



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

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

Estimated Time		Action Requested
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>Motion to Excuse Mayor Barnes</u>	Motion
7:05 PM	V. <u>Public Comment</u> (5-minute time limit per speaker)	
7:10 PM	VI. <u>City Manager Report</u>	
7:20 PM	VII. <u>Presentations</u>	
7:30 PM	A. Representative Mike Callton – Legislative Update	
7:40 PM	B. Craig Patterson of The Woda Group – Old School Manor Update	
7:40 PM	C. Portland District Librarian Grimminck – Annual Report	
7:50 PM	VIII. <u>Public Hearing(s)</u> - None	
7:50 PM	IX. <u>Old Business</u> - None	
7:50 PM	X. <u>New Business</u>	
7:50 PM	A. Proposed Resolution 16-08 Approving AECOM’s Proposal for Annual Water Level Monitoring, Downstream Fish Passage & Nuisance Plant Monitoring & Reporting for 2016 and 2017	Motion
7:52 PM	B. Proposed Resolution 16-09 Approving Rate Changes for the Portland Ambulance Department	Motion
7:55 PM	C. Proposed Resolution 16-10 Confirming the Mayor’s Appointment to City Boards and Commissions	Motion
7:57 PM	XI. <u>Consent Agenda</u>–	Motion
7:57 PM	A. Minutes & Synopsis from the Regular City Council Meeting and the Closed Session held on February 16, 2016	
7:57 PM	B. Payment of Invoices in the Amount of \$147,479.70 and Payroll in the Amount of \$83,655.64 for a Total of \$231,135.34	
7:57 PM	C. Purchase Orders over \$5,000	
7:57 PM	1. Cook Brothers Excavating in the Amount of \$80,581.88 for Trenching and Repair for Burial of Service at Spohn’s Subdivision	

Estimated Time
8:00 PM
8:05 PM
8:10 PM
8:15 PM

XI. Communications

- A. DDA Minutes from January 21, 2016
- B. DDA Treasurer’s Report for February 18, 2016
- C. Water Department Report for February 2016
- D. Utility Billing Report for January 2016
- E. Wastewater Treatment Plant Report for January 2016
- F. Ionia County Board of Commissioners Agenda for February 16, 2016
- G. Ionia County Board of Commissioners Agenda for February 23, 2016

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

Action Requested
Motion

Portland District Library

334 Kent Street

Portland, MI 48875

2014-2015

Annual Report



Today's public libraries support

- Lifelong learning · Early childhood education ·
- Local business and enterprise ·
- Access to technology and information for all citizens ·

Cory Grimminck, Library Director

2014-2015

Annual Report

July 1, 2014 – June 30, 2015

*THIS LIBRARY IS A MEMBER OF THE WOODLANDS LIBRARY COOPERATIVE HEADQUARTERED
IN ALBION, MICHIGAN.*

Library Board Members:		
President:	Nancy Marks (City of Portland)	'18
Vice President:	John Tannery (Danby Township)	'16
Secretary	Maureen Wallace (Portland Township)	'16
Treasurer:	Mary Leik (Danby Township)	'18
Trustee:	Mary Sue Barley (City of Portland)	'17
Trustee:	Colleen Mauren (Portland Township)	'18

The legal area of the Portland District Library is comprised of the City of Portland, Portland Township, and Danby Township. Each of these governmental units is represented by two residents who are appointed by their respective council or board to be on the Board of the Portland District Library.

The Portland District Library Board is an appointed board with four year terms; however, board members may be reappointed for additional terms if approved by their council or board. The Board meets ten times per year, at 9:30 a.m. in the library. The schedule will be decided at the beginning of the calendar year and posted. Changes to the schedule will be made at the discretion of the board.

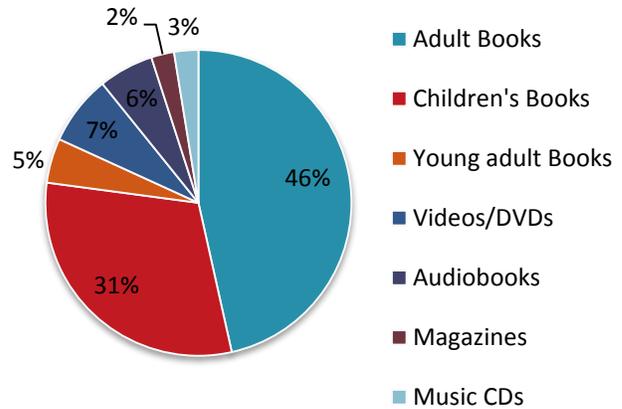
Library Hours:

Library Hours are from 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

Library Staff:	
Library Director	Cory Grimminck
Administrative Assistant	Laura Hager
Youth Librarian	Kristina Reynolds
Library Clerk	Jana Slisher
Library Clerk	Beckie Pline
Library Clerk	Julie Miles
Library Clerk	Brian Davis
Library Clerk	Chelsea Boucha
Library Clerk	Keeghan Ball
Library Clerk	Wendy Charles
Library Clerk	Sierra James

LIBRARY COLLECTION	2013-2014	2014-2015
Adult fiction – hardcover	8,516	9,294
Adult non-fiction and reference	7,864	7,806
Adult paperbacks	1,212	1,218
Young adult books	1,713	1,874
Juvenile fiction	4,284	4,448
Juvenile non-fiction	3,227	3,039
Juvenile picture books \ easy readers	4,013	4,684
Parenting books	149	169
Videos-adult	25	22
Videos-juvenile	7	0
DVDs - adult	1,594	1,957
DVDs - juvenile	744	954
Adult audiobooks	1,527	1,597
Juvenile audiobooks	626	715
Magazines	947	961
Music CDs	855	1018
TOTAL COLLECTION	37,303	39,756

**Library Collection
2012-2013**



The Collection:

The library collection is comprised of books, magazines, and audiovisual materials for all ages.

The book collection consists of board books, picture books, and junior easy readers for infants to early elementary aged children. There are general fiction and nonfiction sections for older elementary children, young adults, and adults. Individual collections include reference, parenting, and large print.

The Library participates in a shared downloadable library through the Woodlands Cooperative. While these audiobooks and ebooks (for Kindles, Nooks, etc.) are not a physical part of our collection, they are still available to our patrons. As of June 30, 2015 there were 9,936 different titles, with 54,809 copies available in this collection.

Audiovisuals include books on CD or Playaway (MP3 player pre-loaded with one book) for children and adults, educational and non-educational DVDs for children and adults, and music CDs for both children and adults. We have almost completely phased out our VHS, with the few titles left being items that have gone missing or need to be replaced. Cassette tapes have been completely phased out during the past year. With changes in technology, there is a decrease in availability and patron usage of the cassette format.

The library subscribes to 79 different magazines, 22 of which are for the children’s or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard* on a daily basis. We also receive the *Portland Review and Observer* and have this newspaper on microfilm dating back to 1868.

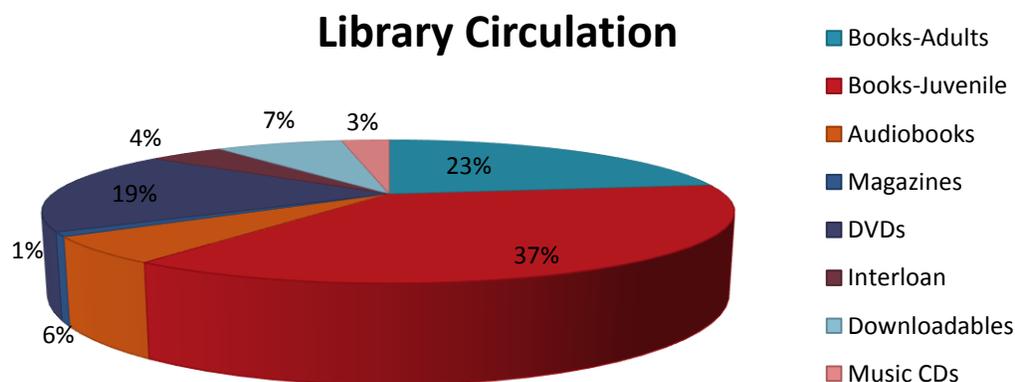
Housed in our History/Genealogy room are numerous historical materials. Included are county histories and plat maps, rural county directories, donated scrapbooks, high school yearbooks, pictures, flyers and pamphlets about the Portland area. Holdings of the Portland Historical Society are also in a locked cabinet there.

The library houses a business resource center for anyone interested in starting a new business or improving an existing one. The center features books and an online database.

CIRCULATION STATISTICS	July 1,2013-June 30,2014	July 1,2014-June 30, 2015
Books-Adult	23,697	20,071
Books – Juvenile	32,709	32,624
BOOKS – TOTAL	56,406	52,695
Juvenile Audiobooks	1,174	1,287
Adult Audiobooks	4,019	3,864
Magazines	1,645	865
DVDs	11,112	11,911
Juvenile DVDs	4,337	4,421
Music CDs	1,992	2,485
Overdrive downloadable books	5,162	6,579
Interloan requests filled	3,607	3,910
TOTAL CIRCULATION	89,699 items	88,017 items

Circulation Statistics

Looking at the statistics, the majority of categories showed an increase in circulation. Two categories that showed significant decreases—adult books and adult audiobooks—are partially explained by an increase in downloadable circulation. Overdrive usage continued to climb, as more patrons are using ereaders and the Woodlands selection committee became better at meeting the demand on current bestsellers. Movies, music, and children’s audiobooks also showed increases, as we filled out these collections with current materials. Magazine circulation continued to fall, although a cataloging error with our new circulation system caused this number to appear lower than it really was. The highest circulation months were July and August of 2014 and June of 2015. Our lowest circulation month was May of 2015.



Name of Service Area (Census 2010)	Percentage Served	Legal Area Population	Contractual Area Population
City of Portland	100%	3,883	
Portland Township	100%	3,404	
Danby Township	100%	2,988	
		Total: 10,275	
Orange Township	50%		497
Sebewa Township	33.33%		390
Eagle Township	51.07%		1,301
Westphalia Township	61.73%		1,449
			Total: 3,637

Total In Service Area: 13,912 persons

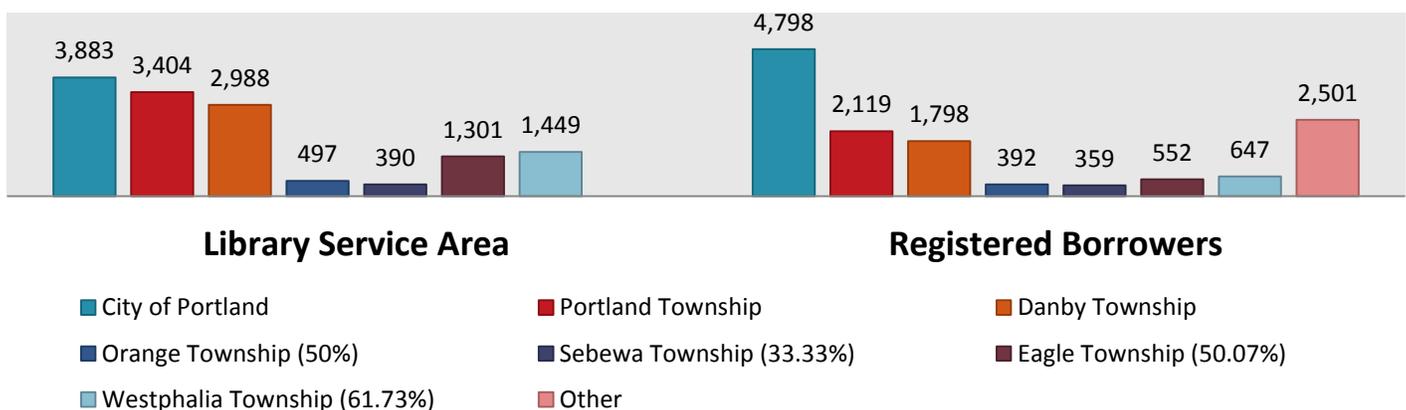
Population of the Service Area

The library service area is comprised of both legal and contractual populations. Our legal service population is comprised of the City of Portland, Portland Township, and Danby Township. The library receives state aid, penal fine monies, and voted millage income based on the population of these areas.

We also have contracts with Orange and Sebewa Townships in Ionia County and receive a percentage of the state aid, penal fine monies, and millage income based on the population of these areas. In addition, we have contracts with Westphalia and Eagle Townships in Clinton County, and the Portland Library receives a percentage of the state aid and penal fine monies available due to our percentage of the population as reported by the Township Boards.

