costs A+B
1. Project Planning Costs			<input type="checkbox"/> YES	
2. Design Engineering Costs			<input type="checkbox"/> YES	
3. User Charge System Development Costs			<input type="checkbox"/> YES	
4. Wastewater Asset Management Plan Costs	900	532,490	<input checked="" type="checkbox"/> YES	533,390
5. Stormwater Asset Management Plan Costs		258,710	<input checked="" type="checkbox"/> YES	258,710
6. Stormwater Management Plan Costs			<input type="checkbox"/> YES	
7. Innovative Wastewater and Stormwater Technology Costs			<input type="checkbox"/> YES	
8. Disadvantaged Community Construction Cost			<input type="checkbox"/> YES	
9. Cost Subtotal				792,100
10. LESS Local Match				25,871
11. Requested SAW Grant Amount (Line 9 minus Line 10)				766,299

1. Entering Cost Figures

To complete the Project Cost Worksheet, enter costs incurred to date in the first column and estimated costs in the second column. Use whole dollar amounts for all entries. A budget line item may have costs entered in each column; however, the entries must accurately reflect the division between incurred costs and estimated (i.e., the costs in the second column must not be a cumulative total but are to represent the balance of costs not yet incurred).

2. Supporting Documentation

Documentation must be attached to your application to support the costs included on the Project Cost Worksheet: Validate by checking the box in the third column on each requested line item.

- For incurred costs, adequate supporting documentation means executed contract; an invoice; proof of billing or payment for each cost for which grant assistance is being sought (e.g., copies of the monthly invoices from your consulting engineer, timesheet/payroll records showing hours worked and work performed).
- For estimated costs, adequate supporting documentation means an engineer's estimate; a letter, or email from a vendor detailing the services to be rendered and their costs; or a ledger of anticipated billable force account hours, employee rates, and classifications.

3. Executed Contracts (required for reimbursement, not required for grant application)

A contract between the applicant and the vendor must be executed for each service that has been or is to be rendered if the cost of such service is greater than \$50,000. An executed

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copy of each contract, with a clear identification of the scope of the service(s) and a contract period, must be submitted prior to reimbursements of costs.

4. Line-By-Line Completion Guidance

In addition to the costs described below, costs eligible for SAW grant assistance include: those incurred for services rendered on or after January 2, 2013; for services to prepare this grant application; and for activities performed by the applicant's employees that are directly related to the project. These incurred costs or cost estimates should be placed under the applicable budget lines.

Line 1 – Project Planning Costs

The costs associated with project planning activities and preparation of required planning documents. Refer to Appendix A or B.

Line 2 – Design Engineering Costs

The costs associated with engineering design and preparation of design required documents. Bidding phase services, including construction staking, are not eligible for SAW grant assistance. Refer to Appendix A or B.

Line 3 – User Charge System Development Costs

The costs associated with developing or updating the applicant's system of rates and user charges to cover the costs of project construction, operation, and maintenance as part of a planning or design grant. The costs to develop, amend, and pass sewer use ordinances, and prepare or revise intermunicipal service agreements necessary for construction of the proposed project are also eligible for reimbursement. Refer to Appendix A or B.

Line 4 – Wastewater Asset Management Plan Costs

The costs associated with developing a wastewater asset management plan. Only those components addressing wastewater assets are eligible (e.g., costs associated with conducting an asset inventory of other utilities cannot be included). Refer to Appendix C.

Line 5 – Stormwater Asset Management Plan Costs

The costs associated with the development of a stormwater asset management plan. SAW grant assistance is available for the development of an asset management plan for both open and enclosed storm sewer systems. Open drainage systems that are deemed surface waters of the state are not eligible for assistance to develop a stormwater asset management plan. Refer to Appendix C.

Line 6 – Stormwater Management Plan Costs

The costs associated with the development of a stormwater management plan. SAW grant assistance is available for the development of plans intended to address water quality problems from MS4 permitted stormwater systems and unpermitted stormwater runoff and nonpoint sources of pollution. Refer to the Stormwater Management Plan guidance and Appendix D for information on eligible plans and planning activities.

Line 7 – Innovative Wastewater and Stormwater Technology Costs

The costs associated with testing and demonstrating the practical use of technology to address a water quality issue. The cost of the technology is not eligible for SAW grant assistance. Refer to Appendix E.

Line 8 – Disadvantaged Community Construction Cost

The construction costs associated with a project identified in an asset management plan. The costs cannot exceed \$500,000. This is only available to communities identified as “disadvantaged.” See Appendix F.

Line 10 – Required Local Match

SAW grant assistance is limited to \$2 million per community with a 10-percent local match for the first million and a 25-percent local match for the second million. Applicants who responded “Yes” to any of the questions under Section J of this application or whose community status is determined as disadvantaged by the DEQ are not required to provide a local match.

L. Covenants and Certifications

The applicant must abide by all of the covenants and certifications enumerated below:

1. The applicant has the legal, managerial, institutional, and financial capability to plan, design, and build the project, or cause the project to be built, and cause all facilities eventually constructed to be adequately operated.
2. The applicant certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the project, the prospects for its completion, or the applicant's ability to make timely repayments of the grant if the project does not proceed.
3. The applicant agrees to provide the local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.
4. The applicant agrees to maintain complete books and records relating to the grant and financial affairs of the project in accordance with generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS).
5. The applicant agrees that all municipal contracts related to the project will provide that the prime contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.
6. The applicant agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners, or agents with which the applicant negotiates an agreement.
7. The applicant agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years and that if litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.
8. The applicant agrees to ensure that planning and design activities of the project are conducted in compliance with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; its Administrative Rules; and all applicable state laws, executive orders, regulations, policies, and procedures.
9. The applicant acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

I certify that I am the authorized representative designated by the municipality, as defined by Section 324.5301(i) of Part 53 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that will receive the grant for this project and that the application information being submitted is complete and accurate to the best of my knowledge.

I further certify that City of Portland (legal name of applicant) agrees to and will abide by the covenants and certifications stipulated above.

Thomas Dempsey, Manager
Name and Title of Authorized Representative (Please Print or Type)

Signature of Authorized Representative (Original Signature Required) Date

Required Documents

The following documents must be submitted with this application. This grant application will be deemed incomplete if the required documents are not attached.

- (1) Authorizing Resolution. An adopted and certified copy of the attached standard resolution, including the SAW Grant Agreement boilerplate marked SAMPLE, must be attached.
- (2) Application Information. The proposed scope of work must be supported by the additional information required under Section E on page 3.
- (3) Cost Support Documentation. All requested costs must be supported with documentation consistent with the instructions on pages 5-7.
- (4) All of the required information listed in each of the applicable appendices must be provided.

Please return the application and the specified attachments to:

REVOLVING LOAN SECTION
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

MAILING ADDRESS
P.O. BOX 30241
LANSING MI 48909-7741

SURFACE DELIVERY ADDRESS
CONSTITUTION HALL, 4TH FLOOR SOUTH
525 W ALLEGANS ST
LANSING MI 48933

Grant Application Received By:	Can Expect A Grant Award In:*
July 1	October
October 1	January
January 1	April
April 1	July

*A hard copy of the grant application must be submitted to the DEQ. Grant application may be submitted at any time beginning December 2, 2013. Grant awards will be issued quarterly based upon the date an application is administratively complete, until available SAW funding has been exhausted.

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City of Portland
County of Ionia

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the _____ of the _____ of _____
County of _____, State of Michigan, (the "Municipality") held on
_____.

PRESENT: Members: _____

ABSENT: Members: _____

Member _____ offered and moved the adoption of the following resolution,
seconded by Member _____.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and
Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL
324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan
Department of Environmental Quality (the "DEQ") shall establish a strategic water quality
initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to
municipalities for sewage collection and treatment systems or storm water or nonpoint source
pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other
applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient
shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality
to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (*select one or more*)
 establish an asset management plan, establish a stormwater management plan, establish
a plan for wastewater/stormwater, establish a design of wastewater/stormwater, pursue
innovative technology, or initiate construction activities (up to \$500,000 for disadvantaged
community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate
principal amount not to exceed \$770,000 ("Grant") be requested from the MFA and the DEQ to
pay for the above-mentioned undertaking(s); and

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OTHER FORMAT.

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. _____ (title of the designee's position), a position currently held by _____ (name of the designee), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the _____ of the _____ of _____, County of _____, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Name _____ of _____, Clerk
_____ of _____ County of _____



Michigan Finance Authority

Stormwater, Asset Management, and Wastewater (SAW) GRANT AGREEMENT

This Grant Agreement ("Agreement") is made as of _____ 20____, among the Michigan Department of Environmental Quality, Office of Drinking Water and Municipal Assistance (the "DEQ"), the Michigan Finance Authority (the "Authority") (the DEQ and the Authority are, collectively, the "State") and the _____, County of _____ ("Grantee") in consideration for providing grant assistance to the Grantee.

The purpose of this Agreement is to provide funding for the project named below. The State is authorized to provide grant assistance pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Legislative appropriation of funds for grant disclosure is set forth in 2013 Public Act 59.

The Grantee shall be required to repay the grant made under this Agreement (the "Grant"), within 90 days of being informed by the State to do so, under certain conditions, as set forth in Section XVIII. Program Specific Requirements: SAW Grant.

Award of a Grant under this Agreement and completion of the activities identified in Exhibit A does not guarantee loan assistance from the State Revolving Fund, Strategic Water Quality Initiatives Fund, or Stormwater, Asset Management or Wastewater.

GRANTEE INFORMATION:

Name/Title of Authorized Representative

Address

Address

Telephone number

E-mail address

GRANT INFORMATION:

Project Name: _____
Project #: _____
Amount of Grant: \$ _____
Amount of Match \$ _____
Project Total \$ _____ (grant plus match)
Start Date: _____ End Date: _____

DEQ REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

AUTHORITY REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their respective parties, and that the parties will fulfill the terms of this Agreement, including the attached Exhibit A, and use this Grant only as set forth in this Agreement.

GRANTEE

Signature of Grantee Date

Name and title (typed or printed)

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Its Authorized Officer Date

MICHIGAN FINANCE AUTHORITY

Its Authorized Officer Date

I. PROJECT SCOPE

This Agreement shall be in addition to any other contractual undertaking by the Grantee contained in the Resolution authorizing the Grant (the "Resolution").

This Agreement, including its exhibit(s), constitutes the entire agreement between the DEQ, the Authority, and the Grantee.

(A) The scope of this Grant is limited to the activities specified in Exhibit A (the "Project"), and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the Project identified in Exhibit A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

This Agreement shall take effect on the date that it has been signed by all parties (the "Effective Date"). The Grantee shall complete the Project in accordance with all the terms and conditions specified in this Agreement no later than the End Date shown on page one. **Only costs incurred on or after January 2, 2013 and between the Start Date and the End Date shall be eligible for payment under this Grant.**

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

III. CHANGES

Any decreases in the amount of the Grantee's compensation, significant changes to the Project, or extension of the End Date, shall be requested by the Grantee in writing, and approved in writing by the State in advance. The State reserves the right to deny requests for changes to the Agreement including its Exhibit A. No changes can be implemented without approval by the State.

IV. GRANTEE PAYMENTS AND REPORTING REQUIREMENTS

The Grantee shall meet the reporting requirements specified in Section XVIII of this Agreement.

V. GRANTEE RESPONSIBILITIES

- (A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances and regulations in the performance of this Grant.
- (B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Grant is not a guarantee of permit approval by the state.
- (C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this Grant.
- (D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by its subcontractors under this Agreement. The State will consider the Grantee to be the sole point of contact concerning contractual matters, including payment resulting from this Grant. The Grantee or its subcontractor shall, without additional grant award, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.
- (E) The DEQ's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The DEQ's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willfully file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Grant.

VI. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VII. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

VIII. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

IX. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Agreement is the responsibility of the State and not the responsibility of the Grantee if the liability is materially caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

X. CONFLICT OF INTEREST

No government employee or member of the legislative, judicial, or executive branches or member of the Grantee's governing body, its employees, partner, agencies or their families shall have benefit financially from any part of this Agreement.

XI. AUDIT AND ACCESS TO RECORDS

See Section XVIII (C).

XII. INSURANCE

(A) The Grantee shall maintain insurance or self insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.

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- (B) The Grantee must comply with applicant workers' compensation laws while engaging in activities authorized under this Agreement.

XIII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement shall not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings or to immediately refund to the State, the total amount representing such duplication of funding.

XIV. COMPENSATION

- (A) A breakdown of Project costs covered under this Agreement is identified in Exhibit A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Agreement, in accordance with Exhibit A, and only for expenses incurred. All other costs over and above the Grant amount, necessary to complete the Project, are the sole responsibility of the Grantee.
- (B) The Grantee is committed to the match amount on page one of this Agreement in accordance with Exhibit A. The Grantee shall expend all local match committed to the Project by the End Date of this Agreement.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.

XV. CLOSEOUT

- (A) A determination of Project completion shall be made by the DEQ after the Grantee has met any match obligations and satisfactorily completed the activities and provided products and deliverables described in Exhibit A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.
- (C) The Grantee shall immediately refund to the State any payments or funds in excess of the costs allowed by this Agreement.

XVI. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding upon request by Grantee or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Agreement.

XVII. TERMINATION

(A) This Agreement may also be terminated by the State for any of the following reasons upon 30 days written notice to the Grantee:

(1) If the Grantee fails to comply with the terms and conditions of the Agreement or with the requirements of the authorizing legislation cited on page 1 or the rules promulgated thereunder, or with other applicable law or rules.

(2) If the Grantee knowingly and willfully presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

(3) If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

(4) During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs 1 through 3, above.

(5) If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

(B) The State may immediately terminate this Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any subagreement, is:

(1) Convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract;

(2) Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

(3) Convicted under state or federal antitrust statutes;

(4) Convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity; or

(C) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XVIII. PROGRAM-SPECIFIC REQUIREMENTS: SAW REPAYABLE GRANT

(A) General Representations. The Grantee represents and warrants to, and agrees with, the Authority and DEQ, as of the date hereof as follows:

(1) Grant funds shall be expended only to cover costs for the development of an Asset Management Plan, Stormwater Management Plan, innovative wastewater or stormwater technology, construction costs for disadvantaged communities, or for planning, design and user charge development.

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(2) Grant funds used for administrative activities or activities performed by municipal employees shall be limited to work that is directly related to the Project and is conducted by employees of the Grantee.

(3) The Grantee has full legal right, power and authority to execute this Agreement, and to consummate all transactions contemplated by this Agreement, the Resolution, and any and all other agreements relating thereto. The Grantee has duly authorized and approved the execution and delivery of this Agreement, the performance by the Grantee of its obligations contained in this Agreement, and this Agreement is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(4) The Resolution has been duly adopted by the Grantee, acting through its executive(s) or governing body, is in full force and effect as of the date hereof, and is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(5) The execution and delivery of this Agreement by the Grantee, and the fulfillment of the terms and conditions of, and the carrying out of the transactions contemplated by the Resolution and this Agreement do not and will not conflict with or constitute on the part of the Grantee a breach of, or a default under any existing law (including, without limitation, the Michigan Constitution), any court or administrative regulation, decree or order or any agreement, indenture, mortgage, obligation, lease or other instrument to which the Grantee is subject or by which it is bound and which breach or default would materially affect the validity or binding effect of the Grant, or result in a default or lien on any assets of the Grantee. No event has occurred or is continuing which with the lapse of time or the giving of notice, or both, would constitute a default by the Grantee under the Resolution or this Agreement.

(6) No consent or approval of, or registration or declaration with, or permit from, any federal, state or other governmental body or instrumentality, is or was required in connection with enactment by the Grantee of the Resolution, or execution and delivery by the Grantee of this Agreement which has not already been obtained, nor is any further election or referendum of voters required in connection therewith which has not already been held and certified and all applicable referendum periods have expired.

(7) Proceeds of the Grant will be applied (i) to the financing of the Project or a portion thereof as set forth in the Resolution and Exhibit A or (ii) to reimburse the Grantee for a portion of the cost of the Project. The Grantee will expend the proceeds of each disbursement of the Grant for the governmental purpose for which the Grant was issued.

(8) The attached Exhibit A contains a summary of the estimated cost of the Project, which the Grantee certifies is a reasonable and accurate estimate.

(9) The Grantee reasonably expects (i) to fulfill all conditions set forth in this Agreement to receive and to keep the Grant, and (ii) that no event will occur as set forth in this Agreement which will require the Grantee to repay the Grant.

(B) Repayment of Grant. The Grantee shall repay the Grant, within 90 days of being informed to do so, with interest calculated from the date Grant funds are first drawn at a rate not to exceed 8% per year, to be determined by the Authority, to the Authority for deposit into the SWQIF.

“(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided.”

SAW grant recipients for wastewater system asset management plans are required to make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminated the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years. Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan. Innovative project grant recipients must proceed with full implementation or certify that the project is not financially or technically feasible.

(C) Covenants and Certifications.

(1) The Grantee has the legal, managerial, institutional, and financial capability to plan, design, and build the Project, or cause the Project to be built, and cause all facilities eventually constructed to be adequately operated.

(2) The Grantee certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the Project, the prospects for its completion, or the Grantee's ability to make timely repayments of the grant if any of the two (2) conditions identified under Section XVIII(B) occur.

(3) The Grantee agrees to provide the minimum appropriate local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.

(4) The Grantee agrees to maintain complete books and records relating to the grant and financial affairs of the Project in accordance with generally accepted accounting principles ("GAAP") and generally accepted government auditing standards ("GAGAS").

(5) The Grantee agrees that all municipal contracts related to the Project will provide that the contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.

(6) The Grantee agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the Project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners or agents with which the applicant negotiates an agreement.

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(7) The Grantee agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years after satisfactory completion of the Project and final payment. If litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.

(8) The Grantee agrees to ensure that planning and design activities of the Project are conducted in compliance with the requirements of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its Administrative Rules; and all applicable state and federal laws, executive orders, regulations, policies, and procedures.

(9) The Grantee agrees that the Project shall proceed in a timely fashion and will exercise its best efforts to satisfy the program requirements as identified under Section XVIII(B) within three years of award of the SAW Grant from the Strategic Water Quality Initiatives Fund in accordance with Section 5204(e) of the Natural Resources and Environmental Protection Act 1994, PA 451, as amended.

(10) The Grantee acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

(D) Grantee Reimbursements and Deliverables

The Grantee may request grant disbursements no more frequently than monthly, using the Disbursement Request Form provided by the DEQ. Upon receipt of a disbursement request, the DEQ will notify the Authority, which will in turn disburse grant funds equal to 75 percent, 90 percent, or 100 percent of eligible costs, whichever percentage is applicable, that have been adequately documented. The forms provided by the State will include instructions on their use and shall be submitted to the DEQ representative at the address on page 1. All required supporting documentation (invoices) for expenses must be included with the disbursement request form. The Grantee is responsible for the final submittal of all documents prepared under this Grant and included in the Project Scope identified in Exhibit A.

(E) Miscellaneous Provisions

(1) Applicable Law and Nonassignability. This Agreement shall be governed by the laws of the State of Michigan.

(2) Severability. If any clause, provision or section of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

(3) Execution of Counterparts. This Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute one and the same document.

XIX. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the DEQ funded all or a portion of its development.

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XX. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

XXI. ANTI-LOBBYING

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses as outlined in Michigan Compiled Law 129.312

XXIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a 3-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

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SAW Grant Program

Project No. _____

Exhibit A

Grantee: _____

Project Name: _____

DEQ Approved Grant Amount: \$ _____ ; _____ Dollars

Time Period for Eligible Costs: Start Date _____ (month/year)

End Date _____ (month/year)

Description of Approved Project Scope:

DEQ Approved Project Costs	
1. Project Planning Costs	
2. Design Engineering Costs	
3. User Charge Development Costs	
4. Wastewater Asset Management Plan Costs	
5. Stormwater Asset Management Plan Costs	
6. Stormwater Management Plan Costs	
7. Innovative Wastewater and Stormwater Technology Costs	
8. Disadvantaged Community Construction Cost	
9. Cost Subtotal	
10. LESS Local Match	
11. Requested SAW Grant Amount (Line 9 minus Line 10)	

The following services have been determined to be ineligible for SAW Grant assistance, for the reasons listed, and have been excluded from the approved project costs shown above:

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APPENDIX C
Asset Management Plan for Stormwater and Wastewater

A. Proposed Scope of Work

Applicants can seek AMP grant assistance to cover the costs of the asset management plan development and implementation for wastewater and stormwater systems. This includes a complete inventory of all existing system assets. If the condition of the asset is not known, a reasonable assumption is acceptable. Cleaning and televising of the entire system is not expected.

If the wastewater AMP identifies a gap in the current revenue needs to meet expenses, then significant progress must be made toward achieving the funding structure necessary to operate the system. If no gap is identified, the applicant has fulfilled the significant progress requirement. Significant progress is defined as a 5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years and submit a copy of the 5-year plan with the certification.

The stormwater AMP must be implemented within three years of the executed grant. The applicant is required to submit the Stormwater AMP Certification of Project Completeness within three years of the executed grant.

Describe the specific activities you will fund with the AMP grant assistance. Attach additional pages as necessary:

See Attached Scope of Work _____

B. Describe your current asset management plan as applicable:

The City does not currently have an Asset Management Plan _____

Provide the percentage of tasks completed and describe each asset management component of your current asset management plan

1. Asset Inventory and Condition Assessment
2. Level of Service
3. Criticality of Assets
4. Operation and Maintenance (O&M) Strategies/Revenue Structure
5. Long-term Funding/Capital Improvement Planning

C. Revenue Structure (for wastewater only)

Attach a copy of the current rates. It is expected that the applicant will submit an updated copy of the rate methodology within 2 ½ years of the executed grant to the DEQ.

If the applicant currently does not have a rate methodology, the asset management plan must include the development of a funding structure and rate methodology that provides sufficient resources to implement the asset management plan.

Is the applicant part of a regional facility? YES NO

D. Cross-Sectoring

Section 2504 e (2)(i) states that “The municipality shall coordinate, as feasible, with other infrastructure activities in the same geographic area.” Asset management encourages cross-sector utilization (for water utility, roads, gas, phones, etc.); however grant assistance may only be requested for those costs directly related to the requested asset management grant.

If cross-sectoring occurs, describe how SAW costs will be tracked.

If cross-sectoring occurs, budgets for each utility will acquired from the consultant and tracking of hours and expenses by utility will required.

E. Project Cost Worksheet - See Attached sheets for wastewater and stormwater

Carefully read the guidance below before completing the Project Cost Worksheet.

Item	Incurred Costs	Force Account Costs	Estimated Costs	Supporting Documents	Total
Inventory				Y N	
Condition assessment (excluding televising)				Y N	
Metering/modeling				Y N	
AM/GIS Software*				Y N	
AM/GIS Training*				Y N	
AM/GIS Hardware*				Y N	
Cleaning &Televising Contracted costs Equip. rental costs Labor costs				Y N	
Level of Service Service agreement development Public meeting cost Ordinance cost				Y N	
Training/certification For PACP For MACP				Y N	
Rate Structure Development costs				Y N	
Other				Y N	

*Indicates items included in the cost limitations for software, hardware, and training as described in the Guidance below.

F. National Pollutant Discharge Elimination System (NPDES) Permits for Municipal Wastewater Systems Only (Not Stormwater)

Do you currently hold a NPDES permit to cover discharges from your wastewater system?
 YES NO

If Yes, what is the permit number? MIG570220_____

If you have a NPDES permit, does it currently contain an asset management requirement?
 YES NO

Note: For all NPDES permit holders, the applicant acknowledges that acceptance of a SAW wastewater asset management grant will result in an asset management condition in the next reissued NPDES permit. The asset management plan developed must meet NPDES permit requirements. The NPDES permit language can be found at: www.michigan.gov/cleanwaterrevolvingfund (select Forms and Guidance).

GUIDANCE FOR APPENDIX C

Grant Eligible

- AMP/Geographic Information System (GIS) mapping software/hardware/training. Total limits are as follows:

Service Area Population	Dollar Limit
Less than or equal to 5,000	\$60,000
5,001 to less than or equal to 20,000	\$85,000
20,001 to less than or equal to 50,000	\$110,000
Greater than 50,000	\$160,000

Note: Attach justification when assistance is sought for an applicant with an existing GIS system or for when an exception is being made to the above dollar limits.

- Asset condition assessment (manhole inventory, cleaning and televising)
 - All televising and documentation must be completed in accordance with National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program/Manhole Assessment Certification Program (PACP/MACP) requirements and by PACP/MACP certified personnel.
 - *Equipment rental costs for force account work of cleaning and televising equipment owned by the applicant will be reimbursed at rates no greater than those provided in an informal quote on a per foot basis.*
 - A justification is needed to clean and televise sewers installed or relined within the last 20 years. The limit is to encourage communities to focus on sewers installed or relined prior to 1993.
- Force account costs associated with the direct implementation of the AMP/GIS software and hardware. The maximum rate for fringe costs is 40 percent of salary.
- The technical, legal, and financial costs to develop a funding structure and implementation schedule necessary to implement an AMP, or portion thereof. These tasks include those costs associated with the preparation or amendment of sewer use and rate ordinances, stormwater

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management ordinances, policies and design standards, preparation or revision of inter-municipal service agreements, and submittal of the proposed budgets and rate methodologies.

- Any specific tasks named as a condition of an NPDES permit not identified elsewhere in this guidance, such as mapping without GIS, a fixed asset inventory, a business risk evaluation, an annual report of operation, maintenance, and replacement (OM&R)/AMP activities, etc.
- Aerial data collection at the 12-inch resolution when it is purchased from the county or obtained from the state (for GIS purposes only).
- The development of a stormwater funding structure is not required; however, an analysis of costs to maintain the system and to support the asset management program must be included.
- Stormwater utility development costs.
- Level of service may include service agreement development, public meeting costs, and ordinance costs.

