



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

7:00 P.M. Monday, November 7, 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>	
7:25 PM	VI. <u>Presentations</u>	
	A. DDA/Main Street Director Perry – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:30 PM	A. Proposed Resolution 16-80 Approving Bill No. 5 to the Michigan Department of Transportation for Work Performed on the Kent Street Improvement Project	Decision
7:32 PM	B. Proposed Resolution 16-81 Approving the Downtown Development Authority (DDA) Director Employment Contract	Decision
7:35 PM	C. Proposed Resolution 16-82 Regarding a Contract for the Purpose of Financing the International Snow Plow Truck for the Department of Public Works	Decision
7:38 PM	D. Proposed Resolution 16-83 Approving the Purchase of a Bobcat Compact Track Loader for the Department of Public Works	Decision
7:40 PM	E. Proposed Resolution 16-84 Approving an Update to the Land Division Application Form	Decision
7:42 PM	F. Proposed Resolution 16-85 Approving, Authorizing, and Directing The Mayor to Sign the Joint Funding Agreement for the Operation of A Streamgaging Station	Decision
7:44 PM	G. Proposed Resolution 16-86 Accepting and Dedicating Roadways Within the Rindlehaven Neighborhood Condominium as Public Streets	Decision
7:46 PM	X. <u>Consent Agenda</u>–	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on October 17, 2016	

**Estimated
Time**

**Desired
Outcome**

- B.** Payment of Invoices in the Amount of \$122,366.60 and Payroll in the Amount of \$251,424.97 for a Total of \$373,791.57
- C.** Purchase Orders over \$5,000
 - 1. Ionia County Central Dispatch in the Amount of \$5,000.00 for CAD Grant Project Implementation
 - 2. Fleis & VandenBrink in the Amount of \$5,283.85 for Environmental Due Diligence
 - 3. Michigan Electric Cooperative Association in the Amount of \$12,110.00 for 2017 Safety Dues
 - 4. KS State Bank in the Amount of \$19,720.54 for the 1st Payment on the Heart Monitor Lease

XI. Communications–

- A.** 2016 Merit Award Summary
- B.** DDA Minutes for September 15, 2016
- C.** DDA Treasurer’s Report for October 20, 2016
- D.** Police Department Report for September 2016
- E.** Utility Billing Report for September 2016
- F.** Wastewater Treatment Plant Report for September 2016
- G.** Wastewater Treatment Plant Report for October 2016
- H.** Water Department Report for October 2016
- I.** MPPA Proposed Amendments to By-Laws
- J.** Ionia County Board of Commissioners Agenda for October 25, 2016
- K.** Ionia County Board of Commissioners Agenda for November 9, 2016

7:48 PM

XII. Other Business - None

7:50 PM

XIII. City Manager Comments

7:55 PM

XIV. Council Comments

8:00 PM

XV. Adjournment

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-80

A RESOLUTION APPROVING BILL NO. 5 TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR WORK PERFORMED ON THE KENT STREET IMPROVEMENT PROJECT

WHEREAS, the Kent Street Improvement Project is administered through the Michigan Department of Transportation (MDOT) because the project will be partially funded by federal funds; and

WHEREAS, through MDOT's bid letting process, the City awarded a contract in the amount of \$807,755.45 to CL Trucking & Excavating, LLC to make certain improvements to Kent Street; and

WHEREAS, MDOT has submitted Bill No. 5 requesting a progress payment in the amount of \$9,166.68 for work performed, a copy of Bill No. 5 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Bill No. 5 and is recommending the City Council approve payment in the amount of \$9,166.68, a copy of the engineer's letter is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the City Engineer's recommendation to approve Bill No. 5 and authorizes payment in the amount of \$9,166.68 to the Michigan Department of Transportation, a copy of the engineer's letter is attached as Exhibit B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 7, 2016

Monique I. Miller, City Clerk

MICHIGAN DEPARTMENT OF TRANSPORTATION
Financial Operations
LOCAL PROGRESS BILLINGS
INVOICE

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

Invoice Number:	591-8105106
Customer Id:	70111
Invoice Date:	October 10, 2016
Total Due:	\$9,166.68

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

MDOT Fed Id: 38-6000134 LOCAL PROGRESS BILLINGS
(517) 373-0416

PO Number
126247A

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
JOB # 126247A ITEM# HK0575	1.00	\$9,166.68	\$0.00	\$9,166.68

PAYMENT DUE AS SPECIFIED IN THE SIGNED AGREEMENT

Total Invoice: **\$9,166.68**
Payment Due: November 09, 2016

REMIT PAYMENT TO: STATE OF MICHIGAN
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
ATTENTION: FINANCE CASHIER
PO BOX 30648

LANSING, MI 48909

(Please note or make any address corrections below.)

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

PO Number
126247A

INVOICE NUMBER 591-8105106 FIN AP



FEDERAL ITEM HK0575

B NUMBER 126247A

AGREEMENT NO. 155478

NAME / ADDRESS 010111

RECEIPT CODE 899-14-00
899-92-203

Bill NUMBER 5

LOCALITY CITY OF PORTLAND 15-2510

DESCRIPTION CITY OF PORTLAND, PART A: HOT MIX ASPHALT COLD MILLING AND RESURFACING WORK ALONG KENT ST FROM THE SOUTH LIMITS OF THE CITY OF PORTLAND NORTHEASTERLY TO ACADEMY ST
PART B: WATERMAIN AND SANITARY SEWER WORK IN THE LIMITS AS DESCRIBED IN PART A

CONTRACT AWARD 807,755.45

OTHER COST 500.00

TOTAL ESTIMATED PROJECT COST 808,255.45

ESTIMATED FEDERAL PARTICIPATION 375,000.00

ESTIMATED STATE PARTICIPATION 0.00

ESTIMATED LOCAL PARTICIPATION 433,255.45

ADVANCE BY LOCAL 0.00

ESTIMATED BILLABLE TO LOCAL 433,255.45

LOCAL CONTRACT COST TO DATE 388,373.31

LOCAL OTHER COST TO DATE 27.07

TOTAL LOCAL COST TO DATE 388,400.38

PREVIOUS BILLED 379,233.70

BALANCE OF ADVANCE BY LOCAL 0.00

LOCAL CURRENT MONTH CONTRACTOR COSTS 9,166.68

LOCAL CURRENT MONTH OTHER COSTS 0.00

TOTAL LOCAL BILL AMOUNT 9,166.68



FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

October 18, 2016

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

Project: Kent Street Improvements – MDOT Local Agency Project No. 126247A

Dear Mr. Gorman:

Attached is a copy of MDOT's Description Report from MDOT. The invoice includes no sanitary sewer or water main work. The entire invoice is related general/road construction.

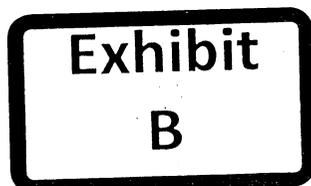
Based on our knowledge of the work completed on the project, and the methods used by MDOT to calculate the bill amount, we recommend that the City pay MDOT's Bill #5 in the amount of \$9,166.68.

If there are any questions, please call.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Project Manager



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-81

**A RESOLUTION APPROVING THE DOWNTOWN DEVELOPMENT
AUTHORITY (DDA) DIRECTOR EMPLOYMENT CONTRACT**

WHEREAS, pursuant to MCL 125.1655(1), the DDA Board may employ and fix the compensation of a director, subject to the approval of City Council as the governing body; and

WHEREAS, at its regularly scheduled meeting on October 20, 2016, the DDA Board approved the attached DDA Director Employment Contract and related documents, attached as Exhibit A and a copy of the DDA draft minutes are attached as Exhibit B; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the DDA Director Employment Contract and related documents, attached as Exhibit A, contingent upon being signed and fully executed by the parties no later than 5:00pm on Wednesday, November 9, 2016.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 7, 2016

Monique I. Miller, City Clerk

EMPLOYMENT CONTRACT

The parties listed below enter this Employment Contract on _____, 2016:

Portland Downtown Development Authority
Board of Directors (Board) 259 Kent Street
Portland, MI 48875

and

Patricia M. Perry (Director)
3397 Knoll
Portland, MI 48875

The parties agree to the following:

- **Employment & Duties.** The Director is employed by the Board as its Director and as the Portland Main Street Executive Director, subject to the powers and duties prescribed in The DDA Act, 1975 PA 197, and as further defined in the attached job description. Subject to the Board's approval, the Director will supervise and be responsible for preparing the plans and performing the functions of the Portland Downtown Development Authority as authorized by MCLA §125.1655.
- **Oath of Office & Bond.** Before taking on the duties of the office, the Director must take and subscribe to the constitutional oath and furnish a bond as required by the MCLA § 125.1655.
- **Meetings & Reports.** The Director must attend meetings of the Board and must provide to the Board and to Portland City Council a regular report covering the activities and financial condition of the Portland Downtown Development Authority.
- **Incapacity of Director.** If the director is absent or otherwise unable to complete her duties, the board may designate a qualified person as acting director.
- **At-will Employment.** The Director is an at-will employee and serves at the pleasure of the Board.
- **Termination.** Either party may terminate this employment relationship at any time. If the termination is without cause, the Board will give 14 days' notice or no notice and 14 days' severance pay. If the Director terminates employment, she/he will give the Board 14 days' notice, and at the request of the Board, will aid in transition of the next Director or interim Director.
- **Salary & Compensatory Time.** For all services performed pursuant to this Agreement, the Director will be paid salary of \$42,716 per year based on a 40-hour work week. The Director will receive compensatory time off for hours worked above 40 at one and one half hours' compensatory time for every one hour of overtime, up to 60 accrued hours. In the event that such time off is not taken,

Exhibit

A

the director will be given cash payment for all unused compensatory time, as required under MCL § 408.4 14a(8), at their hourly rate of compensation at the time the compensatory time was earned. This payment shall occur at the first full payroll payment in July.

- **Benefits.** The Director of the Authority is eligible to participate in City of Portland municipal retirement and city benefit programs as if the Director were a civil service employee, except that the Director is not a civil service employee. The Director will be eligible to receive \$1,200 per year in lieu of health insurance, so long as they can show they have coverage from another source.
- **Modifications.** The Board may modify this Employment Contract only by a written addendum, signed by both parties, acknowledging the change.
- An annual performance evaluation will be completed by the DDA by no later than May 1st.

By signing below, the parties enter into this Employment Contract.

Charles Dumas, Portland Downtown
Development Authority Board Chair

Date

Patricia M. Perry

Date

City of Portland
Full-Time Employee
Benefits Summary

Plan	Brief Summary	Effective on:	Provider/Group Number
Medical Insurance (Includes Prescription drugs)	Blue Cross/Blue Shield SB HSA PPO Gold Health Savings Account HRA through Basic	1st day of calendar month following being hired.	Group Number: 007016318
Dental Insurance	One plan is available through Delta Dental Delta Dental PPO	1st day of calendar month following being hired.	Group Number: 4281-0001
Vision Insurance	One plan is available through Ameritas - VSP	1st day of calendar month following being hired.	Group Number: 010438120
Life Insurance & Accidental Death & Dismemberment	\$50,000 life insurance benefit through The Standard Life Ins. Co.	1st day of calendar month following being hired.	Policy Number: 128881-B
Long Term Disability (LTD)	66 2/3 % of the first \$3,750 of your Predisability Earnings, reduced by Deductible income. Benefit waiting period is 30 days.	1st day of calendar month following being hired.	Policy Number: 128881-A
Personal Days	*Four days per year starting each July 1st. Will be prorated based on hire date. Note: Employees cannot carry forward personal days from one fiscal year to the next.	Immediately upon hire	
Vacation Days	See detailed policy on vacation in the employee handbook.	Following one year of employment.	
Sick Days	Employees accumulate 1 sick-leave day per month, with unlimited accumulation.	Immediately upon hire	
Holidays	*New Year's Day *President's Day *Good Friday -Police get Easter *Memorial Day *Independence Day *Labor Day *Employee's BDAY *Veteran's Day *Thanksgiving/and Friday after *Christmas Eve/Christmas Day *New Year's Eve Day	Immediately upon hire	

PORTLAND DDA - PAYROLL RECAP

Employee No: 190
 Name: Perry, Shelley
 Department: DDA

Pay Period No: _____
 Pay Date: 11/29/16 to 12/12/16
 Rate of Pay: \$19.81

	11/29/16	11/30/16	12/01/16	12/02/16	12/03/16	12/04/16	12/05/16	12/06/16	12/07/16	12/08/16	12/09/16	12/10/16	12/11/16	12/12/16	Grand Total
	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	
Vacation								8.0							8.00
Sick															
Comp															
Personal	1.0														1.00
Holiday/Funeral									8.0						8.00
Total Leave Hours															17.00

Regular Hours																
	7.0	8.0	9.0	7.0				8.0			8.0	8.0			8.0	63.00
Total Regular Hours															63.00	

Overtime Hours																
COMP												###				10.00
Total Overtime Hours															10.00	

Approved By: _____

Portland DDA/Main Street Director
Job Description – 10/20/16



Terms used in this document:

- **Board:** DDA/Main Street Board of Directors
- **DDA:** Downtown Development Authority
- **Director:** DDA/Main Street Executive Director

Position Description:

Supervision and Reporting Requirements: The DDA/Main Street Director is employed by the Portland DDA and reports directly to the DDA Board. The DDA Board Chair is the Director's direct supervisor, pursuant to MCL Act 197.

General Duties: The Director oversees the activities associated with the Portland DDA and Main Street program. The Director functions with considerable independence and is held accountable for results. The DDA/Main Street Program Director coordinates activities within a downtown revitalization program that utilizes historic preservation as an integral foundation for downtown economic development. Her/she is responsible for the development, conduct, execution and documentation of the Main Street program. The program director is the principal onsite staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally as appropriate. In addition, the program director should help guide the organization as its objectives evolve.

Hours: The Director must devote full-time energies, abilities, and talents to this position and must be available or otherwise conducting DDA and Main Street business during regular business hours. As a rule, the Director must be present in downtown Portland for promotional events, many of which occur during evenings and weekends. The Director must also be present for all DDA/MS Board meetings and Main Street Committee meetings. Reasonable reduction of regular weekday hours may be allowed when these other obligations are heavy, subject to the approval of the Board Chair.

Representative Duties and Responsibilities

1. Develop, in conjunction with the DDA/MS Board, downtown economic development strategies that are based on historic preservation and utilize the community's human and economic resources.
2. Implement capital-improvement projects that have been approved by the DDA/MS Board; and the Main Street Design Committee, or the City Council, as appropriate; including preparing and issuing Requests for Proposals (RFPs) and Requests for Quotes/Qualifications (RFQs), writing grant applications, and

Portland DDA/Main Street Director

Job Description – 10/20/16

managing the project through completion including receipt of “as built” plans as appropriate.

3. Coordinate the activity of the Main Street program committees, ensuring that communication among committees is well established; assist committee volunteers with implementation or work plan items.
4. Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development, accounting, preparing all reports required by the state Main Street program and by the national Main Street Center, assisting with the preparation of reports to funding agencies, and supervising employees or consultants.
5. Develop and conduct continuing public awareness and education programs designed to enhance appreciation of the downtown’s architecture, history, natural resources, and other amenities and to foster an understanding of the DDA/MS Board’s goals and objectives. Support the Board in keeping the program in the public eye.
6. Develop and maintain data systems to track the process and progress of projects through the Main Street Work Plan system. This tracking consists of maintaining information on each building in the downtown area, including photographs, historic value, square footage, current use, and rental rate, if applicable. Tracking also includes collecting information on changes in use and appearance and information regarding job creation and business retention.
7. Be responsible for all administrative aspects of operating the office including record keeping, budget development and monitoring, posting notices of meetings in accordance with the Michigan Open Meetings Act, ensuring that minutes are recorded of all Main Street program committee meetings, and preparing reports as required by the City, the DDA, and the Michigan Main Street program. This task may involve working with the following people:
 - a. the DDA/MS Board Chair on the preparation of DDA/MS Board meeting agendas,
 - b. the Main Street Committee Chairs on the preparation of Committee meeting agendas,
 - c. the City Treasurer (or DDA accountant) on the preparation of DDA financial reports,
 - d. the City Manager on all permits, applications, etc required for event sign placement, street closures, and conducting downtown events.

There is no clerical position to support the Director in carrying out these responsibilities.

8. Advise downtown merchants’ organizations, city council, and/or chamber of commerce retail committees on Main Street program activities and goals; help coordinate joint promotional events, such as festivals or business promotions, to improve the quality and success of events and attract people to downtown; work

Portland DDA/Main Street Director

Job Description – 10/20/16

closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.

9. Help build strong and productive relationships with appropriate public agencies at the local and state levels.
10. Become familiar with all persons and groups directly and indirectly involved in the downtown. Mindful of the roles of various downtown interest groups, assist the DDA/MS's board of directors and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic restructuring/development.
11. Support the Main Street Economic Revitalization Committee in its business recruitment, retention, and expansion efforts, including making regular contacts to promote success of the businesses and the Main Street program.
12. Support the Design Committee and Façade Improvement Program by assisting tenants and property owners with physical improvement projects through personal consultation, obtaining professional design consultants, and assisting in locating appropriate contractors and funding as needed.
13. Support the Design Committee and Façade Improvement Program by working with appropriate public and private agencies to obtain necessary funding for design assistance, building rehabilitation, parking, and public improvements. .
14. Support the Promotions and Marketing Committee by assisting in the coordination of joint promotional events such as seasonal festivals, concerts, sidewalk sales, and parades with other downtown stakeholders, with the goal of improving the quality of events to attract people to the downtown area.
15. Support the Organization and Finance Committee in undertaking joint activities with downtown organizations and civic groups, with an eye toward encouraging a cooperative climate and working relationship among downtown businesses, organizations, City departments, and local public officials and to assist in the recruitment of volunteers for various committees and events.
16. Support the Organization and Finance Committee in its efforts to produce a regular newsletter to keep businesses and individuals in the Main Street district up to date on activities of the Main Street program.
17. Work effectively with volunteers and others involved in downtown-related projects, understand the importance of volunteer involvement and appreciation.
18. Perform other duties as may be determined by the DDA/MS Board from time to time.

Portland DDA/Main Street Director

Job Description – 10/20/16

19. Report the activities and events of the Main Street Program to the Portland City Council at least once each month during regular meetings.

Essential Knowledge, Skills, Abilities, and Minimum Qualifications

The requirements below represent the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

Minimum education and experience: Bachelor's degree in urban planning, marketing, public or business administration, or similar relevant field of study; or experience in responsible position(s) involving similar job duties; or a combination of education and experience.

