



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

7:00 P.M. Monday, January 16, 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
7:03 PM	<b>IV. <u>Motion to Excuse Mayor Barnes</u></b>	Decision
7:05 PM	<b>V. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:10 PM	<b>VI. <u>City Manager Report</u></b>	
7:20 PM	<b>VII. <u>Presentations</u></b>	
	<b>A. DDA/Main Street Report – Margery Briggs</b>	
	<b>VIII. <u>Public Hearing(s)</u> - None</b>	
	<b>IX. <u>Old Business</u> – None</b>	
	<b>X. <u>New Business</u></b>	Decision
7:25 PM	<b>A. Proposed Resolution 17-02 Approving Farabee Mechanical’s Proposal to Perform Maintenance on the Diesel Generators Contingent upon the Approval of the Board of Light &amp; Power</b>	Decision
7:28 PM	<b>B. Proposed Resolution 17-03 Approving Farabee Mechanical’s Proposal to Perform Improvements on the Diesel Generators Contingent upon the Approval of the Board of Light &amp; Power</b>	Decision
7:30 PM	<b>C. Proposed Resolution 17-04 Approving, Authorizing, and Directing The City Clerk to Sign a Resolution of Local Approval for a Specially Designated Merchant (SDM) License Application for Tom’s Fuel Center</b>	Decision
7:35 PM	<b>XI. <u>Consent Agenda</u>–</b>	
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on January 3, 2017</b>	
	<b>B. Payment of Invoices in the Amount of \$112,122.25 and Payroll in the Amount of \$104,015.17 for a Total of \$216,137.42</b>	
	<b>C. Purchase Orders over \$5,000.00</b>	
	1. Michigan Municipal Electric Association in the Amount of \$5,946.00 for 2017 Membership Dues	
	2. Keusch Brothers in the Amount of \$6,681.50 for the MPPA Energy Smart C&I Program – Energy Optimization Program	

<b><u>Estimated Time</u></b>		<b><u>Desired Outcome</u></b>
	3. MPPA in the Amount of \$14,754.85 for 2017 Membership Dues 4. Portland Area Fire Authority in the Amount of \$27,494.48 for 3 <sup>rd</sup> Quarter Fire Services (January – March 2017)	
	<b>XI. <u>Communications</u>–</b>	
	A. Police Department Report for December 2016	
	B. Water Department Report for December 2016	
	C. Wastewater Treatment Plant Report for December 2016	
	D. Portland Area Municipal Authority Minutes for October 5, 2016	
	E. Ionia County Board of Commissioners Agenda for January 10, 2017	
7:37 PM	<b>XII. <u>Other Business</u> - None</b>	
7:40 PM	<b>XIII. <u>City Manager Comments</u></b>	
7:45 PM	<b>XIV. <u>Council Comments</u></b>	
7:50 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. 17-02**

**A RESOLUTION APPROVING FARABEE MECHANICAL'S PROPOSAL TO PERFORM MAINTENANCE ON THE DIESEL GENERATORS CONTINGENT UPON THE APPROVAL OF THE BOARD OF LIGHT & POWER**

**WHEREAS**, the Electric Superintendent, Mike Hyland is requesting approval of a proposal from Farabee Mechanical Inc. to perform maintenance and inspection on the 3 diesel generators for the amount of \$16,969.00. A copy of the Electric Superintendent's memo and proposal is attached as Exhibit A.

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

1. Contingent upon the approval of the Board of Light & Power, the City Council approves the proposal from Farabee Mechanical Inc. to perform maintenance and inspection on the 3 diesel generators for \$16,969.00, a copy of which is included in the attached 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:** January 16, 2017

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

City of Portland  
Board of Light & Power  
723 E. Gd. River Ave.  
Portland, Mi. 48875

Jan. 10th, 2017

Light & Power Board  
City Council  
City Manager

Re:Engine/Generator inspections,maintenance and air blower  
controller upgrade.

It has been 4 years since we last did inspections and  
maintenance on our generators/engines. The company that  
installed them and who we have used to complete the service  
is Farabee Mechanical Inc. ( FMI). We have had a working  
relationship with them since 1993. They are one of the last  
if not the last company in the U.S that does this kind of  
work. The engines are 1950 vintage and 1960 vintage and the  
models are know longer being made. Farabee has acquired  
parts, plus other engines and keeps an inventory for these  
type of engines.

Inspection/maintenance will cost \$16,969.00 plus parts, for  
all 3 engines.

Our insurance company usually reviews the maintenance  
logs/information when they visit our plant.

A second item that should/needs to be done is upgrading our  
air controllers on two of the engines.

One of the engines(Nordberg) has a defunct air controller  
and is very eratic when we operate it. The cylinder exhaust  
temperature will rise very quickly and eventually will  
damage the cylinders and pistons. Repair parts on the air  
controller of this unit are not available.

The second engine (Fairbanks Morse DLA) has an old  
controller that our operators constantly have to adjust. The  
newer controller will automatically keep the right mixture  
of air and fuel. This will keep an efficient fuel  
combustion/exhaust temperature.

In conversation with FMI, they have access to automatic  
controllers that will improve the engines. Each one is  
\$13,253.00. If we have them both done at the same time there  
is a savings of \$4010.

It would be my recommendation to proceed with this work. We  
have in the budget \$75,000. for this type of work/repairs.

**Exhibit**

**A**

# **FM**

## **Farabee Mechanical Inc.**

**P.O. Box 1748 • Hickman, NE 68372-1748  
Phone (402) 792-2612 • Fax (402) 792-2712**

December 29, 2016

City of Portland  
Mike Hyland  
259 Kent St.  
Portland, MI 48875

FMI Project Number: 23122916

Per our discussion, FMI is pleased to quote the following work at your power plant to help assure trouble free operation of your three generating units. Mechanical inspection of the generating units will be completed at the same time systems cleaning and inspections are being done. The following work will be completed for all three units:

- Measure and record deflection readings for all cylinders
- Measure and record rod bearing clearances
- Measure and record main bearing clearances
- Inspect and record lower liner condition for all cylinders
- Inspect and set valve lash for all cylinders
- Remove, pop test, recalibrate and reinstall all fuel injectors
- Inspect outboard bearing ring condition and oil level
- Inspect condition and tension of exciter belts
- Inspect condition of generator brushes
- Inspect and clean cooling tower basins
- Drain, inspect and clean cooling tower drain tanks
- Dismantle, clean and reassemble raw water strainers
- Replace fuel filters

Inspect and clean air intake filters

Inspect starting air tanks and install new automatic drains as required

Test run all units, troubleshoot and rectify any operational difficulties

Prepare and submit report containing findings

For the sum of \$16,969.00, FMI will provide all of the necessary labor, tools and knowledge required to complete the tasks outlined above. Any required parts, gaskets, etc. will be billed as additional items to the final invoice.

If the proposed work is approved, FMI could be onsite by January 17, 2017 or at a time that is convenient for plant personnel.

Thank you for this opportunity to earn your business. Please let us know if you have any questions or need any additional information. We look forward to working with you on this project.

Respectfully,

Christopher D. Farabee  
Farabee Mechanical Inc.

