



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

7:00 P.M. Monday, October 17, 2016
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:05 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:10 PM	V. <u>City Manager Report</u>	
7:20 PM	VI. <u>Presentations</u>	
7:20 PM	A. Dan Paquet of the WODA Group – Old School Manor Update	
7:30 PM	VII. <u>Public Hearing(s)</u> - None	
7:30 PM	VIII. <u>Old Business</u> – None	
7:30 PM	IX. <u>New Business</u>	
7:30 PM	A. Proposed Resolution 16-79 Approving a Bid for Sale of a Tax Reverted Property	Decision
7:33 PM	X. <u>Consent Agenda</u>–	
7:33 PM	A. Minutes & Synopsis from the Regular City Council Meeting held on October 3, 2016	
7:33 PM	B. Payment of Invoices in the Amount of \$75,449.63 and Payroll in the Amount of \$145,630.88 for a Total of \$221,080.51	
7:33 PM	C. Purchase Orders over \$5,000	
7:33 PM	1. Kendall Electric in the Amount of \$6,937.36 for Street Light Wire For Kent Street	
7:33 PM	2. Fleis & VandenBrink in the Amount of \$7,921.88 for Kent Street Engineering Services	
7:33 PM	3. Fleis & VandenBrink in the Amount of \$8,383.19 for Environmental Assessment for Property at Divine Hwy. and Grand River Ave.	
7:33 PM	4. Abraham & Gaffney in the Amount of \$13,400.00 for Audit	
7:33 PM	XI. <u>Communications</u>–	
7:33 PM	A. Water Department Report – September 2016	
7:33 PM	B. Ionia County Board of Commissioners Agenda for October 11, 2016	

**Estimated
Time**

7:35 PM

7:40 PM

7:45 PM

7:50 PM

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-79

**A RESOLUTION APPROVING A BID FOR SALE OF A TAX REVERTED
PROPERTY**

WHEREAS, the City previously published a Notice of Intent to sell certain tax reverted properties and invited sealed bids; and

WHEREAS, multiple bids were received on 628 Canal St. and Council approved accepting the high bid of \$10,565.00; and

WHEREAS, the City Manager, published a second Notice of Intent to sell this property and prepared this resolution which was placed on file with the City Clerk on September 23, 2016, at least 10 days in advance of its consideration for approval by the City Council.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves selling 628 Canal St. for \$10,565.00 to the high bidder.
2. The City Council authorizes and directs the Mayor and Clerk to sign the deed for 628 Canal St., a copy of which is attached as Exhibit A.
3. The Clerk is authorized to release the signed deed to the purchaser upon receipt of the approved sale amount. If payment of the sale amount is not received within 45 days, the transaction is void.
4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 17, 2016

Monique I. Miller, City Clerk

QUIT CLAIM DEED

The undersigned Grantor(s), CITY OF PORTLAND a municipal government entity, whose address is 259 Kent Street, Portland MI 48875 hereby QUIT CLAIMS to: Michael & Carole Beard, whose address is: 10204 Peake Rd., Portland MI 48875 the following described premises situated in the City of Portland, County of Ionia, State of Michigan:

CITY OF PORTLAND LOTS 163 & 170 BARTOWS 2ND ADDITION
PIN # 34-300-070-000-350-00
Commonly known as: 628 Canal

for the sum of: \$10,565.00

This conveyance is subject to easements, restrictions, covenants and encumbrances of record and the following terms and conditions:

1. The Grantor conveys the Property to the Grantee "AS IS" and without any representations or warranties.
2. The Grantor grants to Grantee the right to make all divisions under the Michigan Land Division Act.

Dated this _____ day of _____, 20____

Signed by:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

STATE OF MICHIGAN)
COUNTY OF IONIA) ss

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

_____, Notary Public
____ County, MI
My commission expires: _____

Drafted by and return to:
City of Portland
259 Kent Street
Portland, MI 48875

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, October 3, 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 Chief Kirk; Ambulance Director Gensterblum; DDA/Main Street Director Perry

Guests: Brian Rice of Fleis & VandenBrink; Kathy Parsons

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

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

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman reported City staff is currently working to televise sanitary sewer lines in order to further prioritize street projects for the PASER study. City Manager Gorman is also working with Finance Officer Kinde on analysis of the budget.

