



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

7:00 P.M. Monday, December 21, 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>Appointment of Vacant Council Seat</u>	
7:03 PM	IV. <u>Oath of Office</u> – Clerk Swears in New Council Member	
7:05 PM	V. <u>Acceptance of Agenda</u>	Motion
7:06 PM	VI. <u>Public Comment</u> (5 minute time limit per speaker)	
7:08 PM	VII. <u>City Manager Report</u>	
7:15 PM	VIII. <u>Presentations</u>	
	A. DDA/Main Street Director Perry – Downtown Report	
	IX. <u>Public Hearing(s)</u> - None	
	X. <u>Old Business</u> - None	
	XI. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 15-91 Approving a Bid from Hammond Farms Inc. for Waste Processing and Removal of Debris Accumulated as a Result of the June 22, 2015 Tornado	Motion
7:23 PM	B. Proposed Resolution 15-92 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	Motion
7:25 PM	C. Proposed Resolution 15-93 Approving Fleis & VandenBrink’s Proposal to Assist the City with the Preparation of a Street Capital Improvement Plan	Motion
7:30 PM	D. Proposed Resolution 15-94 Approving the Making of an Additional Payment to the Municipal Employees Retirement System to Reduce The City’s Unfunded Actuarial Accrued Liability	Motion
7:35 PM	XII. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting and the Closed Session held on December 7, 2015	
	B. Payment of Invoices in the Amount of \$84,013.68 and Payroll in the Amount of \$97,747.18 for a Total of \$181,760.86	
	C. Purchase Orders over \$5,000 – None	

**Estimated
Time**

**Action
Requested**

XIII. Communications

- A. DDA Minutes from November 19, 2015
- B. DDA Treasurer's Report for December 17, 2015
- C. Revenue-Expense Report for December 2015
- D. Utility Billing Report for November 2015
- E. Fire Department Report for November 2015
- F. Ionia County Board of Commissioners Agenda for December 15, 2015

7:37 PM

XIV. Other Business - None

7:40 PM

XV. City Manager Comments

7:45 PM

XVI. Council Comments

7:50 PM

XVII. Adjournment

Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-91

A RESOLUTION APPROVING A BID FROM HAMMOND FARMS INC. FOR WASTE PROCESSING AND REMOVAL OF DEBRIS ACCUMULATED AS A RESULT OF THE JUNE 22, 2015 TORNADO

WHEREAS, on June 22, 2015, the City of Portland experienced a devastating tornado that caused severe damage throughout the City; and

WHEREAS, as a result of the substantial and effective clean-up efforts by City staff and residents, large debris piles have accumulated in the Bogue Flats Recreation Area. In addition, there is heavy tornado damage in the wooded area next to the Portland River Trail near Rowe Avenue; and

WHEREAS, the Director of Public Services, Mike Hyland and DPW Foreman, Ken Gensterblum are recommending that the City contract with a company to safely remove the accumulated brush piles and debris; and

WHEREAS, the Director of Public Services, Mike Hyland and DPW Foreman, Ken Gensterblum also recommend that the City address its compost pile, as a cost savings measure, due to its proximity to the brush piles at the Bogue Flats Recreation Area; and

WHEREAS, DPW Foreman, Ken Gensterblum sought bids and received a bid of \$37,470.00 from Hammond Farms Inc. 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 Hammond Farms Inc. for waste processing and removal for \$37,470.00, 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: December 21, 2015

Monique I. Miller, City Clerk

September 21, 2015

City of Portland - DPW
Attn: Mr Ken Gensterblum
259 Kent Street
Portland, MI 48875

Re: Brush and Yard Waste processing

Good morning Ken,

Thank you for the opportunity to meet with you and Tutt regarding the City of Portland's brush grinding and yard waste management needs. At our meeting we took measurements of the existing brush piles and found the total amount of brush to be a little more than the last time we quoted grinding services for you and the compost area has accumulated another year's worth of grass and leaves. It should be noted that our last proposal did not provide for hauling away the "overburden" from the compost screening process, which we believe will be a substantial amount of material.

Hammond Farms proposes to:

- 1) Grind all brush in both piles near the compost site
- 2) Grind up to 2700 cubic yards of Fall 2015 leaves
- 3) Haul away and compost all ground brush and leaves
- 4) Process and haul away all composted leaves and overburden from the screening process
- 5) Rough grade the former compost site to discourage puddling and ponding of surface water

\$29,650.00

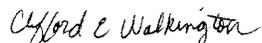
To summarize, we propose to clean up all of your existing yard waste piles (and yet to be collected leaves for this year) for this sum. The City of Portland is to be responsible for disposal of trash removed during processing and material not suitable for grinding.

Pricing above includes transportation, set up, trucking to remove excess materials, all equipment, labor and fuel to complete this work in a manner that is safe and minimally disruptive to your day to day operations. Hammond Farms will provide your office (only) with documentation of all materials removed from the site for compliance with MI DEQ compost facility regulations, should you need it.

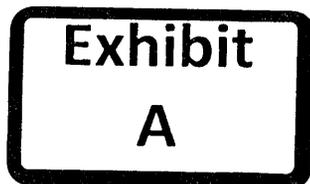
This quote must be approved by December 31, 2015.

Thank you, again, for the opportunity to quote this work. As I mentioned before, I think we are the right company to serve the City of Portland's needs. Please don't hesitate to contact me directly at (517) 202-0010 or cliff@hammondfarms.com with any questions or concerns regarding this proposal.

Sincerely,



Clifford E. Walkington, General Manager
Hammond Farms, Inc.



December 7, 2015

City of Portland - DPW
Attn: Mr. Ken Gensterblum
259 Kent Street
Portland, MI 48875

Re: Clearing/Grinding of Tornado damage in swale

Good afternoon Ken,

Thank you for contacting us for a quote to clean up the tornado damaged swale behind the Burger King.

Hammond Farms proposes to:

- 1) **Cut down broken and leaning trees, hauling downed logs and brush out of swale**
- 2) **Flush cut all stumps**
- 3) **Grind all logs and brush and haul away chips** **\$9,660.00**

Hammond Farms will exercise care to do as little damage to turf and surface areas in the swale and will rough grade by "back blading" the area with a loader bucket at the close of the project. Grinding the logs and brush on site will likely cause damage to sidewalks and turf areas at street level as well, due to a lack of workable space. The City of Portland will be responsible for repairs of these areas, but Hammond Farms will do absolutely as little damage as possible.

As discussed at the site visit, the City of Portland will barricade the walking path to ensure the safety of its users.

Pricing above includes transportation, set up, trucking to remove excess materials, all equipment, labor and fuel to complete this work in a manner that is safe and minimally disruptive to residents and passers by.

If this work is approved and done in conjunction with Hammond Farms' proposal to grind yard waste and haul same from the City of Portland's DPW complex, a discount of **\$1,840.00** may be taken.

This quote is valid until December 31, 2015.

Thank you, again, for the opportunity to quote this work. As I mentioned before, I think we are the right company to serve the City of Portland's needs. Please don't hesitate to contact me directly at (517) 202-0010 or cliff@hammondfarms.com with any questions or concerns regarding this proposal.

Sincerely,



Clifford E. Walkington, General Manager
Hammond Farms, Inc.