Grant Ineligible

- Annual license renewals to an existing GIS system.
- Legal fees to defend the rate structure if challenged.

Part E. Page 3 of the Application, "Project Need and Proposed Scope of Work"

The City of Portland is submitting the SAW Grant Application for the costs of completing a Wastewater and Stormwater Asset Management Plan according to the MDEQ's *"Asset Management Guidance for Wastewater and Stormwater Systems"* and the guidance as provided in the October 21, 2013 SAW Grant Application.

The proposed Scope of Work is outlined in Exhibit A, and the estimated project costs by tasks are outlined in the Table 1 Engineer's Estimate.

The existing system deficiencies to be evaluated under both proposed asset management plans are summarized as follows:

The wastewater collection and treatment system are over 40 years old. The City has maintained the system in good working order but a comprehensive review of assets and their condition is due in order to plan for future needs. The City has started to inventory treatment plant equipment but it is not complete. Sewer mapping needs updated to GIS to improve accuracy and include important information on age, type and condition. The City intends to utilize the existing Ionia County GIS base map for the sanitary and storm mapping. Televising of questionable condition sewer lines is needed to asses condition. Sewer rates were last adjusted in 2012.



**FLEIS & VANDENBRINK
ENGINEERING, INC.**

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EXHIBIT A

CITY OF PORTLAND

SCOPE OF WORK FOR WASTEWATER &
STORMWATER ASSET MANAGEMENT PLANS

The scope of work will follow the MDEQ's "Asset Management Guidance for Wastewater and Stormwater Systems", dated July, 2013 and the guidance presented in the SAW Application guidance dated October 21, 2013. The estimated project costs by tasks are shown in the attached Table 1.

A. GIS-SOFTWARE/HARDWARE/TRAINING

Task 1. Software

- Portland will use the free ESRI reader software to access the GIS database and have the County or a consultant update as needed.

Task 2. GIS Training

- ESRI Institute Online Training for 4 municipal staff
- Assistance and training by F&V staff/subcontractors to help municipality set up software, learn necessary GIS skills to use purchased software and hardware as part of their asset management plans.

Task 3. GIS Hardware

- Purchase one(1) desktop computer, or equivalent to operate a GIS with.
- Purchase one (1) GPS hand held unit for mapping assets.

B. WASTEWATER ASSET MANAGEMENT PLAN

Task 1. Asset Management Plan Preparation

- a. Field Condition Assessment

- Data collection for each piece of major equipment, system, building, structure, etc.
- Site visits to gather information for asset inventory
- Evaluate existing pump station conditions. Pump station age, condition, high maintenance/operation issues, condition of wet wells, site, structural conditions of pump houses, building envelope, SCADA, instrumentation, controls, electrical service and back-up power sources.
- Assess existing forcemain (FM) conditions, odor & corrosion, air release valve chambers and clean-out piping & structures assessments

b. Develop Asset Inventory Base from Existing Information

- Develop list of existing inventory based on community's current information as a base starting point.
- Itemize the existing inventory information readily available to develop a collection system map and inventory of fixed assets to match the future Operation, Maintenance and Replacement (OM&R)/Asset Management program requirements for future NPDES requirements.

c. Condition Assessment & Interim Report

Start with base information inventory and conduct assessment of operations-related fixed assets with existing information. The assessment will include the following information:

- Brief description of the asset, its required capacity (e.g. pump:120 gpm), level of redundancy for the asset, and tag number if applicable;
- Location of the asset;
- Year the asset was installed;
- Present condition of the asset (e.g. excellent, good, fair, poor);
- Depreciated value of the asset (in 2014 dollars);
- Current asset (replacement) cost (in 2014 dollars);
- Complete an interim report and submit to DPW staff for review/comments

d. Capacity Analysis

- Interview and document operator's past experience with system problems, review compliance history, compare loadings to Ten States Standards, update the design basis, assess current 'real' capacity, and identify needs to restore or maintain capacity in the collection system and treatment facility.

e. Hydraulic Modeling & Analysis

- Detailed evaluation and of collection system and treatment works where significant capacity issues are identified, de-rated capacity, violations, nearing

permit limits, new permit conditions, new large user (e.g. food processor) impacting operations.

f. Identification of Water Quality, hydraulics, permits, & other issues

- Identification of additional capacity issues, water quality, hydraulics, areas within the 100 year flood plain, future permit requirements, other issues.

g. Equipment Replacement Budgets

- Identify alternatives/screen/evaluate/select preferred solution to resolve issues of effluent water quality, hydraulic capacity issues, bottlenecks, high water level flooding, permit violations (lbs. or concentration) or upcoming permit conditions.

h. Facilities Report, Structural Best Management Practices (BMPs)

- Draft an interim report for the community addressing the deficiencies and issues with the collection and treatment facilities and obtain comments/approval on the alternatives and selections of needed equipment before proceeding further with asset management plan components.

i. Capital Improvements Plan & Budgets

- Conduct a "Business Risk Evaluation" that combines the probability of failure of the asset and criticality of the asset, as follows:
- Rate the probability of failure of the asset on a scale of 1-5 (low to high) using criteria such as maintenance history, failure history, and remaining percentage of useful life (or years remaining);
- Rate the criticality of the asset on a scale of 1-5 (low to high) based on the consequence of failure versus the desired level of service for the facility; and
- Compute the Business Risk factor of the asset by multiplying the failure rating by the two rating described above.
- Develop a list of short-term (1-5 years) and long-term (5-20 years) capital projects in a Capital Improvements Plan to meet the Level of Service goals. Prioritize the capital projects, provide preliminary budgeting, implementation planning, and summarize available funding.

j. Meetings, Implementation Coordination, and Quality Assurance/Quality Control

- Meet with DPW staff/Council over twelve(12) times during the preparation of the Asset Management Plan
- Internal Quality Assurance/Quality Control during the plan preparation and final completion and submittals.

Task 2. Asset Inventory, Mapping, and GIS Tasks

a. Update Field Utility Survey

- Create a current GIS format map of the wastewater system components including locating the individual components, processing data collected, importing gathered data into the GIS.

b. Utility Base Mapping

- Acquire and assemble a Base GIS map, including the necessary fieldwork, research, and data processing/manipulation..

c. Records Scanning

- Scan documents and save them in specified file structures for linking to geographically referenced items with the GIS.

d. Create GIS w/ field survey including digital records linkage

- Converting & manipulating the various files and information required for the GIS from their native formats into the proper data format for the GIS, both from public sources, Survey data, scanned records (plans, etc.) and other sources as appropriate as indicated.
- Linking of records and other data to the geographic map within the GIS

Task 3 Underground Infrastructure Field Condition

a & b. Smoke testing and cleaning and televising sanitary sewers

- Prepare plans and specifications for the cleaning and televising of approximately 5 miles of 8-inch to 12-inch sanitary sewer and evaluation of 2 siphons beneath river. Three miles of smoke testing
- Tabulate televising and smoke testing results and evaluate costs to repair/replace sewers with structural problems i.e. by replacement or Cured-In-Place Pipe (CIPP).

c & d. PACP & MACP Training/Certification

- Provide NASSCO PACP & MACP Training & Certification for 3 City Staff (1 already complete).

Task 4 Flow Metering/Analysis

a. Metering/Modeling/Analysis

- Purchase or rent & install Mass Flow Depth Monitors 10 Each

- Purchase & install one “FloDar” Flow Meter at key manhole location.
- Weeks of Monitoring 47 Weeks
- Data Download Frequency every 4 weeks
- Analyze surcharged sewer and capacity issues found during flow monitoring and model sewer system to determine required interceptor/collection sewer capacity upgrades.

Task 5 Level of Service

a. Service Agreement Development

- Establish and define the way in which the utility managers, operators, and public officials want the wastewater system to perform over the long term. Define the required “sustainable” level of service for the system.
- Develop a draft Level of Service Agreement Document to establish goals and performance criteria that the utility wishes to meet. The key components to address will be as follows:
 - Communicate the system’s operation to the customers;
 - Determine critical assets;
 - Provide a means of assessing overall system performance;
 - Provide a direct link between costs and service;
 - Serve as an internal guide for system management and operations staff;
 - Provide information for system annual report;
- Finalize the expected level of service and prepare a final Level of Service Agreement Document
- Assist City in conducting Public Hearing to present Draft Level of Service Agreement and solicit input from public on reasonable and attainable levels of service and anticipated risks and costs.

b & c. Sewer Use and Rate Ordinance Review/Update & Public Meetings

- Preparation and/or amendment of the existing sewer use and rate ordinances, legal fees and public notices and meetings to present to public.

Task 6 Rate Structure Development Costs

- Review of existing rate structure by meter size, user classification, outside customers, current rate resolutions/ordinances, and past rate studies.
- Review of current revenue and OM&R expenses and estimates of required budget line item costs for the next five years to meet level of service goals and Capital Improvement Plan.
- Conduct rate study to demonstrate sufficient revenues to cover projected O, M, &R expenses over the next five years. Make recommendations for needed rate

increases over the next five years including a minimum 10% of the total rate increase required for the five year period.

- Assist community in presentation of proposed rate structure in public meeting.
- Submit draft user charge system to MDEQ for review/approval prior to completion of Wastewater Asset Management Plan.

C. STORMWATER ASSET MANAGEMENT PLAN

Task 1 Stormwater Asset Management Plan Elements (Elements a thru g)

- Summarize all plan elements in a complete bound plan report with electronic and bound paper copies.
- Field assess the condition of existing storm structures, outlets, treatment units, erosion issues, flooding conditions, water quality issues.
- Update and/or develop a stormwater system base map delineating drainage district boundaries
- Evaluate Structural Best Management Practices and Low-Impact design alternatives
- Client meetings with DPW staff and Council to discuss stormwater options and potential long term capital improvements and methods of funding.
- Conduct a "Business Risk Evaluation" that combines the probability of failure of the asset and criticality if the asset, as follows:
 - Rate the probability of failure of the asset on a scale of 1-5 (low to high) using criteria such as maintenance history, failure history, and remaining percentage of useful life (or years remaining);
 - Rate the criticality of the asset on a scale of 1-5 (low to high) based on the consequence of failure versus the desired level of service for the facility; and
 - Compute the Business Risk factor of the asset by multiplying the failure rating by the two rating described above.
- Develop a list of short-term (1-5 years) and long-term (5-20 years) capital projects in a Capital Improvements Plan to meet the Level of Service goals. Prioritize the capital projects, provide preliminary budgeting, implementation planning, and summarize available funding.

Task 2 Metering/Modeling & Preliminary Sizing

- Create Computer model to simulate the hydrology and hydraulics of the watershed and run stormwater analysis using Autodesk Storm and Sanitary Analysis.

Task 3. Asset Inventory, Mapping, and GIS Tasks

a. Records Scanning

- Scan documents and save them in specified file structures for linking to geographically referenced items with the GIS.

b. Update Field Utility Survey

- Create a current GIS format map of the wastewater system components including locating the individual components, processing data collected, importing gathered data into the GIS.

c. Utility Base Mapping

- Acquire and assemble a Base GIS map, including the necessary fieldwork, research, and data processing/manipulation. City intends to use Ionia County Drain Commission Base.

d. Create GIS w/ field survey including digital records linkage

- Converting & manipulating the various files and information required for the GIS from their native formats into the proper data format for the GIS, both from public sources, Survey data, scanned records (plans, etc.) and other sources as appropriate as indicated.
- Linking of records and other data to the geographic map within the GIS
- CAD processing of data

Task 4 Underground Infrastructure Condition Assessment

Cleaning and televising storm sewers

- Prepare plans and specifications for the cleaning and televising of approximately 2.5 miles of 12-inch to 48-inch storm sewer and obtain quotes from a NASSCO certified contractor to complete the work as a subcontract under the Engineer's Professional Services Agreement.
- Award contract for cleaning and televising contract.
- Tabulate televising results and evaluate costs to repair/replace sewers with structural problems.

Task 5 Level of Service

- Establish and define the way in which the utility managers, operators, and public officials want the storm sewer system to perform over the long term. Define the required "sustainable" level of service for the system.

- Develop a draft Level of Service Agreement Document to establish goals and performance criteria that the utility wishes to meet. The key components to address will be as follows:
 - Communicate the system's operation to the customers;
 - Determine critical assets;
 - Provide a means of assessing overall system performance;
 - Provide a direct link between costs and service;
 - Serve as an internal guide for system management and operations staff;
- Finalize the expected level of service and prepare a final Level of Service Agreement Document
- Assist City in conducting Public Hearing to present Draft Level of Service Agreement and solicit input from public on reasonable and attainable levels of service and anticipated risks and costs.

WASTEWATER RATES

Effective: July 2012 on the August 2012 Billing

Per Resolution 12-44 adopting a 1.5% increase effective with FY 2012-2013 Budget

Rate	March 2011 - June 2012	Jul-12
Commodity Charge (per 1,000)	\$ 4.20	\$ 4.26
RW - Commodity Charge	\$ 8.40	\$ 8.53
5/8" Meter	\$ 15.62	\$ 15.85
1" Meter	\$ 33.69	\$ 34.20
1 1/4" Meter	\$ 45.77	\$ 46.46
1 1/2" Meter	\$ 63.82	\$ 64.78
2" Meter	\$ 99.97	\$ 101.47
3" Meter	\$ 196.38	\$ 199.33
RW - 2" Meter	\$ 199.93	\$ 202.93
Senior Citizen - 5/8" Meter	\$ 11.62	\$ 11.79

City of Portland

E. Project Cost Worksheet -Wastewater Asset Management Plan Costs-

Carefully read the guidance below before completing the Project Cost Worksheet.

Item	Incurred Costs	Force Account Costs	Estimated Costs	Supporting Documents	Total
Inventory			\$146,200	Y	\$146,200
Condition assessment (excluding televising)			\$129,500	Y	\$129,500
Metering/modeling			\$85,400	Y	\$85,400
AM/GIS Software*			\$0		\$0
AM/GIS Training*			\$3,600	Y	\$3,600
AM/GIS Hardware*			\$7,750	Y	\$7,750
Cleaning & Televising			\$0		\$0
Contracted costs			\$32,300	Y	\$32,300
Equip. rental costs		\$45,264		Y	\$45,264
Labor costs		\$53,136		Y	\$53,136
Level of Service			\$0		\$0
Service agreement Development			\$4,500	Y	\$4,500
Public meeting cost			\$2,800	Y	\$2,800
Ordinance cost			\$3,000	Y	\$3,000
Training/certification			\$0		\$0
For PACP	\$750		\$1,500	Y	\$2,250
For MACP	\$150		\$300	Y	\$450
Rate Structure Development costs			\$7,000	Y	\$7,000
Other - (SAW Grant application, preliminary data gathering and meetings)			\$10,240	Y	\$10,240

*Indicates items included in the cost limitations for software, hardware, and training as described in the Guidance below.

Total

\$633,390

SAW Application Engineer's Estimate

City of Portland

November 15, 2013

816480



FLEIS & VANDENBRINK
ENGINEERING, INC.

Offices in Michigan and Indiana
3491 Hartman Rd., Suite B, Traverse City, MI 49685
Office (231) 932-8600 Fax (231) 932-8700

Application Elements

Task	Budget	SAW Budget (90% Grant)	Owner Cost	
A. GIS - Software/Hardware/Training	\$60,000 max	\$ 22,700	\$ 21,565	\$ 1,135
1 Software				
ArcGIS Desktop Standard	\$ -	\$ -	\$ -	
ArcGIS Online - (1) year subscription	\$ -			
2 GIS Training -		\$ 7,200	\$ 6,840	\$ 360
Owner Training - (3) Credit Hour College Class	\$ -			
Esri Institute Online Class	\$ 1,000			
Training by Consultant & Software Setup	\$ 6,200			
3 GIS Hardware		\$ 15,500	\$ 14,725	\$ 775
Compluter	\$ 3,500			
Plotter	\$ -			
GPS	\$ 12,000			
B. Wastewater Asset Management Plan		\$ 522,040	\$ 622,040	
1 Asset Management Plan Preparation		\$ 139,740	\$ 139,740	\$ -
a Field Condition Assessment	\$ 14,000			
b Develop Asset Inventory	\$ 8,900			
c Condition Assessment & Report	\$ 20,100			
d Capacity Analysis	\$ 6,600			
e Hydraulic Modeling & Analysis	\$ 14,200			
f Identification of water quality, hydraulics, permit, & other issues	\$ 12,100			
g Equipment Replacement Budgets	\$ 4,000			
h Facilities Report, Structural BMP's	\$ 4,100			
j Capital Improvements Plan & Budgets	\$ 19,400			
k Meetings, Implementation, and Coordination	\$ 26,100			
SAW Application/Initial Data Gathering/Meeting	\$ 10,240			
2 Asset Inventory, Mapping, and GIS		\$ 146,200	\$ 146,200	
a Update field utility survey (GPS)	\$ 77,100			
b Utility Base Maps	\$ 15,800			
c Records scanning	\$ 9,600			
d Create GIS with field survey including digital records linkage	\$ 43,700			
3 Underground Infrastructure Field Condition Assesment		\$ 130,700	\$ 130,700	
a Smoke testing (\$.30/ft)	\$ 7,300			
b Televising, Cleaning, and Lateral Locating:	\$ 123,400			
c PACP Training/Certification	\$ 2,250	\$ 2,250		
d MACP Training/Certification	\$ 450	\$ 450		
4 Sewer Condition Assessment - Data Evaluation, Pipe Integrity		\$ 85,400	\$ 85,400	
a Metering/Modeling/Analysis	\$ 69,300			
b Sewer Condition Report & Recommendations	\$ 16,100			
5 Level of Service		\$ 10,300	\$ 10,300	
a Service Agreement Development	\$ 4,500			
b Rate Ordinance updates	\$ 3,000			
c Public Meetings	\$ 2,800			
6 Rate Structure Development Costs	\$ 7,000	\$ 7,000	\$ 7,000	
C. Stormwater Asset Management Plan		\$ 247,360	\$ 222,624	\$ 24,736
1 Stormwater Asset Management Plan		\$ 61,560	\$ 55,404	\$ 6,156
a Plan Preparation	\$ 6,600			
b Manhole, Basin, Outlet, and Treatment Condition Assessment	\$ 2,300			
c Mapping of Drainage District Boundaries	\$ 7,900			
d Proposed Capital Improvements	\$ 11,300			
e Structural BMP's	\$ 11,300			
Identification of water quality, hydraulic restriction, surface flooding, erosion issues.	\$ 13,700			

	SAW Application Engineer's Estimate		 FLEIS & VANDENBRINK ENGINEERING, INC. <i>Offices in Michigan and Indiana</i> 3491 Hartman Rd., Suite B, Traverse City, MI 49685 Office (231) 932-8600 Fax (231) 932-8700		
	City of Portland				
	November 15, 2013				
	816480				
	<i>Application Elements</i>				
	g	Client meetings & Implementation	\$ 5,900		
	h	SAW Application/Initial Data Gathering/Meeting	\$ 2,560		
	2	Metering/Modeling & Preliminary Sizing		\$ 21,500	\$ 19,350 \$ 2,150
	3	Asset Inventory/Mapping/GIS		\$ 114,900	\$ 103,410 \$ 11,490
	a	Records Scanning	\$ 1,200		
	b	Field utility locates (GPS) and Invert data collection	\$ 81,600		
	c	Utility Base Maps	\$ 11,400		
	d	Create GIS with field survey including digital records linkage	\$ 20,700		
	4	Underground Infrastructure Condition Assessment		\$ 43,800	\$ 39,420 \$ 4,380
	a	Televising/Cleaning	\$ 43,800		
	5	Level of Service		\$ 5,600	\$ 5,040 \$ 560
	a	Determine desired LOS, Ordinance Review	\$ 2,900		
	b	Public Meetings	\$ 2,700		
	Totals			\$ 792,100	\$ 766,229 \$ 25,871



TRAINING REGISTRATION FORM – NORTHVILLE, MI

Classes are taught by Brandon Conley, Certified NASSCO Master Trainer.

Included with the cost of PACP courses: training manuals/materials, refreshments and lunch each day.

CLASS	DATES/TIMES	# OF ATTENDEES	COST PER PERSON	TOTAL PER CLASS
PACP	April 29-30, 2013 9am – 3:30pm	1	\$750.00	\$750.00
PACP/MACP/LACP Recertification	April 29-30, 2013 9am – 3:30pm		\$450.00	
MACP/LACP	May 1, 2013 9am – 3:30pm	1	\$150.00	\$150.00
**PACP is a prerequisite for MACP/LACP			TOTAL REMITTED	\$900.00

Please make checks payable to: Jack Doherty Supplies, Inc.
Mailing Address: PO Box 609, Northville, MI 48167

Please note "PACP Training" on your check stub for proper credit.

Please remit payment along with this completed form as early as possible to ensure room in the class of your choice.

Attendee Name:	Douglas C. Sherman		
Type of Class:	PACP/MACP/LACP	E-Mail Address	wwtp@portland-michigan.org
First time PACP student : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, please include original PACP certification number:			

Attendee Name:			
Type of Class:		E-Mail Address	
First time PACP student : Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please include original PACP certification number:			

Attendee Name:			
Type of Class:		E-Mail Address	
First time PACP student : Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please include original PACP certification number:			

Attendee Name:			
Type of Class:		E-Mail Address	
First time PACP student : Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please include original PACP certification number:			

Vendor: 00126

JACK DOHENY SUPPLIES, INC.

Check #: 00000033460 04/01/13

Date	Invoice	Description/Detail	Amount
03/19/2013	STATEMENT 590-548-960.000	NASSCO TRAINING & CERTIFICATION-WASTE WT EDUCATION & TRAINING	900.00 900.00

COPY

Total: 900.00

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CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-3471724

033460

Date: 04/01/13

\$900.00

Nine Hundred and NO/100 Dollars**

PAY

TO THE ORDER OF
JACK DOHENY SUPPLIES, INC.
P.O. BOX 609
NORTHVILLE MI 48167

CITY OF PORTLAND - PAYING ACCOUNT

James H. James

MAYOR

Monique M. Meltzer

CLERK

⑈033460⑈ ⑆072403473⑆ 01151128209⑈

APPENDIX F
Disadvantaged Community Status Determination Worksheet

In order to determine the disadvantaged status of a community, the Revolving Loan Section will first look to see if:

- 1) More than 50 percent of the area served by a proposed sewage treatment works project or stormwater treatment project is identified as a poverty area by the United States Census Bureau;
- 2) The median annual household income of the area served by a proposed sewage treatment works project or stormwater treatment project is less than the most recently published federal poverty guidelines for a family of 4 in the 48 contiguous United States. In determining the median annual household income of the area served by the proposed sewage treatment works project or stormwater treatment project, the municipality shall utilize the most recently published statistics from the United States Census Bureau, updated to reflect current dollars, for the community which most closely approximates the area being served by the project.

If no determination can be made by either criteria 1 or 2 then the following information will be used:

1. Is the applicant seeking a planning or design grant? YES NO

If YES, provide the total estimated construction amount \$ _____.

2. Annual payment on the existing debt for the wastewater or stormwater system (if applicable):

\$161,000.

3. Total operation, maintenance and replacement expenses for the wastewater or stormwater system on an annual basis: \$876,000 _____.

4. Number of "residential equivalent users" in the system: 1,994 _____.

If you have any questions about this worksheet, then contact Mr. Robert Schneider at 517-388-6466.

Note: If the total estimated construction amount is provided, the result of this determination is temporary until actual bid costs are submitted.

