



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

7:00 p.m. Monday, November 16, 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>Oath of Office</u> – Clerk Swear in New Council Members	
7:05 PM	A. Election of Mayor	
7:06 PM	B. Election of Mayor Pro-Tem	
7:07 PM	IV. <u>Acceptance of Agenda</u>	Motion
7:08 PM	V. <u>Public Comment</u> (5 minute time limit per speaker)	
7:08 PM	VI. <u>City Manager Report</u>	
7:15 PM	VII. <u>Presentations</u>	
7:20 PM	A. DDA/Main Street Director Perry – Downtown Report	
7:20 PM	VIII. <u>Public Hearing(s)</u>	
	A. Public Hearing to take comments on vacating that portion of an Abandoned Public Street known as Elm Street lying between Lots 9 And 16 of the Almeron and James Newman Addition to the City of Portland and between Hill and Brush Streets and that portion of an Abandoned public alley lying between said Hill and Brush Streets and Lots 16 and 23.	
7:23 PM	IX. <u>Old Business</u> - None	
7:23 PM	X. <u>New Business</u>	
7:25 PM	A. Proposed Resolution 15-84 to Approve the Vacation of the Portion of Elm Street Lying Between Lots 9 and 16 and Between Hill and Brush Streets and the Portion of a Public Alley Lying Between Hill and Brush Streets and Lots 16 and 23	Motion
7:27 PM	B. Proposed Resolution 15-85 Approving, Authorizing, and Directing The City Manager and City Clerk to Sign an Interim Chief of Police Agreement with Robert A. Bauer	Motion
7:29 PM	C. Proposed Resolution 15-86 Approving an Energy Purchase Through The Michigan Public Power Agency Contingent upon the Approval Of the Board of Light and Power	Motion
7:29 PM	D. Proposed Resolution 15-87 Confirming the Mayor’s Appointment to City Boards and Commissions	Motion

Estimated Time		Action Requested
7:30 PM	<p>XI. <u>Consent Agenda</u>–</p> <ul style="list-style-type: none"> A. Minutes & Synopsis from the Regular City Council Meeting held on November 2, 2015 B. Payment of Invoices in the Amount of \$130,169.68 and Payroll in the Amount of \$143,193.12 for a Total of \$273,362.80 C. Purchase Orders over \$5,000 – None <p>XII. <u>Communications</u>–</p> <ul style="list-style-type: none"> A. City Council Election Results B. ZBA Minutes from October 12, 2015 C. Parks and Recreation Board Communication re: Nazarene Church Request for Trail and Pavilion D. Police Department Report for October 2015 E. Wastewater Treatment Plant Report for October 2015 F. Water Department Report for October 2015 G. Thomas Twp. Communication re: Local Emergency Exercise H. Ionia County Board of Commissioners Agenda for November 10, 2015 I. Ionia County Board of Commissioners Agenda for November 17, 2015 	Motion
7:32 PM	XIII. <u>Other Business</u> - None	
7:35 PM	XIV. <u>City Manager Comments</u>	
7:40 PM	XV. <u>Council Comments</u>	
7:45 PM	XVI. <u>Adjournment</u>	Motion



**CITY OF PORTLAND
NOTICE OF PUBLIC HEARING**

The Portland City Council will hold a Public Hearing at its meeting on Monday, November 16, 2015 at 7:00 P.M. in the Council Chambers at City Hall, 259 Kent St., Portland, MI 48875. The purpose of the Public Hearing is to take comments on vacating that portion of an abandoned public street known as Elm Street lying between Lots 9 and 16 of the Almeron and James Newman Addition to the City of Portland and between Hill and Brush Streets and that portion of an abandoned public alley lying between said Hill and Brush Streets and Lots 16 and 23. A copy of the proposed resolution approving the intent to vacate is on file with the City Clerk.

Individuals with disabilities requiring auxiliary aids or services for the Public Hearing may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed or faxed to you.

Monique I. Miller
City Clerk

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

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-84

A RESOLUTION TO APPROVE THE VACATION OF THE PORTION OF ELM STREET LYING BETWEEN LOTS 9 AND 16 AND BETWEEN HILL AND BRUSH STREETS AND THE PORTION OF A PUBLIC ALLEY LYING BETWEEN HILL AND BRUSH STREETS AND LOTS 16 AND 23

WHEREAS, Section 4.18 of the Portland City Charter provides the procedure for the City Council to vacate public streets and alleys within the City by resolution; and

WHEREAS, the City Council has received, reviewed and considered a request to vacate that portion of an abandoned public street known as Elm Street lying between Lots 9 and 16 of the Almeron and James Newman Addition (the "Addition") to the City of Portland and between Hill and Brush Streets and that portion of an abandoned public alley lying between said Hill and Brush Streets and Lots 16 and 23, as depicted on the attached Exhibit A; and

WHEREAS, the City staff has reviewed the request and determined that said portions of the street and alley are unimproved and are not presently used or maintained by the City and are not needed by any of the owners in the Addition for access to or from their lots or other areas in the Addition, and the City is satisfied that said portions of the street and alley may be vacated without any adverse effects on the public health, safety, and/or welfare; and

WHEREAS, that it is in the best interest of the public that said portions of the street and alley be absolutely discontinued and vacated; and

WHEREAS, the City's Department of Public Works has determined that public and private utilities do not exist within said portions of the street and alley; and

WHEREAS, after holding a Public Hearing on November 16, 2015, and based on City staff's recommendation, the City Council has determined that the vacation of said portions of the street and alley are appropriate.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS;

1. The City Council finds that there are no material questions as to whether said portions of the street and alley are necessary for the promotion or protection of the public health, safety and general welfare and that it is in the best interest of the City to discontinue the portions of the street and alley by vacating them.
2. The City Council grants the submitted request for vacation of said portions of the street and alley, and the vacation of said portions of the street and alley to be effective on the first day after a certified copy of this resolution is recorded with the Ionia County Register of Deeds.
3. Within 30 days after the adoption of this resolution, the City Clerk shall cause a certified copy to be recorded with the Ionia County Register of Deeds.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 16, 2015

Monique I. Miller, City Clerk

CERTIFICATION

As its duty appointed Clerk, I certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Portland, Ionia County, Michigan, at a regular meeting held on November 16, 2015.

Date: November 16, 2015

Monique I. Miller, City Clerk

STATE OF MICHIGAN
COUNTY OF IONIA

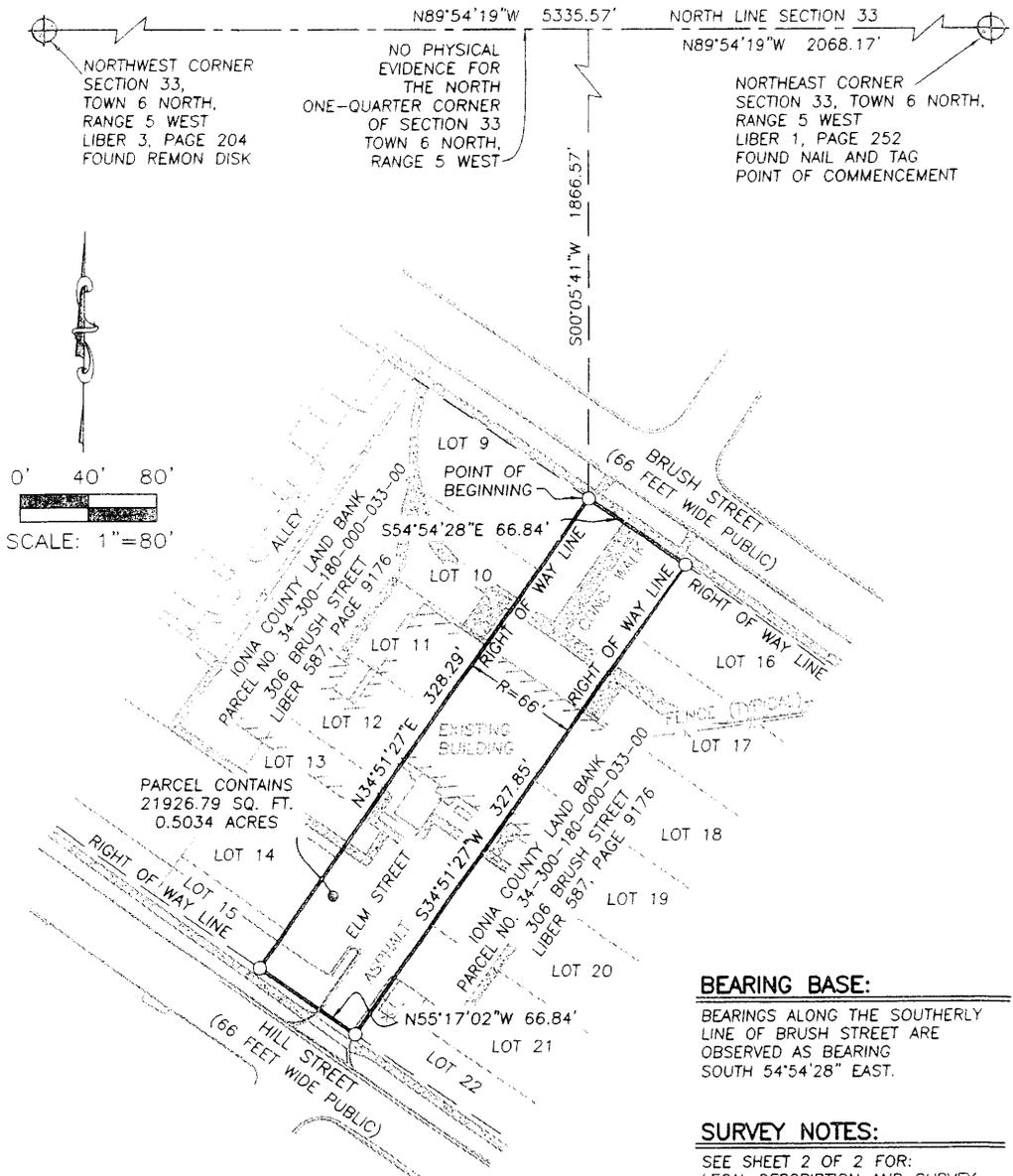
The foregoing instrument was acknowledged before me this 16th day of November, 2015, by Monique I Miller, City Clerk of the City of Portland, on its behalf.