Westphalia Township's population is split between Portland and St. Johns libraries, with a small portion going to Grand Ledge. Eagle Township is split between Portland and Grand Ledge libraries. Orange Township is split between Portland and Ionia libraries. Sebewa Township is split between Portland, Lake Odessa, and Sunfield Libraries. Library contracts deciding these percentages and any other financial allocations to the library are agreed upon by the Township Board and the Library Board, and then sent on to the Library of Michigan for approval.

Population of Library Service Area



Registered Borrowers (2013-2014)	
Portland City	4,798
Portland Township	2,119
Danby Township	1,798
Eagle Township	552
Orange Township	392
Sebewa Township	359
Westphalia Township	647
Other	2,501
TOTAL	13,166

Registered Borrowers

581 persons registered for their first library card from July 2014- June 2015. Of these, 197 reside in the City of Portland, 121 in Portland Township, 78 in Danby Township, 26 in Eagle Township, 18 in Westphalia Township, 20 in Lyons Township, 29 in Orange Township, and 20 in Sebewa. We also had 49 register from “other” areas.

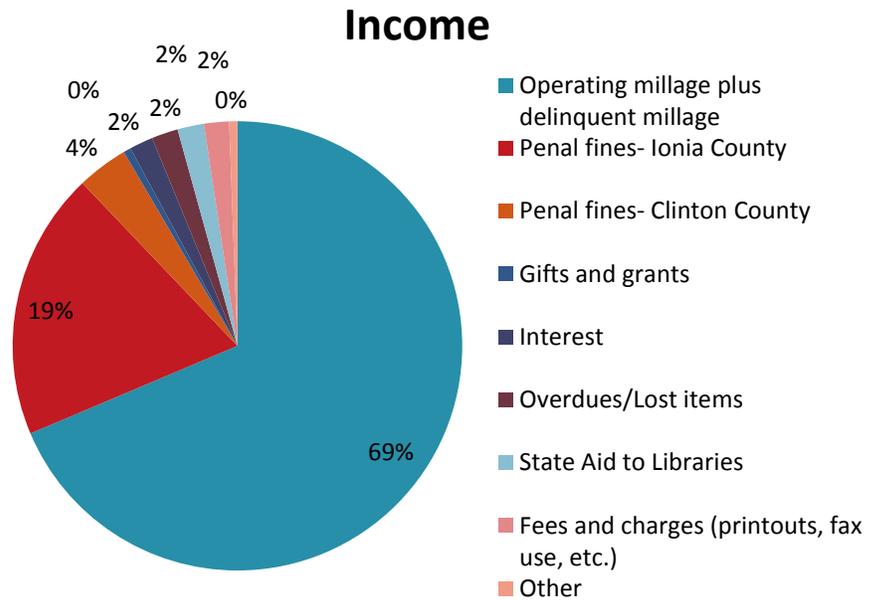
Borrowers from areas designated as “other” reside in Ionia, Grand Ledge, Sunfield, Fowler, and other surrounding cities and villages or in surrounding townships such as Dallas, Berlin, Odessa, and Roxand.

Children must be six years old to be eligible for their own library card. Youth under 18 years must have the signature of a parent or legal guardian on the application form. Every applicant must provide proof of address when applying for a library card. Patrons are given their first card without charge when they join the library; however, if this card is lost they need to pay a \$2.00 replacement fee to receive a new one. A library card is required for checking out books and for using the internet computer stations.

Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest.

-Lady Bird Johnson

INCOME	
Operating millage plus delinquent millage	\$294,431
Penal fines- Ionia County	\$82,674
Penal fines- Clinton County	\$15,781
Gifts/grant/memorials	\$2,292
Interest	\$7,277
Overdue/Lost items	\$8,172
State Aid to Libraries	\$8,194
Fees and charges (printouts, fax use, etc.)	\$7,707
Other	\$2,529
TOTAL:	\$429,057

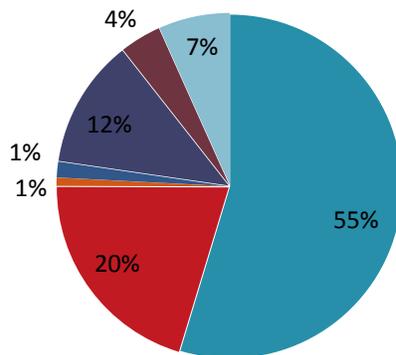


Income

The Portland District Library had slight decrease in income from the previous year. In 2013-14, our income was \$433,739. This year the income was \$4,682 lower. For the most part, this was due to a decrease in penal fines from Ionia County.

Expenses

- Salaries/Staff expenses
- Repairs/utilities/maintenance
- Programming/ Publicity
- Supplies/postage/ bank charges
- Library materials
- Professional fees
- Technology



EXPENSES:	
Salaries/Staff expenses	\$244,071
Repairs/maintenance/utilities/equipment	\$90,951
Library materials (books, periodicals, AV)	\$54,047
Professional fees (accounting, insurance, audit)	\$17,352
Technology (Hardware, software, tech support)	\$15,512
Programming/ Publicity	\$3,430
Supplies/postage/bank charges	\$6,619
TOTAL:	\$431,982

Programs and Classes-Children:

Summer 2014:



Our summer reading program this year was themed “**Fizz Boom Read.**” We held one large program each week which either highlighted a speaker or a craft.

The Monday Movie series, where we show feature-length films for kids, continues to be a community favorite, along with the **Young Writers**

Club. Get Your Game On, a weekly video game program, was started this year and seems to be very popular. In early June we were contacted about hosting a therapy dog story time, so on Wednesdays, Daisy the therapy dog visited with children while her owner read a story.



Fall 2014:

Busy Bees, a weekly program for toddlers, started in September. We celebrated the famous monkey, **Curious George**, with a party as well.



In October, kids made light sabers, battled balloons, and dressed as their favorite Star Wars character for **Star Wars Reads Day**. Newbery Author **Kwame Alexander** visited our library as part of the Library of Michigan’s “Michigan Reads” program. For Halloween, the library was turned into a **Spooktacular** event that included a haunted house.



In early November, we went to the schools to promote our very successful **Battle of the Books** program, which is offered to 3rd through 5th graders. The kids form teams and become experts on four books. They practice book trivia for three months and compete against other kids in the county. For younger kids, the doctor was in for the **Doc McStuffins** party, and dragons came to celebrate the release of **How to Train Your Dragon 2**.



Winter 2014/2015:



The weather was a little misty for the **Family Holiday Fun Open House**, but that did not stop the crowds for this wonderful event, which is co-hosted by the Friends of the Library and the Library Board. Later, **Santa** visited which is always fun for the kids. When he made his appearance a

little boy ran up to him and gave him a huge hug. Also, during Christmas Break, we showed several festive kids movies.

Weather was a hindrance for our January and February events. There were several Spirit Nights and practice battles for the **Battle of the Books** program. To keep the younger kids active, we held a



Mousercise event. For parents, we held a general wellness program that featured **essential oils**. We all love chocolate, so it was a no-brainer for us to do a **Charlie and the Chocolate Factory** party.

Spring 2015:



Spring at the library started with Fawn from Disney Fairies being our honored guest at the **Disney Fairy** party. The **Easter Egg Hunt** was a little later this year, but was popular as ever.

Spring Break brought us a different program a day; from tumbling to making robots. For little ones we held **Pete the Cat** and **Team UmiZoomi** parties.

School tours started in late May and ran into early June. Most of the teachers from the elementary schools brought their students to the library to see what was new, and to help promote the Summer Reading Program.



We started the Summer Reading Program with a **Touch-a-Truck** event starring Kelvin Torbert.



Conclusion:

Over the course of the year, we held 159 programs and tours for the children of Portland, with an attendance of approximately 4,645. Story Time and Busy Bees were offered throughout the year, as well as a mix of special programs and theme-based parties. By inviting children to the library for a variety of events and programs, we hope to foster an enduring love for the public library.

Programs and Classes for Teens:

Summer 2014:

This was the year to revamp the teen summer reading program. They read books of different genres and completed bingo cards. They turned the cards in for a chance to win a hundred dollar gift certificate. We also held both passive programs and regular programs. Passive programs are held bi-weekly and teens can do them when they have time.

Fall 2014:

We started the fall with our craft time. We continued our high school and a middle school book clubs! These are held at the schools during the kids' lunch time.



Winter 2014/2015:



In December, several holiday movies were shown. In early January, we celebrated J.R.R. Tolkien's birthday by showing a week of movies from the **Lord of the Rings** and **Hobbit** series. We held an **Anti-**

Love Lock-in on February 14th. Kids came after hours to play games, watch movies, and eat pizza.

Spring 2014:

In March, we held our first ever **Teen Reading Challenge**. Teens could bring their sleeping bags, pillows and snacks to the library and read all day.

Conclusion:

Over the course of the year, we held 48 programs for the teens of Portland with an attendance of around 539.

Adult Events and Programs:

Summer 2014:

The adult writers club, which meets weekly, continued throughout the entire year. The members of this group come from all over the county, and we're happy to provide them with a regular space to meet. We continued our one-on-one computer help three times a week. In July, we had another of our popular "Computers 101 classes," which teaches computer basics to 8 patrons (one on each computer) at a time.

August brought our second "Genealogy Lock-in," where 20 people showed up to learn about Ancestry.com and other library resources, and to work on their family histories. In addition, the G.H.O.S.T. Paranormal Investigation group presented the findings from their overnight stay in the library to 25 very interested patrons. Everyone was excited by the idea that our library might be haunted!

Fall 2014:

Chelsea kicked off our fall programming with a full computer class in September. She taught people how to use the photo storage site, snapfish.

November brought Kathleen Hengesbach educating 16 people on estate planning. Everyone in attendance got a lot out of the session, and we got many compliments on it. We also had another installment of a craft program to help patrons get a head start on their holidays. About 16 people showed up to make holiday cards, ornaments, decorations, and a cookie-mix-in-a-jar. And lastly, we had a popular series of cardmaking classes.

Winter 2014/2015:

The holiday season kicked off with the Friends of the Library decorating the building in festive finery. The library was an official drop spot for *Toys for Tots* and donations of children's books were accepted for the boxes given to families being helped by the Portland Community Fund Association. The Library Board and the Friends of PDL partnered with the library to host a

holiday open house complete with crafts, prize drawings, delicious food, and live reindeer. 450 people attended this incredible event.

For the second year, PDL served as a satellite site for the Calvin College January series. This means that we are able to live stream one-hour lectures by renowned authors for our patrons. Although attendance was still not what we would have hoped, we more than doubled the number of people who came.

In February, Chelsea had another snapfish class, with six people in attendance. February also kicked off another year of the Ionia County Library Association's "On the Same Page" program. This program tries to get everyone in the county reading and discussing the same book, which this year was **The Hundred Foot Journey** by Richard Morais. Once again, we gave away 30 copies of the book to patrons in exchange for the donation of a canned good.

Spring 2014

"On the Same Page" continued in March, with a Friends of the Library book discussion, a screening of the movie, and a finale event with the other Ionia libraries. Except for the book discussion, attendance was very light for these programs. People weren't too keen on the book.

Other Services:

The library provides a fax machine, laminating machine, and a copier for a nominal fee for public use. There are several areas that provide patrons an opportunity to put up local flyers on community boards. Tax forms are available in the spring, making us one of the only places in Portland to pick up hard copies of the forms. We also participate in the MI Big Green Gym program—which provides free state park passes to patrons—and the Michigan Adventure Pass program—which provides free or reduced admission to a variety of cultural venues throughout the state.

Computers:

We have eight adult Internet computers with access to both a black and white and a color printer. In addition to internet access, Microsoft Office (which includes word, excel, and publisher) is available for patron use on these computers. As mentioned in the programming section, we also now offer Ancestry.com, a genealogy database, for use on the library computers. PC Cop time management software is installed on the computers, which allows for waiting lists during busy times. Patrons are allowed 60 minutes, with an opportunity to extend their time by 30 minutes, on seven of the eight computers. Patrons are allowed to extend their time twice, as long as there is no waiting list. They are permitted to use the computers twice a day with a two hour wait period between sessions. The eighth computer is an "Express" station- fifteen minutes of computer time only. This is for people who simply want to stop in to check email or look up quick information. There are eight computers available in the children's room for those under 14 years of age. Five are for school age children and have

filtered Internet access. The other three are AWE early literacy computers. These have touch screens and contain a huge variety of educational games and activities. They have proven to be very popular with our younger patrons.

Along with the service of high speed Internet access, the library is a free wireless access point, which many patrons take advantage of by bringing their own laptops in to use.

Meeting Room and Display Case:

The Community Meeting Room, located at the bottom of the stairs, has been used several times each month by local groups or committees. Groups who would like to use this room need to register in advance. The room is free to non-profit organizations—otherwise there is a nominal fee.