DEQ Worksheet				
City of Portland				
10/25/2013				
Disadvantaged Community Determination				
Amount of Debt for Future Project	\$0.00			
Enter terms for 20 years	20			
Enter present target rate of interest				
Enter projected OMR after completion	\$ 876,000.00			
New Annual Debt	\$0.00			
Existing Debt (Annual Prin & Interest)	\$ 161,000.00			
Total Annual Cost	\$ 1,037,000.00			
Residential Users	1,529			
Non-residential Users	466			
TOTAL REUs	1,994			
Annual Sewer Fund Costs per REU	\$ 519.94			
Monthly User Cost	\$ 43.33			
Updated Michigan MAHI	\$ 49,141.00			
American Fact Finder 2	\$ 43,514.00			
MHI factor adjusted to 2013	\$ 46,124.84			
MAHI Threshold per year	\$ 461.25			
1 % MAHI Threshold per month	\$ 38.44			
Disadvantaged??	YES			
Criteria A				
Poverty Level to be greater than 20%	20.0%			
Poverty Level per calculation adjustment				
Portland(16.7% +- 14.9%)	1.80%			
Disadvantaged??	No			
Criteria B				
MHI less than Poverty level for a household of 4	\$ 23,400			
Portland MI	\$ 46,125			
	NO			
		From American FactFinder		

Step 1: Enter amount of total debt for project
 Step 2: Enter term up to 20 years
 Step 3: Enter present target rate of interest (call DEQ)
 Step 4: Enter projected annual OM & R after completion
 Step 5: Annual debt payment is computed
 Step 6: Total annual cost of system is computed
 Step 7: Enter total number of system users in service area
 Step 8: Annual user cost is computed
 Step 9: Updated State Wide MAHI is
 Step 9: Enter 1990 census median annual household income
 Step 10: Updated MAHI is calculated on Detroit CPI-U to 1997
 Step 11: The percentage of MAHI is computed
 Step 12: If the annual user cost exceeds the percentage of MAHI,
 the community may qualify as a disadvantaged community

Amount of Debt	\$0
Terms	20
Rate	2.50%
OM & R	\$876,500
New annual debt	\$0
existing debt	\$161,000
Total Annual Cost	\$1,037,500
# of Users	1994
Annual User Cost	\$520
Updated MI MAHI	\$49,141
MAHI - 2010 census	\$48,514
Updated MAHI:	\$46,208
MAHI Threshold \$	\$462
Disdavantaged??	YES

Portland
 SAW
 3883

Criteria A	16.70%	N
Criteria B	\$ 43,514	N

City of Portland Flows						
				Non-Resid	Non-resid.	Total
		Resid. Users	Resid. Gallons	Users	Gallons	Gallons
	Sep-12	1,533	5,201,296	47	2,040,456	7,241,752
	Oct-12	1,536	6,644,308	47	2,127,591	8,771,899
	Nov-12	1,532	5,818,810	47	1,723,610	7,542,420
	Dec-12	1,537	6,021,320	44	1,922,491	7,943,811
	Jan-13	1,522	5,497,470	44	1,498,809	6,996,279
	Feb-13	1,516	6,512,721	45	1,834,476	8,347,197
	Mar-13	1,515	5,963,637	46	1,342,591	7,306,228
	Apr-13	1,511	5,375,831	45	1,234,296	6,610,127
	May-13	1,525	5,908,581	46	1,676,579	7,585,160
	Jun-13	1,530	5,962,322	46	1,792,310	7,754,632
	Jul-13	1,546	5,086,477	46	1,731,778	6,818,255
	<u>Aug-13</u>	<u>1,543</u>	<u>5,182,748</u>	<u>46</u>	<u>2,142,801</u>	<u>7,325,549</u>
	Average	1,529	5,764,627	46	1,755,649	7,520,276
	Average Residential Flow		3771	Gallons per Month		
	Non-residential REUs		466			
	Total REUs		1,994			

DP03 | SELECTED ECONOMIC CHARACTERISTICS
2007-2011 American Community Survey 5-Year Estimates

BACK TO COMMUNITY FACTS

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Subject	Portland city, Michigan			
	Estimate	Margin of Error	Percent	Percent Margin of Error
EMPLOYMENT STATUS				
Population 16 years and over	2,978	+/-174	2,978	(X)
In labor force	2,196	+/-184	73.7%	+/-5.6
Civilian labor force	2,191	+/-184	73.6%	+/-5.7
Employed	2,000	+/-183	67.2%	+/-5.2
Unemployed	191	+/-107	6.4%	+/-3.7
Armed Forces	5	+/-11	0.2%	+/-0.4
Not in labor force	782	+/-185	26.3%	+/-5.6
Civilian labor force	2,191	+/-184	2,191	(X)
Percent Unemployed	(X)	(X)	8.7%	+/-4.7
Females 16 years and over				
Population	1,648	+/-154	1,648	(X)
In labor force	1,216	+/-178	73.8%	+/-6.8
Civilian labor force	1,216	+/-178	73.8%	+/-6.8
Employed	1,102	+/-139	66.0%	+/-5.9
Own children under 6 years	270	+/-118	270	(X)
All parents in family in labor force	215	+/-112	79.6%	+/-14.6
Own children 6 to 17 years	688	+/-154	688	(X)
All parents in family in labor force	575	+/-169	83.6%	+/-11.0
COMMUTING TO WORK				
Workers 16 years and over	1,970	+/-184	1,970	(X)
Car, truck, or van - drove alone	1,518	+/-185	77.1%	+/-5.4
Car, truck, or van - carpooled	201	+/-85	10.2%	+/-4.1
Public transportation (excluding taxicab)	0	+/-78	0.0%	+/-1.3
Walked	99	+/-86	5.0%	+/-3.4
Other means	36	+/-36	1.8%	+/-1.8
Worked at home	116	+/-70	5.9%	+/-3.5
Mean travel time to work (minutes)	25.8	+/-4.0	(X)	(X)
OCCUPATION				
Civilian employed population 16 years and over	2,000	+/-183	2,000	(X)
Management, business, science, and arts occupations	635	+/-135	26.8%	+/-6.6
Service occupations	454	+/-136	22.7%	+/-5.8
Sales and office occupations	709	+/-138	35.5%	+/-6.9
Natural resources, construction, and maintenance occupations	120	+/-60	6.0%	+/-2.9
Production, transportation, and material moving occupations	182	+/-70	9.1%	+/-3.4
INDUSTRY				
Civilian employed population 16 years and over	2,000	+/-183	2,000	(X)
Agriculture, forestry, fishing and hunting, and mining	0	+/-78	0.0%	+/-1.2
Construction	79	+/-50	4.0%	+/-2.5
Manufacturing	221	+/-89	11.1%	+/-4.3
Wholesale trade	52	+/-32	2.6%	+/-1.6
Retail trade	326	+/-126	16.3%	+/-6.6
Transportation and warehousing, and utilities	129	+/-74	6.5%	+/-3.6
Information	0	+/-78	0.0%	+/-1.2
Finance and insurance, and real estate and rental and leasing	120	+/-60	6.0%	+/-2.8
Professional, scientific, and management, and administrative and waste management services	143	+/-72	7.2%	+/-3.5
Educational services, and health care and social assistance	348	+/-115	17.4%	+/-5.9
Arts, entertainment, and recreation, and accommodation and food services	268	+/-133	13.4%	+/-6.1
Other services, except public administration	142	+/-70	7.1%	+/-3.3
Public administration	172	+/-71	8.6%	+/-3.5
CLASS OF WORKER				

Subject	Portland city, Michigan			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Civilian employed population 16 years and over	2,000	+/-183	2,000	(X)
Private wage and salary workers	1,499	+/-213	75.0%	+/-6.8
Government workers	408	+/-115	20.4%	+/-6.0
Self-employed in own not incorporated business workers	93	+/-61	4.7%	+/-3.0
Unpaid family workers	0	+/-78	0.0%	+/-1.2
INCOME AND BENEFITS (IN 2011 INFLATION-ADJUSTED DOLLARS)				
Total households	1,578	+/-125	1,578	(X)
Less than \$10,000	39	+/-36	2.5%	+/-2.2
\$10,000 to \$14,999	73	+/-64	4.6%	+/-4.0
\$15,000 to \$24,999	361	+/-121	22.9%	+/-7.6
\$25,000 to \$34,999	117	+/-59	7.4%	+/-3.6
\$35,000 to \$49,999	254	+/-78	16.1%	+/-4.4
\$50,000 to \$74,999	271	+/-73	17.2%	+/-4.4
\$75,000 to \$99,999	231	+/-80	14.6%	+/-5.0
\$100,000 to \$149,999	210	+/-81	13.3%	+/-5.4
\$150,000 to \$199,999	12	+/-19	0.8%	+/-1.2
\$200,000 or more	10	+/-17	0.6%	+/-1.1
Median household income (dollars)	43,514	+/-9,958	(X)	(X)
Mean household income (dollars)	56,142	+/-5,979	(X)	(X)
With earnings	1,187	+/-106	75.2%	+/-6.2
Mean earnings (dollars)	57,570	+/-7,468	(X)	(X)
With Social Security	482	+/-128	30.5%	+/-6.7
Mean Social Security income (dollars)	16,842	+/-1,933	(X)	(X)
With retirement income	322	+/-83	20.4%	+/-5.2
Mean retirement income (dollars)	19,158	+/-5,156	(X)	(X)
With Supplemental Security Income	46	+/-39	2.9%	+/-2.4
Mean Supplemental Security Income (dollars)	7,374	+/-1,046	(X)	(X)
With cash public assistance income	17	+/-21	1.1%	+/-1.3
Mean cash public assistance income (dollars)	1,447	+/-923	(X)	(X)
With Food Stamp/SNAP benefits in the past 12 months	136	+/-73	8.6%	+/-4.4
Families	991	+/-83	991	(X)
Less than \$10,000	20	+/-23	2.0%	+/-2.3
\$10,000 to \$14,999	10	+/-17	1.0%	+/-1.7
\$15,000 to \$24,999	148	+/-96	14.9%	+/-9.5
\$25,000 to \$34,999	25	+/-29	2.5%	+/-2.9
\$35,000 to \$49,999	160	+/-66	16.1%	+/-6.2
\$50,000 to \$74,999	202	+/-64	20.4%	+/-6.1
\$75,000 to \$99,999	208	+/-74	21.0%	+/-7.5
\$100,000 to \$149,999	196	+/-80	19.8%	+/-8.3
\$150,000 to \$199,999	12	+/-19	1.2%	+/-1.9
\$200,000 or more	10	+/-17	1.0%	+/-1.7
Median family income (dollars)	65,298	+/-13,229	(X)	(X)
Mean family income (dollars)	89,735	+/-8,434	(X)	(X)
Per capita income (dollars)	23,179	+/-2,594	(X)	(X)
Nonfamily households	587	+/-141	587	(X)
Median nonfamily income (dollars)	23,802	+/-6,740	(X)	(X)
Mean nonfamily income (dollars)	32,878	+/-4,684	(X)	(X)
Median earnings for workers (dollars)	27,394	+/-10,435	(X)	(X)
Median earnings for male full-time, year-round workers (dollars)	55,217	+/-6,195	(X)	(X)
Median earnings for female full-time, year-round workers (dollars)	36,630	+/-3,631	(X)	(X)
HEALTH INSURANCE COVERAGE				
Civilian noninstitutionalized population	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Civilian noninstitutionalized population under 18 years	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Civilian noninstitutionalized population 18 to 64 years	(X)	(X)	(X)	(X)
In labor force:	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)

Subject	Portland city, Michigan			
	Estimate	Margin of Error	Percent	Percent Margin of Error
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL				
All families	(X)	(X)	11.0%	+/-8.7
With related children under 18 years	(X)	(X)	16.7%	+/-14.6
With related children under 5 years only	(X)	(X)	16.4%	+/-27.5
Married couple families	(X)	(X)	3.8%	+/-3.4
With related children under 18 years	(X)	(X)	2.3%	+/-3.4
With related children under 5 years only	(X)	(X)	0.0%	+/-36.2
Families with female householder, no husband present	(X)	(X)	31.4%	+/-33.2
With related children under 18 years	(X)	(X)	41.0%	+/-39.8
With related children under 5 years only	(X)	(X)	-	--
All people	(X)	(X)	12.7%	+/-8.1
Under 18 years	(X)	(X)	14.1%	+/-12.8
Related children under 18 years	(X)	(X)	14.1%	+/-12.8
Related children under 5 years	(X)	(X)	25.3%	+/-19.7
Related children 5 to 17 years	(X)	(X)	11.9%	+/-12.8
18 years and over	(X)	(X)	12.2%	+/-7.0
18 to 64 years	(X)	(X)	14.1%	+/-8.0
65 years and over	(X)	(X)	2.0%	+/-3.4
People in families	(X)	(X)	12.2%	+/-9.7
Unrelated individuals 15 years and over	(X)	(X)	15.1%	+/-8.0

Source: U.S. Census Bureau, 2007-2011 American Community Survey

Explanation of Symbols:

An "*" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
 An "N" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
 An "L" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
 An "U" following a median estimate means the median falls in the upper interval of an open-ended distribution.
 An "*" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
 An "C" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
 An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
 An "(X)" means that the estimate is not applicable or not available.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 50 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

There were changes in the edit between 2009 and 2010 regarding Supplemental Security Income (SSI) and Social Security. The changes in the edit loosened restrictions on disability requirements for receipt of SSI resulting in an increase in the total number of SSI recipients in the American Community Survey. The changes also loosened restrictions on possible reported monthly amounts in Social Security Income resulting in higher Social Security aggregate amounts. These results more closely match administrative counts compiled by the Social Security Administration.

Workers include members of the Armed Forces and civilians who were at work last week.

Industry codes are 4-digit codes and are based on the North American Industry Classification System 2007. The industry categories adhere to the guidelines issued in Clarification Memorandum No. 2, "NAICS Alternate Aggregation Structure for Use By U.S. Statistical Agencies," issued by the Office of Management and Budget.

Census occupation codes are 4-digit codes and are based on the Standard Occupational Classification (SOC). The Census occupation codes for 2010 and later years are based on the 2010 revision of the SOC. To allow for the creation of 2007-2011 and 2009-2011 tables, occupation data in the multiyear files (2007-2011 and 2008-2011) were recoded to 2011 Census occupation codes. We recommend using caution when comparing data coded using 2011 Census occupation codes with data coded using Census occupation codes prior to 2010. For more information on the Census occupation code changes, please visit our website at <http://www.census.gov/hhes/www/indindex/>.

While the 2007-2011 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau | American FactFinder

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-96

A RESOLUTION APPROVING FARABEE MECHANICAL INC'S 1ST AND FINAL PAY REQUEST FOR REPAIRS TO THE 820KW COOPER BESSEMER GENERATOR

WHEREAS, on June 18, 2013 the City was testing the emissions reduction on the Catalytic converters installed on the diesel generators and during the start-up phase of the 820 kw Cooper Bessemer generator (the middle diesel engine generator) a cam follower (part of the push rod) broke and was forced out of the side of the engine, cracking part of the engine block and ruining a fuel plate with injectors; and

WHEREAS, City staff had the damage assessed by a metal stitcher out of Detroit, Leitelt Iron Works out of Grand Rapids, and Farabee Mechanical out of Hickman, Nebraska and the City Council, Resolution 13-53 approved the Board of Light and Power's recommendation to authorize projected repair costs at \$75,000;

WHEREAS, the damage was more extensive than originally estimated and on July 15, 2013 the City Council approved Resolution 13-62 approving increasing the repair budget for the 820 kW Cooper Bessemer Generator from \$75,000 to \$100,000; and

WHEREAS, the Electric Superintendent advises that all repair work has been satisfactorily completed on the project and recommends Council approve payment of Farabee Mechanical Inc.'s invoice in the amount of \$88,290.00, a copy of which is attached as Exhibit ; and

WHEREAS, the City is expecting an additional invoice for the emission reduction air quality testing required by EPA to keep the unit in service.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves payment of Farabee Mechanical Inc.'s invoice in the amount of \$88,290.00, a copy of which 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: November 18, 2013

Monique I. Miller, City Clerk

Farabee Mechanical Inc.

637 Village View Dr.(lower)
 PO Box 1748
 Hickman, NE 68372

Invoice

DATE	INVOICE #
10/30/2013	23071113

BILL TO
Mike Hyland City of Portland, MI 259 Kent Street Portland, MI 48875

SHIP TO
Portland Board of Light & Power 723 E Grand River Portland, MI 48875

P.O. NO.	TERMS	CONTRACT NUMBER
Mike	Net 30	23071113

DESCRIPTION	QTY	RATE	AMOUNT
Block repair		28,450.00	28,450.00
rebuilt Camshaft		3,650.00	3,650.00
rebuilt heads	2	5,495.00	10,990.00
new water header		4,800.00	4,800.00
rebuilt fuel door		8,400.00	8,400.00
labor camshaft		12,000.00	12,000.00
labor & transportation, dismantle, assembly, test run engine - Includes new gaskets used for assembly		20,000.00	20,000.00

Total USD \$88,290.00

**Exhibit
 A**

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-97

A RESOLUTION APPROVING COOK BROTHERS EXCAVATING, INC's 1st AND FINAL PAY REQUEST FOR ELECTRIC UNDERGROUNDING WORK COMPLETED ALONG BARNES ROAD, MAYNARD ROAD, AND FRIEND ROAD

WHEREAS, on April 1, 2013 the City Council approved Resolution 13-25 approving the Board of Light and Power's recommendation to award an estimated \$59,030.40 in electric undergrounding work to Cook Brothers Excavating, Inc. (Cook Bros.) based upon Cook Bros' maintaining the previous year's pricing for similar work, a copy of Resolution 13-25 is attached as Exhibit A; and

WHEREAS, the Electric Superintendent advises that all work has been satisfactorily completed on the project and recommends Council approve payment of Cook Bros' invoice in the amount of \$55,167.60, a copy of which is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves payment of Cook Bros' invoice in the amount of \$55,167.60, a copy of which 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: November 18, 2013

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

Council Member Krause, supported by Mayor Pro-Tem VanSlambrouck, made a motion to adopt the following resolution:

RESOLUTION NO. 13-25

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S
RECOMMENDATION TO ADD ADDITIONAL FOOTAGE TO THE ELECTRIC
UNDERGROUNDING WORK PREVIOUSLY AWARDED TO COOK BROTHERS
EXCAVATING, INC**

WHEREAS, toward the end of October 2012 the power lines that serve the homes on Mulder Drive began to fail; and

WHEREAS, the Electric Superintendent inquired and Cook Brothers Excavating, Inc. agreed to hold their prior year's bid prices for additional work to replace underground electric lines along Mulder Drive that were direct buried (not in conduit) in the 1960s and 1970s; and

WHEREAS, on October 30, 2012 the Board of Light and Power reviewed the proposed scope of work and estimated cost based on last years contract with Cook Brothers Excavating, Inc. and approved a recommendation that the City Council approve the Mulder Drive electric line replacement project and award the excavation work to Cook Brothers for the amounts estimated, for construction in the Fall of 2012; and

WHEREAS, the City Council approved the Board of Light and Power's recommendation and approved the Mulder Drive electric line replacement project and award the excavation work to Cook Brothers for construction in the Fall of 2012; and

WHEREAS, Cook Brothers have not completed the Mulder Drive electric line replacement project and the Board of Light and Power met on March 19, 2013 and reviewed adding additional work and the estimated cost, based on the current contract, which is summarized on the attached Exhibit A, and approved a recommendation that the City Council approve adding additional footage to the Mulder Drive electric line replacement project for the amounts estimated on the attached Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to approve the adding more footage to the Mulder Drive electric line replacement project for the amounts estimated on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

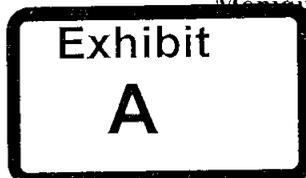
Absent: None

Abstain: None

RESOLUTION DECLARED ADOPTED.

Dated: April 1, 2013

Monique I. Miller, City Clerk



City of Portland
Board of Light & Power
723 E. Gd. River Ave.
Portland, Mi. 48875

March 18th, 2013

Additional work on Barnes/Maynard/Ionia. Cook Bros. is still completing work on Mulder Dr./Barnes Rd. area. Before he leaves the area, I want/need to do some additional work.

3270 lin. 3/4 trench -----	\$ 26,160.00
1300 ft. house services-----	\$ 7,800.00
24 lin 12" conduit under ditch drain-----	\$ 288.00
Remove/dispose brush and stumps (Maynard)-	\$ 660.00
3770 lin. ft. seed and restore-----	\$ 10,556.00
12 gravel drive repairs-----	\$ 1,080.00
2 asphalt drive repairs-----	\$ 1,140.00
80 cu. yds. fill sand-----	\$ 480.00
Traffic control as needed-----	\$ 300.00
4 4in.concrete driveway bores-----	\$ 1,200.00
5 4in. bores under Maynard-----	\$ 2,000.00
Establish right of way-----	\$ 2,000.00
Subtotal-----	\$ 53,664.00
10% Contingency-----	\$ 5,366.40
Total-----	\$ 59,030.40

Exhibit

A

Cook Brothers Excavating, Inc.

7974 Lyons Road
 Portland, MI 48875
 517 647 6255

Phone # 5176476255 DIANE@COOKEXCAVATING.COM
 Fax # 5176477270

Date	Invoice #
10/17/2013	51558

Bill To
CITY OF PORTLAND ELECTRIC DEPT 259 KENT ST PORTLAND, MICHIGAN 48875

P.O. No.	Terms	Project
	NET 15. 1.5% APPLIED TO PAST DUE INVOICES	

Quantity	Description	Rate	Amount
	FRIEND RD		
1	ROAD CROSSING	400.00	400.00
698	LFT. TRENCHING FOR MAIN	8.00	5,584.00
466	LFT. TRENCHING FOR SERVICES	6.00	2,796.00
734	LFT. RESTORATION	2.80	2,055.20
	MAYNARD RD		
1,764	LFT TRENCHING FOR MAIN	8.00	14,112.00
287	LFT. TRENCHING FOR SERVICES	6.00	1,722.00
2,051	LFT. RESTORATION	2.80	5,742.80
	REMOVE AND DISPOSE OF BRUSH AND STUMPS ALONG MAYNARD RD	660.00	660.00
	MISCELLANEOUS REPAIR TO DRAINFIELD ON MAYNARD RD	180.00	180.00
	BARNES RD		
1,482	LFT. TRENCHING FOR MAIN	8.00	11,856.00
2	EA. ROAD CROSSING	400.00	800.00
140	LFT. TRENCHING FOR SERVICE LINES	6.00	840.00
1,622	LFT. RESTORATION	2.80	4,541.60
6	GRAVEL DRIVEWAY CROSSINGS	90.00	540.00
	CONCRETE DRIVEWAY REPLACEMENT AND REMOOVAL	1,168.00	1,168.00

**Exhibit
 B**

THANK YOU !!!

Total

Cook Brothers Excavating, Inc.

Invoice

7974 Lyons Road
 Portland, MI 48875
 517 647 6255

hone # 5176476255 DIANE@COOKEXCAVATING.COM
 ax # 5176477270

Date	Invoice #
10/17/2013	51558

Bill to
CITY OF PORTLAND ELECTRIC DEPT 259 KENT ST PORTLAND, MICHIGAN 48875

P.O. No	Terms	Project
	NET 15. 1.5% APPLIED TO PAST DUE INVOICES	

Quantity	Description	Rate	Amount
1	ASPHALT DRIVEWAY REPAIR	570.00	570.00
	MULDER AND ASSOCIATES	750.00	750.00
	OCTOBER 2, 2013		
	DOZER - CLEAR BRUSH UNDER POWER LINES ALONG EAST SIDE OF MAYNARD RD	400.00	400.00
60	SAND	7.50	450.00
	TAX EXEMPT		
	Tax	6.00%	0.00
THANK YOU !!!		Total	\$55,167.60

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-98

**A RESOLUTION APPROVING MUNICIPAL CODE CORPORATION'S PROPOSAL
TO SUPPLEMENT THE CITY CODE TO KEEP IT UP-TO-DATE**

WHEREAS, in 2008 the City approved codifying its local ordinances and contracted with Municipal Code Corporation to prepare and publish the codification; and

WHEREAS, City staff has requested a quote to update the City Code to include the 32 ordinances that have been adopted since the City Code was published in 2008 ; and

WHEREAS; Municipal Code Corporation has provide an estimate of \$7,231 to update the printed City Code and provide a PDF copy for publication on the City's website, a copy of the estimate is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves Municipal Code Corporation's Proposal to update the printed City Code to include the 32 ordinances and provide a PDF copy for publication on the City's website per the estimate, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk

Tom Dempsey

From: Info <info@municode.com>
Sent: Thursday, November 14, 2013 5:21 PM
To: 'cityclerk@portland-michigan.org'; 'citymanager@portland-michigan.org'
Cc: Steffanie Rasmussen
Subject: Portland, MI #14197 - Code of Ordinances
Attachments: PortlandMI.pdf

Hi Nikki & Tom,

Good afternoon and thanks for calling earlier today, Tom! Per our conversation, I have attached a detailed breakdown of the supplement estimate for you. I have updated the estimate to reflect 15 copies and I replaced the Folio product with a complete PDF of the Code.

If you have additional questions, please feel free to contact me any time!

Thanks and have a wonderful Friday!

Alicia

Please confirm receipt so that we can make sure you have received our information.

Sincerely,

Alicia M. Bywaters

Sales & Marketing Representative

800-262-2633 ext. 1254 | fax 850-575-8852

[Municipal Code Corporation](#) | [MCCInnovations](#) | [Facebook](#) | [Twitter](#)



PORTLAND, MI #14197: SUPPLEMENT NO. 1

<u>Ordinance No.</u>	<u>Pages Affected</u>	<u>Pages Added</u>	<u>Tabular Matter</u>	<u>Color Pages</u>	<u>Notes</u>
Standard Pages	36	-	-	-	Includes: Instruction Sheet; Table of Contents; Checklist of Up-to-date Pages; Supplement History Table; Code Comparative Table & State Law Reference Table
8A	6	-	-	-	Amending Sections 6-1 & 6-3
44A	4	+2	-	-	Amending Chapter 24 by adding Sections 24-1 through 24-29
44B	-	-	-	-	Pages already accounted for
76A	2	+2	-	-	Amending Section 2-100
90J	4	+2	1	-	Amending Section 40-184
90K	4	-	-	-	Amending Section 40-187
101H	-	+4	-	-	Adding Sections 40-215 through 40-222
101I	6	+4	9	-	Amending Sections 40-211; 40-214; 40-215; 40-216; 40-217; 40-218; 40-219; 40-220; 40-221 & 40-222
101J	-	-	-	-	Pages already accounted for
118K	2	+2	-	-	Amending Section 40-48
175T	-	-	-	-	OMIT – amending Zoning Map
175U	-	-	-	-	OMIT – amending Zoning Map
175V	4	+4	-	-	Amending Section 42-341
175W	-	-	-	-	Pages already accounted for
175X	8	+4	-	-	Amending Sections 42-184 & 42-187
175Y	8	+4	5	-	Amending Sections 42-341; 42-408 & 42-186
175Z	4	+6	6	-	Adding Wind Energy Conversion Systems
175AA	6	+4	2	-	Amending Sections 42-6; 42-341; 42-185;
175BB	2	+18	16	4	Adding Division 8, Sections 42-280 through 42-288
175CC	6	+4	-	-	Amending Sections 42-6 & 42-302
175DD	2	+2	-	-	Adding Section 42-317
197	-	+2	-	-	Adopting & Enacting New Code
166A	2	+2	-	-	Amending Section 38-28
194B	2	+2	-	-	Amending Section 28-6
195A	4	+2	-	-	Tax Exemption Ordinance
8B	-	-	-	-	Pages already accounted for
145A	6	+2	-	-	Amending Sections 4-2 & 22-30
146A	-	-	-	-	Pages already accounted for
194C	-	-	-	-	Pages already accounted for
1A	4	+2	-	-	Repealing Section 14-3; Adding Sections 14-6 through 14-15
171B	4	+2	-	-	Amending Chapter 16, Section 1 and Adding Sections 2 through 5 to Chapter 16
180A	2	+4	-	-	Amending Appendix A
Index	84				
Totals	212	+80	39	4	

To codify all ordinances as noted above, we estimate the following:

292 pages at \$23.00 per page = \$6,716.00
 39 graphics/images/tables at \$10.00 each = \$390.00
 4 pages printed in color at \$5.00 per page = \$20.00*
 Updated Media (PDF of entire Code via download) = \$75.00
Shipping 15 copies (estimated) = \$30.00
Total Estimate = \$7,231.00 + tax, if applicable

*Line item for printing 4 pages in color is optional. The graphics will appear in color online and if the City would like to print the graphics in color, an additional fee will apply to the supplement **OR** the graphics can be printed in gray scale at no additional charge to the City – Please let us know if you would like the graphics printed in color or gray scale.