An area at Brush Street Park is being prepared for placement of the new playground structure donated by the WODA Group.

City Manager Gorman stated that he recently met with Jim Hilligan of ConfluxCity Brewing Company, LLC to review his preliminary plans and to go over requirements and regulations. There is a possibility the property may need to be rezoned.

A small ceremony will be held on Wednesday, October 5, 2016 to mark the completion of the Kent Street Improvement Project. The railings approved by Council and street light installation will begin in the next week or two.

The City continues to work with ACD.net on their proposed pole placement which would affect only Verizon customers. The City is now in the process of reviewing their proposal and reviewing the zoning regulations along with other regulations and impacts.

Under Presentations, Mayor Barnes presented the Constitution Week 2016 proclamation and provided a history of how the playing of the National Anthem at sporting events began. He further thanked the Daughters of the Revolution for keeping the Constitution in our forethoughts.

Brian Rice of Fleis & VandenBrink presented findings and photos of the Environmental Assessment Study of the property ADM has proposed to donate to the City of Portland. The findings indicate that the DEQ would consider the property to be contaminated but the contaminants found would not hinder the

City's use of the property. Mr. Rice advised that there may be 1 to 2 tanks located on the west side of the property and recommended the City must now determine if the tanks are the property owner's responsibility to take care of.

There was discussion.

City Manager Gorman stated that now that the City has received the report discussions with ADM regarding cost and responsibility are now taking place.

Under Presentations, DDA/Main Street Director Perry presented her report on downtown activities. The Main Street Sign and Façade Grants are now open through October 28, 2016. They are each a 50/50 matching reimbursement grant open to downtown building owners.

Under New Business, the City Council considered Resolution 16-73 to approve the purchase and installation of a new roof on the secondary digester used for storing sludge at the Wastewater Treatment Plant. The Wastewater Treatment Plant Superintendent and City Manager recommend the approval of the low bid in the amount of \$8,950.00 from Diekevers Roofing Inc. City Manager Gorman presented photos of the floating roof and stated that this purchase is an appropriate use of the USDA funds set aside as required by bonding that was done for previous Wastewater Treatment Plant improvements.

Motion by Baldyga, supported by Johnston, to approve Resolution 16-73 approving the purchase and installation of a new roof for the secondary digester at the Wastewater Treatment Plant.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 16-74 to approve the lease/purchase of new heart monitors for each of the three ambulances maintained by the Ambulance Department. Ambulance Director Gensterblum sought bids and recommends the purchase of three Philips HeartStart MRx ALS Monitors in the amount of \$90,011.77. The annual lease/purchase payment of \$19,731.43 has been included in the Fiscal Year 2016-2017 budget.

Director Gensterblum stated that he applied for but did not receive a grant request through FEMA for this purchase. The current units are out of date and can no longer be serviced if needed. These new units should have a life of approximately 15 years.

Mayor Barnes thanked Director Gensterblum for his time.

City Manager Gorman extended thanks to Paramedic Waltersdorf for his actions in saving a puppy that had fallen in river this past week. The owner was very thankful and the City received many accolades via Facebook for his actions.

Mayor Pro-Tem VanSlambrouck thanked Director Gensterblum for his efforts and stated that he is thankful for the up to date equipment.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 16-74 approving the lease/purchase of new heart monitors for the Ambulance Department.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None
Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 16-75 regarding a contract for the purpose of financing cardiac monitors/defibrillators and related equipment.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes
Nays: None
Adopted

The Council considered Resolution 16-76 to approve Bill No. 4 in the amount of \$194,120.70 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 16-76 approving Bill No. 4 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes
Nays: None
Adopted

The Council considered Resolution 16-77 to authorize and Mayor and Clerk to sign a License Agreement to permit the holding of a Haunted House at the Red Mill for purposed of raising funds for the Red Mill Pavilion Project. At its regular meeting on September 19, 2016 the Parks and Recreation Board approved the request of the Friends of the Red Mill.

