



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

7:00 p.m. Monday, October 5, 2015

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>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>Public Comment</u> (5 minute time limit per speaker)	
7:04 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:15 PM	A. Second Reading & Consideration of Ordinance 175II to Amend Section 42-186(c) of the Portland City Code of Ordinances	Motion
7:18 PM	B. Proposed Resolution 15-75 Approving, Authorizing, and Directing the Mayor and Clerk to Sign the Second Amendment to the First Amended Joint Fire and Emergency Services Agreement	Motion
7:22 PM	C. Proposed Resolution 15-76 Approving a Bid from Cook Brothers Excavating, Inc. for Demolition of City Property Located at 628 Canal St.	Motion
7:25 PM	D. Proposed Resolution 15-77 Approving the Purchase of a New Ambulance	Motion
7:30 PM	E. Proposed Resolution 15-78 Approving Fleis & VandenBrink's Proposal for Engineering Services Associated with the Remediation of the Fuel Spill at the Diesel Generation Plant	Motion
7:32 PM	F. Proposed Resolution 15-79 Approving Pay Request No. 7 to the Michigan Department of Transportation for Work Performed on the Cutler Road Project	Motion
7:35 PM	X. <u>Consent Agenda</u>	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on September 21, 2015	
	B. Payment of Invoices in the Amount of \$130,334.49 and Payroll in the Amount of \$87,681.40 for a Total of \$218,015.89	
	C. Purchase Orders over \$5,000	
	1. Tom's Food Center in the amount of \$9,000.00 for the Energy Optimization Program	

**Estimated
Time**

7:40 PM

7:45 PM

7:50 PM

7:55 PM

2. Keusch Super Service in the amount of \$9,460.00 Tires and Wheel Repair for the CAT Loader
3. TerHorst & Rinzema Construction Co. in the amount of \$12,505.00 for City Hall Repairs Due to Tornado Damage
4. Resco in the amount of \$46,316.10 for Kerite wire and materials

XI. Communications

- A. Michigan State Police – Disaster Relief Approval
- B. EDC Minutes for April 27, 2015
- C. Fleis & VandenBrink – Diesel Fuel Release Status Report to DEQ
- D. AECOM – Portland Municipal Dam Nuisance Plant Monitoring Report to FERC
- E. Portland Area Municipal Authority Minutes for July 14, 2015
- F. Flood News
- G. WOW! Business Communication

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

**Action
Requested**

Motion

**CITY COUNCIL
CITY OF PORTLAND
Ionia County, Michigan**

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

ORDINANCE NO. 175II

**AN ORDINANCE TO AMEND SECTION 42-186(c)
OF THE PORTLAND CITY CODE OF ORDINANCES**

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 42-186(c) of the City Code of Ordinances pertaining to restaurants without a drive through facility is amended to read as follows:

1 space for each employee reasonably expected to work during anticipated peak hours, plus 1 space for every 3 people allowed in the area devoted to indoor seating, as measured by the maximum occupancy load under the applicable building or health codes. The Planning Commission has discretion to approve or deny the applicant's peak staffing estimates, based on the documentation presented.

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: October 5, 2015

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: September 21, 2015

Adopted:

Published:

Effective:

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 175II, which was adopted by the Portland City Council at a regular meeting, held on _____ which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-75

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR
AND CLERK TO SIGN THE SECOND AMENDMENT TO
FIRST AMENDED JOINT FIRE AND EMERGENCY-SERVICES AGREEMENT**

WHEREAS, the City of Portland and Portland and Danby Townships (collectively, the Portland Area Fire Authority, hereinafter the "Authority") entered into the First Amended Joint Fire and Emergency-Services Agreement on March 2, 2015; and

WHEREAS, consistent with its published 5-year improvement plan, the Authority is in need of financing to purchase a 2015 Spencer Manufacturing apparatus fire truck; and

WHEREAS, pursuant to the Urban Cooperation Act, 1967 PA 7, Ex. Sess. as amended, MCL 125.501 *et seq.* (the "Act"), the City and the Townships must provide authorization to the Authority to finance the purchase of the Fire Truck and the Authority is requesting an amendment to the First Amended Agreement to authorize such a borrowing; and

WHEREAS, the Authority recommends that the City and Townships approves, authorizes, and adopts the Second Amendment to First Amended Joint Fire and Emergency-Services Agreement, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the Mayor and Clerk to sign the Second Amendment to First Amended Joint Fire and Emergency-Services Agreement, 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: October 5, 2015

Monique I. Miller, City Clerk

**SECOND AMENDMENT TO FIRST AMENDED JOINT FIRE
AND EMERGENCY SERVICES AGREEMENT**

This Second Amendment to the First Amended Joint Fire and Emergency Services Agreement is made as of October 14, 2015 (this "Second Amendment"), between the City of Portland, a Michigan municipal corporation, the principal business address of which is 259 Kent Street, Portland, MI 48875 (the "City"), Portland Township, a Michigan general law township, the principal business address of which is 773 East Grand River Avenue, Portland, MI 48875, and Danby Township, a Michigan general law township, the principal business address of which is 13122 Charlotte Highway, Sunfield, MI 48890 (collectively, the "Townships").

RECITALS

- A. Pursuant to the Urban Cooperation Act, 1967 PA 7, Ex. Sess. as amended, MCL 125.501 *et seq.* (the "Act"), the City and the Townships entered into the First Amended Joint Fire and Emergency Services Agreement on March 2, 2015, a copy of which is attached as Exhibit A and incorporated by reference (the "First Amended Agreement"), under which the City and the Townships established the Portland Area Fire Authority (the "Authority").
- B. Consistent with its published 5-year improvement plan, the Authority is in need of financing to purchase a 2015 Spencer Manufacturing apparatus fire truck (the "Fire Truck") and has received a proposal from _____ Bank (the "Bank") to loan it the necessary funds in an amount not-to-exceed \$174,000, at an interest rate of _____ percent.
- C. Pursuant to the Act, the City and the Townships must provide authorization to the Authority to finance the purchase of the Fire Truck through the Bank and the Authority is requesting an amendment to the First Amended Agreement to authorize such a borrowing.
- D. The City and the Townships are amenable to the Authority's request in accordance with the terms and conditions of this Second Amendment.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Second Amendment, the parties agree as follows:

1. Section 3.4 of the First Amended Agreement is amended in part to read as follows:

Maintenance Costs and Capital Expenses.

(a) The Authority must pay day-to-day maintenance costs in the fire station portion of the building. "Maintenance costs" means the cost of replacing or repairing expendable items in existing buildings and equipment but does not include major repairs exceeding the Authority's budget. The municipality that owns a building or equipment that must pay capital-improvement costs, which are defined as adding or improving buildings or equipment, as well as major repairs exceeding the Authority's budget or day-to-day maintenance costs, which are defined as replacing or repairing expendable items that are not in the fire station portion of the building. The Authority may assume the costs of a capital expense by unanimous vote of the Board.

Exhibit

A

(b) Notwithstanding the foregoing, the City and the Townships authorize the Authority, on or before October 14, 2015, to borrow an amount not to exceed \$174,000 from _____ Bank, at an interest rate of _____ percent, to finance the purchase the Fire Truck, over a period of three years. The Authority shall include in its annual budget the amounts necessary to make all installment payments of principal and interest to _____ Bank in relation to the financing approved by this subsection. The obligation to make timely principal and interest payments to _____ Bank shall be the sole obligation of the Authority. Notwithstanding the foregoing, the City and the Townships hereby pledge that in the event the Authority should default on any portion of such obligation, subject to constitutional and statutory limitations, the City and Townships shall make such payments to the extent specified below:

	2015-2016	2016-2017	2017-2018
City of Portland	\$28,500	\$28,500	\$28,500
Portland Township	\$28,000	\$28,000	\$28,000
Danby Township	\$17,000	\$17,000	\$17,000

The authorization provided to the Authority by the City and the Townships through this subsection 3.4(b) is exclusively limited to financing to purchase the Fire Truck as specified herein and for no other purpose. In the event of default by the Authority, the parties agree that the City and the Townships shall jointly own the Fire Truck.

2. The Secretary of the Authority Board is hereby authorized and directed to execute and deliver such agreements, instruments, documents and certificates and to take all other actions necessary to complete the purchase of the Fire Truck, including, but not limited to, taking such actions as may be required by the Michigan Department of Treasury necessary to finance the purchase of the Fire Truck.
3. All other terms and conditions of the First Amended Agreement, except as specifically provided in this Second Amendment, shall remain in full force and effect.

The parties have signed this Second Amendment as of the date first above written.

CITY OF PORTLAND

PORTLAND TOWNSHIP

By: _____
James E. Barnes, Mayor

By: _____
Christian Jensen, Township Supervisor

By: _____
Monique Miller, Clerk

By: _____
Charlene Keilen, Township Clerk

Date: _____

Date: _____

DANBY TOWNSHIP

By: _____
Richard Pohl, Township Supervisor

By: _____
Daniel Platte, Township Clerk

Date: _____

PORTLAND AREA FIRE AUTHORITY
CITY OF PORTLAND AND PORTLAND AND DANBY TOWNSHIPS
IONIA COUNTY, MICHIGAN

FIRST AMENDED JOINT FIRE- AND EMERGENCY-SERVICES AGREEMENT

This First Amended Joint Fire and Emergency Services Agreement ("First Amended Agreement") is made on March 2, 2015, between the City of Portland ("City"), a Michigan municipal corporation; Portland Township, a Michigan general law township; and Danby Township, a Michigan general law township (collectively, "Townships").

RECITALS

The Parties agree to the following facts:

A. Under the Urban Cooperation Act, 1967 PA 7, Ex. Sess., as amended, MCL 124.501 et seq. (Act 7), public agencies may create interlocal agreements to jointly exercise any power, privilege, or authority that the agencies share in common and that each might exercise separately.

B. The City and the Townships are public agencies under Act 7. Each is authorized to provide fire protection and emergency medical support by establishing, operating, and maintaining a fire- or emergency-services department.

C. It is in the best interests of the City's and the Townships' citizens for the Parties to enter into an interlocal agreement to create a fire- and emergency-services authority as a separate legal entity, and to jointly operate, fund, and maintain that authority as provided in this First Amended Agreement.

D. This First Amended Agreement amends and restates the Joint Fire- And Emergency-Services Agreement executed by and between the parties on July 1, 2012.

AGREEMENT

In exchange for the consideration identified in this First Amended Agreement, the Parties agree as follows:

**ARTICLE I
CREATION OF AUTHORITY**

1.1 **Creation.** The parties established the Portland Area Fire Authority ("Authority") under Act 7 and under the terms of the Joint Fire- And Emergency-Services Agreement executed by and between the parties on July 1, 2012 (the "Original Agreement").

1.2 **Jurisdiction.** The Authority provides fire protection and emergency medical support to the City of Portland, Portland Township, and that portion of Danby Township shown on Appendix A.

1.3 **Power of the Authority.** The Authority, by action of the Board (defined in Section 1.4, below), may do any of the following:

(a) Establish, maintain, and operate the Authority and its facilities, programs, and services to provide fire protection and emergency medical support.

(b) Acquire and dispose of real and personal property, subject to this First Amended Agreement and to any limitations imposed at the time the property is acquired.

(c) Employ, discipline, terminate, set and adjust compensation for personnel, including but not limited to the following:

1. a Fire Chief;
2. fire department officers;
3. fire fighters; and
4. other personnel.

The Board may delegate the authority to employ, discipline, terminate, set and adjust compensation for personnel to the Fire Chief of the Authority, who will manage the day-to-day operations of the Authority pursuant to Section 1.5. The delegation of authority under this Section 1.3 is not exclusive and the Board retains the full and final authority to employ, discipline, terminate, set and adjust compensation for any personnel of the Authority.

(d) Accept funds, goods, voluntary work, or other assistance to carry out Authority functions or obligations. Funds, goods, voluntary work, and other assistance may come from any public or private source, including but not limited to local governmental funding; grants; and state, federal, or private donations. The Authority must maintain a complete record of all funds received from any source and must include those funds in the annual financial budget.

(e) Enter into agreements with public or private agencies for the purpose of receiving services under this First Amended Agreement and establishing, operating, and maintaining the Authority. Agreements may include but are not limited to mutual-aid agreements.

(f) Recommend code provisions and amendments to the City and the Townships as necessary to provide for the public safety and to promote the efficient use of the Authority's property, facilities, programs, and services.

1.4 Governing Body.

(a) Governing Board. The Authority is governed by the Portland Area Fire and Emergency Services Board ("Board"). The Board is a public body corporate with the powers to sue or be sued in its own name.

(b) Composition. The Board consists of six members, two appointed by each of the Parties' legislative bodies: the Portland City Council, the Portland Township Board, and the Danby Township Board. One member from each municipality must be a member of the municipality's legislative body and one member must be an at-large member of the public from each municipality. A vacancy on the Board must be filled by the original appointing legislative body.

(c) Qualifications. Each member of the Board must be a qualified elector of the municipality from which he or she is appointed. The following are ineligible to serve as members of the Board:

1. Employees of the Authority.
2. The spouse of any employee of the Authority.

(d) Term. To achieve staggered terms, each legislative body will initially appoint one member for two years and one member for four years. Thereafter, members are appointed for four-year terms. Members may serve multiple terms. The Board members serving terms under the Original Agreement shall continue their terms upon the execution of this First Amended Agreement.

(e) Compensation. Board members may be compensated for attending meetings by the legislative body that appointed them at a rate determined by that legislative body. Such compensation, if any, will be an expense of that legislative body and outside of the Authority's budget. The Board may reimburse its members for actual and necessary expenses incurred in the performance of Board duties. Such reimbursements will be an expense of the Authority and included in its annual budget.

(f) Removal. Board members serve at the pleasure of the legislative body that appointed the members. The appointing legislative body may remove any Board member it appoints with or without cause.

(g) Voting. Each Board member is entitled to one vote for each action taken by the Board, unless that member has a conflict of interest, in which case such member will not participate in the discussion or vote on the action in which the member has a conflict of interest. Except as provided elsewhere in this First Amended Agreement, Board action requires approval of a simple majority of the members (four votes). Proxy voting is not allowed.

(h) Quorum. A quorum consists of a majority of the appointed Board members (four members) and must include at least one member who has been appointed

by each municipality. The Board may not take action except at a meeting at which a quorum entitled to vote is present in person.

(i) Meetings. The Board must annually establish a meeting schedule, which must include at least one meeting each quarter. One of those meetings must be the Board's annual organizational meeting, which must be held in, or as near as practicable to, July. The meeting schedule must be posted at the City and the Township offices, in the time and manner required by law.

The Chairperson, Vice-Chairperson, or any three Board members may call a special meeting. All Board members must be notified in writing at least 18 hours before a special meeting. Notice of special meetings must be posted at the Portland City Hall, the Portland Township Hall, the Danby Township Hall, and all fire stations.

All Board meetings must be noticed, held, and conducted as required by law, including the Open Meetings Act, 1976 PA 267, as amended.

(j) Minutes. Minutes of all Board meetings must be prepared and approved as required by law. The Board must provide copies of its minutes to the City and the Townships following the Board meetings. The Authority must make its minutes and other public records available as required by law, including the Freedom of Information Act, 1976 PA 442, as amended.

(k) Rules. The Board may adopt bylaws for the conduct of its meetings.

(l) Officers. At the Board's annual organizational meeting, the Board must select the following from among its members: Chairperson, Vice-Chairperson, Secretary, and Treasurer. Officers' terms are for one year and expire at the organizational meeting in the year after their selection. Officers have the following duties and authority:

1. **Chairperson**. The Chairperson presides at all Board meetings. The Chairperson retains all duties and authority of a Board member, including the right to vote on all matters.
2. **Vice-Chairperson**. The Vice-Chairperson exercises all duties and authority of the Chairperson in the Chairperson's absence.
3. **Secretary**. The Secretary keeps the Board's records and minutes of all Board meetings.
4. **Treasurer**. The Treasurer receives deposits, invests, and reinvests all Authority funds. The Treasurer must keep accurate financial records and must keep Board members apprised of the Authority's financial status at intervals established by the Board. The Treasurer must provide copies of all financial reports to the City and the Townships after each scheduled meeting.

Before taking on the duties of the office, the Treasurer must give a bond to the Authority. The Board must establish the bond amount and sureties. The bond must be conditioned on the Treasurer's faithful discharge of the duties of the office and conditioned on the Treasurer's duty to account for and pay over to the Authority all money received as Treasurer. The Authority must pay the bond premium.