Please note that we cushion the estimates and upon completion of the supplement, we will only invoice for the actual number of pages generated by inclusion of the amendatory ordinances.

As an alternative or in addition to updating the Code, we can post the Code of Ordinances online at www.municode.com. Municode can provide this service free for the first three (3) months and then the charge will be \$550 per annum for our basic Code on Internet Service or \$700 per annum for our premium Code on Internet Service with CodeBank. This fee covers the hosting and maintenance of the online, searchable Code.

If the Code is posted online, the City can take part in our OrdBank OR OrdBank+OrdLink Service. To post ordinances as part of OrdBank, the cost is \$35 per ordinance and to post them as part of OrdBank+OrdLink would be \$60 per ordinance. If you would like additional information regarding our website services, please let us know!

Please keep in mind that the City will still have to supplement the Code in order to keep it up-to-date, the Code on Internet is an added service and the cost is in addition to the supplemental cost.

MUNICODE'S SUPPLEMENT PROCEDURE

Step one: Municode's editorial staff reviews all ordinances that have been sent to us in order to determine:

- Should the ordinance be included?
- Where the ordinance should be placed;
- Does the ordinance conflict with material currently included in the code?
- What material will need to be removed from the existing code;
- What History Notes will need to be added to the text of the code;
- What Tables will need to be updated within the code.

Step Two: The editor then uses a proprietary mark-up language called Gen-Code. This language enables us to create a number of online products including:

- Code on the Internet;
- Hyperlinked Cross References (included with online Code);
- OrdBank – a permanent repository of municipal ordinances that are searchable and hyperlinked to a municipality's History Notes (Optional);
- CodeBank – a permanent collection of a municipality's past codes of ordinances as they existed at a given point in time (Optional);
- OrdLink – a collection of ordinances that have not yet been codified. Each ordinance is hyperlinked to the section of the code that is going to be amended when the next supplement is completed (Optional);
- Mouse-Over Section Popups – allows a user to hover over a given cross reference hyperlink and get a preview of the material that is referenced in a given cross reference (included with online Code).

Step Three: Once the editor has completed the editorial markup, the supplement is sent to our indexing department where all newly added material is indexed and cross referenced as appropriate.

Step Four: Municode's proofreading staff then re-reads each ordinance in order to ensure that the decisions made by the editorial staff were correct. Once this analysis is complete, the proofreader then reads each ordinance, line by line and compares it to the newly added text in order to ensure that all material is correct.

Step Five: Should the editorial and proofreading team find discrepancies in the ordinances, they will coordinate with client in order to ensure that the ordinances are correct and in keeping with the existing Codes.

Step Six: Municode's print team will print, cut, hole-punch and ship the new supplement to the municipality and/or any subscribers outside of the municipality that might want a copy thereof.

Step Seven: Within two days of the job clearing, Municode's information technology team will post the codes online and create any electronic products to include: PDFs and Folio Downloads.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-99

A RESOLUTION APPROVING THE AMBULANCE DEPARTMENT
OFFERING A CPR/AED TRAINING PROGRAM

WHEREAS, approximately 890 people die from coronary heart disease without making it to a hospital or emergency room; and

WHEREAS, most of these deaths occur from a heart attack due to sudden loss of heart function or cardiac arrest; and

WHEREAS, OSHA statistic show that in 2001 and 2002 there were 6,628 workplace fatalities, 1,216 of those were from heart attacks, 354 from electric shock, and 267 from asphyxia. A number of these victims, up to 60%, may have been saved if an AED were immediately available; and

WHEREAS, the Ambulance Director has proposed offering CPR/AED training to local businesses that would include the AED unit as part of the training, a copy of a proposed letter to be sent to business owners is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Ambulance Department offering CPR/AED training to local businesses that would include the AED unit as part of the training and authorizes mailing the letter to business owners, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk



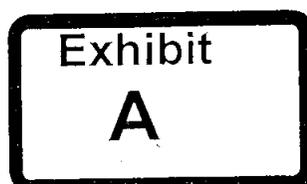
Dear Business Owner,

Earlier this year I took over as Director of Portland Area Ambulance. One of my goals is to increase community awareness sudden heart attacks leading to cardiac arrest. Many people die from heart attacks because people do not recognize the symptoms or know how to respond when it occurs. The chances are quite good that when this occurs in our community, many of you reading this are going to know this person. It may just be a name you know from around town; it may be a friend, a family member, a co-worker or maybe just a customer of your business or organization.

Below are a couple excerpts from OSHA's website and a few stats from the AHA website regarding sudden cardiac arrest:

Approximately 890 deaths from coronary heart disease occur outside of the hospital or emergency room every day. Most of these deaths are due to the sudden loss of heart function or sudden cardiac death in 2001 and 2002, there were 6628 workplace fatalities reported to OSHA; 1216 from heart attack, 354 from electric shock, and 267 from asphyxia. A number of these victims, up to 60 percent, might have been saved if automated external defibrillators (AEDs) were immediately available. Chances of survival from sudden cardiac death diminish by 7 – 10 percent for each minute without immediate CPR or defibrillation. After 10 minutes, resuscitation rarely succeeds. Survival rates in the public sector vary from 0.2% up to 16%. The 0.2% rate is right here in Detroit; Seattle was the highest at 16%. Out of hospital survival rate is 3%-16.3%. You only have minutes before the heart goes into asystole, or what is commonly known as flatline.

Automated external defibrillators (AEDs) are an important lifesaving technology and have a role to play in treating workplace cardiac arrest. Most sudden cardiac deaths occur outside of the hospital. It is estimated that 5 percent or less of victims of sudden cardiac deaths are successfully resuscitated and discharged alive from the hospital. In a study of Public-Access Defibrillation (PAD), communities with volunteers trained in CPR and the use of AEDs had twice as many victims survive compared to communities with volunteers trained only in CPR.



"The City of Portland is an equal opportunity provider and employer."

Portland Area Ambulance is looking to help your business or organization acquire an AED and training in the use of it and CPR. This will include CPR/AED training for your employees and your 1st renewal which is required every 2 years and along with this training you will receive a factory refurbished LifePak 500 Automatic External Defibrillator, a face mask for each employee you sign up and a CPR book for reference and refresher. This AED is programmed with the current American Heart Association standards. Why the LifePak brand? So when our ambulance arrives we can disconnect from your AED and hook up to our monitor. The pads are the same between this AED and what we use on our ambulance monitors. Another important note, it also saves you money. If you use pads that work with our machine, we can hand you a set of new pads free. I will work out a solution for replacing expired patches through us at our cost which will be at a greatly reduced price to you. Our defib pads generally run around \$22.00-24.00/set.

For the CPR/AED training as discussed above and an automatic external defibrillator, we're looking at most businesses and organizations costing no more than \$1,000.00 per organization unless you have a significant number of employees.

Please fill out and return the enclosed form and you will be contacted with an exact price.

While I realize that there are going to be organizations that simply cannot afford this program, please feel free to inquire about CPR instruction as this is just as important as having an AED available. While having both options available is perfect, having adequate CPR initiated is certainly better than having nothing taking place prior to our arrival.

If you have questions or wish to sign up for this potential life saving opportunity, please contact me at (517)647-2935 or via email at philg@portland-michigan.org.

Thank you for taking the time to read and consider this event. Remember, the life you save may be a loved one!

Sincerely,

Phil Gensterblum, Ambulance Director

Portland Area Ambulance Service

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-100

A RESOLUTION RECOGNIZING THE PORTLAND AREA SERVICE GROUP AS A
NONPROFIT ORGANIZATION FOR THE PURPOSE OF OBTAINING A
CHARITABLE GAMING LICENSE

WHEREAS, the Portland Area Service Group has requested that the City Council approve a resolution recognizing them as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license; and

WHEREAS, the Portland Area Service Group is a human services organization that operates as a nonprofit organization within the community, a copy of its Articles of Incorporation, including amendments is attached as Exhibit A;

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

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

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves recognizing the Portland Area Service Group as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license and authorizes the City Clerk to complete and return the form resolution attached Exhibit B.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 18, 2013

Monique I. Miller, City Clerk

(Non-Profit Domestic Corporation)

ARTICLES OF INCORPORATION

OF

PORTLAND AREA SERVICE GROUP, INC.

(Name of Corporation)

These Articles of Incorporation are signed by the incorporators for the purpose of forming a non-profit corporation pursuant to the provisions of Act 327, Public Acts of 1931, as amended, and Act 284, Public Act of 1972, as follows:

ARTICLE I.

The name of the corporation is THE PORTLAND AREA SERVICE GROUP, INC.

ARTICLE II.

The purpose or purposes for which the corporation is organized are as follows:

This corporation shall be organized and operated exclusively for charitable purposes through its services to the senior citizens, handicapped, shut-ins, low income families, minorities, needy families and youth in the Portland, Michigan area. In the furtherance of and not in limitation of the foregoing to provide financial assistance, health services, transportation, home services, social services, recreation and education to those served. This corporation may engage in any activity, in the furtherance of its purpose, that is within the purposes for which corporations may be organized under Act 327, Public Acts of 1931, as amended and Act 284, Public Acts of 1972.

No person shall be denied membership in or services from this organization because of age, race, color, sex or national origin.

This Corporation shall not, as a substantial part of its activity, carry on propaganda or otherwise attempt to influence legislation. Further the corporation shall not allow any part of its net income inure to the benefit of any member.

ARTICLE III.

Said corporation is organized upon a non-stock basis.

(Stock share or non-stock)

(If upon a stock-share basis fill in the following)

The total number of shares of stock which the corporation shall have authority to issue is _____ of the par value of \$ _____ per share.

A statement of all or any of the designations and the powers, preferences and rights, and the qualifications, limitations or restrictions thereof is as follows: _____

**Exhibit
A**

MICHIGAN DEPARTMENT OF COMMERCE—CORPORATION AND SECURITIES BUREAU

<p>FILED</p> <p>Michigan Department of Commerce</p> <p>OCT 14 1980</p> <p><i>Miss. M. K. Lakin</i> DIRECTOR</p>	<p>Date Received</p> <p>OCT - 2 1980</p>
<p>CORPORATION NUMBER</p> <p style="font-size: 1.2em;">834-082</p>	

CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION
(For Use by Domestic Non-Stock Corporations only)

(See Instructions on Reverse Side)

The undersigned corporation executes the following Certificate of Amendment to its Articles of Incorporation pursuant to the provisions of Section 122, Act 327, Public Acts of 1931, as amended:

1. The name of the corporation is THE PORTLAND AREA SERVICE GROUP, INC.

2. The address of its registered office is:
144-146 Kent Street Portland, Michigan 48875
(No. and Street) (Town or City) (Zip Code)

3. The following amendment to the Articles of Incorporation was adopted by the members of the corporation in accordance with Subsection (2) of Section 122, Act 327, Public Acts of 1931, as amended, on the 15th day of August, 1980:

4. Resolved, that Article II of the Articles of Incorporation be amended to read as follows: (Any article being amended is required to be set forth in its entirety.)

ARTICLE II.

This Corporation shall be organized and operated for charitable purposes, as described in Section 501(c)(3) of the Internal Revenue Code, through its services to the senior citizens, handicapped, shut-ins, low income families, minorities, needy families and youth in the Portland, Michigan area. In the furtherance of and not in limitation of, the foregoing to provide financial assistance, health services, transportation, home services, social services, recreation and education to those served. This Corporation may engage in any activity, in the furtherance of its purpose, that is within the purposes for which corporations may be organized under Act 327, Public Acts of 1931, as amended, and Act 284, Public Acts of 1972.

No person shall be denied membership in or services from this organization because of age, race, color, sex or national origin.

This Corporation shall not, as a substantial part of its activity, carry on propaganda or otherwise attempt to influence legislation. Further, the Corporation shall not allow any part of its net income to inure to the benefit of any member.

5. The necessary number of members as required by statute were voted in favor of the amendment.
(Refer to part 2 of Information and Instructions appearing on the reverse side of this certificate.)

Signed this 19th day of September, 1980

MAKE REMITTANCE PAYABLE TO:
"STATE OF MICHIGAN"
FILING FEE: \$10.00

By *Harold O. Lakin*, Vice President
(Signature of President, Vice-President, Chairman or Vice-Chairperson)
 Harold O. Lakin, President

(Type or Print Name and Title)

fh



QUALIFICATION INFORMATION

The organization must complete this form and submit with the qualification documents. If this form does not accompany the qualification documents, documents will be returned to contact person. This will delay processing. Any misrepresentation is grounds for denial.

Please check the appropriate box(es) for the license you wish to obtain. <input type="checkbox"/> Millionaire Party <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Charity Game Ticket				Application(s) and fee(s) enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1. Name of Organization					
2. Doing Business As (DBA) (if applicable)				3. US Federal Employer Identification Number	
4. Organization Physical Address					
City		State	Zip	County	
5. Organization Mailing Address <input type="checkbox"/> Same as Physical Address					
City		State	Zip	County	
6. Telephone Number		7. Fax Number		8. Date Organization Established	
9. Briefly describe the purpose of the organization					
10. Name of Authorized Contact Person			11. Authorized contact person's position or role with organization		
12. Mailing Address					
City		State	Zip	County	
13. Email Address		14. Telephone Number		15. Fax Number	
The undersigned hereby certifies that the representations, information and data, presented are true, accurate and complete to the best of the undersigned's knowledge. <i>The undersigned understands that failure to answer truthfully, completely and accurately could preclude the organization from receiving an approval to obtain a gaming license.</i>					
Authorized Contact Signature				Date	
Print Name and Title					

PLEASE READ CAREFULLY

If you are qualifying for a millionaire party license, mail this completed form and the required qualification documentation to Michigan Gaming Control Board, PO Box 30786, Lansing, MI 48909.

If you are qualifying for a raffle, bingo, or charity game ticket license, mail this completed form and the required qualification documentation to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909.

If you are qualifying for a millionaire party **AND** raffle, bingo, or charity game license, you must submit copies of this form and all qualification documents.





LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

Please allow at least 8 weeks for the qualification process.

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

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c)

OR

copies of one bank statement per year for the previous five years, excluding the current year.

4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert:
 - A. If exempt under 501(c)3, to another 501(c)3 organization.
 - B. If not exempt under 501(c)3, to the local government.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

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

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



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

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

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

called to order by _____ on _____
DATE

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

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, November 4, 2013

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Calley, Fabiano and Krause; City Manager Dempsey; City Clerk Miller; Police Chief Knobelsdorf, DDA/Main Street Director Reagan; Wastewater Superintendent Doug Sherman

Guests: Kathy Parsons; Boy Scout Troop 129 and Troop Leader Pam Nicholson; Nicole Sunstrum, Candidate for City Council; Paul Galdes of Fleis & VandenBrink Engineering; Sean McHugh of Granger Container; Representative Mike Callton; Tom Thelen of the Review & Observer

The meeting was called to order at 7:00 P.M. by Mayor Barnes with the Pledge of Allegiance led by Boy Scout Troop 129.

Motion by VanSlambrouck, supported by Krause, to approve the Proposed Agenda as presented.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Dempsey presented information on the action items for consideration on the Agenda.

City Manager Dempsey stated that Consumers Energy has completed the gas line replacement on Smith St. and is now working on the restoration of those areas where work was done. Consumers Energy is also planning to complete work in the 100 block of Kent St. This work will likely take place over this upcoming weekend.

The Portland Area Fire Authority has requested permission to hold aerial ladder truck training in the Downtown on Sunday morning in coordination with Delta Township.

An Open House was held Wednesday, October 30th for residents affected by the planned street reconstruction project on Storz St., Knox and Barley Aves. Five residents attended the meeting and two others contacted City Manager Dempsey prior to the meeting. The Engineers and the City have worked to address the concerns of the residents in the final plans.

City Manager Dempsey reminded everyone that the City Council Election will be held tomorrow, Tuesday, November 5th on the 2nd Floor of City Hall. Polls will be open from 7:00 A.M. to 8:00 P.M.

Under Presentations, DDA/Main Street Director Reagan gave a report on Downtown activities.

Director Reagan thanked the 52 participants, the sponsors, and the community volunteers of the Big Beer 5K Run for taking part in the event.

The Organization and Finance Committee is hosting a trip raffle as a fundraiser in place of Oktoberfest. The raffle is for \$4,000 in travel vouchers from Stiffler Travel and Tours in Mulliken. Only 100 tickets will be sold; each ticket will cost \$100. The drawing for these tickets will be held in conjunction with the annual Holidayfest on Saturday, November 23rd immediately following the Holidayfest parade, in Scout Park.

The 2013 Holidayfest on the Grand will be held on Friday, November 22nd and Saturday, November 23rd. Portland Main Street and the Portland Community Arts Council will be hosting activities such as horse carriage rides, a snowball drop, a downtown Window Decorating Contest, and the annual “Light Parade”. New this year, Portland Main Street will be partnering with the Portland Area Service Group (PASG) to host a “pancake brunch” at the Portland Area Service Group.

Director Reagan also welcomed two new businesses to the downtown. “Unique Streak” which is located in the Kramer Building at 212 Kent Street is a web and design firm specializing in brand development and social media strategy. “Laura Huggler and Associates” is also located in the Kramer Building at 212 Kent Street. It provides organizational consulting for working professionals to help them reach both short and long-term strategic goals.

The First Congregational Church had to remove their historic steeple and bell due to deterioration earlier this year. In order to help finance the restoration of the steeple and bell, the church is hosting a fundraiser called “How Much Does the Bell Weigh?” For \$5, participants can make a “guesstimate” as to how much the bell weighs. The winner will be announced on Wednesday, November 13th at the Congregational Church at 7:00 P.M.

Mayor Pro-Tem VanSlambrouck commented that the Main Street Board Retreat to set goals for the next year was held over the weekend. It was a great workshop.

Paul Galdes of Fleis & VandenBrink presented information and details on the Storm Water, Asset Management, and Wastewater (SAW) Grant opportunity offered by MDEQ for stormwater and wastewater asset management. The State is planning to release \$97 million in funding for SAW Grants.

Council Member Krause asked if the fact that Portland has two rivers plays into the decision of whether or not Portland will receive funding.

Mr. Galdes stated this granting process is setup has a “lottery” system so the rivers will not be a consideration.

Council Member Krause asked what asset would be gained through the receipt of this grant.

Mr. Galdes stated the planned asset management plan is a very valuable asset and would allow the City to be prepared for any eventual problems by allowing for the evaluation of the storm water and wastewater systems based on a spreadsheet format much the same as the City’s street system is evaluated.

Under New Business, the Council considered Resolution 13-85 electing to comply with the provisions of Public Act 152 of 2011 by exercising the City's right to exempt itself from the requirements of the Act for the next succeeding year. The City Council previously approved a plan by Resolution 12-73 that increases employee premium sharing for health insurance coverage from 14% to 17% for health insurance coverage after June 30, 2014, and from 17% to 20% for health insurance coverage after June 30, 2015. Until the employees' contributions are at 20% the Council will need to pass a resolution exempting it from the requirements of PA 152 so the City will continue to qualify for 1/3 of the EVIP funds available to it.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 13-85 electing to comply with the provisions of Public Act 152 of 2011 by exercising the City's right to exempt itself from the requirements of the Act for the next succeeding year.

Yeas: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 13-86 to amend the Budget for Fiscal Year 2013-2014 to transfer funds from the Ambulance Fund to the Motor Pool Fund in anticipation of paying off the lease purchase of the ambulance purchased in 2008.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 13-86 to amend the Budget for Fiscal Year 2013-2014.

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 13-87 to approve the payoff of the Ambulance Lease Purchase Agreement for the ambulance purchased in 2008. This early payoff will save the City \$478.06 in interest costs.

Motion by VanSlambrouck, supported by Fabiano, to approve Resolution 13-87 approving payoff of an Ambulance Lease Purchase Agreement.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 13-88 to approve a schedule of fines for traffic and parking violations in the City of Portland.

Mrs. Nicholson inquired as to where the parking violations would apply and what happens if a person can't afford to pay the parking violation.

Mayor Barnes stated these fines would apply to all parking violations in the City of Portland. City Manager Dempsey stated there is no poverty exemption. The Police Department incurs costs associated with issuing parking tickets and collecting the fines.

Council Member Calley stated his belief that it is a reasonable fee for administration costs but cautioned the City not to use parking violations as a revenue source.

City Manager Dempsey stated the goal of the City is to get compliance from City residents during the winter parking ban to get cars off the streets for snow removal. The first two weeks the ban is in place the Police Department issues warnings to violators. There is not strict enforcement in order to boost revenues.

Council Member Krause stated there are safety concerns with ensuring cars are removed from streets in the winter.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 13-88 approving a schedule of fines for traffic and parking violations.

Yeas: Krause, VanSlambrouck, Calley, Barnes

Nays: Fabiano

Adopted

The Council considered Resolution 13-90 to ratify the submission of a grant application that was due October 31st for radar speed signs through State Farm Insurance.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 13-90 ratifying submission of a grant application for radar speed signs.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 13-89 to authorize the Mayor and Clerk to sign Amendment No. 3 to the Refuse Collection Agreement. This amendment would extend the term of the contract until January 31, 2017, include rates paid for dumpster service at City buildings, allow an increase in rates of 3% or CPI, whichever is less, for each year of the contract, keep existing container rates in place for the recycling station and spring clean-up through January 31, 2017, provide for an option to extend the agreement an additional 2 years through January 31, 2019, and add a 90-day notification of intent to not renew to provide the parties with the opportunity to make alternate arrangements.

Council Member Krause inquired what possible solutions for waste disposal in Downtown Portland were discussed.

City Manager Dempsey noted the option of an 8-yard container that would be collected several times per week in the Downtown was discussed but would cost \$175 per month. It is less expensive for residents to have a cart at their door. Other options are still being considered but remain very expensive at this time.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 13-89 authorizing the Mayor and Clerk to sign Amendment No. 3 to the Refuse Collection Agreement.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 13-91 to approve extending the time for City Council Members to take the Oath of Office until the City Council meeting following the City Council Election to avoid qualification issues on City Boards and Commissions.

Motion by VanSlambrouck, supported by Fabiano, to approve Resolution 13-91 approving extending the time for City Council members to take the Oath of Office until the City Council meeting following the election.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on October 21, 2013, payment of invoices in the amount of \$46,831.53 and payroll in the amount of \$112,809.90 for a total of \$159,641.43. There were no purchase orders over \$5,000.

Yeas: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Adopted

Under Public Comment, Representative Mike Callton gave a synopsis of bills he has been involved with. He has been working on greater penalties for criminals using card scanners, protecting minors from identity theft, no-fault reforms, bridge cards reforms to restrict use at strip clubs and liquor stores, bed bug problems with the purchase of used mattresses, foreclosure issues, and liquor licensing specifically addressing the needs of the microbrewing industry.

Mayor Pro-Tem VanSlambrouck congratulated Representative Callton on being a panelist with Mr. Tim Skubick and handling the questioning very well.

Council Member Calley congratulated Representative Callton on being named Chiropractor of the Year.

Mayor Barnes inquired if Representative Callton had been involved with changes to the marijuana laws.

Representative Callton stated they are trying to create a situation where a dispensary has further controls over it in order to keep felons out.

Under Council Comment, Mayor Pro-Tem VanSlambrouck and Mayor Barnes thanked Council Members Calley and Fabiano for serving the past 4 years on the City Council. Their insight has been helpful.

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

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

City of Portland
Synopsis of the Minutes of the November 4, 2013 City Council Meeting

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 Calley, Fabiano and Krause; City Manager Dempsey; City Clerk Miller; Police Chief Knobelsdorf, DDA/Main Street Director Reagan; Wastewater Superintendent Doug Sherman

Presentation - DDA/Main Street Director Reagan gave a report on Downtown activities.

Presentation - Paul Galdes of Fleis & VandenBrink presented information and details on the SAW Grant opportunity offered by MDEQ for storm water and wastewater asset management.

Second Reading and Approval of Ordinance 180A granting to Consumers Energy Company, its **Approval of Resolution 13-85** electing to comply with the provisions of Public Act 152 of 2011 by exercising the City's right to exempt itself from the requirements of the Act for the next succeeding year.

All in favor. Approved.

Approval of Resolution 13-86 to amend the Budget for Fiscal Year 2013-2014.

All in favor. Approved.

Approval of Resolution 13-87 approving payoff of an Ambulance Lease Purchase Agreement.

All in favor. Approved.

Approval of Resolution 13-88 approving a schedule of fines for traffic and parking violations.

Four in favor. One opposed. Approved.

Approval of Resolution 13-90 ratifying submission of a grant application for radar speed signs.

All in favor. Approved.

Approval of Resolution 13-89 authorizing the Mayor and Clerk to sign Amendment No. 3 to the Refuse Collection Agreement.

All in favor. Approved.

Approval of Resolution 13-91 approving extending the time for City Council members to take the Oath of Office until the City Council meeting following the election.