Knowledge and skills:

- Basic business-management procedures and practices to effectively control the DDA and Main Street financial operations within budget and policy guidelines
- Skill in the use of commonly used software for word processing, spreadsheet, desktop publishing, and presentation purposes
- Public-relations and community-promotion skills
- Oral and written communication skills, with the ability to provide clear, concise, and accurate reports and presentations to a variety of audiences
- Interpersonal skills, with the ability to build and maintain effective working relationships with public officials, business owners, landlords, various professionals, community groups, and the general public
- Consensus-building skills, with the ability to influence others to work cooperatively for larger goals and the common good of the City
- Time-management skills, with the ability to consistently meet deadlines

Physical Demands and Work Environment

The physical demands and work environment characteristics in this Job Description represent those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Manager is routinely required to communicate with others, on the telephone, and via email. The Manager is frequently required to create and review computer documents and sit for long periods of time at a computer. The Manager is frequently required to travel to other locations, drive a car, stand, walk, and climb stairs. The Manager is occasionally required to stoop, kneel, crouch and must occasionally lift or move items of light to moderate weight. While performing the duties of this position, the Manager works primarily in an office-type setting. Other settings include various business settings from retail to service to street-side. The noise level in the work environment is typically low but can range from moderate to high depending on location.

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

Held on Thursday, October 20, 2016
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Gorman, VanSlambrouck, Briggs, Blastic, Grimminck, Urie, Clement

Absent: Tyler, Dumas

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

Guests: Council Member Johnston, Nick Sandborn of Sandborn Real Estate, Tom Gerdom of Gerdom Management, Kathy Parsons

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

Motion by Barnes, supported by Briggs, to excuse the absence of members Dumas and Tyler and to approve the Agenda as presented.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Blastic, to approve the minutes of the September 15, 2016 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, Director Perry reminded the members that the Main Street – Year End National Accreditation visit will be on Wednesday, November 9, 2016 at 8:00 A.M.

Under New Business, Director Perry reported both the Façade and Sign Grants through the Design Committee are open. The application deadline will likely be extended by a couple of weeks.

Director Perry presented information on Redevelopment Ready Communities and suggested the application process be started as having this status is becoming critical to the grant process. The program is through the MEDC and supports communities to become development ready.

City Manager Gorman stated that as Portland is a small community its processes are streamlined so the development process is simplified.

Director Perry reported that the DDA Annual Report to the State Tax Commission has not been filed; only 20% of DDA communities in Michigan comply with this requirement. She will work to with City Finance Director Kinde to file the necessary paperwork.

Exhibit

B

Director Perry noted that Scout Park has become quite overgrown. She is gathering prices and information to clean it up. She is also looking into a longer term low maintenance plan for the park.

There was discussion of who actually “owns” the park, the DDA or the City. Previously it has been under the care of the DDA.

City Manager Gorman suggested that if the trees are going to be moved out of the park that they be moved to the DPW complex.

The board concurred with moving forward.

Director Perry introduced Tom Gerdom of the Gerdom Management Group.

Mr. Gerdom provided his background and information on his services along with former and current projects. He presented his ideas for a feasibility plan for a potential Opera House project. He stated his belief that this may be an opportunity to define the downtown of Portland to attract more retail establishments and restaurants.

Director Perry suggested pursuing a Feasibility Study Grant through the USDA. She stated that they have shown interest in working with the Portland on this type of project. She further stated that she has spoken with an attorney at Hoort Law about the possibility of an option on the properties that comprise the Opera House which would allow time for the feasibility study to be completed.

City Manager Gorman asked for clarification of how a possible grant from the USDA is related to the Mr. Gerdom.

Director Perry stated that funding through the USDA would be used for the feasibility study done by Gerdom Management. She further stated that per conversations with representatives of the USDA they advised that once they award this type of funding they like to continue with a project.

City Manager Gorman further confirmed with Director Perry that the DDA could move forward with a grant application and have no further obligation to Gerdom Management. He suggested the DDA would like to see a more formal proposal before a final decision is made on the feasibility study. He further stated he would like more information and to understand the legal issues further before moving forward with an option on the properties.

Director Perry advised that if the DDA decides to move forward with the feasibility study they would want to have an option on the properties so the DDA would have some control over the properties to prevent one of the properties being sold or another scenario developing that would prohibit the execution of a possible development.

Motion by Barnes, supported by Clement, to begin the application process for the USDA feasibility study.

All in favor. Adopted.

There was discussion about how the process will move forward.

Director Perry stated she will work on having an option for the properties developed.

City Manager Gorman stated that he likes the idea but would like further details before a decision on an option is made. He clarified that at this time the DDA is moving forward with gathering more information on an option and what the terms might be.

City Manager Gorman further stated that the feasibility study would provide a renewed vision for the properties that comprise the former Opera House; it could even be used for a private investor.

City Manager Gorman also stated the DDA currently has a plan of which the introduction discusses the kinds of projects a DDA can undertake. This project is not listed in the proposed projects in the DDA plan. He commented that the DDA should be mindful of its plan and how to interpret it.

Member Clement commented that the DDA should be flexible when opportunities arise. This is a unique opportunity as this is the first time that both properties that comprise the former Opera House are for sale. He suggested revising the current DDA plan.

Mayor Barnes noted that revising the current DDA plan would open the door for the other taxing jurisdictions affected by the DDA to not agreeing to the plan which would affect funding. He further stated that point of the DDA plan is to lay out a plan to follow.

There was discussion of how the DDA plan was adopted.

There was discussion about when the library and other entities could opt out of the DDA.

Member Gramminck, who is the Librarian for the Portland District Library, stated the library would have opted out of the DDA given the opportunity.

Director Perry stated that she would research when jurisdictions would have the opportunity to opt out of a DDA.

City Manager Gorman stated that he wants to always keep the public's perception in mind. The DDA is almost all of the commercial area in Portland and he doesn't feel that all of the DDA's funds should be put into the downtown.

There was discussion.

Director Perry stated her belief that under the DDA's definition a project that would include the redevelopment of the Opera House would be allowed.

City Manager Gorman stated that he is not arguing that the DDA has the authority to take on this type of project but he wants to be aware of the public perception. Previously, the DDA made amendments to its plan. With the current thinking, the DDA had the authority to take on different projects than stated in its plan and wouldn't have had to make any amendments.

There was continued discussion of how to move forward; more specifically, the DDA plan need to be amended or not.

Member VanSlambrouck stated that the committee met a couple of times to discuss new regulations from the Federal government that changed the exemption level on overtime worked. The United States Department of Labor, Fair Labor Standards Act has updated the salary threshold under which workers are entitled to overtime. The final rule raises the salary threshold from \$23,660.00 to \$47,476.00 effective December 1, 2016. This requires the reclassification of the DDA Director position from salary exempt to either salary non-exempt or hourly. Either classification will require the tracking of over time.

Director Perry stated her feeling that the Federal regulations do not require the tracking of hours. She acknowledged that the board can require it so she is willing to move forward with the contract.

Member Grimminck asked for clarification of the amount of salary comp time that Director Perry can accumulate.

Member Urie stated that no more than 60 hours can have accumulated at the end of the Fiscal Year as those hours can be cashed out. Any more than that would have a significant negative affect on the DDA budget.

There was continued discussion.

Motion by Grimminck, supported by Barnes, to move to accept the DDA Director Employment Contract as written.
All in favor. Adopted.

Under Approval of the Job Description for the DDA/Main Street Director, Member Grimminck stated that she would feel more comfortable if the section under Hours stated "40-hour work week" rather than "during regular business hours". She interprets that to mean 9:00 to 5:00 and the position does not work that way.

City Manager Gorman stated that he believes flexibility of the 40-hour work week is inherent. He further stated his belief that it would not be appropriate to get into revising the contract during the meeting.

There was discussion of last sentence of that section, "...Reasonable reduction of regular weekday hours may be allowed when these other obligations are heavy, subject to the approval of the Board Chair."

Director Perry stated her belief that she feels like that sentence is in conflict with tracking her hours.

There was discussion of whether approval of the job description should be tabled.

City Manager Gorman noted that this job description went through a committee and this is the document they approved.

Members VanSlambrouck and Urie both stated their feeling that everyone realizes there is flexibility in the DDA/Main Street Director position.

Member Briggs this is the DDA/Main Street Director position and does not fall under City Hall hours and it needs to be understood that this position works flexible hours.

Mayor Barnes stated there was no formal description of what the job details. This is not “Shelley Perry’s” job description it is the DDA/Main Street Director job description.

Member VanSlambrouck noted that under the DDA/Main Street Director contract there is supposed to be annual review and that hasn’t been done. She further stated that she and Member Urie plan to work on completing the annual review.

Member Urie stated that previous Director Reagan asked for an evaluation and it wasn’t done. He felt that he couldn’t fix what he didn’t know was wrong.

Motion by Barnes, supported by VanSlambrouck to approve the Job Description for the DDA/Main Street Director.
All in favor. Adopted.

Director Perry asked how much vacation time she has. When she started this position she had 3 weeks of vacation time. Vacation time is not addressed in her contract.

Vice Chair Antaya stated that she should discuss the question with Chair Dumas.

Under the Director’s Report, Director Perry stated the Volunteer Recognition event will be held Monday, October 24, 2016 at 6:30 P.M. at the Gallery Brewery.

Main Street will be partnering with Goodwill on an education program. Main Street will direct people to Goodwill to take advantage of the resources they have available.

Director Perry noted that she has extended an invitation to Laura Krizov to join the Organization and Finance Committee.

Director Perry stated that she received quotes right before the meeting to have Christmas garland hung on the bridges and the black fencing. Sid’s Flower Shop will install and remove the garland at a cost of \$1,581.00. Country Cupboard Floral will make the garland at a cost of \$1,248.00 but

that price does not include installation. She further stated her recommendation to approve the bid from Sid's Flower Shop which includes the installation and removal of the garland.

Motion by Urie, supported by Briggs, to approve the quote from Sid's Flower Shop for Christmas garland.
All in favor. Adopted.

Director Perry noted that Holidayfest will be held Saturday, December 10, 2016.

Director Perry informed the Board that representative of Senator Stabenow contact the DDA office on Monday. They stated that they had heard good things about Portland's Downtown and would like to visit some of Portland's small businesses. Representatives of Portland will meet Senator Stabenow and her team at Scout Park and will then visit the Chocolate Moose, the Gallery Brewery, and the Quilt Shop.

Director Perry reported that she has attended the Michigan Downtown Association (DDA) Annual Conference in Traverse City, MI and the Michigan Department of Labor webinar regarding the new overtime rule.

The board concurred to skip the committee reports due to the length of the meeting.

Under Board Member Comments, Member Briggs reminded everyone that the Cemetery History Walk will be held Sunday, October 23, 2016.

Motion by Barnes, supported by Antaya, to adjourn the meeting at 5:23 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastio, Secretary

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-82

**A RESOLUTION REGARDING A CONTRACT FOR THE PURPOSE OF
FINANCING THE INTERNATIONAL SNOW PLOW TRUCK FOR THE
DEPARTMENT OF PUBLIC WORKS**

WHEREAS, City Council previously approved the purchase of the International Snow Plow Truck in Resolution No. 16-37; and

WHEREAS, the City of Portland desires to enter into a lease purchase agreement with Tax-Exempt Leasing Corp. for the purpose of financing the International Snow Plow Truck; and

WHEREAS, City staff recommends that City Council approve the lease agreement for the International Snow Plow Truck for the adjusted amount of \$147,582, a copy of the quote/invoice is attached as Exhibit A; and

WHEREAS, the terms of the lease are 5 annual installments of \$31,931.31 at 2.68%, a copy of the leasing memo is attached as Exhibit B; and

WHEREAS, the City of Portland desires to designate Mayor, James E. Barnes and City Clerk, Monique I. Miller, as authorized signers of the Agreement.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That City Council approves the lease purchase agreement with Tax-Exempt Leasing Corp. for the purpose of financing the International Snow Plow Truck, subject to the terms outlined in Exhibit B and approval of the City Manager.
2. That City Council designates Mayor, James E. Barnes and City Clerk, Monique I. Miller, as authorized signers of the lease purchase agreement, by and between the City of Portland and Tax-Exempt Leasing Corp.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

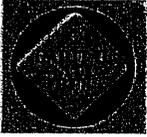
Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 7, 2016

Monique I. Miller, City Clerk



CAPITAL CITY INTERNATIONAL TRUCKS, INC.
 dba/CAPITAL CITY BUS SALES
 1700 NORTH GRAND RIVER AVENUE
 LANSING, MICHIGAN 48906
 PHONE (517) 487-5908 FAX (517) 487-1629
 WATTS (800) 777-5908

INTERNATIONAL TRUCKS-IC BUSES
 DIESEL SERVICE-PARTS AND SERVICE
 HOURS: 7 AM TO 11 PM - MONDAY thru FRIDAY
 7 AM TO 3:30 PM - SATURDAY
 Email: CapitalCityInternational@msn.com
 www.CapitalCityIntlTrucks.com
 www.CapitalCityBusSales.com

Invoice #	0
Date	10/31/2016
Time	10:01 AM

PO #:	16-571
Document #:	1826
Due Date:	11/10/2016

Salesman:	TIMOTHY ADAMS
Ship Via:	
Terms:	NET 10TH

CITY OF PORTLAND (64921)		
ELECTRIC DEPT.		
723 E. GRAND RIVER		
PORTLAND	MI	48875
Contact:	, (517) 647-2933	

Wholegood Sales Order
 Reprint

Ship To:	

Item Number	Description	Qty	Price	Amount	Disc	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
(35041) 10264	2017 CITY OF PORTLAND INTL DUMP TRUCK (SN:1HTWCTAR2HH504372)	1.00	\$82,767.00	\$82,767.00	0.00%	\$82,767.00	\$0.00	\$82,767.00	0.0000	0
	Title Fee	1.00	\$15.00	\$15.00	0.00%	\$15.00	\$0.00	\$15.00	0.0000	0

Cash	Check/Check#	CC/CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

All payments are due upon delivery unless other arrangements have been made.

Summary of Charges	
\$0.00	Taxable
\$82,782.00	Non-Taxable
\$82,782.00	Subtotal
\$0.00	Sales Tax
\$82,782.00	Total
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature _____ Date _____

Exempt Tax Cert #:	38-6007243
Expiration Date:	4/27/2015

Printed:10/31/2016 10:03 AM

Exhibit
A

Truck & Trailer Specialties
6726 Hanna Lake
Dutton, Mi. 49316
Phone 616-698-8215, Fax 616-698-0972

Truck & Trailer Specialties
6726 Hanna Lake Rd.
Dutton, Mich. 49316
Ph-616-698-8215

CITY OF PORTLAND BUDGET NUMBERS

Truck Equipment

3/30/16

Dump Body;

Crysteel STS Dump Body Including:

Dump body is 10' long and include the following:

Side height is 26", tailgate height is 36". Body and sides are constructed of 7 gauge A1011 mild steel.

Floor is constructed of ¼" A1011 steel. Floor to side radius is 6"

Body cross members are 4" structural channel design and are located on 12" centers. Body long sills are 9" and constructed of ¼" steel. Cross members interlock with the long sills and have gussets at the long sills. Cross members are welded to the outer rails.

Tailgate is double acting and of dirt shedding design Tailgate uses 5/16" spreader chains and includes banjo eye keepers. Tailgate control is air actuated Tailgate pins are hardened and are 1.25" in diameter. Tailgate hinge plate is 1" Tailgate includes 1" flame cut fender latches. All tailgate linkage have grease zerks, top pins are equipped with grease fittings. The air tailgate cylinder is 3.5" diameter and actuates the latch mechanism.

Tailgate is manufactured of 7 ga A1011 and is 6 panel design. Tailgate includes a lift loop welded at the top of the tailgate.

Dump body top rails are boxed design and are dirt shedding. Side bracing is horizontal V type braces. Dump body front panel bracing is horizontal V design. Side board pockets are included.

Body includes a ½ cab shield, 10 gauge construction and is continuously welded to the front panel of the dump body

2 serrated bar grating steps are installed on the sides of the body.

Mud flaps shall be installed in front of and behind the drive tires

Back-up alarm

Body is 100% continuously welded above the floor line

Dump body hoist is a Crysteel Model RC750 single cylinder design underbody hoist, NTEA class 50. Hoist is double acting and includes a full length sub frame. Hoist type is VII

Hoist includes a built in check valve to allow for a free flow of oil when hoist is fully extended. Cylinder bore is 7" Hoist pivot is greaseable and includes

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stainless steel pivot pins. Also included is A body prop attached to the hoist sub frame.

Rear hinge includes greaseable/removable pivot pins. The hinge is an angle mounting type and is integral to the sub frame

All hoist grease fittings have grease line extensions to the outside of the sub frame

Proximity switch for body up light

Body is be painted red to match city paint code, underside of body is black

All paint materials are polyurethane epoxy type paint.

Dump body and hoist are covered with a 5 year manufacture issued warranty to include: parts and labor 100% for years 1-3, parts and labor 50% for years 4-5

Dump body and hoist are manufactured by the same company

Electric Tarp System

Roll Rite Electric aluminum tarp system including:

Tarp spool mounted on the front edge of the cab shield. includes an aluminum wind deflector and a high torque electric motor

Aluminum tarp and tension bow set

3 spring tension bow set

Tarp and tension bows are equipped with 30 degree elbows to maximize clearance for loader bucket operations

Tarp cover is black knit mesh type, 16' long

Under body scraper

Monroe Model MS4512.

The moldboard is 1" thick x 20" in height, heat treated carbon steel, 12' in length. The cutting edge is ½" x 6" AASHO, top punch, double beveled.

The reversing table is a 1" solid one-piece circle with infinite plowing positions, available to 45°. Reversing is accomplished with two 4" double acting cylinders. The cylinders will provide a hydraulic lock for holding the moldboard in place while in use. A 30 gpm cross over relief valve is furnished.

The circle includes a hardened, welded in bushing to prevent center pin wear on the circle. The center pin is piloted into the hanger board

The cylinder rods are 2" in diameter with a socatri finish. The cylinders are mounted with 2" pivot pins. The reversing circle pivots around a 5" center pin and is attached with three ¾" mounting bolts to prevent hole elongation and is lubricated with a grease zerk. The center pin includes a machined grease groove for lubricating the entire circumference of the center bolt. The circle hold down blocks are 20.5" in length by 7" in depth and bolted to the hanger board as close to the circle as possible for maximum strength. The shape of the hold down blocks follows the contour of the circle. Located underneath the

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hold down blocks is a piece of 3/8" UHMW to work as a wear plate for ease of movement of the circle.

The hanger brackets are one piece, solid, 3/4" x 18" x 26", A36 mild steel plate for maximum strength.

A 8" x 12" bar grating step is installed on the left front corner of the moldboard to assist operator entry to the cab,

The hanger board is designed and engineered for optimum strength and durability. The hanger board is manufactured from 1/2" formed plate, reinforced by 1/2" x 7-1/2" flat plate and 2- piece 3/4" x 2" bar on edge. The hinge line is a solid shaft, 96" in length and has three moldboard anchor points. Cold rolled, 1018 steel, with the two outer hinges being 3-1/4" O.D. by 6" length, with the center hinge being 3-1/4" O.D. by 10-3/4" in length, with a .344 wall thickness mechanical tubing.

The hinges are reinforced with one wrap around 1/2" gusset on the outer two hinges and two gussets on the inner hinge. The three heavy duty hinges are located to minimize stress along the hanger board for maximum strength.

There are four grease zerks on the hinge shaft on hinge tube. The inner hinge has two wear plates to prevent side to side shifting of the moldboard.