One of the goals of the library is to involve the community in decorating the display case found in the lower level lobby with a different exhibit each month. This year we had several interesting and unique collections on show for the public. Some of those collections were a holiday display, a historical society display of local soldiers, and the Portland Garden Club geranium sale.

Website

The site currently has links to Mel.org (interlibrary loan and databases), Overdrive Media site, where one can go to download books, and Pronunciator, our language learning site. Also, for their convenience, patrons can view the catalog by clicking on the catalog button. Patrons can place holds on PDL materials via the website, too. This year, we added a blog, which is maintained by the library staff and contains reviews, news of upcoming materials, and posts about library programs.

There is a reference and genealogy page for people looking for information and quick links to local and national sites. A review page holds information on new book arrivals. The children's, teen, adult, and *Friend of the Library* pages are good pages to look at when you need to find information about their events and activities.

Visit the website at www.pdl.michlibrary.org.



Director's Report

Coming up on an election year, our focus as a library has been on the community and on the library's future. There is a tendency in the library world to wait for the patrons to come to us, but we are attempting to shift our focus outward, and bring the library to the patrons whenever possible.

We started the fiscal year by launching our new circulation software, Atrium. This offers so much more functionality—both for staff and patrons—and has allowed us to provide

much better service. Patrons can now place holds, renew books, and even rate our materials from home. On the staff side, the system runs more smoothly and allows for better reporting and better access to patron histories.

I was chosen to join the Downtown Development Authority, a group that works to improve the downtown area for business and visitors. In the spring, the library had a booth at the Portland Block Party, where we handed out superhero-themed suckers and promoted our upcoming Summer Reading Program. In the coming year, we are planning several large-scale events that will involve both downtown businesses and local organizations.

In addition, the library board, staff, and Friends of the Library have been working toward an innovative and useful future for the library. We created a new strategic plan, with a lot of input from our main stakeholders, the patrons. This plan gives us a blueprint to follow, while still allowing us to be nimble and to incorporate new services and technologies into the library. The staff had a full day of staff training where they focused on their visions for the future, their passion for library service, and how these two could combined to make the library great. And the Friends have flipped the script on their fundraising efforts, planning some very cutting edge events to both raise money and spread the library word.

Moving forward, I'm eager to see how all of our plans and passions will translate into better library service, a stronger presence in the community, and a happier Portland.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-08

A RESOLUTION APPROVING AECOM'S PROPOSAL FOR ANNUAL WATER LEVEL MONITORING, DOWNSTREAM FISH PASSAGE & NUISANCE PLANT MONITORING & REPORTING FOR 2016 AND 2017

WHEREAS, the City is licensed by the Federal Energy Regulatory Commission (FERC) to operate a municipal dam as part of its hydroelectric plant; and

WHEREAS, as part of the licensing process FERC requires annual water level, downstream fish passage, and nuisance plant monitoring and reporting; and

WHEREAS, the City has previously employed AECOM (formerly known as Earth Tech) in consulting matters pertaining to its FERC license since 2002; and

WHEREAS, AECOM has submitted a proposal to continue to perform the annual water level, downstream fish passage, and nuisance plant monitoring and reporting for 2016 and 2017, in an amount not to exceed \$32,900.00, a copy of the 2016-2017 proposal is attached as Exhibit A; and

WHEREAS, the Board of Light and Power met on February 23, 2016 and recommended that the City Council approve AECOM's proposal, a copy of the memorandum from the Electric Superintendent is attached as Exhibit B; and

WHEREAS, the Electric Superintendent and City Manager are recommending that the City Council approve AECOM's proposal to perform the annual water level, downstream fish passage, and nuisance plant monitoring and reporting for 2016 and 2017, in an amount not to exceed \$32,900.00, a copy of the 2016-2017 proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the Electric Superintendent and City Manager's recommendation to approve AECOM's proposal, a copy of which is attached Exhibit A, in an amount not to exceed \$32,900.00.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2016

Monique I. Miller, City Clerk

Mike Hyland

From: Colon, Todd J. [Todd.Colon@aecom.com]
Sent: Thursday, February 04, 2016 11:50 AM
To: MikeHyland@portland-michigan.org
Cc: Carpenter, Allison; Hendrix, Glenn A.
Subject: Portland Municipal Dam - Proposal for 2016 & 2017 Monitoring & Reporting

Hello Mike,

Attached for your review is AECOM's proposal to perform the FERC monitoring for the municipal dam during 2016 and 2017.

We appreciate the opportunity to continue assisting you and the City of Portland with the required monitoring and to continue our longstanding relationship.

Please contact me if you have any questions or require additional information.

Thank you.

Todd J. Colon
Project Manager
US Midwest Region, Eastern Midwest Area - Environment
D 616.574.8416 C 616.970.4488
Todd.Colon@aecom.com

AECOM
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 Please consider the environment before printing this e-mail.

February 4, 2016

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

**RE: Proposal for 2016 & 2017 Monitoring & Reporting
Portland Municipal Dam
Portland, Michigan**

Dear Mr. Hyland:

AECOM Technical Services (AECOM) is pleased to provide this proposal to the City of Portland (City) for Water Level, Downstream Fish Passage, Nuisance Plant monitoring and reporting for the Portland Municipal Dam. AECOM has provided these services to the City since 2002 and welcomes the opportunity to continue our long standing relationship.

AECOM has developed this proposal based on the requirements of the Federal Energy Regulatory Commission (FERC) license and subsequent approval letters. This proposal is for activities required by the City's FERC license during 2016 and 2017.

SCOPE OF SERVICES

Task 1: Annual Water Level Monitoring & Reporting (License Article 405)

AECOM will complete the Annual Water Level Monitoring and Reporting as required by the license. The tasks will include downloading data from the automatic headwater surface elevation sensor and preparing a summary report for filing with the Michigan Department of Natural Resources (MDNR), U.S. Fish and Wildlife Service (USFWS), and FERC.

Task 1a. Data Download (2016 and 2017)

AECOM will conduct quarterly visits to download data from the automated sensor located in the powerhouse forebay. AECOM will notify the City of observed issues (ex. sensor malfunction, inclement weather) that preclude AECOM from completing the collection of data and request additional authorization, if necessary, to make repairs or improvements to ensure proper sensor operation.

Task 1b. Preparation of Annual Reports (2016 and 2017)

AECOM will prepare annual summary reports for 2016 and 2017 based on the City's monthly dam operation logs and the water level data obtained from the sensor. AECOM will review and compile the data in a report, and submit a draft to the City within 30 days of year end. Pending receipt of comments from the City, AECOM will finalize the report and submit it to the City, MDNR, USFWS, and FERC. The FERC license requires that the report be submitted prior to March 1st of each year.

Task 2: Annual Downstream Fish Passage Consultation & Reporting (License Article 408)

AECOM will request the MDNR to identify a consecutive 14-day period for stopping project generation to pass downstream migrating salmonid smolts. AECOM will prepare and submit the annual summary reports for 2016 and 2017 of downstream passage activities by October 1st of each year. AECOM assumes the City will provide documentation of daily observations for smolts.

Exhibit
A



Task 3: Annual Nuisance Plant Monitoring & Reporting (License Article 412)

AECOM will complete the Annual Nuisance Plant Monitoring and Reporting as required by the license. The tasks will include a visual inspection of the project area and preparation of 2016 and 2017 reports for the MDNR, USFWS, and FERC.

Task 3a. Visual Inspection (2016 and 2017)

AECOM will identify purple loosestrife and Eurasian water-milfoil in the project waters, via canoe or small boat. AECOM will photograph these species if we observe significant numbers.

Task 3b. Preparation of Annual Reports (2016 and 2017)

AECOM will prepare annual summaries of the 2016 and 2017 inspections and submit them to the City, MDNR, USFWS, and FERC. These reports will include maps illustrating the locations and relative abundance of each nuisance plant species and photographs for reference.

SCHEDULE

We assume the City will provide AECOM with the monthly logs of dam operations for the Annual Water Level reports within the first week of January of each year. AECOM will prepare the annual report and submit a draft to the City for review by January 30, 2017 and 2018. Pending comments from the City, AECOM will finalize and submit the reports to FERC, USFWS, and MDNR by March 1st of each year.

The written consultation for the Downstream Fish Passage will be submitted to the MDNR by March 1, 2016 and March 1, 2017. The Downstream Fish Passage Reports will be prepared and submitted to FERC by October 1, 2016 and 2017.

The visual inspections of the project areas will be completed by September 15, 2016 and 2017. The summary reports will be submitted to the MDNR and USFWS by December 31, 2016 and 2017.

PROJECT ASSUMPTIONS

For cost estimating purposes, the following is assumed:

- Weather, site conditions, and/or instrument malfunction do not prohibit data collection at the site during a calendar quarter.
- The City of Portland will provide the dam operation logs during the first week of January 2017 and 2018.
- Work outside the scope described in this proposal will require a change order and will be performed only upon receipt of written authorization from the City of Portland.

FEE

AECOM will perform the work described in the Scope of Services for a not-to-exceed price of **\$32,900** based on the breakdown below.

2016

Water Level Monitoring & Reporting	
Downstream Fish Passage Consultation & Reporting	\$16,420
Nuisance Plant Monitoring & Reporting	

2017

Water Level Monitoring & Reporting
Downstream Fish Passage Consultation & Reporting
Nuisance Plant Monitoring & Reporting

\$16,480

AUTHORIZATION

If you find this proposal to be acceptable according to the terms and conditions of the attached Commercial Terms and General Conditions, please provide written authorization referencing this proposal. The City of Portland may authorize AECOM to perform the work outlined in this proposal by signing and returning the attached Authorization to Proceed. The attached Authorization to Proceed and the associated General Conditions are considered part of the proposal, and all terms and conditions in it apply if the City authorizes AECOM to perform the work through another means.

AECOM is pleased to have this opportunity to continue assisting the City of Portland. Please contact Todd Colon and 616.574.8416 or todd.colon@aecom.com if you have any questions regarding this proposal.

Very truly yours,

AECOM, Inc.



Todd Colon
Project Manager



Michael Adams
Associate Vice President

c: Ms. Allison Carpenter, AECOM
Mr. Glenn Hendrix, AECOM

Authorization to Proceed

I hereby authorize AECOM Technical Services, Inc. ("AECOM") to proceed with the scope of work for the 2016 & 2017 Monitoring & Reporting, Portland Municipal Dam for the City of Portland, MI as described in AECOM's proposal dated February 4, 2016, with a budget authorization of \$32,900.00 under AECOM's General Conditions Form 103(01/12) attached hereto.

Signature

Date

Print Name

Title/Organization

I agree to accept invoices from AECOM via email and not postal mail:

Yes

Signature: _____

Email address: _____

Recipient Mr./Ms.: _____

Return to:

Name: Todd Colon

Address: 3950 Sparks Drive SE
Grand Rapids, MI 49546

Email: Todd.colon@aecom.com

Phone: (616) 574-8416

Effective January 1, 2013

SCOPE OF SERVICES – AECOM Technical Services, Inc., referred to herein as "AECOM", will perform the services described in its Proposal, or, in the absence of a proposal, as defined in writing and approved by AECOM and Client, referred to herein as "Services" in accordance with the following "Commercial Terms". These services shall be performed on a Time and Materials basis.

BILLING RATES

STAFF - Charges for all professional, technical and administrative personnel directly charging time to the project will be calculated and billed on the basis of the following staff category hourly "Billing Rates". Billing Rates are in U.S. dollars, net of all applicable taxes, duties, fees and related charges, and include fringe benefits, burden and fee.

STAFF CATEGORY	RATE/HOUR
Technician I, Project Administrator I	\$50.00
Data Administrator I, Technician II	\$60.00
Project Controls I, Scientist I, Project Administrator II, Construction Mgmt I	\$70.00
Scientist II, Engineer I, Data Administrator II, Construction Mgmt II, Technician III	\$85.00
Project Controls II, Scientist III, Engineer II, Technician IV, Data Administrator III, Project Administrator III	\$100.00
Project Manager I, Scientist IV, Engineer III, Construction Mgmt III	\$110.00
Scientist V, Engineer IV	\$125.00
Project Director I, Project Manager II, Construction Mgmt IV	\$140.00
Project Director II, Engineer V	\$155.00
Project Director III, Project Director IV	\$175.00

AECOM may revise these rates annually. All staff personnel have been classified in the above staff categories based on discipline skills, education and experience level.

All travel, to a maximum of eight hours per day, will be charged at the Billing Rates. Billing Rates are based on a forty-hour work week. Overtime hours for exempt employees (non-hourly) will be charged at the standard Billing Rates. Overtime hours of non-exempt (hourly-non-supervisory) employees are charged at 130% of the Billing Rates.