**Terms and Acceptance Agreement**

FMI Project #23122916

December 29, 2016

\$16,969.00 Total Contract: (excludes any applicable taxes)

Any required parts, gaskets, etc. to be added to invoice upon completion

To be billed upon completion of inspection and submission of report

Offer to the City of Portland accepted by:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

To be returned to Farabee Mechanical Inc.

Christopher D. Farabee

Christopher D. Farabee  
Farabee Mechanical Inc.  
PO Box 1748  
Hickman, NE 68372  
402-792-2612  
Fax: 402-792-2712  
farabee@inebraska.com

**PORTLAND CITY COUNCIL**

Ionia County, Michigan

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

**RESOLUTION NO. 17-03**

**A RESOLUTION APPROVING FARABEE MECHANICAL'S PROPOSAL TO  
PERFORM IMPROVEMENTS ON THE DIESEL GENERATORS  
CONTINGENT UPON THE APPROVAL OF THE BOARD OF LIGHT &  
POWER**

**WHEREAS**, the Electric Superintendent, Mike Hyland is requesting approval of a proposal from Farabee Mechanical Inc. to perform improvements on the 2 diesel generators for the amount of \$22,496.00. A copy of the Electric Superintendent's memo and proposal is attached as Exhibit A.

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

1. Contingent upon the approval of the Board of Light & Power, the City Council approves the proposal from Farabee Mechanical Inc. to perform improvements on the 2 diesel generators for \$22,496.00, a copy of which is included in the attached 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:** January 16, 2017

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

City of Portland  
Board of Light & Power  
723 E. Gd. River Ave.  
Portland, Mi. 48875

Jan. 10th, 2017

Light & Power Board  
City Council  
City Manager

Re:Engine/Generator inspections,maintenance and air blower  
controller upgrade.

It has been 4 years since we last did inspections and  
maintenace on our generators/engines. The company that  
installed them and who we have used to complete the service  
is Farabee Mechanical Inc. ( FMI). We have had a working  
relationship with them since 1993. They are one of the last  
if not the last company in the U.S that does this kind of  
work. The engines are 1950 vintage and 1960 vintage and the  
models are know longer being made. Farabee has acquired  
parts, plus other engines and keeps an inventory for these  
type of engines.

Inspection/maintenance will cost \$16,969.00 plus parts, for  
all 3 engines.

Our insurance company usually reviews the maintenance  
logs/information when they visit our plant.

A second item that should/needs to be done is upgrading our  
air controllers on two of the engines.

One of the engines(Nordberg) has a defunct air controller  
and is very eratic when we operate it. The cylinder exhaust  
temperature will rise very quickly and eventually will  
damage the cylinders and pistons. Repair parts on the air  
controller of this unit are not available.

The second engine (Fairbanks Morse DLA) has an old  
controller that our operators constantly have to adjust. The  
newer controller will automatically keep the right mixture  
of air and fuel. This will keep an efficient fuel  
combustion/exhaust temperature.

In conversation with FMI, they have access to automatic  
controllers that will improve the engines. Each one is  
\$13,253.00. If we have them both done at the same time there  
is a savings of \$4010.

It would be my recommendation to proceed with this work. We  
have in the budget \$75,000. for this type of work/repairs.

**Exhibit**

**A**

# **FM.**

## **Farabee Mechanical Inc.**

**P.O. Box 1748 • Hickman, NE 68372-1748**

**Phone (402) 792-2612 • Fax (402) 792-2712**

December 29, 2016

City of Portland  
Mike Hyland  
259 Kent St.  
Portland, MI 48875

RE: Automatic Blower Air Controllers  
FMI Project Number: 23062716

Per our discussion, FMI recommends installing automatic blower air control units to facilitate efficient operation of your DLA and Nordberg generating units. The existing controller on the Nordberg is defunct and of an obsolete design – repair parts are not available.

Installing automated units would maintain proper air-fuel ratio and exhaust temperatures at fractional load operation. The controls will automatically adjust the air valve to provide the necessary exhaust temperatures to allow for efficient fuel combustion.

The controller consists of several key components: a supply air filter; air pressure regulator; emergency relief valve; electronic regulator; thermocouple and the control module. This modular unit is contained within a NEMA 1 steel enclosure.

The supply air filter cleans and dries the incoming plant air. The unit is supplied via 3/8" stainless steel tubing.

The regulator reduces plant air to a manageable 80 PSI.

The Emergency Relief Valve (ERV) purges air from the control side of the system in the event of a thermocouple failure or an excessively high or low temperature. When the ERV purges the air from the control side of the system returns the engine to a full scavenging air condition.

The electronic regulator converts the 4-20 ma signal from the control module to 2-60 PSI of air pressure to operate the air cylinder which controls the air valve.

The Type-K thermocouple relays the combined exhaust temperature to the control module. This thermocouple will be installed by FMI.

The control module monitors the combined exhaust stream temperature comparing it to a user specified value. The module outputs a 4-20 ma signal to the electronic regulator as necessary to maintain the desired temperature.

The unit is connected to the air cylinder at the air valve via 3/8" stainless steel tubing.

FMI will provide all of the necessary knowledge, skill, tools, materials and labor to install the automated systems. FMI will also install air valves as necessary. FMI will make the appropriate electrical connections; however, the City of Portland will need to provide 120V electrical power to the general vicinity.

### **Warranty**

FMI will warranty materials and labor described above for a period of one (1) year or 1,000 operating hours from the date of installation. This warranty specifically excludes damage due to operator negligence, improper operation, sabotage or forces beyond human control (flood, fire, tornado, etc.). Warranty includes materials and labor required to restore the unit to operation.

FMI shall, in no event, be liable for losses to owner, any successors in interest or any beneficiary or assignee of the unit whether basis upon lost goodwill, lost profits or revenue, interest, work stoppage, impairment of other goods, loss by reason of shutdown or non-operation, increased expenses of operation of product, loss of use of power system, costs of purchase of replacement power or claims of owner or customers of owner for service interruption, whether or not such loss or damage is based on contract, warranty, negligence, indemnity, strict liability or otherwise. Owner warrants that the unit is purchased for and will be used for intended purposes only by qualified and properly trained personnel.

This quote is valid until February 28, 2017. Once FMI has received the attached purchase agreement, work will be scheduled. It is expected to be completed as soon as possible, but we can be somewhat flexible to accommodate the City of Portland's needs.

Thank you for this opportunity to earn your business. Please let us know if you have any questions or need any additional information. We look forward to working with you on this project.

Thank you for the opportunity to provide this quote.

Respectfully,

Christopher D. Farabee  
Farabee Mechanical Inc.

## Terms and Acceptance Agreement

FMI Project #23062716

December 29, 2016

Total Contract: (Select One):

\_\_\_\_\_ DLA: \$13,253.00

\_\_\_\_\_ Nordberg: \$13,253.00

\_\_\_\_\_ Both Concurrently: \$22,496.00

To be billed upon completion of installation

Offer to the City of Portland accepted by:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

To be returned to Farabee Mechanical Inc.