(m) Combination and Delegation of Offices. The Board may combine the offices of Secretary and Treasurer into a Secretary-Treasurer position. The Board may delegate any part of the functions of the Secretary and Treasurer to a person the Board deems qualified and who may or may not be an employee of the Authority. If the Board delegates any of those functions to a municipal Clerk or Treasurer or to an employee of the City or either Township, such delegation will only become effective if the legislative body of each municipality approves the delegation by a duly adopted resolution.

1.5 **Fire Chief and Fire Fighters.** The Board will employ a part-time Chief, who will manage the Authority's day-to-day operations. The Chief is responsible to the Board.

The Board may authorize the Chief to employ other officer positions, fire fighters, emergency personnel, and other employees to assist the Chief. The Board must establish procedures for the hiring and removal of Authority employees; those procedures may or may not include the Board's active participation in hiring or removal. The Board must undertake an annual review of the Chief at the time of budget approval.

All Authority employees, including the Chief, are at-will employees of the Authority, subject to removal, discipline, and adjustment in compensation by the Board with or without cause and with or without notice.

1.6 **Adding a Municipality.** The Authority may negotiate with other municipalities to become part of the Authority. Other municipalities may become parties to this First Amended Agreement as follows:

(a) The Authority must prepare and present to each party to this First Amended Agreement a cost-benefit analysis, demonstrating that the addition of the new municipality will not negatively impact the Authority's financial condition or the level of services it provides to the existing parties.

(b) The Authority must propose any amendments to this First Amended Agreement necessary to accommodate the addition of the new municipality.

(c) The new municipality and all existing parties to this First Amended Agreement must approve any proposed amendments by resolution duly adopted by each municipality's legislative body.

1.7 **Contracting for Services.** With approval of the City's and the Townships' legislative bodies, the Authority may contract with a governmental entity not a party to this First Amended Agreement to provide fire and emergency services during the term of this First Amended Agreement. The Authority may also contract with the City or Townships for goods or

services sold or rendered to the Authority, so long as the contract for such goods or services was competitively bid.

ARTICLE II FINANCING

2.1 **Fiscal Year.** The Authority's fiscal year is July 1 through June 30.

2.2 **Annual Budget.** The Board must prepare the Authority's annual line-item operating budget in accordance with the Uniform Budget and Accounting Act and the following provisions:

(a) The Board must submit the Authority's proposed budget to the City and the Townships for review before January 31st of each year. The proposed budget will include adjustments set forth in Section 2.3, which adjustments will become effective for the next fiscal year. The City and Townships may recommend adjustments to the Authority budget through their appointed Board members by March 1. The Board must submit the Authority budget with revisions, if any, to the City and Townships by March 15. That budget will become the Authority's operating budget on approval by the City Council and Township Boards. If the City Council or either Township Board declines to approve the proposed budget, the Authority will operate under the previous fiscal year's budget until all parties agree on a new operating budget.

(b) The Authority will seek to maintain a budget that recognizes the parties' financial constraints with regard to the ability to levy taxes or collect monies to support the Authority. The Authority will strive to keep proposed budget increases consistent with the then-current rate of inflation, with an allowance for new growth within the service area.

(c) The Board may only disburse funds as provided in the approved budget and the terms of this First Amended Agreement. The Board may amend the budget in response to deviations in expected revenues or authorized expenditures. But the Board may not increase the total budget without approval of the City Council and both Township Boards.

2.3 **Funding Formula.** The City and Townships will contribute to the Authority's budget, subject to annual adjustments of state equalized value, the average number of fire runs of the previous three years and adjustments to population every 10 years. The funding formula shall be weighted equally between state equalized value, population and the average number of runs of the previous three years as set forth below. Thus, the City's and Townships' share of the total budget based on state equalized value, population and number of runs will be their respective percentage of the sum of the state equalized value, population and number of runs for all of the parties multiplied by 100%.

Component	Weight	Description
State Equalized Value	33.33%	State equalized value for those sections of each municipality covered by this First Amended Agreement as certified by the Ionia County Equalization Department. State equalized values must be reported to the Authority on or before May 1 of each year for the following fiscal year.
Population	33.33%	As determined by the most recent decennial census completed by the U.S. Bureau of Census of those sections of a municipality covered by this First Amended Agreement.
Number of Runs	33.33%	Based on the average number of runs of the previous three years. ¹ Mutual-aid runs will not be included in this calculation.

2.4 Quarterly Payments. The City and Townships must make quarterly payments to the Authority to cover their pro-rated portions of the Authority's annual budget. The Authority will send an invoice in July for the fiscal year. The first payment will be due in August and the remaining payments due in October, January and April.

2.5 Annual Audit. The Board will commission a Certified Public Accountant to conduct an annual financial audit following the end of each fiscal year. The Board must provide copies of the audit to appropriate federal and state agencies, each member of the Board, the City Clerk, and the Township Clerks.

2.6 Invoicing for Fire Protection Or Emergency Medical Support Service. Neither the Board nor the Authority may invoice for fire protection or emergency medical support services provided. The City and Townships reserve the right to invoice a resident or nonresident to recoup all or a portion of the cost of fire protection or emergency medical support services that the Authority provided to that resident or nonresident. The City and the Townships may only invoice for services under this Section 2.6 for services rendered by the Authority within their respective jurisdictions. Any monies recouped by the City or Townships shall be the property of the City or Townships invoicing for services.

2.7 Invoicing for Water. During the term of this First Amended Agreement and any successive effective terms as provided in Section 5.1, the City will provide water to the Authority at the same rate as it provides water to similar size users based upon rates determined by the City Council. The City will invoice the Authority on a monthly basis for water used by the Authority.

¹ The number of runs attributed to Danby Township shall not include any runs to the Rest Area or along that portion of I-96 located in Danby Township. Runs to the Rest Area and along that portion of I-96 located in Danby Township shall instead be attributed to the City of Portland pursuant to the Agreement executed April 21, 2005 between Danby Township and the City of Portland, which shall remain in full force and effect.

ARTICLE III PROPERTY

3.1 **Personal Property Contribution.** Upon approval of this First Amended Agreement by the City and Townships, the City will, for the consideration of \$1.00, transfer the following equipment to the Authority:

<u>Vehicle No.</u>	
201	1999 Pierce Rescue/Pumper
202	1979 Air/Light Truck
206	1994 Chevy ¾ Ton P/U Truck – Grass Rig
207	1976 LaFrance Pumper
208	1994 Chevy ¾ Ton P/U Truck – Grass Rig
209	1990 International 1950 Gallon Tanker
210	1990 Command and Support Vehicle
211	1991 Pierce Pumper
212	1996 DNR Blazer – Grass Rig
251	2002 Honda Quad
343	Ford Excursion
Boat 1	Zodiac Inflatable with 25hp motor and trailer
Old Engine 1	1942 Ford Pumper

All loose equipment on the vehicles is included. In addition to the vehicles identified in this Section, the personal property in possession of the Authority on the effective date of this Agreement will be transferred to the Authority. The Authority will be responsible for operating, maintaining, depreciating, replacing, and insuring the vehicles and equipment.

3.2 **Contribution and Maintenance.** Members of the Portland Area Municipal Authority (PAMA) agree to continue the PAMA and lease the PAMA assets, identified in Exhibit A (hereinafter referred to as the PAMA Assets), to the Authority for \$1.00 during the term of this First Amended Agreement. The fire station at 773 E. Grand River Avenue will serve as the Authority's principal office, and must remain the primary station for emergency responses.

3.3 **Substations.** The Authority may make recommendations regarding the creation of one or more substations to provide services within the service area. The municipality or municipalities making the decision to create the substation must approve, fund, and construct the substation at its sole cost and expense. Any substation created will be the sole and exclusive property of the municipality creating the substation. So long as the municipality creating a substation is a party to this First Amended Agreement, the municipality must permit the Authority to use and occupy such substation, for no additional compensation, to provide fire protection and emergency medical support services. Substations must be built to the Authority's specifications.

3.4 **Maintenance Costs and Capital Expenses.** The Authority must pay day-to-day maintenance costs in the fire station portion of the building. "Maintenance costs" means the cost of replacing or repairing expendable items in existing buildings and equipment but does not

include major repairs exceeding the Authority's budget. The municipality that owns a building or equipment must pay capital-improvement costs, which are defined as adding or improving buildings or equipment, as well as major repairs exceeding the Authority's budget or day-to-day maintenance costs, which are defined as replacing or repairing expendable items that are not in the fire station portion of the building. The Authority may assume the cost of a capital expense by unanimous vote of the Board.

ARTICLE IV INSURANCE

4.1 **Insurance Coverage.** The Authority must independently purchase public liability insurance covering any cause of action, claim, damage, accident, injury, or liability that may arise as a result of the ownership, construction, maintenance, or operation of the property (including any substation used or occupied by the Authority), facilities, programs, or services of the Authority or otherwise provided for under the terms of this First Amended Agreement. The Authority will purchase risk insurance against equipment and property damage or destruction for any and all equipment and property owned, rented, leased, used or occupied by the Authority, including damage or destruction caused by fire, tornado, or other means. The Authority will review its insurance program annually, including coverage and costs, and will make those adjustments it deems necessary. At a minimum, the Authority's insurance coverage shall include the following:

(a) The Authority must purchase and maintain comprehensive general liability insurance of \$5,000,000 for each occurrence involving bodily injury, death, or property damage.

(b) The Authority must provide motor vehicle insurance required under State of Michigan no-fault motor-vehicle requirements of \$2,000,000 for each occurrence involving bodily injury liability or property damage liability.

(c) The Authority must provide all required worker's compensation insurance and unemployment compensation insurance for all persons engaged to work on behalf of or at the request of the Authority.

(d) All insurance required under this First Amended Agreement must name the Authority, the City, and the Townships, together with their authorized officials, officers, employees, and agents, as named or additional insureds and certificate holders.

All policies must be provided by insurance companies authorized to transact business in Michigan. All policies must provide at least 30 days' written notice to the Authority and the governing municipalities should policies be canceled or terminated by the insurance company or its agent.

(e) The Authority may purchase an appropriate level of errors-and-omissions insurance for Board members.

ARTICLE V
TERM/TERMINATION/WITHDRAWAL

5.1 **Term.** This First Amended Agreement will remain in effect for ten years. Thereafter, it will renew for two successive ten-year periods. The Board will make a recommendation regarding the continuation of this First Amended Agreement to the legislative bodies at least one year prior to the expiration of each ten-year period defined in this First Amended Agreement. The legislative bodies must approve each successive ten-year periods, by resolution.

5.2 **Termination.** If the Authority or a party commits a material breach of this First Amended Agreement, any party may terminate the First Amended Agreement by written request. The request for termination must specify the claimed breach and must also propose a means to cure the breach. If the cause of the breach is not remedied by the breaching party within 60 days of the mailing of the written request for termination, this First Amended Agreement will terminate six months after the date of the request for termination.

If this First Amended Agreement is terminated, the Authority must be dissolved and the assets liquidated and distributed as provided in Section 5.4.

5.3 **Withdrawal; Disposition of Assets upon Withdrawal.** Any party may withdraw from this First Amended Agreement by satisfying the conditions in this Section 5.3. A party's withdrawal will not terminate this Agreement or dissolve the Authority.

(a) The withdrawing party must file a written notice of withdrawal with all other parties at least 12 months before the withdrawal. The notice must specify the withdrawal date.

(b) The withdrawing party must continue to pay its proportionate share of the budget until the withdrawal date.

(c) The withdrawing party will continue to receive Authority services until the withdrawal date.

(d) The withdrawing party will remain liable for a proportion of the Authority's debts and liabilities that were incurred while the withdrawing party was a member of the Authority, so long as the debts and liabilities were approved by the withdrawing party's governing body, as part of the budgeting process. The withdrawing party's proportion will be the percentage of the total budget that the withdrawing party is responsible for in the year it withdraws.

5.4 **Dissolution.**

(a) The Board and the Authority will be deemed dissolved if the Board terminates this First Amended Agreement by a majority vote and that action is ratified by all Parties' legislative bodies. If this First Amended Agreement is not renewed and the Parties have not entered into a successive agreement, the Board and the Authority will be deemed dissolved. However, the Authority and the Board will continue in existence only

for such time as needed to wind down the affairs of the Authority, including the liquidation and distribution of assets as provided in this Section 5.4.

(b) On dissolution, the property held or used by the Authority will be liquidated, allocated and distributed to the parties that have not withdrawn from the Authority under Section 5.3 as follows:

1. All property owned by the City or a Township will remain the property of the City or the Township.

2. After deducting any expenses associated with the Authority's dissolution, all monies and funds that are the Authority's property will be distributed between the parties based on the average contribution percentages during the preceding three years, as calculated under the formula in Section 2.3 of this Agreement.

3. All of the assets owned by the Authority, except for monies and funds that are the Authority's property distributed as provided in Section 5.4(b)2, will be liquidated as provided in Section 5.4(b)4 of this Agreement.

4. If the Authority is dissolved on or before July 1, 2024, then the City shall be compensated for assets transferred to the Authority from the City prior to any other distribution of assets. The amount of such compensation shall be based on the following schedule, which values are identified in the May 7, 2014 appraisal of "The Fire Company":

Fiscal Year	Amount Due to City	Fiscal Year	Amount Due to City
2014/2015	\$311,500	2019/2020	\$155,750
2015/2016	\$280,350	2020/2021	\$124,600
2016/2017	\$249,200	2021/2022	\$93,450
2017/2018	\$218,050	2022/2023	\$62,300
2018/2019	\$186,900	2023/2024	\$31,150

If the Authority is dissolved on or before July 1, 2024, all other property owned by the Authority not transferred to it by the City will be liquidated by public auction or private sale and the proceeds from such liquidation will be distributed to the City and Townships based on the average contribution percentages during the preceding three years, as calculated under the formula in Section 2.3 of this Agreement.

After July 1, 2024, the City shall not be entitled to compensation for assets transferred to the Authority based upon the above schedule. Instead, all property of the Authority will be liquidated by public auction or private sale and the proceeds from such liquidation will be distributed to the City and Townships based on the average contribution percentages during the preceding three years, as calculated under the formula in Section 2.3 of this Agreement.

5. The Board may select a certified appraiser to value the Authority's property. The certified appraiser must be approved by a majority of the parties that have not withdrawn from the Authority prior to dissolution. If the parties cannot agree on a certified appraiser, then the dispute must be resolved by mediation as provided in Article VI of this Agreement.

ARTICLE VI DISPUTE RESOLUTION PROCEDURE

The parties agree to mediate any dispute or disagreement arising from this First Amended Agreement. The parties will select a single mediator, who may take testimony and receive evidence he or she deems appropriate. If the parties cannot agree on a single mediator, then each party to the dispute may submit a name to the then-presiding Chief Judge of the Ionia Circuit Court. The judge will select the mediator. The parties involved in the dispute will share equally the costs of mediation. If the mediation does not result in a resolution that satisfies the parties, they may seek recourse through the Ionia Circuit Court.

ARTICLE VII AMENDMENTS TO THIS AGREEMENT

The parties may amend this First Amended Agreement only in writing and only if each party's legislative body adopts the proposed amendment. Certified copies of each amendment must be filed with the Clerk of each municipality.

ARTICLE VIII MISCELLANEOUS

8.1 **Entire Agreement.** This First Amended Agreement is the entire agreement between the parties for the provision of fire and emergency services. The First Amended Agreement supersedes and replaces any prior agreements between the parties to provide these services.

8.2 **Governing Law.** This First Amended Agreement will be construed under the laws of the State of Michigan.

8.3 **Governmental Immunity.** Nothing in this First Amended Agreement provides any third-party-beneficiary rights to any person or creates a cause of action in favor of any person.

8.4 **Political Involvement.** The Authority is non partisan and may not participate in or lend its influence, either directly or indirectly, to the nomination, election, or appointment of any candidate for public office, nor may it sponsor or participate in any meetings of a political nature.

8.5 **Effective Date.** This First Amended Agreement takes effect when all of the following are completed:

- (a) Approval by the legislative body of each party to the Agreement;
- (b) Execution by all parties.