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

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

RESOLUTION NO. 15-92

**A RESOLUTION 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**

WHEREAS, on June 22, 2015, the City of Portland experienced a devastating tornado that caused severe damage to many buildings and structures throughout the City, including several that do not comply with the dimensional requirements of the City's current zoning ordinance; and

WHEREAS, during the clean-up process, City staff determined that insurance proceeds are not available to cover the costs of rebuilding these preexisting nonconforming buildings and structures beyond their previous nonconforming state; and

WHEREAS, in recognition of the unique circumstances at issue, and in an effort to promote community solidarity and efficiently restore the public health, safety and welfare, on July 6, 2015, the City Council imposed a 90-day moratorium suspending the application and enforcement of Section 42-306(c)(2) of the City of Portland Zoning Ordinance against nonconforming buildings and structures damaged by the June 22, 2015 tornado; and

WHEREAS, to provide the owners of such nonconforming buildings with additional time to complete rebuilding projects, the City Council has determined that it is desirable to extend the moratorium for an additional 90-day period.

NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

1. For the reasons stated above, the City Council hereby extends the moratorium suspending the application and enforcement of Section 42-306(c)(2) of the City of Portland Zoning Ordinance against nonconforming buildings and structures damaged by the June 22, 2015 tornado, as determined by the City Manager and/or his designee, located within the residential and commercial zoning districts of the City, for a period of 90-days or until any needed or desirable amendment(s) to the City's zoning ordinance and other applicable City ordinances are adopted, whichever occurs first, subject to all terms and requirements imposed by City Council Resolution No. 15-49, as adopted on July 6, 2015.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Yeas:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 21, 2015

Monique I. Miller, City Clerk

CERTIFICATION

As it's duly 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 December 21, 2015.

Date: December 21, 2015

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. 15-93

A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO ASSIST THE CITY WITH THE PREPARATION OF A STREET CAPITAL IMPROVEMENT PLAN

WHEREAS, in order to effectively assess the condition of the City streets and prioritize projects accordingly, the City of Portland will conduct a street inventory based on the Pavement Surface Evaluation and Rating (PASER) manual for street surface condition rating; and

WHEREAS, Fleis & Vandenbrink has submitted a proposal to assist the City with the preparation of a Street Capital Improvement Plan based on the PASER rating for the amount of \$5,300.00, a copy of the proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to assist the City with the preparation of a Street Capital Improvement Plan based on the PASER rating for the amount of \$5,300.00, 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: December 21, 2015

Monique I. Miller, City Clerk



November 17, 2015

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

**RE: City of Portland
Street Capital Improvements Planning Proposal**

Dear Tutt:

We appreciate the opportunity to meet with you regarding street improvements planning in the City of Portland. We understand from our discussion that the City is interested in updating the street inventory documenting existing surface conditions. It is the City's intent that plan could be used to prioritize and evaluate street maintenance needs based on factors such as surface condition, as well as utility and traffic needs. The previous study was completed in 2008 and portions of the study were updated in 2012.

WORK PLAN

We have developed the following work plan to assist the City with the preparation of a Street Capital Improvements Plan:

- Conduct a street inventory to assess the current condition of the City streets based on the Pavement Surface Evaluation and Rating (PASER) manual for street surface condition rating. This work can be completed either by City staff or by Fleis & VandenBrink. If the inventory is completed by City staff, we can provide training at the City and support by phone during the inventory.
- Update a spreadsheet listing of the City streets and condition ratings. The spreadsheet will include items such as street segment length, width, surface type, drainage, Act 51 Classification and last maintenance performed.
- Incorporate existing sanitary sewer and watermain utility data into the spreadsheet. Include existing line size and any available condition assessments. Updating underground utility data will be based on the City staff's knowledge of the system and will require their assistance.
- Prepare recommended maintenance treatments for each street segment. Recommendations will be based on existing condition, previous maintenance performed and utility needs.
- Include preliminary pre-design estimated costs of recommended maintenance treatments based on typical treatment costs and length of street to be treated.



- Summarize the data collection method, recommendations and estimates in a Street Capital Improvements Plan. That will include priorities and estimates for projects to be considered over the next 5 years. We will also include information on potential MDOT funding of the various projects prioritized for the next three years.

BUDGET OPTIONS

We have prepared the following budget options to complete the services outlined above.

Option 1: F&V Completes Street Ratings:

Street Condition Rating by F&V	\$ 4,000.00
Sanitary Sewer and Utility Review	\$ 1,200.00
Spreadsheet Estimates/Report Update	<u>\$ 3,000.00</u>
Total Lump Sum Fee:	\$8,200.00

Option 2: City Completes Street Ratings:

Street Condition Rating by City Staff	\$ 0.00
F&V to provide training (8 hours budgeted)	\$ 1,100.00
Sanitary Sewer and Utility Review	\$ 1,200.00
Spreadsheet Estimates/Report Update	<u>\$ 3,000.00</u>
Total Lump Sum Fee:	\$5,300.00

We propose to complete the services outlined above for a total lump sum fee of either \$5,300 or \$8,200. You can authorize F&V to complete the work under our General Consultation Agreement by signing below and returning to our office. We look forward to working with the City on this project and if there are any questions, please feel free to call.

Sincerely,

FLEIS & VANDENBRINK



Lynnelle E. Berkenpas, P. E.
Project Manager

You can approve this work under our existing General Consultation Agreement by signing below and returning.

Option Selected

S. Tutt Gorman, City Manager

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-94

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

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

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

WHEREAS, the City's 2014-2015 Audit discloses that the City's unfunded Actuarial Accrued Liability (AAL) for the MERS has increased from \$4,054,248 on 12-31-13 to \$4,627,593 on 12-31-14 and that the City's funded ratio dipped from 67% to 63% ; and

WHEREAS, the City's contribution would be split among the funds to reduce the City's AAL and increase the funded ratio of its pension; and

WHEREAS, the one-time contribution of \$100,000 would be contributed as follows:

- \$60,000 to Division 01 General Non Union
- \$40,000 to division 12 General GELC (formerly AFSCME)

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the paying down of the MERS Pension AAL by making a one-time additional payment of \$100,000 would be contributed as follows:
 - \$60,000 to Division 01 General NonUnion
 - \$40,000 to Division 12 General GELC (formerly AFSCME)
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 21, 2015

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 7, 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; Interim Police Chief Bauer; Police Officer Star Thomas; Eric Proctor

Guests: Audrey VanSlambrouck; Kathy Parsons; Tom Thelen of the Review & Observer

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

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

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman reported he attended the ground breaking ceremony held earlier today for the reconstruction of the Goodwill on Grand River Ave. Mayor Barnes and Mayor Pro-Tem VanSlambrouck also attended.

City Manager Gorman met with representatives of Sparrow Hospital last week in regard to a potential development on Cutler Rd. They are still in the process of determining the feasibility of a project. This is an exciting potential development for the City of Portland.

Internal demolition and securing of the building is still underway on the Old School Manor project at 306 Brush Street.

The new generator, previously approved by Council, for the Riverside Lift Station has been received and is ready for installation as soon as the City receives the permit.

The DNR Land Acquisition Grant submitted by Parks, Recreation & Cemetery Director Scheurer for property next to the Band Shell at Two Rivers Park has been awarded to the City. The grant requires a 25% match of funds from the City.