Christopher D. Farabee

Christopher D. Farabee  
Farabee Mechanical Inc.  
PO Box 1748  
Hickman, NE 68372  
402-792-2612  
Fax: 402-792-2712  
farabee@inebraska.com

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 17-04**

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE CITY CLERK TO SIGN A RESOLUTION OF LOCAL APPROVAL FOR A SPECIALLY DESIGNATED MERCHANT (SDM) LICENSE APPLICATION FOR TOM'S FUEL CENTER**

**WHEREAS**, Tom's Food Center, Inc. currently operates a gas station located at 1700 East Grand River Avenue, Portland, Michigan 48875 ("Tom's Fuel Center") and now seeks to have a "SDM" license to sell beer and wine at that facility, a copy of a letter from Tom Antaya is attached as Exhibit A; and

**WHEREAS**, the Michigan Liquor Control Commission (MLCC) requires a Resolution of Local Approval (attached as Exhibit B) to be included in all completed license applications prior to review and approval.

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

1. The City Council approves, authorizes, and directs the City Clerk to sign a resolution of local approval for a "SDM" license application for Tom's Fuel Center, located at 1700 East Grand River Avenue, Portland, Michigan 48875.
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.**

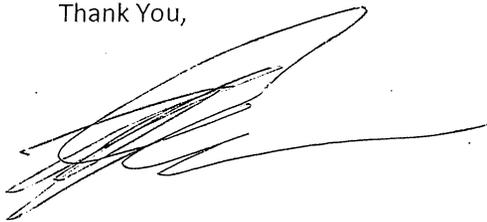
**Dated:** January 16, 2017

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

Mr Gorman,

We wish to apply for a SDM License for our Gas Station located at 1700 E Grand River, Portland, MI 48875. Due to recent changes in the license requirements, we believe that we will be eligible for a new beer/wine off-premise license as long as we apply before March 4, 2017. As you know, we have two Fuel Stations in town that already have SDM licenses and this would allow us to better compete with those stations.

Thank You,

A handwritten signature in black ink, appearing to read 'Thomas K Antaya', with a long horizontal flourish extending to the right.

Thomas K Antaya

President

Tom's Food Center, Inc

**Exhibit**

**A**



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ meeting of the \_\_\_\_\_ City of Portland \_\_\_\_\_ council/board
(regular or special) (township, city, village)
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_
(date) (time)
the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_
that the application from Tom's Food Center, Inc
(name of applicant)

for the following license(s): SDM
(list specific licenses requested)

to be located at: 1700 E Grand River, Portland MI 48875

and the following permit, if applied for:

[ ] Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

Vote

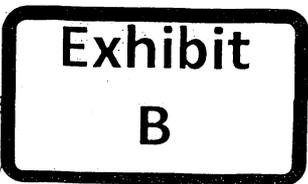
Yeas: \_\_\_\_\_
Nays: \_\_\_\_\_
Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_ City of Portland
council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_
(regular or special) (date) (township, city, village)

Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48
Fax to: 517-763-0059



# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Tuesday, January 3, 2016

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Kirk

Guests: Paul Galdes and Jon Moxey of Fleis & VandenBrink; Kathy Parsons

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 stated that the City of Portland will host the Grand River Water Trail meeting on Thursday, January 26, 2017 from 9:00 a.m. to Noon at City Hall to discuss the ongoing project to develop a water trail along Grand River. The public is invited and encouraged to attend.

The City Council Goal Session will be held Monday evening, January 30, 2017 at 5:00 p.m.

City Manager Gorman will meet with Roman Wilson of the DEQ in regard to brownfields to ensure that Portland is taking full advantage of all opportunities available.

City Staff will be soon be setting the date for the Annual Cleanup Day and working toward establishing internal controls to address the number of trips made by individuals, traffic, and other issues.

City Staff will be looking into making technology upgrades to the Council Chambers and City Hall.

Under New Business, the Council considered Resolution 17-01 to approve the Street Capital Improvement Plan prepared by Fleis & VandenBrink. City Manager Gorman explained that in order to effectively assess the condition of the City streets and prioritize projects, city staff and city engineers conducted a street inventory based on the Pavement Surface Evaluation and Rating (PASER) study for street surface condition rating. A public meeting was held on Monday, August 29, 2016 to review the findings of the PASER study and to seek input from the City Council and the public in regard to the prioritization of projects. Based on the findings of the PASER study and input received at the public meeting, the city engineers and city staff developed the Capital Improvement Plan.

Paul Galdes, of Fleis & VandenBrink, stated that the priority of street improvements by use of the PASER program is to assess the street surfaces. The known condition of the utility infrastructure also needs to be taken into account. Over time other factors can also affect the anticipated priority of street projects.

Jon Moxey, of Fleis & VandenBrink, presented the proposed Capital Improvement Plan with the projects and anticipated date of construction.

There was discussion of the potential SAW Grant funding which would allow for further planning purposes related to the wastewater system and the priority for street projects.

Mr. Moxey also provided information on the consideration given to the anticipated extra \$500,000-\$600,000 for the realignment of a new Divine Hwy. bridge next to the current one. The application for funding has been revised to NOT include a newly aligned bridge which is likely to make the application more attractive for approval.

City Manager Gorman stated that the only advantage to building a new bridge next to the current bridge is the convenience having it open during construction.

Mr. Moxey stated there would be a possibility off keeping the current bridge as a pedestrian bridge.

Mr. Galdes pointed out that would be another bridge that would need to be maintained by the City.

City Manager Gorman further stated that a newly placed bridge closed to Two Rivers Park may affect development plans for that area.

Motion by Baldyga, supported by Johnston, to approve Resolution 17-01 approving the Capital Improvement Plan prepared by Fleis & VandenBrink.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 19, 2016, 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. A purchase order to Utility Service Company in the amount of \$15,416.63 for quarterly maintenance of the water towers was included.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, 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 thanked city staff for being available and on call over the Holiday Season.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:39 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the January 3, 2017 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

**Approval of Resolution 17-01** approving the Capital Improvement Plan prepared by Fleis & VandenBrink.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:39 P.M.**

All in favor. Adopted.

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

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	882.75
HOMETOWN SPORTS, INC.	01326	HATS - VARIOUS DEPTS	385.00
POSTMASTER	00374	POSTAGE FOR 1099GS - INCOME TAX	428.73
ABRAHAM & GAFFNEY, P.C.	00002	FINAL BILLING AUDIT FIELDWORK - VARIOUS DEPTS	500.00
AUTOMATED BUSINESS EQUIPMENT	00027	ULTIMAIL INK FOR POSTAGE MACHINE - GENERAL	198.00
BADGER METER INC.	02247	SERVICE AGREEMENT - WATER	1,539.60
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	496.75
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	500.00
COOK BROS EXCAVATING	00101	RIVERTRAIL MAINTENANCE - PARKS	27,295.42
CULLIGAN	02130	COOLER RENTAL - GENERAL	136.80
D&K TRUCK COMPANY	02257	PARTS & LABOR TO REPLACE REAR LEAF SPRINGS - M	2,708.28
ELHORN ENGINEERING	00139	EL-CHLOR 5/GAL CARBOY - WTR	436.00
PHIL GENSTERBLUM	00164	MILEAGE REIMB - CODE, AMB	190.24
GINGER STITCHES	MISC	PATCH CHANGE OVER - POLICE	24.00
HYDRO-CHEM SYSTEMS, INC.	02284	30 GALLON DRUM FILM FIGHTER/FUEL SURCHARGE - M	192.60
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
IONIA OCCUPATIONAL HEALTH SERVICES	02275	PHYSICAL EXAM DOT - ELECTRIC	100.00
LITE'S PLUS	00243	ST LIGHT BULBS - COMM PROMO	191.40
LITE'S PLUS	00243	STREET LIGHT BULBS - COMM PROMO	392.10
MICHIGAN CAT	01920	LAMP ASSEMBLY - MTR POOL	115.21
MI ASSOC OF MUNICIPAL CLERKS	00264	2017 MEMBERSHIP DUES - GENERAL	60.00
MICHIGAN.COM	02336	DECEMBER LEGAL NOTICES - CODE, GEN	298.20
MIRECS	01928	SUBSCRIPTION FEE - ELECTRIC	250.00
MIRECS	01928	FEES - ELECTRIC	30.07
PEARSON EDUCATION INC.	02225	STUDENT BOOKS FOR EMT CLASS - AMBULANCE	1,385.15
PLEUNE SERVICE COMPANY INC.	00741	ANNUAL SERVICE HVAC - ELECTRIC	442.18
PLEUNE SERVICE COMPANY INC.	00741	SERVICE HVAC - CITY HALL	390.58
POWER LINE SUPPLY COMPANY	00389	SUPPLIES - ELECTRIC	1,441.98
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL FEE - AMBULANCE	288.74