By their authorized representatives' signatures below, the parties agree to the terms of this First Amended Agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

CITY OF PORTLAND
a Michigan municipal corporation

DATE: 02/17/15

By: James E. Barnes
James E. Barnes
Its Mayor

DATE: 02/17/15

By: Nikki Miller
Nikki Miller
Its Clerk

PORTLAND TOWNSHIP
a Michigan general law township

DATE: 02/18/15

By: Christian Jensen
Christian Jensen Its Supervisor

DATE: 3/2/15

By: Charlene Keilen
Charlene Keilen
Its Clerk

DANBY TOWNSHIP
a Michigan general law township

DATE: 2-26-15

By: Richard Pohl
Richard Pohl
Its Supervisor

DATE: 2-26-15

By: Daniel R. Platte
Daniel Platte Its Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-76

**A RESOLUTION APPROVING A BID FROM COOK BROTHERS EXCAVATING INC.
FOR DEMOLITION OF CITY PROPERTY LOCATED AT 628 CANAL STREET**

WHEREAS, the City owns a vacant residential property located at 628 Canal Street and City staff previously determined that the structure situated on the property should be demolished due to its dilapidated and blighted condition; and

WHEREAS, Department of Public Services Director, Mike Hyland sought bids and received a bid of \$5,935.00 from Cook Brothers Excavating to perform this work, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the bid from Cook Brothers Excavating for demolition of City property located at 628 Canal Street for \$5,935.00.
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: October 5, 2015

Monique I. Miller, City Clerk

COOK BROTHERS EXCAVATING INC.
7974 LYONS RD. PORTLAND MI 48875
PH. 517 647 6255 - FAX 517 647 7270

PROPOSAL

September 30, 2015

City of Portland
259 Kent St.
Portland, Michigan 48875

Attn: S. Tutt Gorman

RE: 628 Canal St. Demolition

• 120 cu. yds. landfill fees	1620.00
• 120 cu. yds. trucking demolition to landfill	1080.00
• Remove and dispose of concrete foundations	400.00
• Cap and mark sewer and water at property line	160.00
• 90 cu. yds. sand fill	540.00
• Labor and equipment to demolish	1575.00
• Backfill and level disturbed area	200.00
• Topsoil and seed disturbed area	<u>360.00</u>

Total 628 Canal St. Demolition **5935.00**

Note:

- Demolition permit by City

If you have any questions, please call.

Respectfully,

Keith W. Cook



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-77

A RESOLUTION APPROVING THE PURCHASE OF A NEW AMBULANCE

WHEREAS, the Portland Ambulance Department maintains a fleet of three ambulances and in order to keep them in good working condition, a new vehicle is typically purchased every seven years; and

WHEREAS, the City has opportunity to remount its 2001 Road Rescue onto a G-4500 Diesel Chassis utilizing its current "box" rather than purchasing a new truck at a cost savings of \$65,000.00-\$70,000.00; and

WHEREAS, the Ambulance Director, Phil Gensterblum, sought bids and received a proposal from Kodiak Emergency Vehicles to remount its 2001 Road Rescue onto a G-4500 Diesel Chassis for \$109,915.00, a copy of the proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the purchase of a new ambulance in the amount of \$109,975.00 from Kodiak Emergency Vehicles, a copy of the proposal 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: October 5, 2015

Monique I. Miller, City Clerk



PROPOSAL OVERVIEW

PROPOSAL TO: Phil Gensterblum, Ambulance Director September 27, 2015
City of Portland Ambulance Service
773 E. Grand River Ave.
Portland, MI 48875

PROPOSAL FOR: One (1) Remount of a 2001 Road Rescue onto a G-4500 Diesel Chassis
or
One (1) Remount of a 2001 Road Rescue onto a G-4500 Gas Chassis

One (1) Braun Chief XL Demo Ambulance on a G-4500 Diesel Chassis

TERM OF PROPORAL: Pricing is valid for 30 days. If Federal Mandated Specifications change within this 30 day period, pricing is subject to change. The Braun Chief XL Demo is being offered to other customers and will be available for purchase as long as it has not sold. The G-4500 Diesel Chassis being offered for one of the remount chassis options has limited availability.

LEAD-TIME/DELIVERY: Remount – 90 days after signed contract, down payment and delivery of chassis.

Braun Chief XL – Available for delivery April of 2016 and with a letter of intent or PO, can be held until necessary.

PAYMENT TERMS: Purchase order and 10% due at time of award. Final payment at time of completion for remount and at time of delivery for demo. Payment to be in the form of a municipal, certified, or cashier's check made out to Kodiak Emergency Vehicles.

PROPOSAL PRICE(S):

One (1) Remount of a 2001 Road Rescue onto a G-4500 Diesel Chassis = **\$109,915.00**
(Includes all chassis rebates and manufacturer discounts)

One (1) Remount of a 2001 Road Rescue onto a G-4500 Gas Chassis = **\$99,563.00**
(Includes all chassis rebates and manufacturer discounts)

One (1) Braun Chief XL Demo Ambulance on a G-4500 Diesel Chassis = **\$161,874.00**
(Includes all chassis rebates, manufacturer discounts and an .85/mile discount for 8,000 miles of use, sales price is \$168,674.00, without discount)

Exhibit

A

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-78

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL FOR
ENGINEERING SERVICES ASSOCIATED WITH THE REMEDIATION OF
THE FUEL SPILL AT THE DIESEL GENERATION PLANT**

WHEREAS, the City has been working with the Environmental Engineering group at Fleis and VandenBrink (F&V) to make sure that all appropriate steps are being taken to remediate the diesel fuel release that occurred with the failure of the underground fuel return line at the Diesel Generation Plant in January of 2009; and

WHEREAS, the City Manager requested that Fleis and VandenBrink provide an updated proposal with a new scope of services and budget for engineering services associated with the remediation effort based upon this change in conditions, a copy that proposal is attached as Exhibit A.

WHEREAS, F&V's proposal is for a three year term (2015-16, 2016-17, 2017-18) at \$13,649.00 per year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves Fleis & VandenBrink's proposal for engineering services associated with the remediation of the 2009 diesel fuel release at the Diesel Generation Plant, 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: October 5, 2015

Monique I. Miller, City Clerk

September 25, 2015

Mr. S. Tutt Gorman
City of Portland
723 E. Grand River Avenue
Portland, MI 48875

**RE: Three Year Sampling, Annual Reporting and Project Management
Portland Board of Light & Power Diesel Fuel Release
Portland, Michigan**

Dear Mr. Gorman:

As requested, Fleis & VandenBrink Engineering, Inc. (F&V) has prepared a Scope of Services and Budget to provide professional engineering services for the above-referenced work. We appreciate the opportunity to provide you with these services. F&V's experienced staff has a history of completing thorough, cost effective professional services.

The following outlines our understanding of the project, Scope of Services, Schedule and Budget.

STATEMENT OF UNDERSTANDING

Work is being conducted at the City of Portland's Board of Light and Power (BLP) Facility in response to a 2009 release of petroleum product. At that time, a number of alternatives to address the release were considered by the City. The current approach of active, long-term remediation and monitoring was selected by the City at that time. This approach imposes the lowest annual expenditures but extends the duration of remediation activities. Since the release, F&V has provided annual budgets for approval as the Scope of Services often changed from year to year in response to changing site conditions that resulted in changing MDEQ demands and requests. However, over the past few years, site conditions have been relatively stable. As a result, the Scope of Services and budget presented in this letter covers a three year period of engineering assistance for the active free product recovery/groundwater treatment system being used to address petroleum on the groundwater beneath the BLP facility.

SCOPE OF SERVICES

We will perform the following tasks over the next three years:

1. Biannual (2x per year) sampling of down gradient monitor wells (MW-1, MW-2, MW-6, MW-7 and MW-8) and surface water at the "Old Channel Pond" located to the northeast of facility (if available). Monitor wells (MWs) will be sampled using Low Flow sampling methods and analyzed for BTEX and TMBs by TriMatrix Laboratory of Grand Rapids.
2. Depth to water measurements will be obtained from all MWs and recovery monitor wells to monitor groundwater potentiometric surface and free product elevations.
3. Provide project management of the BLP free product recovery/groundwater treatment system. Work

296
Gran

Exhibit

A

will include MDEQ communications, coordination with laboratory, periodic site visits and coordination of routine O&M by BLP personnel.

4. Provide a draft Annual Report to the City Manager for review. The report will summarize Monitoring, Granular Activated Carbon Treatment and Free Product Recovery System and System/Work Plan Modifications. After City Manager review, submit report to MDEQ.
5. After data indicates cleanup goals have been achieved, we will provide a Scope of Services and Budget to provide MDEQ with required information/data to request no further action at the site. Based on data collected to date, the site will not be approved for no further action by MDEQ in the near future.

SCHEDULE

The biannual (2x per year) sampling events for the BLP monitor wells will occur each October, starting in 2015, and each May, starting in 2016.

ANNUAL BUDGET

F&V proposes to provide the professional engineering services on an hourly rate basis. Our estimated annual budgets are summarized below. Annual changes in billing rates will be reflected in future invoices.

Engineering Services, Sampling Supplies, and Reimbursable Expenses – Estimated

- | | |
|------------|--|
| \$5,900/yr | Biannual (2x per year) groundwater sampling events of five (5) down gradient monitor wells and pond (if possible), annual reporting (MDEQ and City) and project management for the free product recovery/groundwater treatment system. |
| \$1,100/yr | Review and evaluation of sample results from the carbon vessels located at the free product recovery/groundwater treatment system. Samples will be collected by F&V during monitor well sampling events. Work will include coordination with BLP, City and F&V to determine if carbon in the vessels is functioning properly and if carbon "change-outs" for the treatment system are necessary. |

Estimated Subcontractor – City will contract directly

- | | |
|------------|--|
| \$1,400/yr | Laboratory Services for five (5) monitoring wells and one (1) surface water pond sample for BTEX and TMBs by TriMatrix Laboratory of Grand Rapids (2 events per year estimated at \$700 per event) |
| \$449/yr | Laboratory Services for carbon vessel samples for BTEX and TMBs by TriMatrix Laboratory of Grand Rapids (annual event estimated at \$449 per event) |
| \$1,800/yr | Carbon change-out for one (1) 800-lb. vessel by Clean Harbors of Ithaca, Michigan (as-needed, likely 2 or 3 events over next 3 years) |

Additional Equipment – City will contract directly

- | | |
|------------|---|
| \$3,000/yr | Additional equipment is not projected. However, we recommend the City set aside \$3,000 per year for unexpected equipment maintenance or replacement. |
|------------|---|

Overall, we estimate a combined engineering and contractor annual budget of \$13,649 (\$7,000/yr for F&V

engineering services and \$6,649 for contractors). F&V's professional engineering services fees would be invoiced monthly. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to us.

We look forward to working with you on this important assignment. If you need any additional information, please contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Eric D. Walters, CPG
Project Manager



Brian L. Rice, P.E.
Group Manager, Environmental Services

cc: K. Beck, F&V

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated September 25, 2015 and authorized under the existing Professional Services Agreement with F&V.

S. Tutt Gorman
City Manager

Date

PURCHASE ORDER

CITY OF PORTLAND

259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO

SHIP TO

F+U

G/Co.

582-539-932-001

DATE	DELIVERY DATE	SHIP VIA	FOB	TERMS	PURCHASE ORDER NO.
------	---------------	----------	-----	-------	--------------------

7-30-15

QUANTITY	DESCRIPTION	PRICE	AMOUNT
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*372 MONITORING FOR
AST CLEAN UP.*

EST, \$13,649.-

EST.

*ENG - \$7000
CITY CONTRACTOR #6649*

[Signature]

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE _____

ORIGINAL

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-79

A RESOLUTION APPROVING PAY REQUEST NO. 7 TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR WORK PERFORMED ON THE CUTLER ROAD PROJECT

WHEREAS, the Cutler Road Project is administered through the Michigan Department of Transportation (MDOT) because the project will be partially funded by federal funds; and

WHEREAS, through MDOT's bid letting process, the City awarded a contract in the amount of \$706,740.03 to E.T. MacKenzie Company to make certain improvements to Cutler Road; and

WHEREAS, MDOT has submitted Pay Request No. 7 requesting a payment in the amount of \$13,489.79 for work performed, a copy of Pay Request No. 7 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 7 and is recommending that the City Council approve payment in the amount of \$13,489.79, a copy of the engineer's letter is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the City Engineer's recommendation to approve Pay Request No. 7 and authorizes payment in the amount of \$13,489.79 to the Michigan Department of Transportation, a copy of the engineer's letter is attached as Exhibit B.
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: October 5, 2015

Monique I. Miller, City Clerk



INVOICE

10111 Ref No: AP 381140
PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

Invoice Number: AP 381140
Invoice Date: September 14, 2015
Payment Due: October 14, 2015
Phone: (517) 373-0416

Invoice Item
LOCAL PROGRESS BILLINGS

Total Cost
\$13,489.79

SEE ATTACHED DETAIL

PAYMENT DUE AS SPECIFIED IN THE SIGNED AGREEMENT

Exhibit
A

Total: \$13,489.79

MDOT Fed. Id.: 38-6000134

Federal item No.: HH9578
Job No.: 124536AA
(Detach Here)

Payment Due: October 14, 2015

MAKE CHECK OR MONEY ORDER PAYABLE TO: STATE OF MICHIGAN - MDOT
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
MICHIGAN DEPT. OF TRANSPORTATION
ATTENTION: FINANCE CASHIER
PO BOX 30648
LANSING, MI 48909

INVOICE NO:
AP 381140

(Please note or make any mailing corrections below)
PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

For Cashier's Use Only:

Total Due: \$13,489.79

FEDERAL ITEM	HH9578	
PROJECT NUMBER	124536A	
AGREEMENT NO.	145475	
NAME / ADDRESS	010111	
RECEIPT CODE	899-14-00 899-92-203	
Bill NUMBER	7	
LOCALITY	CITY OF PORTLAND 14-2510	
DESCRIPTION	CITY OF PORTLAND; A) RECON WORK ALONG CUTLER RD. B) WATERMAIN, SANITARY SEWER, & PROPOSED DRIVEWAY WORK	
CONTRACT AWARD		706,240.03
OTHER COST		500.00
TOTAL ESTIMATED PROJECT COST		706,740.03
ESTIMATED FEDERAL PARTICIPATION		375,000.00
ESTIMATED STATE PARTICIPATION		0.00
ESTIMATED LOCAL PARTICIPATION		331,740.03
ADVANCE BY LOCAL		0.00
ESTIMATED BILLABLE TO LOCAL		331,740.03
LOCAL CONTRACT COST TO DATE		335,110.47
LOCAL OTHER COST TO DATE		49.31
TOTAL LOCAL COST TO DATE		335,159.78
PREVIOUS BILLED		321,669.99
BALANCE OF ADVANCE BY LOCAL		0.00
LOCAL CURRENT MONTH CONTRACTOR COSTS		13,489.79
LOCAL CURRENT MONTH OTHER COSTS		0.00
TOTAL LOCAL BILL AMOUNT		13,489.79

PURCHASE ORDER

CITY OF PORTLAND

259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO State of Michigan - MDOT

SHIP TO _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
------	---------------	----------	--------	-------	--------------------

10/14/15					
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
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	Cutler Rd - Bill #7		
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	203-452-804 012		12,472.30
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	591-441-804.012		1,012.49
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			13,489.79
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NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE

ORIGINAL

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES



FLEIS & VANDENBRINK

October 2, 2015

Mr. S. Tutt Gorman, City Manager
City of Portland
259 Kent Street
Portland, MI 48875

Project: Cutler Road Improvements – MDOT Local Agency Project No. 124536A

Dear Mr. Gorman:

Attached is a copy of MDOT's Description Report from MDOT and a breakdown on the sanitary sewer and water main portion from us for MDOT's Bill #7.

Based on our knowledge of the work completed on the project, and the methods used by MDOT to calculate the bill amount, we recommend that the City pay MDOT's Bill #7 in the amount of \$13,489.79.

If there are any questions, please call.

Sincerely,

FLEIS & VANDENBRINK

Paul R. Galdes, P.E.
Project Manager

Exhibit

B

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

MICHIGAN DEPARTMENT OF TRANSPORTATION
LOCAL BILL DESCRIPTION REPORT

FED ITEM NO. HH9578 BILL NO. 7
 JOB NO. 124536A DATE 9/18/2015
 AGREEMENT NO. 14-5475
 AGENCY City of Portland
 ADDRESS CODE 10111 TOTAL DUE \$13,489.61
 REVENUE ACC. 92-203

DESCRIPTION: Part A: Reconstruction work along Cutler Road from Charlotte Highway to Grand River Avenue
 Part B: Watermain, sanitary sewer, and proposed driveway work along Cutler Road from Charlotte Highway to Grand River Avenue

CONTRACT AWARD - PART.	627,037.03	EST. FED. SHARE	375,000.00
CONTRACT AWARD - NON-PART.	79,203.00		
OTHER COSTS	500.00	EST. STATE SHARE	
TOTAL AUTHORIZED AMT.	706,740.03	EST. LOCAL SHARE	331,740.03

Category	Local Ind.	Contract	CE	Adv.	Audit	Other	PE	ROW
1	y	615,685.61		122.06				
3	100%	87,342.77						
Total CTD		703,028.38	0.00	122.06		0.00		0.00

Total Cat 1	615,807.67			Total Cat. 3	87,342.77	
Federal	367,990.84	59.76% MAX \$375,000		Federal	0.00	0.00%
	247,816.83				87,342.77	
State	0.00	0.00%		State	0.00	0.00%
Local	247,816.83			Local	87,342.77	

The Federal Highway Administration (FHWA) requires that projects authorized for federal aid using a lump sum amount be billed to FHWA utilizing the effective federal aid percent rather than the normal pro rata percent up to the lump sum amount.