City Manager Gorman stated the City is in the process of getting quotes for the removal of the large piles of brush at Bogue Flats and the debris along the River Trail near Roe Avenue resulting from the tornado on June 22, 2015 as well as the compost pile at Bogue Flats.

The former Builders Lumber property, owned by Brian Wohlscheid, is home to a handful of small local businesses. Two separate parties interested in using some of the space as a fitness facility have approached the City about adding this as a permitted use under the Zoning Ordinance. The Planning Commission will consider this change at its meeting in January.

City Manager Gorman welcomed back Interim Police Chief Bob Bauer. The interview process for the new Chief of Police is anticipated to take place at the beginning of the New Year.

Under New Business, the Council considered Resolution 15-88 to authorize the Mayor and Clerk to sign MDOT Contract No. 15-5478 to provide \$375,000 in Federal Surface Transportation Funds for the Kent Street Improvement Project, between Academy Street and the South limits of the City. The total cost of the project is estimated to be \$1.2 million. The low bidder on the project was C.L. Trucking out of Ionia. They have completed previous road projects in the City of Portland.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 15-88 approving, authorizing, and directing the Mayor and Clerk to sign MDOT Contract No. 15-5478 to provide \$375,000 in Federal Surface Transportation Funds for the Kent Street Improvement Project.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 15-89 to approve the Board of Light and Power's recommendation to authorize the Michigan Public Power Agency (MPPA) to facilitate a contract with Consumer's Energy. The City entered into an agreement with Consumer's Energy with eight other communities to utilize its transmission lines in 2001. Consumer's Energy recently discovered that the contractual rate increases were not implemented in accordance with the agreement. The City pays approximately \$1,300.00 per month for this service and the new agreement would increase this amount to approximately \$4,000.00 per month over a 4-5 year period which would be in step with the original agreement. Consumer's Energy is not seeking retroactive reimbursement for their error and the new increases will likely not result in any rate increases to City residents. At its regularly scheduled meeting on Tuesday, October 27, 2015, the Board of Light and Power voted unanimously to recommend that the City Council authorize the MPPA to facilitate the new agreement with Consumer's Energy on behalf of the City of Portland and the other MPPA members.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 15-89 approving the Board of Light and Power's recommendation to authorize the Michigan Public Power Agency to facilitate a contract with Consumer's Energy for the City of Portland.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Adopted

The Council considered Resolution 15-90 for approval of the 2016 regular meeting dates of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Board of Light and Power, Parks and Recreation Board, and Economic Development Corporation. The Open Meetings Act requires public bodies to post a list of dates of all of the regular meetings within ten days of the first meeting in each calendar or fiscal year.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 15-90 approving 2016 City Council meeting dates.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Baldyga, to go into Closed Session at the end of the meeting to discuss the vacant Council Member seat.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 16, 2015, payment of invoices in the amount of \$200,833.58 and payroll in the amount of \$304,262.11 for a total of \$505,095.69. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that a ribbon cutting ceremony will be held for Studio 176 located at 176 Kent St. at 1:00 P.M. on Saturday, December 12, 2015.

A ribbon cutting ceremony will also be held for the Portland Assisted Living, formerly Portland Federal Credit Union, tentatively scheduled for Wednesday, December 30, 2015 at Noon.

City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1st to aid DPW crews in the safe removal of snow. He also reminded residents that shoveling or blowing snow into the streets is prohibited.

Under Council Comments, Mayor Pro-Tem VanSlambrouck reminded residents that Holidayfest will take place this Saturday, December 12, 2015. This year's theme is Old Tyme Christmas.

Council adjourned to Closed Session at 7:23 P.M.

Council returned from Closed Session at 7:47 P.M.

Motion by VanSlambrouck, supported by Fitzsimmons, to appoint Amanda L. Johnston to the vacant Council seat.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Barnes

Nays: None

Adopted

Meeting adjourned at 7:48 P.M.

Respectfully submitted,

City of Portland
Synopsis of the Minutes of the December 7, 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; Interim Police Chief Bauer; Police Officer Star Thomas; Eric Proctor

Approval of Resolution 15-88 approving, authorizing, and directing the Mayor and Clerk to sign MDOT Contract No. 15-5478 to provide \$375,000 in Federal Surface Transportation Funds for the Kent Street Improvement Project.

All in favor. Approved.

Approval of Resolution 15-89 approving the Board of Light and Power's recommendation to authorize the Michigan Public Power Agency to facilitate a contract with Consumer's Energy for the City of Portland.

All in favor. Approved.

Approval of Resolution 15-90 approving 2016 City Council meeting dates.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

The Council adjourned to Closed Session at 7:23 P.M.

The Council returned from Closed Session at 7:47 P.M.

Motion by VanSlambrouck, supported by Fitzsimmons, to appoint Amanda L. Johnston as Council Member to fill the vacant Council seat.

Adjournment at 7:48 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
ADVANCE CONTROLS	MISC	SUPPLIES - WASTE WTR	59.47
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,190.15
AT&T	00686	TELEPHONE SVC - WASTE WTR	26.90
AT&T	00686	TELEPHONE SVC - WASTE WTR	84.68
AUDIOLOGY & HEARING SERVICES	MISC	AUDIO TEST - POLICE	35.00
AUTOMATED BUSINESS EQUIPMENT	00027	SEALING BRUSHES & SOLUTION - GENERAL	191.19
B&W AUTO SUPPLY, INC.	00030	PARTS, SUPPLIES - AMBULANCE, MTR POOL	392.45
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	496.98
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	93.73
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	405.77
CENTURYLINK	01567	TELEPHONE SVC - VARIOUS DEPTS	11.10
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	78.00
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	802.98
THE CIVIC MOSAIC	02273	PLANNING & ZONING SERVICES - CODE	3,745.00
CLARK HILL PLC	01422	LEGAL SERVICES - GENERAL, CODE	374.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	417.25
CMP DISTIBUTORS INC.	01745	BALLISTIC VESTS - POLICE	722.00
CONSUMERS ENERGY	00095	REPAIR OF GAS FACILITIES DAMAGED - ELECTRIC	449.53
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	1,647.83
COOK BROS EXCAVATING	00101	628 CANAL ST DEMOLITION - ECON DEV	4,135.00
DUANE CROSS	00642	STRAIGHT PUNCH 18 INCH LONG - MTR POOL	42.95
CULLIGAN	02130	BOTTLES OF WATER - POLICE	17.50
CUMMINS BRIDGEWAY, LLC	00694	GENSET FOR WELLHOUSE #4 - WATER	28,424.00
ELHORN ENGINEERING	00139	EL-CHLOR 5/GAL CARBOY - WATER	438.95
ERLA INC.	MISC	MAINT/REPAIR OF AMBULANCE COTS - AMBULANCE	1,011.35
FIRST ADVANTAGE LNS OCC. HEATH SOL01915		MILEAGE FOR CLINIC COLLECTION - ELECTRIC, MTR	34.01
FLEIS & VANDENBRINK	00153	DATA EVALUATION AND MONITOR WELL SAMPLING - EL	1,892.10
GARY'S HEATING SERVICE INC	00826	CIRCUIT BOARD FOR FURNACE - PARKS	631.68
PHIL GENSTERBLUM	00164	MILEAGE REIMB - CODE, AMB	653.04