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - MTR POOL	248.26
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VERIZON WIRELESS	00470	PHONE & DATA - PARKS, CEM, REC, CODE, AMB, ELC	315.98
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT - COMM PROMO	4,679.13
B&W AUTO SUPPLY, INC.	00030	PARTS, SUPPLIES - PARKS, ELECTRIC, MTR POOL	1,450.94
PLEUNE SERVICE COMPANY INC.	00741	LOOKED AT CONFERENCE ROOM TEMP/TEMP FIXED - CI	495.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	421.54
MHR BILLING	01780	BILLING SERVICE - AMBULANCE	1,026.00
CINTAS-725	00083	UNIFORM AND RUG CLEANING - VARIOUS DEPTS	1,004.29
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	377.05
FAMILY FARM & HOME	01972	SPRAYER SPOT 15 GALLON - MTR POOL	79.99
BOBCAT OF LANSING	02439	MULTI-BAR SNOW TRACKS - MTR POOL	2,186.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PRKS, MTR POOL	374.26
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	7,791.95
KEUSCH SUPER SERVICE	00228	OIL FILTER/ OIL CHANGE - ELECTRIC	59.65
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	439.19
LITE'S PLUS	00243	ST LIGHT BULBS- COMM PROMO	175.45
I.T. RIGHT	02440	SERVICE CONTRACT - POLICE	3,000.00
KEUSCH BROTHERS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	6,681.50
SPRINT	00859	PHONE & DATA SERVICE - POLICE	116.65
MCFADDEN LAW OFFICE PLLC	02299	DECEMBER LEGAL SERVICE - POLICE	241.50
CHERRY HILL ESTATES	02081	1ST QUARTER ASSOCIATION FEES - ECON DEV	60.06
FLEIS & VANDENBRINK	00153	SAMPLE COLLECTION & SYSTEM EVALUATION - ELECTR	1,621.58
TIM STOPZYNSKI	02438	OFFICIALS - REC	125.00
DONALD CHUBB	01799	OFFICIALS - REC	100.00
MIKE FULLER	01801	OFFICIALS - REC	100.00
MARCEL MILLER	02245	OFFICIALS - REC	100.00
JODI WOODMAN	02006	OFFICIALS - REC	40.00
MANDY SIMON	02084	OFFICIALS - REC	40.00

Date: 01/11/17

CITY OF PORTLAND INVOICE REGISTER

Page: 3

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BRANDON SCHEURER	02394	SCOREKEEPERS - REC	28.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	35.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	28.00
MICHIGAN COMPANY, INC.	00273	BLUE MELT - CITY HALL, GENERAL	912.36
PAMA	01370	CITY'S PORTION OF BILLS - COMM PROMO	294.00
PLEUNE SERVICE COMPANY INC.	00741	SERVICE HVAC - CITY HALL	628.66
MICHIGAN MUNICIPAL ELECTRIC AS	00283	DUES FOR 2017 - ELECTRIC	5,946.00
PORTLAND AREA FIRE AUTHORITY	02128	3RD QUARTER FIRE SERVICES - COMM PROMO	27,494.48
INSOURCE SOLUTIONS GROUP INC.	01813	2016 E-FILING - INCOME TAX	1,500.00
Total:			\$112,122.25

**BI-WEEKLY  
WAGE REPORT  
January 16, 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.	8,192.33	130,347.27	2,027.93	48,480.62	10,220.26	178,827.89
ASSESSOR	1,190.51	16,182.65	91.78	1,243.62	1,282.29	17,426.27
CEMETERY	2,771.69	43,448.84	270.26	17,920.29	3,041.95	61,369.13
POLICE	15,289.05	238,896.53	3,564.48	75,140.35	18,853.53	314,036.88
CODE ENFORCEMENT	610.19	11,222.99	47.04	5,035.59	657.23	16,258.58
PARKS	1,554.60	42,657.20	176.41	11,527.53	1,731.01	54,184.73
INCOME TAX	1,763.36	28,686.36	514.88	21,447.05	2,278.24	50,133.41
MAJOR STREETS	2,909.33	51,810.44	616.98	36,269.54	3,526.31	88,079.98
LOCAL STREETS	1,918.40	43,194.77	476.76	24,169.92	2,395.16	67,364.69
RECREATION	1,961.30	16,244.39	199.28	7,404.74	2,160.58	23,649.13
AMBULANCE	10,641.22	174,154.25	1,378.60	41,381.12	12,019.82	215,535.37
DDA	699.20	20,889.64	53.91	10,142.42	753.11	31,032.06
ELECTRIC	19,075.33	276,302.31	3,340.14	148,993.44	22,415.47	425,295.75
WASTEWATER	9,925.16	150,871.73	2,349.08	96,843.27	12,274.24	247,715.00
WATER	4,710.78	75,190.44	1,259.68	38,151.11	5,970.46	113,341.55
MOTOR POOL	3,631.03	37,487.85	804.48	23,647.80	4,435.51	61,135.65
<b>TOTALS:</b>	<b>86,843.48</b>	<b>1,357,587.66</b>	<b>17,171.69</b>	<b>607,798.41</b>	<b>104,015.17</b>	<b>1,965,386.07</b>



