



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

7:00 P.M. Tuesday, January 3, 2017  
City Council Chambers  
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:05 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:10 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u> - None</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> – None</b>	
	<b>IX. <u>New Business</u></b>	
7:15 PM	<b>A. Proposed Resolution 17-01 Approving the Street Capital Improvement Plan Prepared by Fleis &amp; VandenBrink</b>	Decision
7:20 PM	<b>X. <u>Consent Agenda</u>–</b>	Decision
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on December 19, 2016</b>	
	<b>B. Payment of Invoices in the Amount of \$118,421.60 and Payroll in the Amount of \$195,488.78 for a Total of \$313,910.38</b>	
	<b>C. Purchase Orders over \$5,000.00</b> 1. Utility Service Company in the amount of \$15,416.63 for Quarterly Maintenance of the Water Towers	
	<b>XI. <u>Communications</u>–</b>	
	<b>A. Police Department Report for November 2016</b>	
	<b>B. Utility Billing Report for November 2016</b>	
	<b>C. Ionia County Board of Commissioners Agenda for December 20, 2016</b>	
7:25 PM	<b>XII. <u>Other Business</u> - None</b>	
7:28 PM	<b>XIII. <u>City Manager Comments</u></b>	
7:30 PM	<b>XIV. <u>Council Comments</u></b>	
7:35 PM	<b>XV. <u>Adjournment</u></b>	Decision



**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 17-01**

**A RESOLUTION APPROVING THE STREET CAPITAL IMPROVEMENT  
PLAN PREPARED BY FLEIS & VANDENBRINK**

**WHEREAS**, in order to effectively assess the condition of the City streets and prioritize projects accordingly, city staff and city engineers conducted a street inventory based on the Pavement Surface Evaluation and Rating (PASER) study for street surface condition rating; and

**WHEREAS**, a public meeting was held on Monday, August 29, 2016 to review the findings of the PASER study and to seek input from City Council and the public in regard to prioritization of projects, a copy of the public notice and minutes are attached as Exhibit A;

**WHEREAS**, based the findings of the PASER study and input received at the public hearing, the city engineers and city staff developed a Capital Improvement Plan that prioritizes street projects and provides cost estimates, a copy of which is attached as Exhibit B; and

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

1. The Portland City Council approves the Capital Improvement Plan prepared by Fleis and VandenBrink, a copy of the proposal is attached as Exhibit A.
2. The Capital Improvement Plan provides a general priority and cost estimates of street projects that are subject to change by City Council based on funding, changing conditions and need.
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:** January 3, 2017

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



## **CITY OF PORTLAND CITY COUNCIL**

### **SPECIAL MEETING NOTICE**

In compliance with the Open Meetings Act, the City of Portland City Council will meet on Monday, August 29, 2016 at 7:00 P.M. in the Council Chambers at City Hall, 259 Kent St., Portland, Michigan to discuss future road improvement projects. City staff recently completed a review of street surface conditions and our engineers have compiled that data along with information on utilities beneath the streets as well as potential outside funding sources in order to prioritize improvements. The special meeting will include a review of the highest rated projects and seek input from the City Council and the public on final prioritization for a 5-year Capital Improvements Plan.

Individuals with disabilities requiring auxiliary aids or services for the meeting may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed to you.

Monique I. Miller  
City Clerk

# City of Portland

Portland, Michigan

## Minutes of the Special City Council Meeting

Held on Monday, August 29, 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

Guests: Paul Galdes and Jon Moxey of Fleis & VandenBrink; Kathy Parsons; Steve Paradiso; Nicholas Grenke of the Sentinel-Standard

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

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

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

Under Presentations, Paul Galdes and Jon Moxey of Fleis & VandenBrink presented information on the PASER study and evaluation that was recently completed with the assistance of City Staff. A PASER study is a method of evaluating the surface condition of the street surface only; it does not take the infrastructure under the street surface, the soils, or funding into consideration.

Mr. Moxey presented the 2016 Street Inventory Map and noted that many of Portland's roads are in good to excellent condition. They are in better shape overall than most communities.

There was discussion about the average life of roads in Michigan.

Mr. Moxey presented the Preliminary 2016 Capital Improvement Plan, Summary of Preliminary Priority Projects which includes very conceptual estimates to Council and went through the list of projects.