*
Notary Public, Ionia County, MI
Acting in Ionia County, MI
My commission expires: _____

PREPARED FOR:
 WODA GROUP
 306 BRUSH STREET
 PORTLAND, MICHIGAN

CERTIFIED BOUNDARY SURVEY

A PART OF THE NORTHEAST 1/4 OF
 SECTION 33, T.6N, R.5W, PORTLAND
 TOWNSHIP, IONIA COUNTY, MICHIGAN.



LEGEND:

- = SET 5/8"x24" STEEL BAR & CAP #47942
- = FOUND CORNER EVIDENCE AS NOTED
- ⊕ = SECTION CORNER
- = DISTANCE NOT TO SCALE
- M = MEASURED
- R = RECORDED
- P.O.B. = POINT OF BEGINNING

BEARING BASE:

BEARINGS ALONG THE SOUTHERLY LINE OF BRUSH STREET ARE OBSERVED AS BEARING SOUTH 54°54'28" EAST.

SURVEY NOTES:

SEE SHEET 2 OF 2 FOR:
 LEGAL DESCRIPTION AND SURVEY CERTIFICATION.

NOT ALL EASEMENTS OF PUBLIC RECORD SHOWN.

NOT ALL IMPROVEMENTS SHOWN.

GEODETIC DESIGNS INCORPORATED
 2300 N. GRAND RIVER AVE.
 LANSING, MI 48906
 PHONE: (517) 908-0008
 FAX: (517) 908-0009
 www.geodeticdesigns.com



REVISION DATE:
 FIELD: JC GB DRAWN BY: RW
 DATE: OCTOBER 27, 2015

FILE: S103-2013
 SHEET 1 OF 2

Exhibit
A

PREPARED FOR:
WODA GROUP
306 BRUSH STREET
PORTLAND, MICHIGAN

CERTIFIED BOUNDARY SURVEY

A PART OF THE NORTHEAST 1/4 OF
SECTION 33, T.6N, R.5W, PORTLAND
TOWNSHIP, IONIA COUNTY, MICHIGAN.

LEGAL DESCRIPTION AS SURVEYED:

Land situated in the State of Michigan, County of Ionia, City of Portland, within Section 33, Township 6 North, Range 5 West, being all of Elm Street lying between Hill and Brush Streets within the plat of Almeron and James Newman Addition to the Village of Portland as recorded in Liber 4, Page 562 of plats, Ionia County Records, said parcel is more particularly described as follows:

Commencing at the Northeast corner of Section 33, Township 6 North, Range 5 West Portland Township, Ionia County, Michigan; thence North 89°54'19" West, 2068.17 feet along the North line of said Section 33, said North line is a straight line between a found nail & tag at the Northeast corner of Section 33 and a found remonumentation disk at the Northwest corner of Section 33 as recorded in Liber 3, page 204 of corners Ionia County Records:

Thence South 00°05'41" West, 1866.57 feet to a 5/8" steel bar & cap #47942 on the southerly right of way line of Bush Street (66 feet wide) at the Northeast corner of Lot 9 (said point also being the Northwesterly corner of Elm Street of said plat) and the point of beginning of the following described parcel;

Thence South 54°54'28" East, 66.84 feet (recorded as 66 feet wide) along the extended southerly line of Brush Street (66 feet wide) to a 5/8" bar and cap #47942 at the Northwest corner of Lot 16 (said point also being the Northeast corner of the platted Elm Street of said plat);

Thence South 34°51'27" West, 327.85 feet along the Southeasterly line of Elm Street to a 5/8" steel bar & cap #47942 on the Northerly right of way line of Hill Street (66 feet wide) at the Southwest corner of Lot 22 of said plat;

Thence North 55°17'02" West, 66.84 feet (recorded as 66 feet wide) along the extended Northerly line of Hill Street (66 feet wide) to a 5/8" bar and cap #47942 at the Southeast corner of Lot 15 (said point also being the Southwest corner of the platted Elm Street of said plat);

Thence North 34°51'27" West, 328.29 feet along the Northwesterly line of Elm Street to the point of beginning.

Parcel contains 21926.79 Square Feet (0.5034 Acres) more or less and is subject to all easements and restrictions of record.

CORNER WITNESSES:

NORTHEAST CORNER SECTION 33, T6N, R5W
FOUND A MAG NAIL AND WASHER (ILLEGIBLE)
N89°E, 117.32' FOUND IONIA CO. NAIL AND TAG IN SOUTH FACE POLE
N51°W, 46.98' FOUND A NAIL AND TAG IN THE SOUTH FACE OF A 24" MAPLE
S47°E, 34.32' CENTER OF A WATER SHUT OFF IN SIDEWALK
N08°E, 33.23' FOUND A STEEL BAR AND CAP
N15°E, 23.64' TOP THRUST BOLT ON A FIRE HYDRANT

NORTHWEST CORNER SECTION 33, T6N, R5W
FOUND 4" CAP AND PIPE IN MONUMENT BOX PER LIBER 3, PAGE 204
NO CHANGE IN RECORD INFORMATION.

SURVEY CERTIFICATION:

I HEREBY CERTIFY TO THE PARTIES NAMED HEREON, THAT I HAVE SURVEYED AND MAPPED THE SUBJECT PARCEL SHOWN AND THAT THE REQUIREMENTS OF SECTION 54.213 OF THE MICHIGAN COMPILED LAWS HAVE BEEN MET. THE RATIO OF CLOSURE OF THE LATITUDE AND DEPARTURE PER SECTION 54.213(a) ARE OBSERVED AS 0.02 AND 0.04 FEET RESPECTIVELY.



Registration No. 47942
Within the State of Michigan

Gilbert M. Barish
GILBERT M. BARISH, P.S. #47942

GEODETIC DESIGNS INCORPORATED

2300 N. GRAND RIVER AVE.
LANSING, MI 48906
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REVISION DATE:

FIELD: JC GB DRAWN BY: RW

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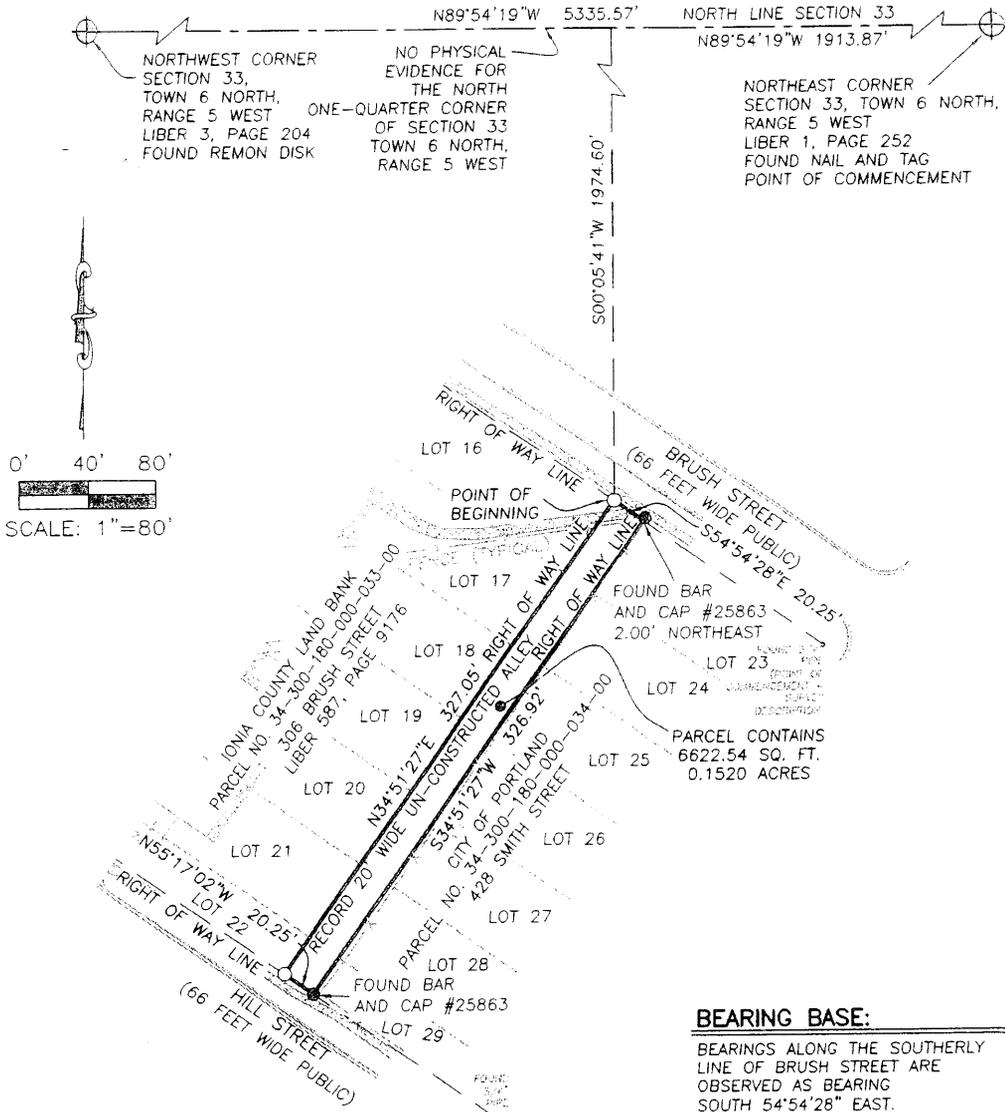
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SHEET 2 OF 2

PREPARED FOR:
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 306 BRUSH STREET
 PORTLAND, MICHIGAN

CERTIFIED BOUNDARY SURVEY

A PART OF THE NORTHEAST 1/4 OF
 SECTION 33, T.6N, R.5W, PORTLAND
 TOWNSHIP, IONIA COUNTY, MICHIGAN.