LITIGATION SUPPORT - In the event that AECOM's employees are requested by Client or compelled by subpoena or otherwise by any party to give expert or witness testimony or otherwise participate in a judicial or administrative proceeding involving the Client at any time, Client shall compensate AECOM at 150% of the Billing Rate, including preparation time, and shall reimburse AECOM for all out of pocket costs as provided herein.

RETAINER – AECOM may require advance deposit of funds on specific projects based upon project cost estimates. In those instances, AECOM and the Client will mutually provide terms for the deposit of advance payments and provisions for crediting such advances against invoices for Services completed.

OTHER DIRECT COSTS - "Other Direct Costs" are all costs and expenses incurred by AECOM directly attributable to the performance of Services together with a ten percent (10%) fee. Other Direct Costs include subcontracts, materials, shipping charges, special fees, permits, special insurance and licenses, outside computer time, and miscellaneous costs. Travel and travel-related expenses and equipment purchased for a project with advance authorization are computed on the basis of actual cost plus a five percent (5%) fee. All other internal expenses (reproduction, telephone, facsimile, etc.) will be charged as five percent (5%) of labor cost.

INVOICING AND PAYMENT - Invoices will be issued monthly or twice per month at AECOM's option. Invoices will include a listing of staff categories, hours worked, rates, and the Other Direct Costs. Invoices may be sent electronically at AECOM's discretion. Any variance from this invoice format will be completed at the client's expense. Payments can be made by electronic funds transfers to the routing number listed on the invoice or manually to the address appearing on the invoice due upon receipt. Invoices not paid within thirty (30) days are subject to interest from the 31st day at the rate of 1-1/2% per month (18% per annum) but not to exceed the maximum interest allowed by law. In addition, AECOM may, after giving seven (7) days written notice to Client, suspend Services without liability until the Client has paid in full all amounts due AECOM on account of Services rendered and expenses incurred including interest on past due invoices or terminate Services without liability. If there is a disputed amount on an invoice, Client agrees to pay all undisputed amounts in the thirty (30) day period. In the event that AECOM places Client's account in the hands of an attorney for collection, Client agrees to pay AECOM all fees and expenses, including attorneys' fees and expert fees, necessitated thereby.

SECURITY INTEREST – Client hereby grants AECOM a security interest in and to any and all machinery, equipment, other rights, assets, and property, tangible and intangible, wherever located, now owned or hereafter acquired by Client from AECOM, and any and all proceeds, additions or accessions to any and all of the foregoing, to secure the payment and performance by Client of any and all direct or indirect obligations, indebtedness and claims, whether contingent or fixed, now existing or hereafter arising, from Client to AECOM.

ESTIMATES OF COSTS AND SCHEDULES - AECOM's estimates of costs and schedules are for Client's budget and planning assistance only. Cost and schedule estimates are based on AECOM's best judgment of the requirements known at the time of the proposal and can be influenced favorably or adversely by Client needs and other circumstances. AECOM will endeavor to perform the Services and accomplish the objectives within the estimated costs and schedule, but in no event shall AECOM's estimate be interpreted as a not-to-exceed or fixed price. In the event AECOM is required to exceed its original estimate for any reason, the Client may wish to (1) redefine the scope of Services in order to accomplish Client's budget objectives, or (2) terminate Services at a specific expenditure level. If option (2) is chosen, AECOM will turn over all information to the extent completed at the authorized level without further obligation or liability to either party except payment for Services performed. Notwithstanding any other terms to the contrary, AECOM shall be entitled to a change order for additional compensation or additional time to perform its work, in the event that work outside the Services is requested or required to be performed by AECOM, or in the event that the assumptions underlying AECOM's proposal prove to be different from the facts actually encountered by AECOM during the performance of the Services.

AGREEMENT - These Commercial Terms Form 103A (01/13) and the attached General Conditions Form 102 (01/13) govern the performance of the Services and rights and obligations of the parties.

1. **ACCESS.** Client grants or shall obtain for AECOM Technical Services, Inc. ("AECOM") and its subcontractors authority to enter the property upon which AECOM's Services are to be performed ("Site"), at Client's expense.
2. **CLIENT INFORMATION.** Client understands that AECOM is relying upon the completeness and accuracy of information supplied to it by Client and others in connection with the Services without independent verification. Client agrees to advise AECOM of the existence of any hazardous substances, wastes or conditions affecting the Site or the Services to be performed hereunder.
3. **STANDARD OF SERVICES AND WARRANTY.** AECOM agrees to perform its services as described in the applicable Proposal ("Services") in accordance with generally accepted engineering and construction standards, and scientific practices in effect and utilized by environmental firms in the United States at the time the Services are rendered. The Services may involve the use of tests, calculations, analysis and procedures which are in a state of change and refinement. Client recognizes that projects involving hazardous waste sites may not perform as anticipated even though the Services are performed in accordance with the required level of care. Given the difficulty in predicting the environmental condition of a site based upon limited sampling and investigative activity, Client recognizes that any statements, opinions and conclusions contained in reports and other documents prepared and/or issued by AECOM are only meant to give approximations of the environmental condition of the Site limited to the particular contaminant(s) and/or environmental issues actually targeted by AECOM's investigation and the portions of the Site actually investigated, sampled or tested by AECOM. AECOM shall, for the protection of Client, request from all vendors and subcontractors from which AECOM procures equipment, materials or services, guarantees which will be made available to Client to the full extent of the terms thereof. AECOM's responsibility with respect to such equipment, services and materials shall be limited to the assignment of such guarantees and rendering assistance to Client in enforcing the same. Subject to Section 13, AECOM warrants that, if any of its completed Services fail to conform to the above standard, AECOM will, at its expense and provided AECOM is notified of such defective Services within one year of the completion of the Services, either perform corrective Services of the type originally performed as may be required to correct such defective Services or refund to Client the amount paid to AECOM for the defective Services. Except as provided in this Section, AECOM makes no other warranty, express or implied, and shall have no other liability to Client for defective Services, whether caused by error, omission, negligence or otherwise.
4. **CONFIDENTIALITY.** "Confidential Information" means all technical, economic, financial, pricing, marketing or other information that has not been published and/or is not otherwise available to members of the public and includes, without limitation, trade secrets, proprietary information, customer lists, scientific, technical and business studies, analyses, processes, methods, procedures, policies and information. In the event that either party discloses Confidential Information to the other party in connection with this contract (excluding AECOM's Work Product that is delivered to Client or others hereunder), the party receiving such Confidential Information agrees to hold as confidential and to not disclose to others the Confidential Information for a period of ten (10) years from the date of disclosure. These restrictions shall not apply to information that (i) the parties had in their possession prior to disclosure; (ii) becomes public knowledge through no fault of the receiving party; (iii) the receiving party lawfully acquires from a third party not under an obligation of confidentiality to the disclosing party; (iv) is independently developed by the receiving party; or (v) is required to be disclosed by law or court order. Client agrees that AECOM may use and publish Client's name and a general description of the Services provided to Client in describing AECOM's experience and qualifications to other clients and potential clients.
5. **WORK PRODUCT.** "Work Product" consists of all reports, notes, laboratory test data and other information prepared by AECOM for delivery to Client. Client shall have the right to make and retain copies and use all Work Product; provided, however, such use shall be limited to the particular Site and project for which the Work Product is provided. Client may release the Work Product to third parties at its sole risk and discretion; provided, however, AECOM shall not be liable for any claims or damages resulting from or connected with such release or any third party's use of the Work Product, and Client shall indemnify, defend and hold AECOM harmless from any and all such claims or damages.
6. **INSURANCE.** AECOM shall maintain Workers' Compensation and Employer's Liability insurance in accordance with requirements of the state in which the Services are being performed, Commercial General Liability insurance with a limit of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage, Automobile Liability insurance including owned and hired vehicles with a limit of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage, and Professional Liability (errors and omissions) insurance with a limit of \$1,000,000 per claim and in the aggregate.
7. **INDEMNITY.** AECOM shall indemnify, defend and hold harmless Client, its officers, directors, agents employees and affiliated and parent companies against claims, demands and causes of action of third parties (including reasonable attorneys fees and costs of defense) for bodily injury, disease or death, and damage of property arising during the performance of Services to the extent caused by the negligence or willful misconduct of AECOM. Client shall indemnify, defend and hold harmless AECOM, its officers, directors, agents employees and affiliated and parent companies against claims, demands and causes of action of third parties (including reasonable attorneys fees and costs of defense) for bodily injury, disease or death, and damage of property arising during the performance of this Agreement to the extent caused by the negligence or willful misconduct of Client.
8. **PAYMENT & CHANGES.** Invoices will be issued monthly or twice per month at AECOM's discretion, itemizing the staff categories, hours worked, rates, and the Other Direct Costs. Invoices may be sent electronically at AECOM's discretion. Copies of supporting documentation will be provided upon Client's request and at Client's expense, to include associated labor and copying costs. Payments can be made by electronic funds transfers to the routing number listed on the invoice or manually to the address appearing on the invoice due within thirty (30) days of invoice date. Notwithstanding any other provisions of the Agreement to the contrary, AECOM shall be entitled to additional compensation for work in the event that AECOM experiences any increases in costs due to changes in AECOM's scope of work from that included in AECOM's original proposal or for additional work requested

by client or changes in the manner or method of performance of work or due to changes in schedule or circumstances not solely caused by AECOM. AECOM shall be compensated for all such additional work either (1) as previously agreed in writing by the parties; or (2) on a time and materials basis in accordance with AECOM's then current standard commercial rates.

9. REMEDIES. Neither party, nor their parent, affiliated or subsidiary companies, nor the officers, directors, agents, employees or contractors of any of the foregoing, shall be liable to the other in any action or claim for incidental, indirect, special, collateral, consequential, exemplary or punitive damages arising out of or related to the Services, including without limitation, loss of profits, loss of opportunity, loss of production, or loss of use. Any protection or limitation against liability for any losses or damages afforded any individual or entity by these General Conditions shall apply whether the action in which recovery of damages is sought is based upon contract, tort (including, to the greatest extent permitted by law, the sole, concurrent or other negligence, whether active or passive, and strict liability of any protected individual or entity), statute or otherwise. To the extent permitted by law, any statutory remedies inconsistent with these terms are waived.

10. ENVIRONMENTAL CONDITIONS. Client shall provide (or cause the Site owner to provide) AECOM with the identity and location of all subsurface facilities and obstructions on the Site. Client agrees to waive any claims against AECOM and to indemnify, defend and hold AECOM harmless from any claims, demands or causes of action for damages to subsurface facilities or obstructions that are not accurately identified or located by Client or others. Client assumes responsibility for air, subsurface and/or ground pollution and environmental impairment from toxic substances or hazardous materials existing at the Site and shall indemnify and defend AECOM from any claims, demands and causes of action of third parties related thereto, except where such claims, demands and causes of action are caused by the sole negligence or willful misconduct of AECOM; it being the intention of the Client to assume any liability alleged to have resulted from AECOM's joint or concurrent negligence.

11. INDEPENDENT CONTRACTOR. AECOM's Services are performed as an independent contractor.

12. FORCE MAJEURE. AECOM shall have no liability for any failure to perform or delay in performance of the Services caused by circumstances beyond its reasonable control, including, but not limited to, strikes, riots, wars, acts of terrorism, disease, floods, fires, explosion, acts of nature, acts of government, labor disturbances, acts of Client or Client's other subcontractors and/or contractors, delays in transportation or inability to obtain material or equipment.

13. LIMITATIONS OF LIABILITY. To the greatest extent allowed by law, Client agrees that AECOM's aggregate liability to Client and others for any and all injuries, claims, demands, losses, expenses or damages, of whatever kind or character, arising out of or in any way related to this Agreement, the Services or the Site, shall be limited to the lesser of \$50,000 or the total amount of compensation received by AECOM hereunder. The parties agree that in any dispute over the terms of this Agreement or any issue arising under this Agreement, they will make a good faith effort to resolve the matter without litigation. Such efforts shall include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. The parties agree that before either party commences an action against the other party, they will consider the use of alternate forms of dispute resolution, including mediation (or arbitration if both parties agree to arbitrate the dispute). Pending the outcome of such dispute resolution, both parties shall take immediate steps to mitigate any damages. Until such time as the dispute is resolved, AECOM reserves the right to suspend its Services hereunder and shall so timely notify Company.