There was discussion of the project variables.

Mr. Paradiso commented that there is a big dip in the road on West St. near Tichvon Park and noted his suspicions that there may be something wrong under the road surface. Mr. Moxey and Mr. Galdes stated they would take a look at it after the meeting.

Mr. Paradiso also suggested that a round-a-bout be considered for the intersections at Lyons Rd., West St., and Ionia Rd. as all three roads are both yellow and will be in need of repair at some point in the future. This intersection becomes very "interesting" with all of the traffic accessing THK, Portland High School, and Westwood Elementary.

Mr. Galdes stated that this intersection may be a candidate for a mini round-a-bout similar to what was constructed in Dimondale.

There was discussion.

Mr. Moxey commented that he and Mr. Galdes would evaluate the information discussed tonight and adapt the list of prioritized projects.

Mr. Galdes stated that a plan will be created as a guide so that projects will happen, although they very rarely follow the plan as there are many variables that affect the timeline and priority of projects.

Mayor Pro-Tem VanSlambrouck stated that having a plan in place is helpful in attaining funding and helps Portland maintain excellent roads.

There was discussion.

Mr. Moxey as noted on the plan it is very important to budget funds each year for preventative maintenance for roads in order to maintain the quality of roads and to lengthen their life.

Mr. Galdes suggested that the priority of roads should be considered without the funding potential as the availability of outside funding will change the priority of the projects as it is available. The plan can be adjusted as funding becomes available. He suggested prioritizing the top 3 at this time and recommended that Rowe Ave. and James St. be considered first and second or vice versa.

Mayor Barnes stated that it would be good to know how many homes the current water infrastructure under Rowe Ave. can support. The priority of that road will depend on that information along with the potential speed of the proposed development.

City Manager Gorman suggested the Council spend time considering the information presented tonight and then establish the project priority list. He further thanked everyone for the information and time spent by everyone involved. The quality of the roads in Portland is a testament to the planning and foresight of previous City leaders.

Motion by VanSlambrouck, supported by Baldyga, to adjourn the special meeting.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 8:06 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