0' 40' 80'
 SCALE: 1"=80'

BEARING BASE:

BEARINGS ALONG THE SOUTHERLY
 LINE OF BRUSH STREET ARE
 OBSERVED AS BEARING
 SOUTH 54°54'28" EAST.

SURVEY NOTES:

SEE SHEET 2 OF 2 FOR:
 LEGAL DESCRIPTION AND SURVEY
 CERTIFICATION.

 NOT ALL EASEMENTS OF PUBLIC
 RECORD SHOWN.

 NOT ALL IMPROVEMENTS SHOWN.

LEGEND:

- = SET 5/8"x24" STEEL BAR & CAP #47942
- ⊙ = FOUND CORNER EVIDENCE AS NOTED
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FIELD: JC GB	DRAWN BY: RW
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SHEET 1	OF 2

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PORTLAND, MICHIGAN

CERTIFIED BOUNDARY SURVEY

A PART OF THE NORTHEAST 1/4 OF
SECTION 33, T.6N, R.5W, PORTLAND
TOWNSHIP, IONIA COUNTY, MICHIGAN.

LEGAL DESCRIPTION AS SURVEYED:

Land situated in the State of Michigan, County of Ionia, City of Portland, within Section 33, Township 6 North, Range 5 West, being all of an un-constructed alley lying between Hill and Brush Streets within the plot of Almeron and James Newman Addition to the Village of Portland as recorded in Liber 4, Page 562 of plats, Ionia County Records, said parcel is more particularly described as follows:

Commencing at the Northeast corner of Section 33, Township 6 North, Range 5 West Portland Township, Ionia County, Michigan; thence North 89°54'19" West, 1913.87 feet along the North line of said Section 33, said North line is a straight line between a found nail & tag at the Northeast corner of Section 33 and a found remonumentation disk at the Northwest corner of Section 33 as recorded in Liber 3, page 204 of corners Ionia County Records:

Thence South 00°05'41" West, 1974.60 feet to a 5/8" steel bar & cap #47942 on the Southerly right of way line of Bush Street (66 feet wide) at the Northeast corner of Lot 16 (said point also being the Northwest corner of the un-constructed alley), and the point of beginning of the following described parcel;

Thence South 54°54'28" East, 20.25 feet (recorded as 20 feet wide) along the extended southerly line of Brush Street (66 feet wide) to the Northwest corner of Lot 23 (said point also being the Northeast corner of the un-constructed alley and located 2.00 feet South 34°51'27" West of a found bar and cap #25863) of said Plat;

Thence South 34°51'27" West, 326.92 feet along the Southeasterly line of the un-constructed alley to a found bar & cap #25863 on the Northerly right of way line of Hill Street (66 feet wide public right of way) at the Southwest corner of Lot 29 (said point also being the southeast corner of the un-constructed alley);

thence North 55°17'02" West, 20.25 feet (recorded as 20 feet wide) along the extended Northerly line of Hill Street (66 feet wide) to a 5/8" steel bar and cap #47942 at the Southeast corner of Lot 22 (said point also being the southwest corner of the un-constructed alley of said plat;

Thence North 34°51'27" East, 327.05 feet along the westerly line of the un-constructed alley to the point of beginning.

Parcel contains 6622.54 Square Feet (0.1520 Acres) more or less and is subject to all easements and restrictions of record.

CORNER WITNESSES:

NORTHEAST CORNER SECTION 33, T6N, R5W
FOUND A MAG NAIL AND WASHER (ILLEGIBLE)
N89°E, 117.32' FOUND IONIA CO. NAIL AND TAG IN SOUTH FACE POLE
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Registration No. 47942
Within the State of Michigan

A handwritten signature in cursive script that reads "Gilbert M. Barish".

GILBERT M. BARISH, P.S. #47942

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REVISION DATE:

FIELD: JC GB DRAWN BY: RW

DATE: OCTOBER 27, 2015

FILE: S103-2013

SHEET 2 OF 2

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-85

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE CITY
MANAGER AND CITY CLERK TO SIGN AN INTERIM CHIEF OF POLICE
AGREEMENT WITH ROBERT A. BAUER**

WHEREAS, the Chief of Police, James Knobelsdorf tendered his resignation effective November 30, 2015; and

WHEREAS, the City desires to employ the services of an Interim Police Chief on an interim, temporary basis; and

WHEREAS, the City Manager recommends that Robert A. Bauer serve as the Interim Police Chief in accordance to the terms set forth in the Interim Chief of Police 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 City Manager and City Clerk to sign the Interim Police Chief 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: November 16, 2015

Monique I. Miller, City Clerk

CITY OF PORTLAND
INTERIM POLICE CHIEF AGREEMENT

This INTERIM POLICE CHIEF AGREEMENT (“Agreement”) is made and entered into this ____ day of November, 2015, by and between the CITY OF PORTLAND (“City”) and ROBERT A. BAUER (“Employee”).

RECITALS

- A. The City desires to employ the services of Employee as Interim Police Chief of the City of Portland on an interim, temporary basis; and
- B. The Employee desires to accept employment as Interim Police Chief; and
- C. The City and Employee desire to determine the scope, nature and extent of the services and compensation for those services.

NOW THEREFORE, it is hereby mutually agreed by and between the City and Employee as follows:

- 1. TERM: The effective date of this agreement will be December 1, 2015, and shall continue for no specific term. The Employee is salaried exempt, at-will, non-union and serves at the pleasure of the City Manager. The City or the Employee may terminate this Agreement at any time, for any reason or for no reason.
- 2. DUTIES: The Employee will serve as the Chief of Police on an interim, temporary basis and will faithfully carry out and execute the duties as outlined in the job description and determined by the City.
- 3. COMPENSATION: The Employee will be paid an hourly rate of \$28.53 based on the annual salary of \$59,340.00.
- 4. BENEFITS: The Employee elected not to receive health benefits. Any requested paid time-off shall be approved by the City Manager.
- 5. SEVERABILITY: If any part, term, or provision of this agreement is held by the courts to be illegal or in conflict with the laws of the State of Michigan, the validity of remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term, or provision.

Exhibit

A

6. ENTIRE AGREEMENT: This agreement contains the entire agreement between the City and Employee, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the City and shall be amended or modified only by written instrument signed by both of the parties hereto.
7. EXECUTION IN COUNTERPARTS: This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed to be an original and all of which when taken together shall constitute one and the same Agreement. The delivery of an executed signature page to this agreement by facsimile, electronic or telecopy transmission shall constitute due execution and delivery of this Agreement for all purposes.

CITY OF PORTLAND

EMPLOYEE

By: _____
S. Tutt Gorman, City Manager

Robert A. Bauer

By: _____
Monique I. Miller, Clerk

Date signed: _____, 2015

Date signed: _____, 2015

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-86

A RESOLUTION APPROVING AN ENERGY PURCHASE THROUGH THE MICHIGAN PUBLIC POWER AGENCY CONTINGENT UPON THE APPROVAL OF THE BOARD OF LIGHT AND POWER

WHEREAS, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

WHEREAS, the City of Portland, as a member of the MPPA's Energy Services Project Committee, has an opportunity to enter into a transaction to meet a portion of its future load requirements for the 2016 calendar year by purchasing energy not to exceed \$123,939.00 pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

WHEREAS, this recommendation will be an action item for the Board of Light and Power at its regularly scheduled meeting on November 24, 2015.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Contingent upon the approval of the Board of Light and Power at its regularly scheduled meeting on November 24, 2015, the City Council authorizes the Electric Superintendent or City Manager to sign the Letter of Authorization to approve the energy purchase for the 2016 calendar year not to exceed \$123,939.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 16, 2015

Monique I. Miller, City Clerk



November 6, 2015

Subject: Letter of Authorization

The Portland Light & Power Board, through its Member Authorized Representative, hereby authorizes a purchase of Energy by Michigan Public Power Agency on behalf of Portland at the Michigan Hub with Term(s) of:

Month	7 x 24		5 x 16	
	Volume	Max Price	Volume	Max Price
March 2016	0.4	\$ 40.00	0.9	\$ 44.00
April 2016	0.7	\$ 39.00	1.5	\$ 43.00
May 2016	0.4	\$ 37.00	0.8	\$ 42.00
July 2016	0.4	\$ 41.00	0.4	\$ 52.00
December 2016	0.3	\$ 40.00	0.4	\$ 45.00

These transactions will be for financially-firm energy with physical delivery to the MISO Michigan Hub. The maximum commitment for this authorization is \$123,939.