14. OWNERSHIP OF WASTE. "Pre-Existing Waste" is any hazardous or non-hazardous wastes, substances or materials existing on the Site prior to the date that the Services are initiated. Upon request, AECOM shall assist Client in the proper handling, storage, transportation and/or disposal of the Pre-Existing Waste in accordance with all applicable federal, state and local laws and regulations. Client shall provide appropriate disposal identification numbers, select the disposal site(s) and sign all required manifests, disposal contracts and other documentation necessary to allow AECOM to complete the Services in a timely manner. Client agrees to look solely to the disposal facility and/or transportation concern for any damages arising from improper transportation or disposal of the Pre-Existing Waste. In no event shall AECOM take title to or be liable for disposal or remediation costs associated with Pre-Existing Wastes. Any samples obtained pursuant to the Services are to remain property of the Client.

15. ENTIRE AGREEMENT. The terms of this Agreement shall be deemed accepted by Client at the earlier of (1) AECOM's initiation of Services at the verbal or written direction of Client or (2) Client's written agreement to be bound by these terms. This Agreement constitutes the entire understanding between the parties. Any waiver, modification or amendment of this contract shall be effective only if in writing and signed by an authorized representative of AECOM. AECOM hereby objects to any terms contained in any prior or subsequent purchase orders, work orders, invoices, acknowledgement forms, manifests, requests for proposals or other documents received from the Client that would otherwise have the effect of modifying or abrogating these General Conditions in whole or in part. If any portion of this contract is held invalid or unenforceable, any remaining portion shall continue in full force and effect. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client or AECOM. There shall be no assignment of the rights or obligations contained in this contract by either party and any such assignment shall be null and void. Either party may terminate this Agreement by giving the other party seven (7) days written notice. Termination of this Agreement or the Services for any reason shall not affect or minimize the respective rights, obligations and limitations of liability contained herein, specifically, but not by way of limitation, Sections 3, 6, 7, 9, 10, 13 & 14 shall survive termination, completion and/or expiration of this Agreement. The construction, interpretation and performance of this Agreement and all transactions relating thereto shall be governed by the laws of the state in which the AECOM office that issued the proposal is located. Any notices issued hereunder shall be delivered by first class mail to the addresses listed for the parties in the Proposal.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-09

**A RESOLUTION APPROVING RATE CHANGES FOR THE PORTLAND
AMBULANCE DEPARTMENT**

WHEREAS, the City’s Ambulance Department provides services to the residents of Portland, as well as the surrounding area and charges various rates for its service; and

WHEREAS, Council recently passed Resolution 16-02 that established various rate changes including a Basic Life Support (BLS) No Transport Fee of \$140.00 and an Advanced Life Support (ALS) No Transport Fee of \$225.00; and

WHEREAS, the Ambulance Director has reevaluated the rate changes above and recommends reverting to charging only one “No Transport-No Treatment” fee of \$170.00; and

WHEREAS, the City Manager and Ambulance Director recommend that the City Council approve the rate changes stated above.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Ambulance Director’s recommendation to rescind the Basic Life Support (BLS) No Transport Fee of \$140.00 and the Advanced Life Support (ALS) No Transport Fee of \$225.00 and implement one “No Transport-No Treatment” fee of \$170.00.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2016

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. 16-10

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

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

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

Board of Review

-Herb Mosser to a term expiring December 2018

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

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

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 7, 2016

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 16, 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; Police Sergeant Ludwick; Police Officer Patterson; Ambulance Director Phil Gensterblum; Paramedics Zach Waltersdorf, Jake Schafer, Nathan Lay, Dave Donbrock, and Nick Martin; Nolan Chapman with the Department of Public Works; and Tim Krizov with the Wastewater Department

Guests: Jon Moxey of Fleis & VandenBrink; Retired Paramedic Kim Patrick-Chapman; Mr. & Mrs. Spedoske; Kathy Parsons; Denise Barnes; Deric Gress; Dominick Silvio and Christina Ramsey of WOW!

The meeting was called to order at 7:00 P.M. by Mayor Barnes with the Pledge of Allegiance led by Kim Patrick-Chapman.

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 that the plans for Old School Manor are 80% complete. City staff met with representatives of The Woda Group last week. The City has no anticipated concerns at this time. The Woda Group is still working through administrative issues with SHPO. Their plans utilized almost the entire building at 306 Brush St. They expect to begin construction soon with a potential completion date before Christmas.

City Manager Gorman reported that he received a call from CB Richard Ellis, representatives for Sparrow, stating that discussions are moving forward for a development in Portland.

City Manager Gorman also stated that Spectrum has also shown interest in having a presence in the Portland community.

Goodwill is scheduled to open in May or June and will also feature a workforce development office. They would like to set up a focus group to see how this can best serve the community. City Manager Gorman stated that he will work with them to achieve optimal results.

Council Member Baldyga inquired about the timeline for McDonald's reconstruction.

City Manager Gorman stated his contact with McDonald's says progress in moving forward. They have not actually bought the property at the corner of Grand River Ave. and Bridge St. but are working through the details of the sale. They expect to begin construction this spring.

City Manager Gorman stated the Kent Street Improvement Project will begin after the school year ends. Removal of trees for the project will begin soon.

Jon Moxey of Fleis & VandenBrink gave an update and provided information on the Kent Street Improvement Project. The project has been awarded to CL Trucking, Inc. The tree removals required for the project must be complete by April 1st per Federal regulation due to bat habitation. There are a total of 100 trees in the project corridor. There are 18 marked to be removed. There are an additional eight trees marked to come down due to poor health and an additional eight that need to be removed for proper sidewalk placement.

Mayor Barnes commented that Portland is proud of its trees and is a Tree City USA. He further stated that there is concern with the removal of trees in the Kent St. corridor. They are picturesque but the City also has to be concerned with the walkability of the community. It has been the City's practice to plant trees compatible with the curb lawn with street projects are done.

Mr. Moxey stated that the older trees have overgrown the sidewalk. Trees with a caliper of 3 – 4" will be replanted.

City Manager Gorman stated that careful consideration has been given to tree removals for this project.

Under Presentations, Denise Barnes presented a packet of information to Council outlining her concerns with Wow! service including poor reception, rate hikes and the loss of a local Lansing broadcast.

Dominick Silvio of Wow! addressed the concerns of the community in regard to the change of local broadcasting in Portland from the Lansing market to the Grand Rapids/Kalamazoo market. He stated that the market areas are set by the Nielson Company and Wow! made a business decision to follow the same service area as others in the area. Notifications were sent to their customers. The rate increases that customers have experienced are the cost of doing business. Programming costs continue to increase dramatically. They continue to fight these costs in Washington D.C. Wow! has replaced power supplies and implemented status monitoring and have seen a reduction in service calls from 2014 to 2015 in Portland. They have also made narrow cast upgrades which will increase bandwidth capability, residents won't have as much of an issue with internet speed. They have also upgraded 5,500 ft. of coaxial cable and 2,500 ft. of fiber cable. After the tornado in Portland, they worked diligently to get their plant back up and donated water to the community.

Council Member Johnston asked what it would take to get a Lansing channel back in Portland.

Mr. Silvio stated that they can't go back now.

Mayor Pro-Tem VanSlambrouck expressed his concern with the change to a Grand Rapids/Kalamazoo market rather than Lansing. He further stated that the Wow! corporate structure doesn't understand this area and its need.

Mr. Silvio stated the decision is about the designated market areas.

Kathy Parsons stated there is no law or regulation that Wow! has to follow the market areas and this is only a business decision by Wow! She further stated she would be willing to pay more in order to have local programming.

Mrs. Spedoske asked if Wow! is the only cable company available in Portland.

Mayor Barnes commented that the State has taken away the ability for local communities to make the decision.

Mrs. Spedoske asked who the next person in charge at Wow! is that this issue can be taken to.

Mr. Silvio stated that he doesn't know who the next person to complain to is.

Council Member Fitzsimmons stated that Portland has no local coverage and that hopefully the message will be passed on.

Mayor Barnes presented a proclamation to Kim Patrick-Chapman, paramedic with the Portland Ambulance Department, honoring her retirement after more than 25 years of service to the City of Portland.

Under New Business, the Council considered Resolution 16-07 to confirm the Mayor's appointment of Charles Dumas to the Board of Light & Power.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 16-07 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Baldyga, to go into Closed Session as permitted by the Michigan Open Meetings Act to discuss strategy connected with negotiation of a collective bargaining agreement at the end of the meeting.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 1, 2016, payment of invoices in the amount of \$62,767.31 and payroll in the amount of \$88,533.61 for a total of \$151,300.92. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman stated that the Portland United Methodist Church will have their first service back in their building on Sunday, February 21st after it was damaged by the tornado on June 22, 2015.

City Manager Gorman noted that the Presidential Primary will be held Tuesday, March 8th. Polls will be open from 7:00 A.M. to 8:00 P.M.

City of Portland
Synopsis of the Minutes of the February 16, 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; Police Sergeant Ludwick; Police Officer Patterson; Ambulance Director Phil Gensterblum; Paramedics Zach Waltersdorf, Jake Schafer, Nathan Lay, Dave Donbrock, and Nick Martin; Nolan Chapman with the Department of Public Works; and Tim Krizov with the Wastewater Department

Presentation - Dominick Silvio of Wow! addressed the concerns of the community in regard to the change of local broadcasting in Portland from the Lansing market to the Grand Rapids/Kalamazoo market.

Presentation - Mayor Barnes presented a proclamation to Kim Patrick-Chapman, paramedic with the Portland Ambulance Department, honoring her retirement after more than 25 years of service to the City of Portland.

Approval of Resolution 16-07 confirming the Mayor's appointment of Charles Dumas to the Board of Light & Power.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

The Council adjourned to Closed Session at 7:58 P.M.

The Council returned from Closed Session at 8:40 P.M.

Adjournment at 8:40 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

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STEVE AKRIGHT	MISC	DADDY DAUGHTER DANCE MUSIC - REC	200.00
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,258.22
AT&T	00686	TELEPHONE SVC - WASTE WTR	95.13
AT&T	00686	TELEPHONE SVC - WASTE WTR	29.53
MML EDUCATION SERVICES	01547	CAPITAL CONFERENCE - CITY MANAGER, COUNCIL	480.00
ANN GARLITZ	MISC	AMBULANCE REFUND - AMBULANCE	832.62
AMERICAN WATER WORKS ASSOC.	00018	AWWA MEMBERSHIP DUES - WATER	75.00
CONSUMERS ENERGY	00095	GAS UTILITY INSTALLATION 400 PLANT DR - WATER	300.00
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	2,735.69
CULLIGAN	02130	WATER - POLICE	17.50
CULLIGAN	02130	WATER - CITY HALL	17.50
ESI HEATING	01709	UNDERGROUND GAS LINE INSTALLATION - WATER	1,037.55
FIRE PROS, INC.	00151	HYDRO TES, O-RING -FIRE EXTINGUISHER - MTR POO	118.00
S. TUTT GORMAN	02311	CELL PHONE REIMB - CITY MANAGER	60.00
HERITAGE-CRYSTAL CLEAN, LLC	MISC	REMOVAL OF OIL & WATER - ELECTRIC	325.00
RYAN HONSOWITZ	00191	CLOTHING ALLOWANCE - CEMETERY, MTR POOL	79.02
INDEPENDENT BANK	00197	BOND & REDEMPTION - ELECTRIC	9,100.00
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES - CEM, PARKS, ELEC, MTR POOL	3,550.05
KEUSCH SUPER SERVICE	00228	TIRES & LABOR - MTR POOL	259.06
TIM KRIZOV	01897	REIMB FOR CDL RENEWAL - WASTE WTR	65.98
MENARDS	00260	HEATERS - WASTE WTR	38.52
MODERN MARKETING INC.	01755	BLACK WINTER KNIT HATS - POLICE	226.07
MUZZALL GRAPHICS	00326	WINDOW ENVELOPES - VARIOUS DEPTS	1,426.25
MUZZALL GRAPHICS	00326	BUSINESS CARDS - CITY MANAGER	49.44
MUZZALL GRAPHICS	00326	UTILITY BILL WINDOW ENVELOPES - ELEC,WTR, WW	1,663.69
POLYDYNE INC.	02196	SUPPLIES - WASTE WTR	1,741.50
RESCO	00392	DOUBLE METER SOCKET - ELECTRIC	178.93
SECURITY CORPORATION	02289	REPAIRED LOCK - CITY HALL	192.75
SPEEDWAY LLC	02395	FUEL - ELECTRIC, MTR POOL	2,328.98