The moldboard actuation is accomplished by two 3-1/2" double acting cylinders with 2" socatri piston rods. The canister cylinder assembly is retained by a 4-bolt flange assembly. The cylinders are mounted in shock housings that are trunnion mounted with 3/4" thick reinforced steel trunnion brackets. The trunnion bearings will be 2-3/4" by .344 wall thickness carbon steel and are lubricated with two grease zerks per cylinder at the trunnion mounts. There is a grease zerk located at the cylinder head. Cushioning of the moldboard will be with two heavy duty shock assemblies with two internally mounted 586#/inch, .8125" wire, AISI 5161 steel springs. Arms of the canister have bolt on caps for ease of pin removal. The pressure relief valve shall be preset at 400 PSI and is provided with the scraper.

Hydraulic steel tubing is externally mounted for ease of maintenance in poly mounting block assemblies..

All hardware and fasteners are electronically plated and corrosion resistant. Scraper components are shot blasted, chemically treated, and powder coated prior to assembly.

Mold board stops are installed so that the moldboard discharge will be outside of the drive tires on each side. Additional stops are installed on the bottom of the circle to protect the transmission in the event of center bolt failure.

A 15 point grease extension to the outside of the circle for ease of maintenance

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Front Bumper

Bumper is constructed of 12" structural C channel, approx. 20 lbs/ft. The bumper ends are flared back. All necessary supports and braces are installed so as to provide adequate support from the frame to the hitch.

Tow hooks are installed at the front. A stirrup step with a bar grating tread installed on each end of the bumper.

Install 29" or 34" Husting hitch complete with a double acting lift cylinder

Fuel/ hydraulic Combination Tanks

The tank configuration are a 30 gallon hydraulic oil tank, and a 80 gallon diesel fuel tank. The tanks are constructed of 10 gauge steel, mounted between the cab and the dump body on an angle tank cradle. A serrated bar step is installed on the street side end of the mounting bracket. Tanks are painted to match the cab.

Tanks include proper label for fuel and hydraulic oil.

The hydraulic reservoir includes a screened filler breather cap, magnetic drain plug, 3" NPT supply port with a 3" x 2" filter screen, a 2" full flow ball valve shut off, and an external mounted sight temperature gauge. A 3/4" case drain port installed and fitted with a full flow ball valve. An in tank 10 micron return line filter mounted in the reservoir. A drop tube is installed on the discharge port of the filter.

A low oil shut down float switch is mounted in the hydraulic reservoir. Once the oil level drops below a safe operating level, a low oil indicator light shall be energized to alert the driver of a low oil situation.

Oil shall be AW32 type

A solid state fuel gauge sending unit is installed in the fuel tank.

Ball valve shut offs are installed on both the supply and return fuel lines to facilitate ease of changing fuel filters.

Central Hydraulic System

The pump is a Rexroth model A10V071 load sensing, piston pump with 71CC displacement. The pump is fitted with split flange adapters on both the supply and pressure port. The pump drive line is a Spicer 1310 series drive line and it can be removed without removing the pump. A high pressure, manually operated, 1" ball valve installed on the main pressure line at the pump for pump shut down in the event of a low oil situation

The hydraulic valve is a Rexroth M4-12 modular manifold design. The valve sections to operate the sander/spinner circuit are pulse-width modulated, proportionally controlled, and include stroke limiters. Each valve segment is individually mounted to the manifold base assembly and serviceable without removing any hydraulic hoses or any other hydraulic valve segments.

Valve sections for dump body hoist, scraper, and plow functions, have shim adjustable flow control compensators for each function. The scraper and hoist

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down circuit include a load sense relief to limit the down pressure in the scraper down and hoist down circuits.

All valve sections are spool type and include a 4 way section for hoist, a 4 way section for scraper up/down, a 4 way section for scraper swing, a 4 way section for front plow up/down, a 4 way section for plow reverse and electric proportioning sections for spinner rated at 8GPM, conveyor rated at 15 GPM. Valve functions for the hoist, scraper and front plow are air operated and are controlled by Apsco type air controllers mounted in a control console between the seats in the cab. The Apsco air controllers include identifying labels built into the handles as to their functions. Air lines that extend from the controllers to the valve are color coded.

The hydraulic valve assembly is mounted in a weather-tight stainless steel enclosure. All plumbing is external, directly into the bottom of the valve manifold base.

Hoses are Parker model 451 on all high pressure hoses. All pressure hoses shall be plumbed on the street side of the chassis, away from both the turbo charger and the exhaust system. The supply hose for the pump is routed in such a way as to facilitate ease of changing the engine oil filters. The valve enclosure is mounted on the street side of the chassis.

The plow power reverse circuit is equipped with a cushion valve mounted at the front bumper. The plow power reverse circuit is equipped with stainless steel hydraulic couplers as well as the spreader, spinner, and pre wet circuits at the end of the chassis. All couplers are equipped with dust caps and plugs.

Spreader Controller

Spreader controller is a Bosch model CS420. Controller is capable of operating in either open loop, ground speed orientated mode, or manual mode. Controller includes a digital output display and shall also include a programmable blast function. Controller includes auger/conveyor and spinner output channels. Each function can be operated individually or all simultaneously. All functions operate in open sensor loop modes. for safety reasons, grounding or cutting any wire at any point between any valve coil and the controller will not cause any valve to actuate. One lead from each hydraulic valve coil must be wired to a common ground point. The system must supply pulsed +12 volt power to the other lead from each individual valve coil.

The Pass feature is activated using the on/off switch on the controller. Turning power off and then on returns operator to previous operating settings. Controller specifications include imprinted and/or color-coded wires for easy troubleshooting, power supply voltage 12 to 15 volts DC, and operating temperature range -20 to +40 degrees C.

Lighting

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A Star model 9016-LED-A, mini led light bar is installed on the cab shield and includes a mounting bracket with a guard.

A work light is installed at the rear of the dump body for rear spreader illumination and on each side of the chassis for scraper illumination

Rear lighting includes 3 oval hole , tapered light boxes constructed of type 201 stainless steel welded to the outside of the dump body pillar posts.

Top holes include Sound Off LED, Amber flashers model ECVREBZA.

The middle lights are Sound Off model ECVO62STT LED Stop/turn/tail lights.

The bottom lights are Sound Off model ECVO62B2W LED backup lights

All marker lights shall be led type.

A Betts junction box is installed at the rear of the chassis for all auxiliary lighting.

Install hood mounted, Truck Light model plow lights with built in turn signals shall be mounted on the hood. The city will determine the height of the plow lights. Mounting brackets shall be aluminum construction

Install ¾" hitch plate at rear with 20K pintle hitch, safety chain D-rings and 7 way round electric plug, mount hitch 23" from ground

Install Monroe Under tailgate salt spreader including:

Monroe Model MS966-RF-DD

7 gauge trough with ¼" end plates

201 stainless steel construction

Reverse flighting with left of center discharge

Direct drive hydraulic motor

Poly spinner disc

Full top and bottom opening for ease of clean out

All necessary hydraulic hoses and fittings

****INSTALLED: \$54,300.00

OPTION: Above body in unpainted 201 stainless steel ?

Note: Fuel/Hydraulic tanks may change depending on which chassis is selected, price will change accordingly

Option

Monroe Junior mid-mount wing single axle application

Moldboard is 7' long, 27" intake height and 28" discharge

3/16" moldboard with 3/8" ribs

H.D. spring cushioned push arm with shear pin

Front cross tube with mounting plate

4" x 4" x ¾" bottom angle, 4" x 10" toe cylinder, 3" x 10" heel cylinder

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Safety chain for transport

Para-Glide front wing post is a trailing link design with 12" of lift. The Para-Glide is designed to allow the moldboard to float up 8 to 12" when in the plowing position

Rear push arm has a 6" cushion spring

Rear push arm support brace is constructed of 4" x 5" x 1/4" tubing and is supported by both frame rails

Install sequencing valve for proper operation of the wing, valve has built in checks to prevent drifting while not in use

Sequencing valve has built in manually adjustable flow controls

Hydraulic stainless steel disconnects for heel cylinder for easy removal

Wing is cushioned with a rubber stop in stored position

Welding on the moldboard is continuous

Install a LED work light on the curb side to illuminate the wing

A poly 1 hole light box installed on the end of the wing with a Sound off LED flasher and marker light.

Reverse curve steel cutting edge

Additional air operated hydraulic valve section for wing operation

Add Apsco air operated control in the cab

Wing is standard powder coat orange

Installed: \$10,500.00

Install Moldboard shoes on wing

Add \$151.81 EACH

Submitted by Dan Bouwman/ Scott Kloosterman

\$ 64,800



203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048

847-247-0771

847-247-0772

www.taxexemptleasing.com

November 2, 2016

VIA E-MAIL: citytreasurer@portland-michigan.org

Kristina Kinde
Finance Officer
City of Portland, Michigan

Dear Kristina:

I am pleased to provide the following quote for City of Portland for the financing of a new dump truck with plow and accessories. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$147,582.00
Down Payment:	\$0.00
Financed Amount:	\$147,582.00
Payment Frequency:	Annual, in arrears (first payment due one year from lease date)
Term:	5-years
Rate*:	2.68%
Payment*:	\$31,931.35
Factor^:	.21636

** Rate and payment assumes that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.*

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the City's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President

Exhibit

B

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-83

A RESOLUTION APPROVING THE PURCHASE OF A BOBCAT COMPACT TRACK LOADER FOR THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Department of Public Works maintains a 1998 John Deere 770 Tractor that is used for snow removal and various citywide tasks. The tractor has fallen into disrepair and is in need of replacement; and

WHEREAS, the Director of Public Services, Mike Hyland and DPW Foreman Ken Gensterblum, utilizing the State of Michigan's MiDeal Program, recommends that City Council approve the purchase of a 2017 T450 T4 Bobcat Compact Track Loader and attachments for the total estimated price of \$51,731.00, a copy of the quote is attached as Exhibit A; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the purchase of a 2017 T450 T4 Bobcat Compact Track Loader and attachments for the total estimated price of \$51,731.00, a copy of the quote is attached as Exhibit A; and
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 7, 2016

Monique I. Miller, City Clerk



Bobcat®

Product Quotation

Quotation Number: 23638D024191
Date: 2016-10-27 11:00:49

Ship to	Bobcat Dealer	Bill To
City of Portland Attn: Ken gensterblum 259 Kent Street Portland, MI 48875 Phone: (517) 647-6129 Fax: (517) 647-2938	Bobcat of Lansing,Lansing,MI 3237 WEST MILLER ROAD LANSING MI 48911-4431 Phone: (517) 394-1155 Fax: (517) 394-1550 ----- Contact: Kyle Christensen Phone: 517-394-1155 Fax: 517-394-1550 Cellular: 517-204-5750 E Mail: c.kyle@bobcatoflansing.com	City of Portland Attn: Ken gensterblum 259 Kent Street Portland, MI 48875 Phone: (517) 647-6129 Fax: (517) 647-2938

Description	Part No	Qty	Price Ea.	Total
T450 T4 Bobcat Compact Track Loader	M0207	1	\$31,905.00	\$31,905.00
61.0 HP Tier 4 Turbo Diesel Engine	Lights, Front & Rear			
Auxiliary Hydraulics; Variable Flow	Operator Cab			
Backup Alarm	Includes: Adjustable Suspension Seat, Top & Rear			
Bob-Tach	Windows, Parking Brake, Seat Bar & Seat Belt			
Bobcat Interlock Control System (BICS)	Roll Over Protective Structure (ROPS) meets SAE-J1040			
Controls: Bobcat Standard	& ISO 3471			
Engine/Hydraulic Systems Shutdown	Falling Object Protective Structure (FOPS) meets SAE-			
Glow Plugs (Automatically Activated)	J1043 & ISO 3449, Level I; (Level II is available through			
Horn	Bobcat Parts)			
Instrumentation: Engine Temperature & Fuel Gauges,	Parking Brake: Spring Applied, Pressure Released			
Hourmeter, RPM and Warning Lights	(SAPR)			
Lift Arm Support	Solid Mounted Carriage with 3 Rollers			
Lift Path: Radius	Spark Arrestor Exhaust System			
	Tracks: Rubber, 11.8" Wide			
	Warranty: 12 Months, Unlimited Hours			
A81 Option Package	M0207-P01-A81	1	\$5,394.00	\$5,394.00
Cab enclosure with Heat and AC	Sound Reduction			
Deluxe Instrument Panel	Suspension Seat			
Keyless Start	Attachment Control Kit			
Power Bob-Tach	Cab Accessories Package			
Two Speed Travel				
Selectable Joystick Controls	M0207-R01-C04	1	\$1,061.00	\$1,061.00
56" Low Profile Bucket	7101903	1	\$665.00	\$665.00
--- Bolt-On Cutting Edge, 56"	7102450	1	\$102.00	\$102.00
60" Snow Blade	6906107	1	\$1,550.00	\$1,550.00
SB200 Snowblower - 60" Width	M7001	1	\$3,264.00	\$3,264.00
--- 5.5 Hyd. Motor Package (14.5 - 18 gpm)	M7001-R01-C01	1	\$809.00	\$809.00
68" Angle Broom	6905805	1	\$3,721.00	\$3,721.00
60" Snow V-Blade, 7 Pin	7104861	1	\$2,727.00	\$2,727.00
Pallet Fork Frame	6712927	1	\$298.00	\$298.00
--- 48" Pallet Fork Teeth	6540182	1	\$235.00	\$235.00
Total of Items Quoted				\$51,731.00
Quote Total - US dollars				\$51,731.00

Notes:

Quote is based off Mi State Contract #071B0200331



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-84

A RESOLUTION APPROVING AN UPDATE TO THE LAND DIVISION APPLICATION FORM

WHEREAS, pursuant to Section 16-1 of the Portland City Ordinances, the division of any lot or parcel of land in the City is prohibited unless approved by the City Assessor; and

WHEREAS, the current Land Division Application Form is attached as Exhibit A and does not charge a fee for the said land division; and

WHEREAS, Section 16-2(9) of the Portland City Ordinances provides that a fee may be established by resolution of the City Council to cover the costs of review of the application and administration of the Land Division Act; and

WHEREAS, other similarly situated municipalities in Ionia County charge a fee for land division requests; and

WHEREAS, the City Assessor recommends that City Council approve updating the Land Division Application Form to include a fee of \$70.00, plus \$20.00 for each additional split, a copy of the proposed form is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves the updated Land Division Application Form to include a fee of \$70.00, plus \$20.00 for each additional split, a copy of the proposed form is attached as Exhibit B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: November 7, 2016

Monique I. Miller, City Clerk

City of Portland

259 Kent Street
Portland MI 48875

Current
Application

Parcel Division Application

You MUST answer all questions and include all attachments, or this will be returned to you. Bring or mail to City Hall at the above address.

A survey and legal description of the existing and proposed parcels are required. Planning Commission approval and City Council approval are necessary before a division is approved. Upon approval, deeds with the approved legal descriptions must be filed with the Register of Deeds.

Approval of a division is not a determination that resulting parcels comply with other ordinances or regulations.

1. LOCATION OF PARENT PARCEL to be split:

Address: _____

Parcel Number: _____

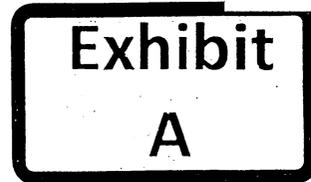
Legal Description (Describe or Attach): _____

2. PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

Phone Number: _____



3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels _____
- B. Intended use (residential, commercial, etc.) _____
- C. Size of each newly created parcel: (Include width, depth, sq. footage) _____
_____(Not less than required by ordinance)
- D. The division of each parcel provides access as follows: (Check one)
 - a. _____ Each new division has frontage on an existing public road. Road name _____
 - b. _____ A new public road, proposed road name: _____
 - c. _____ A new private road, proposed road name: _____
- E. Describe or attach a legal description of proposed new road, easement or shared driveway _____

- F. Describe or attach a legal description for each proposed new parcel _____

4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel. Indicate number transferred ____
(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

5. DEVELOPMENT SITE LIMITS: (Check each which applies to parent parcel)

- _____ Waterfront property (river, pond, etc) _____ Includes wetlands
- _____ Is within a floodplain _____ Is on muck soils or known to have severe limitations
for on site sewage system

6.

IMPROVEMENTS:

Describe any existing improvements, which are on the parent parcel or indicate none _____

ATTACHMENTS: ALL THE FOLLOWING MUST BE INCLUDED - Letter each attachment as shown

- A. Survey showing parent parcel and each newly created parcel, with dimensions, and legal descriptions
- B. All previous divisions made after March 31, 1997 (indicate when none)
- C. Existing and proposed road/easement right-of-way(s), and
- D. Easements for public utilities from each parcel that is development site to existing public utility facilities, and
- E. Any existing improvements (buildings, driveways, septic system, wells, etc)
- F. Any of the site limits checked in question 5
- G. Indication of approval, or permit from respective City Street Administrator or County Road Commission, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards
- H. A copy of any reserved division rights (sec. 109 (4) of the act) in the parent parcel

Property Owner's Signature _____ Date: _____

For office use only

Application submitted: _____ Application No. _____

Planning Commission date: _____ Approved _____ Not Approved _____

Council Meeting date: _____ Approved _____ Not Approved _____

Fee: \$70.00

(Plus \$20 per additional split)

City of Portland

259 Kent Street
Portland MI 48875

Land Division Application

You MUST answer all questions and include all attachments, or this will be returned to you. Bring or mail to City Hall at the above address.

Approval of a Land Division is required before it is sold.

A survey and legal description of the existing and proposed parcels are required. City review and approval is necessary before a division is approved. Upon approval, deeds with the approved legal descriptions must be filed with the Ionia County Register of Deeds.

1. LOCATION OF PARENT PARCEL to be split:

Address: _____

Parcel Number: _____

Legal Description (Describe or Attach): _____

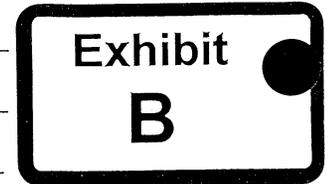
2. PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____



3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels _____
- B. Intended use (residential, commercial, etc.) _____
- C. Size of each newly created parcel: (Each new parcel must have depth to width (road frontage) ratio of not more than 4 to 1). Which is required by ordinance

(Use additional sheet if needed)

- D. The division of each parcel provides access as follows: (Check one)
 - a. _____ Each new division has frontage on an existing public road. Road name _____
 - b. _____ A new public road, proposed road name: _____
 - c. _____ A new private road, proposed road name: _____

E. Describe or attach a legal description of proposed new road, easement or shared driveway

F. Describe or attach a legal description for each proposed new parcel _____

4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel. Indicate number transferred _____
(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute).