User: KRISTINA

DB: Portland

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR MONTH 12/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Revenues								
101-000-402.000	REAL PROPERTY TAXES	1,005,336.00	971,074.24		1,389.24	34,261.76		96.59
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,200.00	1,625.18		0.00	(425.18)		135.43
101-000-445.000	PENALTY & INTEREST	4,500.00	1,491.49		78.07	3,008.51		33.14
101-000-445.022	1994A SPEC ASSESS - INTEREST	0.00	16.45		0.00	(16.45)		100.00
101-000-447.000	TAX COLLECTION FEES	43,000.00	33,133.40		989.70	9,866.60		77.05
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	26.36		0.00	(26.36)		100.00
101-000-451.000	BUSINESS PERMITS	200.00	0.00		0.00	200.00		0.00
101-000-453.000	CABLE TV FEES	30,000.00	15,395.85		0.00	14,604.15		51.32
101-000-455.000	TRAILER FEES	1,500.00	210.00		39.00	1,290.00		14.00
101-000-476.000	NON-BUSINESS PERMITS	0.00	1,508.00		1,630.00	(1,508.00)		100.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	900.00	613.50		0.00	286.50		68.17
101-000-570.000	LIQUOR FEES	3,100.00	3,181.20		0.00	(81.20)		102.62
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	15,856.00	74,442.18		0.00	(58,586.18)		469.49
101-000-575.000	REVENUE SHARING-CONST SALES	307,996.00	155,500.00		51,867.00	152,496.00		50.49
101-000-576.000	REVENUE SHARING-STAT SALES	106,226.00	53,133.00		17,711.00	53,093.00		50.02
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	5,000.00	0.00		0.00	5,000.00		0.00
101-000-620.000	PBT TESTING FEES	5,000.00	2,382.00		232.00	2,618.00		47.64
101-000-623.000	TRANSCRIPT FEES	1,000.00	758.79		83.58	241.21		75.88
101-000-624.000	MISCELLANEOUS FEES	200.00	23.08		0.00	176.92		11.54
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	159,522.00		26,587.00	159,335.00		50.03
101-000-630.000	CEMETERY LOT SALES	3,500.00	(1,237.50)		200.00	4,737.50		(35.36)
101-000-633.000	CEMETERY CARE FEES	4,000.00	3,447.00		0.00	553.00		86.18
101-000-634.000	GRAVE OPENING FEES	10,000.00	3,355.00		1,025.00	6,645.00		33.55
101-000-656.000	DISTRICT COURT FINES	10,000.00	5,270.82		790.69	4,729.18		52.71
101-000-661.000	PARKING FINES	2,400.00	520.00		370.00	1,880.00		21.67
101-000-662.000	DRUG FORFEITURE MONEY	1,000.00	23,545.92		23,239.00	(22,545.92)	2,354.59	
101-000-663.000	MISCELLANEOUS FINES	1,500.00	1,371.00		229.00	129.00		91.40
101-000-665.000	INTEREST INCOME	100.00	0.00		0.00	100.00		0.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	200.00	0.00		0.00	200.00		0.00
101-000-667.000	RENTAL INCOME	1,000.00	365.00		0.00	635.00		36.50
101-000-676.003	DONATIONS-DOG PARK	1,100.00	1,381.38		0.00	(281.38)		125.58
101-000-676.006	DONATION - PARKS	1,500.00	0.00		0.00	1,500.00		0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	0.00		0.00	750.00		0.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,500.00	1,147.67		0.00	5,352.33		17.66
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	14,146.00	15,109.15		60.15	(963.15)		106.81
101-000-678.007	REIMBURSEMENTS-PAMA	1,250.00	1,520.40		0.00	(270.40)		121.63
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	0.00	200.03		0.00	(200.03)		100.00
101-000-694.000	SALE OF LAND	10,565.00	10,565.00		0.00	0.00		100.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	0.00		0.00	50,037.00		0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00		0.00	31,764.00		0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	0.00		0.00	32,009.00		0.00
TOTAL REVENUES		2,033,192.00	1,540,597.59		126,520.43	492,594.41		75.77
Expenditures								
100	COUNCIL	142,968.00	65,668.42		31,649.43	77,299.58		45.93
101	COMMUNITY PROMOTIONS	278,631.00	128,978.43		10,720.75	149,652.57		46.29
172	CITY MANAGER	137,729.00	54,588.10		9,225.01	83,140.90		39.63
191	ELECTIONS	9,756.00	4,346.88		0.00	5,409.12		44.56
201	GENERAL ADMINISTRATION	324,346.00	163,011.88		15,549.73	161,334.12		50.26
209	ASSESSING	42,243.00	16,415.52		2,435.55	25,827.48		38.86
265	CITY HALL	68,969.00	23,932.42		4,729.34	45,036.58		34.70
276	CEMETERY	132,670.00	65,505.08		6,472.63	67,164.92		49.37
301	POLICE	692,807.00	300,687.03		45,861.85	392,119.97		43.40
371	CODE ENFORCEMENT	45,374.00	15,108.28		2,182.35	30,265.72		33.30

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PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2016 NORMAL (ABNORMAL)	MONTH 12/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
728	ECONOMIC DEVELOPMENT	6,460.00	12,835.56	1,635.68	(6,375.56)	198.69
751	PARKS	158,742.00	92,157.03	5,475.67	66,584.97	58.05
TOTAL EXPENDITURES		2,040,695.00	943,234.63	135,937.99	1,097,460.37	46.22
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,033,192.00	1,540,597.59	126,520.43	492,594.41	75.77
TOTAL EXPENDITURES		2,040,695.00	943,234.63	135,937.99	1,097,460.37	46.22
NET OF REVENUES & EXPENDITURES		(7,503.00)	597,362.96	(9,417.56)	(604,865.96)	7,961.65

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PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2016 NORMAL (ABNORMAL)	MONTH 12/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		695,550.00	278,945.66	81,460.46	416,604.34	40.10
TOTAL EXPENDITURES		1,297,455.00	920,027.32	11,882.89	377,427.68	70.91
NET OF REVENUES & EXPENDITURES		(601,905.00)	(641,081.66)	69,577.57	39,176.66	106.51
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
TOTAL EXPENDITURES		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
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		956,770.00	698,381.86	27,944.64	258,388.14	72.99
TOTAL EXPENDITURES		1,018,338.00	657,186.81	29,427.28	361,151.19	64.54
NET OF REVENUES & EXPENDITURES		(61,568.00)	41,195.05	(1,482.64)	(102,763.05)	66.91
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		163,007.00	108,562.95	6,020.27	54,444.05	66.60
TOTAL EXPENDITURES		243,719.00	89,252.56	15,289.64	154,466.44	36.62
NET OF REVENUES & EXPENDITURES		(80,712.00)	19,310.39	(9,269.37)	(100,022.39)	23.93
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		126,450.00	34,134.32	3,432.50	92,315.68	26.99
TOTAL EXPENDITURES		87,706.00	45,908.53	7,613.96	41,797.47	52.34
NET OF REVENUES & EXPENDITURES		38,744.00	(11,774.21)	(4,181.46)	50,518.21	30.39
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		521,781.00	333,097.87	40,042.59	188,683.13	63.84
TOTAL EXPENDITURES		515,869.00	266,114.93	40,040.92	249,754.07	51.59
NET OF REVENUES & EXPENDITURES		5,912.00	66,982.94	1.67	(61,070.94)	1,133.00
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		287,115.00	249,250.25	849.00	37,864.75	86.81
TOTAL EXPENDITURES		396,039.00	290,150.36	12,504.70	105,888.64	73.26
NET OF REVENUES & EXPENDITURES		(108,924.00)	(40,900.11)	(11,655.70)	(68,023.89)	37.55
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		112,150.00	49,437.07	9,639.90	62,712.93	44.08
TOTAL EXPENDITURES		111,000.00	57,952.58	7,791.95	53,047.42	52.21
NET OF REVENUES & EXPENDITURES		1,150.00	(8,515.51)	1,847.95	9,665.51	740.48
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		4,014,625.00	1,604,747.09	274,839.45	2,409,877.91	39.97
TOTAL EXPENDITURES		4,234,911.00	1,656,219.96	224,856.08	2,578,691.04	39.11
NET OF REVENUES & EXPENDITURES		(220,286.00)	(51,472.87)	49,983.37	(168,813.13)	23.37