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRAINGER, INC.	00172	STREAMLITE CHARGE RACK - WASTE WATER	79.85
GRAINGER, INC.	00172	TURNBUCKLE EYE & EYE - MTR POOL	56.95
GRANGER CONTAINER SERVICE	00175	628 CANAL ST/ASBESTOS ROLL OFF CHARGE - ECON D	2,730.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,594.15
GRANGER CONTAINER SERVICE	00175	RECYCLE - REFUSE	1,844.55
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PRKS, MTR POOL	374.26
HOMEWORKS TRI-COUNTY ELECTRIC	02092	SWITCHES - ELECTRIC	471.70
ICLE	02338	ICLE ANNUAL PARTNERSHIP - CITY MANAGER	895.00
KEUSCH SUPER SERVICE	00228	REPAIRS TO POLICE CAR - MTR POOL	749.01
KEUSCH SUPER SERVICE	00228	OIL CHANGE - MTR POOL	32.35
KEUSCH SUPER SERVICE	00228	OIL CHANGE - MTR POOL	32.35
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - CEM, PRKS	39.13
LYONS TOWNSHIP	00247	REIMB - AMBULANCE	80.30
MHR BILLING	01780	MONTHLY BILLING - AMBULANCE	648.00
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL	125.71
MIKA MEYERS BECKETT & JONES	02042	NOVEMBER LEGAL SERVICES - AMBULANCE	78.00
MI MUNICIPAL TREASURERS ASSN	00290	MMTA 2016 MEMBERSHIP - GENERAL	85.00
MODEL FIRST AID SAFETY/TRAINING	00313	RESTOCKED FIRST AID - WASTE WTR	97.05
MODEL FIRST AID SAFETY/TRAINING	00313	RE-STOCK FIRST AID CABINET - MTR POOL	44.65
MODEL FIRST AID SAFETY/TRAINING	00313	FIRST AID RESTOCK - ELECTRIC	117.26
MRE SERVICES, INC.	00318	NOVEMBER COMPUTER CONSULTING - GEN, INC TAX, MT	1,906.30
MUNICIPAL SUPPLY CO.	00324	SOLID SLEEVE, GASKET & BOLT PACK - WATER	340.00
MUNICIPAL SUPPLY CO.	00324	VALVES & PLUGS - WATER	40.45
MWEA OFFICE	01347	ADMIN CONFERENCE - WASTE WTR	395.00
MWEA OFFICE	01347	MEMBERSHIP - WASTE WTR	130.00
MWEA OFFICE	01347	MEMBERSHIP - WASTE WTR	65.00
MWEA OFFICE	01347	MEMBERSHIP - WASTE WTR	65.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WATER	454.63
MIKE OWEN	01809	CLOTHING ALLOWANCE - WASTE WTR	88.71
POLLY PRODUCTS LLC	01137	BENCH WITH ENGRAVING - PARKS	250.00
POLYDYNE INC.	02196	DRUM CLARIFLOC - WASTE WTR	1,741.50
POWER LINE SUPPLY COMPANY	00389	METERS - ELECTRIC	1,029.19
PRINTING SYSTEMS	00375	W-2S, ENVELOPES, 1099S - INCOME TAX, GENERAL	309.65
ERIC PROCTOR	01500	BROADCASTING TIME - COMM PROMO	34.69
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	60.70
RESCO	00392	FUSE LINKS - ELECTRIC	415.00
RESCO	00392	TRANSFORMER - ELECTRIC	562.34
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL INSPECTION OF FIRE ALARM - CITY HALL	240.00
SENTINEL-STANDARD, INC.	00212	NOTICE OF PUBLIC HEARING - GENERAL	85.50
SPARROW OCCUPATIONAL HEALTH	00340	PHYSICALS - POLICE	252.50
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - VARIOUS DEPTS	549.34
STATE OF MICHIGAN	00428	NPDES ANNUAL PERMIT FEE - WASTE WTR	400.00
STATE OF MICHIGAN	00428	WATER LICENSE RENEWAL - WATER	95.00
STRAIN ELECTRIC CO.	02379	LABOR, EQUIP, MATERIAL - MAJ STS	450.15
SUPPLYGEEKS	02052	PAPER, INK - GENERAL, ECON DEV	831.69
KEUSCH SUPER SERVICE	00228	OIL CHANGE - ELECTRIC	86.95
KEUSCH SUPER SERVICE	00228	OIL CHANGES - ELECTRIC	59.65
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	392.83
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	194.66
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VERIZON WIRELESS	00470	PHONE SVC-CEM, PARKS, CODE, AMB, ELEC	317.93
WEX BANK	02181	FUEL & DIESEL - ELECTRIC, MTR POOL	3,142.33
WINDEMULLER	02229	PLC PROGRAMMING - WASTE WTR	610.00
WOW! INTERNET-CABLE PHONE	02132	CABLE INTERNET SERVICES - ELECTRIC	42.97
NICHOL SWEET	MISC	REFUND - BASKETBALL	50.00
AMBER WIEBER	02143	GYMNASTICS INSTRUCTORS - REC	75.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KARLIE BARTLETT	02324	GYMNASTICS INSTRUCTORS - REC	180.00
THERESA KREINER	02276	GYMNASTICS INSTRUCTORS - REC	230.00
EMMA GUNDERMAN	02391	GYMNASTICS INSTRUCTOR - REC	180.00
HEATHER GOODENOUGH	01186	GYMNASTICS INSTRUCTORS - REC	1,180.00
BRIAN KRIEGER	00568	OFFICIALS - REC	100.00
BRYAN SCHEURER	00600	OFFICIALS - REC	28.00
MICHAEL WILCOX	02392	OFFICIALS - REC	72.00
RYAN WILCOX	01734	OFFICIALS - REC	96.00
MARCO WILLIAMS	02393	OFFICIALS - REC	72.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	42.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	56.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	28.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	56.00
KURT KOLP	MISC	ENERGY OPTZ - ELECTRIC	300.00
DAVID MCALLISTER	MISC	ENERGY OPTZ - ELECTRIC	60.00
RACHEL PUNG	MISC	ENERGY OPTZ - ELECTRIC	165.00
DONALD JOHNSTON	MISC	ENERGY OPTZ - ELECTRIC	194.00
Total:			\$84,013.68

**BI-WEEKLY
WAGE REPORT
DOL - SPECIAL PAY**

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.	-	102,920.81	-	36,936.84	-	139,857.65
ASSESSOR	-	16,049.52	-	5,810.53	-	21,860.05
CEMETERY	-	45,565.28	-	16,933.28	-	62,498.56
POLICE	-	183,132.63	-	54,922.14	-	238,054.77
CODE ENFORCEMENT	-	8,338.46	-	2,970.75	-	11,309.21
PARKS	-	30,883.75	-	9,719.07	-	40,602.82
INCOME TAX	-	21,786.37	-	12,787.67	-	34,574.04
MAJOR STREETS	-	39,014.12	-	23,993.91	-	63,008.03
LOCAL STREETS	-	29,942.06	-	17,406.23	-	47,348.29
RECREATION	-	23,757.21	-	11,897.91	-	35,655.12
AMBULANCE	6,756.47	145,905.92	518.46	36,156.19	7,274.93	182,062.11
DDA	-	6,865.12	-	744.53	-	7,609.65
ELECTRIC	18.82	223,435.88	1.44	103,358.62	20.26	326,794.50
WASTEWATER	18.81	116,167.50	1.44	58,496.73	20.25	174,664.23
WATER	18.82	57,733.63	1.44	24,857.28	20.26	82,590.91
MOTOR POOL	-	19,978.61	-	7,206.72	-	27,185.33
TOTALS:	6,812.92	1,071,476.87	522.78	424,198.40	7,335.70	1,495,675.27