DEVELOPMENT SITE LIMITS: (Check each which applies to parent parcel)

_____ Waterfront property (river, pond, etc) _____ Includes wetlands
_____ Is within a floodplain _____ Is on muck soils or known to have severe limitations
for on site sewage system

6. IMPROVEMENTS:
Describe any existing improvements, which are on the parent parcel or indicate none _____

7. ATTACHMENTS: ALL THE FOLLOWING MUST BE INCLUDED - Letter each attachment as shown

- A. Survey showing parent parcel and each newly created parcel, with dimensions, and legal descriptions
- B. All previous divisions made after March 31, 1997 (indicate when none)
- C. Existing and proposed road/easement right-of-way(s), and
- D. Easements for public utilities from each parcel that is development site to existing public utility facilities, and
- E. Any existing improvements (buildings, driveways, septic system, wells, etc)
- F. Any of the site limits checked in question 5
- G. Indication of approval, or permit from respective City Street Administrator or County Road Commission, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards
- H. A copy of any reserved division rights (sec. 109 (4) of the act) in the parent parcel
- I. An application fee of \$70.00 plus \$20.00 per additional split. Make check to the City of Portland.

Acknowledgement

The undersigned acknowledges that any approval of the application is not a determination that the resulting parcels such as zoning, road frontage, lot sizes, easements and septic suitability comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels. With my signature I give the city officials the right to enter the property for inspections.

Property Owner's Signature _____ Date: _____

For office use only

Total Fee\$ _____ Check No. _____

Application received by: _____ Date: _____

Zoning Administrator: _____ Approved _____ Not Approved

Assessor: _____ Approved _____ Not Approved

Completed Date: _____ Denial Date: _____

Reason for Denial: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-85

A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE MAYOR TO SIGN THE JOINT FUNDING AGREEMENT FOR THE OPERATION OF A STREAMGAGING STATION

WHEREAS, the City operates a hydroelectric plant which is licensed by the Federal Energy Regulatory Commission (FERC); and

WHEREAS, the City's FERC license requires it to jointly fund the operation of a streamgaging station on the Grand River at Portland, Michigan with the U.S. Geological Survey, U.S. Department of the Interior; and

WHEREAS, the Center Director of the U.S. Geological Survey, U.S. Department of the Interior; has sent a new joint funding agreement for the period of October 1, 2015 through September 30, 2016, a copy which is attached as Exhibit A (the "Agreement"); and

WHEREAS, the City paid \$7,850.00 per year to maintain the streamgaging station from October 1, 2010 until September 30, 2016; and

WHEREAS, the new agreement provides that the City will be billed the same \$7,850.00 for the period of October 1, 2016 through September 30, 2017.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes and directs the Mayor to sign the joint funding agreement for the operation of the streamgaging station, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 7, 2016

Monique I. Miller, City Clerk

**U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY**

Customer #: 6000001519
Agreement #: 17EMMIOH031
Project #: GC17NH00001MI00
TIN #: 38-6007243
Fixed Cost Agreement YES

JOINT FUNDING AGREEMENT

FOR
WATER RESOURCES INVESTIGATIONS

THIS AGREEMENT is entered into as of the, 1st day of October, 2016 by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Portland, Michigan, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation shared operation of the streamgaging station on the Grand River at Portland, Michigan (station number 04114000), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$0.00
 - (a) by the party of the first part during the period

Amount	Date	to	Date
\$0.00	October 1, 2016		September 30, 2017
 - (b) by the party of the second part during the period

Amount	Date	to	Date
\$7,850.00	October 1, 2016		September 30, 2017
 - (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:

Description of the USGS regional/national program:
 - (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
 - (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

**Exhibit
A**

- 7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
- 8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties.
- 9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered annually. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983).

U.S. Geological Survey
 United States
 Department of the Interior

City of Portland

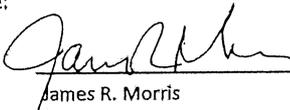
USGS Point of Contact

Customer Point of Contact

Name: Thomas Weaver
 Address: USGS, Michigan Water Science Center
 6520 Mercantile Way, Suite 5
 Lansing, MI 48911
 Telephone: 517-887-8923 Fax: 517-887-8937
 Email: tlweaver@usgs.gov

Name: Mike Hyland
 Address: 259 Kent Street
 Portland, MI 48875
 Telephone: 517-647-7531 Fax: 517-647-2938
 Email: mhyland@portland-michigan.org

Signatures and Date

Signature: 
 Name: James R. Morris
 Title: Director

Date: 10/17/16

Signature: _____ Date: _____
 Name: _____
 Title: _____

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

Council Member _____, supported by Council Member _____, moved the adoption of the following resolution:

RESOLUTION 16-86

**RESOLUTION ACCEPTING AND DEDICATING ROADWAYS WITHIN THE
RINDLEHAVEN NEIGHBORHOOD CONDOMINIUM AS PUBLIC STREETS**

WHEREAS, Rindlehaven Land Company, LLC is the successor developer to Keusch Development Company, LLC and West Michigan Property Holding, LLC who constructed who constructed roadways to serve the Rindlehaven Neighborhood Condominium; and

WHEREAS, Rindlehaven Land Company, LLC, has conveyed title to the streets Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive and designated right of ways, as depicted and described on the attached Exhibit A, to the City of Portland; and

WHEREAS, the City of Portland is not responsible for landscaping, mowing and similar maintenance of Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive; and

WHEREAS, the City of Portland wishes to accept Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive and designated right of ways, as public infrastructure; and

WHEREAS, the streets described above have been constructed in compliance with the ordinances and regulations of the City of Portland and have been inspected and approved by the City's engineer, a copy of which is attached as Exhibit B; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive within the City of Portland street system for the purpose of obtaining funds under 1951 PA 51, as amended, MCL 247.651 *et seq.*

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive are described and depicted on the attached Exhibit A.
2. That Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive are located within a City of Portland right-of-way and are under the control and supervision of the City of Portland Department of Public Works. The City of Portland is not responsible for landscaping, mowing and similar maintenance.
3. That Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive are public streets dedicated to public street and highway purposes.

4. That Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive are accepted into the City of Portland local street system and the City Engineer is directed to designate and delineate said roadways on the official maps and records of the City.
5. That the City Clerk is directed to forward an official copy of this Resolution to the Michigan Department of Transportation.
6. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 7, 2016

Monique I. Miller, City Clerk

CERTIFICATION

As its duly appointed Clerk, I certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Portland, Ionia County, Michigan, at a regular meeting held on November 7, 2016.

Date: November 7, 2016

Monique I. Miller, City Clerk

BILL OF SALE

Rindlehaven Land Company, LLC, as a successor developer of the Rindlehaven Neighborhood Condominium, whose principal business address is 1650 Kendale Blvd., Suite 200, East Lansing, Michigan 48823 (the "Grantor"), for the consideration of \$1.00, the receipt and sufficiency of which are acknowledged, conveys to the City of Portland, a Michigan municipal corporation, whose principal business address is 259 Kent Street, Portland, Michigan 48875, all rights, title and interest the Grantor may have in the streets Rindlehaven Commons, Wild Plum Street, and Rindle Bluff Drive and designated right of ways, as depicted on the Rindlehaven Subdivision Plan, as amended, attached to the Master Deed of Rindlehaven, as amended. The City of Portland is not responsible for landscaping, mowing and similar maintenance for Rindlehaven Commons, Wild Plum Street, and Rindle Bluff Drive.

Dated this 3rd day of NOVEMBER, 2016.

GRANTOR

By: [Signature]

STATE OF MICHIGAN
COUNTY OF _____

The foregoing instrument was acknowledged before me this 3 day of November, 2016, by Steven Mittern of Rindlehaven Land Co, LLC (who is personally known to me) on its behalf.

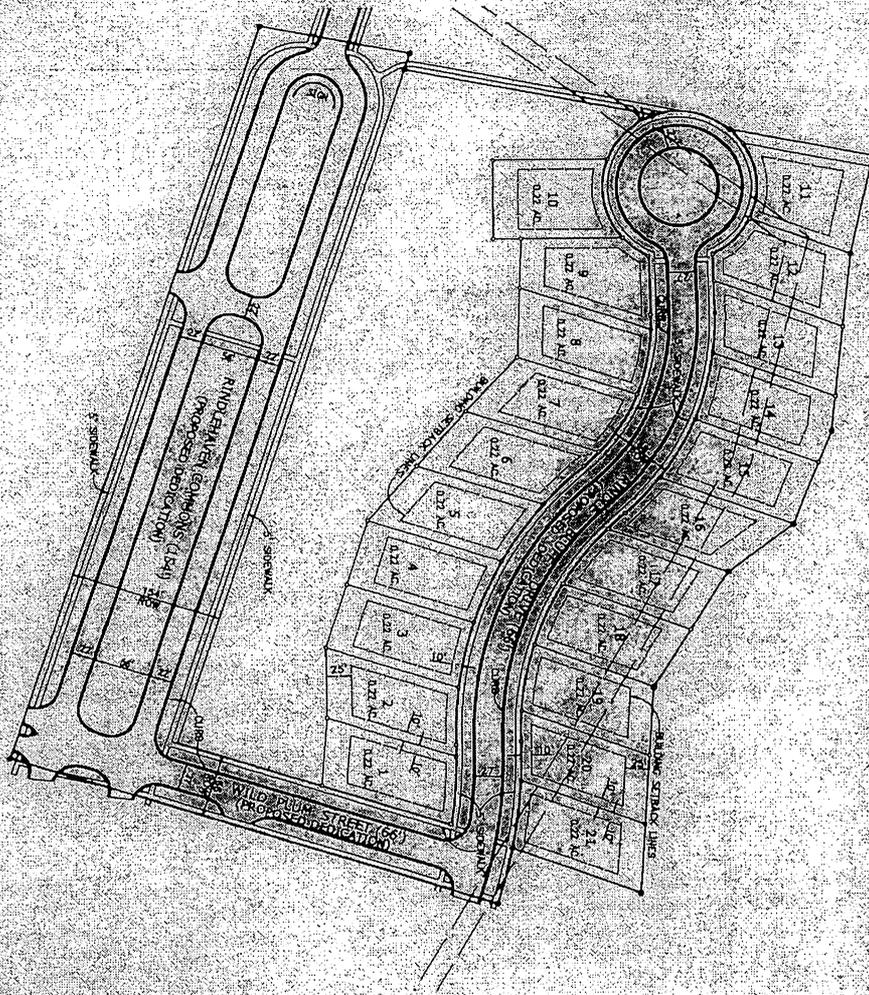
Its: SALES Manager

* [Signature]
Notary Public, _____ County, MI
Acting in _____ County, MI
My commission expires: _____

Lindsey Coffelt
Notary Public, State of Michigan
County of Clinton
My Commission Expires 06/19/2021
Acting in the County of Lagham

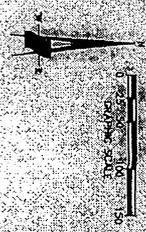


Drafted by:
Kenneth P. Lane
Clark Hill PLC
212 East Grand River
Lansing, Michigan 48906
(517) 318-3062



SITE PLAN NOTE
 1. THE UNITS AND IMPROVEMENTS SHOWN HEREIN NEED NOT BE BUILT.
 2. THE ENGINE PROJECT'S RESPONSIBILITY IS LIMITED TO THE CONTRACTOR'S OBLIGATION TO CONFORM TO THE CITY'S REGULATIONS AND ORDINANCES.
 3. THE ENGINE PROJECT'S RESPONSIBILITY IS LIMITED TO THE CONTRACTOR'S OBLIGATION TO CONFORM TO THE CITY'S REGULATIONS AND ORDINANCES.

LEGEND
 ○ UNIT'S BOUNDARY (UNCLAMMENT)
 ○ UNIT'S BOUNDARY (UNCLAMMENT)

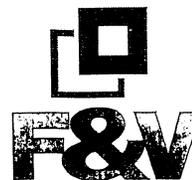


Rindlahaven Neighborhood

ENGINEER
 JAMES W. HARRIS, INC.
 1004 W. 10TH STREET, SUITE 100
 DENVER, CO 80202
 PHONE: 303.733.1111
 FAX: 303.733.1112
 WWW.JWHARRIS.COM

DATE: 10/15/2014
PROJECT: RINDLAHAVEN NEIGHBORHOOD
SHEET: 4
SCALE: AS SHOWN

MEMO



To: Tutt Gorman, City Manager, City of Portland

From: Jon Moxey, Fleis & VandenBrink

CC:

Date: October 25, 2016

Re: Rindlehaven Street Paving

As you are aware, F&V construction technicians observed asphalt base course repairs and top course paving on July 8, 2016 and July 12, 2016. Based on our observations, the repairs appear to conform to the direction we provided and the paving completed in accordance with MDOT specifications.

With these improvements, Rindlehaven Commons, Wild Plum Street and Rindle Bluff Drive appear to conform to the City standards for public street construction. Therefore, we recommend that the City accept these three streets.

Attached is MDOT form 2008B. This form is used to add the three streets to the City's Act 51 map so that it can begin receiving funding for them. The mailing address for submitting the form is included in the form itself. Please feel free to call with any questions.

**Exhibit
B**

2960 Lucerne Drive S
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, October 17, 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; DDA/Main Street Director Perry

Guests: Dan Paquet, General Contractor for the WODA Group on the Old School Manor Project; Kathy Parsons

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

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

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman provided a legislative update on House Bill 4209 which allows marijuana dispensaries to have up to 1500 plants. The current City ordinance prohibits dispensaries in the City limits. If the City is in favor of allowing dispensaries it would need to opt-in to the legislation. City Manager Gorman asked if the Council is in favor of opting into this legislation.

Mayor Barnes stated that he does not feel the City needs to allow marijuana dispensaries in the City.

Mayor Pro-Tem VanSlambrouck and the rest of the City Council concurred.

City Manager Gorman stated that the radar/sonar testing done on the ADM property at Grand River Ave. and Cutler Rd. indicated there may be a tank on site. The next step is for excavation to determine if in fact a tank is present. The City is in favor of taking this next step and sharing the expense with ADM. Discussions of shared costs are ongoing.

The City received the site plan for the proposed redevelopment of Muffler Man at 738 E. Grand River Ave. The site plan proposes the addition of 2 bays with a complete remodel and expanded footprint of the building.

The revised purchase agreement from Sparrow for property a potential development on Cutler Rd. is expected soon.

It does not look as if Portland will received funding this time from the Local Bridge Program for reconstruction of the Divine Hwy. Bridge. The application will be resubmitted in the spring, and will continue to be resubmitted until funds are granted for the project.

A subcontractor for AT&T has been doing their part to underground utilities along Grand River Ave. near Tom's Food Center. Once the utilities along the Grand River Ave. corridor are placed underground the utility poles will be removed.

Installation of the railings along Kent St. began today. The new street lights for Kent St. will be installed later this month.

Cook Brothers Excavating will begin repairs on the river trail, under the Divine Hwy. Bridge and on the back side of the Flats, tomorrow.

City Manager Gorman presented a picture of the new playground equipment installed at Brush Street Park. The equipment was purchased and installed by the WODA Group. The new playground is a great addition to the City; it has been very well received by the community.

The City of Portland received an award from Goodwill Industries of Greater Grand Rapids. They cited the City as a collaborative partner due to the work done to rebuild the Goodwill building destroyed by the tornado on June 22, 2015. City Manager Gorman stated that credit goes to City staff that facilitated the smooth rebuilding process.

Council Member Baldyga noted that it is not often that this type of award is received by a City. The City was in very "big" company as other recipients of the award included Meijer, Steelcase, the Girl Scouts and other notable organizations.

Under Presentations, Mr. Paquet, General Contractor on the Old School Manor Project for the WODA Group presented an update on the project. The scheduled completion date is May 30, 2017.

Under New Business, the City Council considered Resolution 16-79 to approve the high bid for the sale of the tax reverted property at 628 Canal St. in amount of \$10,565.00.

Motion by Baldyga, supported by Johnston, to approve Resolution 16-79 approving a bid for sale of a tax reverted property.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on October 3, 2016, 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. Purchase orders to Kendall Electric in the amount of \$6,937.36 for street light wire for Kent St., Fleis & VandenBrink in the amount of \$7,921.88 for Kent St. engineering services and \$8,383.19 for the environmental assessment of the property at Divine Hwy. and Grand River Ave., and Abraham & Gaffney in the amount of \$13,400.00 for audit services were also included.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents that trick-or-treating will take place on Halloween, October 31, 2016 from 6:00-8:00 P.M. The Friends of the Red Mill will hold a

Haunted Mill at the Red Mill on October 21st, 22nd, 28th, and 29th from 7:00 P.M. to 9:00 P.M. The cost is \$5.00 per person.

City Manager Gorman thanked Police Chief Kirk for his professionalism and administrative skills. He is doing great things with the Police Department.

Under Council Comments, Mayor Barnes noted that the Portland Civic Players will present the Little Mermaid November 4th, 5th, 6th, 11th, 12th and 13th.

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:28 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the October 17, 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; DDA/Main Street Director Perry

Presentation – Mr. Paquet, General Contractor on the Old School Manor Project for the WODA Group presented an update on the project. The scheduled completion date is May 30, 2017.

