



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

7:00 P.M. Monday, February 1, 2016  
City Council Chambers  
City Hall, 259 Kent St., Portland Michigan

<b>Estimated Time</b>		<b>Action Requested</b>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Motion
7:03 PM	<b>IV. <u>Public Comment</u> (5 minute time limit per speaker)</b>	
7:05 PM	<b>V. <u>City Manager Report</u></b>	
7:10 PM	<b>VI. <u>Presentations</u></b>	
	<b>A. DDA/Main Street Director Perry – Downtown Report</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:15 PM	<b>A. Second Reading &amp; Consideration of Ordinance 175JJ to Amend Section 42-245 of the Portland City Code of Ordinances</b>	Motion
7:17 PM	<b>B. Proposed Resolution 16-06 Approving the Purchase of a Stryker MX-Pro R3 Cot and Two Stryker Stair-Pro 6252 Stair Chairs for the Portland Ambulance Department</b>	Motion
7:20 PM	<b>X. <u>Consent Agenda</u>–</b>	Motion
	<b>A. Minutes &amp; Synopsis from the Regular City Council held on January 18, 2016 and the City Council Goal Session held on January 23, 2016</b>	
	<b>B. Payment of Invoices in the Amount of \$67,851.61 and Payroll in the Amount of \$162,594.21 for a Total of \$230,445.82</b>	
	<b>C. Purchase Orders over \$5,000</b> 1. Michigan Electric Cooperative Association in the Amount of \$12,110.00 for 2016 Safety Dues	
	<b>XI. <u>Communications</u>–</b>	
	<b>A. Board and Commission Application from Charles Dumas</b>	
	<b>B. EDC Minutes from September 28, 2015</b>	
	<b>C. DDA Minutes from December 17, 2015</b>	
	<b>D. DDA Treasurer’s Report for January 21, 2016</b>	

**Estimated  
Time**

7:23 PM

7:25 PM

7:30 PM

7:35 PM

- E. Tree Management Commission Action Taken at its Meeting on January 21, 2016
- F. Parks and Recreation Board Action Taken at its Meeting on January 21, 2016
- G. FERC Communication re: 2015 Water Quality Study Report
- H. Utility Billing Report for December 2015
- I. WOW! Communication re: Channel Lineup
- J. Ionia County Board of Commissioners Agenda for January 26, 2016
- K. MPSC Notice of Hearing for Consumers Energy

**XII. Other Business - None**

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

**Action  
Requested**

Motion

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

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

**ORDINANCE NO. 175JJ**

**AN ORDINANCE TO AMEND SECTION 42-245  
OF THE PORTLAND CITY CODE OF ORDINANCES**

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1.** Section 42-245 of the City Code of Ordinances pertaining to the table of uses in the Industrial District is amended to include the following as a permitted use:

Health and exercise clubs.

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

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**ORDINANCE DECLARED ADOPTED.**

Dated: February 1, 2016

\_\_\_\_\_  
James E. Barnes, Mayor

\_\_\_\_\_  
Monique I. Miller, City Clerk

Introduced: January 18, 2016

Adopted:

Published:

Effective:

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-06**

**A RESOLUTION APPROVING THE PURCHASE OF A STRYKER MX-PRO R3 COT AND TWO STRYKER STAIR-PRO 6252 STAIR CHAIRS FOR THE PORTLAND AMBULANCE DEPARTMENT**

**WHEREAS**, the City's Ambulance Department provides services to the residents of Portland, as well as the surrounding areas; and

**WHEREAS**, the Ambulance Department is in need of replacing an aging cot and two (2) stair chairs to ensure the safe and reliable operation of the Department and has properly budgeted for these items in the 2015-2016 fiscal year; and

**WHEREAS**, the Ambulance Director sought bids and recommends that City Council approve the purchase of a Stryker MX-PRO R3 Cot and two (2) Stryker Stair-Pro 6252 Chairs for the amount of \$11,770.22, a copy of the memorandum from the Ambulance Director and quote is attached as Exhibit A.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council approves the purchase of a Stryker MX-PRO R3 Cot and two (2) Stryker Stair-Pro 6252 Chairs for the amount of \$11,770.22, a copy of the memorandum from the Ambulance Director and quote 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:** February 1, 2016

\_\_\_\_\_  
**Monique I. Miller, City Clerk**



# Portland Ambulance

773 E. Grand River Ave. Portland, MI 48875

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

January 20, 2016

TO: Tutt Gorman, City Manager

Members of Council

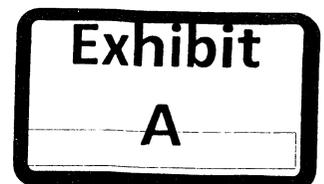
Attached is a quote to replace an aging cot for the ambulances and two (2) stair chairs. We have one existing cot that is beyond its normal service life. This cot has been in service since the early 90's. We currently have two Stryker MX-Pro R3 cots and they have served us very well. I would like to add an additional cot of the same model to keep them all uniform. This will reduce the chances of personnel using different brand items depending upon which truck they are on and possibly having an incident due to differences in models. First Responders many times will help with the operation of the cot and this will also reduce chances of this with them as well. As you will see by the attachments, our quote we received includes several options that we require. The price for the cot and options is lower priced than the competition's cot before adding options. The two companies represented are basically the only companies that provide this piece of equipment for ambulances.

Also included on the quote is two (2) stair chairs. Again, there is documentation showing the price difference between the manufacturers. Stryker is also cheaper on these items as well. The current stair chairs we use are aged and have been failing in their operation. While we have not had any incidents involving patient compromise, we have had a couple incidents involving handles not maintaining their position that could have resulted in a patient injury. The quality of the Stryker stair chair is very high.

It is my request to purchase these items direct from the manufacturer and make our fleet of cots and stair chairs have uniformity and also be up to date equipment that meets our standards. Our rep from Stryker has informed me that we would have a 4-6 week lead time in obtaining these items once approved and ordered.

Respectfully,

Phil Gensterblum, Ambulance Director



Sales Account Manager  
 REBECCA MCKIM  
 rebecca.mckim@stryker.com  
 Cell: 616-202-8449

Remit to:  
 P.O. Box 93308  
 Chicago, IL 60673-3308

**End User Shipping Address**  
 1189749  
 CITY OF PORTLAND AMB  
 773 E GRAND RIV AVE  
 PORTLAND, MI 48875

**Shipping Address**  
 1189749  
 CITY OF PORTLAND AMB  
 773 E GRAND RIV AVE  
 PORTLAND, MI 48875

**Billing Address**  
 1189749  
 CITY OF PORTLAND AMB  
 773 E GRAND RIV AVE  
 PORTLAND, MI 48875

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	4653115	01/19/2016	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	1	MX-PRO R3	608200000	\$5,480.78	\$5,480.78	
		Options				
	1	MX-PRO R3	608200000	\$4,946.72	\$4,946.72	} \$5,480.78
	1	2 Stage IV Pole (patient right)	6080210010	\$241.66	\$241.66	
	1	Pull Handle Option	6080955000	\$123.84	\$123.84	
	1	Flat Head End Storage Pouch	6082128012	\$123.84	\$123.84	
	1	Equipment Hook	6500147000	\$44.72	\$44.72	
	1	Common Components	6082126000			
	1	Domestic Manual	6082027000			
	1	Left Hand Release Handle	6082040001			
	1	Single Adjustable Wheel Lock	6082501010			
	1	Standard Height	6082201000			
	1	Safety Bar (Lift Option)	6091956016			
	1	J Hook	6092036018			
	1	Standard Restraint Package	6082260010			
	1	NO F/E O2 BOTTLE HOLDER	6082141000			
	1	X-Frame Guard Option	6080145000			
	1	No IV Pole Option Patient LT	6080213010			
	1	1 year parts, labor & travel	7777881660			
	1	PR Ret Post W/ Base Protector	6082200000			
	1	Bolster Mattress	6090041010			
	1	DOM SHIP (NOT HI, AK, PR, GM)	0054030000			
	1	No Runner/HE O2	0054200994			
2.00	2	Equipment Hook	6500700003	\$44.72	\$89.44	
3.00	2	Stair-PRO Model 6252	625200000	\$3,100.00	\$6,200.00	
		Options				
	2	Stair-PRO Model 6252	6252000000	\$3,100.00	\$6,200.00	
	2	Common Components	6252026000			
	2	Domestic Manual	6250001160			
	2	2 Piece ABS Panel Seat	6250021000			
	2	Polypropelene Restraint Set (Plastic Buckles)	6250160000			
	2	1 year parts, labor & travel	7777881660			
	2	Main Frame Assy Option	6252022000			
	2	Standard Length Lower Lift Handles	6250024000			
	2	In-Service Video (DVD)	6250001162			
	2	Footrest Option	6252027000			
	2	No IV Clip Option	6252024000			

*Included in quoted price*



Comprehensive Quotation

Sales Account Manager  
REBECCA MCKIM  
rebecca.mckim@stryker.com  
Cell: 616-202-8449

Remit to:  
P.O. Box 93308  
Chicago, IL 60673-3308

Note:  
Consider the addition of Footrests to your Stair Chairs for \$240 each.