**BI-WEEKLY
WAGE REPORT
December 21, 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.	9,403.88	112,324.69	1,102.03	38,038.87	10,505.91	150,363.56
ASSESSOR	1,273.92	17,323.44	97.46	5,907.99	1,371.38	23,231.43
CEMETERY	3,092.65	48,657.93	234.50	17,167.78	3,327.15	65,825.71
POLICE	15,040.09	198,172.72	1,269.41	56,191.55	16,309.50	254,364.27
CODE ENFORCEMENT	592.74	8,931.20	45.34	3,016.09	638.08	11,947.29
PARKS	2,932.86	33,816.61	222.00	9,941.07	3,154.86	43,757.68
INCOME TAX	1,629.59	23,415.96	107.15	12,894.82	1,736.74	36,310.78
MAJOR STREETS	1,999.33	41,013.45	146.12	24,140.03	2,145.45	65,153.48
LOCAL STREETS	1,953.84	31,895.90	143.38	17,549.61	2,097.22	49,445.51
RECREATION	2,121.92	25,879.13	157.65	12,055.56	2,279.57	37,934.69
AMBULANCE	10,595.81	156,501.73	1,057.59	37,213.78	11,653.40	193,715.51
DDA	1,538.40	8,403.52	115.08	859.61	1,653.48	9,263.13
ELECTRIC	14,397.22	237,833.10	1,077.95	104,436.57	15,475.17	342,269.67
WASTEWATER	9,643.48	125,810.98	723.14	59,219.87	10,366.62	185,030.85
WATER	4,802.19	62,535.82	482.32	25,339.60	5,284.51	87,875.42
MOTOR POOL	2,247.12	22,225.73	165.32	7,372.04	2,412.44	29,597.77
TOTALS:	83,265.04	1,154,741.91	7,146.44	431,344.84	90,411.48	1,586,086.75

BI-WEEKLY CASH BALANCE ANALYSIS

AS OF 12/17/15

MEETING DATE 12/21/15

Fund	Description	Beginning Balance 12/2/15	Total Cash in	Total Cash out	Cash Balance 12/17/15	Time Certificates	Ending Balance 12/17/15
101	GENERAL FUND	1,113,641.19	139,319.37	(300,809.74)	952,150.82	235,000.00	1,187,150.82
105	INCOME TAX FUND	8,662.11	4,207.34	(11,225.41)	1,644.04	10,000.00	11,644.04
150	CEMETERY PERPETUAL CARE FUND	34,642.20	-	-	34,642.20		34,642.20
202	MAJOR STREETS FUND	80,080.48	7,303.00	(20,736.37)	66,647.11		66,647.11
203	LOCAL STREETS FUND	137,226.07	6,185.25	(16,239.20)	127,172.12		127,172.12
208	RECREATION FUND	9,866.54	4,519.88	(9,281.42)	5,105.00		5,105.00
210	AMBULANCE FUND	163,818.11	74,947.03	(131,174.03)	107,591.11		107,591.11
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	132,653.49	22,215.31	(44,541.91)	110,326.89		110,326.89
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	131,726.85	-	-	131,726.85		131,726.85
520	REFUSE SERVICE FUND	23,838.18	3,372.39	(67.52)	27,143.05		27,143.05
582	ELECTRIC FUND	43,659.80	189,987.30	(149,171.73)	84,475.37	530,000.00	614,475.37
590	WASTEWATER FUND	41,449.42	68,936.66	(93,434.65)	16,951.43		16,951.43
591	WATER FUND	127,374.31	28,280.77	(29,285.10)	126,369.98	420,000.00	546,369.98
661	MOTOR POOL FUND	(11,053.49)	130,222.91	(129,044.61)	(9,875.19)		(9,875.19)
703	CURRENT TAX FUND	18,804.41	112,296.51	(105,824.67)	25,276.25		25,276.25
	TOTAL - ALL FUNDS	2,059,751.92	791,793.72	(1,040,836.36)	1,810,709.28	1,195,000.00	3,005,709.28

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	671,137.69	671,137.69
ELECTRIC-PRIN & INT ESCROW	164,895.36	164,895.36
WASTEWATER DEBT ESCROW	149,576.71	149,576.71
WASTEWATER REPAIR ESCROW	65,883.50	65,883.50
DDA-PRIN & INT ESCROW	85,469.55	85,469.55

*Customer Deposit Breakdown

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

4,842,672.09

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

Held on Thursday, November 19, 2015

In Council Chambers at City Hall

Members Present: Dumas, Barnes, Gorman, Antaya, Grimminck, VanSlambrouck, Tyler, Briggs, Blastic

Absent: Clement, Urie

Staff: DDA/Main Street Director Perry, City Clerk Miller

Guests: None

The meeting was called to order at 3:30 P.M.

Motion by VanSlambrouck, supported by Tyler, to approve the Agenda as amended to add Item A. under New Business.

All in favor. Adopted.

Motion by Barnes, supported by Gorman, to approve the minutes of the October 15, 2015 meeting as presented.

All in favor. Adopted.

Motion by Antaya, supported by Gorman, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Old Business, Director Perry stated details are still being discussed with Mr. Piggott in regard to his Façade Grant Application for his property at 226 Kent Street.

Under New Business, Director Perry stated the Michigan Main Street Center would like to hold a Board retreat to provide a training opportunity before the 2016 work plans are developed.

There was discussion in regard to scheduling.

Under the Director's Report, Director Perry reported Portland Main Street and the Portland Area Historical Society held their 5th Annual History Walk on Sunday, October 25, 2015. Participants were greeted by past Portland business people at their formers places of business. Portland Main Street also held its 12th Annual Volunteer Recognition event on Monday, October 26, 2015 at The Gallery Brewery with approximately fifty people in attendance.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee will hold Holidayfest on Saturday, December 12, 2015 this year and will feature many changes. The theme is "Old Time Christmas". Events will include an egnog contest, horse and wagon group tours, crafts, music and a light parade. Ameri-Pro will begin repairs to the roof of the Opera

House this week. They will also remove decaying interior aspects of the property. Several parking spaces in front of the building will be blocked off for placement of dumpsters.

Director Perry also reported the Christmas decorations have been put up per the 3-year contract that was signed. This is the first year of the contract. The DDA is responsible for decorating Scout Park and the pergola at City Hall.

Under Committee Reports, Director Perry reported the Promotions & Marketing Committee are planning Holidayfest which will be held Saturday, December 12, 2015 with the theme “Old Tyme Christmas”. Many family fun activities are planned. A Halloween Spooktacular was held at the Library with approximately 500 individuals in attendance.