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SPRINT	00859	DATA & PHONE SERVICE - POLICE	119.31
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	80.00
STRYKER SALES CORPORATION	01753	MODEL STAIR CHAIRS - AMBULANCE	6,200.00
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	132.01
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	181.21
WOW! INTERNET-CABLE PHONE	02132	CALBE INTERNET SERVICES - CITY HALL, WASTE WTR	70.94
SAM RAYMOR	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	165.00
MARY SUE BARLEY	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
ADAM HUHN	MISC	REFUND OVERPAID DADDY/DAUGHTER DANCE - REC	35.00
FAMILY FARM & HOME	01972	SUPPLIES - ELECTRIC	53.95
SAFEWARE INC	02337	JACKETS - WATER	124.94
ELHORN ENGINEERING	00139	EL-CHLOR 5/GAL CARBOY - WATER	328.70
BUSINESS CARD	02075	OPERATING EXPENSES - GEN, ECON DEV, REC	587.72
KYLE GUY	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	165.00
CAPITOL COMMUNICATION SYSTEMS INC.	MISC	TECHNICAL SERVICE ON PRINTER 4300 - GEN	171.00
MOTION INDUSTRIES	02254	TB WOODS - WASTE WTR	51.64
EAGLE ENTERPRISE OF MICHIGAN INC.	01986	SERVICE CALL DOOR OPERATION NOT WORKING - WAST	100.00
INTERSTATE ALL BATTERY CENTER	00201	SUPPLIES - WASTE WTR	63.95
POWER LINE SUPPLY COMPANY	00389	SAFETY GLOVES - ELECTRIC	182.00
POWER LINE SUPPLY COMPANY	00389	ROLLS OF HI VOLTAGE - ELECTRIC	313.00
POWER LINE SUPPLY COMPANY	00389	ELECTRIC TAPE - ELECTRIC	313.00
COOK BROS EXCAVATING	00101	TRENCHING/REPAIR SPOHN'S SUB (JOINT PROJECTS)	80,581.88
INDIANA WIPING CLOTH, INC.	01626	BOXES OF RAGS - ELECTRIC, MTR POOL	613.00
COMPASS MINERALS AMERICA	02313	ROAD SALT - MAJ STS, LOC STS	3,402.13
T&R ELECTRIC	00445	PADMOUNT TRANSFORMER FOR GOODWILL - ELECTRIC	4,604.00
LITE'S PLUS	00243	SODIUM LAMPS FOR STREET LIGHT BULBS - COMM PRO	203.40
FLEIS & VANDENBRINK	00153	DATA & EVALUATION & MONITORING - ELECTRIC	749.80
CLARK HILL PLC	01422	LEGAL SERVICES - GENERAL, WASTE WTR	348.00
FLEIS & VANDENBRINK	00153	KENT ST CONSTRUCTION ENGINEERING - MAJ STS	1,096.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	CONSULTING SERVICES - WATER, WASTE WTR	2,483.48
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	97.84
OTIS ELEVATOR	00970	SERVICE CONTRACT - CITY HALL	547.35
PLEUNE SERVICE COMPANY INC.	00741	WORK TO FIX TEMPERATURE CONROLS AT CITY HALL -	821.45
WOW! INTERNET-CABLE PHONE	02132	INTERNET CABLE SERVICES - ELECTRIC	55.00
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICE - POLICE	287.50
CREATIVE PRODUCT SOURCING INC	02165	DARE SUPPLIES - POLICE	921.50
STALKER RADAR	02375	RADAR UNITS DSR - POLICE	1,995.00
BRIAN KRIEGER	00568	OFFICIALS - REC	110.00
BRYAN SCHEURER	00600	OFFICIALS - REC	96.00
BRIAN RUSSELL	00593	OFFICIALS - REC	48.00
RYAN WILCOX	01734	OFFICIALS - REC	120.00
TERRY WOODS	02329	OFFICIALS - REC	64.00
MARCO WILLIAMS	02393	OFFICIALS - REC	96.00
MARCEL MILLER	02245	OFFICIALS - REC	192.00
JODI WOODMAN	02006	OFFICIALS - REC	40.00
MANDY SIMON	02084	OFFICIALS - REC	80.00
AMY RADEMACHER	02396	OFFICIALS - REC	20.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	103.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	116.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	70.00
BRYANT PETTIT	02163	SCOREKEEPERS - REC	45.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	28.00
LOGAN COOK	02342	SCOREKEEPERS - REC	42.00
REFLECTIONS PHOTOGRAPHY	02013	PHOTOGRAPHER FOR DADDY/DAUGHTER DANCE - REC	717.00
CHROUCH COMMUNICATION, INC.	00082	REPAIR/ REPROGRAM RADIOS - AMBULANCE	112.50
CHROUCH COMMUNICATION, INC.	00082	RADIO INSTALL AMB 43 - AMB	135.00
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	53.94
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMB	425.77

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BOUND TREE MEDICAL LLC.	01543	AEDS - AMBULANCE	3,599.94
SLICK SHIRTS SCREEN PRINTING	02003	ADULT BASKETBALL SHIRTS - RECREATION	372.95
SLICK SHIRTS SCREEN PRINTING	02003	ADULT VOLLEYBALL SHIRTS - REC	94.30
MICHIGAN AMATEUR SOFTBALL ASSO	00248	SOFTBALLS FOR ADULT SOFTBALL - REC	912.00
S&K TROPHIES AND PLAQUES	00401	TROPHIES - REC	160.00
SCHOOLCRAFT COLLEGE	00845	OFFICER SFST TRAINING - POLICE	100.00
GRAINGER, INC.	00172	COUPLING - WASTE WATER	42.00
T.H. EIFERT	02140	COUPLING REPLACEMENT - WASTE WTR	509.50
ETNA SUPPLY COMPANY	00146	METER RESETTER - WATER	482.13
PHIL GENSTERBLUM	00164	MILEAGE - CODE, AMBULANCE	269.94
NYE UNIFORM CO.	00338	PATCHES FOR AMB UNIFORMS - AMBULANCE	400.00
NYE UNIFORM CO.	00338	SHIRTS - AMBULANCE	80.18
CITY OF PORTLAND - PETTY CASH	00701	POSTAGE, SUPPLIES - GENERAL, MTR POOL	144.87
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	720.00
Total:			\$147,479.70

**BI-WEEKLY
WAGE REPORT
February 29, 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.	7,936.96	153,185.73	1,011.20	56,305.31	8,948.16	209,491.04
ASSESSOR	1,273.92	23,693.04	98.22	8,013.07	1,372.14	31,706.11
CEMETERY	873.40	61,540.19	66.52	22,150.89	939.92	83,691.08
POLICE	14,475.31	271,070.93	1,246.22	82,391.81	15,721.53	353,462.74
CODE ENFORCEMENT	592.75	11,894.89	45.34	4,082.66	638.09	15,977.55
PARKS	759.02	43,774.00	57.70	13,872.73	816.72	57,646.73
INCOME TAX	1,711.06	32,949.00	119.32	19,660.66	1,830.38	52,609.66
MAJOR STREETS	3,203.72	57,196.34	242.17	33,744.60	3,445.89	90,940.94
LOCAL STREETS	2,109.11	44,536.20	159.26	25,572.16	2,268.37	70,108.36
RECREATION	882.15	38,473.96	67.09	17,990.27	949.24	56,464.23
AMBULANCE	10,567.77	214,014.60	1,052.32	53,914.77	11,620.09	267,929.37
DDA	1,538.40	16,095.52	222.77	2,009.42	1,761.17	18,104.94
ELECTRIC	15,130.23	320,072.82	1,159.27	150,152.68	16,289.50	470,225.50
WASTEWATER	9,707.99	175,800.16	747.80	87,728.02	10,455.79	263,528.18
WATER	5,133.18	88,179.79	515.36	40,696.90	5,648.54	128,876.69
MOTOR POOL	882.72	27,435.25	67.39	13,307.81	950.11	40,743.06
TOTALS:	76,777.69	1,579,912.42	6,877.95	631,593.76	83,655.64	2,211,506.18

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 3/2/16
MEETING DATE 3/7/16

Fund	Description	Beginning Balance 2/11/16	Total Cash in	Total Cash out	Cash Balance 3/2/16	Time Certificates	Ending Balance 3/2/16
101	GENERAL FUND	913,438.88	180,407.00	(207,777.74)	886,068.14	235,000.00	1,121,068.14
105	INCOME TAX FUND	96,977.33	120,690.13	(134,348.55)	83,318.91	10,000.00	93,318.91
150	CEMETERY PERPETUAL CARE FUND	35,342.20	-	-	35,342.20		35,342.20
202	MAJOR STREETS FUND	96,005.83	6,324.55	(18,609.09)	83,721.29		83,721.29
203	LOCAL STREETS FUND	124,665.31	5,073.69	(14,155.49)	115,583.51		115,583.51
208	RECREATION FUND	4,688.19	3,488.18	(7,332.85)	843.52		843.52
210	AMBULANCE FUND	94,302.22	47,154.59	(71,725.47)	69,731.34		69,731.34
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	86,470.76	23,212.34	(46,376.12)	63,306.98		63,306.98
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	25,176.57	6,902.97	(9,345.61)	22,733.93		22,733.93
582	ELECTRIC FUND	(52,747.14)	307,460.41	(252,468.57)	2,244.70	530,000.00	532,244.70
590	WASTEWATER FUND	(16,353.19)	93,845.45	(97,305.55)	(19,813.29)		(19,813.29)
591	WATER FUND	76,480.88	47,850.48	(35,539.15)	88,792.21	420,000.00	508,792.21
661	MOTOR POOL FUND	(20,554.19)	25,141.22	(8,653.27)	(4,066.24)		(4,066.24)
703	CURRENT TAX FUND	144,808.88	195,991.99	(323,808.04)	16,992.83		16,992.83
TOTAL - ALL FUNDS		1,743,791.63	1,063,543.00	(1,227,445.50)	1,579,889.13	1,195,000.00	2,774,889.13

					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	733,777.93	733,777.93
					ELECTRIC-PRIN & INT ESCROW	183,095.36	183,095.36
					WASTEWATER DEBT ESCROW	180,276.71	180,276.71
					WASTEWATER REPAIR ESCROW	71,991.25	71,991.25
					DDA-PRIN & INT ESCROW	123,906.74	123,906.74
							<u>4,767,937.12</u>