# City of Portland

## Capital Improvements Planning 2017 to 2027 December, 2016

Project	PASER Rating	Pre-Design Project Cost Estimate	Anticipated Funding	Projected Local Cost	Projected Local Cost Breakdown			Anticipated Year
					Road	Water	Sanitary	
Sparrow Health Site Road and Utility Construction	N/A	\$630,000	Local	\$630,000	\$425,000	\$85,000	\$120,000	2017
James Street Reconstruction - Grant Street to Charlotte Hwy	2	\$1,499,000	Local	\$1,499,000	\$728,000	<b>\$308,000</b>	<b>\$463,000</b>	2018
Grand River Avenue Improvements - City Limits to I-96 & Areawide	4	\$590,000	Local + MDOT Small Urban	\$215,000	\$215,000	\$0	\$0	2019
James Street Mill & Fill - Grand River Ave to Grant Street	3	\$699,000	Local	\$699,000	\$143,000	<b>\$222,000</b>	<b>\$334,000</b>	2020
Newton Street & Caroline Street Mill & Fill - Bridge St to James St	2	\$78,000	Local	\$78,000	\$68,000	\$0	\$10,000	2020
Cross Street Mill & Fill - Ionia Road to Lyons Road	3	\$91,000	Local	\$91,000	\$91,000	\$0	\$0	2021
Hill Street Mill & Fill - Kent Street to Lincoln Street	3	\$479,000	Local	\$479,000	\$153,000	<b>\$248,000</b>	\$78,000	2021
Maynard Road Chip Seal - Divine Highway to City Limits	3	\$53,000	Local	\$53,000	\$53,000	\$0	\$0	2021
Divine Highway Chip Seal - Looking Glass to City Limits	5	\$71,000	Local	\$71,000	\$71,000	\$0	\$0	2021
Rowe Avenue Reconstruction - Grand River Ave to Rindhaven	2	\$465,000	Local	\$465,000	\$381,000	\$68,000	\$15,000	2022
N & S Virginia Reconstruction - Kent Street to Kent Street	2	\$1,283,000	Local	\$1,283,000	\$661,000	<b>\$249,000</b>	<b>\$373,000</b>	2023-2024
West Street Reconstruction - Center Street to Grand River Avenue	2	\$242,000	Local	\$242,000	<b>\$203,000</b>	\$0	\$39,000	2025
Albro Street Reconstruction - Center Street to Grand River Avenue	3	\$224,000	Local	\$224,000	\$185,000	\$0	\$39,000	2025
Church Street Reconstruction - Center Street to Grand River Avenue	3	\$452,000	Local	\$452,000	\$250,000	<b>\$86,000</b>	<b>\$116,000</b>	2026
Center Street Reconstruction - Grape Street to Quarterline Street	3	\$1,075,000	Local	\$1,075,000	\$583,000	<b>\$197,000</b>	<b>\$295,000</b>	2026-2027
Divine Highway Bridge Replacement	N/A	\$3,363,000	Local + MDOT Bridge Program	\$585,000	\$575,000	\$5,000	\$5,000	2020+
Grand River Avenue Reconstruction - I-96 to Bristie Street	4	\$1,319,000	Local + MDOT Small Urban	\$944,000	\$571,000	<b>\$150,000</b>	\$223,000	2021+
Grand River Avenue Reconstruction - Bristie Street to Bridge Street	4	\$951,000	Local + MDOT Small Urban	\$576,000	\$352,000	<b>\$90,000</b>	\$134,000	2022+
Grand River Avenue Reconstruction - Bridge Street to Charlotte Hwy	4	\$1,144,000	Local + MDOT Small Urban	\$769,000	\$470,000	<b>\$120,000</b>	\$179,000	2023+
Grand River Avenue & Bridge Street Safety Project	N/A	\$240,000	Local + MDOT Safety	\$80,000	\$80,000	\$0	\$0	
Bridge Street Bridge Preventative Maintenance Improvements	N/A	\$1,395,000	Local + MDOT Bridge Program	\$190,000	\$180,000	\$10,000	\$0	
Grand River Avenue Bridge Preventative Maintenance Improvements	N/A	\$504,000	Local + MDOT Bridge Program	\$105,000	\$105,000	\$0	\$0	
Salt Barn Replacement	N/A	\$299,000	Local	\$299,000	\$299,000	\$0	\$0	
<b>Total Priority Project Cost</b>		<b>\$17,146,000</b>		<b>\$11,104,000</b>	<b>\$6,842,000</b>	<b>\$1,838,000</b>	<b>\$2,423,000</b>	

Plan illustrates general priority of improvement projects. It should be reviewed annually to adjust for funding availability, changing conditions and need.  
Recommended Annual Preventative Maintenance Expenditure (Crack Sealing, Patching, Fog Sealing, Etc.): \$30,000 - \$50,000

*Notes: Cost estimates are for comparative purposes only and are in 2016 dollars.*

*Gravel roads within the City (PASER = 1) have not been included, as improvement is contingent on a petition by the property owners.*

*Small Urban funds can be used on Grand River Ave, Kent St, Divine Hwy, Charlotte Hwy, Cutler Rd, Looking Glass Rd, Water St and Lyons Rd.*

*Costs shown in shaded/bold in the local breakdown area represent more urgent needs for drainage, water and sanitary identified by City staff.*

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, December 19, 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 Transitional Coordination Director Briggs

Guests: Mike Judd

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

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

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman provided a recap of 2016 including new development, administrative changes, equipment and vehicle purchases, and miscellaneous activities. The City is in very good financial standing.

City Manager Gorman reported the City's representative with the Michigan Public Power Agency (MPPA), Brent Henry, will attend an upcoming City Council meeting in order to explain the City's relationship with them and provide insight on energy purchases.

The City Council Goal Session will be held Monday evening, January 30, 2017.

The Zoning Board of Appeals heard and granted a request for the proposed redevelopment of the Muffler Man at 738 E. Grand River Ave. for a 10-foot variance from the side yard setback at its meeting on Monday, December 12, 2016. The Planning Commission considered and granted a Special Land Use Permit for the same development at its meeting on Wednesday, December 14, 2016. The developer is planning to get started on the redevelopment very soon.