Member Authorized Representative:

Printed

Signature

Date



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-87

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT
TO CITY BOARDS AND COMMISSIONS**

WHEREAS, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

WHEREAS, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointments:

Downtown Development Authority
-Chris Tyler to a term expiring June 30, 2018

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointments as set forth above.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 16, 2015

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, November 2, 2015

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Clement and Baldyga; City Manager Gorman; City Clerk Miller; City Treasurer Kinde; Police Chief Knobelsdorf; Police Sergeant Piper; and Police Officer Thomas

Guests: Kathy Parsons; Mike Judd; William Tucker, CPA of Abraham & Gaffney, P.C.; Tom Thelen of the Review & Observer

The meeting was called to order at 7:00 P.M. by Mayor Barnes with the Pledge of Allegiance led by William Tucker.

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

Yeas: Fitzsimmons, VanSlambrouck, Clement, Baldyga, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman reported that he met with the Portland Area Ministerial Association in terms of the tornado cleanup and relief. They are extremely happy with the efforts of the City, especially with the zoning moratorium that was passed by Council. They asked what they could do for the City but most everything the City has had to deal with has been taken care of.

City Manager Gorman stated that he and City staff met with the engineers to discuss the Kent Street Improvement Project and to address the need for an updated PASER study to assess street conditions in the City.

The demolition of the house owned by the City at 628 Canal Street has had a slight delay in waiting for Consumers Energy to disconnect the gas service. The demolition will take place very soon.

Under Presentation, William Tucker, CPA of Abraham & Gaffney, P.C. presented the 2014/2015 Fiscal Year audit of the City. The auditors gave the city a clean opinion, which is the best opinion possible. The City of Portland is in good, healthy financial condition.

Under New Business, considered a motion to accept the Fiscal Year 2014/2015 audit presented by Abraham & Gaffney, P.C.

Motion by Clement, supported by Baldyga, to accept the Fiscal Year 2014/2015 as presented by the auditing firm of Abraham & Gaffney, P.C.

Yeas: Clement, Baldyga, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 15-82 to amend the Budget for Fiscal Year 2015/2016. City Manager Gorman stated that historically budget amendments have been done at the end of the Fiscal Year. City Treasurer Kinde has implemented quarterly budget meetings with the appropriate budget amendments to be completed at that time. He further thanked her for all of her hard work and efforts.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 15-82 to amend the Budget for Fiscal Year 2015-2016.

Yeas: VanSlambrouck, Fitzsimmons, Clement, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 15-83; a Resolution of Intent to vacate a portion of Elm Street and the portion of an alley that were formerly on the property at 306 Brush St. for the Old School Manor redevelopment project. City Manager Gorman stated that these properties were vacated at the turn of the century but the original documents cannot be located.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 15-83 a Resolution of Intent to vacate the portion of Elm Street lying between Lots 9 and 16 and between Hill and Brush Streets and the portion of a public alley lying between Hill and Brush Streets and Lots 16 and 23.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Clement, Barnes

Nays: None

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 October 19, 2015, payment of invoices in the amount of \$73,233.22 and payroll in the amount of \$96,583.92 for a total of \$169,817.14. A purchase order to Resco in the amount of \$6,426.00 for transformers was included.

Yeas: Fitzsimmons, VanSlambrouck, Clement, Baldyga, Barnes

Nays: None

Adopted

Under Communications, Mayor Barnes noted an application from Chris Tyler has been submitted for reappointment to the DDA.

Under City Manager Comments, City Manager Gorman reminded residents that November 1st through April 1st parking is not allowed on City streets from 2:00 A.M. to 6:00 A.M. in order to help the DPW completely clear snow from the streets.

City offices will be closed on Wednesday, November 11, 2015 for Veteran's Day.

The City Council Election will be held tomorrow, November 3, 2015. Polls will be open on the 2nd floor of City Hall from 7:00 A.M. to 8:00 P.M. City Manager Gorman further thanked Council Member Clement for her time serving on the City Council.

Under Council Comments, Council Member Fitzsimmons noted the construction taking place in Portland including Olivera's, Old School Manor, and the former Credit Union property. He further stated that it is

great to see vacant buildings being redeveloped. He thanked the Planning Commission and Zoning Board of Appeals for their efforts in these projects moving forward.

Council Member Baldyga echoed City Manager Gorman's sentiments in thanking Council Member Clement for her time served on the City Council.

Mayor Barnes also thanked Council Member Clement for her service.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Clement, Barnes

Nays: None

Adopted

Meeting adjourned at 7:42 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the November 2, 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, Clement and Baldyga; City Manager Gorman; City Clerk Miller; City Treasurer Kinde; Police Chief Knobelsdorf; Police Sergeant Piper; and Police Officer Thomas

Presentation - William Tucker, CPA of Abraham & Gaffney, P.C. presented the 2014/2015 Fiscal Year audit of the City.

Motion to accept the Fiscal Year 2014/2015 audit as presented by the auditing firm of Abraham & Gaffney, P.C.

All in favor. Approved.

Approval of Resolution 15-82 to amend the Budget for Fiscal Year 2015-2016.

All in favor. Approved.

Approval of Resolution 15-83 a Resolution of Intent to vacate the portion of Elm Street lying between Lots 9 and 16 and between Hill and Brush Streets and the portion of a public alley lying between Hill and Brush Streets and Lots 16 and 23.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:42 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
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	956.13
AECOM TECHNICAL SERVICES	01810	DAM MANAGEMENT FERC MONITORING - ELECTRIC	2,495.56
JOHN BAKER	01812	CONTRACTED EDUCATION SERVICES - AMBULANCE	160.00
BRD PRINTING INC.	02315	INCOME TAX FORMS P-1040S - INCOME TAX	31.81
BRD PRINTING INC.	02315	INCOME TAX BOOKLETS - INCOME TAX	537.17
B&W AUTO SUPPLY, INC.	00030	PARTS - ELEC, WW, MTR POOL	447.11
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	790.54
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	417.25
CONSUMERS ENERGY	00095	GAS CONNECTION/SET UP - WATER	6,868.28
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	632.69
CONSUMERS ENERGY	00095	GAS SERVICES - ELECTRIC	19.50
DUANE CROSS	00642	TOOLS - WATER	45.25
CULLIGAN	02130	WATER - CITY HALL	11.00
DORNBOS, SIGN & SAFETY, INC.	00067	CITY SEALS - MTR POOL	98.82
DOUGLAS SIGN COMPANY	MISC	ALUMINUM SIGN & INSTALLATION - GENERAL	1,941.00
DAVID L. KEILEN	00107	LABOR ON SPOHN SUB SERVICES - ELECTRIC	595.00
FAMILY FARM & HOME	01972	RAKE & SAW - CEMETERY	27.98
FARABEE MECHANICAL, INC.	00148	UNLOADER DIAPHRAGM - ELECTRIC	148.64
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	585.89
GOOSE CREEK TREE FARM INC.	00170	TREE REPLACEMENT - ELECTRIC	1,075.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PARKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,511.55
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, ELECTRIC	7.32
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	152.58
GRANGER CONTAINER SERVICE	00175	RECYLING - REFUSE	2,453.40
GRANGER CONTAINER SERVICE	00175	RECYLING - REFUSE	1,844.55
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	152.58
HYDROCORP	02340	INSPECTIN & REPORTING SERVICES - WATER	380.00

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
INNOVATIVE SOFTWARE SERVICES	00198	ONE YEAR SERVICE & SUPPORT CONTRACT - INCOME T	1,932.00
INSOURCE SOLUTIONS GROUP INC.	01813	E-FILED RETURNS - INCOME TAX	462.00
INTERNATIONAL CODE COUNCIL	01098	MEMBERSHIP DUES - CODE	135.00
INTERSTATE BILLING SVC	00202	LED BAR - MTR POOL	260.00
K-13 LAWN CARE	00220	WEED CONTROL POWERS PARK/CITY HALL - PARKS, CI	475.00
KENDALL ELECTRIC	00225	MATERIALS - ELECTRIC	151.40
KEUSCH SUPER SERVICE	00228	TIRES - MTR POOL	417.98
KEUSCH SUPER SERVICE	00228	TIRES FOR LOADER - MTR POOL	9,910.00
LITE'S PLUS	00243	LAMPS - CITY HALL	93.75
LITE'S PLUS	00243	TRAFFIC LIGHT BULBS - COMM PROMO	890.00
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - POLICE	241.50
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL, CODE	342.87
MICHIGAN.COM	02336	TOWELS - CITY HALL	255.07
MICHIGAN MUNICIPAL LEAGUE	00285	CDL CONSORTIUM DRIVERS FEES - VARIOUS DEPTS	980.00
MTECH COMPANY	02306	SUPPLIES - WASTE WTR	362.36
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	36,832.00
MUNICIPAL SUPPLY CO.	00324	MARKING PAINT - ELECTRIC	96.00
MUZZALL GRAPHICS	00326	UTILITY BILL - ELEC,WTR, WW	985.83
PLEUNE SERVICE COMPANY INC.	00741	REPAIR BOILER - ELECTRIC	1,337.81
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY VISIT/ 30% FILTERS INCLD- ELECTRIC	560.00
POLLY PRODUCTS LLC	01137	BENCH - PARKS	314.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING - COMM PROMO	4,652.82
POWER LINE SUPPLY COMPANY	00389	ROLLS OF WIRE - ELECTRIC	3,080.00
RESCO	00392	LAYCON KIT - ELECTRIC	2,091.90
RESCO	00392	TRANSFORMERS - ELECTRIC	3,327.66
ROCHESTER CREATIONS	02359	SHIRTS FOR AEMT STUDENTS - AMBULANCE	80.00
SECURITY CORPORATION	02289	REPAIRED DRIVE THRU DRAWER LOCK - GENERAL	192.75
SENTINEL-STANDARD, INC.	00212	LEGAL NOTICES - CODE	85.50
SLC METER LLC	02286	METER PARTS - WATER	822.73