Motion by Baldyga, supported by Johnston, to approve Resolution 16-77 approving, authorizing, and directing the Mayor and City Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes
Nays: None
Adopted

The Council considered Resolution 16-78 to approve a proposal in the amount of \$34,448.00 from Cook Brothers Excavating to repair sections of the River Trail behind the Bogue Flats Recreation Area and next to the Divine Highway Bridge that are in need of repair.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 16-78 approving the proposal from Cook Brothers Excavating Inc. to perform maintenance and repair work to the Portland River Trail.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes
Nays: None
Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on September 19, 2016, payment of invoices in the amount of \$282,774.20 and payroll in the amount of \$116,073.87 for a total of \$398,848.07. Purchase orders to Cook Brothers Excavating in the amount of \$7,514.00 for demolition of the hydro house and to Utility Service Co. in the amount of \$19,888.02 for quarterly maintenance on the water towers were also included.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes
Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted a pancake breakfast was held yesterday at the VFW to raise funds for a dog park. The dog park would be City supported but not City funded.

Under Council Comments, Mayor Pro-Tem VanSlambrouck commented that the American Legion will be installing a flag pole at the Red Mill Pavilion and holding the first flag raising on Saturday, October 1, 2016.

Council Member Johnston noted the Community Fund is currently holding its annual coat drive with the distribution to take place on Saturday, October 22, 2016. G&B Pools and Goodman Farms are sponsoring a Stuff the Bus campaign in conjunction with this project.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:58 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the October 3, 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 Chief Kirk; Ambulance Director Gensterblum; DDA/Main Street Director Perry

Presentation – Mayor Barnes presented the Constitution Week 2016 proclamation and provided a history of how the playing of the National Anthem at sporting events began.

Presentation - DDA/Main Street Director Perry presented her report on downtown activities.

Approval of Resolution 16-73 approving the purchase and installation of a new roof for the secondary digester at the Wastewater Treatment Plant.

All in favor. Adopted.

Approval of Resolution 16-74 approving the lease/purchase of new heart monitors for the Ambulance Department.

All in favor. Adopted.

Approval of Resolution 16-75 regarding a contract for the purpose of financing cardiac monitors/defibrillators and related equipment.

All in favor. Adopted.

Approval of Resolution 16-76 approving Bill No. 4 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 16-77 approving, authorizing, and directing the Mayor and City Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.

All in favor. Adopted.

Approval of Resolution 16-78 approving the proposal from Cook Brothers Excavating Inc. to perform maintenance and repair work to the Portland River Trail.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:58 P.M.

All in favor. Adopted.

A copy of the approved Minutes is available upon request at City Hall, 259 Kent Street.

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	891.34
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	3,282.50
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	85.00
AUTOMOTIVE EQUIPMENT SPECIALISTS	01880	ANNUAL OSHA SAFETY INSPECTION OF HOIST - MTR P	240.00
JOHN BAKER	01812	INSTRUCTION - AMBULANCE	175.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	211.87
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	109.95
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	492.83
B&W AUTO SUPPLY, INC.	00030	SUPPLIES/PARTS - VARIOUS DEPTS	906.56
SCOTT CASSEL	00071	MILEAGE REIMB FOR CONFERENCE - ELECTRIC	195.48
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	421.54
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	26.20
CULLIGAN	02130	WATER DELIVERY - POLICE	17.50
FAMILY FARM & HOME	01972	WASP & HORNET KILLER/MOLE TRAP - PARKS, CEMETE	39.97
FLEIS & VANDENBRINK	00153	KENT STREET CONSTRUCTION ENGINEERING - MAJ STS	7,921.88
FLEIS & VANDENBRINK	00153	ENVIRONMENTAL DUE DILIGENCE - GENERAL	8,383.19
FLEIS & VANDENBRINK	00153	DATA EVALUATION & MONITOR WELL SAMPLING - ELEC	381.00
GINGER STITCHES	MISC	UNIFORM SHIRTS/PATCH CHANGE - POLICE	36.00
GREAT LAKES COATINGS	00178	CRACK SEALER - MAJ STS, LOC STS	2,319.60
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
JAMES & CYNTHIA COLE	MISC	DEED TO BURIAL RIGHTS 3 GRAVES SEC H, LOT 50,	1,275.00
JEFF TROOPER	MISC	ACLS INSTRUCTOR ASSISTANCE - AMBULANCE	300.00
KEUSCH SUPER SERVICE	00228	100 LB PROPANE - MTR POOL	158.00
KEUSCH SUPER SERVICE	00228	R&R FUEL TANK - MTR POOL	204.63
MENARDS	00260	SUPPLIES - CEMETERY, PARKS	70.29
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL	112.44
MICHIGAN COMPANY, INC.	00273	SUPPLIES - CEMETERY	167.24
MICHIGAN LAW ENFORCEMENT TRAINING	02415	INVESTIGATING USE OF FORCE TRAINING - POLICE	150.00
MIRECS	01928	FEE - ELECTRIC	30.07