Member Briggs reported the Design Committee is still in discussions with Mr. Piggott in regard to his Façade Grant Application submitted for his property at 226 Kent St.

Member Tyler reported the Economic Revitalization Committee met with Emily Pantera from the Michigan Main Street Center. They are working on developing a brochure to distribute to potential developers. They would also like to implement quarterly small business trainings through SBTDC. Webisodes are also being developed.

Committee Chair Barnes reported that the Organization and Finance Committee has discussed the proposed Michigan Main Street Center training. The Committee would also like to self-assess the Main Street Board and how to best get “engagement” to make ideas happen more effectively. He also stated the VFW will host a Burger Night to benefit the Red Mill Pavilion Project on December 4, 2015.

Committee Chair Barnes stated that Holly Huff and he husband are the owners of a soil erosion business here in Portland and have proposed a “Portland Day” at the end of May that would incorporate the Clean up Day, a planting day, and a community event.

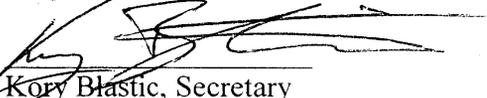
There was discussion.

Secretary Blastic arrived at 3:56 P.M.

Under Member Comments, City Manager Gorman stated the VFW will provide a free, home cooked Thanksgiving meal to the public on Thanksgiving, Thursday, November 26, 2015.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 3:57 P.M.
All in favor. Adopted

Respectfully submitted,



Kory Blastic, Secretary



Date: December 17, 2015

REPORT OF FUNDS IN DDA AS OF: December 11, 2015

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>11/13/2015</u>	\$ 47,037.61
INTEREST EARNED:	\$ 1.94
DEPOSITS:	
Transfer from Regular Account for Bond Principal and Interest Escrow	<u>\$ 19,215.00</u>
NEW BALANCE: <u>12/11/2015</u>	<u>\$ 66,254.55</u>

REGULAR ACCOUNT

PREVIOUS BALANCE: <u>11/13/2015</u>	\$ 155,197.98
INTEREST EARNED:	\$ 6.69
DEPOSITS:	
Holiday Fest Ad	
River Run Registrations	\$ 225.00
CHECKS WRITTEN:	\$ 22.00

Ck No. Payee:

	<u>AMOUNTS</u>
1519 PATRICIA M. PERRY - Quarterly Training, Office Supplies, Carriage Co Reimbursement, Christmas Decorations, Ice Carver Reimbursement, Snow Ball Drop Prizes, Holiday Fest Supplies and Trophy, Door Prizes Volunteer Appreciation & Business After Hours, Supplies - Color Run	\$ 1,081.44
1520 THE VERDIN COMPANY - Clock Maintenance	\$ 580.00
1521 JOHN SMITH - Santa Appearance - Holiday Fest	\$ 120.00
1522 S&K TROPHIES AND PLAQUES - Trophies for Holiday Fest	\$ 60.00
1523 MARY MELTON - Banner Relettering and Banner "Welcome Tent"	\$ 80.00
1524 DK SECURITY - Beerfest Security	\$ 154.75
1525 MENARDS - Christmas Lights	\$ 222.88
1526 CITY OF PORTLAND - On the Street, Postage, Email Marketing, Telephone, and Audit	<u>\$ 360.28</u>
TOTAL CHECKS	\$ (2,659.35)

TRANSFER TO CORRECT NEGATIVE CASH BALANCE IN PAYROLL AT FISCAL YEAR END	\$ (1,662.94)
TRANSFER TO DDA PRINCIPAL AND INTEREST	\$ (19,215.00)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 11/3/15 - 11/30/15	<u>\$ (3,647.49)</u>
TOTAL EXPENSES:	<u>\$ (22,862.49)</u>

NEW BALANCE: <u>12/11/2015</u>	<u>\$ 128,266.89</u>
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"The City of Portland is an equal opportunity provider and employer."

User: KRISTINA

DB: Portlan

PERIOD END 12/31/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2015 NORMAL (ABNORMAL)	MONTH 12/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	994,798.00	956,462.51	2,334.63	38,335.49	96.15
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	138.17	23.35	7,861.83	1.73
101-000-447.000	TAX COLLECTION FEES	42,707.00	34,468.65	308.98	8,238.35	80.71
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	14,956.40	0.00	13,043.60	53.42
101-000-455.000	TRAILER FEES	1,500.00	177.00	33.00	1,323.00	11.80
101-000-476.000	NON-BUSINESS PERMITS	0.00	3,576.00	3,108.00	(3,576.00)	100.00
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
101-000-620.000	PBT TESTING FEES	5,000.00	3,111.20	495.00	1,888.80	62.22
101-000-623.000	TRANSCRIPT FEES	1,000.00	751.50	30.00	248.50	75.15
101-000-624.000	MISCELLANEOUS FEES	165.00	2,118.35	0.00	(1,953.35)	1,283.85
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	159,522.00	26,587.00	159,335.00	50.03
101-000-630.000	CEMETERY LOT SALES	3,500.00	2,600.00	0.00	900.00	74.29
101-000-633.000	CEMETERY CARE FEES	3,700.00	3,712.00	0.00	(12.00)	100.32
101-000-634.000	GRAVE OPENING FEES	10,000.00	6,825.00	700.00	3,175.00	68.25
101-000-656.000	DISTRICT COURT FINES	11,000.00	3,063.78	100.00	7,936.22	27.85
101-000-661.000	PARKING FINES	2,400.00	155.00	10.00	2,245.00	6.46
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	975.00	90.00	525.00	65.00
101-000-665.000	INTEREST INCOME	420.00	90.69	0.00	329.31	21.59
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	228.00	50.06	0.00	177.94	21.96
101-000-667.000	RENTAL INCOME	8,500.00	570.00	0.00	7,930.00	6.71
101-000-676.003	DONATIONS-DOG PARK	300.00	713.20	0.00	(413.20)	237.73
101-000-676.005	DONATION - DARE	0.00	200.00	0.00	(200.00)	100.00
101-000-676.006	DONATION - PARKS	18,302.00	19,813.03	275.00	(1,511.03)	108.26
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	193.17	0.00	556.83	25.76
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,500.00	7,013.96	0.00	(513.96)	107.91
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	10,000.00	3,401.18	65.31	6,598.82	34.01
101-000-678.007	REIMBURSEMENTS-PAMA	1,250.00	1,252.80	0.00	(2.80)	100.22
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	200.00	233.87	0.00	(33.87)	116.94
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU OF	50,037.00	0.00	0.00	50,037.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU OF	31,764.00	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	32,009.00	0.00
TOTAL Revenues		2,011,164.00	1,376,491.73	34,160.27	634,672.27	68.44
Expenditures						
100	COUNCIL	198,485.00	103,804.72	40,931.76	94,680.28	52.30
101	COMMUNITY PROMOTIONS	269,316.00	127,972.28	7,458.11	141,343.72	47.52
172	CITY MANAGER	129,394.00	55,624.25	9,515.50	73,769.75	42.99
191	ELECTIONS	6,910.00	1,825.52	18.00	5,084.48	26.42
201	GENERAL ADMINISTRATION	310,628.00	150,560.74	15,111.26	160,067.26	48.47
209	ASSESSING	55,261.00	23,630.93	3,599.76	31,630.07	42.76
265	CITY HALL	50,651.00	20,714.98	1,959.62	29,936.02	40.90
276	CEMETERY	171,697.00	80,585.74	8,825.21	91,111.26	46.93
301	POLICE	691,182.00	294,698.25	52,489.47	396,483.75	42.64
371	CODE ENFORCEMENT	39,198.00	17,212.49	2,438.20	21,985.51	43.91
728	ECONOMIC DEVELOPMENT	3,200.00	9,552.41	492.19	(6,352.41)	298.51
751	PARKS	166,264.00	85,158.52	9,891.09	81,105.48	51.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD EN 12/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL Expenditures		2,092,186.00	971,340.83	152,730.17	1,120,845.17	46.43
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,011,164.00	1,376,491.73	34,160.27	634,672.27	68.44
TOTAL EXPENDITURES		2,092,186.00	971,340.83	152,730.17	1,120,845.17	46.43
NET OF REVENUES & EXPENDITURES		(81,022.00)	405,150.90	(118,569.90)	(486,172.90)	500.05
TOTAL REVENUES - FUND 101						
TOTAL EXPENDITURES - FUND 101						
NET OF REVENUES & EXPENDITURES		(81,022.00)	405,150.90	(118,569.90)	(486,172.90)	