Generally, the effective federal aid percent is federal aid divided by total federally participating project costs. This invoice has been adjusted to reflect this requirement.

Total Local Share 335,159.60
 Previous Billings 321,669.99
 Total Due This Bill \$13,489.61
 Automated Billing # \$13,489.79
 Difference \$0.18

Pay Est 12 9/22
 Pay Est 11 8/25
 Pay Est 12 9/22



Category Status

Contract: 34067-124536, Hot mix asphalt reconstruction, sanitary and storm sewer,

Project Number: 124536A

Project Description: Hot mix asphalt reconstruction, sanitary and storm sewer,, watermain, concrete curb, gutter and sidewalk, pavement

Category Number: 0003

Category Description: City of Portland 100%

Awarded Category Amount: \$79,203.00

Current Category Amount: \$87,342.76

Amount Paid To Date (FM): \$87,342.76

% Category Complete (awrd): 110.28%

% Category Complete (curr): 100.00%

Net Change Amount (Auth): \$8,139.76

Net Change Amount (Pend): \$0.00

Total Net Change Amount: \$8,139.76

Net Change Pct (Auth): 10.28%

Net Change Pct (Pend): 0.00%

Total Net Change Pct: 10.28%

Item Types

Type	Authorized Amt	% of Category (auth)	Pending Amt	% of Category (pend)	Total Auth/Pend Amount	% of Category (auth+pend)
Original	87,342.76	100.00%	0.00	0.00%	87,342.76	100.00%
Totals	\$87,342.76	100.00%	\$0.00	0.00%	\$87,342.76	100.00%



FLEIS & VANDENBRINK
ENGINEERING, INC.

www.fveng.com

**Calculation
Sheet**

Computed by M SF Subject ADOT Bill No 6 Sheet of
Checked by Client City of Portland Job No. 804360 Date 9/24

Portland-Cutler Rd 124536

Category 003 Breakdown (Portland 100%)

Storm sewer	Ø
Concrete Drives	\$ 110.10
Watermain	Ø
Sanitary	Ø

110.10

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, September 21, 2015

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Baldyga; City Manager Gorman; City Clerk Miller; Police Chief Knobelsdorf; Police Officer Thomas; DDA/Main Street Director Perry; Audio/Visual Operator Eric Proctor

Absent: Council Member Clement

Guests: Kathy Parsons; Mike Judd; Scott Inman and Amy Hitchcock of THK Rhythm Automotive, formerly TRW Automotive; 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 let by Scott Inman and Amy Hitchcock.

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

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Absent: Clement

Adopted

Motion by Fitzsimmons, supported by Baldyga, to excuse the absence of Council Member Clement.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Absent: Clement

Adopted

Under the City Manager Report, City Manager Gorman reported that representatives of the City of Williamston visited Portland last week to meet with City staff in order to obtain information on the implementation and benefits of the local income tax.

City Manager Gorman assured City Council and residents that the City is looking into options and demolition costs for the City owned property on Canal St. that has become blighted.

The first meeting was held today with the Michigan Municipal League beginning the process of a Classification & Compensation Study of several positions within the City. Such a study has not been done since 2001. As part of this process the employee handbook will be updated and presented to the Council for adoption.

Under Presentations, Scott Inman, Plant Manager of THK Rhythm Automotive (formerly TRW) gave a summary of the sale of the company and the positive changes that have resulted. They are looking forward to continued growth after 60 years in Portland. They currently have 265 employees and \$75 million in sales per year.

DDA/Main Street Manager Perry gave a report on downtown activities. Three members of the Design Committee attended a Design Guidelines and Historic Preservation training this week in Hart along with 15 other Main Street community representatives. The workshops were led by Michigan Economic Development Corporation architects and historic preservation experts.

The Economic Revitalization Committee along with the Chamber of Commerce will host a Quarterly Business Mix and Mingle on Thursday, October 1st at the Wagon Wheel from 4:30 – 6:30 p.m.

The Organization and Finance Committee in partnership with Dr. Jason Williamson of Willemin Chiropractic and St. Patrick's Fall Fest Committee have combined efforts to bring the Rockin' River Color Run and a "Healthy Portland" health fair to Portland on October 10th and 11th.

The Promotions and Marketing Committee along with the Portland Area Historical Society will hold the 4th Annual History Walk on Sunday, October 25th. Participants will be able to "meet" past Portland business people as they greet visitors at their former places of business.

Holidayfest will be held Saturday, December 12th this year with the theme "Old Tyme Christmas".

Mayor Barnes presented a proclamation recognizing Constitution Week 2015.

Under New Business, the First Reading of Ordinance 175II to amend Section 42-186 (c) of the Portland Code of Ordinances for Parking Requirements without a drive through facility. The proposed change would decrease the required number of parking spaces and would be based on the number of employees working during the anticipated peak business hours and would be based on the maximum occupancy load. City Manager Gorman stated the Planning Commission has reviewed and recommended this change to the Council for approval.

The Council considered Resolution 15-72 to extend the moratorium on the enforcement of Section 42-306 (c) (2) of the Zoning Ordinance another 90 days to accommodate reconstruction in the City after the destruction caused by the tornado on June 22, 2015. This section currently states that non-conforming structures be brought into compliance when being rebuilt after being destroyed by an act of God. City Manager Gorman stated the City would like to ensure that all residents affected by the tornado have adequate time to take advantage of this moratorium. The extension of the moratorium will take effect on Monday, October 5, 2015 with the expiration of the 90-day period of the initial moratorium.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 15-72 to extend the moratorium on the enforcement of Section 42-306 (c) (2) of the City of Portland Zoning Ordinance to accommodate reconstruction in the City.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Absent: Clement

Adopted

The Council considered Resolution 15-73 to approve the purchase of a generator for the Wastewater Treatment Plant to be used for the Riverside Lift Station to move wastewater from lower to higher elevation where there is not sufficient gravity flow. In the event there is a loss of power the Riverside Lift Station currently has no alternate power source or means to independently operate. This purchase was not

included in the Fiscal Year 2015-2016 Budget but funds have been allocated per the Wastewater USDA loans.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 15-73 approving the purchase of a generator for the Wastewater Treatment Plant to be used for the Riverside Lift Station.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Clement

Adopted

The Council considered Resolution 15-74 to approve a License Agreement to permit holding a Haunted House at the Red Mill building on Water Street in order to raise funds for the Red Mill Pavilion Project. At its regularly scheduled meeting on September 17, 2015 the Parks & Recreation Board recommended that City Council approve this request to use the Red Mill. The Friends of the Red Mill will be the sponsor of the Haunted House and will provide liability insurance.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 15-74 approving, authorizing, and directing the Mayor and City Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Absent: Clement

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on September 8, 2015, payment of invoices in the amount of \$58,513.29 and payroll in the amount of \$145,898.97 for a total of \$204,412.26. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Absent: Clement

Adopted

Under City Manager Comments, City Manager Gorman noted that as part of a 9/11 Ceremony at the Capitol, State Representative Mike Callton recognized Doug Logel Jr. of the Portland Area Fire Authority and Ambulance Director Phil Gensterblum for their efforts during the tornado on June 22, 2015.

City Manager Gorman noted the communication from McLaren included in the packet recognizing the care of a patient by the Portland Ambulance Department.

The Portland Chamber of Commerce Legislative Luncheon will be held Monday, October 12th at noon at the Wagon Wheel.

City Manager Gorman welcomed and congratulated Shelley Perry for being hired as the full-time DDA Director and Main Street Manager.

Under Council Comments, Council Member Baldyga gave the Council a recap of the MML Convention he had the opportunity to attend September 16th – 18th in Traverse City.

Mayor Barnes thanked Doug Sherman for his efforts in securing quotes and information for the generator purchase and the time he puts into his monthly Wastewater Department reports. He further thanked all of the Department Heads for their efforts.

Motion by Fitzsimmons, supported by Baldyga, to adjourn the regular meeting.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Absent: Clement

Adopted

Meeting adjourned at 7:51 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the September 21, 2015 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 Fitzsimmons, and Baldyga; City Manager Gorman; City Clerk Miller; Police Chief Knobelsdorf; Police Officer Thomas; DDA/Main Street Director Perry; Audio/Visual Operator Eric Proctor

Absent – Council Member Clement

Presentation - Scott Inman, Plant Manager of THK Rhythm Automotive (formerly TRW) gave a summary of the sale of the company and the positive changes that have resulted.

Presentation - DDA/Main Street Manager Perry gave a report on downtown activities.

First Reading of Ordinance 175II to amend Section 42-186 (c) of the Portland Code of Ordinances for Parking Requirements without a drive through facility.

Approval of Resolution 15-72 to extend the moratorium on the enforcement of Section 42-306 (c) (2) of the City of Portland Zoning Ordinance another 90 days to accommodate reconstruction in the City. All in favor. Approved.

Approval of Resolution 15-73 approving the purchase of a generator for the Wastewater Treatment Plant to be used for the Riverside Lift Station.

All in favor. Approved.

Approval of Resolution 15-74 approving, authorizing, and directing the Mayor and City Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:51 P.M.

All in favor. Approved.

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
HUNTINGTON NATIONAL BANK	00193	EQUIPMENT PURCHASE AGREEMENT AMBULANCE- MTR PO	18,343.46
CLARK HILL PLC	01422	LEGAL SERVICES - GENERAL, CODE, MAJ STS	3,354.00
AUTOMATED BUSINESS EQUIPMENT	00027	INK FOR POSTAGE MACHINE - GENERAL	198.00
JOHN BAKER	01812	INSTRUCTING SERVICES - AMBULANCE	160.00
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH LINERS - CEMETERY	573.80
BUSINESS CARD	02075	MERS CONFERENCE, E-MAIL MARKETING -GENERAL, ECON	365.00
CULLIGAN	02130	WATER DELIVERY - GENERAL	17.50
S. TUTT GORMAN	02311	CELL PHONE REIMB - GENERAL	60.00
GRAYBAR	02014	PHONE FOR PAMA BUILDING - GENERAL	582.71
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,100.00
KATHY'S CLEANING	01684	CLEANING SERVICES - GENERAL	720.00
KENDALL ELECTRIC	00225	COUPLING - ELECTRIC	112.97
KEUSCH SUPER SERVICE	00228	REPAIR TIRES - CEMETERY, PARKS	19.00
TIM KRIZOV	01897	CLOTHING ALLOWANCE - WASTE WTR	200.00
MID MICHIGAN EMERGENCY EQUIPMENT	02216	ROAD READY PACKAGE POLICE VEHICLE - MTR POOL	10,139.49
MUNICIPAL SUPPLY CO.	00324	GLOVES & MARKING PAINT - WATER	32.00
MUNICIPAL SUPPLY CO.	00324	ALL PURPOSE PVC GLUE - ELECTRIC	87.50
MWEA OFFICE	01347	SEMINAR - WASTE WATER	125.00
NORTH CENTRAL LABORATORIES	00959	MISC LAB CHEMICALS & SUPPLIES - WASTE WTR	455.48
RESCO	00392	SWITCHES - ELECTRIC	960.00
WMCJTC	01911	TRAINING CONSORTIUM - POLICE	236.40
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC, WW, WTR, M POOL	186.57
WOW! INTERNET-CABLE PHONE	02132	CABLE INTERNET - GEN, ELEC, WW	135.94
DOUG LOGEL	MISC	WORK AT ALTON PARK - PARKS	30.00
CHARLENE KEILEN	MISC	MPPA ENERGY SMART - ELECTRIC	11.00
TOM'S FOOD CENTER	MISC	MPPA ENERGY SMART - ELECTRIC	9,000.00
ABC FASTENER GROUP INC.	01894	TIRE WRAPS - ELECTRIC	13.99
AUTOMOTIVE EQUIPMENT SPECIALISTS	01880	ANNUAL OSHA SAFETY INSPECTION OF HOIST - MTR P	300.00
ROBERT BALDYGA	01636	TRAVEL EXPENSE FOR MML ANNUAL CONF - COUNCIL	200.10

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CHERRY HILL ESTATES	02081	4TH QUARTER ASSOCIATION FEES- ECON DEV	60.06
DUANE CROSS	00642	PRYBAR - MTR POOL	119.80
FAMILY FARM & HOME	01972	SUPPLIES - WATER	2.69
FAMILY FARM & HOME	01972	SUPPLIES - MTR POOL	29.99
FAMILY FARM & HOME	01972	STALL MAT, MANURE FORK, HOLE DIGGER - WATER, M	132.97
FLEIS & VANDENBRINK	00153	GENERAL ENGINEERING SERVICES - GEN, WASTE WTR	1,382.66
FLEIS & VANDENBRINK	00153	ENGINEERING SERVICE FOR KENT ST- MAJ ST, WW	4,672.20
FOSTER BLUE WATER OIL, LLC	02301	GALLONS OF DIESEL FUEL - MTR POOL	306.10
GRAINGER, INC.	00172	SUPPLIES - WASTE WTR	9.36
GRP ENGINEERING INC.	01994	PERFORM SYSTEM COORDINATION STUDY-ELECTRIC	5,000.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	162.58
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
KEUSCH SUPER SERVICE	00228	SERVICES - MTR POOL	96.19
KRISTINA KINDE	02352	MILEAGE & PARKING REIMB FOR CONFERENCE - GENER	190.08
MRE SERVICES, INC.	00318	COMPUTER CONSULTING FOR AUGUST 2015 - GEN,ELEC	968.60
MICHIGAN ELECTION RESOURCES	00278	CITY COUNCIL ELECTION BALLOTS - ELECTIONS	454.10
MUNICIPAL SUPPLY CO.	00324	BACK TROUT LO - MAJ STS, LOC STS	264.68
NORTH CENTRAL LABORATORIES	00959	MISC GLASSWARE FOR LABS - WASTE WTR	370.58
ERIC PROCTOR	01500	VIDEO SERVICES - COMM PROMO	55.50
POWER LINE SUPPLY COMPANY	00389	ANCHORS - ELECTRIC	347.13
POWER LINE SUPPLY COMPANY	00389	ANCHORS - ELECTRIC	49.59
POWER LINE SUPPLY COMPANY	00389	BELT CLIMBING - ELECTRIC	1,282.73
RIVERSIDE INTEGRATED SYSTEMS	01441	SERVICES ON DOORS AT CITY HALL - GENERAL	560.25
STATE OF MICHIGAN	00428	LEAD & COPPER & BACTI SAMPLES - WATER	600.00
STATE OF MICHIGAN	00428	CUTLER ROAD BILL #7 - LOC STS, WATER	13,489.79
STATE BAR OF MICHIGAN	01074	MEMBERSHIP DUES - CITY MANAGER	285.00
THR	02386	TORNADO DAMAGE CITY HALL - GENERAL	12,505.00
WEST SHORE SERVICES	00478	ANNUAL INSPECTION & MAINT OF WARNING SIRENS -	1,304.68
WEST SHORE SERVICES	00478	REPAIRS TO DAMAGED TORNADO SIREN - GENERAL	240.95

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
UTILITY SERVICE CO. INC.	02133	QUARTERLY MAINT WATER TOWERS (HILL ST & CHARLO	19,888.02
JOHN DEERE FINANCIAL	01818	PARTS - CEMETERY, PARKS, MTR POOL	125.63
MICHIGAN MUNICIPAL ELECTRIC AS	00283	CONFERENCE FEES - ELECTRIC	750.00
FAMILY FARM & HOME	01972	SUPPLIES - MTR POOL	3.75
FAMILY FARM & HOME	01972	HARDWARE CLOTH - MTR POOL	33.96
MIRECS	01928	FEES - ELECTRIC	29.45
ADVANCED PAVEMENT MARKING	02377	RESTRIPED DIVINE HWY - MAJ STS	387.00
OLD DOMINION BRUSH	00341	PARTS FOR LEAF MACHINE - MTR POOL	70.00
OLD DOMINION BRUSH	00341	PARTS FOR LEAF MACHINE - MTR POOL	1,258.39
OLD DOMINION BRUSH	00341	PARTS FOR LEAF MACHINE - MTR POOL	95.00
TOM BALDERSON	MISC	GRASS RESTORATION FROM TORNADO - GENERAL	678.20
GROSS MACHINE SHOP	00180	STEEL & LABOR TO REPAIR LEAF MACHINE - MTR POO	1,050.00
RESCO	00392	STIRRUP CONNECTION - ELECTRIC	325.50
ED FILTER	00540	UMPIRES- REC	138.00
BRIAN RUSSELL	00593	UMPIRES - REC	138.00
GERALD ACKERSON	02269	UMPIRES - REC	92.00
LOGAN COOK	02342	SCOREKEEPERS - REC	84.50
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	26.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	26.00
BRETT PUNG	02307	OFFICIALS - REC	80.00
WEX BANK	02181	FUEL - ELECTRIC & MTR POOL	4,011.92
Total:			\$130,334.49