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	SAFETY VEST - MTR POOL	15.00
MUNICIPAL SUPPLY CO.	00324	MARKING PAINT, EARPLUGS - CEMETERY, PARKS	272.25
OLD DOMINION BRUSH	00341	LEAF MACHINE PARTS - MTR POOL	3,398.95
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - MTR POOL	245.04
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - AMBULANCE	284.60
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	53.54
S&K TROPHIES AND PLAQUES	00401	CHAMP TROPHIES - REC	60.00
SLICK SHIRTS SCREEN PRINTING	02003	CHAMP SHIRTS MENS & COED FALL SOFTBALL - REC	265.55
SLICK SHIRTS SCREEN PRINTING	02003	FLAG FOOTBALL SHIRTS - REC	495.75
STAR CRANE & HOIST OF KALAMAZOO	IN01893	ANNUAL OSHA INSPECT & PM ALL UNITS - WASTE WTR	180.00
STEVE'S METER SERVICE	00442	REPAIR & TEST METERS - ELECTRIC	95.00
SUPERIOR ASPHALT INC	02348	COLD PATCH - MAJ STS, LOC STS	453.75
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	453.76
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VERIZON WIRELESS	00470	CELL SERVICE - VARIOUS DEPTS	314.41
VILLAGE LAUNDRY	01490	LAUNDRY - POLICE	115.50
ESM LLC	MISC	ENERGY SMART - ELECTRIC	617.01
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	21.65
MHR BILLING	01780	BILLING SERVICE - AMBULANCE	1,278.00
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS, MTR POOL	26.41
FAMILY FARM & HOME	01972	TAPE & GLOVES - WATER	23.97
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	407.70
WE PRINT EVERYTHING INC.	MISC	DEPT INFO CARDS - POLICE	174.00
CITY OF PORTLAND - PETTY CASH	00701	MILEAGE REIMB, POSTAGE - VARIOUS DEPTS	746.13
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	935.54
CENTURYLINK	01567	LONG DISTANCE PHONE SVC - VARIOUS DEPTS	14.65
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE -CEM, PARKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	2,254.45
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE-POLICE, COMM PROMO, ELEC	152.58

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRANGER CONTAINER SERVICE	00175	REFUSE - WASTE WTR	152.58
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,479.00
ABRAHAM & GAFFNEY, P.C.	00002	PROGRESS BILLING FOR AUDIT FIELDWORK YEAR ENDE	13,400.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,789.13
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICES - POLICE	138.00
STATE BAR OF MICHIGAN	01074	DUES - CITY MANAGER	285.00
CLARK HILL PLC	01422	MUNICIPAL COUNSEL - GENERAL , CODE	1,386.00
FLEIS & VANDENBRINK	00153	2016 BRIDGE INSPECTION AND FILE REVIEW - MAJ S	3,500.00
FLEIS & VANDENBRINK	00153	PASER STUDY - MAJ STS, LOC STS	669.90
FLEIS & VANDENBRINK	00153	GRIT BUILDING HEATING - WASTE WTR	1,382.99
GRAINGER, INC.	00172	CHEMICAL SPILL CONTAINMENT TRAYS - WASTE WTR	251.70
GRAINGER, INC.	00172	LABORATORY TRAY - WASTE WTR	167.80
GRANGER CONTAINER SERVICE	00175	SLUDGE - WASTE WTR	700.00
MARK SPOHN	02110	MOWING AT RED MILL - COMM PROMO	230.00
BRANDON SCHEURER	02394	OFFICIALS - REC	110.00
PEYTON GALEY	02389	OFFICIALS - REC	150.00
GRAHAM WOHLSCHEID	02423	OFFICIALS - REC	150.00
NATHANIEL LEAHY	02424	OFFICIALS - REC	150.00
ED FILTER	00540	UMPIRES - REC	192.00
BRIAN RUSSELL	00593	UMPIRES - REC	72.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	49.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	105.00
Total:			\$75,449.63