Product Total	\$11,770.22
Freight	\$0.00
Tax	<del>\$520.64</del>
<b>Total Incl Tax &amp; Freight</b>	<b>\$12,290.66</b>

Signature: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

**Terms:** Net 30 Days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-STRYKER.

**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



Products

Ambulance Cots

- Power-PRO™ XT  
Model 6506
- Power-PRO™ IT  
Model 6516
- Performance-PRO™ XT  
Model 6086
- MX-PRO® Bariatric  
Transport  
Model 6083
- MX-PRO® R3  
Model 6082
- Power-PRO TL  
Model 6550
- M-1® Roll-in System  
Model 6100

- Cot Accessories
- Cot Fasteners
- Evacuation Equipment
- Stair Chairs

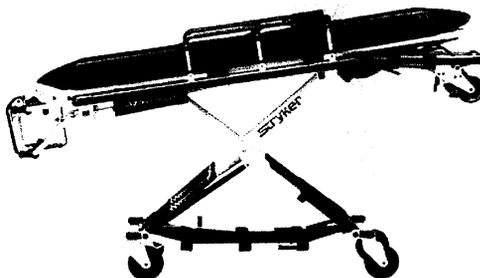
# MX-PRO® R3

**Model Number: 6082**

**Ambulance Cots**

The MX-PRO R3 is light, durable, and fast-handling.

[Get More Information >>>](#)



Literature <

[MX-PRO Spec Sheet](#)

Related Products >



Overview	Accessories	Videos
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**Lightweight but Durable**

This manual cot features a 650 lb weight capacity, yet it weighs only 81 lb. You get a lightweight cot that's strong, durable, and easy to handle.

**One-hand Operation**

One-hand operation of backrest, side rail, breakaway head section and safety bar frees the user to perform life saving tasks.

**Ergonomic Design**

Foot-end lift and grip design and duplicate foot-end controls provide ergonomics that accommodate different-sized operators.

Locate a Territory Manager

Zip Code >

Select a Country/Region

**Products**

- Ambulance Cots
- Cot Accessories
- Cot Fasteners
- Stair Chairs
- Evacuation Equipment

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**Stryker EMS**

3800 East Centre Avenue  
Portage, MI 49002 USA  
1.800.327.0770



Products

Ambulance Cots

Cot Accessories

Cot Fasteners

Evacuation Equipment

Stair Chairs

- Stair-PRO®  
Model 6252
- Stair-PRO®  
Model 6251
- Stair-PRO®  
Model 6250

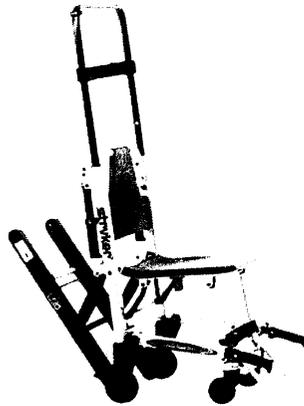
# Stair-PRO®

**Model Number: 6252**

Stair Chairs

Stair-PRO (Model 6252) is scientifically proven to reduce the risk of operator injury.

[Get More Information >>>](#)



- Literature ^
- Stair-PRO Brochure ^
- Stair-PRO Spec Sheet v
- Case Studies v
- Related Products v



- Overview
- Accessories
- Interactive Demos
- Videos

Independent ergonomic experts found Stair-PRO users had less physical stress and risk of back injury than operators of any of the six major competitive chairs\*. The operator position, adjustability of handles, angle of the track and the built-in descent control made Stair-PRO the safest chair in its product category. Stair-PRO has an innovated Stair-TREAD system that allows medics to transport a patient down stairs without lifting.

Locate a Territory Manager

Zip Code >

Select a Country/Region

Australia v

Products

- Ambulance Cots
- Cot Accessories
- Cot Fasteners
- Stair Chairs
- Evacuation Equipment

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Stryker EMS

3800 East Centre Avenue  
Portage, MI 49002 USA  
1.800.327.0770

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The yellow and black color scheme is a proprietary trademark of Stryker Corporation.

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, January 18, 2016

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Interim Police Chief Bauer; Parks, Recreation & Cemetery Director Scheurer; DDA/Main Street Director Perry; Officers Thomas and Patterson; City Hall Employees Tolan and Brown

Guests: Mike Judd; Kathy Ness; Pat Weller, Member of the Portland Parks and Recreation Board; Mikayla Tolan; Kathy Parsons; 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 the Mary Scheurer.

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman stated the County Treasurer has reported the County is in the process of closing with The WODA Group on the Old School Manor property at 306 Brush St. Construction will commence very soon. Representatives with the WODA Group will meet with City staff in the next week or so to go over their plans.

City Manager Gorman reported that a power outage occurred on Thursday, January 14, 2016 as a result of a truck that clipped power lines when leaving a local business. City staff was very expedient in restoring power to the area.

Kent St. will be closed tomorrow from approximately 10:00 A.M. to 2:00 P.M. in order for a large beam to be placed at 128 Kent St. The dumpsters were removed last week.

Mayor Barnes inquired when construction on McDonalds will begin.

City Manager Gorman stated there plan is to begin this spring, when the weather "breaks". A specific date has not been set.

Under Presentations, Mayor Barnes presented a proclamation to Mary Scheurer, Director of Parks, Recreation and Cemetery, honoring her retirement after more than 37 years of service to the City of Portland.

Under New Business, the First Reading of Ordinance 175JJ was held. The Planning Commission has recommended that "health and exercise club" be added as a permitted use in the Industrial District of the Zoning Ordinance. This use is currently permitted in all of the Commercial Districts. The request was

made by Emily Zug, of Zug Elite Training, as she would like to locate her business at 349 Water St. The property, formerly known as Builders Lumber, is owned by Brian and Nancy Wohlscheid. They have made substantial renovations and improvements to the property. The Planning Commission would like to look at adding other uses that are allowed in the Commercial Districts to the Industrial District as well.

The Council considered Resolution 16-02 to approve rate changes for the Ambulance Department to better address various circumstances that fall under the “No Transport Fee”. The Ambulance Director proposed implementing a Lift Assist No Transport Fee of \$75.00, a Basic Life Support No Transport Fee of \$140.00 and an Advanced Life Support No Transport Fee of \$225.00. The City Manager and Ambulance Director recommend that the Council approve the proposed changes.

There was discussion of the benefits of the lift assist service offered by the Ambulance Department. It was also noted that the billing, outsourced to MHR Billing, is very effective and efficient.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 16-02 approving rate changes for the Portland Ambulance Department.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 16-03 to approve and adopt the Revised City Employee Handbook and Conditions of Employment. The current employee handbook was adopted on July 1, 2001 and has not been formally updated or revised since that time. City staff and legal counsel have conducted a review of the employee handbook to ensure state and federal compliance and to be consistent with current best practices. The proposed Revised City Employee Handbook and Conditions of Employment will supersede and replace the current employee handbook adopted in 2001.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 16-03 approving and adopting the Revised City Employee Handbook and Conditions of Employment.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 16-04 to approve Fleis & VandenBrink’s proposal to provide construction engineering services for the Kent Street Improvement Project at an amount not to exceed \$109,800.00. The City Budget for Fiscal Year 2015-2016 includes sufficient funds to cover the engineering proposal for construction engineering services.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 16-04 approving Fleis & VandenBrink’s proposal to provide construction engineering services for the Kent Street Improvement Project.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 16-05 to approve a capacity purchase through the Michigan Public Power Agency (MPPA) contingent upon the approval of the Board of Light and Power. The City of Portland, as a member of the MPPA’s Energy Services Project Committee, has an opportunity to enter

into a transaction for a purchase of capacity from June 1, 2020 through May 31, 2030 in an amount not to exceed \$864,000, pursuant to the terms of the Letter of Authorization. This recommendation will be an action item for the Board of Light and Power at its regularly scheduled meeting on January 26, 2016.

Council Member Baldyga inquired how much of the power purchased by the City of Portland is from renewables.

City Manager Gorman stated that approximately 10% of the power purchased is from renewable sources.

Mayor Barnes noted that Public Act 295 required that 10% of the power purchased by from renewable sources by 2015. The City of Portland met that requirement.