City Manager Gorman also reported that the City will be exploring the idea of privatization of the Wastewater Treatment Plant. He would like to fully vet the idea before any changes are made. The plant was previously was run this way and he would like to consider whether it be worth doing so in the future.

Council Member Baldyga stated that the recap of 2016 included a very impressive list of accomplishments. He further stated that this speaks well of the Council, the City Staff and the community as a whole.

Under Presentations, DDA/Main Street Transitional Coordination Director Briggs provided the DDA/Main Street Report. Holidayfest was held on Saturday, December 10, 2017 and was a very fun-filled, successful event. She thanked all involved for their help. The National Main Street Program is

hosting a Refresh update program and Michigan will be a pilot site. The Portland Main Street Program will meet with them in late January to be part of the strategic planning. The subcommittee charged with hiring a new DDA/Main Street Director has been holding ongoing discussions. A job description and job posting have been determined and the job has been posted on various websites.

Mayor Barnes thanked Ms. Briggs for stepping into this position. The rest of the Council echoed his sentiments.

Under New Business, the Council considered Resolution 16-93 to approve Bill No. 6 in the amount of \$13,016.07 to MDOT for work done on the Kent Street Improvement Project. The City Engineer on the project has reviewed the bill and is recommending its approval.

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 16-93 approving Bill No. 6 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 5, 2016, payment of invoices in the amount of \$72,766.10 and payroll in the amount of \$103,462.44 for a total of \$176,228.54. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman thanked the employees of the Electric Department and the Department of Public Works for their assistance in hanging holiday lights and banners for Holidayfest.

City Manager Gorman stated that a meeting will be held in Portland on Thursday, January 26, 2017 for discussions and planning of the Grand River Water Trail System.

City Manger Gorman reported that he recently received the revised Purchase Agreement from Sparrow for the proposed purchase of property on Cutler Rd. for a new development. He is currently reviewing the document.

City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1<sup>st</sup> to aid DPW crews in the safe removal of snow. He further reminded residents to remove snow from sidewalks and around fire hydrants.

City Manager Gorman provided City Hall's hours during the holidays and wished everyone a Merry Christmas and a Happy New Year.

Under Council Comments, Mayor Barnes commented that he appreciates everything that City Staff does and wished City residents a Merry Christmas. He looks forward to a prosperous and successful new year.

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

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

Meeting adjourned at 7:43 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the December 19, 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 Transitional Coordination Director Briggs

**Year in Review** - City Manager Gorman provided a recap of 2016 including new development, administrative changes, equipment and vehicle purchases, and miscellaneous activities.