Approval of Resolution 16-79 approving a bid for sale of a tax reverted property.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:28 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
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,309.11
AT&T	00686	PHONE SVC - WASTE WTR	31.52
AT&T	00686	PHONE SERVICE - WASTE WTR	103.16
FOSTER BLUE WATER OIL, LLC	02301	GASOLINE - CEMETERY, PARKS	431.44
FOSTER BLUE WATER OIL; LLC	02301	DIESEL - CEM, PARKS	285.18
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	121.00
BASIC	01983	QUARTERLY HRA ADMINISTRATION FEE - GENERAL	337.50
BERTMAN TOOLS LLC	MISC	11'' HD DIAGONAL CUTTER - WATER	75.00
BRD PRINTING INC.	02315	2016 TAX FORMS - INCOME TAX	40.99
BRD PRINTING INC.	02315	2016 TAX BOOKLETS - INCOME TAX	548.98
BUSINESS CARD	02075	MISC EXP - VARIOUS DEPTS	479.43
CBIZ RETIREMENT PLAN SERVICES	02426	OPEB ACTUARIAL - VARIOUS DEPTS	3,800.00
CIVIC PLUS	02335	WEBSITE ANNUAL FEE - COMM PROMO	1,599.73
CMP DISTRIBUTORS INC.	01745	PISTOL, HOLSTER - POLICE	526.70
CMP DISTRIBUTORS INC.	01745	DUTY AMMO - POLICE	28.95
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE FOR ST LIGHTS ON KENT ST - ELECTRIC	402.50
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE FOR ST LIGHTS ON KENT ST - ELECTRIC	467.00
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	674.94
CULLIGAN	02130	WATER - CITY HALL	17.50
DORNBOS, SIGN & SAFETY, INC.	00067	STREET SIGN - MAJ STS	52.05
DORNBOS, SIGN & SAFETY, INC.	00067	SIGNS - MAJ STS	324.30
ENDRESS & HAUSER INC.	02427	CHECK CALIBRATION AND CERTIFY - WASTE WTR	840.40
EUROFINS EATON ANALYTICAL INC.	02428	RADIUM TESTING - WATER	280.00
FAMILY FARM & HOME	01972	LIQUID NAILS - AMBULANCE	3.69
FAMILY FARM & HOME	01972	SPlicing SLEEVE, FENCE WIRE CRIMPING TOOL - WA	149.47
FAMILY FARM & HOME	01972	ROLL OF WIRE - WATER	8.99
FLEIS & VANDENBRINK	00153	BRIDGE ST & GRAND RIVER TRAFFIC ASSMNT- MAJ ST	1,465.50
FLEIS & VANDENBRINK	00153	GRIT BUILDING HEATING - WASTE WTR	1,089.50
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION - ELECTRIC	1,281.29

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	ENVIRONMENTAL DUE DILIGENCE FOR GR AND DIVINE	5,283.85
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	555.87
FP MAILING SOLUTIONS	01758	POSTAGE RESET - GENERAL	12.00
FUTURE ENVIRONMENTAL	02399	STOP CHARGE OIL/ANTIFREEZE RECYCLING - REFUSE	65.00
GARY'S HEATING SERVICE INC	00826	FURNACE REPAIR - POLICE	295.00
S. TUTT GORMAN	02311	CELL PHONE REIMB - CITY MANAGER	60.00
ETNA SUPPLY COMPANY	00146	NO LEAD RESETTERS - WATER	517.50
FAMILY FARM & HOME	01972	RV ANTIFREEZE & SUPPLIES - PARKS	25.92
GRAINGER, INC.	00172	DANGER SIGN POLYESTER STICKER - WATER	56.76
GRAINGER, INC.	00172	ALUMINUM SIGNS - WATER	218.72
GRAINGER, INC.	00172	1ST AID KIT - CITY HALL	80.20
GROSS MACHINE SHOP	00180	AXLE REPAIR FOR LEAF MACHINE - MTR POOL	40.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	119.45
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,000.00
INNOVATIVE SOFTWARE SERVICES	00198	ONE YEAR SERVICE AND SUPPORT CONTRACT - INCOME	1,932.00
IONIA COUNTY CENTRAL DISPATCH	01807	CAD GRANT PROJECT IMPLEMENTATION - POLICE	5,000.00
KATHY'S CLEANING	01684	CLEANING SERVICE INCLUDING 2ND FLOOR - CITY HA	745.00
KEMIRA WATER SOLUTIONS INC.	01866	FERROUS CHLORIDE - WASTE WTR	2,062.31
KENDALL ELECTRIC	00225	SUPPLIES - ELECTRIC	170.00
KENDALL ELECTRIC	00225	COUPLING - ELECTRIC	12.03
KENDALL ELECTRIC	00225	SPOOL WIRE, COUPLING - ELECTRIC	382.94
KEUSCH SUPER SERVICE	00228	TOWING METER CAR - MTR POOL	150.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIRS - CEM, PARKS	15.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	15.00
DAVID KIRK	02402	CELL PHONE REIMB - POLICE	60.00
KS STATEBANK	02429	1ST PAYMENT ON THE HEART MONITOR LEASE - AMBUL	19,720.54
JIM LAKIN	01373	MMEA CONFERENCE REIMB - ELECTRIC	325.44
LITE'S PLUS	00243	ST LIGHT BULBS FOR KENT STREET - ELECTRIC	239.25

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MARCUS WOURMAN	02063	BASKETBALL TRAINING - RECREATION	1,320.00
MCCLEAN ELECTRIC LLC	MISC	SWITCH HOUSES OVER ON MARSALLE RD - ELECTRIC	525.00
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERVICE - ELECTIONS, POLICE, INC TAX	368.00
MICHIGAN ELECTRIC COOP ASSN	00276	2017 SAFETY DUES - ELECTRIC	12,110.00
MENARDS	00260	CEMENT CEMETERY FOUNDATIONS - CEMETERY	57.38
MICHIGAN CAT	01920	SPRING KIT/ASSEMBLY - MTR POOL	140.09
MICHIGAN CAT	01920	SPRING KIT - MTR POOL	168.67
MICHIGAN COMPANY, INC.	00273	SUPPLIES - CEMETERY	153.49
MICHIGAN CRITICAL POWER	02414	REPLACE BLOCK HEATER FOR 50 KW KOHLER GENERATO	318.66
MICHIGAN ELECTION RESOURCES	00278	QVF VOTER ID CARD - ELECTIONS	225.00
MRE SERVICES, INC.	00318	COMPUTER SERVICES FOR SEPT - GEN, ECON DEV	583.89
MUNICIPAL SUPPLY CO.	00324	RED MARKING PAINT - ELECTRIC	96.00
MUNICIPAL SUPPLY CO.	00324	EAR PLUGS - CEM, PARKS	19.95
MUNICIPAL SUPPLY CO.	00324	GLOVES & SUPPLIES - WATER	18.00
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	53.60
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	54.30
MUNICIPAL SUPPLY CO.	00324	CURB BOX TOP SECTION WITH LID - WATER	59.50
MUZZALL GRAPHICS	00326	UTILITY BILL - ELEC,WTR, WW	1,042.24
NEPTCO INC.	00821	MULETAPE - ELECTRIC	487.23
PLEUNE SERVICE COMPANY INC.	00741	SERVICE HVAC EQUIPMENT - ELECTRIC	404.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY LABOR & PARTS - CITY HALL	779.00
POLYDYNE INC.	02196	CLARIFLOC - WASTE WTR	1,741.50
PORTLAND DDA	01008	HALF OF STREET LIGHT PAINTING - ELECTRIC	2,687.00
POSTMASTER	00374	FIRST CLASS PRESORT - GENERAL	215.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	60.70
RESCO	00392	GROUND RODS - ELECTRIC	402.00
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	171.78
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	56.78
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH SOCCER SHIRTS- RECREATION	935.75

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SPARROW OCCUPATIONAL HEALTH	00340	PHYSICALS - POLICE	103.50
SPEEDWAY LLC	02395	MOTOR FUEL & OIL - ELECTRIC, MTR POOL	2,383.79
SPRINT	00859	PHONE/DATA SERVICE - POLICE	119.19
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - VARIOUS DEPTS	797.59
STATE OF MICHIGAN - MDEQ	00428	MI PUBLIC WATER SUPPLY ANNUAL FEE - WATER	1,278.78
STATE OF MICHIGAN	00428	KENT ST - PROGRESS BILL #5 - MAJ STS	9,166.68
SW CONTROLS INC.	MISC	FIELD SERVICE - WASTE WTR	1,200.00
SYNAGRO CENTRAL, LLC	01889	PUMP/TRANSP/APP OF LIQ MATERIALS - WASTE WTR	6,927.91
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	108.02
VERIZON WIRELESS	00470	CELL PHONE SVC - PARKS, CEM, CODE, REC, ELEC, AMB	329.98
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC, WW, WTR, M POOL	180.86
WE PRINT EVERYTHING INC.	MISC	DEPARTMENT CARDS/BOOK TIME OFF SLIPS - POLICE	75.00
WMCJTC	01911	MCOLES FEE - POLICE	211.32
WINDEMULLER	02229	TROUBLESHOOT - WASTE WTR	285.00
BRANDON SCHEURER	02394	OFFICIALS - REC	30.00
PEYTON GALEY	02389	OFFICIALS - REC	30.00
GRAHAM WOHLSCHEID	02423	OFFICIALS - REC	30.00
NATHANIEL LEAHY	02424	OFFICIALS - REC	30.00
RITA KLEIN	MISC	ENERGY OPTZ - ELECTRIC	165.00
DAN SCHNEIDER	MISC	ENERGY OPTZ - ELECTRIC	41.26
BRIAN SCHOUW	MISC	ENERGY OPTZ - ELECTRIC	47.60
BRIDGETTA DOERR	MISC	TREE REMOVAL REIMB - PARKS	341.66
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL	290.40
FIRE PROS, INC.	00151	REPLACED TWO FAILED BACKFLOW PREVENTORS - CITY	783.11
CITY OF PORTLAND - PETTY CASH	00701	POSTAGE, MISC REIMB - GEN, ASSESS, POLICE	239.72
B&W AUTO SUPPLY, INC.	00030	SUPPLIES, PARTS - CEM, PARKS, MTR POOL	2,064.09
JOHN DEERE FINANCIAL	01818	PARTS & LABOR - CEM, PARKS, ELECTRIC	817.70
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT - COMM PROMO	4,718.33
Total:			\$122,366.60

**BI-WEEKLY
WAGE REPORT
October 24, 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.	8,703.47	77,557.53	2,146.10	25,269.90	10,849.57	102,827.43
ASSESSOR	1,190.51	9,345.20	91.07	719.14	1,281.58	10,064.34
CEMETERY	2,659.89	30,333.52	250.65	11,007.56	2,910.54	41,341.08
POLICE	14,632.25	136,005.96	3,124.61	35,789.78	17,756.86	171,795.74
CODE ENFORCEMENT	610.19	7,271.88	46.67	2,942.75	656.86	10,214.63
PARKS	2,382.28	35,434.12	229.97	7,637.68	2,612.25	43,071.80
INCOME TAX	1,763.37	16,357.57	511.27	11,130.27	2,274.64	27,487.84
MAJOR STREETS	3,083.27	26,833.93	759.88	19,440.45	3,843.15	46,274.38
LOCAL STREETS	2,234.19	23,993.37	537.06	11,705.40	2,771.25	35,698.77
RECREATION	760.75	7,042.07	106.82	3,736.91	867.57	10,778.98
AMBULANCE	10,879.39	105,528.92	1,301.92	23,207.41	12,181.31	128,736.33
DDA	1,584.80	14,170.40	783.74	8,159.08	2,368.54	22,329.48
ELECTRIC	24,100.80	161,298.02	3,627.43	79,945.11	27,728.23	241,243.13
WASTEWATER	9,624.70	87,203.51	2,543.13	52,291.26	12,167.83	139,494.77
WATER	4,372.54	42,131.44	1,188.91	18,463.47	5,561.45	60,594.91
MOTOR POOL	2,220.19	19,068.63	574.43	11,846.85	2,794.62	30,915.48
TOTALS:	90,802.59	799,576.07	17,823.66	323,293.02	108,626.25	1,122,869.09

**BI-WEEKLY
WAGE REPORT
November 7, 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.	8,250.13	85,807.66	3,754.08	29,023.98	12,004.21	114,831.64
ASSESSOR	1,013.20	10,358.40	77.51	796.65	1,090.71	11,155.05
CEMETERY	2,466.81	32,800.33	2,543.66	13,551.22	5,010.47	46,351.55
POLICE	15,984.27	151,990.23	5,793.15	41,582.93	21,777.42	193,573.16
CODE ENFORCEMENT	610.18	7,882.06	643.31	3,586.06	1,253.49	11,468.12
PARKS	1,253.03	36,687.15	863.93	8,501.61	2,116.96	45,188.76
INCOME TAX	1,763.34	18,120.91	2,230.53	13,360.80	3,993.87	31,481.71
MAJOR STREETS	2,199.46	29,033.39	2,601.87	22,042.32	4,801.33	51,075.71
LOCAL STREETS	2,510.50	26,503.87	2,911.86	14,617.26	5,422.36	41,121.13
RECREATION	1,192.78	8,234.85	882.71	4,619.62	2,075.49	12,854.47
AMBULANCE	10,420.69	115,949.61	3,831.65	27,039.06	14,252.34	142,988.67
DDA	1,584.80	15,755.20	855.58	9,014.66	2,440.38	24,769.86
ELECTRIC	16,810.29	178,108.31	16,354.73	96,299.84	33,165.02	274,408.15
WASTEWATER	9,329.49	96,533.00	10,395.19	62,686.45	19,724.68	159,219.45
WATER	4,877.29	47,008.73	3,926.82	22,390.29	8,804.11	69,399.02
MOTOR POOL	2,220.21	21,288.84	2,645.67	14,492.52	4,865.88	35,781.36
TOTALS:	82,486.47	882,062.54	60,312.25	383,605.27	142,798.72	1,265,667.81

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 11/3/16
MEETING DATE 11/7/16

Fund	Description	Beginning Balance 10/13/16	Total Cash in	Total Cash out	Cash Balance 11/3/16	Time Certificates	Ending Balance 11/3/16
101	GENERAL FUND	2,320,140.26	185,611.32	(178,000.56)	2,327,751.02	235,000.00	2,562,751.02
105	INCOME TAX FUND	39,963.78	2,814.64	(9,429.38)	33,349.04	10,000.00	43,349.04
150	CEMETERY PERPETUAL CARE FUND	36,117.20	-	-	36,117.20		36,117.20
202	MAJOR STREETS FUND	174,968.79	23,856.74	(26,441.15)	172,384.38		172,384.38
203	LOCAL STREETS FUND	172,521.86	11,148.22	(11,585.96)	172,084.12		172,084.12
208	RECREATION FUND	8,087.77	7,439.57	(5,462.77)	10,064.57		10,064.57
210	AMBULANCE FUND	150,456.91	31,902.98	(36,089.32)	146,270.57		146,270.57
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	157,513.86	2,494.67	(6,146.85)	153,861.68		153,861.68
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	22,966.16	7,954.53	(10,962.07)	19,958.62		19,958.62
582	ELECTRIC FUND	201,938.70	292,997.30	(241,474.37)	253,461.63	530,000.00	783,461.63
590	WASTEWATER FUND	(45,622.66)	72,526.69	(59,398.70)	(32,494.67)		(32,494.67)
591	WATER FUND	(14,772.08)	51,888.10	(24,329.17)	12,786.85	420,000.00	432,786.85
661	MOTOR POOL FUND	41,049.45	26,084.62	(15,089.88)	52,044.19		52,044.19
703	CURRENT TAX FUND	37,205.32	14,495.04	(31,638.61)	20,061.75		20,061.75
TOTAL - ALL FUNDS		3,305,897.57	731,214.42	(656,048.79)	3,381,063.20	1,195,000.00	4,576,063.20
					ELECTRIC-RESTRICTED CASH	344,418.00	344,418.00
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	275,331.99	275,331.99
					ELECTRIC-PRIN & INT ESCROW	155,417.86	155,417.86
					WASTEWATER DEBT ESCROW	251,056.71	251,056.71
					WASTEWATER REPAIR ESCROW	63,906.54	63,906.54
					DDA-PRIN & INT ESCROW	501.67	501.67
							<u>5,966,695.97</u>
*Customer Deposit Breakdown							
	Electric	128,000.00					
	Wastewater	21,000.00					
	Water	21,000.00					
		<u>170,000.00</u>					

User: KRISTINA

DB: Portland

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2016 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	REAL PROPERTY TAXES	1,005,336.00	962,988.15	594,875.23	42,347.85	95.79	1,000,653.16
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,200.00	1,625.18	0.00	(425.18)	135.43	0.00
101-000-445.000	PENALTY & INTEREST	4,500.00	775.10	775.10	3,724.90	17.22	3,071.12
101-000-445.022	1994A SPEC ASSESS - INTEREST	0.00	16.45	0.00	(16.45)	100.00	56.25
101-000-447.000	TAX COLLECTION FEES	43,000.00	32,004.03	16,647.64	10,995.97	74.43	44,346.37
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	26.36	0.00	(26.36)	100.00	32.67
101-000-451.000	BUSINESS PERMITS	200.00	0.00	0.00	200.00	0.00	195.00
101-000-453.000	CABLE TV FEES	30,000.00	7,561.46	0.00	22,438.54	25.20	30,425.40
101-000-455.000	TRAILER FEES	1,500.00	135.00	36.00	1,365.00	9.00	369.00
101-000-476.000	NON-BUSINESS PERMITS	0.00	3,979.00	4,392.00	(3,979.00)	100.00	3,332.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	900.00	613.50	613.50	286.50	68.17	1,324.64
101-000-570.000	LIQUOR FEES	3,100.00	3,153.70	0.00	(53.70)	101.73	3,180.10
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00	15,855.80	0.00	(15,855.80)	100.00	9,530.49
101-000-575.000	REVENUE SHARING-CONST SALES	307,996.00	103,633.00	52,302.00	204,363.00	33.65	293,124.00
101-000-576.000	REVENUE SHARING-STAT SALES	106,226.00	35,422.00	17,711.00	70,804.00	33.35	106,266.00
101-000-620.000	PBT TESTING FEES	5,000.00	1,713.00	142.00	3,287.00	34.26	6,453.20
101-000-623.000	TRANSCRIPT FEES	1,000.00	330.28	129.65	669.72	33.03	2,973.85
101-000-624.000	MISCELLANEOUS FEES	200.00	23.08	0.00	176.92	11.54	2,174.39
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	106,348.00	26,587.00	212,509.00	33.35	319,044.00
101-000-630.000	CEMETERY LOT SALES	3,500.00	(1,437.50)	(1,275.00)	4,937.50	(41.07)	5,200.00
101-000-633.000	CEMETERY CARE FEES	4,000.00	3,447.00	1,350.20	553.00	86.18	6,461.20
101-000-634.000	GRAVE OPENING FEES	10,000.00	2,130.00	850.00	7,870.00	21.30	11,250.00
101-000-656.000	DISTRICT COURT FINES	10,000.00	3,231.14	760.66	6,768.86	32.31	9,923.67
101-000-661.000	PARKING FINES	2,400.00	80.00	0.00	2,320.00	3.33	1,267.00
101-000-662.000	DRUG FORFEITURE MONEY	1,000.00	273.98	0.98	726.02	27.40	332.05
101-000-663.000	MISCELLANEOUS FINES	1,500.00	924.00	136.00	576.00	61.60	1,965.00
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00	200.00
101-000-665.000	INTEREST INCOME	100.00	0.00	0.00	100.00	0.00	29.35
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	200.00	0.00	0.00	200.00	0.00	16.23
101-000-667.000	RENTAL INCOME	1,000.00	365.00	0.00	635.00	36.50	9,135.00
101-000-676.003	DONATIONS-DOG PARK	0.00	1,167.48	1,167.48	(1,167.48)	100.00	781.77
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00	200.00
101-000-676.006	DONATION - PARKS	1,500.00	0.00	0.00	1,500.00	0.00	19,813.03
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	0.00	0.00	750.00	0.00	665.46
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,500.00	0.00	0.00	6,500.00	0.00	7,013.96
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	10,000.00	14,146.55	2,806.51	(4,146.55)	141.47	14,675.83
101-000-678.007	REIMBURSEMENTS-PAMA	1,250.00	1,520.40	0.00	(270.40)	121.63	1,252.80
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	0.00	200.03	0.00	(200.03)	100.00	1,033.95
101-000-694.000	SALE OF LAND	0.00	10,565.00	10,565.00	(10,565.00)	100.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	0.00	0.00	50,037.00	0.00	50,037.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00	0.00	31,764.00	0.00	31,764.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	0.00	0.00	32,009.00	0.00	32,009.00
TOTAL Revenues		1,996,525.00	1,312,816.17	730,572.95	683,708.83	65.76	2,031,577.94

Expenditures							
100	COUNCIL	131,237.00	32,878.05	0.00	98,358.95	25.05	182,996.27