All in favor. Approved.

Approval of the Consent Agenda - Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda.

All in favor. Approved.

Public Comment - Representative Mike Callton gave a synopsis of bills he has been involved with.

Adjournment – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 8:13 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PNC EQUIPMENT FINANCE	01950	AMBULANCE LEASE PAYOFF-MTR POOL	51,008.50
IONIA COUNTY PROSECUTOR'S OFFICE	MISC	FORFEITURE FEE FOR SETTLEMENT-POLICE	80.00
BUSINESS CARD	02075	MERS CONF & TROPHY BIG BEER RUN-GEN,ECON DEV	784.70
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	13,188.01
INTERSTATE BILLING SVC	00202	RENTAL FOR BLACKTOP - MAJ STS	250.00
BADER & SONS CO.	00031	RENTAL FEE FOR GRASS SEEDER-CEMETERY,PARKS	125.00
BARYAMES CLEANERS INC	01692	DRY CLEANING UNIFORMS - POLICE	44.85
BASIC	01983	QUARTERLY FEE FOR HRS ADMIN - GENERAL	283.50
BOUND TREE MEDICAL LLC.	01543	ADULT DEFIB PADS/CPR MAKES - POLICE,WTR	128.04
B&W AUTO SUPPLY, INC.	00030	SUPPLIES, PARTS - ELECTRIC,WTR,MTR POOL	1,104.96
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	743.25
CHROUCH COMMUNICATION, INC.	00082	RADIO MAINT CONTRACTS - POLICE	115.30
CHROUCH COMMUNICATION, INC.	00082	RADIO MAINT - ELECTRIC	78.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	19.08
DUANE CROSS	00642	SWREWDRIWER & LIGHT - MOTOR POOL	299.50
FAMILY FARM & HOME	01972	CANVAS TARP - MAJ STS	77.24
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES - GENERAL	418.01
GRAINGER, INC.	00172	UPDATE LOCKOUT/TAGOUT STATION-MTR POOL	211.75
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	819.80
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	148.40
HAMMERSMITH EQUIPMENT COMPANY	00183	DIAMOND BLADES - MAJ ST,WTR,ELECTRIC	260.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	114.83
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SVC-WATER	465.00
KEUSCH SUPER SERVICE	00228	TRAILER TIRES - MOTOR POOL	178.00
KEUSCH SUPER SERVICE	00228	TRAILER TIRES - MTR POOL	198.00
LYONS TOWNSHIP	00247	REIMB AMB RUNS - AMBULANCE	179.37
MRPA	01481	CONFERENCE DELEGATGE MRPA-PARKS	345.00
MENARDS	00260	HOLIDAY LIGHTS- ECON DEV	185.91
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	3,248.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	VERTICAL RESETTER - WATER	428.30
MUNICIPAL SUPPLY CO.	00324	ADA DETECTOR PLATE - COMM PROMO	591.00
NORTH CENTRAL LABORATORIES	00959	LAB CHEMICALS & SUPPLIES - WASTE WATER	448.90
OLD DOMINION BRUSH	00341	BLOWER FAN LINERS - MOTOR POOL	2,936.57
OLD DOMINION BRUSH	00341	LOCKING COLLAR - MOTOR POOL	190.83
CITY OF PORTLAND-POLICE PETTY CASH00701		MILEAGE REIMB, LOCKS - POLICE	95.98
RESCO	00392	ASSEMBLY TOOL - ELECTRIC	458.16
RIETH-RILEY CONSTRUCTION CO.	00395	COLD BLACKTOP - MAJ STS, LOC STS	208.05
SEBEWA TOWNSHIP	01125	REIMB AMB RUNS - AMBULANCE	267.66
STATE OF MICHIGAN	00428	RADIO SUBSCRIPTION FEE- POLICE, COMM PROMO	900.00
STATE OF MICHIGAN	00428	PUBLIC WATER SUPPLY ANNUAL FEE- WATER	1,224.94
WESTPHALIA TOWNSHIP	00481	REIMBURSE FOR AMB RUNS- AMBULANCE	50.00
UPS	MISC	POSTAGE - ELECTRIC	28.94
UPS	MISC	POSTAGE - MTR POOL	89.80
USA BLUEBOOK	01850	FLY TRAP & FLUID- WASTE WTR	159.48
USA BLUEBOOK	01850	REPLACEMENT WINDSOCK- WASTE WTR	81.71
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR- ELECTRIC	225.00
VERIZON WIRELESS	00470	PHONE SVC-CTY MGR, CEM, PRK, ELEC, AMB	360.55
ADRIAN HASKIN	MISC	REIMB FOR OVERPAYMENT AMB BILL-AMBULANCE	867.84
KATHY BURNS	01964	ELECTION WAGES - ELECTION	108.68
MARY BECKHOLD	01113	ELECTION WAGES - ELECTION	108.68
NOREEN LOGEL	01105	ELECTION WAGES - ELECTION	134.73
GENEVIEVE LEHMAN	00502	ELECTION WAGES - ELECTION	108.68
CAROL MCLANE	01966	ELECTION WAGES - ELECTIONS	108.68
YVONNE M. MILLER	00037	ELECTION WAGES - ELECTION	134.73
KAY PARKHOUSE	01965	ELECTION WAGES - ELECTION	108.68
JAYNE HUHN	00501	ELECTION WAGES - ELECTIONS	108.68
LINDA SMITH	00513	ELECTION WAGES - ELECTION	108.68
KATHLEEN POHL	01819	ELECTION WAGES - ELECTIONS	108.68

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELECTRIC	34.63
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	1,196.42
MUNICIPAL SUPPLY CO.	00324	SDR 35 PIPE - ELECTRIC	292.60
KENDALL ELECTRIC	00225	GROUND WIRE FOR HYDRO SUB - ELECTRIC	152.00
MENARDS	00260	PLYWOOD & DRILL PRESS - ELECTRIC	281.95
LITE'S PLUS	00243	LAMPS - COMM PROMO	185.55
S&K TROPHIES AND PLAQUES	00401	COUNCIL PLAQUES - COUNCIL	60.00
AMY WIEBER	02142	GYMNASTICS INSTRUCTORS- RECREATION	305.00
AMBER WIEBER	02143	GYMNASTICS INSTRUCTOR - RECREATION	305.00
AMANDA SIMON	02188	GYMNASTICS INSTRUCTOR - RECREATION	250.00
SYDNEY BARTLETT	02232	GYMNASTICS INSTRUCTOR - RECREATION	70.00
HEATHER GOODENOUGH	01186	GYMNASTICS INSTRUCTOR - RECREATION	1,328.00
FP MAILING SOLUTIONS	01758	POSTAGE RESET - GENERAL	12.00
WINZER CORPORATION	01686	WASHERS, WIRE TIES -MTR POOL	78.10
WINZER CORPORATION	01686	PAINTS - MTR POOL	88.74
CAPITAL CITY INT'L TRUCKS	00068	PIPE CLAMP - MOTOR POOL	375.59
SCHAFFER PETROLEUM, INC.	00405	DIESEL FUEL - MTR POOL	498.98
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES, PAPER, CALCULATOR-VARIOUS DEPTS	567.25
WEX BANK	02181	MOTOR FUEL & OIL - ELECTRIC, MOTOR POOL	6,403.58
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,880.59
AT&T	00686	TELEPHONE SVC - WASTE WTR	186.38
AT&T	00686	TELEPHONE SVC - WASTE WTR	53.64
CENTURYLINK	01567	TELEPHONE SVC - VARIOUS DEPTS	19.53
PORTLAND PUBLIC SCHOOLS	00370	ENERGY OPTZ PROGRAM-ELECTRIC	1,152.00
ADM ALLIANCE NUTRITION	MISC	ENERGY OPTZ - ELECTRIC	650.00
PORTLAND PUBLIC SCHOOLS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	152.50
PCMI WEST	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	1,557.00
PORTLAND UNITED METHODIST CHURCH	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	540.00
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - GENERAL, POLICE	50.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
WINTERS GORMAN PLLC	02072	LEGAL SERVICES NOVEMBER - POLICE	800.00
RESCO	00392	ELBOWS - ELECTRIC	1,177.05
MICHIGAN MUNICIPAL LEAGUE	00285	CDL CONSORTIUM DRIVERS FEE-VAR DEPTS	980.00
MHR BILLING	01780	OCTOBER BILL SERVICE - AMBULANCE	1,062.00
MECA	MISC	CONFINED SPACE TRAINING - CEM, ELEC, WTR, WW, MP	750.00
FLEIS & VANDENBRINK	00153	WATER SAMPLING/AST CLEAN UP - ELECTRIC	1,805.88
FIRST ADVANTAGE LNS OCC. HEATH SOL	01915	CLINIC COLLECTION - MTR POOL	33.90
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	413.91
FARABEE MECHANICAL, INC.	00148	BLOCK REPAIR/NEW GASKETS - ELECTRIC	88,290.00
COOK BROS EXCAVATING	00101	JOINT PROJECTS/FRIEND/BARNES/MAYNARD RD-ELECTR	55,167.60
GRAND LEDGE FORD LINCOLN	MISC	FUEL TANK FILL TUBE- MOTOR POOL	185.53
CHEEKY MONKEYS	01782	COFFEE/SNACKS FOR ELECTION - ELECTIONS	65.00
RESCO	00392	PARKING STANDS - ELECTRIC	480.20
POWER LINE SUPPLY COMPANY	00389	BOX PAD SWITCHGEAR - ELECTRIC	1,073.65
JON M. HYLAND	00196	LICENSE REIMB - ELECTRIC	60.00
AECOM TECHNICAL SERVICES	01810	DAM MANAGEMENT PLANS - ELECTRIC	112.50
BOUND TREE MEDICAL LLC.	01543	AMBULANCE SUPPLIES - AMBULANCE	386.34
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	7,266.31
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	445.20
ELHORN ENGINEERING	00139	REBUILD CHEMICAL PUMP - WATER	204.72
LANSING UNIFORM COMPANY	00962	BOOTS & HAT - AMBULANCE	169.00
MRPA	01481	CONFERENCE REGISTRATION-PARKS	355.00
SPRINT	00859	CELL PHONE - POLICE	120.54
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	799.08
CITY OF PORTLAND	00701	POSTAGE, MILEAGE REIMB - VARIOUS DEPTS	965.19
MICHIGAN LOCAL GOVT MGMT ASSN	00279	MEMBERSHIP DUES - CITY MANAGER	110.00
Total:			268,860.24


BI-WEEKLY
WAGE REPORT
 November 11, 2013

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	10,091.76	88,755.91	6,769.33	44,518.97	133,274.88
ASSESSOR	1,143.36	12,534.34	361.02	3,813.54	16,347.88
CEMETERY	2,369.50	35,182.74	1,117.26	11,566.24	46,748.98
POLICE	13,009.74	130,001.80	6,597.09	42,358.11	172,359.91
CODE ENFORCEMENT	570.03	5,941.77	195.76	1,924.37	7,866.14
PARKS	1,449.35	28,452.53	705.80	6,103.01	34,555.54
INCOME TAX	1,436.11	14,194.43	1,393.05	9,026.35	23,220.78
MAJOR STREETS	2,875.99	25,439.40	3,033.80	17,147.65	42,587.05
LOCAL STREETS	1,630.56	16,625.48	1,705.10	10,916.50	27,541.98
RECREATION	1,964.80	19,612.99	1,206.77	8,881.27	28,494.26
AMBULANCE	6,722.55	97,049.26	1,841.80	19,703.76	116,753.02
DDA	1,614.95	16,122.15	582.87	5,216.29	21,338.44
ELECTRIC	15,669.29	165,833.42	11,259.98	83,990.42	249,823.84
WASTEWATER	8,659.32	81,455.27	6,154.43	42,306.67	123,761.94
WATER	4,994.23	51,230.49	3,067.08	25,235.10	76,465.59
MOTOR POOL	2,286.07	23,409.57	2,458.46	14,960.02	38,369.59
TOTALS:	76,487.61	811,841.55	48,449.60	347,668.27	1,159,509.82

BI-WEEKLY CASH BALANCE ANALYSIS
11/18/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	822,027.68	91,576.38	59,932.85		5,265.00	848,406.21	235,000.00	1,083,406.21
INCOME TAX	4,603.31		4,820.71	10,000.00		9,782.60	10,000.00	19,782.60
MAJOR STREETS	222,664.84	17,909.51	6,436.03		3,615.00	230,523.32	-	230,523.32
LOCAL STREETS	68,854.40	6,558.61	3,534.65		3,246.00	68,632.36	-	68,632.36
RECREATION	2,665.12	9,700.00	5,485.73			6,879.39	-	6,879.39
AMBULANCE	207,566.65	34,859.71	13,186.25		55,176.00	174,064.11	-	174,064.11
CAPITAL IMPROVEMENT-STREETS	1,384,323.00					1,384,323.00		1,384,323.00
REFUSE COLLECTION	24,715.35	2,574.04	8,286.11			19,003.28	-	19,003.28
ELECTRIC	277,298.21	141,653.48	251,299.77		383.00	167,268.92	565,000.00	732,268.92
WASTEWATER	39,663.33	30,477.38	37,735.86		2,942.00	29,462.85	-	29,462.85
WATER	533,054.29	21,845.57	12,510.03		2,584.00	539,805.83	420,000.00	959,805.83
MOTOR POOL	2,841.44	74.76	68,394.36	73,211.00		7,732.84	-	7,732.84
DDA	49,821.02	51,467.72	25,706.37			75,582.37	-	75,582.37
TOTALS:	3,640,098.64	408,697.16	497,328.72	83,211.00	73,211.00	3,561,467.08	1,230,000.00	4,791,467.08
							365,000.00	365,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							456,431.26	456,431.26
							290,264.11	290,264.11
							197,082.71	197,082.71
							69,146.18	69,146.18
							56,331.96	56,331.96
							2,964,256.22	6,525,723.30

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

ELECTRIC-RESTRICTED CASH
CUSTOMER DEPOSIT CD
PERPETUAL CARE CD
INCOME TAX SAVINGS
ELECTRIC-PRIN & INT ESCROW
WASTEWATER-DEBT ESCROW
WASTEWATER-REPAIR ESCROW
DDA-PRIN/INT ESCROW

**City Council Election
November 5, 2013**

	Precinct #1	Precinct #2	Total	% of vote	Term
Fitzsimmons, Patrick	72	123	195	7.40%	4-year Term
Grapentien, Brian	73	102	175	6.64%	
Krause, Stacy	79	122	201	7.63%	4-year Term
Sunstrum, Nicole	65	117	182	6.91%	2-year Term

291 Voters

2707 Registered Voters

10.7% Voter Turnout



CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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Please print your responses

Date: 9/15/13

Name: Joshua Hinds

Address: 908 Brush S.E. Portland

Telephone No. (517) 303-5620

E-mail address: jhinds2002@yahoo.com

Employer: Community Mental Health

Telephone No. (517) 346-9569

How long have you lived in the City of Portland? 7 1/2 years

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

Board of Review

Building Board of Appeals

District Library Board

Downtown Development Authority

Economic Development Corporation Board

Light and Power Board

Parks & Recreation Board

Planning Commission

Portland Area Municipal Authority

Tree Management Commission

Zoning Board of Appeals

Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education Please see resume.

Joshua D. Hinds

908 Brush Street ♦ Portland, MI 48875 ♦ (517)303-5620 ♦ jhinds2002@yahoo.com

- ♦ Driven medical professional with creative ideas and a passion for quality patient care and advocacy.♦

Education

Commission for Case Manager Certification
Studying for Board Certified Case Manager Exam

Mount Laurel, NJ
Exam Date April, 2014

Davenport University
Bachelor of Science, Medical Case Management
Dean's List recipient 2012, 2013

Lansing, MI
March, 2013

Work Experience

The National Society of Leadership and Success
Former Advisor Board (FAB)

Hoboken, NJ
2013-present

- ♦ Mentoring interns to be upcoming leaders.
- ♦ Assist interns to discover and achieve their goals.
- ♦ Evaluates organizational needs and recommends solutions.

Community Mental Health Authority
Residential Technician

Lansing, MI
2006-present

- ♦ Assist in daily living skills and create successful treatment environments for developmentally disabled residents.
- ♦ Train and assist residents with daily care skills, teaching independent living skills, helping residents establish interpersonal relationships and integrate in to the community.
- ♦ Navigated clients with Eligibility Specialists in Medicare/Medicaid requests, social security request and government assistance programs.
- ♦ Prepare and maintain medical records of resident's progress and services performed, reporting changes in conditions to manager and clinical staff.
- ♦ Manage facility budgets and residents finances for personal and business expenses.
- ♦ Assisted with the development of two new program sites.
- ♦ Experienced in utilizing available department and community services and resources.
- ♦ Liaison to the consumer by promoting of department policies and advocates on behalf of the consumer.

Valley Residential

St. Charles, MI

Direct Support Professional/Shift Leader/Assistant Manager

1999-2006

- ♦ Performed Assistant Manager duties for a group home for six developmentally disabled residents.
- ♦ Completed payroll, purchasing, resident fund management, hiring, training and staff scheduling.
- ♦ Planned resident's activities, assisted residents with goals and objectives.
- ♦ Charted, monitored and updated medication sheets.

Internship

Mid-Michigan Guardianship Services Inc.

Lansing, MI

Social Work Intern

January 2013-March 2013

- ♦ Worked with Medicaid and Medicare provider claims.
- ♦ Assisted clients with new Medicare/Medicaid card requests, social security cards.
- ♦ Conducted property assessments and cataloged all new residents' belongings.
- ♦ Performed Intermediate Education Programs (IEP) and Personal Center Planning (PCP).
- ♦ Trained intern that replaced me upon completion of my internship.

Community and Professional Affiliations

Former/ Founding Chapter President of the National Society of Leadership and Success , National Engaged Leader Award, Platinum Level Volunteer Award, Outstanding Leadership Award, Outstanding Student Award,

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Please print your responses

Date: November 7, 2013

Name: Sara Roberts

Address: 8940 Briarwood Dr

Telephone No. 517 455 4404

E-mail address Sara-m-v.roberts@gmail.com

Employer Stay at home mom

Telephone No. _____

How long have you lived in the City of Portland? 4 years (August 2009)

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

Board of Review

3 Building Board of Appeals

District Library Board

Downtown Development Authority

1 Economic Development Corporation Board

Light and Power Board

Parks & Recreation Board

Planning Commission

Portland Area Municipal Authority

2 Tree Management Commission

Zoning Board of Appeals

Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate?

Yes

College, University, or other school. State name and degree, certificate, etc., earned.

Michigan State University, East Lansing B.A. Sociology
University of Wisconsin-Madison Madison, WI MBA

Professional and work experience

see attached resume

Community activities, interests, and service

Volunteer - marketing committee, RAVE - 1/11/11
Volunteer - Oakwood Elementary

References (optional) Please provide name, address, and telephone number.

Sara Roberts, M.B.A.
8940 Briarwood Dr. • Portland, MI 48875
517.455.4464 • sara.m.v.roberts@gmail.com

EXPERIENCE

- 2009 – Present **Relief After Violent Encounter-Ionia/Montcalm, Inc.** **Ionia, MI**
Marketing Volunteer
- Produce and publish press releases detailing newsworthy events.
 - Procure donations for silent auction events.
 - Assist in marketing and coordination of events.
 - Prepare and organize mailings and marketing materials for awareness and community engagement.
- 2007 – 2009 **Fiskars Brands** **Madison, WI**
Product Manager
- Managed \$7M craft tools category for Fiskars Brands.
 - Lead cross-functional team in new product development, launching over 40 new products including new to market products, line extensions and private label items.
 - Re-focused product line on the consumers' needs by initiating 5 distinct consumer research projects and implementing feedback into product line.
 - Developed full line plan for three product categories. Line Plans require full categorical **analysis of sales figures** and performance, trends, consumer feedback, competitive insights and **sourcing/supply chain** issues. Determined go forward strategy for new products, end of life process for retiring products and cost improvement programs for existing items.
 - **Defined Fiskars market research process** as a member of Voice of the Customer committee.
 - **Organized company-wide health-focused seminars and fitness events** as member of the Fiskars Wellness Committee.
- 006 – 2007 **Self Employed** **Madison, WI**
Growth Consultant
- Analyzed Brandworks University to recommend strategic business changes that will expand revenue while maintaining LSB brand.
 - Developed comprehensive strategic product launch and marketing communications plan for Remington at Spectrum Brands.
- 2004 – 2006 **UW-Madison** **Madison, WI**
Project Assistant: Weinert Center, MBA Career Services
- Managed Professional Speakers series for graduate level courses in technology and entrepreneurship for two semesters.
 - Authored and analyzed market research surveys that identified a need for more targeted graduate student services.
- SUMMER 2005 **AgriBusiness Group, Inc.** **Indianapolis, IN**
Business Analyst
- Managed project focused on financial and market analyses, which culminated in a three day facilitated session with Executive Board and Executive Management.
 - Performed and analyzed interviews from major equipment dealers to determine best industry practices.
- 2003 – 2004 **TeachUcomp, Inc.** **Lansing, MI**
Lead Consultant
- Led team of consultants for small to medium business clients initiating accounting system automation.
 - Developed written and recorded training materials for consumer purchase.

- 2000 – 2003 **State of Michigan Department of Management & Budget** **Lansing, MI**
Account Manager
- Analyzed data for over 600 accounts to determine process weaknesses. Initiated process improvement and integrated marketing initiative that resulted in error rate drop of over 80%.
 - Led cross-functional team in new program launch targeting all State of Michigan employees.
- 1995 – 1998 **R. VanderLind & Son** **Grand Rapids, MI**
Regional Manager
- Managed marketing and operations for company expansion for \$10 million construction supplier.
 - Managed inventory planning, and new customer set up for new location.
- EDUCATION**
- May 2006 **University of Wisconsin – Madison** **Madison, WI**
Master of Business Administration (MBA)
- Jerry Shareschewsky ('04-05) and Grace Michaud Scholarships ('05-06), Jerrred Service Award ('06)
 - Entrepreneurship Study Tour in India
 - Co-Chair, Entrepreneurship Association; Treasurer, Graduate Women in Business
- May 2003 **Michigan State University** **East Lansing, MI**
Bachelor of Arts (B.A.), Sociology

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Please print your responses

Date: 11-

Name: Mary Sue Barley

Address: 300 Barley Ave.

Telephone No. 517-647-4391

E-mail address marysuebarley@hotmail.com

Employer Retired

Telephone No. _____

How long have you lived in the City of Portland? 43 years

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Associate degree in business Lansing Community College

Are you a high school graduate? *Yes*

College, University, or other school. State name and degree, certificate, etc., earned.

Maine Community College. Assoc. Degree in Business

Professional and work experience

*25 years financial industry - retired from Merrill Lynch
in 2010.*

Community activities, interests, and service

*Portland Parks + Rec. Board (1990's)
Member Portland Library Book Club
Several committees at Portland United Methodist Church
Volunteer @ Sparrow Hospital (Gift Shop)*

References (optional) Please provide name, address, and telephone number.

*Dr. Roger Miller, 305 Knox Ave. Portland 517-647-7030
Pastor Keith Treman, Portland United Methodist Church
517-647-4649*

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 11/15/83

Name: Chris Tyler

Address: 1820 Kent St

Telephone No. 517 647 7000

E-mail address chris.tyler@alustate.com

Employer Tyler Insurance Agency

Telephone No. 517 647 7000

How long have you lived in the City of Portland?

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate?

yes Lansing JW Sexton High School

College, University, or other school. State name and degree, certificate, etc., earned.

Please see attached resume

Professional and work experience

Please see attached resume

Community activities, interests, and service

Please see attached resume.

References (optional) Please provide name, address, and telephone number.

CHRIS TYLER, CPCU

425 Beaver Street *Lansing, MI 48906 • (517) 974-0516 • christopherleetyler@gmail.com

EDUCATION/DESIGNATIONS/PROFICIENCIES

- o Bachelors of Science in Computational Mathematics (Michigan State University)
- o Chartered Property Casualty Underwriter (CPCU) Designation, Commercial Concentration
- o Michigan Property Casualty Insurance Resident Producer License
- o Michigan Life, Health and Accident Insurance Resident Producer License
- o FINRA Series 6
- o NASAA Series 63
- o Society of Actuaries (SOA) / Casualty Actuarial Society (CAS) Exams
 - o Financial Mathematics (SOA/CAS exam FM/2)
 - o Probability (SOA/CAS exam P/1)
 - o VEE Credits – Corporate Finance, Statistics, Economics
- o Proficient in MS Excel, MS Word, MS Access, MS Power Point, Business Objects, Snap Survey Software, C++ and Minitab

Employment

Tyler Insurance Agency, Inc • 180 Kent St., Portland, MI 48875

President

Allstate Exclusive Agency (April 2010 - Present)

- Responsible for all agency operations to ensure a satisfying customer experience
- New business sales
- Policy coverage reviews
- Policy changes
- Hire, train and develop agency staff
- Monitor agency expense and cash flow to ensure agency profitability
- Develop Agency marketing plans

Achievements

- Agency growth of over 20%
- Increased customer satisfaction from 63% in 2009 to 86% in 2012
- Increased customer retention from 70% in 2009 to 85% in 2012

Accident Fund Insurance Company of America • Lansing, MI 48901

Market Research Specialist (September 2007-November 2009)

- Gathering data and conducting research to identify opportunities and trends in the areas of product differentiation, pricing, service, cost structure, financial results and market size
- Designing and conducting annual agency and internal/external customer satisfaction surveys
- Projecting annual profit-sharing program payouts

Actuarial Analyst (August 2006-September 2007)

- Analyzed data and presented analysis in a format appropriate for pricing, loss reserving, product development, reinsurance and other financial analysis
- Assisted with rate filings and various ad-hoc projects

Achievements:

- Contributed significantly to the automation of the loss reserving process
- Recommended the implementation of two new core states
- Assisted oversight and implementation of a new profit-sharing program feature

ProAssurance • Okemos, MI 48805

Associate Underwriter (June 2005-August 2006)

- Provided technical advice and policy information to applicants, policyholders and agents
- Selected and priced new and renewal insurance business based on profitability within authority guidelines

Jager Insurance Agency LLC • Grand Rapids, MI 49546

Agency Staff (June 2003-June 2005)

- Sales, Processed endorsements, conducted policy reviews, presented quotes to customers, submitted claims, submitted requests to underwriting and worked with customers to explain underwriting guidelines
- Developed a policy quote tracking tool to provide agency metrics

Organizations/Volunteer:

- Three-year Michigan State University wrestling team letter winner
- MHSAA Wrestling Official and member of the Lansing Wrestling Officials Association
- Volunteer Kids Wrestling Coach
- Member of Toastmasters International
- Portland Main Street Board / Economic Revitalization Committee Chair
- Annual charity event team leader

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, October 9, 2013 at 6:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Kmetz, Gorman, Krause, Swaney-Frederick

Absent: Clement, Sunstrum

Staff: City Manager Dempsey, City Clérk Miller, Code Officer Gensterblum

Guests: None

City Clerk Miller called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Krause, supported by Kmetz, to amend the Agenda to excuse Planning Commission Members Clement and Sunstrum.