**Presentations** - DDA/Main Street Transitional Coordination Director Briggs provided the DDA/Main Street Report.

**Approval of Resolution 16-93** approving Bill No. 6 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:43 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
CL TRUCKING & EXCAVATING, LLC	00066	FENCING INSTALLED ON KENT ST - MAJ STS	21,920.00
AT&T	00686	TELEPHONE SVC - WASTE WTR	32.04
AT&T	00686	TELEPHONE SVC - WASTE WTR	102.58
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,312.02
MICHIGAN ASSESSOR ASSOCIATION	00263	MEMBERSHIP RENEWAL - ASSESSING	75.00
DOUBLE B ENTERPRISE	02390	STUMP REMOVALS - PARKS	1,303.40
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - CEMETERY	756.40
BOBCAT OF LANSING	02439	FLUID, SWITCH, MIRROR - MTR POOL	154.29
BOBCAT OF LANSING	02439	SWITCH, HARNESS - MTR POOL	100.82
BOUND TREE MEDICAL LLC.	01543	PANTS - AMBULANCE	117.87
NEIL BROWN	01796	REIMB FOR REFEREE SHIRTS YOUTH BASKETBALL - RE	137.72
CAPITOL COMMUNICATION SYSTEMS INC.	MISC	TECHNICAL SERVICE - GENERAL	145.00
FAMILY FARM & HOME	01972	SURGE STRIP - AMB	16.99
FAMILY FARM & HOME	01972	RETURN SPRING- MTR POOL	10.39
S. TUTT GORMAN	02311	CELL PHONE REIMB - CITY MANAGER	60.00
GROSS MACHINE SHOP	00180	PLOW PIN - MTR POOL	12.00
BOBCAT OF LANSING	02439	BOBCAT T450 COMPACT TRUCK LOADER - MTR POOL	51,731.00
INDEPENDENT BANK	00197	BOND & REDEPTION FUND - ELECTRIC	9,000.00
JOHN DEERE FINANCIAL	01818	PARTS & LABOR - ELEC, MTR POOL	435.42
FLEIS & VANDENBRINK	00153	KENT ST CONSTRUCTION ENGINEERING - MAJ STS, W	1,116.42
DAVID KIRK	02402	CELL PHONE REIMB - POLICE	60.00
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	900.00
MICHIGAN COMPANY, INC.	00273	TOWELS, BATH TISSUE - CEMETERY	625.57
STATE OF MICHIGAN	00428	TOKEN FEES - POLICE	66.00
IONIA COUNTY ECONOMIC ALLIANCE	00205	FINANCIAL INVESTMENT - ECON DEV	1,460.00
MRE SERVICES, INC.	00318	COMPUTER CONSULTING SVC - VARIOUS DEPTS	771.40
CAPITOL COMMUNICATION SYSTEMS INC.	MISC	ROLLS - GENERAL	35.23
MUNICIPAL SUPPLY CO.	00324	CURB GUARD - MAJ STS, LOC STS, MTR POOL	351.97
MWEA OFFICE	01347	CONFERENCE - WASTE WTR	495.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STATE OF MICHIGAN	00428	NPDES ANNUAL PERMIT FEE - WASTE WTR	400.00
STATE OF MICHIGAN	00428	MIDEAL DUES - GENERAL	180.00
SUPPLYGEEKS	02052	PAPER - GENERAL	67.98
SYNAGRO CENTRAL, LLC	01889	BIOSOLIDS ANAYLYSES - WASTE WTR	440.00
TRUCK & TRAILER	00461	SWITCH, SPINNER DISK - MAJ STS, LOC STS	410.66
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC, WW, WTR, M POOL	181.38
VILLAGE LAUNDRY	01490	LAUNDRY BILL - POLICE	115.50
WESTSIDE GENERAL STORE	MISC	ENERGY SMART - ELECTRIC	1,862.52
ANDREW HUHN	MISC	ENERGY SMART - ELECTRIC	55.00
TIM STOPZYNSKI	02438	OFFICIALS - REC	100.00
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	21.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	28.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	28.00
UTILITY SERVICE CO. INC.	02133	PEDISPHERE SOUTH TANK QUARTERLY PMT - WATER	11,030.55
UTILITY SERVICE CO. INC.	02133	PEDISPHERE HILL STREET WTR TOWER MAINT - WTR	4,386.08
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	80.39
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	60.70
SPEEDWAY LLC	02395	FUEL - ELECTRIC, MTR POOL	4,107.00
CULLIGAN	02130	WATER - CITY HALL	6.50
DIVINE AUTO BODY, INC.	00123	REPAIR CAR FROM DEER COLLISION - MTR POOL	450.00
BUSINESS CARD	02075	MISC EXP - VARIOUS DEPTS	880.81
JIM LAKIN	01373	ELECTRIC BOARD -	75.00
CHARLES DUMAS	02412	ELECTRIC BOARD - ELECTRIC	75.00
ROGER HABEGGER	01841	ELECTRIC BOARD - ELECTRIC	75.00
Total:			\$118,421.60