User: KRISTINA

DB: Portland

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2016 NORMAL (ABNORMAL)	MONTH 12/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	1,103,505.00	515,702.23	67,816.06	587,802.77	46.73
	TOTAL EXPENDITURES	1,086,996.00	519,795.05	99,333.18	567,200.95	47.82
	NET OF REVENUES & EXPENDITURES	16,509.00	(4,092.82)	(31,517.12)	20,601.82	24.79
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	611,078.00	271,759.12	44,221.65	339,318.88	44.47
	TOTAL EXPENDITURES	682,666.00	306,686.00	26,767.45	375,980.00	44.92
	NET OF REVENUES & EXPENDITURES	(71,588.00)	(34,926.88)	17,454.20	(36,661.12)	48.79
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	359,874.00	196,517.84	53,540.00	163,356.16	54.61
	TOTAL EXPENDITURES	360,253.00	186,001.49	71,640.48	174,251.51	51.63
	NET OF REVENUES & EXPENDITURES	(379.00)	10,516.35	(18,100.48)	(10,895.35)	2,774.76
TOTAL REVENUES - ALL FUNDS						
		8,954,405.00	4,340,411.26	609,806.52	4,613,993.74	48.47
TOTAL EXPENDITURES - ALL FUNDS						
		10,034,952.00	4,995,295.59	547,148.53	5,039,656.41	49.78
NET OF REVENUES & EXPENDITURES						
		(1,080,547.00)	(654,884.33)	62,657.99	(425,662.67)	60.61

# PURCHASE ORDER

## CITY OF PORTLAND

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

TO MMFA

SHIP TO E/CC

582-201-958

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
<u>1-11-17</u>						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	<u>DUES FOR 2017</u>				<u>\$</u>	<u>5946-</u>

*[Handwritten Signature]*

NOT FOR RESALE  FOR RESALE

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

AUTHORIZED SIGNATURE \_\_\_\_\_

**ORIGINAL**

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



Michigan Municipal Electric Association  
 809 Centennial Way  
 Lansing, MI 48917  
 (517) 323-8346  
 mppa@mpower.org

Invoice 1043

**BILL TO**

Jon Hyland  
 City of Portland  
 259 Kent St  
 Portland, MI 48875

DATE  
 01/09/2017

PLEASE PAY  
 \$5,946.00

DUE DATE  
 01/09/2017

ACTIVITY	QTY	RATE	AMOUNT
Dues- Membership	1	5,946.00	5,946.00

Payments may be deductible in part as ordinary and necessary business expenses for federal income tax purposes. Dues and similar payments are not, however, deductible as charitable contributions.

TOTAL DUE

**\$5,946.00**

THANK YOU.

# PURCHASE ORDER

## CITY OF PORTLAND

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

TO Keusch Brothers

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

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
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4/17					
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
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	Energy Optz. Program		\$6,681.50
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	582.539.926005 Elec. Enqy. optz	\$6,681.50	
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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

Portland C & I Invoice Request

Program Name	Portland - MPPA Energy Smart - C&I - 2017
Project Name	Keusch Brothers (Super Service) - 1600 American Way
Payee Account ID / Account Name	Keusch Brothers
Payee Contact / Full Name	Dick Keusch
Payee Account ID / Mailing Street	1600 American Way
Payee Account ID / Mailing City	Portland
Payee Account ID / Mailing State / Province	MI
Payee Account ID / Mailing Zip / Postal Code	48875
Incentive	\$ 6,681.50
kWh (Projected)	82450
Elec. Account Number	10-06900-3
Project ID#	1557097
Date Installed / Complete	12/21/2016
Project Type	C&I Prescriptive

Total Projects: 1

MPPA Batching - Description

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# PURCHASE ORDER

## CITY OF PORTLAND

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

TO MPPA

SHIP TO E/EL

582-201-958

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

QUANTITY	DESCRIPTION	PRICE	AMOUNT
<u>1-12-17</u>	<u>MPPA ANNUAL DUES</u>		<u>14754.85</u>

*[Handwritten Signature]*

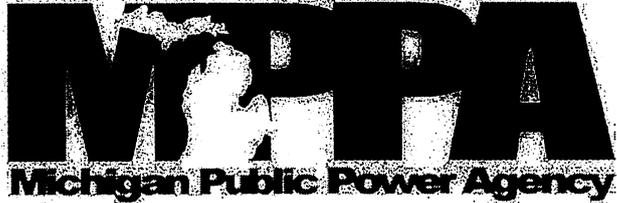
NOT FOR RESALE  FOR RESALE

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

*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

**ORIGINAL**

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



January 11, 2017

Invoice: 201711  
Due: 01/25/2017

Mr. John Hyland  
City of Portland  
259 Kent St.  
Portland, MI 48875

2017 Dues in accordance with the 2017 Budget Resolution adopted at the November 9, 2016 meeting of the MPPA Board of Commissioners:

MPPA Dues	\$ 12,693.00
APPA Dues	<u>2,061.85</u>
Total	<u>\$ 14,754.85</u>

Unless otherwise notified, the funds will be debited by MPPA on 01/25/2017.

Direct Payments and Inquires to:  
Amy DeLeeuw  
Michigan Public Power Agency  
(517) 323-8919 x107

Wire Instructions: Fifth Third Bank, Routing #042000314, Acct #7168131519 (Checking)  
ACH Instructions: Fifth Third Bank, Routing #072400052, Acct #7168131519 (Checking)

**PURCHASE ORDER**

**CITY OF PORTLAND**

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

TO Portland Area Fire Authority

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

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
1/9/17					

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	3rd Quarter Fire Services	\$	27,494.48
	101-101-804336 Comm Promo Cont. Svc	\$27,494.48	

NOT FOR RESALE  FOR RESALE

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



ORIGINAL



AUTHORIZED SIGNATURE

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

**Portland Area Fire Authority**773 E Grand River Ave  
Portland, MI 48875**Invoice**

Invoice #: 31352

Invoice Date: 1/2/2017

Due Date: 1/2/2017

Project:

P.O. Number: 1st Qtr

**Bill To:**City of Portland  
259 Kent St.  
Portland, MI 48875

Date	Description	Amount
12/22/2016	<p>3rd Quarter Fire Services - January - March 2017</p> <p>Note the invoice is based on the existing fire budget as per the Fire Authority Agreement. The following is a breakdown based on the existing annual budget of \$276,257.00</p> <p>City of Portland - 39.81% = \$109,977.91 divided by 4 = (1 pmt -\$27,494.47 and 3 pmts-\$27,494.48)</p> <p>Portland Twp. - 36.10% = \$99,728.78 divided by 4 = (1 pmt \$24,932.21 and 3 pmts - \$24,932.19)</p> <p>Danby Twp. - 24.09% = \$66,550.31 divided by 4 = (1 pmt \$16,637.57 and 3 pmts - \$16,637.58)</p>	27,494.48

We appreciate your prompt payment.