PERIOD END 12/31/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2015 NORMAL (ABNORMAL)	MONTH 12/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		719,886.00	153,906.48	0.00	565,979.52	21.38
NET OF REVENUES & EXPENDITURES		1,236,072.00	533,279.00	8,673.75	702,793.00	43.14
		(516,186.00)	(379,372.52)	(8,673.75)	(136,813.48)	73.50
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		2,500.00	1,650.00	0.00	850.00	66.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
		2,500.00	1,650.00	0.00	850.00	66.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		1,110,710.00	129,302.15	0.00	981,407.85	11.64
NET OF REVENUES & EXPENDITURES		1,112,216.00	127,759.47	15,804.51	984,456.53	11.49
		(1,506.00)	1,542.68	(15,804.51)	(3,048.68)	102.44
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		394,669.00	251,080.25	186.29	143,588.75	63.62
NET OF REVENUES & EXPENDITURES		400,533.00	277,315.40	12,267.80	123,217.60	69.24
		(5,864.00)	(26,235.15)	(12,081.51)	20,371.15	447.39
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		148,250.00	35,770.72	8,899.00	112,479.28	24.13
NET OF REVENUES & EXPENDITURES		129,769.00	48,898.16	8,010.45	80,870.84	37.68
		18,481.00	(13,127.44)	888.55	31,608.44	71.03
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		539,531.00	293,660.04	17,438.35	245,870.96	54.43
NET OF REVENUES & EXPENDITURES		596,888.00	331,146.95	117,564.00	265,741.05	55.48
		(57,357.00)	(37,486.91)	(100,125.65)	(19,870.09)	65.36
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		344,447.00	297,988.63	1,350.00	46,458.37	86.51
NET OF REVENUES & EXPENDITURES		369,907.00	283,413.27	6,038.14	86,493.73	76.62
		(25,460.00)	14,575.36	(4,688.14)	(40,035.36)	57.25
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		136,088.00	40,968.44	0.00	95,119.56	30.10
NET OF REVENUES & EXPENDITURES		(136,088.00)	(40,968.44)	0.00	(95,119.56)	30.10
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		112,150.00	54,882.79	9,132.30	57,267.21	48.94
NET OF REVENUES & EXPENDITURES		111,000.00	48,279.44	0.00	62,720.56	43.49
		1,150.00	6,603.35	9,132.30	(5,453.35)	574.20

PERIOD EN 12/31/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2015 NORMAL (ABNORMAL)	MONTH 12/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,851,782.00	1,516,051.51	266,320.98	2,335,730.49	39.36
TOTAL EXPENDITURES		4,284,047.00	1,623,773.42	111,793.89	2,660,273.58	37.90
NET OF REVENUES & EXPENDITURES		(432,265.00)	(107,721.91)	154,527.09	(324,543.09)	24.92
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		965,561.00	395,763.40	66,465.40	569,797.60	40.99
TOTAL EXPENDITURES		981,990.00	329,381.43	99,334.75	652,608.57	33.54
NET OF REVENUES & EXPENDITURES		(16,429.00)	66,381.97	(32,869.35)	(82,810.97)	404.05
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		601,020.00	261,810.24	51,447.21	339,209.76	43.56
TOTAL EXPENDITURES		671,408.00	301,414.09	50,621.61	369,993.91	44.89
NET OF REVENUES & EXPENDITURES		(70,388.00)	(39,603.85)	825.60	(30,784.15)	56.27
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		485,623.00	303,480.62	124,455.00	182,142.38	62.49
TOTAL EXPENDITURES		484,602.00	291,446.28	10,637.47	193,155.72	60.14
NET OF REVENUES & EXPENDITURES		1,021.00	12,034.34	113,817.53	(11,013.34)	1,178.68
TOTAL REVENUES - ALL FUNDS		9,276,129.00	3,695,346.83	545,694.53	5,580,782.17	39.84
TOTAL EXPENDITURES - ALL FUNDS		10,514,520.00	4,237,075.35	440,746.37	6,277,444.65	40.30
NET OF REVENUES & EXPENDITURES		(1,238,391.00)	(541,728.52)	104,948.16	(696,662.48)	43.74

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

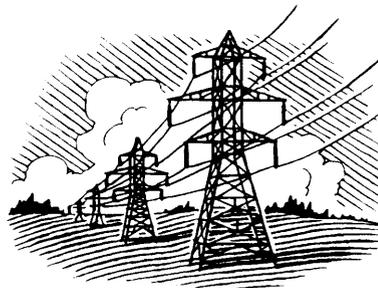
December 1, 2015
November 1-30, 2015

HYDRO GENERATION	92,079		
DIESEL PRODUCTION	0		
Kwh Purchased	2,791,551	Amount Paid	\$ 183,709.36
Total Kwh Purchased	2,791,551	Total Dollars Paid	\$ 183,709.36

Kwh Billed		Dollars Billed	
Residential	1,082,001	PCA Billed	\$ 7,213.85
Commercial	581,900	Residential	\$ 116,972.16
Large General	806,340	Residential EO Charge	\$ 2,017.66
City St. Lites Metered	34,218	Geothermal Discount	\$ (166.40)
St. Lites Unmetered		Commercial	\$ 62,801.42
Rental Lights		Commercial/LG EO Charge	\$ 2,437.48
Demand	2,445	Large General	\$ 56,028.56
		Large EO Charge	\$ 18.40
Total Kwh Billed	2,506,904	City St. Lights Metered	\$ 2,869.18
		St. Lights Unmetered	\$ 1,543.05
Arrears after billing	\$ 11,483.09	Rental Lights	\$ 253.24
Penalties Added	\$ 1,176.26	Demand	\$ 14,376.98
Arrears end of month	\$ 28,492.93	Tax	\$ 9,638.29
Fuel Cost Billed	\$ 3,772.17	Total Dollars Billed	\$ 276,003.87
Amount Collected	\$ 293,207.74	Power Cost Adj.	.00292
Total Adjustments	\$ 158.39		