**BI-WEEKLY
WAGE REPORT
September 28, 2015**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,002.43	59,609.03	1,073.02	19,661.36	10,075.45	79,270.39
ASSESSOR	1,273.92	8,892.48	97.45	2,842.02	1,371.37	11,734.50
CEMETERY	3,091.24	28,908.57	234.69	9,290.44	3,325.93	38,199.01
POLICE	12,373.25	94,195.36	1,217.59	29,039.67	13,590.84	123,235.03
CODE ENFORCEMENT	592.74	4,136.49	45.34	1,391.17	638.08	5,527.66
PARKS	2,013.03	20,522.97	152.38	5,094.64	2,165.41	25,617.61
INCOME TAX	1,629.59	12,143.68	108.08	6,365.01	1,737.67	18,508.69
MAJOR STREETS	1,703.71	22,901.55	121.60	13,481.83	1,825.31	36,383.38
LOCAL STREETS	907.82	17,195.72	65.81	9,780.79	973.63	26,976.51
RECREATION	1,830.15	13,119.65	135.32	5,938.81	1,965.47	19,058.46
AMBULANCE	10,265.28	75,715.09	1,026.57	18,291.43	11,291.85	94,006.52
ELECTRIC	19,010.11	119,766.90	1,427.57	53,632.94	20,437.68	173,399.84
WASTEWATER	9,553.84	64,862.26	722.65	29,062.31	10,276.49	93,924.57
WATER	5,406.45	31,594.52	546.86	12,389.26	5,953.31	43,983.78
MOTOR POOL	1,913.45	9,406.71	139.46	2,249.71	2,052.91	11,656.42
TOTALS:	80,567.01	582,970.98	7,114.39	218,511.39	87,681.40	801,482.37

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 9/30/15
MEETING DATE 10/5/15

Fund	Description	Beginning Balance 9/16/15	Total Cash in	Total Cash out	Cash Balance 9/30/15	Time Certificates	Ending Balance 9/30/15	
101	GENERAL FUND	648,439.80	127,210.96	(120,964.45)	654,686.31	235,000.00	889,686.31	
105	INCOME TAX FUND	34,190.80	29,834.91	(32,226.85)	31,798.86	10,000.00	41,798.86	
150	CEMETERY PERPETUAL CARE FUND	33,292.20	300.00	-	33,592.20		33,592.20	
202	MAJOR STREETS FUND	9,334.66	36,362.13	(4,957.97)	40,738.82		40,738.82	
203	LOCAL STREETS FUND	160,664.87	15,503.93	(50,005.41)	126,163.39		126,163.39	
208	RECREATION FUND	15,968.38	2,735.47	(4,228.70)	14,475.15		14,475.15	
210	AMBULANCE FUND	159,521.03	17,648.89	(26,710.75)	150,459.17		150,459.17	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	28,798.62	271.20	(5,179.04)	23,890.78		23,890.78	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	169,624.61	-	(37,897.76)	131,726.85		131,726.85	
520	REFUSE SERVICE FUND	29,897.06	5,634.73	(9,690.60)	25,841.19		25,841.19	
582	ELECTRIC FUND	113,306.14	218,434.93	(248,418.17)	83,322.90	530,000.00	613,322.90	
590	WASTEWATER FUND	(36,606.41)	94,085.93	(26,114.47)	31,365.05		31,365.05	
591	WATER FUND	186,386.05	36,331.04	(92,931.64)	129,785.45	420,000.00	549,785.45	
661	MOTOR POOL FUND	15,315.78	2,052.91	(26,617.83)	(9,249.14)		(9,249.14)	
703	CURRENT TAX FUND	70,049.65	1,045,996.77	(7,179.60)	1,108,866.82		1,108,866.82	
TOTAL - ALL FUNDS		1,641,545.49	1,632,403.80	(693,123.24)	2,580,826.05	1,195,000.00	3,775,826.05	
						ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	559,131.71	559,131.71
						ELECTRIC-PRIN & INT ESCROW	165,109.11	165,109.11
						WASTEWATER DEBT ESCROW	212,386.71	212,386.71
						WASTEWATER REPAIR ESCROW	54,582.50	54,582.50
						DDA-PRIN & INT ESCROW	27,815.07	27,815.07
							<u>5,494,851.15</u>	

*Customer Deposit Breakdown

Electric	128,000.00
Wastewater	21,000.00
Water	21,000.00
	<u>170,000.00</u>

ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
PERPETUAL CARE CD	130,000.00	130,000.00
INCOME TAX SAVINGS	559,131.71	559,131.71
ELECTRIC-PRIN & INT ESCROW	165,109.11	165,109.11
WASTEWATER DEBT ESCROW	212,386.71	212,386.71
WASTEWATER REPAIR ESCROW	54,582.50	54,582.50
DDA-PRIN & INT ESCROW	27,815.07	27,815.07

PURCHASE ORDER

CITY OF PORTLAND

259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO Tomio Food Center

SHIP TO _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
------	---------------	----------	--------	-------	--------------------

10/1/15

QUANTITY	DESCRIPTION	PRICE	AMOUNT
----------	-------------	-------	--------

MPPA- Energy Smart - Energy Optz Program

\$9,000.00

582.539.926005 Electric Energy Optz Program

\$9,000.00

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

 AUTHORIZED SIGNATURE

ORIGINAL

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

PURCHASE ORDER

CITY OF PORTLAND

259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO Keusch Super Service

SHIP TO _____

 est # 080336 / ~~008~~ 097921

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
9-29-15					15 -	
QUANTITY	DESCRIPTION				PRICE	AMOUNT
4	Tires / O-Rings / sealer / labor for Cat Loader #904				est	\$ 8,460 ⁰⁰
	Sandblast + Powder Coat wheels for loader				est	\$ 1,000 ⁰⁰
	Kfb				est	\$ 9,460 ⁰⁰

NOT FOR RESALE FOR RESALE TAX NUMBER _____

X
 AUTHORIZED SIGNATURE _____

ORIGINAL

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

KEUSCH SUPER SERVICE

1600 AMERICAN WAY

Portland, MI. 48875

Phone - 517-647-7501 Fax - 517-647-7503

WE OFFER 24 HOUR TOWING TO SERVE YOU ANYTIME

ESTIMATE #

080538

F105680

ESTIMATE FOR SERVICES

Cust ID: 620

Estimate Date : 3/28/2012

PORTLAND CITY OF
259 KENT
Portland, MI 48875
Cellular 517-526-0310 MARY --- 517-526-3815 MIKE

2014 Tires -
Lic # : - MI
Unit # :
VIN # :

Odometer In: 0

Part Number	Qty	Sale	Extended	Labor Description	Hours	Extended
25" O-RING				TIRE LABOR- SWITCH 4 LOADER	8.00	1,000.00
ORING	4.00	15.00	60.00	TIRES		
GALLONS SEALER (2 GALLONS PER TIRE)						
SEALER	8.00	25.00	200.00			
20.5R25 TITAN RADIAL MXL E3/L3 LR1* TBLS 48/32						
TTN43P121	4.00	1,800.00	7,200.00			

Parts: 7,460.00 Labor: 1,000.00

Total: \$ 8,460.00

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

All Parts removed will be discarded unless instructed otherwise: Save all Parts _____. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE. NOT RESPONSIBLE FOR HUBCAP LOSS FAILURE.

Signature _____ Date _____ Time _____

KEUSCH SUPER SERVICE

1600 AMERICAN WAY

Portland, MI. 48875

Phone: 517-647-7501 Fax: 517-647-7503

WE OFFER 24 HR TOWING WEB: KSSTIRE.CO

Sub Estimate For Or

097921

F105680

Estimate Date : 9/17/2015

Estimate for Services

CITY OF PORTLAND

259 KENT
Portland, MI 48875

Cellular: 517-526-0310 MARY : 517-526-5328 PHIL

2015 TIRES -

Lic # : - MI

Odometer In: 0

VIN # :

Part Description / Number	Qty	Rate	Ext	Labor Description	Hours	Extended
				SANDBLAST & POWDER COAT 4 - 25 INCH WHEELS	12.82	1,000.00

Parts/Supplies: 0.00

Labor: 1,000.00

Total : \$ 1,000.00

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.
All Parts removed will be discarded unless instructed otherwise: Save all Parts____. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE. NOT RESPONSIBLE FOR HUBCAP LOSS OR FAILURE.

Signature _____ Date _____ Time _____

PURCHASE ORDER

CITY OF PORTLAND

259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO Tert Horst & Rinzema

SHIP TO _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
9/21/15						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	Tornado damage - City Hall					
	101-000-202 000					<u>12,505.00</u>

NOT FOR RESALE FOR RESALE TAX NUMBER _____ AUTHORIZED SIGNATURE _____

ORIGINAL

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES



GENERAL CONTRACTORS

I N V O I C E

September 21, 2015

Invoice No. 092115-01

City of Portland
259 Kent Street
Portland MI 48875

RE: Damage Repair at Portland City Hall – Final Billing

	Paid	Final Completed
1. Replace section of damaged fence/cap stone & repair gutter	\$ 3,680.00	\$ 0.00
2. Repair ceiling grid, replace ceiling tile	\$ 3,950.00	\$ 0.00
3. Exterior clean & repair	\$ 36,120.00	\$ 4,020.00
4. Remove & replace sealants at EIFS areas	\$ 4,850.00	\$ 3,980.00
5. Remove & replace sealants at Masonry areas	\$ 4,350.00	\$ 3,580.00
6. Extra repairs to EIFS per STO report	\$ 815.00	\$ 0.00
7. Clear debris from roof & patch hole, caulk leak areas, replace missing drain grates	<u>\$ 1,610.00</u>	\$ 0.00
8. Extra wall repair, patch & paint		<u>\$ 925.00</u>
	\$ 55,375.00	\$ 12,505.00
Total Due		\$ 12,505.00

Thank you.

Invoice Terms: Net 30 Days.



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL. KRISTE KIBBEY ETUE
DIRECTOR

September 18, 2015

Ms. Kristina Kinde
Treasurer
City of Portland
259 Kent Street
Portland, Michigan 48875

Dear Ms. Kinde:

The Emergency Management and Homeland Security Division (EMHSD) has reviewed your application for state disaster assistance, which you requested based on damages your city incurred from the tornado of June 22, 2015. On behalf of Governor Rick Snyder, I am pleased to inform you that financial assistance from the State Disaster and Emergency Contingency fund has been approved for your jurisdiction in the amount of \$100,000, pursuant to Section 19 of 1976 Public Act 390, as amended.

The funding is being made available to the City of Portland to assist with expenses incurred in responding to the disaster. The decision to grant this assistance was based on the information provided in your application. The EMHSD Grants and Financial Management Section has reviewed the documentation submitted and has processed your payment which you should receive within the next 3-4 weeks. If you have any further questions regarding your application and/or payment please contact Ms. Penny Burger of the Grants and Financial Management Section at (517) 333-5046.

The EMHSD is available to provide further advice and guidance about preparing your community for any future emergency or disaster events. Please contact the EMHSD District Coordinator for your area, Lt. Mark Russo, at (616) 299-9312, if you have any questions or would like additional information.

Sincerely,

A handwritten signature in black ink that reads "Chris A. Kelenske".

Chris A. Kelenske, Captain
Deputy State Director of Emergency Management
and Homeland Security

PORTLAND ECONOMIC DEVELOPMENT CORPORATION

Minutes of the Meeting
Held at 7:00 p.m., April 27, 2015
City Hall Executive Conference Room
City Hall, 259 Kent St., Portland, Michigan

Present: Pohl, Foote, Lakin, Fitzsimmons, Smith, Interim City Manager Gorman

Absent: Calley, Clement

Staff: City Clerk Miller

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

Motion by Smith, supported by Fitzsimmons, to approve the amended Agenda to take nominations for Vice Chair.

All in favor. Approved.

Motion by Smith, supported by Fitzsimmons, to approve the Minutes of the January 26, 2015 meeting as presented.

All in favor. Approved.

Under New Business, nominations were taken for Vice Chair vacated by Eric Frederick when he resigned due to his families move out of the City of Portland.

Smith nominated Lakin for Vice Chair, Pohl supported the nomination.

There were no other nominations.

A vote for Lakin for Vice Chair was held.

All in favor. Approved.

City Manager Gorman presented information on the lease License Agreement for Francis Hoerner to farm the property owned by the City at Cutler Rd. and Grand River Ave. The only issue this year is there is no guarantee how the Cutler Road Improvement Project might affect the crop so he added language to the agreement to address that and to clarify that access to the property must be from Grand River Ave.

Motion by Smith, supported by Fitzsimmons, to recommend the proposed License Agreement to farm the property at Cutler Road and Grand River Avenue to the Council for approval.

All in favor. Approved.

City Manager Gorman stated the WODA Group submitted a grant application on April 1, 2015 to MSHDA for funding of the redevelopment of Old School Manor. They were previously lacking points for there not being public transportation to serve potential residents. They were able to work out an arrangement with Old Skool Transportation to resolve this issue. The proposed development would include 29 low to moderate income units. Approval indicators should be available in August.

There was discussion.

Economic Development Corporation
April 27, 2015

Under Board Member Comments, City Manager Gorman asked the boards opinion on listing the property at Cutler Road and Grand River Avenue with a realtor.

Member Pohl suggested waiting until Cutler Road has been completed.

There was discussion.

It was the consensus of the board to aggressively pursue listing the property when the road is completed.

Member Smith suggested contacting the Ionia County Economic Alliance to see what assistance they can provide.

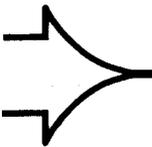
Member Fitzsimmons stated he would like potential realtors to present their proposals to the EDC.

City Manager Gorman stated that he had previously discussed reopening the Grand River Access Management Plan to determine if it should be updated. He is currently looking at the budget to ensure this process is covered financially.

There was discussion.

Motion by Smith, supported by Pohl, to adjourn the meeting.
All in favor. Approved.

The meeting was adjourned at 7:37 P.M.



Diane Smith, Secretary



FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

October 1, 2015

Mr. Chris Christensen
DEQ Grand Rapids District Office, RRD
350 Ottawa NW
Grand Rapids, MI 49503

**Re: Status Report of Corrective Actions Related to Diesel Fuel Release – 2015
City of Portland, Board of Light and Power (BLP)
723 East Grand River Avenue
Portland, Michigan 48875-1474**

Dear Mr. Christensen:

On behalf of the City of Portland, this report was prepared by Fleis & VandenBrink Engineering, Inc. (F&V) to provide you with a status of the corrective actions conducted for the above referenced diesel fuel release since last reported in September of 2014. This Status Report is divided into the three primary ongoing activities:

1. Monitoring
2. Granular Activated Carbon Treatment and Free Product Recovery System
3. System and Work Plan Modifications

Additionally, an updated Work Plan for Continued Actions is included.

1. Monitoring

- Sampling of selected down gradient monitoring wells (MW-2, MW-6, MW-7 and MW-8) was conducted on October 24, 2014 and June 15, 2015 for BTEX and TMBs using Low Flow sampling methods. A summary of groundwater results are included in Table 1. As indicated in the summary table, BTEX/TMB concentrations in these down gradient wells have been below the laboratory detection limits for this reporting period. MW-1 has been observed to be dry the last two sampling events.
- Static water and free product elevations are included in Table 2. Graphs 1, 2 and 3 are included to illustrate the correlation between free product and groundwater elevations at recovery wells (RMW-4, RMW-5 and RMW-10).

Recovery pumps (AutoPumps) continue to operate in RMW-4 and RMW-10, located near the presumed release area. Free product which collects in the recovery wells is transferred by the AutoPumps directly to the building's sump and then pumped into the product collection system where it is disposed.

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

- Graphs 4 and 5 illustrate the static water elevations in nearby monitoring wells (MW-1 and MW-8) since 2008.
- Potentiometric surface map, based on measured depth to water during the June 2015 sampling event is illustrated in Figure 1.