*Customer Deposit Breakdown

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

User: KRISTINA

PERIOD ENDING 02/29/2016

DB: Portland

GL NUMBER	DESCRIPTION	END BALANCE		2015-16 AMENDED BUDGET	YTD BALANCE		AVAILABLE		% BDTG USED	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 101 - GENERAL FUND										
Revenues										
101-000-402.000	REAL PROPERTY TAXES	979,678.49		994,798.00	959,935.66		34,862.34		96.50	
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	0.00		1,200.00	0.00		1,200.00		0.00	
101-000-445.000	PENALTY & INTEREST	4,283.01		8,000.00	923.13		7,076.87		11.54	
101-000-445.022	1994A SPEC ASSESS - INTEREST	173.49		0.00	56.25		(56.25)		100.00	
101-000-447.000	TAX COLLECTION FEES	42,387.96		42,707.00	43,201.52		(494.52)		101.16	
101-000-448.000	SPECIAL ASSESSMENT FEES	12.12		0.00	32.67		(32.67)		100.00	
101-000-451.000	BUSINESS PERMITS	2,819.00		1,000.00	125.00		875.00		12.50	
101-000-453.000	CABLE TV FEES	29,205.50		28,000.00	22,613.12		5,386.88		80.76	
101-000-455.000	TRAILER FEES	1,761.00		1,500.00	240.00		1,260.00		16.00	
101-000-476.000	NON-BUSINESS PERMITS	(2,297.00)		0.00	8,455.00		(8,455.00)		100.00	
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	5.11		0.00	0.00		0.00		0.00	
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,169.13		900.00	720.86		179.14		80.10	
101-000-570.000	LIQUOR FEES	3,183.95		3,200.00	3,180.10		19.90		99.38	
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00		0.00	10,557.00		(10,557.00)		100.00	
101-000-575.000	REVENUE SHARING-CONST SALES	296,852.00		307,811.00	201,338.00		106,473.00		65.41	
101-000-576.000	REVENUE SHARING-STAT SALES	105,741.00		102,666.00	70,844.00		31,822.00		69.00	
101-000-620.000	PBT TESTING FEES	6,730.00		5,000.00	4,087.20		912.80		81.74	
101-000-623.000	TRANSCRIPT FEES	1,278.00		1,000.00	838.02		161.98		83.80	
101-000-624.000	MISCELLANEOUS FEES	40.96		165.00	2,177.65		(2,012.65)		1,319.79	
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00		318,857.00	212,696.00		106,161.00		66.71	
101-000-630.000	CEMETERY LOT SALES	5,012.50		3,500.00	3,750.00		(250.00)		107.14	
101-000-633.000	CEMETERY CARE FEES	4,310.20		3,700.00	3,712.00		(12.00)		100.32	
101-000-634.000	GRAVE OPENING FEES	12,537.50		10,000.00	8,775.00		1,225.00		87.75	
101-000-656.000	DISTRICT COURT FINES	12,344.17		11,000.00	4,863.16		6,136.84		44.21	
101-000-661.000	PARKING FINES	2,875.00		2,400.00	1,057.00		1,343.00		44.04	
101-000-662.000	DRUG FORFEITURE MONEY	4,113.87		2,000.00	0.00		2,000.00		0.00	
101-000-663.000	MISCELLANEOUS FINES	2,374.99		1,500.00	1,276.00		224.00		85.07	
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00		0.00	150.00		(150.00)		100.00	
101-000-665.000	INTEREST INCOME	2,958.24		420.00	90.69		329.31		21.59	
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	234.35		228.00	50.06		177.94		21.96	
101-000-667.000	RENTAL INCOME	8,950.00		8,500.00	805.00		7,695.00		9.47	
101-000-676.003	DONATIONS-DOG PARK	495.11		300.00	713.20		(413.20)		237.73	
101-000-676.005	DONATION - DARE	0.00		0.00	200.00		(200.00)		100.00	
101-000-676.006	DONATION - PARKS	1,730.00		18,302.00	19,813.03		(1,511.03)		108.26	
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	1,269.72		750.00	193.17		556.83		25.76	
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	3,727.60		6,500.00	7,013.96		(513.96)		107.91	
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	24,562.14		10,000.00	4,916.98		5,083.02		49.17	
101-000-678.007	REIMBURSEMENTS-PAMA	1,212.00		1,250.00	1,252.80		(2.80)		100.22	
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	1,032.96		200.00	1,033.95		(833.95)		516.98	
101-000-697.000	EXTRAORDINARY INCOME	189,808.40		0.00	0.00		0.00		0.00	
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	49,792.00		50,037.00	50,037.00		0.00		100.00	
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00		31,764.00	31,764.00		0.00		100.00	
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	31,764.00		32,009.00	32,009.00		0.00		100.00	
TOTAL Revenues		2,184,936.47		2,011,164.00	1,715,497.18		295,666.82		85.30	
Expenditures										
000		651.91		0.00	0.00		0.00		0.00	
100	COUNCIL	90,497.97		198,485.00	151,027.38		47,457.62		76.09	
101	COMMUNITY PROMOTIONS	270,980.63		269,316.00	171,272.32		98,043.68		63.60	
172	CITY MANAGER	139,198.36		129,394.00	81,023.31		48,370.69		62.62	
191	ELECTIONS	5,147.78		6,910.00	2,494.96		4,415.04		36.11	
201	GENERAL ADMINISTRATION	498,927.57		310,628.00	207,080.54		103,547.46		66.67	
209	ASSESSING	50,253.23		55,261.00	34,992.05		20,268.95		63.32	
265	CITY HALL	50,694.09		50,651.00	32,948.06		17,702.94		65.05	

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2015 NORMAL (ABNORMAL)	AMENDED BUDGET	02/29/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
276	CEMETERY	141,610.93	171,697.00	106,434.30	65,262.70	61.99
301	POLICE	632,712.34	691,182.00	411,598.23	279,583.77	59.55
371	CODE ENFORCEMENT	39,043.46	39,198.00	23,627.10	15,570.90	60.28
728	ECONOMIC DEVELOPMENT	9,483.79	3,200.00	11,333.36	(8,133.36)	354.17
751	PARKS	117,308.05	166,264.00	109,217.15	57,046.85	65.69
TOTAL Expenditures		<u>2,046,510.11</u>	<u>2,092,186.00</u>	<u>1,343,048.76</u>	<u>749,137.24</u>	<u>64.19</u>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,184,936.47	2,011,164.00	1,715,497.18	295,666.82	85.30
TOTAL EXPENDITURES		<u>2,046,510.11</u>	<u>2,092,186.00</u>	<u>1,343,048.76</u>	<u>749,137.24</u>	<u>64.19</u>
NET OF REVENUES & EXPENDITURES		138,426.36	(81,022.00)	372,448.42	(453,470.42)	459.69

User: KRISTINA

DB: Portland

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2015 NORMAL (ABNORMAL)	AMENDED BUDGET	02/29/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	785,813.05	719,886.00	340,434.63	379,451.37	47.29
	TOTAL EXPENDITURES	673,023.66	1,236,072.00	573,057.64	663,014.36	46.36
	NET OF REVENUES & EXPENDITURES	112,789.39	(516,186.00)	(232,623.01)	(283,562.99)	45.07
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	3,550.00	2,500.00	2,350.00	150.00	94.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	3,550.00	2,500.00	2,350.00	150.00	94.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	291,259.59	1,110,710.00	191,872.65	918,837.35	17.27
	TOTAL EXPENDITURES	395,637.95	1,112,216.00	173,770.96	938,445.04	15.62
	NET OF REVENUES & EXPENDITURES	(104,378.36)	(1,506.00)	18,101.69	(19,607.69)	1,201.97
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	1,144,829.30	394,669.00	274,748.45	119,920.55	69.61
	TOTAL EXPENDITURES	1,056,566.03	400,533.00	311,809.33	88,723.67	77.85
	NET OF REVENUES & EXPENDITURES	88,263.27	(5,864.00)	(37,060.88)	31,196.88	632.01
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	129,624.72	148,250.00	69,847.84	78,402.16	47.11
	TOTAL EXPENDITURES	124,690.78	129,769.00	86,613.52	43,155.48	66.74
	NET OF REVENUES & EXPENDITURES	4,933.94	18,481.00	(16,765.68)	35,246.68	90.72
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	517,727.37	539,531.00	378,698.93	160,832.07	70.19
	TOTAL EXPENDITURES	515,436.50	596,888.00	452,415.09	144,472.91	75.80
	NET OF REVENUES & EXPENDITURES	2,290.87	(57,357.00)	(73,716.16)	16,359.16	128.52
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	326,771.47	344,447.00	304,655.66	39,791.34	88.45
	TOTAL EXPENDITURES	317,998.57	369,907.00	297,009.54	72,897.46	80.29
	NET OF REVENUES & EXPENDITURES	8,772.90	(25,460.00)	7,646.12	(33,106.12)	30.03
Fund 404 - CAPITAL IMPROVEMENT-RED MILL PAVILION						
Fund 404 - CAPITAL IMPROVEMENT-RED MILL PAVILION:						
	TOTAL REVENUES	30,000.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	26,637.75	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	3,362.25	0.00	0.00	0.00	0.00
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	3,000.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	6,729.95	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	(3,729.95)	0.00	0.00	0.00	0.00

User: KRISTINA

DB: Portland

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2015 NORMAL (ABNORMAL)	AMENDED BUDGET	02/29/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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	850,127.71	136,088.00	40,968.44	95,119.56	30.10
	NET OF REVENUES & EXPENDITURES	(850,127.71)	(136,088.00)	(40,968.44)	(95,119.56)	30.10
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	108,235.23	112,150.00	73,763.62	38,386.38	65.77
	TOTAL EXPENDITURES	110,624.06	111,000.00	67,711.80	43,288.20	61.00
	NET OF REVENUES & EXPENDITURES	(2,388.83)	1,150.00	6,051.82	(4,901.82)	526.25
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,688,337.55	3,851,782.00	2,134,917.89	1,716,864.11	55.43
	TOTAL EXPENDITURES	4,179,239.55	4,284,047.00	2,373,709.54	1,910,337.46	55.41
	NET OF REVENUES & EXPENDITURES	(490,902.00)	(432,265.00)	(238,791.65)	(193,473.35)	55.24
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	932,203.34	965,561.00	546,242.26	419,318.74	56.57
	TOTAL EXPENDITURES	981,900.13	981,990.00	502,247.51	479,742.49	51.15
	NET OF REVENUES & EXPENDITURES	(49,696.79)	(16,429.00)	43,994.75	(60,423.75)	267.79
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	586,115.22	601,020.00	357,221.72	243,798.28	59.44
	TOTAL EXPENDITURES	738,266.30	671,408.00	435,325.17	236,082.83	64.84
	NET OF REVENUES & EXPENDITURES	(152,151.08)	(70,388.00)	(78,103.45)	7,715.45	110.96
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	331,001.10	485,623.00	357,034.92	128,588.08	73.52
	TOTAL EXPENDITURES	326,780.89	484,602.00	335,564.33	149,037.67	69.25
	NET OF REVENUES & EXPENDITURES	4,220.21	1,021.00	21,470.59	(20,449.59)	2,102.90
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
	NET OF REVENUES & EXPENDITURES	8,878,467.94	9,276,129.00	5,031,788.57	4,244,340.43	54.24
		10,303,659.83	10,514,520.00	5,650,202.87	4,864,317.13	53.74
		(1,425,191.89)	(1,238,391.00)	(618,414.30)	(619,976.70)	49.94

PURCHASE ORDER

CITY OF PORTLAND

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

TO

Cook Bus

SHIP TO

Eloc.

592-539-985.01

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
3-1-16						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	TRENCHING 6 / REPAIR				*	80,581.88
	BURIAL JOB AT					
	SPOTT'S SUB-DIVISION					

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE _____

ORIGINAL

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

Cook Brothers Excavating, Inc.

7974 Lyons Rd.
 Portland, MI 48875

Invoice

Date	Invoice #
2/4/2016	54050

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	DIANE, DEBRA AND DOREEN DRIVE		
2,049	LFT. MAIN EXCAVATION	8.00	16,392.00
3,689	LFT. SECONDARY EXCAVATION	6.00	22,134.00
5,738	RESTORATION	2.80	16,066.40
1	SURVEY	2,420.00	2,420.00
7	ROAD BORES	600.00	4,200.00
10	DRIVEWAY CROSSINGS	600.00	6,000.00
65	SAND TAX EXEMPT	8.50	552.50
4	TREE AND STUMP REMOVAL	250.00	1,000.00
1,212.5	SQ. FT. CONCRETE REMOVAL	1.50	1,818.75
1,212.5	SQ. FT. CONCRETE REPLACEMENT	6.05	7,335.63
94	SQ. FT. ASPHALT REMOVAL	1.50	141.00
94	SQ. FT. ASPHALT REPLACEMENT	6.40	601.60
192	4" SCHEDULE 40 DRAIN REPAIR WITH FERNCO FITTINGS	10.00	1,920.00
		Total	\$80,581.88

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

Held on Thursday, January 21, 2016
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Gorman, VanSlambrouck, Briggs, Blastic, Grimminck, Clement

Absent: Antaya, Tyler, Urie

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

Guests: None

The meeting was called to order at 3:34 P.M.

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

Motion by Briggs, supported by Barnes, to approve the minutes of the December 17, 2015 meeting as presented.
All in favor. Adopted.

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

Under Old Business, Member Grimminck (Librarian at the Portland District Library) explained the "1,000 Books before Kindergarten" program. The program is nationally recognized to promote reading to young children. Prizes are given for each 100 books read up to 1,000 when children receive a bag. Sponsors are listed on information in the initial program folder and on the bag children receive.

Motion by Barnes, supported by Dumas, to donate \$200 to the "1,000 Books before Kindergarten".
All in favor. Adopted.

Under New Business, Director Perry requested permission to submit an application for a Charitable Gaming License application for the 2016 Block Party.

Motion by Clement, supported by Grimminck, to submit a Charitable Gaming License for the 2016 Block Party.
All in favor. Adopted.

Director Perry stated she was approached by the annual Michigan Trails Magazine to participate in an advertising opportunity at a cost of \$2,000. This cost could be divided between businesses

that would be highlighted in the ad. By participating the DDA would receive 75 copies of the magazine at no cost to sell at a suggested price of at least \$5.00. The normal sale price is \$8.00. These sales could be used to recoup the cost of advertising. The ad layout could also be used to create a flyer. The costs could be covered by unused budgeted line items.

There was discussion.

Under the Director's Report, Director Perry reported the Board training conducted by the Michigan Main Street Center was fantastic and provided information on what the focus of the group should be.

A reinforcement beam was recently placed from front to back in the Opera House. The insurance company will be replacing the floor and will continue to do other repairs to the building.

Committee work plans for 2016-2017 will be finalized by the beginning of March.

The Main Street National Conference will be held in Milwaukee, WI on May 23rd through the 25th. The theme is economic revitalization. There are still openings for volunteers that would like to attend.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee is planning for the May 21st Block Party. They are still discussing what changes will be made for this year's event.

Member Briggs reported the Design Committee is discussing and developing their work plans. Member Blastic stated that he will have room in his storage area at the former Builders Lumber property for storage of the water tank used for watering flowers.

Member Tyler reported the Economic Revitalization Committee will host the "Business After Hours" on January 28, 2016 at the Gallery Brewery from 4:30 to 6:30 p.m. They are still working on developing brochures.