<b>Total</b>	<b>\$27,494.48</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$27,494.48</b>
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**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
December 2016**

**Calls for Service**

Dispatched	83
Patrol Originated	11
Follow Up Complaints	44
Assist to PPD	6
Assist to Fire / EMS	6
Assist Other Depts	7
Directed Patrol	0

**Other Functions**

Pistol Purchase Permits	7
PBT's	44
FOIA Requests	18
Sex Offender Registrations	1
Other Misc Function	45
Training	16
Administrative	158

**Traffic Stops**

Total Stops	42
Traffic Citations	23
Verbal Warnings	43
Parking Citations	44
Admin Citations	2

**Other**

Physical Business Checks	
Interior	90
Exterior	14
Patrol Contacts	287

**Arrests**

Misdemeanor Charges	11
Misdemeanor Arrests (# of Persons)	9
Felony Charges	5
Felony Arrests (# of Persons)	2
Juvenile Apprehensions	1

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

***December 4, 2016,*** Assist to IOSH at E Grand River near Kelsey for an officer requesting priority assistance.

***December 4, 2016,*** Assist to IOSH at E Grand River near Hudson Rd to remove a deer from the middle of the road. No other law enforcement units were available.

***December 10, 2016,*** Assist to MSP with a felony traffic stop / methamphetamine investigation on Towner Rd near Charlotte Hwy

***December 13, 2016,*** Assist to IOSH on I-96 near Peake Rd for an investigation of a kidnapping.

***December 31, 2016,*** Assist to IOSH on E Grand River near Minkley for a report of a breaking and entering in progress.

***Notable Investigations:***

Sgt Ludwick investigated a complaint of a retail fraud at a local business that revealed the suspect as an employee of that business. The employee had allegedly been embezzling merchandise while working and shoplifting on several different occasions. Additional information revealed that the suspect had enticed their juvenile child to shoplift as well. The suspect was lodged on charges of Retail Fraud - 1st Degree, Enticing a minor to commit a crime, and Possession of a scanner by a felon.



# PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR DECEMBER 2016

## NPDES COMPLIANCE

The City WWTP was not in compliance with the NPDES permit limitations for the month of December 2016. The 5-Day CBOB had invalid results for 12/14 and 12/15 due to Dissolved Oxygen depletion < 2.0 mg/L. This also resulted in non-compliance for the calculated percent removal for these two days.

## OPERATIONS

The WWTP treated **12.0 million gallons** and discharged **8.4 million gallons** for the month of December. The CBOD was 4ppm, the Total Suspended Solids were 8ppm, the phosphorus was 0.6ppm, and the fecal coliform was 9 counts/100ml.

The Dissolved Oxygen Sensor (DO) or the DO controller has failed. The DO sensor is part of the automatic aeration blower control system. We had Windemuller send a technician out twice over the past eighteen months to troubleshoot the problem. Both times they were able to get it to work only temporarily before it failed again. Fortunately we have been able to manually operate the aeration blowers. This however is not the most efficient method to maintain a consistent DO level in the aeration basins. The last technician conferred with the manufacturer technical support and has drawn the conclusion that one or the other of the components has failed but there is no way to determine which one. A quote was given and the work has been ordered to have the components replaced. This work should be done during the second week of January.

The City Council passed the Resolution to upgrade the heating in the Grit and the thickener buildings. This work has been ordered. There is an eight week lead time from the manufacturer for the Grit building heating/air handler equipment for the Grit & Screening building. This work should be performed in February.

Synagro was here on December 21 to haul and land apply the Biosolids. The work went smoothly and they were done by 3:30 PM.

The Hydromatic pump at the Rindlehaven lift Station (Cutler Rd.) failed again. This pump had been out last spring for major repairs and was placed back into service in mid-June. The pump was pulled and sent out to determine why it failed. We were told that the nut that holds the impellor to the motor shaft had come loose and as a result the seal was damaged on the motor. Since the impellor was replaced during the last repair and apparently was not tightened securely, I insisted that Kerr Pumps make the repair at no charge to us.

Mindy Tolan informed me that Mike Owen is planning to retire at the end of January. I confirmed this with Mike and I was told by him that he plans on retiring on January 30 or 31. Mindy and I reviewed the job description so that she could proceed with posting the position. This was done with no response from any of the current employees. The job will be advertised through outside sources. This should be done as soon as possible as it is very difficult for two operators to cover the WWTP and the collection system during the interim.

The Christmas and New Year holidays went smoothly without any unforeseen problems.

Once again we had a CBOD permit violation. This was due to too little depletion in the CBOD samples which provide invalid results. As a result of the invalid results we also could not compute the percent removals. The lack of depletion is probably the result of the river freezing over and the level rising considerably. This results in river water infiltration in the sewer main interceptor on Water Street. Snow melt on the streets is also a contributor to infiltration through the manhole covers. The result of the infiltration is increased plant flows which result in a diluted influent. If the percent dilutions of the samples are not increased accordingly, there will be a lack of depletion. Three of the four samplings were prepared by Tim Krizov. I reviewed this with Tim and had him increase the sample size. All of the samples for the remainder of the month produced valid results. I will continue to monitor closely and make sure that he learns how to recognize when to adjust the sample dilutions. This violation was reported to the MDEQ as required by the NPDES permit with a follow up letter submitted on the MiWaters site.

### **Maintenance & Capitol Expenses for December 1, 2016 to December 31, 2016**

<b>ITEM</b>	<b>COST</b>
State of Michigan – Annual NPDES fee	\$ 400.00
Synagro – Biosolids Fecal Coliform Analysis	\$ 440.00
Tom’s Do It Center – Comet Cleanser	\$ 1.29
Diekevers Roofing – Secondary Digester roofing replacement	\$ 8950.00
Environmental Sales – Vogelsang Wear plates	\$ 1095.96
MWEA – Administrators Conference Registration	\$ 495.00
	<hr/>
<b>Total Monthly Expenses</b>	<b>\$ 11382.25</b>
<b>Total Spent YTD</b>	<b>\$ 36176.35</b>

### **WASTEWATER COLLECTION SYSTEM ACTIVITY**

Sewer Trouble Spots sections cleaned	0
Routine cleaning	0
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	0
Building Services Inspected	0

## **SEWER CALLOUTS**

December 21, 2016

A call was received from the homeowner of 799 Riverside Dr. at 9:15 AM that his renter was having a backup from the washing machine drain. Mike Owen and Tim Krizov were dispatched to investigate the situation. Upon their arrival they inspected the flow at manholes C143, C144, and C145. The flow in the city main was normal with no indications of a blockage. They called the homeowner to report their findings so that he would know how to proceed with resolving the renters' problem.

Respectively Submitted,

Doug Sherman  
WWTP Superintendent

# *Portland Area Municipal Authority*

## GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

### MINUTES

October 5, 2016

**P.A.M.A. BOARD MEMBERS PRESENT:** K. Cook, R. Foote, G. Krausz

**VISITORS:** None

Meeting was called to order at 7:30 p.m.