2. Granular Activated Carbon (GAC) Treatment and Free Product Recovery System

- Carbon vessels have been meeting objectives since the last carbon "change out" on July 29, 2014, with no indications of VOCs migrating past the first carbon vessel. Laboratory analysis of water samples collected from the GAC system are summarized in Table 3.
- Approximately 143,089 gallons of water have been treated from the groundwater sump AutoPumps systems as recorded from May 31, 2014 to April 31, 2015. This brings the total volume treated to 8.9 MG.
- Approximately 40 gallons of diesel free product was recovered from the building sump during this reporting period. Based on current operation of the sump drain tile located below the building and recovery pumps located in RMW-4 and RMW-10, it has been determined that a majority of the product is being collected and recovered by the AutoPumps located in the recovery wells. Approximately 34 gallons of free product was recovered from RMW-10 and 6 gallons from RMW-4 as recorded from May 2014 to April 2015.
- Accumulative free product recovered is currently at 1,826 gallons.

3. System and Work Plan Modifications since March 2014

- No modifications during this reporting period.

4. Work Plan for Continued Actions

The BLP plans to continue corrective actions and progress monitoring as described above. The next status report will be prepared and submitted to the MDEQ after the May/June 2016 sampling event.

If you need additional information, please contact me or S. Tutt Gorman.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Eric Walters, CPG
Project Manager



Brian Rice, PE
Environmental Group Manager

Attachments

Figure 1: Potentiometric Surface – June 15, 2015
Table 1: Groundwater Analytical Results Summary
Table 2: Static Water / Free Product Data
Table 3: Carbon Treatment System Analytical Results Summary
Graph 1: Free Product Elevation vs. Groundwater Elevation (RMW-4)
Graph 2: Free Product Elevation vs. Groundwater Elevation (RMW-5)
Graph 3: Free Product Elevation vs. Groundwater Elevation (RMW-10)
Graph 4: Groundwater Elevation (MW-1)
Graph 5: Groundwater Elevation (MW-8)
TriMatrix Laboratory Reports

cc: S. Tutt Gorman, Portland City Manager
Mike Hyland, Portland BLP Superintendent

September 18, 2015

Mr. Chris Freiburger
FERC Project Coordinator
Michigan Department of Natural Resources
Fisheries Division
Stevens T. Mason Building
530 West Allegan
Lansing, MI 48909

Mr. Burr Fisher
Fish and Wildlife Biologist
U.S. Department of the Interior
Fish and Wildlife Service
2651 Coolidge Road
East Lansing, MI 48823-6316

**RE: Portland Municipal Dam, FERC License #11616
Nuisance Plant Monitoring 2015**

Dear Mr. Freiburger and Mr. Fisher:

The City of Portland owns and operates the Portland Municipal Dam, a small hydroelectric dam on the Grand River just north of Portland, Michigan (project). The City obtained a license from the Federal Energy Regulatory Commission (FERC) on June 20, 2001 for this project. Article 412 of the FERC license requires the City to prepare and implement a *Nuisance Plant Monitoring Plan* for the project.

On behalf of the City of Portland, AECOM filed the Nuisance Plant Monitoring Plan on June 10, 2002. The FERC approved the plan on July 23, 2002. The plants of concern are purple loosestrife (*Lythrum salicaria*) and Eurasian water-milfoil (*Myriophyllum spicatum*). Purple loosestrife is an emergent wetland plant. Purple loosestrife provides poor wildlife habitat and can be an aggressive weed that prevents more desirable plants from growing. Eurasian water-milfoil is a submerged aquatic plant. It can form dense growths which may prevent other more desirable plants from growing and interfere with boating. Neither species is native to North America. Both species are common in the general area.

This letter presents the 14th annual report pursuant to the *Nuisance Plant Monitoring Plan* for the Portland Municipal Dam. The results from the annual inspections must be submitted to the Michigan Department of Natural Resources (MDNR) and the U.S. Fish and Wildlife Service (USFWS) by December 31st each year.

Nuisance plant populations were monitored by visually inspecting the project area from a small boat and on foot. The location and relative abundance of purple loosestrife and Eurasian water-milfoil were recorded on a project area map. The *Field Manual of Michigan Flora*, by Dr. Edward L. Voss and Anthony Reznicek, was used as the primary taxonomic guide. The visual inspection was completed on August 21, 2015. The weather was warm and clear, with a slight breeze. The water was turbid, and it was not possible to see the bottom in most areas. The high turbidity may limit growth of water-milfoil except in shallow water.

The impoundment's water level was high at the time of the survey because the flashboards on the dam were in place. Some areas, including the "slough," that were exposed mudflats in 2012 had approximately 1.5 feet of water in 2013, 2014 and 2015.

Figure 1 presents the nuisance plant monitoring results for 2015. Photographs of the impoundment and slough are attached.

Eurasian water-milfoil plants were common in shallow water areas in the slough and on the north side of the impoundment. In the shallow slough, milfoil was tangled with other aquatic plants and filamentous algae, and the resulting floating mats were difficult to row through. The water in the slough is too shallow for all but smaller boats and canoes. Milfoil was slightly more abundant along the north shore of the impoundment and on the south shore of the island than it was in 2014.

There were only minor changes in the distribution and abundance of purple loosestrife plants between 2014 and 2015. Isolated loosestrife plants were observed on the impoundment's south side; this area is residential, consisting mostly of lawn except at the river's edge. Loosestrife was less common on the island in 2015 than in 2014. Some scattered loosestrife plants were visible growing on the river's south shore in the tail water downstream of the power house. Loosestrife plants were not observed in the river upstream of the island in the impoundment.

Wildlife observed included painted turtle, woodchuck, great blue heron, kingfisher, crows, cardinals, blue jay, tree swallows, chickadee, catbird, pee wee, cedar waxwing, hairy woodpecker, nuthatch and kildare. Large European carp were observed in the impoundment, as in the past.

License Article 412 for the Portland Municipal dam specifies if, at any time during the license term, the USFWS or the MDNR demonstrates purple loosestrife or Eurasian water-milfoil is significantly affecting fish and wildlife populations at the project and the FERC agrees with those determinations, the Commission may require the licensee to cooperate with the USFWS and MDNR to undertake reasonable measures to control or eliminate these weeds in project waters.

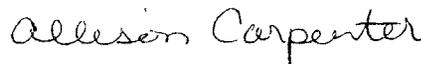
AECOM concludes Eurasian water-milfoil and purple loosestrife were not present in sufficient numbers or density to significantly affect fish and wildlife populations or interfere with recreational activity at the project. A study of the fish community in the impoundment was completed as part of the license application, and this study concluded a very diverse fish community is present in the impoundment and tail water. The project area is used by a variety of wildlife. The diverse fish community, birds, wildlife and lack of extensive growth for either nuisance plant species indicates these plants are not significantly affecting fish and wildlife populations at this time.

If you have additional questions or concerns, please contact Glenn Hendrix at

Sincerely,



Glenn A. Hendrix
Senior Scientist
Enclosures



Allison Carpenter
Project Engineer

- c: Ms. Kimberly D. Bose, Secretary, Federal Energy Regulatory Commission (8 copies, UPS)
Mr. S. Tutt Gorman, Interim City Manager (US Mail)
Mr. Michael Hyland, City Superintendent (US Mail)
File, AECOM



1. Impoundment, looking southwest. Scattered loosestrife plants present along the south shore of the island and shore of the impoundment.



2. Slough, looking northeast. Eurasian water-milfoil tangled with other aquatic plants were common in the slough.

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

July 14, 2015

P.A.M.A. BOARD MEMBERS PRESENT: K. Cook, R. Pohl, D. Logel, R. Foote, G. Krausz

VISITORS: None

Meeting was called to order at 7:30 p.m.

AGENDA

- Motion to approve agenda by R. Foote supported by R. Pohl

SECRETARY'S REPORT:

- Motion to approve minutes by G. Krausz supported by R. Foote

TREASURER'S REPORT:

- Account balance as 5/29/15 \$633.86
- 6/13/15 deposit by City of Portland \$374.15
- 7/7/15 deposit by Danby Twp. \$187.07

Bills Paid

- D & E Electric \$155.26
- Eagle Enterprises \$495.10
- Cook Brothers \$285.00

Bills to Pay

- Larry Tiejema 2014 Audit \$800.00
- Building Insurance \$1212.00
- Treasurer to bill entities for building insurance \$1212.00
- City of Portland \$804.80
- Portland Township \$804.80
- Danby Township \$402.80
- Motion to approve treasurer's report as submitted and pay bills by K. Cook supported by G. Krausz

OLD BUSINESS:

- Accept bid for bathroom remodel to Greg Skitee for \$1400.00
- Motion to approve by D. Pohl and supported by G. Krausz

NEW BUSINESS:

- Motion to pay Eagle Enterprise for overhead door repair in the amount of \$949.07 by R. Foote supported by K. Cook
- Motion to accept audit from Larry Tiejema by R. Foote supported by K. Cook
- Randy Foote announced that he will be moving to Danby Township late this year

Motion made by D. Pohl to adjourn the meeting at 8:15 p.m. Seconded by G. Krausz.

Respectfully submitted,

Keith Cook, Secretary

NEXT MEETING: October 6, 2015 7:30 p.m.

Flood News for Michigan Floodplain Managers

A Newsletter of the
Water Resources Division
Michigan Department of Environmental Quality
www.michigan.gov/deq

Dan Wyant, Director

Rick Snyder, Governor
2015 2nd Edition

Editor: Les Thomas
Articles are by the Editor unless noted otherwise.

For questions, comments, or information, contact:

Les Thomas
MDEQ
WRD
P.O. Box 30458
Lansing, MI 48909-7958
Telephone: 517-284-5489
Fax: 517-241-9003
e-mail: thomasl@michigan.gov

The MDEQ will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to:

Quality of Life Human Services
P.O. Box 30473
Lansing, MI 48909

This newsletter is supported by funding under a Cooperative Agreement with the Federal Emergency Management Agency. The substance and findings are dedicated to the public. The MDEQ, WRD, is solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the federal government.

Only posted on MDEQ Floodplain Management/National Flood Insurance Web page.

DISTRICT FLOODPLAIN ENGINEERING STAFF

SE Michigan: Maria Zingas and Patrick Durack
Warren 586-753-3700
Jackson/Lansing: Donna Cervelli
517-243-6951
Saginaw Bay: Joy Brooks
Bay City 989-894-6226

Grand Rapids: Matt Occhipinti
616-204-1708
Kalamazoo: John Bayha
269-567-3564
Upper Peninsula: Sheila Meier
Gwinn 906-346-8558
Cadillac/Gaylord: Susan Conradson
Cadillac 231-876-4443

In This Issue:

CRS Article by Kelly DeGuia, FEMA, Region V	2
Flipping the Figure: How Can We Mitigate Flooding's Cost? National Disaster Resilience Competition	3
Lansing, Michigan: Floodplain Acquisition Efforts	5
Resilient Michigan: A Coalition of Solutions	6
The Community Rating System's Community Self-Assessment Tool: Not Just for CRS Communities	8
Michigan Risk Map Program Update Spring 2015	10
Michigan State Police Emergency Management and Homeland Security Division Policy	11
Michigan Training Opportunities –Fall/Winter Of 2015/16 Michigan Department of State Police	12
Mandatory Purchase of Flood Insurance	13
Gov. Rick Snyder proclaims September as Michigan's Preparedness Month	15

CRS Article by Kelly DeGuia, FEMA, Region V

Thank you for Lansing's efforts in working to resolve issues and potential violations identified in the Community Assistance Visits (CAVs) as well as the City's interest in the Community Rating System (CRS). I understand the community's interest in making flood insurance more affordable for their citizens, however, it is important to understand that while CRS points may be awarded for demos/acquisitions, warning systems, and other mitigation projects, the threshold to get into CRS lies in being fully compliant with NFIP minimum criteria and demonstrating that the community has an effective floodplain management program in place.

In order to assess a community's compliance with the NFIP minimum criteria, the state or FEMA conduct CAVs, which are intended to be a comprehensive assessment of the community's floodplain management program and its knowledge and understanding of the floodplain management requirements of the NFIP. In part, it is during this visit of a community's administration of their ordinance – including permitting, record keeping, and how a community addresses compliance problems – that indicates whether or not a community has an effective floodplain management program. The expectation is that CRS communities have administrative, permit, and enforcement procedures in place that meet and exceed NFIP minimum standards. Communities with open CAVs or outstanding issues are not eligible to apply for CRS. At a minimum, prerequisites to CRS participation are as follows:

1. In Regular Phase of NFIP at least 1 year
2. In full compliance with NFIP minimum criteria
3. Agree to maintain Elevation Certificates
4. Assess and address repetitive loss properties
5. Maintain all flood insurance policies required for community-owned buildings
6. Coastal communities agree to show LiMWA on FIRM

Only after FEMA establishes the community is compliant and an eligible CRS community can the CRS enrollment process move forward with an ISO/CRS Specialist sent out to evaluate credits, etc. In regards to the Elevation Certificates (ECs) and CRS, all ECs are required to be kept on file for all new construction and substantially improved structures. As part of the enrollment and cycle review processes, ISO looks at all ECs and requires 90% compliance or face ineligibility for CRS participation or retrograding. While ISO may allow for some time to correct deficient ECs during their review, it is not intended to provide extensive technical assistance to establish or correct EC/documentation procedures.

I hope this is helpful as the City of Lansing works to close this CAV. Donna will remain the City's contact for resolving any outstanding CAV issues, but please let me know if you have any CRS-related questions.

Kelly DeGuia, CFM | Natural Hazards Program Specialist
Floodplain Management and Insurance Branch | Mitigation Division | DHS-FEMA Region V
536 S. Clark Street, 6th Floor, Chicago, IL 60605
kelly.deguia@dhs.gov | phone (312) 408-4414

Flipping the Figure: How Can We Mitigate Flooding's Cost? National Disaster Resilience Competition

The cost of disaster relief is “hidden.”

The *Washington Post* reports that between 2011 and 2013 natural disasters in the United States cost the Federal Government \$136 billion—that's nearly \$1.3 billion a week or \$400 a year per American household! But these figures remain largely unknown to many Americans. As it happens, disaster relief funding is not shown as, nor is it part of the annual federal budget. Rather, disaster relief is considered “emergency funding,” and is funded via special bills in Congress, as requested, thereby masking the true year over year cost of reactive disaster relief.

The dollar amounts quoted above account for all disaster relief and while not all disaster costs cited above were for flooding, the majority of them were. From 1953 to the first half of 2014, of the nearly 2,200 declared disasters, over 1,300 were for flooding, or about 61% of the total.

Not surprisingly, while the percentage of flooding declarations to total natural disasters has remained fairly consistent over the past six decades, (generally between 55% and 70%), the sheer number of flooding disasters has greatly increased from an average of eight per year in the 1950s to 35 during the first half of the 2010s. (Other decennial averages per year: 1960s, 13; 1970s, 24; 1980s, 15; 1990s, 26, and 2000s, 32.) Of course, while there is a greater willingness by the Federal government *to declare* an event a Federal Disaster, the trend of more frequent flooding disasters seems to be clear.

There will always be a need for recovery monies, but how can we assure that funds spent are being used to encourage and enhance a community's resilience to the next flooding event *before* the disaster? Can we be more than reactive? Can we help communities identify more appropriate solutions? While it may not be possible to fully eliminate the damage caused by flooding, how do we begin to plan and mitigate before it happens?

“Can that home be removed from the flood zone (through relocation or demolition)?”

“Should that flooded fire station be built back in place or are there measures that can be taken to protect it from the next disaster?”

“Could that open land be acquired by the community for flood water storage?”

How do we change our recovery behavior to become more resilient to future natural hazards? How do we change the statistics? How do we increase the amount of funding for projects to protect us from the next disaster *before* it occurs? How do we “flip” the ratio of monies from recovery to mitigation? In the end, how do we increase our resiliency?

As the Association of State Floodplain Managers notes on the Mitigation Page, of its National Policy and Programs – Mitigation Assessment: <http://www.floods.org/index.asp?menuid=%20333> (assessed September 4, 2014). “successful mitigation is often not well understood because few people notice when a disaster does not happen.” Success in avoiding the flood is not dramatic.

The Federal Emergency Management Agency (FEMA) estimates that for every dollar spent on mitigation, four dollars are saved in recovery. Furthermore, the pain of disaster does not end with the cleanup and recovery. The National Federation of Independent Businesses found that 30 percent of small businesses fail to reopen following a presidentially declared disaster, damaging the community for years to come in lost wages, tax revenue, and "spirit".

It is far more cost effective to mitigate the potential disaster by removing assets out of harm's way, physically preventing the flood from reaching residents and property, or by not allowing construction in the floodplain in the first place. But all of these methods (and others) have a cost.

In an effort to build on the mitigation funding efforts of FEMA and other state and Federal agencies, in June 2014, the Obama Administration announced that nearly \$1 billion dollars would be made available to communities for mitigation projects through the National Disaster Resilience Competition in an effort to address the issue of mitigation and resiliency. The competition is designed so that communities that are working to increase safety and security, and that have recently experienced a natural disaster, may compete for funds to help them rebuild and increase their resilience to future disasters. The White House press release announcing the competition may be read [here](#).