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SLC METER LLC	02286	MAGNET FOR ENDPOINT ACTIVATION - WATER	21.72
MARK SPOHN	02110	RED MILL MOWING - COMM PROMO	115.00
STAR TRUCK RENTALS	02325	REPAIRS MAD TO #950 - MTR POOL	4,898.53
STATE OF MICHIGAN	00428	MICHIGAN PUBLIC WATER SUPPLY ANNUAL FEES - WAT	1,197.26
STATE OF MICHIGAN	00428	STC RE-CERTIFICATION - ASSESSING	175.00
KEUSCH SUPER SERVICE	00228	REPAIRS TO AMBULANCE - MTR POOL	987.24
KEUSCH SUPER SERVICE	00228	REPAIRS TO #302 POLICE CAR - MTR POOL	1,467.18
KEUSCH SUPER SERVICE	00228	REPAIRS TO POLICE CAR - MTR POOL	280.31
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	594.27
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	635.00
VERIZON WIRELESS	00470	PHONE SERVICE - CEM, PARKS, CODE, AMB, ELEC	316.58
WINTER EQUIPMENT	02322	SNOW BLADE KITS - MAJ STS, LOC STS	4,853.64
STU FLATE	MISC	ENERGY OPTZ - ELECTRIC	11.00
ADAM WAGNER	MISC	ENERGY OPTZ - ELECTRIC	138.00
DAVID FRICK	MISC	ENERGY OPTZ - ELECTRIC	88.00
TINA VOLK	MISC	ENERGY OPTZ - ELECTRIC	25.00
SUE HILDENBRAND	MISC	ENERGY OPTZ - ELECTRIC	98.33
MARY BECKHOLD	01113	ELECTION WORKER - ELECTIONS	105.95
NOREEN LOGEL	01105	ELECTION WORKERS - ELECTIONS	129.74
YVONNE M. MILLER	00037	ELECTION WORKER - ELECTIONS	129.74
RICHARD POHL	00508	ELECTION WORKER - ELECTIONS	105.95
KAY PARKHOUSE	01965	ELECTION WORKERS - ELECTIONS	105.95
KATHLEEN POHL	01819	ELECTION WORKERS - ELECTIONS	105.95
CAROL MCLANE	01966	ELECTION WORKERS - ELECTIONS	105.95
GENEVIEVE LEHMAN	00502	ELECTION WORKER - ELECTIONS	105.95
DORA GILLMER	02294	ELECTION WORKERS - ELECTIONS	105.95
WEX BANK	02181	FUEL & DIESEL - ELECTRIC, MTR POOL	3,437.00
MHR BILLING	01780	BILL SERVICE FOR OCTOBER - AMBULANCE	1,908.00

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	15.56
CHROUCH COMMUNICATION, INC.	00082	MAINTENANCE CONTRACTS - ELECTRIC	78.00
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES, INK, PAPER - VARIOUS DEPTS	597.12
GRAINGER, INC.	00172	SIGNS - WASTE WTR	34.21
DOUBLE B ENTERPRISE	02390	STUMPS IN CURB LAWN - PARKS	1,634.00
ETNA SUPPLY COMPANY	00146	RESETTER - WATER	482.13
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	434.05
TREES 'N' SCAPES, INC.	00982	TREES - PARKS, GENERAL	760.00
LYONS TOWNSHIP	00247	AMBULANCE RUN - AMBUALNCE	25.00
MUNICIPAL SUPPLY CO.	00324	CURB GAURD - MAJ STS	250.00
KEUSCH SUPER SERVICE	00228	REPAIRS - ELECTRIC	454.05
TRIMATRIX LABORATORIES INC	01806	AST MONITORING - ELECTRIC	520.00
PLEUNE SERVICE COMPANY INC.	00741	REPAIR - ELECTRIC	131.00
Total:			\$130,169.68

**BI-WEEKLY
WAGE REPORT
November 9, 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.	8,488.33	84,375.17	5,718.81	30,359.22	14,207.14	114,734.39
ASSESSOR	1,273.92	12,714.24	904.46	4,748.38	2,178.38	17,462.62
CEMETERY	2,821.09	38,147.50	2,531.41	14,916.25	5,352.50	53,063.75
POLICE	14,196.31	135,630.44	7,431.28	44,175.73	21,627.59	179,806.17
CODE ENFORCEMENT	592.74	6,498.24	464.72	2,410.59	1,057.46	8,908.83
PARKS	1,609.59	25,951.28	1,431.73	8,013.23	3,041.32	33,964.51
INCOME TAX	1,629.57	17,032.40	2,156.48	10,425.99	3,786.05	27,458.39
MAJOR STREETS	3,579.71	30,275.27	4,145.01	19,747.59	7,724.72	50,022.86
LOCAL STREETS	1,919.05	22,454.00	2,267.34	13,984.27	4,186.39	36,438.27
RECREATION	1,830.15	18,610.10	1,922.63	9,726.18	3,752.78	28,336.28
AMBULANCE	10,640.73	109,702.46	4,836.68	29,054.97	15,477.41	138,757.43
DDA	1,538.40	3,538.32	61.29	423.84	1,599.69	3,962.16
ELECTRIC	15,087.08	179,189.04	15,294.65	85,609.59	30,381.73	264,798.63
WASTEWATER	8,624.01	92,181.44	9,212.01	47,675.83	17,836.02	139,857.27
WATER	4,317.75	44,605.17	3,794.65	19,921.54	8,112.40	64,526.71
MOTOR POOL	1,462.59	16,091.21	1,408.95	5,887.98	2,871.54	21,979.19
TOTALS:	79,611.02	836,996.28	63,582.10	347,081.18	143,193.12	1,184,077.46

User: KRISTY

DB: Portlan

PERIOD END 11/30/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	11/30/2015 NORMAL (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	994,798.00	948,275.97	2,490.86	46,522.03	95.32
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,200.00	0.00	0.00	1,200.00	0.00
101-000-445.000	PENALTY & INTEREST	8,000.00	68.73	12.47	7,931.27	0.86
101-000-445.022	1994A SPEC ASSESS - INTEREST	0.00	0.00	0.00	0.00	0.00
101-000-447.000	TAX COLLECTION FEES	42,707.00	33,546.97	376.76	9,160.03	78.55
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	0.00	0.00	0.00	0.00
101-000-451.000	BUSINESS PERMITS	1,000.00	25.00	0.00	975.00	2.50
101-000-453.000	CABLE TV FEES	28,000.00	7,650.90	0.00	20,349.10	27.32
101-000-455.000	TRAILER FEES	1,500.00	144.00	30.00	1,356.00	9.60
101-000-476.000	NON-BUSINESS PERMITS	0.00	20,324.00	20,427.00	(20,324.00)	100.00
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.00	0.00	0.00	0.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRP GRANT	0.00	0.00	0.00	0.00	0.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	900.00	720.86	0.00	179.14	80.10
101-000-570.000	LIQUOR FEES	3,200.00	3,166.35	0.00	33.65	98.95
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00	10,557.00	0.00	(10,557.00)	100.00
101-000-575.000	REVENUE SHARING-CONST SALES	307,811.00	100,456.00	0.00	207,355.00	32.64
101-000-576.000	REVENUE SHARING-STAT SALES	102,666.00	35,422.00	0.00	67,244.00	34.50
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
101-000-620.000	PBT TESTING FEES	5,000.00	1,974.20	0.00	3,025.80	39.48
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	1,000.00	711.50	0.00	288.50	71.15
101-000-624.000	MISCELLANEOUS FEES	0.00	2,118.35	0.00	(2,118.35)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	106,348.00	0.00	212,509.00	33.35
101-000-629.000	TOWNSHIP FIRE FEES	0.00	0.00	0.00	0.00	0.00
101-000-630.000	CEMETERY LOT SALES	3,500.00	2,600.00	1,350.00	900.00	74.29
101-000-633.000	CEMETERY CARE FEES	2,000.00	3,712.00	0.00	(1,712.00)	185.60
101-000-634.000	GRAVE OPENING FEES	10,000.00	6,125.00	375.00	3,875.00	61.25
101-000-656.000	DISTRICT COURT FINES	11,000.00	2,165.28	0.00	8,834.72	19.68
101-000-661.000	PARKING FINES	2,400.00	145.00	95.00	2,255.00	6.04
101-000-662.000	DRUG FORFEITURE MONEY	2,000.00	0.00	0.00	2,000.00	0.00
101-000-663.000	MISCELLANEOUS FINES	1,500.00	852.00	130.00	648.00	56.80
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	420.00	90.58	0.00	329.42	21.57
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	228.00	50.06	0.00	177.94	21.96
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	8,500.00	570.00	0.00	7,930.00	6.71
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.003	DONATIONS-DOG PARK	0.00	492.79	158.44	(492.79)	100.00
101-000-676.004	DONATION-RED MILL BUILDING	0.00	0.00	0.00	0.00	0.00
101-000-676.005	DONATION - DARE	0.00	200.00	0.00	(200.00)	100.00
101-000-676.006	DONATION - PARKS	0.00	19,538.03	137.85	(19,538.03)	100.00
101-000-676.007	DONATION - PORTLAND TWP	0.00	0.00	0.00	0.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	193.17	0.00	556.83	25.76
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	0.00	0.00	0.00	0.00
101-000-678.003	REIMBURSEMENTS-RAILROAD LEASES	0.00	0.00	0.00	0.00	0.00
101-000-678.004	REIMBURSEMENTS-PATROL	0.00	0.00	0.00	0.00	0.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	2,000.00	6,641.40	0.00	(4,641.40)	332.07
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	10,000.00	3,228.43	124.48	6,771.57	32.28
101-000-678.007	REIMBURSEMENTS-PAMA	0.00	1,252.80	0.00	(1,252.80)	100.00
101-000-678.008	REIMBURSEMENTS-RETIREE HEALTH	0.00	0.00	0.00	0.00	0.00
101-000-678.009	REIMBURSEMENTS-RETIREE LIFE	0.00	0.00	0.00	0.00	0.00
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	0.00	233.87	0.00	(233.87)	100.00
101-000-694.000	SALE OF LAND	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDTG USED
		AMENDED BUDGET	11/30/2015	MONTH 11/30/2015	INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-697.000	EXTRAORDINARY INCOME	0.00	0.00	0.00	0.00	0.00	0.00
101-000-698.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699.001	TRANSFER FROM VOL FIRE DEPT.	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	0.00	0.00	0.00	50,037.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00	0.00	0.00	31,764.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	0.00	0.00	0.00	32,009.00	0.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		1,984,747.00	1,319,600.24	25,707.86		665,146.76	66.49
Expenditures							
000		0.00	0.00	0.00		0.00	0.00
100	COUNCIL	158,485.00	62,235.70	0.00		96,249.30	39.27
101	COMMUNITY PROMOTIONS	265,610.00	115,408.22	5,997.74		150,201.78	43.45
172	CITY MANAGER	129,385.00	41,655.29	4,554.83		87,729.71	32.19
191	ELECTIONS	6,910.00	1,746.19	1,001.13		5,163.81	25.27
201	GENERAL ADMINISTRATION	305,064.00	121,706.48	8,123.85		183,357.52	39.90
209	ASSESSING	55,261.00	17,685.32	2,353.38		37,575.68	32.00
265	CITY HALL	50,050.00	15,345.79	1,413.78		34,704.21	30.66
276	CEMETERY	170,634.00	66,358.80	5,698.02		104,275.20	38.89
301	POLICE	691,182.00	207,824.58	21,885.53		483,357.42	30.07
336	FIRE	0.00	0.00	0.00		0.00	0.00
371	CODE ENFORCEMENT	39,198.00	9,826.32	1,277.96		29,371.68	25.07
728	ECONOMIC DEVELOPMENT	3,000.00	1,845.55	0.00		1,154.45	61.52
751	PARKS	148,502.00	72,138.50	6,408.04		76,363.50	48.58
999		0.00	0.00	0.00		0.00	0.00
TOTAL Expenditures		2,023,281.00	733,776.74	58,714.26		1,289,504.26	36.27
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,984,747.00	1,319,600.24	25,707.86		665,146.76	66.49
TOTAL EXPENDITURES		2,023,281.00	733,776.74	58,714.26		1,289,504.26	36.27
NET OF REVENUES & EXPENDITURES		(38,534.00)	585,823.50	(33,006.40)		(624,357.50)	1,520.28