There was continued discussion.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 16-05 approving a capacity purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light and Power.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, 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 January 4, 2016, payment of invoices in the amount of \$79,031.82 and payroll in the amount of \$96,745.67 for a total of \$175,777.49. Purchase orders to the Michigan Public Power Agency in the amount of \$15,394.37 for 2016 Annual Dues and the Michigan Municipal Electric Association in the amount of \$6,887.00 for 2016 Membership Dues & Assessment were also included.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager noted that the cold weather has brought about a couple of water main breaks today.

The Chamber of Commerce will hold its Annual Dinner on Monday, February 8, 2016 at the Wagon Wheel. Ticket information is available on the Chamber website.

Under Council Comments, Mayor Barnes noted the Chamber of Commerce held a ribbon cutting ceremony at the Portland Assisted Living & Memory Center earlier this month. It is a beautiful facility.

The incident of an unresponsive juvenile, reported in the monthly Police Department Report, is a reminder that drug issues are everywhere. Not just in big cities.

Mayor Barnes further noted that the water issue in Flint makes us thankful for the utility service we have in Portland. He thanked the City employees for their efforts.

Mayor Pro-Tem VanSlambrouck noted the Portland Area Fire Authority included in the communications. It was a very good audit. He also noted that the City’s representative to the Ionia County Board of Commissioners, Jack Shattuck, has been elected Chair. The City of Portland is well represented.

Council Member Baldyga noted that it takes a lot of work from a lot of people to make things happen.

Council Member Fitzsimmons stated it has been great to talk to representative from other communities about our River Trail. The River Trail is truly remarkable and it is wonderful that we have had someone in Mary Scheurer that had the foresight to make it happen.

Mayor Barnes stated that Mary has worn so many “hats” over the years and has a unique position. She will be difficult to replace.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the January 18, 2016 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, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Interim Police Chief Bauer; Parks, Recreation & Cemetery Director Scheurer; DDA/Main Street Director Perry; Officers Thomas and Patterson; City Hall Employees Tolan and Brown

**Presentations** - Mayor Barnes presented a proclamation to Mary Scheurer, Director of Parks, Recreation and Cemetery, honoring her retirement after more than 37 years of service to the City of Portland.

**First Reading of Ordinance 175JJ** to add “health and exercise club” as a permitted use in the Industrial District.

**Approval of Resolution 16-02** approving rate changes for the Portland Ambulance Department.

All in favor. Approved.

**Approval of Resolution 16-03** approving and adopting the Revised City Employee Handbook and Conditions of Employment.

All in favor. Approved.

**Approval of Resolution 16-04** approving Fleis & VandenBrink’s proposal to provide construction engineering services for the Kent Street Improvement Project.

All in favor. Approved.

**Approval of Resolution 16-05** approving a capacity purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light and Power.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Approved.

**Adjournment at 7:40 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

# City of Portland

Portland, Michigan

## Minutes of the City Council Goal Session

Held on Saturday, January 23, 2016

In the Executive Conference Room at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons and Baldyga

Absent: Council Member Johnston

Staff: City Manager Gorman, City Finance Officer Kinde and City Clerk Miller

The session was called to order at 8:01 A.M. by Mayor Barnes.

City Manager Gorman presented documents to Council including the goals submitted by the Department Heads and a summary of the budget questionnaire completed by the Council Members.

Mayor Barnes stated he would like to ensure the essential services and “basics” are taken care of as a first priority in the Fiscal Year 2016-2017 Budget. He also stated that the Motor Pool fund needs to be evaluated and repaired.

There was discussion of changing the Council’s compensation with the opening of a review of the Charter, possibly as part of the sesquicentennial celebration in 2019.

The Council reviewed the goals submitted by the Department Heads for the upcoming Fiscal Year.

There was discussion.

Mayor Pro-Tem VanSlambrouck provided an update on the Portland Area Fire Authority. The new fire truck has been delivered and should be in service soon. They have already begun saving for another fire truck. The budget did go up some due to an increase in the Fire Chief’s wages. New turnout gear has been purchased for the department. Fire Department personnel will have physicals. There is a decent fund balance.

There was discussion in regard to the funding formula for participating jurisdictions of the Portland Area Fire Authority.

The meeting was adjourned at 1:22 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AMERICAN WATER WORKS ASSOC.	00018	AWWA RENEWAL - WATER	75.00
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH LINERS - CEMERTY	403.00
CHROUCH COMMUNICATION, INC.	00082	REINSTALL RADIO IN AMB 43 & REPROGRAM RADIOS -	315.00
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	2,431.54
FIRE PROS, INC.	00151	HYDRO TEST - WATER	36.75
FIRE PROS, INC.	00151	FIRE EXTINGUISHER SERVICE/HYDRO TEST - MTR POO	179.75
FIRE PROS, INC.	00151	HYDRO TEST/FIRE EXTINGUISHER MAINT - ELECTRIC	402.50
FIRE PROS, INC.	00151	FIRE EXTINGUISHER/HYDRO TESTS - POLICE	128.50
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTIONS/HYDRO TESTS - MT	45.00
FIRE PROS, INC.	00151	FIRE EXTINGUISHERS/INSPECTIONS - WASTE WTR	45.00
FIRE PROS, INC.	00151	FIRE EXTINGUISHERS INSPECTION - WATER	45.00
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTION - ELECTRIC	45.00
FIRE PROS, INC.	00151	FIRE EXTINGUISHER/HYDRO TEST - CEMETERY	126.00
FLEIS & VANDENBRINK	00153	BREWERY CONSULT/RIVERSIDE LIFT STATION ASSIST	1,030.50
INDEPENDENT BANK	00197	BOND & REDEMPTION - ELECTRIC	9,100.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	25.00
KEUSCH SUPER SERVICE	00228	TIRES, LABOR - MTR POOL	399.78
KEUSCH SUPER SERVICE	00228	STEER TIRE & LABOR - MTR POOL	424.83
MICHIGAN ASSN OF CHIEFS POLICE	00266	WINTER TRAINING CONFERENCE - POLICE	210.00
MICHIGAN COMPANY, INC.	00273	BLUE MELT - CITY HALL, GEN	855.94
MICHIGAN COMPANY, INC.	00273	TOWELS/TISSUE - CEMETERY	474.38
MICHIGAN COMPANY, INC.	00273	TOWELS/TISSUES - CEMETERY	84.62
MICHIGAN ELECTRIC COOP ASSN	00276	SAFETY DUES FOR 2016 - ELECTRIC	12,110.00
MICHIGAN MUNICIPAL ELECTRIC AS	00283	2016 MEMBERSHIP DUES - ELECTRIC	6,887.00
MICHIGAN PUBLIC POWER AGENCY	00293	MPPA 2016 DUES - ELECTRIC	15,394.37
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	4,047.00
MUNICIPAL SUPPLY CO.	00324	METER HORN NO LEAD - WATER	256.88
MUNICIPAL SUPPLY CO.	00324	FULL SEAL CLAMP - WATER	353.30
MUZZALL GRAPHICS	00326	BUSINESS CARDS- COUNCIL	44.44
NYE UNIFORM CO.	00338	BADGES - POLICE	267.18
PORTLAND AREA CHAMBER OF COMMERCE	00358	CHAMBER EVENT FEE - CITY MANAGER	25.00

## CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DOUGLAS SHERMAN	00414	MILEAGE & MEAL REIMB - WASTE WATER	107.12
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC, WW, WTR, M POOL	186.67
FRED KRAMER	00564	OFFICIALS - REC	192.00
BRIAN KRIEGER	00568	OFFICIALS - REC	55.00
BRIAN RUSSELL	00593	OFFICIALS - REC	72.00
BRYAN SCHEURER	00600	OFFICIALS - REC	96.00
MARK SCHEURER	00601	OFFICIALS - REC	48.00
DUANE CROSS	00642	SOCKET SET - ELECTRIC	268.00
CITY OF PORTLAND	00701	PETTY CASH	532.87
PLEUNE SERVICE COMPANY INC.	00741	REPLACE THE BELT ON CARRIER UNIT - CITY HALL	238.98
CLARK HILL PLC	01422	LEGAL SERVICES - GENERAL	33.00
KATHY'S CLEANING	01684	CLEANING - CITY HALL	900.00
RYAN WILCOX	01734	OFFICIALS - REC	75.00
TASER INTERNATIONAL INC	01750	CARTRIDGES, HOLSTERS - POLICE	298.56
DONALD CHUBB	01799	OFFICIALS - REC	192.00
MIKE FULLER	01801	OFFICIALS - REC	192.00
JOHN DEERE FINANCIAL	01818	PARTS - CEM, PARKS, MTR POOL	170.75
SYNAGRO CENTRAL, LLC	01889	PUMP/TRANSPORT LIQUID MATERIALS - WASTE WATER	2,480.85
FAMILY FARM & HOME	01972	MAILBOX - MAJ STREETS	64.99
JODI WOODMAN	02006	OFFICIALS - REC	40.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	114.85
BUSINESS CARD	02075	COMPUTERS, CONSTANT CONTACT - CEM, PARKS, ECON D	2,279.48
MANDY SIMON	02084	OFFICIALS - REC	80.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET - CITY HALL, ELEC, WW	103.91
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	56.00
BRYANT PETTIT	02163	SCOREKEEPERS - REC	105.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	56.00
MARCEL MILLER	02245	OFFICIALS - REC	96.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	42.00
S. TUTT GORMAN	02311	CELL PHONE REIMB - CITY MANAGER	60.00
TERRY WOODS	02329	OFFICIALS - REC	144.00

## CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
LOGAN COOK	02342	SCOREKEEPER - REC	42.00
MARCO WILLIAMS	02393	OFFICIALS - REC	168.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	87.00
SPEEDWAY LLC	02395	FUEL - ELECTRIC, MTR POOL	1,182.90
AMY RADEMACHER	02396	OFFICIALS - REC	40.00
TREVOR TRIERWEILER	02397	SCOREKEEPERS - REC	75.00
FRAN MCCOLLOR	MISC	ENERGY OPTZ - ELECTRIC	150.00
UPS	MISC	POSTAGE - ELEC, WATER, WW	57.43
PET WASTE ELIMINATOR	MISC	PET WASTE BAGS - PARKS	399.99
Total:			\$67,851.61

**BI-WEEKLY  
WAGE REPORT  
January 18, 2016**

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.	7,728.25	137,052.82	4,782.44	54,289.02	12,510.69	191,341.84
ASSESSOR	1,273.92	21,145.20	905.22	7,816.64	2,179.14	28,961.84
CEMETERY	6,185.82	59,539.78	2,269.23	21,999.45	8,455.05	81,539.23
POLICE	14,181.52	242,212.81	7,341.25	79,949.59	21,522.77	322,162.40
CODE ENFORCEMENT	592.75	10,709.40	465.09	3,991.96	1,057.84	14,701.36
PARKS	5,741.75	42,297.95	1,768.03	13,761.65	7,509.78	56,059.60
INCOME TAX	1,629.59	29,526.88	2,192.70	19,429.97	3,822.29	48,956.85
MAJOR STREETS	2,940.49	51,311.09	3,190.96	33,305.30	6,131.45	84,616.39
LOCAL STREETS	2,135.76	39,950.21	2,397.83	25,232.42	4,533.59	65,182.63
RECREATION	6,390.55	36,853.06	2,243.29	17,868.19	8,633.84	54,721.25
AMBULANCE	9,672.01	188,988.41	4,730.53	50,178.25	14,402.54	239,166.66
DDA	1,538.40	13,018.72	294.59	1,563.88	1,832.99	14,582.60
ELECTRIC	19,436.98	290,510.33	16,415.10	147,864.37	35,852.08	438,374.70
WASTEWATER	10,503.68	156,528.82	9,716.68	86,210.95	20,220.36	242,739.77
WATER	6,156.01	77,702.32	5,250.03	39,615.65	11,406.04	117,317.97
MOTOR POOL	1,292.03	25,715.29	1,231.73	13,176.55	2,523.76	38,891.84
<b>TOTALS:</b>	<b>97,399.51</b>	<b>1,423,063.09</b>	<b>65,194.70</b>	<b>616,253.84</b>	<b>162,594.21</b>	<b>2,039,316.93</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 1/28/16**  
**MEETING DATE 2/1/16**

Fund	Description	Beginning Balance 1/14/16	Total Cash in	Total Cash out	Cash Balance 1/28/16	Time Certificates	Ending Balance 1/28/16
101	GENERAL FUND	846,227.66	196,128.00	(112,468.56)	929,887.10	235,000.00	1,164,887.10
105	INCOME TAX FUND	48,111.91	124,445.75	(71,570.02)	100,987.64	10,000.00	110,987.64
150	CEMETERY PERPETUAL CARE FUND	35,242.20	-	-	35,242.20		35,242.20
202	MAJOR STREETS FUND	68,668.89	4,988.48	(16,017.46)	57,639.91		57,639.91
203	LOCAL STREETS FUND	119,774.47	3,637.54	(11,532.23)	111,879.78		111,879.78
208	RECREATION FUND	6,122.35	4,414.11	(8,832.18)	1,704.28		1,704.28
210	AMBULANCE FUND	104,669.56	23,177.86	(37,031.65)	90,815.77		90,815.77
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	105,127.98	20,976.17	(43,684.00)	82,420.15		82,420.15
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	25,232.13	6,845.40	(10,112.99)	21,964.54		21,964.54
582	ELECTRIC FUND	(4,967.31)	240,606.93	(235,704.33)	(64.71)	530,000.00	529,935.29
590	WASTEWATER FUND	20,886.88	77,846.81	(105,310.74)	(6,577.05)		(6,577.05)
591	WATER FUND	91,643.73	38,004.75	(52,183.70)	77,464.78	420,000.00	497,464.78
661	MOTOR POOL FUND	(24,391.86)	26,883.26	(18,278.80)	(15,787.40)		(15,787.40)
703	CURRENT TAX FUND	59,494.30	111,295.46	(50,842.48)	119,947.28		119,947.28
<b>TOTAL - ALL FUNDS</b>		<b>1,636,931.99</b>	<b>879,250.52</b>	<b>(773,569.14)</b>	<b>1,742,613.37</b>	<b>1,195,000.00</b>	<b>2,937,613.37</b>
					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	572,811.22	572,811.22
					ELECTRIC-PRIN & INT ESCROW	173,995.36	173,995.36
					WASTEWATER DEBT ESCROW	164,926.71	164,926.71
					WASTEWATER REPAIR ESCROW	68,620.00	68,620.00
					DDA-PRIN & INT ESCROW	104,687.67	104,687.67
							<b>4,722,654.33</b>

\*Customer Deposit Breakdown

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

**PURCHASE ORDER**

**CITY OF PORTLAND**

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

TO MECA

SHIP TO E/EC.

582-201-958

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

1-21-15

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<u>SAFETY DUST</u>	<u>\$</u>	<u>12,110.00</u>
	<u>FOR 2016</u>		

*[Handwritten Signature]*

NOT FOR RESALE    FOR RESALE   TAX NUMBER \_\_\_\_\_   AUTHORIZED SIGNATURE \_\_\_\_\_

ORIGINAL

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



7973 E. Grand River Ave.  
Portland, MI 48875

INVOICE: 4118866

Invoice Date: 01/14/2016  
Terms: Net 10  
Due Date: 01/24/2016  
Amount Due: \$ 12,110.00

CITY OF PORTLAND  
ATTN: MIKE HYLAND  
259 KENT ST  
PORTLAND MI 48875

Account: 200923  
Description: 2016 SAFETY DUES

Page 1 of 1

DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	TAX
DEFERRED - MUNI/IOU	1.000	EACH	12,110.0000	12,110.00	

**MESSAGES**

Subtotal: \$ 12,110.00  
Tax: \$ 0.00  
Total: \$ 12,110.00  
Amount Paid: \$ 0.00  
Amount Due: \$ 12,110.00

RETURN BOTTOM PORTION WITH PAYMENT



7973 E. Grand River Ave.  
Portland, MI 48875

Account: 200923  
Invoice: 4118866  
Due Date: 01/24/2016  
Amount Due: \$ 12,110.00

Amount Of Payment: \_\_\_\_\_

Remit To:

MICHIGAN ELECTRIC COOPERATIVE ASSOC  
7973 E GRAND RIVER AVE  
PORTLAND MI 48875

CITY OF PORTLAND  
ATTN: MIKE HYLAND  
259 KENT ST  
PORTLAND MI 48875



Michigan Electric Cooperative Association

January 20, 2014

Mike Hyland  
City Controller  
Portland Light & Power  
259 Kent Street  
Portland MI 48875

Re: Notice of 2015-2017 Safety Program Pricing

Dear Mike:

Thank you for your commitment to workplace safety, and your continued participation in the Michigan Electric Cooperative Association (MECA) safety training program.

Consistent with the Safety Program Agreement between our two organizations, we are writing to inform you of a pricing change for the 2015-2017 programs. The annual fee for Portland Light & Power will be \$12,110, which provides for eight traditional safety meetings, safety workshops, mutual aid support, accident investigation and other safety support (see Exhibit A, attached). This amount will continue to be payable in advance to MECA by December 1 of each proceeding program year.