**BI-WEEKLY  
WAGE REPORT  
January 2, 2017**

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.	8,422.10	122,154.94	9,312.87	46,452.69	17,734.97	168,607.63
ASSESSOR	1,165.18	14,992.14	89.84	1,151.84	1,255.02	16,143.98
CEMETERY	1,252.99	40,677.15	1,682.18	17,650.03	2,935.17	58,327.18
POLICE	15,054.57	223,607.48	16,330.86	71,575.87	31,385.43	295,183.35
CODE ENFORCEMENT	610.19	10,612.80	643.67	4,988.55	1,253.86	15,601.35
PARKS	832.08	41,102.60	1,333.26	11,351.12	2,165.34	52,453.72
INCOME TAX	2,424.60	26,923.00	4,235.12	20,932.17	6,659.72	47,855.17
MAJOR STREETS	6,187.77	48,901.11	8,537.42	35,652.56	14,725.19	84,553.67
LOCAL STREETS	2,881.83	41,276.37	4,564.72	23,693.16	7,446.55	64,969.53
RECREATION	1,336.76	14,283.09	1,335.79	7,205.46	2,672.55	21,488.55
AMBULANCE	11,630.67	163,513.03	6,260.43	40,002.52	17,891.10	203,515.55
DDA	680.00	20,190.44	52.43	10,088.51	732.43	30,278.95
ELECTRIC	16,362.86	257,226.98	25,807.90	145,653.30	42,170.76	402,880.28
WASTEWATER	10,041.13	140,946.57	15,874.93	94,494.19	25,916.06	235,440.76
WATER	5,459.28	70,479.66	8,387.24	36,891.43	13,846.52	107,371.09
MOTOR POOL	2,571.52	33,856.82	4,126.59	22,843.32	6,698.11	56,700.14
<b>TOTALS:</b>	<b>86,913.53</b>	<b>1,270,744.18</b>	<b>108,575.25</b>	<b>590,626.72</b>	<b>195,488.78</b>	<b>1,861,370.90</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 12/28/16**  
**MEETING DATE 1/3/17**

Fund	Description	Beginning Balance 12/15/16	Total Cash in	Total Cash out	Cash Balance 12/28/16	Time Certificates	Ending Balance 12/28/16	
101	GENERAL FUND	2,211,969.57	106,951.95	(104,370.26)	2,214,551.26	235,000.00	2,449,551.26	
105	INCOME TAX FUND	10,892.05	8,934.34	(11,496.81)	8,329.58	10,000.00	18,329.58	
150	CEMETERY PERPETUAL CARE FUND	36,117.20	-	-	36,117.20		36,117.20	
202	MAJOR STREETS FUND	144,581.03	21,007.89	(54,768.67)	110,820.25		110,820.25	
203	LOCAL STREETS FUND	148,947.98	12,156.13	(16,900.46)	144,203.65		144,203.65	
208	RECREATION FUND	9,607.48	5,592.98	(10,992.23)	4,208.23		4,208.23	
210	AMBULANCE FUND	111,436.88	33,319.99	(47,154.29)	97,602.58		97,602.58	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	137,850.51	9,821.55	(3,158.61)	144,513.45		144,513.45	
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	22,582.82	6,170.12	(9,882.46)	18,870.48		18,870.48	
582	ELECTRIC FUND	262,223.17	208,594.06	(232,780.88)	238,036.35	530,000.00	768,036.35	
590	WASTEWATER FUND	(82,383.49)	82,712.12	(67,449.66)	(67,121.03)		(67,121.03)	
591	WATER FUND	19,377.09	45,424.83	(28,094.20)	36,707.72	420,000.00	456,707.72	
661	MOTOR POOL FUND	86,019.88	9,434.75	(14,789.09)	80,665.54		80,665.54	
703	CURRENT TAX FUND	6,680.01	127,515.64	-	134,195.65		134,195.65	
TOTAL - ALL FUNDS		3,129,264.43	677,636.35	(601,837.62)	3,205,063.16	1,195,000.00	4,400,063.16	
						ELECTRIC-RESTRICTED CASH	354,418.00	354,418.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	378,537.79	378,537.79
						ELECTRIC-PRIN & INT ESCROW	164,417.86	164,417.86
						WASTEWATER DEBT ESCROW	171,736.71	171,736.71
						WASTEWATER REPAIR ESCROW	66,674.42	66,674.42
						DDA-PRIN & INT ESCROW	486.71	486.71
								<u>5,836,334.65</u>

\*Customer Deposit Breakdown

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

**PURCHASE ORDER**

**CITY OF PORTLAND**

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

TO Utility Service Co., Inc.