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		719,886.00	97,063.26	0.00	622,822.74	13.48
TOTAL EXPENDITURES		1,235,422.00	517,563.70	3,786.05	717,858.30	41.89
NET OF REVENUES & EXPENDITURES		(515,536.00)	(420,500.44)	(3,786.05)	(95,035.56)	81.57
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		2,500.00	1,650.00	900.00	850.00	66.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,500.00	1,650.00	900.00	850.00	66.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		1,106,035.00	129,212.84	26,523.55	976,822.16	11.68
TOTAL EXPENDITURES		1,105,991.00	100,247.20	8,106.09	1,005,743.80	9.06
NET OF REVENUES & EXPENDITURES		44.00	28,965.64	18,417.46	(28,921.64)	65,831.00
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		216,344.00	250,338.68	11,266.83	(33,994.68)	115.71
TOTAL EXPENDITURES		224,867.00	255,868.75	4,186.39	(31,001.75)	113.79
NET OF REVENUES & EXPENDITURES		(8,523.00)	(5,530.07)	7,080.44	(2,992.93)	64.88
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		148,250.00	21,410.39	6,548.50	126,839.61	14.44
TOTAL EXPENDITURES		129,769.00	36,496.37	3,752.78	93,272.63	28.12
NET OF REVENUES & EXPENDITURES		18,481.00	(15,085.98)	2,795.72	33,566.98	81.63
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		538,331.00	241,667.06	13,357.20	296,663.94	44.89
TOTAL EXPENDITURES		534,888.00	184,189.76	15,477.41	350,698.24	34.44
NET OF REVENUES & EXPENDITURES		3,443.00	57,477.30	(2,120.21)	(54,034.30)	1,669.40
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		344,447.00	296,458.00	(1,937.61)	47,989.00	86.07
TOTAL EXPENDITURES		369,907.00	267,839.98	1,599.69	102,067.02	72.41
NET OF REVENUES & EXPENDITURES		(25,460.00)	28,618.02	(3,537.30)	(54,078.02)	112.40
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		106,088.00	40,968.44	0.00	65,119.56	38.62
NET OF REVENUES & EXPENDITURES		(106,088.00)	(40,968.44)	0.00	(65,119.56)	38.62
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		112,150.00	45,605.51	9,466.74	66,544.49	40.66
TOTAL EXPENDITURES		111,000.00	38,840.74	0.00	72,159.26	34.99
NET OF REVENUES & EXPENDITURES		1,150.00	6,764.77	9,466.74	(5,614.77)	588.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD EN 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,851,182.00	1,249,320.18	270,493.97	2,601,861.82	32.44
TOTAL EXPENDITURES		4,282,313.00	1,315,251.31	70,804.72	2,967,061.69	30.71
NET OF REVENUES & EXPENDITURES		(431,131.00)	(65,931.13)	199,689.25	(365,199.87)	15.29
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		936,126.00	331,736.93	72,075.22	604,389.07	35.44
TOTAL EXPENDITURES		935,962.00	198,973.95	22,307.20	736,988.05	21.26
NET OF REVENUES & EXPENDITURES		164.00	132,762.98	49,768.02	(132,598.98)	80,953.00
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		598,150.00	211,515.99	48,211.93	386,634.01	35.36
TOTAL EXPENDITURES		661,973.00	230,310.65	18,432.00	431,662.35	34.79
NET OF REVENUES & EXPENDITURES		(63,823.00)	(18,794.66)	29,779.93	(45,028.34)	29.45
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		413,793.00	155,677.68	0.00	258,115.32	37.62
TOTAL EXPENDITURES		413,356.00	154,994.17	7,858.54	258,361.83	37.50
NET OF REVENUES & EXPENDITURES		437.00	683.51	(7,858.54)	(246.51)	156.41
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES		8,987,194.00	3,031,656.52	456,906.33	5,955,537.48	33.73
		10,111,536.00	3,341,545.02	156,310.87	6,769,990.98	33.05
NET OF REVENUES & EXPENDITURES		(1,124,342.00)	(309,888.50)	300,595.46	(814,453.50)	27.56

**City Council Election
November 3, 2015**

	Precinct #1	Precinct #2	Total	% of vote	Term
Barnes, James E.	63	94	157	5.96%	4-year Term
VanSlambrouck, Joel T.	68	85	153	5.81%	4-year Term
Baldyga, Robert J.	58	80	138	5.24%	2-year Term

184 Voters

2616 Registered Voters

10.7% Voter Turnout



**Minutes of the Zoning Board of Appeals
Of the City of Portland**
Held on Monday, October 12, 2015 at 7:00 P.M.
In Council Chambers at City Hall

Members Present: Barnes, Graham, Fedewa, Parsons

Absent: Stahl

Staff: City Manager Gorman, City Clerk Miller

Guests: Jeff Brinks of Williams & Works

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

There were no public comments.

Motion by Graham, supported by Fedewa, to approve the proposed agenda as presented.

Yeas: Graham, Fedewa, Parsons, Barnes

Nays: None

Absent: Stahl

Approved

Motion by Graham, supported by Parsons, to approve the minutes of the September 14, 2015 meeting with grammatical corrections.

Yeas: Graham, Parsons, Fedewa, Barnes

Nays: None

Absent: Stahl

Approved

Chairman Barnes opened the Public Hearing at 7:02 P.M.

City Manager Gorman explained that Jeff Brinks of Williams & Works, Inc. is requesting a variance from the off-street/front yard parking requirement for the C-2 District [Section 42-408 (a) (1)] for the properties located at 1320 & 1240 E. Grand River Ave. in order to facilitate the efficient and orderly operation of the businesses following the demolition of the existing buildings due to tornado damage sustained on June 22, 2015. The proposed redevelopment would provide an improved layout and function that would benefit both businesses and motorists utilizing the adjacent streets. The issue is the same as related to the variance request made by McDonald's at last month's meeting.

Mr. Brinks presented the criteria for the request.

Under Criterion #1, conformance with the parking lot setback standards would be unnecessarily burdensome due to the shape and location of the properties. The redevelopment of the property and the desire to consolidate and improve access to and from Grand River Avenue requires that the building and parking be oriented in a manner that causes the parking to be placed in the front yard

setback. In this specific situation, the zoning requirement is unduly burdensome in facilitating an orderly redevelopment of the properties.

Under Criterion #2, the conditions which require the requested variance are unique to this property/development due to the fact that it is a unique property. The existing properties are bounded by streets on both sides and are triangular in shape. Further, the layout of the adjacent property to the south makes it desirable to continue the existing parking along Grand River Avenue.

Under Criterion #3, granting the variance would do substantial justice to the applicant as well as the other property owners and the City generally. As proposed, the redevelopment will reduce curb cuts to Grand River Avenue and will bring the properties into better conformance with the Grand River Access Management Plan. Also, the neighboring properties share access and have parking in the setback along their frontage. Continuing the parking in the setback will be more convenient to them.