All in favor. Approved.

Motion by Swaney-Frederick, supported by Kmetz, to excuse Clement and Sunstrum from the meeting.
All in favor. Approved.

Motion by Kmetz, supported by Gorman, to approve the amended Agenda.
All in favor. Approved.

Motion by Krause, supported by Swaney-Frederick, to approve the Minutes of the August 26, 2013 regular meeting as presented.
All in favor. Approved.

Under New Business, City Manager Dempsey presented a notice from Danby Township giving notice they will be undertaking the process of adopting a new Master Plan and requesting comments on thoughts, concerns and issues. When the draft Master Plan is available they will send to the City for additional comments.

Member Swaney-Frederick inquired if a joint meeting will be held.

City Manager Dempsey stated Danby Township controls their process and a joint meeting could take place if they request it. Planning Commission Members can attend Danby Township meetings. The City requested a joint meeting when it went through its Master Plan process because planning affected properties in Danby Township.

City Manager Dempsey stated that the City will also be undertaking a comprehensive Master Plan update and presented the draft RFP. A Master Plan is required to be updated every 5 years. The last time the City's was updated was 2008 with an update in 2010 for the additional 58 acres of property at Grand River Ave. and Cutler Rd. It has been since 2002/2003 that a comprehensive update was done with

Planning Commission Minutes
October 9, 2013

outreach to the public for their involvement. Although public comment was taken for the 2008 update it was not as inclusive as was done in 2002/2003 as the City still felt fairly comfortable with the Master Plan at that time. The City is looking for new, inventive ways in providing outreach to the public for their comment.

City Manager Dempsey noted he would like input from the Planning Commission members on what they would like to see in the RFP and the Master Plan update.

Member Gorman commented that a realistic assessment of the comments and ideas received of what is actually achievable should be done.

There was continued discussion.

City Manager Dempsey presented information on projects at 751 W. Grand River Ave. and 1301 E. Grand River Ave. that did not require Planning Commission approval and were approved administratively. West Grocery, at 1751 W. Grand River Ave., will be doing a façade improvement project that will include the sides of the building. Mark Reed has purchased the property at 1301 E. Grand River Ave. and is undertaking an interior renovation/remodel and will be relocating his art reproduction business there from Downtown Portland. Improvements to the property will also include some changes to the façade.

City Manager Dempsey acknowledged Code Officer, Phil Gensterblum for his efforts in working with Sunsetview Trailer Park to clean up the property. There have been 4 trailers that were in poor condition have been removed and 2 newer trailers in much better condition have been moved in. Phil has also been working with Ionia County and the Sunsetview on trailers that had been condemned because of cockroaches. Sunsetview Trailer Park's appearance is much improved as trash has been picked up, mowing has been done and some of the trailers have been power washed.

There was continued discussion.

City Manager Dempsey also noted the option Mayberry Homes has on the Rindlehaven property is due to expire at the end of the month. He has been working with them in an effort to have them extend that option. Mayberry Homes has completed 4 homes in Portland out of the 160 they have built in the Lansing area over the past year. There is a possibility they will come to the City requesting a rezoning on the Rindlehaven property for larger homes and larger lots. They are looking at building homes around a \$150,000 price point.

Under Planning Commission Member Comments, Member Gorman clarified he has a problem with property owners that allow their properties to fall into disrepair and that he means no disrespect for the people that rent from these types of property owners.

Motion by Krause, supported by Gorman, to adjourn the meeting at 7:37 P.M.
All in favor. Approved.

Respectfully submitted,

PORTLAND POLICE DEPARTMENT

STATISTICAL REPORT

October 1st – October 31st, 2013

COMPLAINTS:

• DISPATCHED :	73 COMPTS	52 HRS 00 MINS
• PATROL ORGINATED:	28 COMPTS	33 HRS 00 MINS
• FOLLOW-UP:	40 COMPTS	26 HRS 15 MINS
• ASSISTING	38 COMPTS	25 HRS 30 MINS

TRAFFIC:

• STOPS:	107
• CITATIONS:	64
• VERBAL WARNINGS:	78
• PARKING:	3

ARREST:

• MISDEMEANOR:	31
• FELONY:	0
• ORDINANCE VIOLATIONS:	1
• JUVENILES	1

CONTACTS:

• PATROL CONTACTS:	386
• BUSINESS CONTACTS:	91
• SUBPOENA SERVICE	6

REPORT SUMMARY

October 1st – October 31st, 2013

ASSISTS TO OTHER DEPARTMENTS:

Oct. 7th, 2013 Assist to MSP @ I-96 & Cutler Rd for an arrest.
Oct. 18th, 2013 Assist to MSP @ I-96 / Kent St traffic stop.
Oct 23th, 2013 Assist to MSP @ Wagon Wheel on Grand River for an Alarm.
Oct 24th, 2013 Assist to MSP @ 7204 Grand River on a warrant arrest
Oct 31st, 2013 Assist to IOSH @ Towner & Morris Rd to make contact with a wanted subject.

CASE SUMMARY:

On October 2nd, 2013 Chief Knobelsdorf stopped a subject for speeding on Lyons Rd. The driver was found to have a suspended license, the vehicle also had a fraudulent registration tab which is a felony in Michigan. The license plate was confiscated and the vehicle was impounded

On October 2nd, 2013 Officer Groenhof stopped a known subject for driving on a suspended license and improper registration plate. The driver was also found to be in possession of marijuana.

On October 5th, 2013 Officer Thomas was called to Tom's Food center on an embezzlement complaint. The investigation resulted in an employee being charged with embezzlement under \$200.00

1 October 6th, 2013 Officer Groenhof initiated a traffic stop on a subject that was found to be intoxicated. The subject was taken into custody and transported to the Ionia County Jail

On October 10th 2013 Officer Groenhof made contact with a subject on a traffic stop. This subject was determined to be intoxicated and lodged at the Ionia County Jail for OWI 1st offense.

On October 15th, 2013 Officer Teitsma was called to the high school for a student who was found in possession of marijuana and tobacco. The investigation revealed that the student received the marijuana from a middle school student while they were on the bus together. Officer Teitsma followed up with that student. The case was turned over to the prosecutor's office.

On October 17th, 2013 Sgt. Ludwick was sent to the High School for an assault & battery complaint. Her investigation revealed that a parent had assaulted a student due to an ongoing problem between the victim and the suspect's child. The parent was arrested and charged with assault.

On October 23rd, 2013 Officer Heald made a traffic stop on a subject who was driving on a suspended license 3rd offense. The subject was arrested, the vehicle was impounded and the registration plate was confiscated due to it being a third offense.

There were several arrests made for operating while intoxicated and other unrelated traffic offenses.

INDIVIDUAL STATISTICS

October 1st - October 31st, 2013

SGT. REBECCA LUDWICK:

Dispatch Compts:	10	5 Hrs 45 Mins	Traffic Stops:	16
Self-Initiated Compts:	2	1 Hrs 15 Mins	Citations:	7
Follow-up:	17	5 Hrs 30 Mins	Warnings:	14
Assisting	2	3 Hrs 45 Mins	Arrests:	3

OFC. TOM TEITSMA:

Dispatch Compts:	15	8 Hrs 45 Mins	Traffic Stops:	4
Self-Initiated Compts:	1	45 Mins	Citations:	1
Follow-up:	4	3Hrs	Warnings:	6
Assisting	3	1Hrs 45 Mins	Arrests:	1

OFC. TIM GROENHOF:

Dispatch Compts:	6	5 Hrs 15 Mins	Traffic Stops:	27
Self-Initiated Compts:	9	11 Hrs 30 Mins	Citations:	19
Follow-up:	4	2 Hrs 45 Mins	Warnings:	24
Assisting	6	4Hrs 15 Mins	Arrests:	13

OFC. TOM HEALD:

Dispatch Compts:	4	4 Hrs 30 Mins	Traffic Stops:	32
Self-Initiated Compts:	11	8 Hrs 30 Mins	Citations:	21
Follow-up:	2	2 Hrs 00 Mins	Warnings:	22
Assisting	11	7Hrs 00 Mins	Arrests:	10

OFC. STAR THOMAS:

Dispatched Compts:	16	13 Hrs 45 Mins	Traffic Stops:	15
Self-Initiated Compts:	4	6 Hrs 00 Mins	Citations:	12
Follow-up:	6	2 Hrs 30 Mins	Warnings:	13
Assisting:	10	13 Hrs 00 Mins	Arrests:	9

CHIEF. JIM KNOBELSDORF:

Dispatched Compts:	25	15 Hrs 00 Mins	Traffic Stops:	19
Self-Initiated Compts:	2	5 Hrs 00 Mins	Citations:	5
Follow-up:	10	10 Hrs 30 Mins	Warnings:	16
Assisting	3	1 Hrs 30 Mins	Arrests:	2



Code Enforcement and Zoning Department

773 E. Grand River Ave. Portland, MI 48875

(517)647-2935 Fax (517)647-2940

Code and Zoning Report for Oct 2013

This month has slowed somewhat for code enforcement with the slowing of grass needing mowing. Soon we will be shifting gears towards snow and sidewalks.

This month I've handled two complaints on long weeds and one reference a broken couch sitting alongside a street. I have also handled a couple minor sign issues which were taken care of. Hill Street trailer park has the runners in for the new(er) trailers going in. Tony advised me there was a problem with a contractor which is the reasoning for them not being set yet. It still continues to look better.

I had received a call about some zoning inquiries in relation to the old credit union building. Apparently there is an interest in developing it into a trio of offices. No permits or prints as of yet.

Phil Gensterblum

Deputy Zoning Administrator/Code Enforcement Officer



Portland Area Ambulance

773 E. Grand River Ave. Portland, MI 48875

(517)647-2935 Fax (517)647-2940

Monthly Ambulance Report

The month of October started out slowly and picked up a bit throughout the month. We ended October with 80 calls, up several from our historical average. Based on the calls, we can tell the cold/flu season is upon us, several additional calls this month for difficulty breathing. Generally this signifies pneumonia this time of year.

The Emergency Medical Responder class is under way. It is going quite well. Flyers have been sent out to our neighboring departments advising of the upcoming Basic Emergency Medical Technician Class that will be commencing in Jan of next year. Hopefully, we will be able to pick up a couple new, local EMT's out of this class.

This month I have finalized the mailings for the Community AED/CPR blitz. I've put together a program that will allow us to get more automatic external defibrillators into the hands of our businesses and organizations. Along with helping them obtain an AED we will also be providing CPR training and instruction on using these AED's. Even if only 25% of the businesses and organizations sign up, it will still be a significant increase of trained individuals in the community. I have 3 individuals from our community who are survivors from early CPR, defibrillation or both that have agreed to allow their cases to be used in stressing the importance of this program.

As always, thank you for your continued support of the Portland Area Ambulance Service

Respectfully submitted,

Phil Gensterblum

Ambulance Director

City of Portland Ambulance

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR OCTOBER 2013

NPDES COMPLIANCE

The City WWTP was out of compliance with the NPDES permit limitations for the month of October 2013. Due to sudden denitrification in the secondary clarifiers on the last two sample days of the month, the Permit monthly limit of 1.0 mg/L was exceeded by .06 mg/L. The required reporting to the MDEQ for the non-compliance was completed immediately. All efforts are being employed to correct the denitrification problem to avoid this non-compliance from reoccurring in November. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged 9.5 million gallons for the month of October.

Following the repair to the East clarifier, the West clarifier was drained, cleaned and inspected. The WWTP operators found that the lower seal was also missing on this clarifier. Larry Lind of FHC was immediately notified of the missing seal. He immediately ordered a seal for the clarifier. FHC was at the WWTP on October 1 to install the new seal and check the skimmer arm alignment. They tack welded the skimmer arm to prevent it from moving out of position. The clarifier was placed back into service along with the East clarifier to see how they would perform together. A decision was made by the end of the month that under normal flows, only one clarifier is needed as the detention times for the settled solids become too long.

Doug Sherman attended the three-day MERS Annual Meeting in Traverse City. He then left for vacation and returned to work on the 14th of October.

The DPW finished repairs to the ambulance that will be used by the WWTP. Mike and Tim refitted the ambulance with all of the sewer camera equipment and tools. The vehicle is now officially the Wastewater sewer vehicle and will be used for sewer main maintenance and televising.

All of the WWTP operators attended the GHS-SDS training and the confined space training this month. The trainer for the confined space training recommended that the City replace the existing confined space equipment as it does not satisfy the MIOSHA standards.

Ed Hawks from Fleis & Vandenbrink came to the WWTP to check out some suspicions that he had about the #3 Raw Sewage pump running to hot. Upon his examination, he

found that the drain plug for the Electric motor oil had come loose. When he checked for oil in the motor, he found only a trace. HydroDynamics was contacted to find out what type of oil and how much is required for proper filling. Jeff Kirkman from HydroDynamics delivered, at no charge, the mineral oil that was needed and the filling instructions. Mike and Tim refilled the motor per the instructions and reassembled the pump. Loctite was used on the drain plug to avoid it coming loose again. When the pump was restored to service, the temperature of the motor has been observed and recorded. It is now running at a temperature comparable to the other pumps.

Doug completed and submitted the annual Biosolids report which was due October 30th. The Dry Tons land applied for the year was 46 tons. This is down from the 64 tons applied the year prior. The 64 tons reflected the extra solids applied when the Primary Digester was emptied to have work done inside of it during the upgrade.

Maintenance & Capitol Expenses for October 1, 2013 to October 31, 2013

ITEM	COST
Tom's Do It Center – Misc. hardware, Distilled H2O	\$ 90.21
Family Farm& Home – Quick chain link	\$ 2.49
Windemuller – PLC service & Protective level sensor nose caps	\$ 722.86
NCL – Lab chemicals and supplies	\$ 448.90
USA Bluebook – Measure wheel & wind sock	\$ 241.19
Total Expenses	\$ 1505.65
Total Spent YTD	\$15155.87

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	2795 feet
Routine cleaning	1017 feet
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services TV Inspected	0
Building Services Inspected	0

SEWER CALLOUTS

None

Respectively Submitted,

Doug Sherman
WWTP Superintendent

OGDEN UT 84201-0038

In reply refer to: 0437522588
Nov. 06, 2013 LTR 3064C 0
38-6007243 201306 46 800
00025478
BODC: TE

CITY OF PORTLAND
259 KENT ST
PORTLAND MI 48875-1458

Taxpayer Identification Number: 38-6007243
Tax Period(s): June 30, 2013

Form: 8038-CP
800

Dear Taxpayer:

We received your Form 8038-CP, Credit for Qualified Bonds Allowed to Issuers. This notice is informing you of the reduction to your credit payment based on the following:

Pursuant to the requirements of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, certain automatic reductions take place as of October 1, 2013. These required reductions include a reduction to refundable credits under Internal Revenue Code section 6431 applicable to certain qualified bonds.

As a result, your refundable credit payment will be reduced by 7.2%. The sequestration reduction rate will be applied until the end of the fiscal year (September 30, 2014) or intervening Congressional action, at which time the sequestration rate is subject to change.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Return for Credit Payments to Issuers of Qualified Bonds

Part I Information on Entity That Is To Receive Payment of Credit and Communications Check box if Amended Return

1 Name of entity that is to receive payment of the credit CITY OF PORTLAND	2 Employer identification number (EIN) 38-6007243
3 Number and street (or P.O. box no. if mail is not delivered to street address) 259 KENT STREET	Room/suite
4 City, town, or post office, state, and ZIP code PORTLAND, MI 48875	
5 Name and title of designated contact person whom the IRS may call for more information BRENDA SCHRAUBEN, FINANCE OFFICER	6 Telephone number of officer or legal representative (517) 647-2933

Part II Reporting Authority

7 Issuer's name (if same as line 1, enter "SAME" and skip lines 8, 9, 11, 15, and 16) SAME	8 EIN
9 Number and street (or P.O. box no. if mail is not delivered to street address) Room/suite	10 Report number (For IRS Use Only)
11 City, town, or post office, state, and ZIP code	12 Date of issue (MM/DD/YYYY) 12/29/2010
13 Name of issue 2010 SANITARY SEWER SYSTEM REVENUE BONDS	14 CUSIP number (see instructions) N/A
15 Name and title of officer or other person whom the IRS may call for more information	16 Telephone number of officer or other person to call

17a Type of issue Educational Health and Hospital Transportation Public Safety Environmental Housing Utilities Other

b For build America bonds, recovery zone economic development bonds, and specified tax credit bonds, enter the issue price 17b 186,000 00

c Check applicable box Variable rate bond Fixed rate bond

Part III Payment of Credit (For specified tax credit bonds with multiple maturities, see instructions.)

18 Interest payment date to which this payment of credit relates (MM/DD/YYYY)	06/01/2013	
19a Interest payable to bondholders on the interest payment date	2700	00
b For specified tax credit bonds only, enter the applicable credit rate determined under Sec. 54A(b)(3) <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> %		
c For specified tax credit bonds only, enter the interest that would be payable to bondholders on the interest payment date calculated using the applicable credit rate (see instructions)		
20 Amount of credit payment to be received as of the interest payment date (complete only line 20a, 20b, 20c, 20d, 20e, or 20f)		
a Build America bonds. Multiply line 19a by 35%	945	00
b Recovery zone economic development bonds. Multiply line 19a by 45%		
c New clean renewable energy bonds enter the lesser of line 19a or 70% of line 19c		
d Qualified energy conservation bonds enter the lesser of line 19a or 70% of line 19c		
e Qualified zone academy bonds enter the lesser of lines 19a or 19c		
f Qualified school construction bonds enter the lesser of lines 19a or 19c		
21 Adjustment to previous credit payments (complete line 21a OR line 21b only):		
a Net increase to previous payments (attach explanation)		
b Net decrease to previous payments (attach explanation)		
22 Amount of credit payment to be received. Combine either line 20a, 20b, 20c, 20d, 20e, or 20f with line 21a or line 21b.	945	00
23 Is this the final interest payment date?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
24 If the entity identified in Part I is not the issuer, check this box <input type="checkbox"/>		

Direct Deposit

25 Enter direct deposit information below:

a Routing number	0 7 2 4 0 3 4 7 3	b Type: <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
c Account number	0 1 1 5 1 1 2 8 2 0 9	

Signature and Consent

Under penalties of perjury, I declare that I have examined this return, and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I authorize the IRS to send the requested refundable credit payment to the entity identified in Part I, and I consent to the disclosure of the issuer's return information, as necessary to process the refundable credit payment, to the designated contact person(s) listed above in Parts I and II, as applicable.

Brenda Schrauben 11/01/13
 Signature of Issuer Date

BRENDA SCHRAUBEN, FINANCE OFFICER
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name	Firm's EIN		Phone no.	
Firm's address				

OGDEN UT 84201-0038

In reply refer to: 0437522588
Nov. 06, 2013 LTR 3064C 0
38-6007243 201306 46 800
00025478
BODC: TE

CITY OF PORTLAND
259 KENT ST
PORTLAND MI 48875-1458



030934

Taxpayer Identification Number: 38-6007243
Tax Period(s): June 30, 2013

Form: 8038-CP
800

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Pursuant to the requirements of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, certain automatic reductions take place as of October 1, 2013. These required reductions include a reduction to refundable credits under Internal Revenue Code section 6431 applicable to certain qualified bonds.

As a result, your refundable credit payment will be reduced by 7.2%. The sequestration reduction rate will be applied until the end of the fiscal year (September 30, 2014) or intervening Congressional action, at which time the sequestration rate is subject to change.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Return for Credit Payments to Issuers of Qualified Bonds

Part I Information on Entity That Is To Receive Payment of Credit and Communications Check box if Amended Return

1 Name of entity that is to receive payment of the credit: CITY OF PORTLAND
2 Employer identification number (EIN): 38-6007243
3 Number and street (or P.O. box no. if mail is not delivered to street address): 259 KENT STREET
4 City, town, or post office, state, and ZIP code: PORTLAND, MI 48875
5 Name and title of designated contact person whom the IRS may call for more information: BRENDA SCHRAUBEN, FINANCE OFFICER
6 Telephone number of officer or legal representative: (517) 647-2933

Part II Reporting Authority

7 Issuer's name (if same as line 1, enter "SAME" and skip lines 8, 9, 11, 15, and 16): SAME
8 EIN:
9 Number and street (or P.O. box no. if mail is not delivered to street address):
10 Report number (For IRS Use Only):
11 City, town, or post office, state, and ZIP code:
12 Date of issue (MM/DD/YYYY): 12/29/2010
13 Name of issue: 2010 SANITARY SEWER SYSTEM REVENUE BONDS
14 CUSIP number (see instructions): N/A
15 Name and title of officer or other person whom the IRS may call for more information:
16 Telephone number of officer or other person to call:

17a Type of issue: Environmental
b For build America bonds, recovery zone economic development bonds, and specified tax credit bonds, enter the issue price: 17b 186,000 00
c Check applicable box: Fixed rate bond

Part III Payment of Credit (For specified tax credit bonds with multiple maturities, see instructions.)

18 Interest payment date to which this payment of credit relates (MM/DD/YYYY): 12/01/2013
19a Interest payable to bondholders on the interest payment date: 19a 2700 00
b For specified tax credit bonds only, enter the applicable credit rate determined under Sec. 54A(b)(3):
c For specified tax credit bonds only, enter the interest that would be payable to bondholders on the interest payment date calculated using the applicable credit rate (see instructions): 19c
20 Amount of credit payment to be received as of the interest payment date (complete only line 20a, 20b, 20c, 20d, 20e, or 20f):
a Build America bonds. Multiply line 19a by 35%: 20a 945 00
b Recovery zone economic development bonds. Multiply line 19a by 45%: 20b
c New clean renewable energy bonds enter the lesser of line 19a or 70% of line 19c: 20c
d Qualified energy conservation bonds enter the lesser of line 19a or 70% of line 19c: 20d
e Qualified zone academy bonds enter the lesser of lines 19a or 19c: 20e
f Qualified school construction bonds enter the lesser of lines 19a or 19c: 20f
21 Adjustment to previous credit payments (complete line 21a OR line 21b only):
a Net increase to previous payments (attach explanation): 21a
b Net decrease to previous payments (attach explanation): 21b
22 Amount of credit payment to be received. Combine either line 20a, 20b, 20c, 20d, 20e, or 20f with line 21a or line 21b: 22 945 00
23 Is this the final interest payment date? Yes No [X]
24 If the entity identified in Part I is not the issuer, check this box:

Direct Deposit 25 Enter direct deposit information below:
a Routing number: 072403473
b Type: [X] Checking [] Savings
c Account number: 01151128209

Signature and Consent Under penalties of perjury, I declare that I have examined this return, and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I authorize the IRS to send the requested refundable credit payment to the entity identified in Part I, and I consent to the disclosure of the issuer's return information, as necessary to process the refundable credit payment, to the designated contact person(s) listed above in Parts I and II, as applicable.
Signature of issuer: Brenda Schrauben
Date: 1/10/13
Type or print name and title: BRENDA SCHRAUBEN, FINANCE OFFICER

Paid Preparer Use Only Print/Type preparer's name Preparer's signature Date Check if self-employed PTIN
Firm's name Firm's EIN
Firm's address Phone no.

INTEREST REBATE LOST FROM BUILD AMERICA BONDS ISSUED FOR THE WWTP.

0.*

945.81

- interest rebate ~~1000000~~ June 1

7.2%

- reduction %

68.04**

- REBATE LOST

53.01-

875.95*

0.*

68.04+

- interest rebate lost ~~1000000~~ June 1

68.04+

- interest rebate lost ~~1000000~~ Dec. 1

002

135.08*

———— TOTAL REBATE LOST DUE
TO 7.2% REDUCTION
PER IRS LETTER.