SHIP TO \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

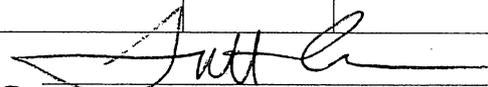
DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
12/28/16					16-1253
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	Quarterly - South Tank			*	11,030.55
	Quarterly - Hill St. Tank			*	4,386.08
	591.441.940000 Water Mtr Wtr Tower			\$	15,416.63

NOT FOR RESALE  FOR RESALE

TAX NUMBER \_\_\_\_\_



ORIGINAL

  
 AUTHORIZED SIGNATURE

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



Correspondence Only:

UTILITY SERVICE CO., INC.  
P.O. Box 1350  
Perry, Georgia 31069

# INVOICE

Mail Payments to:

UTILITY SERVICE CO., INC.  
P. O. Box 674233  
DALLAS, TX 75267-4233  
(478) 987-0303

BILL TO

CITY OF PORTLAND, MI  
259 KENT STREET  
PORTLAND, MI 48875

**PLEASE INCLUDE INVOICE COPY WITH PAYMENT**

Customer Number: 32512

**DUE UPON RECEIPT**

<u>INV. #</u>	<u>INV DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TAX</u>	<u>TOTAL</u>
412253	01-JAN-17	400,000 PEDISPHERE SOUTH TANK-Quarterly	\$11,030.55	\$0.00	\$11,030.55
412255	01-JAN-17	150,000 PEDISPHERE HILL STREET TANK-Quarterly	\$4,386.08	\$0.00	\$4,386.08

**TOTAL DUE TO  
UTILITY SERVICE CO., INC.**

**\$15,416.63**

Thank You For Your Business

A 1.5% PER MONTH FINANCE CHARGE MAY BE CHARGED FOR ALL PAST DUE INVOICES.

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
November 2016**

**Calls for Service**

Dispatched	103
Patrol Originated	11
Follow Up Complaints	57
Assist to PPD	9
Assist to Fire / EMS	14
Assist Other Depts	18
Directed Patrol	0

**Other Functions**

Pistol Purchase Permits	11
PBT's	57
FOIA Requests	15
Sex Offender Registrations	1
Other Misc Function	86
Training	12
Administrative	35

**Traffic Stops**

Total Stops	41
Traffic Citations	18
Verbal Warnings	37
Parking Citations	0
Admin Citations	1

**Other**

Physical Business Checks	
Interior	84
Exterior	18
Patrol Contacts	366

**Arrests**

Misdemeanor Charges	6
Misdemeanor Arrests (# of Persons)	6
Felony Charges	5
Felony Arrests (# of Persons)	2
Juvenile Apprehensions	0

***Assists to other Law Enforcement Agencies:***

**November 8, 2016,** Assist to MSP on Silverland Dr for a report of a domestic assault.

**November 9, 2016,** Assist to MSP with a three vehicle crash on I 96 near Keefer Hwy.

**November 11, 2016,** Assist to MSP with a two vehicle crash with injuries on Divine Hwy at David Hwy.

**November 14, 2016,** Assist to IOSH w/a crash on Kent St near Carriage Lane.

**November 23, 2016,** Assist to IOSH with a crash on I 96 near Kent St.

**November 23, 2016,** Assist to IOSH with a crash on I 96 near Keefer Hwy.

**November 23, 2016,** Assist to IOSH with a one vehicle crash with injuries on E Grand River Ave near Ionia Rd.

**November 24, 2016,** Assist to IOSH with the arrest of a suspect wanted for felony offenses on Keefer Hwy near Tupper Lake Rd.

**November 26, 2016,** Assist to MSP with a neighbor dispute involving one subject brandishing a handgun on Minkley Dr.

**PORTLAND POLICE DEPARTMENT**  
**STATISTICAL INFORMATION**  
**November 2016**

***Notable Investigations:***

Officer Groenhof is investigating a complaint of a breaking and entering of a business on E Grand River Ave where money was stolen. The complaint is still under investigation.

Officers Groenhof and Thomas investigated a complaint of a party involving alcohol and minor age children. Charges were sought against the host of the party and a warrant was issued.

Officer Teitsma recovered a utility / storage trailer that had been stolen from a Boy Scout group in the city of Portland after it was sold via a Craigslist transaction.

Officer Thomas investigated an aggravated domestic assault on Kent St. The subject had a valid warrant for aggravated assault on emergency services personnel. The subject was arrested on both charges and lodged at the Ionia County Jail.