Under Criterion #4, the problem has not been created by the applicant. The former configuration of the property, prior to the tornado damage, was not the most convenient and usable layout. Redeveloping the property in an efficient manner while maintaining the uses requires the variance.

Under Criterion #5, granting of the requested variance is not in conflict with the spirit of the City's Zoning Ordinance.

City Manager Gorman noted that the variance request would be contingent on approval of the site plan by the Planning Commission on Wednesday, October 14, 2015.

Mayor Barnes noted the access between the Verizon property to the south would require the new Goodwill building to be built further back from Grand River Avenue to allow better access.

Mr. Brinks noted the goal is to clean up the access between the properties.

Vice Chair Graham noted that the entire "triangle" between Grand River Avenue, Bridge Street, and Charlotte Highway would only have one access each and would reduce congestion on city streets and bring the properties into closer conformance to the City's Grand River Access Management Plan.

Mr. Brinks noted that the variance request is for both 1320 and 1240 E. Grand River Avenue and that Pinnacle Construction is working on behalf of both property owners. There will be some change to property lines in order to improve both parcels.

City Manager Gorman noted the yellow house near the corner of Charlotte Highway and Grand River Avenue will be demolished.

Chair Barnes closed the Public Hearing at 7:21 P.M.

Under New Business, the Board considered the variance request from the off-street parking requirements for the C-2 District [Section 42-408 (a) (1)] for the properties located at 1320 and 1240 E. Grand River Avenue.

Secretary Parsons stated that no matter how the buildings might be situated on the lot, parking would face a street. She further stated the proposed plan would improve access management on Grand River Avenue and it is “no lose” in this situation. As proposed, the loading dock access for Goodwill is better on Charlotte Highway than Grand River Avenue, and reduces proximity of pedestrians and semis.

City Manager Gorman explained the issue with meeting the 25% window requirement. Given the triangular shape of the lot there has to be a “back” of the building on one of the streets. He expects this issue will be resolved at the Planning Commission meeting on Wednesday, October 14, 2015 with the review of the site plan. In 2014 a section was added to the Zoning Ordinance that gave the Planning Commission authority to deviate from its standards.

There was discussion.

Motion by Parsons, supported by Graham, to approve the variance request from the off-street/front yard parking requirements for the C-2 District [Section 42-408 (a) (1)] for the properties located at 1320 & 1240 E. Grand River Avenue contingent on approval of the site plan by the Planning Commission.

Yeas: Parsons, Graham, Barnes, Fedewa

Nays: None

Absent: Stahl

Approved.

Motion by Parsons, supported by Graham, to adjourn the meeting at 7:28 P.M.

Yeas: Parsons, Graham, Barnes, Fedewa

Nays: None

Absent: Stahl

Adjourned.

Respectfully submitted,



Kathy Parsons, Secretary



+

November 10, 2015

To: City Council / City Manager
From: Parks and Recreation Board
Re: Nazarene Church request for Trail & Pavilion

Dear Council,

The Director received a call from Lynn Simpson of the Nazarene Church requesting the use of the trail along Thompson Field and the Thompson Field Pavilion for their 7 wooden stations like they did last year. The Director contacted a majority of the Board regarding Lynn Simpson's request to utilize the trail again this year. After a majority of the Parks and Recreation Board approved the Lynn Simpson request it was agreed to recommend to the Council to approve the request for 2015 with the stipulation they name the City as an additional insured on their Liability insurance and that they realize we do not clear the trail in the winter so if there is snow on the trail the City would not be clearing the trail.

If you have any questions at all please let me know.

Respectfully,

A handwritten signature in cursive script that reads "Mary Ellen Scheurer".

Mary Ellen Scheurer
Parks, Recreation & Cemetery Director

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
OCTOBER 2015**

Calls for Service

Dispatched	105
Patrol Originated	9
Assist to PPD	4
Assist to Fire / EMS	9
Assist Other Depts	15

Traffic Stops

Total Stops	61
Traffic Citations	31
Verbal Warnings	50
Parking Citations	1

Arrests

Misdemeanor Arrests (# of persons)	7
Misdemeanor Charges	12
Juvenile Apprehensions	0
Felony Arrests (# of persons)	0
Felony Charges	0

Citizen Contacts

Business Contacts	87
Patrol Contacts	405

Noteworthy

On October 6, 2015, Chief Knobelsdorf investigated a report of a stolen vehicle. The vehicle had been stolen by a student at the high school and later located at a residence near the Portland City limits. The victims declined to prosecute after the vehicle was located.

On October 9, 2015, a local business reported a breaking and entering. The business had recently decided to remove the start up cash from the register at the end of the day and stored it in another location. Although the building had been entered, there was no evidence of any property missing.

Officers Thomas and Fandel are investigating several instances of counterfeit cash being passed at local businesses; the suspects are local residents of Portland. The FBI was contacted but declined the investigation due to larger scaled commitments.

Officers are investigating a complaint of an assault involving juveniles at the Portland Middle School. The victim received medical attention for a concussion and broken nose. Criminal charges are being reviewed by the Ionia County Prosecutors Office

On October 22, 2015, Officer Groenhof investigated a hit and run crash where a vehicle had hit an ice machine outside of a local business. The vehicle was located on I96 driving towards Lansing. The driver was investigated as being under the influence or impairment of narcotics and subsequently arrested and lodged at the Ionia County Jail.

Assists to Other Police Agencies:

October 4, 2015, Assist to Eaton County with the recovery of a stolen vehicle that was located in Portland.

October 4, 2015, Assist to IOSH with a report of a business alarm at the Sparrow Family Health Center at E Grand River / Cutler Rd.

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
OCTOBER 2015**

October 7, 2015 , Assist to IOSH for a domestic assault on Towner Rd. The suspect in the report was attempting to gain access to the victim by beating the door down with a hammer.

October 10, 2015, Assist to MSP with a traffic stop on 96/Cutler Rd that included a subject wanted on a warrant.

October 11, 2015, Assist to IOSH on 96 / Cutler Rd with a one car accident where the vehicle caught fire; the driver was trapped inside the passenger compartment.

October 11, 2015, Assist to IOSH on 96 / Kent for a traffic crash where the vehicle had rolled several times; one passenger was injured.

October 13, 2015, Assist to MSP and Clinton County to locate juveniles who were considered runaways.

October 22, 2015, Assist to MSP on 96 / Sunfield for a hit and run crash involving a suspected intoxicated driver. The driver had continued on despite missing a tire and dragging the back bumper of the vehicle.

October 27, 2015, Assist to IOSH with an investigation of criminal sexual conduct involving a Portland area school student.

October 28, 2015, Assist to Marshall PD for a hit and run crash that occurred during a Marshall v Portland football game. The suspect driver was located by PPD and the investigation was conducted by both agencies.

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
OCTOBER 2015**

Chief Knobelsdorf			
<u>Total Calls Responded To:</u>	25	<u>Traffic Stops</u>	
Dispatched	22	Total Stops	11
Patrol Originated	0	Traffic Citations	3
Assist to PPD	1	Verbal Warnings	10
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	2		
		<u>Citizen Contacts</u>	
<u>Arrests</u>		Business Contacts	17
Misdemeanor Arrests (# of persons)	0	Patrol Contacts	78
Misdemeanor Charges	0		
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	8535
(# of persons)	0	Preventative Patrol	1545
Felony Charges	0		

Sgt Ludwick - LTD			
<u>Total Calls Responded To:</u>	0	<u>Traffic Stops</u>	
Dispatched	0	Total Stops	0
Patrol Originated	0	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	0
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	0		
		<u>Citizen Contacts</u>	
<u>Arrests</u>		Business Contacts	0
Misdemeanor Arrests (# of persons)	0	Patrol Contacts	0
Misdemeanor Charges	0		
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	0
(# of persons)	0	Preventative Patrol	0
Felony Charges	0		

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
OCTOBER 2015**

Officer Groenhof			
<u>Total Calls Responded To:</u>		19	<u>Traffic Stops</u>
Dispatched	9	Total Stops	35
Patrol Originated	3	Traffic Citations	23
Assist to PPD	1	Verbal Warnings	27
Assist to Fire / EMS	3	Parking Citations	0
Assist Other Depts	3		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	5	Business Contacts	27
Misdemeanor Charges	7	Patrol Contacts	89
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	6090
Felony Charges	0	Preventative Patrol	5070

Officer Fandel			
<u>Total Calls Responded To:</u>		26	<u>Traffic Stops</u>
Dispatched	19	Total Stops	15
Patrol Originated	1	Traffic Citations	7
Assist to PPD	0	Verbal Warnings	13
Assist to Fire / EMS	5	Parking Citations	0
Assist Other Depts	1		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	0	Business Contacts	12
Misdemeanor Charges	0	Patrol Contacts	67
Juvenile Apprehensions	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	5350
Felony Charges	0	Preventative Patrol	5870

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
OCTOBER 2015**

Officer Venton (part - time)

<u>Total Calls Responded To:</u>	8	<u>Traffic Stops</u>	
Dispatched	5	Total Stops	2
Patrol Originated	1	Traffic Citations	0
Assist to PPD	1	Verbal Warnings	2
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	1		
<u>Arrests</u>			
Misdemeanor Arrests (# of persons)	0	<u>Citizen Contacts</u>	
Misdemeanor Charges	0	Business Contacts	3
Juvenile Apprehensions	0	Patrol Contacts	22
Felony Arrests (# of persons)	0	<u>Minutes</u>	
Felony Charges	0	Time Assigned	740
		Preventative Patrol	580

Officer Burkhardt (part - time)

<u>Total Calls Responded To:</u>	9	<u>Traffic Stops</u>	
Dispatched	7	Total Stops	1
Patrol Originated	0	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	1
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	2		
<u>Arrests</u>			
Misdemeanor Arrests (# of persons)	0	<u>Citizen Contacts</u>	
Misdemeanor Charges	0	Business Contacts	4
Juvenile Apprehensions	0	Patrol Contacts	17
Felony Arrests (# of persons)	0	<u>Minutes</u>	
Felony Charges	0	Time Assigned	1225
		Preventative Patrol	755

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR OCTOBER 2015

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of October 2015. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged **9.8 million gallons** for the month of October.