**BI-WEEKLY
WAGE REPORT
October 10, 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.	9,048.35	68,854.06	3,791.63	23,123.80	12,839.98	91,977.86
ASSESSOR	1,190.51	8,154.69	91.14	628.07	1,281.65	8,782.76
CEMETERY	2,987.74	27,673.63	2,757.68	10,756.91	5,745.42	38,430.54
POLICE	15,476.63	121,373.71	5,470.69	32,665.17	20,947.32	154,038.88
CODE ENFORCEMENT	610.18	6,661.69	643.29	2,896.08	1,253.47	9,557.77
PARKS	2,374.56	33,051.84	950.23	7,407.71	3,324.79	40,459.55
INCOME TAX	1,763.38	14,594.20	2,230.56	10,619.00	3,993.94	25,213.20
MAJOR STREETS	3,526.34	23,750.66	4,334.22	18,680.57	7,860.56	42,431.23
LOCAL STREETS	1,648.62	21,759.18	1,932.68	11,168.34	3,581.30	32,927.52
RECREATION	760.78	6,281.32	849.41	3,630.09	1,610.19	9,911.41
AMBULANCE	10,488.24	94,649.53	3,911.49	21,905.49	14,399.73	116,555.02
DDA	1,584.80	12,585.60	855.58	7,375.34	2,440.38	19,960.94
ELECTRIC	16,822.17	137,197.22	16,361.72	76,317.68	33,183.89	213,514.90
WASTEWATER	9,899.84	77,578.81	10,393.36	49,748.13	20,293.20	127,326.94
WATER	4,988.79	37,758.90	3,220.26	17,274.56	8,209.05	55,033.46
MOTOR POOL	2,114.80	16,848.44	2,551.21	11,272.42	4,666.01	28,120.86
TOTALS:	85,285.73	708,773.48	60,345.15	305,469.36	145,630.88	1,014,242.84

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 10/13/16
MEETING DATE 10/17/16

Fund	Description	Beginning Balance 9/28/16	Total Cash in	Total Cash out	Cash Balance 10/13/16	Time Certificates	Ending Balance 10/13/16
101	GENERAL FUND	1,683,153.93	697,395.86	(60,409.53)	2,320,140.26	235,000.00	2,555,140.26
105	INCOME TAX FUND	44,480.54	76,236.41	(80,753.17)	39,963.78	10,000.00	49,963.78
150	CEMETERY PERPETUAL CARE FUND	36,117.20	-	-	36,117.20		36,117.20
202	MAJOR STREETS FUND	231,414.56	28,432.74	(84,878.51)	174,968.79		174,968.79
203	LOCAL STREETS FUND	123,288.65	56,395.81	(7,162.60)	172,521.86		172,521.86
208	RECREATION FUND	7,872.96	3,485.19	(3,270.38)	8,087.77		8,087.77
210	AMBULANCE FUND	142,042.23	29,221.40	(31,435.06)	139,828.57		139,828.57
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	142,029.48	20,365.14	(4,880.76)	157,513.86		157,513.86
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	-	-	-	-		-
520	REFUSE SERVICE FUND	20,256.73	2,933.89	(210.45)	22,980.17		22,980.17
582	ELECTRIC FUND	177,622.10	175,791.77	(150,828.76)	202,585.11	530,000.00	732,585.11
590	WASTEWATER FUND	71,855.24	44,944.21	(162,335.82)	(45,536.37)		(45,536.37)
591	WATER FUND	24,263.44	25,837.31	(64,814.72)	(14,713.97)	420,000.00	405,286.03
661	MOTOR POOL FUND	50,976.98	4,666.01	(14,593.54)	41,049.45		41,049.45
703	CURRENT TAX FUND	1,213,336.94	493,492.27	(1,669,623.89)	37,205.32		37,205.32
	TOTAL - ALL FUNDS	3,972,073.23	1,659,198.01	(2,335,197.19)	3,296,074.05	1,195,000.00	4,491,074.05
					ELECTRIC-RESTRICTED CASH	339,418.00	339,418.00
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	221,752.32	221,752.32
					ELECTRIC-PRIN & INT ESCROW	146,417.86	146,417.86
					WASTEWATER DEBT ESCROW	235,706.71	235,706.71
					WASTEWATER REPAIR ESCROW	60,139.54	60,139.54
					DDA-PRIN & INT ESCROW	501.67	501.67
							<u>5,795,010.15</u>