#### **AGENDA**

- Not presented

#### **SECRETARY'S REPORT:**

- Motion to approve secretary's report as submitted by R. Foote supported by G. Krausz

#### **TREASURER'S REPORT:**

- Not presented

#### **OLD BUSINESS:**

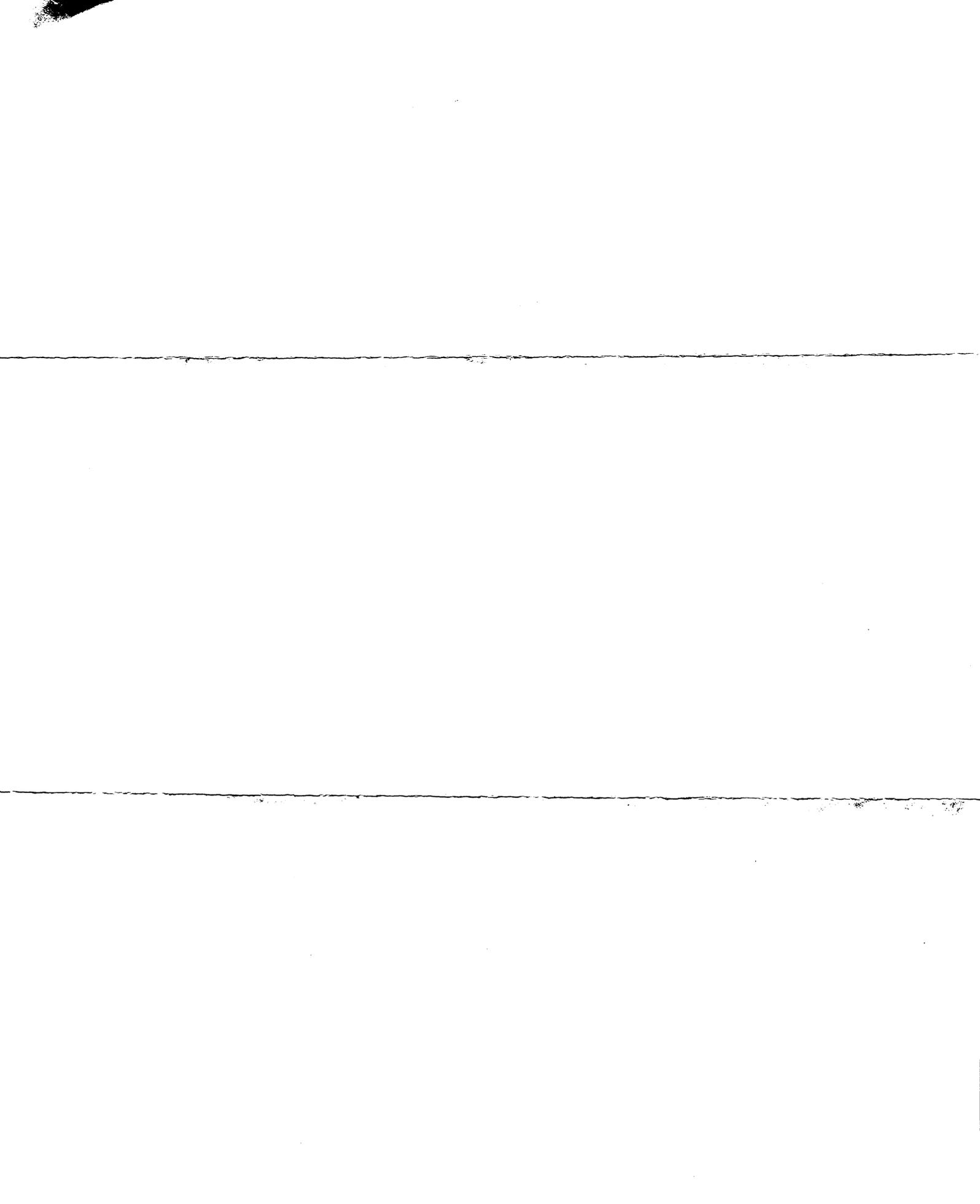
#### **NEW BUSINESS:**

Motion made by K. Cook supported by G. Krausz to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Keith Cook, Secretary

**NEXT MEETING: January 4, 2017 @ 7:30 p.m.**



# IONIA COUNTY BOARD OF COMMISSIONERS

## Organizational Meeting Agenda

January 10, 2017

4:00 p.m.

- I. **Call to Order by County Clerk**
- II. **Pledge of Allegiance**
- III. **Organization of Board and Committees**
  - A. Selection of Chairperson  
*\*Meeting turned over to newly elected Chairperson*
  - B. Selection of Vice-Chairperson
  - C. Review and Adoption of Board Rules  
*\* Discussion and adoption of board and committee meeting dates and times*
- IV. **Approval of Agenda**
- 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. **Appointments**
  - A. *Appointments to Standing Committee(s)*
    1. Audit Committee
    2. Facilities Committee
    3. Grievance Hearing Committee
    4. Personnel Committee
  - B. *Commissioner Appointments to Boards/Commissions*
    1. Airport Board – Three appointments (two-year terms).
    2. Area Agency on Aging of Western Michigan Board of Directors – One appointment (two-year term).
    3. Area Community Services Employment and Training Council – One appointment.
    4. Bargaining Committee Representative – One appointment (one-year term).
    5. Board of Public Works – One appointment (three-year term, expiring January 2018).
    6. Central Dispatch Board of Directors – One appointment (two-year term, which expired December 31, 2016)
    7. Community Corrections Advisory Board – One appointment (one-year term).
    8. Department of Human Services Board – One appointment (one-year term).
    9. EightCap Governing Board – One appointment (one-year term).
    10. Green View Point Park Advisory Board – One appointment (one-year term).
    11. Lake Boards – One-year terms
      - Long Lake Board
      - Jordan Lake Board
      - Morrison Lake Board
    12. MAC Workers' Compensation Board – One appointment (one-year term).
    13. MSU Extension District Extension Council – One appointment (two-year term).
    14. Park Advisory Board – One appointment (two-year term).
    15. Road Commission – One appointment (one-year term).
    16. Tax Allocation Board – One appointment (one-year term).
    17. West Michigan Regional Planning Commission – Up to two appointments (one-year terms).
  - C. *Legal Counsel*

**D. Department Heads**

1. Administrative Health Officer – One-year appointment
2. Animal Control Officers – Two-year appointments
3. Building Codes Official – One-year appointment
4. Central Dispatch Director – One-year appointment
5. Equalization Director – One-year appointment

**VIII. Unfinished Business**

- A. Substance Abuse Initiative – One two-year appointment
- B.

**IX. New Business**

- A. Request for approval of Agreement for Day Report Program
- B. Health Department Regional Perinatal Care System Quality Improvement Initiative Agreement
- C. Health Department Dietetics Internship Affiliation Agreement
- D. Health Department Plan of Organization
- E. Health Department Fee Schedule
- F. Drug Court Grant Program request for part-time employee
- G. Drug Court Grant Program Sub-Contract with Karen McFadden
- H. Drug Court Grant Program Sub-Contract with Carmon Ferman, LLC
- I. Acknowledgement of Applications for Appointment
  1. Park Advisory Board – One appointment – two-year term
  2. Tax Allocation Board – One appointment – one-year term

**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. Executive 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 – One three-year term expiring January 2018.
- Commission on Aging Board – One three-year term expiring September 2017.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2017.

**Non-Commissioner appointments for consideration in the month of February 2017:** None

**Appointments for consideration in the month of March 2017:**

- Community Mental Health Services Board – Five three-year terms.