Residential Customers	2,181
Commercial Customers	314
Large General	16
Total Customers	2,511

12/02/15



**CITY OF PORTLAND
December-15**

WATER DEPARTMENT REPORT

MONTH	Nov-15	PERIOD COVERED	November 1-30, 2015
Customers Billed		Penalties Added	\$ 281.65
City	1,814	Dollars Collected	\$ 46,389.32
Rural	23	Arrears at end of Month	\$ 6,507.74
Total Customers	1,837	Adjustments	\$ (1,412.62)
		Gallons Pumped	8,117,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	7,533,202		\$ 42,834.79
Rural	146,693		\$ 1,482.15
Total	<u>7,679,895</u>		<u>\$ 44,316.94</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,766	Dollars Billed	\$ 66,466.99
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 66,466.99
Penalties Added	\$ 467.58		
Dollars Collected	\$ 69,283.30		
Arrears at end of Month	\$ 9,734.60		
Adjustments	\$ (2,680.65)		
Gallons Treated per Million	9.50		



Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence)						Month of November 2015		
Type of Call	Danby Twp Alarms	Danby Twp Manhours	Portland Twp Alarms	Portland Twp Manhours	City Portland Alarms	City Portland Manhours	Apparatus	Response Amount
Ambulance/Police Assits							Engine # 1	1
Dwelling							Engine # 7	
Vehicle Fire							Engine # 11	5
Industrial/Commercial Fire							Tanker # 9	2
Wildland/Grass Fire							Brush # 6	1
Garage/Storage Building Fire							Brush # 8	
Barn Fire							Brush # 12	
Tree Down							Light/Air # 2	
Power Line/transformer						1	16	Command 10
Accidents	1	18						
Rescue/Extrication/Water							Car # 4	3
Smoke Alarm						1	9	Quad # 51
Natural Gas/CO2 Leak			2	11	1		8	Marine # 3
Tornado Warning								
Total for Month	1	10	2	11	3	33	Year	
Total for Year	12	222	12	221	38	606	Engine # 1	23
Mutual Aid Given	Alarms	Manhours					Mutual Aid Received	Alarms
Grand Ledge							Grand Ledge	
Westphalia							Westphalia	
Berlin/Orange							Berlin/Orange	
Roxand Township	1	20					Roxand Twp.	
Lyons/Muir							Lyons/Muir	
Pewamo							Pewamo	
Sunfield							Sunfield	
Delta Fire	1	12					Delta Fire	
Other							Other	
Totals for Month	2	32					Totals for Month	Quad # 51
Totals for Year	13	369					Totals for Year	Marine # 3
	Alarms	Manhours					3	Total
Total for Month	8	86						133
Total for Year	78	1418						
Training for November 2015	Manhours	84	Training for Year	Manhours	547	Reported By		
						Nick Martin, Fire Marshal		

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 11/3/2015 Run # 15-071

Owner

Address 916 Kent Street
City Portland State MI Zip 48875 Phone #

Occupant

Address 916 Kent Street
City Portland State MI Zip 48875 Phone #

Township City Section #

Times

Received 15:04 In service 15:12 On Scene 15:12 Controlled 15:14
Cleared 15:18 Back In Ser. 16:04

Total Hrs 1 Total Man Hours 8

Description of Response Report of smoke coming from the basement. All occupants were out of the residence. Upon further investigation steam from the water heater was the

Location of Response 916 Kent St., Portland MI 48875

Units Responding C#4
E#11

Mutual Aid Received N/A

Personnel Responding: (* denotes personnel on scene)

Chief Baker* Asst Chief Gensterblum Captain Krizov*
Captain Lt Logel, Jr.* Lt Czaika*
1 Heintzelman 2 VanHorn* 3 Miller*
4 Lay 5 6
7 8 9
10 11 12
13 14 15
16 17 18
19 20 21
22 23 24

Reported By Heintzelman

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 11/21/2015 **Run #** 15-077

Owner KATHY MOORE
Address 452 DONNA DR
City PORTLAND **State** MI **Zip** 48875 **Phone #** (517)647-7633

Occupant KATHY MOORE
Address 452 DONNA DR
City PORTLAND **State** MI **Zip** 48875 **Phone #** (517)647-7633

Township CITY **Section #**

Times

Received 17:42 **In service** 17:51 **On Scene** 17:55 **Controlled**
Cleared 18:16 **Back In Ser.** 18:45

Total Hrs 1 **Total Man Hours** 8

Description of Response POSS CO ALARM, WITH PERSON WITH SYMPTOMS. FOUND TO BE A OXYGEN ALARM ON A O2 CONCENTRATOR, PERSON HAS NO SYMPTOMS

Location of Response 452 DONNA DR

Units Responding E11

Mutual Aid Received NA

Personnel Responding: (* denotes personnel on scene)

Chief	Asst Chief	Captain
Captain	Lt	Lt
1 DONBROCK	2 LAY	3 SCHAFER G.
4 VANHORN*	5 SHALTRY *	6 WEILER *
7 MILLER *	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24

Reported By WALTERSDORF

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 11/30/2015 **Run #** 15-078

Owner THK
Address 902 Lyons Rd
City Portland **State** MI **Zip** 48875 **Phone #** 517-647-4121

Occupant
Address
City **State** MI **Zip** 48875 **Phone #**

Township City **Section #**

Times
Received 3:50 In service 3:55 On Scene 4:01 Controlled
Cleared 4:59 Back In Ser. 5:20

Total Hrs 1.5 Total Man Hours 12

Description of Response
Called for an explosion with powerloss, Possible transformer fire.

Location of Response Behind 7042 Maynard Rd, Found to be THK, 902 Lyons Rd

Units Responding E11

Mutual Aid Received NONE

Personnel Responding: (* denotes personnel on scene)

Chief	Asst Chief	Gensterblum*	Captain	Kirzov*
Captain	Lt	Waltersdorf*	Lt	
1 K. Patrick- Chapman		2 N. Lay*		3 G. Schafer
4 C. Weiler*		5 J. Gross		6
7		8		9
10		11		12
13		14		15
16		17		18
19		20		21
22		23		24

Reported By Waltersdorf

IONIA COUNTY BOARD OF COMMISSIONERS

December 15, 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. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of November 2015 - \$1,373,929.82
 - D. Approve payment of Health Fund bills - \$90,992.76
 - E.
- VIII. Unfinished Business**
 - A. Appointments
 1. Central Dispatch Board of Directors – Two- two-year terms
 2. Substance Abuse Initiative – Four two-year terms
 3. West Michigan Regional Planning Commission – Two- one-year terms
 4. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – Two one-year terms
 5. Green View Point Par Advisory Board – Vacancy of Member-at-Large
 - B. Request for approval of RFP for Architect
 - C.
- IX. New Business**
 - A. Drug Court Presentation – Judge Kreeger
 - B. Michigan Community Dental Clinics Presentation
 - C. 2016 Hazardous Materials Emergency Preparedness Grant
 - D. Year-End Budget Amendment
 - E. 2016 Organizational Meeting Date/Time

- F. Discussion - County Liability Insurance Reimbursement
- G.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

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

XIII. Closed Session

XIV. 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 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.

Appointments for consideration in the month of February 2016: None