*Customer Deposit Breakdown

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

PURCHASE ORDER

CITY OF PORTLAND

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

TO Kendall Electric

SHIP TO Electric

582-539-775

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

10-14-16

QUANTITY	DESCRIPTION	PRICE	AMOUNT
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100	St light connectors	18,56	\$1858.60
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5000ft	8 thhn black 2500ft. reel		\$1269.69
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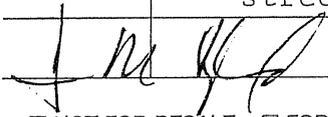
5000ft	8 thhn green 2500ft reel		\$1269.69
--------	--------------------------	--	-----------

5000ft	8 thhn white 2500 ft reel		\$1269.69
--------	---------------------------	--	-----------

5000ft	8 thhn red 2500 ft.reel		\$1269.69
--------	-------------------------	--	-----------

\$6937.36

street light wire for Kent St.



NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE _____

ORIGINAL

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



FLEIS & VANDENBRINK

2960 LUCERNE DRIVE SE, GRAND RAPIDS, MI 49546
OFFICE: 616.977.1000 | FAX: 616.977.1005

Invoice

S Tutt Gorman
City Manager
City of Portland
259 Kent Street
Portland, MI 48875-1495

October 4, 2016
Project No: 821681
Invoice No: 44289

Project 821681 City of Portland-Kent Street Construction Engineering

Services Included: Construction administration, punch list, close out

For professional services rendered for the period August 27, 2016 to September 23, 2016

Professional Services

	Hours	Billing	
	72.50		
Total			7,448.75
Reimbursable Expenses			
Expenses		473.13	
Total		473.13	473.13
		Total this Invoice	\$7,921.88

*Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us.*

Terms: Net 15 days

PURCHASE ORDER

CITY OF PORTLAND

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

TO Fleis + Vandenbrink

SHIP TO _____

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

10/5/16

QUANTITY	DESCRIPTION	PRICE	AMOUNT
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	Kent St. Construction Engineering		\$7,921.88
	202.452.803009 Maj. Sts - Eng. Svc	\$ 6,337.50	
	590.441.803009 Waste Wtr.	\$ 1,188.28	
	591.441.803009 Water	\$ 396.10	
		\$7,921.88	

NOT FOR RESALE FOR RESALE

TAX NUMBER _____



ORIGINAL



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Invoice

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

September 27, 2016
 Invoice Number: 44042
 Project Number: 820641

RE: Environmental Due Diligence for Northwest Corner of Grand River and Divine Highway

For professional services rendered through August 26, 2016

<u>Professional Services - Lump Sum Fee</u>	<u>Contract Amount</u>	<u>Work to Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>This Invoice Billed</u>
Phase I Environmental Site Assessment Project Management lump sum	\$1,100.00	100%	\$1,100.00	\$0.00	\$1,100.00
Phase II Environmental Site Assessment Soil and groundwater sampling work, data evaluation, laboratory analysis and letter documentation. Project Management, Notifications. lump sum.	\$3,550.00	75%	\$2,671.25	\$0.00	\$2,671.25
	<u>Estimated Amount</u>		<u>Actual Amount</u>	<u>Previous Billed</u>	<u>This Invoice Billed</u>
Estimated Drilling Fees, Laboratory, Sample Supply and Notification Fees (10 business days analysis turnaround time)	\$4,850.00		\$4,611.94	\$0.00	\$4,611.94
TOTAL DUE THIS INVOICE					<u>\$8,383.19</u>

Terms Net 15 days

Thank you for your business, it is sincerely appreciated.