0.*

0.*



Customer Service:
800 223 3695
478 987 0303
Fax: 478 987 2529

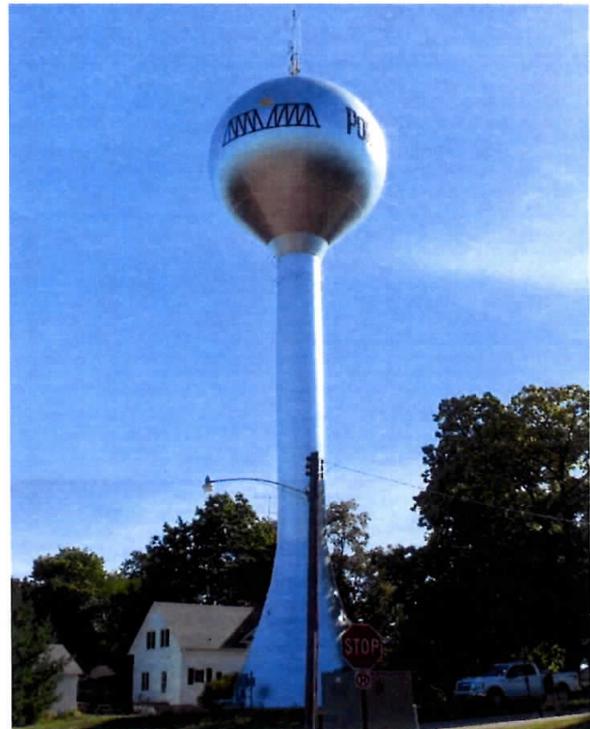
City of Portland, MI Washout Inspection Report

Tank Information For Customer # 113162

Tank Name: Hill Street Tank
Tank Size/Style: 150,000 gal Pedisphere
Tank Location: 452 Lincoln Street
Project Number: 126412
Service Request: 439057
Inspection Date: 05-SEPT-2013
Report Author: Bryan Morrow

Customer Contact Information

Administrative: Thomas Dempsey
Job: Ken Gensterblum
Address: 259 Kent Street
Portland, MI 48875
Telephone: 517-647-2931



Summary

The tank interior was washed out, inspected, cleaned with biofilm remover (TC1 – Tank Cleaner One), touched up with Aquata Poxy then disinfected according to AWWA Standards Spray Method #2 and made ready for service. The tank will be scheduled for a Visual inspection in 2014.

The tank exterior and interior dry was visually inspected.

Coating Conditions

- Interior Coating Condition: The interior coating continues to protect the substrate. Touchups were done on minor spots that were found on a bracket in the bottom, a spot on a lap seam in the ceiling and two spots at the top of the ladder on rung connections.
- Exterior Coating Condition: Good
- Interior Dry Coating Condition: Good
- Logo Condition: Good



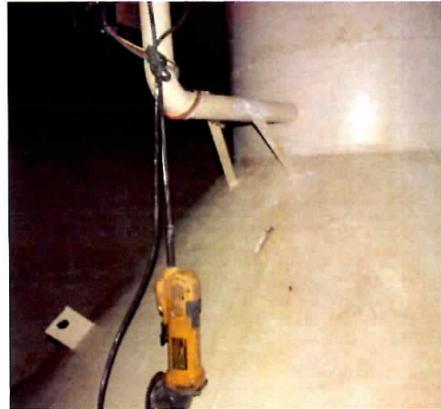
Interior – before washout



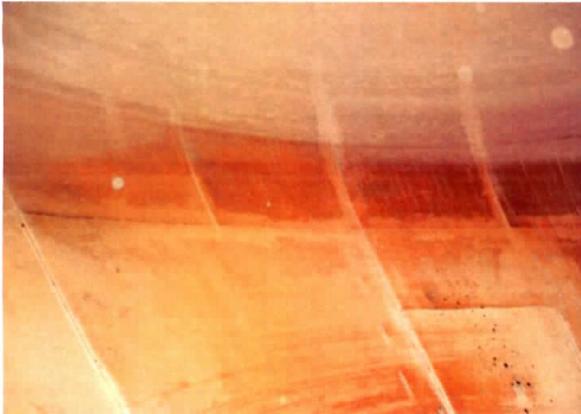
Interior – After washout and biofilm cleaning



Interior floor before washout & biofilm clean



Interior floor after biofilm clean and touchup on bracket



Interior sidewalls before biofilm clean



Interior – Bracket with touchup needed before biofilm clean



Interior ceiling after touchup



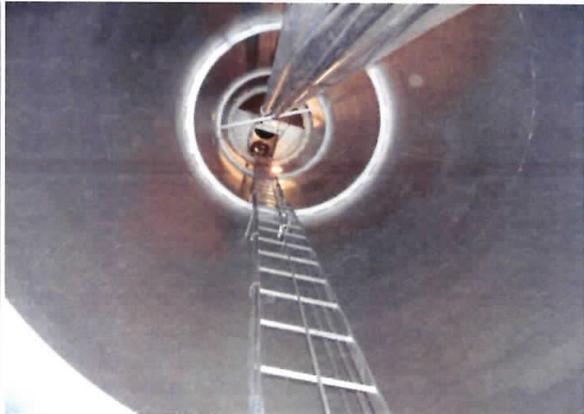
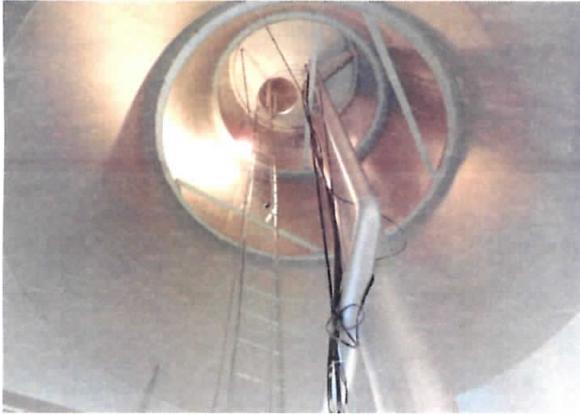
Exterior base and anchor bolts



Exterior logos

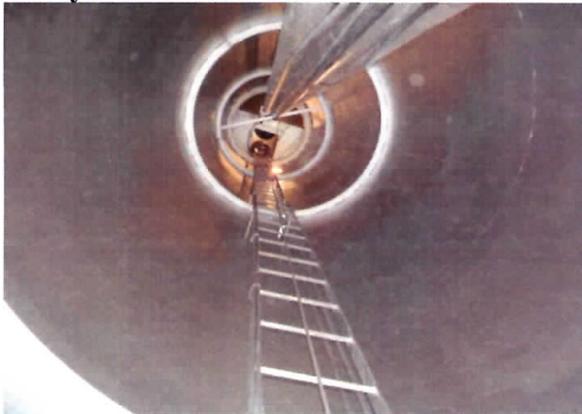


Exterior base

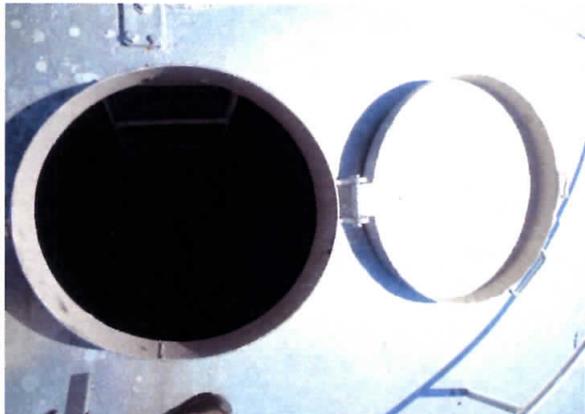


Interior dry coating pictures

Safety & Sanitation



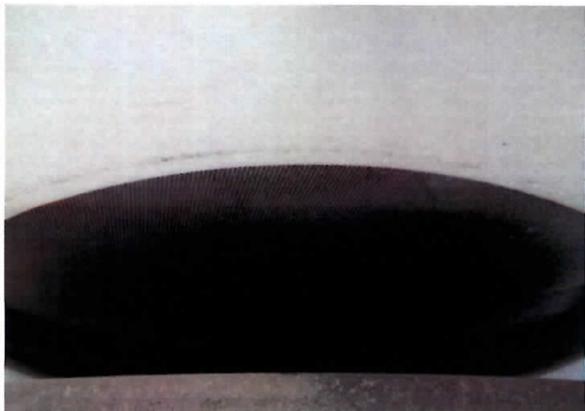
Cable safety climbs are installed on interior dry ladders



Access hatch on roof going to wet area is in good condition.



Roof vent in good condition



Roof vent screen in good condition



Roof vent pallet in place, functional and in good condition



Overflow termination at ground equipped with flapper/screen combo

- Evidence of Foreign Matter: No evidence of foreign matter.
- Sediments: Sediment was cleaned out during this washout

Security



Site is not fenced in.



Access door at ground level is locked.

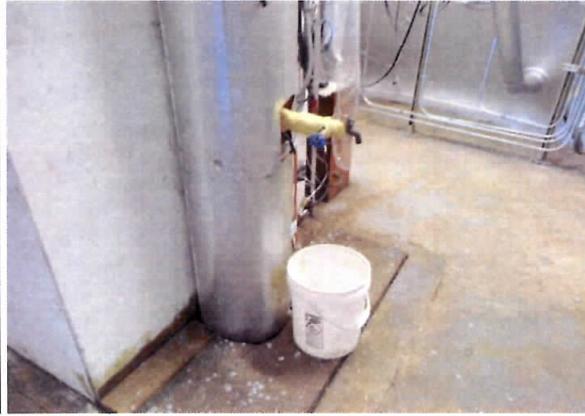


Access hatch to wet area on roof is locked.

- There is no evidence of vandalism to the tank or site.

Structural

- **Foundation:** Foundation is in good condition, no erosion is occurring.
- **Column Flanges:** Column Flanges are in good condition and show no sign of corrosion
- **Anchor Bolts:** Anchor bolts are protected and show no rust or corrosion.
- **Watertight Conditions:** There are no visible leaks at man way or on the inlet pipe.



- **Interior Ladders:** Interior ladder styles, rungs and connections are in good condition.



2013 MERIT AWARD
DEPARTMENT SUMMARY

DEPARTMENT	FULLTIME	2013 MERIT AWARD	PARTTIME	2013 MERIT AWARD	TOTAL
COUNCIL			5	625.00	625.00
AMBULANCE	4	1,000.00	13	1,625.00	2,625.00
ASSESSOR		-	1	125.00	125.00
CEMETERY	1.5	375.00		-	375.00
DDA	1	250.00		-	250.00
ELECTRIC	5	1,250.00		-	1,250.00
GENERAL	3	750.00	1	125.00	875.00
CITY MANAGER	1	250.00		-	250.00
INCOME TAX	1	250.00		-	250.00
MAJOR STS	1	250.00		-	250.00
LOCAL STS	1	250.00		-	250.00
MOTOR POOL	2	500.00		-	500.00
PARKS	0.5	125.00		-	125.00
POLICE	6	1,500.00	1	125.00	1,625.00
RECREATION	1	250.00		-	250.00
WASTEWATER	3	750.00		-	750.00
WATER	1	250.00		-	250.00
TOTALS:	32	8,000.00	21	2,625.00	10,625.00

2013 MERIT AWARD
FULLTIME EMPLOYEE BREAKDOWN

EMPLOYEE NAME	DEPARTMENT	2013 MERIT AWARD
BARNES, GREG	MOTOR POOL	\$250.00
CASSEL, SCOTT	ELECTRIC	\$250.00
CHAPMAN, NOLAN	MOTOR POOL	\$250.00
CHARTRAND, BRAD	AMBULANCE	\$250.00
BROWN, NEIL	RECREATION	\$250.00
BROWN, BARB	GENERAL	\$250.00
GENSTERBLUM, KEN	WATER	\$250.00
GENSTERBLUM, PHIL	AMBULANCE	\$250.00
GROENHOF, TIM	POLICE	\$250.00
HEALD, TOM	POLICE	\$250.00
HONSOWITZ, RYAN	CEMETERY	\$250.00
HONSOWITZ, SCOTT	ELECTRIC	\$250.00
HURT, BRAIDEN	AMBULANCE	\$250.00
HYLAND, MIKE	ELECTRIC	\$250.00
KAPCIA, MIKE	ELECTRIC	\$250.00
KNOBELSDORF, JAMES	POLICE	\$250.00
KRIZOV, TIM	WASTEWATER	\$250.00
OWEN, MIKE	WASTEWATER	\$250.00
MILLER, NIKKI	GENERAL	\$250.00
PATRICK-CHAPMAN, KIM	AMBULANCE	\$250.00
LUDWICK, REBECCA	POLICE	\$250.00
PULLING, STEPHEN	MOTOR POOL	\$250.00
REAGAN, PATRICK	DDA DIRECTOR	\$250.00
SCHEURER, MARY	RECREATION	\$250.00
SCHEURER, SHANE	ELECTRIC	\$250.00
SCHRAUBEN, BRENDA	GENERAL	\$250.00
SHERMAN, DOUG	WASTEWATER	\$250.00
TEITSMA, TOM	POLICE	\$250.00
THOMASON, ROYAL	MOTOR POOL	\$250.00
DEMPSEY, THOMAS	GENERAL	\$250.00
TOLAN, MELINDA	INCOME TAX	\$250.00
THOMAS, STAR	POLICE	\$250.00
TOTAL:		\$8,000.00

**2013 MERIT AWARD
PARTTIME EMPLOYEE BREAKDOWN**

EMPLOYEE NAME	DEPARTMENT	2013 MERIT AWARD
BARNES, JAMES	COUNCIL	\$125.00
VANSLAMBROUCK, JOEL	COUNCIL	\$125.00
KRAUSE, STACY	COUNCIL	\$125.00
FITZSIMMONS, PATRICK	COUNCIL	\$125.00
SUNSTRUM, NICOLE	COUNCIL	\$125.00
CZAIKA, CORY	AMBULANCE	\$125.00
MARTIN, NICK	AMBULANCE	\$125.00
BAILEY, NATHAN	AMBULANCE	\$125.00
DONBROCK, DAVID	AMBULANCE	\$125.00
WALTERSDORF, ZACHARY	AMBULANCE	\$125.00
ZIMMERMAN, KEVIN	AMBULANCE	\$125.00
LAY, NATHAN	AMBULANCE	\$125.00
KRAUSZ, KRYSTAL	AMBULANCE	\$125.00
RICHEY, KORY	AMBULANCE	\$125.00
WILKINS, JOEL	AMBULANCE	\$125.00
SMITH, PATRICK	AMBULANCE	\$125.00
PANT, COREY	AMBULANCE	\$125.00
NUTT, MATTHEW	AMBULANCE	\$125.00
VENTON, KEVIN	POLICE	\$125.00
MEYERS, TAMARA	GENERAL	\$125.00
LITTS, ERIK	ASSESSOR	\$125.00
TOTAL:		\$2,625.00



DATE: November 12, 2013

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>10/17/13</u>	\$ 37,115.91
INTEREST EARNED:	\$ 1.05
DEPOSITS:	
TRANSFER FOR BOND PRINCIPAL AND INTEREST ESCROW ACCOUNT	\$ 19,215.00
CHECKS WRITTEN:	
NEW BALANCE: <u>11/21/13</u>	<u>\$ 56,331.96</u>

REGULAR ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>10/17/13</u>	\$ 49,821.02
INTEREST EARNED:	\$ 2.72
DEPOSITS:	
10/14/2013 2013 Big Beer Run registration fees	\$ 540.00
11/12/2013 2013 Holiday Fest participation fees	\$ 825.00
11/12/2013 Donation from Jim Barnes for raffle ticket purchase	\$ 100.00
11/15/2013 DDA tax capture partial transfer #2	\$ 50,000.00

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1316	SLICK SHIRTS SCREEN PRINTING-T-shirts for Big Beer run	\$ 481.60
1317	CHEEKY MONKEYS-Coffee for Main Street retreat	\$ 20.00
1318	PATRICK REAGAN-Updating of Holidayfest banners	\$ 20.00
1319	CHARLSIE ABEL-Cash prize for 2013 Main Street trip raffle	\$ 300.00
1320	NICOLE SUMSTRUM-Startup cash for Holidayfest carriage rides	\$ 200.00
1321	JOHN SMITH-2013 Holidayfest Santa Claus appearance	\$ 65.00
1322	CLASSIC CARRIAGE-Holidayfest carriage ride service	\$ 754.00
1323	CITY OF PORTLAND-Reimb for audit,postage,telephone,training expenses, misc.	\$ 301.43

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 19,215.00
ACH TRANSFER-P. Reagan wages/fringes for pay period: 10/8/13 to 10/21/13	\$ 2,151.52
ACH TRANSFER-P. Reagan wages/fringes for pay period: 10/22/13 to 11/4/13	\$ 2,197.82
TOTAL EXPENSES:	<u>\$ (25,706.37)</u>
NEW BALANCE: <u>11/21/13</u>	<u>\$ 75,582.37</u>

INVOICE #67428 City of Portland, CITY OF PORTLAND



805 Vine St.
Lansing, MI 48912
(517) 371-3600 / Fax: (517) 371-1581
Email: Sales@slickshirts.com

Invoice Date: 10/28/2013
Customer Account #: 3704

TERMS: Net 30

Bill To

City of Portland - Patrick Reagan
259 Kent Street
Portland, MI 48875
(517) 647-5027 / Fax: (517) 647-2938
Email: ddaMainStreet@

Ship To

City of Portland - Patrick Reagan
259 Kent Street
Portland, MI 48875
(517) 647-5027 / Fax: (517) 647-2938
Email: ddaMainStreet@

PO Number:	Order Date:	Date Order Due:	Delivery Method
	10/21/2013	10/28/2013	Jerry to Deliver

Work Order #67428A - Screen Printing - MAIN STREET PORTLAND

Additional Info: Jerry

ITEM DESCRIPTION	COLOR	2-4	6-8	10-	14-	S	M	L	XL	2XL	3XL	Other	QTY	EACH	TOTAL
N3234-A4 Jersey Marathon T-Shirt-All Colors S-XL	Black							6	6				12	\$5.45	\$65.40
N3234-A4 Jersey Marathon T-Shirt-All Colors 2XL	Black													\$7.45	\$0.00
Total								6	6				12		

Art Charges \$0.00
Setup Fees: \$0.00
Sub Total: \$65.40

Account Aging

0-30	\$578.60
31-60	\$170.00
61-90	\$0.00
Over 90	\$0.00
Total	\$748.60

Payments

Date	Method	Amount
------	--------	--------

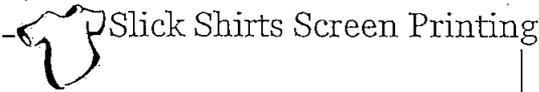
Order Total:	\$65.40
Sales Tax:	\$0.00
Shipping/Handling:	\$0.00
Amount Due:	\$65.40
Payments:	\$0.00
Balance Due:	\$65.40

INVOICE NOTES

REPRINT

Thank you for your business.

INVOICE #67328 City of Portland, CITY OF PORTLAND



805 Vine St.
 Lansing, MI 48912
 (517) 371-3600 / Fax: (517) 371-1581
 Email: Sales@slickshirts.com

Invoice Date: 10/17/2013
 Customer Account #: 3704

TERMS: Net 30

Bill To

City of Portland - Patrick Reagan
 259 Kent Street
 Portland, MI 48875
 (517) 647-5027 / Fax: (517) 647-2938
 Email: ddaMainStreet@

Ship To

City of Portland - Patrick Reagan
 259 Kent Street
 Portland, MI 48875
 (517) 647-5027 / Fax: (517) 647-2938
 Email: ddaMainStreet@

PO Number:	Order Date:	Date Order Due:	Delivery Method
	10/11/2013	10/17/2013	Jerry to Deliver

Work Order #67328A - Screen Printing - MAIN STREET PORTLAND

Additional Info: Jerry

ITEM DESCRIPTION	COLOR	2-4	6-8	10	14	S	M	L	XL	2XL	3XL	Other	QTY	EACH	TOTAL
V3234-A4 Jersey Marathon F-Shirt-All Colors S-XL	Black					15	25	25	10				75	\$5.45	\$408.75
N3234-A4 Jersey Marathon T-Shirt-All Colors 2XL	Black									1			1	\$7.45	\$7.45
Total						15	25	25	10	1			76		

Art Charges \$0.00
 Setup Fees: \$0.00
 Sub Total: \$416.20

Account Aging

0-30	\$513.20
31-60	\$170.00
61-90	\$0.00
Over 90	\$0.00
Total	\$683.20

Payments

Date	Method	Amount

Order Total:	\$416.20
Sales Tax:	\$0.00
Shipping/Handling:	\$0.00
Amount Due:	\$416.20
Payments:	\$0.00
Balance Due:	\$416.20

INVOICE NOTES

ART: Art has been emailed to the art department. All print will be in white for both the front and back

Thank you for your business.

Store: 1

REPRINTED

Cheeky Monkey's

176 Kent St
Portland, Mi 48875
517-647-0031

Like us on facebook!
We are open 7 days a week!!

Ca.....

Item Name	Qty	Price	Ext Price
Carafe of Coffee	2	\$10.00	\$20.00
		Subtotal:	\$20.00
Local Sales Tax		0 % Tax:	+ \$0.00
		RECEIPT TOTAL:	\$20.00

~~Cash \$20.00~~

Thanks for dining with us!



MSB Return

Mary Meistr
6961 Hubbardston
Hubbardston ME 48845
989 981 6741

802218

CUSTOMER'S ORDER NO.	DATE 11-1-13
NAME <i>Portland Main Street</i>	
ADDRESS	
CITY, STATE, ZIP	

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
---------	------	--------	--------	----------	-------------	----------

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	2	Banner's Date Charge	20 ⁰⁰
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Thank You!

RECEIVED BY

A-4705
T-46528

KEEP THIS SLIP FOR REFERENCE

01-11

**Portland Main Street
Purchase Order Request
Organization and Finance Committee
November 13, 2013**

This purchase order request is for the cash prizes for the 2013 Portland Main Street Trip Raffle. This purchase order is for a check for \$300.00 to be made out to the Organization and Finance Committee Chairperson Charlsie Abel for this amount.



Patrick Reagan, Director
Portland DDA/ Main Street

Portland Main Street
Payment Request
HolidayFest 2013
11/13/13

This payment request is for \$200.00, to be used as startup cash at the November 22 & 23 "HolidayFest" for the sale of carriage ride tickets. This request should be charged to the Promotions and Marketing Committee and should be made out to Nicole Sunstrum, Promotions and Marketing Committee Chairperson.

Patrick T. Reagan, Manager
City of Portland Downtown Development Authority
Portland Main Street

Portland Main Street
Payment Request
HolidayFest 2013
11/14/13

This payment request is for \$65.00 for payment of "Santa Claus" services for the 2013 HolidayFest parade. This request should be charged to the Promotions and Marketing Committee and should be made out to John Smith.

A handwritten signature in black ink, appearing to be 'PTR', with a long horizontal line extending to the right.

Patrick T. Reagan, Manager
City of Portland Downtown Development Authority
Portland Main Street

\$100 deposit included

Classic Carriage

Carriage Service Agreement

Linda Dochod
0-12954 8th Ave
Grand Rapids, MI 49534

Phone: (616) 498-6090

Description of Function Holiday rides / Parade Today's Date Sept, 2013

Address Location #1 163 Kent Street Location #2 334 Kent Street
Portland, MI 48875 Portland, MI 48875
(Carriage rides) (parade)

Description of Services, # of Carriages, & Special Requests to be provided:

1 Horse & Carriage giving rides on both days PLUS
The parade on Nov 23. Service fee total includes
Mileage

Service Date & Time: Nov 22, 2013 6:00-9:00 p.m.
Nov 23, 2013 2:00-5:00 p.m. Service Fee Total: \$ 854

Gratuities Included: yes no Additional time cost p. 1/2 hour: \$ 50

Non Refundable Down Payment of \$ 100 Required at Time of Signing

(**Balance Due of \$ 754 Required at Time of Service **)

Classic Carriage reserves the right to avoid or alter any and all situations where safety may be a factor, and the right to cancel any and all agreements in the event of hazardous conditions and other unforeseen circumstances.

Client Name City of Portland Client Phone: 517-647-5027

Address 259 Kent St Client Phone 2 (optional) 517-647-2938 (724)

City/State/Zip Portland, MI 48875 Cell: 231-755-3574

attn: Patrick Regan
All Requirements and Agreements are Understood and Hereby Agreed to:

x [Signature]
Client Signature

x [Signature]
Classic Carriage, L.L.C.

10/11/13
Date

Oct 1, 2013
Date

Deposit paid
of
\$ 100.00

Balance due
of \$ 754.00

Quarterline Media Proposal

	Original Prices	Main Street Discount	Hours/Quantity	(QM)Main
Research & Writing	50/hr	25/hr	4	(200)100
Shooting	60/hr	30/hr	10	(600)300
Editing	75/hr	60/hr	12	(900)720
Music	30/song	20/song	4	(120)80
5- 1:30-2:00 Business Videos				(1820)1200
6th video: Quarterline Media				

Contact:
Eric.Proctor@QuarterlineMedia.co
(517) 712-1401

Note: A \$300 deposit to be paid to Quarterline Media with the balance being paid upon completion of the videos.



October 22, 2013

To: Patrick Reagan
DDA Director
City of Portland

From: Mary Ellen Scheurer
Parks, Recreation & Cemetery Director
City of Portland

Re: Big Beer Run 5K race

Patrick,

The fee for trail preparation and usage of the trail for the 5K Big Beer Run held on October 18, 2013 is \$ 50.00 based on the number of runners that participated in your race.

If you have any questions at all please let me know.

Thanks,

Respectfully,

A handwritten signature in cursive script that reads "Mary Ellen Scheurer".

Mary Ellen Scheurer
Parks, Recreation & Cemetery Director
City of Portland

"The City of Portland is an equal opportunity provider and employer."

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000780
Service Date: 11/07/2013
Invoice Date: 11/12/2013
Due Date: 12/12/2013

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - NOV 2013	112.00	112.00
1	POSTAGE	44.62	44.62

Total Invoice:	156.62
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	156.62

CITY OF PORTLAND
CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

(517) 647-3211

DDA
259 KENT ST.
AND, MI 48875

INVOICE

Customer ID: 00017
Invoice Number: 0000000780
Service Date: 11/07/2013
Invoice Date: 11/12/2013
Due Date: 12/12/2013

Property Address:
259 KENT ST.



Vendor: 02066

TELNET WORLDWIDE INC.