Committee Chair Barnes reported for the Organization and Finance Committee. The social media presence is strong. They are working out details to host another Color Run. They are also looking at details to see if the Beer on the Bridge can be held again this year.

Under Board Member Comments, Member Grimminck stated the Portland District Library will be hosting an Art Contest that will be open to all ages. Submittals can be made beginning on February 15, 2016.

Director Perry commented that she took part in a webinar regarding Facebook changes that was very practical and helpful. She suggested this may be something Main Street should offer.

Motion by Barnes, supported by Clement, to adjourn the meeting at 4:15 P.M.
All in favor. Adopted



Date: February 18, 2016

REPORT OF FUNDS IN DDA AS OF: February 12, 2016

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>1/15/2016</u>	\$ 104,687.67
INTEREST EARNED:		<u>\$ 4.07</u>
NEW BALANCE:	<u>2/12/2016</u>	<u>\$ 104,691.74</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>1/15/2016</u>	\$ 84,181.32
INTEREST EARNED:		\$ 4.11
DEPOSITS:		
TIF Reimbursement		\$ 5,745.62
Printing Costs - MS		\$ 54.80
Holiday Fest Advertisement		\$ 75.00
CHECKS WRITTEN:		

Ck No. Payee:

		<u>AMOUNTS</u>
1530	STATE OF MICHIGAN/MLCC - Special License for Block Party	\$ 50.00
1531	WHISPERTING PINES MOBILE ZOO - Block Party Down Payment for Petting Zoo	\$ 100.00
1532	STATE OF MICHIGAN - Charitable Gaming License - Block Party	\$ 15.00
1533	PORTLAND DISTRICT LIBRARY - Ad on Program bag	\$ 200.00
1534	PATRICIA PERRY - MS Volunteer Recognition Event and MS Business After Hours event	\$ 453.00
1535	CITY OF PORTLAND - Postage, On the Street	<u>\$ 79.37</u>
TOTAL CHECKS		\$ (897.37)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 12/21/15 - 1/4/16 \$ (3,594.16)

TOTAL EXPENSES: \$ (3,594.16)

NEW BALANCE: **\$ 85,569.32**

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

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

February 1, 2016
January 1-31, 2016

HYDRO GENERATION	112,564		
DIESEL PRODUCTION	0		
Kwh Purchased	3,209,855	Amount Paid	\$ 183,220.27
Total Kwh Purchased	3,209,855	Total Dollars Paid	\$ 183,220.27

Kwh Billed

Residential	1,605,614
Commercial	721,688
Large General	847,820
City St. Lites Metered	43,817
St. Lites Unmetered	
Rental Lights	
Demand	2,353
Total Kwh Billed	3,221,292

Dollars Billed

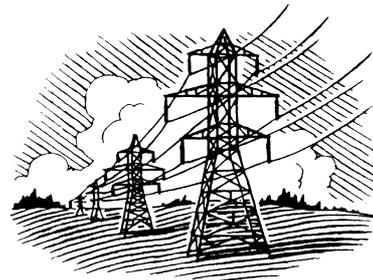
PCA Billed	\$ 7,620.86
Residential	\$ 167,027.42
Residential EO Charge	\$ 2,834.74
Geothermal Discount	\$ (245.81)
Commercial	\$ 76,808.85
Commercial/LG EO Charge	\$ 2,441.32
Large General	\$ 58,449.62
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 3,667.20
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 253.24
Demand	\$ 13,830.50
Tax	\$ 12,208.44
Total Dollars Billed	\$ 346,457.83

Arrears after billing	\$ 12,398.38
Penalties Added	\$ 2,649.91
Arrears end of month	\$ 32,522.80
Fuel Cost Billed	\$ 8,920.43
Amount Collected	\$ 291,379.96
Total Adjustments	\$ 2,470.90

Power Cost Adj. .00239

Residential Customers	2,179
Commercial Customers	318
Large General	16
Total Customers	2,513

02/02/16



**CITY OF PORTLAND
February-16**

WATER DEPARTMENT REPORT

MONTH	Jan-16	PERIOD COVERED	January 1-31, 2016
Customers Billed		Penalties Added	\$ 541.67
City	1,800	Dollars Collected	\$ 43,730.59
Rural	24	Arrears at end of Month	\$ 6,690.37
Total Customers	1,824	Adjustments	\$ 144.92
		Gallons Pumped	7,122,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	8,026,158		\$ 43,533.93
Rural	142,102		\$ 1,478.30
Total	<u>8,168,260</u>		<u>\$ 45,012.23</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,760	Dollars Billed	\$ 68,627.05
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 68,627.05

Penalties Added	\$ 751.56
Dollars Collected	\$ 65,590.64
Arrears at end of Month	\$ 10,383.25
Adjustments	\$ 379.64
Gallons Treated per Million	12.00



PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR JANUARY 2016

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of January 2016. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged **12.0 million gallons** for the month of January. The treatment continues to be very good with the CBOD at 5 ppm, Total Suspended Solids were at 7 ppm, Fecal Coliforms were at 9 ppm, and the Phosphorus was at 0.70 ppm.

The MDEQ has required more information from us before considering our Part 41 Construction permit to install a back-up generator at the Riverside Lift Station. The requested information was compiled and forwarded to Leslie Sorensen at the MDEQ. We are now waiting for the Part 41 Construction Permit to be issued so that we may proceed with the back-up generator.

Tim Krizov and Doug Sherman were both scheduled for their CDL physical renewals. The physicals have both been satisfactorily renewed.

The SARA Title III, Tier 2 hazardous chemical reporting is due on March 1, 2016. This has been completed for the WWTP and submitted. Copies of the report have been sent to the Ionia County LEPC and the Portland Fire Authority as required.

Prior to the Christmas and New Year holidays, a sewer back-up occurred at the MDOT rest area east of Portland on I-96. The MDOT maintenance man believes this was the result of vandals placing long stringy material down the toilet drains. Two more back-ups took place during the holidays. After returning from the holidays, The WWTP workers cleaned the entire sewer main from the rest area to the Rindlehaven lift station. After cleaning the entire line, the men went back to check the manholes at the rest area and found them backed up once again. They cleared the blockage with the Vac truck to reestablish flow. The law requires that we report Sanitary Sewer Overflows. These were reported to the MDEQ and the Ionia County Health Dept. A public notice was also sent to the Ionia Sentinel Standard as required. Doug had a conversation with the MDOT maintenance person and was informed that he had just received authorization to install video monitoring of the rest area for vandalism. He asked if we could televise the problem area to make sure there are no mechanical issues with the sewer main and manholes. We are making plans to do this in the near future. I informed the maintenance

person that if no problems are seen when we televise the main, MDOT may have to consider a grinder pump station from their building to where they connect to the main if the problem persists.

We had recently begun to experience ragging issues in the Raw Sewage pumps. Not knowing if this was a result of the material coming from the rest area after the sewer main blockages, I consulted with Bruce Sabin at F&V. After discussing with Bruce, he suggested that we check the pump impeller clearance to the wear ring in both pumps and adjust as needed. He also thought that maybe the pumps are allowed to run to slowly when the flows drop off for the night. If so we should adjust when the smaller pump comes on and turns off. His one last suggestion was to pump the Raw Sewage wet well down daily when we are at high flow to see if that helps. We adjusted the impeller clearance in the two pumps. The small pump seems to be set okay. We have started pumping the wet well down daily. So far so good. If pumping the Wet well down daily makes the difference, we can have Windemuller program this into PLC to happen automatically each day.

After four years of sludge thickening, it seems that the polymer consumption for thickening increases dramatically during the colder months. I conferred with the polymer supplier and the engineer from Charter Machine about this. They both agreed that this is not a mechanical problem with the thickener, but is in fact related to cold weather. Eric from PolyDyne recommended that we purchase a drum heater to keep the polymer at a temperature above 54°F. Ideally if we could heat the feed water and the Waste Activated Sludge (WAS) this would help considerably. The drum heater has been installed and we are trying a couple of different blends of polymer to find what works the best. We are planning on improving the room heat in the thickening building at the same time that we do the heat in the Grit building. Fortunately the consumption goes down considerably during the summer to offset the additional polymer used during the winter.

Rush Clement of the Gallery Brew Pub was contacted on 1/12/16 to update the original Discharge Survey. I also asked if he would have his partner call me to arrange a tour of the facility to make sure that they have incorporated the original recommendations that they were given when they opened. I have not heard back and will be following up.

Doug attended the MWEA Asset Management training and the MWEA Administrators Conference in Frankenmuth on January 20 – 22. Major wastewater dischargers (1.0 MGD) now have asset management as part of their NPDES Permit. More than likely the minor dischargers will see this on their permits in the next permit cycle. We are considered a minor discharger at the present time. The exception to this is, should we receive the SAW Grant funds that we applied for several years ago, asset management would then become required. We have not received any funding through the third round of distribution of the Grant. Upon checking where we are on the list of applicants, we could possibly receive the grant within the next two years. The WWTP is already taking preliminary steps in preparation of asset management and will also require the involvement of the City Manager and Treasurer in preparing the asset management plan.

Maintenance & Capitol Expenses for January 1, 2016 to January 31, 2016

ITEM	COST
Tom's Do It Center – Distilled water, Snow Shovel	\$ 91.05
NCL – YSI DO Membrane Caps	\$ 132.03
Midwest Gas – Gas Meter Calibration & Sensor Replacement	\$ 345.74
Synagro – December Partial Sludge Haul	\$ 2480.85
Fire Pros – Annual Fire Extinguisher Inspection & Maintenance	\$ 58.50
<hr/>	
Total Expenses	\$ 3108.17
Total Spent YTD	\$ 24718.13

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	5796feet
Routine cleaning	0 feet
Sewer call outs due to building services	2
Sewer call outs due to plugged City main	1
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0 feet

SEWER CALLOUTS

January 25, 2016

Upon checking the Rindlehaven lift station as is down daily, the WWTP worker observed that the pumps had not run during the previous 24 hours. This prompted an inspection of the flow in the manholes at the MDOT Rest Area. The worker found that the sewage had backed up in a manhole. The Vac truck was taken to the scene and the blockage was cleared. The SSO was reported to the MDEQ, Ionia County Health Dept., and the newspaper as required by law. They then returned with lime to disinfect the contaminated ground around the manhole.

January 25, 2016

A call was received at City Hall from the resident at 747 Riverside Dr. that their drains were not going down. The WWTP workers arrived at the scene at 10:30 AM to investigate. Upon checking the upstream and downstream manholes, they were able to determine that the problem was a blockage in the house service lateral. They provided the homeowner with a list of plumbers to assist in locating a plumber to clear the service of the blockage.

Respectively Submitted,

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

**February 16, 2016 - 3:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker - please state name/organization)
- VI. Unfinished Business**
 - A.
- VII. New Business**
 - A. Departmental Reports
 - 1. Animal Shelter
 - 2. County Treasurer
 - 3. Public Health
 - B. Discussion - Central Dispatch Bylaws
 - C.
- VIII. Reports of Officers, Board and Standing Committees**
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees**
- X. Closed Session**
- XI. Adjournment**

IONIA COUNTY BOARD OF COMMISSIONERS

**February 23, 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 January 2016 - \$1,232,296.19
 - D. Approve payment of Health Fund bills - \$99,454.18
 - E.
- VIII. Unfinished Business**
 - A. Community Mental Health Services Board – fill vacant position which expires March 2017.
 - B. Midwest Michigan Trail Authority – fill vacant position which expires May 2016.
 - C. Park Advisory Board – fill vacant position which expires January 2018.
 - D. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – fill vacant position which expires December 2016
 - E.
- IX. New Business**
 - A. Freedom of Information Act Appeal Hearing – K. Schrauben
 - B. Facility Presentation from Architect
 - C. Request to purchase water softener for Sheriff's Office/Jail
 - D. Bertha Brock Park 2017 Proposed Fee Schedule
 - E. Request to fill part-time seasonal employee at Bertha Brock Park
 - F. Request approval for permanent Information Systems Technician
 - G. Request to fill COA part-time In-Home Services Aid position

- H. Ratify signature on Animal Shelter grant
- I. Request for approval of Audit Letter of Engagement
- J.

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.
- Community Mental Health Services Board – One three-year term, expiring March 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.
- Midwest Michigan Trail Authority – One three-year appointment expiring May 2016.
- Park Advisory Board – One two-year term expiring January 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 March 2016:

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

Appointments for consideration in the month of April 2016: None

- *Area Agency on Aging of Western Michigan Advisory Council* – One three-year appointment.
- *Economic Development Corporation/Brownfield Redevelopment Authority* – Three three-year appointments.
- *Land Bank Authority* – One three-year appointment.