The revised pricing model was designed to bridge the gap between the dues amounts paid by cooperative and non-cooperative participants, while providing 3-year price assurance for all. Changes to the pricing formula are:

- Increased site fee from \$12,500 to \$14,000. All utilities receiving services as part of a group share the site fee equally (e.g. if there are three utilities sharing a site, each pays \$4,666, one third of the \$14,000 site fee).
- Increased utility fees from \$7,500 to \$10,950 ("large" utility) and from \$3,500 to \$5,110 ("small" utility).

These changes have been discussed and endorsed by a joint safety steering committee that is comprised of safety/operations professionals from both cooperative and municipal members of the MECA safety program:

Mark Prevost (Bay City)  
Greg Fishnick (Holland)  
Rod Solak (Traverse City)

Tom Harrell (Alger Delta)  
Jim Blekicky (Grand Haven)  
Jim Mackie (Cloverland)  
David Lynch (Marquette)

Dave Matz (Great Lakes)  
Matt Miller (HomeWorks)  
Jim Carpenter (Cherryland)

This notice of pricing change is being made in accordance with Section 2 of our signed safety program agreement (attached). No action needs to be taken to continue participation in the MECA safety program for the 2015-2017 term. If you have any questions, please direct them to Mr. Joe McElroy, MECA Director of Safety & Loss Control, at [jmcelroy@meca.coop](mailto:jmcelroy@meca.coop) or 517-331-4459.

The success of our safety program is based on a foundation of partnership between our electric cooperative members and municipal/private utility partners. We look forward to continuing this strategic partnership. Thank you for your participation in the MECA safety program.

Sincerely,



Craig A. Borr  
President/CEO

CC: Mindy Tolan



Joe McElroy  
Director of Safety & Loss Control

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

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

Please print your responses

Date: 5/15/14

Name: Charles Dumas

Address: 9015 Sylvan Drive

Telephone No. 517-526-0439

E-mail address cdumas@portlandkia.org

Employer Portland Public Schools Telephone No. 6474161

How long have you lived in the City of Portland? —

\*\*\*\*\*

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

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

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

Education

**Charles V. Dumas II, Ed.S.**

9015 Sylvan Drive  
Portland, Michigan 48875  
[cdumas@portlandmichigan.us](mailto:cdumas@portlandmichigan.us)



*“The performance of any individual is to be judged in terms of his contribution to the aim of the system, not on his individual performance.”*

*Dr. W. Edwards Deming*

9015 Sylvan Drive  
Portland, MI 49875  
Home: (517) 647-2604  
Cell: (517) 526-0438  
Office: (517) 647-4161

**Charles V. Dumas, Ed.S.**

[cdumas@portlandmichigan.us](mailto:cdumas@portlandmichigan.us)

**EDUCATION**

**State of Michigan**  
Department of Education  
State Board of Education

1990 - **School Administrator Certificate**  
Central Office Administration, Superintendent

**Michigan State University**  
East Lansing, Michigan 48824

1989 - **Educational Specialist Degree**  
Award for Academic Excellence,  
Curriculum & Instruction major

**Ferris State University**  
Big Rapids, Michigan 49307

1986 - **Leadership Development Program**  
Participant, Advisory Committee Member, Mentor

**Western Michigan University**  
Kalamazoo, Michigan 49001

1979 - **Master of Arts Degree**  
Education major

**Western Michigan University**  
Kalamazoo, Michigan 49001

1976 - **Bachelor of Science Degree, Cum Laude,**  
General Education Honors Program,  
Vocational Industrial Education

**EXPERIENCE**

**1991- Present**

**Superintendent** - Portland Public Schools - 2,100 student school district with 225 employees and a 18 million dollar budget. 7.35 mill debt levy.

**1986-1991**

**Director of Vocational Education** - Huron Intermediate School District  
Responsible for county-wide V-TE programming.

**1985-1986**

**Principal** - Huron Area Skill Center - established curriculum, monitored construction and hired staff for a new technical education center.

**1980-1985**

**Placement Coordinator** - Branch Intermediate School District  
Placed students in work experience, co-op and full-time jobs.

**1976-1980**

**Building Trades Instructor** - Branch Area Career Center

**1979-1985**

**Licensed Residential Builder**

## **RELATIONSHIP WITH THE BOARD**

- Initiated an annual Board goal setting process.
- Facilitated the review and revision of Board policies, twice.
- Received a “Commendable” rating on all 23 annual performance evaluations.

## **RELATIONSHIP WITH STAFF**

- Organized administrative staff and functions.
- Developed administrator annual evaluation process.
- Negotiated 40 labor contracts.
- Meet monthly with LEA President.

## **RELATIONSHIP WITH STUDENTS**

- Delivered 23 High School and 23 Adult Education commencement addresses.
- Visit all classrooms on a regular basis.
- Serve as the announcer for Invitational Track meets.
- Lead Halloween Parades for Elementary School
- Play Santa Claus for the early elementary students.

## **COMMUNITY RELATIONS**

- Write a weekly column for the local newspaper.
- Chairperson- Downtown Development Authority Board- since 1998.
  - Portland earned a “Main Street USA” designation and awarded “Cool City” status.
- Vice-Chair Portland Main Street Board of Directors
- Instrumental in securing financing for City Hall.

## **BUSINESS AND FINANCE**

- Built fund equity.
- Successfully led 9 millage proposals.
- Successfully led 28 million dollar bond campaign which provided:
  - A rearrangement of instructional space and additions to two elementary schools
  - Additions to the middle and high schools
  - A new Adult and Community Education building
  - Enhanced technology throughout the District, including a fiber optic WAN.
- Led District through two significant budget reductions. Loss of over 10% of our staff.

## **EDUCATIONAL LEADERSHIP**

- Orchestrated the realignment of the grade levels in our elementary schools.
- Orchestrated the creation of the District’s first Technology Plan
- Participant in the Instructional Consultation Teams Program through the University of Maryland – with intention to cut special education numbers in half.
- Coordinating the alignment of K-12 curriculum with Common Core Stat Standards, Michigan Curriculum Framework, Content Standards and Benchmarks and Grade Level Content Expectations.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Portland Area Kiwanis Club, International, Past President  
Portland Main Street Board of Directors- Vice-Chairperson  
Portland Downtown Development Authority, Chairperson  
Portland Area Chamber of Commerce, Past President  
American Association of School Administrators  
Michigan Association of School Administrators  
Portland United Way, Campaign Chairman  
Portland Civic Club, Charter Member

Charles Dumas

# PORTLAND ECONOMIC DEVELOPMENT CORPORATION

Minutes of the Meeting  
**Held at 7:00 p.m., September 28, 2015**  
City Hall Executive Conference Room  
City Hall, 259 Kent St., Portland, Michigan

Present: Clement, Fitzsimmons, Abel, Pohl, Lakin, Foote, Interim City Manager Gorman

Absent: Calley, Smith

Staff: City Clerk Miller

Guests: Michael Garrett of Pinnacle Construction Group

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

Motion by Fitzsimmons, supported by Lakin, to approve as presented.  
All in favor. Approved.

Motion by Fitzsimmons, supported by Pohl, to approve the Minutes of the April 27, 2015 meeting as presented.  
All in favor. Approved.

Under New Business, City Manager Gorman introduced Mr. Garrett and stated that they met recently during the redevelopment process of the Goodwill after it was destroyed by the tornado on June 22, 2015. Mr. Garrett has seen the potential for other development opportunities in the City of Portland.

City Manager Gorman noted that Terry Frewen was present at the meeting on August 5, 2015; although there was no quorum for an official meeting he distributed information on listing the development property at Cutler Rd. and Grand River Ave. Kathy Hoppough also submitted information on listing the property.

Mr. Garrett explained that he has been in business for 20 years. He started in construction and grew into a real estate developer. His company typically develops the property and then leases to the occupants. He established a relationship with Goodwill Industries several years ago and was involved with originally bringing them to Portland. When the new Goodwill Industries in constructed in Portland he will own the building and they will lease it for the next 10 years. He stated that he is invested in the Portland community.

Mr. Garrett further explained his involvement with medical developments and partnering with those that will use the building he constructs. He suggested approaching Sparrow and other medical corporations to assess development opportunities for the property at Cutler Rd. and Grand River Ave. There would be no formal agreement.

There was discussion.

The Board concurred their support for Mr. Garrett to meet with potential developers in the community.

Economic Development Corporation

September 28, 2015

There was discussion of listing the property with a realtor. It was decided it was a moot point at this time.

City Manager Gorman stated that he received the final site plan today from Williams & Works for the Goodwill project. They are working with Terry Frewen and proposing a shared site. The proposed plan would eliminate three driveways. The proposed store would be similar to other Goodwill locations. Construction is expected to begin soon after approval.

City Manager Gorman stated that the environmental studies have been completed on the WODA development of Old School Manor. Plans are currently being finalized. The anticipated start date is November 1, 2015.