Of the \$1 billion, approximately \$820 million will be available for all non- Hurricane Sandy impacted areas across the United States who have had a Presidential Disaster Declaration in 2011, 2012, and/or 2013. States with qualifying disasters, and those units of local government who received Community Block Grant Disaster Recovery (CDBG-DR) funding under PL 113-2 for disasters occurring in 2011-2013, are eligible to apply. Beyond those qualifications, in FEMA Region V the governments of the city of Chicago and Cook and Du Page Counties in Illinois are also potential applicants.

The key to a successful application will be a demonstration of how a granted award would help fund future resilience from the disaster that the community is currently recovering from (that is, the event that triggered the Presidential Disaster Declaration at any time during 2011-2013). The U.S. Department of Housing and Urban Development's (HUD) notes that actions such as a proposed suite of building code changes, infrastructure audits, or pilot green infrastructure investments would be good examples of the possible aim of a grant.

The six objectives of the competition are:

1. To assure a fair and objective dispersal of the CDBG-DR funds;
2. To create science-based examples of disaster recovery;
3. To institutionalize sound approaches to addressing future risk;
4. To provide resources to increase local resiliency;
5. To explain the risk of climate change; and
6. To partner with non-governmental organizations to discover local solutions to local problems.
7. *Winners will receive funds through HUD's CDBG-DR funds from the Disaster Relief Appropriations Act of 2013.* A factsheet from HUD more fully explaining the competition may be downloaded from HUD's [website](#).

Lansing, Michigan: Floodplain Acquisition Efforts

Lansing, Michigan's location along multiple waterways and the estimated 2,000 homes built in local floodplains has led to the city's commitment to find a balance between benefitting from these nearby rivers and tributaries while ensuring citizens and property owners are not negatively impacted by those same natural resources.

The city has not had a major flood since 1975; however, Lansing officials recognize the flood risks still exist due to ongoing development in all areas of the watershed, and the fact that 85 percent of the city's housing stock was constructed prior to effective floodplain construction requirements put in place to reduce potential flood damages.

To mitigate these flood risks, the city's hazard mitigation plan (HMP) places a great deal of emphasis on non-structural answers to its flooding problem as well as acquisition from high-risk areas.

Lansing, like many mid-sized cities in the country, has a shrinking population base. According to their HMP, "Lansing views the nationwide phenomenon of shrinking cities as an opportunity to improve the quality of life for its residents...floodplain acquisition [can] improve ... quality of life by moving [residents] out of a hazard area, while creating recreational space".

Lansing's future zoning map envisions large swathes of the city's southeast quadrant rezoned from single family homes to open space and parks and large parcels in other parts of the city left free from development. In its pilot floodplain acquisition program, the city is focusing on 130 properties primarily located in two areas of the city.

Mitigation project decisions are based a number of factors, including the depth of potential flooding, the location of the structure relative to the floodway, opportunities for adjacent property acquisitions to minimize maintenance costs, type of ownership (rental or owner-occupied), resident interest and maintenance of community cohesiveness. With limited funding, the Lansing officials seek to be as cost-effective as possible. As of 2013, the city had obtained \$2.8 million to fund the purchase of 47 homes in the floodplain.

Community involvement is a key factor in the success of Lansing's floodplain acquisition effort. City leaders understand that they cannot have a successful program without the buy in and assistance of affected residents, community leaders, non-profits (such as land banks and environmental groups), and other pertinent stakeholders. The two areas targeted for the pilot program are served by community centers, which was one of the factors that led the city to select those neighborhoods. The neighborhood centers were critical in the initial outreach to property owners, and as a result, there has been very little opposition to the program.

To help ensure property owners still feel part of a cohesive community, the city is offering the opportunity to lease adjoining vacant land for a nominal cost to residents who remain. Residents may then use the leased lot as an extension of their own yard for gardening or other floodplain-appropriate purposes in exchange for maintaining it.

In addition, while Lansing is trying to move residents out of harm's way, they are actively working to keep the owners of acquired properties within the city. As an incentive for property owners participating in the buyout program, the city is offering down payment assistance if they purchase another home within the city limits. Intra-city moves also qualify for additional assistance to help with the cost of making repairs and improvements to a new residence.

Lansing sees their flood mitigation efforts as a long term investment in the city. Even in cases where demolition seems like the only solution, the city works with partners in the community to evaluate whether an alternative—such as elevation or retrofitting—can be found to keep the home a part of the neighborhood, but safe from flooding. And even on those lots where a home used to stand, Lansing is determined to make the area beneficial for the community around it.

For more information on the city's mitigation projects, please see the city of Lansing's Hazard Mitigation Plan which can be found online at lansingmi.gov/media/view/Hazard_Mitigation_Plan/5769 or contact Ms. Ronda Oberlin, CFM, City of Lansing, Office of Emergency Management by email at Ronda.Oberlin@lansingmi.gov. In addition, a flyer outlining the city's floodplain acquisition effort can be found online at lansingmi.gov/flood_mitigation.

(The authors would like to thank Ms. Oberlin for providing extensive background information for this article.)

Resilient Michigan: A Coalition of Solutions

The potential for flooding in high-risk areas is not a question of if, but when. How well has the community prepared for it? How fast will the community bounce back? At what cost? To be resilient is to be prepared for the next emergency. Preparedness can save money, lives, and property.

Resilient Michigan is an organization that seeks to assist Michigan communities with finding solutions to address changes in climate and flooding in the future. This organization was developed by the Land Information Access Association (LIAA), in partnership with organizations in local and state government, academia, and professional associations. Their goal is to support community-wide planning efforts that lead to the adoption of significant revisions to existing master plans to promote community resilience in the face of rapid economic changes and increasing climate variability.

Much of the work and information collected by this organization overlaps with the data and activity requirements of the National Flood Insurance Program's Community Rating System. These similar goals or concepts include the analysis of the physical and cultural make up of at-risk neighborhoods, the location of critical facilities, and the availability of services during a flooding event, and many other topics related to strengthening communities prior to a flooding emergency.

The group seeks to involve local citizens in their projects. They are currently working with seven Michigan communities and the National Guard at three of its installations. One of these communities—St. Joseph, located along Lake Michigan—just began an innovative and transformational re-evaluation of the city's planning process.

To kick-off the effort, a survey was mailed to approximately 6,000 local addresses to gain a greater understanding of services, goals and other activities residents believe should be prioritized with the city's funds. In addition, Resilient St. Joseph is engaging the communities adjacent to the city in an acknowledgment that planning and resiliency doesn't stop at a community's border because watersheds don't recognize political lines on the map. In St. Joseph, a critical goal is to make the connection between planning and emergency management because it's not always clear that the decisions made today can impact a community well into the future.

Similarly, the goal of Resilient East Jordan is to encourage public participation in the planning process. Prior to an August 2014 meeting, the East Jordan City Administrator noted that "the involvement of citizens in the formulation of policies and strategies...is essential to ensure that the master plan prepared by the planning commission is in agreement with the wishes of the people." He further noted that the participation of the public in the process also instills a greater sense of belonging and ownership.

In 2014, public meetings and Community Action Team (CAT) sessions were held to engage East Jordan residents. The CAT sessions are important because they focus on addressing specific issues, such as access and transportation, energy and economy, environment and natural systems, human and social systems, and neighborhoods and infrastructure. Citizens, elected officials, planning commissioners, and staff members worked together to learn the strengths and weaknesses of each and how to enhance them.

In March 2014, Resilient Michigan announced that four local governments were teaming up to establish Resilient Ludington. Since its inception, a web-based survey has been used to solicit input from residents about future development. In addition, a three-day planning meeting was held to discuss the future of the US 10/US 31 corridor in support of this resiliency planning effort.

Resilient Michigan's vision extends beyond local government. The organization has started working with federal and state governments to address the lands they own, and the impact they have on the communities surrounding them. Resilient Michigan is also working with the Department of Defense and the Michigan Army National Guard to plan meetings at three Michigan military installations that are aimed at making National Guard facilities more resilient to potential emergencies now and into the future.

The Community Rating System's Community Self-Assessment Tool: Not Just for CRS Communities!

The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions to reduce flood damage to insurable property, strengthen and support the insurance aspects of the NFIP, and encourage a comprehensive approach to floodplain management.

While joining the CRS program may not be the right path for every community, many communities can benefit from a more thorough understanding of their flood hazard and a comprehensive cataloging of those properties, areas, and assets that are most at risk. The Community Self-Assessment is designed to do just that—it is a tool that will enable a community to better understand its flood exposure and begin the process of deciding how they wish to reduce their risks. The tool can be found at crs2012.org/self-assessment/. It could also be a useful tool during the development of a community's Hazard Mitigation Plan.

The over 100 questions and follow-ups function as a foundation for greater understanding of the flood risks to the community using the knowledge of local community officials and others.

Before using the tool, the community will want to have a few materials on hand; however, every community may need to have different materials available in order to complete the assessment. Therefore, the suggestions below are not meant to be all inclusive, but rather only suggestive of what material might be helpful in assessing the flood risk.

Not all the documents listed may be available to the community in a timely manner, but a few of the most helpful items include: a map of the community (GIS-based, if possible); the Flood Insurance Rate Map and Flood Insurance Study (if applicable) for the jurisdiction; the community's Hazard Mitigation Plan; records of high water marks (if available); and other data including photos, news articles, and other ephemera of past flooding events. Also helpful are lists naming or locating critical and essential facilities, major employers, and industrial and commercial areas.

The tool can be used to identify flood risk reduction activities and develop programs that are most appropriate for the community. On the flip side, not all programs and activities are appropriate for all communities. For example: Non-coastal communities will find little value in activities related to Coastal A Zones, and a densely-populated urban village might not be able to utilize Open Space Planning activities if it is built out with limited parkland or other unused areas. The tool is meant to help focus a community's efforts in an efficient manner. This information will help a community identify appropriate flood risk reduction activities to pursue.

The Self-Assessment is designed to be able to be completed by one person in about a day. However, the tool becomes much more valuable if representatives from all the departments that will be included in a community's flood risk reduction efforts are involved. Dependent on the community, its size, population, flood exposure, and other factors, this may mean that representatives from the community's executive's office, clerk's office, and departments of public works, environmental, sanitation, parks, emergency management, police, fire, utility, planning, zoning, GIS, building, and other pertinent offices should be involved in the exercise.

Of course, not all communities will have these departments, but the net should be cast as wide as possible to garner the widest available body of knowledge about the community's flooding risk.

When the Assessment team has been gathered, it is time to get to work. The questions of the Self-Assessment are grouped into five subject task areas or "steps". They are:

1. Your Floodplain (What's in your floodplain? What data do you have?)
2. Identifying and Mapping Your Hazards (Which hazards threaten your community? Where?)
3. Identifying Assessment Areas (Which types of areas are at risk from which types of flooding?)
4. Analyzing Your Assessment Areas (What's in these specific areas?)
5. Overview and Next Steps (Given all of this, how might you reduce your exposure?)

These five steps can provide a roadmap to more resilient communities by providing a framework to more thoroughly understand the physical threats to the jurisdiction and comprehensively cataloging those properties, areas, and assets most at risk.

Step 1 will build the framework for later analysis with foundational questions that serve to paint a picture of the geography of the flooding in the community and how the community is currently equipped to handle a flooding emergency.

Step 2 asks the community to literally map out the hazards it faces. This may have already been done in a general way, but Step 2 enables those participating in the exercise to think even more critically about the problem.

There are no assessment questions in **Step 3**. Rather, this step is to be used as a way of identifying areas of concern. Using the map created or updated in the prior section, the team will identify unifying traits for those areas determined to be at risk. A trait, or "characteristic", can be nearly any common feature or attribute to the people, buildings, use, geography, or other identifier in an area. A characteristic can be language spoken, age of residents, land use, other hazards (such as sinkholes or ice jams), dam failure inundation areas, critical facilities, rental properties, etc. Any quality that may make an area unique should be considered. Importantly, the area may not actually even be in a mapped flood hazard area, but may be an area that needs consideration in the event of an emergency.

In **Step 4**, the team will continue to break down each assessment area identified in Step 3. Thirteen questions for each area seek to better understand the needs and risk for that particular location. Each question asks that the team name specifically what the characteristics of the assessment area are and follows up with secondary questions for some answers. The team should be illustrative in this exercise. Remember, the point of this exercise is to lay the foundation for future flood resilience.

Finally, in **Step 5**, the community will have the opportunity to reflect on what they have learned during the Self-Assessment. A series of 15 statements for team consideration will, if checked as "true", open a dialog box of recommendations and "next steps" that the community may have emailed to them for future reference and consideration in their flood hazard risk planning. For example, clicking "true" to the statement, "We have natural features that should be protected from development or areas that perform important natural floodplain functions," will provide recommendations and suggestions on how to manage those areas to the benefit of maintaining their natural functions in helping reduce the flood risk to the community.

These recommendations can be collected and used as basis for further research and action in the community to address their flood risk, regardless of the community's intent to join the CRS. Following the completion of the CRS Community Self-Assessment, even those communities that had a good notion of their flood hazard should—hopefully, with the cross-pollination of knowledge and ideas from all the people on the team—leave the exercise with a deeper, more comprehensive understanding of the flood risk it faces, and the steps it can take to become more resilient.

MICHIGAN RISK MAP PROGRAM UPDATE **Spring 2015**

FEMA's national Risk Mapping, Assessment, and Planning (Risk MAP) program is intended to result in local activities that reduce risk. In 2014, in partnership with the State of Michigan, FEMA Region V began an effort to engage cities in discussions about local risk reduction activities that result in safer communities.

Since then, FEMA Region V and state representatives have been facilitating meetings with community officials, mitigation consultants, and regional stakeholders to define local mitigation activity implementation steps, challenges, and needed technical support. This effort enhanced existing mitigation planning efforts by identifying federal and state tools, resources, and technical assistance that may enable progress on local disaster risk reduction activities.

In Michigan, FEMA, the Michigan Department of Environmental Quality and Michigan Homeland Security and Emergency Management have been working with STARR, FEMA's consultant, to discuss risk reduction options with Michigan communities, and develop a local implementation strategy for reducing risk from flooding or other hazards in the community. In addition, some communities have received technical assistance supporting local risk reduction efforts.

Participating Monroe County communities are being provided with depth grids to support improved floodplain management and permitting of properties at risk of flooding, grant application support is being provided to the City of Sterling Heights to help advance their mitigation of a repetitive loss property, along with support in mitigating Sterling Heights' residential basement flooding issues. FEMA and the State are assisting the existing mitigation planning efforts by identifying federal and state tools, resources, and technical assistance that may enable progress on local disaster risk reduction activities.

In Michigan, FEMA, the Michigan Department of Environmental Quality and Michigan Homeland Security and Emergency Management have been working with STARR, FEMA's consultant, to discuss risk reduction options with Michigan communities, and develop a local implementation strategy for reducing risk from flooding or other hazards in the community. In addition, some communities have received technical assistance supporting local risk reduction efforts.

Participating Monroe County communities are being provided with depth grids to support improved floodplain management and permitting of properties at risk of flooding, grant application support is being provided to the City of Sterling Heights to help advance their mitigation of a repetitive loss property, along with support in mitigating Sterling Heights' residential basement flooding issues. FEMA and the State are assisting the City of Detroit with a variety of efforts geared toward improved floodplain management, involvement with the Community Rating System program, reduced basement flooding and improved resilience.

In the coming months, outreach for this project will begin with the City of Grand Rapids, Plainfield Township, and more than 100 communities in the St. Joseph Watershed. The selected communities can anticipate hearing from STARR about meeting dates, and they may also be contacted to talk by phone about mitigation interests, needs and community goals in risk reduction. Communities are invited to identify organizations and stakeholders to participate in the conversation, which is geared toward helping each community plan a risk reduction activity and determining whether technical support may be needed from FEMA.

If you have any questions about the program, please contact any of the following project partners:

Byron Lane, MDEQ, at laneb@michigan.gov
Matt Schnepf, MI HSEM, at schnepfm1@michigan.gov
Marshall Rivers, STARR, at marshall.rivers@atkinglobal.com

MICHIGAN STATE POLICE EMERGENCY MANAGEMENT AND HOMELAND SECURITY DIVISION POLICY

Subject: Community Emergency Response Team (CERT)
Identification Tags
Effective Date: TBD
Policy Number: TBD

Page 1 of 1

I. PURPOSE

The Michigan State Police EMHSD oversees the State's Community Emergency Response Team (CERT) Program. These volunteers could be activated in many scenarios, including but not limited to, weather related emergencies or disasters, missing people, damage assessment, etc. The primary purpose of activating these members is to assist local emergency responders with their duties. The following is the EMHSD's policy as it relates to the issuance of Community Emergency Response Team (CERT) Identification.