While performing the daily plant check, Tim Krizov discovered the outer protective jacket on the power cord to the Anoxic mixer motor was disintegrating and exposing the individual wires in the cable. D&E Electric was called and consulted as to what we would need to make the repair. Dave said that he was quite busy and did not know how long before he could make the repair. He provided an itemized list for me to order from Kendal Electric so that we could do the work ourselves. The men removed the mixer from the anoxic tank to perform the scheduled maintenance while Doug installed the new cable. Conduit and strain reliefs were incorporated to provide better protection to the cable.

The annual Biosolids report for the MDEQ was prepared and submitted through MiWater prior to the October 31 deadline.

The application for reissuance of the THK Industrial Discharge Permit was presented to the WWTP. After reviewing the information provided, the new permit was prepared and presented to City Council for approval. All signatures were obtained and copies have been provided to the City Clerk, THK, and the WWTP. This permit is valid through September 30, 2018.

F&V completed the survey and site plan for the Riverside lift station for the purpose of installing a stand-by generator. Upon checking with the MDEQ, F&V confirmed that we will only need a construction permit to install the generator. This will speed up the time frame of completing this project. I have contacted three concrete foundation contractors for quotations to install the footings, the foundation, and concrete pad for the generator while we are waiting for the construction permit. This should allow us to proceed with the project once we have the permit in hand, weather permitting.

The control signal from the Dissolved Oxygen (DO) sensor in the aeration tanks was lost. This controls the automatic operation of the aeration blowers for the treatment of our activated sludge. The blowers were put in the manual mode to maintain air to the tanks.

We ordered a new sensor cap to see if this would correct the problem. This worked for a couple of days and then developed the same problem. Windemuller was contacted to diagnose and correct the problem. Their technician checked the entire DO system for the cause of the problem. He made sure all of the connections were clean and connected properly. He could not get the control system to work either and determined that the sensor had failed. Much to our surprise the system began working properly the next day and has continued to work as it is supposed to.

The white car that the WWTP uses to check the lift stations and perform other duties around town developed a severe oil leak and was immediately decommissioned. Fortunately for us the Police Department had just replaced one of their patrol cars and it was available to replace the white car. The DPW installed the city seal decals on the car and will be installing a beacon light for street use.

The #1 Return Activated Sludge (RAS) submersible pump was repaired and we have placed it back into service. Sulzer ABS pumps provided a new mechanical seal at no charge as the failed seal was only one year old and should not have failed. No other problems were found with the pump at this time.

The #1 Raw Sewage Pump had a VFD fault for a motor overload condition. I instructed Mike and Tim to check the pump impellor for any obstructions before we blame the pump. Upon their inspection, they found a large ball of rags caught in the impellor. These were removed and the pump was operated to see if this helped. It performed perfectly. I recommended that we pump down the Raw Sewage wet well at the beginning of each month to eliminate the build-up of debris which can cause problems. They also checked the other two pumps for any rags as well as all of the check valves.

Mary Scheurer asked if I could spare Mike and Tim to help with the fall clean-up of the parks and cemetery. We agreed upon when and how long she would need them so that she could complete this. Ken Gensterblum also approached me to see if he could use one of the men on Mondays to help with leaf pick-up until they are caught up. I let him know that this would be okay.

The men reported that they were having trouble with the Vac truck not shifting correctly. Nolan from the DPW checked this out and the truck seems to be working okay now.

I reviewed the translator Resource List with Mike and Tim and let them know that there is a copy in the Sewer field book, the televising truck and the car.

An Industrial Discharge Survey was sent to ConfluxCity Brewing Company for their completion. Breweries have the potential to place a large load on our treatment capacity. This can create additional expense for the City to treat their waste and could require a premature WWTP upgrade. This is the second craft brewer that is coming to town. I have been researching the brewing industry and their impact on wastewater treatment. I intend to consult with F&V about developing an Industrial User permit specifically for the brewing industry which will also stay in compliance with the City Ordinances.

Maintenance & Capitol Expenses for October 1, 2015 to October 31, 2015

ITEM	COST
Tom's Do It Center – Eyebolt, Conduit & fittings, Scouring Pads	\$ 56.24
Synagro – September Biosolids haul	\$ 5699.25
Pleune Service – Annual boiler Inspection and repair	\$ 537.00
B&W Automotive – Grease Zerks and Simple Green degreaser	\$ 17.57
HydroDynamics – RAS pump repair	\$ 2106.66
USA Bluebook – DO sensor cap, Baldor electric motor	\$ 833.76
Total Expenses	\$ 9250.48
Total Spent YTD	\$ 16603.83

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	3810 feet
Routine cleaning	1222 feet
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	0
New connections to sewer main	1
Building Services Televised	3
Building Services Inspected	3
City Main Televised	0 feet

SEWER CALLOUTS

October 30, 2015

A sewer complaint was received at the WWTP from the homeowner at 850 Kent St. that their drains were going down slowly. This call was received at 1:30 PM. Doug Sherman responded to the call and arrived on site at 1:45 PM. The flow was checked in the upstream and downstream manholes C128 & C129. The flow was slow but steady in both manholes with no indications of surcharging. The problem was in the house service lateral and Doug recommended that they have a plumber clean their service.

Three service laterals were televised this month. Two were for problems with the lateral and the other one was to verify the location and connection to the city main.



 **COPY**

November 5, 2015

John Baker, Fire Chief
Portland Area Fire Authority
773 E. Grand River Ave
Portland, MI 48875

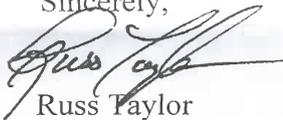
Dear John,

On behalf of the entire Thomas Township staff, please accept our thanks and appreciation for your assistance with our local emergency exercise last week. It was very kind of you to take the time out of your schedule to drive up here and help us. The input that you provided and your reflection upon your personal experience at Portland were invaluable. I know that all of us gained a far greater insight as to what things we are likely to encounter in a similar emergency here, because of your observations.

It is obvious that you really care about your community. I have a great deal of respect for Fire Chiefs such as yourself and your dedication to protecting the people in your community. Your sincerity was evident throughout your presentation, which made your comments that much more relevant to all of our staff. I am sure that we will integrate many of your suggestions into our response to whatever local emergency situation that we may face in the future.

Again, thank you so much for your help. I'd love to treat you and Mike to lunch the next time you find yourself driving through Thomas Township.

Sincerely,



Russ Taylor
Township Manager

Cc: S. Tutt Gorman, City Manager, 259 Kent Street, Portland, MI 48875
Mike Cousins, Fire Chief

IONIA COUNTY BOARD OF COMMISSIONERS

November 10, 2015 - 4:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Invocation**
- IV. **Approval of Agenda**
 - A. Consideration of additional items
- V. **Public Comment**

(3 minute time limit per speaker – please state name/organization)
- VI. **Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. **Unfinished Business**
 - A.
- VIII. **New Business**
 - A. Request to promote Jail Sergeant
 - B. Jail Medical Services Agreement
 - C. Contract renewal with Michigan Department of Environmental Quality
 - D. Request to fill Personal Health Director position
 - E. Request to promote a Dispatch Supervisor
 - F. Campbell Township Resolution and Intergovernmental Agreement to Manage Floodplain Development
 - G. Request approval of changes to County Insurance Plans
 - H.
- IX. **Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- X. **Reports of Special or Ad Hoc Committees**

XI. Public Comment (3 minute time limit per speaker)

XII. Closed Session

- A. Union Negotiations – Corrections Command Unit
- B. Union Negotiations – Deputy Command Unit

XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – One three-year term, expiring September 2017.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- Green View Point Park Advisory Board – One position, which is a Member-at-Large.
- Substance Abuse Initiative – One two-year term, expiring December 2015. Must be a resident of Commissioner District Seven.
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2015 which serves as the Private Sector Representative.

Appointments for consideration in the month of December 2015:

- *Central Dispatch Board of Directors* – Two two-year terms.
- *Substance Abuse Initiative* – Four two-year terms, one from each of the following Commissioner Districts: District 1, District 2, District 6 and District 7.
- *West Michigan Regional Planning Commission* – One one-year term, and is a Private Sector Representative.
- *West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee* – Two two-year terms, one which serves as a Public Sector Representative and one which serves as a Private Sector Representative.

Appointments for consideration in the month of January 2016:

- *Area Agency on Aging of Western Michigan Board of Directors* – One two-year term.
- *Board of Public Works* – Two three-year terms.
- *Park Advisory Board* – Two two-year terms.
- *Tax Allocation Board* – One one-year term.

IONIA COUNTY BOARD OF COMMISSIONERS
Committee-of-the-Whole

November 17, 2015 - 3:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business**
 - A.
- VII. New Business**
 - A. Airport Annual Report
 - B. Commission on Aging
Area Agency on Aging of Western Michigan Director Tom Czerwinski
 - C. Ionia County Road Commission Report
 - D. Departmental Reports
 - 1. Central Dispatch
 - 2. Emergency Management
 - E. Facilities Discussion
Tim Spitzley, Architect
 - F. Central Dispatch Bylaws Discussion
 - G.
- VIII. Reports of Officers, Board and Standing Committees**
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees**
- X. Closed Session**
- XI. Adjournment**