User: KRISTINA

DB: Portland

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2016 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101	COMMUNITY PROMOTIONS	274,344.00	113,428.20	38,632.30	160,915.80	41.35	273,315.26
172	CITY MANAGER	136,529.00	35,250.85	9,509.34	101,278.15	25.82	129,456.25
191	ELECTIONS	9,756.00	2,351.52	427.00	7,404.48	24.10	4,006.50
201	GENERAL ADMINISTRATION	313,211.00	125,222.09	17,596.03	187,988.91	39.98	299,188.27
209	ASSESSING	42,243.00	10,725.96	2,761.26	31,517.04	25.39	54,723.16
265	CITY HALL	68,340.00	16,001.03	4,155.12	52,338.97	23.41	52,065.12
276	CEMETERY	134,000.00	45,071.98	10,607.36	88,928.02	33.64	146,296.10
301	POLICE	688,062.00	192,995.56	50,202.53	495,066.44	28.05	646,927.88
371	CODE ENFORCEMENT	45,374.00	9,969.00	2,016.02	35,405.00	21.97	35,520.59
728	ECONOMIC DEVELOPMENT	6,460.00	3,361.79	172.21	3,098.21	52.04	13,742.21
751	PARKS	146,969.00	50,851.77	9,006.03	96,117.23	34.60	158,294.52
TOTAL Expenditures		1,996,525.00	638,107.80	145,085.20	1,358,417.20	31.96	1,996,532.13
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,996,525.00	1,312,816.17	730,572.95	683,708.83	65.76	2,031,577.94
TOTAL EXPENDITURES		1,996,525.00	638,107.80	145,085.20	1,358,417.20	31.96	1,996,532.13
NET OF REVENUES & EXPENDITURES		0.00	674,708.37	585,487.75	(674,708.37)	100.00	35,045.81

User: KRISTINA

DB: Portland

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2016 NORM (ABNORM)
Fund 105 - INCOME TAX FUND							
Fund 105 - INCOME TAX FUND:							
TOTAL REVENUES		692,350.00	128,815.15	54,119.67	563,534.85	18.61	840,386.87
TOTAL EXPENDITURES		1,297,305.00	896,640.39	12,650.27	400,664.61	69.12	816,120.46
NET OF REVENUES & EXPENDITURES		(604,955.00)	(767,825.24)	41,469.40	162,870.24	126.92	24,266.41
Fund 150 - CEMETERY PERPETUAL CARE FUND							
Fund 150 - CEMETERY PERPETUAL CARE FUND:							
TOTAL REVENUES		2,500.00	(125.00)	0.00	2,625.00	5.00	3,250.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,500.00	(125.00)	0.00	2,625.00	5.00	3,250.00
Fund 202 - MAJOR STREETS FUND							
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		956,770.00	650,335.95	37,414.02	306,434.05	67.97	513,099.05
TOTAL EXPENDITURES		1,012,383.00	576,627.78	44,351.83	435,755.22	56.96	507,287.72
NET OF REVENUES & EXPENDITURES		(55,613.00)	73,708.17	(6,937.81)	(129,321.17)	132.54	5,811.33
Fund 203 - LOCAL STREETS FUND							
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		162,657.00	95,323.48	53,652.38	67,333.52	58.60	436,300.13
TOTAL EXPENDITURES		243,716.00	55,262.69	10,706.72	188,453.31	22.68	442,992.68
NET OF REVENUES & EXPENDITURES		(81,059.00)	40,060.79	42,945.66	(121,119.79)	49.42	(6,692.55)
Fund 208 - RECREATION FUND							
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		126,450.00	20,717.42	7,317.00	105,732.58	16.38	115,126.84
TOTAL EXPENDITURES		87,706.00	28,404.46	4,856.89	59,301.54	32.39	112,940.75
NET OF REVENUES & EXPENDITURES		38,744.00	(7,687.04)	2,460.11	46,431.04	19.84	2,186.09
Fund 210 - AMBULANCE FUND							
Fund 210 - AMBULANCE FUND:							
TOTAL REVENUES		518,431.00	254,861.86	41,321.72	263,569.14	49.16	587,267.92
TOTAL EXPENDITURES		515,694.00	162,163.37	35,197.38	353,530.63	31.45	633,568.62
NET OF REVENUES & EXPENDITURES		2,737.00	92,698.49	6,124.34	(89,961.49)	3,386.86	(46,300.70)
Fund 248 - DDA FUND							
Fund 248 - DDA FUND:							
TOTAL REVENUES		287,115.00	245,626.61	75.00	41,488.39	85.55	350,684.80
TOTAL EXPENDITURES		396,039.00	269,512.50	6,092.56	126,526.50	68.05	344,173.69
NET OF REVENUES & EXPENDITURES		(108,924.00)	(23,885.89)	(6,017.56)	(85,038.11)	21.93	6,511.11
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	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	172,695.29
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	(172,695.29)
Fund 520 - REFUSE SERVICE FUND							

User: KRISTINA

DB: Portland

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2016 NORM (ABNORM)
Fund 520 - REFUSE SERVICE FUND							
Fund 520 - REFUSE SERVICE FUND:							
	TOTAL REVENUES	112,150.00	30,298.45	9,755.24	81,851.55	27.02	119,663.12
	TOTAL EXPENDITURES	111,000.00	30,654.43	65.00	80,345.57	27.62	116,532.77
	NET OF REVENUES & EXPENDITURES	1,150.00	(355.98)	9,690.24	1,505.98	30.95	3,130.35
Fund 582 - ELECTRIC FUND							
Fund 582 - ELECTRIC FUND:							
	TOTAL REVENUES	4,014,625.00	1,068,292.63	355,524.31	2,946,332.37	26.61	3,571,755.39
	TOTAL EXPENDITURES	4,227,411.00	1,006,756.87	102,672.51	3,220,654.13	23.81	3,907,666.65
	NET OF REVENUES & EXPENDITURES	(212,786.00)	61,535.76	252,851.80	(274,321.76)	28.92	(335,911.26)
Fund 590 - WASTEWATER FUND							
Fund 590 - WASTEWATER FUND:							
	TOTAL REVENUES	1,103,505.00	377,994.32	77,110.10	725,510.68	34.25	887,234.73
	TOTAL EXPENDITURES	1,080,443.00	347,249.30	51,535.41	733,193.70	32.14	1,059,760.51
	NET OF REVENUES & EXPENDITURES	23,062.00	30,745.02	25,574.69	(7,683.02)	133.31	(172,525.78)
Fund 591 - WATER FUND							
Fund 591 - WATER FUND:							
	TOTAL REVENUES	611,078.00	179,396.47	55,067.73	431,681.53	29.36	590,753.03
	TOTAL EXPENDITURES	653,480.00	244,137.95	48,043.09	409,342.05	37.36	734,382.72
	NET OF REVENUES & EXPENDITURES	(42,402.00)	(64,741.48)	7,024.64	22,339.48	152.68	(143,629.69)
Fund 661 - MOTOR POOL FUND							
Fund 661 - MOTOR POOL FUND:							
	TOTAL REVENUES	348,143.00	118,919.32	23,327.43	229,223.68	34.16	484,523.13
	TOTAL EXPENDITURES	348,031.00	81,136.38	16,629.88	266,894.62	23.31	378,899.55
	NET OF REVENUES & EXPENDITURES	112.00	37,782.94	6,697.55	(37,670.94)	33,734.7	105,623.58
	TOTAL REVENUES - ALL FUNDS	8,935,774.00	3,170,456.66	714,684.60	5,765,317.34	37.08	8,500,045.01
	TOTAL EXPENDITURES - ALL FUNDS	9,973,208.00	3,698,546.12	332,801.54	6,274,661.88	37.08	9,227,021.41
	NET OF REVENUES & EXPENDITURES	(1,037,434.00)	(528,089.46)	381,883.06	(509,344.54)	50.90	(726,976.40)

PURCHASE ORDER

CITY OF PORTLAND

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

TO Ionia County Central Dispatch SHIP TO Portland PD

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
10/26/16						
QUANTITY	DESCRIPTION			PRICE	AMOUNT	
1	CAD Grant Project Implementation			\$5,000. ⁰⁰	\$5,000. ⁰⁰	
	101-301-931 000					
	Inv # 2016 CAD Ex					

NOT FOR RESALE FOR RESALE

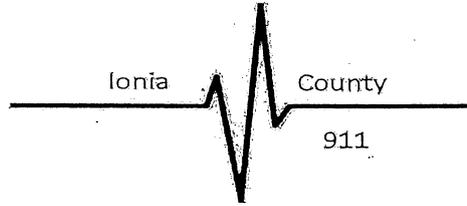
TAX NUMBER _____

AUTHORIZED SIGNATURE

ORIGINAL

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

Ionia County Central Dispatch Center



INVOICE

Bill To:

Portland Police Department
773 E Grand River
Portland, MI 48875

Date:	PO#		
10-25-2016	#2016CADEx		
Description			TOTAL
CAD Connect and Implementation Configuration, Project Management			\$5,000.00
	Subtotal		\$5,000.00
	Balance Due		\$5,000.00

Please Remit Payment to:
Ionia County Central Dispatch
545 Apple Tree Drive
Ionia, MI 48846

PLEASE USE REVENUE LINE ITEM 261.325.004:671.400

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.
------	---------------	----------	--------	-------	--------------------

0/31/16					
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
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	Environmental Due Diligence for Northwest Corner of Grand River and Divine Hwy	\$	5,283.85
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	101.201.803000 General Engineering Svc	\$	5,283.85
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NOT FOR RESALE FOR RESALE

TAX NUMBER _____



ORIGINAL



AUTHORIZED SIGNATURE

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

PURCHASE ORDER

CITY OF PORTLAND

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

TO MECA

SHIP TO Elec

582-201-958

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
<u>10-31-16</u>					

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<u>2017 SAFETY DUST</u>		<u>\$ 12,110.00</u>



NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE

ORIGINAL

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



MECA

7973 E. Grand River Ave.
Portland, MI 48875

INVOICE: 4119189

Invoice Date: 09/19/2016
Terms: Net 10
Due Date: 12/01/2016
Amount Due: \$ 12,110.00

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

Account: 200923
Description: 2017 SAFETY DUES
Page 1 of 1

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

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

RETURN BOTTOM PORTION WITH PAYMENT



MECA

7973 E. Grand River Ave.
Portland, MI 48875

Account: 200923
Invoice: 4119189
Due Date: 12/01/2016
Amount Due: \$ 12,110.00

Amount Of Payment: _____

Remit To:

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

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

PURCHASE ORDER

CITY OF PORTLAND

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

TO

SHIP TO

KS State Bank
Government Finance Department
PO Box 69
 Manhattan, KS 66505-0069

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

10/28/16

QUANTITY	DESCRIPTION	PRICE	AMOUNT
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1st Payment on Heart Monitor Lease

19,720.54

210-302-977.000

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

ORIGINAL

AUTHORIZED SIGNATURE _____

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

INVOICE

DATE SENT: 10-28-2016

BILL TO:
CITY OF PORTLAND, MICHIGAN
ATTN: ACCOUNTS PAYABLE
259 KENT STREET
PORTLAND, MICHIGAN 48875

REMIT TO:
KS STATEBANK
GOVERNMENT FINANCE DEPARTMENT
PO BOX 69
MANHATTAN, KS 66505-0069
FOR INQUIRIES: (817) 421-5400

ACCOUNT NUMBER	PAYMENT DATE	PAYMENT DUE DATE	TOTAL AMOUNT DUE
3350605	11-25-2016	11-25-2016	\$19,720.54

DESCRIPTION	AMOUNT
THIRD PARTY CONTRACT DATED AS OF OCTOBER 3, 2016 THREE (3) HEART MONITORS AND DEFIBRILLATORS <i>Additional interest will be assessed on any payment received after the due date.</i>	PAYMENT AMOUNT: \$19,720.54
	\$19,720.54
	TOTAL DUE

2016 MERIT AWARD
DEPARTMENT SUMMARY

DEPARTMENT	FULLTIME	2016 MERIT AWARD	PARTTIME	2016 MERIT AWARD	TOTAL
COUNCIL			5	625.00	625.00
AMBULANCE	4	1,000.00	10	1,250.00	2,250.00
ASSESSOR		-	1	125.00	125.00
CEMETERY	1	250.00		-	250.00
DDA	1	250.00		-	250.00
ELECTRIC	5	1,250.00		-	1,250.00
GENERAL	3	750.00	1	125.00	875.00
CITY MANAGER	1	250.00		-	250.00
INCOME TAX	1	250.00		-	250.00
MAJOR STS	1	250.00		-	250.00
LOCAL STS	1	250.00		-	250.00
MOTOR POOL	2	500.00		-	500.00
POLICE	6	1,500.00	3	375.00	1,875.00
RECREATION	1	250.00		-	250.00
WASTEWATER	3	750.00		-	750.00
WATER	1	250.00		-	250.00
TOTALS:	31	7,750.00	21	2,500.00	10,250.00

2016 MERIT AWARD
FULLTIME EMPLOYEE BREAKDOWN

EMPLOYEE NAME	DEPARTMENT	2016 MERIT AWARD
CHARTRAND, BRAD	AMBULANCE	\$250.00
GENSTERBLUM, PHIL	AMBULANCE	\$250.00
HANSES, ALEX	AMBULANCE	\$250.00
WALTERSDORF, ZACK	AMBULANCE	\$250.00
HONSOWITZ, RYAN	CEMETERY	\$250.00
GORMAN, TUTT	CITY MANAGER	\$250.00
PERRY, SHELLEY	DDA	\$250.00
CASSEL, SCOTT	ELECTRIC	\$250.00
HONSOWITZ, SCOTT	ELECTRIC	\$250.00
HYLAND, MIKE	ELECTRIC	\$250.00
KAPCIA, MIKE	ELECTRIC	\$250.00
SCHEURER, SHANE	ELECTRIC	\$250.00
BROWN, BARB	GENERAL	\$250.00
KINDE, KRISTINA	GENERAL	\$250.00
MILLER, NIKKI	GENERAL	\$250.00
TOLAN, MELINDA	INCOME TAX	\$250.00
BARNES, GREG	LOCAL STREETS	\$250.00
CHAPMAN, NOLAN	MAJOR STREETS	\$250.00
GENSTERBLUM, KEN	MOTOR POOL	\$250.00
PULLING, STEPHEN	MOTOR POOL	\$250.00
FANDEL, TIM	POLICE	\$250.00
GROENHOF, TIM	POLICE	\$250.00
KIRK, DAVID	POLICE	\$250.00
LUDWICK, REBECCA	POLICE	\$250.00
TEITSMA, TOM	POLICE	\$250.00
THOMAS, STAR	POLICE	\$250.00
BROWN, NEIL	RECREATION	\$250.00
KRIZOV, TIM	WASTEWATER	\$250.00
OWEN, MIKE	WASTEWATER	\$250.00
SHERMAN, DOUG	WASTEWATER	\$250.00
SMITH, ROD	WATER	\$250.00
TOTAL:		\$7,750.00

**2016 MERIT AWARD
PARTTIME EMPLOYEE BREAKDOWN**

EMPLOYEE NAME	DEPARTMENT	2016 MERIT AWARD
BARNES, JAMES	COUNCIL	\$125.00
VANSLAMBROUCK, JOEL	COUNCIL	\$125.00
BALDYGA, ROBERT	COUNCIL	\$125.00
FITZSIMMONS, PATRICK	COUNCIL	\$125.00
JOHNSTON, AMANDA	COUNCIL	\$125.00
CHARTRAND, ADAM	AMBULANCE	\$125.00
CZAIKA, CORY	AMBULANCE	\$125.00
DONBROCK, DAVID	AMBULANCE	\$125.00
HEARLD, NATALIE	AMBULANCE	\$125.00
LAY, NATHAN	AMBULANCE	\$125.00
MARTIN, NICK	AMBULANCE	\$125.00
KAILING, JORDAN	AMBULANCE	\$125.00
RIVARD, ANDREW	AMBULANCE	\$125.00
SCHAFFER, JAKE	AMBULANCE	\$125.00
SMITH, PATRICK	AMBULANCE	\$125.00
VENTON, KEVIN	POLICE	\$125.00
GERHARDT, PHILIP	POLICE	\$125.00
ARENS, SHAWN	POLICE	\$125.00
MEYERS, TAMARA	GENERAL	\$125.00
OGDEN, JANET	ASSESSOR	\$125.00
TOTAL:		\$2,500.00

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

Held on Thursday, September 15, 2016
In Council Chambers at City Hall

Members Present: Dumas, VanSlambrouck, Blastic, Grimminck, Antaya, Briggs, Urie, Tyler, Clement

Absent: Barnes, Gorman

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

Guests: None

The meeting was called to order at 3:35 P.M.

Motion by Antaya, supported by Clement, to excuse the absence of Mayor Barnes and City Manager Gorman due to their attendance at the MML Conference at Mackinac Island.

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

Motion by Antaya, supported by Blastic, to approve the minutes of the August 18, 2016 meeting as presented.
All in favor. Adopted.

Director Perry presented the Treasurer's Report and noted that check number 1599 in the amount of \$221,923.53 is the last payment on City Hall.

Member VanSlambrouck inquired when discussions will take place regarding what DDA funds will now be used for.

Director Perry stated she plans to discuss that later in the meeting. She has been reaching out to DDA members one or two at a time in order to explain research she has been doing and thoughts she has on what the future direction of the DDA should be.

Director Perry noted there was a \$27,000 discrepancy in last year's budget and the DDA is expecting those funds back from Ionia County.

Member Blastic inquired what the "bottom line" of the Beerfest was.

Director Perry reported on the ticket sales and costs of the event and thanked the sponsors for their contribution in making the event a success. She further stated she is looking at changes for next year.

Chair Dumas congratulated everyone on making the final payment on City Hall.

Director Perry suggested a photo should be taken and maybe an article should be published in the paper.

Member VanSlambrouck suggested getting community involvement/input on future DDA plans.

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

Under Old Business, Director Perry reminded the members that the Main Street – Year End National Accreditation visit will be on Wednesday, November 9, 2016 at 8:00 A.M.

Under New Business, Director Perry reported the Design Committee is opening both the Façade and Sign Grant rounds this month with application due in October. They have also been discussing the creation of an awning grant as part of the Façade Grant Program. She has also been discussing options with Portland Federal Credit Union to assist property owners with loans on grants through the DDA.

Chair Dumas explained that under new regulations from the Federal government the exemption level on overtime worked has changed and now needs to be addressed in the DDA Director's contract. The United States Department of Labor, Fair Labor Standards Act has updated the salary threshold under which workers are entitled to overtime. The final rule raises the salary threshold from \$23,660.00 to \$47,476.00 effective December 1, 2016. This requires the reclassification of the DDA Director position from salary exempt to either salary non-exempt or hourly. Either classification will require the tracking of over time. There have been discussions with City offices on how to handle this new issue and the need to develop a new contract. Chair Dumas stated that in looking at the DDA Director Job description (provided in the packet) it has been determined that a committee should be formed to develop a new contract that will meet Director Perry's needs, meet the laws, and will work for the City. Chair Dumas asked for volunteers to serve on the committee.

Members Urie, VanSlambrouck, and Clement volunteered to serve on the committee and determined they would meet on Tuesday, September 20, 2016 at 1:00 P.M. in the conference room at City Hall.

Member VanSlambrouck asked how Director Perry would qualify for over-time for over 40 hours, especially during a festival.