If there are any questions regarding this invoice of the services provided, please contact us.

Please make check payable to:

Fleis & VandenBrink Engineering, Inc.
 2960 Lucerne Drive, SE
 Grand Rapids MI 49546

PURCHASE ORDER

CITY OF PORTLAND

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

TO

[Fleis + Vandenberg]

SHIP TO

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
9/30/16						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	Environmental Due Diligence for Northwest Corner of Grand River and Divine					
	101.201.803000				\$8,383.19	

NOT FOR RESALE FOR RESALE

TAX NUMBER _____



ORIGINAL



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PURCHASE ORDER

CITY OF PORTLAND

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

TO Abraham & Gaffney

SHIP TO _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
9/30/16						
QUANTITY	DESCRIPTION			PRICE	AMOUNT	
	01-201-802.000	2,900	582-201-802.000	1350		
	105-254-802.000	1350	590-201-802.000	1350		
	202-201-802.000	775	591-201-802.000	1350		
	203-201-802.000	775	661-201-802.000	1000		
	101-728-956.000	700				
	520-528-802.000	675		13,400		
	216-302-802.000	775				
	208-690-802.000	400				

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

ORIGINAL

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ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

Abraham & Gaffney, P.C.
108 Spring Street
St Johns, MI 48879

Phone: (989) 224-6836
Fax: (989) 224-6837

City of Portland
259 Kent Street
Portland, MI 48875

Client ID: EL-1643

INVOICE: EL-25682
DATE: September 30, 2016

FOR PROFESSIONAL SERVICES:

DESCRIPTION	AMOUNT
Progress billing for audit fieldwork for the year ended June 30, 2016.	\$ 12,500.00
Entering capital asset information into software.	900.00
TOTAL INVOICE AMOUNT	\$ 13,400.00
Prior A/R Amount:	\$ 0.00
Total This Invoice:	\$ 13,400.00
Final A/R Balance:	\$ 13,400.00

**Please call our office at (989) 224-6836 to pay by VISA or MasterCard
or complete and return this payment stub:**

Card Number: _____ Expiration Date: _____ Security Code: _____

Client ID: EL-1643 Client's Name: City of Portland Total Payment: _____

Address: _____ Phone Number: _____

To ensure proper credit, please include your Client Number with your payment.
A 1½ % service charge will be added to all past due accounts.

IONIA COUNTY BOARD OF COMMISSIONERS

October 11, 2016 - 4:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. 2017 Budget Hearing
 - B. Adopt 2017 Budget Resolution
 - C. Clean Sweep Program Grant Agreement
 - D. Health Department Ancillary Provider Affiliation Agreement
 - E. Health Department Health Care Professionals Agreement
 - F. 2017 SCAO OHSP Planning Grant Regional Hybrid DWI/Drug Court Program Agreement
 - G. Area Agency on Aging of Western Michigan Contract Amendment No. 61.54 - FY16.5
 - H. Animal Shelter Reimbursement Grant Agreement
 - I. Acknowledgement of Application for Appointment – Department of Human Services Board
 - J.
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator

X. Reports of Special or Ad Hoc Committees

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

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Advisory Council – One three-year term expiring April 2018.
- Board of Public Works – Two three-year terms expiring January 2018.
- Commission on Aging Board – One three-year term expiring September 2016.
- 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.
- Land Bank Authority – One three-year term, expiring April 2017.
- Park Advisory Board – One two-year term, expiring January 2018.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2016.

Appointments for consideration in the month of November 2016: None

Appointments for consideration in the month of December 2016:

- *Central Dispatch Board of Directors* – Six two-year appointments - one Township Board Representative, one Firefighter Representative, one Emergency Medical Services Representative, one County Commissioner and two Citizen Representatives.
- *EightCap Governing Board* – One two-year appointment, which must be a County Commissioner.
- *Road Commission Board* – One six-year appointment.
- *Substance Abuse Initiative* – Three two-year appointments – one from each of the following commissioner districts: District Three, District Four and District Five.
- *West Michigan Regional Planning Commission* – Three one-year appointments.
- *West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee* – Two one-year appointments.