Motion by Fitzsimmons, supported by Gorman, to adjourn the meeting.  
All in favor. Approved.

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



Diane Smith, Secretary

7

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

Held on Thursday, December 17, 2015  
In Council Chambers at City Hall

Members Present: Barnes, Gorman, VanSlambrouck, Tyler, Briggs, Blastic, Urie

Absent: Dumas, Antaya, Clement, Grimminck

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

Guests: None

The meeting was called to order at 3:32 P.M.

Barnes noted the absences of Dumas, Antaya, and Grimminck are excused.

Motion by Briggs, supported by Blastic, to approve the Agenda as presented.  
All in favor. Adopted.

Motion by Briggs, supported by VanSlambrouck, to approve the minutes of the November 19, 2015 meeting as presented.  
All in favor. Adopted.

Motion by Barnes, supported by Blastic, to approve the Treasurer's Report as presented.  
All in favor. Adopted.

Director Perry gave a brief review of the Treasurer's Report.

There was discussion of the purchasing policy at Tom's Food Center which requires all purchases be made with a City of Portland purchase order. Director Perry stated that this requirement is not often convenient during an event if a volunteer has to make a purchase on her behalf. Methods to achieve this requirement and reimbursement of sales tax were specifically discussed.

Under Old Business, dates for the DDA Board Retreat were discussed. It was decided to do on a morning of a work date.

Under New Business, Director Perry presented the contract from Verdin for maintenance of the clock on the corner of Kent St. and Bridge St.

City Manager Gorman noted it looks like it needs to be cleaned.

Director Perry stated the clear covers have yellowed and become hazy over time. Options to have them replaced have been discussed.

City Manager Gorman suggested the DDA look at its goals and priorities for when City Hall is paid off.

Motion by Blastic, supported by Tyler to approve the Verdin clock maintenance contract.  
All in favor. Adopted.

Director Perry stated that Treasurer Kinde needs direction for reimbursement of sales tax on purchases made at Tom's Food Center without a purchase order that were not charged to the City of Portland account.

Mayor Barnes stated the sales tax should be reimbursed.

Director Perry stated the Ionia County Library Association is promoting a countywide project "1000 Books before Kindergarten" which will include a book bag with business logos and this may be good opportunity to promote the DDA/Main Street logo. This was not a budgeted item, but other funds not expended could be used. The deadline is January 31<sup>st</sup>.

There was discussion.

Motion by Blastic, supported by Urie, to table discussion of the Ionia County Library Association "1000 Books before Kindergarten" advertising decision to get input from Member Grimminck.  
All in favor. Adopted.

Under the Director's Report, Director Perry reported she recently attended the Main Street Quarterly Training in Otsego which focused on Economic Development. A lot of good information was shared.

The dumpsters on Kent Street in front of the Opera House will be in place at least another two weeks. Crews are cleaning out everything damaged by water, the building is virtually empty at this point.

Director Perry presented a report on Holidayfest. The parade had the best attendance to date with 32 entries. Profits and cost were virtually equal, overall the event was another success.

A new comic book business has opened in the Peake building on the corner of Kent St. and Bridge St. and Jeneen's Nails, a full day spa, has also opened on Kent St.

Director Perry stated she will be meeting with each committee chair to discuss 2016-2017 work plans.

The National Main Street Conference will be held May 23<sup>rd</sup> – 25<sup>th</sup> in Milwaukee, WI. There is still \$5,900 in budgeted funds available for this use.

Mayor Barnes suggested at this point anyone interested in attending should do so.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee held a successful Holidayfest on Saturday, December 12, 2015. Planning for the May 21<sup>st</sup> Block Party is underway.

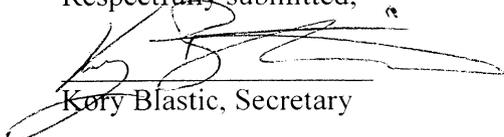
Member Briggs reported the Design Committee is looking for a place to store the planters, water tank and wagon.

Member Tyler reported the Economic Revitalization Committee will host the January “Business After Hours” They are also still working on developing a brochure to distribute to potential developers.

Committee Chair Barnes reported that the Organization and Finance Committee published the December 2015 “On the Street” newsletter featuring Holidayfest, businesses and activities. They continue to work on volunteer and sponsor recruitment. Facebook is up to 2078 “likes” and had a post reach 4,925 individuals this week.

Motion by Blastic, supported by Gorman, to adjourn the meeting at 4:18 P.M.  
All in favor. Adopted

Respectfully submitted,



Kory Blastic, Secretary



Date: January 21, 2016

**REPORT OF FUNDS IN DDA AS OF: January 15, 2016**

**PRINCIPAL & INTEREST ACCOUNT**

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>12/11/2015</u>	\$ 66,254.55
INTEREST EARNED:	\$ 3.12
DEPOSITS:	
Transfer from Regular Account for Bond Principal and Interest Escrow	<u>\$ 38,430.00</u>
<b>NEW BALANCE: <u>1/15/2016</u></b>	<b><u>\$ 104,687.67</u></b>

**REGULAR ACCOUNT**

PREVIOUS BALANCE: <u>12/11/2015</u>	\$ 128,266.89
INTEREST EARNED:	\$ 5.31
DEPOSITS:	
Holiday Fest Ad	\$ 525.00
Wagon Ride Sponsorship	\$ 250.00
Holiday Fest Sponsorship	\$ 350.00
Holiday Fest Wagon Rides	\$ 450.00
Purchase of leftover DDA drinks	\$ 20.00
Reimbursement from Patricia Perry for missed physical	\$ 50.00

**CHECKS WRITTEN:**

Ck No. Payee:	<u>AMOUNTS</u>
1527 MICHIGAN.COM - Holiday Fest Ad	\$ 900.00
1528 PATRICIA PERRY - Reimbursement for signage for Holiday Fest and food for DDA Board training	\$ 129.69
1529 CITY OF PORTLAND - On the Street, Postage, Cables for Christmas banners, phone charges, and ink cartridges	<u>\$ 698.85</u>
<b>TOTAL CHECKS</b>	<b>\$ (1,728.54)</b>

TRANSFER TO THE CITY FOR ADDITIONAL MERS PAYMENT	\$ (2,198.55)
TRANSFER TO DDA PRINCIPAL AND INTEREST	\$ (38,430.00)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 12/21/15 - 1/4/16	<u>\$ (3,378.79)</u>

TOTAL EXPENSES: \$ (41,808.79)

**NEW BALANCE: 1/15/2016** **\$ 84,181.32**

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

January 21, 2016

To: City Council/City Manager  
From: Tree Management Commission  
Re: Action taken at the scheduled January Tree Management Commission

Dear Council,

At the regular Parks and Recreation Board meeting held on January 21, 2016 at 4:30 pm in the executive Board room at City Hall. The Commission took the following action.

The Director provided the Commission with Spring Tree Planting information. Due to the fact that we had so many trees damaged and removed as a result of the tornado and have expended the Tree Management Budget with stump removals. The Director suggested the Tree Management commission make a recommendation that the Council allow the residents of the City who need to replace a tree in the curb lawn area the ability to purchase a tree from the City utilizing the bid prices the City receives this spring. Every spring and fall the City has been going to bid for 2" caliper trees to plant in the Parks, Cemetery and the curb lawn area. The bids usually include numerous species of trees that are suitable for the curb lawn area. This would allow trees to be planted in the curb lawn this spring instead of waiting until next fall in the next budget year. The trees would be purchased by the City and planted by City crews and then the residents would be billed for the price of the tree. After discussion a motion was made by Carr to recommend to the Council to allow residents of the City who need a tree replaced in their curb lawn area this spring the ability to purchase a tree from the City when our bid prices come in this spring, seconded by Abel.

I have attached a copy of the Tree Management Commission meetings from the January 21, 2016 meeting.

Respectfully,



Mary Ellen Scheurer  
Parks, Recreation & Cemetery Director

January 21, 2016

The Tree Management Commission meeting was called to order at 4:30 pm at the Executive Board room at City Hall on Thursday January 21, 2016

Members Present: Abel, Carr, Logel & Weller

Members Absent: Freed

Guests: None

Old Business:

1. Tree Ordinance - There was once again a brief discussion on the existing Tree Ordinance and our tree removal policy. One thing that was brought up is maybe we should check with other Communities regarding the set back for planting trees from an intersection.
2. White Pine seedling distribution – The Director provided the Board with information regarding our white pine seedling program and that we have been giving out seedlings for every second grader in the school district for 30 years. This takes place during Arbor week and the students also get information on the State Tree and planting instructions. Doug Logel has indicated he would like to purchase the White Pine seedlings this spring due to our budget constraints.
3. Arbor Day Tree Planting – The Director informed the Board that we have been a Tree City USA since 2002 and an Arbor Day Tree planting in one of the requirements to be a Tree City USA as well as spending so much per capita in trees in your community. Furthermore that we have some donation for tree planting which will be able to cover the cost of the Arbor Day Tree.