II. EMHSD Policy

The State of Michigan will encourage local emergency managers and CERT team coordinators to utilize a standardized CERT identification card. The purpose of this is to clearly identify CERT team members anywhere in the state, thereby allowing them easier access to register and assist at the scene of a disaster.

III. CERT Identification Card

- A. The CERT Id card will utilize the format as shown below:
 - a. These cards shall be issued by the local or county emergency manager in conjunction with the local CERT team leader. These cards are the property, responsibility of and are to be maintained by the local or county CERT team.
Cards will have an expiration date of every three years, from the date of issue
 - b. Local or county CERT teams will be responsible for the issuance, and re-issuance, of these cards
 - c. Cards will only be issued to active CERT team members.
 - d. An active CERT team member is one who attends at least 50% of all local or county

- C. Four levels of CERT identification will be utilized on these cards. These levels are as follows:
- Level I – Has completed a basic 20 hour CERT training class in Michigan and belongs to a local CERT team
 - Level II – Met level one requirements, is NIMS compliant, and is registered on the Michigan Volunteer Registry
 - Level III – Met levels one and two requirements and has some form of specialized trainings (i.e. advanced search and rescue, CPR, etc.)
 - Level IV – Met levels one, two and three requirements and has completed the State of Michigan's CERT TTT and CERT Advanced Training class.
- D. CERT ID cards should be issued with a white background, black Arial font, with a green border, as shown below.

IV. REVISION RESPONSIBILITY

The responsibility for revision of this policy lies with the State of Michigan Citizen Corps Program Manager.

APPROVED:

W. THOMAS SANDS., CAPTAIN

Michigan Training Opportunities – Fall/Winter Of 2015/16 **Michigan Department of State Police**

- 2015-2016 EMHSD Courses 
- PEM Program Manual 
- Emergency Management and Homeland Security Training Center (EMHSTC) Programs, Degrees, and Contacts
 - FEMA Emergency Management Training at the ***Emergency Management Institute*** ***16825 S. Seton Ave., Emmitsburg, MD 21727***; <http://www.training.fema.gov/emcourses/>
 - FEMA, National Training and Educational Division; NTE Course Catalog; <https://www.firstrespondertraining.gov/ntecatalog/EMI>

The FEMA website of <https://www.fema.gov/floodplain-management> has a great deal of training information to cover many areas of learning related to the having a successful floodplain management operations.

Mandatory Purchase of Flood Insurance

(Much of the content of this article is taken verbatim from the FEMA F-083 Publication in order to make sure the facts are being properly provided.)

“Build and they will come” may have been the mantra of congress in 1968 when the National Flood Insurance Act came into being by congressional action. I’m sure there were great expectations that the nation’s flood impacted populations would clearly understand the ravages of floods. They would then flock to their insurance agents to obtain policies under the newly established federal source of insurance from the National Flood Insurance Program of the new 1968 act of congress. However, it was eventually realized that there is truth to the old adage that you can lead a horse to water but it may not be thirsty enough to drink.

The resultant low response to acquire available flood insurance from the government 1968 sponsored program gave cause for Congress to revisit its initial action and try to determine measures which should be added to the 1968 Act to address the lower than desired participation numbers in the federally sponsored flood insurance program. This led to further congressional actions under the “Flood Disaster Protection Act of 1973”. The major change established a “Flood Insurance Purchase” requirement mandating flood insurance for many projects. With this action, federally regulated lending institutions could not make, increase, extend, or renew any loan secured by improved real property located in a special flood hazards area (SFHA) of a NFIP participating community unless the structures securing the loans were covered by flood insurance policies for the life of the loan. This obviously leads to more policies being written and more premiums flowing into the NFIP coffers which is one of the intentions of the statutory changes.

The subject matter of “Flood Insurance” is often a confusing matter for existing and pending homeowners. Information that I have found with regards to the subject has been taken from the FEMA publication of FEMA F-083/August 2008. It seems the issue of “mandatory flood insurance purchase” is more often than not one of uncertainty and misunderstanding among many homeowners, lenders, and community officials. Hopefully, the information provided hear-in will help clarify the subject to the many having to address flood insurance for their existing homes or those potential home buyers needing to understand how it may be a major factor in the purchase of a new home.

The historical development of “mandatory flood insurance purchase” under the passing of the “Flood Disaster Protection Act of 1973” was designed to regulate federal program lending institutions. This Federal action mandated flood insurance for many construction projects and the Federally regulated lending institutions could not make, increase, extend, or renew any loan secured by improved real property located in a special flood hazards area (SFHA) of a NFIP participating community unless the structures securing the loan were covered by a flood insurance policy for the life of the loan. Additionally and subsequently, it was determined that there was a need for greater incentive to cause more homeowners to obtain flood insurance for SFHA located structures. Thus, the National Flood Insurance Reform Act of 1994 (the 1994 Reform Act) was birthed as part of the Title V of the Riegle Community Development and Regulatory Improvement Act of 1994 and amended 42 U.S.C. 4001 et seq. The new regulation provided for significantly new obligations on lenders and servers and tightened the requirement for the receipt of disaster assistance. It strengthened homeowner compliance and ensured that flood insurance is purchased and maintained for the term of the loan by authorizing lenders to do the following:

1. Establish a requirement to escrow flood insurance premiums when escrowing for other purposes.
2. Provided statutory authority and requirement for lenders and servicers to force place coverage when it is determined that flood insurance is inadequate or non-existent.
3. Provided enhanced flood hazard notice requirements
4. Set forth new authority for lenders to charge reasonable fees for determining whether a property is located in a SFHA.
5. Established other provisions necessary to implement the 1994 Reform Act.

The 1994 Reform Act contained other reforms designed to improve the financial condition of the NFIP with a primary intent to strengthen compliance with the 1973 mandatory purchase of flood insurance by lenders, servicers, and secondary-market purchasers. Such reform act requirements/obligations were intended to provide additional income for the NFIP and decrease the financial impact of flooding to the Federal Government, taxpayers, and citizens in special flood hazard areas most prone to flooding.

The amendments to 42 U.S.C. 4001 et seq. Impacted Federally Regulated Lenders, Government-Sponsored Enterprises (GSEs) for Housing, and Federal Agency Lenders by directing them to ensure that structures and any applicable personal property securing a loan in a SFHA are covered by adequate flood insurance for the term of the loan. This is in addition to the intent of the law which is to require borrowers to purchase flood insurance.

The flood insurance purchase requirements, however, do not apply to lenders or servicers that are not federally regulated and that do not sell loans to the Federal National Mortgage Association (Fannie Mae) and the Federal Home Loan Mortgage Corporation (Freddie Mac) or other GSEs.

The 1994 Reform Act program amendments impact the following Federal financial regulatory agencies and their programs:

1. Board of Governors of the Federal Reserve System (FRS) (State-chartered banks that are members of the FRS)
2. Office of the Comptroller of the Currency (OCC) (Nationally chartered banks)
3. Office of Thrift Supervision (OTS) (Nationally chartered thrift institutions)
4. Federal Deposit Insurance Corporation (FDIC) (State-chartered banks that are not members of the FRS)
5. National Credit Union Administration (NCUA) (Nationally chartered credit unions)
6. Farm Credit Administration (FCA) (Institutions that make up the Farm Credit System)

These agencies were to develop regulations designed to direct their lenders not to make, increase, extend, or renew any loan on applicable property unless flood insurance is purchased. The regulatory agencies issued similar joint final regulations in 1996 and they can be found in Appendix 2 of the FDIC Regulations; the FDIC Law, Regulations, and Related Acts are a compilation of banking-related regulation material which includes the FDIC Act, FDIC regulations, FDIC Advisory Opinions, FDIC Statements of Policy, and a selection of banking-related materials issued by other dress all such regulations. The FEMA brochure FEMA F-083/August 2008 mentioned in this article and used as the basis for the article contents is an excellent source of information for more information and greater detail regarding these regulatory areas. Please consult the eCFR, the GPO, the Federal Register, or the promulgating agency's website for additional input on the subject.

Under the Federal Deposit Insurance 's Regulations of Part 12 CFR, Chapter III, PART 339—LOANS IN AREAS HAVING SPECIAL FLOOD HAZARDS there are Sections addressing the implementation of the NFIP requirements of the 1968 and 1973. Section 339.3 Requirements to purchase flood insurance where available requires the purchase of flood insurance for the term of the federally regulated loan. The amount of insurance protection must be the lesser of the outstanding principal balance of the designated loan or the maximum limit of coverage available for the type of property under the Act. The insurance coverage under the Act is limited to the overall value of the property securing the loan minus the value of the land on which the property is located.

There are two statutorily listed exemptions from the mandatory flood insurance requirement. One is for State-owned properties covered under a policy of self-insurance that is satisfactory to the Director of the FEMA. The second exemption is for property securing any loan with an original balance of \$5,000 or less and a repayment term of one year or less.

Gov. Rick Snyder proclaims September as Michigan's Preparedness Month

Contact: See contact information below

September 3, 2015

LANSING. Gov. Rick Snyder has proclaimed September as Preparedness Month to encourage Michiganders to plan and prepare for natural and human-made emergencies and disasters.

"This is the time of year where we encourage all Michiganders to prepare for emergencies and disasters," Snyder said. "For the last couple of years, many communities have experienced severe weather disasters, with the most recent in Grand Traverse and Leelanau counties. By taking just a few crucial steps this month, Michigan families can be prepared for the worst, just in case."

Throughout September, Michigan is joining federal, state and local governments and private and public organizations in supporting emergency preparedness and encouraging citizens to take action. Agencies nationwide are uniting under the banner "Don't Wait. Communicate." to encourage everyone to create a family communications plan.

"Preparing an emergency communications plan may seem like a big job because many people don't know where to begin," said Col. Kriste Kibbey Etue, State Director of Emergency Management and Homeland Security and Director of the Michigan State Police. "It doesn't have to be a chore. To get started, write a plan that outlines who to call, what to bring and where to go, and then share that plan with your family and friends."

The governor's proclamation also asks citizens to know the hazards that affect their communities, create an emergency communications plan and build a supply kit with enough food and water to last three days per person. Michigan is encouraging citizens to take action by downloading the free Michigan Prepares Emergency Plan App which enables users to quickly create an emergency plan on their mobile device.

"Smartphones are a big part of our daily lives. We keep a lot of important information and tools on our phones that we might need during an emergency," said Nick Lyon, Director of the Michigan Department of Health and Human Services. "The app uses resources already in your phone to make creating and sharing a basic emergency plan easy. The plan can be shared electronically with household members and printed so the entire family can be prepared for an emergency before it happens, even if smartphones aren't available."

Since 2013, Snyder has issued emergency or disaster declarations for incidents involving flooding, extreme cold, a tornado and straight-line winds. Last year, President Barack Obama declared a major disaster for Macomb, Oakland and Wayne Counties after flash flooding damaged thousands of homes and businesses and caused millions of dollars in damages.

The Michigan Prepares Emergency Plan app is available for free and can be downloaded in the App Store for iPhone or the Google Play store for Android.

To learn more, go to www.michigan.gov/prepares.

To learn more about preparing for emergencies and disasters, go to www.michigan.gov/miready.

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is responsible for coordinating state and federal resources to assist local government in response and relief activities in the event of an emergency or disaster, as well as coordinating homeland security initiatives and various federal grants.

FOR ADDITIONAL INFORMATION:

Ron Leix, MSP/EMHSD Public Information Officer, 517-336-6464
Jennifer Smith, Michigan Department of Health and Human Services, 517-241-2112

September 22, 2015

Tutt Gorman
 City of Portland
 259 Kent St.
 Portland, MI 48875

Dear Tutt Gorman,

At WOW! Internet, Cable and Phone, we continue to work diligently to provide competitive Cable TV, High-Speed Internet and Phone services to Businesses.

WOW! Business subscribers will soon have a new Cable tier option. After October 26, 2015, WOW! will launch Limited Cable for \$22.00 per month (excludes taxes, fees and surcharges). Limited Cable includes the channels listed below.

Grand Rapids Channel Lineup:

Channel	SD	HD*	Channel	SD	HD*
ABC (WOTV)	10	455	ION (WZPX)	14	449
ABC (WZZM)	4	456	JTV - Jackson Television	161	
Access	17		MyNetworkTV (WXSP)	7	454
Access	6		NBC (WOOD)	8	453
Antenna TV (WXMI DT2)	154		PBS (WGVU)	21	
Bounce TV (WOOD)	151		PBS (WKAR)	9	462
C-SPAN	16		PBS Create (WKAR)	155	
C-SPAN2	162		PBS World (WKAR)	157	
CBS (WWMT)	3	450	QVC	11	
Cozi (WXSP)	150		The CW (WWMT)	5	
Evine Live	19		This TV (WXMI)	159	
FOX (WXMI)	2	459	West Michigan Family TV (WLLA)	22	
HSN	18		WOOD-TV Doppler Radar	152	
			WZZM Doppler (WZZM DT2)	153	

Greater Lansing Channel Lineup:

Channel	SD	HD*	Channel	SD	HD*
ABC (WLAJ)	3	456	ION (WZPX)	14	449
Access	21		JTV - Jackson Television	161	
Access	4		Me - TV (WSYM DT2)	154	
Antenna TV (WILX)	152		MyNetworkTV (WHTV)	6	454
C-SPAN	16		NBC (WILX)	12	453
C-SPAN2	162		PBS (WKAR)	9	462
CBS (WLNS)	13	450	PBS Create (WKAR)	155	
Evine Live	19		PBS World (WKAR)	157	
FOX (WSYM)	7	459	QVC	11	
HSN	18		The CW (WLAJ)	5	
			Weather Source (WILX DT2)	151	

NE Lansing Channel Lineup:

Channel	SD	HD*	Channel	SD	HD*
ABC (WLAJ)	3	456	JTV - Jackson Television	161	
Access	21		MyNetworkTV (WHTV)	6	454
Antenna TV (WILX)	152		NBC (WILX)	12	453
C-SPAN	16		PBS (WKAR)	9	462
C-SPAN2	162		PBS Create (WKAR)	155	
CBS (WLNS)	13	450	PBS World (WKAR)	157	
Evine Live	19		QVC	11	
FOX (WSMH)	4	459	TBN (WAQP)	17	
HSN	18		The CW (WLAJ)	5	
ION (WZPX)	14	449	Weather Source (WILX DT2)	151	

NW Lansing Channel Lineup:

Channel	SD	HD*	Channel	SD	HD*
ABC (WLAJ)	3	456	Me - TV (WSYM DT2)	154	
Access	17		MyNetworkTV (WHTV)	6	454
Antenna TV (WILX)	152		NBC (WILX)	12	453
C-SPAN	16		PBS (WGVU)	21	
C-SPAN2	162		PBS (WKAR)	9	462
CBS (WLNS)	13	450	PBS Create (WKAR)	155	
Evine Live	19		PBS World (WKAR)	157	
FOX (WSYM)	7	459	QVC	11	
HSN	18		The CW (WLAJ)	5	
ION (WZPX)	14	449	Weather Source (WILX DT2)	151	
JTV - Jackson Television	161		West Michigan Family TV (WLLA)	22	

West Detroit Channel Lineup:

Channel	SD	HD*	Channel	SD	HD*
ABC (WXYZ)	7	456	ION (WPXD)	16	449
Access	10		JTV - Jackson Television	161	
Bounce TV (WXYZ)	153		Movies! (WJBK)	151	
Buzzer (WJBK)	154		MyNetworkTV (WMYD)	20	454
C-SPAN	21		NBC (WDIV)	4	453
C-SPAN2	162		PBS (WTVS)	8	462
CBC (CBET)	9		PBS Create (WWVS)	155	
CBS (WWJ)	6	450	PBS World (WTVS)	157	
COZI TV (WMYD)	158		QVC	11	
Decades (WWJ)	150		South Lyon Access	19	
Evine Live	3		The CW (WKBD)	5	452
FOX (WJBK)	2	459	This TV (WDIV DT2)	152	
Green Oak Access	18		WADL TV38 (Detroit)	13	451
HSN	17				

A WOW! Digital Adapter or CableCARD is required to receive Limited Cable. One Digital Adapter per account is provided to WOW! business customers at no charge.

Thank you for your continued support and cooperation. If you have any questions, please contact me at 517-319-3150.

Sincerely,



Dominic Silvio

JumpMaster, Dog Lover, Family Man

General Manager of WOW! Mid-Michigan

WOW! Internet, Cable and Phone

**HD channels are not available with a Digital Adapter. HD channels are available with CableCARD and HD capable television.*