Director Perry stated that she would be able to use comp time for working extra hours during a festival or event. She further stated that time worked needs to be reported to her employer, the DDA Board, so there is a record of the hours she is paid for. She also stated there are no specific requirements for how the time should be recorded, only that there is needs to be some kind of retention. She stated the current understanding is that she is paid for 40 hours per week unless there is time worked extra and then she receives comp time for the hours worked over 40.

Member VanSlambrouck asked how other employees of the City of Portland record their time.

City Clerk Miller noted that all City of Portland employees record their actual time worked whether or not they are salary employees.

Member VanSlambrouck asked if Director Perry currently reports her actual hours worked.

Director Perry stated that she does not report her actual hours worked at this time. She recommended that the DDA Board keep the record of her hours worked. She stated that at this time the City of Portland staff is hired to do payroll at this time. She further stated that with the crazy schedule she works it is very difficult to track what she is doing for what group and that it would be difficult to sort out for tracking purposes.

Member Blastic asked if her hours worked could be reported in the minutes of the DDA meeting each month.

Director Perry stated they could be, a record just needs to be recorded someplace. She further stated she would like to just report she has worked 40 hours each week unless she has worked extra and has earned comp time.

Member Briggs stated there should be some way to track when comp time is used.

Director Perry stated it would be difficult to report what she is doing for each group in the community that she does work for as the tasks overlap. Director Perry used the example of doing work on a poster for a downtown business after hours.

Under the Director's Report, Director Perry noted her feeling that the downtown is dying and that the DDA Plan talks repeatedly about the DDA buying/purchasing a building. She stated her belief that the DDA should concentrate on doing something to that extent and should not concentrate on projects like painting bridges. She further stated that the downtown is losing investors because the surrounding buildings are not being taken care of.

Member Clement stated that the many empty buildings are hurting the existing businesses.

Director Perry stated she had the Leik brothers look at the Opera House building in order to get their opinion on whether this would potentially be a good project. Director Perry further stated she has now been bringing her thoughts to the DDA members individually as a thought in moving forward with future DDA funds.

Director Perry further provided grant and funding possibilities.

Director Perry stated that the Quilt Shop at 123 Kent St. has changed hands. The new owner will be changing the name of the business. They are also considering submitting a Sign Grant application.

A new business is opening at 160 Kent St. called Two Rivers Treasures. They will offer a variety of products, but they specialize in reclaimed and repurposed furniture.

Director Perry also reported that she attended the Annual State Main Street Director's Retreat at the Double J Resort. Leadership styles were evaluated and they learned how to interact with individuals and boards.

Director Perry also reported that she has been discussing Christmas decorations with the Lake Odessa Village President. They will be sharing information on the bids they received for live swagging so the DDA can determine if this is something they would be interested in placing on the black fencing along Maple St.

Member VanSlambrouck suggested adding Christmas decorations out W. Grand River Ave. towards West Side Party Store.

There was discussion about this idea but it was determined that this area is not in the DDA and would have to be paid by City funds.

Director Perry stated that she has received a quote in the amount of \$1,414.00 from Verdin for the clock in the downtown for maintenance and to replace the four faces.

Motion by Dumas, supported by VanSlambrouck, to accept the quote from Verdin to perform maintenance and to replace the four faces on the clock in the downtown not to exceed \$1,414.00. All in favor. Adopted.

Under Committee Reports, Member Urie reported the Promotions & Marketing Committee is considering a murder mystery activity in the Downtown this spring.

Under the Design Committee Report, Member Briggs reported the Façade and Sign Grants are open through mid-October and they are working on educating downtown business owners on the importance of maintaining their buildings. There has been discussion of moving the Newman Fountain back to the downtown, where it was historically located, from Alton Park. The committee has also been looking at signage for the downtown and a historic marker.

Member Tyler, Economic Revitalization Committee Chair, reported they are finishing up the content on the Portland Visitors Guide, hopefully it will be printed soon. The quarterly "Business after Hours" event will be hosted by Chamber of Commerce in October. Consideration is being given on how to increase the number of participants in the event.

Mayor Barnes was absent from the meeting so did not provide an update on the Organization and Finance Committee.

Under Board Member Comments, Director Perry noted that the Gallery Brewery will host lunch & learn events once a month.

The Chamber of Commerce will host a seminar on leadership at the Portland Federal Credit Union on September 27, 2016. They will also host their annual outdoor movie night this weekend at Powers Park.



Date: October 20, 2016

REPORT OF FUNDS IN DDA AS OF: October 13, 2016

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>9/9/2016</u>	\$ 500.00
INTEREST EARNED:		<u>\$ 1.67</u>
NEW BALANCE:	<u>10/13/2016</u>	<u>\$ 501.67</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>9/9/2016</u>	\$ 4,363.78
INTEREST EARNED:		\$ 5.51
DEPOSITS:		
Beerfest Beverage Return		\$ 140.00
Second Installment of Property Taxes from DDA Capture		\$ 143,155.21
2015 Property Tax Reimbursement from County		\$ 17,844.25
Holiday Fest Ad		\$ 75.00

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
1609	CITY OF PORTLAND - Postage/On the Street, Legal Services, www.1and1.com, Constant Contact, Beerfest Misc, Telephone	\$ 921.77
1610	PATRICIA PERRY - Eagle Monk Brewery, Webinar, Main Street Director Retreat	<u>\$ 488.00</u>
TOTAL CHECKS		\$ (1,409.77)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 9/12/16 - 10/10/16	<u>\$ (8,635.93)</u>
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TOTAL EXPENSES:	<u>\$ (10,045.70)</u>
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NEW BALANCE:	<u>10/13/2016</u>	<u>\$ 155,538.05</u>
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"The City of Portland is an equal opportunity provider and employer."

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
September 2016**

Calls for Service

Dispatched	119
Patrol Originated	13
Follow Up Complaints	51
Assist to PPD	15
Assist to Fire / EMS	5
Assist Other Depts	16
Directed Patrol	0

Other Functions

Pistol Purchase Permits	9
PBT's	41
FOIA Requests	9
Sex Offender Registrations	1
Other Misc Function	34

Traffic Stops

Total Stops	71
Traffic Citations	27
Verbal Warnings	67
Parking Citations	1
Admin Citations	1

Other

Physical Business Checks	
Interior	99
Exterior	90
Patrol Contacts	451

Arrests

Misdemeanor Charges	11
Misdemeanor Arrests (# of Persons)	6
Felony Charges	2
Felony Arrests (# of Persons)	1
Juvenile Apprehensions	0

Assists to other Law Enforcement Agencies:

September 4, 2016, Assist to MSP on Grand River near Keefer Hwy with an OWI investigation.

September 11, 2016, Assist to IOSH with a personal injury crash on I96 near Clintonia Rd.

September 11, 2016, Assist to MSP w/a rollover crash with injuries on I96 near Portland Rd.

September 11, 2016, Assist to MSP with a personal injury crash on I96 near Cutler Rd.

September 11, 2016, Assist to IOSH on Emery Rd near Grand River Trail for a personal injury crash involving juveniles who were suspected to have been intoxicated.

September 19, 2016, Assist to MSP on I96 and Jones Rd. with an OWI investigation

September 19, 2016, Assist to Ionia Public Safety with obtaining evidence related to a vehicle pursuit.

September 26, 2016 , Assist to IOSH by retrieving computers from the Looking Glass River near Cutler Rd.

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

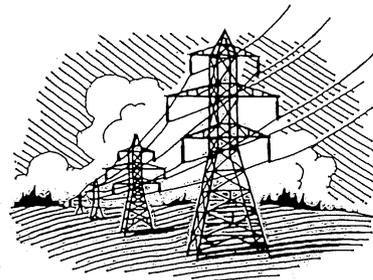
October 1, 2016
September 1-30, 2016

HYDRO GENERATION	97,476		
DIESEL PRODUCTION	0		
Kwh Purchased	3,095,179	Amount Paid	\$ 202,323.11
Total Kwh Purchased	3,192,655	Total Dollars Paid	\$ 202,323.11

Kwh Billed		Dollars Billed	
Residential	1,814,400	PCA Billed	\$ (2,305.84)
Commercial	778,172	Residential	\$ 187,010.19
Large General	900,420	Residential EO Charge	\$ 3,248.11
City St. Lites Metered	27,069	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 81,790.86
Rental Lights		Commercial/LG EO Charge	\$ 2,430.97
Demand	2,672	Large General	\$ 62,118.69
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,305.35
Total Kwh Billed	3,522,733	St. Lights Unmetered	\$ 1,543.05
		Rental Lights	\$ 253.24
Arrears after billing	\$ 20,479.17	Demand	\$ 15,702.64
Penalties Added	\$ 2,805.85	Tax	\$ 13,305.76
Arrears end of month	\$ 41,154.02	Total Dollars Billed	\$ 367,421.42
Fuel Cost Billed	\$ (4,010.15)	Power Cost Adj.	-00108
Amount Collected	\$ 383,328.88		
Total Adjustments	\$ (1,344.69)		

Residential Customers	2,205
Commercial Customers	320
Large General	16
Total Customers	2,541

10/04/16



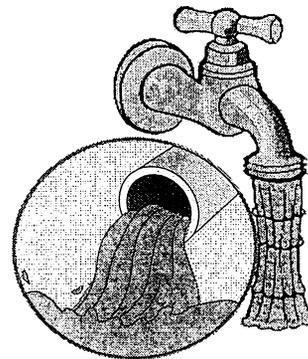
CITY OF PORTLAND
September-16

WATER DEPARTMENT REPORT

MONTH	Sep-16	PERIOD COVERED	September 1-30, 2016
Customers Billed		Penalties Added	\$ 440.25
City	1,873	Dollars Collected	\$ 61,209.12
Rural	24	Arrears at end of Month	\$ 6,431.11
Total Customers	1,897	Adjustments	\$ 269.87
		Gallons Pumped	12,144,100
		Hydrant Flusing/Rental (unmetered)	1,200,000 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	10,351,633		\$ 52,921.17
Rural	200,331		\$ 1,825.85
Total	<u>10,551,964</u>		<u>\$ 54,747.02</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,817	Dollars Billed	\$ 76,791.44
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 76,791.44
Penalties Added	\$ 592.26		
Dollars Collected	\$ 73,912.45		
Arrears at end of Month	\$ 9,166.66		
Adjustments	\$ 253.08		
Gallons Treated per Million	10.00		



PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR SEPTEMBER 2016

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated and discharged **10.0 million gallons** for the month of September. The WWTP suffered an upset in the treatment during the second half of August which caused a noncompliance for phosphorus during the month of August. The cause of the upset was related to hydraulic loading due to higher than normal rainfall, the cleaning of several very dirty sewer mains, and excessive loading from the digester supernatant that was being recycled through the WWTP. The Biosolids were land applied at the 1st of September which ended the supernatant flow through the WWTP for the month of September. The rainfall returned to normal. Sewer main cleaning was put on hold until the treatment stabilized. Adjustments were made to the treatment process and the effluent improved considerably. All permit parameters were in compliance at the end of September. The CBOD was 7ppm, the Total Suspended Solids were 14ppm, the phosphorus was 0.9ppm, and the fecal coliform was 27 counts/100ml.

The fence slats for the Riverside Lift Station arrived. Mike and Tim installed the slats which met the approval of the resident that had expressed concerns.

The bids for replacing the Secondary Digester were presented to City Council and a resolution was approved to proceed with this project. Diekevers Roofing will be installing the new roofing material as soon as our order arrives from the manufacturer. This project should be completed before Thanksgiving.

The old Dissolved Oxygen meter was updated in the laboratory. The one that we had been using was over 25 years old. We were able to update to a unit that uses the newer optical sensor instead of the old membrane sensor. The new meter also has a second channel and came with a pH probe as well. It is working very well. The meter is user friendly requires less maintenance. This meter is much more accurate as well. Because the old meters were still working, we now have redundancy should the meter fail. The remaining lab instruments are in good shape and we should not have to replace anything else right away.

Fleis & Vandenbrink finished the design and specifications for the heating improvements to the Grit/Screening building and the Sludge Thickening building. City Manager, Tutt

Gorman and Doug Sherman met with Bruce Sabin and two of his coworkers to discuss the plans and asset management. Doug Sherman will look into the Consumers Energy gas supply to the WWTP to see if it can accommodate the heating improvements. He will also begin contacting contractors for Bid proposals. The WWTP is scheduled to receive SAW Grant money during this cycle as long as funds are available. Asset Management will be required to be developed at that time.

Mike Engels from the Michigan Rural Water Association (MRWA) stopped by the WWTP. He discussed with Doug Sherman that we have a report due for the USDA Rural Development Loan for the WWTP upgrade. The WWTP is required to submit a report regarding the Vulnerability and Emergency Response Plan (VA-ERP). This was originally prepared and submitted when the loan was applied for. Doug contacted Lisa Fought from RCAP to verify the validity of what Mike Engels had related to him. She came to the WWTP and explained what is required to fulfill this report. It was a matter of updating our information and submitting. This has been completed.

Over the past four years, a large pile of dried Biosolids from the drying bed had accumulated. Granger Landfill and Cook Brothers were contacted to coordinate the removal and landfilling this material. Grainger accepted the dried Biosolids which were manifested as required by law and 40 yds³ were hauled to the landfill by Cook Bros.

We had been experiencing problems with the Dissolved Oxygen (DO) sensor in the Aeration tanks. This sensor controls the blowers which supply the air to the treatment process. The blowers had been placed in manual control until the problem was identified and resolved. Windemuller was contacted to troubleshoot and repair the DO sensor. Chuck from Windemuller investigated the problem and after discussing with the factory service tech support, he was told that something had interrupted the communication of the DO sensor and that it needed to be reset. Chuck explained to the WWTP operators that resetting involved turning the circuit breaker to the DO sensor off for several minutes and then turning it back on. He said that tech support told him that this is not uncommon, but if it requires resetting quite frequently, then we should look for other problems. He also completed some unfinished PLC programming from the upgrade in 2012 at no charge. The MDEQ had questioned recently during their audit about reporting effluent total daily flow. Windemuller had forgotten to incorporate effluent flow totalization when the PLC was installed.

Star Crane & Hoist completed the hoist inspections at the WWTP as required by MIOSHA.

Doug Sherman began researching the condition of the sanitary sewer mains that correspond with the current Paser study. Several of the mains had been previously televised and were on VHS tape. These were reviewed to determine the condition of those mains. Several of the mains had no previous televising records and a schedule was established to televise to determine the current condition of these mains.

Maintenance & Capitol Expenses for September 1, 2016 to September 30, 2016

ITEM	COST
Star Crane & Hoist – Annual MIOSHA hoist inspection 180.00	\$
USA Bluebook – Stenner peristaltic pump parts	\$ 146.03
Kemira – Truck load of Ferrous Chloride	\$ 2062.31
<hr/>	
Total Expenses	\$ 2388.33
Total Spent YTD	\$ 10657.93

WASTEWATER COLLECTION SYSTEM ACTIVITY

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

SEWER CALLOUTS

September 12, 2016

A call was received by the WWTP at 8:10AM from the resident at 288 Bethel stating that sewage was backing up from the basement floor drain. Doug Sherman immediately responded to investigate the problem. He arrived on the scene at 8:15AM and checked the flow at manholes A87 and A88. There appeared to be a partial blockage at manhole A88. Mike Owen and Tim Krizov were dispatched to the scene with the Vac truck to clear the partial blockage. This did not resolve the problem. The men assisted the homeowner with the Cues push camera to examine the house lateral and locate the problem. The homeowner had a plumber repair the problem.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR OCTOBER 2016

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated and discharged **10.6 million gallons** for the month of October. All permit parameters were in compliance at the end of October. The CBOD was 4ppm, the Total Suspended Solids were 10ppm, the phosphorus was 0.7ppm, and the fecal coliform was 21 counts/100ml.

Five mechanical contractors have been contacted for bids to complete the heating improvements in the Thickener and the Grit & Screening buildings. Based upon Fleis & Vandenbrink's (F&V) calculations, the gas supply that we have should be adequate and no upgrade to the gas supply should be necessary. As soon as the bids are in they will be presented to City Council.

During the MDEQ audit that was conducted at the WWTP in August, it was pointed out that we are to have our flow meters checked for calibration and certified annually to maintain permit compliance. Since the plant upgrade in 2012, we went from one influent flow meter to five flow meters throughout the WWTP. Four of these are ABB magnetic flow meters and the effluent flow meter is an Endress-Hauser ultrasonic meter. SW Controls was contacted to certify the ABB meters and Endress-Hauser was contacted to certify the ultrasonic meter. The meters checked out in very good condition and certification was not a problem. The MDEQ was notified that this has been completed and that we are now in compliance. The cost to have the meter certification done was \$2000.00 which had not been budgeted for since this has never been done in the past. Going forward this is an item that will have to be added to the annual budget for permit compliance.

After reviewing the VHS sanitary sewer tapes, four sections on James St. west of Grant St. had to be televised as we did not have any record of the condition of the sanitary sewer in that location. We also had to televise Newton St. and one section of N. Virginia. A partial report for the Paser study was forwarded to the City Manager and Jon Moxey at F&V. There are several sanitary sewers remaining on the Paser Study list that will also need to be televised. These are being scheduled to be done. Manhole inspections are also being done as we televise and recommendations are being made for them as well.

The contractor at the old Brush St. school building was having trouble locating the sanitary lateral location. The WWTP workers assisted them with the Cues push camera and were able to locate the entire lateral and the point of connection to the sanitary sewer main.

The Annual Biosolids report was completed and submitted to the MDEQ through MIWater online.

We had a factory representative come to our plant to inspect the wear on the channel monster that was installed during the 2012 upgrade. The cutters were inspected for wear and the shafts and bearings were also inspected. We will receive a follow up report of the findings. Some nicks in the lower cutter teeth and a small shaft deflection were pointed out to us during the inspection.