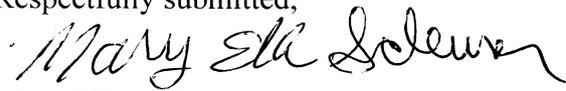
New Business:

1. Spring Tree Planting – Due to the fact that we had so many trees damaged and removed as a result of the tornado and have expended the Tree Management Budget with stump removals. The Tree Management commission is recommending that the Council approve the residents of the City who need to

replace a tree in the curb lawn area the ability to purchase a tree from the City utilizing the bid prices the City receives this spring. Every spring and fall the City has been going to bid for 2" caliper trees to plant in the Parks, Cemetery and the curb lawn area. The bids usually include numerous species of trees that are suitable for the curb lawn area. This would allow trees to be planted in the curb lawn this spring instead of waiting until next fall in the next budget year. After discussion a motion was made by Carr to recommend to the Council to allow residents of the City who need a tree replaced in their curb lawn area this spring. The ability to purchase a tree from the City when our bid prices come in this spring, seconded by Abel. Motion carried.

The meeting was adjourned at 5:10pm.

Respectfully submitted,

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

Mary Ellen Scheurer  
Parks, Recreation & Cemetery Director  
City of Portland

January 22, 2016

To: City Council / City Manager  
From: Parks and Recreation Board  
Re: Action taken at the scheduled January Parks and Recreation Board meeting

Dear Council,

At the regular Parks and Recreation Board meeting held on Thursday January 21, 2016 the Board took the following action. The Parks and Recreation Board meeting started at 5:30 PM in the Executive Board room at City Hall.

The Director provided the Board with the updated Red Mill Pavilion rental form which included all the necessary changes. The Director made the changes as requested by the Board at there last meeting as well as confirming the dates and times that would be blocked out for reservations due to the Farmers Market schedule. The Farmers Market will run from the first Saturday in June thru the second Saturday of October from 8:00 am to 1:00 pm. The Director also informed the Board that she been getting numerous requests to reserve the pavilion and that the Department will not be making any reservations prior to a set completion date by the Red Mill Committee. After discussion a motion was made by Foote to recommend to the Council to approve the proposed Red Mill Pavilion rental form. Seconded by Cross. Motion carried.

After a brief discussion a motion was made by Cross to recommend to the Council to appoint Neil Brown to fill the vacant Director of Parks, Recreation & Cemetery position, seconded by Williams. Motion carried.

I have attached the Parks & Recreation Board minutes from the January 21, 2106 meeting and a copy of the proposed Red Mill Pavilion rental form for your information.

If you have any questions at all in regards to the above information please let me know.

Respectfully,



Mary Ellen Scheurer  
Parks, Recreation & Cemetery Director

January 21, 2015

Minutes of the Thursday January 21, 2016 Parks and Recreation Board meeting held at 5:30 pm at the Executive Board Room at City Hall.

Members Present: Cross, Foote, Weller & Williams

Members Absent: Cunningham

Guests: Neil Brown

Old Business:

1. Minutes of the Thursday November 19, 2015 Parks and Recreation Board meeting approved as written.
2. Dog Park – The Director provided the Board with an updated fund balance sheet from the Friends of the Dog Park fund raising efforts.
3. Future Development of Bogue Flats Recreation Area – This item will be left on the agenda even though we do not have matching funds to apply for a Development grant in 2016.
4. Two Rivers Park Acquisition – The Director informed the Board that at the December 2, 2015 Natural Resource Trust Fund meeting the Board recommended the 2015 Acquisition Grant for the expansion of Two Rivers Park for funding. The DNR will notify us after the appropriations have been made by the legislators in early 2016.
5. Cemetery gate update – The Director informed the Board that she has not heard back from Sarah Hoffman from MDOT regarding adding a gate to the trail from the Cemetery. This item will be left on the agenda.

New Business:

1. Electric Department – The Director provided the Board with the request to the Portland Electric Department to sponsor the 2016 youth basketball shirts. The Electric Department did once again sponsor our 2016 youth b-ball program.
2. Portland Adult Basketball and Volleyball leagues – Neil informed the Board that we have 25 adult basketball teams this winter and 5 volleyball teams.
3. Portland Youth Basketball for 1<sup>st</sup> and 2<sup>nd</sup> graders – Neil informed the Board that we have 12 teams in the 1<sup>st</sup> and 2<sup>nd</sup> grade division.
4. Portland Youth Basketball for 3<sup>rd</sup> thru 4<sup>th</sup> grade –Neil informed the Board that we have 8 teams in the 3<sup>rd</sup> thru 4<sup>th</sup> grade division of play.

5. Tree Management Commission – The Director let the Board know that Patrick Weller is the representative of the Parks and Recreation Board on the Tree Management Commission. Furthermore the Tree Commission earlier today made a recommendation to the Council to allow local residents wanting to plant a tree in the curb lawn area the ability to purchase a tree for their curb lawn from the City utilizing our bid price. The City goes out for bid for 2” caliper trees which are planted in the Parks, Cemetery and the Curb lawn every fall and spring if funds are available.
6. Red Mill Pavilion Rental – The Director provided the Board with the updated Red Mill Pavilion rental form which included all the necessary changes. The Director made the changes as requested by the Board at there last meeting as well as confirming the dates and times that would be blocked out for reservations due to the Farmers Market schedule. The Farmers Market will run from the first Saturday in June thru the second Saturday of October from 8:00 am to 1:00 pm. The Director also informed the Board that she been getting numerous requests to reserve the pavilion and that the Department will not be making any reservations prior to a set completion date by the Red Mill Committee. After discussion a motion was made by Foote to recommend to the Council to approve the proposed pavilion rental form for the Red Mill Pavilion. Seconded by Cross. Motion carried.
7. Budget Reports – The reports were provided for the Boards review.
8. Michigan Trails Magazine – The Director showed the Board the proposed full page ad that we would have in the trail magazine that distributes 65,000 magazines a year if we could sell a half page ad. The Director gave the information to Shelly Perry the DDA Director to take to the DDA, the Chamber and the Main Street Committee.
9. Directors Position – After a brief discussion a motion was made by Cross to recommend to the Council to appoint Neil Brown to fill the vacant Director of Parks, Recreation & Cemetery position, seconded by Williams. Motion carried.

The meeting was adjourned at 6:45 pm.

Respectfully,

Greg Foote  
Secretary

CITY OF PORTLAND  
DEPARTMENT OF PARKS AND RECREATION  
RED MILL PAVILION RENTAL PERMIT

Application fee is a non-refundable \$100.00 fee for residents and a \$150.00 non-resident fee for a full day.

Date of application \_\_\_\_\_ Date or dates of use \_\_\_\_\_

\*\*\*Dates blocked out for the Farmers Market which will run from the first Saturday of June thru the Second Sat. of October from 8:00am to 1:00pm a non-refundable fee on those day will be \$ 60.00 for a resident and \$ 90.00 for non-residents.

Pavilion requested: Red Mill Pavilion

Additional equipment requested \_\_\_\_\_  
(additional charges will be made)

Person making the application \_\_\_\_\_

Person in charge of the entire operation \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Organization you represent \_\_\_\_\_

Are you charging entry fees, admittance fees or taking donations?    Yes    No (circle one)  
If so how much? \_\_\_\_\_

An additional deposit fee may be charged for groups under 40 people the deposit would be an additional \$25.00. Groups of 40 or more people may be charged an additional \$50.00 deposit if deemed necessary by the Director. All groups must leave the facilities in the same order as they were found by 7:00 a.m. of the next day unless previous arrangements have been made. Extra costs incurred by the City (such as trash removal above and beyond normal operations) will be passed on to the organization and the organization agrees to pay for such costs. TRASH removal above and beyond filling the barrels is the responsibility of the user.

This deposit will not be charged if the facilities are left neat and clean and if there has been no additional cost to the City for your use of said facility. Amount charged will be determined by the Director of Parks and Recreation at a mutually agreed upon time between the City and the user.

The charges list at the top of the page is a non-refundable application fee. This fee **will not** be returned it is the reservation fee for reserving the facility.