**CITY OF PORTLAND**

**REPORT DATE**  
**PERIOD COVERED**

December 1, 2016  
November 1-30, 2016

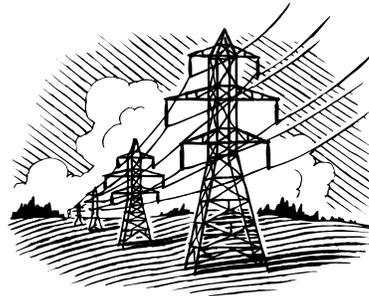
<b>HYDRO GENERATION</b>	215,404		
<b>DIESEL PRODUCTION</b>	0		
<b>Kwh Purchased</b>	2,739,704	<b>Amount Paid</b>	\$ 169,167.33
<b>Total Kwh Purchased</b>	<b>2,955,108</b>	<b>Total Dollars Paid</b>	<b>\$ 169,167.33</b>

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<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,059,204	PCA Billed	\$ 15,571.10
Commercial	602,250	Residential	\$ 114,866.33
Large General	771,300	Residential EO Charge	\$ 1,972.87
City St. Lites Metered	35,549	Geothermal Discount	\$ (139.13)
St. Lites Unmetered		Commercial	\$ 64,793.72
Rental Lights		Commercial/LG EO Charge	\$ 2,417.17
Demand	2,291	Large General	\$ 53,387.35
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,980.54
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,470,594</b>	Rental Lights	\$ 253.24
		Demand	\$ 13,465.36
Arrears after billing	\$ 12,158.65	Tax	\$ 9,926.49
Penalties Added	\$ 1,762.69		
Arrears end of month	\$ 25,718.42	<b>Total Dollars Billed</b>	<b>\$ 281,056.49</b>
Fuel Cost Billed	\$ 245.41		
Amount Collected	\$ 281,211.40	Power Cost Adj.	.00640
Total Adjustments	\$ 2,952.00		

Residential Customers	2,195
Commercial Customers	319
Large General	16
<b>Total Customers</b>	<b>2,530</b>

12/02/16



**CITY OF PORTLAND  
November-16**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Nov-16	<b>PERIOD COVERED</b>	November 1-30, 2016
Customers Billed		Penalties Added	\$ 347.29
City	1,839	Dollars Collected	\$ 45,768.38
Rural	24	Arrears at end of Month	\$ 5,533.63
Total Customers	1,863	Adjustments	\$ 353.35
		Gallons Pumped	7,588,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,145,311		\$ 42,392.29
Rural	135,133		\$ 1,470.51
Total	<u>7,280,444</u>		<u>\$ 43,862.80</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,825	Dollars Billed	\$69,051.45
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 69,051.45

Penalties Added	\$ 552.93
Dollars Collected	\$ 68,510.42
Arrears at end of Month	\$ 9,837.95
Adjustments	\$ 566.76
Gallons Treated per Million	10.30



# IONIA COUNTY BOARD OF COMMISSIONERS

December 20, 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 November 2016 - \$1,058,996.00
  - D. Approve payment of Health Fund bills - \$102,851.00
  - E.
- VIII. Unfinished Business**
  - A. Appointments
    1. *Central Dispatch Board of Directors* – Six two-year appointments
    2. *EightCap Governing Board* – One two-year appointment
    3. *Road Commission Board* – One six-year appointment
    4. *Substance Abuse Initiative* – Two two-year appointments
    5. *Mid-State Health Network Substance Use Disorder Oversight Policy Board* – Two three-year appointments; one which serves as an Alternate Member
    6. *West Michigan Regional Planning Commission* – Three one-year appointments
    7. *West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee* – Two one-year appointments
    8. *Board of Public Works* – Two vacancies – one application received
    9. *Commission on Aging Board* – One vacancy – one application received
    10. *Land Bank Authority* – One vacancy – one application received

**IX. New Business**

- A. Certificates of Appreciation
- B. Request to backfill vacant Deputy position
- C. Health Department Maternal Infant Health Program Addendum to Health Care Professionals Agreement
- D. Request for assistance with Affordable Care Act data input
- E. Request for wage increase for non-union employees
- F. Request for replacement of firewall
- G. Year-end Budget Amendment
- H. 2017 Organizational Meeting Date/Time
- I.

**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.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2016.

**Non-Commissioner 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.

**Appointments for consideration in the month of February 2017:** None