Check #: 00000034530 10/21/13

Date	Invoice	Description/Detail	Amount
10/01/2013	1580000000131001	PHONE SVC - CITY HALL	513.08
	101-172-851.000	TELEPHONE SERVICE	51.31
	101-201-851.000	TELEPHONE SERVICE	205.22
	101-209-851.000	TELEPHONE SERVICE	51.31
	101-751-851.000	TELEPHONE SERVICE	51.31
	101-728-956.000	MISCELLANEOUS EXPENSES	51.31
	105-254-851.000	TELEPHONE SERVICE	51.31
	208-690-851.000	TELEPHONE SERVICE	51.31

Total: 513.08

PRINTING SYSTEMS • Taylor, MI • 1-800-95-12345

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-347 / 724

034530

Date: 10/21/13

AMOUNT
\$513.08

Five Hundred Thirteen and 8/100 Dollars**

PAY

TO THE OR
TELNET WORLDWIDE INC.
8020 SOLUTIONS CENTER
CHICAGO IL 60677

CITY OF PORTLAND - PAYING ACCOUNT

James Hanner

MAYOR

Monique Melle

MP
CLERK

034530 072403473 01151128209

Vendor: 02075

BUSINESS CARD

Check #: 00000034591 11/05/13

Date	Invoice	Description/Detail	Amount
/2013	STATEMENT	MERS CONF & TROPHY BIG BEER RUN-GEN, ECON DEV	784.70
	101-201-864.000	CONFERENCE & WORKSHOP	741.20
	101-728-956.000	MISCELLANEOUS EXPENSES	43.50

Total: 784.70

PRINTING SYSTEMS • Taylor, MI • 1-800-95-12345

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-347 1724

034591
Date: 11/05/13

AMOUNT
\$784.70

Seven Hundred Eighty-Four and 70/100 Dollars**

PAY

BUSINESS CARD
P. O. BOX 15796
WILMINGTON

DE 19886-5796

CITY OF PORTLAND - PAYING ACCOUNT

James L. Harner

Monique Miller

MAYOR

CLERK

WARNING: DO NOT CASH UNLESS ORIGINAL DOCUMENT APPEARS ON BACK OF CHECK

034591 072403473 0115128209

User: BRENDA
DB: Portland

PERIOD ENDING 11/30/2013
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2013-14		AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		AMENDED BUDGET NORMAL	YTD BALANCE 11/30/2013 (ABNORMAL NORMAL)		
Fund 248 - DDA FUND					
248-000-402.000	REAL PROPERTY TAXES	307,549.00	200,000.00	107,549.00	65.03
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	50.00	22.07	27.93	44.14
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00
248-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	128.49	(128.49)	100.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	0.00	0.00	0.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	0.00	0.00	0.00	0.00
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	28,000.00	6,864.65	21,135.35	24.52
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00
Total Dept 000		335,599.00	207,015.21	128,583.79	61.69
TOTAL Revenues		335,599.00	207,015.21	128,583.79	61.69
Expenditures					
Dept 275-ADMINISTRATION					
248-275-702.000	S & W FULLTIME	40,799.08	13,504.14	27,294.94	33.10
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	419.98	780.02	35.00
248-275-715.000	S & W SOCIAL SECURITY	3,152.00	1,065.20	2,086.80	33.79
248-275-716.004	RETIREE HEALTH CARE SAVINGS PLAN	420.00	0.00	420.00	0.00
248-275-717.000	LIFE/LTD INSURANCE	475.00	364.70	110.30	76.78
248-275-718.000	PENSION	9,100.00	3,618.25	5,481.75	39.76
248-275-719.000	OTHER FRINGE	100.00	23.47	76.53	23.47
248-275-720.000	WORKER'S COMPENSATION	725.00	0.00	725.00	0.00
248-275-723.000	UNEMPLOYMENT	40.00	0.00	40.00	0.00
248-275-730.000	POSTAGE	300.00	145.36	154.64	48.45
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	757.42	6,742.58	10.10
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	9,300.00	4,502.18	4,797.82	48.41
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,720.00	0.00	1,720.00	0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	14,905.00	6,670.38	8,234.62	44.75
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,160.00	6,623.02	11,536.98	36.47
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	100.00	0.00	100.00	0.00
248-275-802.000	AUDIT SERVICE	750.00	800.00	(50.00)	106.67
248-275-803.000	ENGINEERING SERVICE	0.00	138.72	(138.72)	100.00
248-275-804.000	CONTRACTUAL SERVICE	2,500.00	0.00	2,500.00	0.00
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	0.00	7,000.00	0.00
248-275-806.000	DATA PROCESSING	300.00	0.00	300.00	0.00
248-275-851.000	TELEPHONE SERVICE	500.00	253.88	246.12	50.78
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	2,500.00	0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	5,000.00	2,100.46	2,899.54	42.01
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	0.00	300.00	0.00
248-275-967.001	FACADE RESTORATION (DDA)	10,000.00	0.00	10,000.00	0.00
248-275-992.000	PRINCIPAL PAYMENT	175,000.00	175,000.00	0.00	100.00
248-275-995.000	INTEREST PAYMENT	12,513.00	7,125.82	5,387.18	56.95
248-275-997.000	PAYING AGENT FEES	300.00	0.00	300.00	0.00
248-275-999.202	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00
Total Dept 275-ADMINISTRATION		324,659.08	223,112.98	101,546.10	68.72
Dept 999					
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00
TOTAL Expenditures		324,659.08	223,112.98	101,546.10	68.72
Fund 248:					
TOTAL REVENUES		335,599.00	207,015.21	128,583.79	61.69
TOTAL EXPENDITURES		324,659.08	223,112.98	101,546.10	68.72
NET OF REVENUES & EXPENDITURES		10,939.92	(16,097.77)	27,037.69	147.15

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PERIOD ENDING 10/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2013 (ABNORMAL)	MONTH 10/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	986,000.00	896,498.22	339,730.54	89,501.78	90.92
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,600.00	0.00	0.00	1,600.00	0.00
101-000-445.000	PENALTY & INTEREST	8,000.00	466.60	466.60	7,533.40	5.83
101-000-445.022	1994A SPEC ASSESS - INTEREST	300.00	185.19	0.00	114.81	61.73
101-000-447.000	TAX COLLECTION FEES	42,400.00	30,550.25	9,940.24	11,849.75	72.05
101-000-448.000	SPECIAL ASSESSMENT FEES	15.00	13.92	0.00	1.08	92.80
101-000-451.000	BUSINESS PERMITS	100.00	683.40	0.00	(583.40)	683.40
101-000-453.000	CABLE TV FEES	28,000.00	7,186.57	0.00	20,813.43	25.67
101-000-455.000	TRAILER FEES	975.00	1,569.00	36.00	(594.00)	160.92
101-000-476.000	NON-BUSINESS PERMITS	1,500.00	(60.00)	140.00	1,560.00	(4.00)
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.00	0.00	0.00	0.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRP GRANT	0.00	0.00	0.00	0.00	0.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00	492.65	492.65	707.35	41.05
101-000-570.000	LIQUOR FEES	3,000.00	3,157.55	0.00	(157.55)	105.25
101-000-575.000	REVENUE SHARING-CONST SALES	290,915.00	99,712.00	51,578.00	191,203.00	34.28
101-000-576.000	REVENUE SHARING-STAT SALES	98,376.00	33,582.00	17,186.00	64,794.00	34.14
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
101-000-620.000	PBT TESTING FEES	4,500.00	1,384.00	501.00	3,116.00	30.76
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	400.00	1,713.07	604.50	(1,313.07)	428.27
101-000-624.000	MISCELLANEOUS FEES	0.00	3.76	2.76	(3.76)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	106,280.00	26,570.00	212,577.00	33.33
101-000-629.000	TOWNSHIP FIRE FEES	0.00	0.00	0.00	0.00	0.00
101-000-630.000	CEMETERY LOT SALES	2,500.00	2,925.00	0.00	(425.00)	117.00
101-000-633.000	CEMETERY CARE FEES	0.00	3,319.40	1,352.40	(3,319.40)	100.00
101-000-634.000	GRAVE OPENING FEES	8,000.00	5,405.00	1,050.00	2,595.00	67.56
101-000-656.000	DISTRICT COURT FINES	15,000.00	4,491.37	1,220.34	10,508.63	29.94
101-000-661.000	PARKING FINES	3,200.00	39.00	7.00	3,161.00	1.22
101-000-662.000	DRUG FORFEITURE MONEY	0.00	0.00	0.00	0.00	0.00
101-000-663.000	MISCELLANEOUS FINES	2,500.00	1,135.00	410.00	1,365.00	45.40
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	400.00	106.90	34.76	293.10	26.73
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	500.00	59.00	19.24	441.00	11.80
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	7,875.00	265.00	0.00	7,610.00	3.37
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.77	0.00	(0.77)	100.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.004	DONATION-OLD MILL BUILDING	2,000.00	5,000.00	0.00	(3,000.00)	250.00
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00
101-000-676.006	DONATION - PARKS	0.00	330.00	0.00	(330.00)	100.00
101-000-676.007	DONATION - PORTLAND TWP	0.00	0.00	0.00	0.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	1,154.70	291.52	(404.70)	153.96
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	0.00	0.00	0.00	0.00
101-000-678.003	REIMBURSEMENTS-RAILROAD LEASES	0.00	0.00	0.00	0.00	0.00
101-000-678.004	REIMBURSEMENTS-PATROL	0.00	0.00	0.00	0.00	0.00
101-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	2,873.40	2,873.40	(2,873.40)	100.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	15,000.00	5,107.41	2,167.33	9,892.59	34.05
101-000-678.007	REIMBURSEMENTS-PAMA	0.00	592.80	0.00	(592.80)	100.00
101-000-678.008	REIMBURSEMENTS-RETIREE HEALTH	0.00	0.00	0.00	0.00	0.00
101-000-678.009	REIMBURSEMENTS-RETIREE LIFE	0.00	0.00	0.00	0.00	0.00
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	1,200.00	1,033.99	0.00	166.01	86.17
101-000-694.000	SALE OF LAND	0.00	0.00	0.00	0.00	0.00
101-000-698.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00

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PERIOD ENDING 10/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2013 (ABNORMAL)	MONTH 10/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-699.001	TRANSFER FROM VOL FIRE DEPT.	0.00	0.00	0.00	0.00	0.00
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	0.00	0.00	0.00	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00	0.00	0.00	0.00	0.00
101-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	49,792.00	0.00	0.00	49,792.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		1,958,383.00	1,217,256.92	456,674.28	741,126.08	62.16
Expenditures						
100	COUNCIL	71,707.00	64,726.62	5,000.00	6,980.38	90.27
101	COMMUNITY PROMOTIONS	256,997.50	58,106.58	9,353.21	198,890.92	22.61
172	CITY MANAGER	164,014.35	46,871.18	10,982.93	117,143.17	28.58
191	ELECTIONS	11,365.00	1,171.78	836.72	10,193.22	10.31
201	GENERAL ADMINISTRATION	335,357.35	115,987.10	19,851.64	219,370.25	34.59
209	ASSESSING	50,662.00	16,820.30	3,227.94	33,841.70	33.20
265	CITY HALL	68,613.50	13,929.15	2,783.91	54,684.35	20.30
276	CEMETERY	164,750.00	48,355.30	10,822.05	116,394.70	29.35
301	POLICE	669,925.00	181,398.46	46,521.12	488,526.54	27.08
336	FIRE	0.00	42,119.96	21,059.98	(42,119.96)	100.00
371	CODE ENFORCEMENT	54,368.00	8,098.98	1,564.24	46,269.02	14.90
728	ECONOMIC DEVELOPMENT	11,000.00	3,585.33	324.98	7,414.67	32.59
751	PARKS	141,120.00	42,710.94	8,217.83	98,409.06	30.27
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		1,999,879.70	643,881.68	140,546.55	1,355,998.02	32.20
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,958,383.00	1,217,256.92	456,674.28	741,126.08	62.16
TOTAL EXPENDITURES		1,999,879.70	643,881.68	140,546.55	1,355,998.02	32.20
NET OF REVENUES & EXPENDITURES		(41,496.70)	573,375.24	316,127.73	(614,871.94)	1,381.74
TOTAL REVENUES - FUND 101						
TOTAL REVENUES - FUND 101		1,958,383.00	1,217,256.92	456,674.28	741,126.08	
TOTAL EXPENDITURES - FUND 101						
TOTAL EXPENDITURES - FUND 101		1,999,879.70	643,881.68	140,546.55	1,355,998.02	
NET OF REVENUES & EXPENDITURES						
NET OF REVENUES & EXPENDITURES		(41,496.70)	573,375.24	316,127.73	(614,871.94)	

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PERIOD ENDING 10/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2013 (ABNORMAL)	MONTH 10/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	668,759.00	32,946.13	55.40	635,812.87	4.93
	TOTAL EXPENDITURES	232,154.45	54,668.91	7,807.16	177,485.54	23.55
	NET OF REVENUES & EXPENDITURES	436,604.55	(21,722.78)	(7,751.76)	458,327.33	4.98
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	2,500.00	1,950.00	0.00	550.00	78.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00	1,950.00	0.00	550.00	78.00
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	232,300.00	61,823.31	19,445.77	170,476.69	26.61
	TOTAL EXPENDITURES	313,376.00	66,931.21	19,921.83	246,444.79	21.36
	NET OF REVENUES & EXPENDITURES	(81,076.00)	(5,107.90)	(476.06)	(75,968.10)	6.30
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	906,584.00	85,620.85	34,132.33	820,963.15	9.44
	TOTAL EXPENDITURES	900,530.00	50,207.36	14,477.32	850,322.64	5.58
	NET OF REVENUES & EXPENDITURES	6,054.00	35,413.49	19,655.01	(29,359.49)	584.96
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	123,450.00	41,898.19	9,583.19	81,551.81	33.94
	TOTAL EXPENDITURES	117,845.00	39,919.53	8,908.15	77,925.47	33.87
	NET OF REVENUES & EXPENDITURES	5,605.00	1,978.66	675.04	3,626.34	35.30
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	472,556.00	276,421.15	47,368.51	196,134.85	58.49
	TOTAL EXPENDITURES	467,867.36	151,432.42	38,382.30	316,434.94	32.37
	NET OF REVENUES & EXPENDITURES	4,688.64	124,988.73	8,986.21	(120,300.09)	2,665.78
Fund 245 - MSHDA LOFT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 248 - DDA FUND:						
	TOTAL REVENUES	335,599.00	156,090.21	2,628.91	179,508.79	46.51
	TOTAL EXPENDITURES	324,659.08	218,773.13	6,531.90	105,885.95	67.39
	NET OF REVENUES & EXPENDITURES	10,939.92	(62,682.92)	(3,902.99)	73,622.84	572.97
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
	TOTAL REVENUES	1,400,000.00	1,400,000.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	890,950.00	15,677.00	0.00	875,273.00	1.76
	NET OF REVENUES & EXPENDITURES	509,050.00	1,384,323.00	0.00	(875,273.00)	271.94
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	97,100.00	33,300.20	8,286.57	63,799.80	34.29
	TOTAL EXPENDITURES	90,600.00	32,109.83	7,266.31	58,490.17	35.44
	NET OF REVENUES & EXPENDITURES	6,500.00	1,190.37	1,020.26	5,309.63	18.31

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PERIOD ENDING 10/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2013 (ABNORMAL)	MONTH 10/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 528:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,507,622.00	1,041,058.96	345,773.21	2,466,563.04	29.68
	TOTAL EXPENDITURES	4,064,801.50	1,394,569.40	431,738.03	2,670,232.10	34.31
	NET OF REVENUES & EXPENDITURES	(557,179.50)	(353,510.44)	(85,964.82)	(203,669.06)	63.45
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	961,100.00	207,602.25	75,933.09	753,497.75	21.60
	TOTAL EXPENDITURES	1,033,479.00	165,802.82	39,054.24	867,676.18	16.04
	NET OF REVENUES & EXPENDITURES	(72,379.00)	41,799.43	36,878.85	(114,178.43)	57.75
Fund 591 - WATER FUND:						
	TOTAL REVENUES	625,070.00	171,034.91	55,888.93	454,035.09	27.36
	TOTAL EXPENDITURES	798,838.30	241,393.18	41,495.22	557,445.12	30.22
	NET OF REVENUES & EXPENDITURES	(173,768.30)	(70,358.27)	14,393.71	(103,410.03)	40.49
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	324,460.00	139,128.97	24,199.16	185,331.03	42.88
	TOTAL EXPENDITURES	476,311.68	183,867.24	21,264.27	292,444.44	38.60
	NET OF REVENUES & EXPENDITURES	(151,851.68)	(44,738.27)	2,934.89	(107,113.41)	29.46
Fund 662 - INTERNAL SERVICE FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 812 - SPECIAL ASSESSMENT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS						
		9,657,100.00	3,648,875.13	623,295.07	6,008,224.87	37.78
TOTAL EXPENDITURES - ALL FUNDS						
		9,711,412.37	2,615,352.03	636,846.73	7,096,060.34	26.93
NET OF REVENUES & EXPENDITURES						
		(54,312.37)	1,033,523.10	(13,551.66)	(1,087,835.47)	1,902.92

DURAND'S *Sycamore* HOUSE

Durand,
pop. 3,446



By Elizabeth Shaw

Ted and Joyce Cozapt are living their perfect retirement dream. On sunny afternoons they can sit on their third floor balcony and enjoy the sights and sounds of the quiet, tree-lined neighborhood below. In the evenings, they can see teens shooting hoops in a well-lit park just a few blocks to the northeast. Three days a week, they babysit their two great-grandchildren who live across the street. Their door is always open, and they know all their neighbors by name. Everything they need is within easy walking distance, or a few minutes' drive away.

After retiring in 2009 and selling their home in metro Detroit, the couple became the first tenants to sign a lease at Sycamore House, a historic school converted into 40 units of affordable senior housing that opened in 2010 in downtown Durand.

"We've got the perfect location to live our life the way we want to, go anywhere we want to, do anything we want to, and we don't even need to have a car to live here," said Ted Cozapt. "We can walk across to the store with our shopping carts, and 100 feet down from there is the post office. If we want to go to the drug store or bank, we just walk down around the corner. The library's right there the other way. Anything you want, you've got it. There is no down side. It's perfect."

"It's like living in a retirement home in Florida only we're right here with family back in our own hometown," said Joyce Cozapt. "I didn't know that they even had stuff like this here in Michigan until recently. This is the answer to a prayer."

The historic preservation project was also the answer to a prayer for the city of Durand.

From 1920 to 1996, the historic brown brick building on Sycamore Street ushered countless generations of students through its halls, first as the high school and then as the junior high. But once the students left and the classrooms were

abandoned, the once-majestic landmark quickly fell into ruin, anything of value stripped and scrapped to pay the property taxes.

"It was absolutely despicable," said Durand City Manager and Clerk Amy Roddy, who took on the combined position in 2008 after more than 20 years as city clerk. "Windows broken out and boarded up, chains on the doors. The police were there several times a year because of vandals breaking in."

Public/Private Partnership

In 2005, the newly formed Shiawassee Economic Development Partnership (SEDP) held its first event to spark local private/public investment opportunities. Among the attendees was Woda Group LLC, which develops and manages high quality affordable housing around the country. Woda quickly seized on the opportunity for a renovation project that could be largely funded through historic preservation grants and other state and federal economic redevelopment incentive programs.

"Companies that take advantage of these incentive opportunities can take a multi-million dollar investment and minimize their financial exposure to the point where it's practically a net gain on paper," said Roddy. "The SEDP helps identify those sites. It's been the best return on investment for everyone involved."

IT'S LIKE LIVING IN A RETIREMENT HOME IN FLORIDA ONLY WE'RE RIGHT HERE WITH FAMILY BACK IN OUR OWN HOMETOWN. I DIDN'T KNOW THAT THEY EVEN HAD STUFF LIKE THIS HERE IN MICHIGAN UNTIL RECENTLY. THIS IS THE ANSWER TO A PRAYER.

—Joyce Cozapt, first Sycamore House resident

Payment-In-Lieu-of-Taxes

There were some important lessons learned. For example, the city agreed to enact an ordinance that allowed the developer to take advantage of an FHA/HUD tax credit program that exempted the property from the lion's share of local taxes. "It's a significant loss of revenue that would be going into the general fund," said Roddy. "My advice is if you've never done one of these before, don't be afraid to ask questions of other communities and reach out to a specialist in the legal arena who may have some insights. Assemble a team of experts to help guide you through the process."

But the benefits have well outweighed any pitfalls, said Roddy. The city mitigated part of the lost revenue by negotiating a \$5,000 annual contract for police and fire services, and a full tax levy on the four largest units that don't qualify as low income housing.



Sycamore House retains the historic details and character of an important local landmark, adding to the city's sense of place.



The availability of senior housing enabled retirees Ted and Joyce Cozapt to move back to Durand to be near family members including great-grandchildren Savannah and Brody.

HISTORIC PRESERVATION PROJECT:

Sycamore House/Durand High School

Direct Investment:	\$16,280,563
Indirect Investment:	\$18,559,842
Federal Credit:	\$1,413,716
State Credit:	\$353,429
Economic Impact:	\$34,840,405
Jobs Created:	401* (*during construction)
Source:	Michigan State Historic Preservation Office

THE RIPPLE EFFECT

Streetscape Improvements:

Sagelink Credit Union:	\$12,000
Woda/Sycamore House:	\$60,000
MEDC:	\$750,000
MDOT/Small Urban Cities Program:	\$375,000
City:	\$22,491

Façade Improvements:

MEDC:	\$375,000
Property Owners:	\$125,000
City:	0

When the gym roof collapsed soon after breaking ground in 2009, the city stepped in and worked with the Michigan Economic Development Corporation for a brownfield tax credit worth \$90,000.

When heavy construction cranes damaged the roadbed leading to the site, the city negotiated street repair costs with Woda and the developers of a new \$10-million Sagelink Credit Union nearby.

"Between the two, they covered our entire matching funds for a streetscape grant and we were able to repave the street and put in a turnaround to beautify the area and calm traffic," said Roddy. "Once that happened, you could see all the houses around them getting a facelift, more pride of ownership. It really changed the dynamics of that entire neighborhood in just two years' time."

That in turn led to an entire downtown streetscape makeover highlighting the city's historic railroad identity, followed by an enormously popular façade improvement grant program now going into its second year.

Streetscape, Façade Improvement, Economic Development: The Ripple Effect

"It really filled a void for us in our housing stock. We didn't have a place for senior housing near our core downtown. This was an outstanding opportunity to take an eyesore and turn it into a beautiful facility with all the amenities," said Mayor Deb Doyle. "All it takes is a couple of really successful projects like this to manifest and there's a ripple effect, and that's exactly what we're seeing."

ALL IT TAKES IS A COUPLE OF REALLY SUCCESSFUL PROJECTS LIKE THIS TO MANIFEST AND THERES A RIPPLE EFFECT, AND THAT'S EXACTLY WHAT WE'RE SEEING.

—Durand Mayor Deb Doyle

There are now only two vacancies in the entire downtown, and more improvements in the works. "There's a lot more people walking downtown, utilizing downtown, and all that foot traffic has a direct benefit that provides more stability to the local economy," said Roddy. "Right now we're watching guys carrying armloads of 2x4s into a building that hasn't had a business in there in 26 years. It's really exciting to watch." 

Elizabeth Shaw is communications coordinator for the League. You may contact her at 734-669-6318 or eshaw@mml.org.

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IONIA COUNTY BOARD OF COMMISSIONERS
“Collaborating For Safe, Strong and Healthy Communities”

Agenda
November 12, 2013
4:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 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. Action on PA 116 – File #13-004FA - Dennis & Stacy Boersen
 - B. Action on PA 116 – File #13-005FA - Boersen Farms, Inc.
- VIII. New Business**
 - A. Resolution of Appreciation – Donald Zeerip
 - B. FY2014 Clean Sweep Program Grant Agreement
 - C. Equalization Apportionment Report
Resolution Authorizing the Spreading of Millage
 - D. Snow Removal Service Contract
 - E. Approval of Health Insurance Rates
 - F. Adoption of Building Code Permit Fees
 - G. Jail Medical Services Contract
 - H. Village of Saranac Resolution and Intergovernmental Agreement to Manage Floodplain Development
 - I. Health Department Budget Amendment – Budget for Federal Vaccine Inventory
 - J. Health Department Certified Counselor Designated Organization Agreement
 - K. First United Methodist Church Parking and Snow Removal Agreement
 - L.
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson

- B. County Administrator
- C. Appointments
 - 1. Community Mental Health Services Board – to fill a vacancy of a three-year term expiring March 31, 2014.

X. Reports of Special or Ad Hoc Committees

XI. Public Comment (3 minute time limit per speaker)

XII. Executive Session

- A. Corrections Unit Negotiations Update
- B. Corrections Command Unit Negotiations Update
- C.

XIII. Adjournment

Board and/or Commission Vacancies

- Community Corrections Advisory Board – One Business Community Representative (no expiration date).
- Community Mental Health Services Board – One three-year term expiring March 2014.
- Comprehensive Economic Development Strategy Committee – Two one-year terms expiring in December 2013. One Public Representative and one Private Sector Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2015. One position will be for an alternate member.

Appointments for consideration in the month of December 2013:

- *Central Dispatch Board of Directors* – Two two-year terms, both of which are citizen representatives.
- *Substance Abuse Initiative* – Four two-year terms, one from each of the following Commissioner Districts – District 1, 2, 6 and 7.
- *West Michigan Regional Planning Commission* – One one-year term which serves as a Private Sector Representative.

Appointments for consideration in the month of January 2014:

- *Area Agency on Aging of Western Michigan Board of Directors* – One two-year term.
- *Central Area Michigan Works! Consortium* – One one-year term.
- *Park Advisory Board* – Two two-year terms.
- *Tax Allocation Board* – One one-year term.