**\*PLEASE NOTE NO TABLES OR CHAIRS IN THE PAVILION YOU MUST RENT THEM OR BRING YOUR OWN.**

Signature of City Official \_\_\_\_\_

FEDERAL ENERGY REGULATORY COMMISSION  
Washington, D. C. 20426

OFFICE OF ENERGY PROJECTS

Project No. 11616-012 -- Michigan  
Portland Municipal Dam Project  
City of Portland, Michigan

January 15, 2016

Mr. Jon M. Hyland, Superintendent  
City of Portland  
723 East Grand River Ave  
Portland, MI 48875

Subject: 2015 Water Quality Study Report - Article 405

Dear Mr. Hyland:

This letter acknowledges receipt of your 2015 Water Quality Study Report, filed November 12, 2015 with the Federal Energy Regulatory Commission (Commission). Your report was filed pursuant to your approved Water Quality Monitoring Plan, under Article 405 of the license for the Portland Municipal Dam Hydroelectric Project No. 11616.<sup>1</sup> The Commission's December 12, 2003 order<sup>2</sup> approving your Water Quality Monitoring Plan requires you to file with the Commission, by December 31 of each water quality monitoring year (once every five years), a copy of your water quality summaries that are filed with the resource agencies upon completion of monitoring.

According to your report, you collected dissolved oxygen (DO) and water temperature data upstream and downstream of the project on an hourly basis from June 1 through September 30, 2015. The average monthly water temperatures in the headwater and tailwater, and the tailwater DO measurements, always met the water quality standards. There were approximately six days in June when DO concentration measurements were less than the 5 milligram per liter (mg/L) standard, however since the concentrations were recorded as 0 mg/L, it is assumed these readings reflect a probe error. The DO concentrations immediately prior to and after the 0 mg/L readings met the DO standards. You also collected DO and water temperature profile data in the deepest part of the impoundment, at one foot intervals, every two weeks between June 8 and

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<sup>1</sup> Order Issuing Original License (95 FERC ¶ 62, 245), issued June 20, 2001.

<sup>2</sup> Order Modifying and Approving Water Quality Monitoring Plan Under Article 405 (105 FERC ¶ 62,168).

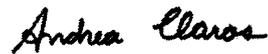
Project No. 11616-012

- 2 -

October 1, 2015. The DO and water temperature profile monitoring identified only very minor temperature stratifications and DO differences.

Your report fulfills the reporting requirements pursuant to Article 405 and your Water Quality Monitoring Plan. Your next report is due December 31, 2020. Thank you for your cooperation. If you have any questions regarding this matter, please contact me at (202) 502-8171 or [andrea.claros@ferc.gov](mailto:andrea.claros@ferc.gov).

Sincerely,



Andrea Claros  
Ecologist, Aquatic Resources Branch  
Division of Hydropower  
Administration and Compliance

CITY OF PORTLAND

REPORT DATE  
PERIOD COVERED

January 1, 2016  
December 1-31, 2015

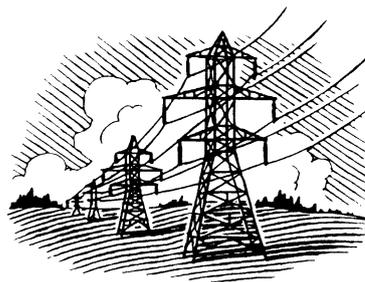
HYDRO GENERATION	288,630		
DIESEL PRODUCTION	0		
Kwh Purchased	3,110,072	Amount Paid	\$ 183,496.04
<b>Total Kwh Purchased</b>	<b>3,110,072</b>	<b>Total Dollars Paid</b>	<b>\$ 183,496.04</b>

<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,244,221	PCA Billed	\$ 8,920.43
Commercial	576,571	Residential	\$ 132,449.18
Large General	794,880	Residential EO Charge	\$ 2,288.04
City St. Lites Metered	43,817	Geothermal Discount	\$ (229.12)
St. Lites Unmetered		Commercial	\$ 62,361.01
Rental Lights		Commercial/LG EO Charge	\$ 2,428.24
Demand	2,385	Large General	\$ 55,108.04
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,667.20
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,661,874</b>	Rental Lights	\$ 253.24
		Demand	\$ 14,014.62
Arrears after billing	\$ 8,674.72	Tax	\$ 10,432.95
Penalties Added	\$ 1,287.03	<b>Total Dollars Billed</b>	<b>\$ 293,255.28</b>
Arrears end of month	\$ 29,171.47		
Fuel Cost Billed	\$ 7,213.85	Power Cost Adj.	.00341
Amount Collected	\$ 273,361.56		
Total Adjustments	\$ 10,378,789.14		

(for Reading entered incorrectly)

Residential Customers	2,180
Commercial Customers	312
Large General	16
<b>Total Customers</b>	<b>2,508</b>

01/05/16



**CITY OF PORTLAND**  
**January-16**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Dec-15	<b>PERIOD COVERED</b>	December 1-31, 2015
Customers Billed		Penalties Added	\$ 348.00
City	1,810	Dollars Collected	\$ 43,314.98
Rural	23	Arrears at end of Month	\$ 6,303.55
Total Customers	1,833	Adjustments	\$ 302.85
		Gallons Pumped	8,982,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,327,360		\$ 41,906.93
Rural	123,236		\$ 1,356.91
Total	<u>7,450,596</u>		<u>\$ 43,263.84</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,769	Dollars Billed	\$ 65,186.17
		Sewer Credit	\$ -
		Total Sewer Billed	\$ <b>65,186.17</b>

Penalties Added	\$ 552.59
Dollars Collected	\$ 64,828.19
Arrears at end of Month	\$ 10,309.54
Adjustments	\$ 382.59
Gallons Treated per Million	9.90





380 Wright Industrial Parkway  
Pottersville, Michigan 48876

January 15, 2016

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

Effective January 12, 2016 Hallmark Murders & Mysteries will be added to all WOW! Mid-Michigan lineups on channel 116. This programming will be available to customers who subscribe to Signature Cable (digital) services.

Regards,

Dominick Silvio  
System Manager  
[dsilvio@wideopenwest.com](mailto:dsilvio@wideopenwest.com)  
[Phone \(517\) 319-3150](tel:5173193150)

# IONIA COUNTY BOARD OF COMMISSIONERS

January 26, 2016 - 7:00 p.m.  
Conference Room – Central Dispatch Building

## 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 December 2015 - \$1,760,454.13
  - D. Approve payment of Health Fund bills - \$117,750.00
  - E.
- VIII. Unfinished Business**
  - A. Appointments
    - 1. Area Agency on Aging of Western Michigan Board of Directors – One two-year term.
    - 2. Board of Public Works – One two-year term.
    - 3. Park Advisory Board – Three two-year terms.
    - 4. Tax Allocation Board – One one-year term.
  - B.
- IX. New Business**
  - A. Resolution of Appreciation – Lynn Cruttenden
  - B. Adoption of Pension Plan Restatement dated January 1, 2016
  - C. Request for approval to fill Part-time Animal Control Officer position
  - D. Request for approval to fill Part-time Kennel Assistant position
  - E. Animal Shelter ordinance discussion

**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.
- 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 February 2016:** None

**Appointments for consideration in the month of March 2016:**

- *Community Mental Health Services Board* – Three three-year terms.

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING  
FOR THE GAS CUSTOMERS OF  
CONSUMERS ENERGY COMPANY**

**CASE NO. U-17943**

- Consumers Energy Company requests Michigan Public Service Commission approval to use to use a base gas cost recovery (GCR) ceiling factor of not less than \$2.8328 per thousand cubic feet (Mcf), plus additional amounts contingent on future events determined using the GCR Factor Ceiling Price Adjustment (Contingency) Mechanism between April 2016 through March 2017.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- The first public hearing in this matter will be held:

**DATE/TIME:** **Wednesday, February 3, 2016, at 10:00 a.m.**  
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

**BEFORE:** Administrative Law Judge **Sharon L. Feldman**

**LOCATION:** Michigan Public Service Commission  
7109 West Saginaw Highway  
Lansing, Michigan

**PARTICIPATION:** Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) December 30, 2015 application, which seeks approval of its GCR plan and monthly GCR factors for the 12-month period April 2016 through March 2017. Consumers Energy is requesting authorization of its monthly GCR factors for the period April 2016 through March 2017 consisting of the sum of two parts: (i) a base GCR factor of \$2.8328 per Mcf, plus (ii) additional amounts contingent upon future events, determined using the GCR Factor Ceiling Price Adjustment (Contingency) Mechanism. The Company is also requesting that the Commission review its plans and projections through March 2021 and find its 5-year plan reasonable and prudent.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 27, 2016. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department - Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's request may be reviewed on the Commission's website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets), and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in 1982 P.A. 304 proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

**CONSUMERS ENERGY COMPANY HAS REQUESTED THE GAS COST RECOVERY FACTORS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY CONSUMERS ENERGY'S GAS COST RECOVERY FACTORS AND OTHER PROPOSALS IN WHOLE OR IN PART, AND MAY APPROVE LESSER OR GREATER AMOUNTS THAN THOSE REQUESTED.**