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

ITEM	COST
Staples – Report folders, notebooks, print cartridge, etc.	\$ 105.41
USA Bluebook – Stenner peristaltic pump #7 tubes	\$ 108.22
Tom’s Do It Center – 9v battery & fuse for camera truck	\$ 7.48
Polydyne – Polymer for the thickener	\$ 1741.50
Grainger Supply – HDPE Chemical Spill Containment Trays	\$ 419.50
Synagro – Biosolids land application (Liquid)	\$ 6927.91
Granger Landfill – Manifested Dried Biosolids Disposal	\$ 700.00
B&W Automotive – White Lithium Grease (Spray)	\$ 10.08
Windemuller – DO Sensor Troubleshoot	\$ 285.00
SW Control – Certification of 4 ABB flow meters	\$ 1200.00
Endress-Hauser – Certification of one Ultrasonic flow meter	\$ 840.40
	<hr/>
Total Expenses	\$ 12345.50
Total Spent YTD	\$ 23003.43

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	6180 feet
Routine cleaning	715 feet
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	1
Building Services Inspected	0
City Main Televised	1592 feet

SEWER CALLOUTS

October 5, 2016

A call was received by the WWTP at 9:55AM from the resident at 333 Quarterline stating that her drains were going down slow and gurgling. Tim Krizov was dispatched to investigate the problem. He arrived on scene at 10:10AM. He checked the flow at the dead end manhole A28 and found it to be normal with no indications of surcharging. Tim advised the homeowner that the problem was in her lateral and that she should get a plumber to clean it.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

City Of Portland
Water Department
Monthly Water Report
October 2016

Monthly Water Production

Well #4 5,904,000 Gallons
Well #5 0 Gallons
Well #6 2,420,000 Gallons
Well #7 0 Gallons

Daily Water Production

Well #4 190,452 Gallons
Well #5 0 Gallons
Well #6 78,065 Gallons
Well #7 0 Gallons

Daily Average Water Production for All Wells 268,517 Gallons

Total Water Production for the Month 8,324,000 Gallons

Total Water Production for the Previous Month 12,144,100 Gallons

Total Production decreased by 3,820,000 Gallons

Total Production for This Month from the Previous Year 9,261,400 Gallons

Total Production decreased by 937,400 Gallons

Rodney D. Smith Jr.
Water Technician



September 22, 2016

Nikki Miller, Clerk
City of Portland
259 Kent Street
Portland, MI 48875

Subject: **Notice of Proposed Amendments (“Amendments”) to Section 5.4 of the Michigan Public Power Agency (“MPPA”) By-Laws**

This notice is being sent subject to **Section 2.2** of the MPPA By-Laws that require MPPA to mail Amendments of its By-Laws to the Clerk of each Member municipality thirty (30) days prior to the Board of Commissioners of MPPA voting on a formal Resolution adopting the Amendments. This notice ensures each of the MPPA Members obtain and have sufficient time to review the Amendments with their MPPA representative prior to voting by the Board of Commissioners. The Amendments are attached.

The purpose of the Amendments are to improve clarity and alignment of the language in the MPPA By-Laws with the amended Act 448, Public Acts of Michigan 1976, passed by the Michigan legislature in 2008.

The Amendments were prepared by MPPA’s legal counsel and reviewed at the September 14, 2016 Board of Commissioner’s meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick A. Bowland", is written over a light blue horizontal line.

Patrick A. Bowland
General Manager

[Blackline changes denote
the Proposed Amendments]

**BY-LAWS
OF
MICHIGAN PUBLIC POWER AGENCY**

Preamble: These By-Laws are adopted pursuant to Section 37 of Act 448 of the Public Acts of Michigan of 1976 (Act 448), as amended, for the regulation of the affairs and conduct of the business of the Michigan Public Power Agency (Agency)

**ARTICLE I
AGENCY NAME, PRINCIPAL PLACE OF BUSINESS,
PURPOSE AND POWERS**

Section 1.1. **Agency Name.** The name of the Agency shall be: “Michigan Public Power Agency.”

Section 1.2. **Principal Place of Business.** Until establishment of a principal place of business of the Agency by resolution of the Board of Commissioners, the Chairperson of the Board of Commissioners shall designate the address of the principal place of business of the Agency.

Section 1.3. **Purpose.** The purpose of the Agency is as set forth in Act 448 and the Articles of Incorporation.

Section 1.4. **Corporate Seal.** The Agency shall have a corporate seal which shall be circular in form containing the words “Michigan Public Power Agency - Official Seal 1978.”

Section 1.5. **Power and Duties.** The Agency shall have the powers and duties enumerated in Act 448 and the Articles of Incorporation.

Section 1.6. Definitions. Unless the context indicates otherwise, words used in these By-Laws shall have the same meaning as in Act 448.

ARTICLE II **BOARD OF COMMISSIONERS**

Section 2.1. Board of Commissioners and Alternate Commissioners. The Agency shall be governed by a Board of Commissioners appointed by the respective governing bodies of the municipalities which are members of the Agency. The governing body of each member municipality shall by resolution appoint one commissioner. The governing body of each member municipality may by resolution appoint an Alternate Commissioner who shall be entitled to vote only in the absence of the Commissioner. If a 2nd Alternate Commissioner is appointed in the resolution of the governing body of the member municipality, the resolution shall designate who shall be the 1st Alternate Commissioner and the 2nd Alternate Commissioner. In the event more than one Alternate Commissioner attends a meeting of the Agency, including any of its committees, the Alternate Commissioner with the highest designation shall be recognized and entitled to vote in the absence of the Commissioner.

Section 2.2. By-Laws Amendments. These By-Laws may be amended by the affirmative vote of not less than two-thirds (2/3) of the members of the Board of Commissioners. A final vote shall not be taken on proposed amendments to these By-Laws until thirty (30) days after written notice of the proposed amendment shall have been mailed to the clerk of the governing bodies of each of the member municipalities.

Section 2.3. Quorum. A majority of the member municipalities of the Agency shall constitute a quorum for the transaction of business at any meeting of the Board of Commissioners. A vacancy in the Board of Commissioners shall not impair the rights of the Board of Commissioners to exercise all the rights and perform all the duties of the Board of Commissioners. An affirmative vote of the Commissioners representing a majority of the member municipalities of the Agency shall be necessary to pass a resolution or take any other official action.

Section 2.4. Compensation. Commissioners shall not receive any compensation from the Agency for the performance of their duties as a Commissioner. The Agency shall not reimburse the Commissioners for expenses in connection with the annual meeting of the Board of Commissioners.

Section 2.5. Adjournment. The members of the Board of Commissioners present may adjourn the annual, adjourned annual, regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. A quorum shall not be required to adjourn a meeting to a specified date, time and place.

Section 2.6. Annual Meeting. The annual meeting of the Board of Commissioners shall be held on the third Tuesday in April in each year commencing April 15, 1980 at the principal place of business of the Agency at 10:00 a.m., or at such other place and time as shall be designated by the Board of Commissioners. Business to come before the annual meeting shall include the election of officers, consideration of reports and transaction of such other business as may come before the meeting.

Section 2.7. Regular and Special Meetings. The Board of Commissioners shall establish the time, date and place of regular meetings of the Board of Commissioners. Special meetings of the Board of Commissioners may be called by the Chairperson or any two Commissioners and it shall thereupon be the duty of the Secretary to cause notice of such meeting to be given as hereinafter provided. Special meetings of the Board of Commissioners shall be held at such time and place as shall be fixed by the Chairperson or the Commissioners calling the meeting.

Section 2.8. Notice of Meeting. Written notice of the schedule, time and place of regular meetings, or the annual meeting, or of any special meeting, of the Board of Commissioners shall be delivered to the office of each Commissioner not less than three nor more than thirty-five days before the date fixed for the first scheduled regular meeting and each annual and special meeting. Notice shall be by or at the direction of the Secretary or upon the Secretary's default by the Chairperson or the Commissioners calling the meeting. If deposited in

the United States mail seven days prior to the date of the meeting addressed to the office of the Commissioner at the address as it appears in the records of the Agency, such notice shall be deemed delivered in compliance with this section.

Section 2.9. Waiver of Notice. Whenever any notice is required to be given to any Commissioner of the Agency, a waiver thereof in writing, signed by such Commissioner whether before or after the time stated therein, shall be equivalent to the giving of such notice. Attendance of a Commissioner at any meeting of the Board of Commissioners shall constitute a waiver by such Commissioner of notice of such meeting except when such Commissioner attends the meeting for the express purpose of objecting to the transaction of any business because of the claim that the meeting has not been lawfully called or convened.

Section 2.10. Voting. Each Commissioner shall have one vote which shall be cast by the Commissioner or in the absence of the commissioner by the Alternate Commissioner representing the member.

ARTICLE III **OFFICERS**

Section 3.1. Officers. The officers of the Agency shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and, if desired, an Assistant Secretary. The office of Treasurer may be held by the Secretary or Assistant Secretary. The Board of Commissioners may appoint additional officers as it deems necessary. The Chairperson and the Vice-Chairperson of the Agency must be Commissioners. Other officers of the Agency need not be Commissioners.

Section 3.2. Election and Term of Office. The officers of the Agency shall be elected by the Board of Commissioners at the annual meeting. Each officer shall hold office until resignation, death, or until a successor shall have been duly elected.

Section 3.3. Vacancies. A vacancy in any office may be filled by the Board of Commissioners for the unexpired portion of the term.

Section 3.4. Chairperson. The Chairperson shall be the principal elected officer of the Agency and shall, when present, preside at all meetings of the Board of Commissioners. The Chairperson shall perform all duties incident to the office of Chairperson and other duties as may be prescribed by the Board of Commissioners.

Section 3.5. Vice-Chairperson. In the absence of the Chairperson or in the event of the Chairperson's inability to act, the Vice-Chairperson shall perform the duties of the chairperson. The Vice-Chairperson shall perform other duties as may be assigned by the Chairperson or by the Board of Commissioners.

Section 3.6. Secretary. The Secretary shall keep the minutes of all meetings of the Board of Commissioners in books provided for that purpose. The Secretary shall promptly distribute copies of minutes of the meetings of the Board of Commissioners and meetings of all committees to each of the Commissioners. The Secretary shall have charge of all books and records which shall at all reasonable times be open to inspection and examination by the Board of Commissioners or any member municipality of the Agency. The Secretary shall perform all duties incident to the office of Secretary and other duties as may be prescribed by the Board of Commissioners.

Section 3.7. Assistant Secretary. The Assistant Secretary shall perform the duties of the Secretary in the Secretary's absence and shall perform such other duties as may from time to time be assigned by the Secretary or the Board of Commissioners.

Section 3.8. Treasurer. The Treasurer shall have custody of all the funds and securities of the Agency. When necessary or proper, the Treasurer shall endorse in behalf of the Agency for collection, checks, notes, and other obligations and deposit them to the credit of the Agency in a designated bank or depository. The Treasurer shall, with such other officers as may be designated by the Commission, sign all checks, promissory notes, and other obligations of the Agency. The Treasurer shall enter regularly in the financial books of the Agency a full and accurate account of all monies received and paid on account of the Agency and shall at all

reasonable times, exhibit the books and accounts to the Board of Commissioners or any member municipality of the Agency. The Treasurer shall be bonded for the faithful discharge of the duties of the Treasurer. The bond shall be of such insurance or surety company, form and amount as the Board of Commissioners may require. The Treasurer shall perform all duties incident to the office of Treasurer and other duties as may be prescribed by the Board of Commissioners.

Section 3.9. General Manager. The General Manager shall be the chief executive and operating officer of the Agency. The General Manager shall exercise the management of the properties and business of the Agency and its employees. The General Manager shall direct the enforcement of all policies, resolutions, rules and regulations adopted by the Board of Commissioners and shall enter into contracts as necessary under the general control and direction of the Board of Commissioners. The General Manager shall serve at the pleasure of the Board of Commissioners. Subject to the approval of the Board of Commissioners, the General Manager may appoint the officers, employees, and agents necessary to carry out the general purposes of the Agency.

Section 3.10. Removal of Officers. Any officer or agent elected or appointed by the Board of Commissioners may be removed by resolution of the Board of Commissioners with or without cause whenever in its judgment the best interests of the Agency will be served thereby.

ARTICLE IV **COMMITTEES**

Section 4.1. Project Committees. The Board of Commissioners shall establish a Project Committee for each project proposed to and approved for consideration by the Agency. The Commissioner or a person designated in writing by the Commissioner of a municipality electing to participate in the project shall be a member of the Project Committee. The Board of Commissioners by resolution may approve or disapprove, but not alter, amend or modify, proposed Agency action approved by a Project Committee. Each member of a Project Committee shall have the percent of the total number of votes and fractions thereof that the amounts to be contributed to the project by the participating municipality represented by such Project

Committee member bears to the total amount to be contributed to the project by all participating municipalities. The Project Committee shall elect officers and may establish subcommittees as the Project Committee deems necessary.

Section 4.2. Other Committees. The Board of Commissioners may provide by resolution for an Executive Committee or for other committees or both to carry on certain functions of the Board of Commissioners; and in such event, such committee or committees shall have those powers specifically set out in the resolution of the Board of Commissioners creating such committee or committees.

Section 4.3. Committee Chairpersons. The Chairperson of a Project Committee shall be elected by the members of the Project Committee. The Chairperson of the Board of Commissioners shall appoint one member of each committee other than a Project Committee to serve as Chairperson.

Section 4.4. Committee Secretary. Each committee shall elect a Secretary who shall promptly furnish minutes of all committee meetings to the Secretary of the Agency.

Section 4.5. Vacancies. Vacancies in the membership of any committee except a Project Committee or its subcommittees may be filled by the Board of Commissioners.

Section 4.6. Quorum. Except as to a Project Committee, and unless otherwise provided in the resolution of the Board of Commissioners establishing a Committee, a majority of the members of a committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. In the case of the Project Committee, a quorum shall consist of the Committee Members representing a majority of the votes as determined in Section 4.1 but, unless the Project Committee has only one member, a quorum shall never be less than two members. The act of at least two Project Committee members or one Project Committee member if there is only one, representing a majority of the votes at a meeting at which a quorum is present shall be the act of a Project Committee.

Section 4.7. Rules. Each committee may adopt rules for the conduct of its business which are not inconsistent with these By-Laws or with rules adopted by the Board of Commissioners, or with instructions, if any, contained in the resolution of the Board of Commissioners establishing such committee.

ARTICLE V
MISCELLANEOUS

Section 5.1. Budgets. The General Manager shall cause to be prepared a general operating and capital budget for each calendar year, including the non-project related Agency membership dues for such year, and submit the same to the members of the Board of Commissioners for approval.

Section 5.2. Membership in Other Organizations. The Agency upon favorable vote of a majority of the Board of Commissioners may become a member, an associate or a stockholder of any organization, corporation, or association engaged in generating, transmitting or distributing electric power or promoting the development and utilization of low cost power and for the purchase or use of any other materials, equipment, or services necessary or incidental to the business of wholesale bulk power supply for the Agency or any of its members.

Section 5.3. Resignation. A municipality may withdraw from the Agency, except that all contractual rights acquired and obligations incurred while a member municipality remain in full force and effect.

Section 5.4. New Members. Any municipality described in Section 31 of Act 448 which did not join in the original incorporation of the Agency may become a member municipality of the Agency by joining one of two membership classes. The classes and the rights, privileges and obligations of each class are as follows:

(1) Full Member

- a) A Full Member has the ability to participate in all Agency services and activities, including participation in any Agency Projects that allow participation by new members.
- b) A Full Member shall be responsible for paying Agency dues and any other charges associated with the Agency on the same basis and under the same terms as all other Full Members of the Agency.
- c) A municipality may become a Full Member of the Agency upon completion of the following actions:
 - 1) The governing body of the municipality must pass a resolution that indicates its intent and desire to become a Full Member of the Agency.
 - 2) There is a unanimous affirmative vote by each Commissioner or Alternate Commissioner representing each Full Member of the Agency to admit the requesting municipality as a Full Member of the Agency.
 - 3) A copy of the Agency Articles of Incorporation, amended to include the name of the new Member, must be filed with the County Clerk of each of the counties where the new or existing ~~Full Agency~~ Members are located.

(2) Associate Member

- a) As authorized by resolution of the Board of Commissioners, Associate Members with limited participatory rights may be admitted as provided in this subsection and may become Full Members without any further approval of the Board of Commissioners ~~as provided in the resolution.~~
- b) An Associate Member has the ability to participate in all Service Committees that have been created by one or more Full Members of the Agency.
- c) An Associate Member may not be a participant in any formal Project that is created by the Agency for its members.
- d) At any time that the Board of Commissioners of the Agency determines that a Service Committee should become, or be replaced by, a formal MPPA Project, any Associate Member that has been participating in that Service Committee must either become a Full Member of the Agency, or else cease to obtain the services and assistance that was being provided by the Service Committee.

- e) An Associate Member shall be responsible for paying any costs or charges that may be set by the Agency Board of Commissioners and any Service Committee in which the Associate Members participates.
- f) A municipality may become an Associate Member of the Agency upon completion of the following actions:
 - 1) The governing body of the municipality must pass a resolution that indicates its intent and desire to become an Associate Member of the Agency.
 - 2) ~~The Board of Commissioners unanimously adopts a resolution admitting the Associate Member.~~ There is a unanimous affirmative vote by each Commissioner or Alternate Commissioner representing each Full Member of the Agency to admit the requesting municipality as an Associate Member of the Agency.
 - 3) A copy of the Agency Articles of Incorporation, amended to include the name of the new Associate Member, must be filed with the County Clerk of each of the counties where the new or existing Members are located.

(3) Associate Member to Full Member Status

- ~~g) — The resolution of the Board of Commissioners may provide that the~~ a) An Associate Member may become a Full Member upon notification by the governing board of the Associate Member of its desire to do so and may further provide that the approval of if the Board of Commissioners receives a resolution of the governing body of an Associate Member electing to become a Full Member, in which case, the Board of Commissioners shall be deemed to have unanimously approved the admission of the Associate Member as a Full Member, and no further action by the Board of Commissioners is not subject to revocation. shall be required.
- b) The new Full Member shall have the rights, privileges and obligations of a Full Member specified in Section 5.4(1) hereof.
- c) A copy of the Agency Articles of Incorporation, amended to include the name of the new Full Member, must be filed with the County Clerk of each of the counties where the new or existing Members are located.

Section 5.5. Severability. In the event that any of the terms, covenants, or conditions of these By-Laws or their application shall be held invalid as to any person, corporation, or circumstance by any court of competent jurisdiction, the remainder of these By-Laws shall not be affected thereby.

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IONIA COUNTY BOARD OF COMMISSIONERS

October 25, 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 September 2016 - \$1,366,124.86
 - D. Approve payment of Health Fund bills - \$98,227.51
 - E.
- VIII. Unfinished Business**
 - A. Appointment to Department of Human Services Board
 - B.
- IX. New Business**
 - A. 2016-2019 Snowplowing Services Contract
 - B. Equalization Apportionment Report
 - C. Resolution Authorizing the Spreading of Millage
 - D. 2017 SCAO Michigan Drug Court Grant Program Sub-Contract Agreements
 - 1. Viewpointe Counseling
 - 2. Comprehensive Recovery Services
 - 3. Tammy McQueen
 - 4. North Kent Guidance
 - 5. Randy's House
 - E. Amendment to Memorandum of Understanding for Emergency Management Coordinator Services
 - F. Appointment of Deputy Medical Examiner
 - G.

- X. **Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- XI. **Reports of Special or Ad Hoc Committees**
- XII. **Public Comment (3 minute time limit per speaker)**
- XIII. **Closed Session**
- XIV. **Adjournment**

Board and/or Commission Vacancies

- 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.

IONIA COUNTY BOARD OF COMMISSIONERS

Wednesday, November 9, 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. Annual Drain Report
 - B. Health Department Ancillary Services Participation Agreement
 - C. Health Department Ancillary Provider Agreement
 - D. Health Department Maternal/Infant Support Services Consultant Agreement
 - E. Contract Renewal with Michigan Department of Environmental Quality
 - F. Community Corrections Budget Amendment
 - G. Acknowledgement of Application for Appointment – Park Advisory Board
 - H.
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- X. Reports of Special or Ad Hoc Committees**

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

XII. Closed Session

- A. Union Negotiations – Central Dispatch Unit
- B. Union Negotiations – Health Department, Professional Unit
- C. Union Negotiations – Health Department, Clerical Unit

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 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.

Appointments for consideration in the month of January 2017:

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